

**TOWN OF RIMBEY**  
**TOWN COUNCIL AGENDA**

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, AUGUST 22, 2016 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

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1	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
2.	<b>Public Hearing - None</b>	
3.	<b>Agenda Approval and Additions</b>	1
4.	<b>Minutes</b>	
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5.	<b>Delegations - None</b>	
6.	<b>Bylaws</b>	
	6.1 Bylaw 921/16 to Repeal Bylaw 895/14.....	10-11
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9.	<b>Correspondence - None</b>	
10.	<b>Open Forum</b> (Bylaw 894/14 – Council Procedural Bylaw #30 - The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.)	
11.	<b>In- Camera</b>	
	11.1 Land (Pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act)	
12.	<b>Adjournment</b>	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON MONDAY, JULY 25, 2016 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

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1. Call to Order Mayor Pankiw called the meeting to order at 7:00 pm, with the following in attendance:

Mayor Pankiw  
Councillor Godlonton  
Councillor Jaycox  
Councillor Payson  
Councillor Webb  
Interim Chief Administrative Officer – Donna Tona, CTS  
Acting Chief Administrative Officer/Chief Financial Officer – Lori Hillis, CPA, CA  
Municipal Intern - Michael Fitzsimmons  
Contract Development Officer – Liz Armitage  
Director of Public Works – Rick Schmidt  
Recording Secretary – Kathy Blakely

Absent:  
Director of Community Services – Cindy Bowie

Public:  
Amelia Naismith – Rimbey Review  
10 members of the public  
Kenn Burr - Citizen Communications  
Patrick Bergen – Smart Towns Inc.

2. Public Hearing 2.1 Bylaw 917/16 Land Use Bylaw

Mayor Pankiw opened the Public Hearing for Bylaw 917/16 Land Use Bylaw at 7:01 pm.

Bylaw 917/16 is a Bylaw of the Town of Rimbey, in the Province of Alberta, to repeal Bylaw 762/04 Land Use Bylaw as amended, and enact Bylaw 917/16 Land Use Bylaw.

Mayor Pankiw requested confirmation of notice of Bylaw 917/16 from the Development Officer.

Development Officer Liz Armitage indicated the notice was placed in the June 21<sup>st</sup>, June 28<sup>th</sup> and July 5<sup>th</sup>, 2016 editions of the Rimbey Review, and notice of this public hearing was posted on the Town of Rimbey web site under important notices with a copy of the complete package available for public review.

Development Officer Liz Armitage gave the following report:

Town Council initiated a re-write of Land Use Bylaw 762-04 in January 2016. Vicinia Planning & Engagement and Tagish Engineering were retained to complete the review and prepare a new Land Use Bylaw.

On May 30, 2016 Council held a special meeting to review the first draft of the Land Use Bylaw. At that time they requested specific edits and initiated circulation to developers and government agencies.

On June 13, 2016 Council passed first reading. Council also set:

- Open House for Bylaw 917/16 at 4:00pm to 6:30 pm on July 25, 2016 in Council Chambers.
- Public Hearing for Bylaw 917/16 at 7 00 pm on July 25, 2016 in Council Chambers.

Upon review and comment by Council at the May 30th Council meeting, a second draft was prepared which incorporates Council's direction. This second draft has been made available on the Town of Rimbey's website for all residents to review. Formal notice was placed in the Rimbey Review on June 21, June 28 and July 5, 2016. On June 1, 2016 local developers, owners of the Manufactured Home Parks, and government agencies were circulated a

notice seeking comments.

The following is the timeline for this project:

Task	Date	Status
Council Edits	By June 3, 2016	Completed – June 1, 2016
Circulate notice to: <ul style="list-style-type: none"> <li>Government agencies</li> <li>Local Developers</li> <li>Superior Safety Codes</li> <li>Manufactured Home Park Owners</li> </ul>	By June 3, 2016	Completed – June 1, 2016
First Reading	June 13, 2016	Completed
Resident Notification in Rimbey Review	June 21, 2016 June 28, 2016 July 5, 2016	Completed
Government Agency Circulation Deadline	July 4, 2016	Completed
Resident Circulation Deadline	July 8, 2016	Completed
Open House & Public Hearing	July 25, 2016	Underway
Second Reading	TBA	TBA
Third Reading	TBA	TBA

Based on all feedback received, Administration has made substantial changes to the draft LUB based on input from residents, government circulation agencies and further administrative review. The administration review also included a review of land use designations for all existing direct control districts and all town owned land. A summary of the town own land review is available in Appendix 3. The draft presented at the Public Hearing and tonight includes all these changes. A detailed listing of the changes can be found in Appendix 4.

A summary document highlighting the changes made between the current LUB Bylaw 762/04 and the proposed LUB Bylaw 917/16 is available in Appendix 5. The land use bylaw as presented is available in Appendix 6.

Ms. Armitage advised only 3 members of the public attended the open house.

Mayor Pankiw inquired if any written submissions had been received regarding Bylaw 917/16.

Ms. Armitage advised as of July 17, 2016, Administration received no written comments from any residents or developers.

Administration received comments from:

- Lindy's Trailer Park - Verbal
- Superior Safety Codes - Written
- Atco Gas - Written
- Atco Pipelines - Written
- Alberta Transportation – Written
- Ponoka County - Written

Written circulation comments are provided in Appendix 1.

A detail summary of the verbal responses received is located in Appendix 2.

Mayor Pankiw asked the gallery if there were any persons wishing to be heard regarding Bylaw 917/16 Land Use Bylaw.

There were no responses from the gallery.

Mayor Pankiw asked the gallery a second time if there were any other persons wishing to be heard regarding Bylaw 917/16 Land Use Bylaw.

There were no responses from the gallery.

Mayor Pankiw asked the gallery a third time and final time if there were any persons wishing to be heard regarding Bylaw 917/16 Land Use Bylaw.

There were no responses from the gallery.

Mayor Pankiw closed the Public Hearing regarding Bylaw 917/16 Land Use Bylaw at 7:10 pm.

3. Adoption  
Agenda

of 3.1. July 25, 2016 Agenda

7.6 Weed and Pest Inspector (addition)

7.7 Renaming of Rimbey Arena (addition)

7.8 Tax Relief Program for Residential Spec Built Homes  
Application(addition)

Motion 306/16

Moved by Councillor Godlonton to accept the agenda for July 25, 2016 Regular Council Meeting as amended.

CARRIED

Motion 307/16

Moved by Councillor Godlonton to extend the Regular Council Meeting beyond the 90 minutes as allocated for Council Meetings in Bylaw 894/14 Town of Rimbey Procedural Bylaw.

CARRIED

4. Minutes

4.1 Minutes of the Regular Council Meeting June 27, 2016

4.2 Minutes of the Special Council Meeting June 29, 2016

Motion 308/16

Moved by Councillor Payson to accept the Minutes of the Regular Council Meeting of June 27, 2016, as presented.

CARRIED

Motion 309/16

Moved by Councillor Jaycox to accept the Minutes of the Special Council Meeting of June 29, 2016, as presented.

CARRIED

5. Delegation

5.1 Kenn Burr and Patrick Bergen – Smart Towns Inc.

Mr. Burr and Mr. Bergen along with Mr. John McCall (via teleconference) of Smart Towns Inc., made a presentation to Council regarding economic development for the Town of Rimbey including a power point presentation outlining objectives, revenues, commercial tax, and strategies.

Motion 310/16

Moved by Councillor Webb to accept the presentation from Mr. Burr and Mr. Bergen regarding economic development for the Town of Rimbey, as information.

CARRIED

Mr. Burr and Mr. Bergen departed the Council Meeting at 7:22 pm.

One member of the public departed the meeting at 7:22 pm.

## 6. Bylaws

6.1 Bylaw 917/16 Land Use BylawMotion 311/16

Moved by Councillor Webb to give second reading to Bylaw 917/16 Land Use Bylaw.

CARRIED

Motion 312/16

Moved by Councillor Godlonton to give third and final reading to bylaw 917/16.

CARRIED

## 7. New and Unfinished Business

7.1 Town of Rimbey Website

3 members of the public joined the meeting.

Motion 313/16

Moved by Councillor Jaycox to accept the update regarding the Town of Rimbey website, as information.

CARRIED

7.2 Tagish Engineering Project Status Update to June 28 and July 12, 2016Motion 314/16

Moved by Councillor Jaycox to accept the Tagish Engineering Project Status Update to June 28 and July 12, 2016 as information.

CARRIED

7.3 Termination of Contract with OMG Handiwerks Inc.Motion 315/16

Moved by Councillor Webb to cancel the interim management consultant with OMG Handiwerks Inc., as of July 30, 2016, ending all management responsibilities, signing authorities, and other duties as Interim CAO prescribed by the Municipal Government Act.

CARRIED

7.4 Signs within Highway Right-of-WaysMotion 316/16

Moved by Councillor Jaycox to accept the information regarding signs within Highway Right of Ways, as information.

CARRIED

7.5 Strategic Planning Session Outcome DocumentMotion 317/16

Moved by Councillor Godlonton to accept the Strategic Pan Document presented by Interim Chief Administrative Officer Donna Tona, as information.

CARRIED

7.6 Weed and Pest ControlMotion 318/16

Moved by Mayor Pankiw to appoint Rick Schmidt, Director of Public Works as the Town of Rimbey Weed Control Inspector.

CARRIED

Motion 319/16

Moved by Councillor Payson to appoint Rick Schmidt, Director of Public Works as the Town of Rimbey Pest Control Inspector.

CARRIED

7.7 Renaming of Rimbey ArenaMotion 320/16

Moved by Mayor Pankiw to rename the Rimbey Arena located within the Peter Loughheed Community Centre to the Vern Poffenroth Arena, with the name change to take place in October of 2016 at a ceremony held prior to commencement of the Midgets first league hockey game of the year, with the new name to be effective that evening.

CARRIED

7.8 Tax Relief Program for Residential Spec Built Homes ApplicationMotion 321/16

Moved by Councillor Jaycox to approve the application of the Tax Relief Program for Residential Spec Built Homes for Lot 7B, Block J, Plan 0121726, Roll Number 22140, in the amount of \$2,871.31.

CARRIED

## 8. Reports

8.1 Department Reports

- 8.1.1 Interim Chief Administrative Officer Report
- 8.1.2 Chief Financial Officer Report
- 8.1.3 Director of Public Works Report
- 8.1.4 Director of Community Services Report
- 8.4.5 Development Officer's Report

Motion 322/16

Moved by Councillor Godlonton to accept the department reports, as information.

CARRIED

8.2 Boards/Committee Reports - None8.3 Council Reports

- 8.3.1 Mayor Pankiw's Report
- 8.3.2 Councillor Godlonton's Report
- 8.3.3 Councillor Jaycox's Report
- 8.3.4 Councillor Payson's Report
- 8.3.5 Councillor Webb's Report

Motion 323/16

Moved by Councillor Webb to accept the reports of Council, as information.

CARRIED

9. Correspondence 9.1 Correspondence – None10. Open Forum 10.1 Open Forum

Mayor Pankiw asked if anyone from the gallery wished to address Council.

There were 3 responses from the gallery.

One person spoke regarding the strategic plan document and inquired regarding the in camera items.

One person spoke regarding the weed situation in the Town of Rimbey.

One person spoke regarding noxious weeds in the Town of Rimbey.

One person inquired if the public should still submit letters of complaint if the Director of Public Works has now been named the Weed Control Inspector.

Mayor Pankiw advised the members of the gallery the next items would be in camera.

Mayor Pankiw recessed the Council Meeting at 8:10 pm.

All members of the public departed the Council Meeting at 8:10 pm.

Mayor Pankiw reconvened the Council Meeting at 8:19 pm.

11. In Camera 11.1 Personnel (Pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act)11.2 Land (Pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act)Motion 324/16

Moved by Councillor Jaycox the Council meeting go in camera at 8:19 pm, pursuant to Division 2, Sections 17(2) and 24(1) of the Freedom of Information and Protection of Privacy Act, with all Council, Interim Chief Administrative Officer Donna Tona, Acting Chief Administrative Officer/Chief Financial Officer Lori Hillis, Director of Public Works Rick Schmidt, Contract Development Officer Liz Armitage, Municipal Intern Michael Fitsimmons and Recording Secretary Kathy Blakely to discuss personnel and land issues.

CARRIED

Motion 325/16

Moved by Councillor Godlonton the Council meeting reverts back to an open meeting at 9:35 pm.

CARRIED

7 members of the public returned to the Council Meeting.

Motion 326/16

Moved by Councillor Godlonton to accept the appraisal from Waters Mackie Valuations Inc. for the Rimbey Airport, as presented.

CARRIED

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Motion 327/16

Moved by Councillor Jaycox to advertise a public notice of sale of land – Rimbey Airport, with the following conditions:

1. No terms or conditions of sale will be considered other than those specified by the municipality.
2. The parcel of land must remain an airport.
3. The purchaser(s) must create an Airport Authority.
4. The parcel of land offered for sale will be subject to a reserve bid of \$125,000, plus closing costs and to the reservations and conditions contained in the existing certificate of title.
5. The lands are being offered for sale on an “as is, where is” basis, and the Municipality makes no representation and gives no warranty whatsoever as to the state of the parcel, or its suitability of the lands for any intended use by the successful bidder.
6. The Mayor, Councillors, Chief Administrative Officer, Designated Officers and Employees of the municipality or immediate family members are not eligible to bid or buy the land.
7. The purchaser will be required to execute a Sale Agreement in form and substance provided by the municipality.
8. The successful purchaser must, at the time of sale, make payment in cash or bank draft payable to the municipality as follows:
  - a. The full purchase price if it is \$10,000 or less; OR
  - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
9. GST will be collected on the property.
10. The risk of the property lies with the purchaser immediately following the sale.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on the property or if the reserve bid is not met, the property will not be sold.
13. The Town of Rimbey will register a caveat on title to have first right of refusal to purchase at current market value.

CARRIED

One person departed the council meeting at 9:59 pm.



12. Adjournment

Motion 328/16

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 10:00 pm.

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MAYOR RICK PANKIW

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ACTING CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

<b>Council Agenda Item</b>	6.1
<b>Council Meeting Date</b>	August 22, 2016
<b>Subject</b>	Bylaw 921/16, a Bylaw of the Town of Rimbey, in the Province of Alberta, to repeal Bylaw 895/14 which appointed a Designated Officer and established the position of Chief Financial Officer.
<b>For Public Agenda</b>	Public Information
<b>Background</b>	At the June 23, 2014 Regular Council Meeting Council passed Bylaw 895/14 which appointed Lori Hillis as a Designated Officer and established the position of Chief Financial Officer.
<b>Discussion</b>	With the appointment of Lori Hillis as Chief Administrative Officer, Designated Officer status and the position of Chief Financial Officer are no longer required.
<b>Relevant Policy/Legislation</b>	Municipal Government Act, RSA2000, Chapter M-26
<b>Options/Consequences</b>	
<b>Financial Implications</b>	None
<b>Follow Up</b>	Sign and seal Bylaw 921/16
<b>Attachments</b>	Bylaw 921/16
<b>Recommendation</b>	<p>Administration recommends:</p> <ol style="list-style-type: none"> <li>1. Motion by Councilor to give first reading of Bylaw 921/16</li> <li>2. Motion by Councilor to give second reading of Bylaw 921/16</li> <li>3. Motion by Councilor for Council to unanimously agree to consider third reading of Bylaw 921/16</li> <li>4. Motion by Councilor to give third and final reading of Bylaw 921/16</li> </ol>

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Aug 16/16*

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Aug 16/16*

Date



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO REPEAL BYLAW 895/14 WHICH APPOINTED A DESIGNATED OFFICER AND ESTABLISHED THE POSITION OF CHIEF FINANCIAL OFFICER.

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WHEREAS The Municipal Government Act, R.S.A., 2000 Chapter M-26, permits a Town Council to repeal a bylaw; and

AND WHEREAS On June 23, 2014, Council enacted Bylaw 895/14 whereby Lori Hillis of Rimbey, Alberta, was appointed as a Designated Officer of the Town of Rimbey and Act in the Capacity of Chief Financial Officer;

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

1. Bylaw 895/14 is hereby rescinded.

This By-Law comes into effect on the date of third and final reading.

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

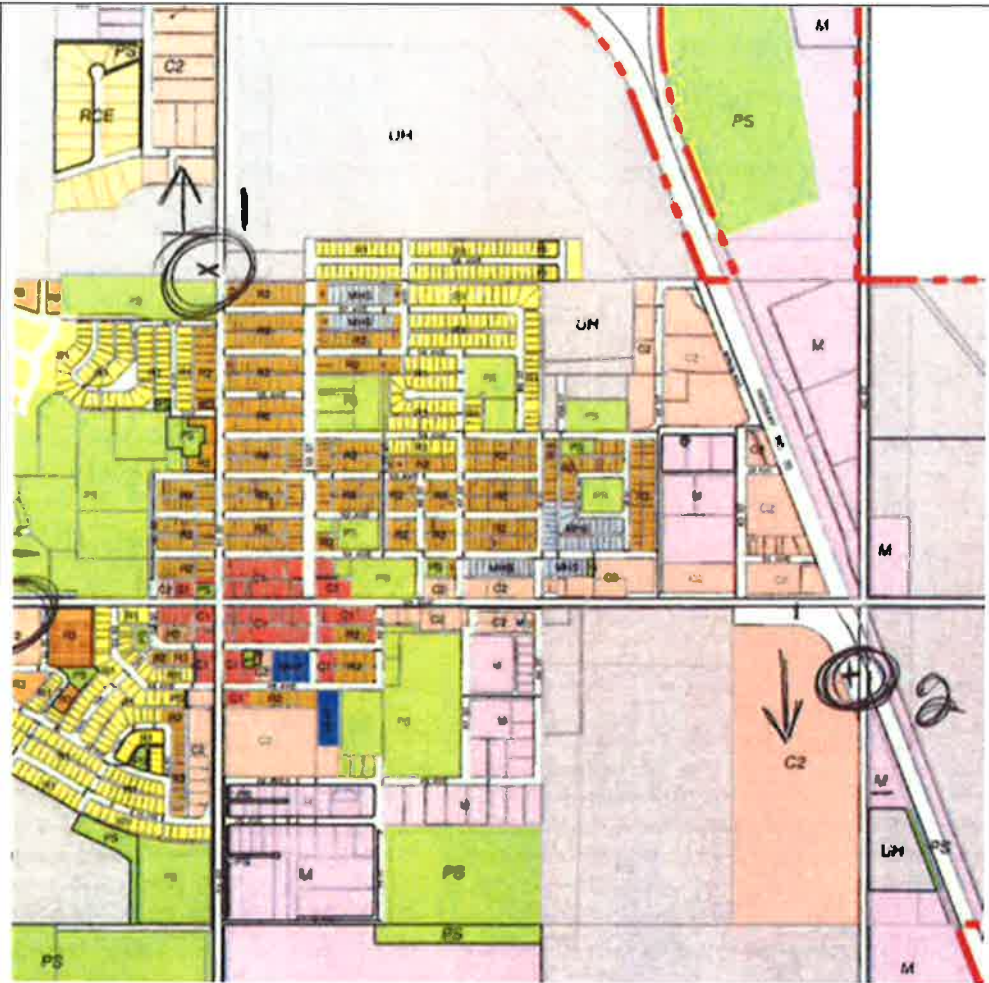
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Mayor Rick Pankiw

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Chief Administrative Officer  
Lori Hillis

<b>Council Agenda Item</b>	7.1
<b>Council Meeting Date</b>	August 22, 2016
<b>Subject</b>	Co-op Signs on Town Land
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>On June 27, 2016 Administration informed council of Rimbey Co-ops desire to locate 2 billboard signs possibly within the highway right-of-way.</p> <p>Council passed the following motion:</p> <p><u>Motion 296/16</u></p> <p>Moved by Mayor Pankiw to proceed with the signs as follows:</p> <ol style="list-style-type: none"> <li>1. Administration will begin working with the applicant and Alberta Transportation;</li> <li>2. Administration will begin developing a policy for advertising signs on highway right-of-ways. The policy to be brought back to Council for approval.</li> <li>3. The policies will be included in the revised Land Use Bylaw to be presented for Public Hearing on July 25, 2016.</li> </ol> <p>On July 25, 2016 Administration followed up with council and brought back additional information.</p> <p>Throughout this time administration has continued to work with the applicant and Alberta Transportation to find possible locations.</p> <p>On August 10, 2016 Rick Schmidt and Michael Fitzsimmons met on site with Rick Moon (Co-op) and Joel Niven (Alberta Transportation) to confirm Alberta Transportation right-of-ways and discuss possible locations.</p>
<b>Discussion</b>	<p>Based on the site visits, Co-op has submitted a development permit for 2 signs. Note, that location 3 is not included in the development permit. The details on the sign are available in the Development Permit Application (Attachment 1). The site locations are as follows:</p>



The design of both signs is identical to this sign:



Alberta Transportation has consented to these locations (see Attachment 2 for correspondence).

Once the sign locations are approved by Council administration will conduct a review of the signs to ensure they meet the requirements of our Land Use Bylaw before issuing the Development Permit.



In addition to constructing these two new signs, Co-op has indicated that they will:

- Remove the existing signs which are in poor condition. Note that this will impact a sign that is currently attached to Co-op’s sign as it will be removed.
- Remove 1 over-grown tree.



Council may also want to consider requiring the applicant to enter into an agreement with the Town to ensure long term care and maintenance of the sign is provided by the applicant.

<b>Relevant Policy/Legislation</b>	MGA
<b>Options/Consequences</b>	Council provide consent for the sign locations. Council may also provide requirements for an agreement between Co-op and the Town regarding future care of the sign to help prevent the sign from falling into a state of disrepair.
<b>Desired Outcome(s)</b>	To provide the Town with safe and visually pleasing signage.
<b>Financial Implications</b>	Legal fees to draft an agreement regarding long term care of the signs. This agreement can be re-used for future requests of a similar nature.
<b>Follow Up</b>	N/A
<b>Attachments</b>	Attachment 1 – Development Permit Application Attachment 2 – Correspondence with Alberta Transportation Attachment 3 – Land Titles for the proposed locations.

<b>Recommendation</b>	Administration recommends Council <ul style="list-style-type: none"><li>• Approve the removal of the existing Co-op sign and the construction of signs at these locations.</li><li>• Require the applicant to enter into an agreement regarding long-term care of the signs.</li></ul>
<p><b>Prepared By:</b></p> <p style="text-align: center;"> _____ Liz Armitage Contract Development Officer</p> <p style="text-align: right;"><u>August 17, 2016</u> Date</p> <p><b>Endorsed By:</b></p> <p style="text-align: center;"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"><u>Aug 17/16</u> Date</p>	



Box 350 • Rimbey, AB T0C 2J0  
 Ph. 403.843.2113 • Fax 403.843.6599  
 Email: [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com)

# Development Permit Application Land Use Bylaw No. 762/04

Permit Type:  Owner  Contractor  
 New Home Buyer Protection Act Reg. # (NHBP): \_\_\_\_\_  
 Application Date (M/D/Y): Aug 12, 2016 Development Permit Number: 10/16  
 Estimated Completion Date (M/D/Y): \_\_\_\_\_

Owner: RIMBEY Co-op Mailing Address: Box 260  
 City: RIMBEY Prov.: AB Postal Code: T0C 2J0 Phone: 403-843-2258  
 Cell Number: 403-846-7237 Fax: 403-843-4242 Email Address: r.moon@rockycoop.com

Contractor: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Business License # \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street Address: Highway 20 and Highway 20A North Subdivision Name: \_\_\_\_\_  
 Unit or Suite #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll Number: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ 1/4 Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W of: \_\_\_\_\_  
 Lot Plan Width: \_\_\_\_\_ x Length: \_\_\_\_\_ = Area (in sq. ft.): \_\_\_\_\_ Type: Corner: \_\_\_\_\_ Interior: \_\_\_\_\_  
 Development Set Backs: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_  
 Off Street Parking: Existing Spaces: \_\_\_\_\_ Proposed: \_\_\_\_\_ Total Required: \_\_\_\_\_

Architect and/or Engineer (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Type of Building:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Oil & Gas Zoning: _____	<b>Type of Work:</b> <input type="checkbox"/> New <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Renovation <input type="checkbox"/> Accessory Building <input type="checkbox"/> Addition <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> Wood Stove <input type="checkbox"/> Basement Development <input type="checkbox"/> Change of Use/Occupancy <input type="checkbox"/> Manufactured Home <input type="checkbox"/> RTM (Ready to Move) <input checked="" type="checkbox"/> Other <u>sign</u>	<b>Building Area:</b> <input type="checkbox"/> sq. ft. or <input type="checkbox"/> sq. m. Main Floor: _____ 2 <sup>nd</sup> Floor: _____ Basement: _____ Garage Area: _____ <input type="checkbox"/> Detached <input type="checkbox"/> Attached Total Developed: _____ No. of Stories: _____	<b>Detailed Description of Work:</b> <u>Sign #142</u> <u>8' x 12' wide</u> <u>sign</u> <u>20' max HEIGHT</u> Building Classification: _____

Application for Discretionary Development Permit (Discretionary Use):  Yes  No  
 Advertising Date: \_\_\_\_\_ Surrounding Property Owner Letters-Date: \_\_\_\_\_  
 Development Appeal Board Date: \_\_\_\_\_ Issue Date: \_\_\_\_\_

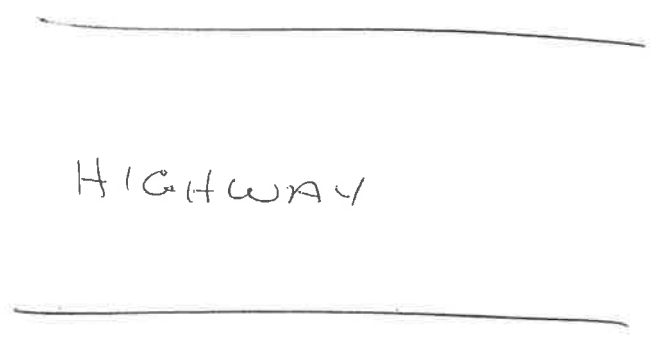
Project Value (Materials & Labour): \$ \$ 12,000.00 **PERMIT FEES - PLEASE SEE OVER**  
 Permit Fee: \$ 70 \*Performance Deposit \$ \_\_\_\_\_ Discretionary Application: \$ \_\_\_\_\_ TOTAL FEE: \$ 70  
 Payment Method:  Visa  M/C  Debit  Cheque  Cash  
 Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Receipt Number \_\_\_\_\_  
 (Make Cheque payable to Town of Rimbey)  
 Name of Cardholder: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and the Town of Rimbey Land Use Bylaw 762/04 and have read and understood the terms herein and hereby apply for permission to carry out the development described above and on the attached plans and specifications and further certify that the registered owner of the land described above is aware and in agreement with this application.  
Rick Moon Permit Applicant Name (Please print) Rick Moon Permit Applicant Signature \_\_\_\_\_ Homeowner's Signature (Homeowner permits only)  
 Be advised that the cost for repair of damages to Town Property shall be the responsibility of the 'Property Owner'. Performance Deposit requirement is for Public Property Damage and landscaping, etc.

The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 298 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Assistant Chief Administrative Officer/ Development Officer at the Town of Rimbey.

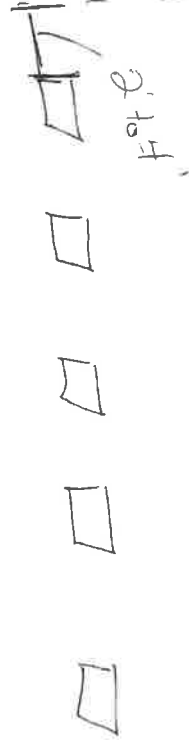


Location #1



HIGHWAY

HIGHWAY RIGHT OF WAY



Dimensions

8' x 12'

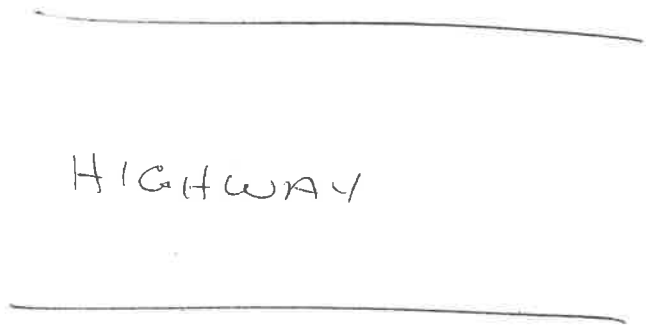
20' height

22 1/2° angle

Facing South

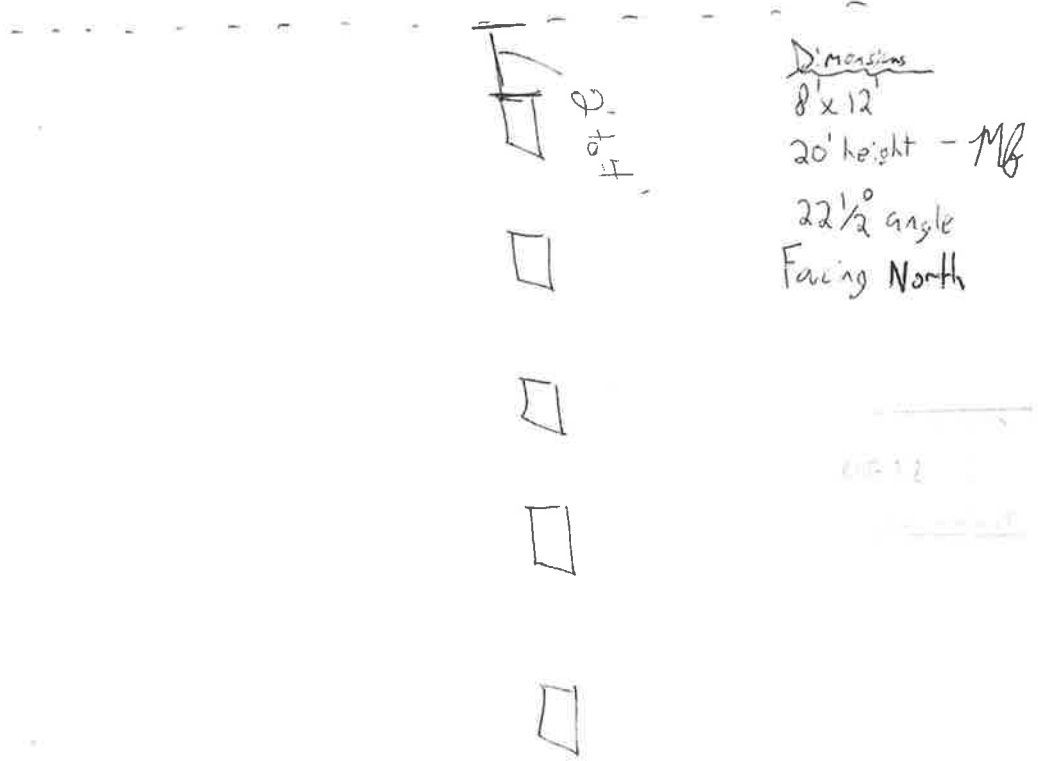
*MJ*





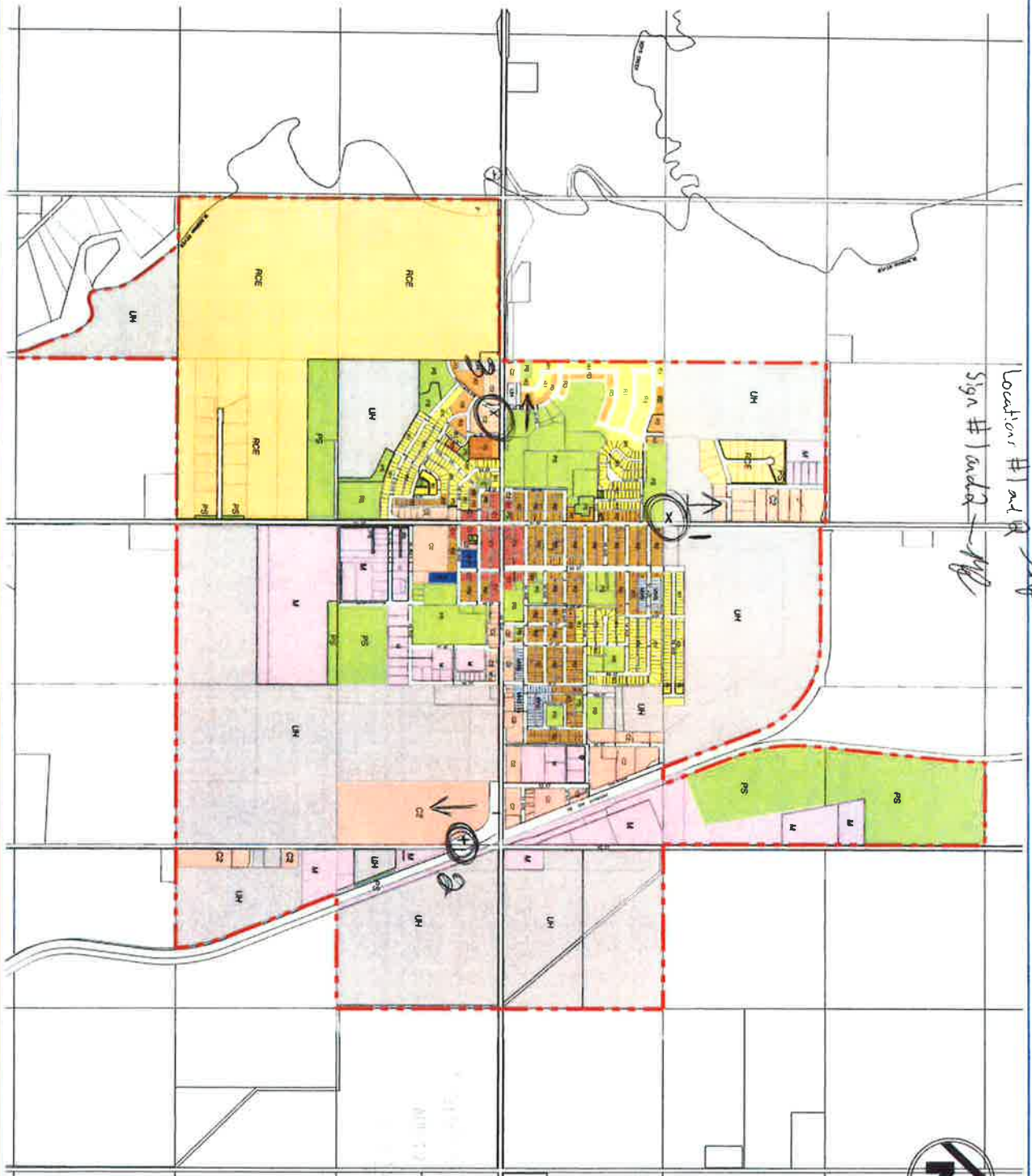
HIGHWAY

HIGHWAY RIGHT OF WAY



Sign Orientation, Locations 1 and 2





Land Use	Description
Low density residential	R1
High density residential	R2
Medium density residential	R3
Manufacturing housing park	MHP
Residential Country Estate	RCE
Central commercial	C1
Highway commercial	C2
Industrial	I
Public Services	PS
Urban Readings	UR
Direct Control	DC



Project  
**TOWN OF RIMBEY**  
 LAND USE  
 BYLAW - 917/16

**TAGISH**  
 ENGINEERING

Consulting Engineers  
 64 5680 - 45 Street, RFD DEER AB T4N 1L1

Scale	1:5,000	Project No.	RB129
Date	REV. 2 - July 25, 2015	Drawing No.	MAP 1
Drawn By	REV. 1/29/15 RB129/2015.dwg		
Checked By			

**Subject:** RE: Re[4]: Proposed Sign Locations & Pictures  
**From:** "Sandy Choi" <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>  
**Sent:** 2016-08-11 10:53:47 AM  
**To:** "Liz Armitage" <[vicinia.planning@gmail.com](mailto:vicinia.planning@gmail.com)>  
**CC:** "Rick Schmidt" <[ricks@rimbey.com](mailto:ricks@rimbey.com)>; "Michael Fitzsimmons" <[michael@rimbey.com](mailto:michael@rimbey.com)>; "Joel Niven" <[joel.niven@gov.ab.ca](mailto:joel.niven@gov.ab.ca)>  
**Attachments:** Scanned from a Xerox Multifunction Device.pdf

Hi Liz,

Just wanted to update you on Joel's site visit with Michael and Rick regarding the proposed Co-op signs. Joel's confirmed that the proposed sign location in the southwest junction of Highway 20 and Highway 53 (within NE 21-42-02-W5) is outside the highway right-of-way and the proposed sign location on the west side of Highway 20A (within NE 29-42-02-W5) is also outside the highway right-of-way. As the sign are going to be installed outside the highway right-of-way, we have no objections.

Regarding the third proposed sign on the south side of Highway 53, within NE 19-42-02-W5, across from Range Road 25. This appears to be outside of the corporate limits of the Town of Rimbey, in Ponoka County. Unfortunately, we would not be able to issue a permit for the sign proposal at this location. A sign permit is required because Alberta Transportation's development control zone for signs in rural areas is 300 metres from provincial right-of-way or within 800 metres of the centerline of a highway and public road intersection, whereas Alberta Transportation's development control zone for signs in urban areas is within the highway right-of-way. Approvals for business directional signs are intended to provide directional guidance to motorists navigating to the site of businesses in rural areas. Approvals for urban-based businesses wanting signs in rural areas are typically not issued, as business in urban areas have the benefit of the municipal addressing system.

Would it work for Rimbey Coop if the third sign were relocated approximately 140 metres east, outside the highway right-of-way (within NW 20-40-02-W5)? Rimbey Coop may need to contact the landowner to obtain permission to install the sign on private land. Another option here would be to explore the option of a "Tourism Highway Signage Program" sign (the blue-and-white highway directional/way finding signs within the highway right-of-way for amenities and essential services). Please let me know if you have any other suggestions – I am very open.

Thanks very much – please do not hesitate to give me a call if there's anything you'd like to chat about.

Have a great day,

**Sandy Choi**

Development and Planning Technologist  
 Delivery Services Division, Central Region  
 Alberta Transportation  
 Government of Alberta

Tel 403-340-7179  
 Fax 403-340-4876  
[Sandy.Choi@gov.ab.ca](mailto:Sandy.Choi@gov.ab.ca)

511 Alberta - Alberta's Official Road Reports  
 Go to [511.alberta.ca](http://511.alberta.ca) and follow @511Alberta



----- Original Message -----

**From:** "Sandy Choi" <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>  
**To:** "Liz Armitage" <[vicinia.planning@gmail.com](mailto:vicinia.planning@gmail.com)>  
**Sent:** 2016-07-07 9:24:16 AM  
**Subject:** RE: Re[2]: Proposed Sign Locations & Pictures

Hi Liz,

I can get our Joel Niven, our Maintenance Contract Inspector, to do a site inspection and see if we can determine if the current sign is on private property or the highway right-of-way at Location 2. Let me know if you'd like Joel to meet someone from the Town on-site.

I think a site inspection to look for the property pin is the best method in this particular situation because Hwy 20A does not appear to be constructed in the middle of the road allowance, so it would not be accurate if I took divided the total road right-of-way by 2, to establish the distance of the proposed sign from the centreline of the highway. See image of the air photo below, with the highway right-of-way overlaid on top. Let me know your thoughts.



Vicinia Planning + Engagement Inc.

----- Original Message -----

From: "Sandy Choi" <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>

To: "Liz Armitage" <[vicinia.planning@gmail.com](mailto:vicinia.planning@gmail.com)>

Sent: 2016-07-07 8:31:19 AM

Subject: RE: Proposed Sign Locations & Pictures

Hi Liz,

I've had a chance to review the proposals to install signs within the highway right-of-way and below you'll find our comments. Please take a look and give me a call to discuss this further.

Proposed Location	Landowner	Comments	Alternatives
1	<ul style="list-style-type: none"> <li>Alberta Transportation</li> <li>Road Plan 8822959</li> </ul>	<ul style="list-style-type: none"> <li>Alberta Transportation has no objections to the current sign as it is within the corporate limits of the Town of Rimbey and is outside the highway right-of-way.</li> <li>Alberta Transportation does not permit advertising signs within the highway right-of-way, and therefore we are unable to issue a permit for the proposal as it does not comply with our guidelines.</li> <li>We recognize that way-finding signs are critical to ensuring highway traffic visitors can navigate their way to attractions and essential services in the Town of Rimbey. As such, Alberta Transportation has specifically developed a program for businesses wanting directional signs within the highway right-of-way, while ensuring a consistent provincial highway signage system throughout the province. This highway signage program is called Tourism Oriented Directional Signage (TODS).</li> </ul>	<ul style="list-style-type: none"> <li>Register for the TODS program to have a directional sign within the highway right-of-way.</li> <li>Relocate the sign in proximity to, but outside the highway right-of-way. Possible options available include: <ul style="list-style-type: none"> <li>Relocate the sign within the Range Road 23 right-of-way (see attached).</li> <li>Obtain consent from CPR to place the sign on their right-of-way such as Plan 982CL.</li> <li>Obtain consent from any of the private landowners with properties adjacent to a provincial highway to place the sign on their property.</li> </ul> </li> </ul>
2	<ul style="list-style-type: none"> <li>Alberta Transportation</li> <li>Road Plan 5430LZ</li> </ul>	<ul style="list-style-type: none"> <li>It's not clear from the pictures of the existing sign is on private property or if it is within the highway right-of-way: <ul style="list-style-type: none"> <li>If the existing sign is within the highway right-of-way, the sign is considered non-conforming because Alberta Transportation does not permit advertising signs within the highway right-of-way.</li> <li>If the existing sign is on private property, Alberta Transportation has no objections to the existing sign, and a permit is not required from Alberta Transportation.</li> </ul> </li> <li>As proposed, new sign location is not in accordance with Alberta Transportation guidelines, we are unable to issue a sign permit for the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>Register for the TODS program to have a directional sign within the highway right-of-way.</li> <li>Obtain consent from the private landowner to trim landscaping, or obtain consent from landowner to relocate the proposed sign on private property on Lot 1, Block 1, Plan 042 4165.</li> </ul>

Super thanks,

**Sandy Choi**

Development and Planning Technologist  
Delivery Services Division, Central Region  
Alberta Transportation  
Government of Alberta

Tel 403-340-7179

Fax 403-340-4876  
[Sandy.Choi@gov.ab.ca](mailto:Sandy.Choi@gov.ab.ca)

511 Alberta - Alberta's Official Road Reports  
Go to [511.alberta.ca](http://511.alberta.ca) and follow [@511Alberta](https://twitter.com/511Alberta)



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**From:** Liz Armitage [<mailto:vicinia.planning@gmail.com>]  
**Sent:** Wednesday, June 29, 2016 4:26 PM  
**To:** Sandy Choi  
**Subject:** Proposed Sign Locations & Pictures

Please see the attached which includes a basic map and photos of the areas. As discussed, the business owner, Rimbey Co-Op, appears to be willing to work with the Town and AT to determine acceptable locations should the proposed locations not be ideal.

Once you have reviewed, please call to discuss further.

Cheers,  
Liz

---

Elizabeth Armitage, MEdes, RPP, MCIP  
Vicinia Planning + Engagement Inc.  
e. [vicinia.planning@gmail.com](mailto:vicinia.planning@gmail.com)  
p. 403.383.2366

Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit [511.alberta.ca](http://511.alberta.ca) or follow us on Twitter [@511Alberta](https://twitter.com/511Alberta) to get on the road to safer travel.

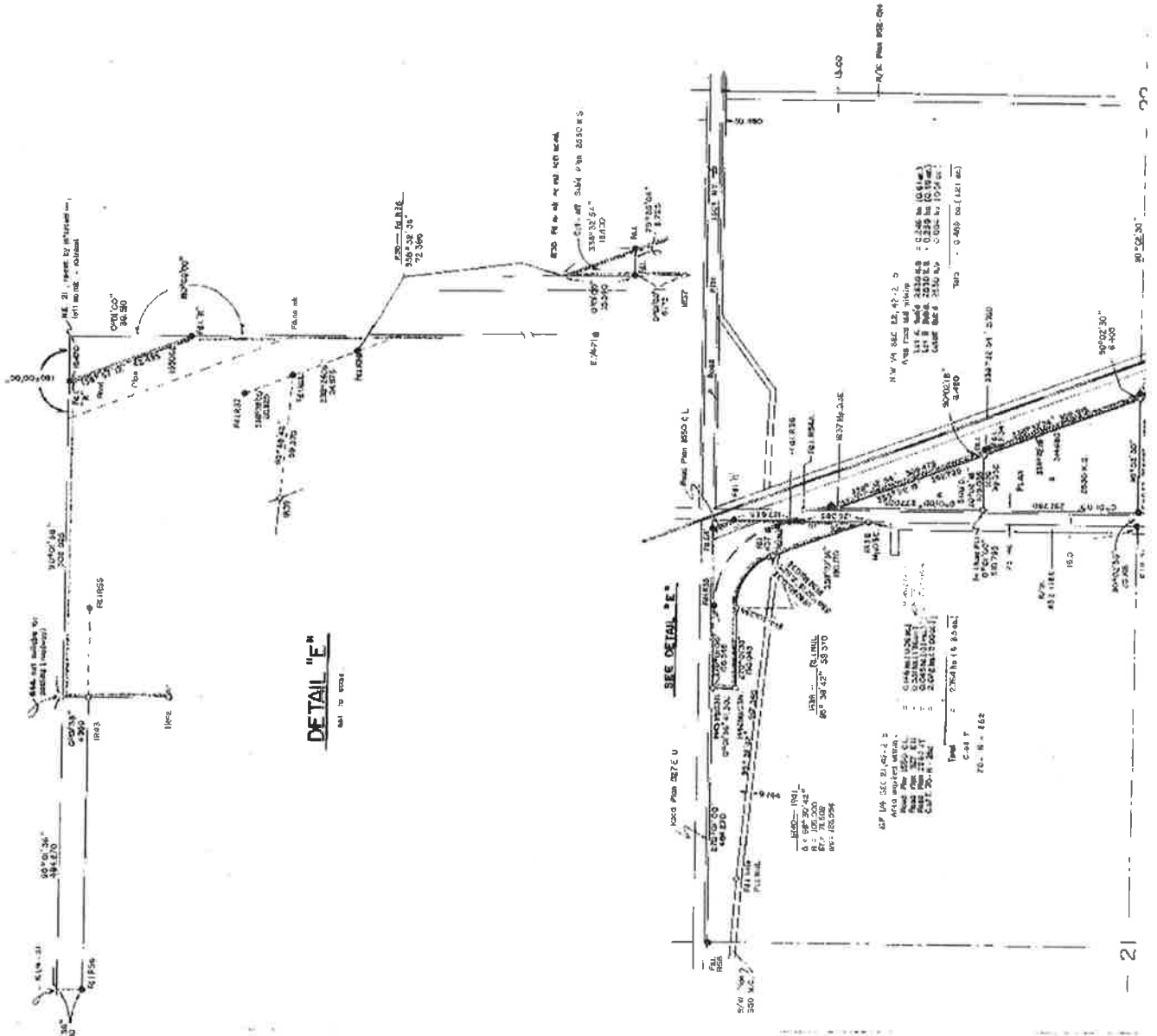
<http://511.alberta.ca/ab/en.html>  
<https://twitter.com/511Alberta>

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882 2959 7288



LAND TITLES

PLAN No. **982 2417**  
 ENTERED AND REGISTERED  
 ON **MAY 28 1998**  
 INSTRUMENT No. **982148198**  
 A.D. REGISTRAR  
 N.A.L.R.D.

DESCRIPTIVE PLAN

SHOWING A SUBDIVISION  
 OF PART OF THE

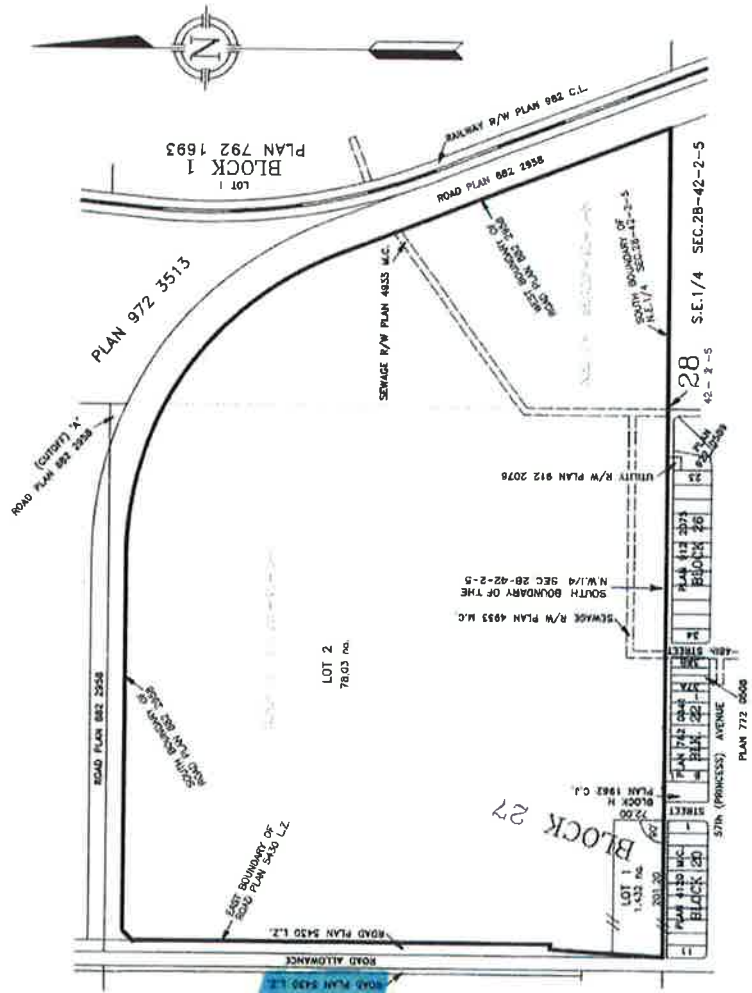
N. W. 1/4 SEC. 28, TWP. 42, RGE. 2 W 5 M  
 &  
 N. E. 1/4 SEC. 28, TWP. 42, RGE. 2 W 5 M  
 County of PONOKA No. 3

SCALE = 1:5000 BY: DEK VANDERBEEK A.L.S.

LEGEND & NOTES  
 PARALLEL LINES ARE SHOWN THUS //  
 RIGHT ANGLES ARE SHOWN THUS  $\square$   
 DISTANCES ARE IN METRES AND DECIMALS THEREOF  
 AREA TO BE REGISTERED IS OUTLINED THUS                       
 AND CONTAINS AS FOLLOWS  
 FROM N.E. 1/4 SEC. 28-42-2-5  
 N.W. 1/4 SEC. 28-42-2-5  
 TOTAL = 73.882 ha.

SUBDIVISION REGULATION  
 Approved for registration within 12 months.  
 Municipalities Licensing Agency  
 on behalf of the  
 County of Ponoka  
 (Name of municipality)  
 Date: 21 May 98 File: RP197/14

A FIELD INSPECTION WAS CARRIED OUT ON MARCH 11, 1998  
 BOUNDARIES HAVE NOT BEEN ESTABLISHED ON THE GROUND  
 SURVEYOR:  
 DEK VANDERBEEK A.L.S.  
 SECTION 28 (1) OF THE LAND TITLES ACT






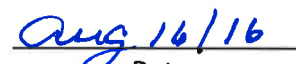
WITNESS AFFIDAVIT  
 I, **YVONNE E. MATTS**, of the County of Ponoka in the Province  
 of Alberta, MAKE OATH AND SAY: THAT I WAS PERSONALLY PRESENT AND DID  
 SEE **YVONNE E. MATTS**  
 PERSONALLY KNOW TO ME TO BE THE PERSON NAMED HEREIN, DULY  
 SWORN AND EXERCISED HER OFFICE AS A REGISTERED SURVEYOR, THAT THE  
 SAME WAS EXECUTED AT THE CLERK'S OFFICE OF THE CLERK OF THE  
 SAID COUNTY AND THAT I AM THE SUBSCRIBING WITNESS THEREIN; THAT I KNOW THE  
 SAID PARTY AND SHE IS, IN MY BELIEF, OF THE FULL AGE OF EIGHTEEN YEARS.  
 SWORN BEFORE ME AT THE CITY OF  
**RED BEAR** IN THE PROVINCE OF ALBERTA  
 THIS 6<sup>TH</sup> DAY OF **MAY** A.D. 19**98**

*Yvonne E. Matts*  
 A COMMISSIONER FOR OATHS IN AND  
 FOR THE PROVINCE OF ALBERTA

SIGNED BY  
 THE REGISTERED OWNER :  
*Yvonne E. Matts*  
 YVONNE E. MATTS  
 IN THE PRESENCE OF  
*Yvonne E. Matts*  
 YVONNE E. MATTS

SMELL & OSLING SURVEYS (1979) LTD.  
 1000 - 10<sup>TH</sup> AVENUE S.W. CALGARY ALBERTA T2C 1P2  
 PHONE (403) 241-1222  
 FAX (403) 241-1222  
 MAIL BOX 1478-001  
 MAY 4, 1998

1698 122

<b>Council Agenda Item</b>	7.2
<b>Council Meeting Date</b>	August 22, 2016
<b>Subject</b>	Tagish Engineering Project Status Update to July 26 and August 10, 2016
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Tagish Engineering is supplying their status report.
<b>Discussion</b>	Tagish Engineering is the Town of Rimbey's Engineering firm. As such they are required to provide status updates as well as meeting with Administration.
<b>Relevant Policy/Legislation</b>	Not applicable.
<b>Options/Consequences</b>	Not applicable.
<b>Financial Implications</b>	None at this time.
<b>Attachments</b>	Tagish Engineering Project Status Update to July 26 and August 10, 2016.
<b>Recommendation</b>	To accept the Tagish Engineering Project Status Updates to July 26 ,and August 10 2016, as information.
<b>Prepared By:</b>	
<p style="text-align: center;">             _____            Lori Hillis, CPA, CA            Chief Administrative Officer         </p>	
<p style="text-align: right;">             _____            Date         </p>	
<b>Endorsed By:</b>	
<p style="text-align: center;">             _____            Lori Hillis, CPA, CA            Chief Administrative Officer         </p>	
<p style="text-align: right;">             _____            Date         </p>	



## **PROJECT STATUS UPDATES**

July 26, 2016

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>Project: RBYM00000.16 RB00 - General Engineering 2016</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> This project is for small general requests for the Town. No Change.
June 28, 2016	Matichuk, Gerald	
July 12, 2016	Matichuk, Gerald	
July 12, 2016	Matichuk, Gerald	
July 25, 2016	Matichuk, Gerald	Site meeting held in reference to the construction of the stormwater management facility at the Rimoka Housing new facility. WSP Engineering Ltd. indicated the excavated storm water pond would generate approximately 7000 cubic meters of material which some could be used to pregrade the site. Ponoka County is scheduled to be on site by the end of July to start construction on the pond weather permitting. Public Works Foreman and Tagish staff meet to discuss the storm water management concerns in the southwest section of Town. Tagish Engineering will prepare a letter outlining the Town options on managing the storm water.
<b>Project: RBYM00106.00 RB106 -NE Lagoon General Engineering</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> This project is related to all work involving the NE Lagoon repairs and drainage. AMEC is working at completing the laboratory testing and will be submitting the results to the Town. AMEC Foster Wheeler have completed part of the ground water testing with the remainder of the test to be completed by mid-July. The 2016 data is generally consistent with the data from 2015 with the differences highlighted in the 2016 report. The 2016 reports for the northeast and south lagoons will be completed by the end of July. No change, waiting for AMEC Foster Wheeler report on routine testing at the Northwest and South lagoons.
June 28, 2016	Matichuk, Gerald	
July 12, 2016	Matichuk, Gerald	
July 25, 2016	Matichuk, Gerald	
<b>Project: RBYM00125.00 RB125 - Main Reservoir Upgrade</b>		
June 28, 2016	Matichuk, Gerald	The pre-design draft report is on hold until the AMEC ground water tests are completed and reviewed which would allow for any design changes to be incorporated into the report. No Change. No Change.
July 12, 2016	Matichuk, Gerald	
July 25, 2016	Matichuk, Gerald	
<b>Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> Included in the 2015 Capital Budget, Council approved funds to retain a Hydrogeologist to assist the Town in locating a new ground water source. To complete this task the Town of Rimbey selected Omni-McCann Consulting Services. Phase 1 of the project includes reviewing all of the Town of Rimbey's water well data and Alberta Environment data to determine a probably location and water source. Phase 1 would include the drill and testing of an observation wells to determine a location for a production well. Phase 2 (2016 Capital) would include the drilling, testing and registering of a new production well. Access Land Services are in on-going conversation with several land owners regarding land negotiations for a new well and supply pipelines. No Change. Access Land Services is working with TAQA to obtain information on current boundary's on the Carey Anderson subdivision and vacant property adjacent to Twp. Rd 430.
June 28, 2016	Matichuk, Gerald	
July 12, 2016	Matichuk, Gerald	
July 25, 2016	Matichuk, Gerald	
<b>Project: RBYM00128.00 RB128 - 2016 Street Improvements</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> Included in the 2016 Capital Budget, Council approved funds to provide an in-term solution to extend the life of roadways and to ensure that the travelling public can continue using the streets in a safe manner, until such time the Town completes a total street reconstruction. Roads and concrete structures will be repaired as required with an asphalt overlay installed to the following roads.
		<ul style="list-style-type: none"> <li>50 Street asphalt overlay from 52 Ave to 56 Ave</li> </ul>

- 49 Street asphalt overlay from 52 Ave to 54 Ave
- 49 Street repair and overlay from 49 Ave to 50 Ave
- Concrete replacement at various locations

June 28, 2016	Matichuk, Gerald	Concrete separate sidewalk replacement has been completed on 51 Ave from 50 St to 51 St and on 51 St from 50 Ave to 51 Ave. Contractor is working on the removal and replacement of the monolithic curb, and sidewalk on 50 Ave from 50 St to 51 St. Border Paving is planning on completing the asphalt repair on this section prior to the parade. The Contractor will the move to areas not affected by the parade.
July 12, 2016	Matichuk, Gerald	J. Branco and Sons Concrete Services has completed the removal and replacement of the 1.5m monolithic curb, gutter, sidewalk and landscaping on 50 St. from 50 Av to 51 Av. Border Paving mobilized a crew to completed the asphalt patch adjacent to the curb prior to the Rimbey Parade. In the next week the Contractors will be working on the concrete replacement on 50 St between 52 Av and 56 Av.
July 25, 2016	Matichuk, Gerald	J. Branco & Sons Concrete Services is working on removal and replacement on concrete on 50 St. from 52 Av to 56 Av. The contractor has been held up due to frequent rain showers. AMEC has reported that the concrete test samples are achieving the required test strength.

**Project: RBYM00129.00 RB129 - Land Use Bylaw Update**

June 27, 2016	Solberg, Lloyd	No change.
July 11, 2016	Solberg, Lloyd	Liz has requested that the bylaw map be amended. Will complete changes by the end of the week.
July 23, 2016	Solberg, Lloyd	Bylaw map has been revised and sent to Liz for her review. The open house for land use bylaw is on July 25th.

**Project: RBYM00130.00 RB130 - Rimoka Shallow Utilities**

June 28, 2016	Matichuk, Gerald	Mayor and Tagish Engineering staff attended a meeting to regarding the site grading on the Rimoka housing site adjacent to the Fortis high voltage power line.
July 12, 2016	Matichuk, Gerald	No Change.
July 12, 2016	Matichuk, Gerald	The Town of Rimbey continues to work with Ponoka County architects and building contractors in the construction of the Rimoka Housing Foundation project.



## **PROJECT STATUS UPDATES**

August 10, 2016



Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>Project: RBYM00000.16 RB00 - General Engineering 2016</b>		
<b>Project Description:</b> This project is for small general requests for the Town.		
July 12, 2016	Matichuk, Gerald	
July 12, 2016	Matichuk, Gerald	Site meeting held in reference to the construction of the stormwater management facility at the Rimoka Housing new facility. WSP Engineering Ltd. indicated the excavated storm water pond would generate approximately 7000 cubic meters of material which some could be used to pregrade the site. Ponoka County is scheduled to be on site by the end of July to start construction on the pond weather permitting.
July 25, 2016	Matichuk, Gerald	Public Works Foreman and Tagish staff meet to discuss the storm water management concerns in the southwest section of Town. Tagish Engineering will prepare a letter outlining the Town options on managing the storm water.
August 8, 2016	Matichuk, Gerald	Tagish staff are reviewing survey data and existing engineering plans to provide Town with options on storm water management in the south west portion of Town.
<b>Project: RBYM00106.00 RB106 -NE Lagoon General Engineering</b>		
<b>Project Description:</b> This project is related to all work involving the NE Lagoon repairs and drainage.		
July 12, 2016	Matichuk, Gerald	AMEC Foster Wheeler have completed part of the ground water testing with the remainder of the test to be completed by mid July. The 2016 data is generally consistent with the data from 2015 with the differences highlighted in the 2016 report. The 2016 reports for the northeast and south lagoons will be completed by the end of July.
July 25, 2016	Matichuk, Gerald	No change, waiting for AMEC Foster Wheeler report on routine testing at the Northwest and South lagoons.
August 8, 2016	Matichuk, Gerald	AMEC Foster Wheeler is completing the annual report on ground water testing on Northeast and South lagoons.
<b>Project: RBYM00125.00 RB125 - Main Reservoir Upgrade</b>		
July 12, 2016	Matichuk, Gerald	No Change.
July 25, 2016	Matichuk, Gerald	No Change.
August 8, 2016	Matichuk, Gerald	Waiting for AMEC Foster Wheeler to complete the annual report to ensure current water treatment procedure complies with Alberta Environment Stantards. To be completed by Mid August.
<b>Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1</b>		
<b>Project Description:</b> Included in the 2015 Capital Budget, Council approved funds to retain a Hydrogeologist to assist the Town in locating a new ground water source. To complete this task the Town of Rimbey selected Omni-McCann Consulting Services. Phase 1 of the project includes reviewing all of the Town of Rimbey's water well data and Alberta Environment data to determine a probably location and water source. Phase 1 would include the drill and testing of an observation wells to determine a location for a production well. Phase 2 (2016 Capital) would include the drilling, testing and registering of a new production well.		
July 12, 2016	Matichuk, Gerald	No Change.
July 25, 2016	Matichuk, Gerald	Access Land Services is working with TAQA to obtain information on current boundary's on the Carey Anderson subdivision and vacant property adjacent to Twp. Rd 430.
August 8, 2016	Matichuk, Gerald	Waiting for AMEC ground water report to be completed prior to selection of drilling sites for new water wells. Report Should be done by Mid August.

## Project: RBYM00128.00 RB128 - 2016 Street Improvements

**Project Description:** Included in the 2016 Capital Budget, Council approved funds to provide an in-term solution to extend the life of roadways and to ensure that the travelling public can continue using the streets in a safe manner, until such time the Town completes a total street reconstruction. Roads and concrete structures will be repaired as required with an asphalt overlay installed to the following roads.

- 50 Street asphalt overlay from 52 Ave to 56 Ave
- 49 Street asphalt overlay from 52 Ave to 54 Ave
- 49 Street repair and overlay from 49 Ave to 50 Ave
- Concrete replacement at various locations

July 12, 2016	Matichuk, Gerald	J. Branco and Sons Concrete Services has completed the removal and replacement of the 1.5m monolithic curb, gutter, sidewalk and landscaping on 50 St. from 50 Av to 51 Av. Border Paving mobilized a crew to completed the asphalt patch adjacent to the curb prior to the Rimbey Parade. In the next week the Contractors will be working on the concrete replacement on 50 St between 52 Av and 56 Av.
July 25, 2016	Matichuk, Gerald	J. Branco & Sons Concrete Services is working on removal and replacement on concrete on 50 St. from 52 Av to 56 Av. The contractor has been held up due to frequent rain showers. AMEC has reported that the concrete test samples are acheiving the required test strength.
August 8, 2016	Matichuk, Gerald	J. Branco & Sons Concrete Services have completed the concrete removal and replacement on 50 St from 52 Av to 56 Av, and are working on 49 St. from 52 Av to 54 Av. The Contractor has installed a swale on 46 Av at 51 Av and sections of defective concrete. Border Paving is grinding asphalt at construction locations required to open streets with newly constructed swales, and have removed and repaired road base on 49 Av from 49 Ave to 50 Av.


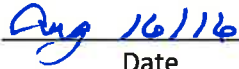
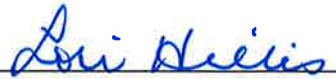

## Project: RBYM00129.00 RB129 - Land Use Bylaw Update

July 11, 2016	Solberg, Lloyd	Liz has requested that the bylaw map be amended. Will complete changes by the end of the week.
July 23, 2016	Solberg, Lloyd	Bylaw map has been revised and sent to Liz for her review. The open house for land use bylaw is on July 25th.


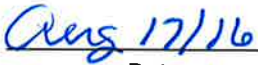


## Project: RBYM00130.00 RB130 - Rimoka Shallow Utilities

July 12, 2016	Matichuk, Gerald	No Change.
July 12, 2016	Matichuk, Gerald	The Town of Rimbey continues to work with Ponoka County architects and building contractors in the construction of the Rimoka Housing Foundation project.

<b>Council Agenda Item</b>	7.3
<b>Council Meeting Date</b>	August 22, 2016
<b>Subject</b>	Rimbey Airport Tenders
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>At the Regular Meeting of Council held June 13, 2013 Council passed the following motion:</p> <p style="padding-left: 40px;"><u>Motion 265/16</u></p> <p style="padding-left: 40px;"><i>Moved by Mayor Pankiw to sell the Rimbey Airport.</i></p> <p style="text-align: right;"><i>CARRIED</i></p> <p>At the Regular Council Meeting of July 25, 2016 Council passed the following motion:</p> <p style="padding-left: 40px;"><u>Motion 327/16</u></p> <p style="padding-left: 40px;"><i>Moved by Councillor Jaycox to advertise a public notice of sale of land – Rimbey Airport, with the following conditions:</i></p> <ol style="list-style-type: none"> <li>1. <i>No terms or conditions of sale will be considered other than those specified by the municipality.</i></li> <li>2. <i>The parcel of land must remain an airport.</i></li> <li>3. <i>The purchaser(s) must create an Airport Authority.</i></li> <li>4. <i>The parcel of land offered for sale will be subject to a reserve bid of \$125,000, plus closing costs and to the reservations and conditions contained in the existing certificate of title.</i></li> <li>5. <i>The lands are being offered for sale on an “as is, where is” basis, and the Municipality makes no representation and gives no warranty whatsoever as to the state of the parcel, or its suitability of the lands for any intended use by the successful bidder.</i></li> <li>6. <i>The Mayor, Councillors, Chief Administrative Officer, Designated Officers and Employees of the municipality or immediate family members are not eligible to bid or buy the land.</i></li> <li>7. <i>The purchaser will be required to execute a Sale Agreement in form and substance provided by the municipality.</i></li> <li>8. <i>The successful purchaser must, at the time of sale, make payment in cash or bank draft payable to the municipality as follows:</i> <ol style="list-style-type: none"> <li>a. <i>The full purchase price if it is \$10,000 or less; OR</i></li> <li>b. <i>If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.</i></li> </ol> </li> <li>9. <i>GST will be collected on the property.</i></li> <li>10. <i>The risk of the property lies with the purchaser immediately following the sale.</i></li> <li>11. <i>The purchaser will be responsible for registration of the transfer including registration fees.</i></li> <li>12. <i>If no offer is received on the property or if the reserve bid is not met, the property will not be sold.</i></li> </ol>

	<p>13. <i>The Town of Rimbey will register a caveat on title to have first right of refusal to purchase at current market value.</i></p> <p style="text-align: right;"><i>CARRIED</i></p> <p>The Advertisement for the Public Notice of Sale of Land, Rimbey Airport ran in the Rimbey Review for the Weeks of August 2-8 and August 9-15, 2016.</p>
<b>Discussion</b>	Closing for tender submission was Wednesday, August 17, 2016 at 4:30 pm local time. One tender submission has been received.
<b>Relevant Policy/Legislation</b>	<p>MGA 70</p> <p><b>Disposal of land</b></p> <p>70(1) <i>If a municipality proposes to transfer or grant an estate or interest in</i></p> <p style="padding-left: 40px;"><i>(a) land for less than its market value, or</i></p> <p style="padding-left: 40px;"><i>(b) a public park or recreation or exhibition grounds,</i></p> <p><i>the proposal must be advertised.</i></p> <p>(2) <i>The proposal does not have to be advertised if the estate or interest is</i></p> <p style="padding-left: 40px;"><i>(a) to be used for the purposes of supplying a public utility,</i></p> <p style="padding-left: 40px;"><i>(b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or</i></p> <p style="padding-left: 40px;"><i>(c) to be used by a non-profit organization as defined in section 241(f)</i></p> <p style="text-align: right;"><i>1994 cM-26.1 s70;1995 c24s9</i></p>
<b>Options/Consequences</b>	
<b>Financial Implications</b>	
<b>Attachments</b>	None
<b>Recommendation</b>	Administration recommends Council open the tender document(s) and accept the tender document(s) as information.
<b>Prepared By:</b>	<p style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer         </p> <p style="text-align: right;">               _____              Date         </p> <p><b>Endorsed By:</b></p> <p style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer         </p> <p style="text-align: right;">               _____              Date         </p>

<b>Council Agenda Item</b>	7.4
<b>Council Meeting Date</b>	August 22, 2016
<b>Subject</b>	Policies
<b>For Public Agenda</b>	Public Information
<b>Background</b>	The MGA, Division 3, Section 153 (b) allows for Council to participate generally in developing and evaluating the policies and programs of the municipality. Administration is in the process of reviewing Town of Rimbey Policies.
<b>Discussion</b>	<p>Administration has determined the following policies require rescinding.</p> <p><b>Policy 1706 Janitorial Supplies</b> Policy states department heads are to submit a requisition to Town Office whereby Administration will order supplies once a month. Currently each department orders their own supplies and submits bills for payment.</p> <p><b>Policy 1116 Ambulance Full Time Employees Policy</b> Town of Rimbey no longer operates the Ambulance Service therefore this policy is no longer required.</p> <p><b>Policy 1502 NFS Cheque</b> This policy is no longer required as the fees for NSF Cheques are covered in Bylaw 905/15 Fees for Services.</p> <p><b>Policy 1801 Lost and Found Property</b> Policy states property will be held and disposed of in accordance with Section 427 of the Municipal Government Act. After review, MGA Section 427 Separate Account for Sale Proceeds deals with money paid for a parcel of land, not miscellaneous lost and found items. Lost and Found Property is governed under Section 610 of the current Municipal Government Act, therefore there is no need for a policy.</p> <p><b>Policy 4701 Ambulance Standby Fees</b> The Town of Rimbey no longer operates the Ambulance Service therefore this policy is no longer required.</p> <p><b>Policy 5401 Community T.V. Channel</b> There is no longer a Town of Rimbey Community TV Channel therefore this policy is no longer required.</p>

<b>Relevant Policy/Legislation</b>	<p>MGA Section 153 General duties of councillors  MGA Section 610 Lost or unclaimed property  Policy 1706 Janitorial Supplies  Policy 1116 Ambulance Full Time Employee Policy  Policy 1502 NFS Cheque  Policy 1801 Lost and Found Property  Policy 4701 Ambulance Standby Fees  Policy 5401 Community TV Channel</p>
<b>Options/Consequences</b>	<ol style="list-style-type: none"> <li>1. Council may choose to rescind all the policies recommended for rescinding.</li> <li>2. Council may choose to only rescind some of the policies recommended for rescinding.</li> <li>3. Council may choose to not rescind any of the policies recommended for rescinding.</li> </ol>
<b>Financial Implications</b>	<p>Not applicable</p>
<b>Attachments</b>	<p>MGA Section 153 General duties of councillors  MGA Section 610 Lost or unclaimed property  Policy 1706 Janitorial Supplies  Policy 1116 Ambulance Full Time Employee Policy  Policy 1502 NFS Cheque  Policy 1801 Lost and Found Property  Policy 4701 Ambulance Standby Fees  Policy 5401 Community TV Channel</p>
<b>Recommendation</b>	<p>Administration recommends Council rescind Policy 1706 Janitorial Supplies, Policy 1116 Ambulance Full Time Employee Policy, Policy 1502 NFS Cheque, Policy 1801 Lost and Found Property, Policy 4701 Ambulance Standby Fees, and Policy 5401 Community TV Channel.</p>
<p><b>Prepared By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   Lori Hillis, CPA, CA  Chief Administrative Officer </div> <div style="text-align: center;">   Date </div> </div> <p><b>Endorsed By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   Lori Hillis, CPA, CA  Chief Administrative Officer </div> <div style="text-align: center;">   Date </div> </div>	

(4) If a chief elected official is to be elected by a vote of the electors of the municipality, the *Local Authorities Election Act* applies to the election.

1994 cM-26.1 s150

#### **Passing bylaw**

**151(1)** A bylaw under section 150 must be passed at least 180 days before the general election at which it is to take effect.

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 150 must be advertised.

1994 cM-26.1 s151

#### **Deputy and acting chief elected officials**

**152(1)** A council must appoint one or more councillors as deputy chief elected official so that

(a) only one councillor will hold that office at any one time, and

(b) the office will be filled at all times.

(2) A deputy chief elected official must act as the chief elected official

(a) when the chief elected official is unable to perform the duties of the chief elected official, or

(b) if the office of chief elected official is vacant.

(3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

(a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or

(b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

1994 cM-26.1 s152

### **Division 3 Duties, Titles and Oaths of Councillors**

#### **General duties of councillors**

**153** Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

1994 cM-26.1 s153

**General duties of chief elected official**

**154(1)** A chief elected official, in addition to performing the duties of a councillor, must

- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
  - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21



so long as it is possible to make a copy of the document from the electronic signals used by the electronic means.

1994 cM-26.1 s608;1996 c30 s52

#### **Adverse possession of land**

**609** No person can acquire an estate or interest in land owned by a municipality by adverse or unauthorized possession, occupation, enjoyment or use of the land.

1994 cM-26.1 s609

#### **Lost or unclaimed property**

**610(1)** Lost or unclaimed property coming into the possession of a municipality must be retained for at least 30 days from the date it comes into possession of the municipality unless it is unsafe, unsanitary or perishable, in which case it may be disposed of at any time.

**(2)** If property is not claimed within 30 days, it becomes the property of the municipality and the municipality may dispose of the property by public auction or as the council directs.

**(3)** The purchaser of lost or unclaimed property is the absolute owner of it.

**(4)** A prior owner of lost or unclaimed property is entitled to the proceeds of the sale less all expenses incurred by the municipality if the prior owner makes a claim to the municipality within 90 days after the date of the sale.

**(5)** If the sale proceeds are not claimed within 90 days from the date of sale, the rights of any prior owner to the sale proceeds are extinguished and the sale proceeds belong to the municipality.

1994 cM-26.1 s610

#### **Unclaimed utility deposits**

**611(1)** If money is deposited with a municipality as a deposit for the payment of an account for a service or product and remains unclaimed for one year after the depositor's account is discontinued, the amount of the deposit may be transferred to the general revenue of the municipality.

**(2)** The municipality is liable to repay the amount of the deposit to the person lawfully entitled to it for a period of 7 years following the discontinuance of the account.

1994 cM-26.1 s611

#### **Certified copies**

**612(1)** A copy of a bylaw, resolution or record of a municipality certified by a designated officer as a true copy of the original is proof, in the absence of evidence to the contrary, of the bylaw, resolution or record.

POLICY FORMAT  
TOWN OF RIMBEY

TITLE: JANITORIAL SUPPLIES

AUTHORITY: #159/87 EFFECTIVE DATE: May 13, 1987 Policy No: 1706  
Supercedes: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

**POLICY STATEMENT:**

Department heads will be responsible for ordering janitorial supplies for facilities under their control. If supplies are required, a requisition (copy attached) must be completed and turned into the Town office before the end of each month. The requisitions will be summarized at the Town Office and one order per month placed with the supplier.

All supplies will be delivered to the Town Office. After they are checked, department heads will be notified to pick them up.

**DEPARTMENT HEADS ARE ASKED TO COOPERATE AND PICK UP THEIR SUPPLIES AS SOON AS POSSIBLE.**

All supplies will be posted to the respective departments budgets upon receipt of invoices.

PURPOSE:

- see appendix -

DEFINITIONS:

JANITORIAL SUPPLY REQUISITION

The following items are required by \_\_\_\_\_ department.

FLOORS

	<u>QUANTITY</u>		
Mops	_____	each	Type and Size _____
Brooms	_____	each	Type _____
Floor Cleaners	_____	litres	Type _____
Floor Stripper	_____	litres	Type _____
Floor Sealer	_____	litres	Type _____
Floor Finish	_____	litres	Type _____
Clean Sweep	_____	cans	Type _____

HEAVY DUTY CLEANERS

Trouble Shooter	_____	cans	
Mr. Clean	_____	bottles	
Fantastic	_____	bottles	
Acid Descaler	_____	litres	Type _____
All purpose Cleaner	_____	litres	Type _____
Window Cleaner	_____	litres	Type _____

TOILETS

Bowl Cleaner	_____	litres	Type _____
Hard Soap for Dispensers	_____	pkgs	Type _____
Toilet Tissue	_____	rolls	;
Paper Towel for Dispenser	_____	rolls	
Urinal Blocks	_____	each	
Sanitary Paper Socs	_____	each	

MISCELLANEOUS

Glass Cleaner	_____	bottles	Type _____
Furniture Polish	_____	cans	Type _____
Air Freshners	_____	each	Type _____
Deoderizor Spray	_____	cans	Type _____
Doodle Bug Pads	_____	each	

Vacuum Cleaner Bags \_\_\_\_\_ each Type \_\_\_\_\_  
Buffing Pads \_\_\_\_\_ each Type and Size \_\_\_\_\_  
(for Floor Polisher)

GARBAGE BAGS

26 x 36 \_\_\_\_\_ each  
35 x 50 \_\_\_\_\_ each  
22 x 24 \_\_\_\_\_ each

Light Bulbs \_\_\_\_\_ each \_\_\_\_\_ Watt  
Flourecent Tubes \_\_\_\_\_ each \_\_\_\_\_ Length

Other Supplies

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_



# Town of Rimbeey Policy Manual

**Title:** Ambulance Full Time Employee Policy

**Policy No.:** 1116

**Supercedes**

**Approved:** Aug. 4/98

**Resolution No.:** 335/98

**Effective Date:** Aug. 4/98

**Purpose:**

To provide ambulance employees with a working agreement with employer

**Policy Statement:**

"See Appendix"

**Amended:**

**Date:** Aug. 4/98

**Resolution:** 335/98

**Date:**

**Resolution:**

## Ambulance Staff Full Time Employee Policy

Policy # 1116

Motion # 335/98

### 1. DEFINITIONS

Throughout this agreement unless otherwise stated, the following definitions shall apply:

- a) "Employees" shall mean those employed by the Town of Rimbey Emergency Services on a full time basis with an annual salary.
- b) "Employer" shall refer to the Council of the Town of Rimbey.
- c) "Grievance" means a dispute arising between the employer and an employee or employees with regard to the terms of this agreement or any matter relating to the conditions of his employment.
- d) Words in the singular include the plural and words in the plural include the singular.
- e) Words importing male persons include female persons and corporations.

### 2. PURPOSE

The purpose of this policy shall be:

- a) To promote and maintain a harmonious and cooperative relationship between the employer and the employees;
- b) To provide an amicable method of settling any differences or grievances which may occur between the employer and the employees;
- c) To promote the mutual interest of the employer and the employees;
- d) To provide for the operations of the employer coming within the scope of this policy, any methods which will further to the fullest possible extent the safety and welfare of the employees, and the economy of operation and protection of the property and welfare of the public and the employer.

### 3. EMPLOYER'S RESERVATIONS

- a) The employees recognize the right of the employer to hire, promote, demote, transfer, suspend or otherwise discipline and discharge any employee, subject to the right of the employee concerned to lodge a grievance in the manner and the extent herein provided.

- b) The employees further recognize the undisputed right of the employer to operate and manage its business in all respects in accordance with its obligations, and to make and alter, from time to time, rules and regulations shall not be inconsistent with the provisions of this policy.
- c) The employer has the right to promote or dismiss any employee providing sufficient legal notice is given in writing. Promotions and lay-offs shall be made on the basis of ability and merit of the employee. Length of service need not be a consideration.
- d) The Town shall not at any time show discrimination against any of its employees because of age, race, creed, color, national origin, political or religious affiliation, sex or marital status.

#### 4. GRIEVANCES

All grievances shall be settled as follows:

- a) Within fourteen (14) days of the origin of the grievance, the employee shall submit to the Town Manager or the Mayor in writing full details of the grievance.
- b) The Town Manager, or a quorum of Council shall within seven(7) days of his receipt of such grievance submit to the employee a ruling on such grievance.
- c) If the employee does not wish to accept the ruling, he shall within two(2) days of receipt thereof, notify the Town Manger that he rejects such ruling, and within the next seven(7) days the employee and a quorum of Council of the Town shall discuss such grievances, and a decision of a quorum of Council shall be binding.

#### 5. HOURS OF WORK

The hours during which the employer shall require employees to work shall be as follows:

- a) Emergency Medical Technicians:
  - Sixty(60) hours per week, being ten(10) hours per day, fourteen(14) hours additional on call, 24 hours per day Sunday to Saturday, with shifts ending 8:00 am each day. The days will be worked on a six(6) day on duty, three(3) off duty rotation.

- Each working day, (at Coordinator discretion), one hour on duty must be spent at Ambulance Storage area(s), and/or at Rimbey Health Care Center. Exceptions are Sundays, and Statutory Holidays where no duty hours must be kept.

The above quoted hours of work shall be recognized as a normal work week.

## 6. OVERTIME

- a) All time worked beyond the normal work day, or on a Statutory Holiday, shall be considered as overtime.
- b) Overtime shall be paid for in the following; for every hour worked over ten(10) hours, an additional hour off in lieu shall be awarded. In order to receive a full day off, eight overtime hours are needed.
- c) Employees that are called out and required to work in an emergency outside regular working hours on a Holiday, shall be paid a minimum of three(3) hours at overtime rates from the time he leaves home until returning home.
- d) Employees that are called out and required to work in an emergency outside regular working hours on a Monday to Sunday inclusive, shall be paid a minimum of one(1) hour at overtime rates and shall be paid from the time he leaves his home to report for duty until the time he arrives back home.

## 7. HOLIDAYS

The following holidays shall be recognized:

New Year's Day; Good Friday; Labour Day; Queen's Birthday; Canada Day; Christmas Day; Boxing Day; Thanksgiving Day; Remembrance Day; Family Day; and all Civic Holidays.

- a) When any of the above-noted holidays falls on an employee's scheduled day off, the employee shall receive another day off with pay at any time mutually agreed upon between the employer and the employee, however, such day off shall be given in addition to the time of his normal days of rest.

## 8. VACATIONS

Employees shall be entitled to vacation with pay as provided in the following schedule:

After one(1) year service	12 working days
After two(2) years service	18 working days



After ten(10) years service	24 working days
After fifteen(15) years service	30 working days
After twenty-two(22) years service	36 working days

- a) Vacation days will be credited on the employee's anniversary date and vacations shall be taken by the next anniversary date.
- b) The Ambulance Coordinator will be granted, above the amount of annual vacation, six(6) extra working days of vacation per year.
- c) Employees shall be entitled to take their annual vacation when they so desire, subject to the Town's requirements.
- d) Statutory Holidays shall not be included in the computing of annual vacation period. An employee's annual vacation shall be extended by one day with pay for each holiday that falls during his annual vacation.
- e) Employees shall be entitled to receive their annual vacation pay, on the last day preceding their annual vacation, if they so desire.
- f) No employee shall be required to work during his scheduled vacation period. However, should an employee agree to work when requested during his scheduled vacation, he shall be paid one vacation lieu day off for each day in which he performed any work.

#### 9. SICK LEAVE PROVISIONS

- a) Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled because of an accident for which compensation is not payable under the Workers' Compensation Act, providing the accident did not occur while employed at another job. Sick leave shall be earned by employees on the basis of one and one half days for each month of service. An employee shall be entitled to an accrual up to 120 days of all the unused portion of sick leave.
- b) Sick leave may be utilized only to provide income for an employee unable to work due to illness, and shall not accrue to benefit any employee in any other way.
- c) Weekly Indemnity
  - i) Benefits: 66 2/3 % of an insurable weekly earnings to a maximum benefit of \$ 750.00 per week.
  - ii) Benefits Begin: On the first day for accident or hospitalization, and on the 7<sup>th</sup> day for sickness.

iii) Benefit period: 17 Weeks.

#### Long Term Disability

- i) Benefits: 66 2/3 % of basic monthly earnings to a maximum benefit of \$ 4, 500.00.
  - ii) Benefits Begin: After 120 days off continuous and total disability resulting from an accident or sickness.
  - iii) Benefits Period: To age 65, recovery, or death, whichever comes first.
- d) An employee may be required to produce a certificate from a qualified medical practitioner for any illness, certifying that such employee is unable to carry on his duties due to illness.
- e) All employees shall be covered by the Workers' Compensation Act. Pending a settlement of the insurable claims, the employee is subject to necessary adjustments, for a maximum period of two years. Both parties shall do everything possible to get the claim registered and in effect as soon as possible.
- f) In the event that any full time employee who suffers a non-occupational injury is required to be absent from work, the employer hereby guarantees said employee full salary up to a maximum of accumulated and current sick leave, unless the employee is receiving benefits under weekly indemnity or long term disability.

#### 10. LEAVE OF ABSENCE

- a) An employee shall be granted three (3) days bereavement leave without loss of salary or wages for the death of an immediate relative. Immediate relative shall mean; spouse, son, daughter, father, mother, sister, brother, mother-in-law, father-in-law, grandparents or grandchildren. The employee shall be allowed additional days off for travel at the following rate:
  - 100 km to 500 km each way - 1 day
  - 501km and over each way - 2 days
- b) One half day's leave with pay shall be granted to employees for the purpose of attending a funeral as a pallbearer. In cases of paid funeral leave other than pallbearers leave or leave as stipulated in this clause, an employee shall submit such request in writing for approval by the Ambulance Coordinator (or supervisor) and such leave shall be one half day with pay.
- c) The employer shall grant leave of absence without loss of benefits to an employee who serves as a juror or witness as a result of being subpoenaed in any court. The employer shall pay such an employee the difference between

his normal earnings and the payment he receives for jury service or court witness, excluding payment for traveling, meals, or other expense. The employee will present proof of service and the amount of pay received. Time spent by an employee required to serve as a court witness in any matter arising out of his employment shall be considered as time worked at the appropriate rate of pay.

- d) An employee shall be entitled to leave of absence without pay when he requests such leave for good and sufficient cause. Such requests may be in writing and approved by the employer, at the sole discretion of the employer.
- e) When an employee overstays his leave of absence without permission of the Ambulance Coordinator, he shall automatically forfeit his position with the Town unless such overstay was justifiable in the opinion of the Coordinator. The Coordinator shall consult the Town Manager prior to finalizing his position on the matter.

#### 11. PAY DAYS

All full time employees shall be paid on a monthly basis with mid-month advance.

#### 12. EDUCATION ALLOWANCE

- a) The employer shall pay the full cost of any course of instruction required by the employer for an employee to better qualify himself to perform his job. Payment of courses requiring the employee to pass an exam shall be as follows:
  - 50% of the course fee at registration
  - Remaining 50% of course fee upon proof of successful completion of the course.
- b) If an employee terminates his position with the Town within six (6) months of receiving payment for such course, he must reimburse the Town one-half (1/2) of the cost of educational allowance paid on his behalf or have the cost deducted from his final pay cheque. Exceptions to the above may be made at the discretion of Council.

#### 13. SALARIES AND EMPLOYEE'S BENEFITS

- a) All regular employees' salaries must be negotiated annually. All casual or part time employees' salaries may be review annually.
- b) Employee benefits shall commence after the employee has completed six (6) months. If the six month period ends after the first of the month, the benefits

will start at the beginning of the next month. ( i.e. Start Date: Feb. 12/98, Six month period ends Aug. 12/98, Benefits start Sept. 1/98).

- c) In addition to Canada Pension, every eligible employee may join the Town's Pension Plan. The employee and the employer will make contributions on behalf of those employees belonging to the Pension Plan. Such pension plan shall be as agreed to by a majority of the employees ( i. e. Registered Retirement Savings Plan or equivalent, and approved by the employer). The deductions shall be made according to the schedule of deductions provided for the Local Authorities Pension Plan.
- d) The employee and the employer shall pay the premiums of the following plan for all permanent employees:
  1. Medicare plan - 75% employer & 25% employee
  2. Group Life Insurance Plan - 75% employer & 25% employee
  3. Dental Plan - 100% employer
  4. Extended Health Care - 100% employer
  5. Weekly Indemnity - 100% employee
  6. Long Term Disability - 100% employee

In the case of absence for illness the employer contribution will be paid for a maximum of six months, after twelve months service, from commencement of illness. Thereafter the employees may pay the full premium through the employer, if he so desires.

#### 14. SAFETY AND HEALTH

- a) All incidents that require additional safety gear, shall be equipped by the employer. All protective equipment will be provided by the employer, excluding CSA approved duty boots. The safety equipment detailed in the Alberta Ambulance Program Ambulance Vehicle Minimum Standards schedule shall be provided by the employer.
- b) Transportation to the nearest physician or hospital for employees requiring medical care as a result of an on the job accident shall be at the expense of the employer.
- c) A first aid kit shall be supplied by the employer when reasonable.

#### 15. CLOTHING ALLOWANCE

- a) The following shall be provided by the employer:
  - i) jumpsuit(s)
  - ii) sufficient shoulder flashes

- iii) collar dogs
- iv) duty jackets
- v) radio with detachable mike & two batteries
- vi) radio clip

- b) The above clothing will remain the property of the employer and any employee who is supplied with clothing and through carelessness and any neglect, damages or destroys or loses any of it, shall replace or pay for same. This does not include general wear and tear.

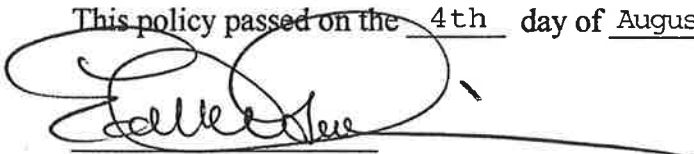
16. GENERAL CONDITIONS

- a) The employer shall supply all tools and equipment required by employees in the performance of their duties.

17. TERM OF AGREEMENT

- a) This agreement shall be binding and remain in effect from date of signing and shall continue from year to year thereafter unless either employees or employer requests an amendment. Any changes deemed necessary in this agreement may be made by mutual agreement at any time during the existence of this agreement.
- b) Upon the execution of this agreement, there shall be no other agreements in effect signed heretofore and further should any changes be made to this agreement in accordance with section 18 (a), such changes shall become addendums to this agreement, and shall be subject to all conditions contained in this agreement.

This policy passed on the 4th day of August, 1998.

  
MAYOR

  
TOWN MANAGER



# Town of Rimbey Policy Manual

**Title:** N.S.F. Cheque

**Policy No.:** 1502

**Supersedes** New

**Approved:** October 13, 2005

**Resolution No.:** 364/05

**Effective Date:** October 13, 2005

**Purpose:** To compensate the Town for additional staff time required to handle returned payments due to Non-sufficient funds.

**Policy Statement:**

N.S.F. Cheques received will be reversed by journal entry immediately upon return from the bank and a \$25.00 service charge levied and added to the outstanding bill.

**Initial Policy was Approved:** Oct/86

**Resolution:** 494/86

**Revised:** October 13, 2005

**Resolution:** 364/05





# Town of Rimbey Policy Manual

**Title:** Ambulance Standby Fees – Local Organizations      **Policy No.:** 4701

**Supersedes**      New

**Approved:**      November 8, 2005      **Resolution No.:** 397/05

**Effective Date:**      November 8, 2005

**Purpose:**      To establish ambulance standby fees for local non-profit organizations.

**Policy Statement:**

When the ambulance is required to be on standby for local non-profit organizations (e.g. Rimbey Rodeo, Central Alberta Raceways, etc.) the following shall be used as the basis for determining ambulance standby fees:

- 1) If the ambulance on standby does not receive a callout during their shift, there will NOT be an ambulance standby charge.
- 2) If the ambulance on standby has to respond to an emergency call, the local non-profit organization will only be charged for those hours we bring in additional staff. They will be charged based on \$60.00 per hour.
- 3) If the ambulance on standby has responded to an emergency call, the local organization will have to stop the event until another ambulance has arrived.

**Amended:**

**Date:**      **Resolution:**

**Date:**      **Resolution:**





# Town of Rimbeey Policy Manual

**Title:** Community T.V. Channel

**Policy No.:** 5401

**Supercedes**

**Approved:** March 23, 1988

**Resolution No.:** /40/88

**Effective Date:** March 23, 1988

**Purpose:** To provide the entire community with an up to date community TV Information channel.

**Policy Statement:**

Guidelines for the Town of Rimbeey's Community TV Channel 7 will be as follows:

1. Commercial & private advertising will not be allowed.
2. Displayed events must be open to the entire community.
3. Community service groups shall be allowed to advertise their regular & annual events.

**Amended:**

**Date:** September 12, 2006


**Resolution:** 264/06

**Date:**

**Resolution:**


<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	August 22, 2016
<b>Subject</b>	Boards/Committee Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Various community groups supply minutes of their board meetings to Council for their information.
<b>Discussion</b>	
<b>Relevant Policy/Legislation</b>	Not applicable
<b>Options/Consequences</b>	Accept the various community groups' board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
<b>Financial Implications</b>	Not applicable
<b>Attachments</b>	8.2.1 Beatty Heritage House Society Minutes of June 7 and July 4, 2016 8.2.2 Rimbey Historical Society Minutes of July 20, 2016
<b>Recommendation</b>	Motion by Council to accept the Beatty Heritage House Society Minutes of June 7 and July 4, 2016, and Rimbey Historical Society Minutes of July 20, 2016 as information.

**Prepared By:**

  
 \_\_\_\_\_  
 Lori Hillis, CPA, CA  
 Chief Administrative Officer

  
 \_\_\_\_\_  
 Date

**Endorsed By:**

  
 \_\_\_\_\_  
 Lori Hillis, CPA, CA  
 Chief Administrative Officer

  
 \_\_\_\_\_  
 Date

Meeting was called to order at 7:35 PM by Chairperson, Teri Ormberg.

In attendance: Teri Ormberg.	Jackie Anderson
Florence Stemo	AudreyAnn Bresnahan
Annette Boorman	Murray Ormberg
Bronwen Jones	Fred Schutz
Joanne Millar	

MINUTES of previous meeting (May 2, 2016) read by Florence. Adopted as read by Bronwen. Seconded by Fred. Carried.

CORRESPONDENCE: None.

TREASURER'S REPORT: Jackie reported a Balance of \$23,812.13 and noted that the much-appreciated grant of \$4000.00 has been received from the Town of Rimbey. Report adopted by Jackie, seconded by Annette. Carried.

OLD BUSINESS:

"TWIN PEAKS" CONCERT: 20 tickets sold; good musical entertainment; some of the language used between numbers not suitable for children, and not appreciated by some members of the audience.

ALBERTA CULTURE DAYS: (Sept. 30 - Oct.2, 2016) Discussion as to how we might participate this year. Our theme is to be "OUR TOWN". Decision made to sponsor a musical concert featuring Alberta duo "Me and the Mrs."; and an exhibition of several art media expressing life in our community. Meeting to plan details set for Thursday, June 9 at 9:00AM.

An application for a provincial grant of \$1000 (available specifically for Culture Days events ) Is to be submitted before June 24.

SUMMER STAFF: Off to a good start. Visitor Info Centre up and running. Care of House and Grounds ongoing.

Moved by Florence, seconded by Annette that we buy a new weed-eater with two rechargeable batteries. Carried.

Moved by Florence, seconded by AudreyAnn that we buy a new lawn-mower. Carried. Murray volunteered to do the research and make the purchases.

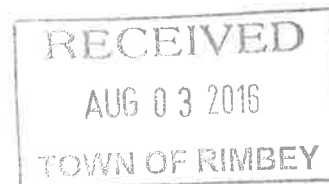
NEW BUSINESS:

REQUEST FOR CONCERT VENUE: By "Darrel and Saskia". Decision made to not host their concert as we already have the Home Routes series of 6 concerts set for the coming Season.

NEXT MEETING: July 4, 2016.

ADJOURNMENT: By Murray at 9:45 PM.

Adopted July 4, 2016



*Florence Stemo*

BEATTY HERITAGE HOUSE SOCIETY

JULY 4, 2016 MEETING

Meeting was called to order at 7:35 PM by Chairperson, Teri Ormberg.

- In attendance: Teri Ormberg  
 Jackie Anderson  
 Florence Stemo  
 Bronwen Jones  
 Murray Ormberg  
 Judy Larmour  
 Fred Schutz  
 Joanne Millar  
 Annelise Wettstein

MINUTES of previous meeting (June 7, 2016)) read by Florence. Adopted as read by Johanne; seconded by Fred. Carried.

CORRESPONDENCE: None.

TREASURER'S REPORT: Jackie reported a Balance of \$24,202.05.

OLD BUSINESS:

APPLICATION has been made to ALBERTA CULTURE for funds to assist paying for an event in Rimbey during Alberta Culture Days ( Sept. 30 - Oct. 2, 2016). (Thanks, Bronwen, for preparing the application.)

DISCUSSION: Alberta Culture Events - if we receive the grant; if we do not...

SUMMER STAFF: New sign provided by Town; Supervision Schedule set; Staff is handling Info Centre and House and Grounds Care. Work bee to trim HEDGE set for Sat. July 23, at 10:00 AM.

RODEO LUNCH: A good "crew" available, including two employees; prices to remain the same; preparation work bee set for Fri. July 9, at 3:00 PM.

NEW BUSINESS:

LAWN MOWER and WEED EATER bought at Rimbey Coop. (Thanks, Murray and Teri, for research and purchase of these items).

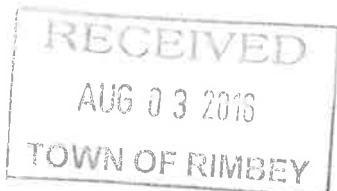
USE OF HOUSE: Recycle Council of Alberta used both levels of the BH June 24th. ( very pleased with the facility).

Re: Inquiry about rate for use of BH for a Wellness Fair: *Decision - \$150./day. motion made by Florence seconded by Bronwen. Carried.*  
 Usual rate for non-commercial use set in 2007:  
 Upper Level - \$50. (Members - \$30.). Lower Level - \$25. (Members - \$15.) Linens - \$15.

NEXT MEETING: Tuesday, August 2, 2016.

ADJOURNMENT: By Fred at 9:15 PM.

*Adopted as corrected - August 2, 2016*



*Florence Stemo*

Rimbey Historical Society  
Meeting Minutes July 20, 2016

**Present:** Linda Girodat, Reuben Giebelhaus, Jim Schneider, Jack Webb, Eric Hornsey, Janet Burghardt, Cheryl Jones & Bernice Birtsch

**Order:** Linda Girodat called the meeting to order at 7:35 p.m.

**Agenda:** Moved Jack Webb and seconded by Jim Schneider to approve the agenda as presented.  
CARRIED

**Minutes:** Moved by Eric Hornsey & seconded by Jim Schneider to approve the minutes of the June 15, 2016 meeting. CARRIED

**Old Business:**

**President:** No report.

**Treasurer:** Cheryl Jones presented the Treasurer's Report ending June 30, 2016.

Moved by Reuben Giebelhaus and seconded by Jack Webb to approve the Treasurer's Report as presented. CARRIED

Moved by Jim Schneider and seconded by Reuben Giebelhaus to put the \$2000.00 toward the landscaping. CARRIED

**Park Administrators Report:** Cheryl Jones presented report.

Moved by Eric Hornsey and seconded by Janet Burghardt to allow Bob Morrison to store 2 C-Cans in the back area in stalls 18 & 19 of the RV parking. CARRIED

Moved by Eric Hornsey and seconded by Janet Burghardt to accept the donated artifacts as presented. CARRIED

**Town Rep:** Jack Webb informed the Board that the parade was wonderful especially the park vehicles and that Council were very pleased with the Historical Society.

**Committee Reports**

**Grants:** Cheryl Jones informed the Board that they won't hear about the Canada 150 grant until Sept. 20, 2016.

**Gaming** No Report

**Restoration & Trucks:** Jim Schneider reported that they repaired the concrete benches and the phone booth.

Page 2.

**Buildings**

**& Yard:** Eric Hornsey reported that they sorted out a few jobs and that the memorial shelf was put up and they have a busted buggy.

**Park Events:** Linda Girodat reported that Canada Day was a success, the Farmers Market kitchen is doing well and the Show & Shine was a bit of a wash out..

**Volunteer**

**& Recruitment:** No Report.

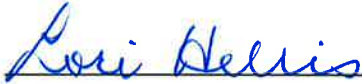

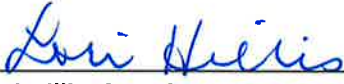

**Strategic**

**Planning:** Janet Burghardt reported that the Strategic Planning is ongoing.

**New Business:**

**Next Meeting:** August 17, 2016

**Adjournment:** Moved by Eric Hornsey to adjourn the meeting at 8:10 p.m.

<b>Council Agenda Item</b>	8.3 Council Reports
<b>Council Meeting Date</b>	August 22, 2016
<b>Subject</b>	Council Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.
<b>Discussion</b>	
<b>Relevant Policy/Legislation</b>	Not Applicable.
<b>Options/Consequences</b>	1. Accept the reports of Council as information. 2. Discuss items in question arising from the reports.
<b>Financial Implications</b>	Not Applicable.
<b>Attachments</b>	8.3.1 Mayor Pankiw's Report 8.3.2 Councillor Godlonton's Report 8.3.3 Councillor Jaycox's Report 8.3.4 Councillor Payson's Report 8.3.5 Councillor Webb's Report
<b>Recommendation</b>	Motion by Council to accept the reports of Council, as information.
<b>Prepared By:</b>	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;">               _____              Date           </div> </div>
<b>Endorsed By:</b>	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;">               _____              Date           </div> </div>



## Highlights

- July 27/16 Canada 150 meeting
- July 28/16 Meeting with Richard Gregory
- Aug 3/16 Meeting with Peter Hall CAO Rimoka Housing Foundation
- Aug 4/16 Rimoka Housing Foundation Building Committee meeting

Commissioner of oaths

Rick Wm. Pankiw  
Mayor





### Highlights

No written report received.

Brian Godlonton  
Councillor



**Highlights**

- July 25/16 Land Use Bylaw Open House & Regular Council Meeting
- Aug 4/16 Rimoka Building Site meeting
- Aug 18/16 Rimoka Building Site meeting
- Aug 18/16 FCSS Fundraiser
- Aug 22/16 Regular Council Meeting

Number of Commissioner of Oath signing and conversations with town citizens re sidewalks and street improvements.

Mathew Jaycox  
Councillor

### Highlights

- Aug 15/16 Signed library cheques
- Aug 19/16 Attended ceremony at Military Museum in Calgary, hosted by the Juno Beach Centre and the Minister of Veteran Affairs Hon. Kent Hehr
- Aug 22/16 Regular Council

Paul Payson  
Councillor



**Highlights**

No written report received.

Jack Webb  
Councillor