

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

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY DECEMBER 11, 2018 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

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|     |   |         |
|-----|---|---------|
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| 10. | <b>Open Forum</b> <small>(Bylaw 939/18– Council Procedural Bylaw Part XXI 1.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.</small> |         |
| 11. | <b>In Camera - None</b>   |         |
| 12. | <b>Adjournment</b>  |         |

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON  
TUESDAY, NOVEMBER 27, 2018 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 5:00 pm, with the following in attendance:

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle (via telephone)  
Councillor Payson  
Councillor Rondeel  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance – Wanda Stoddart  
Director of Community Services – Cindy Bowie  
Director of Public Works – Rick Schmidt  
Recording Secretary – Kathy Blakely

Absent:

Public:  
Treena Mielke – RimbeY Review  
0 member(s) of the public  
Greg Smith, Lloyd Solberg, Gerald Matichuk – Tagish Engineering Ltd.

2. Adoption of Agenda 2.1 November 27, 2018 Agenda

Motion 372/18

Moved by Councillor Rondeel to accept the Agenda for the November 27, 2018 Regular Council Meeting, as presented.

|                      |                |
|----------------------|----------------|
| <u>In Favor</u>      | <u>Opposed</u> |
| Mayor Pankiw         |                |
| Councillor Coulthard |                |
| Councillor Curle     |                |
| Councillor Payson    |                |
| Councillor Rondeel   |                |

CARRIED

3. Minutes 3.1. Minutes of Regular Council November 13, 2018

Motion 373/18

Moved by Councillor Payson to accept the Minutes of the Regular Council Meeting of November 13, 2018, as presented.

|                      |                |
|----------------------|----------------|
| <u>In Favor</u>      | <u>Opposed</u> |
| Mayor Pankiw         |                |
| Councillor Coulthard |                |
| Councillor Curle     |                |
| Councillor Payson    |                |
| Councillor Rondeel   |                |

CARRIED

4. Public Hearings 4.1 Public Hearings - None

5. Delegations 5.1 Tagish Engineering Ltd. – 2019 Capital Projects

Mayor Pankiw welcomed Greg Smith, Lloyd Solberg and Gerald Matichuk of Tagish Engineering Ltd. to the Council Meeting.

Mr. Smith provided Council an overview of the 2019 Capital Budget Estimates for Capital projects as follows: 53 Avenue Asphalt Overlay from 47 St to 50 St, 52 Street Asphalt Overlay from 45 Ave to 53 St., Removal and Replacement of Damaged and Settled Concrete on 50 Ave between 49 St and 51<sup>st</sup>., Water Valve and Hydrant Replacement, Groundwater Testing Program

Raw Water Supply Line Well #15 to Well #13, Underground Mains Camera and Flush – Various Locations, Engineering Predesign and Planning for Road Rehabilitation of 51 St from 46 Ave to 51 Ave, and Sanitary Repair on 52 St.

In looking at the future, Mr. Smith provided Capital Projections for 2020 which included Road Rehabilitation, Water, Sewer Curb Gutter, Sidewalk and Asphaltic Pavement on 53 Ave from 50 St. to 51 St., and West Stormwater Pond Construction and Storm Installations. For the 2021 Capital Budget he suggested 56 Avenue Overlay from 50 St. to 51 St. and Drader Crescent Overlay. For 2021-2022, Road Rehabilitation – Water, Sewer, Services, Curbs, Gutter, Sidewalk and Asphaltic Pavement on 51 St. from 46 Ave to 51 Ave. For 2023, Main Water Reservoir/Pump House Upgrades. Some future Capital projects for consideration would be Road Rehabilitation Water, Sewer, Services, Curb, Gutter, Sidewalk and Road Reconstruction on 51 Ave from 50 St to 51 St. and Raw Water Supply Line from 54 Ave/45 St. to New Reservoir, Road Construction of 54 Ave from 44 St to Hwy 20, Trail from Community Centre to Drader Crescent, Trail form Westview Drive to 56 Avenue, East Storm Pond Installations, Local Improvements Project Road Construction of 43 St. From 50 Ave to 54 Ave, Road Rehabilitation Water, Sewer, Services, Curb, cutter, Sidewalk and Asphaltic Pavement on 53 St from Park Ave to 50 Ave.

He also spoke regarding carry over projects which were approved in 2017-2018 with a scheduled completion in 2019. These would be the Water Well Drilling Program and the NE Lagoon Outlet Ditch Upgrade from RR23 to TWP Rd. 422.

Mayor Pankiw thanked Greg Smith for his presentation to Council regarding the Capital Budget Estimates.

Motion 374/18

Moved by Councillor Rondeel to accept the report from Tagish Engineering Ltd. regarding the Town of Rimbey's 2019 Capital Projects, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

Greg Smith, Lloyd Solberg and Gerald Matichuk departed the Council Meeting at 5:21 pm.

6. Bylaws

6.1 949/18 Regional Intermunicipal Subdivision and Development Appeal Board

Motion 375/18

Moved by Councillor Payson to give second reading to 949/18 Regional Intermunicipal Subdivision and Development Appeal Board.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

Motion 376/18

Moved by Mayor Pankiw to give third and final reading to 949/18 Regional Intermunicipal Subdivision and Development Appeal Board.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

6.2 951/18 Town of Rimbey Traffic BylawMotion 377/18

Moved by Councillor Rondeel to give third and final reading to 951/18 Town of Rimbey Traffic Bylaw.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

## 7. New and Unfinished Business

7.1 2019 Interim BudgetMotion 378/18

Moved by Councillor Payson to adopt the 2019 Interim Operating Budget as attached to and forming part of these minutes.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

7.2 Policy 101 Town LogoMotion 379/18

Moved by Councillor Rondeel to approve Policy 101 Town of Rimbey Logo, as presented below:



In Favor

Mayor Pankiw  
 Councillor Coulthard  
 Councillor Curle  
 Councillor Payson  
 Councillor Rondeel

Opposed

CARRIED

7.3 Request for Waiver/Reduction of Facility Rental FeesMotion 380/18

Moved by Councillor Coulthard to provide a reduced rate for the use of the gymnasium for volleyball.

In Favor

Opposed  
 Mayor Pankiw  
 Councillor Coulthard  
 Councillor Curle  
 Councillor Payson  
 Councillor Rondeel

DEFEATED

## 8. Reports

8.1 Department Reports

- 8.1.1 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
- 8.1.5 Planning and Development Officer Report
- 8.1.6 Bylaw Enforcement Report

Treena Mielke of the Rimbey Review departed the Council Meeting at 5:55 pm.

Motion 381/18

Moved by Councillor Coulthard to accept the Department Reports, as information.

In Favor

Mayor Pankiw  
 Councillor Coulthard  
 Councillor Curle  
 Councillor Payson  
 Councillor Rondeel

Opposed

CARRIED

8.2 Boards/Committee Reports

## 8.2.1 Beatty Heritage House Society Minutes of September 17/18

Motion 382/18

Moved by Councillor Payson to accept the Beatty Heritage House Society Minutes of September 17, 2018, as information.

In Favor

Mayor Pankiw  
 Councillor Coulthard  
 Councillor Curle  
 Councillor Payson  
 Councillor Rondeel

Opposed

CARRIED

8.3 Council Reports

- 8.3.1 Mayor Pankiw's Report
- 8.3.2 Councillor Coulthard's Report
- 8.3.3 Councillor Curle's Report
- 8.3.4 Councillor Payson's Report
- 8.3.5 Councillor Rondeel's Report

Motion 383/18

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

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

## 9. Correspondence

Correspondence

- 9.1 Central Alberta Regional Assessment Review Board

Motion 384/18

Moved by Councillor Rondeel to accept the correspondence from Central Alberta Assessment Review Board, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

## 10. Open Forum

10.1 Open Forum

There were no members of the public for the open forum.

Mayor Pankiw recessed the Council meeting at 6:06 pm.

Director of Finance Wanda Stoddart, Director of Public Works, Rick Schmidt, and Director of Community Services Cindy Bowie departed the Council Meeting at 6:06 pm.

Mayor Pankiw reconvened the Council meeting at 6:13 pm.

## 11. In Camera

- 11.1 FOIP Section 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body – Evergreen Walking Trail - Aboughanim
- 11.2 FOIP Section 17(1) Disclosure harmful to personal privacy – Personnel

Motion 385/18

Moved by Councillor Coulthard the Council meeting go in camera at 6:13 pm, pursuant to discuss:

11.1 FOIP Section 25 (1)(c)(iii) Disclosure harmful to economic and other interests of a public body – Evergreen Walking Trail - Aboughanim with Mayor Pankiw, Councillor Coulthard, Councillor Curle via telephone, Councillor Payson, Councillor Rondeel, Chief Administrative Officer Lori Hillis, and Recording Secretary Kathy Blakely as Administrative support.

11.2 FOIP Section 17(1) Disclosure harmful to personal privacy - Personnel with Mayor Pankiw, Councillor Coulthard, Councillor Curle via telephone, Councillor Payson, Councillor Rondeel, and Chief Administrative Officer Lori Hillis as Administrative support.

In Favor      Opposed

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

CARRIED

Recording Secretary Kathy Blakely departed the in camera session at 6:39 pm.

Recording Secretary Kathy Blakely returned to the in camera session at 7:07 pm.

Motion 386/18

Moved by Councillor Coulthard the Council meeting reverts back to an open meeting at 7:07 pm.

In Favor      Opposed

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

CARRIED

Motion 387/18

Moved by Councillor Coulthard to offer to purchase .27 acres of Lot 1, Block 1, Plan 042 4165 with funding to come from Restricted Municipal Reserve.

In Favor      Opposed

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

CARRIED

12. Adjournment

Motion 388/18

Moved by Councillor Curle to adjourn the meeting.

In Favor      Opposed

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

CARRIED

Time of Adjournment: 7:08 pm.

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MAYOR RICK PANKIW

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CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

**Town of Rimbey  
Interim Operating Budget - 2019**

**ALL SERVICES COMBINED**

| <b>Net Budget by Object</b>                                      | <b>Budget 2017</b> | <b>Budget 2018</b> | <b>2018 %<br/>Change</b> | <b>2018<br/>Change</b> |
|--|--------------------|--------------------|--------------------------|------------------------|
| <b>Revenue</b>   |                    |                    |                          |                        |
| User Fees and Sale of Goods                                      | 1,655,626          | 1,603,801          | -3.13%                   | -51,825                |
| Government Transfers   | 1,118,600          | 1,132,372          | 1.23%                    | 13,772                 |
| Rentals  | 95,928             | 80,007             | -16.60%                  | -15,921                |
| Licences and Fines   | 70,500             | 36,000             | -48.94%                  | -34,500                |
| Frontage   | 107,460            | 114,311            | 6.38%                    | 6,851                  |
| Penalties  | 60,400             | 60,500             | 0.17%                    | 100                    |
| Interest   | 24,000             | 20,000             | -16.67%                  | -4,000                 |
| Franchise  | 454,895            | 501,891            | 10.33%                   | 46,996                 |
| Naming rights  | 25,000             | 25,000             | 0.00%                    | 0                      |
| <b>Total revenue</b>   | <b>3,612,409</b>   | <b>3,573,882</b>   | <b>-1.07%</b>            | <b>-38,527</b>         |
| <b>Expenses</b>  |                    |                    |                          |                        |
| Salaries and Benefits  | 1,801,571          | 1,829,461          | 1.55%                    | 27,890                 |
| Council Salaries and Benefits                                    | 112,903            | 127,911            | 13.29%                   | 15,008                 |
| Contracted Services  | 593,850            | 523,577            | -11.83%                  | -70,273                |
| Goods and Utilities  | 1,579,921          | 1,691,916          | 7.09%                    | 111,995                |
| Local Requisitions   | 437,232            | 441,492            | 0.97%                    | 4,260                  |
| Provincial requisitions  | 891,783            | 907,334            | 1.74%                    | 15,551                 |
| Interest and debt repayments                                     | 565,565            | 546,185            | -3.43%                   | -19,380                |
| <i>Subtotal</i>  | <b>5,982,825</b>   | <b>6,067,876</b>   |                          |                        |
| Reserve Transfers  | 22,107             | 4,601              |                          |                        |
|  | 22,107             | 4,601              |                          |                        |
|  |                    |                    |                          |                        |
| <b>Total expenses</b>  | <b>6,004,932</b>   | <b>6,072,477</b>   | <b>1.12%</b>             | <b>67,545</b>          |
| <b>Total Budget Requirement</b>                                  | <b>2,392,523</b>   | <b>2,498,595</b>   | <b>4.43%</b>             | <b>106,072</b>         |
| Estimated tax levies with no new assessment (New Tax Generation) | 2,392,523          | 2,437,595          |                          |                        |
| <b>Net Budget Requirement</b>                                    | <b>0</b>           | <b>61,000</b>      |                          |                        |
| <b>Estimated required increase in taxes</b>                      |                    | <b>2.50%</b>       |                          |                        |





TOWN OF RIMBEY REQUEST FOR DECISION

|                                    |   |
|------------------------------------|---|
| <b>Council Agenda Item</b>         | 5.1   |
| <b>Council Meeting Date</b>        | December 11, 2018   |
| <b>Subject</b>                     | Delegation – Mr. Earl Gielbelhaus – History of Development in Rimbey  |
| <b>For Public Agenda</b>           | Public Information  |
| <b>Background</b>                  | Mr. Gielbelhaus has requested a delegation before Council to speak to the history of development in Rimbey. |
| <b>Discussion</b>                  |   |
| <b>Relevant Policy/Legislation</b> |   |
| <b>Options/Consequences</b>        |   |
| <b>Financial Implications</b>      |   |
| <b>Attachments</b>                 |   |
| <b>Recommendation</b>              |   |

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Dec 7/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Dec 7/18

Date



|                                    |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
|------------------------------------|---|-----------------|----------------|--------------|--|----------------------|--|------------------|--|-------------------|--|--------------------|--|--|---------|-----------------|----------------|--------------|--|----------------------|--|------------------|--|-------------------|--|--------------------|--|--|---------|
| <b>Council Agenda Item</b>         | 6.1   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| <b>Council Meeting Date</b>        | December 11, 2018   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| <b>Subject</b>                     | 948/18 Smoking Bylaw  |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| <b>For Public Agenda</b>           | Public Information  |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| <b>Background</b>                  | <p>At the Regular Meeting of Council held October 23, 2018, Council passed the following motions:</p> <p><u>Motion 345/18</u></p> <p>Moved by Councillor Rondeel to give first reading to 948/18 Smoking Bylaw.</p> <table border="0"> <tr> <td><u>In Favor</u></td> <td><u>Opposed</u></td> </tr> <tr> <td>Mayor Pankiw</td> <td></td> </tr> <tr> <td>Councillor Coulthard</td> <td></td> </tr> <tr> <td>Councillor Curle</td> <td></td> </tr> <tr> <td>Councillor Payson</td> <td></td> </tr> <tr> <td>Councillor Rondeel</td> <td></td> </tr> <tr> <td></td> <td>CARRIED</td> </tr> </table> <p><u>Motion 346/18</u></p> <p>Moved by Councillor Curle to hold an open house regarding 948/18 Smoking Bylaw on Wednesday, November 14, 2018, from 6:00 pm to 8:00 pm in the Council Chambers.</p> <table border="0"> <tr> <td><u>In Favor</u></td> <td><u>Opposed</u></td> </tr> <tr> <td>Mayor Pankiw</td> <td></td> </tr> <tr> <td>Councillor Coulthard</td> <td></td> </tr> <tr> <td>Councillor Curle</td> <td></td> </tr> <tr> <td>Councillor Payson</td> <td></td> </tr> <tr> <td>Councillor Rondeel</td> <td></td> </tr> <tr> <td></td> <td>CARRIED</td> </tr> </table> | <u>In Favor</u> | <u>Opposed</u> | Mayor Pankiw |  | Councillor Coulthard |  | Councillor Curle |  | Councillor Payson |  | Councillor Rondeel |  |  | CARRIED | <u>In Favor</u> | <u>Opposed</u> | Mayor Pankiw |  | Councillor Coulthard |  | Councillor Curle |  | Councillor Payson |  | Councillor Rondeel |  |  | CARRIED |
| <u>In Favor</u>                    | <u>Opposed</u>  |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Mayor Pankiw                       |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Councillor Coulthard               |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Councillor Curle                   |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Councillor Payson                  |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Councillor Rondeel                 |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
|                                    | CARRIED   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| <u>In Favor</u>                    | <u>Opposed</u>  |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Mayor Pankiw                       |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Councillor Coulthard               |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Councillor Curle                   |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Councillor Payson                  |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| Councillor Rondeel                 |   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
|                                    | CARRIED   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| <b>Discussion</b>                  | <p>An open house was held on Wednesday, November 14, 2018. This open house was advertised in the Rimbey Review for the weeks of Oct 30<sup>th</sup>-Nov 5<sup>th</sup> and Nov 6<sup>th</sup>-Nov 12<sup>th</sup>. It was also on the Town of Rimbey website, the front and backdoors and at the front counter. Approximately 25 people attended the Open House. A questionnaire was made available to the public and 32 questionnaires were return to Administration by November 23, 2018. The results are attached.</p>   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |
| <b>Relevant Policy/Legislation</b> | <p>Municipal Government Act<br/>The Tobacco and Smoking Reduction Act</p>   |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |                 |                |              |  |                      |  |                  |  |                   |  |                    |  |  |         |



TOWN OF RIMBEY REQUEST FOR DECISION

|                               |  |
|-------------------------------|--|
| <b>Financial Implications</b> | As this bylaw is an additional enforcement bylaw, there is potential for increased workload on the town's Peace Officer. At this time, we are not recommending additional financial resources be allocated to the Peace Officer Program. However, in the future there may be additional enforcement related costs. |
| <b>Attachments</b>            | Proposed Smoking Bylaw 948/18.<br>948/18 Smoking Bylaw Questionnaire Results Report  |
| <b>Recommendation</b>         | Administration recommends Council give second reading to 948/18 Smoking Bylaw.   |

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Dec 7/18

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Dec 7/18

Date



BYLAW NO. 948/18

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.**

WHEREAS Health officials have determined that secondhand tobacco and cannabis smoke is a health hazard or discomfort for many persons;

AND WHEREAS the Council of the Town of Rimbey deems it expedient and appropriate to limit the effects of secondhand smoke for residents and visitors to the Town of Rimbey;

AND WHEREAS the Council deems it expedient and appropriate to regulate the smoking of tobacco and cannabis products in public places and workplaces within the Town of Rimbey; and, in accordance with the *Municipal Government Act R.S.A. 2000 c. M-26 as amended*, has the authority to pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public;
- c) businesses, business activities and persons engaged in business;

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

**SECTION 1 - SHORT TITLE**

1.1 This Bylaw may be cited as the "Smoking Bylaw".

**SECTION 2 - DEFINITIONS**

In this Bylaw:

- 2.1 **"Ashtray"** means a receptacle for tobacco ashes and for cigar and cigarette butts;
- 2.2 **"Building"** includes anything constructed or placed on, in, over or under land, whether permanent or temporary, into which a Person could enter;
- 2.3 **"C.A.O."** means the Chief Administrative Officer of the Town of Rimbey.
- 2.4 **"Cannabis"** means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the *Cannabis Act (Canada)* and its regulations, as amended from time to time and includes edible products that contain cannabis.
- 2.5 **"Council"** means the Council of the Town of Rimbey;
- 2.6 **"Educational Institution"** means a public or private school or post-secondary institution;
- 2.7 **"Employee"** includes a person who:
  - a) performs any work for or supplies any services to any Employer; or
  - b) receives any instructions or training in the activity, business, work, trade, occupation or profession of the Employer.



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A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.

- 2.8 **“Employer”** includes any person who as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
- 2.9 **“Health Care Institution”** means a public hospital, and the land with which it is contained;
- 2.10 **“Municipal Tag”** means a ticket or similar document issued by the Town pursuant to the *Municipal Government Act R.S.A. 2000, c. M-26, as amended*, and as referred to in Section 8 below;
- 2.11 **“Peace Officer”** means any member of the RCMP, a Peace Officer and a Bylaw Enforcement Officer or any other person designated by the CAO.
- 2.12 **“Person”** includes an individual, proprietorship, corporation or society;
- 2.13 **“Private Residence”** means a self contained living premise for domestic use of one or more persons and is provided with a separate private entrance from the exterior of a building or from a common hall, lobby or stairway, but does not include any portion of such area used as a workplace with the exception of a hotel room or motel room;
- 2.14 **“Proprietor”** means the owner, or his agent or representative of a Public Place referred to in this bylaw, and includes any person in charge thereof or anyone who controls, governs or directs the activity carried on therein, where applicable includes;
- a) the person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof;
  - b) a Regional Health Authority Board appointed pursuant to the provisions of the Regional Health Authority Act;
  - c) the Board of Governors, Board of Trustees, or President of an Educational Institution;
- 2.15 **“Public”** means any person other than the owner, lessee, proprietor or employer of a particular building or place;
- 2.16 **“Public Building”** means any enclosed building or structure as defined in this bylaw to which the public can and does have access by right or by invitation, whether or not:
- a) all classes of the public are invited;
  - b) the proprietor has the right to exclude any particular person;
  - c) payment, membership or the performance of some formality is required prior to access;
  - d) the public has access to the building only at



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.**

certain times, or from time to time;

- e) a member of the public has access only if they are a member or if they are accompanied by a member;
- f) Subject to subsection j) and k) below, if the public has access only to a portion of the building or structure, the entire building or structure shall be deemed to be a Public Building;
- g) a public premises where food or beverages are served that is not fully contained within an enclosed building; and
- h) an outside extension of an eating or drinking establishment regardless of whether it is covered;
- i) Buildings owned and operated by the Town of Rimbey

Where a building includes a private residence, the following shall apply:

- j) that portion of the building containing the private residence shall be deemed to not be a public building;
- k) If a building contains two or more private residences, those common areas of the building including washrooms, corridors, reception areas, elevators, escalators, foyers, hallways, stairways, lobbies, laundry rooms and enclosed parking garages shall be deemed to be a public building;

**2.17 "Public Place" means:**

- a) Public Buildings and those areas within 6m of an entrance or exit to a Public Building;
- b) Public Transportation Vehicles and Public Transportation Vehicle Shelters;
- c) Educational Institution;
- d) Health Care Institution and
- e) Workplaces and those areas within 6m of an entrance or exit to a Workplace;

**2.18 "Public Space" means any place to which the public has access as of right or by invitation, expressed or implied. This includes:**

- a) parks and playgrounds;
- b) green spaces;
- c) streets and lanes;
- d) sidewalks;
- e) pathways;
- f) right of ways;
- g) common spaces;
- h) parking lots;
- i) municipal reserve property;
- j) environmental reserve property;
- k) all Town of Rimbey owned buildings and land.

**2.19 "Public Transportation Vehicle" means a school bus, a bus owned or operated by or on behalf of the Town of Rimbey, a taxicab, limousine or other similar vehicle which is being used by a passenger or passengers for hire or which is being offered for hire;**



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.**

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- 2.20 **“Public Transportation Vehicle Shelter”** means any structure with a roof designed to protect a passenger from the elements while waiting for a school bus, a bus owned or operated by or on behalf of the Town of Rimby, a taxicab, limousine or other similar vehicles;
- 2.21 **“Public Use District Land”** means land within the Town of Rimby that is designated Public Use as described in the Land Use Bylaw, as amended from time to time;
- 2.22 **“Tobacco Product”** means a product composed of whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves.
- 2.23 **“Town”** means the Town of Rimby;
- 2.24 **“Town Building”** means any of the buildings owned, leased, operated or occupied by the Town of Rimby;
- 2.25 **“Sign”** means a sign as prescribed in Section 5;
- 2.26 **“Smoke” or “Smoking”** means to inhale, exhale, burn, or have control over a lighted cigarette, cigar, pipe, hooka pipe, vaporizer or other lighted smoking implement designed to burn or heat tobacco, cannabis or any other weed or substance for the purpose of inhaling or tasting of its smoke or emissions.
- 2.27 **“Violation Ticket”** means a ticket issued pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000 c. P-34, as amended* and regulations thereunder, and as referred to in Section 9 of this bylaw;
- 2.28 **“Workplace”** means any enclosed area of a building or structure in which an employee works and includes washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, enclosed walkways, amenity areas, lobbies, laundry rooms and enclosed parking garages utilized by an employee. Without limiting the generality of the foregoing:
- a) a place is a Workplace whether or not the employee is employed by the proprietor of the premises at which the employee works;
  - b) subject to clause d) below, if an employee works in any portion of a building, the entire building shall be deemed to be a workplace;
  - c) home offices that employ non-residents or that require public access shall be deemed to be a workplace; and
  - d) any portion of a building that is used exclusively as a private residence, including a hotel room or a motel room shall not be deemed to be a workplace.



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**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.**

**SECTION 3 - GENERAL PROVISIONS**

**CANNABIS**

3.1 For the regulations regarding the Smoking of Cannabis within the limits of the Town of Rimbey

3.1.1 The smoking of Cannabis is strictly prohibited in or on the following places:

- a) Public Building;
- b) Public Place;
- c) Public Space;
- d) Public Transportation Vehicles and Public Transportation Vehicle Shelters;
- e) Public Use District Land

**TOBACCO**

3.2 For the regulations regarding the Smoking of Tobacco within the limits of the Town of Rimbey

3.2.1 No Person may Smoke Tobacco within the following prescribed distances:

- a) 6m of an entrance or exit to a Public Building;
- b) 6m of an entrance or exit to a Public Place;
- c) Public Transportation Vehicles and Public Transportation Vehicle Shelters; and
- d) 6m of an entrance or exit to a Workplace.

**SECTION 4 - ASHTRAYS**

4.1 The proprietor and employer of every Public Place shall ensure that no ashtrays are placed or allowed to remain in any Public Place.

4.2 The proprietor and employer of every Public Place, if employees or members of the public from time to time gather to smoke at a location outside the Public Place, ensure that ashtrays are placed more than 6m from the entrance or exit of the Public Place.

**SECTION 5 - SIGNS**

5.1 The proprietor and employer of every Public Place shall ensure that signs are posted conspicuously and in accordance with this bylaw so as to clearly identify that smoking is prohibited.

5.2 The proprietor and employer of every Workplace, Public Building or Town Building shall ensure that:

- a) signs are posted at every entrance to the Workplace, Public Building or Town Building;
- b) signs are posted at the entrance to each washroom; and,
- c) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed.



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.**

- 5.3 The signs referred to in this bylaw shall consist of graphic symbols that comply with the provisions of this section.
- 5.4 The following graphic symbol shall be used to indicate the areas where smoking is prohibited pursuant to this bylaw:



on a white background with the circle and the interdictory stroke in red.

- 5.5 The graphic symbol referred to in Subsection 5.4 shall include the text "Town of Rimbey Smoking Bylaw" not less than 1.3 centimeters in height for signs with letter height of 2.54 centimeters, and not less than one-quarter (1/4) of the height of the letters on all other letters of the sign.
- 5.6 The graphic symbol referred to in Subsection 5.4 shall include the text "No Smoking" in letters at least five (5%) percent of the diameter of the circle or symbol, and of a letter height not less than 2.54 cm.
- 5.7 The lettering of signs may be in either upper or lower case or combination thereof but the words "letter height" when used in Subsections 5.5 and 5.6 shall mean the actual height of a letter whether it is in upper or lower case.
- 5.8 In addition to the graphic symbol referred to in Subsection 5.4 there may be added appropriate symbols such as directional arrows.
- 5.9 With respect to size of the graphic symbol, the diameter of the circle in the symbol referred to in Subsection 5.4 shall be a minimum of 15 cm.
- 5.10 Deviations from the colour or content of the signs prescribed by this section that do not affect the substance or that do not mislead do not invalidate the signs.
- 5.11 Notwithstanding that the graphic symbol in Subsection 5.4 is a cigarette, it shall be deemed to include a reference to a lighted cigar, cigarette, pipe or other lighted smoking equipment.
- 5.12 No person shall remove, alter, conceal, deface or destroy any sign posted pursuant to this bylaw.



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.**

**SECTION 6 – PENALTIES**

- 6.1 Any corporation which fails or neglects to perform the duties or requirements imposed upon it under the provisions of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000).
- 6.2 Any individual, other than a corporation, who contravenes any of the provisions or requirements of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding one thousand dollars (\$1,000).
- 6.3 The specified fine for an offence committed pursuant to this bylaw is established at:

|              |           |
|--------------|-----------|
| Individual   | \$250.00  |
| Corporations | \$1000.00 |
- 6.4 In the case of an offence that is of a continuing nature, a contravention shall constitute a separate offence in respect of each day, or part of a day, on which that offence continues.

**SECTION 7 – MUNICIPAL TAGS**

- 7.1 A Peace Officer is hereby authorized and empowered to issue a municipal tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
- 7.2 A municipal tag may be issued to such person:
  - a) either personally;
  - b) by mailing a copy to such person at his last known post office address, or
  - c) if upon a corporation, by serving the municipal tag by mailing a copy by registered mail, or serving a person who is the agent, representative, or a person in charge of the Designated Public Place.
- 7.3 The municipal tag shall be in a form approved by the CAO and shall state:
  - a) the name of the person;
  - b) the offence;
  - c) the municipal or legal description of the land on or near where the offence took place, including the date and time;
  - d) the appropriate penalty for the offence as specified in Section 6 of this bylaw;
  - e) that the penalty shall be paid within 30 days of the issuance of the municipal tag;
  - f) any other information as may be required by the CAO.
- 7.4 Where a municipal tag is issued pursuant to Section 7 of this bylaw, the person to whom the municipal tag is issued may, in lieu of being prosecuted for the offence, pay the penalty to the Town the penalty specified within the time period indicated on the municipal tag.



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**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.**

- 7.5 Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

**SECTION 8 - VIOLATION TICKET**

- 8.1 In those cases where a municipal tag has been issued and if the penalty specified on a municipal tag has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34 as amended.*
- 8.2 Notwithstanding Section 7 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended,* to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

**SECTION 9 - SEVERABILITY**

- 9.1 If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

**SECTION 10 - ENFORCEMENT**

- 10.1 For the enforcement of this bylaw, a Peace Officer, upon producing proper identification, may at all reasonable hours, enter any Designated Public Place and may make examinations, investigations and inquiries.
- 10.2 A Peace Officer is a Designated Officer for the purposes of *ss. 542 – 545 of the Municipal Government Act, R.S.A. 2000, c.M-26, as amended.*

**SECTION 11 – EFFECTIVE DATE**

- 11.1 This Bylaw shall come into effect upon third and final reading.

READ a First Time in Council this 23 day of October 2018.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis



**BYLAW NO. 948/18**

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF  
ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES  
AND WORKPLACES.**

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READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Mayor Rick Pankiw

\_\_\_\_\_  
Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor Rick Pankiw

\_\_\_\_\_  
Chief Administrative Officer Lori Hillis

# 948/18 SMOKING BYLAW QUESTIONNAIRE RESULTS REPORT

## CANNABIS

The smoking of Cannabis is strictly prohibited in or on the following places:

### Public Place

|  | Yes      | No     |
|--|----------|--------|
| Public Buildings and those areas within 6m of an entrance or exit to a Public Building | 28 (94%) | 2 (6%) |
| Workplaces and those areas within 6m of an entrance or exit to a Workplace             | 28 (94%) | 2 (6%) |

### Public Space

|                                | Yes      | No      |
|--------------------------------|----------|---------|
| Parks and playgrounds          | 30 (97%) | 1 (3%)  |
| Green spaces                   | 26 (90%) | 3 (10%) |
| Streets and lanes              | 26 (84%) | 5 (17%) |
| Sidewalks                      | 28 (88%) | 4 (12%) |
| Pathways                       | 25 (81%) | 6 (19%) |
| Right of ways                  | 26 (87%) | 4 (13%) |
| Common spaces                  | 29 (97%) | 1 (3%)  |
| Parking lots                   | 27 (85%) | 5 (15%) |
| Municipal reserves             | 27 (87%) | 4 (13%) |
| Environmental reserve property | 27 (94%) | 2 (6%)  |

Do you agree there should be a designated location within the Town of Rimbey to smoke cannabis?

|            |         |           |          |
|------------|---------|-----------|----------|
| <b>Yes</b> | 4 (13%) | <b>No</b> | 25 (87%) |
|------------|---------|-----------|----------|

## TOBACCO

For the regulations regarding the Smoking of Tobacco within the limits of the Town of Rimbey, do you agree that:

No Person may Smoke Tobacco within the following prescribed distances:

|   | Yes      | No     |
|---|----------|--------|
| 6 m of an entrance or exit to a Public Building | 26 (93%) | 2 (7%) |
| 6 m of an entrance or exit to a Public Place    | 25 (93%) | 2 (7%) |
| 6 m of an entrance or exit to a Workplace       | 25 (93%) | 2 (7%) |

Additional Comments:

Cannabis smoking should be only in your own home.

---

Not sure if the public taxpayer should be concerned about paying for someone to have access to smoke/ingest cannabis.

---

The only place people should be allowed to smoke cannabis is in their own home or property. I would rather people were not allowed to smoke it anywhere. That goes for tobacco also. The answer is difficult.

---

If the town provided a place for people to smoke cannabis, who would monitor it 24/7 to be certain no one under 18 was there. The town would also have to pay someone to clean it. It is now legal for people to use cannabis on/in their private property – I think that is sufficient. I think you have written a good and thorough bylaw. I also agree with the thought that we need to see what develops – if there are problems, concerns that are unexpected, if so things can be changed, but it seems to me that this bylaw is good as is.

---

Use 5 m like the act

---

People who use pot are not to be given privilege

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Smoking cannabis is a personal decision and should be kept for private spaces. This has no area to be allowed in public spaces.

---

Absolutely not. You would attract more problems than at the skate board park. There are much better ways to spend tax dollars.

---

This meeting was very disappointing. I expected information, questions and discussion. I learned nothing. A question – The ash trays that public places have to provide, how will you keep them from being free vending machines?

---

Should the situation occur – no public funds should be utilized to rent or own a property for the purpose of smoking cannabis – ever. If a private individual should want to provide a separate location from their own home, to provide a location for “pot” smoking that property should have certain bylaws set for maintenance/insurance of property; maintenance of public behavior (avoid loitering etc. causing neighbor problems). The persons who enjoy this activity should continue as they have before cannabis being made legal. Cannabis smokers are not a special interest group!

---

We don't provide a place to smoke cigarettes – why on earth would you use my tax payers money to smoke cannabis? This is definitely a stupid idea. They can smoke at home. I am dead against providing a place so people can smoke cannabis. This is a stupid idea. I think my tax payers money can be spent else where. You would have to hire a person for cleaning up and maintenance. Cannabis should be smoked in your own home.

---

If there is a need, where do people who live in apartments go to smoke? The parking lots?

---

Smoking Section – I believe these should be “from the public entrance/exit. Back doors where public does not have access should not need comply.

---

The proposed bylaw for “the regulations regarding the smoking of tobacco” does not contain strong enough language. The verb “smoking” should be replaced with “consuming” so that there is no ambiguity regarding sniffing and chewable tobacco products. Consumption of tobacco should include and refer to smoking sniffing and or chewing.

---

The story of enforcing laws – Give someone rights-take rights from someone else. Individuals should be responsible for adhering to bylaws. (if they chose to smoke do so where it is allowed. The town definitely does not have responsibility for supplying the convenience. If children are in the home and parents are concerned maybe they should think of the example they are setting and get help for their addictions! I feel this legalization is not going to correct any problems but make more. God held our land.

---

People using medical cannabis would use it in their homes, controlled environment, hospital etc. or they can choose (arrange) to be at home. The government legalized cannabis, but there is no legal requirement to supply a building to consume it. The taxpayer does not supply a place for alcohol or cigarettes to be consumed.

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This person crossed out all the 6m and inserted 5.

---

Smoking should be restricted to private property and homes. Rental units subject to owner/ land lord approval

---

Cannabis store should not be located on main street or by a kid designated store. Should be located at:1) off main street (like at old tan zone), 2) industrial area. It's a great business idea, just don't like it on main street.

---

I would like to see Rimbey designated as a completely smoke free space! Instead of following the pack why not lead the way! Set a precedent for the province! There is no prize for being the second community to make a good decision.

---

5.2 Signs a), b) c). Why are signs not just required at entrances and exits? Ashtray exceptions die to space? Change to consumption.

---

I was at the meeting about the Cannabis bylaw tonight but I want to add something to my questionnaire. Do we need to provide a place for people to smoke Cannabis? No. The argument may be that people need medical Cannabis but it comes in many forms. People who use it medically do not have to smoke it in public. They can get an oil to spray, eat it in baking or buy it in some other form to use in public settings. Medical cannabis has been legal in Canada since 2001 and for 17 years people who were using it medically could not smoke it or vape it in public. Those who needed it for pain could not smoke it in hospitals. They must have found some other solution. Personally I can't understand the thinking that the Town would have any obligation to provide a place to smoke cannabis, so count me opposed to a public spot or building. I'm sure it would become a place for people to hang out to use recreational marijuana and the harder stuff that comes next. I just can't imagine that such a place would be an improvement in Rimbey. My understanding is that at this point it would be illegal to provide such a space.

---

Cannabis – I believe more than 6 m is required. Designated location – not if it is paid for by tax payers. As a parent, my concern is this: If you can smell tobacco/cannabis smoke, it is entering you bloodstream. I wish to protect my children from this. I don't believe that smoking should be permitted in public at all. The bench in front of the library is an area of concern to me. As my kids and I park our bikes and gather our books to go inside, we are often greeted with a cloud of smoke. There also needs to be provisions in this bylaw for instances of smoke in residential areas. People smoking cannabis in their backyards can be tolerated occasionally, but if it is frequent enough that I am unable to open my windows in the summer, that is not fair.

---

Cannabis should be treated exactly like alcohol. You can't have a beer in a public space – nor should you be able to smoke a joint. I would like to see no smoking on town property – however that makes it difficult for the renters of the community centre and arena.

---

If all you are doing is changing the distance, you might consider adding Section 1(1) Window. Are you going to put up signs for visitors to know that Rimbey has different distances than the rest of the Province? Must have had a lawyer do this up because one section will contradict another. (look under "Ashtrays")

---

Smoking of cannabis should not be prohibited anywhere period! Smoking of tobacco should only be allowed on private property only!

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TOWN OF RIMBEY REQUEST FOR DECISION

|                                    |  |
|------------------------------------|--|
| <b>Council Agenda Item</b>         | 7.1  |
| <b>Council Meeting Date</b>        | December 11, 2018  |
| <b>Subject</b>                     | Superior Safety Codes Inc.   |
| <b>For Public Agenda</b>           | Public Information   |
| <b>Background</b>                  | <p>The Town of RimbeY is an Accredited Municipality pursuant to the Safety Codes Act and requires an Accredited Agency to provide services within the corporate boundaries of the Municipality for the building, electrical, plumbing and gas permits.</p> <p>Superior Safety Codes Inc. has provided this service to the Town of RimbeY for many years. The Safety Codes Service Agreement expires December 31, 2018.</p> |
| <b>Discussion</b>                  | Superior Safety Codes Inc. has forwarded a new Safety Codes Service Agreement for the period of January 1, 2019 through December 31, 2021.   |
| <b>Relevant Policy/Legislation</b> | Safety Codes Act<br>Fees for Services Bylaw 905/15   |
| <b>Financial Implications</b>      | Amendments to the Fees for Services Bylaw 905/15 Schedule "A" effective as of January 1, 2019  |
| <b>Attachments</b>                 | Safety Codes Service Agreement   |
| <b>Recommendation</b>              | Administration recommends Council authorize Mayor Pankiw and Chief Administrative Officer Lori Hillis to execute the Safety Codes Service Agreement with Superior Safety Codes Inc. for the period of January 1, 2019 through December 31, 2021.   |

Prepared By:

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Dec 7/18*

Date

Endorsed By:

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Dec 7/18*

Date



# **SAFETY CODES SERVICES AGREEMENT**

THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018

**BETWEEN:**

**TOWN OF RIMBEY  
P.O. Box 350  
Rimbey, AB T0C 2J0  
"The Municipality"**

-and-

**SUPERIOR SAFETY CODES INC.  
14613-134 Avenue  
Edmonton, AB T5L 4S9  
"The Agency"**

## **RECITALS**

1. The Town of Rimbey, hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

- **Building**
- **Electrical**
- **Plumbing**
- **Gas**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plans and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- Compliance
- Appeal
- Emergency
- Enforcement (up to 8 hours; \$125.00/hour after 8 hours)
- Investigation

Costs for extra services, such as; Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,

3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement.

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

## **1 INTERPRETATIONS**

### **1.1 Definitions**

- a) "Accredited Agency" means a Corporation designated as an accredited agency under the Act;
- b) "Accredited Municipality" means a municipality that is designated as an accredited municipality under the Act;
- c) "Act" means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d) "Agency" means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
- e) "Agreement" means this document, Schedule A (the Quality Management Plans for the Municipality) and Schedule B (the Fee Schedule) as amended from time to time;
- f) "Commencement Date" is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
- g) "Events of Default" means any one or more of the Events of Default specified in Article 5 hereof;
- h) "Permit Regulation" means Alberta Regulations, A.R. 204/2007 as amended;
- i) "QMP Manager" means the person designated by the Municipality pursuant to Clause 3.21.a of this agreement and the "person responsible" under Schedule A;
- j) "Record" means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded or stored on any manner, but does not include software or any other mechanism that produces records;
- k) "Safety Codes Officer" (SCO) means an individual designated as a safety codes officer under the Act;
- l) "Services" means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provisions of inspections and compliance monitoring services as listed in Clause 3.1.a.
- m) "Term" has the meaning attributed thereto in Clause 4.1.a

### **1.2 Rules of Interpretation**

- a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
  - i) a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
- b) All monetary amounts refer to the lawful currency of Canada;
- c) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;

- d) References to "parties" shall mean the parties to this Agreement and a reference to a "party" shall mean one of the parties to this Agreement.

## **2 APPOINTMENT**

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

## **3 AGENCY SERVICES AND COMMITMENTS**

### **3.1 Agency Duties**

- a) The Agency shall:
- i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality's Quality Management Plans attached as Schedule "A" to this Agreement. The Services shall be provided within the scope of the Agency's accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
  - ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
  - iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
  - iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
  - v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

### **3.2 Agency Performance**

- a) The Agency shall, as outlined in this Clause:
- i) perform the Services in an effective and timely manner in accordance with Clause 3.5;
  - ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner's representative(s) to achieve compliance with the Act; and
  - iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

### **3.3 Agency Personnel**

- a) The Agency shall, as outlined in this Clause:
  - i) employ persons knowledgeable about the applicable codes, standards and regulations, relative to Services it provides;
  - ii) employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
  - iii) maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers.

### **3.4 Quality Management Plan Training**

- a) The Agency shall:
  - i) train its SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
  - ii) maintain the training records on the Agency SCO file;
  - iii) ensure its SCOs have ongoing access to a current copy of the Municipality's QMP appropriate to their discipline and Services.

### **3.5. Compliance Monitoring**

- a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
  - i) the Agency SCO shall:
    - endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
    - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
    - inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
    - inspect all work in place at the time of inspection.
- b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager on an individual basis.
- c) The Agency SCO shall, for each inspection required by the QMP:
  - i) complete an inspection report as accepted by the QMP Manager;
  - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;
  - iii) perform follow-up inspections as required by the QMP,
  - iv) upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
- d) The Agency SCO shall record on the inspection report:
  - i) the stage(s) of work being inspected;

- ii) a description of the work in place at the time of inspection; and
  - iii) all observed Deficiencies or Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- f) A **deficiency** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

### **3.6 Consultative Services**

- a) The agency shall provide consultative services to municipal residents, including:
  - i) technical advice;
  - ii) advice and interpretation on related codes and standards.

### **3.7 Situations of Imminent Serious Danger**

- a) If a situation of imminent serious danger to persons or property because of any thing, process or activity to which the Act applies, is observed.
  - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
  - ii) the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

### **3.8 Orders**

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
  - i) first make every reasonable effort to facilitate conformance with the Act;
  - ii) issue an order in the format accepted by the QMP Manager;
  - iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
  - iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
  - v) carry out an order in accordance with the Act.

### **3.9 Variances**

- a) The Agency's SCOs may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
  - i) issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;
  - ii) issue a variance only on a project where the Municipality has issued a permit;

- iii) issue a variance in the format accepted by the QMP Manager;
- iv) ensure a variance provides an equivalent or greater level of safety;
- v) issue a variance only for site specific applications;
- vi) record the details of a variance in the project file;
- vii) provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, the Technical Administrator, and;
- viii) issue a variance only when the safety or rights of others is not compromised; and
- ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

### **3.10 Records**

- a) The Agency shall maintain a file system, to the satisfaction of the QMP Manager, for all the records associated with performing the Services including:
  - i) permit applications and permits;
  - ii) plans, specifications, and other related documents;
  - iii) plans review reports;
  - iv) requests for inspections;
  - v) inspection reports;
  - vi) verification of compliance;
  - vii) variance;
  - viii) orders;
  - ix) occupancy certificate, and;
  - x) related correspondence and/or other relevant information.

### **3.11 File Flow**

- a) upon acceptance of a development application, the Municipality will submit the file to the Agency for review.

### **3.12 Ownership of Records**

- a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager immediately upon request.
- b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.

### **3.13 Records Management**

- a) The Agency shall:
  - i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for information initiated under that statute shall be conducted through the QMP Manager.

- The Agency shall immediately forward all requests for information under that statute to the QMP Manager;
- ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
  - iii) disclose the information only with the consent of the QMP Manager; and
  - iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.
- b) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views are necessary to remedy the inadequacy.
  - c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.
  - d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the QMP Manager.
  - e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager.

### **3.14 Collection and Payment of Fees**

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Agency shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). All permit fees will be forwarded to the Municipality on a monthly basis. Then as work is completed, the Agency will invoice the Municipality for their share.
- c) The Municipality agrees to pay the Agency remuneration in the amount of 60% of the building permit fees and 50% of the electrical, gas and plumbing permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.
- e) Permit fees will be reviewed on annual basis to factor in inflation.

### **3.15 Workers' Compensation Coverage**

- a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement.

### **3.16 Regulatory Requirements**

- a) The Agency shall comply with the requirements of the municipal, provincial and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

### **3.17 Insurance**

- a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- b) The Agency shall provide:
  - i) comprehensive or commercial general liability insurance within limits of not less than \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury and property damage (including loss of use thereof).
  - ii) "All Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
  - iii) "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence.
- c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

### **3.18 Acknowledgements**

- a) The Agency acknowledges that:
  - i) the Municipality will contract with no more than one (1) accredited agency;
  - ii) the Municipality may change its accreditation status under the Act.
- b) The Agency and Municipality acknowledge that:
  - i) they will maintain the Municipality's present first rights over Accredited Corporations throughout the term of this contract.

### **3.19 Relationship of Parties**

- a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.



### **3.20 Notices**

- a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

**TOWN OF RIMBEY  
P.O. Box 350  
Rimbey, AB T0C 2J0  
Attention: Lori Hillis**

- and -

**SUPERIOR SAFETY CODES INC.  
14613-134 Avenue  
Edmonton, AB T5L 4S9  
Attention: Raymond Hajjar**

- b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

### **3.21 Liaison**

- a) The Municipality shall designate the QMP Manager as the Municipality's representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.

### **3.22 Reports**

- a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

### **3.23 Indemnity and Hold Harmless**

- a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employer in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.
- b) The Agency shall Indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them

harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.

- c) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

### **3.24 Performance Review**

- a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.

### **3.25 Termination or Suspension of Agreement**

- a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.
- b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- c) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

## **4 TERMS**

### **4.1 Term**

- a) Subject to Clauses 3.25, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of **January 1, 2019** and expires on **December 31, 2021** with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

## **5 EVENTS OF DEFAULT**

### **5.1 Cause**

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
- i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
  - ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
  - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
  - iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
  - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
  - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
  - vii) non-performance or inadequate performance by the Agency of the Services;
  - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
  - ix) an inability of the Agency to provide effective and appropriate Services;
  - x) each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
- i) its accreditation under the Act is suspended or cancelled;
  - ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
  - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

## **5.2 Survival of Terms**

- a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

## **5.3 Transition Services**

- a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality's satisfaction).

## **5.4 Amendment Provisions**

- a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary or amend Schedule "A" or "B" by giving notice to the Agency in accordance with Clause 3.20 of this Agreement.
- b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

## **5.5 General**

- a) Time is of the essence in this Agreement.
- b) The Agency shall ensure that its employees, subcontractors and agents comply with the provisions of this Agreement.
- c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
- d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
- e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
- f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
- h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.

- i) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.
- j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the date first above written.

**TOWN OF RIMBEY**

**SUPERIOR SAFETY CODES INC.**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**Town of Rimbey**

**Uniform Quality Management Plan**

**Version: August 19, 2011**

# Town of Rimbey

## Uniform Quality Management Plan

This Uniform Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.



Administrator of Accreditation

FEB 27 / 2013

Date



**SAFETY CODES COUNCIL**

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**Schedule A**

**Scope and Administration**

## SCOPE OF ACCREDITATION

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

### **Building**

- All parts of the Alberta Building Code.

### **Electrical**

- All parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations at Oil and Gas Facilities.

### **Plumbing**

- All parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

### **Gas**

- All parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

## **ADMINISTRATION OF THE TOWN OF RIMBEY UNIFORM QUALITY MANAGEMENT PLAN**

### **Adherence to the Uniform Quality Management Plan**

Town of Rimbey herein referred to as "The Municipality" is responsible for the administration, effectiveness, and compliance with this Uniform Quality Management Plan (UQMP) that includes Schedule A – Scope and Administration and Schedule B - Uniform Service Delivery Standards.

The Municipality will provide services under Schedule B – Uniform Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Uniform Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency's compliance with Schedule B – Uniform Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this UQMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this UQMP may result in suspension or cancellation of the Municipality's accreditation.

### **Policy for Personnel Training**

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

### **Freedom of Information**

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this UQMP.

## **Records Retention & Retrieval**

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

## **Declaration Of Status**

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

## **Annual Review**

The Municipality will conduct an annual review of this UQMP program in SCC non-monitored years. At the conclusion of the internal review, the executive authority for the Municipality will provide to the SCC, a letter of conformance findings including successes, area for improvement, and the methodology to achieve improvement / correction.

## **Revisions**

Revisions to this UQMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this UQMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the UQMP.

## **Revision Control System**

The Municipality will ensure its SCOs have ongoing access to a copy of this UQMP and contracted accredited Agencies are provided with a copy of this UQMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this UQMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this UQMP.

**Notices**

Any correspondence in regards to this UQMP will be forwarded to:

Tony Goode

tony@rimbey.com

Name of Chief Administrative Officer

E-mail address

Town of Rimbey

4938 – 50th Avenue  
Box 350,  
Rimbey, AB T0C 2J0

Name of Municipality

Address of Municipality

403-843-2113

403-843-6599

Phone number of Municipality

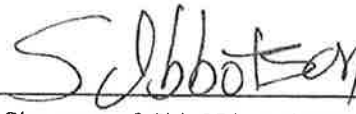
Fax number of Municipality

**Municipality Agreement**

In accordance with Council Resolution # 042/13 of February 11, 2013 the Town of Rimbey hereby provides agreement and signature to this UQMP.



Signature of Chief Administrative Officer



Signature of Chief Elected Official

Tony Goode, CAO

Sheldon Ibbotson, Mayor

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

**Schedule B**

**Uniform Service Delivery Standards**

## **Section 1: Scope of Services**

The Uniform Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- alternative solutions/variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

## **Section 2: Performance**

The Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- perform the services with impartiality and integrity, and
- provide services in a professional and ethical manner.

## **Section 3: Personnel**

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ SCOs who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to service levels the Municipality provides, and
- maintain a registry of all SCOs they employ, their level(s) of Certification, and Designation of Powers.

## **Section 4: Quality Management Plan Training**

The Municipality will:

- train its SCOs and other involved staff in the requirements of this UQMP, and
- maintain the training records on the employee's file.

## **Section 5: Records**

The Municipality will maintain a file system for all the records associated with performing the services including:

- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- investigation reports,
- verifications of compliance,
- Alternative Solutions / Variances,
- Orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

## **Section 6: SCC Operating Fees**

The Municipality will collect the SCC operating fee for each permit issued under authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

## **Section 7: Orders**

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format provided on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca). Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

## **Section 8: Alternative Solutions / Variances**

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca) ).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:

- owner,
- contractor if applicable,
- SCC, and
- the Municipality's file.



## Section 9: Compliance Monitoring

### General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance; using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

### Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

#### Permit Applications

Permit Applications will include the following information:

- name of the issuing Municipality,
- permit discipline type,
- date of application,
- applicant's name, address, and phone number, and email,
- contractor's name, address, and phone number, and email (if known),
- owner's name, address, and phone number, and email,
- project location by legal description, civic address, and municipality,
- description of the work,
- state the use or proposed use of the premises,
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

**“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with 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 municipality.”**

- any other information the SCO or permit issuer considers necessary.

#### Permits

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the permit issuer considers necessary
- issuer's name, signature, and designation number,.

## **Permit Conditions**

A permit may contain terms and conditions that include but not limited to:

- permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- the date on which the permit expires,
- a condition that causes the permit to expire,
- the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the qualifications required of the person responsible for the undertaking and/or doing the work,
- an identification number or label to be affixed to the undertaking,
- requirement to obtain the approval of a safety codes officer before any part of the building or system is covered or concealed.

## **Site Inspections**

An SCO will inspect:

- to determine if the use, occupancy, sites or work complies with the SCA and relevant codes and standards, permits, and conditions,
- within the time frames noted in the discipline specific sections of this UQMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection unless otherwise noted in this UQMP),
- at the stage(s) indicated in the discipline specific sections of this UQMP, and
- all work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

## **Inspection Reports**

A SCO will, for each inspection required by this UQMP, complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- municipality name and date,
- owner name, address, phone number, and email,
- contractor name, address, phone number, and email,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the owner, project consultant, architect, or consulting engineers, and

- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO, a verification of compliance may be accepted in lieu of an on-site reinspection).

### **Verification of Compliance**

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this UQMP (eg. labelled mobile home siting, minor residential improvements).

An SCO, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance,
- permit number and discipline,
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

### **No-Entry Policy**

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

### **Permit Services Report**

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this UQMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this UQMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

## **APPENDIX A: BUILDING DISCIPLINE**

### **Building Permits**

The Municipality will, **prior** to permit issuance:

- obtain two complete sets of construction documents as outlined in the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC.

### **Construction Document Review**

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and Municipality's file; and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

### **Compliance Monitoring on Projects requiring Professional Involvement**

The Municipality will collect and maintain on file, required schedules and/or a letter(s) of compliance from the professional architect or engineer when a part or parts of the building require a professional architect or engineer.

The Municipality will collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when overall professional architect and/or engineer involvement is required for the work covered under a permit.

## Building Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following tables:

### Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

| Type Of Project  | Type of Building & Major Occupancy  | Minimum # of Inspections | Inspection Stage<br>(NOTE: inspect all work in place at time of inspection)   |
|--|---|--------------------------|---|
| New Construction<br><b>OR</b><br>Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)                             | Single & Two Family Dwellings (Group C)   | 2                        | <ul style="list-style-type: none"> <li>o complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>o solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>o insulation and vapour barrier (prior to drywall)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>o final, including HVAC completion within 365 days of permit issuance</li> </ul>                  |
| New Construction<br><b>OR</b><br>Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)                             | Multi-family Residential, Townhouses, Small Apartments (Group C)                            | 2                        | <ul style="list-style-type: none"> <li>o complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>o solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>o insulation and vapour barrier (prior to drywall)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>o final, including fire alarm and HVAC completion (within 180 days of permit issuance)</li> </ul> |
| New Construction<br><b>OR</b><br>Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)                             | Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3) | 2                        | <ul style="list-style-type: none"> <li>o complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>o HVAC rough-in</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>o framing, structure (prior to insulation and vapour barrier)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>o final, including HVAC completion (within 180 days of permit issuance)</li> </ul>  |
| Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) <b>OR</b><br>Other types of permits not covered in this table. | All types of Part 9 Buildings (Group C, D, E, F2, F3)                                       | 1                        | <ul style="list-style-type: none"> <li>o final (within 180 days of permit issuance)</li> </ul>  |

**Site Inspection Stages for Part 3 Buildings Not Requiring Overall Professional Involvement**

| Type Of Project  | Major Occupancy  | Minimum # of Inspections | Inspection Stages<br>(NOTE: inspect all work in place at time of inspection)  |
|--|------------------|--------------------------|---|
| New Construction<br><b>OR</b><br>Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)                               | A, B, C, D, E, F | 2                        | <ul style="list-style-type: none"> <li>o *foundation</li> <li><b>OR</b></li> <li>o *framing, structure</li> <li><b>OR</b></li> <li>o *HVAC rough-in</li> <li><b>OR</b></li> <li>o *fire suppression systems</li> <li><b>OR</b></li> <li>o *fire alarm system</li> <li><b>OR</b></li> <li>o *HVAC completion</li> <li><b>OR</b></li> <li>o *interior partitioning</li> <li><b>AND</b></li> <li>o *final (within 365 days of permit issuance)</li> </ul> <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p> |
| Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less)<br><b>OR</b><br>Other types of permits not covered in this table | A, B, C, D, E, F | 1                        | <ul style="list-style-type: none"> <li>o final (within 365 days of permit issuance)</li> </ul>  |

**Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement**

| Type Of Project   | Major Occupancy  | Minimum # of Inspections | Inspection Stages<br>(NOTE: inspect all work in place at time of inspection)   |
|---|------------------|--------------------------|--|
| New Construction<br><b>OR</b><br>Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)                               | A, B, C, D, E, F | 2                        | <ul style="list-style-type: none"> <li>o interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>o final (within 365 days of permit issuance)</li> </ul> |
| Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less)<br><b>OR</b><br>Other types of permit not covered in this table. | A, B, C, D, E, F | 1                        | <ul style="list-style-type: none"> <li>o final (within 180 days of permit issuance)</li> </ul>   |

**Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations** will consist of at least one site inspection within 120 days of permit issuance; or at the discretion of the SCO, consist of a completed Verification of Compliance.

**Site Inspection of Part 10 buildings** will consist of at least one on-site inspection at the final set-up stage within 120 days of permit issuance.

**Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit)** will consist of at least one on-site inspection, prior to covering, within 120 days of permit issuance.

**Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit)** will consist of at least one on-site inspection at the completion stage, prior to covering, within 120 days of permit issuance.

**Site Inspection for Demolition permits (under separate permit)** will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

**Site Inspection of Non-flammable Medical Gas Piping Systems** will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.

## APPENDIX B: ELECTRICAL DISCIPLINE

### Electrical Permits

The Municipality will issue Electrical Permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

### Electrical Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

#### Site Inspections for Electrical Installations

| Type of Project   | Minimum # of Inspections | Inspection Stages<br>(NOTE: inspect all work in place at time of inspection)  |
|---|--------------------------|---|
| Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)                | 2                        | <ul style="list-style-type: none"> <li>○ rough-in inspection (prior to cover-up)</li> <li><b>AND</b></li> <li>○ final inspection (within 365 days of permit issuance)</li> </ul>                            |
| Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)             | 1                        | <ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance)</li> </ul>  |
| Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)                 | 1                        | <ul style="list-style-type: none"> <li>○ completed rough-in inspection (prior to cover-up)</li> <li><b>OR</b></li> <li>○ final inspection (within 180 days of permit issuance)</li> </ul>                   |
| Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)                  | 2                        | <ul style="list-style-type: none"> <li>○ completed rough-in inspection (prior to cover-up)</li> <li><b>AND</b></li> <li>○ final inspection (within 365 days of permit issuance)</li> </ul>                  |
| Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less) | 1                        | <ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance)</li> </ul>  |
| Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services       | 1                        | <ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul> |
| Annual Permit (for minor alterations/additions conducted on one site)   | 2                        | <ul style="list-style-type: none"> <li>○ mid-term inspection</li> <li><b>AND</b></li> <li>○ final inspection (within 60 days of expiry of permit)</li> </ul>  |



## APPENDIX C: PLUMBING DISCIPLINE

### Plumbing Permits

The Municipality will issue Plumbing permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installation.

### Plumbing Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

#### Site Inspections for Plumbing Installations

| Installation Type  | Minimum # of Inspections | Plumbing Installation Stage<br>(NOTE: inspect all work in place at time of inspection)   |
|--|--------------------------|--|
| Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures) | 2                        | <ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul> |
| Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)   | 1                        | <ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>OR</b></li> <li>○ final completion (within 180 days of permit issuance)</li> </ul>  |
| Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)  | 1                        | <ul style="list-style-type: none"> <li>○ completed rough-in below grade</li> <li><b>OR</b></li> <li>○ completed rough-in above grade prior to covering (within 180 days of permit issuance)</li> </ul>   |
| Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)   | 2                        | <ul style="list-style-type: none"> <li>○ completed rough-in below grade (prior to covering)</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul>  |
| Single Family Residential or Farm Building (with 5 fixtures or less)                               | 1                        | <ul style="list-style-type: none"> <li>○ final completion (within 90 days of permit issuance)</li> </ul>   |

### Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

### Permit Issuance for Private Sewage Disposal Systems

The Municipality will, **prior** to permit issuance:

- require the permit applicant to provide all relevant installation details including:
- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s),
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and

- the depth to the water table if less than 2.4 m from ground surface,  
and
- require a Plumbing Group B SCO to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

### **Private Sewage Disposal System Site Inspections**

A Plumbing Group B SCO will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

## APPENDIX D: GAS DISCIPLINE

### Gas Permits

The Municipality will issue Gas Permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installation.

### Gas Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

#### Required Site Inspections for Gas Installations

| Installation Type   | Minimum # of Inspections | Gas Installation Stages<br>(NOTE: inspect all work in place at time of inspection)  |
|---|--------------------------|---|
| Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU) | 2                        | <ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul> |
| Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)   | 1                        | <ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>OR</b></li> <li>○ final completion (within 180 days of permit issuance)</li> </ul>  |
| Single Family Residential or Farm Buildings under a Contractor Permit                         | 1                        | <ul style="list-style-type: none"> <li>○ final completion (within 180 days of permit issuance)</li> </ul>   |
| Single Family Residential or Farm Buildings under a Homeowner permit                          | 1                        | <ul style="list-style-type: none"> <li>○ final completion (within 365 days of permit issuance)</li> </ul>   |
| Temporary Heat Installations (under separate permit)  | 1                        | <ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance)</li> </ul>  |

**APPENDIX E: List Of Administrative Forms Available On  
The SCC Web Site:**

[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

- 1. Order**
- 2. Alternative Solution / Variance**
- 3. Request for Alternative Solution / Specific Variance**
- 4. Application for Designation of Powers**
- 5. Sample Permits (SCA & non-SCA)**
- 6. Sample Permission forms**

## APPENDIX F: Permit Services Report (sample)

### PERMIT SERVICES REPORT

Issued by: \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_  
(Municipality name) (date of issue) (Owner name)

**Re:**

Permit number: \_\_\_\_\_

Type of Permit:  Building  Electrical  Plumbing  Gas

**Location:**

Municipality: \_\_\_\_\_

Lot \_\_\_\_ Block \_\_\_\_ Plan \_\_\_\_ OR Part of \_\_\_\_ Sec \_\_\_\_ Twp \_\_\_\_ Rge \_\_\_\_ West of \_\_\_\_

**Status:**

Compliance monitoring services have been provided as required by the SCA, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

- work complies** with the intent of the SCA and applicable regulations.
- work may not comply** as
  - a Safety Codes Officer was unable to gain entry for the required site inspection(s)
  - the permit expired
  - the permit was cancelled
- deficiencies must be corrected** for the work to meet the intent of the SCA and applicable regulations (refer to attached list or inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

\_\_\_\_\_  
Signature of Municipality Representative

cc: permit file

*Note: This report remains on file as record of compliance or non-compliance with the provisions of the SCA, regulations, Codes, and standards. Pursuant to the SCA, the "Owner" is responsible for meeting the requirements of the Act.*



## ***SAFETY CODES COUNCIL***

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#1000, 10665 Jasper Avenue N.W., Edmonton, Alberta, Canada, T5J 3S9  
Tel: 780-413-0099 / 1-888-413-0099 • Fax: 780-424-5134 / 1-888-424-5134  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

February 20, 2014

Tony Goode  
Town of Rimbey  
BOX 350, 4938 - 50 Ave  
RIMBEY AB T0C 2J0

### **RE: New Certification and Training Structure for Building Safety Codes Officers**

Dear Tony Goode:

As the contact for Town of Rimbey in the building discipline, please be advised that the Safety Codes Council (Council) will be implementing a new certification and training structure for Building Safety Codes Officers (SCOs) upon the adoption of the next edition of the Alberta Building Code. It is anticipated that the next edition of the code will be adopted in the spring of 2014.

The new certification and training structure was developed through consultation with the Building Sub-Council, Building SCOs and accredited organizations in order to:

- provide flexibility for Building SCOs and their employers by maintaining separate structural and HVAC certifications;
- streamline training and reduce overall training costs for students, Building SCOs and accredited organizations;
- simplify and clarify the scopes of practice for Building SCOs;
- establish a more appropriate scope of practice for new Building SCOs; and
- more closely align certification levels used in Alberta with those used for building officials in other provinces and territories.

.../2

Building SCOs are **not required** to transition to the new certification levels or complete additional training to maintain their certification as a result of these changes.

There will be a one-year transition period after the new certification and training structure is implemented. During the transition period, students and SCOs can continue registering in the current courses to obtain Building SCO certification(s). Once the transition period ends, students and SCOs can only register for the new training courses. Anyone holding Building SCO certification(s) (Group and Level) at the end of the transition period can maintain that certification.

After the transition period ends, anyone wanting to obtain new Building SCO certifications will only be able to enroll in the new training courses. The Council is encouraging Building SCOs to voluntarily transition to the new certification levels using the current courses before the end of the one-year transition period. Some current courses will be offered at a reduced price of \$200 during the transition period to support SCOs who want to transition to the new certification levels.

Please review the enclosed document to find out more about the new certification and training structure. Additional information is available on the Council's website ([www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)) and further updates will be available through *Partners Newsletter*. You can sign up online to receive the newsletter on the Council's website.

If you have any questions, please contact the Council at 780-413-0099 or 1-888-413-0099. You can also email the Council at [certification@safetycodes.ab.ca](mailto:certification@safetycodes.ab.ca) for additional information.

Sincerely,

Tyler Wightman  
Administrator of Certification

Celia McDonagh  
Manager of Training

**TOWN OF RIMBEY  
BUILDING PERMIT FEE SCHEDULE**

**Residential Installations**

| Description   | Permit Fee – not including SCC levy*     |
|---|--|
| New Single Family Dwellings, Additions  | \$5.00 per \$1000 of Project Value **    |
| Relocation of a Building<br>(on crawlspace or basement)                               | \$0.30 per square foot of main floor     |
| Relocation of a Building<br>(on piles or blocking only)                               | \$150.00                                 |
| Garage, Renovation,<br>Basement Development (not at time of new<br>home construction) | \$0.25 per square foot of developed area |
| Minimum Residential Building Permit Fee<br>including demolition                       | \$100.00                                 |

**Commercial, Industrial, Institutional**

| Description                              | Permit Fee – not including SCC levy*  |
|--|---------------------------------------|
| New, Addition, Renovation                | \$5.50 per \$1000 of Project Value ** |
| Change of Use<br>(no structural changes) | \$250.00                              |
| Demolition Permits                       | \$100.00                              |
| Minimum Building Permit Fee              | \$250.00                              |

\*\*NOTE: Project Value is based on the actual cost of material and labour  
Verification of cost may be requested prior to permit issuance.

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560



**TOWN OF RIMBEY  
ELECTRICAL PERMIT FEE SCHEDULE**

| <b>Single Family Dwellings, Additions</b> |                                      |                 |                  |
|---|--------------------------------------|-----------------|------------------|
| <b>Square Footage</b>                     | <b>Permit Fee</b>                    | <b>SCC Levy</b> | <b>Total Fee</b> |
| 0 – 1200                                  | \$125.00                             | \$5.00          | \$130.00         |
| 1200 - 1500                               | \$150.00                             | \$6.00          | \$156.00         |
| 1501 – 2000                               | \$175.00                             | \$7.00          | \$182.00         |
| 2001 – 2500                               | \$200.00                             | \$8.00          | \$208.00         |
| 2501 – 3500                               | \$225.00                             | \$9.00          | \$234.00         |
| Over 3500                                 | \$225.00 plus \$0.10 per square foot |                 |                  |

| <b>Other than New Single Family Residential<br/>(basement development, garage, renovation, minor work)</b> |                   |                 |                  |
|--|-------------------|-----------------|------------------|
| <b>Installation Cost</b>   | <b>Permit Fee</b> | <b>SCC Levy</b> | <b>Total Fee</b> |
| \$0 - \$500  | \$100.00          | \$4.50          | \$104.50         |
| \$501 - \$1000   | \$125.00          | \$5.00          | \$130.00         |
| \$1001 - \$2000  | \$140.00          | \$5.60          | \$145.60         |
| \$2001 - \$3000  | \$150.00          | \$6.00          | \$156.00         |
| \$3001 - \$4000  | \$160.00          | \$6.40          | \$166.40         |
| \$4001 - \$5000  | \$170.00          | \$6.80          | \$176.80         |

Projects over \$5000 use the square footage fee schedule above

| <b>Description</b>                    | <b>Permit Fee</b> | <b>SCC Levy</b> | <b>Total Fee</b> |
|---------------------------------------|-------------------|-----------------|------------------|
| Permanent Service Connection Only     | \$100.00          | \$4.50          | \$104.50         |
| Temporary Power / Underground Service | \$100.00          | \$4.50          | \$104.50         |

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF RIMBEY  
ELECTRICAL PERMIT FEE SCHEDULE**

**Commercial, Industrial, Institutional (Contractors Only)**

| Installation Cost     | Permit Fee | SCC Levy | Total Fee |
|-----------------------|------------|----------|-----------|
| 0 - 500.00            | \$85.00    | \$4.50   | \$89.50   |
| 500.01 - 1,000        | \$95.00    | \$4.50   | \$99.50   |
| 1,001 - 1,500.00      | \$100.00   | \$4.00   | \$104.00  |
| 1,500.01 - 2,000.00   | \$110.00   | \$4.40   | \$114.40  |
| 2,000.01 - 2,500.00   | \$115.00   | \$4.60   | \$119.60  |
| 2,500.01 - 3,000.00   | \$120.00   | \$4.80   | \$124.80  |
| 3,000.01 - 3,500.00   | \$125.00   | \$5.00   | \$130.00  |
| 3,500.01 - 4,000.00   | \$130.00   | \$5.20   | \$135.20  |
| 4,000.01 - 4,500.00   | \$135.00   | \$5.40   | \$140.40  |
| 4,500.01 - 5,000.00   | \$145.00   | \$5.80   | \$150.80  |
| 5,000.01 - 5,500.00   | \$150.00   | \$6.00   | \$156.00  |
| 5,500.01 - 6,000.00   | \$160.00   | \$6.40   | \$166.40  |
| 6,000.01 - 6,500.00   | \$165.00   | \$6.60   | \$171.60  |
| 6,500.01 - 7,000.00   | \$170.00   | \$6.80   | \$176.80  |
| 7,000.01 - 7,500.00   | \$175.00   | \$7.00   | \$182.00  |
| 7,500.01 - 8,000.00   | \$180.00   | \$7.20   | \$187.20  |
| 8,000.01 - 8,500.00   | \$185.00   | \$7.40   | \$192.40  |
| 8,500.01 - 9,000.00   | \$195.00   | \$7.80   | \$202.80  |
| 9,000.01 - 9,500.00   | \$205.00   | \$8.20   | \$213.20  |
| 9,500.01 - 10,000.00  | \$210.00   | \$8.40   | \$218.40  |
| 10,000.01 - 11,000.00 | \$215.00   | \$8.60   | \$223.60  |
| 11,000.01 - 12,000.00 | \$225.00   | \$9.00   | \$234.00  |
| 12,000.01 - 13,000.00 | \$235.00   | \$9.40   | \$244.40  |
| 13,000.01 - 14,000.00 | \$245.00   | \$9.80   | \$254.80  |
| 14,000.01 - 15,000.00 | \$255.00   | \$10.20  | \$265.20  |
| 15,000.01 - 16,000.00 | \$265.00   | \$10.60  | \$275.60  |
| 16,000.01 - 17,000.00 | \$275.00   | \$11.00  | \$286.00  |
| 17,000.01 - 18,000.00 | \$285.00   | \$11.40  | \$296.40  |
| 18,000.01 - 19,000.00 | \$295.00   | \$11.80  | \$306.80  |
| 19,000.01 - 20,000.00 | \$305.00   | \$12.20  | \$317.20  |
| 20,000.01 - 21,000.00 | \$310.00   | \$12.40  | \$322.40  |
| 21,000.01 - 22,000.00 | \$315.00   | \$12.60  | \$327.60  |
| 22,000.01 - 23,000.00 | \$320.00   | \$12.80  | \$332.80  |
| 23,000.01 - 24,000.00 | \$325.00   | \$13.00  | \$338.00  |
| 24,000.01 - 25,000.00 | \$330.00   | \$13.20  | \$343.20  |
| 25,000.01 - 26,000.00 | \$335.00   | \$13.40  | \$348.40  |
| 26,000.01 - 27,000.00 | \$340.00   | \$13.60  | \$353.60  |
| 27,000.01 - 28,000.00 | \$345.00   | \$13.80  | \$358.80  |
| 28,000.01 - 29,000.00 | \$350.00   | \$14.00  | \$364.00  |
| 29,000.01 - 30,000.00 | \$355.00   | \$14.20  | \$369.20  |
| 30,000.01 - 31,000.00 | \$360.00   | \$14.40  | \$374.40  |
| 31,000.01 - 32,000.00 | \$365.00   | \$14.60  | \$379.60  |
| 32,000.01 - 33,000.00 | \$370.00   | \$14.80  | \$384.80  |
| 33,000.01 - 34,000.00 | \$375.00   | \$15.00  | \$390.00  |
| 34,000.01 - 35,000.00 | \$380.00   | \$15.20  | \$395.20  |
| 35,000.01 - 36,000.00 | \$385.00   | \$15.40  | \$400.40  |
| 36,000.01 - 37,000.00 | \$390.00   | \$15.60  | \$405.60  |
| 37,000.01 - 38,000.00 | \$395.00   | \$15.80  | \$410.80  |

| Installation Cost         | Permit Fee | SCC Levy | Total Fee  |
|---------------------------|------------|----------|------------|
| 38,001.00 - 39,000.00     | \$400.00   | \$16.00  | \$416.00   |
| 39,001.00 - 40,000.00     | \$405.00   | \$16.20  | \$421.20   |
| 40,001.00 - 41,000.00     | \$410.00   | \$16.40  | \$426.40   |
| 41,001.00 - 42,000.00     | \$415.00   | \$16.60  | \$431.60   |
| 42,001.00 - 43,000.00     | \$420.00   | \$16.80  | \$436.80   |
| 43,001.00 - 44,000.00     | \$425.00   | \$17.00  | \$442.00   |
| 44,001.00 - 45,000.00     | \$430.00   | \$17.20  | \$447.20   |
| 45,001.00 - 46,000.00     | \$435.00   | \$17.40  | \$452.40   |
| 46,001.00 - 47,000.00     | \$440.00   | \$17.60  | \$457.60   |
| 47,001.00 - 48,000.00     | \$450.00   | \$18.00  | \$468.00   |
| 48,001.00 - 49,000.00     | \$460.00   | \$18.40  | \$478.40   |
| 49,001.00 - 50,000.00     | \$470.00   | \$18.80  | \$488.80   |
| 50,001.00 - 60,000.00     | \$490.00   | \$19.60  | \$509.60   |
| 60,001.00 - 70,000.00     | \$510.00   | \$20.40  | \$530.40   |
| 70,001.00 - 80,000.00     | \$550.00   | \$22.00  | \$572.00   |
| 80,001.00 - 90,000.00     | \$590.00   | \$23.60  | \$613.60   |
| 90,001.00 - 100,000.00    | \$630.00   | \$25.20  | \$655.20   |
| 100,001.00 - 110,000.00   | \$670.00   | \$26.80  | \$696.80   |
| 110,001.00 - 120,000.00   | \$710.00   | \$28.40  | \$738.40   |
| 120,001.00 - 130,000.00   | \$750.00   | \$30.00  | \$780.00   |
| 130,001.00 - 140,000.00   | \$895.00   | \$35.80  | \$930.80   |
| 140,001.00 - 150,000.00   | \$935.00   | \$37.40  | \$972.40   |
| 150,001.00 - 160,000.00   | \$975.00   | \$39.00  | \$1,014.00 |
| 160,001.00 - 170,000.00   | \$1,015.00 | \$40.60  | \$1,055.60 |
| 170,001.00 - 180,000.00   | \$1,050.00 | \$42.00  | \$1,092.00 |
| 180,001.00 - 190,000.00   | \$1,090.00 | \$43.60  | \$1,133.60 |
| 190,001.00 - 200,000.00   | \$1,125.00 | \$45.00  | \$1,170.00 |
| 200,001.00 - 210,000.00   | \$1,160.00 | \$46.40  | \$1,206.40 |
| 210,001.00 - 220,000.00   | \$1,190.00 | \$47.60  | \$1,237.60 |
| 220,001.00 - 230,000.00   | \$1,225.00 | \$49.00  | \$1,274.00 |
| 230,001.00 - 240,000.00   | \$1,255.00 | \$50.20  | \$1,305.20 |
| 240,001.00 - 250,000.00   | \$1,390.00 | \$55.60  | \$1,445.60 |
| 250,001.00 - 300,000.00   | \$1,520.00 | \$60.80  | \$1,580.80 |
| 300,001.00 - 350,000.00   | \$1,650.00 | \$66.00  | \$1,716.00 |
| 350,001.00 - 400,000.00   | \$1,785.00 | \$71.40  | \$1,856.40 |
| 400,001.00 - 450,000.00   | \$1,915.00 | \$76.60  | \$1,991.60 |
| 450,001.00 - 500,000.00   | \$2,050.00 | \$82.00  | \$2,132.00 |
| 500,001.00 - 550,000.00   | \$2,180.00 | \$87.20  | \$2,267.20 |
| 550,001.00 - 600,000.00   | \$2,310.00 | \$92.40  | \$2,402.40 |
| 600,001.00 - 650,000.00   | \$2,445.00 | \$97.80  | \$2,542.80 |
| 650,001.00 - 700,000.00   | \$2,575.00 | \$103.00 | \$2,678.00 |
| 700,001.00 - 750,000.00   | \$2,710.00 | \$108.40 | \$2,818.40 |
| 750,001.00 - 800,000.00   | \$2,840.00 | \$113.60 | \$2,953.60 |
| 800,001.00 - 850,000.00   | \$2,975.00 | \$119.00 | \$3,094.00 |
| 850,001.00 - 900,000.00   | \$3,105.00 | \$124.20 | \$3,229.20 |
| 900,001.00 - 950,000.00   | \$3,235.00 | \$129.40 | \$3,364.40 |
| 950,001.00 - 1,000,000.00 | \$3,370.00 | \$134.80 | \$3,504.80 |

**For projects over \$1,000,000 divide the total installation cost by \$1,000 and then times by 3.370 plus SC Levy**

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**HOMEOWNER PERMITS: Add \$75.00 when the installation cost is greater than \$500.00**

**TOWN OF RIMBEY  
ELECTRICAL PERMIT FEE SCHEDULE**

**Annual Electrical Permits**

| <b>Description</b>            | <b>Permit Fee</b> | <b>SCC Levy</b> | <b>Total Fee</b> |
|-------------------------------|-------------------|-----------------|------------------|
| Annual Electrical Maintenance | \$350.00          | \$14.00         | \$364.00         |

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF RIMBEY  
GAS PERMIT FEE SCHEDULE**

**Residential Installations**

| Number of Outlets | Permit Fee                              | SCC Levy | Total Fee |
|-------------------|---|----------|-----------|
| 1                 | \$100.00                                | \$4.50   | \$104.50  |
| 2                 | \$115.00                                | \$4.60   | \$119.60  |
| 3                 | \$130.00                                | \$5.20   | \$135.20  |
| 4                 | \$145.00                                | \$5.80   | \$150.80  |
| 5                 | \$155.00                                | \$6.20   | \$161.20  |
| 6                 | \$165.00                                | \$6.60   | \$171.60  |
| 7                 | \$175.00                                | \$7.00   | \$182.00  |
| 8                 | \$185.00                                | \$7.40   | \$192.40  |
| 9                 | \$195.00                                | \$7.80   | \$202.80  |
| 10                | \$205.00                                | \$8.20   | \$213.20  |
| Over 10           | \$205.00 plus \$8.00 per outlet over 20 |          |           |

| Description  | Permit Fee | SCC Levy | Total Fee |
|--|------------|----------|-----------|
| Propane Tank Set<br>(does not include connection to appliance) | \$100.00   | \$4.50   | \$104.50  |
| Temporary Heat   | \$100.00   | \$4.50   | \$104.50  |

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF RIMBEY  
GAS PERMIT FEE SCHEDULE**

**Commercial, Industrial, Institutional**

| <b>BTU Input</b>     | <b>Permit Fee</b>  | <b>SCC Levy</b> | <b>Total Fee</b> |
|----------------------|--|-----------------|------------------|
| 0 to 150,000         | \$100.00   | \$4.50          | \$104.50         |
| 150,001 to 250,000   | \$125.00   | \$5.00          | \$130.00         |
| 250,001 to 500,000   | \$175.00   | \$7.00          | \$182.00         |
| 500,001 to 1,000,000 | \$225.00   | \$9.00          | \$234.00         |
| Over 1,000,000       | \$225.00 plus \$5.00 per 100,000<br>(or portion of) over 1,000,000 BTU |                 |                  |

| <b>Propane Tank Sets</b><br>(does not include connection to appliance) |                   |                 |                  |
|--|-------------------|-----------------|------------------|
| <b>Description of Work</b>   | <b>Permit Fee</b> | <b>SCC Levy</b> | <b>Total Fee</b> |
| Tank Set   | \$100.00          | \$4.50          | \$104.50         |
| Propane Cylinder Refill Centre   | \$160.00          | \$6.40          | \$166.40         |

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF RIMBEY  
PLUMBING PERMIT FEE SCHEDULE**

**Residential & Non-residential Installations**

| Number of Fixtures | Permit Fee | SCC Levy | Total Fee |
|--------------------|------------|----------|-----------|
| 1                  | \$75.00    | \$4.50   | \$79.50   |
| 2                  | \$75.00    | \$4.50   | \$79.50   |
| 3                  | \$75.00    | \$4.50   | \$79.50   |
| 4                  | \$80.00    | \$4.50   | \$84.50   |
| 5                  | \$90.00    | \$4.50   | \$94.50   |
| 6                  | \$100.00   | \$4.50   | \$104.50  |
| 7                  | \$110.00   | \$4.50   | \$114.50  |
| 8                  | \$125.00   | \$5.20   | \$130.20  |
| 9                  | \$130.00   | \$5.20   | \$135.20  |
| 10                 | \$150.00   | \$6.00   | \$156.00  |
| 11                 | \$155.00   | \$6.20   | \$161.20  |
| 12                 | \$160.00   | \$6.40   | \$166.40  |
| 13                 | \$170.00   | \$6.80   | \$176.80  |
| 14                 | \$180.00   | \$7.20   | \$187.20  |
| 15                 | \$190.00   | \$7.60   | \$197.60  |
| 16                 | \$205.00   | \$8.20   | \$213.20  |
| 17                 | \$210.00   | \$8.40   | \$218.40  |
| 18                 | \$220.00   | \$8.80   | \$228.80  |
| 19                 | \$225.00   | \$9.00   | \$234.00  |
| 20                 | \$235.00   | \$9.40   | \$244.40  |
| 21                 | \$245.00   | \$9.80   | \$254.80  |
| 22                 | \$250.00   | \$10.00  | \$260.00  |
| 23                 | \$260.00   | \$10.40  | \$270.40  |
| 24                 | \$270.00   | \$10.80  | \$280.80  |
| 25                 | \$280.00   | \$11.20  | \$291.20  |
| 26                 | \$290.00   | \$11.60  | \$301.60  |
| 27                 | \$300.00   | \$12.00  | \$312.00  |
| 28                 | \$305.00   | \$12.20  | \$317.20  |
| 29                 | \$310.00   | \$12.40  | \$322.40  |
| 30                 | \$315.00   | \$12.60  | \$327.60  |
| 31                 | \$320.00   | \$12.80  | \$332.80  |
| 32                 | \$330.00   | \$13.20  | \$343.20  |
| 33                 | \$335.00   | \$13.40  | \$348.40  |
| 34                 | \$345.00   | \$13.80  | \$358.80  |
| 35                 | \$350.00   | \$14.00  | \$364.00  |
| 36                 | \$360.00   | \$14.40  | \$374.40  |
| 37                 | \$365.00   | \$14.60  | \$379.60  |
| 38                 | \$375.00   | \$15.00  | \$390.00  |
| 39                 | \$380.00   | \$15.20  | \$395.20  |
| 40                 | \$390.00   | \$15.60  | \$405.60  |
| 41                 | \$400.00   | \$16.00  | \$416.00  |
| 42                 | \$405.00   | \$16.20  | \$421.20  |
| 43                 | \$410.00   | \$16.40  | \$426.40  |
| 44                 | \$420.00   | \$16.80  | \$436.80  |
| 45                 | \$430.00   | \$17.20  | \$447.20  |
| 46                 | \$440.00   | \$17.60  | \$457.60  |
| 47                 | \$450.00   | \$18.00  | \$468.00  |
| 48                 | \$460.00   | \$18.40  | \$478.40  |
| 49                 | \$470.00   | \$18.80  | \$488.80  |
| 50                 | \$480.00   | \$19.20  | \$499.20  |

Add \$5.00 for each fixture over 50

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF RIMBEY  
PRIVATE SEWAGE PERMIT FEE SCHEDULE**

| <b>Description</b>  | <b>Permit Fee</b> | <b>SCC Levy</b> | <b>Total Fee</b> |
|---|-------------------|-----------------|------------------|
| Holding Tanks   | \$200.00          | \$8.00          | \$208.00         |
| Fields, Open Discharge, Mounds, Sand Filters, Treatment Tanks, etc. | \$300.00          | \$12.00         | \$312.00         |

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**





## Schedule "A" Fees for Services Bylaw 905/15

| <b>Schedule "A" Fees for Services Bylaw 905/15</b>           |   |
|--|---|
| <b>Administrative Charges</b>                                |   |
| County Maps  | \$15.00 Plain Paper<br>\$20.00 Laminated  |
| F.O.I.P Requests   | \$25.00 Application Fee per request, plus as allowed by the FOIP Regulations for research |
| Land Use Bylaw   | \$25.00, including GST  |
| Municipal Development Plan                                   | \$25.00 including GST   |
| N.S.F. Cheques   | \$42.50, no GST   |
| Special Meetings With Council                                | \$50.00 per Council Member in attendance, fee may be waived                               |
| Tax Certificates   | \$35.00 no GST, written request only  |
| Tax Recovery Notification                                    | \$25.00 no GST  |
| Tax Searches   | \$15.00 no GST  |
| Local Assessment Review Board Appeal (LARB)                  | \$50.00   |
| Composite Assessment Review Board Appeal (CARB)              | \$100.00  |
| <b>Business License Fees (Bylaw 926/16)</b>                  |   |
| Resident Business  | \$35.00   |
| Local Area Business  | \$85.00   |
| Home Office or Home Business                                 | \$50.00   |
| Non-Resident Business  | \$250.00  |
| Daily License (any category)                                 | \$50.00   |
| (50% when purchased after September 30 in any license year.) |   |
| <b>Cemetery Fees (Bylaw 930/17)</b>                          |   |
| Plot   | \$500.00/plot effective September 1, 2017   |
| Niche  | \$1700.00/niche (includes Perpetual Care)   |
| Children's Plots   | 50% of the above price if only half plot is requested                                     |
| Cremation Plot   | \$175.00/plot   |
| Legion Members (Not including spouse)                        | 50% of conventional Plot sale charge  |
| Opening and Closing in Summer                                | \$400.00 effective September 1, 2017  |
| Opening and Closing in Winter                                | \$600.00 effective September 1, 2017  |
| Double Depth Opening and Closing In Summer                   | \$700.00 effective September 1, 2017  |
| Double Depth Opening and Closing In Winter                   | \$800.00 effective September 1, 2017  |
| Opening and Closing of Cremation Plot in Summer              | \$125.00 effective September 1, 2017  |
| Opening and Closing of Cremation Plot in Winter              | \$200.00 effective September 1, 2017  |
| Additional Opening and Closing of Niche                      | \$50.00   |
| Opening and Closing on Statutory Holiday or weekend          | \$250.00  |
| Opening and Closing of Niche on Statutory Holiday or weekend | \$150.00  |
| Disinterment of Remains Not Cremated                         | \$1,000.00  |
| Mount Auburn and West Haven Cemetery Perpetual Care          | \$110.00/ plot  |
| Perpetual Care of Cremation Plot                             | \$110.00/plot   |
| Monument Permits   | \$25.00 no GST  |
| <b>Dog License Fees (Bylaw 755/03)</b>                       |   |
| License Fee  | \$20.00 per year  |
| Impound Fee  | \$40.00 per day   |
| <b>Municipal Enforcement</b>                                 |   |
| Impound Fees   | \$20.00 per day   |

|  |                                    |
|--|------------------------------------|
| <b>Recreation Services</b>                             |                                    |
| <b>Peter Lougheed Community Centre</b>                 |                                    |
| <b>Main Auditorium</b>                                 |                                    |
| Sunday to Thursday                                     | \$300.00                           |
| Friday to Saturday                                     | \$350.00                           |
| 8:30 am to 4:30 pm (Mon. to Fri. - excluding holidays) | \$100.00                           |
| Funerals   | \$150.00                           |
| Security Deposit                                       | \$350.00                           |
|  |                                    |
| <b>Upper Auditorium</b>                                |                                    |
| Evenings and Weekends                                  | \$150.00                           |
| 8:30 am to 4:30 pm                                     | \$100.00                           |
| Hourly Rate  | \$25.00                            |
| Security Deposit                                       | \$150.00                           |
|  |                                    |
| <b>Kinsmen Room</b>                                    |                                    |
| All Day  | \$40.00                            |
| Hourly Rate  | \$15.00                            |
| Security Deposit                                       | \$50.00                            |
|  |                                    |
| <b>Lion's Room</b>                                     |                                    |
| All Day  | \$60.00                            |
| Hourly Rate  | \$20.00                            |
| Security Deposit                                       | 100                                |
|  |                                    |
| <b>Kitchen</b>   | \$150.00/day or \$50.00 per hr     |
|  |                                    |
| <b>Fitness Centre Memberships</b>                      |                                    |
| Adult (year)   | \$215.00                           |
| Adult (6 months)                                       | \$130.00                           |
| Adult (3 months)                                       | \$78.00                            |
| Adult (1 month)  | \$39.00                            |
| Family (year)  | \$357.00                           |
| Family (6 months)                                      | \$195.00                           |
| Family (3 months)                                      | \$130.00                           |
| Family (1 month)                                       | \$65.00                            |
| Student (year)   | \$97.50                            |
| Student (6 months)                                     | \$71.50                            |
| Student (3 months)                                     | \$52.00                            |
| Student (1 month)                                      | \$26.00                            |
| Drop In (Adult)  | \$5.00                             |
|  | GST not included in the above fees |
|  |                                    |
| <b>Ice Rental Rates</b>                                |                                    |
| Youth (local)  | \$90.00/hr (2017-2019)             |
| Youth (out of Town)                                    | \$110.00/hr (2017-2019)            |
| Adult (local)  | \$130.00/hr (2017-2019)            |

|                                     |                         |
|-------------------------------------|-------------------------|
| Adult (out of Town)                 | \$140.00/hr (2017-2019) |
| Adult Tournament Rate/Junior B      | \$105.00/hr (2017-2019) |
| Public Skating/Shinny               |                         |
|                                     |                         |
| Arena - Summer Rates (April-August) |                         |
| Per Day                             | \$350.00/day            |
| Programs                            | \$35.00/hr              |
| Security Deposit                    | \$500.00                |
|                                     |                         |
|                                     |                         |
|                                     |                         |
| <b>Rimbey Aquatic Centre</b>        |                         |
| <b>Adult (18+)</b>                  |                         |
| Daily                               | \$5.50                  |
| 10 Punch                            | \$49.50                 |
| Season                              | \$90.00                 |
| Midseason                           | \$72.00                 |
| <b>Seniors (65+)</b>                |                         |
| Daily                               | \$4.50                  |
| 10 Punch                            | \$40.50                 |
| Season                              | \$80.00                 |
| Midseason                           | \$64.00                 |
| <b>Student (13-17)</b>              |                         |
| Daily                               | \$4.50                  |
| 10 Punch                            | \$40.50                 |
| Season                              | \$80.00                 |
| Midseason                           | \$64.00                 |
| <b>Youth (7-12)</b>                 |                         |
| Daily                               | \$4.00                  |
| 10 Punch                            | \$36.00                 |
| Season                              | \$60.00                 |
| Midseason                           | \$48.00                 |
| <b>Child (3-6)</b>                  |                         |
| Daily                               | \$3.00                  |
| 10 Punch                            | \$27.00                 |
| Season                              | \$50.00                 |
| Midseason                           | \$40.00                 |
| <b>Family</b>                       |                         |
| Daily                               | \$15.00                 |
| 10 Punch                            | \$135.00                |
| Season                              | \$220.00                |
| Midseason                           | \$176.00                |
| <b>Lessons</b>                      |                         |
| Preschool                           | \$35.00                 |
| Levels 1-4                          | \$45.00                 |
| Levels 5-10                         | \$55.00                 |

|  |                        |
|--|------------------------|
| Private                                | \$20.00                |
| Semi-Private                           | \$25.00                |
| Adult                                  | \$40.00                |
| <b>Rentals (per Hour)</b>              |                        |
| Pool & Area (0-30)                     | \$80.00                |
| Every extra 30                         | \$20.00                |
| Party Room                             | \$15.00                |
| Party Room (day)                       | \$40.00                |
| <b>School Rentals - open Swim</b>      |                        |
| May-June 8:30-11:30 am / 12:30-3:00 pm | \$30.00/hour/lifeguard |
| *0-39 Students = 1 lifeguard           |                        |
| *40-79 Students = 2 lifeguards         |                        |
| *80-119 Students = 3 lifeguards        |                        |
| <b>Miscellaneous</b>                   |                        |
| Swim Diapers                           | \$1.00                 |
| Goggles                                | \$13-22                |
| Swim Caps                              | \$8.00                 |
| Ear Plugs                              | \$4.00                 |
| <b>Programs</b>                        |                        |
| Bronze Medallion                       | \$140.00               |
| Bronze Cross                           | \$110.00               |
| Junior Lifeguard Club                  | \$100.00               |

|   |   |
|---|---|
| <b>Public Works</b>   |   |
| Sanding Truck   | \$100.00 per hour (minimum)                   |
| Sand/Salt   | \$40.00 per cubic Metre (minimum)             |
| Street Sweeper  | \$150.00 per hour (minimum)                   |
| Tandem Truck  | \$115.00 per hour (minimum)                   |
| Backhoe   | \$130.00 per hour (minimum)                   |
| Loader  | \$175.00 per hour (minimum)                   |
| Skid Steer  | \$100.00 per hour (minimum)                   |
| Snow Blower   | \$100.00 per hour (minimum)                   |
| Street Grader   | \$175.00 per hour (minimum)                   |
| Municipal Vehicles  | \$75.00 per hour (minimum)                    |
| Grass Cutting Equipment   | \$65.00 per hour (minimum)                    |
| Dust Control<br>(Dust control services will not be provided after September 1 of each year)   | Actual Cost of Dust Control Agent (min, 100m) |
| Lagoon Dumping Fees   | \$8.50 M <sup>3</sup>                         |
| All equipment rentals include an operator. GST will also be added to the above rates.   |   |
| <b>Recycle Facility</b>   |   |
| Residential (Town/County/Summer Village of Parkland Beach)  | Free  |
| Commercial/Schools/Churches   | Free  |
| Burn Pit: (All trucks over 1 Ton)<br>Restriction of all materials to be under 6' in length and 1' in diameter   | \$40.00-\$50.00                               |
| Concrete without Rebar  | \$25.00 per tonne                             |
| Concrete with Rebar   | \$40.00 per ton                               |
| <b>Utilities</b>  |   |
| Water Consumption   | \$2.06m <sup>3</sup> (April 1, 2018)          |
| Sewer   | 70% of water consumption charges              |
| Meter Service Charges (Flat Rate)   |   |
| 5/8" meter  | \$4.69 monthly                                |
| 5/8 x 3/4" meter  | \$4.69 monthly                                |
| 3/4" meter  | \$4.69 monthly                                |
| 1" meter  | \$7.81 monthly                                |
| 1 1/2" meter  | \$10.94 monthly                               |
| 2" meter  | \$15.63 monthly                               |
| 3" meter  | \$31.25 monthly                               |
| 4" meter  | \$62.5 monthly                                |
| Wastewater Disposal Fee   | \$8.50 per cubic metre                        |
| Garbage Fee (Residential)   | \$17.34 per month (April 1, 2018)             |
| Recycle Fee (Residential)   | \$3.06 per month (April 1, 2018)              |
| Commercial meter rate depends on meter size.  |   |
| All properties are required to have water meters.   |   |
| In the event that a utility account is in arrears, the charges levied, penalties and fees may be transferred to the tax roll of the property and be collected by the same procedures as taxes levied by the Town of Rimbey. |   |

|   |  |
|---|--|
| <b>Subdivision Fees</b>   |  |
| Application of 3 lots or less   | \$900.00 + \$100.00 pr new lot created                           |
| Application of 4 lots or more   | \$1000.00 + \$200.00 per new lot created                         |
| Time Extension of Subdivision Approval (first)  | \$250.00   |
| Time Extension of Subdivision Approval (additional)                                   | \$300.00   |
| Endorsement (3 lots or less)  | \$100.00 per new lot + remainder                                 |
| Endorsement (4 lots or more)  | \$200.00 per new lot + remainder                                 |
| Lot line Adjustments Where No New Parcels are Created                                 | \$1,000.00 (flat fee)  |
| Separation of Title   | \$800 (flat fee)   |
| Condominium Unit Conversion   | \$40.00 per unit   |
|   |  |
| <b>Miscellaneous Fees</b>   |  |
| Land Use Bylaw Amendments   | \$750.00 (minor), \$1,500.00 (major)                             |
| Land Use Bylaw Amendments for Registered Non Profit Societies and Churches            | \$500.00 (minor), \$1000.00 (major)                              |
| Area Structure Plan Amendments  | \$750.00 (minor), \$1,500.00 (major)                             |
| Area Strcuture Plan Amendments for Registered Non Profit Societies and Churches       | \$500.00 (minor), \$1000.00 (major)                              |
| Municipal Development Plan Amendment  | \$750.00 (minor), \$1,500.00 (major)                             |
| Municipal Development Plan Amendment for Registered Non Profit Societies and Churches | \$500.00 (minor), \$1000.00 (major)                              |
| Outline Plan Amendment  | \$750.00 (minor), \$1,500.00 (major)                             |
| Development Appeal Board  | \$250.00   |
| Encroachment Permit   | \$275.00   |
| Variance  | \$200.00   |
| Developments and Buildings Without a Permit   | \$2000 for accessory buildings or \$5000 for principal buildings |
| Compliance Certificates   | \$60.00 including GST  |
| Compliance Certificate (Rush order, when available)                                   | \$100.00 including GST   |
| Confirmation of Zoning  | \$50.00 including GST  |

|   |   |
|---|---|
| <b>Planning and Development Fees (Bylaw 836/09)</b>   |   |
| <b>Development Permit Fees</b>  |   |
| Permitted Use Development Permit<br>(development permit fee waived for home office or home business, motion 051/17) | \$70.00   |
| Discretionary Use Permit  | \$150.00  |
| Building Accessories (decks, sheds, garages, etc.)  | \$50.00/accessory   |
| Modular, Manufactured or Mobile Homes   | \$70.00   |
| Multi-Unit Dwellings  | \$70.00 + \$25.00/unit (permitted use)<br>\$120.00 + \$25.00/unit (discretionary use)                                     |
| Performance/Security Deposit  | \$3000.00 minimum or 1% of construction up to \$1,000,000.00 + \$1.50/\$1000.00 of construction value over \$1,000,000.00 |

|                             |  |
|-----------------------------|--|
| <b>Building Permit Fees</b> |  |
| Building Permit Fees        | <del>\$5.25/\$1000.00 of construction value up to \$1,000,000.00 + \$3.00/1,000.00 of construction value that exceeds \$1,000,000.00</del>             |
| Minimum Fee                 | <del>\$60.00</del>   |
| Modular Homes               | <del>\$0.35/sq.ft. of main floor space</del>   |
| Demolition Permit Fees      | <del>\$50.00 Residential/accessory building greater than 200 sq. ft.<br/>\$100.00 residential or commercial improvements requiring an inspection</del> |
| Re-Inspection Fee           | <del>\$75.00</del>   |
|                             |  |

**TOWN OF RIMBEY  
BUILDING PERMIT FEE SCHEDULE**

**Residential Installations**

| Description   | Permit Fee – not including SCC levy*     |
|---|--|
| New Single Family Dwellings, Additions  | \$5.00 per \$1000 of Project Value **    |
| Relocation of a Building<br>(on crawlspace or basement)                               | \$0.30 per square foot of main floor     |
| Relocation of a Building<br>(on piles or blocking only)                               | \$150.00                                 |
| Garage, Renovation,<br>Basement Development (not at time of new<br>home construction) | \$0.25 per square foot of developed area |
| Minimum Residential Building Permit Fee   | \$100.00                                 |

**Commercial, Industrial, Institutional**

| Description   | Permit Fee – not including SCC levy*  |
|---|---------------------------------------|
| New, Addition, Renovation                                     | \$5.50 per \$1000 of Project Value ** |
| Change of Use<br>(no structural changes)                      | \$250.00                              |
| Minimum Building Permit Fee<br>(including Demolition Permits) | \$250.00                              |

\*\*NOTE: Project Value is based on the actual cost of material and labour  
Verification of cost may be requested prior to permit issuance.

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560



**TOWN OF RIMBEY  
ELECTRICAL PERMIT FEE SCHEDULE**

| <b>Single Family Dwellings, Additions</b> |                                      |                 |                  |
|---|--------------------------------------|-----------------|------------------|
| <b>Square Footage</b>                     | <b>Permit Fee</b>                    | <b>SCC Levy</b> | <b>Total Fee</b> |
| 0 – 1200                                  | \$125.00                             | \$5.00          | \$130.00         |
| 1200 - 1500                               | \$150.00                             | \$6.00          | \$156.00         |
| 1501 – 2000                               | \$175.00                             | \$7.00          | \$182.00         |
| 2001 – 2500                               | \$200.00                             | \$8.00          | \$208.00         |
| 2501 – 3500                               | \$225.00                             | \$9.00          | \$234.00         |
| Over 3500                                 | \$225.00 plus \$0.10 per square foot |                 |                  |

| <b>Other than New Single Family Residential<br/>(basement development, garage, renovation, minor work)</b> |                   |                 |                  |
|--|-------------------|-----------------|------------------|
| <b>Installation Cost</b>   | <b>Permit Fee</b> | <b>SCC Levy</b> | <b>Total Fee</b> |
| \$0 - \$500  | \$100.00          | \$4.50          | \$104.50         |
| \$501 - \$1000   | \$125.00          | \$5.00          | \$130.00         |
| \$1001 - \$2000  | \$140.00          | \$5.60          | \$145.60         |
| \$2001 - \$3000  | \$150.00          | \$6.00          | \$156.00         |
| \$3001 - \$4000  | \$160.00          | \$6.40          | \$166.40         |
| \$4001 - \$5000  | \$170.00          | \$6.80          | \$176.80         |

Projects over \$5000 use the square footage fee schedule above

| <b>Description</b>                    | <b>Permit Fee</b> | <b>SCC Levy</b> | <b>Total Fee</b> |
|---------------------------------------|-------------------|-----------------|------------------|
| Permanent Service Connection Only     | \$100.00          | \$4.50          | \$104.50         |
| Temporary Power / Underground Service | \$100.00          | \$4.50          | \$104.50         |

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

# TOWN OF RIMBEY

## ELECTRICAL PERMIT FEE SCHEDULE

### Commercial, Industrial, Institutional (Contractors Only)

| Installation Cost     | Permit Fee | SCC Levy | Total Fee |
|-----------------------|------------|----------|-----------|
| 0 - 500.00            | \$85.00    | \$4.50   | \$89.50   |
| 500.01 - 1,000        | \$95.00    | \$4.50   | \$99.50   |
| 1,001 - 1,500.00      | \$100.00   | \$4.00   | \$104.00  |
| 1,500.01 - 2,000.00   | \$110.00   | \$4.40   | \$114.40  |
| 2,000.01 - 2,500.00   | \$115.00   | \$4.60   | \$119.60  |
| 2,500.01 - 3,000.00   | \$120.00   | \$4.80   | \$124.80  |
| 3,000.01 - 3,500.00   | \$125.00   | \$5.00   | \$130.00  |
| 3,500.01 - 4,000.00   | \$130.00   | \$5.20   | \$135.20  |
| 4,000.01 - 4,500.00   | \$135.00   | \$5.40   | \$140.40  |
| 4,500.01 - 5,000.00   | \$145.00   | \$5.80   | \$150.80  |
| 5,000.01 - 5,500.00   | \$150.00   | \$6.00   | \$156.00  |
| 5,500.01 - 6,000.00   | \$160.00   | \$6.40   | \$166.40  |
| 6,000.01 - 6,500.00   | \$165.00   | \$6.60   | \$171.60  |
| 6,500.01 - 7,000.00   | \$170.00   | \$6.80   | \$176.80  |
| 7,000.01 - 7,500.00   | \$175.00   | \$7.00   | \$182.00  |
| 7,500.01 - 8,000.00   | \$180.00   | \$7.20   | \$187.20  |
| 8,000.01 - 8,500.00   | \$185.00   | \$7.40   | \$192.40  |
| 8,500.01 - 9,000.00   | \$195.00   | \$7.80   | \$202.80  |
| 9,000.01 - 9,500.00   | \$205.00   | \$8.20   | \$213.20  |
| 9,500.01 - 10,000.00  | \$210.00   | \$8.40   | \$218.40  |
| 10,000.01 - 11,000.00 | \$215.00   | \$8.60   | \$223.60  |
| 11,000.01 - 12,000.00 | \$225.00   | \$9.00   | \$234.00  |
| 12,000.01 - 13,000.00 | \$235.00   | \$9.40   | \$244.40  |
| 13,000.01 - 14,000.00 | \$245.00   | \$9.80   | \$254.80  |
| 14,000.01 - 15,000.00 | \$255.00   | \$10.20  | \$265.20  |
| 15,000.01 - 16,000.00 | \$265.00   | \$10.60  | \$275.60  |
| 16,000.01 - 17,000.00 | \$275.00   | \$11.00  | \$286.00  |
| 17,000.01 - 18,000.00 | \$285.00   | \$11.40  | \$296.40  |
| 18,000.01 - 19,000.00 | \$295.00   | \$11.80  | \$306.80  |
| 19,000.01 - 20,000.00 | \$305.00   | \$12.20  | \$317.20  |
| 20,000.01 - 21,000.00 | \$310.00   | \$12.40  | \$322.40  |
| 21,000.01 - 22,000.00 | \$315.00   | \$12.60  | \$327.60  |
| 22,000.01 - 23,000.00 | \$320.00   | \$12.80  | \$332.80  |
| 23,000.01 - 24,000.00 | \$325.00   | \$13.00  | \$338.00  |
| 24,000.01 - 25,000.00 | \$330.00   | \$13.20  | \$343.20  |
| 25,000.01 - 26,000.00 | \$335.00   | \$13.40  | \$348.40  |
| 26,000.01 - 27,000.00 | \$340.00   | \$13.60  | \$353.60  |
| 27,000.01 - 28,000.00 | \$345.00   | \$13.80  | \$358.80  |
| 28,000.01 - 29,000.00 | \$350.00   | \$14.00  | \$364.00  |
| 29,000.01 - 30,000.00 | \$355.00   | \$14.20  | \$369.20  |
| 30,000.01 - 31,000.00 | \$360.00   | \$14.40  | \$374.40  |
| 31,000.01 - 32,000.00 | \$365.00   | \$14.60  | \$379.60  |
| 32,000.01 - 33,000.00 | \$370.00   | \$14.80  | \$384.80  |
| 33,000.01 - 34,000.00 | \$375.00   | \$15.00  | \$390.00  |
| 34,000.01 - 35,000.00 | \$380.00   | \$15.20  | \$395.20  |
| 35,000.01 - 36,000.00 | \$385.00   | \$15.40  | \$400.40  |
| 36,000.01 - 37,000.00 | \$390.00   | \$15.60  | \$405.60  |
| 37,000.01 - 38,000.00 | \$395.00   | \$15.80  | \$410.80  |

| Installation Cost         | Permit Fee | SCC Levy | Total Fee  |
|---------------------------|------------|----------|------------|
| 38,001.00 - 39,000.00     | \$400.00   | \$16.00  | \$416.00   |
| 39,001.00 - 40,000.00     | \$405.00   | \$16.20  | \$421.20   |
| 40,001.00 - 41,000.00     | \$410.00   | \$16.40  | \$426.40   |
| 41,001.00 - 42,000.00     | \$415.00   | \$16.60  | \$431.60   |
| 42,001.00 - 43,000.00     | \$420.00   | \$16.80  | \$436.80   |
| 43,001.00 - 44,000.00     | \$425.00   | \$17.00  | \$442.00   |
| 44,001.00 - 45,000.00     | \$430.00   | \$17.20  | \$447.20   |
| 45,001.00 - 46,000.00     | \$435.00   | \$17.40  | \$452.40   |
| 46,001.00 - 47,000.00     | \$440.00   | \$17.60  | \$457.60   |
| 47,001.00 - 48,000.00     | \$450.00   | \$18.00  | \$468.00   |
| 48,001.00 - 49,000.00     | \$460.00   | \$18.40  | \$478.40   |
| 49,001.00 - 50,000.00     | \$470.00   | \$18.80  | \$488.80   |
| 50,001.00 - 60,000.00     | \$490.00   | \$19.60  | \$509.60   |
| 60,001.00 - 70,000.00     | \$510.00   | \$20.40  | \$530.40   |
| 70,001.00 - 80,000.00     | \$550.00   | \$22.00  | \$572.00   |
| 80,001.00 - 90,000.00     | \$590.00   | \$23.60  | \$613.60   |
| 90,001.00 - 100,000.00    | \$630.00   | \$25.20  | \$655.20   |
| 100,001.00 - 110,000.00   | \$670.00   | \$26.80  | \$696.80   |
| 110,001.00 - 120,000.00   | \$710.00   | \$28.40  | \$738.40   |
| 120,001.00 - 130,000.00   | \$750.00   | \$30.00  | \$780.00   |
| 130,001.00 - 140,000.00   | \$895.00   | \$35.80  | \$930.80   |
| 140,001.00 - 150,000.00   | \$935.00   | \$37.40  | \$972.40   |
| 150,001.00 - 160,000.00   | \$975.00   | \$39.00  | \$1,014.00 |
| 160,001.00 - 170,000.00   | \$1,015.00 | \$40.60  | \$1,055.60 |
| 170,001.00 - 180,000.00   | \$1,050.00 | \$42.00  | \$1,092.00 |
| 180,001.00 - 190,000.00   | \$1,090.00 | \$43.60  | \$1,133.60 |
| 190,001.00 - 200,000.00   | \$1,125.00 | \$45.00  | \$1,170.00 |
| 200,001.00 - 210,000.00   | \$1,160.00 | \$46.40  | \$1,206.40 |
| 210,001.00 - 220,000.00   | \$1,190.00 | \$47.60  | \$1,237.60 |
| 220,001.00 - 230,000.00   | \$1,225.00 | \$49.00  | \$1,274.00 |
| 230,001.00 - 240,000.00   | \$1,255.00 | \$50.20  | \$1,305.20 |
| 240,001.00 - 250,000.00   | \$1,390.00 | \$55.60  | \$1,445.60 |
| 250,001.00 - 300,000.00   | \$1,520.00 | \$60.80  | \$1,580.80 |
| 300,001.00 - 350,000.00   | \$1,650.00 | \$66.00  | \$1,716.00 |
| 350,001.00 - 400,000.00   | \$1,785.00 | \$71.40  | \$1,856.40 |
| 400,001.00 - 450,000.00   | \$1,915.00 | \$76.60  | \$1,991.60 |
| 450,001.00 - 500,000.00   | \$2,050.00 | \$82.00  | \$2,132.00 |
| 500,001.00 - 550,000.00   | \$2,180.00 | \$87.20  | \$2,267.20 |
| 550,001.00 - 600,000.00   | \$2,310.00 | \$92.40  | \$2,402.40 |
| 600,001.00 - 650,000.00   | \$2,445.00 | \$97.80  | \$2,542.80 |
| 650,001.00 - 700,000.00   | \$2,575.00 | \$103.00 | \$2,678.00 |
| 700,001.00 - 750,000.00   | \$2,710.00 | \$108.40 | \$2,818.40 |
| 750,001.00 - 800,000.00   | \$2,840.00 | \$113.60 | \$2,953.60 |
| 800,001.00 - 850,000.00   | \$2,975.00 | \$119.00 | \$3,094.00 |
| 850,001.00 - 900,000.00   | \$3,105.00 | \$124.20 | \$3,229.20 |
| 900,001.00 - 950,000.00   | \$3,235.00 | \$129.40 | \$3,364.40 |
| 950,001.00 - 1,000,000.00 | \$3,370.00 | \$134.80 | \$3,504.80 |

For projects over \$1,000,000 divide the total installation cost by \$1,000 and then times by 3.370 plus SC Levy

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**HOMEOWNER PERMITS: Add \$75.00 when the installation cost is greater than \$500.00**

**TOWN OF RIMBEY  
ELECTRICAL PERMIT FEE SCHEDULE**

**Annual Electrical Permits**

| <b>Description</b>            | <b>Permit Fee</b> | <b>SCC Levy</b> | <b>Total Fee</b> |
|-------------------------------|-------------------|-----------------|------------------|
| Annual Electrical Maintenance | \$350.00          | \$14.00         | \$364.00         |

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF RIMBEY  
GAS PERMIT FEE SCHEDULE**

**Residential Installations**

| Number of Outlets | Permit Fee                              | SCC Levy | Total Fee |
|-------------------|---|----------|-----------|
| 1                 | \$100.00                                | \$4.50   | \$104.50  |
| 2                 | \$115.00                                | \$4.60   | \$119.60  |
| 3                 | \$130.00                                | \$5.20   | \$135.20  |
| 4                 | \$145.00                                | \$5.80   | \$150.80  |
| 5                 | \$155.00                                | \$6.20   | \$161.20  |
| 6                 | \$165.00                                | \$6.60   | \$171.60  |
| 7                 | \$175.00                                | \$7.00   | \$182.00  |
| 8                 | \$185.00                                | \$7.40   | \$192.40  |
| 9                 | \$195.00                                | \$7.80   | \$202.80  |
| 10                | \$205.00                                | \$8.20   | \$213.20  |
| Over 10           | \$205.00 plus \$8.00 per outlet over 20 |          |           |

| Description  | Permit Fee | SCC Levy | Total Fee |
|--|------------|----------|-----------|
| Propane Tank Set<br>(does not include connection to appliance) | \$100.00   | \$4.50   | \$104.50  |
| Temporary Heat   | \$100.00   | \$4.50   | \$104.50  |

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF RIMBEY  
GAS PERMIT FEE SCHEDULE**

**Commercial, Industrial, Institutional**

| BTU Input            | Permit Fee   | SCC Levy | Total Fee |
|----------------------|--|----------|-----------|
| 0 to 150,000         | \$100.00   | \$4.50   | \$104.50  |
| 150,001 to 250,000   | \$125.00   | \$5.00   | \$130.00  |
| 250,001 to 500,000   | \$175.00   | \$7.00   | \$182.00  |
| 500,001 to 1,000,000 | \$225.00   | \$9.00   | \$234.00  |
| Over 1,000,000       | \$225.00 plus \$5.00 per 100,000<br>(or portion of) over 1,000,000 BTU |          |           |

**Propane Tank Sets  
(does not include connection to appliance)**

| Description of Work            | Permit Fee | SCC Levy | Total Fee |
|--------------------------------|------------|----------|-----------|
| Tank Set                       | \$100.00   | \$4.50   | \$104.50  |
| Propane Cylinder Refill Centre | \$160.00   | \$6.40   | \$166.40  |

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF RIMBEY  
PLUMBING PERMIT FEE SCHEDULE  
Residential & Non-residential Installations**

| Number of Fixtures | Permit Fee | SCC Levy | Total Fee |
|--------------------|------------|----------|-----------|
| 1                  | \$75.00    | \$4.50   | \$79.50   |
| 2                  | \$75.00    | \$4.50   | \$79.50   |
| 3                  | \$75.00    | \$4.50   | \$79.50   |
| 4                  | \$80.00    | \$4.50   | \$84.50   |
| 5                  | \$90.00    | \$4.50   | \$94.50   |
| 6                  | \$100.00   | \$4.50   | \$104.50  |
| 7                  | \$110.00   | \$4.50   | \$114.50  |
| 8                  | \$125.00   | \$5.20   | \$130.20  |
| 9                  | \$130.00   | \$5.20   | \$135.20  |
| 10                 | \$150.00   | \$6.00   | \$156.00  |
| 11                 | \$155.00   | \$6.20   | \$161.20  |
| 12                 | \$160.00   | \$6.40   | \$166.40  |
| 13                 | \$170.00   | \$6.80   | \$176.80  |
| 14                 | \$180.00   | \$7.20   | \$187.20  |
| 15                 | \$190.00   | \$7.60   | \$197.60  |
| 16                 | \$205.00   | \$8.20   | \$213.20  |
| 17                 | \$210.00   | \$8.40   | \$218.40  |
| 18                 | \$220.00   | \$8.80   | \$228.80  |
| 19                 | \$225.00   | \$9.00   | \$234.00  |
| 20                 | \$235.00   | \$9.40   | \$244.40  |
| 21                 | \$245.00   | \$9.80   | \$254.80  |
| 22                 | \$250.00   | \$10.00  | \$260.00  |
| 23                 | \$260.00   | \$10.40  | \$270.40  |
| 24                 | \$270.00   | \$10.80  | \$280.80  |
| 25                 | \$280.00   | \$11.20  | \$291.20  |
| 26                 | \$290.00   | \$11.60  | \$301.60  |
| 27                 | \$300.00   | \$12.00  | \$312.00  |
| 28                 | \$305.00   | \$12.20  | \$317.20  |
| 29                 | \$310.00   | \$12.40  | \$322.40  |
| 30                 | \$315.00   | \$12.60  | \$327.60  |
| 31                 | \$320.00   | \$12.80  | \$332.80  |
| 32                 | \$330.00   | \$13.20  | \$343.20  |
| 33                 | \$335.00   | \$13.40  | \$348.40  |
| 34                 | \$345.00   | \$13.80  | \$358.80  |
| 35                 | \$350.00   | \$14.00  | \$364.00  |
| 36                 | \$360.00   | \$14.40  | \$374.40  |
| 37                 | \$365.00   | \$14.60  | \$379.60  |
| 38                 | \$375.00   | \$15.00  | \$390.00  |
| 39                 | \$380.00   | \$15.20  | \$395.20  |
| 40                 | \$390.00   | \$15.60  | \$405.60  |
| 41                 | \$400.00   | \$16.00  | \$416.00  |
| 42                 | \$405.00   | \$16.20  | \$421.20  |
| 43                 | \$410.00   | \$16.40  | \$426.40  |
| 44                 | \$420.00   | \$16.80  | \$436.80  |
| 45                 | \$430.00   | \$17.20  | \$447.20  |
| 46                 | \$440.00   | \$17.60  | \$457.60  |
| 47                 | \$450.00   | \$18.00  | \$468.00  |
| 48                 | \$460.00   | \$18.40  | \$478.40  |
| 49                 | \$470.00   | \$18.80  | \$488.80  |
| 50                 | \$480.00   | \$19.20  | \$499.20  |

Add \$5.00 for each fixture over 50

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF RIMBEY  
PRIVATE SEWAGE PERMIT FEE SCHEDULE**

| <b>Description</b>  | <b>Permit Fee</b> | <b>SCC Levy</b> | <b>Total Fee</b> |
|---|-------------------|-----------------|------------------|
| Holding Tanks   | \$200.00          | \$8.00          | \$208.00         |
| Fields, Open Discharge, Mounds, Sand Filters, Treatment Tanks, etc. | \$300.00          | \$12.00         | \$312.00         |


**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**



TOWN OF RIMBEY REQUEST FOR DECISION

|                                    |  |
|------------------------------------|--|
| <b>Council Agenda Item</b>         | 7.3  |
| <b>Council Meeting Date</b>        | December 11, 2018  |
| <b>Subject</b>                     | Single Use Plastic Bags  |
| <b>For Public Agenda</b>           | Public Information   |
| <b>Background</b>                  | Mayor Pankiw wishes to discuss with Council the possibility of eliminating single use plastic bags.  |
| <b>Discussion</b>                  | Would eliminating single use plastic bags help our environment and help our Businesses?              |
| <b>Relevant Policy/Legislation</b> | City of Wetaskiwin Bylaw   |
| <b>Options/Consequences</b>        | Council can decide to let Mayor Pankiw discuss his proposal with Chamber or elect to end discussion. |
| <b>Attachments</b>                 | City of Wetaskiwin Bylaw   |
| <b>Recommendation</b>              | Administration recommends Council determine a course of action.                                      |

**Prepared By:**

  
\_\_\_\_\_  
Rick Pankiw  
Mayor

Dec 7/18  
Date

**Endorsed By:**

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

Dec 7/18  
Date



BYLAW 1913-18

A BYLAW IN THE CITY OF WETASKIWIN, IN THE PROVINCE OF ALBERTA, BEING A BYLAW PROHIBITING THE DISTRIBUTION OF PLASTIC CHECKOUT BAGS FOR THE PURPOSE OF REDUCING THE PRESENCE OF PLASTIC BAGS IN THE COMMUNITY.

WHEREAS the City of Wetaskiwin recognizes the detrimental effects of plastic bags on the environment and on the aesthetics of the community;

WHEREAS the City of Wetaskiwin wishes to reduce the presence of plastic bags entering the waste stream and the environment;

WHEREAS pursuant to Section 3 of the *Municipal Government Act* a purpose of a municipality is to foster the well-being of the environment;

WHEREAS pursuant to Section 7 of the *Municipal Government Act* a Council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business and the enforcement of bylaws;

NOW THEREFORE the City of Wetaskiwin duly enacts:

1. Title: This bylaw may be referred to as the "Plastic Checkout Bag Bylaw".
2. Definitions:
  - a. Peace Officer: means a community peace officer employed by the City of Wetaskiwin authorized to enforce this bylaw;
  - b. Checkout Bag: means a single-use bag provided to a customer to hold their purchases from Retail Establishment, and includes plastic , biodegradable plastic bags, and paper bags;
  - c. Reusable Container: means any bag, box, or other container specifically designed and manufactured to hold at least 20 lbs (9.07kg) of weight without failure or sign of eminent failure, is resistant to cuts and tears and is made of:
    - i. Cloth or other machine washable fabric;
    - ii. Durable plastic at least 2 mils (0.5 millimeters) thick; and or
    - iii. Any other durable material suitable for multiple uses; and
    - iv. Cardboard boxes that have been previously used made of pressed paper pulp or pasted sheets of paper.
  - d. Retail Establishment: means any location where goods are offered for sale;
  - e. Violation Tag: means a tag or similar document issued by the City pursuant to the *Municipal Government Act*.

- f. Violation Ticket: means a notice issued under Part two (2) or Part three (3) of the *Provincial Offences Procedure Act* as amended, replaced or repealed.
  - g. City Manager: means the person appointed by Council to be the Chief Administrative Officer of the City in accordance with Council Bylaw;
3. Purpose:
- a. To prohibit the distribution or sale of single-use plastic and biodegradable plastic (polyethylene) checkout bags less than 2 mils (0.5 millimeters) thick.
  - b. To reduce the use of single-use paper checkout bags.
4. Exemptions:
- a. Single-use plastic bags used for:
    - i. carrying fruits or vegetables;
    - ii. containing fresh meat or fish products;
    - iii. containing bulk food items or bulk hardware items;
    - iv. freshly prepared bakery items or other food items;
    - v. wrapping flowers or potted plants;
    - vi. clothes immediately following professional laundering or dry-cleaning;
    - vii. dirty, greasy, or hazardous products or materials.
  - b. Single-use plastic bags distributed by a non-profit, being a food bank, a homeless shelter or an animal shelter, in its normal course of business.
  - c. Single-use paper bags used to contain food from a Retail Establishment that is a:
    - i. Food service, drive-in or drive-through;
    - ii. Restaurant;
    - iii. Mobile Catering;
    - iv. Take-Out Restaurant.
  - d. The sale of multiple, prepackaged single-use plastic bags.
5. Permitted Activities:
- a. A Retail Establishment may provide a paper checkout bag to a customer at the customer's request.
6. Prohibited Activities:
- a. A Retail Establishment shall not:
    - i. Provide, distribute, sell, or use plastic or biodegradable plastic Checkout Bags;
    - ii. Provide a paper bag without first being asked by the customer for the bag;
    - iii. Restrict or deny the use of any reusable container by a person.
7. Inspection on Demand:
- a. A Peace Officer may enter any Retail Establishment and may make such examinations, investigations and inquiries as required to determine compliance with this bylaw.

8. Offences:

- a. Except as otherwise provided herein, any Retail Establishment who contravenes any provision of this Bylaw is guilty of an offence, and shall be liable, upon summary conviction, to the fine as set out in Schedule "A" of this Bylaw.
- b. Each instance that a contravention of a provision of this Bylaw occurs and each day that a contravention continues shall constitute a separate offence.
- c. A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any Retail Establishment, whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- d. A Violation Tag may be issued to such Retail Establishment:
  - i. in person;
  - ii. by registered mail sent to the postal address of the Retail Establishment, as shown on the Tax Assessment Roll or on the Certificate of Title for the property; or
  - iii. by leaving it with a person apparently over eighteen (18) years of age at the place of business of the Retail Establishment to whom the Violation Tag is addressed.
- e. Any Violation Tag shall conform to a format approved by the City Manager and shall include all required content.
- f. Subject to the provisions of section 8c. and 8d., upon issuance and service of a Violation Tag under section 8a. the amount the City will accept for the alleged offences shall be the amount of the specified penalty, and upon payment to a Retail Establishment authorized by the City Manager to receive such payment there shall be issued an official receipt therefor and such payment shall be accepted in lieu of prosecution for the alleged offence.
- g. In the event that a Violation Tag has been issued and the penalty specified on the Violation Tag has not been paid within the prescribed time, a Peace Officer may issue a Violation Ticket to the Retail Establishment to whom the Violation Tag was issued.
- h. A Violation Ticket issued with respect to a violation of this Bylaw shall be served upon the Retail Establishment responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
- i. The Retail Establishment to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided within Schedule "A" of this Bylaw.
- j. When Court records the receipt of a voluntary payment pursuant to *Provincial Offences Procedure Act*, the act of recording the receipt of that payment constitutes acceptance of the guilty plea and also constitutes the conviction and the imposition of a fine in the amount of the specified penalty.
- k. Subject to section 8f., where payment is tendered within seven (7) days from the date of service of a Violation Tag issued and served under section 8d. for and alleged offence

listed in Schedule "A", to a Retail Establishment authorized by the City Manager to received such payment set out in section 8f. shall be reduced by 50% of the specified penalty and such payment shall be accepted in lieu of prosecution.

9. Transition:

- a. Section 5a. is replaced with:
  - i. A Retail Establishment may provide a paper checkout bag to a customer at the customer's request, for a minimum fee of \$0.15 per paper checkout bag.

10. Date of Effect:

- a. This bylaw shall come into full force nine months from the date of passing, except for Section 3b. and Section 9, which shall come into force on June 1, 2020.

READ a first time in Council this 24 day of September, 2018.

READ a second time in Council this 9 day of October, 2018.

READ a third time in Council this 9 day of October, 2018

ORIGINAL SIGNED

\_\_\_\_\_  
Mayor

ORIGINAL SIGNED

\_\_\_\_\_  
City Manager

**"SCHEDULE A"**

|                            | <b>Set fine</b>       | <b>If paid within 7 days:</b> |
|----------------------------|-----------------------|-------------------------------|
| <b>First Offence</b>       | <b>Verbal Warning</b> | -                             |
| <b>Second Offence</b>      | <b>\$250.00</b>       | <b>\$125.00</b>               |
| <b>Third Offence</b>       | <b>\$500.00</b>       | <b>\$250.00</b>               |
| <b>Subsequent Offences</b> | <b>\$1,000.00</b>     | <b>\$500.00</b>               |



TOWN OF RIMBEY REQUEST FOR DECISION

|                                    |  |
|------------------------------------|--|
| <b>Council Agenda Item</b>         | 7.4  |
| <b>Council Meeting Date</b>        | December 11, 2018  |
| <b>Subject</b>                     | Policy 5403 Peter Lougheed Community Centre Main Auditorium  |
| <b>For Public Agenda</b>           | Public Information   |
| <b>Background</b>                  | <p>At the Regular Meeting of Council held November 27, 2018, Council received a request for a reduced rate for use of the Peter Lougheed Community Main Auditorium for volleyball practices for an upcoming newly formed U15 Girls Volley Ball Team.</p> <p>It was determined through discussion with the Director of Community Services that although there are markings on the floor for volleyball, it is not a sport they want held in the Main Auditorium due to the risk of damage to the sound baffling on the walls and ceiling, damage to the lights and or the sound system.</p> |
| <b>Discussion</b>                  | Administration was asked to prepare a policy regarding events held in the Peter Lougheed Community Centre Main Auditorium.   |
| <b>Relevant Policy/Legislation</b> | Policy 5403 Peter Lougheed Community Centre Main Auditorium  |
| <b>Attachments</b>                 | Policy 5403 Peter Lougheed Community Centre Main Auditorium  |
| <b>Recommendation</b>              | Administration recommends Council approve Policy 5403 Peter Lougheed Community Centre Main Auditorium, as presented.   |

Prepared By:

Lori Hillis, CPA, CA  
Chief Administrative Officer

Date

Endorsed By:

Lori Hillis, CPA, CA  
Chief Administrative Officer

Date



# Town of Rimbe Policy Manual

|  |  |  |  |
|--|--|--|--|
| Title: Peter Lougheed Community Centre Main Auditorium   |  | Policy No: 5403  |  |
| Date Approved:   |  | Resolution No:   |  |
| Date Effective:  |  |  |  |
|  |  |  |  |
| Purpose:   |  | In order to provide protection and limit risk of damage to Town of Rimbe Infrastructure, Council deems it expedient to provide guidelines for the use of the Main Auditorium in the Peter Lougheed Community Centre. |  |
| <p><b>Policy Statement</b></p> <p>The Main Auditorium in the Peter Lougheed Community Centre may be used for the following events:</p> <p>*Weddings *Concerts *Conferences *Meetings *Funerals *Galas *Christmas Parties *Markets<br/> *Fitness Classes *Clinics – (Flu/Blood Donor) *Drama Productions *Suppers *Pancake Breakfasts<br/> *Octoberfest *Dances *Expos *Tradeshows *Comedian Performance *Graduation Ceremonies<br/> *Reunions<br/> *Supervised sports/activities: Pickleball, Badminton, Floor Hockey – wiffle ball only, Basketball – 1 net only and must be located on the South wall</p> <p>The Main Auditorium in the Peter Lougheed Community Centre may NOT be used for the following events:</p> <p>*Volleyball *Cricket *Dodgeball *Chili Cook Off (breaker problems)</p> <p>***All activities/events not mentioned in the policy must be cleared by staff prior to booking the Peter Lougheed Community Centre.</p> |  |  |  |
| Initial Policy Date:   |  | Resolution No:   |  |
| Revision Date:   |  | Resolution No.   |  |
| Revision Date:   |  | Resolution No.   |  |
|  |  |  |  |



TOWN OF RIMBEY REQUEST FOR DECISION

|                             |   |
|-----------------------------|---|
| <b>Council Agenda Item</b>  | 8.1   |
| <b>Council Meeting Date</b> | December 11, 2018   |
| <b>Subject</b>              | Department Reports  |
| <b>For Public Agenda</b>    | Public Information  |
| <b>Background</b>           | Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period. |
| <b>Attachments</b>          | 8.1.1 Chief Financial Officer Report – Accounts Payable Listing   |
| <b>Recommendation</b>       | Motion by Council to accept the report from the Chief Financial Officer, as information.                              |

Prepared By:

Wanda Stoddart  
Wanda Stoddart  
Chief Financial Officer

Dec 7/18  
Date

Endorsed By:

Lori Hillis  
Lori Hillis, CPA, CA  
Chief Administrative Officer

Dec 7/18  
Date



**Town of Rimbey 2018**  
**Accounts Payable Cheque List**  
**From: 23-Nov-2018 To: 06-Dec-2018**

| <b>Vendor Name</b>               | <b>Purpose</b>                                 | <b>Cheque</b> | <b>Date</b> | <b>Amount</b> |
|----------------------------------|--|---------------|-------------|---------------|
| Canada Revenue Agency            | Nov.30/18 (Nov.11-24/18)                       | PAW4998       | 30-Nov-2018 | 13472.75      |
| LAPP                             | LAPP Pension payment for Nov. 2018 -...        | PAW4999       | 30-Nov-2018 | 806.62        |
| Great West Life                  | Dec. 2018 - GWL Benefits                       | PAW5000       | 30-Nov-2018 | 10652.20      |
| LAPP                             | LAPP - Nov.30/18 -biweekly payroll (Nov.11-... | PAW5001       | 30-Nov-2018 | 7911.10       |
| LAPP                             | LAPP Dec.05/18 biweekly payroll FCSS...        | PAW5002       | 06-Dec-2018 | 1272.92       |
| Workers' Compensation Board -... | Nov. 2018 - WCB payment                        | PAW5003       | 06-Dec-2018 | 2240.45       |
| Alberta Education                | 4th quarter req.                               | PAW5004       | 06-Dec-2018 | 223766.03     |
| Servus Credit Union Ltd.         | Debenture #45 - paving                         | PAW5005       | 06-Dec-2018 | 28145.36      |
| 556436 Alberta Ltd.              |  | 44073         | 30-Nov-2018 | 100.80        |
| Alberta Urban Municipalities...  |  | 44074         | 30-Nov-2018 | 1338.75       |
| Bowie, Cindy                     |  | 44075         | 30-Nov-2018 | 1061.64       |
| Digitex Inc.                     |  | 44076         | 30-Nov-2018 | 567.84        |
| Kendrew, Keith                   |  | 44077         | 30-Nov-2018 | 200.00        |
| Lifesaving Society               |  | 44078         | 30-Nov-2018 | 64.68         |
| Lyster, Stuart                   |  | 44079         | 30-Nov-2018 | 200.00        |
| Oke, Terry                       |  | 44080         | 30-Nov-2018 | 75.00         |
| PitneyWorks                      |  | 44081         | 30-Nov-2018 | 3150.00       |
| Rimbey TV & Electronics 1998     |  | 44082         | 30-Nov-2018 | 31.50         |
| Smith, Dawna                     |  | 44083         | 30-Nov-2018 | 75.00         |
| SmithIron Earthworks Ltd.        |  | 44084         | 30-Nov-2018 | 127362.24     |
| Tagish Engineering Ltd.          |  | 44085         | 30-Nov-2018 | 41626.29      |
| AED Advantage                    |  | 44086         | 06-Dec-2018 | 2089.93       |
| AN Adventure Distribution &...   |  | 44087         | 06-Dec-2018 | 153.88        |
| Big Hill Services Ltd.           |  | 44088         | 06-Dec-2018 | 2334.22       |
| Buhler, Jason                    |  | 44089         | 06-Dec-2018 | 25.00         |
| Cimco Refrigeration              |  | 44090         | 06-Dec-2018 | 2167.09       |
| Clark, Steve                     |  | 44091         | 06-Dec-2018 | 25.00         |
| Dawn, Karen                      |  | 44092         | 06-Dec-2018 | 80.00         |
| Digitex Inc.                     |  | 44093         | 06-Dec-2018 | 39.59         |
| Donohue, Kayla                   |  | 44094         | 06-Dec-2018 | 25.00         |
| Dumonceaux, Taylor               |  | 44095         | 06-Dec-2018 | 25.00         |
| Global Industrial Canada         |  | 44096         | 06-Dec-2018 | 11334.44      |
| Hohn, Darla                      |  | 44097         | 06-Dec-2018 | 332.12        |
| Kehoe Law Enforcement Dist. Inc. |  | 44098         | 06-Dec-2018 | 79.04         |
| Lemon, Anthony                   |  | 44099         | 06-Dec-2018 | 25.00         |
| Mackinaw, Jamie                  |  | 44100         | 06-Dec-2018 | 25.00         |
| MLA Benefits Inc.                |  | 44101         | 06-Dec-2018 | 1656.42       |
| Nikirk Bros. Contracting Ltd.    |  | 44102         | 06-Dec-2018 | 468.56        |
| Pipke, Kayleigh                  |  | 44103         | 06-Dec-2018 | 650.00        |
| Rimbey TV & Electronics 1998     |  | 44104         | 06-Dec-2018 | 7.35          |
| StarKist Catering                |  | 44105         | 06-Dec-2018 | 756.00        |
| Towle, Jeanette                  |  | 44106         | 06-Dec-2018 | 151.82        |
| Town Of Rimbey                   |  | 44107         | 06-Dec-2018 | 1513.05       |
| Vicinia Planning & Engagement... |  | 44108         | 06-Dec-2018 | 1984.50       |

**44 cheques for** \$490,069.18





## **PROJECT STATUS UPDATES**

November 22, 2018

| Date  | Project Manager  | Status Update   |
|---|------------------|---|
| <b>Town of Rimbey</b>   |                  |   |
| <b>Project: RBYM00000.18 RB00 - 2018 General Engineering</b>          |                  |   |
| October 25, 2018  | Matichuk, Gerald | Urban Dirtworks Inc. is scheduled to remove the hydrant extensions on three hydrants by October 31, 2018. Tagish staff are working on the five (5) year and 2019 capital budget.  |
| November 7, 2018  | Matichuk, Gerald | - Urban Dirtworks Inc. has completed all work associated the the hydrant & valve replacement project. Tagish staff are preparing a progress payment certificate for the work completed.<br><br>- Tagish is working with administration in compiling a five (5) year Capital Budget Plan.  |
| November 22, 2018   | Matichuk, Gerald | <b>Final Acceptance Inspection was completed on the 2016 - Street Improvement program. FAC documents will be prepared and sent to all parties.</b>  |
| <b>Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1</b>         |                  |   |
| October 25, 2018  | Matichuk, Gerald | AMEC has provided Alberta Environment the additional information as requested in regard to licencing the PW17-15 as the ground water production well. A letter with land owners consent was sent to Alberta Environment advising that the land owner had no concern with the Town using Well PW(17-15) as a production well.                      |
| November 7, 2018  | Matichuk, Gerald | AMEC has provided Alberta Environment with a GWUDI report related to anticipated goundwater diversion from Well PW(!7-15) as a production well.   |
| November 22, 2018   | Matichuk, Gerald | <b>Well PW17-15 Notice of Application was advertised in the Rimbey Review as required by Alberta Environment and Parks. The Notice of Application states that any person who is directly affected may submit a statement of concern within 30 days of the notice. Concerns must be filed by December 6, 2018.</b>                                 |
| <b>Project: RBYM00131.01 RB131.01 - SW Stormwater Management Plan</b> |                  |   |
| October 25, 2018  | Solberg, Lloyd   | (Oct. 25) No change.  |
| November 8, 2018  | Solberg, Lloyd   | (Nov. 08) No change.  |
| November 22, 2018   | Solberg, Lloyd   | (Nov. 22) No change.  |
| <b>Project: RBYM00133.00 RB133 - 2017 NE Lagoon Outlet Ditch Upg</b>  |                  |   |
| October 24, 2018  | Matichuk, Gerald | Smitlron Earthworks Ltd. has started construction on the cleaning out the southerly most section of the outlet ditch.   |
| November 7, 2018  | Matichuk, Gerald | By end of this week (November 10), the Contractor should have the bulk of the excess material removed from ditch from Sta. 3+400 to Sta. 5+320 (Twp. 422 (Parkland Beach Road)). The Contractor has cleaned out approximately 200 meter of the existing ditch south of Twp 422. The cold weather is causing the work to proceed at a slower pace. |
| November 22, 2018   | Matichuk, Gerald | <b>Smithlron Earthworks continues to work on cleaning out the NE Lagoon Outlet Ditch. The contractor has completed approximately 60% of the ditching, and the installation of culverts for 6 of the 8 farm crossings. The Contractor is working with the Town of Public work to facilitate the fall discharge of the NE Lagoon.</b>               |
| <b>Project: RBYM00134.00 RB134 - 2018 Street Improvements</b>         |                  |   |
| October 24, 2018  | Matichuk, Gerald | J. Branco Concrete Services has completed the concrete replacement on the two catch basins on 45 Ave. Border Paving is scheduled to complete the asphalt patching by October 30, 2018.  |
| November 7, 2018  | Matichuk, Gerald | The Contractors have completed all of the construction work and Tagish staff are working on completing the progress payment.  |
| November 22, 2018   | Matichuk, Gerald | <b>The 2018 - Street Improvement program is completed with the exception of the Contractors holdback release. The Contractor must supply documentation that all subtrades have been paid</b>  |
| <b>Project: RBYM00135.00 RB135 - Standby Generator Comm Centre</b>    |                  |   |
| November 22, 2018   | Matichuk, Gerald | <b>Frontline Compression Services Inc. are working with a electrical contractor to complete a price quotation for the supply and installation of a standby generator for the Community Center.</b>  |



TOWN OF RIMBEY REQUEST FOR DECISION

|                             |  |
|-----------------------------|--|
| <b>Council Agenda Item</b>  | 9.0  |
| <b>Council Meeting Date</b> | December 11, 2018  |
| <b>Subject</b>              | Correspondence   |
| <b>For Public Agenda</b>    | Public Information   |
| <b>Attachments</b>          | 9.1 Letter from Rimbey Elementary School<br>9.2 Letter from Community Planning Association of Alberta<br>9.3 Alberta Utilities Commission  |
| <b>Recommendation</b>       | Administration recommends Council accept the correspondence from the Rimbey Elementary School, Community Planning Association of Alberta and Alberta Utilities Commission, as information. |

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Dec 7/18

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Dec 7/18

Date



5302 52 Street  
Rimbey AB T0C 2J0  
November 8, 2018

Rimbey Town Council  
4938 50 Avenue  
Rimbey AB T0C 2J)

Dear Rimbey Town Council:

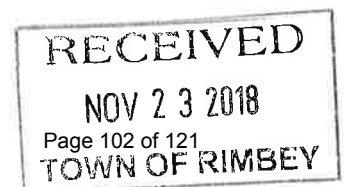
We are writing this letter to request financial support from Rimbey Town Council to assist with fixing the outdoor rink at Rimbey Elementary School. In its current state, we have been unable to use the outdoor rink as there are broken, missing and boards with holes them; making it dangerous for use.

As a part of our involvement in WE Schools, which encourages students to get involved and make their communities a better place, we have picked the outdoor arena as our project. We believe the outdoor rink is useful to the entire community, minor and pond hockey associations and both the elementary and junior/senior high schools. We feel that having an extra ice surface close to the arena would provide more ice times and opportunity for all in our community.

In order to fix the arena, it will cost around six thousand dollars. This is the cost to purchase the plywood, puck boards, and screws. We are wondering if you could help us with the cost or assist us with possible grants. We would love the opportunity to meet with you to discuss the project. Please contact us by email [jodibramfield@wolfcreek.ab.ca](mailto:jodibramfield@wolfcreek.ab.ca) or phone Mrs. Coston at 403-843-3751

Sincerely,

Reed Toussaint, Tavish Beagle, and Dutch Felt  
(Rimbey Elementary School- WE School members)



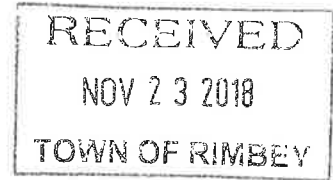


COMMUNITY PLANNING  
ASSOCIATION of ALBERTA



November 14, 2018

Mayor Rick Pankiw  
Town of Rimbey  
PO Box 350  
Rimbey, AB T0C 2J0



Dear Mayor Rick Pankiw,

**Re: Community Planning Association of Alberta (CPAA) 2019 Annual Conference  
Request for Attendance and Sponsorship Support**

The Community Planning Association of Alberta (CPAA) is a non-profit Association incorporated in 1977 as an organization dedicated to the promotion of community planning in the Province of Alberta. Through various means, the Association provides a forum for all stakeholders to discuss community planning-related concepts, ideas and issues with a view towards solutions.

CPAA has been and remains instrumental at bringing together varying perspectives on community planning related challenges and prides itself on broad based representation and participation from rural and urban environments. Events and outreach coordinated throughout the year and the annual CPAA conference bring together individuals with varying and diverse perspectives from political, administrative, planning and post – secondary backgrounds throughout Alberta.

The 2019 annual conference will be held from April 29<sup>th</sup> – May 1<sup>st</sup> 2019 at the Black Knight Inn in Red Deer, Alberta. This year's conference is themed the "**Intersection of Planning and Politics**". This theme gets to the core of the CPAA's reason for being: bringing together planners, administrators and politicians from throughout Alberta, so that each might better appreciate and understand the others knowledge, priorities and perspectives. The conference creates a space for planners, administrators and politicians to explore how planning can help influence, shape and enhance our communities and municipalities.

As part of CPAA's conference planning this year, the conference planning committee is reaching out directly to municipalities and previous conference partners throughout the Province to consider conference attendance for Council members, Chief Administrative Officers, Planners or other staff who would benefit from conference participation. Concurrent with this, we are also reaching out to municipalities and previous partners, to consider sponsorship, funding or in kind contributions to support the CPAA conference.



COMMUNITY PLANNING  
ASSOCIATION of ALBERTA

2019 CPAA  
CONFERENCE  
RED DEER

# P O L I T I C S

## PLANNING

EXPLORING THE  
INTERSECTION  
OF PLANNING  
& POLITICS

All sponsorship funding or in kind contributions received will be used to support conference activities and to support annual scholarships awarded by CPAA to students advancing post secondary education and a career in planning.

In support of this request, we have appended the following information to support your consideration of participation and / or formal support in this important annual event. Please find enclosed with this correspondence the following:

- Conference Registration Form
- Conference Exhibitor Form
- Conference Sponsorship Form and Information
- Conference Call for Abstracts

CPAA wishes to thank you in advance for your consideration to support this event. Should you have any questions in regards to this request, please do not hesitate to contact the CPAA Secretary, Vicki Hackl, at 780-432-6387 or [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz) or Chair of the 2019 Conference Committee, Candace Banack at 403-851-2578 or [Candace.Banack@cochrane.ca](mailto:Candace.Banack@cochrane.ca) .

We look forward to your participation and support.

Regards,

Candace Banack, RPP, MCIP

Chair, 2019 CPAA Conference Planning Committee



## 2019 CPAA CONFERENCE SPONSOR PACKAGE

# SPONSOR FORM

Contact Name: .....

Firm or Organization: .....

Address: ..... City: .....

Postal Code: ..... Email: ..... Phone: .....

### TERMS AND CONDITIONS:

1. Benefits will be allocated on a "first come, first served" basis
2. A sponsorship is secured only upon receipt of contribution.
3. CPAA reserves the right to amend the rules and regulations governing sponsorship at any time.

### SPONSORSHIP & PAYMENT DETAILS

Sponsorship Amount \$ .....

Payment amount enclosed

Payment to follow

Please invoice sponsorship amount of to above organization

*GST not applicable. Credit card payment is not available. Payment by e transfer, direct deposit or by cheque, made payable to: Community Planning Association of Alberta.*

I have read and agree to the terms of the sponsorship/partnership agreements contained herein:

Signature: .....

Date: .....

*Please note the deadline for sponsorship is **March 15, 2019***

Please return both sponsor forms to:

**CPAA Office**  
**205 - 10940, 166A Street NW**  
**Edmonton, AB**  
**T5P 3V5**

Questions regarding sponsorship should be directed to:

**Vicki Hackl, CPAA Secretary**  
**P | 780-432-6387**  
**E | cpaa@cpaa.biz**

## 2019 CPAA CONFERENCE SPONSOR PACKAGE

# SPONSOR BENEFITS

### DIAMOND \$3,000

There will only be one sponsor in this category. The diamond sponsor shall be recognized as **Principal Sponsor** in all conference materials. A sponsor representative will be invited to speak as part of conference welcoming and closing remarks.

#### BENEFITS

- One free registration for Conference (Value: \$500)\*
- One free registration for Education Session (Value: \$150)\*
- One free registration for Golf Tournament (Value: \$125)
- One free exhibitor space (Value: \$250)
- Primary sponsor in all conference materials and publications
- Primary recognition through prominent on-site signage
- First opportunity to sponsor conference delegate swag items

### PLATINUM \$2,000

Sole Sponsor for one activity. Please choose:

- Golf Tournament
- Education Session
- Keynote Speaker
- Conference Banquet
- Closing Plenary
- Silent Auction
- Student Participation

#### BENEFITS

- One free registration for Conference (Value: \$500)\* **OR**
- One free registration for Education Session (Value: \$150)\*
- One free exhibitor space (Value: \$250)
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

### GOLD \$1,250

Sole Sponsor for one activity. Please choose:

- Concurrent Sessions (12 to choose from)
- Banquet Beverages
- Tuesday Plenary Session
- Wednesday Plenary Session
- Refreshment breaks (4 to choose from)

#### BENEFITS

- One free registration for Conference (Value: \$500)\*
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

### SILVER \$750

Sole Sponsor for one activity. Please choose:

- Education Session Lunch
- Conference Lunch
- Banquet Entertainment

#### BENEFITS

- Two free tickets for the Conference Luncheon and the Banquet (Value: \$220)
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

### BRONZE \$500

Sole Sponsor for one activity. Please choose:

- Conference Program
- Conference Management

#### BENEFITS

- One free ticket for the Conference Luncheon and Banquet (Value: \$110)
- Recognition on the on-site Master Board of Sponsors.
- Logo placement and listing in conference program

### Silent Auction / Scholarship Sponsor (less than \$500)

May include financial or in kind contribution which supports annual CPAA silent auction hosted at conference banquet. The CPAA silent auction raises funds directly for student scholarships to pursue and advance education and a career in planning. Contributing sponsors supporting the silent auction and student scholarships are listed in the conference program.

*\*Conference Registration includes one ticket for all conference meals.*

*\*Education Session Registration includes one ticket for all education session meals.*

**GST NOT APPLICABLE**

## 2019 CPAA CONFERENCE EXHIBITOR FORM

Contact Name: .....

Firm or Organization: .....

Address: ..... City: .....

Postal Code: ..... Email: ..... Phone: .....

*Exhibitor cost is \$250. You may register separately for the conference which includes one ticket for all meals (Value: \$500.00) and/or for the Education Session (Value: \$150).*

### PAYMENT DETAILS

- Payment Amount Enclosed
- Payment to follow
- Invoice amount to above organization
- Display included with conference sponsorship

*GST not applicable. Credit card payment is not available. Payment by e transfer, direct deposit or by cheque, made payable to: Community Planning Association of Alberta.*

Name: .....

Signature: ..... Date: .....

### ARE YOU ALSO A SPONSOR?

- YES
- NO

### IF YES, AT WHAT LEVEL?

- DIAMOND
- PLATINUM
- GOLD
- SILVER
- BRONZE
- SUPPORTER

### EXHIBITOR SPACE DETAILS:

- Displays will be set up along the perimeter walls in Salon DE within the Conference space - spaces will be assigned.
- Each display space consists of a maximum area 8 feet wide by 5 feet deep (including any tables or chairs)
- **If requested**, a skirted table (8 feet by 2 feet) and two chairs will be included as part of the regular cost.
- Displays may start to be set up as early as 8:00 am, Monday, April 29, but must be set up and ready by Monday 1:00 pm. They must be removed from the conference space by 12:15 pm Wednesday, May 1.
- Extra Luncheon and Banquet tickets will be available through the Conference (Lunch: \$40/person; Banquet: \$70/person) if the person at the booth has not registered for the conference.

### WE, THE ABOVE ORGANIZATION WOULD LIKE TO RESERVE DISPLAY SPACE AS FOLLOWS:

- Number of display spaces (Note one banquet ticket included with each space purchased.) - \$250 each
- Number of complimentary chairs required (Maximum of 2 included with space)
- Number of complimentary tables required (skirted) (Maximum of 1 included with space)
- Electric outlets required (included in price)

Community Planning Association of Alberta. Please complete the form and return with payment to **CPAA Office**

**205 - 10940 166A Street NW  
Edmonton, AB  
T5P 3V5**

**P | 780-432-6387  
E | cpaa@cpaa.biz**

# 2019 ANNUAL PLANNING CONFERENCE & EDUCATION SESSION REGISTRATION FORM

Delegate Name(s) [with title/positions for name tags]:

.....

.....

Firm or Organization: .....

Address: ..... City: .....

Postal Code: ..... Email: ..... Phone: .....

Contact person and email for invoicing and payment: .....

Dietary Restrictions:  No  Yes, .....

Conference registration fee includes: Welcome Reception, Conference Sessions, Hot Buffet Breakfasts, Hot Luncheon & Banquet.  
Pre Conference Golf Tournament (April 28, 2018) fee includes: Green fees (9 holes), Welcome lunch, two (2) drink tickets, appetizers and tournament prizes - Golf Tournament to be held at Riverbend Golf Course in Red Deer.  
Education Session fee includes: Education Session, Hot Buffet Breakfast, Buffet Lunch

**PRE CONFERENCE GOLF TOURNAMENT & SOCIAL**

- Registration Fee: \$125.00 for CPAA members
- Registration Fee: \$150.00 for CPAA non-members

**CONFERENCE REGISTRATION**

- Conference Registration Fee: \$500.00 for CPAA members
- Registration Fee: \$575.00 for non-members
- Registration Fee included with Sponsorship - If yes, please indicate sponsorship level .....
- Student Registration Fee: \$50.00 Students must be current members of CPAA.

Full-time students please indicate Institution:

.....

**EDUCATION SESSION REGISTRATION**

- Education Session Registration Fee: \$150.00 for CPAA members
- Education Session Registration Fee: \$175.00 for CPAA members

**Total Amount Owning:** .....  **Payment Enclosed**  **Payment to Follow**  **Invoice**

**GST is not applicable.** Credit card payment is not available. However, payment may be made by e-transfer, direct deposit or by cheque, made payable to Community Planning Association of Alberta.

**Cancellation Policy:** There will be no refunds, but you may transfer the registration to another person, or conference and/or education session to another individual with the same organization

Please complete the form and return with payment to

**CPAA Office**  
205 - 10940 166A Street NW  
Edmonton, AB  
T5P 3V5

**P | 780-432-6387**  
**E | cpaa@cpaa.biz**

2019 CPAA  
CONFERENCE  
RED DEER  
APRIL 29<sup>th</sup> - MAY 1<sup>st</sup>, 2019

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**PLANNING**

EXPLORING THE  
INTERSECTION  
OF PLANNING  
& POLITICS



**CPAA**

COMMUNITY PLANNING  
ASSOCIATION of ALBERTA

**CALL FOR  
ABSTRACTS**

RECEIVED  
NOV 23 2018  
TOWN OF RIMBEY

## WELCOME

The 2019 Community Planning Association of Alberta (CPAA) conference is being held from April 29<sup>th</sup> to May 1, 2019 at the Black Knight Inn in Red Deer Alberta, the CPAA's home for close to 18 years. As part of this year's conference kick off festivities, CPAA is exploring a meet and greet golf tournament and follow up social to be held at Riverbend Golf Course on April 28<sup>th</sup>, 2019. Please refer to finalized conference program and registration form for details.

The upcoming conference is themed and titled the "**Intersection of Planning and Politics**". This theme gets to the core of the CPAA's reason for being: bringing together planners, administrators and politicians from throughout Alberta, so that each might better appreciate and understand the others knowledge, priorities and perspectives. The conference creates a space for planners, administrators and politicians to explore how planning can help influence, shape and enhance our communities and municipalities.

You can expect this year's conference to cover a wide variety of topics that consider the impact and influence of both politics and planning. We encourage politicians, planners and administrators from municipalities across Alberta to attend and participate the conference.

At the intersection of planning and politics is a nexus of influences, information and impacts. As such we encourage proposals from a wide variety professionals including: planners, politicians, engineers, administrators, landscape architects, developers, architects, builders, policy analysts, community advocates, journalists and students.

## POTENTIAL TOPICS INCLUDE, BUT ARE NOT LIMITED TO:

- From Planner to Politician - perspectives from someone who's crossed over
- Planning and Power
- Limits to planning and political authority
- Setting the agenda - how planning can support strategic priority setting
- Rural economic development and community building
- Planning in the rural environment
- Planning in low growth communities
- Engagement at the far end of the spectrum - Collaboration and Empowerment
- Your municipal planning framework - What is it? Why is it important? When and how can it be changed?
- Community change - Setting a framework or proactive action - what is a municipality to do?
- Knowledge is power - information that improves planning processes and where to get it.

## HOW TO SUBMIT YOUR PROPOSAL:

Abstract Submissions must outline the following information:

- Title of the presentation, which clearly indicates the topic
- Name(s) of presenter(s), job title, biography, organization affiliation and contact information, including e-mail address and telephone number
- Presenter's previous speaking experience, including relevant speaking engagements
- Proposed presentation format
- Clear and concise description or abstract of the session, no more than 300 words in length
- A typical AV package will be available: screen, laptop, remote, LCD projector and mics. Please list any other equipment/ AV requirements.

The conference program will include a mix of plenary and concurrent sessions that are designed to appeal to a variety of learning styles.

Sessions may include panel discussions, workshops, mobile tours, and training sessions. Innovative approaches to presentations are encouraged!

All proposals must be submitted to the CPAA office, [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz)

**SUBMISSION DEADLINE IS DECEMBER 31, 2018.**



## PRESENTATION & WORKSHOP FORMATS

Proposal formats could fit one of the following:

---

### SHORT PRESENTATION

30 minutes in length, including 5 to 10 minutes for any questions and discussion (1-2 speakers).

---

### LONG PRESENTATION

1 to 2 hours in length, including 20 minutes for any questions and discussion (1-3 speakers). May include interactive presentations, panel discussions and workshops conducted within the conference venue.

---

### TRAINING WORKSHOP

2 or more hours in length on a particular topic (1-2 speakers)

---

### MOBILE TOURS & WORKSHOPS

2 or more hours in length (1-2 leaders). May be walking workshops or involve transportation to local venues and attractions. (Please note the conference venue is in Red Deer.)

**Do you have a creative approach to presenting your topic? Please describe in your submission.**

## SELECTION CRITERIA & REVIEW PROCESS

The Conference Committee, composed of volunteers from practice and academia, will review all proposals and selection will be based on the following criteria:

- The relevance of the topic to planning and to the conference theme (s).
- The consistency of the submission
- The presenter's expertise, knowledge and ability to engage and challenge delegates
- The proposed session's fit within the conference structure

The Conference Committee may determine that a proposal could or should be presented in a format other than that proposed by the submitter. The submitter will be consulted regarding this option.

The Conference Committee will notify those who have submitted proposals of its decision by email **by January 15, 2019.**

## PRESENTERS

Each presenter or group of presenters:

- Must have their presentation, a summary of their presentation (no more than 300 words), a brief biography (no more than 300 words) and a photo submitted to the CPAA office at [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz)
- Must indicate intent to attend and register for the conference.
- Approved presenters will be responsible for 100 % of the following expenses - travel, accommodation, non-sponsored meals and miscellaneous charges. Approved presenters will not be responsible for conference registration or education session expenses should they choose to attend the duration of the conference.
- A presenter registration form and presenter contract shall be sent out to all successful presentation submissions upon confirmation by the conference committee.

If you have any questions, please contact:

**Vicki Hackl, CPAA Secretary**  
**P | 780-432-6387**  
**E | [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz)**

*Reminder: you must submit your proposal in accordance with the requirements by December 31, 2018 in order to be considered for this year's conference.*

CPAA thanks you for your interest in our conference. While we strive to include all proposals submitted, CPAA reserves the right to select those proposals that best reflect the conference theme and format.

November 29, 2018

Disposition 24072-D01-2018

FortisAlberta Inc.  
320 17 Ave. S.W.  
Calgary, Alta. T2S 2V1

Attention: Mr. Miles Stroh  
Director, Regulatory

**FortisAlberta Inc.**  
**Municipal Franchise Fee Amendment for 21 Municipalities – January 1, 2019**  
**Proceeding 24072**

1. The Alberta Utilities Commission received your application dated November 23, 2018, for amendments to the Municipal Franchise Fee Riders and a copy of the revised Municipal Franchise Fee Riders (franchise fee) schedule for FortisAlberta Inc., attached as [Appendix 1](#) to this letter. The application identified changes in the following municipalities:

**Municipal Franchise Fee Adjustments for January 1, 2019**

| Municipality Name            | Municipal Code | Current Franchise Fee % | Increase/Decrease % for 2018 | Franchise Cap % |
|------------------------------|----------------|-------------------------|------------------------------|-----------------|
| Village of Alix              | 03-0005        | 18                      | 8.5                          | 20              |
| Town of Bassano              | 02-0017        | 12.4                    | 14.4                         | 20              |
| Village of Beiseker          | 03-0022        | 0                       | 3.5                          | 20              |
| Town of Bentley              | 02-0024        | 9                       | 10                           | 20              |
| Village of Caroline          | 03-0055        | 7                       | 10                           | 20              |
| Town of Hardisty             | 02-0143        | 7                       | 7.5                          | 20              |
| Town of Hinton               | 02-0151        | 10.7                    | 12.7                         | 20              |
| Town of Innisfail            | 02-0180        | 9                       | 12                           | 20              |
| City of Lacombe              | 01-0194        | 6.2                     | 12.75                        | 20              |
| Town of Millet               | 02-0219        | 15                      | 16                           | 20              |
| Town of Nanton               | 02-0232        | 7                       | 9                            | 20              |
| Town of Okotoks              | 02-0238        | 10                      | 18                           | 20              |
| Town of Olds                 | 02-0239        | 8.59                    | 15                           | 20              |
| Town of Rimbey               | 02-0266        | 15                      | 16                           | 20              |
| Summer Village of South View | 04-0288        | 0                       | 3                            | 20              |
| City of St. Albert           | 01-0292        | 0                       | 5                            | 20              |
| Village of Stirling          | 03-0300        | 8                       | 12                           | 20              |
| Town of Sylvan Lake          | 02-0310        | 12                      | 15                           | 20              |
| Town of Vauxhall             | 02-0326        | 2                       | 4                            | 20              |
| Town of Wainwright           | 02-0335        | 7                       | 9                            | 20              |
| Town of Whitecourt           | 02-0350        | 2.55                    | 2.42                         | 20              |

2. Each municipality has notified customers of the change in the franchise fee through the publication of notices in newspapers having the widest circulation within each municipality at least 45 days prior to the implementation of the revised level of the franchise fees.

3. Additionally, each municipality has the ability to revise the franchise fee on an annual basis pursuant to Clause 5(b) of the standard electric distribution system franchise agreement. The Commission agreed with the ability to increase the franchise fee on an annual basis in Decision 2012-255.<sup>1</sup> Prior to any change in the level of the franchise fee pursuant to the franchise agreement, customers shall be notified as outlined in Section 6 of Rule 029: *Applications for Municipal Franchise Agreements and Associated Franchise Fee Rate Riders*.

4. The above-noted is accepted as a filing for acknowledgement.

Sincerely,

Derrick Ploof  
Director, Retail Energy and Water  
Rates Division

Attachment

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<sup>1</sup> Decision 2012-255: Town of Hinton, New Franchise Agreement Template and Franchise Agreement with FortisAlberta Inc., Proceeding 1946, Application 1608547-1, September 28, 2012.

## Appendix 1 – Municipal franchise fee riders

[\(return to text\)](#)



Appendix 1 -  
Municipal franchise fe  
(consists of 3 pages)



## MUNICIPAL FRANCHISE FEE RIDERS

**Availability** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

**Price Adjustment** A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to pool price deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

| Muni Code | Municipality   | Rider  | Effective  | Muni Code | Municipality   | Rider  | Effective  |
|-----------|----------------|--------|------------|-----------|----------------|--------|------------|
| 03-0002   | Acme           | 3%     | 2013/07/01 | 03-0041   | Boyle          | 6%     | 2018/07/01 |
| 01-0003   | Airdrie        | 15%    | 2018/04/01 | 03-0042   | Breton         | 20%    | 2015/01/01 |
| 03-0005   | Alix           | 8.50%  | 2019/01/01 | 01-0043   | Brooks         | 12.63% | 2015/01/01 |
| 03-0004   | Alberta Beach  | 5%     | 2017/01/01 | 02-0044   | Bruderheim     | 0%     | 2013/07/01 |
| 03-0007   | Amisk          | 0%     | 2014/01/01 | 02-0047   | Calmar         | 20%    | 2013/07/01 |
| 02-0011   | Athabasca      | 7%     | 2018/04/01 | 01-0048   | Camrose        | 10%    | 2016/01/01 |
| 04-0009   | Argentia Beach | 0%     | 2017/01/01 | 02-0050   | Canmore        | 10%    | 2016/01/01 |
| 03-0010   | Arrowwood      | 12%    | 2015/07/01 | 03-0054   | Carmangay      | 5%     | 2018/01/01 |
| 02-0387   | Banff          | 4%     | 2018/01/01 | 03-0055   | Caroline       | 10%    | 2019/01/01 |
| 03-0363   | Barnwell       | 5%     | 2013/07/01 | 02-0056   | Carstairs      | 10%    | 2015/01/01 |
| 03-0013   | Barons         | 5%     | 2015/04/01 | 03-0061   | Champion       | 15%    | 2015/04/01 |
| 02-0014   | Barrhead       | 12%    | 2016/04/01 | 03-0062   | Chauvin        | 11%    | 2016/01/01 |
| 02-0016   | Bashaw         | 3%     | 2013/07/01 | 02-0356   | Chestermere    | 11.50% | 2014/01/01 |
| 02-0017   | Bassano        | 14.40% | 2019/01/01 | 03-0064   | Chipman        | 0%     | 2016/01/01 |
| 03-0018   | Bawlf          | 6%     | 2016/01/01 | 02-0065   | Claresholm     | 4%     | 2017/01/01 |
| 02-0019   | Beaumont       | 5%     | 2013/10/01 | 03-0066   | Clive          | 9%     | 2013/01/01 |
| 03-0022   | Beiseker       | 3.50%  | 2019/01/01 | 03-0068   | Clyde          | 15%    | 2017/01/01 |
| 02-0024   | Bentley        | 10%    | 2019/01/01 | 02-0069   | Coaldale       | 11%    | 2015/01/01 |
| 04-0026   | Betula Beach   | 0%     | 2017/01/01 | 02-0360   | Coalhurst      | 5%     | 2015/01/01 |
| 03-0029   | Bittern Lake   | 7%     | 2016/01/01 | 02-0070   | Cochrane       | 15%    | 2015/01/01 |
| 02-0030   | Black Diamond  | 10%    | 2017/01/01 | 03-0076   | Coutts         | 3%     | 2017/01/01 |
| 02-0031   | Blackfalds     | 20%    | 2013/10/01 | 03-0077   | Cowley         | 5%     | 2016/01/01 |
| 02-0034   | Bon Accord     | 20%    | 2013/07/01 | 03-0078   | Cremona        | 10%    | 2016/01/01 |
| 02-0039   | Bow Island     | 8.50%  | 2018/01/01 | 02-0079   | Crossfield     | 0%     | 2015/01/01 |
| 02-0040   | Bowden         | 15%    | 2017/01/01 | 09-0361   | Crowsnest Pass | 16%    | 2016/01/01 |

FortisAlberta's Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.


**FortisAlberta Inc.**  
**2019 Annual Rate Adjustment Filing**  
**Rider Schedules**

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**MUNICIPAL FRANCHISE FEE RIDERS**

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

| <b>Muni Code</b> | <b>Municipality</b> | <b>Rider</b> | <b>Effective</b> | <b>Muni Cod</b> | <b>Municipality</b> | <b>Rider</b> | <b>Effective</b> |
|------------------|---------------------|--------------|------------------|-----------------|---------------------|--------------|------------------|
| 04-0080          | Crystal Springs     | 0%           | 2016/01/01       | 04-0196         | Lakeview            | 2%           | 2016/01/01       |
| 03-0081          | Czar                | 5%           | 2013/10/01       | 02-0197         | Lamont              | 5%           | 2013/07/01       |
| 02-0082          | Daysland            | 7%           | 2018/01/01       | 01-0200         | Leduc               | 16%          | 2014/01/01       |
| 02-0086          | Devon               | 13%          | 2018/01/01       | 02-0202         | Legal               | 10%          | 2018/01/01       |
| 02-0088          | Didsbury            | 17%          | 2016/01/01       | 03-0207         | Lomond              | 15%          | 2017/01/01       |
| 02-0091          | Drayton Valley      | 10%          | 2016/01/01       | 03-0208         | Longview            | 17%          | 2017/01/01       |
| 03-0093          | Duchess             | 15%          | 2018/01/01       | 03-0209         | Lougheed            | 5%           | 2016/01/01       |
| 02-0095          | Eckville            | 10%          | 2015/01/01       | 02-0211         | Magrath             | 8%           | 2017/01/01       |
| 03-0096          | Edberg              | 10%          | 2018/01/01       | 04-0210         | Ma-Me-O Beach       | 0%           | 2016/01/01       |
| 03-0097          | Edgerton            | 16%          | 2015/01/01       | 02-0215         | Mayerthorpe         | 8%           | 2016/01/01       |
| 02-0100          | Edson               | 5%           | 2015/01/01       | 04-0359         | Mewatha Beach       | 2%           | 2016/10/01       |
| 03-0109          | Ferintosh           | 11%          | 2016/01/01       | 02-0218         | Milk River          | 12%          | 2017/01/01       |
| 03-0112          | Foremost            | 7%           | 2016/01/01       | 02-0219         | Millet              | 16%          | 2019/01/01       |
| 02-0115          | Fort Macleod        | 15%          | 2018/10/01       | 03-0220         | Milo                | 20%          | 2017/01/01       |
| 01-0117          | Fort Saskatchewan   | 0%           | 2013/10/01       | 02-0224         | Morinville          | 20%          | 2013/07/01       |
| 02-0124          | Gibbons             | 10%          | 2013/01/01       | 04-0230         | Nakamun Park        | 0%           | 2013/10/01       |
| 03-0128          | Glenwood            | 0%           | 2016/02/11       | 02-0232         | Nanton              | 9%           | 2019/01/01       |
| 04-0129          | Golden Days         | 0%           | 2017/01/01       | 02-0236         | Nobleford           | 0%           | 2013/10/01       |
| 02-0135          | Granum              | 5.50%        | 2013/07/01       | 03-0233         | New Norway          | 6%           | 2009/01/01       |
| 04-0134          | Grandview           | 0%           | 2016/01/01       | 04-0237         | Norglenwold         | 5%           | 2015/01/01       |
| 04-0138          | Gull Lake           | 0%           | 2016/01/01       | 04-0385         | Norris Beach        | 0%           | 2016/01/01       |
| 02-0143          | Hardisty            | 7.50%        | 2019/01/01       | 02-0238         | Okotoks             | 18%          | 2019/01/01       |
| 03-0144          | Hay Lakes           | 7%           | 2017/11/01       | 02-0239         | Olds                | 15%          | 2019/01/01       |
| 02-0148          | High River          | 20%          | 2015/07/01       | 02-0240         | Onoway              | 7.50%        | 2013/01/01       |
| 03-0149          | Hill Spring         | 5%           | 2015/09/01       | 04-0374         | Parkland Beach      | 0%           | 2015/01/01       |
| 02-0151          | Hinton              | 12.70%       | 2019/01/01       | 02-0248         | Penhold             | 19%          | 2014/01/01       |
| 03-0152          | Holden              | 4%           | 2016/01/01       | 02-0249         | Picture Butte       | 10%          | 2016/01/01       |
| 03-0153          | Hughenden           | 5%           | 2016/01/01       | 02-0250         | Pincher Creek       | 13%          | 2017/01/01       |
| 03-0154          | Hussar              | 12.50%       | 2017/01/01       | 04-0253         | Point Alison        | 0%           | 2017/01/23       |
| 02-0180          | Innisfail           | 12%          | 2019/01/01       | 04-0256         | Poplar Bay          | 0%           | 2016/01/01       |
| 03-0182          | Irma                | 20%          | 2015/01/01       | 02-0257         | Provost             | 20%          | 2015/01/01       |
| 02-0183          | Irricana            | 0%           | 2013/10/01       | 02-0261         | Raymond             | 12%          | 2016/01/01       |
| 04-0185          | Island Lake         | 0%           | 2016/01/01       | 02-0265         | Redwater            | 0%           | 2013/07/01       |
| 04-0186          | Itaska Beach        | 0%           | 2017/10/01       | 02-0266         | Rimbey              | 16%          | 2019/01/01       |
| 04-0379          | Jarvis Bay          | 0%           | 2015/10/08       | 02-0268         | Rocky Mtn House     | 12%          | 2017/01/01       |
| 04-0187          | Kapasiwin           | 0%           | 2018/04/01       | 03-0270         | Rockyford           | 5%           | 2015/04/01       |
| 02-0188          | Killam              | 8%           | 2017/01/01       | 03-0272         | Rosemary            | 12%          | 2016/01/01       |
| 01-0194          | Lacombe             | 12.75%       | 2019/01/01       | 04-0273         | Ross Haven          | 0%           | 2016/01/01       |

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**MUNICIPAL FRANCHISE FEE RIDERS**

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

| <b>Muni Code</b> | <b>Municipality</b> | <b>Rider</b> | <b>Effective</b> |
|------------------|---------------------|--------------|------------------|
| 03-0276          | Ryley               | 3%           | 2016/01/01       |
| 04-0279          | Seba Beach          | 4%           | 2014/01/01       |
| 02-0280          | Sedgewick           | 8%           | 2017/04/01       |
| 04-0283          | Silver Sands        | 3%           | 2018/01/01       |
| 04-0369          | South Baptiste      | 0%           | 2005/05/01       |
| 04-0288          | South View          | 3%           | 2019/01/01       |
| 01-0291          | Spruce Grove        | 20%          | 2016/01/01       |
| 01-0292          | St. Albert          | 5%           | 2019/01/01       |
| 03-0295          | Standard            | 0%           | 2015/01/01       |
| 02-0297          | Stavely             | 5%           | 2017/01/01       |
| 03-0300          | Stirling            | 12%          | 2019/01/01       |
| 02-0301          | Stony Plain         | 20%          | 2015/01/01       |
| 09-0302          | Strathcona County   | 0%           | TBD              |
| 02-0303          | Strathmore          | 15%          | 2018/07/01       |
| 03-0304          | Strome              | 8%           | 2016/01/01       |
| 02-0307          | Sundre              | 9%           | 2018/01/01       |
| 04-0386          | Sunrise Beach       | 0%           | 2018/01/01       |
| 04-0308          | Sunset Point        | 10%          | 2017/01/01       |
| 02-0310          | Sylvan Lake         | 15%          | 2019/01/01       |
| 02-0311          | Taber               | 20%          | 2013/10/01       |
| 03-0315          | Thorsby             | 20%          | 2015/01/01       |
| 02-0318          | Tofield             | 5%           | 2015/01/01       |
| 02-0321          | Turner Valley       | 10%          | 2017/01/01       |
| 04-0324          | Val Quentin         | 0%           | 2016/01/01       |
| 02-0326          | Vauxhall            | 4%           | 2019/01/01       |
| 02-0331          | Viking              | 8%           | 2013/07/01       |
| 02-0333          | Vulcan              | 20%          | 2013/10/01       |
| 03-0364          | Wabamun             | 10%          | 2017/01/01       |
| 02-0335          | Wainwright          | 9%           | 2019/01/01       |
| 07-0159          | Waterton Park       | 8%           | 2018/10/01       |
| 03-0338          | Warburg             | 10%          | 2015/01/01       |
| 03-0339          | Warner              | 0%           | 2017/01/01       |
| 04-0344          | West Cove           | 0%           | 2018/01/01       |
| 02-0345          | Westlock            | 12%          | 2013/07/01       |
| 01-0347          | Wetaskiwin          | 12%          | 2016/01/01       |
| 04-0371          | Whispering Hills    | 5%           | 2016/10/01       |
| 02-0350          | Whitecourt          | 2.42%        | 2019/01/01       |
| 04-0354          | Yellowstone         | 3%           | 2016/01/01       |

FortisAlberta's Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.