

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD
ON WEDNESDAY APRIL 11, 2012 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, March 12, 2012, Council Meeting Minutes 3-6

5. **Delegations**

6. **Bylaws**
 - 6.1 Land Use Bylaw Amendment (to be presented at meeting)

7. **New and Unfinished Business**
 - 7.1 Community Centre Catering Policy #2203..... 7-9
 - 7.2 2012 Operational and Capital Budget..... 10
 - 7.3 Development Permit Request..... 11-12
 - 7.4 Regional Emergency Management Plan 13-17
 - 7.5 Tax Penalty Cancellation Request..... 18-19
 - 7.6 Community Events Grant Program..... 20
 - 7.7 Administration Update on the Waterworks Bylaw 776/05 21-28
 - 7.8 Compliance Certificate Policy 29-31

8. **Reports**
 - 8.1 Department Reports
 - 8.1.1 Finance
 - 8.1.1.1 Bank Reconciliation (to be presented at meeting)
 - 8.1.1.2 Cash Position (to be presented at meeting)
 - 8.1.1.3 Consolidated Financial Statement
 - 8.1.1.4 Accounts Payable Cheque Run – March 12/12
 - 8.1.1.5 Accounts Payable Cheque Run – April 11/12

9. **Correspondence**
 - 9.1 MSI Capital and Operating programs 32-33
 - 9.2 Municipal Transportation Grant & Federal Gas Tax Fund..... 34
 - 9.3 Volunteer Appreciation Week Proclamation Consideration 35-36
 - 9.4 Seniors Week Proclamation Consideration 37-38
 - 9.5 Library Board Appointment Request..... 39
 - 9.6 Library Board Minutes – March 12 & Feb 6/12 40-42
 - 9.7 FCSS/RCHHS Minutes – February 16/12..... 43-47
 - 9.8 Letter from Premier Re: Education Property Tax Increase..... 48

10. **In Camera**

11. **Adjournment**

Summary of Agenda Items for April 11, 2012:

Bylaws

- 6.1 **Land Use Bylaw Amendment** – to be provided at the meeting.

New and Unfinished Business:

- 7.1 **Community Centre Catering Policy #2203** – recommendation from the Recreation Board that Council amend the Community Centre Catering Policy #2203, effective April 1, 2012.
- 7.2 **2012 Draft Operational and Capital Budget** - recommendation Council approve the 2012 Operational and Capital budget as presented.
- 7.3 **Development Permit Request** – recommendation that Council deny the request to refund a portion of the development and building permit fees.
- 7.4 **Regional Emergency Management Plan** – recommendation that Council support an application by Ponoka County for a regional emergency management plan under the Regional Collaboration Program grant through Municipal Affairs.
- 7.5 **Tax Penalty Cancellation Request** – recommendation that Council decline the request to cancel the \$3,447.21 in penalties on the tax roll and request full payment of all arrears, including penalties.
- 7.6 **Community Events Grant Program** - Recreation Board recommends Council approve the Community Event Grant Program application for the Rimbey Women's Conference Committee in the amount of \$400.
- 7.7 **Administration Update on the Waterworks Bylaw 776/05** – Information
- 7.8 **Compliance Certificate Policy** – recommendation that Council pass a resolution to adopt Policy 6001, the Compliance Certificate Policy.

Reports:

8.1 **Department Reports**

8.1.1 Finance

- 8.1.1.1 Bank Reconciliation
- 8.1.1.2 Cash Position
- 8.1.1.3 Consolidated Financial Statement
- 8.1.1.4 Accounts Payable Cheque Run – March 31/12
- 8.1.1.5 Accounts Payable Cheque Run – April 11/12

Council pass a resolution to accept Finance Reports as presented.

Correspondence:

- 9.1 MSI Capital and Operating programs
- 9.2 Municipal Transportation Grant & Federal Gas Tax Fund
- 9.3 Volunteer Appreciation Week Proclamation Consideration
- 9.4 Seniors Week Proclamation Consideration
- 9.5 Library Board Appointment Request
- 9.6 Library Board Minutes – March 12 & Feb 6/12
- 9.7 FCSS/RCHHS Minutes – February 16/12
- 9.8 Letter from Premier Re: Education Property Tax Increaser

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
MONDAY, MARCH 12, 2012, IN THE COUNCIL CHAMBERS OF THE TOWN
ADMINISTRATION BUILDING

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 Gayle Rondeel
Councillor Joe Anglin
Councillor Paul Payson
CAO - Tony Goode
Assistant CAO – Ryan Maier
Director of Finance – Danita Deal
Recording Secretary - Melissa Beebe
- Public:
Rimbey Review – Trena Mielke
SJC Development – Stan Cummings
2. Public Hearing Mayor called the Public Hearing to order for Land Use Bylaw Amendment 875/12. Assistant CAO advised that was advertised for the weeks of February 28 and March 2 and no written submissions of concern were received. Mayor Ibbotson asked if there was anybody in the gallery who would like to be heard. Mayor Ibbotson asked a second and third time, if there was anybody who wished to speak regarding Land Use Bylaw Amendment 875/12, there was no response noted and Mayor Ibbotson declared the public hearing closed at 6:32 pm.
3. Adoption of Agenda Motion 40/12
- Moved by Councillor Webb to approve the agenda as presented.
- CARRIED
(5-0)
4. Minutes 4.1 February 27, 2012, Council Meeting Minutes
- Motion 41/12
- Moved by Councillor Rondeel to accept the February 27, 2012, Council Meeting minutes as presented.
- CARRIED
(5-0)
5. Delegation Mr. Cummings, SJC Development, thanked council for the opportunity to present to Council. Mr. Cummings summarized a revised memorandum that countered a proposal that was being offered to SJC Development by the Town of Rimbey regarding a land issue. The Mayor advised this item will be discussed later in the package and thanked Mr. Cummings for presenting his position to Council.
- Mr. Cummings withdrew from the meeting at 6:37 pm.
6. Bylaws 6.1 Land Use Bylaw Amendment
- Administration recommended Council pass second and third reading of Bylaw 875/12.
- Motion 42/12
- Moved by Councillor Webb to give second reading to Bylaw 875/12 Amendment to Land Use Bylaw.
- CARRIED
(5-0)

Motion 43/12

Moved by Councillor Payson to give third and final reading to Bylaw 875/12 – Amendment to Land Use Bylaw.

CARRIED
(5-0)

6.2 Traffic Bylaw

Administration recommended Council pass third reading of Bylaw 872/11.

Motion 44/12

Moved by Councillor Rondeel to give third and final reading of Traffic Bylaw 872/11.

CARRIED
(5-0)

6.3 Utility Rate Bylaw 876/12

Administration presented Utility Rate Bylaw 876/12 to Council to amend the utility rates.

Motion 45/12

Moved by Councillor Anglin to give second reading of Utility Rate Bylaw 876/12 to amend the utility rates.

CARRIED
(5-0)

Motion 46/12

Moved by Councillor Anglin to give third and final reading of Bylaw 876/12.

CARRIED
(5-0)

7. New and
Unfinished
Business

7.1 Community Centre Catering Policy #2203 Amendment

Recreation presented a recommendation from the Recreation Board that Council amend the Community Catering Policy #2203, effective April 1, 2012. Council discussed that this policy opens the door to allow anybody to rent the kitchen. Council discussed some amendments to be made to the policy that included deposit and rental agreement and disclaimer.

Motion 47/12

Moved by Councillor Anglin to table the Community Catering Policy #2203 to the next meeting.

CARRIED
(4-1)

7.2 2012 Draft Operational and Capital Budget

Administration presented the 2012 Draft Operational and Capital Budget. Recommended Council transfer the ambulance reserve to the operating budget and Council approve the 2012 Draft Operational and Capital Budget as presented.

Motion 48/12

Moved by Councillor Webb to transfer the ambulance reserve to the 2012 operating budget.

CARRIED
(4-1)

Motion 49/12

Moved by Councillor Payson to adopt the draft 2012 Operating and Capital Budget as presented.

CARRIED
(5-0)

7.3 Community Events Grant Program

Recreation Board recommends Council approve the Community Event Grant program applications for the Blindman Valley Pony Club, Rimbey Elementary School Parent Council, Rimbey Masons, Rimbey & District Chamber of Commerce and Rimbey & District Volunteer Week Committee in the amount of \$500 per application.

Motion 50/12

Moved by Councillor Webb to approve the five event applications as recommended by the Recreation Board.

CARRIED
(5-0)

8. Reports

8.1 Department Reports:

8.1.1 Finance

Director of Finance presented a summary of the following reports:

8.1.1.1 Bank Reconciliation

8.1.1.2 Cash Position

8.1.1.3 Consolidated Financial Statement

8.1.1.4 Accounts Payable Cheque Run – February 29/12

8.1.1.5 Accounts Payable Cheque Run – March 12/12

Motion 51/12

Moved by Mayor Ibbotson to accept the financial reports as presented.

CARRIED
(5-0)

9. Correspondence

9.1 Rimoka Minutes for January 2012

9.2 Rimbey & Area Recreation Board Annual Report

9.3 FCSS – FCHHS Board Minutes – January 18, 2012

Motion 52/12

Moved by Councillor Anglin to accept Rimoka Minutes – January 2012, Rimbey and Area Recreation Board Annual Report and FCSS – FCHHS Board Minutes – January 18, 2012, as information.

CARRIED
(5-0)

Mayor Ibbotson called recess at 7:29 pm.

Mayor Ibbotson reconvened the meeting at 7:34 pm

10. In Camera

Motion 53/12

Moved by Councillor Anglin to go into camera at 7:35 pm.

CARRIED
(5-0)

Motion 54/12

Moved by Councillor Anglin to come out of camera at 7:52 pm.

CARRIED
(5-0)

9.4 SJC Development Letters

Motion 55/12

Moved by Councillor Anglin that Council agrees with the recommendation from the Town's Lawyer regarding SJC Development, subject to Council approving the wording of the agreement.

CARRIED
(5-0)

11. Adjournment

Council adjourned the meeting at 7:57 pm.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Rimbey Policy Manual

Title: Community Centre Kitchen Use

Policy No.: 2203

Supersedes February 24, 2005

Approved: February 27, 2012

Resolution No.:

Effective Date: April 1, 2012

Purpose: To provide public use of the Community Centre kitchen facility.

Policy Statement:

The Town of Rimbey will provide public use of the Community Centre Kitchen at a rate of \$50.00 per hour or \$150.00 per day. A deposit of \$300.00 will be required for all kitchen rentals. Priority of use will be given to users that hold their event within the Community Centre.

All renters must agree to the terms and conditions provided in the Community Centre Kitchen Rental Agreement and Disclaimer Form in Attachment A.

Amended:

Date: February 24, 2005

Resolution: 74/05

Date:

Resolution:

Rimbey Community Centre Kitchen Rental Agreement and Disclaimer

Please read, sign and return this form to the Office prior to your event

Event

Event Date

1. It is the responsibility of the Renter to read and understand the contents of this Agreement and Disclaimer.
2. A security deposit of \$300.00 (three hundred) shall be paid not more than 14 days after the facility has been booked. Dates not secured with a deposit may be removed from the booking calendar without notice to accommodate other Renters.
3. All rental fees shall be paid two (2) weeks in advance of use or such use may be subject to cancellation.
4. Cancellation policy:
 - a. Full deposit returned if the event is cancelled one month prior to event date.
 - b. One half of the deposit returned if event cancelled up to two (2) weeks prior to event date.
 - c. Loss of deposit if event cancelled less than two (2) weeks prior to event date.
5. The Renter and also the individual signing this application agree to be responsible for and to pay on demand to the Town of Rimbey (1) All fees payable and (2) Any damage to the building or its equipment caused by the user or the users guests, during the rental period.
6. Renters shall use the Rimbey Community Centre Kitchen (hereto described as the "kitchen" or "Facilities") for the sole and exclusive purpose of food preparation whether for service in the Rimbey Community Centre or at another location in compliance with all laws and food handling practices set forth by the Province of Alberta.
7. The Renter must complete a walkthrough of the kitchen with staff present at the beginning of their event and make note of any damage and cleanliness issues.
8. Renters shall vacate the kitchen no later than the end of the rental period, leaving the kitchen in a clean "as you found it" condition with all equipment, tools and utensils returned to their original places. The Renter must complete a walkthrough of the kitchen with staff present after the event is complete to ensure there is no damage or cleanliness issues as a result of their event.
9. Renters shall comply with all applicable laws with respect to its use of the kitchen regarding its service and the consumption of any food prepared at the Rimbey Community Centre, and all laws, rules and regulations set forth by the Province of Alberta, with respect to food safety and sanitation as may govern the preparation of food in the kitchen during the period of use. Renters shall take good care of the kitchen and shall comply with the terms and conditions of any leases, licenses or other agreements relating to the kitchen and shall comply with all of the Town of Rimbey's policies and procedures regarding access to and use of the Town of Rimbey Facilities, including, without limitation, procedures for the cleaning, hygiene and physical security of the Facilities.
10. The Renter acknowledges and agrees, that the Town of Rimbey assumes no liability or responsibility whatsoever in respect of any loss, or damage incurred by any person or entity as a result of the acts or omissions of any person who is working in the kitchen at any function operated or sponsored by the user at the Rimbey Community Centre.
11. Except as set forth in the Inventory List, no supplies, products, labor, services, equipment or other items are supplied for use by the Town of Rimbey. The Town will provide to Renters the supplies needed to run or maintain kitchen equipment such as dishwasher soap and rinse agent, cleaning

supplies including brooms, mops, floor cleaner and access to garbage on site, and utilities normally supplied at no additional charge.

12. The Rimbey Community Centre and kitchen shall be closed to the public and vacated no later than 3:00 a.m. after each rental. Failure to vacate the premises by the specified time, without exception, shall result in an additional charge of \$100.00+GST per hour.
13. The Town reserves the right to cancel any reserved times due to unavoidable circumstances. Every effort will be made to reschedule.
14. The Renter agrees to comply with and be bound by all rules and regulations concerning the operation of the premises.

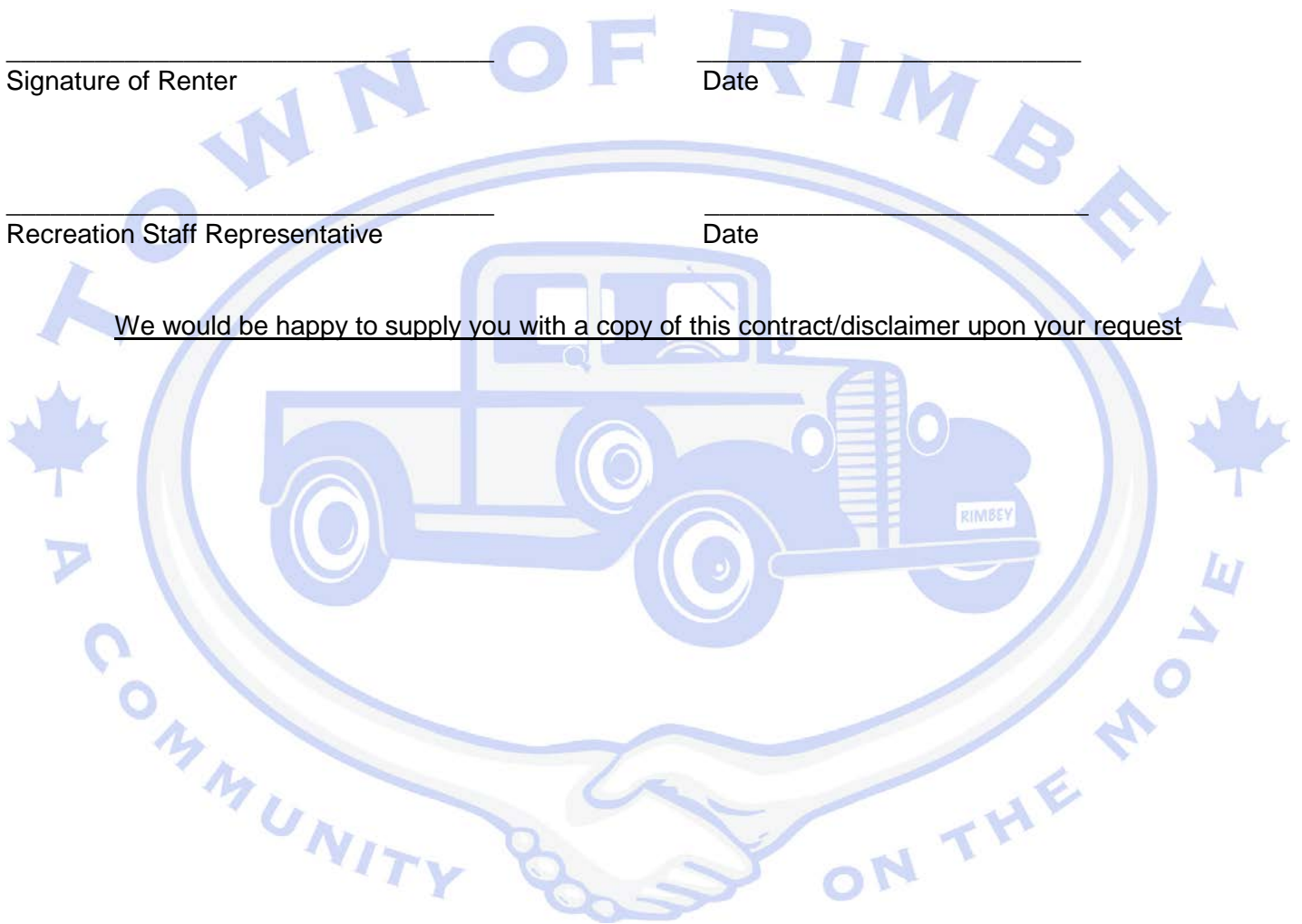
Signature of Renter

Date

Recreation Staff Representative

Date

We would be happy to supply you with a copy of this contract/disclaimer upon your request



2012 DRAFT OPERATIONAL AND CAPITAL BUDGET PROJECTIONS

REVENUE		
Operational Revenue – Taxes, Fees, Operating Grants, Etc.	\$5,154,793	
Capital Grant Funding applied to operating	\$50,000	Recreation Master Plan
TOTAL PROJECTED REVENUES	\$5,204,793	
Expenditures		
Operating	\$4,744,807	Recreation Master Plan included
Debt Payments	\$365,269	
TOTAL PROJECTED EXPENDITURES	\$5,110,076	
PROJECTED SURPLUS (TO RESERVES)	\$94,717	
CAPITAL EXPENDITURES	\$1,744,142	

RECOMMENDATION

That Council approve the 2012 Operational and Capital Budget as presented.

TOWN OF RIMBEY

DATE: April 11, 2012

TITLE: Development Permit Request

BACKGROUND:

In the attached letter, Mr. Ellard is requesting a partial refund on \$1,228.00 in permits paid in 2007 to develop on a lot on 58 Avenue.

DISCUSSION:

The total of \$1,228.00 paid in permits works out to \$400 for a development permit, \$800 for a building permit, and \$28 for Safety Codes Council fees.

In reviewing this file, the permit fees were paid in May 2007. The developer was contacted in January 2008 to enquire whether progress would soon be made and informed the Town that construction would begin in spring 2008. A message was also left with the applicant by Superior Safety Codes on June 25, 2008, but was never returned.

A Permit Services Report was filed by Superior Safety Codes Inc. in March 2009, closing the file as the permit had expired and the Town requested closure of the file. \$320 of the \$800 paid to Superior Safety Codes was then submitted to the Town of Rimbey, as per the contract agreement.

At the bottom of the approved development permit application received by the applicant and dated May 22/07, one of the notes states: "A permit issued in accordance with the notice of decision is valid for a period of 90 days from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void."

A condition of approval also states that the development must "Conform to all those conditions outlined in the Town of Rimbey's Land Use Bylaw No. 762/04 pertaining to the proposed development." The Town's Land Use Bylaw states; "If the development authorized by a permit is not commenced within 90 days from the date of issuance, or carried out with reasonable diligence, the permit is void, unless an extension has previously been granted by the Development Authority." No request for an extension was made nor granted in this case.

Of the \$1228 paid in permits, the Town of Rimbey has retained \$720, with the remainder retained by Superior Safety Codes Inc. and the Safety Codes Council.

RECOMMENDATION:

That Council deny the request to refund a portion of the development and building permit fees.

MAR. 21. / 2012

A. R. ELLARD
Box. 67.
BENTLEY. A. B.
TOL-050.

TOWN OF RIMBEY.

DEAR. SIRS.

I PURCHASED A. LOT 1W. RIMBEY.
ON MAY. 2007 AT THE TIME I
PLANNED ON BUILDING. THE JOB.
MARKET. CHANGED AND IVE HAD TO
CANCEL. MY. BUD PHANS. HAVING.
PAID. \$1228.00 FOR A PERMIT. I
DID NOT USE. I AM ASKING. FOR
A. PARTIAL. REFUND. IVE JUST.
RECENTLY. SOLD THE LOT

THANK YOU FOR YOUR.
CONSIDERATION

A. R. Ellard

TOWN OF RIMBEY

DATE: April 11, 2012

TITLE: Regional Emergency Management Plan

BACKGROUND:

The Town of Rimbey has discussed a regional emergency management plan in the past. We organized a meeting to discuss this further last September with our regional municipal partners, however it had to be cancelled due to scheduling conflicts.

Ponoka County has renewed this discussion recently and is proposing an application be submitted to the Province of Alberta under the Regional Collaboration Program grant to form a regional emergency management plan.

DISCUSSION:

It is important to maintain a current emergency management plan, and to continually provide updates as needed. The Town of Rimbey has a current plan that was implemented during the RapidGaz fire last year, but could benefit from a regionally designed plan that would be able to dedicate more resources to development and maintenance of a plan.

A regional partnership with the Towns of Rimbey, Ponoka, Summer Village of Parkland Beach and Ponoka County would allow the municipalities to collaboratively develop consistent plans for mutual benefit based on the model adopted recently by Lacombe County, which has partners in the City of Lacombe, Lacombe County, Blackfalds, Bentley, Eckville, Clive, Alix and the Summer Villages.

There is no anticipated impact on the disaster services budget for 2012 with this application.

RECOMMENDATION:

That Council support an application by Ponoka County for a regional emergency management plan under the Regional Collaboration Program grant through Municipal Affairs.

Ryan

From: Tom Webber <tomwebber@ponokacounty.com>
Sent: Tuesday, March 20, 2012 3:17 PM
To: Ryan
Subject: Proposed Regional Emergency Management Plan

Hi Ryan,

Ponoka County is proposing that a partnership be formed with the Towns of Rimbey and Ponoka, Summer Village of Parkland Beach and Ponoka County to prepare a Regional Emergency Management Plan.

Funding for such a project may be available from Alberta Municipal Affairs under the "Regional Collaboration Program". Lacombe County recently spear headed the development of a plan to coordinate a regional response to emergency management and was able to access funding from this program,

Assuming the Rimbey Town Council would be interested in participating, I would ask that council pass a resolution to partner on this project.

Additional information on the "Regional Collaboration Program 2011/12" can be accessed at <http://municipalaffairs.gov.ab.ca/municipalgrant.cfm>

Regards
Tom Webber
ACAO
Ponoka County
Ph. 403-783-3333

1. Program Objectives

1.1 What is the Regional Collaboration Program and what does it do?

The objective of the Regional Collaboration Program (RCP) is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building by 2020/21. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

1.2 Key outcomes from the program include:

- Significant regional approaches to municipal service delivery and governance;
- Improved overall municipal capacity to respond to municipal priorities and to build and maintain effective intermunicipal relations through joint and collaborative activities; and
- Strong intermunicipal relations that result in strengthened community identities and improved quality of life.

2. Program Highlights

2.1 When is my application due?

Applications can be submitted throughout the program year. For the Regional Collaboration component, applications received before November 30 will be reviewed in the current fiscal year. Applications received after this date may be reviewed in the next fiscal year.

Applications for the Municipal Internship component are due by September 9, with the program to commence the following May.

Exceptions may be considered.

What's New for 2011/12?

- Clarification of component thresholds
- Guidelines, details, additional details and improved clarity

2.2 Who do I contact for assistance?

If you have any questions about the program or information contained within these guidelines, please contact a program advisor at 780-427-2225 (or toll-free: 310-0000).

3. Program Eligibility

3.1 Who is eligible to apply for this funding?

Eligible entities include:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas);
- Métis settlements;
- Townsite of Redwood Meadows Administration Society;
- A municipality formed by special Act;
- Regional Services Commissions¹;
- Municipally controlled planning service agencies²; and
- Municipal regional boards that may or may not be established by regulation (e.g., Capital Region Board, Calgary Regional Partnership).

¹ eligible under the Regional Collaboration component for Regional Services Commission start-up costs only

² eligible under the Municipal Internship component only, to host a Land Use Planner

Applicants requesting funding under the Municipal Internship component must meet specific population thresholds to be eligible (based on Municipal Affairs official population figures in effect at the time of application):

- population between 5,000 and 100,000 to access the Land Use Planner subcomponent; and
- population between 700 and 100,000 to access the Administrator subcomponent.

Ineligible entities include:

- Individuals;
- For-profit corporations;
- Not for profit organizations;
- Municipal subsidiary corporations (profit and not for profit); and
- Intermunicipal entities not controlled by municipalities or Métis settlements.

The Minister may vary any program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs priorities.

4. Grant Stacking Options

4.1 What other grant programs can I use to stack with this program?

Program funding may be combined with funding from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program.

If the municipality chooses to use multiple grant funding sources for a project, it is the responsibility of the municipality to understand the funding requirements specific to each grant program. Information about

these other sources of funding should be included in table 3.7 of the application form.

5. Program Components

5.1 What do each of the various program components mean?

There are four components of this program

- Regional Collaboration;
- Mediation and Cooperative Processes;
- Municipal Internship; and
- Strategic Initiatives.

Regional Collaboration

This component typically provides support to collaborations of two or more municipalities involved in strategic approaches to regional municipal service delivery and governance, and planning and development activities. This includes projects that explore and develop a regional approach to municipal service delivery, business planning, sharing costs and revenues or establishing regional frameworks for the implementation of regional municipal services.

Eligible projects:

- Investigating the feasibility of delivering regional shared services or delivery models;
- Exploring the feasibility of regional governance alternatives, such as establishing a regional governance board;
- Developing revenue and cost-sharing models;
- Developing and integrating regional initiatives that address areas such as growth, land use, transit services, infrastructure, geographic information services, and social services;
- Public consultations;

- Communication strategies and programs to inform stakeholders of new partnerships or structures;
- Developing regional contracts and agreements to formalize the structure and activities of a collaboration;
- Developing terms of reference, bylaws and other guiding materials for any new governance body that is created;
- Developing systems that are required to deliver a shared service;
- Legal fees associated with the review of collaborative structures and service delivery mechanisms;
- Exploring the feasibility of restructuring activities such as amalgamation;
- Limited support for start-up costs to establish a regional services commission; and
- Limited term support for costs incurred due to restructuring through amalgamation or dissolution, such as legal costs and other transitional costs.

Mediation and Cooperative Processes

This component provides support to municipalities to help develop collaborative protocols and processes to avert conflict escalations and to allow municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities to use mediation, facilitation or other dispute resolution alternatives to resolve intermunicipal conflict. Local solutions provide the ability to control the outcomes and create options in the best interests of residents. It is comprised of two subcomponents:

- **Cooperative Processes (Collaborative Governance Initiative):** Proactive support to municipalities for building relations and cooperative processes within and between municipalities. There are two

phases of this subcomponent. The Assessment Phase provides funding for a consultant to assist in creating collaborative principles, processes and protocols using consensus and the Implementation Phase to implement the principles, processes and protocols created in the assessment phase; and

- **Mediation:** Mediation for developing local solutions to conflicts municipalities may be having with their neighbours, regional services commissions or other boards or agencies.

Eligible projects:

- Mediating conflict between two or more municipalities or between a municipality and another entity;
- Developing cooperation protocols to help municipalities deal with internal or intermunicipal conflicts;
- Developing and implementing internal policies and procedures to address conflicts that arise during the delivery of municipal services; and
- Developing formal collaborative governance protocols to address opportunities and challenges.

Municipal Internship

This component provides support to municipalities or planning service agencies to recruit, train and retain competent municipal employees who can progress into leadership positions. Host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to collaborate with another municipality. Collaborations can be arranged so that the intern spends small blocks of time with each

TOWN OF RIMBEY

DATE: April 11, 2012

TITLE: Tax Penalty Cancellation Request

BACKGROUND:

The attached letter is a request from a property owner to cancel the penalty portion of his taxes, as he claims he did not receive the 2011 tax notice due to staff turnover at his place of business.

The current taxes were paid March 27 and penalties outstanding are \$3,447.21. \$1,286.27 in penalties were applied August 4, 2011, and the remaining \$2,160.94 in penalties was applied January 4, 2012.

The owner of this property stated they would be willing to pay the full estimated 2012 taxes (\$11,082.74) immediately if the previous penalties are cancelled.

DISCUSSION:

The Municipal Government Act (MGA) allows a Council to cancel or reduce tax arrears or any portion thereof under Section 347, and addresses non-receipt of tax notices under 337:

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.*

Deemed receipt of tax notice

337 *A tax notice is deemed to have been received 7 days after it is sent.*

The Town of Rimbey Bylaw 870/11 sets out the penalty rates to be applied to unpaid taxes. These penalties continue to be applied consistently to all ratepayers with outstanding balances as of the penalty dates. The only exceptions to this is a ratepayer that is on the installment payment program or a ratepayer with arrears that has signed a tax agreement for repayment of arrears does not have new penalties applied if the conditions of the agreement are met. Council does have the option to cancel or reduce these taxes under the MGA, and has elected to do so in the past.

RECOMMENDATION:

That Council decline the request to cancel the \$3,447.21 in penalties on the tax roll and request full payment of all arrears, including penalties.

1155797 Alberta Ltd.
Box 1191
Rimbey, AB T0C 2J0

Rimbey Town Council
Box 350
Rimbey, AB T0C 2J0

Attention: His Worship and Council

RE: TAX PENALTY WAIVER


I am requesting Council consider waiving the tax penalty for 1155797 Alberta Ltd., as owner of the property, Parkland Motel, for the last four years.

In the last year we have had multiple staff turnover, which has created some communication and mail confusion, which has affected receiving of the tax notice and business license notice in a timely manner.

We regret the mix up and have paid the 2011 taxes as of March 27, 2012, excluding the penalty and hope Council will consider waiving the penalties that have been applied to the tax roll for 1155797 Alberta Ltd.

We have worked diligently to rectify the problem and so as this will not happen again. We look forward to continue our business in Rimbey.

Yours truly,

A handwritten signature in black ink, appearing to read 'Hardeep Dillon', with a long horizontal flourish extending to the right.

Hardeep Dillon
1155797 Alberta Ltd.



Council Recommendation

Date: April 11th, 2012

Title: Community Events Grant Program

Presenter: Recreation Board

Background:

We received three applications through the Community Events Grant Program at the April 2nd Recreation Board Meeting.

Discussion:

The following three applications were provided for the Recreation Board to review:

The Rimbey Women's Conference Committee applied for \$400 for their event held on Feb. 9th, 2012. The event is a learning, networking and social gathering for women that consists of various speakers and sessions and a meal. The application was accepted by the Recreation Board.

The Rimbey Historical Society applied for \$300 in CEGP funding for the Scavenger Easter Egg Hunt and were denied as the Historical Society receives a municipal property tax exemption.

Recommendation:

The Recreation Board recommends Council approve the Community Event Grant Program application for the Rimbey Women's Conference Committee in the amount of \$400.



Council Recommendation

Date: April 11th, 2012

Title: Administration Update on the Waterworks Bylaw 776/05

Presenter: Administration

Background:

The Waterworks Bylaw 776/05, Part 7, 7.01 states that the Town has the right to discontinue service to a property where any charges for service remain outstanding for a period of more than forty-five (45) days. There is also Policy 3211 Utility Service Fee, Payment & Penalties Policy that states that should an account or portion thereof become in arrears on a utility account and in event that payment for the arrears is not received at the Town Office by the date and time specified in the written notice, the arrears and penalties, plus a forty dollar admin fee, will be transferred to the tax roll of the property, without further notice.

Discussion:

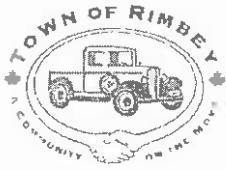
At this time the Town of Rimbey has only been using Policy 3211, clause 4.3 that states "should a utility account or portion thereof become 2 months in arrears, a written notice shall be forwarded, giving notice of the arrears and final opportunity to pay prior to transferring the arrears to the property tax roll account." In most part this has been effective with most utility accounts, but there are some outstanding utility accounts that continue to not pay their utilities, and are being transferred to the tax roll. The Waterworks Bylaw stated that the Town has the right to discontinue service to a property where any charges for service remain outstanding for a period of 45 days. One of the accounts that is being considered for disconnection has an outstanding utility amount of \$6,179.

Properties that are more than one year in arrears totals \$77,150.86, this includes unpaid taxes and utilities prior to last years tax levy.

Administration is looking to implement Termination Notice of Water Services to the property owners that continual to have their accounts transferred to the tax roll. The intention is to try to have these owners attempt to work with Administration on a payment schedule to clear up these accounts.

Recommendation:

Information only



4938 - 50th Avenue • PO Box 350
Rimbey, Alberta T0C 2J0
Ph. (403) 843-2113 • Fax. (403) 843-6599
Email: generalinfo@rimbey.com

(Insert Date)

(Name of Accused)
(Address)
(City, Province, Postal Code)

RE: TERMINATION NOTICE OF WATER SERVICES

The Town of Rimbey will work with you to arrange a Payment Schedule, if you are unable to pay your bill. However, if no action is taken before _____, 20__, termination of water services will occur and a reconnect charge will be required.

This notice serves that termination of water services will occur on _____, 20__, as you are the registered property owner of _____ with the outstanding amount of _____. If service is terminated due to nonpayment of the water bill, a \$50.00 reinstatement charge will be added to your outstanding balance. Water service will not be reinstated until the outstanding balance on your account and a reinstatement charge is paid in full.

Under Waterworks Bylaw 776/05, Part 7, Number (7.01) states that the Town has the right to discontinue service to property where any charges for service remain outstanding for a period of more than forty-five (45) days.

Thank you

J. Croken
Peace Officer/
Municipal Enforcement



BY-LAW NO. 776/05

**A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA,
TO REGULATE THE USE OF WATERWORKS IN THE TOWN OF RIMBEY.**

WHEREAS

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:

This By-Law shall be known as the "Waterworks By-Law".

Use and Control: The use and control of all public waterworks, water treatment systems connected therewith, shall be in accordance with this By-Law.

Area of Responsibility: All waterworks belonging to the Town now laid down, constructed or built, or hereinafter laid down, constructed or built shall be under the direct control of the Town.

1.0

Definitions:

- 1.01 "Authorized Person" shall mean any person employed by the Town.
- 1.02 "Consumer" shall be understood and construed as to include the owner or occupier of lands and premises therein or on, to which any water service pipes are installed to service any land or premises therein or on.
- 1.03 "Department" shall mean the department of the Town authorized by Council to have control of waterworks.
- 1.04 "Meter" shall mean a mechanical and/or electronic device used to measure the amount of water used in either Imperial or metric measurement.
- 1.05 "Person" shall mean a firm, corporation, owner, occupier, lessee or tenant.
- 1.06 "Street Mains" shall mean that portion of the Town's water system laid down in Town owned land for the purpose of servicing more than one person.
- 1.07 "Water Service Line" shall mean the water line from the distributing street mains to the property line of the land or buildings being serviced.

2.0

Waterworks:

- 2.01 Tapping of water street mains – no person, without first having obtained consent from the Town to do so, shall make connection with any of the public water lines or mains. The applicant for said permit shall be totally liable for any damage caused while making such connections, and shall also provide adequate safety provisions during said construction.
- 2.02 No Municipal authorization will be issued pursuant to sub-section 2.01, except to licensed plumbers or authorized employees of the Town.
- 2.03 All water service lines, laid in private property, between the property line and the meter, shall be C.S.A. approved material of equal quality to the service lines in the street between the water main and the property line.
 - a) The minimum size of water service lines shall be 20 mm.
 - b) No person shall be permitted to backfill any service until such service has been inspected and approved by an authorized Town employee.
- 2.04 No connection may be made to the water service line between the property line and the meter.
- 2.05 Where meters are installed for the measuring of water, all persons shall give every facility for the introduction, placing, inspection and reading of water meters and shall protect it from interference or injury by frost or otherwise, and shall be liable for any damage which may occur to said meter.
- 2.06 No person shall interfere with, cut or remove the seal on a meter.
- 2.07 No person shall disconnect a meter or do anything which will bypass, or prevent, or impede, the flow of water through the meter, or which may affect the proper operation of the water meter.
- 2.08 Ownership of all water meters shall be vested in the Town of Rimbey.



BY-LAW NO. 776/05

A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO REGULATE THE USE OF WATERWORKS IN THE TOWN OF RIMBEY.

- 2.09 Turning on water – after any construction, reconstruction, alteration or change, or the completion of any work requiring Municipal authorization, water shall not be turned on to any building or premises until after the whole of the work has been done to the satisfaction of the Water Department. Water shall be turned on or off only by an authorized employee of the Town.
- 2.10 To maintain an adequate supply of water and adequate water pressure within the Town of Rimby, the Council may impose restrictions on the use of water.
- 2.11 In the case of a water shortage caused by weather conditions, mechanical reasons, or otherwise, the Town Manager has the authority to set limitations on rationing of water. If, in the opinion of the Town Manager and/or Town Foreman, during such water shortages, any user is abusing his water privileges, the Town Manager may authorize services to said premises to be temporarily suspended. The period of suspension shall be determined by the Town Manager, or in the absence of the Town Manager, the Town Foreman.
- 2.12 Except as hereinafter provided, no persons other than authorized employees of the Town shall open or close or operate or interfere with any valve, hydrant or fire plug, or draw water therefrom.
- 2.13 The Chief of the Town Fire Department, his assistants and officers, and members of that Department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, or fire practices, or for making trial testing of hose pipe, or for fire protection, but all such cases shall be under the direction and supervision of the said Chief or his duly authorized assistants, and in no event shall any inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant or plug.
- 2.14 No person shall in any manner obstruct the free access to any hydrant or valve or stop cock. No vehicle, building, rubbish, or any other matter which would cause such obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within five (5) meters of the hydrant in a direction parallel with the said property line.
- 2.15 The Town shall assume the full responsibility and costs for any water service line, which may hereinafter be frozen between the property line and the street main. Any water service line frozen between the property line and the meter shall be the responsibility of the person owning the said property. Any costs incurred by the Town, in thawing frozen lines on behalf of a person, shall be recoverable as and subject to penalties, as taxes.
- 2.16 The Department, may shut off the water supplied to the land or premises of any consumer who may be guilty of a breach of or non-compliance with any of the provisions of this By-Law or Board of Health regulation, and may refuse to turn on the water until satisfied and assured that the consumer intends to comply with this By-Law or Health Regulations.
- 2.17 The Town hereby reserves the right to turn off water service without notice to any or all consumers for any purpose that, in the opinion of the Town, may be expedient to do so. It is hereby declared that no person shall have any claim for compensation or damages as a result of the Town turning off the water service without notice or from the failure of the water supply system from any cause whatsoever.
- 2.18 No person shall interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, etc. If it is required to make any repairs or changes due to inaccessibility to or damage to curb stops, the owners of the property being serviced by said curb stop shall, in addition to the penalties by the By-Law, be required to assume all costs involved in said repair.

3.0

Wells and Other Sources of Water Supply:

- 3.01 No well or other source of water except the Town water mains shall be used in the Town of Rimby without a permit being obtained from the Town.



BY-LAW NO. 776/05

A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO REGULATE THE USE OF WATERWORKS IN THE TOWN OF RIMBEY.

- 3.02 No permit issued under this section shall give or be construed to give the holder of said permit the right to sell or distribute water within the Town of Rimbey.
- 3.03 No permit shall be issued under this section for locations where the applicant has reasonable access to municipal water mains.
- 3.04 A separate testing permit shall be obtained from the Municipality prior to any drilling, excavation, or other activities being carried out. An exploration permit must also be obtained from Alberta Environment prior to any drilling.
- 3.05 All applicants are responsible for obtaining the necessary approvals from Alberta Environment and any other provincial or federal regulatory agencies as may be applicable. They must also present written proof of these approvals to the municipality when requested.

4.0

General Provision – Water Service:

- 4.01 All persons desiring to be supplied with water by the Town shall request hook-up by the Town and sign the application form provided by the Town, and such application shall be accepted only when signed by the owner(s).
- 4.02 Any person who requires water for construction or other similar purposes shall request water service from the Town and sign the application form provided by the Town. Water consumed during the said construction will be billed out at the current rate, commencing on the date the water service was connected.
- 4.03 Any person or persons about to vacate any premises that have been supplied with water or who are desirous of discontinuing the use thereof must give notice in writing to the Town to shut off the water at the said premises, otherwise they will be held liable for the accruing rates therefore and for all damages suffered or sustained by the Town and caused by failure to give such notice.
- 4.04 In all cases where boilers are supplied with water, the Town shall not be liable for any damages which may result to any person or premises from shutting off the water main or service, or from failure of water supply, for any purpose or cause whatsoever, even where no notice is given, and no deduction from water bills shall be made in consequence thereof. All users of steam or hot water boilers must protect themselves by installing a storage tank sufficient to provide at least a twelve-hour supply for each steam or hot water boiler.
- 4.05 All contracts formed by the request and signature for water and the acceptance thereof by said department, on behalf of the Town, are hereby declared to be subject to all the terms and conditions of this By-Law which shall be understood and construed by the said departments as forming part of all contracts for the supply and distribution of the water by the said departments on behalf of the Town.
- 4.06 It is hereby further declared that all such contracts for the sale and distribution of water by the Town, whether signed by the owner of the land and premises to which water is supplied or ready to be supplied or by the consumer of the water where the owner is not the actual consumer thereof, an absence of notice in writing from either the owner or the consumer to the department to discontinue any service, the department may continue to supply water to the lands or premises served therewith; notwithstanding that water rates in respect thereof may be in arrears, and all arrears of water rates may be collected against the said lands and premises in the manner hereinbefore provided for the collection of water rates in arrears.

5.0

Water Rates

- 5.01 The water service rates shall be levied and collected monthly from all persons connected to the Town's water supply system.
- 5.02 The water service rates shall be set by separate By-Law.

6.0

Service Charges, Connection / Disconnection Fees, Payments and Penalties

- 6.01 Service Charges, fees and penalties shall be charged, to help defray costs involved with certain activities.



BY-LAW NO. 776/05

A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA,
TO REGULATE THE USE OF WATERWORKS IN THE TOWN OF RIMBEY.

6.02 Service charges, connection / disconnection fees, payments and penalties shall be set by resolution of Council and will be incorporated into the Town of Rimbey 'Policy Manual'.

7.0

Enforcement

7.01 In addition to methods outlined below for the recovery of outstanding rates or charges, the Town reserves the right to discontinue service to any property where any charges for service or work remain outstanding for a period of more than forty-five (45) days.

7.02 Whereas authority is granted by Section 553 of the Municipal Government Act, being Chapter M-26 Statutes of Alberta 2000, for the Municipal Council to add amounts owing for utility arrears to the tax roll of a parcel of land.

7.03 In the event that a utility account is in arrears, the charges levied, penalties and fees may be transferred to the tax roll of the property and be collectable by the same procedures as taxes levied by the Town of Rimbey.


7.04 In the case of default of payment of water charged, the Town of Rimbey may enforce payment by action in a court of competent jurisdiction, or alternatively by distress upon seizure of goods and chattels of the consumer, or lien upon the properties being served by these utilities. In the event the charge or lien is made, shall be subject to the same penalties and be collectable by the same procedures as taxes levied by the Town of Rimbey.

ANY person who violates a provision of this By-Law is guilty of an offence and liable upon summary conviction to a fine as provided for in the Town of Rimbey general penalty By-Law.

THAT By-Laws 512/86, 563/90, 574/91, 619/94 and 734/02 are hereby repealed.

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

READ a First Time in Council this 24th day of March, 2005.



Mayor



Chief Administrative Officer

READ a Second Time in Council this 14th day of April, 2005.

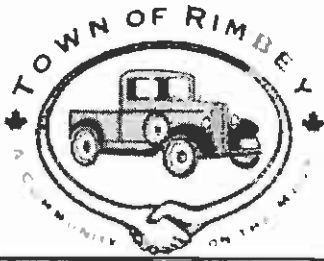
READ Third Time and Finally Passes this 14th day of April, 2005.



Mayor



Chief Administrative Officer



Town of Rimbey Policy Manual

Title: Utility Service Fee, Payment & Penalties Policy

Policy No.: 3211

Supersedes:

Approved: February 23, 2011

Resolution No.: 50/11

Effective Date: February 23, 2011

Purpose: To provide service fee rates, payment and penalty policies for utility accounts.

Policy Statement:

The following policy, procedures and rates regulate the delivery and collection of utility billings in a timely and effective manner.

1.0 Utility Billings

- 1.1 All utility billings shall be processed and forwarded in the name of the property owner(s) as listed on the tax roll.
- 1.2 Utility rates and charges shall be levied for water, sewer, solid waste collection and disposal, recycle and meter service charges commencing when water is turned on to a property.
- 1.3 Utility billings shall be mailed out and collected on a regular schedule as determined by Council.
- 1.4 Billings for services shall be in accordance with rates set out in the Municipal Utility Rates By-Law.
- 1.5 Billings shall be mailed no later than ten (10) days after the first day of the month following the end of the period for which the account was rendered.
- 1.6 Utility bills shall cease only when an employee or agent of the Town of Rimbey physically turns off the water to a property.

2.0 Connection / Disconnection Fee

- 2.1 A fee of fifty dollars (\$50.00) shall be charged to any accounts to defray the costs for any of the following:
 - a) Shutting off a service.
 - b) Reconnecting of service following shutoff.
 - c) New service.

3.0 Utility Account Transfers & Fees

- 3.1 An administration fee of forty dollars (**\$40.00**) shall be charged to any account, when a new owner purchases a property. The non-refundable transfer fee will be charged to the new account holder on the first utility billing.
- 3.2 **NO utility account** for any property ***shall be transferred into the name of a renter***, but shall be forwarded in the name of the property owner only.
- 3.3 If a property owner chooses, a utility billing may be forwarded in care of a renter, providing that the property owner has signed a 'Utilities Rental Agreement' form as per Appendix 'A', allowing that utility account arrears, plus penalties and fees, may be transferred to the property owner's tax roll account, and acknowledging that there may be no notification of such transfers until tax levy notices are mailed in the spring of each year. The forty dollar (**\$40.00**) transfer fee shall apply each time a new account needs to be created.
- 3.4 **Mobile Home Parks** – Utility billings shall be forwarded to the owner of the manufactured or mobile home. If the mobile home owner chooses, a utility billing may be forwarded in care of a renter, as per section 3.3.

4.0 Payment and Penalties

- 4.1 The date fixed for payment of utility billings shall be the second last working day of the month in which the utility billings were mailed.
- 4.2 Any utility account, which remains unpaid on the last working day of the month in which the utility billings were mailed, shall have a **10% late payment penalty** added to the unpaid current balance which will form part of the rate levied.
- 4.3 Should an account or portion thereof become 2 months in arrears, a written notice shall be forwarded, giving notice of the arrears and final opportunity to pay prior to transferring the arrears to the **property tax roll account**.

5.0 Arrears Transfer to Tax Roll

- 5.1 In the event that payment for the arrears on a utility account is not received at the Town Office by the date and time specified in the written notice (4.3), the **arrears and penalties, plus a forty dollar (\$40.00) administration fee**, will be transferred to the tax roll of the property, without further notice.
- 5.2 These charges become an amount owing to the Municipality and subject to collections under the tax recovery process.

Initial Policy Approved: June 23, 2005

Resolution: 229/05

Latest Revision: February 12, 2008

Resolution: 57/08

TOWN OF RIMBEY

DATE: April 11, 2012

TITLE: Compliance Certificate Policy

BACKGROUND:

A Compliance Certificate is written confirmation from the Town of Rimbey that development on a property meets the regulations of the Land Use Bylaw in relation to site coverage and setbacks. Non-conforming uses can typically remain as they are, but may restrict future development on the property unless they remedy the non-conforming use.

A Compliance Certificate is typically a required document in real estate purchase contracts, and are usually requested as part of sale proceedings.

DISCUSSION:

The Municipal Government Act (MGA) does not address compliance certificates and there is no regulations mandating a municipality to provide them. They are simply a service provided by the municipality.

Most of the guidelines within the proposed policy have been in practice at the Town of Rimbey for a number of years. There has never been a policy that supports what has been done in practice.

Recent requests for compliance certificates have included requests with outdated Real Property Reports, and reluctance by the applicant to provide a statutory declaration. Others have insisted on completion of compliance certificates within the day, which most times is simply not feasible or reasonable.

Adopting a policy would support administration in having documentation and procedures for a consistent format to receive and process requests for Compliance Certificates.

RECOMMENDATION:

That Council pass a resolution to adopt Policy 6001, the Compliance Certificate Policy.



Town of Rimbey Policy Manual

Title: Compliance Certificate Policy **Policy No.:** 6001
Supercedes: NEW
Approved: **Resolution No.:**
Effective Date:

Purpose: The Town of Rimbey would like to establish a consistent system whereby requests for Compliance Certificates are received and processed.

GUIDELINES:

1. Compliance Certificates issued by the Town of Rimbey only relate to the placement of the buildings on a site relative to the Land Use Bylaw requirements for site coverage and setbacks.
2. All requests for a Certificate of Compliance submitted to the Town must be accompanied by:
 - a. A minimum of two copies of the valid Real Property Report (RPR) for the property, with at least one being an original bearing an original signature and permit stamp.
 - b. The RPR must be no older than seven (7) years.
 - c. Where the date of the RPR is greater than one (1) year prior to the date of applying for a Compliance Certificate, it must be accompanied by a Statutory Declaration indicating that no changes, alterations or additions to the buildings have been made since the RPR was prepared.
 - d. An application fee as set out by Town Bylaw and as may be amended from time to time.
3. The Development Authority shall not sign Real Property Reports submitted to the Town as part of the request for a Certificate of Compliance.

Amended:

Date: **Resolution:**

Date: **Resolution:**



Town of Rimbe

Policy Manual

Title: Compliance Certificate Policy **Policy No.:** 6001
Supercedes: NEW
Approved: **Resolution No.:**
Effective Date:

Purpose: The Town of Rimbe would like to establish a consistent system whereby requests for Compliance Certificates are received and processed.

4. All Compliance Certificate requests will be processed within five (5) working days of receipt of the request. Expedited service cannot be guaranteed.
5. When a development permit approval is granted to remedy a non-conforming use, there will be no charge for the issuance of a new Certificate of Compliance if the development permit approval is granted within one (1) year from the date the original Compliance Certificate was issued.
6. Any Compliance Certificate request that results in a non-conforming use shall not be entitled to a refund of the application fee.

Amended:
Date: **Resolution:**
Date: **Resolution:**



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR54192

March 19, 2012

His Worship Sheldon Ibbotson
Mayor, Town of Rimbey
PO Box 350
Rimbey, AB T0C 2J0

Dear Mayor Ibbotson:

In response to one of my mandate objectives, enhancements have been made to the Municipal Sustainability Initiative (MSI) capital and operating programs.

These changes, which follow an extensive program review, are intended to provide municipalities with greater clarity and flexibility to direct funding to local priorities, and to support a more efficient application process that maintains appropriate accountability.

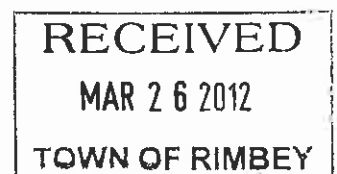
Enhancements to the MSI operating program have been approved by Cabinet and include:

- expanding the definition of maintenance and repair to include betterment and rehabilitation;
- broadening the range of eligible small capital projects; and
- reducing the application process to a single form per municipality per program year, which will require municipalities to estimate how funding will be allocated according to government-wide objectives for municipal grant funding, and to annually report on the actual expenditures, on the same basis.

Enhancements to the MSI capital program include:

- expanding eligible project costs to include off-site project management costs, non-routine maintenance, beautification activities, and the purchase or replacement of ancillary and small equipment;
- broadening the definition of "project" to permit multiple capital assets on a single application form if they are similar components of a system and/or fall within the same functional category;

.../2



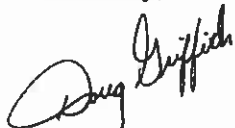
- replacing the Multi-Year Capital Plan submission requirement with a declaration check box on the project application form;
- reducing the Capital Plan requirement for temporary borrowing from 10 years to 3 to 5 years and replacing the quantification of anticipated cost-savings and/or efficiency gains with a declaration check box on the application form;
- replacing the business case submission requirement for use of municipal forces/equipment with a declaration check box on the project application form; and
- enhancing the application form by replacing documentation requirements with a new declaration section, and enabling municipalities to select performance indicators that demonstrate progress towards achieving program outcomes.

In addition, the application submission deadline has been removed to better support municipal budget and construction cycles, and the application processing cycle has been realigned such that future program guidelines will be released in the fall of each year.

More details are provided in the 2012 program guidelines and application forms, which are posted at www.municipalaffairs.gov.ab.ca/msi-materials-resources.cfm. Printed copies of the guidelines and forms are available, on request.

If you have questions regarding these changes, or require additional information, please contact my office.

Sincerely,



Doug Griffiths
Minister

cc: Tony Goode
Chief Administrative Officer, Town of Rimbey



ALBERTA
TRANSPORTATION

Office of the Minister
MLA, Lac La Biche - St. Paul

AR51623

March 5, 2012

His Worship Sheldon Ibbotson
Mayor
Town of Rimbey
PO Box 350
Rimbey, AB T0C 2J0

Sheldon

Dear Mayor Ibbotson:

I am pleased to advise your council of the Alberta government grant funding that will be provided to the Town of Rimbey under the following 2012 Transportation grant programs:

Basic Municipal Transportation Grant (BMTG) in the amount of \$149,760. The 2012 BMTG is comprised of:

- The Streets Improvement component in the amount of \$149,760, based on \$60 per capita and the official 2011 population.

Federal Gas Tax Fund (FGTF) in the amount of \$139,102.

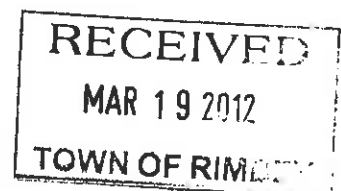
My colleague, Raymond Prins, MLA for Lacombe-Ponoka, and I are very supportive of the grants that help support Alberta's transportation network.

Your administration should contact department staff regarding the necessary arrangements for processing the financial assistance.

Sincerely,

Ray Danyluk
Minister

cc: Raymond Prins, MLA, Lacombe-Ponoka
Brian Reid, Acting Regional Director, Central Region



*Next
Council mtg*

Rimbey & District Volunteer Week Committee

BOX 404, RIMBEY, ALBERTA T0C 2J0
PHONE 843- 2030 FAX 843-3270

March 9, 2012

Town of Rimbey
Council Members

Dear Council:

Re: Volunteer Appreciation Week – April 15-21, 2012

The focus of Volunteer Appreciation Week is to recognize and honor our volunteers.

Canada's 12.5 million volunteers are passionate about essential causes, they take action to help others, and they have impact in communities across the country. National Volunteer Week takes place April 15-21, 2012. It is a great time to recognize the volunteers who give more than two billion hours of their time, energy and skills to truly benefit society.

This year's theme is "Volunteers" Key to the Community and our event is scheduled for Monday, April 16th, 2012 in the Community Centre Auditorium at 5:30 pm.

I have enclosed a "Proclamation" that the Town of Rimbey might wish to use by proclaiming "Volunteer Appreciation Week"

This is a wonderful opportunity to celebrate those individuals who give so much for their community, and to increase the recognition of volunteers as some of Alberta's most valuable resources.

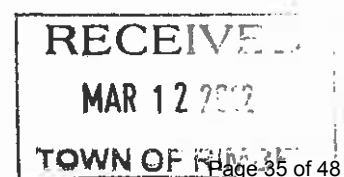
If you have any questions regarding this event, please feel free to contact myself at the above numbers.

Yours truly,

Lindell Ryan

Lindell Ryan
Rimbey Volunteer Centre

Enclosure



Proclamation of Volunteer Appreciation Week



WHEREAS the volunteer spirit that helped to build Rimbey is alive and strong today, and

WHEREAS each year many citizens commit their time and talents to improve the quality of life for our entire community, and

WHEREAS the entire community benefits from the valuable contributions that volunteers make,

THEREFORE I, Sheldon Ibbotson, Mayor of Rimbey do hereby proclaim April 15th – April 21st, 2012 "Volunteer Week" in Rimbey

Signature

Date



For Proclamation

c/o Alberta Seniors and Community Supports
600, Standard Life Centre
10405 Jasper Avenue NW
Edmonton, Alberta, Canada T5J 4R7

Telephone 780/422-2321
Fax 780/422-8762
Email: saca@gov.ab.ca

AC

March 7, 2012

His Worship Sheldon Ibbotson, Mayor
Town of Rimbey
PO Box 350
Rimbey, AB T0C 2J0

Dear Mayor Ibbotson,

Once again, Alberta is preparing to honour its seniors during Seniors' Week which will be held from June 4 to 10, 2012. As Chair of the Seniors Advisory Council for Alberta, I am pleased to request your community's formal recognition of this important celebration.

Enclosed you will find a Municipal Proclamation Event Registration Brochure and poster produced by the Ministry of Seniors and the Council. This proclamation was designed to support communities in recognizing Seniors' Week, and to generate a greater awareness of the many contributions seniors make in our communities.

The Council members and I appreciate your consideration of this request, and I sincerely hope that you decide to proclaim June 4 to 10, 2012 as Seniors' Week in your community. If a proclamation is issued, our Council would like to register it on our Seniors' Week website at www.seniors.alberta.ca.

The Council must receive confirmation of your proclamation prior to May 25, 2012 to ensure that it is published on the Council's website. Notification of the proclamation can be faxed to: 780-422-8762 or emailed to: SACA@gov.ab.ca.

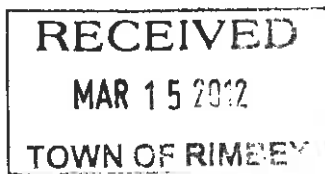
I hope that you will join us in celebrating Seniors' Week 2012!

Sincerely,

A handwritten signature in black ink that reads "Alana".

Alana DeLong, MLA
Chair

Enclosure





Proclamation

Seniors' Week 2012

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I do hereby proclaim June 4 – 10, 2012, to be "Seniors' Week."

Dated this _____ Day of _____, 2012, in _____.

Mayor/Reeve

Handwritten signature of Alana DeLong in black ink.

Alana DeLong
Chair, Seniors Advisory Council for Alberta
MLA, Calgary-Bow

Handwritten signature of Honourable George VanderBurg in black ink.

Honourable George VanderBurg
Minister of Seniors

The word "Alberta" is written in a white, cursive font, with a small yellow and red square logo to its right.



Rimbey Municipal Library

Box 1130

Rimbey, Alberta

TOC 2J0

Phone & Fax: (403) 843-2841

E-mail: rimbeylibrarian@libs.prl.ab.ca

<http://rimbeylibrary.prl.ab.ca>

March 14th, 2012

Tony Goode
CAO
Town of Rimbey

Dear Tony,

The library board requests that Jim Peck please be appointed to the Library Board at your next town council meeting. Also, as she has passed away, please remove Jody Davidson from the board.

Sincerely,

A handwritten signature in purple ink that reads "Jean Keetch".

Jean Keetch
Library Manager



**Rimbey Municipal Library Board
Meeting Minutes
Monday March 12, 2012**

Call to Order: 8:10 p.m.

Present: L. Armstrong – Chairperson, V. Warren, P. Payson – Councillor, G. Mounteny , Jean Keetch – Librarian and J. Peck (observing) M. Ramsey arrived at 9:00 p.m

Absent: R. Aitken and B. Krossa

L. Armstrong will take the minutes as M. Ramsey will be late

Minutes from the Last Meeting were accepted with the change “Great assistance from many students in setting up.”

Consent Agenda Items

- 1. Librarian’s Report**
- 2. Financial Reports – March and December 2011**
- 3. Correspondence**

Motion: Val/Gordon – that the consent agenda items be accepted as presented. Carried

Business Arising from the Minutes

- 1. Jasper Library conference – Jean and Erin going**

- 2. Library Annual report for the province – after many technical difficulties with the provincial library reporting site the 2011 report was reviewed by the Board. A very busy and successful year for our Library.**

Motion: Gordon/Val – that the Annual Library Report for 2011 be Accepted. Carried

New Business

- 1. Finance committee needs to meet to decide what to do with our surplus carried over from 2011 because we received more grants than expected.**

Action: Board Chair, Treasurer and Library manager need to meet to determine whether to buy a GIC or start a separate savings account. Lorie will set up meeting.

2. New chairs are needed to replace the old blue ones – Jean will investigate prices and available grants and let the Booster Society know
3. Parkland Regional Library is looking at starting a library membership marketing campaign in the fall. We discussed doing it ourselves in the spring as well in order to encourage students to read during the summer

Motion: Marg/Val – that we support the PRL membership marketing campaign initiative. Carried

4. Need for more space/new building? – we need to start investigating our options and putting money aside – we need to determine what steps to take

5. Summer students should be hired shortly

Meeting Adjourned – 9:15 p.m

Next Meeting – Monday April 2, 2012 - 8:00 p.m.



Chairperson

Secretary

Rimbey Municipal Library Board Meeting Minutes
Monday, February 6th 2012
8:00 p.m.

Present: Lorie Armstrong (Chairperson), Marg Ramsey, Gordon Mounteny, Brenda Krossa, Val Warren, Rowena Aitken

Absent: Jean Keetch, Paul Payson

Call to Order

Minutes from the Last Meeting - read and approved as printed by Val W/Brenda

Consent Agenda Items:

1. Librarians Report
2. Financial Report
3. Correspondence

Motion - Gordon M. / Brenda - passed and carried

Business Arising from the Minutes:

The Baying Buffoons wrap-up comments - the validity of the dessert theatre was discussed, maybe try a wine and cheese theatre instead. Great assistance from ~~the Junior and Senior~~ ^{many} High School students in setting up.

New Business

1. Dates for the 2012 Dinner Theatres are Nov, 16, 17, 23 and 24th.
2. Jasper Library Conference - who is interested on the board/staff - Jean plus a staff person (April 27 - 29th)
3. Annual report delayed until March
4. New computers with the CAP grant - we will be getting 9 - 11 computer plus a laptop from the CAP grant.
5. Jody Davison - we will be giving a \$50.00 donation to the Children's Trust Fund and a Children's book will be donated in her memory.
6. Volunteer Fair - Feb. 23rd - is anyone available from 2 - 6 p.m.

The meeting was adjourned at 8:30 p.m.

Next Meeting: Monday, March 12th at 8:00 p.m.

Lorie Armstrong
Chairperson

**Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
February 16, 2012
10:00 a.m. Rimbey Provincial Building**

Present:

Nancy Teeuwsen-Hartford, Chairperson
Irene Steeves, Vice Chairperson
Viola Schneider, Board Member
MaryAnn Josephison, Board Member
Peggy Makofka, Executive Director
Pat Weeks, Board Member
Christine Simpson, Recording Secretary

Regrets:

Sheldon Ibbotson, Board Member
Paul McLauchlin, Board Member
Bill Coulthard, Board Member

1. CALL TO ORDER

The Meeting was called to Order by: Nancy Teeuwsen- Hartford, Chairperson at 10:10 a.m.

2. APPROVAL OF AGENDA

12-02-01 MOTION: By: P. Weeks: That the agenda is adopted with the following additions:

4.2 Volunteer Fair
10.9 Tamarack Institute
10.10 Improvement Training

CARRIED.

3. PREVIOUS MEETING MINUTES –January 18, 2012

12-02-02 MOTION: By: M. Josephison: That the Minutes of the January 18, 2012 meeting be adopted as presented.

CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Lion's Dinner Theatre April 28th
- 4.2 Volunteer Fair

5. OLD BUSINESS

- 5.1 2012 Senior's Service Award nominee

12-02-03 MOTION: By: I. Steeves: That the Agency nominates Marj Brown for 2012 Minister's Senior Service Award, as T. Ormberg declined being nominated.

CARRIED.

6. FINANCE

- 6.1 February 16, 2012 Finance Committee Meeting Minutes/Highlights

12-02-04 MOTION: By: I. Steeves: That the Minutes of the February 16, 2011 Finance Committee Meeting be accepted as information.

CARRIED.

7. WRITTEN REPORTS

- 7.1 Meals on Wheels
- 7.2 Volunteer Income Tax

12-02-05 MOTION: By: P. Weeks: To contribute \$100.00 to a meal and snack for the Volunteers that are attending the training sessions. Seconded by: V. Schneider.

CARRIED.

12-02-06 MOTION: By: P. Weeks: That C. Albach place an ad in the Rimby Review for awareness of the Volunteer Income Tax Preparation Clinics that are being held at the Drop In Centre. The ad would cost no more than \$55.00. Seconded by: V. Schneider.

CARRIED.

- 7.3 Volunteers
- 7.4 Medical Alert
- 7.5 Food Bank

12-02-07 MOTION: By: I. Steeves: That \$420.00 (\$35.00/month) is paid to the Church of the Nazarene for garbage pickup. Seconded by: M. Josephison.

CARRIED.

- 7.6 Home Support/Personal Care
- 7.7 Education Coordinator
- 7.8 Community Kitchen
- 7.9 Healthy Families/Babies First
- 7.10 Rimbey Parent Link Centre
- 7.11 Family Resource Library
- 7.12 Volunteer Centre
- 7.13 Adult Day Support

12-02-08 MOTION: By: I. Steeves: That the assistant's hours for the Adult Day Support Program increase by one hour per program day, where there are six or more clients attending. Seconded by: M. Josephison.

CARRIED.

- 7.14 Internet Technology
- 7.15 Rainbows
- 7.16 Office Manager/Quality Control

12-02-09 MOTION: By: P. Weeks: That the Written Reports be accepted as information.

CARRIED.

8. POLICY/RISK MANAGEMENT COMMITTEE

9. DIRECTOR'S REPORT

- 9.1 Volunteer Appreciation Week Event

12-02-10 MOTION: By: V. Schneider: That RCHHS/FCSS to contribute \$360.00, which is 120 people at \$3.00 each, to the Volunteer Appreciation Week Event. Seconded by: P. Weeks.

CARRIED.

- 9.2 Alberta continuing Care Association update
- 9.3 Volunteer Alberta- videoconference update
- 9.4 Community Health & Safety Initiative
- 9.5 Ponoka FCSS update
- 9.6 Rimbey Neighborhood Place update
- 9.7 Ponoka Rimbey Palliative Care Council

12-02-11 MOTION: By: V. Schneider: That the Director's Report be accepted as information.

CARRIED.

10. NEW BUSINESS

10.1 Volunteer Centre Status

10.2 FCSS Volunteer program shortage

12-02-12 MOTION: By: M. Josephison: That as of April 1, 2012 B. Soderberg will look after the Medical Alert Program and C. Simpson will look after the Volunteer Visitor Program. There will be no increase in hours of work for either staff member. Seconded by: I. Steeves.

CARRIED.

10.3 Charitable Fundraising Regulation

12-02-13 MOTION: By: P. Weeks: That the Agency only apply for the Fundraising License at such time that all the requirements are being met. Seconded by: I. Steeves.

CARRIED.

10.4 Alberta Food Banks Network Association- AGM

12-02-14 MOTION: By: M. Josephison: That two people will attend the Alberta Food Banks Network Association AGM, May 24th, 25th, 26th at the expense of the Agency. Seconded by: V. Schneider.

CARRIED.

10.5 Ty Lund- luncheon meeting

10.6 Blindman Youth Action Society- Irish Gala

12-02-15 MOTION: By: I. Steeves: That the Agency purchases two tables of eight (sixteen tickets) for the Irish Gala event at a total of \$420.00. Seconded by: M. Josephison.

CARRIED.

10.7 Early Childhood Mapping Project

10.8 2012 Charity Golf Tournament

12-02-16 MOTION: By: I. Steeves: That the 2nd Annual FCSS Charity Golf Tournament will be held on August 9, 2012 at Spruce Haven Golf Resort. Seconded by: P. Weeks. Golf Committee will be: N. Teeuwsen-Hartford, P. Weeks, I. Steeves, P. Makofka, B. Soderberg and C. Simpson.

CARRIED.

10.9 Tamarack Institute

12-02-17 MOTION: By: V. Schneider: That the Agency sends B. Soderberg to the May 15-17, 2012 and C. Simpson on the April 16-18, 2012, "Communities Collaborating for Change" from the Tamarack Institute in Edmonton. Seconded by: I. Steeves.

CARRIED.

10.10 Improvement Training

12-02-18 MOTION: By: P. Weeks: That P. Makofka and B. Soderberg will attend Improvement Training through Alberta Health Services, in Calgary and Edmonton at the expense of the Agency. Seconded by: M. Josephison.

CARRIED.

11. CORRESPONDENCE

11.1 Alberta Government Social Policy Framework

11.2 FCSS Provincial Annual Overview- 2010

12. NEXT MEETING DATE. – Thursday March 15, 2012. There will be a staff wage review and immediately following this meeting lunch will be served and then the Executive Director's evaluation will follow.

13. ADJOURNMENT

12-02-19 MOTION: By: N. Teeuwsen-Hartford: That the Meeting adjourns at 12:05 P.M.

CARRIED.

14. BOARD SHARING TIME

N. Teeuwsen-Hartford, Chairperson

C. Simpson, Recording Secretary

March 26, 2012

His Worship Sheldon Ibbotson
Mayor, Town of Rimbey
PO Box 350
Rimbey, AB T0C 2J0

Dear Mayor Ibbotson:

The Honourable Alison Redford, Premier, forwarded your February 27, 2012 letter regarding the increase in the education property tax. Premier Redford has reviewed your concerns and asked me, as Minister of Municipal Affairs, to respond on behalf of the Government of Alberta.

Two factors have contributed to the increase in your municipality's 2012 education requisitions. First, by maintaining the uniform education tax rates at the 2011 level, the provincial government increased the revenue that it will collect from property taxes, and second the town has experienced growth in its assessment base during the past four years.

In 2012, the town's requisitions are based on a four-year average of its equalized assessments, which include strong assessment growth from 2009 and 2010. The averaging formula smoothes out the impact of growth on the education requisition over time. Now that growth has slowed, previous years' assessments, which were excluded from the requisition calculations in 2009 and 2010 by the averaging formula, are now being taxed.

As you may know, government determines the amount of revenue required from the education property tax every year as part of the provincial budget process. In this process, government works to balance the impact of the requisitions on municipalities and taxpayers with the need to ensure sufficient and sustainable funding for Kindergarten to Grade 12 education. As such, government is aware of the impact, but the increase is necessary to fund this essential service.

.../2

