

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON
MONDAY, SEPTEMBER 26, 2011 AT 6:30 PM IN THE COUNCIL CHAMBERS OF
THE TOWN ADMINISTRATION BUILDING**

1. **Call to Order Regular Council Meeting
& Record of Attendance**

2. **Public Hearing**

3. **Agenda Approval and Additions**

4. **Minutes**
 - 4.1 Monday, September 12, 2011, Council Meeting Minutes 3-6-

5. **Delegations**

6. **Bylaws**
 - 6.1 Tax Discount Bylaw 871/11 7-8
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7. **New and Unfinished Business**
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 - 7.2 Parkland Regional Library Proposed 2012-14 Budget 12-33
 - 7.3 Rick Pankiw Service Request 34-45
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 - 7.5 Sewer Line Issues 49-50
 - 7.6 Regional Assessment Review Board 51-67

8. **Reports**
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 - 8.1.2 Council Expense Claims 68-71
 - 8.2 Council Reports
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 - 8.3 Committee/Board Reports 73

9. **Correspondence**
 - 9.1 Seniors Falls Prevention Month Proclamation Request 74-76
 - 9.2 Waste Reduction Week Proclamation Request 77-78
 - 9.3 54 Ave and 50 St Intersection Bump Complaint Letter 79

10. **In Camera**
 - 10.1 Rimoka – Ponoka County Councillors' Beebe and Hinkley

11. **Adjournment**

Summary of Agenda Items for September 26, 2011:

Delegation:

Bylaws

- 6.1 **Tax Discount and Penalty Bylaw** – Council may pass first and second reading of the Tax Discount Bylaw 871/11, and if Council so chooses, third reading.
- 6.2 **Tax Penalty Bylaw** - Council may pass third reading of the Tax Penalty Bylaw 870/11.

New and Unfinished Business:

- 7.1 **Request to appoint an Auditor for the Library** – Library is requesting Council approval to appointment of Merilyn Sargeant for the annual review of the Library Financial records..
- 7.2 **Parkland Regional Library Proposed 2012-14 Budget** – is requesting Council approve the Parkland Regional Library Board 2012 budget.
- 7.3 **Rick Pankiw Service Request** – If Council agrees, it is recommended that Council pass a resolution agreeing to cover the cost of asphalt patching in front of 4806-51 Street that was removed for servicing of the lot.
- 7.4 **Tax Cancellation Request** – Administration is requesting that Council make a decision on the request to reduce the taxes on the subject properties.
- 7.5 **Sewer Line Issues** – is requesting Council replace the sewer line at 51 Avenue and 47th – 48th Street.
- 7.6 **Central Alberta Regional Assessment Review Board** – that Council pass a resolution that the Town of Rimbey serve notice of its intent to remain a member in the Central Alberta Regional Assessment Review Board.

Reports:

- 8.1 Finance Reports
 - 8.1.1 AP Cheque Run – September 23
 - 8.1.2 Council Expense Claims

That Council approve finance reports as presented.

- 8.2 Council Reports
 - 8.2.1 Mayor's Report

That Council approve Council reports as presented.

- 8.3 Committee/Board Reports

That Council pass a resolution adopting an additional item to the agenda to be Committee/Board reports to be provided at the first meeting of the month, starting October.

Correspondence:

- 9.1 **Seniors' Falls Prevention Month Proclamation Request**
- 9.2 **Waste Reduction Week Proclamation Request**
- 9.3 **54 Ave and 40 Street Intersection Bump Complaint Letter**

1. Call to Order Mayor Ibbotson called the meeting to order at 6:30 pm, with the following in attendance:
- Mayor Sheldon Ibbotson
 Councillor Jack Webb
 Councillor Paul Payson
 Councillor Gayle Rondeel
 Councillor Joe Anglin
 CAO – Tony Goode
 Assistant CAO – Ryan Maier
 Director of Finance - Danita Deal
 Recording Secretary - Melissa Beebe
- Public:
 Rimbey Review – Trena Mielke
 1 member of public
2. Public Hearing None
3. Adoption of Agenda Councillor Anglin requested the following additions: AUMA Conference and Tabled Motion 196/11 for hard wood floor and Councillor Payson requested addition of 54 Ave and 50 Street intersection
- Motion 202/11
- Moved by Councillor Anglin to accept agenda with additions of tabled motion for hard wood floor, 54 Ave and 50 St intersection, and AUMA Convention.
- CARRIED
(3-2)
- Council unanimously consented to add Tax Penalty Request to agenda.
4. Minutes 4.1 August 22, 2011, Council Meeting Minutes
- Motion 203/11
- Moved by Councillor Anglin to accept the August 22, 2011, Council Meeting minutes as amended.
- CARRIED
(5-0)
5. Delegation None
6. Bylaws 6.1 Tax Penalty Bylaw 870/11
 Assistant CAO presented Tax Penalty Bylaw 870/11. Administration is requesting first and second reading of the bylaw.
- Motion 204/11
- Moved by Mayor Ibbotson to give first reading to Bylaw 870/11.
- CARRIED
(5-0)
- Council discussed the option of the 2% discount and directed Assistant CAO to prepare a tax discount bylaw.
- Motion 205/11

Moved by Councillor Webb to give second reading to Bylaw 870/11.

CARRIED
(5-0)

7. New and
Unfinished
Business

7.1 Business Development Incentive Grant Policy 6601

Administration presented the Business Development Incentive Grant Policy 6601 for Council approval.

Motion 206/11

Moved by Councillor Rondeel to approve Business Development Incentive Grant Policy 6601.

CARRIED
(5-0)

7.2 Development Contribution Policy 6602

Administration presented Development Contribution Policy 6602 for Council approval.

Motion 207/11

Moved by Councillor Anglin to amend item 3.4 to change the maximum contribution to \$90,000, subject to Council approval and funding availability.

DEAFEATED
(1-4)

Motion 208/11

Moved by Mayor Ibbotson to approve Development Contribution Policy 6602.

CARRIED
(5-0)

7.3 Fire Hydrant Development Policy 6603:

Administration presented Fire Hydrant Development Policy 6603 for Council approval.

Motion 209/11

Moved by Mayor Ibbotson to approve Fire Hydrant Development Policy 6603.

CARRIED
(5-0)

7.4 Electricity Franchise Fee:

Director of Finance presented that Fortis Alberta is requesting confirmation of the electric distribution franchise fee for 2012.

Motion 210/11

Moved by Councillor Anglin to eliminate the Electricity Franchise Fee.

DEFEATED
(1-4)

Motion 211/11

Moved by Councillor Payson to keep the Fortis Electricity Franchise Fee at 7% for 2012.

CARRIED
(4-1)

7.5 Tabled Motion for Sports Floor:

Councillor Anglin submitted a letter for the record from Mr. Tim Lekas outlining the differences between synthetic and hard wood sports floors that have been

installed in schools around Alberta. Councillor Anglin provided some additional comparison information regarding maintenance care and costs and injury rates between the two types of flooring.

Motion 212/11

Moved by Councillor Anglin to purchase hardwood flooring for the Community Centre Main Auditorium sports floor from Advantage Sport in the amount of \$80,041.95.

CARRIED
(3-2)

7.6 54 Ave and 50 St Intersection:

Councillor Payson discussed that maybe there needs to be a caution bump sign placed at the intersection. Council discussed and accepted as information.

7.7 Tax Penalty:

Motion 213/11

Moved by Councillor Anglin to reconsider motion 192/11 from the August 22, 2011 meeting.

CARRIED
(5-0)

Motion 214/11

Moved by Councillor Anglin to waive the July 31 penalty for all tax rolls under the 1027859 Alberta Ltd. provided the taxes are paid in full prior to December 31, 2011.

CARRIED
(5-0)

7.8 AUMA Convention:

Councillor Anglin is requesting that it be duly noted, who from Council will be attending the AUMA Convention.

Motion 215/11

Moved by Mayor Ibbotson to approve Councillor Payson, Councillor Webb and Councillor Anglin to attend the AUMA Conference in Calgary in late September 2011.

CARRIED
(5-0)

8. Reports

8.1 Finance Reports:

Director of Finance in Training, Danita Deal, presented the following financial reports:

- 8.1.1 Consolidated Financial Statement –Aug 31/11
- 8.1.2 Cash Position
- 8.1.3 Bank Reconciliation
- 8.1.4 Accounts Payable Cheque Run – Aug 31/11
- 8.1.5 Accounts Payable Cheque Run – Sept 7/11

Motion 216/11

Moved by Councillor Rondeel to accept Finance Reports as presented.

CARRIED
(5-0)

9. Correspondence 9.1 Removal of an Aging Spruce Tree on Town Property Request

Motion 217/11

Moved by Councillor Anglin to refer the letter from George and Shirley Little regarding the removal of an aging spruce tree to CAO.

CARRIED
(5-0)

9.2 Town of Nanton AUMA Convention Resolution

Motion 218/11

Moved by Councillor Anglin to support the motions from the Town of Nanton to the AUMA Convention.

CARRIED
(5-0)

9.3 Alberta Transportation Representative at AUMA Convention

Council directed Administration to set up an appointment.

10. In Camera

None

11. Adjournment

Council adjourned the meeting at 8:01 pm.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF RIMBEY

DATE: September 26, 2011

TITLE: Tax Discount Bylaw

BACKGROUND:

Bylaws 436/82 and 598/93 previously set out the parameters for tax discounts and penalties. Bylaw 870/11 updated these bylaws and proposed to eliminate the tax discount.

Under the previous bylaws, taxpayers that prepaid taxes prior to the end of February received a 2% discount. This amounted to a discount of just over \$3,600 for 2011, \$2,200 in 2010, and \$3,400 in 2009, including a discount on school and lodge requisition taxes.

Council instructed administration to develop a new tax discount bylaw that would continue the 2% discount for prepayment of property taxes in January and February, but only be applied to the municipal portion of the taxes.

DISCUSSION:

Administration has previously recommended the discount be discontinued. A survey of eight similar-sized communities in Alberta revealed that only the Town of Hanna offers a discount for pre-payment of taxes (3%).

In speaking with our accounting software provider, there is no way for the program to calculate the discount on only the municipal portion of the taxes. The software provider also added it is unlikely there would be any change to add this feature to its program, as very few municipalities offer such a discount. Discounts to be applied would have to be done with manual journal entries on each payment, increasing administration time and margin for error.

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR RATES OF DISCOUNT ON PREPAYMENT OF TAXES.

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass bylaws allowing incentives for payment of taxes by a certain date;

THEREFORE, the Council of the Town of Rimbey, duly assembled, hereby enacts as follows:

PART I - BYLAW TITLE

- 1) This Bylaw may be cited as the "Tax Discount Bylaw".

PART II - PROCEDURES

- 2) A discount of two percent (2%) of the municipal portion of the taxes shall be applied to the prepayment of property taxes in the months of January and February.
- 3) Discounts shall be processed on funds received up to and including the close of business on the last business day in February.
- 4) Discounts shall not be applied to pre-payment of local improvement levies.

PART III – EFFECTIVE DATE

- 5) This Bylaw shall take effect on the date of third and final reading.

READ a first time this 26 day of September, 2011.

READ a second time this ____ day of _____, 2011.

READ a third and final time this ____ day of _____, 2011.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR RATES OF PENALTY ON TAXES.

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws regarding penalty for non-payment of taxes;

THEREFORE, the Council of the Town of Rimbey, duly assembled, hereby enacts as follows:

PART I - BYLAW TITLE

- 1) This Bylaw may be cited as the "Tax Penalty Bylaw".

PART II - PROCEDURES

- 2) A penalty of twelve percent (12%) shall be applied to all current taxes owing at the close of business on July 31 of each year. Should July 31 not be a business day, the penalty shall not be applied until the close of business on the following business day.
- 3) A penalty of eighteen percent (18%) shall be applied to all arrears owing at the close of business on December 31 of each year. Should December 31 not be a business day, the penalty shall not be applied until the close of business on the following business day.

PART III – REPEAL

- 4) Bylaws #436/82 and #598/93 are hereby rescinded.

PART IV – EFFECTIVE DATE

- 5) This Bylaw shall take effect on the date of third and final reading.

READ a first time this 12 day of September, 2011.

READ a second time this 12 day of September, 2011.

READ a third and final time this ____ day of _____, 2011.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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Rimbey, Alberta
T0C 2J0
Phone (403) 843-2841
E-mail: rimbeylibrarian@libs.prl.ab.ca
<http://rimbeylibrary.prl.ab.ca>

Town of Rimbey Council
Box 350
Rimbey, Alberta
T0C 2J0

Dear Council Members:

In accordance with the Municipal Libraries Act ;

Accountsⁱ

9 The municipal board shall

- (a) keep accounts of its receipts, payments, credits and liabilities,*
- (b) have a person who is not a member of the municipal board and whose qualifications are satisfactory to council review the accounts each calendar year and prepare a financial report in a form satisfactory to council, and*
- (c) submit the financial report to council immediately after its completion.*

RSA 2000 cL-11 s9;2006 c5 s6

the Rimbey Municipal Library Board proposes that Marilyn Sargeant be responsible for the annual review of our financial records. Please let us know at your earliest convenience if this meets with your approval.

Sincerely,

Jean Keetch
Library Manager

ⁱ Alberta Municipal Libraries Act section 9 (b)

Date: September 26, 2011

Title: Parkland Regional Library 2012-2014 Budget

Presenter: Administration

Background:

Attached is a copy of the Parkland Regional Library's Projected 2012 - 2014 Budget for Council approval.

Discussion:

The Parkland Regional Library Board is requesting council's approval of the 2012 budget and notifies PRL before November 10th, so that any concerns can be addressed at the PRL Board meeting on November 17th.

Recommendation:

That Council pass a resolution approving Parkland Regional Library Board 2012 budget as presented.

**PARKLAND REGIONAL LIBRARY
2012-2014 Budget**

Present
Budget

		2011	2012	2013	2014
INCOME					
1	Provincial Grant	904,067	904,936	904,936	904,936
2	Membership Fees	1,384,563	1,406,038	1,497,577	1,573,196
3	School Contracts	158,767	170,117	170,117	170,117
4	Media Contracts	77,630	64,498	64,498	64,498
5	Rural Library Services Grant	419,634	419,634	419,634	419,634
6	AMBC Contract Fees	64,741	79,741	79,741	79,741
7	Interest Income	25,000	45,000	45,000	45,000
8	School Horizon Maintenance Fees	7,500	7,500	7,500	7,500
9	Technology Reserve transfer - to balance budget		19,845		
TOTAL INCOME		3,041,902	3,117,309	3,189,003	3,264,622
LIBRARY MATERIALS					
1	Book Allotment PRL	319,194	319,499	319,499	319,499
2	Book Allotment SCHOOL	36,111	39,347	39,347	39,347
3	Rural Library Services Grant	419,634	419,634	419,634	419,634
4	Cataloguing Tools	3,375	3,400	3,450	3,450
5	AMBC Service Subscription	7,800	9,675	9,675	9,675
6	AMBC Contract Allotment	27,330	33,660	33,660	33,660
7	Large Print Books	13,000	13,000	13,000	13,000
8	Online Databases	17,200	18,700	19,700	20,900
9	Periodicals	2,300	2,300	2,400	2,500
10	Audio book and eContent materials	14,350	28,000	28,500	29,000
11	Reference Books	3,000	3,000	3,000	3,000
12		18,500	0	0	0
13	Children's Programming Boxes	500	500	500	500
14	Library Professional Collection	3,000	3,000	3,000	3,000
15	Media Co-acquisition Tapes	3,200	3,200	3,200	3,200
16	Video/DVD Purchases	4,500	3,000	3,000	3,000
TOTAL LIBRARY MATERIALS		892,994	899,915	901,565	903,365
COST OF SERVICES					
1	Audit	13,700	14,900	15,500	16,100
2	Bank expenses	875	1,300	1,300	1,300
3	Bank Investment Fees	3,500	3,700	3,900	4,100
4	Building-Repairs/Maintenance	25,000	25,000	25,000	25,000
5	Computer Maint. Agree. Software licenses	73,000	88,000	106,500	112,500
6	Continuing Education	20,000	20,000	20,000	20,000
7	Dues/Fees/Memberships	9,500	10,000	10,500	11,200
8	Equipment - Lease/Rental/Maint.	6,800	6,900	7,000	7,100
9	Film Showcase	1,250	1,300	1,300	1,300
10	Freight	9,750	11,500	12,000	12,500
11	Insurance	18,500	19,500	20,000	20,500
12	Internet Connection Fees	23,000	23,500	24,000	24,500
13	Janitorial expense	24,000	25,000	26,000	27,000
14	Legal/Consulting/Advocacy	20,000	2,000	2,000	2,000
15	Libraries Advisory Group	1,500	1,500	1,500	1,500
16	Outlets - Contribution to Operating	800	800	800	800
17	Photocopy	4,300	4,500	4,750	5,000
18	Postage	7,000	7,250	7,500	7,750
19	Postage Reimbursement	3,500	3,500	3,500	3,500
20	Promotion/Trade Shows/Publicity	5,000	5,000	5,000	5,000
21	Recruitment/Advertising	2,000	2,000	2,000	2,000
22	Salaries	1,335,245	1,403,828	1,440,456	1,494,537
23	Salaries - Employee Benefits	267,049	280,766	295,294	306,380
24	Supplies/Stationery/Processing/Recon	39,669	35,000	36,238	37,220
25	Telephone	14,000	14,000	14,000	14,000
26	Travel	18,000	12,000	12,000	12,000
27	Trustee expense	23,000	23,000	24,000	24,000
28	Utilities	35,000	35,000	35,000	35,000
29	Van expense	36,000	37,000	37,000	37,000
30	Workshop/Training expense	11,000	11,000	11,000	11,000
31	Amortization - prior Dec 31 2008 before change in alloca	46,970	38,650	32,400	29,470
32	Budgeted for reserves - Vehicle and Technology	50,000	50,000	50,000	50,000
TOTAL COST OF SERVICES		2,148,908	2,217,394	2,287,438	2,361,257
TOTAL Expenses (library materials & cost of service)		3,041,902	3,117,309	3,189,003	3,264,622
Surplus/Deficit		0	0	0	0
AMOUNT PER CAPITA REQUIRED		6.97	7.07	7.53	7.91



Proposed Budget 2012-2014

Notes for the Parkland Regional Library 2012 Budget and 2013 – 2014 Projections

Parkland's budget is developed according to Board policy. Budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. PRL's budget is based on board-stated priorities and on a long-term administrative plan.

New for 2012, there has been a board mandated departure from the way Parkland creates its budget. As a result of the economic constraints being forced by municipalities, the PRL Board directed that funds be transferred from reserves into the operating budget to reduce the amount of money required from Parkland's municipal members to sustain PRL's operations. See below for further details.

Budgets are written according to acceptable accounting standards with enough detail to demonstrate accurate projections of revenues and expenses, and appropriate detail for annual fiscal audit.

All capital acquisitions are not included in the operating budget (see Budget Supplement page 16). Tenders and proposals are submitted to the Executive Committee and/or Board as required by policy on an "as needed" basis throughout the budget year with the required funds being transferred from specific reserves.

PRL's budget projections for 2012 – 2014 are calculated using 2010 population figures for the provincial grant.

The budget for 2012 – 2014 is a very conservative budget with respect to operations. The only new services being introduced with a significant impact on the budget are:

- The management of wireless internet access devices for PRL's member libraries (approximately \$350 per year in ongoing costs),
- The management of desktop software in member libraries and Parkland headquarters (approximately \$25,000 in 2012 and \$40,000 per year ongoing).

Despite the increased licensing costs, projected savings in other areas of operations mean that the budget for 2012 reflects an increase of only 1.45% increase (down from last year's projection of an increase of approximately 5%).

The rates for 2013 and 2014 are subject to change and will likely be lower than presented. For example, there may be an increase in the provincial grant due to an increase in the region's population (provincial grants are based on a per capita rates), or the PRL Board may decide to transfer reserve or any surplus funds into Parkland's operating budget.

Points within the budget to note include:

Under Income:

- It is anticipated that the provincial operating grant rate for regional systems will remain at \$4.55 per capita

- PRL analyzed the cost vs. expenses of our school contracts and believe that as long as the current number of schools continue to participate in contract services, the school services side of operations will continue to pay for themselves including a modest profit. Since school budgets are going to be tight over the next year, PRL will not be raising school contract fees lest more schools withdraw and force an end to school library and media services through Parkland. The cessation of school service would force PRL to lay off staff and could force an increase in the per capita rates municipalities pay to Parkland.
- There will be an increase in income from Alberta Multilingual Book Consortium (AMBC) contract fees, but also an increase in cost to PRL for Parkland's participation in the consortium (see line #5 under Library Materials).
- Due to the financial stain currently being experienced by many municipalities, the PRL Board mandated that funds in the amount of \$19,845 be transferred from the Technology Reserve into the operating budget (see line #9) for the year 2012 to reduce the per capita requisition billed to PRL's member municipalities by ten cents per capita. **The budget originally approved by PRL's Executive Committee in May 2011 allowed for a \$7.17 per capita requisition to municipalities in 2012 that is now being reduced to \$7.07.**

Under Library Materials:

- There are no significant changes in the budget except for those already outlined relating to the AMBC collection. PRL's subscription has increased by approximately \$1,875.
- Beginning in 2012, the Audiobook and eContent materials line (#10) and eAudiobook Subscription line (#12) are being combined. Due to changes in the marketplace, PRL may choose to terminate its subscription to NetLibrary and instead purchase downloadable eAudiobooks individually. Combining these two lines allows PRL staff much greater flexibility in purchasing.

Under Cost of Service

- The only significant cost increase in this section is line 5, the Computer Maintenance Agreement Software Licenses line. The increase to this line is in support of PRL's project to ongoingly support the management and upgrades of computer networks in Parkland headquarters and member libraries.

Under Budget Supplement (see pages 16 – 18)

When PRL prepares its budget, the monies collected to pay for computer related purchases and vehicle purchases are moved directly into the Technology and Vehicle Reserves (see budget line 32 under Cost of Services). Staff makes all applicable computer and vehicle purchases directly from reserves.

Staff has a good idea of the yearly IT purchases needed because PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure. However, it is important to note that unplanned for initiatives (eg. The provincial technology plan created by the Government of Alberta), and/or the rapidly changing nature of library services all mean that PRL's IT related purchases including software licensing are frequently the most difficult parts of our budget to predict and control. Based on PRL's Technology Replacement Schedule, items being identified as

needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

Vehicle purchases are managed in the same way as computer purchases.

The Budget Supplement also reflects the transfer of \$19,845 from the Technology Reserve into operating to reduce the per capita requisition to municipalities.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined in the Budget Supplement and based on policy. Capital assets are now purchased from reserves.

Complete Notes to the 2012 – 2014 Budgets

PARKLAND REGIONAL LIBRARY

2012-2014 Budget

Present

Budget

		2011	2012	2013	2014
INCOME					
1	Provincial Grant	904,067	904,936	904,936	904,936
2	Membership Fees	1,384,563	1,406,038	1,497,577	1,573,196
3	School Contracts	158,767	170,117	170,117	170,117
4	Media Contracts	77,630	64,498	64,498	64,498
5	Rural Library Services Grant	419,634	419,634	419,634	419,634
6	AMBC Contract Fees	64,741	79,741	79,741	79,741
7	Interest Income	25,000	45,000	45,000	45,000
8	School Horizon Maintenance Fees	7,500	7,500	7,500	7,500
9	Technology Reserve transfer - to balance budget		19,845		
TOTAL INCOME		3,041,902	3,117,309	3,189,003	3,264,622

Assumption:

Alberta Municipal Affairs will calculate the operating grants issued to PRL based on 2010 population figures at a rate of \$4.55 per capita and rural library service grant rates at \$5.40 per capita with a current service population of 198,887.

Income – line details

1. Provincial Grant:

this amount is based on 2010 population figures used by the provincial government from Alberta Municipal Affairs official population figures with the current rate of \$4.55 per capita giving an estimated income of \$904,936

2. Membership Fees:

\$7.07 per capita for most members in 2012; some members who joined PRL after 1998 are paying locked-in rates per their membership acceptance – please see accompanying documentation at the end of the budget for individual municipality costs

3. School Contracts:

estimates are based on school library service contract pricing and current student population figures

4. Media Contracts:

based on PRL school and media pricing, and student population figures as provided by the schools

5. Rural Library Services Grant:

grant received from Municipal Affairs using 2010 population figures for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board - passed directly to libraries, as directed by these municipalities (calculated at \$5.40 per capita – see line 3 under Library Materials) – estimated at \$419,634

6. AMBC Contract Fees:

contract for 2012 - has an overall increase of \$15,000 over 2011 with a proportional material allotment expenditure line increase as well (see line 6 under Library Materials); contract income will be held though 2014

7. Interest Income:

estimate based on the returns from the RBC Dominion Parameters program, the Community Credit Union short-term investments, and current bank account – increased to reflect anticipated returns on investments

8. School Horizon Maintenance Fees:

the sub-licensing fees charged to schools for Horizon; based on current contract pricing and current school participation

9. Technology Reserve transfer – to balance budget:

mandated by the PRL Board, these are funds moved from the Technology Reserve for the 2012 budget year to minimize the per capita increase to the requisition paid my member municipalities.

LIBRARY MATERIALS					
1	Book Allotment PRL	319,194	319,499	319,499	319,499
2	Book Allotment SCHOOL	36,111	39,347	39,347	39,347
3	Rural Library Services Grant	419,634	419,634	419,634	419,634
4	Cataloguing Tools	3,375	3,400	3,450	3,450
5	AMBC Service Subscription	7,800	9,675	9,675	9,675
6	AMBC Contract Allotment	27,330	33,660	33,660	33,660
7	Large Print Books	13,000	13,000	13,000	13,000
8	Online Databases	17,200	18,700	19,700	20,900
9	Periodicals	2,300	2,300	2,400	2,500
10	Audiobook and eContent materials	14,350	28,000	28,500	29,000
11	Reference Books	3,000	3,000	3,000	3,000
12	eAudiobook Subscription	18,500	0	0	0
13	Children's Programming Boxes	500	500	500	500
14	Library Professional Collection	3,000	3,000	3,000	3,000
15	Media Co-acquisition Tapes	3,200	3,200	3,200	3,200
16	Video/DVD Purchases	4,500	3,000	3,000	3,000
TOTAL LIBRARY MATERIALS		892,994	899,915	901,565	903,365

Library Materials Expenditures - line details

- 1. Book Allotment PRL:* reflects allotment rate of \$1.60 per capita for 2012 – 2014

- 2. Book Allotment Schools:* assumes the current student population for allotment (see line 3 under Income) and calculated at the allotment rates based on the various contract options for the school agreements

- 3. Rural Library Services Grant:* provincial grant estimated at \$419,634 and received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities (calculated at \$5.40 per capita using 2010 population figures – see line 5 under income)

- 4. Cataloguing tools:* based on actual with slight increases - includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; in addition to print materials such as LCSH/DDC, all of which are used to prepare books for libraries

- 5. Alberta Multilingual Book Consortium Subscription:* subscription cost to the consortium which allows client public libraries access to blocks of multilingual books for their patrons – reflects new contract fee for 2012 – 2014 (see line 6 under Income)

6. *AMBC Contract Allotment:* reflects increase in allotment as per contract agreement for books bought by PRL as agent of the Alberta Multilingual Book Consortium to distribute multilingual books province-wide (see line 6 under Income)
7. *Large Print Books:* held steady at 2011 level
8. *Online Databases:* subscription fees for increased variety of databases including the Universal Subscription Core from TAL – based on actual with slight increases to cover anticipated rise in prices or fluctuations in the Canadian dollar
9. *Periodicals:* held at 2011 level in 2012 with slight increases thereafter to accommodate public performance licensing fees
10. *Audiobook and eContent Materials* to support the audio, downloadable e-audio and e-book purchases
11. *Reference Books:* to purchase material for the PRL reference collection – held at 2011 level
12. *eAudiobook Subscription:* line eliminated since PRL may cut its subscription to NetLibrary downloadable e-audiobook collection– funds to pay for NetLibrary have been reallocated to line 10; Audiobook and eContent Materials
13. *Children's Programming Boxes:* minimal funds allocated to refresh and build new boxes - held at \$500
14. *Library Professional Collection:* to purchase much needed material for PRL's in-house collection on computer/automation subjects, governance, library design, policy and program development, and library operations; for use by PRL staff and client libraries – held at 2011 level
15. *Media Co-acquisition DVDs:* provincial consortium fee to access bulk purchasing and reproduction rights of educational DVDs and covered by the media contract income, (see line 4 under Income) – line held 2011 level

16. DVD Purchases:

to purchase educational videos for the media collection with costs covered completely by media contract – reduced in 2012 to reflect declining number of school media contracts and then held (see line 4 under Income)

COST OF SERVICES					
1	Audit	13,700	14,900	15,500	16,100
2	Bank expenses	875	1,300	1,300	1,300
3	Bank Investment Fees	3,500	3,700	3,900	4,100
4	Building-Repairs/Maintenance	25,000	25,000	25,000	25,000
5	Computer Maint.Agree. Software licenses	73,000	88,000	106,500	112,500
6	Continuing Education	20,000	20,000	20,000	20,000
7	Dues/Fees/Memberships	9,500	10,000	10,500	11,200
8	Equipment - Lease/Rental/Maint.	6,800	6,900	7,000	7,100
9	Film Showcase	1,250	1,300	1,300	1,300
10	Freight	9,750	11,500	12,000	12,500
11	Insurance	18,500	19,500	20,000	20,500
12	Internet Connection Fees	23,000	23,500	24,000	24,500
13	Janitorial expense	24,000	25,000	26,000	27,000
14	Legal/Consulting/Advocacy	20,000	2,000	2,000	2,000
15	Libraries Advisory Group	1,500	1,500	1,500	1,500
16	Outlets - Contribution to Operating	800	800	800	800
17	Photocopy	4,300	4,500	4,750	5,000
18	Postage	7,000	7,250	7,500	7,750
19	Postage Reimbursement	3,500	3,500	3,500	3,500
20	Promotion/Trade Shows/Publicity	5,000	5,000	5,000	5,000
21	Recruitment/Advertising	2,000	2,000	2,000	2,000
22	Salaries	1,335,245	1,403,828	1,440,456	1,494,537
23	Salaries - Employee Benefits	267,049	280,766	295,294	306,380
24	Supplies/Stationery/Processing/Recon	39,669	35,000	36,238	37,220
25	Telephone	14,000	14,000	14,000	14,000
26	Travel	18,000	12,000	12,000	12,000
27	Trustee expense	23,000	23,000	24,000	24,000
28	Utilities	35,000	35,000	35,000	35,000
29	Van expense	36,000	37,000	37,000	37,000
30	Workshop/Training expense	11,000	11,000	11,000	11,000
31	Amortization prior Dec 31 2008 before changes	46,970	38,650	32,400	29,470
32	Budgeted for reserves - Vehicle and Technology	50,000	50,000	50,000	50,000
TOTAL COST OF SERVICES		2,148,908	2,217,394	2,287,438	2,361,257

Cost of Services – line details

- 1. Audit:* audit contract with Collins Barrow – known price for 2012 with estimates for 2013 - 2014
- 2. Bank Expenses:* for cost of cheques and direct deposit fees – increased in 2012 then held to cover the new cost associated with the introduction of direct deposit for PRL staff and elimination of MasterCard fees
- 3. Bank Investment Fees:* fee for management of the Parameters Investment Program – based on first quarter estimate with slight increases to cover anticipated rise in costs
- 4. Building-Repair/
Maintenance:* based on repairs expected in aging building with known ongoing problems – held at 2011 level
- 5. Computer Maint. Agree./
Software Licenses :* includes, but is not limited to, Horizon, Citrix, Panda, Peachtree, Quickbooks, Webinteractive, Calcium, VMware, and Zimbra e-mail software, and the maintenance costs for the websites for libraries project - line increased to account for increased costs as well as the new costs associated with PRL's management of wireless networks for member libraries and for computer desktop management of member libraries - increased each year to cover anticipated cost increases or new unpredicted software purchases
- 6. Continuing Education:* funds to attend workshops such as the Alberta Library Conference, technology courses (costs in this area are escalating), COSUGI conference for Horizon users – held at \$20,000
- 7. Dues/Fees/Memberships:* memberships may include, but are not necessarily limited to: The Alberta Library, LAA, ALTA, AALT, PLA, AAMDC, CLA, ALA, APLAC, and TAL - based on actual with modest increases to cover anticipated rise in costs
- 8. Equipment –
Lease/Rental/Maint.:* lease payment for postage meter and scale required to comply with standards, laminator maintenance agreement, and equipment repairs – based on actual with modest increases to cover anticipated rise in costs

9. *Film Showcase:* used to cover the costs for PRL staff to travel to meetings of the Alberta Video Co-Acquisitions Consortium for the selection of school media videos - increased slightly to cover anticipated rise in cost then held (see line 4 under “Income”)
10. *Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – increased to reflect actual with slight increases thereafter
11. *Insurance:* includes the building, contents, outlet contents, general liability, bond and crime – increased to reflect anticipated cost increases with slight increases thereafter
12. *Internet Connection Fees/Dedicated Lines:* for conference calling, internet service provision and two dedicated telephone lines - based on a three year contract with Platinum with slight increases thereafter in case bandwidth needs to be increased further
13. *Janitorial Expense:* based on actual with slight increases projected – includes snow removal and yard maintenance
14. *Legal/Consulting /Advocacy:* the mandate of this line was expanded to reflect PRL’s need for various external consultants – the line was increased in 2010 and 2011 to hire a communications consultant to help PRL staff design communications and advocacy programs for use at PRL and for our client libraries – it has now been reduced back to the 2009 level in 2012 and held
15. *Libraries Advisory Group:* meetings to allow client library managers to meet and discuss matters of concern and to communicate local needs to PRL and vote on matters demanding consensus – held at \$1,500 to provide lunch and cover other miscellaneous costs for three Libraries Advisory Group meetings per year
16. *Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds
17. *Photocopy:* based on estimated need with slight increases given that PRL has a new Communications Coordinator (possibly more mail outs)
18. *Postage:* based on estimated need with slight increases given that PRL has a new Communications Coordinator (possibly more mail outs)

19. *Postage Reimbursement:* held at \$3,500
20. *Promotion/Trade Shows/Publicity:* includes Systems' brochures & hospitality expense at ALC, AUMA, AAMD&C, LGAA conventions, gifts/donations, flowers for libraries' anniversaries, promotional items – held at \$5,000
21. *Recruitment/Advertising:* line used for advertising job vacancies, assisting prospective candidates with travel costs for interviews, and new employees with moving expenses where needed - line held at \$2,000
22. *Salaries:* on the basis of expense estimation at maximum level, the budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal – increased to reflect predicted staffing levels
23. *Salaries-Employee Benefits:* all staff at full benefits including LAPP and Blue Cross - increased to reflect anticipated costs
24. *Supplies/Stationery:* includes book-related supplies as well as barcodes, barcode label protectors, patron membership cards supplied to public libraries, building supplies, and stationery supplies – new is the purchasing of small non-capital IT items as needed - increased to reflect actual with slight increases thereafter
25. *Telephone:* includes line charges, toll free numbers, outgoing fax, mobile telephones, and long distance costs – held at \$14,000
26. *Travel:* includes consulting travel to public and school libraries (to reimburse staff when not using the PRL passenger van), administrative travel, annual IT visits, and staff travel to workshops/conferences - reduced to more accurately reflect actual then held
27. *Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the ALC; additional expenses include \$100 half day/\$200 full day honorarium and mileage reimbursement is paid for committee meetings (includes meetings the board chair attends such as the Systems Directors and

Chairs meetings) - held at 2011 level in 2012 with a modest increase in 2013 and held

28. *Utilities:* based on actual and held at 35,000
29. *Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a Dodge Caravan for staff use - modest increase in 2012 and then held
30. *Workshop/Training:* includes costs for all workshops or training activities, or program initiatives held at PRL or other locations – held at \$11,000
31. *Amortization* rate for amortization estimated each year for PRL’s capital assets prior to January 1, 2009 (building, furniture and fixtures, computer equipment, other equipment, and vehicles) – line to offset the amortization of capital assets and losses associated with the disposal of capital assets (see note 1-A or the Budget Supplement)
32. *Budgeted for Reserves:* line to fund the Vehicle and Technology Reserves for covering current and ongoing purchases (see notes 5-D of the Budget Supplement) - line held at \$50,000.

Proposed 2012-2014 Budget

Present
Budget

2011	2012	2013	2014
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TOTAL INCOME

3,041,902	3,117,309	3,189,003	3,264,622
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TOTAL LIBRARY MATERIALS

892,994	899,915	901,565	903,365
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TOTAL COST OF SERVICES

2,148,908	2,217,394	2,287,438	2,361,257
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TOTAL EXPENSES

3,041,902	3,117,309	3,189,003	3,264,622
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Surplus/Deficit

0	0	0	0
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AMOUNT PER CAPITA REQUIRED

6.97	7.07	7.53	7.91
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Budget Supplement

Explanation points to the 2012-2014 Budget dealing with Capital Assets, Amortization and Reserves.

When PRL prepares its budget, the monies collected to pay for computer related purchases and vehicle purchases are moved directly into the Technology and Vehicle Reserves (see budget line 32 under Cost of Services). Staffs make all applicable computer and vehicle purchases directly from reserves.

Staff has a good idea of the yearly IT purchases needed because PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure. However, it is important to note that unplanned for initiatives (eg. The provincial technology plan created by the Government of Alberta), and/or the rapidly changing nature of library services all mean that PRL's IT related purchases including software licensing are frequently the most difficult parts of our budget to predict and control. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

Vehicle purchases will be managed in the same way as computer purchases.

Due to the financial stain currently being experienced by many municipalities, the PRL Board mandated that funds in the amount of \$19,845 be transferred from the Technology Reserve into the operating budget for the year 2012 to reduce the per capita requisition billed to PRL's member municipalities by ten cents per capita. **The budget originally approved by PRL's Executive Committee in May 2011 allowed for a \$7.17 per capita requisition to municipalities in 2012 that is now being reduced to \$7.07.**

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2012	2013	2014	
Amortization Reserve				
Anticipated funds required to cover current portion of amortization expense from prior years (Jan 1, 2009 forward) <i>(actual amount will be affected by asset disposals during the year)</i>	91,800.00	80,400.00	86,500.00	A
Vehicle Reserve				
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	62,000.00	0.00	34,000.00	B
Technology Reserve				
Anticipated funds required to purchase computer hardware and software <i>(actual amount will be based on exact purchase price in the year)</i>	35,200.00	43,500.00	55,350.00	B
Technology Reserves transfer – to balance budget	19,845.00			E
	208,845.00	123,900.00	175,850.00	
2 INCOME FROM THE SALE OF CAPITAL ASSETS				
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	9,000.00	0.00	5,000.00	C
	9,000.00	0.00	5,000.00	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES				
Amortization Reserve				
Residual Amortization anticipated - Vehicles purchase	43,400.00	0.00	23,800.00	B
Residual Amortization anticipated - Technology purchases <i>(actual amounts will be based on exact purchase amounts in the year)</i>	24,640.00	30,450.00	38,745.00	B
Vehicle Reserve				
Proceeds from the sale of vehicles	9,000.00	0.00	5,000.00	C
	77,040.00	30,450.00	67,545.00	
4 CAPITAL ASSET EXPENSE ALLOCATION				
Current Amortization estimated - Vehicles purchase	18,600.00	0.00	10,200.00	B
Current Amortization estimated - Technology purchases <i>(actual amounts will be based on exact purchase amounts in the year)</i>	10,560.00	13,050.00	16,605.00	B
Amortization - Capital asset expense				
Amortization expense anticipated from prior years (Jan 2009 forward) <i>(actual amount will be affected by asset disposals during the year)</i>	62,640.00	67,350.00	59,695.00	A
	91,800.00	80,400.00	86,500.00	

5	Budgeted expense to build reserves and use for current and ongoing capital purchases (see line 32 of the budget)				
Vehicle Reserve					
	Policy budget item- movement of \$5,000 per vehicle to Vehicle Reserve	15,000.00	15,000.00	15,000.00	D
Technology Reserve					
	Policy budget item-to fund Technology purchases	35,000.00	35,000.00	35,000.00	D
		<u>50,000.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	

Requisition Amount for each Municipality for 2012-2014

	2012 Requisition	2013 Requisition	2014 Requisition	
1. ALIX	7.07	7.53	7.91	ALIX
2. ALLIANCE	7.07	7.53	7.91	ALLIANCE
3. AMISK	7.07	7.53	7.91	AMISK
4. BASHAW	7.07	7.53	7.91	BASHAW
5. BAWLF	7.07	7.53	7.91	BAWLF
6. BENTLEY	7.07	7.53	7.91	BENTLEY
7. BIG VALLEY	7.07	7.53	7.91	BIG VALLEY
8. BIRCHCLIFF SV	7.07	7.53	7.91	BIRCHCLIFF SV
9. BITTERN LAKE	7.07	7.53	7.91	BITTERN LAKE
10. BLACKFALDS	7.07	7.53	7.91	BLACKFALDS
11. BOWDEN	7.07	7.53	7.91	BOWDEN
12. CAMROSE	7.07	7.53	7.91	CAMROSE
13. CAMROSE COUNTY	7.07	7.53	7.91	CAMROSE COUNTY
14. CAROLINE	7.07	7.53	7.91	CAROLINE
15. CARSTAIRS	7.07	7.53	7.91	CARSTAIRS
16. CASTOR	7.07	7.53	7.91	CASTOR
17. CLEARWATER M D	7.07	7.53	7.91	CLEARWATER M D
18. CLIVE	7.07	7.53	7.91	CLIVE
19. CORONATION	7.07	7.53	7.91	CORONATION
20. CREMONA	7.07	7.53	7.91	CREMONA
21. CZAR	7.07	7.53	7.91	CZAR
22. DAYSLAND	7.07	7.53	7.91	DAYSLAND
23. DELBURNE	7.07	7.53	7.91	DELBURNE
24. DIDSBURY	7.07	7.53	7.91	DIDSBURY
25. DONALDA	7.07	7.53	7.91	DONALDA
26. ECKVILLE	7.07	7.53	7.91	ECKVILLE
27. EDBERG	7.07	7.53	7.91	EDBERG
28. ELNORA	7.07	7.53	7.91	ELNORA
29. FLAGSTAFF COUNTY	7.07	7.53	7.91	FLAGSTAFF COUNTY
30. FORESTBURG	7.07	7.53	7.91	FORESTBURG
31. GULL LAKE	7.07	7.53	7.91	GULL LAKE
32. GALAHAD	7.07	7.53	7.91	GALAHAD
33. HALF MOON BAY SV	7.07	7.53	7.91	HALF MOON BAY SV
34. HARDISTY	7.07	7.53	7.91	HARDISTY
35. HAY LAKES	7.07	7.53	7.91	HAY LAKES
36. HEISLER	7.07	7.53	7.91	HEISLER
37. HUGHENDEN	7.07	7.53	7.91	HUGHENDEN
38. INNISFAIL	7.07	7.53	7.91	INNISFAIL
39. JARVIS BAY SV	7.07	7.53	7.91	JARVIS BAY SV
40. KILLAM	7.07	7.53	7.91	KILLAM
41. LACOMBE	7.07	7.53	7.91	LACOMBE

42. LACOMBE COUNTY	7.07	7.53	7.91	LACOMBE COUNTY
43. LOUGHEED	7.07	7.53	7.91	LOUGHEED
44. MOUNTAIN VIEW COUNTY	7.07	7.53	7.91	MOUNTAIN VIEW COUNTY
45. NORGLLENWOLD SV	7.07	7.53	7.91	NORGLLENWOLD SV
46. OLDS	7.07	7.53	7.91	OLDS
47. PAINTEARTH COUNTY	7.07	7.53	7.91	PAINTEARTH COUNTY
48. PARKLAND BEACH SV	7.07	7.53	7.91	PARKLAND BEACH SV
49. PENHOLD	7.07	7.53	7.91	PENHOLD
50. PONOKA	7.07	7.53	7.91	PONOKA
51. PONOKA COUNTY	7.07	7.53	7.91	PONOKA COUNTY
52. PROVOST	7.07	7.53	7.91	PROVOST
53. PROVOST MD	7.07	7.53	7.91	PROVOST MD
54. RED DEER COUNTY	7.07	7.53	7.91	RED DEER COUNTY
55. RIMBEY	7.07	7.53	7.91	RIMBEY
56. ROCKY MT HOUSE	7.07	7.53	7.91	ROCKY MT HOUSE
57. ROCHON SANDS SV	6.77	6.77/7.53	7.91	ROCHON SANDS SV
58. ROSALIND	7.07	7.53	7.91	ROSALIND
59. SEDGEWICK	7.07	7.53	7.91	SEDEWICK
60. STETTLER	7.07	7.53	7.91	STETTLER
61. STETTLER COUNTY	7.07	7.53	7.91	STETTLER COUNTY
62. STROME	6.11/7.07	7.53	7.91	STROME
63. SUNBREAKER COVE SV	7.07	7.53	7.91	SUNBREAKER COVE SV
64. SUNDRE	7.07	7.53	7.91	SUNDRE
65. SYLVAN LAKE	7.07	7.53	7.91	SYLVAN LAKE

TOWN OF RIMBEY

DATE: September 26, 2011

TITLE: Rick Pankiw Service Request

BACKGROUND:

Rick Pankiw made a request to Council on May 2 for cost sharing to bring services from the main to his property line for a commercial development. The request was for the Town to pay for the asphalt patching of the street.

Council deferred a decision until the new development incentive and infrastructure cost-sharing policies had been developed.

Under the new policies, the servicing costs for Mr. Pankiw's development do not qualify for a cost-share, as the development was under the \$250,000 minimum threshold. Under the Business Development and Incentive Grant Program policy, the development would be eligible for a \$1,000 grant.

Earlier this summer, Mr. Pankiw repaired the sidewalks in front of the new development, with the Town agreeing to share in the costs at an estimated cost to the Town of \$300.

DISCUSSION:

Mr. Pankiw provided a letter to the Town which estimates the paving costs for repair of the street to be approximately \$1,500.00 of a total servicing cost of \$9,000.00. The actual cost of the patching was \$2,314.04, which was completed by Border Paving when they were in town earlier to complete other patching.

In speaking with Mr. Pankiw on September 22, he indicated that he would not invoice the Town for its portion of the sidewalk repairs, and he would not apply for the development incentive grant if the Town agreed to pay for the patching.

Current policy and bylaws remain contradictory as to the responsibility for bringing services to the property line, whether it be the Town or developer. Past practice of the Town has been inconsistent, with some servicing of developments being cost-shared, while others have not been.

RECOMMENDATION:

As the bylaws and policies remain inconsistent in regards to servicing costs to the property line, Council will need to determine if the offer to pay for sidewalk replacement and not apply for the development incentive grant are a fair trade-off to the costs of patching. If Council agrees, then it is recommended that Council pass a resolution agreeing to cover the cost of asphalt patching in front of 4806 - 51 Street that was removed for servicing of the lot.

Additionally, it is recommended that the bylaws and policies referring to lot and development servicing be updated so that they are consistent and can be applied consistently in the future.

May 2, 2011

RECEIVED

MAY - 2 2011

TOWN OF RIMBEY

Town Of Rimbeey:

Attn: Ryan

Hi Ryan, as per our meeting the other day I would like to thank Town Council for reviewing my letter pertaining to my development. Town Council had some questions which they wanted answers for before giving thought to my consideration, unfortunately after learning all aspects to directional boring as opposed to digging I had to drop the directional boring due to not having a plumber with the correct certification to do the job. I have since proceeded with bringing services to my lot by digging up the street at a cost of approx \$7500.00. What I am now asking the town to consider is to pay for the cost of repaving the street and doing this later in the year when a paving company is in town doing other jobs. The cost of this is approx \$160 per square meter and this would work out to be approx \$1500.00

Thanking you in advance

Rick Pankiw



Town of Rimbey Policy Manual

Title:	Development Contributions Policy	Policy No.:	6602
Supercedes:	New		
Approved:	September 12, 2011	Resolution No.:	208/11
Effective Date:	September 12, 2011		
Purpose:	To assist in economic development within the Town of Rimbey by providing development contributions.		

1.0 Policy Statement

The Town may provide contributions to development projects that will notably increase the Town tax base and provide viable long-term employment opportunities within the Town. Any contributions will meet the Design Guidelines and Construction Standards for Development.

2.0 Purpose

Municipal Improvements shall mean and include the following to be constructed on Public Property to the Town of Rimbey Design Standards:

- 2.1 All sanitary sewer systems including, service lines, manholes, mains and appurtenances; and
- 2.2 All minor and major drainage systems, including storm sewers, storm sewer connections, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, storm retention ponds, catch basins, catch basin leads, manholes, overland drainage (swales), and associated works, all as and where required by the Municipality; and
- 2.3 All water systems including all water mains, fittings, valves, and hydrants, all appurtenances and system looping as required by the Municipality, in order to safeguard and ensure the continuous and safe supply of water in the Development Area; and
- 2.4 All roadway systems including curb, gutter and sidewalk, road structures including subgrade preparation, GBC gravel and asphalt and all surface asphalt on Public Property; and
- 2.5 The restoration of all Public Properties to the Municipality's satisfaction which are disturbed or damaged in the course of the Developer's work.

Amended:

Date:

Resolution:

Date:

Resolution:

3.0 Guidelines

- 3.1 Each application must be made in writing to Town Council at the time of development permit application.
- 3.2 The Town may contribute for the servicing of commercial properties to accommodate new development with an added fair market value over \$250,000.
- 3.3 Contributions will only be made for upgrades or continuance of municipal improvements to the property line of the subject lands.
- 3.4 The amount of the contribution is based on 15% of the cost of municipal improvements to the property line to a maximum contribution of \$45,000.
- 3.5 The municipal improvement costs will be based on the actual cost of the improvements and verified by the Town of Rimbey.
- 3.6 Development Contributions will only be paid upon the issuance of a Construction Completion Certificate for the municipal improvements.
- 3.7 Payment for development contributions will only be paid from an invoice received by the Town from the Developer.
- 3.8 Council may at its own discretion adjust the development contributions.
- 3.9 Payment for development contributions will only be paid if the Developer is not in arrears to the Town for any reason.
- 3.10 This policy may be varied, revised or rescinded at the full discretion of Town Council or due to changes in legislation.

Amended:

Date:

Date:

Resolution:

Resolution:



Town of Rimbey Policy Manual

Title: Servicing Unserviced lots for Water & Sewer **Policy No.:** 3205

Supercedes

Approved: August 12, 1987 **Resolution No.:** 246/87

Effective Date: August 12, 1987

Purpose: To ensure that provision of water & sewer services to previously unserviced lots be done at no expense to the Town.

Policy Statement:

Costs for installation of water and sewer services from the main line to the property line will be charged back to the property owner.

Amended:

Date: **Resolution:**

Date: **Resolution:**



BY-LAW NO. 760/05

**A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA,
REGULATING THE USE OF PUBLIC AND PRIVATE SEWERS AND DRAINS
AND THE DISPOSAL OF SEWAGE AND THE DISCHARGE OF LIQUIDS AND
WASTE INTO THE RIMBEY SEWERAGE SYSTEM**

- 1.16 "Sewer Backflow Valve" shall mean a valve designed to prevent the backflow of wastewater or sewage into the foundation.
- 1.17 "Sewerage Works" shall mean all facilities for collecting, pumping, treating and disposing of sewage.
- 1.18 "Sewage" shall mean a combination of the water carried wastes from residences, business buildings, institutions and industrial establishments; together with such ground, surface and storm waters as may be present.
- 1.19 "Sewer" shall mean a pipe or conduit for carrying sewage.
- 1.20 "Sewage Treatment Plant" shall mean any arrangement used for treating sewage, and without restricting the generality of the foregoing shall include a sewage lagoon disposal system.
- 1.21 "Storm Sewer or Storm Drain" shall mean a sewer, which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.
- 1.22 "Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, sewage or other liquids and which are removable by laboratory filtering.
- 1.23 "Town Engineer" shall mean any qualified engineer and/or engineering firm designated by the Town council to act in an advisory capacity to the Town on any particular project.
- 1.24 "Water Course" shall mean a channel in which a flow of water occurs, either continuously, or intermittently.

PART II
USE OF PUBLIC SEWERS REQUIRED

- 2.0 2.01 No person shall place, deposit or permit to be deposited in any manner that is unsanitary in the opinion of the Public Health Inspector upon public or private property within the Town of Rimbey or in any area under the jurisdiction of the Town, any human or animal excrement, garbage or other objectionable waste.
- 2.02 It shall be unlawful to discharge to any natural outlet within the Town of Rimbey or to any area under the jurisdiction of the said Town, any sanitary sewage, industrial waste, or other polluted waters except where suitable pre-treatment has been approved in accordance with the subsequent provisions of this by-law.
- 2.03 The owner of every house, building or property used for human occupancy, employment, recreation or other purpose, situated within the Town and abutting on any highway, or right-of-way in which there is now or hereafter located, a public, sanitary or combined sewer of the Town, is hereby required at his expense to install suitable toilet facilities therein and to connect such facilities directly to the public sanitary sewer system.
- 2.04 Except as permitted by this By-Law or the Plumbing Inspector or the regulations of the Provincial Board of Health, no person shall construct or maintain any privy, septic tank, cesspool or other facility intended or used for the disposal of sewage.

PART III
PRIVATE SEWAGE DISPOSAL

- 3.0 3.01 Where a public sanitary sewer or combined sewer is not available under the provisions of Section 2.03, the Building Sewer shall be connected to a private sewage disposal system complying with the provisions of this By-Law, the Provincial plumbing requirements and the regulations of the Provincial Board of Health.



BY-LAW NO. 780/05

**A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA,
REGULATING THE USE OF PUBLIC AND PRIVATE SEWERS AND DRAINS
AND THE DISPOSAL OF SEWAGE AND THE DISCHARGE OF LIQUIDS AND
WASTE INTO THE RIMBEY SEWERAGE SYSTEM**

WHEREAS

The Town of RimbeY has constructed and now maintains a sewerage system consisting of storm and sanitary sewers and a sewage treatment lagoon system, and

WHEREAS

It is deemed just and proper to levy a sewerage service charge on all persons occupying property connected with the sewerage system of the Town to assist with the costs of constructing and maintaining the system including the cost of treatment and disposal of sewage.

**NOW
THEREFORE**

Under the authority of the Municipal Government Act, Revised Statutes of Alberta 2000 and amendments thereto, the Council of the Town of RimbeY, duly assembled, enacts as follows:

PART I
DEFINITIONS

Unless the context specifically indicates otherwise the meaning of terms used in this By-Law shall be as follows:

1.0

- 1.01 "B.O.D. denoting "Biochemical Oxygen Demand" shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in parts per million by weight.
- 1.02 "Building Drain" shall mean that part of the lowest horizontal piping which receives the discharge from soil waste or other drainage pipes within a building and conducts it to the building sewer beginning three (3) feet outside the building wall.
- 1.03 "Building Sewer" shall mean that part of a drainage system outside a building commencing at a point three (3) feet from the outer face of the wall of the building and connecting the building drain to the public sewer or place of disposal of sewage.
- 1.04 "Combined Sewer" shall mean a sewer receiving both surface run-off and sewage.
- 1.05 "Garbage" shall mean solid wastes from the preparation, cooking, and dispensing of food, and from the handling, storage and sale of produce.
- 1.06 "Garbage Disposal Unit" shall mean any device, equipment or machinery designed, used or intended to be used for the purpose of grinding or otherwise treating garbage to enable the same to be introduced into a public sewer.
- 1.07 "Grease" shall mean material recovered as grease.
- 1.08 "Health Officer" shall mean the Public Health Inspector, or any person to whom he/she may delegate a particular duty.
- 1.09 "Highway" shall mean any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage of vehicles, but does not include a place declared by the Lieutenant Governor in Council not to be a highway.
- 1.10 "Industrial Wastes" shall mean liquid wastes from industrial processes.
- 1.11 "Natural Outlet" shall mean any outlet into a water course, pond, ditch or lake or other body of surface or ground water.
- 1.12 "Owner" shall mean the registered owner of a property or the purchaser thereof who is entitled to occupy and enjoy the property.
- 1.13 "Person" shall mean any individual, firm, company, association, society, corporation or group.
- 1.14 "pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ion in grams per liter of solution and denotes alkalinity or acidity.
- 1.15 "Sanitary Sewer" shall mean a sewer, which carries sewage, and to which storm, surface and ground waters are not intentionally admitted.



BY-LAW NO. 780/05

A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, REGULATING THE USE OF PUBLIC AND PRIVATE SEWERS AND DRAINS AND THE DISPOSAL OF SEWAGE AND THE DISCHARGE OF LIQUIDS AND WASTE INTO THE RIMBEY SEWERAGE SYSTEM

- 3.02 At such time as a public sewer becomes available to a property served by a private sewage disposal system, the provisions of Section 2.03 shall then apply to the property and a direct connection shall be made to the public sewer in compliance with this By-Law and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned and filled with suitable material, within 90 days.
3.03 The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times at no expense to the Town.
3.04 No statement contained in this By-Law shall be construed to interfere with any additional requirements that may be imposed by the Department of Environment.

PART IV BUILDING SEWERS AND CONNECTIONS

4.0

- 4.01 No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenances thereof.
4.02 All new developments shall require a sewer backflow valve to be installed to prevent the backflow of wastewater or sewage into the foundation.
4.03 All building sewers when approved shall be constructed by Municipal forces or municipal contractors from the public sewer to the property line. Any person desiring to connect his premises with any sanitary, combined or storm sewer, shall sign and file with the Town a written application for a permit to make such connection. The permit applications shall be supplemented by any plans, specifications or other information considered pertinent in the judgement of the Town Engineer.
4.04 Connection of sewer service lines shall commence at the street main or property line, working there from towards the building, thereby insuring proper grade level.
4.05 All building sewers on private property shall be constructed by the owner's forces to the requirements of this By-Law and to the satisfaction of the Town's Plumbing Inspector. Permits for constructing such building sewers must be obtained from the Town.
4.06 The Town shall maintain the building sewer from the main to the property line at the expense of the Town, from this point to the building connection shall be maintained by the property owner at his expense.
4.07 When any sewer connection is abandoned, the owner or his agent shall effectively block up the connection at a suitable location within his property so as to prevent sewage backing up into the soil or dirt from being washed into the sewer.
4.08 Weeping tile system shall be connected to any sanitary sewer. If storm sewer is available, then weeping tile shall be connected to the storm sewer.
4.09 In all instances where the ground water table, seasonally adjusted, is within 7 feet of the top of the footing of any residence constructed after the passage of the By-Law giving force to this section, such residence must have a weeping tile system connected to the storm sewer of the Town of Rimby where a storm sewer is or can be made available.

PART V USE OF PUBLIC SEWERS

5.0

- 5.01 No person shall discharge or cause to be discharged by any storm water, surface water, ground water, roof run-off, sub-surface drainage, cooling water or unpolluted industrial water to any sanitary sewer however the Town may on application authorize such discharge where exceptional conditions prevent compliance with the foregoing provisions.
5.02 Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved by the Town.



BY-LAW NO. 780/05

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REGULATING THE USE OF PUBLIC AND PRIVATE SEWERS AND DRAINS
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- 5.03 Except as hereinafter provided, no person shall discharge or cause or permit to be discharged any of the following described waters or wastes to any public sewer.
- 1) Any liquid or vapor having a temperature higher than 170 degrees F.
 - 2) Any gasoline, benzine, naphtha, fuel oil or other flammable or explosive liquids, solvent or gas.
 - 3) Any ashes, cinders, sand, potters clay, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood or other solid viscous substance capable of causing obstruction to the flow of sewers or other interference with the proper operation of the sewage works.
 - 4)
 - a) Any paunch manure or intestinal contents from horses, cattle, sheep or swine;
 - b) All animal hooves, toenails, or bone scraps;
 - c) Animal intestines or stomach casings;
 - d) Bones;
 - e) Hog bristles;
 - f) Hides or parts thereof;
 - g) Animal fat or flesh in particular larger than will pass through a 1/4 inch screen;
 - h) Horses, cattle, sheep or swine manure;
 - i) Poultry entrails, heads, feet, feathers or eggshells;
 - j) Fleeshings and hair resulting from tanning operations.
 - 5) Any waters or wastes having pH lower than 5.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment, biological sewage treatment processes, and personnel of the sewage works.
 - 6) Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, or create any hazard in the receiving waters of the sewage treatment plant.
 - 7) Any noxious or malodorous gas or substance capable of creating a public nuisance.
- 5.04 Grease, oil and sand interceptors shall be provided on private property for all garages, gasoline service stations and vehicle and equipment washing establishments; interceptors will be required for other types of businesses when in the opinion of the Town, they are necessary for the proper handling of liquid waste containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Town and shall be so located as to be readily and easily accessible for cleaning and inspection. Where installed, all grease, oil and sand interceptors shall be maintained by the owner at his expense in continuously efficient operation at all times.
- 5.05 In case any blockage, either wholly or in part, of said sewerage system is caused by reason of failure, omission or neglect to comply strictly with the foregoing provisions, the owner, proprietor or occupier concerned therein shall, in addition to any penalty for infraction of the provisions hereof, be liable to the Town for all costs of clearing such blockage and for any other amount for which the Town may be held legally liable because of such blockage.
- 5.06 No municipality or person shall discharge or cause to be discharged into any sewer within, or entering the Town sewers, waste water, domestic sewage, commercial sewage, industrial or factory waste in a greater volume than one hundred thousand (100,000) cubic feet per month without obtaining a license to do so from the Town in the manner provided, but no such license shall be given by the Town until:
- a) Such municipality or person has made application in writing for permission to discharge industrial or factory waste or sewage into a sewer within, or entering the Town system; and



BY-LAW NO. 780/05

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- b) Such applicant shall have given the chemical and physical analysis, quantity and rate of discharge or sewage to be so discharged, and any other detailed information that is required, including all pertinent information relating to any proposed pre-treatment before discharge; and
 - c) The application has been formally approved in writing.
- 5.07
- a) Where necessary, in the opinion of the Town Manager and Town Engineer, the person making application for a license shall provide, at his expense, such preliminary treatment as may be necessary to change the characteristics of the industrial waste or sewage to the standards acceptable to the Town.
 - b) Where preliminary treatment facilities are provided for any industrial waste or sewage, they shall be maintained continuously in satisfactory and effective.
- 5.08
- When required by the Town Manager & Engineer the applicant for a license on premises served by a sewer connection carrying industrial waste, shall at his expense install a suitable control manhole in the sewer connection to facilitate observation, sampling and measurement of the waste. Such manhole, when required, shall be accessibly and safely located and shall be constructed in accordance with plans approved by the Town. The manhole shall be installed by the applicant at his own expense and shall be maintained by him so as to be safe and accessible at all times.
- 5.09
- All measurements, tests and analysis of the characteristics of industrial waste, sewage or water to which reference is made in this By-Law shall be determined in accordance with the "Standard Method for the Examination of Water and Sewage", and shall be determined at the control manhole provided for in Section 5.08 of this By-Law, or upon suitable samples taken at said manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the common sewer to the point at which the sewer connection of the licensee enters.

PART VI
POWER AND AUTHORITY OF INSPECTORS

- 6.0
- 6.01 The Town Foreman and Town Engineer of the Town bearing proper credentials and identification shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this By-Law. If such inspection discloses any defect in the location, construction, design or maintenance of any of the sewer systems or any connection from there to the Town system, the person making such inspection shall notify in writing the said owner, proprietor or occupier to rectify the cause of complaint.

PART VII
SEWERAGE SERVICE CHARGES

- 7.0
- 7.01 The town does hereby levy a sewerage service charge on all persons or municipalities occupying property connected with the sewerage system of the Town to be paid monthly as set out in the Municipal Utility Rates By-Law.

PART VIII
PENALTIES

- 8.0
- 8.01 a) If the owner or occupier of any building, which, under the provision of this By-Law, is required to be connected with the water main or common sewer, or both, shall neglect or refuse to commence the work necessary to cause such building to be so connected in accordance with the provisions of this By-Law for the period of ninety (90) days after notice in writing, which has been given to him or some adult person at the building required to be connected, by the Provincial Health Inspector or his authorized agent, or to prosecute the work without delay or to the satisfaction of the Town then such



BY-LAW NO. 780/05

A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, REGULATING THE USE OF PUBLIC AND PRIVATE SEWERS AND DRAINS AND THE DISPOSAL OF SEWAGE AND THE DISCHARGE OF LIQUIDS AND WASTE INTO THE RIMBEY SEWERAGE SYSTEM

person shall on summary conviction be liable to a penalty not exceeding five hundred (\$500.00) dollars, exclusive of costs, for each and every day such default is continued.

b) The person giving notice above provided shall also post up a copy of such notice on the front door or some other conspicuous part of the building referred to in the notice. Any person tearing down or defacing the copy so posted up shall be guilty of an infraction of this By-Law.

8.02 Any person violating any provision of this By-Law shall be served written notice by the Town stating the nature of the violation, and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the time stated in such notice, permanently cease all violations.

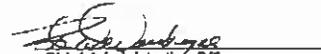
8.03 When any person commits a breach of any section of this By-Law and no penalty is set out therein, then such person shall on summary conviction before a Magistrate be subject to the penalties laid down by the Magistrate.

THAT By-Laws 388/80, 498/88, 503/86, 512/86 and 524/86 are hereby repealed.

THAT this By-Law shall take effect upon the final passage thereof.

READ a First Time In Council this 27th day of April, 2005.


Mayor


Chief Administrative Officer

READ a Second Time In Council this 12th day of May, 2005.

READ Third Time and Finally Passes this 12th day of May, 2005.


Mayor


Chief Administrative Officer

TOWN OF RIMBEY

DATE: September 26, 2011

TITLE: Tax Cancellation Request

BACKGROUND:

A request from a property owner to cancel a portion of his taxes was received earlier this year, as he claims to be in financial distress due to the cancellation of the tax rebate Bylaws. A decision was deferred until the new development policies were created and implemented. This development does not qualify under the development incentive grant policy that was recently passed.

There are 23 properties owned by 1027589 Alberta Ltd., with total taxes for 2011 levied amounting to \$24,456.69.

The tax levy for 2010 on these same properties was \$22,045.21, however the amount paid by the owner was only \$5,991.87 after the rebates were applied.

This makes an increase of 408%, or \$18,464.82, on taxes due from 2010 to 2011.

1027859 Alberta Ltd.

Roll No.	2011 Levy	2010 Levy	2010 Rebate	2010 Actual
24160	5,718.92	4,931.37	3,539.91	1,391.46
24180	855.55	790.37	567.35	223.02
24360	2,096.36	1,936.78	1,390.29	546.49
24370	867.14	801.18	575.11	226.07
24380	838.03	774.27	555.8	218.47
24390	838.03	774.27	555.8	218.47
24400	838.03	774.27	555.8	218.47
24410	838.03	774.27	555.8	218.47
24440	769.25	697.53	515.91	181.62
24450	769.25	697.53	515.91	181.62
24460	770.34	698.58	516.69	181.89
24470	781.54	708.69	524.16	184.53
24480	784.94	711.76	526.44	185.32
24490	743.45	674.16	498.62	175.54
24500	778.24	705.7	521.95	183.75
24510	781.54	708.69	524.16	184.53
24520	772.55	700.61	518.18	182.43
24530	769.25	697.53	515.91	181.62
24540	769.25	697.53	515.91	181.62

24550	769.25	697.53	515.91	181.62
24560	769.25	697.53	515.91	181.62
24570	769.25	697.53	515.91	181.62
24610	769.25	697.53	515.91	181.62
Totals	24,456.69	22,045.21	16,053.34	5,991.87

DISCUSSION:

The Municipal Government Act (MGA) allows a Council to cancel or reduce tax arrears or any portion thereof under Section 347:

Cancellation, reduction, refund or deferral of taxes

347(1) *If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) cancel or reduce tax arrears;*
- (b) cancel or refund all or part of a tax;*
- (c) defer the collection of a tax.*

Council recently passed a resolution agreeing to waive the July 31 penalty for all tax rolls under 1027859 Alberta Ltd. provided the taxes are paid in full prior to December 31 of 2011. This resulted in the waiving of approximately \$2,900 in penalties if the taxes are paid prior to December 31 of this year.

RECOMMENDATION:

Administration is requesting that Council make a decision on the request to reduce the taxes on the subject properties.

July 4, 2011

From: 1027859 AB

Ltd. Box 1365

Rimbey, AB

TOC2JO

To: Rimbey Mayor and Council:

Due to the current economic hardship, I, [REDACTED], owner of 1027859 AB Ltd, currently known also as Evergreen Estates Ltd., would like council to reconsider some kind of tax relief on the lots in my subdivision that are presently not sold or occupied. The tax increase I received this year is approximately up 400 percent from previous years. The extra expense on this subdivision at this point in time is detrimental to the project. It does not seem fair to charge this amount of taxes on bare land that does not generate any income.

This year I am finishing the lift station which is a large expense. The Town will also benefit from this subdivision in the end. All I am asking for is more time with the reduced tax rate until I can recover from this economic hardship.

I would like to have a meeting with the council and mayor to discuss this matter further. Thank you,

Sincerely yours.

[REDACTED]

PUBLIC WORKS REPORT – September 22/11

RE: Sewer Problem on 51st Avenue & 47th – 48th Street

Public Works was notified of a sewer problem at 4701 – 51st Avenue on Monday, September 19/11. The owner has had back-up problems in July & August as well. Public Works had Drain Doctor from Red Deer come with their flush truck and their large sewer main camera. We could not access the sewer main from the manhole on 51 Ave. – 48 St, as the pipe is broken and washed out 2 to 3 feet heading east. We then accessed the start manhole on 51 Avenue and 47 Street, the camera could only get in nineteen metres as a house lateral extended into the main, which the camera could not get around. The video of what we could camera shows main pipe cracking and ovaling of the pipe. The video disc is at the Town Office. We then had Drain Doctor push their smaller house lateral camera in thirty-five meters. The camera was under water the whole way, as we could not push it any further. This tells us the line is severely sagged to hold back the water.

Rick Schmidt and myself talked to Tony Goode and Ryan Maier about the sewer problem, they asked us to come up with recommendations and costing.

RECOMMENDATIONS: Public Works feels the sewer main should be taken out and replaced with new pipe. Also two new manholes should be installed as well. Public Works is in the process of finding a contractor that can do the job, and supply a cost price for this project.

Public Works has called Pidherny's Contracting, who are too busy to do the work. We called Northside Construction, they can't do the job as they are busy as well. Public Works are meeting with Urban Dirtworks on September 22/11 to discuss this project. We have also talked to Nikirk Bros. Contracting, they are going to put an estimate together for the job.

Vern Browne

Public Works

TOWN OF RIMBEY

DATE: September 26, 2011

TITLE: Central Alberta Regional Assessment Review Board

BACKGROUND:

Earlier in 2011, the Town of Rimbey joined the Central Alberta Regional Assessment Review Board to handle assessment appeals. The annual cost for membership was set at \$4,000, with the agreement to expire at the end of 2011.

DISCUSSION:

At a meeting of the membership last week, a new proposal for an agreement was set out at an annual membership cost of \$2,000. This is due to a reduction in annual operating costs, as there were significant startup costs in the first two years that will no longer be incurred.

The board is seeking a response from the member municipalities by October 14 of their intent regarding retention of membership in the board. This would be followed by an updated bylaw and agreement prior to the end of the year.

As reviewed when joining the board, the advantage of membership in the regional board is a cost savings to the Town, and a trained, objective panel of board members to hear any assessment appeals.

RECOMMENDATION:

That Council pass a resolution that the Town of Rimbey serve notice of its intent to remain a member in the Central Alberta Regional Assessment Review Board.

Central Alberta Regional Assessment Review Board

2011 Report to the Membership

WELCOME:

Alix	Elnora	Stettler
Blackfalds	Innisfail	Sundre
Caroline	Lacombe	Sylvan Lake
Carstairs	Penhold	5 Summer Villages
Clearwater County	Ponoka	Half Moon Bay
Delburne	Red Deer	Jarvis Bay
Didsbury	Red Deer County	Norglenwold
Eckville	Rimbey	Birchcliff
	Rocky Mountain House	Sunbreaker Cove

AGENDA

1. WELCOME
2. REGIONAL DELIVERY OBJECTIVES & OUTCOMES
3. STATISTICS
4. LEARNINGS
5. FINANCIAL REPORT
6. WHAT NOW? GOING FORWARD
7. BENEFITS OF MEMBERSHIP
8. ROLL OUT

REGIONAL DELIVERY OBJECTIVES & OUTCOMES

OBJECTIVE 1:

COMPLIANCE WITH LEGISLATION

- ✓ Regional delivery in place 01 January 2010
- ✓ Training for Board to CARB level & Clerks completed
- ✓ Successful transition from two tier complaint system to one (increased complexity of complaints)
- ✓ Completion of written decisions – 100% of Assessors who were party to a hearing said that the decisions were fair and well reasoned
- ✓ Creation and completion of Record of Hearing and Statement of Records for each complaint

REGIONAL DELIVERY OBJECTIVES & OUTCOMES

OBJECTIVE 2:

BOARD MEMBERS: Member municipalities identified a need for qualified, experienced and unbiased board members

- ✓ 18 CARB trained board members
- ✓ 69% of board members agree that experience is the most helpful tool in execution of duties – over half of board members have 5 or more years experience
- ✓ Adopted Code of Conduct (91% of board members identified being unbiased as their most important function)
- ✓ Creation and adoption of Statement of Purpose
- ✓ 100% of Assessors who attended a hearing said they had confidence in the board members

REGIONAL DELIVERY OBJECTIVES & OUTCOMES

OBJECTIVE 3:

BOARD SUPPORT: Member municipalities identified a need to lighten the load for admin staff & provide qualified, experienced support for the board

- ✓ 3 trained Clerks
- ✓ Provided 4 Assistant Clerk information sessions
- ✓ Experience – increasing complexity
- ✓ Developed Policies & Procedures
- ✓ Board members report that professional, experienced administrative support is critical to their success / performance and they have received excellent support from administration (compared to other Boards)

REGIONAL DELIVERY OBJECTIVES & OUTCOMES

OBJECTIVE 4:

VALUE

- ✓ 100% CAO's / Senior Administration felt that they receive good value for the cost of membership
 - ✓ *'frees up staff to focus on their job'*
 - ✓ *'less (verbal) abuse of staff by ratepayers'*
 - ✓ *'less abuse of process by ratepayers'*
- ✓ Membership included cost of legal consult for issues of policy and / or procedure

REGIONAL DELIVERY OBJECTIVES & OUTCOMES

OBJECTIVE 5:

AUTONOMY: Member municipalities see the benefit of regional service delivery but wish to continue to 'be the face' for their ratepayers

- ✓ Board recruitment strategy provided opportunity for all member municipalities to have representation

- ✓ 100% CAO's / Senior Administration feel that their municipality retains their autonomy through:
 - ✓ Setting filing fees
 - ✓ Establishing policy for the refund of fees
 - ✓ Ability to request particular panel members for hearings
 - ✓ Hearings held at municipal office

REGIONAL DELIVERY OBJECTIVES & OUTCOMES

OBJECTIVE 6:

ADVOCACY: Member municipalities identified a desire to have a stronger voice / more input at the provincial level

- ✓ Central Alberta Regional delivery model is strongly supported by Municipal Affairs
- ✓ Regional Board has a standing invitation to attend MGB workshops
- ✓ Regional Advisory Group established by election of board members
- ✓ MRAC expires Nov 2012, Regional Administration will be included in a review of legislation and identification of desired changes (Jan 2012)
- ✓ Asked by Municipal Affairs to review the manual to be used by the Province to train Board Members
- ✓ Regional Administration has received an invitation to participate in pilot programs for refresher training courses

STATISTICS

		2010			2011 (at August 31, 2011)		
		MEMBER	CITY	TOTAL	MEMBER	CITY	TOTAL
FILED	LARB	47	83	130	16	18	34
	CARB	6	98	104	15	38	53
		53	181	234	31	56	87
W/D	LARB	3	76	79	3	3	6
	CARB	3	85	88	0	12	12
		6	161	167	3	15	18
HEARINGS	PREL	1	0	1	0	0	0
	PREC	0	2	2	0	4	4
	LARB	4	4	8	1	13	14
	CARB	2	6	8	0	3	3
		7	12	19	1	20	21

Volume down, hearings up

LEARNINGS

✓ PROCEDURES

- ✓ Intake Procedures
- ✓ Hearing Procedures

✓ POLICIES

- ✓ Administrative Changes
- ✓ Refund of Filing Fee

✓ EXPERIENCE

- ✓ Preliminary Issues
- ✓ Leave to Appeal
- ✓ Local Improvement
- ✓ Annexation Orders
- ✓ Cost Applications
- ✓ Request to Adjourn
- ✓ FOIP & Administrative Tribunals

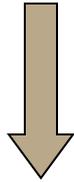
FINANCIAL REPORT

Regional Assessment Review Board Financial Report to Members				
	2010		2011	
Account Description	Actual		Budget	Actual
MEMBERSHIP FEES	68,000		80,000	84,000
HEARING FEES	15,591		15,000	0
TOTAL REVENUE	83,591		95,000	84,000
REGULAR SALARIES	69,000		30,000	20,000
OVERTIME SALARIES	2,358		2,500	0
BUSINESS TRAVEL	269		500	2,558
MILEAGE	1,311		1,500	4,045
COURIER	0		0	145
TRAINING COURSES	33,329		10,000	2,784
ADVERTISING & PROMOTION	502		2,000	0
BOARD MEMBER HONORARIUMS	29,766		30,000	20,064
OFFICE SUPPLIES & STATIONERY	677		1,000	219
FOOD & BEVERAGE SUPPLIES	602		1,500	527
PRINT ROOM CHARGES	302		2,500	166
CONTINGENCY	0		10,000	0
BALANCE FORWARD	0		54,525	54,525
TOTAL EXPENSES	138,116		146,025	105,033
TOTAL	-54,525		-51,025	-21,033

s. 3.5 Membership Service Agreement: If there is a fee surplus at the end of the term, it will be divided equally to all Member Municipalities on a pro-rated basis based on the length of the term. If there is a deficit, the amount will be recovered from Member Municipalities on a pro-rated basis established based on the number of the appeals.

COST MODEL

MEMBERSHIP FEE + VARIABLE HEARING FEE

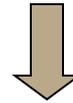


\$2,000 / YEAR INCLUDES

- Training for: 12 board members (4 / year)
 1 clerk
- In-services: Assistant Clerk Workshops
 Assistant Clerk Tool Box
- Business Travel for Advocacy

COST MODEL

MEMBERSHIP FEE + VARIABLE HEARING FEE



DIRECTLY BILLED

Board Member
Honorariums (hearing &
decision writing)

	Up to 4 hours	4-8 hours	Over 8 hours
Presiding Officer	\$219	\$383	\$601
Panel	\$164	\$290	\$427

+

- MEALS & EXPENSES:

Currently: mileage = \$0.52 meals = B \$14.80 / L \$13.90 / D \$39.20

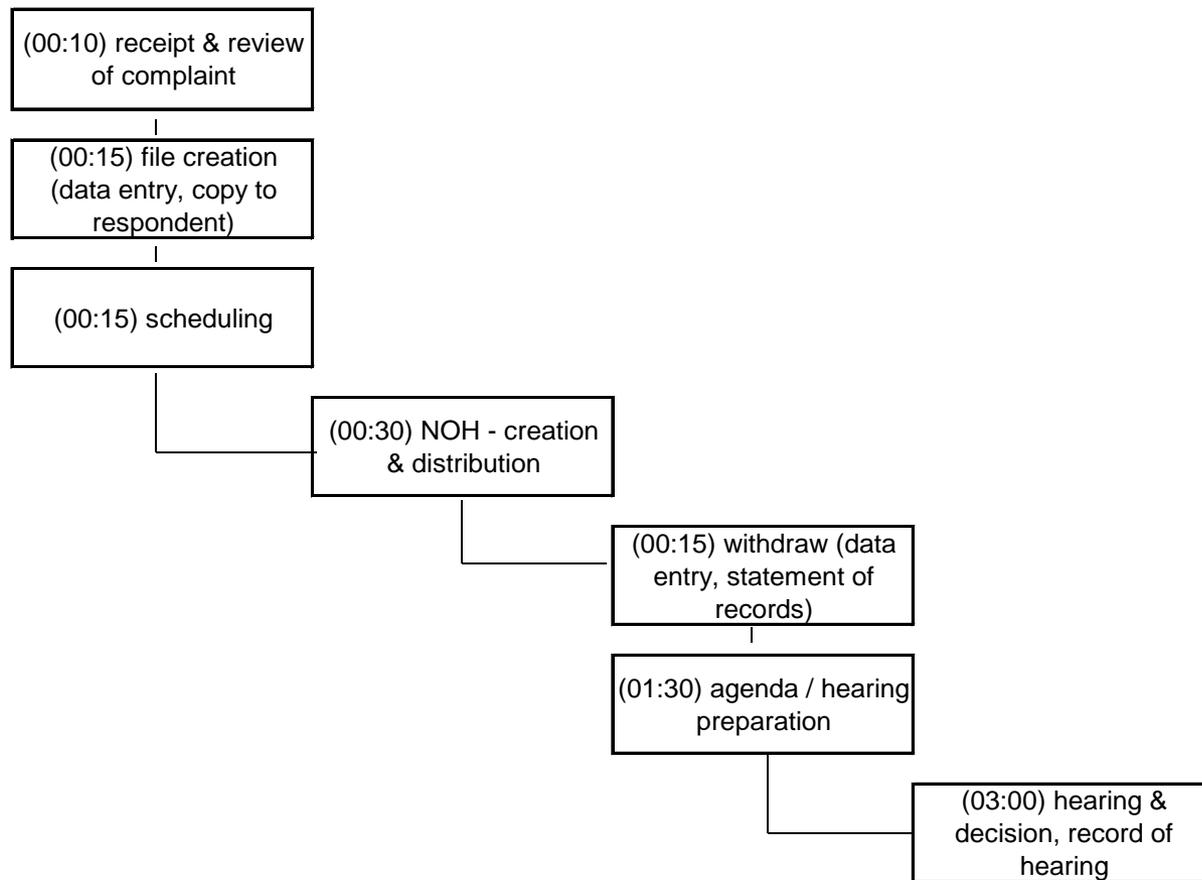
- OFFICE SUPPLIES / PRINT ROOM

- WITHDRAWN COMPLAINTS (only chgd if W/D after Notice of Hearing issued \$30)

- CLERK SUPPORT @ \$30 / hr

CLERK SUPPORT EXAMPLE

TYPICAL LARB ADMINISTRATION



BENEFITS OF MEMBERSHIP

- ✓ Fully trained, professional Administration
- ✓ Fully trained, professional Board
- ✓ Reduced 'repeat offenders' and / or abuse of staff and process
- ✓ Support and training to member municipality staff
- ✓ Contingency Planning: If your staff are away coverage can be maintained / increased staff capacity
- ✓ Legal assistance: for ongoing board process and adaptations to legislation (still being tested)
- ✓ Access to network of resources (ie. FOIP / Communications / ITS)
- ✓ Advocacy

ROLL OUT

14 OCTOBER: Member Municipalities to indicate intent

21 OCTOBER: Regional Administration to distribute sample bylaw and agreements

09 DECEMBER: Adoption of Bylaw and execution of Agreement by Member Municipalities



Town of Rimbey

Mayor & Councillor Fees

Name: Jade Walsh Month Ending: Sept 15/11

Meeting Honorariums:

Wed
Thurs

Date	Particulars	Meeting # of Hrs.	Amount	No. of Kms.
Sept 14	3.5 hrs	3.5		
Sept 15	7 hrs	7		
		<u>10.5</u>		

Total Honorariums: _____

Expenses:

Mileage: _____ Kilometers @ _____ Total \$ _____

Meals: _____

Hotels: _____

Other: _____

Total Expenses: _____

Signature: _____



Town of Rimbey

Mayor & Councillor Fees

Name: Sheldon Hobbson

Month Ending: Sept 15/11

Meeting Honorariums:

Date	Particulars	Meeting # of Hrs.	Amount	No. of Kms.

No claim.

Total Honorariums: _____

Expenses:

SH

Total \$

Mileage: _____ Kilometers @ _____

Meals: _____

Hotels: _____

Other: _____

Total Expenses: _____

Signature: _____

S Hobbson

Mayor's Report

Aug 25. Met with Carla at Neighbourhood Place to discuss the possibility of creating a committee to implement the Early Childhood Initiative in Rimbey and area. The Department of Education is looking to put together groups to examine data coming from research being done at the kindergarden level to determine how to create the best environment for young children to learn and develop to their greatest potential. The province is providing a two year grant up to \$25,000 per year to promote this initiative. The first research data is expected in February 2012.

Aug 25 Met with Ryan to review the Tax Penalty, Tax Discount and the Land Use (LUB) bylaws.

Sept. 8. Met to review the draft infrastructure policies with the Business Association- September 14 & 15. Starting Wednesday at 5:30 .m Council and Staff sat down with Gordon MacIntosh and worked on establishing concrete goals for all of us to work toward.

September 19. Met with County councillors, the county CAO, our CAO, Gloria from the provincial government and RCMP Superintendent Curtis Zablocki, Staff Sergeant Tim Ashmore to learn about the Enhanced Police Option. Communities of 5000 or more pay 70% of the policing cost and communities over 15,000 pay 90% of the cost. The province pays the difference to the federal government. The Enhanced Policing Option allows a municipality to finance a position and to determine the core duties of that officer. By 2012 it is expected there will be 70 Enhanced Police positions in the province. There are 3 ways this can be done.

1. Pay by the hour to bring an officer in for busy times. This costs approximately \$70.00 an hour. The limitation is that an officer may not be available when needed.
2. Fund a position at a cost of \$130,000.00 per year. Then the position is filled by a full time officer and their duties can be directed by the municipality. Examples include increasing visibility by patrolling or dealing with youth.
3. Municipalities partner to fund the position. Of course, they have to agree on the duties of the officer.

September 21. FCSS meeting. The homecare contract is coming up for renewal and staff are preparing the bid. The Finance committee has finished the draft budget for 2012. Next year marks 30 years of operation for FCSS in Rimbey. The anniversary celebrations will be take place in February in conjunction with the Volunteer Fair. A one year pilot program is being initiated to provide two hours of legal aid per month in Rimbey. The Community Spirit Program has been extended to the end of 2012 in Rimbey by the provincial government. The province matches any donations given by individuals to support FCSS programs.

September 22. Met to discuss Traffic bylaw and LUB.

Date: September 26, 2011

Title: Committee/Board Reports

Presenter: Administration

Background:

Council members are appointed to committees and boards from the organizational meeting and it would be informational to have reports provided once a month at the regular council meeting to keep the public better informed.

Discussion:

It would be beneficial for Council to receive written reports of these committees and boards to be better informed of information that may require council attention.

Administration is proposing Council consider having committee reports attached to the agenda once a month to provide council with current updates and progress of the committees and boards.

Recommendation:

That Council pass a resolution adopting an additional item to the agenda to be committee reports to be provided at the first meeting of month starting October.

Date: September 26, 2011

Title: Seniors' Falls Prevention Month

Presenter: Administration

Background:

A letter was received from the Alberta Centre for Injury Control and Research requesting Council proclaim the month of November to be Seniors' Falls Prevention Month.

Discussion:

FCSS sends out information packages to home care clients. Information packages are available at home care centres. For further information on things that seniors can do to reduce their fear of falling can be found at www.findingbalancealberta.ca.

Recommendation:

That Council may pass a resolution proclaiming the month of November 2011 to be Seniors' Falls Prevention Month.

September 1, 2011

RECEIVED

SEP 12 2011

TOWN OF RIMBEY

Re: Seniors' Falls Prevention Month

Dear Mayor/Reeve and Members of Council,

We are writing to inform you that the annual seniors' falls prevention awareness program, entitled *Finding Balance*, is just around the corner – launching on November 1, 2011 across Alberta. We are seeking your Council's support by recognizing November as *Seniors' Falls Prevention Month*. A sample proclamation is enclosed.

The Alberta Centre for Injury Control & Research (ACICR) and the Alberta Medical Association (AMA) has developed this multi-year program in partnership with an advisory committee representing seniors' groups, physiotherapists and other health care professions, and Alberta Health Services staff who work in falls prevention. The provincial campaign includes television advertisements which will air on Global TV across Alberta, print advertisements in weekly newspapers, and a variety of printed educational materials such as posters and flyers, in addition to a wide variety of local activities.

In 2011, the campaign's fourth year, the program continues to focus on seniors living in the community and encourages them to take preventative measures to avoid falls. New to the campaign are a series of educational resources translated into 10 different languages.

Here are some of the surprising statistics which prompted the development of this program:

- Falls are the most common cause of injury for seniors;
- 1 in 3 seniors in the community will experience a fall each year, while up to 50% of those in institutions will fall;
- Annual hospitalization costs resulting from falls are estimated to be \$96 million and will reach \$228 million by 2031 if left unchecked. These statistics do not include emergency department costs, payments to physicians and physiotherapists; home care or the costs to the patient and families.

If you would like further information on the program or examples of the promotional materials, please do not hesitate to contact ACICR Communications Coordinator, Liza Sunley at (780) 492-9759 or liza.sunley@ualberta.ca.

Please contact Liza at the phone number or email address above to let us know if you will participate. Thank you for considering supporting this important initiative.

Sincerely,



Kathy Belton
Associate Director
Alberta Centre for Injury Control & Research



William S. Hnydyk, MD
Assistant Executive Director (Professional Affairs)
Alberta Medical Association

Proclamation



www.findingbalancealberta.ca



WHEREAS Seniors are a vital part of our families, communities and province, giving generously of their wisdom, experience and love; and

WHEREAS, One in three seniors will fall each year, with 50% of them falling repeatedly; and

WHEREAS, Seniors have 9 times more falls than other groups in Alberta; and

WHEREAS, Falls among our seniors will result in over 7,200 hospital admissions and over 19,400 emergency department visits each year; and

WHEREAS, Individuals and organizations from a multitude of disciplines across Alberta are working together to increase awareness of this issue and encourage Albertans to take steps to prevent falling; and

AND WHEREAS, The quality of life is improved for Alberta seniors who remain healthy, active and independent;

NOW THEREFORE I, Sheldon Ibbotson, Mayor of Rimbey, do hereby proclaim the month of November 2011 to be "Seniors' Falls Prevention Month" in Rimbey.



Signature

September 26, 2011

Date

Proclaim October 17-23, 2011

Waste Reduction Week

To: MAYOR / REEVE and COUNCIL

From: Christina Seidel, Executive Director, Recycling Council of Alberta

Date: September 15, 2011

Canada will celebrate its annual National Waste Reduction Week from October 17-23, 2011. The Recycling Council of Alberta (RCA) is organizing Alberta's involvement in observing this week. We would like to ask all municipal councils in Alberta to officially declare October 17-23, 2011 as Waste Reduction Week in their communities.

Waste Reduction Week is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, ***Too Good To Waste***, is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

9/16/2011

Waste Reduction Week in Canada, developed in 2001 by a coalition of 13 recycling councils and sister organizations from across Canada, is a national event delivered annually, the third week of October. Individuals, schools, businesses and municipalities are all encouraged to register their waste reduction activities online at www.wrwcanada.com to show the rest of Canada the GREEN things Albertans are doing. For suggestions and ideas on how to celebrate Waste Reduction Week, check out www.recycle.ab.ca/wrw and download Alberta's new Municipal Toolkit which includes:

- Participate in Waste Reduction Week
- Tips for Hosting a Green Event
- Lunch and Learn Presentation Suggestions
- Sample Proclamation
- Get Caught Recycling Contest
- Trivia Questions
- Waste Related Facts
- Litterless Lunch Challenge

Please join the Recycling Council of Alberta in proclaiming October 17-23, 2011 as National Waste Reduction Week. Let us know and we will add it our growing list of Alberta municipalities proclaiming the week. For more information or, please visit www.wrwcanada.com and check out the Municipality section under Resources. You can submit your proclamation online or email it to wrw@recycle.ab.ca.

**Waste Reduction
Week in Canada**

October 17-23, 2011



**Semaine canadienne de
réduction des déchets**

17 au 23 octobre, 2011

Town of Rimbey

(Name of Municipality)

hereby recognizes

**Waste Reduction Week in Canada
October 17-23, 2011**

As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared October 17-23, 2011, Waste Reduction Week in

Town of Rimbey

Municipality

September 26, 2011

Signed

Date

Sheldon Ibbotson, Mayor

Name and Position

RECEIVED

SEP 12 2011

FAXED

Rimbey Town Council,

TOWN OF RIMBEY

September 9 2011

I am writing in regards to the intersection of 54th ave. and 50th st. It saddens me that whoever is responsible to oversee the road construction in this town, and make sure things are done right has failed to do so with this project **twice**. First there was no drainage for runoff and now the trench is so deep that my car bottoms out every time I come from the east heading west. I have also witnessed several other cars bottoming out. In fact it is so bad that my car dies every time it hits. This is a hazard and dangerous. I have no engineer degree but even I can see that the grade is not right. I would like this intersection fixed before it does serious damage to my car.

I trust you will attend to this matter and fix it promptly and properly. It is a waste of the tax payer money to have to repave that intersection three times. Maybe the person who was accountable for this project should be the one covering the repair expenses instead of the town.

Thank you in advance for your attention towards this issue.

Yours truly,



Marjorie Dolman

5022 53rd ave.