



AGENDA

Town Council

December 13, 2021 - 5:00 PM
Town Administration Building -
Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, DECEMBER 13, 2021 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA

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10. OPEN FORUM

(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.

11. CLOSED SESSION

FOIP Section 27 Privileged Information - Legal

12. ADJOURNMENT



REQUEST FOR DECISION

Council Agenda Item	3.0
Council Meeting Date	December 13, 2021
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council November 22, 2021
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of November 22, 2021, as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 2, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 2, 2021

Date



MINUTES

Town Council Meeting

Monday, November 22, 2021 - 5:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 5:00 PM. with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Absent: Councillor Jamie Coston

Public: (0) members of the public

2. AGENDA APPROVAL AND ADDITIONS

Motion 247/21

Moved by Councillor Clark to accept the Agenda for the November 22, 2021 Regular Council Meeting, as amended.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

3. MINUTES

3.1. Minutes of Regular Council Meeting November 10, 2021

Motion 248/21

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of November 10, 2021, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

Motion 249/21

Moved by Councillor Clark to give first reading of 983/21 Bylaw Committee Bylaw with the revision to Section 7, #6 b "or at the discretion of the chairperson".

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 250/21

Moved by Councillor Curle to give second reading of 983/21 Bylaw Committee Bylaw.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 251/21

Moved by Councillor Clark for Council to unanimously consider third and final reading of 983/21 Bylaw Committee Bylaw.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 252/21

Moved by Councillor Rondeel to give third and final reading of 983/21 Bylaw Committee Bylaw.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7. NEW AND UNFINISHED BUSINESS

Motion 253/21

Moved by Councillor Clark to reduce the Rimbey Art Club annual lease payment to \$500 for the 2021 year due to COVID-19 circumstances.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Mayor Pankiw stepped out at 5:15 PM for Council to discuss 7.2 "Salary Range Comparison Mayor and Council".

Motion 254/21

Moved by Councillor Clark To increase the Mayor base salary from \$24,267 to \$31,000 per year to be consistent with the Councillor base salary in comparison to the average salary of municipalities in the study and leave Councillor base salary as they are presently with a net change to the operating budget of an increase in expenses of \$6,733, as of January 1, 2022.

Mayor Pankiw	Absent
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Mayor Pankiw re-entered the meeting at 5:20 PM.

7.3. Council Round Table Discussion

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 255/2021

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

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 256/2021

Moved by Councillor Clark Council to accept the Tagish Engineering Project Status Update November 10, 2021, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

9. CORRESPONDENCE

10. OPEN FORUM

11. CLOSED SESSION

11.1. FOIP Section 17(1) Personal Privacy Bylaw Committee Member

Motion 257/21

Moved by Councillor Curle to go into closed session at 5:41 PM to discuss.

11.1 FOIP Section 17(1) Personal Privacy Bylaw Committee Member Appointment with Mayor Pankiw, Councillor Clark, Councillor Curle, Councillor Rondeel, Chief Administrative Officer Lori Hillis as Administrative Support and Recording Secretary Bonnie Rybak as Administrative Support.

11.2 FOIP Section 27 Privileged Information – Legal with Mayor Pankiw, Councillor Clark, Councillor Curle, Councillor Rondeel, Chief Administrative Officer Lori Hillis as Administrative Support and Recording Secretary Bonnie Rybak as Administrative Support.

Councillor Curle	In Favor
Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Rondeel	In Favor

CARRIED

Motion 258/21

Moved by Councillor Curle to come out of closed session at 5:49 PM.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 259/21

Moved by Councillor Rondeel to appoint Jeff Johnstone and Camille McKay as members to the Bylaw Committee from November 22, 2021 to the Organizational Meeting in October, 2022.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

11.2. FOIP Section 27 Privileged Information - Legal

Motion 260/21

Moved by Councillor Curle with respect to the legal matter discussed in the closed session, Administration is directed to authorize legal counsel to proceed in the manner recommended by administration.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

12. ADJOURNMENT

12.1. Adjournment

Motion 261/21

Moved by Councillor Curle to adjourn the meeting at 5:52 PM.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer



REQUEST FOR DECISION

Council Agenda Item	5.1
Council Meeting Date	December 13, 2021
Subject	Dorothy Barron - COVID 19 Restrictions
For Public Agenda	Public Information
Background	Dorothy Barron would like to address Council regarding COVID 19 restrictions.
Attachments	Email from Dorothy Barron
Recommendation	To accept Dorothy Barron's delegation regarding COVID 19 restrictions, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 6, 2021
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 6, 2021
Date

Bonnie Rybak

From: [REDACTED]
Sent: Tuesday, November 30, 2021 12:00 PM
To: Kathy
Subject: Attn: Bonnie

Hi Bonnie:

Thank you so much for speaking with me this morning. This is to confirm that I would like a few minutes to speak at the Town Council meeting on December 13th. This is regarding the CoVid 19 restrictions.

Additionally, is it possible to get a copy of the agenda for the meeting? Thanks again.

Dorothy Barron

[REDACTED]



REQUEST FOR DECISION

Council Agenda Item	5.2
Council Meeting Date	December 13, 2021
Subject	Jazdn Moore - Ecotree Generations
For Public Agenda	Public Information
Background	Jazdn Moore would like to present Ecotree Generations.
Attachments	<ul style="list-style-type: none"> Email from Jazdn Moore Video presentation: https://vimeo.com/ddg/review/653501128/67266f7331
Recommendation	To accept Jazdn Moore’s Ecotree presentation, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 8, 2021
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 8, 2021
Date

Bonnie Rybak

From: Lori Hillis
Sent: December 8, 2021 9:28 AM
To: Bonnie Rybak
Subject: FW: Video presentation and slideshow

From: Jazdn Moore [REDACTED]
Sent: Wednesday, December 08, 2021 10:27 AM
To: Lori Hillis
Subject: Video presentation and slideshow

Hey Lori, it's Jazdn Moore (ecotree generations), here is our new and improved presentation! Hope you like the video and we've attached the slideshow along with it. There have been problems in the past with people being able to access google slide presentations, so feel free to shoot me an email if you have trouble!

<https://vimeo.com/ddg/review/653501128/67266f7331>

 **Talking farm to table**

We look forward to our meeting on the 13th!

Thanks, Jazdn and Jennah



REQUEST FOR DECISION

Council Agenda Item	6.1												
Council Meeting Date	December 13, 2021												
Subject	984/21 Council Procedural Bylaw												
For Public Agenda	Public Information												
Background	To discuss 984/21 Council Procedural Bylaw regarding the addition of Land Acknowledgement to "PART XII- Council Agenda, #6.												
Discussion	<p>At the Bylaw Committee meeting on December 7, 2021 Bylaw 984/21 was discussed and the following motion was made:</p> <p><u>Motion 2021BC055</u></p> <p>Moved by Councillor Clark to accept 984 21 Council Procedural Bylaw and bring forward to the next Council meeting for first, second and third reading.</p> <table border="0"> <tr> <td>Chair Gayle Rondeel</td> <td>In Favor</td> </tr> <tr> <td>Deputy Chair Janet Carlson</td> <td>In Favor</td> </tr> <tr> <td>Committee Member Allan Tarleton</td> <td>In Favor</td> </tr> <tr> <td>Councillor Wayne Clark</td> <td>In Favor</td> </tr> <tr> <td>Committee Member Camille McKay</td> <td>In Favor</td> </tr> <tr> <td>Committee Member Jeff Johnstone</td> <td>In Favor</td> </tr> </table> <p>In addition, all references to "in camera" have been updated to read "closed session" in accordance with the revised Municipal Government Act current to June 17, 2021.</p>	Chair Gayle Rondeel	In Favor	Deputy Chair Janet Carlson	In Favor	Committee Member Allan Tarleton	In Favor	Councillor Wayne Clark	In Favor	Committee Member Camille McKay	In Favor	Committee Member Jeff Johnstone	In Favor
Chair Gayle Rondeel	In Favor												
Deputy Chair Janet Carlson	In Favor												
Committee Member Allan Tarleton	In Favor												
Councillor Wayne Clark	In Favor												
Committee Member Camille McKay	In Favor												
Committee Member Jeff Johnstone	In Favor												
Attachments	984/21 Council Procedure Bylaw Draft												
Recommendation	<ol style="list-style-type: none"> 1. Administration recommends Council give first reading of 984/21 Council Procedural Bylaw. 2. Administration recommends Council give second reading of 984/21 Council Procedural Bylaw. 3. Administration recommends Council unanimously consider third and final reading of 984/21 Council Procedural Bylaw. 4. Administration recommends Council give third and final reading of 984/21 Council Procedural Bylaw. 												



REQUEST FOR DECISION

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 8, 2021
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 8, 2021
Date

BYLAW NO. ~~98439~~ / ~~2118~~



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

WHEREAS Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws in relation to the procedure and conduct of Council; and

WHEREAS The Council of the Town of Rimbey desires to establish a procedural and conduct Bylaw;

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

PART I BYLAW TITLE

- 1. This bylaw may be cited as the "Council Procedural Bylaw".

PART II - DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 1. "Administrative Inquiry" shall mean a written request from a Member of Council to the Administration, for the future provision of information and report.
- 2. "Bylaw" shall mean a Bylaw of the Town of Rimbey.
- 3. "Chairperson" or chair shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
- 4. "Chief Administrative Officer" has the meaning prescribed under the Municipal Government Act, and may be referred to as the "CAO".

~~4-5.~~ "Closed session" means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present and are within one of the exceptions to disclosure as outlined in the Freedom of Information and Protection of Privacy Act.

~~5-6.~~ "Conflict of Interest" means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudice, close mindedness or undue influence.

~~6-7.~~ A Conflict of Interest occurrence also includes using the Councillor's position, confidential information or Town of Rimbey employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends or business associates.

~~7-8.~~ "Council" means the Town of Rimbey Council.

~~8-9.~~ "Councillor(s)" has the meaning described under the Municipal Government Act, including an individual elected member of the Town of Rimbey Council and the Chief Elected Official (Mayor).

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BYLAW NO. ~~98439~~ /2118

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

- ~~9-10.~~ "Delegation" shall mean a person or group of persons wishing to appear before the Council to address a specific matter.
- ~~10-11.~~ "Deputy Mayor" shall mean the member who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor.
- ~~11-12.~~ "Discrimination" means differential treatment of an individual or group of individuals based on cultural background, religious belief, gender, gender identification, marital status, positions, physical characteristics, or age. Discrimination can be intentional or unintentional and includes systemic discrimination in which neutral systems often have an inconsistent or unequal effect upon a particular group.
- ~~12-13.~~ "Harassment" means any unwanted physical or verbal conduct that is based on, but not restricted to cultural background, age, religion, gender, marital status, position, mental or physical disability, pardoned conviction, gender identification or any other conduct that a reasonable person ought to have deemed as being unwelcome.
- ~~13.~~ ~~"In Camera" means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present and are within one of the exceptions to disclosure as outlined in the Freedom of Information and Protection of Privacy Act.~~
14. "Mayor" shall mean the Chief Elected Official elected in accordance with the Municipal Government Act.
15. "Member" shall mean a member of Council.
16. "MGA" means the Municipal Government Act.
17. "Person" shall include an individual, partnership, corporation, trustee, executor or administrator.
18. "Point of Order" shall mean the raising of a question by a member or staff to call attention to any departure from the Procedure Bylaw.
19. "Procedural Bylaw" means the current, active Procedural Bylaw of the Town of Rimbey, which established the procedural guidelines of Council.
20. "Public Forum" shall mean the portion of the meeting where a person(s) present at the meeting are allowed to address Council regarding issues arising from the meeting in progress.
21. "Public Hearing" shall mean a meeting of Council convened to hear matters pursuant to the Municipal Government Act, any other Act, and any other matter at the direction of Council.
22. "Quorum" shall mean a majority of those members elected and serving on Council.
23. The "Town" means the municipality of Rimbey.
24. "Written Notice" shall mean letter, email, or facsimile.



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PART III - GENERAL

1. This Bylaw shall govern the proceedings of Council.
2. When any matter relating to the proceedings of Council is not addressed in the Bylaw, reference shall be made in accordance with the Municipal Government Act.
3. In the absence of any statutory obligations, any provision of this Bylaw may be waived by resolution of Council, provided a majority of the members vote in favor thereof, to deal with a matter under consideration.
4. In the absence of, or in the inability of the Mayor or Deputy Mayor to act, Council shall appoint any other member as Acting Mayor as provided for by the Act.

PART IV - INAUGURAL MEETING

1. The Organizational Meeting immediately following a General Municipal Election shall be called the Inaugural Meeting.
2. During the Inaugural Meeting the Chief Administrative Officer shall:
 - a. Take the Chair;
 - b. Call the meeting to order;
 - c. Preside over the meeting until the Oath, prescribed by the Oaths of Office Act, has been administered to the Mayor.
3. After the Mayor has taken the Oath and assumed the Chair, the Councillors who have been elected at an election, immediately preceding the meeting shall take the official oath as prescribed by the Oaths of Office Act.

PART V- ORGANIZATIONAL MEETING

1. An Organizational Meeting of Council shall be held annually pursuant to Section 192 of the Municipal Government Act.
2. The Chief Administrative Officer shall fix the time and place of the Organizational Meeting.
3. The agenda for the Organizational Meeting shall be restricted to:
 - a. the administration of the oath and the introduction of new members, should the meeting follow the General Municipal Election;
 - b. the establishment of regular meeting dates and times for Council Meetings;
 - c. the appointment of the Deputy Mayor;
 - d. the appointment of Signing Authorities;
 - e. the appointment of members to act on committees, board and other bodies on which Council is entitled to representation;
 - f. any such other business as is required by the Act.



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A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART VI – REGULAR MEETINGS OF COUNCIL

1. The Regular Meetings of Council shall be held in the Council Chambers of the Town on days and times established, by resolution of Council, at the annual Organizational Meeting of Council.
2. In the case where a Regular Council Meeting conflicts with a General Holiday, the Regular Council Meeting shall be held in the Council Chambers of the Town on a day and time established, by resolution of Council, at the annual Organizational Meeting of Council.
3. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.

PART VII - ~~IN-CAMERA~~ CLOSED SESSION MEETINGS

1. Council may, by resolution, go into an ~~an In-Camera~~ Closed session meeting to consider a matter which is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, which meeting:
 - a. may be held in private;
 - i. may exclude any person or persons therefrom; or include any person or persons, and shall not have the power to pass any resolution except one to revert to the open meeting.
2. Councillors are to keep in confidence matters discussed ~~in-camera in~~ Closed session at a Council Meeting until discussed at a meeting held in public.

PART VIII - SPECIAL COUNCIL MEETINGS

1. The Mayor may call a Special Meeting of Council pursuant to Section 194 of the Municipal Government Act, whenever he or she considers it expedient to do so.
2. The Mayor must call a Special Council meeting if he or she receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
3. Where a Special Meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Mayor.
4. The Mayor calls a Special Meeting of Council by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
5. A Special Council meeting may be held with less than 24 hours' notice to all councilors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
6. No business other than that stated in the notice calling the Special Council meeting shall be transacted at any Special Meeting of Council, unless the whole Council is present at the meeting and the Council



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agrees to deal with the matter in question.

7. The Chief Administrative Officer shall place at the disposal of each Council member a copy of the agenda and supporting material as soon as possible after the call of a Special Meeting.

PART IX - MEETINGS THROUGH ELECTRONIC COMMUNICATIONS

1. A meeting may be conducted by means of electronic or other communication facilities if,
 - a. Notice is given to the public of the meeting, including the way in which the meeting is to be conducted.
 - b. The facilities enable the public to watch and listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place; and
 - c. The facilities enable all of the meeting's participants to watch or hear each other.
2. Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
3. With the unanimous consent of Council, an electronic Special Council Meeting via email may be conducted for a very high priority or time sensitive matter and only in exceptional circumstances. The email notice of such meeting shall include the meeting Agenda, any supporting material and the motion to be voted on. Members will vote using "Reply All" to the email indicating "In Favor" or "Opposed" to the motion. At the discretion of the Chief Administrative Officer if there is significant discussion or debate by the members on the resolution, the meeting will be adjourned and the matter brought forward at the next Council Meeting.

PART X - NOTICE OF MEETINGS

1. Section 196(2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 states: Notice of Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
2. Notice to the public of Regular Council Meetings and Special Council Meetings shall be deemed to be given by the Chief Administrative Officer posting notice of all meeting dates and times at the Town Office, OR advertising the meeting dates and times in the local newspaper OR on its website.

PART XI - QUORUM

1. As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall call the members to order.
2. In the event the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairperson shall be selected by the Council



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A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.

- 3. If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the Chief Administrative Officer shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Council Meeting or another Special Meeting is called.

PART XII - COUNCIL AGENDA

- 1. The Agenda shall be prepared by the Chief Administrative Officer or designate in conjunction with the Mayor.
- 2. All items for the Agenda, including all documents and notice of delegations, shall be delivered in writing to the Chief Administrative Officer by noon on the Wednesday of the week preceding the meeting of Council.
- 3. The Mayor and Councillors will provide a written report, of their activities which will be included in the agenda package of the second Council Meeting of the month, however, should there only be one scheduled meeting, the reports will be due and included in the agenda package of that meeting.
- 4. No further additions to the Agenda will be presented unless the addition is of an emergent nature and the Mayor is in agreement.
- 5. The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. local time on the Friday prior to the Regular Meeting of Council.
- 6. The order of business on the agenda shall be as follows:

- 1) Call to Order

1.1) Land Acknowledgment

- 2) Adoption of Agenda
- 3) Approval of Minutes
- 4) Public Hearings
- 5) Delegations
- 6) Bylaws
- 7) New and Unfinished Business
- 8) Reports
- 9) Correspondence
- 10) Open Forum

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11) ~~In-Camera~~ Closed session

12) Adjournment

7. The order of business established in Part XII 6. shall apply unless Council otherwise determines by a majority vote of the members in attendance.

PART XIII - REQUEST FOR DECISION

1. A Request for Decision must be used to introduce a matter for consideration by Council.
2. A Request for Decision, with all supporting documentation shall be submitted to the Chief Administrative Officer to be included in a Regular Council Meeting Agenda.

PART XIV - MEMBER DEBATING

1. A member wishing to speak on a matter before the meeting should indicate their intentions by raising their hand and, being recognized by the Chair, should not speak more than once until every member has had the opportunity to speak, except:
 - a. In the explanation of a material part of the speech which may have been misunderstood; or
 - b. In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the resolution to the meeting.
2. The member shall confine themselves to the question and avoid personality.
3. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires consent of the Chair.
5. Through the chairperson, a member may ask:
 - a. For an explanation of any part of the previous speaker's remarks; and
 - b. Questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.
6. All questions or debate shall be directed through the Chair.

PART XV - MOTIONS

1. A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be "on the floor" and open for formal



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discussion and debate.

2. Following debate on the motion under consideration, the Chair may call for a vote on the motion.
3. When any member of Council desires to speak, they shall address their remarks to the Chair, confine themselves to the question, and avoid personality. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reasons of conflict of interest.
5. Every motion, when moved and presented to the Chairperson is the property of Council; a motion may only be withdrawn with the unanimous consent of Council.
6. Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
7. The mover of a motion must be present when the vote on the motion is taken.
8. The Chief Administrative Officer or designate shall record all motions in writing before being debated or voted upon.
9. No motion shall be offered that is substantially the same as the one that has already be expressed during the same meeting.
10. Where a matter under consideration contains several distinct propositions, a member may request; or the Chairperson may direct, that each proposition be made as a separate motion.
11. After the Chairperson has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
12. Voting on all motions shall be done by clearly raising the hand so that the Chairperson may easily count them. After the Chairperson has counted the vote, he or she shall declare whether it was carried or defeated. Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council.
13. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
14. A "Motion to Table" may be made when a member wishes Council to decline to take a position on the main question.
15. Amendment:
 - a. Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chairperson shall rule on the disputes arising from amendments.
16. Rescinding Motions:



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- a. A Motion to Rescind a previous motion may be accepted by the Chair under special circumstances; and, if passed by a majority vote of the members present, the previous motion referred to would be declared null and void.
- b. A Motion to Rescind a previous motion may be offered at any time subsequent to the meeting at which the original motion was passed.
- c. Notice to rescind a motion shall be a request for decision or the inclusion of the item on an agenda delivered to the members of Council before the meeting.

PART XVI - VOTING

1. When the Chairperson, having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.
2. A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.
3. Every member present, including the Mayor or Chairperson, shall vote on every matter, unless
 - a. In a specific case, the member is excused by motion of Council from Voting; or
 - b. Disqualified from voting by reason of pecuniary interest;
4. A member who has a reasonable belief that he or she has a pecuniary interest as defined in the Municipal Government Act in any matter before Council, shall so declare and disclose his or her interest and shall abstain from debate and voting on the matter and shall remove him or herself from Council Chambers until the matter is concluded. The minutes shall indicate the declaration disclosure, the time at which the member left the room and the time the member returned. A member whose pecuniary interest arises due to the paying of the bills shall not be required to leave the Council Chambers.

PART XVII - THE VOTE

1. Any Bylaw or motion on which there is a tie shall be deemed to be defeated.
2. All votes shall be recorded with the names of those "in favour" and "opposed" and then declared as carried or defeated.

PART XVIII - MAYOR

1. Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at



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meetings of Council, and the Mayor, at their discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.

2. The Mayor shall preside over the conduct of the meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member of Council from any ruling of the Chair.

PART XIX - APPEAL RULING

1. The decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council
2. If the decision is appealed, the Chairperson shall give concise reasons for their ruling and Council without debate, shall decide the question. The ruling of Council shall be final.

PART XX - DELEGATIONS

1. A person or representative of a delegation of persons who wishes to bring any matter to the attention of Council:
 - a. shall address correspondence to the Chief Administrative Officer clearly stating the matter or issue to be discussed. Such correspondence shall be included with the Agenda;
2. A delegation, scheduled to address Council on a topic shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.
3. The Delegation portion of the Council meeting shall provide:
 - a. An opportunity for any person or representative of any delegation who wishes to bring any matter to the attention of Council, provided they have submitted information in accordance with this Bylaw and their submission has been distributed to Council with the Agenda package
4. Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, shall not be allowed to appear before Council unless, in the opinion of the Mayor and Chief Administrative Officer new and compelling information comes to light which would warrant the delegation within the six month period.
5. Any delegation wishing to address Council, regarding a matter which is the subject of a Public Hearing, may attend at the Council Chambers at the Public Hearing and shall be heard.
6. Notwithstanding the provisions of the Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition or other communication shall be addressed to the Chief



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Administrative Officer, which letter, petition or other communication shall:

- a. be printed, typewritten or legibly written;
 - b. clearly set out the matter at issue and the request made of Council in respect thereof;
 - c. in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;
 - d. in the case of a petition, be prepared and presented in accordance with the Act or other Provincial Statute.
7. The Delegation portion of the meeting shall last for a maximum of twenty (20) minutes, unless the majority of Council members present agree to extend the time.
8. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, a Statutory Public Hearing; or any other public consultation/communication process.

PART XXI – OPEN FORUM

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.

PART XXII - MINUTES

1. The Chief Administrative Officer or their designate shall:
 - a. Attend all Regular Council and Special Council meetings of the Council
 - b. record all minutes of Council Meetings and Special Meetings in the English language, without note or comment,
 - c. record the names of the Councillors present at Council Meetings
 - d. record the time of arrival and/or departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.
 - e. ensure the minutes of each Council Meeting or Special Meeting are given to Council for adoption at a subsequent Council Meeting;
2. Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
3. Administration is authorized to electronically record the Regular Council and Special Council meetings to ensure accuracy of the motions.
4. If a member wished to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the Chief Administrative Officer before Council has officially confirmed the minutes.
5. Ensure that the last page of the minutes of each meeting is signed by



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the Mayor or presiding officer and the Chief Administrative Officer.

6. The Chief Administrative Officer may delegate any duties to the Recording Secretary, but the Chief Administrative Officer shall accept all responsibilities of the Recording Secretary.

PART XXIII - ADJOURNMENT

1. A motion to Adjourn the meeting shall be in order except:
 - a. When a member is in possession of the floor; or when it has been decided that the vote now be taken; or
 - b. During the taking of a vote.

PART XXIV - BOARDS AND COMMITTEES

1. The Mayor shall appoint Council representatives to such Committees, Boards and Commissions as required by legislation, agreement or bylaw as they deem necessary. The Mayor will consult with Councillors regarding their appointments prior to the organizational meeting. Unless an addition is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
2. The Mayor may make appointments to a Committee at any time, providing that the Council has adopted a motion or Bylaw specifying the Terms of Reference of the Committee.
3. Appointed Councillors shall keep the rest of the Council informed of the Board/Committee actions by providing regular activity highlights through their Councillor reports.
4. The Mayor shall act as ex-officio to all Committee/Board appointments and may attend any meetings.

PART XXV - PROHIBITIONS

1. A member shall not:
 - a. Use offensive words or parliamentary language or conduct in Council;
 - b. Disobey the rules of the Council or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
 - c. Leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - d. Enter the Council Chambers while a vote is being taken;
 - e. Interrupt a member while speaking, except to raise a point of order or question of privilege.
2. A member who persists in a breach of Section XXV 1, after having been called to order by the Chairperson, may at the discretion of the Chair be ordered to leave their seat for the duration of the meeting.



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3. At the discretion of the Chair, the member may resume their seat following an apology.
4. Should the individual refuse to leave their seat, the Mayor may request their removal by the police.
5. A member who wishes to leave the meeting of Council, without intent to return prior to the adjournment, shall so advise the Chairperson and the time of departure shall be recorded in the minutes.

PART XXVI - QUESTION OF PRIVILEGE

1. A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him or herself as a member thereof, shall be permitted to raise such question of privilege. A question of privilege shall take precedence over other matters. While the Chairperson is ruling on the question of privilege, no one shall be considered to be in possession of the floor.

PART XXVII - POINTS OF ORDER

1. A member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a point of order with a concise explanation and shall attend the decision of the Chairperson upon the point of order. The speaker in possession of the floor when the point of order was raised shall have the right to the floor when debate resumes.
2. A member called to order by the Chair person shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chair.

PART XXVIII - BYLAWS

1. Where a Bylaw is presented to Council for enactment, the Chief Administrative Officer shall cause the number and short title of the Bylaw to appear on the Agenda.
2. A motion on first reading of a Bylaw shall be decided without amendment or debate.
3. Pursuant to the MGA, every proposed Bylaw shall receive three separate readings but not more than two on the same day, unless the members of Council present unanimously agree to consider third reading. It shall be read twice before it is committed and engrossed, and the third time before it is signed by the Mayor and Chief Administrative Officer. The Chief Administrative Officer shall include the date of the passing upon every Bylaw.
4. When a Bylaw is not subject to a statutory public hearing;
 - a. Council shall vote on the motion for first reading of a Bylaw without amendment or debate;
 - b. A member may ask a question or questions concerning the Bylaw, provided such questions do not indicate the member's



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- opinion for or against the Bylaw;
- c. A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw.
 - d. After a motion for second reading of the Bylaw has been presented, Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw:
 - e. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated in the Bylaw at second reading.
 - f. The Chief Administrative Officer or designate shall be responsible for keeping a record of any amendments to the Bylaw passed by Council.
 - g. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw, upon being passed shall be signed by the Mayor and Chief Administrative Officer and sealed.
5. A Bylaw which requires a statutory public hearing shall be presented on a motion for first reading.
- a. Council may at this point:
 - i. Debate the substance of the Bylaw, and
 - ii. Propose and consider amendments to the Bylaw
 - b. A proposed amendment shall be put to a vote and if carried shall be considered as having been incorporated into the Bylaw at first reading.
 - c. When all amendments have been dealt with, the motion for first reading of the Bylaw shall be placed.
 - d. Following the Public Hearing, a motion for second reading may be placed and further amendments presented.
 - e. Those members of Council who have not attended the Public Hearing for said Bylaw are not eligible to vote on second and third readings of the Bylaw.
 - f. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw upon being passed, shall be signed by the Mayor and the Chief Administrative Officer and sealed.
6. A Bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the Bylaw may be presented to Council for third reading at the same meeting at which it received two readings.
7. When Council unanimously agrees that a Bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the Bylaw than if it had received third reading at a subsequent meeting.
8. A Bylaw shall be passed when a majority of the members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
9. When a Bylaw is defeated at third reading, the first reading and second reading are deemed to be rescinded.
10. When a Bylaw has been given three readings by Council, it is
- a. A municipal enactment of the Town; and
 - b. Effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.



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PART XXIX - PUBLIC HEARINGS

“Adjourn” used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

“Close” used in relation to a Public Hearing, means to terminate the Public Hearing.

1. At the commencement of a Public Hearing, the Chairperson shall:
 - a. State the matter to be considered at the hearing;
 - b. Inform those present of the procedure, which shall be followed in hearing the respective submissions; advise those members of the public in attendance who wish to speak in favour of or opposed to the Bylaw to include their name and address on the sign-in sheet. A copy of the rules of procedure for public hearings will also be made available to the public.
 - c. Ask the Development Authority if the Public Hearing has been advertised in accordance with the Act;
 - d. Request that the Development Authority present a report on the issue at hand;
 - e. Allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
2. Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak or provide written submissions in the following order:
 - a. The Development Authority will read out each written submission in favour of the matter being considered.
 - b. The Chairperson will call on each person who is in favour of the matter being considered.
 - c. The Development Authority will read out each written submission opposed to the matter being considered.
 - d. The Chairperson will call on each person who is opposed to the matter being considered.
3. If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on their behalf. The authorization must:
 - a. be in legible writing
 - b. name the individual authorized to speak;
 - c. indicated the proposed matter be considered to be spoken to; and
 - d. be signed by the person giving the authorization.
4. The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
5. All speakers shall adhere to the timeframes as set out in the “Rules of Procedure for Public Hearings”.
6. The Chairperson will allow the Development Authority to make closing comments.



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7. The Chairperson will allow the applicant to make closing comments.
8. If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close the Public Hearing before opening another Public Hearing.
9. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
10. If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
11. An outline of the Rules of Procedure shall be provided in written form to any person who indicates that he will make a written submission, and further there shall be printed copies of the same available to those in attendance at the Hearing.
12. Any member of Council, who has not attended a Public Hearing for a Bylaw or resolution, is not eligible to vote on said Bylaw or resolution.

PART XXX COUNCIL REVIEW OF ORDERS ISSUED UNDER THE MUNICIPAL GOVERNMENT ACT – SECTION 545/546

1. In this section, the following terms have the following meanings:
 - a. "Appellant" means the person who received a written order under Section 545 or 546 of the Municipal Government Act;
 - b. "Order to Remedy" means an order issued under Section 545 or Section 546 of the Municipal Government Act;
 - c. "Staff" means a designated officer of the Town of Rimby or an employee whom has been delegated the responsibility to issue an Order to Remedy.
2. Upon receipt of a written request pursuant to Section 547 of the Municipal Government Act, the Chief Administrative Officer will schedule a Council Review at a Regular Council Meeting as soon as practicable after ensuring that all parties have sufficient time to prepare for the Council Review.
3. Written materials, videos, and slide presentations received as submissions from the Appellant and Staff must be submitted not less than seven (7) calendar days prior to the Council Review and will be distributed as part of the Council Agenda.
4. The Appellant is entitled to appear before Council, in person or by an authorized agent, and to be represented by legal counsel.
5. The rules of evidence in judicial proceedings do not apply to a Council Review and evidence may be given in any manner Council considers appropriate.
6. The procedure in a Council Review is as follows:
 - a. The Chair will open the Council Review; introduce members of Council Staff and the Appellant or their representative;
 - b. The Chair will describe the Council Review process and deal with any preliminary matters;



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- c. The Appellant will be invited to make opening remarks and presentations (maximum of ten (10) minutes) followed by questions to the Appellant by councilors;
 - d. Staff will be invited to make opening remarks and presentation (maximum of ten (10) minutes) followed by questions to the Staff by Councillors;
 - e. The Appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Appellant by Councillors;
 - f. Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councillors; and
 - g. The Appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the Appellant by Councillors.
7. If the Appellant fails to attend the Council Review despite having been given notice, Council may proceed with the Council Review in the absence of the Appellant.
 8. At the conclusion of the Council Review, Council may confirm, vary, substitute or cancel the Order to Remedy.

PART XXXI - CONDUCT OF THE PUBLIC IN COUNCIL MEETINGS

1. Members of the public and media who constitute the audience in the Council Chambers during a Council meeting shall:
 - a. not address Council without permission from the Chairperson;
 - b. maintain order and quiet;
 - c. not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council;
 - d. refrain from wearing headwear, unless for ethnic/religious reason, in Council Chambers;
 - e. refrain from any use of recording devices in the Council Chambers
2. A member of the public who persists in a breach of this section, after having been called to order by the Chairperson may, at the discretion of the Chair, be ordered to leave Council Chambers.
3. The Chair may, upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Chair shall specify the time limit provided to the person wishing to address the matter.

PART XXXII - REPEAL

1) Bylaws No. ~~939~~ is hereby repealed.

~~515/86, No. 611/94, No. 858/10, No. 889/13, 894/14 and 924/16 are hereby repealed.~~

2) This Bylaw shall come into effect on the date of the third and final reading.



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PART XXXIII - EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on the date of third and final reading.

READ a First Time in Council this _____ day of _____ 20~~21~~18.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

READ a Second Time in Council this ____ day of _____ 20~~21~~18.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this ____ day of _____, 20~~21~~18.



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Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

DRAFT



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.1
Council Meeting Date	December 13, 2021
Subject	Wolf Creek Public School Request
For Public Agenda	Public Information
Background	<p>On November 22, 2021, Administration received a letter from Wolf Creek School Division requesting support for School Resource Officers (SRO).</p> <p>The cost to fund an SRO in community schools is \$120,000.</p>
Recommendation	Administration recommends that Council defer Wolf Creek School Division’s Funding request to the 2022 Budget Meeting.

Prepared By:

Lori Hillis

 Lori Hillis, CPA, CA
 Chief Administrative Officer

December 9, 2021

Date

Endorsed By:

Lori Hillis

 Lori Hillis, CPA, CA
 Chief Administrative Officer

December 9, 2021

Date



Wolf Creek Public Schools

November 15, 2021

Mayor
Mr. Rick Pankiw
Town of Rimbey
4938 - 50 Avenue (Box 350)
Rimbey, AB T0C 2J0

RE: School Resource Officers

Dear Mayor Pankiw,

On behalf of the Board of Trustees, I am reaching out to municipalities within the Wolf Creek School Division to request support for School Resource Officers in our schools.

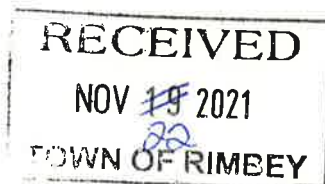
Our School Resource Officers (SRO) are an integral part of the overall support we provide to students within the school division, and we do not receive designated funding for this support. The SRO's serve as liaisons between the schools and our communities, and mutually benefit both. The SRO's provide both proactive support and mentoring for our students, as well as assist in difficult circumstances when needed.

The cost to fund an SRO in community schools is \$120,000. Within other municipalities, we have been fortunate to receive contributions from Councils. As we begin our budgeting process and planning, we hope you will see merit in this valuable resource as we look to you for support to help offset the cost of the program to implement in our Rimbey schools.

I look forward to your response, if you require any additional information, please feel free to contact us.

Sincerely,

Luci Henry
Board Chair



cc: WCPS Trustees
Lori Hillis, CAO



Luci Henry
Board Chair, Ward A

Kelly Lowry
Vice Chair, Ward D

Lana Thompson
Ward B

Trudy Bratland
Ward C

Brent Buchanan
Ward D

Darryl Standle
Ward E

Tim De Ruyck
Superintendent of Schools

6000 Highway 2A
Ponoka, Alberta T4J 1P6

Phone: (403) 783-3473
Fax: (403) 783-3483



REQUEST FOR DECISION

Council Agenda Item	7.2
Council Meeting Date	December 13, 2021
Subject	Christmas Hours
For Public Agenda	Public Information
Background	For the past several years, the Town’s operations have been closed for five (5) consecutive days depending on where Christmas Day and Boxing Day fall on the calendar. The current Employee Policy 1103 of the Town identifies closure for Christmas Day and Boxing Day. In 2021 Christmas Day and Boxing Day fall on Saturday and Sunday.
Discussion	Administration respectfully requests Council consider closure of operations on Friday, December 24, 2021 to allow staff to spend more time with their families. The Town’s operations would be closed from Friday, December 24 through Tuesday, December 28, 2021 re-opening on Wednesday, December 29, 2021. Operations will also be closed on Monday, January 3, 2022 in lieu of New Year’s Day on Saturday, January 1, 2022.
Relevant Policy/Legislation	Policy 1103
Financial Implications	Loss of productivity for the day which Town operations are closed.
Recommendation	Administration recommends Council approve the closure of Operations for the Town for the entire day of Friday, December 24, 2021 with the employees of the Town of Rimbey paid for the entire day.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 9, 2021
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 9, 2021
Date



REQUEST FOR DECISION

Council Agenda Item	7.3
Council Meeting Date	December 13, 2021
Subject	Development Incentive Grant
For Public Agenda	Public Information
Background	<p>Miles Davis of Rimbey Travel Centre Ltd. located at LOT 12; BLOCK 5; PLAN NUMBER 2121873 (5201 43 Street) has applied for the following three (3) development incentive programs:</p> <ol style="list-style-type: none"> 1. 6601 Business Development Incentive Grant 2. 6602 Development Contributions Policy 3. 974/21 Tax Incentives Bylaw
Discussion	<p><u>6601 Business Development Incentive Grant</u></p> <p>The Business Development Incentive Grant program is limited to one grant application per parcel or principal building on a parcel. In the case of a single parcel accommodating multiple tenants or businesses, the grant incentive program may be applied for each independent business operation, with the grant available to the property owner(s). Furthermore, to be eligible for the grant, the applicant’s assessed value must increase by a minimum of \$50,000.</p> <p>The grant value is based on the increase in assessed value as outlined in Schedule A of 6601 Business Development Incentive Grant. The maximum grant available through this program is \$10,000 per independent business operation.</p> <p>There are two components of the Business Development Incentive Grant which the applicant has applied for:</p> <ul style="list-style-type: none"> • 5.1 - New Build or Enhancements to Existing Buildings <ul style="list-style-type: none"> ○ Applicant is eligible for this component of the grant. ○ Applicant provided appraisal. Assessment as required by 5.1.1 will be prepared by Municipal Property Consultants (2009) Ltd. as part of the Town’s annual tax assessment process. • 5.2 - Demolition of Existing Building (with no rebuild) <ul style="list-style-type: none"> ○ As a rebuild was included in the application the applicant is not eligible for the \$5,000 for demolition costs. <p>Based on the preliminary application Town administration is likely to approve this Grant application for New Build or Enhancement to Existing Building for 6 units. This approval cannot occur until construction is substantially complete in accordance with section 4.14 and the new assessment value is provided by Municipal Property Consultants (2009) Ltd. in May of 2022.</p>



REQUEST FOR DECISION

Based on the anticipated timing of complete construction and the new assessment value, funding for 6 units will be included in the 2022 budget for Council approval.

6602 Development Contributions Policy

The Development Contributions Policy states that the Town may contribute for the servicing of commercial properties to accommodate new development with an added fair market value over \$250,000. The amount of the contribution is based on 15% of the cost of municipal improvements to the property line to a maximum contribution of \$45,000.

The applicant has provided an invoice with a photograph of the payment check in the value on \$769,175.73. Therefore they are eligible for the maximum \$45,000 contribution. Note that in order to process this request, proof of payment from their contractor will be required as per the policy requirements.

In addition to requiring receipts indicating payment of \$769,175.73 to the contractor, the policy states that the Development Contributions will only be paid upon:

- Added fair market value over \$250,000 as determined by the new assessment for the property which will be provided by Municipal Property Consultants (2009) Ltd. in May 2022.
- Complete construction.
- Issuance of a Construction Completion Certificate for the municipal improvements.

Based on the anticipated timing of complete construction and the new assessment value, funding will be included in the 2022 budget for Council approval.

974/21 Tax Incentives Bylaw

The Tax Incentives Bylaw states in Section 4.2.3 “The Development or Revitalization of the Qualifying Property must cause the assessed value of the Qualifying Property, as set out in notices of assessment for the Qualifying Property, to experience an incremental increase of at least \$250,000 between the taxation year immediately prior to the commencement of construction of the Development or Revitalization and the first taxation year to which an Exemption provided pursuant to this Bylaw is to apply”.

The Applicant provided an appraisal in order to estimate its prospective market value. The date of valuation was March 7, 2021 and the value is \$6,255,000.00, which is in excessive of the minimum required valuation increase of \$250,000.

Based on the applicant’s appraisal, and in accordance with Section 6.1.1 of the 974/21 Tax Incentives Bylaw, the applicant can make application and Administration can rely upon the information to make an initial determination on the application.



REQUEST FOR DECISION

Section 6.1.1 of the 974/21 Tax Incentives Bylaw reads, “In conducting a review pursuant to section 6.1, Administration may rely upon financial documentation and estimates provided by the applicant to make an initial determination of whether or not the criterion in section 4.2.3, regarding assessed value, is met. For greater certainty, and without limiting any other provision of this Bylaw, an initial determination made pursuant to this section shall not prevent the subsequent cancellation of an Exemption, in accordance with this Bylaw, in the event that it is determined, on the basis of future assessments, that the criterion in section 4.2.3 has not, in fact, been met.”

In accordance with Section 5.5. of the 974/21 Tax Incentives Bylaw, “Complete Applications may be considered and approved in accordance with the requirements of this Bylaw before construction of the Development or Revitalization of the Qualifying Property is complete, however, the Exemption will not apply until all such construction is complete and has been inspected and approved for occupancy.”

As such, based on the market assessment provided by the applicant, Administration recommends Council initiate the approval process in accordance with Section 6.3.1 and Section 6.4 of 974/21 of the Tax Incentives Bylaw.

Section 6.3 states:

6.3 Council shall review the Complete Application and Administration’s report and may:

- 6.3.1 pass a resolution directing Administration to enter into a Tax Incentive Agreement; or
- 6.3.2 pass a resolution refusing the Complete Application.

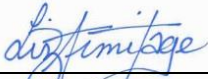
Section 6.4 states:

6.4 A resolution directing Administration to enter into a Tax Incentive Agreement must include:

- 6.4.1 the future taxation years to which the Exemption applies; and
- 6.4.2 the details and extent of the Exemption, which shall be as follows:
 - 6.4.2.1.1 In the first taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 100% Exemption;
 - 6.4.2.1.2 In the second taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive an 80% Exemption;
 - 6.4.2.1.3 In the third taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 60% Exemption.



REQUEST FOR DECISION

	<p>Based on the anticipated timing of complete construction and the new assessment value, funding for this application under the Tax Incentives Bylaw will be included in the 2022 budget for Council approval.</p>
<p>Relevant Policy/Legislation</p>	<ol style="list-style-type: none"> 1. 6601 Business Development Incentive Grant 2. 6602 Development Contributions Policy 3. 974/21 Tax Incentives Bylaw
<p>Attachments</p>	<ul style="list-style-type: none"> • 7.3.1 Copy of Title • 7.3.2 6601 Business Development Incentive Grant • 7.3.3 Business Development Grant letter • 7.3.4 6602 Development Contributions Policy • 7.3.5 Development Contribution Grant letter • 7.3.6 Invoice for Road Construction • 7.3.7 974/21 Tax Incentives Bylaw • 7.3.8 Rimbey tax incentive bylaw application form (COMPLETE) • 7.3.9 Corporate Registry Record • 7.3.10 Appraisal of Rimbey Travel Centre
<p>Recommendation</p>	<p>Pass a resolution directing Administration to enter into a Tax Incentive Agreement with Rimbey Travel Centre located at LOT 12; BLOCK 5; PLAN NUMBER 2121873 (5201 43 Street) for 2023, 2024 and 2025. The Tax Incentive Agreement shall be in accordance with Bylaw 974/21 Tax Incentives Bylaw and shall state the following:</p> <ol style="list-style-type: none"> a. In the first taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 100% Exemption; b. In the second taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive an 80% Exemption; c. In the third taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 60% Exemption.
<p>Prepared By:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div data-bbox="475 1507 1149 1692" style="text-align: center;">  <hr style="width: 100%;"/> <p>Elizabeth Armitage, MEDes, MCIP, RPP Planning & Development Officer</p> </div> <div data-bbox="1247 1591 1466 1654" style="text-align: right;"> <p><u>December 8, 2021</u> Date</p> </div> </div>	



REQUEST FOR DECISION

Endorsed By:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA
Chief Administrative Officer

December 8, 2021
Date



LAND TITLE CERTIFICATE

S
 LINC SHORT LEGAL TITLE NUMBER
 0038 922 100 2121873;5;12 212 176 226

LEGAL DESCRIPTION
 PLAN 2121873
 BLOCK 5
 LOT 12
 EXCEPTING THEREOUT ALL MINES AND MINERALS
 AREA: 0.847 HECTARES (2.09 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
 ATS REFERENCE: 5;2;42;28;SE

MUNICIPALITY: TOWN OF RIMBEY

REFERENCE NUMBER: 212 176 225

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
212 176 226	17/08/2021	TRANSFER OF LAND	\$627,000	\$627,000

OWNERS

RIMBEY TRAVEL CENTRE LTD.
 OF 46 JUNIPER CLOSE
 RED DEER
 ALBERTA T4P 0N4

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
212 048 579	22/02/2021	MORTGAGE MORTGAGEE - ATB FINANCIAL. 8008-104 ST NW EDMONTON ALBERTA T6E4E2 ORIGINAL PRINCIPAL AMOUNT: \$250,000
212 048 580	22/02/2021	CAVEAT

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - ATB FINANCIAL.
8008-104 ST NW
EDMONTON
ALBERTA T6E4E2
AGENT - EVAN C HARDY

212 176 227 17/08/2021 MORTGAGE
MORTGAGEE - SERVUS CREDIT UNION LTD.
151 KARL CLARK ROAD NW
EDMONTON
ALBERTA T6N1H5
ORIGINAL PRINCIPAL AMOUNT: \$4,400,000

212 176 228 17/08/2021 CAVEAT
RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - SERVUS CREDIT UNION LTD.
151 KARL CLARK ROAD
EDMONTON
ALBERTA T6N1H5
AGENT - ANTHONY HOLINSKI

TOTAL INSTRUMENTS: 004

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 17 DAY OF AUGUST,
2021 AT 11:33 A.M.

ORDER NUMBER: 42396266

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
212 176 225 +1

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
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ALBERTA T6E4E2
ORIGINAL PRINCIPAL AMOUNT: \$250,000

212 048 580	22/02/2021	CAVEAT RE : ASSIGNMENT OF RENTS AND LEASES CAVEATOR - ATB FINANCIAL. 8008-104 ST NW EDMONTON ALBERTA T6E4E2 AGENT - EVAN C HARDY
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TOTAL INSTRUMENTS: 002

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 17 DAY OF AUGUST, 2021 AT 11:33 A.M.

ORDER NUMBER: 42396266


CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

		<h2 style="color: blue;">Town of Rimbey Policy Manual</h2>	
Title: Business Development Incentive Grant Program		Policy No: 6601	
Date Approved: September 12, 2011		Resolution No: 206/11	
Date Effective: September 12, 2011			
Purpose:		Development incentive to encourage business growth within the community.	
<p>1.0 Policy Statement The Town of Rimbey is committed to encouraging development of businesses within the Town by encouraging the enhancement of existing buildings, the construction of new buildings and additions to existing buildings, or the demolition of dilapidated buildings. To this end, Council has established a business development incentive grant program for eligible development projects, to be paid upon project completion.</p> <p>2.0 Purpose The purpose of this Policy is to establish the Business Development Incentive Grant Program (the “Program”) in order to:</p> <ul style="list-style-type: none"> 2.1 Encourage owners of non-residential buildings to invest in improvements that enhance the building’s appearance and function and which will increase the assessed value of the property. 2.2 Attract economic growth and employment, and encourage new investment in the Town. 2.3 Encourage the demolition of existing buildings that may detract from the visual amenities of the area, as well as posing a potential fire and safety hazard to the community. <p>3.0 Application Area, Effective Date and Program Timeline</p> <ul style="list-style-type: none"> 3.1 This Program applies to all private commercial and industrial buildings within the Town of Rimbey, together with all vacant lots zoned for commercial or industrial purposes in accordance with the Town of Rimbey Land Use Bylaw. 3.2 This Program becomes effective upon approval by Town Council. 3.3 Once approved, the Program shall run for a two-year period for application submissions. At the end of the two-year period, Administration shall evaluate the overall effectiveness of the Program and report its findings to Town Council. Town Council can then determine whether to continue the Program. 3.4 All Program funding is subject to Town Council approval within the Town’s operating budget and all applications for grants shall be processed on a first come, first serve basis subject to the availability of funding as approved by Town Council. 			

Business Development Incentive Grant Program	Policy No: 6601	Page 2
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4.0 Eligibility

- 4.1 The Applicants assessed value must increase by a minimum of \$50,000, except for demolition.
- 4.2 To be eligible for a grant under this Program, no work may be performed until approved by the Town. Except as noted in clauses 4.3 or 4.4, work that has commenced prior to Town approval is not eligible for a grant through this Program.
- 4.3 Business Applicants that previously qualified for a development incentive pursuant to Town of Rimbeby Bylaw #827/08, which was rescinded March 9, 2011, would be eligible for a grant.
- 4.4 Business Applicants that previously qualified for a demolition incentive pursuant to Town Policy #6701, which was abolished March 9, 2011, would be eligible for a grant.
- 4.5 The applicant would be eligible for a grant once the Town has received verification that the improvements, the subject of the grant application, have been completed to the Town's satisfaction.
- 4.6 The Program is limited to one grant application per parcel or principal building on a parcel. In the case of a single parcel accommodating multiple tenants or businesses, the grant incentive program may be applied for each independent business operation, with the grant available to the property owner(s).
- 4.7 Home based businesses are not eligible for grant funding through this Program.
- 4.8 The applicant must be the registered property owner or his or her designate.
- 4.9 Business Applicants must be in good standing with the Town in order to qualify under this Program. Applicants and businesses that have outstanding taxes (including tax arrears), outstanding utilities or any litigation or Town Bylaw infractions with the Town will not qualify for this Program. If any tax or utility payments are missed or received late for the property, the Town may terminate any application related to that property.
- 4.10 Government offices and agencies and any organizations exempt from paying property taxes to the Town will not qualify for this Program.
- 4.11 All projects approved under this Program must be completed in a timely manner. All projects must be completed within 12 months of the approval by the Town. When it can be demonstrated that circumstances clearly beyond the applicant's control prohibit completion in 12 months, the Town may, in its discretion, grant a 12 month extension. Failure to complete the project in a timely manner will result in cancellation of the application at the discretion of the Town.
- 4.12 The applicant will be responsible for securing all required development permits and building permits. All work must comply with the Town, Provincial and Federal regulations.
- 4.13 All construction contracts will be between the applicant and the contractor.
- 4.14 Final determination of qualification for a grant pursuant to this Program will not be made until the construction is substantially complete and ready for occupancy and a review has been undertaken by the Development Authority assessing the project against the applicant's previously approved proposal.

<p>Business Development Incentive Grant Program</p>	<p>Policy No: 6601</p>	<p>Page 3</p>
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5.0 Development Incentive Grant

- 5.1 New Build or Enhancements to Existing Buildings (Including internal and external improvements and additions to existing buildings and rebuild after demolition)
 - 5.1.1 The grant is provided and paid to the property owner in one payment following receipt of new assessment. Schedule “A” attached to this policy, sets out the grants available.
 - 5.1.2 As this is a one time grant, each grant is subject to review by Council annually.
- 5.2 Demolition of Existing Buildings (with no rebuild)
 - 5.2.1 A one-time grant up to \$5,000 is available to the property owner to assist with demolition costs, grant not to exceed the total cost of the demolition.
 - 5.2.2 The grant is available following demolition and subject to the Town’s satisfaction that the entire site has been cleared of all buildings and structures.
 - 5.2.3 Must comply with relevant environmental standards.
 - 5.2.4 Each grant is subject to annual review by Council.

6.0 Application Requirements

- 6.1 Applications submitted under this Program shall be accompanied by the following components:
 - 6.1.1 An approved Development Permit and approved Building Permit.

7.0 Application Process

- 7.1 In conjunction with or prior to filing an application, the applicant shall review the Application Requirements and consult with the Development Authority regarding the application process, requirements, criteria, rules of eligibility, project design and other relevant details of the proposed project.
- 7.2 In order to ensure adequate, consistent review and evaluation, the project proposal shall be prepared in accordance with the format established by Town Administration.
- 7.3 Completed applications shall be submitted to the Town’s Development Authority.
- 7.4 Upon receipt of the application by the Development Authority, the applicant will be required to contact the Development Authority to schedule a pre-construction inspection of the subject property to determine the pre-construction status of the lands and any buildings on it.
- 7.5 Except as noted in clauses 4.3 or 4.4, to be eligible for reimbursement, no work may be performed until approved by the Town. Work that has commenced prior to Town approval is not eligible for reimbursement.
- 7.6 The Town reserves the right to accept, reject or modify any application and render decisions in regards to complete applications as approvals, approvals with conditions, and refusals.
- 7.7 In the case of an approval with conditions, or refusal of an application by the Town, the applicant may appeal such a decision to Council.
- 7.8 An appeal may be made in writing by the applicant to the Development Authority for presentation to Council within 14 days of the date of the decision of the Development Authority.
- 7.9 There is no fee associated with an appeal to Council, however only one appeal may be filed for an application, with no opportunity permitted for a second appeal on the same application.

Business Development Incentive Grant Program	Policy No: 6601	Page 4
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- 7.10 Within 30 days of receipt of a notice of appeal, Council will hold a hearing respecting the appeal. The hearing shall be conducted in public.
- 7.11 Council shall give at least 5 days notice in writing of the appeal hearing to the applicant and the Development Authority.
- 7.12 At the appeal hearing, Council shall hear:
 - 7.12.1 The appellant or any person acting on behalf of the appellant;
 - 7.12.2 The Development Authority; and
 - 7.12.3 Any other person affected by the decision, or claims to have an interest in the decision and that Council agrees to hear.
- 7.13 Council shall make a decision on the appeal within 14 days of the appeal hearing.

8.0 General Program Conditions

- 8.1 The general conditions and requirements of the Program are not necessarily exhaustive and the Town reserves the right to include other conditions, considerations and requirements as deemed necessary on a property specific basis. All grants pursuant to this Program are subject to the following general conditions and requirements:
 - 8.1.1 The Town is not responsible for any costs incurred by the applicant in relation to the Program, including without limitation, costs incurred in the anticipation of the grant;
 - 8.1.2 If an applicant is in default of any of the Program’s requirements or conditions, or any other requirement of the Town, the Town may delay, reduce or terminate an approved grant;
 - 8.1.3 The Town may discontinue the Program at any time but applicants with approved grants will continue to receive approved grants subject to the meeting of the Program’s conditions and requirements;
 - 8.1.4 All proposed projects approved under the Program shall conform to all relevant codes, policies, procedures, standards and guidelines, including any applicable Town bylaws, zoning requirements and approvals;
 - 8.1.5 The Town may inspect the property that is subject to an application under this Program at any time;
 - 8.1.6 Outstanding work orders, and orders or requests to comply, and other charges from the Town (including current year tax and arrears) must be satisfactorily addressed prior to any payment being issued at any time.

9.0 Responsibilities

- 9.1 Town Council
 - 9.1.1 Approves changes to this Program and Policy;
 - 9.1.2 Approves Program funding for implementation of this Program;
 - 9.1.3 Hears and decides appeals on Program applications; and
 - 9.1.4 Evaluates the Program upon completion.
- 9.2 Chief Administrative Officer
 - 9.2.1 Recommends to Town Council the application of this Program;
 - 9.2.2 Recommends to Town Council the Program funding for implementation of the Program;
 - 9.2.3 Recommends changes to the Program to Town Council;
 - 9.2.4 Provides administrative evaluation of the Program upon completion;
 - 9.2.5 Identifies a funding source for the Program and makes recommendations to Town

Business Development Incentive Grant Program	Policy No: 6601	Page 5
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- Council accordingly;
- 9.2.6 Renders decisions regarding the approval, approval with conditions or refusal of grant applications pursuant to this Program; and
- 9.2.7 Administers the funding source.
- 9.3 Development Authority
 - 9.3.1 Recommends to the Chief Administrative Officer the Program funding for implementation of the Program;
 - 9.3.2 Recommends changes to the Program to the Chief Administrative Officer;
 - 9.3.3 Recommends a funding source for the Program to the Chief Administrative Officer;
 - 9.3.4 Evaluates the Program annually, provides report to the Chief Administrative Officer regarding its performance and makes appropriate recommendations regarding its ongoing implementation;
 - 9.3.5 Serves as the Town’s contact for receipt of applications for Program grants issued pursuant to this Program;
 - 9.3.6 Evaluates applications for completeness;
 - 9.3.7 Coordinates the administrative review of applications throughout the period between submission of the application and project completion;
 - 9.3.8 Prepares a written report to the Chief Administrative Officer on each application with a recommendation to approve, conditionally approve or refuse an application; and
 - 9.3.9 Conducts on-site pre-construction, post-construction and periodic inspections of the subject project.
- 10.0 Measurements for Program Effectiveness**
 - 10.1 In order to measure the effectiveness of the Program at the end of the two-year period, the Town may establish starting benchmarks and final evaluation criteria which may include such measurements as:
 - 10.1.1 2011 Baseline Figures;
 - 10.1.2 Assessment impacts upon the Town;
 - 10.1.3 Review of dollar value figures for building permits (new construction and improvements) through participation in the Program;
 - 10.1.4 New and/or continuing employment opportunities created through the Program.

Business Development Incentive Grant Program	Policy No: 6601	Page 6
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SCHEDULE "A"

Total Increase in Assessment	Grant payment upon receipt of new assessment
\$50,000 to \$99,999	\$500
\$100,000 to \$149,999	\$1,000
\$150,000 to \$199,999	\$1,500
\$200,000 to \$249,999	\$2,000
\$250,000 to \$299,999	\$2,500
\$300,000 to \$349,999	\$3,000
\$350,000 to \$399,999	\$3,500
\$400,000 to \$449,999	\$4,000
\$450,000 to \$499,999	\$4,500
\$500,000 to \$749,999	\$5,000
\$750,000 to \$999,999	\$6,000
\$1,000,000 to \$1,499,999	\$8,000
\$1,500,000+	\$10,000

Initial Policy Date:	September 12, 2011	Resolution No:	206/11
Revision Date:		Resolution No.	
Revision Date:		Resolution No.	

RIMBEY TRAVEL CENTRE LTD.

Oct 4, 2021

Rimbey Travel Centre Ltd.
Box 6937
Drayton Valley, AB
T7A 1S3

RE: Business Development Incentive Grant Program (P.6601) – Provide \$5K for demolition and \$10,000 for development over \$1.5M in assessment increase.

Dear Lori:

Please see attached completed form for Incentive Grant p.6601 to apply for \$10,000 from the Town for Rimbey payable to Rimbey Travel Centre Ltd for the Rimbey Travel Centre Development.

Sincerely,

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

Miles Davis



Town of Rimbey Policy Manual

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

1.0 Policy Statement

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

2.0 Purpose

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

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

Amended:			
Date:		Resolution:	
Date:		Resolution:	

3.0 Guidelines

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

Amended:

Date:

Resolution:

Date:

Resolution:

RIMBEY TRAVEL CENTRE LTD.

Oct 4, 2021

Rimbey Travel Centre Ltd.
Box 6937
Drayton Valley, AB
T7A 1S3

RE: Development Contribution Policy (P.6602) – supporting developments that increase the Town tax base and employment opportunities

Dear Lori:

Please see attached completed form for Incentive Grant p.6602 to apply for \$45,000 (15% of \$303,439.80) from the Town for Rimbey payable to Rimbey Travel Centre Ltd for the Rimbey Travel Centre Development.

The Rimbey Travel Centre is a 2.09 acre commercial retail development which is bringing several new national brands to Rimbey including Tim Hortons, Petro-Canada and Dairy Queen. The development directly increases the Town tax base and will provide many new employment opportunities to the residents of the Town of Rimbey going forward.

Please see the attached package and construction backup for supporting documentation.

Sincerely,



Miles Davis

SEE REVERSE FOR LIST OF SECURITY FEATURES ON THIS STOCK

26

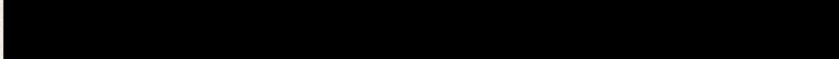
RIMBEY TRAVEL CENTRE LTD.
5111 43 ST
RIMBEY AB T0C2J0

DATE 20100901
D D M M Y Y Y Y

PAY TO THE ORDER OF Parke Pacific Projects \$ 769,175.73
 - Seven hundred sixty nine thousand one hundred seventy five ²³/₁₀₀ DOLLARS

servus credit union
 TAYLOR PLAZA BRANCH PH: 1 877 378 8728
 400, 6730 TAYLOR DRIVE
 RED DEER, ALBERTA

MEMO 21-040-05 PER [Signature]



Rimbey, AB
T0C 2J0

Miles Davis

MANAGER	TASK ORDER	SHIPPED VIA	TERMS
Stewart Parke			Upon receipt

QUANTITY	DESCRIPTION	Rate	AMOUNT
CE#012	September Invoice Progress Claim #5		\$757,332.57
	Highroad Over Excavation Topsoil		\$56,610.00
	Combined-Total		\$813,942.57
	10% Hold Back		\$81,394.26
PLEASE REMIT PAYMENT TO: Parke Pacific Projects Ltd. Att: Stewart Parke			
GST # 717 935 092 RT 0001		SUB - TOTAL	\$732,548.31
		GST	\$36,627.42
		TOTAL DUE	\$769,175.73

THANK YOU FOR YOUR BUSINESS

10/20/21
#286

INVOICE



Date: 30-09-2021
Invoice # 21-040-05
Job # 21-040
Reference Progress Draw 5
PO# NA
Vendor Rimbey Travel Centre
Contract # CCDC Contract

Parke Pacific Projects Ltd.
 1-920 Leathead Rd
 Kelowna, BC
 V1X 2J8
TEL 778-753-7360

To:

Rimbey Travel Centre Ltd.
 5111 - 43 Street
 Rimbey, AB
 T0C 2J0

Miles Davis

MANAGER	TASK ORDER	SHIPPED VIA	TERMS
Stewart Parke			Upon receipt

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		GST	\$36,627.42
		TOTAL DUE	\$769,175.73

THANK YOU FOR YOUR BUSINESS

PROGRESS CLAIM WORKSHEET

CONTRACTOR: Parke Pacific Projects		
Address: 5111 43rd St Rimbey		Month Ending September
PROJECT: Rimbey Travel Centre		CLAIM NO.: #5

ITEM OF WORK	COST CODE	BASE CONTRACT	PERCENT COMPLETE	COMPLETED TODATE	PREVIOUS CLAIM	CURRENT CLAIM
Insurance	01-010	\$ 13,000.00	100%	\$13,000.00	\$ 13,000.00	
Supervision	01-050	\$ 90,000.00	50%	\$45,000.00	\$ 27,000.00	\$18,000.00
Lead hand	01-052	\$ 75,000.00	50%	\$37,500.00	\$ 22,500.00	\$15,000.00
Local Labour	01-053	\$ 55,000.00	50%	\$27,500.00	\$ 16,500.00	\$11,000.00
Temporary Power	01-100	\$ 8,000.00	100%	\$8,000.00	\$ 8,000.00	
Site Office	01-150	\$ 4,050.00	50%	\$2,025.00	\$ 1,417.50	\$607.50
Site Telephone & Internet	01-150	\$ 1,800.00	50%	\$900.00	\$ 630.00	\$270.00
Site Office (Supplies)	01-150	\$ 1,800.00	50%	\$900.00	\$ 630.00	\$270.00
Site Toilet	01-152	\$ 2,400.00	50%	\$1,200.00	\$ 840.00	\$360.00
Fencing & Barricades	01-153	\$ 3,500.00	50%	\$1,750.00	\$ 1,225.00	\$525.00
Safety	01-182	\$ 1,500.00	50%	\$750.00	\$ 525.00	\$225.00
Survey	01-301	\$ 12,000.00	75%	\$9,000.00	\$ 9,000.00	
Materials Testing	01-302	\$ 10,000.00	85%	\$8,500.00	\$ 8,500.00	
Garbage Bins	01-352	\$ 7,500.00	50%	\$3,750.00	\$ 1,875.00	\$1,875.00
Trucks	01-356	\$ 6,000.00	50%	\$3,000.00	\$ 2,100.00	\$900.00
Fuel	01-356	\$ 5,000.00	50%	\$2,500.00	\$ 1,750.00	\$750.00
Board	01-401	\$ 18,250.00	50%	\$9,125.00	\$ 6,387.50	\$2,737.50
Room	01-401	\$ 27,500.00	50%	\$13,750.00	\$ 9,625.00	\$4,125.00
Travel Costs	01-402	\$ 15,600.00	50%	\$7,800.00	\$ 5,460.00	\$2,340.00
Equipment / Small Tools	01-450	\$ 7,500.00	50%	\$3,750.00	\$ 2,625.00	\$1,125.00
Equipment Rentals	01-450	\$ 25,000.00	50%	\$12,500.00	\$ 8,750.00	\$3,750.00
Crane/Hoisting	01-630	\$ 3,500.00	75%	\$2,625.00	\$ 2,625.00	
Earthwork Including offsite and asphalt	02-040	\$ 815,181.00	80%	\$652,144.80	\$ 570,626.70	\$81,518.10
Off Site Roadway	02-041	\$ 145,934.80	100%	\$145,934.80	\$ -	\$145,934.80
Accesses and Utility Connections	02-042	\$ 128,850.00	100%	\$128,850.00	\$ -	\$128,850.00
SB 90 Install	02-043	\$ 28,655.00	100%	\$28,655.00	\$ -	\$28,655.00
Piles	02-362	\$ 85,000.00	100%	\$85,000.00	\$ 85,000.00	
Landscaping	02-480	\$ 57,143.00	5%	\$2,833.53	\$ 2,833.53	
Drive thru Pads	02-510	\$ 4,551.78	30%	\$1,365.53	\$ 209.78	\$1,155.78
Forming Material	03-100	\$ 5,000.00	100%	\$5,000.00	\$ 4,250.00	\$750.00
Formwork	03-100	\$ 19,300.00	90%	\$17,370.00	\$ 16,405.00	\$965.00
Waterproofing	03-145	\$ 22,500.00	100%	\$22,500.00	\$ 1,036.95	\$21,463.05
Re Bar Supply/Install	03-201	\$ 27,000.00	90%	\$24,300.00	\$ 17,550.00	\$6,750.00
Ridgin Insulation and void form	03-250	\$ 14,125.00	75%	\$10,593.75	\$ 7,062.50	\$3,531.25
Barrier Curbs	03-310	\$ 48,300.00	5%	\$2,225.98	\$ 2,225.98	
Finish Concrete	03-330	\$ 17,345.00	50%	\$8,672.50	\$ 799.37	\$7,873.13
Concrete - Site	03-335	\$ 52,526.00	50%	\$26,263.00	\$ 10,295.10	\$15,967.90
Pump Concrete	03-500	\$ 10,500.00	50%	\$5,250.00	\$ 2,625.00	\$2,625.00
Masonry & Stone Veneer	04-001	\$ 40,086.00	5%	\$1,847.43	\$ 1,847.43	
Structural Material Framing (Supply Only)	05-100	\$ 36,755.00	75%	\$27,566.25	\$ 1,693.91	\$25,872.34
Structural Steel Install	05-150	\$ 9,827.00	100%	\$9,827.00	\$ 452.89	\$9,374.11
Misc. Metal Fabrications	05-500	\$ 19,900.00	30%	\$5,970.00	\$ 917.12	\$5,052.88
Garbage Enclosure	06-100	\$ 11,000.00	75%	\$8,250.00	\$ 506.95	\$7,743.05
Building Framing	06-101	\$ 75,250.00	78%	\$58,987.50	\$ 3,468.01	\$55,519.48
Building Materials	06-134	\$ 2,000.00	50%	\$1,000.00	\$ 92.17	\$907.83
Metal Cladding	07-411	\$ 136,100.00	5%	\$6,272.38	\$ 6,272.38	
Membrane Roofing (B.R.U)	07-500	\$ 185,668.00	5%	\$8,556.80	\$ 8,556.80	
Fire Stopping	07-920	\$ 2,000.00	5%	\$92.17	\$ 92.17	
Metal Doors & Frames & Hardware	08-100	\$ 7,875.00	50%	\$3,937.50	\$ 362.93	\$3,574.57
Door and Hardware install	08-100	\$ 3,030.00	5%	\$151.50	\$ 139.64	\$11.86
Alum. Doors & Frames	08-120	\$ 41,550.00	25%	\$10,387.50	\$ 1,914.90	\$8,472.60
Drive Thru Window	08-401	\$ 12,995.00	50%	\$6,497.50	\$ 598.90	\$5,898.60
Gypsum Wall Board	09-200	\$ 45,300.00	5%	\$2,087.72	\$ 2,087.72	
Painting	09-900	\$ 6,400.00	5%	\$294.95	\$ 294.95	
Petroleum Equipment	11-500	\$ 374,150.00	65%	\$243,197.50	\$ 243,197.50	
Petro Install	11-501	\$ 37,500.00	90%	\$33,750.00	\$ 33,750.00	
Leak Testing	11-502	\$ 2,700.00	100%	\$2,700.00	\$ 124.43	\$2,575.57
Mechanical	15-010	\$ 105,888.00	30%	\$31,766.40	\$ 4,880.02	\$26,886.38
Electrical	16-310	\$ 203,635.00	20%	\$41,707.24	\$ 9,384.84	\$32,322.40
Contingency	17-010	\$ 42,167.22	65%	\$27,408.69	\$ 27,408.69	
D.Q. Cash Allowance	17-010	\$ 509,564.20	13%	\$66,243.35	\$ 27,651.95	\$38,591.40
C-store TI allowance	17-010	\$ 225,000.00	10%	\$22,500.00	\$ 10,369.48	\$12,130.52
Overhead & Fee	17-020	\$ 250,000.00	80%	\$200,000.00	\$ 187,500.00	\$12,500.00
Highroad Over Excavation Topsoil Extra						\$56,610.00
Sub-Total:		\$4,262,152.00		\$2,202,583.28		\$757,332.57
SUBTOTAL:		\$4,262,152.00		\$2,202,583.28		\$757,332.57
10% HOLDBACK:						\$81,394.26
TOTAL - NET CLAIM:						\$732,548.31
TOTAL - GST:						\$36,627.42
TOTAL - CLAIM:						\$769,175.73



CERTIFICATE OF INSURANCE

INSURED: Parke Pacific Projects Ltd and Rimbey Travel Centre Ltd
Unit 1 - 920 Leathead Rd, Kelowna, B.C V1X 2J8

LOCATION: 5111 43rd Street, Rimbey, Alberta T0C 2J0

INSURANCE COMPANY: Great American Insurance Co.

POLICY NUMBER: IMP E737133-00

POLICY TERM: June 29th, 2021 - January 29th, 2022

COVERAGE: **Course of Construction**
 Building Value \$4,688,367.00
 Earthquake Endorsement \$100,000. Min or 3% Deductible
 Flood Endorsement \$25,000. Deductible
 Water Damage \$10,000. Deductible

Additional Coverages:
 \$100,000 - Property In Transit
 \$100,000 - Property at Temporary locations
 \$100,000 - Loss To Temporary Structures

1st LOSS PAYABLE: Servus Credit Union
400-6730 Taylor Drive
Red Deer, Alberta T4P 1K4

CAPRICMW INSURANCE SERVICES LTD.

PER:
Morly Bishop
Insurance Broker

Dated This Day: July 2nd, 2021

**THIS DOCUMENT CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE.
STANDARD MORTGAGE CLAUSE APPLIES.**



CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS				2. INSURED'S FULL NAME AND MAILING ADDRESS			
Rimbey Travel Center Ltd.				PARKE PACIFIC PROJECTS LTD			
5111 43st				920 Leathead Road			
Rimbey		AB		POSTAL CODE T0C 2J0		Kelowna	
				British Columbia		POSTAL CODE V1X 2J8	

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

Commercial Construction General Contractor and Project Management - Rimbey Travel Centre
 Excess Liability Policy increases Commercial General Liability and Non-Owned Automobile Liability only to \$10,000,000 Limit

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input checked="" type="checkbox"/> POLLUTION LIABILITY EXTENSION <input checked="" type="checkbox"/> Contractual Liability Included <input checked="" type="checkbox"/> Severability of Interests Included	Effected with Lloyd's underwriters under Agreement #CP1250/19 and UMR #B0750RNAFB1902390 as arranged by CapriCMW Insurance Services Ltd. - CPC00367	2021/01/16	2022/01/16	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE	\$2,500	
				- EACH OCCURRENCE		
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
				<input checked="" type="checkbox"/> PERSONAL INJURY LIABILITY OR <input type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$5,000,000
				MEDICAL PAYMENTS		\$25,000
				TENANTS LEGAL LIABILITY		\$1,000,000
				POLLUTION LIABILITY EXTENSION		\$1,000,000
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	Effected with Lloyd's underwriters	2021/01/16	2022/01/16	NON-OWNED AUTOMOBILES		\$5,000,000
<input checked="" type="checkbox"/> HIRED AUTOMOBILES	Effected with Lloyd's underwriters	2021/01/16	2022/01/16	HIRED AUTOMOBILES		
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input checked="" type="checkbox"/> Excess Liability	Merlin Underwriting Inc. - MU201917	2021/01/16	2022/01/16	EACH OCCURRENCE		
				AGGREGATE		\$5,000,000
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/>						

5. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS				7. ADDITIONAL INSURED NAME AND MAILING ADDRESS <small>(Commercial General Liability- but only with respect to the operations of the Named Insured)</small>			
CapriCMW Insurance Services Ltd. 1A-1315 Summit Drive				Rimbey Travel Center Ltd. 5111 43st			
Kamloops		BC		POSTAL CODE V2C 5R9			
BROKER CLIENT ID: PARKPAC-01				Rimbey		AB	
				POSTAL CODE T0C 2J0			

8. CERTIFICATE AUTHORIZATION			
ISSUER CapriCMW Insurance Services Ltd.		CONTACT NUMBER(S) TYPE Main NO. (250) 828-5720 TYPE Fax NO. (250) 374-5557	
AUTHORIZED REPRESENTATIVE Morly Bishop		TYPE NO. TYPE NO.	
SIGNATURE OF AUTHORIZED REPRESENTATIVE		DATE June 28, 2021 EMAIL ADDRESS mbishop@capricmw.ca	

Statutory Declaration of Progress Payment Distribution by Contractor

Standard Construction Document

CCDC 9A – 2018

To be made by the Contractor as a condition for either

- second and subsequent progress payments; or
- release of holdback.

Application for payment number 21-040-05
 dated September 30, 2021 is the last
 application for payment for which the Contractor has
 received payment.

Information Appearing in the Contract Documents

Name of Project
Rimbey Travel Centre
 (JOB NO. 21-040) 5111 - 43rd Street; Rimbey, AB

Date of Contract: June 8, 2021

Name of Owner
Rimbey Travel Centre Ltd.

Name of Contractor
Parke Pacific Projects Ltd.

Declaration

I solemnly declare that, as of the date of this declaration, I am an authorized signing officer, partner or sole proprietor of the Contractor, and as such have authority to bind the Contractor, and have personal knowledge of the fact that all accounts for labour, subcontracts, products, services, and construction machinery and equipment which have been incurred directly by the Contractor in the performance of the work as required by the Contract, and for which the Owner might in any way be held responsible, have been paid in full as required by the Contract up to and including the latest progress payment received, as identified above, except for:

- 1) holdback monies properly retained,
- 2) payments deferred by agreement, or
- 3) payment withheld by reason of legitimate dispute which has been identified to the party or parties from whom payment has been withheld.

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me in Kelowna, BC this 23rd day of September in the year 2021
City/Town and Province

Janet Lettmann
Name
Project Cost Accountant
Title

Signature

Janice Lee Haynes
 A Commissioner for taking affidavits
 for British Columbia
 Southern Interior Construction Association
 Exp. 08/31/2022
(A Commissioner for Oaths, Notary Public, Justice of the Peace, etc.)

The making of a false or fraudulent declaration is a contravention of the Criminal Code of Canada, and could carry, upon conviction, penalties including fines or imprisonment.

This agreement is protected by copyright and is intended by the parties to be an unaltered version of CCDC 9 – 2018 except to the extent that any alterations, additions or modifications are set forth in supplementary conditions.

CCDC
9
 2018

Use of this form without a CCDC 9 copyright seal constitutes an infringement of copyright. Use of this form with a CCDC 9 copyright seal demonstrates that it is intended by the parties to be an accurate and unamended version of CCDC 9A – 2018.



High Road Excavating Ltd

3468 224 Street,
Langley, BC V2Z 2G8
Phone: (604) 533-6798 Facsimile: (604) 533-6799
Email: accounting@highroadexltd.com

Invoice

INVOICE NO: 103748
DATE: 8/25/2021
WCB NO: 983548
GST NO: 777925926

Invoice to:

DUE DATE: 9/08/2021

Parke Pacific Projects Ltd
1 - 920 Leathead Road
Kelowna, BC V1X 2J8
Canada

PROJECT: 5111 43 Street, Rimbey, AB

DATE	SLIP #	DESCRIPTION	QTY	U/M	RATE	AMOUNT	T
		Over excavation for top soil and bring in structural fill					
7/31/2021	DEWO # 4007	Doosan DX350 Excavator	46	hr	185.00	8,510.00	G
7/31/2021	DEWO # 4007	Import structural fill, place & compact	2,600	m3	18.50	48,100.00	G
		SUBTOTAL				56,610.00	
		HOLDBACK @ 10%			-10.00%	-5,661.00	G
		TOTAL CURRENT CLAIM				50,949.00	
		GST on sales			5.00%	2,547.45	

Please note our new email address
accounting@highroadexltd.com



HIGHROAD EXCAVATING LTD

3468 224th Street • Langley, BC V2Z 2G8
Office: 604-533-6798

- Daily Job Report
- Daily Extra Work Order

Date: JULY 31/21

Customer: PARKE PACIFIC PROJECTS

Site: KAR HOLDINGS
Address: RIMBYN

Job Description:

OVER EXCAVATION FOR TOP SOIL
AND BRING IN STRUCTURAL FILL.

CUT/FILL FROM 6100 c/m TO 8700 c/m

EQUIPMENT				LABOUR			
Machine	Operator	Hrs	Rate	Name	Position	Hrs	Rate
<u>EX 350 EXCAVATOR.</u>		<u>46</u>	<u>185</u>	<u>8510</u>			
							TOTAL

IMPORT MATERIAL & SUPPLIES					EXPORT MATERIALS				
Carrier	Material	Amount	Ticket #	Rate	Carrier	Material	Amount	Ticket #	Rate
	<u>IMPORT STRUCTURAL FILL</u>								
		<u>2600 c/m</u>		<u>18.50</u>			<u>48100</u>		
	<u>PLACE + COMPACT.</u>						<u>56,610 + GST.</u>		
									TOTAL

Authorized Signature

Authorized Signature

Customer

Highroad

P.O. #



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

- WHEREAS** The Town of Rimbey considers it desirable to encourage the development of non-residential properties for the general benefit of the Town;
- AND WHEREAS** Pursuant to Section 364.2 of the *Municipal Government Act*, RSA 2000, c M-26, Council may pass a tax incentives bylaw to encourage development and revitalization of non-residential properties for the general benefit of the Town;
- AND WHEREAS** The Town of Rimbey is responsible for carrying out measures that will develop and maintain a viable community pursuant to Section 3(c) of the *Municipal Government Act*, which includes measures to improve the long-term economic outlook for the Town,

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA DULY ASSEMBLED, ENACTS AS FOLLOWS:

1 TITLE

1.1 This Bylaw may be referred to as the "Tax Incentives Bylaw".

2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;
- b) "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- c) "Applicant" means a person who applies for an Exemption;
- d) "Application Fee" means the fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;
- e) "Assessed Person" means an assessed person as that term is defined under Section 284(1) of the Act;
- f) "Bylaw" means this Tax Incentives Bylaw;
- g) "Chief Administrative Officer" or "CAO" means the chief administrative officer as appointed by Council, including the CAO's delegate;
- h) "Complete Application" means an application submitted pursuant to this Bylaw that includes the Application Fee and the application requirements for non-residential tax incentives and the application form for non-residential tax incentives as set out in Appendices "A" and "B", respectively, attached hereto;
- i) "Council" means all the councillors of the Town including the chief elected official for the Town;



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

- j) "Development or Revitalization" means, in respect of a Non-residential Property, construction of a new Structure, construction of an expansion to an existing Structure and/or renovation or improvement of an existing Structure, but excludes demolition of a Structure if that demolition does not occur in conjunction with construction of a new replacement Structure;
- k) "Exemption" means an exemption from taxation for Non-residential Property as provided for in Part 10, Division 2 of the Act. For purposes of clarity, the exemption from taxation applies only to taxes imposed by the Town under Part 10, Division 2 of the Act and not any Provincial requisitions;
- l) "Non-residential Property" means non-residential as defined in the Act in respect of property;
- m) "Qualifying Property" means a Non-residential Property that is the subject of Development or Revitalization;
- n) "Structure" means a structure as that term is defined in s 284(1)(u) of the Act that is Non-residential Property;
- o) "Tax Incentive Agreement" means a written agreement setting out the terms and conditions for an Exemption for the Qualifying Property; and
- p) "Town" means the Town of Rimbey in the Province of Alberta.

3 PURPOSE

3.1 The purpose of this Bylaw is to allow tax incentives in the form of Exemptions from taxation under Part 10, Division 2 of the Act for Qualifying Properties in the Town that meet the requirements of this Bylaw.

4 CRITERIA FOR AN EXEMPTION

4.1 In order to apply for an Exemption, an Applicant must meet the following criteria:

4.1.1 The Applicant must be the Assessed Person for the Qualifying Property that is the subject of the application; and

4.1.2 The Applicant must have no outstanding monies owing to the Town.

4.2 In order to qualify for an Exemption, the Non-residential Property in question must be a Qualifying Property, and must meet the following additional criteria:

4.2.1 The Qualifying Property must be located within the geographical boundaries of the Town;

4.2.2 All required Town development approvals with respect to the Development or Revitalization of the Qualifying Property must have been issued;

4.2.3 The Development or Revitalization of the Qualifying Property must cause the assessed value of the Qualifying Property, as set out in notices of assessment for the Qualifying Property, to experience an incremental



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increase of at least \$250,000 between the taxation year immediately prior to the commencement of construction of the Development or Revitalization and the first taxation year to which an Exemption provided pursuant to this Bylaw is to apply; and

4.2.4 The Applicant must submit a Complete Application in accordance with the terms of this Bylaw.

4.3 No Exemption shall be provided in respect of any Development or Revitalization that was completed before this Bylaw comes into force.

5 APPLICATION FOR AN EXEMPTION

5.1 Applicants must submit a Complete Application to the CAO.

5.2 The Application Fee is \$1,000.

5.3 Complete Applications may be submitted after all required Town development approvals with respect to the Development or Revitalization have been issued, and Complete Applications must be received on or before the date that is sixty (60) days after the date on which construction of the Development or Revitalization has commenced.

5.4 Complete Applications must be received on or before October 1st of the year prior to the year in which the requested Exemption is to commence.

5.5 Complete Applications may be considered and approved in accordance with the requirements of this Bylaw before construction of the Development or Revitalization of the Qualifying Property is complete, however, the Exemption will not apply until all such construction is complete and has been inspected and approved for occupancy.

5.6 Notwithstanding the Complete Application requirements set out in this Bylaw, the CAO may require any additional information that, in the discretion of the CAO, is necessary to complete the application.

5.7 The CAO will advise Applicants in writing if their application is accepted for consideration. Applications accepted for consideration shall become the property of the Town and may not be returned.

5.8 The CAO has the discretion to reject applications that are incomplete or illegible.

5.9 Applicants whose applications are returned as incomplete or illegible may resubmit an application provided the application is resubmitted by the deadline provided in section 5.4 of this Bylaw.

5.10 The CAO will advise Applicants in writing with reasons if their application is rejected.



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6 CONSIDERATION OF APPLICATIONS

6.1 Administration shall review the Complete Application to determine if it meets the criteria and requirements for an Exemption and provide a written report with recommendations to Council.

6.1.1 In conducting a review pursuant to section 6.1, Administration may rely upon financial documentation and estimates provided by the applicant to make an initial determination of whether or not the criterion in section 4.2.3, regarding assessed value, is met. For greater certainty, and without limiting any other provision of this Bylaw, an initial determination made pursuant to this section shall not prevent the subsequent cancellation of an Exemption, in accordance with this Bylaw, in the event that it is determined, on the basis of future assessments, that the criterion in section 4.2.3 has not, in fact, been met.

6.3 Council shall review the Complete Application and Administration's report and may:

6.3.1 pass a resolution directing Administration to enter into a Tax Incentive Agreement; or

6.3.2 pass a resolution refusing the Complete Application.

6.4 A resolution directing Administration to enter into a Tax Incentive Agreement must include:

6.4.1 the future taxation years to which the Exemption applies; and

6.4.2 the details and extent of the Exemption, which shall be as follows:

6.4.2.1 In the first taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 100% Exemption;

6.4.2.2 In the second taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive an 80% Exemption;

6.4.2.3 In the third taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 60% Exemption.

6.5 An Exemption must not exceed three (3) consecutive tax years.

6.6 A resolution passed under section 6.3.2 refusing an application must include the reason(s) for refusal.

6.7 Administration shall provide written notice of a refusal to an Applicant which must include the resolution passed under section 6.3.2.



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7 TAX INCENTIVE AGREEMENT

7.1 Where Council has passed a resolution approving an Exemption, Administration shall draft a Tax Incentive Agreement in accordance with the resolution of Council.

7.2 A Tax Incentive Agreement must outline:

7.2.1 the taxation years to which the Exemption applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted;

7.2.2 the extent of the Exemption for each taxation year to which the Exemption applies;

7.2.3 a deadline for submission of proof that the Qualifying Property has been approved for occupancy;

7.2.4 any criteria in section 4 which formed the basis of granting the Exemption and the taxation year or years to which the criteria applies all of which are deemed to be a condition or conditions of the Tax Incentive Agreement the breach of which will result in the cancellation of the Exemption for the taxation year or years to which the criteria applies;

7.2.5 In the event of a cancellation pursuant to section 8.1 of this Bylaw, any monies owed to the Town shall be immediately paid by the Applicant; and

7.2.6 any other conditions Administration deems necessary and the taxation year(s) to which the condition applies.

7.3 Tax Incentive Agreements shall be executed by the chief elected official or their delegate and the CAO.

8 CANCELLATION OF TAX INCENTIVE AGREEMENT

8.1 If at any time after an Exemption is granted, Administration determines that:

8.1.1 the Applicant or their application did not meet or ceased to meet any of the criteria in section 4 which formed the basis of granting the Exemption;

8.1.2 tax arrears are owing with respect to the Qualifying Property; or

8.1.3 there was a breach of any condition of the Tax Incentive Agreement;

Administration shall make a recommendation to Council and Council may, by resolution, cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

8.2 A resolution passed by Council pursuant to section 8.1 must include reasons and identify the taxation year or years to which the cancellation applies.



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8.3 Administration shall provide written notice of a cancellation to an Applicant which must include the resolution passed under section 8.1.

9 REVIEW

9.1 Where an application has been rejected by Administration on the basis that it is incomplete, Applicants may apply to Council within 14 days of receiving notice of the refusal to review the decision to reject the application.

9.2 Applicants may apply to Council within 14 days of receiving a Tax Incentive Agreement to review the Tax Incentive Agreement on the limited issue of whether the Tax Incentive Agreement follows the direction of Council. Council may revise the Tax Incentive Agreement or provide direction to Administration to revise the Tax Incentive Agreement in accordance with Council's initial resolution.

9.3 Applicants may apply to Council within 14 days of receiving a notice of cancellation to review the cancellation and Council may uphold or revoke the cancellation.

9.4 Applications for judicial review of a decision pursuant to this Bylaw must be filed with the Court of Queen's Bench and served not more than sixty (60) days after the date of decision.

10 SEVERABILITY

10.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed valid.

READ A FIRST TIME THIS 26 DAY OF January 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 23 DAY OF March 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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READ A THIRD TIME THIS 23 DAY OF March 2021.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

SIGNED AND PASSED THIS 23 DAY OF March 2021.



MAYOR



CHIEF ADMINISTRATIVE OFFICER



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Appendix "A"

**Application Requirements for Non-Residential Tax Incentives
Pursuant to the Tax Incentives Bylaw No 974/21**

1. All applications for an Exemption under to the Tax Incentives Bylaw must include the following information:
 - a) a signed and dated application form;
 - b) the Application Fee;
 - c) if the Applicant is not an individual, an agent authorization form or directors' resolution;
 - d) if the Applicant is a corporation, a corporate registry record of the Applicant dated within 60 days of the date of the application;
 - e) a land titles certificate for the lands on which the Qualifying Property is located dated within 60 days of the date of the application;
 - f) a description of the business conducted, or to be conducted, on the Qualifying Property;
 - g) copies of all development permits issued with respect to the Development or Revitalization of the Qualifying Property;
 - h) an estimate of when the Qualifying Property will be approved for occupancy after completion of the Development or Revitalization;
 - i) an explanation of how the application meets the criteria for an Exemption; and
 - j) financial documentation related to the Development or Revitalization of the Qualifying Property that indicates that the increase in assessed value that is required by the Tax Incentives Bylaw is, or will be, met, which shall include, without limitation, construction cost estimates, copies of receipts and paid invoices and estimates regarding the current and expected future value of the Qualifying Property.
2. Applicants may provide any other material, including additional print, visual or audio-visual material, which the Applicant believes will support their application.

NOTE: Applications and all material provided will be included in reports to Council and the Council agenda packages that are available to the public.

All Qualifying Properties will be subject to inspection by Town staff to ensure the validity of the application.



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Appendix "B"

**Application Form for Non-Residential Tax Incentives
Pursuant to the Tax Incentives Bylaw No. 974/21**

Applicant Information:

Applicant Name:	
Registered Corporate Name, if Different:	
Legal Description of Assessed Property:	
Mailing Address of Assessed Property:	
Corporate Registry Office Address of Applicant:	

Agent Information:

Name of Authorized Agent for Applicant:	
Mailing Address for Agent:	
Email Address for Agent:	
Telephone Number for Agent:	

Personal Information required by Town of Rimbey application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Head at [insert contact information].

Provide, or append, a brief description of the business conducted, or to be conducted, on property:



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Describe, or append, an explanation of why you are seeking an Exemption and how you meet the criteria set out in the Tax Incentives Bylaw:

What date is the subject property expected to be approved for occupancy:

Any additional documentation must be appended to the application. Indicate if the application includes the following:

- Corporate Registry Record (if applicable) (required) Land Titles Certificate
- Agent Authorization Form/Directors' Resolution (if applicable) (required) Application Fee
- Financial Documentation re: Increase in Value (required) materials (optional) Other
- Copies of development permit(s) (required)

Date of the Application

Signature of Applicant (or Applicant's Agent)

Print Name of Applicant (or Applicant's Agent)

FOR OFFICE USE ONLY

DATE APPLICATION WAS RECEIVED

NAME OF RECIPIENT

THIS AGREEMENT MADE EFFECTIVE this ____ day of _____, 20____.

BETWEEN:

TOWN OF RIMBEY
(hereinafter referred to as "the Town")

OF THE FIRST PART

- and -

[INSERT NAME OF PARTY]
(hereinafter referred to as "the Developer")

OF THE SECOND PART

TAX INCENTIVE AGREEMENT

WHEREAS:

- A. Pursuant to Section 364.2 of the Act, Council for the Town has passed a Tax Incentives Bylaw that allows for Exemptions from municipal taxation for a specified term for purposes of encouraging development and revitalization of non-residential properties for the general benefit of the Town.
- B. Pursuant to the Tax Incentives Bylaw, the Developer submitted an application to the Town for an Exemption relating to the Qualifying Property, and that application was accepted by Administration and subsequently approved by Council, by resolution, on [insert date], a copy of which resolution is attached hereto as Schedule "A" to this Agreement.
- C. Pursuant to the Section 364.2(5) of the Act, an approved tax exemption pursuant to a Tax Incentives Bylaw must be granted in a written form.
- D. The Town and the Developer have agreed to enter into this Agreement to set out the terms of the Exemption and any conditions associated with the Exemption.

NOW THEREFORE, in consideration of the mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Town and the Developer agree as follows:

1. Interpretation

1.1 For the purposes of this Agreement, the following words shall have the meaning ascribed below:

- (a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;
- (b) "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- (c) "Agreement" means this Tax Incentive Agreement;
- (d) "Assessed Person" means an assessed person as that term is defined under Section 284(1) of the Act;
- (e) "Chief Administrative Officer" or "CAO" means the chief administrative officer as appointed by Council, including the CAO's delegate;
- (f) "Council" means all the councillors of the Town including the chief elected official for the Town;

- (g) "Development or Revitalization" means, in respect of a Non-residential Property, construction of a new Structure, construction of an expansion to an existing Structure and/or renovation or improvement of an existing Structure, but excludes demolition of a Structure if that demolition does not occur in conjunction with construction of a new replacement Structure;
- (h) "Exemption" means an exemption from taxation for Non-residential Property as provided for in Part 10, Division 2 of the Act, being property taxes imposed by the Town under Part 10, Division 2 of the Act and not any Provincial requisitions;
- (i) "Non-residential Property" means non-residential property as defined in the Act in respect of property;
- (j) "Qualifying Property" means the Non-residential Property that is legally described and identified in Schedule "B" to this Agreement, which is the subject of Development or Revitalization; and
- (k) "Tax Incentives Bylaw" means the Town of Rimbey Bylaw No.974/21.

2. Term and Extent of Exemption

2.1 Subject to the conditions set out within this Agreement, the Exemption established in section 2.3 of this Agreement, applies to the following taxation years:

- (a) [insert first taxation year];
- (b) [insert second taxation year]; and
- (c) [insert third taxation year].

2.2 The extent of the Exemption is as follows:

- (a) for the first taxation year identified in section 2.1(a) of this Agreement, the Qualifying Property shall receive a 100% Exemption;
- (b) for the second taxation year identified in section 2.1(b) of this Agreement, the Qualifying Property shall receive an 80% Exemption;
- (c) for the third taxation year identified in section 2.1(c) of this Agreement, the Qualifying Property shall receive a 60% Exemption.

3. Conditions of Agreement

3.1 The Developer must provide proof to the Town, satisfactory to the Town in its sole discretion, that the Qualifying Property has been approved for occupancy, no later than December 31st of the year immediately prior to the first taxation year specified in section 2.1(a) of this Agreement.

3.2 It is a condition of this Agreement in respect of every taxation year in which the Exemption Applies, as set out in section 2.1 of this Agreement, that the Developer and the Qualifying Property meet all of the following:

- (a) the Developer must be the Assessed Person for the Qualifying Property;
- (b) the Developer must have no outstanding monies owing to the Town;
- (c) the Qualifying Property must be located within the geographical boundaries of the Town;
- (d) the development of the Qualifying Property must qualify as Development or Revitalization;
- (e) the Development or Revitalization must be complete and the Qualifying Property inspected and approved for occupancy by December 31st of the year immediately prior to the first taxation year specified in section 2.1(a) of this Agreement;
- (f) all required Town development approvals with respect to the Development or Revitalization of the Qualifying Property must be issued;

- (g) The assessed value of the Qualifying Property, as set out in notices of assessment for the Qualifying Property, must have experienced an incremental increase of at least \$[insert minimum dollar threshold included in Section 4.2.3 of Tax Incentives Bylaw] between the taxation year immediately prior to the commencement of construction of the Development or Revitalization and the first taxation year identified in section 2.1(a) of this Agreement.
- 3.3 Failure to meet or a cessation of compliance with any of the conditions in sections 3.1 or 3.2 constitutes an act of default by the Developer.
- 3.4 In addition, the following constitute acts of default by the Developer and are applicable to every taxation year that the Exemption applies:
- (a) the Developer having misrepresented or omitted any information required on the application package submitted to the Town for purposes of applying for the Exemption;
 - (b) the Developer becoming bankrupt within the meaning of the *Bankruptcy and Insolvency Act*, RSC 1985, c B-3, as amended or repealed and replaced from time to time;
 - (c) a receiver, interim receiver, receiver and manager, custodian or liquidator is appointed for the business, property, affairs or revenues of the Developer, which are not diligently challenged or contested by the Developer; or
 - (d) any steps are taken or action or proceeding instituted by the Developer or by any other person, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the Developer or the Developer's assets, which are not diligently challenged or contested by the Developer.
- 4. Cancellation of Exemption and Agreement**
- 4.1 Administration acting reasonably, in good faith and in a bone-fide manner, may determine whether or not the Developer has committed an act of default under this Agreement. In the event Administration so determines that the Developer has committed an act of default under this Agreement, Administration shall make a recommendation to Council that the Agreement and the Exemption be cancelled with respect to one or more of the taxation years specified in section 2.1 of this Agreement.
- 4.2 Council may, by resolution, cancel the Agreement and the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.
- 4.3 A resolution passed by Council to cancel the Exemption must include reasons and identify the taxation year or years to which the cancellation applies.
- 4.4 Administration must provide written notice of a cancellation to the Developer which must include the resolution passed by Council.
- 4.5 In the event of a cancellation of the Exemption and this Agreement, any monies owed to the Town shall be immediately pay by the Developer. For the purposes of this paragraph, "immediately" means 30 days.
- 4.6 Upon cancellation of the Exemption and this Agreement, all benefits of the Developer under this Agreement shall cease.
- 5. Indemnity**
- 5.1 The Developer shall indemnify and save harmless the Town, and all of its respective officials, officers, employees and authorized representatives, from and against any and all losses, costs (including, without restriction, all legal costs on a solicitor and his own client full indemnity basis), damages, actions, causes of action, suits, claims and demands resulting from anything done or omitted to be done by the Developer in pursuance or purported pursuance of this Agreement including, without restriction, any default by the Developer in the due and punctual performance of any of its representations, warranties, covenants and agreements contained within this Agreement.

6. **General**

- 6.1 The Developer acknowledges and understands that this Agreement does not constitute an approval for development of any kind including, but not limited to, a development permit.
- 6.2 The parties to this Agreement shall execute and deliver all further documents and assurances necessary to give effect to this Agreement and to discharge the respective obligations of the parties.
- 6.3 A waiver by either party hereto of the strict performance by the other of any covenant or provision of this Agreement shall not, of itself, constitute a waiver of any subsequent breach of such covenant or provision or any other covenant or provision of this Agreement.
- 6.4 Whenever under the provisions of this Agreement any notice, demand or request is required to be given by either party to the other, such notice, demand or request may be given by delivery by hand to, by courier, or by registered mail sent to, the respective addresses of the parties being:

TOWN OF RIMBEY
 Box 350
 Rimbey AB T0C 2J0

[insert name of party]

Attention: Chief Administrative Officer

Attention:

provided, however, that such addresses may be changed upon ten (10) days' notice and provided, further, that if in the event that notice is to be served at a time when there is an actual or anticipated interruption of mail service affecting the delivery of such mail, the notice shall not be mailed but shall be delivered by courier, hand, email, or fax.

- 6.5 The Developer covenants and agrees that in addition to the provisions contained in the text of this Agreement, the Developer shall be bound by the additional provisions found in the Schedules of this Agreement as if the provisions of the Schedules were contained in the text of this Agreement. This Agreement shall not amend, vary, waive or in any way discharge the obligations of the Developer under any separate development agreement or permits respecting any development or the Lands.
- 6.6 Notwithstanding anything contained within this Agreement, the Developer acknowledges, understands and agrees that the Developer shall be fully responsible to the Town for the performance by the Developer of all the Developer's obligations as set forth in this Agreement. The Developer further acknowledges, understands and agrees that the Town shall not be obligated in any circumstances whatsoever to commence or prosecute any claim, demand, action or remedy whatsoever against any person with whom the Developer may contract for the performance of the Developer's obligations.
- 6.7 In the event that either party is rendered unable wholly, or in part, by force majeure to carry out its obligations under this Agreement, other than its obligations to make payments of money due hereunder, such party shall give written notice to the other party stating full particulars of such force majeure. The obligation of the party giving such notice shall be suspended during the duration of the delay resulting from such force majeure.

The term "*force majeure*" shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the Queen's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other cause not within the control of the party claiming a suspension, which, by the exercise of due diligence, such party shall not have been able to avoid or overcome; provided however, the term "*force majeure*" does not include a lack of financial resources or available funds or similar financial predicament or economic circumstances or any other event, the occurrence or existence of which is due to the financial inability of a party to pay any amount that a prudent and financially sound entity in similar circumstances would reasonably be expected to pay to avoid or discontinue such event.

- 6.8 This Agreement shall not be assignable by the Developer without the express written approval of the Town. Such approval shall be subject to conditions contemplated within

this Agreement and may be withheld by the Town in its discretion.

- 6.9 This Agreement shall enure to the benefit of, and shall remain binding upon (jointly and severally, where multiple parties comprising the Developer), the heirs, executors, administrators, attorney under a power of attorney, and other personal representatives of all individual parties and their respective estates, and shall enure to the benefit of, and shall remain binding upon, all successors and assigns (if and when assignment permitted herein) of all corporate parties.
- 6.10 The Agreement shall be governed by the laws of the Province of Alberta.
- 6.11 Time shall in all respects be of the essence in this Agreement.
- 6.12 If any provision hereof is contrary to law or is otherwise unenforceable such provision shall be severed and the remainder of this Agreement shall be of full force and effect.
- 6.13 Whenever the singular, plural, masculine, feminine or neuter is used throughout this Agreement, the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires.
- 6.14 This Agreement, together with the other documents contemplated herein, constitute the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties, unless specifically excluded herein or therein 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 or the subject matter hereof except as specifically set forth herein.
- 6.15 The Developer and the Town each hereby acknowledges that they are hereby executing this Agreement having been given the full opportunity to review the same and seek proper and independent legal advice and that each is executing this Agreement freely and voluntarily and of its own accord without any duress or coercion whatsoever and that each is fully aware of the terms, conditions and covenants contained herein and the legal effects thereof.

IN WITNESS WHEREOF, the parties hereto have affixed their corporate seals, duly attested by the hands of their respective proper officers in that behalf, as of the day and year first above written.

TOWN OF RIMBEY

Per: _____
Mayor (c/s)

Per: _____
Chief Administrative Officer

[INSERT NAME OF DEVELOPER]

Per: _____
(c/s)

Per: _____

WITNESS

WITNESS

Schedule "A" – Council Resolution

[Insert Council Resolution]

Schedule "B" – Qualifying Property

[Insert Legal Description of Property]

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

I, _____, of _____,
in the Province of Alberta, MAKE OATH AND SAY THAT:

1. I am an officer, director or agent of _____ named in the within or annexed instrument.
2. I am authorized by _____ to execute the instrument without affixing a corporate seal.

SWORN BEFORE ME at _____)
_____, in the Province of Alberta, this)
____ day of _____, 20____.)

A COMMISSIONER FOR OATHS IN AND FOR)
ALBERTA)

AFFIDAVIT OF EXECUTION FOR WITNESS

I, _____, of _____,
in the Province of Alberta, MAKE OATH AND SAY THAT:

1. I was personally present and did see _____ named in the within (or annexed) Instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. The same was executed at _____, in the Province of Alberta, and that I am the subscribing witness thereto.
3. I know the said _____ and he/she is, in my belief, of the full age of eighteen years.

SWORN BEFORE ME at _____)
_____, in the Province of Alberta,)
this ____ day of _____, 20____.)

A COMMISSIONER FOR OATHS IN AND FOR)
ALBERTA)

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

I, _____, of _____,
in the Province of Alberta, MAKE OATH AND SAY THAT:

1. I am an officer, director or agent of _____ named in the within or annexed instrument.
2. I am authorized by _____ to execute the instrument without affixing a corporate seal.

SWORN BEFORE ME at _____)
_____, in the Province of Alberta, this)
____ day of _____, 20____.)

A COMMISSIONER FOR OATHS IN AND FOR)
ALBERTA)

)

AFFIDAVIT OF EXECUTION FOR WITNESS

I, _____, of _____,
in the Province of Alberta, MAKE OATH AND SAY THAT:

1. I was personally present and did see _____ named in the within
(or annexed) Instrument, who is personally known to me to be the person named therein, duly sign
and execute the same for the purposes named therein.

2. The same was executed at _____, in the Province of
Alberta, and that I am the subscribing witness thereto.

3. I know the said _____ and he/she is, in my belief, of the
full age of eighteen years.

SWORN BEFORE ME at _____)
_____, in the Province of Alberta,)
this ___ day of _____, 20__.

A COMMISSIONER FOR OATHS IN AND FOR)
ALBERTA) _____



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

Appendix "B"
Application Form for Non-Residential Tax Incentives
Pursuant to the Tax Incentives Bylaw No. 974/21

Applicant Information:

Applicant Name:	RIMBEY TRAVEL CENTRE LTD
Registered Corporate Name, If Different:	
Legal Description of Assessed Property:	LOT 12, BLOCK 5, PLAN 2121873
Mailing Address of Assessed Property:	Box 6937, Drayton Valley, AB, T7A 1S3
Corporate Registry Office Address of Applicant:	

Agent Information:

Name of Authorized Agent for Applicant:	Miles Davis (Owner)
Mailing Address for Agent:	Same as above
Email Address for Agent:	miles@davisdevcon.com
Telephone Number for Agent:	780-660-8159

Personal Information required by Town of Rimbey application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Head at [insert contact information].

Provide, or append, a brief description of the business conducted, or to be conducted, on property:

Development of a 2.09 acre commercial retail centre including Tim Hortons, Petro-Canada, Dairy Queen and other tenants



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

Describe, or append, an explanation of why you are seeking an Exemption and how you meet the criteria set out in the Tax Incentives Bylaw:

The development of the Rimbey Travel Centre brings several new National brands to Rimbey including Tim Hortons, Dairy Queen and Petro-Canada. The development appraisal notes an appraised value of over \$6,000,000 which is in excess of the required increase of \$250,000 in order to qualify for this program.

What date is the subject property expected to be approved for occupancy:

Dec 20, 2021

Any additional documentation must be appended to the application. Indicate if the application includes the following:

- Corporate Registry Record (if applicable) (required) Land Titles Certificate
- Agent Authorization Form/Directors' Resolution (if applicable) (required) Application Fee
- Financial Documentation re: Increase in Value (required) materials (optional) Other
- Copies of development permit(s) (required)

Oct 1, 2021

Date of the Application

Signature of Applicant (or Applicant's Agent)

Miles Davis

Print Name of Applicant (or Applicant's Agent)

FOR OFFICE USE ONLY

DATE APPLICATION WAS RECEIVED

NAME OF RECIPIENT

Government Corporation/Non-Profit Search of Alberta ■ Corporate Registration System

Date of Search: 2021/12/01
Time of Search: 12:05 PM
Search provided by: HILLENBRAND KOZICKI LLP
Service Request Number: 36615038
Customer Reference Number: 6786-007/DJK

Corporate Access Number: 2023432343
Business Number: 763563343
Legal Entity Name: RIMBEY TRAVEL CENTRE LTD.

Legal Entity Status: Active
Alberta Corporation Type: Named Alberta Corporation
Registration Date: 2021/04/26 YYYY/MM/DD

Registered Office:

Street: 504-4909 49 ST
City: RED DEER
Province: ALBERTA
Postal Code: T4N1V1

Email Address: RECEPTION@SCHNELL-LAW.COM

Primary Agent for Service:

Last Name	First Name	Middle Name	Firm Name	Street	City	Province	Postal Code	Email
HARDY	EVAN	C.	SCHNELL HARDY JONES LLP	504- 4909 49 ST	RED DEER	ALBERTA	T4N1V1	RECEPTION@SCHNELL- LAW.COM

Directors:

Last Name: CAMPBELL
First Name: DOUG
Street/Box Number: BOX 1145
City: PENHOLD
Province: ALBERTA
Postal Code: T0M1R0

Last Name: DAVIS
First Name: MILES
Street/Box Number: 201, 2520 ELLWOOD DRIVE S.W.
City: EDMONTON
Province: ALBERTA
Postal Code: T6X0A9

Last Name: PARKE
First Name: STEWART
Street/Box Number: UNIT 1, 920 LEATHEAD ROAD
City: KELOWNA
Province: BRITISH COLUMBIA
Postal Code: T1X2J8

Last Name: WEDDELL
First Name: JEREMY
Street/Box Number: 46 JUNIPER CLOSE
City: RED DEER
Province: ALBERTA
Postal Code: T4P0N4

Voting Shareholders:

Legal Entity Name: 1685802 ALBERTA LTD.
Corporate Access Number: 2016858025
Street: 201, 2520 ELLWOOD DRIVE S.W.
City: EDMONTON
Province: ALBERTA
Postal Code: T6X0A9
Percent Of Voting Shares: 25

Legal Entity Name: 2156360 ALBERTA LTD.
Corporate Access Number: 2021563602
Street: BOX 6937
City: DRAYTON VALLEY
Province: ALBERTA
Postal Code: T7A1S3
Percent Of Voting Shares: 60

Last Name: STU-PAK HOLDINGS LTD.
Street: UNIT 1, 920 LEATHEAD ROAD
City: KELOWNA
Province: BRITISH COLUMBIA
Postal Code: V1X2K8

Details From Current Articles:

The information in this legal entity table supersedes equivalent electronic attachments

Share Structure: AS SET FORTH AND PURSUANT TO THE PROVISIONS OF SCHEDULE "A" ATTACHED HERETO

Share Transfers Restrictions: THE CLASS "A" TO "L" SHARES ARE NON-NEGOTIABLE AND ALL SHARE TRANSFERS ARE SUBJECT TO AND RESTRICTED BY PRIOR APPROVAL OF THE DIRECTORS

Min Number Of Directors: 1

Max Number Of Directors: 15

Business Restricted To: THERE ARE NO RESTRICTIONS

Business Restricted From: THERE ARE NO RESTRICTIONS

Other Provisions: AS SET FORTH AND PURSUANT TO THE PROVISIONS OF SCHEDULE "B" ATTACHED HERETO

Other Information:

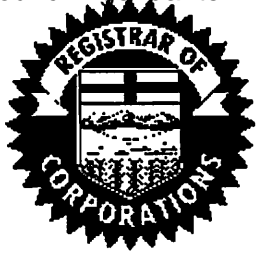
Filing History:

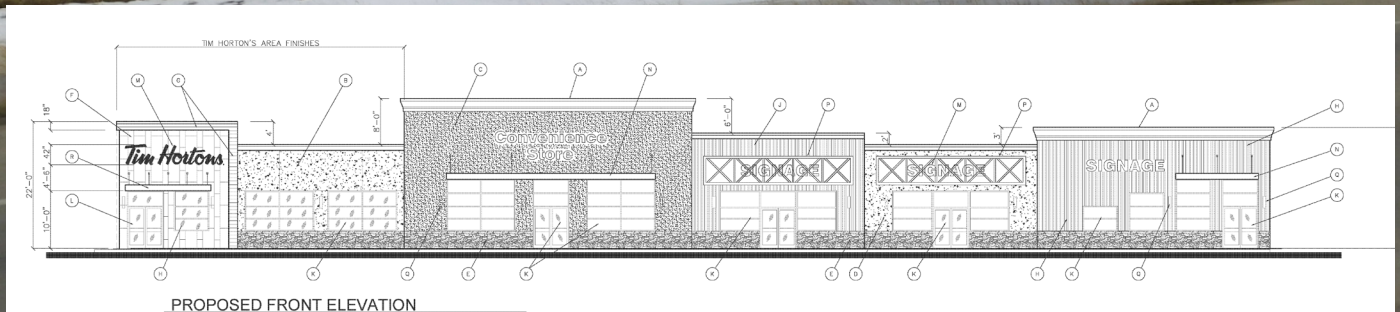
List Date (YYYY/MM/DD)	Type of Filing
2021/04/26	Incorporate Alberta Corporation
2021/04/26	Update Business Number Legal Entity
2021/06/08	Change Director / Shareholder

Attachments:

Attachment Type	Microfilm Bar Code	Date Recorded (YYYY/MM/DD)
Share Structure	ELECTRONIC	2021/04/26
Other Rules or Provisions	ELECTRONIC	2021/04/26

The Registrar of Corporations certifies that, as of the date of this search, the above information is an accurate reproduction of data contained in the official public records of Corporate Registry.





Narrative Appraisal – As Complete

Rimbey Travel Centre

5111 43 Street

Rimbey, Alberta

Effective Date: March 7, 2021

Report Date: May 12, 2021

Prepared For

Jeremy Weddell
Owner
2156360 Alberta Ltd.

Prepared By

Kenneth Waters, AACI, P.App
Senior Associate, Edmonton
Valuation & Advisory Services



Colliers File: EDM210173

May 12, 2021

2156360 Alberta Ltd.
Box 6937
Drayton Valley, AB T7A 1S3

**Attention: Jeremy Weddell
Owner**

Dear Mr. Weddell;

**Re: Appraisal of Rimbey Travel Centre
5111 43 Street, Rimbey, Alberta**

In accordance with your request, analysis of the above mentioned property is applied in order to estimate its prospective market value. The prospective market value of the leased fee interest in the property, as of March 7, 2021, is estimated as:

VALUE TYPE	INTEREST APPRAISED	DATE OF VALUE	VALUE
Current Market Value As Assumed - Stabilized	Leased Fee	March 7, 2021	\$6,255,000

The above value estimate is based on an exposure period of 9 to 12 months, assuming the basis of a transaction involving cash to the vendor, and is in conjunction with the Assumptions and Limiting Conditions stated within this appraisal. Of particular note are the Extraordinary Limiting Conditions, Extraordinary Assumptions (Hypothetical Conditions), and Extraordinary Assumptions outlined within the Terms of Reference section.

This report describes the methods and approaches to value in support of the above conclusion, and contains the pertinent data gathered in our investigation of the market.

Should you have any questions, we would be pleased to discuss the valuation further.

Yours very truly,

COLLIERS INTERNATIONAL REALTY ADVISORS INC.

A handwritten signature in blue ink, appearing to read "Ken Waters".

Kenneth Waters, AACI, P.App
Senior Associate, Edmonton



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Executive Summary

**Rimbey Travel Centre
5111 43 Street
Rimbey, Alberta**

**Final Value Estimate
\$6,255,000**

PROPERTY INFORMATION		OCCUPANCY INFORMATION	
Property Type	Retail / Strip Centre	Size (SF)	12,300
Year Built	2021	Occupied (71.5%)	8,800
Quality / Condition	Good / Good	Vacancy (28.5%)	3,500
District		Number of Tenants	6
Access	Good	Number of Vacant Units	2
Frontage	762 Feet	Contract Rent as % of Market	100%
Parking (UG / Surface / Other)	0 / 60 / 0	Peak Expirations (SF)	6,575
Parking Ratio (Stalls/1,000 SF)	5	Year of Peak Expirations	2031
Site Area (acres)	2.09		
Density	0.14		
Excess Density	None		
Land Use/Zoning	C2 (Highway Commercial)		

VALUE CONCLUSION		VALUATION SUMMARY	
Final Value Estimate	\$6,255,000	Direct Comparison Approach	\$6,273,000
Effective Date	March 7, 2021	Income Approach	
Value per SF	\$509	Direct Income Capitalization	\$6,290,000
Going-In Capitalization Rate	6.13%	Land Value (as vacant)	\$627,000

DIRECT INCOME CAPITALIZATION		DIRECT COMPARISON APPROACH	
Market Rent		Concluded Unit Value/SF	\$510
Stabilized Net Operating Income	\$383,687	Initial Value	\$6,273,000
NOI per SF	\$31.19	Adjustments	\$0
Vacancy Allowance	5.00%	Adjusted Value	\$6,273,000
Structural / Contingency	0.00%	Value per SF	\$510
Overall Capitalization Rate	6.10%		
Initial Value	\$6,290,000		
Adjustments	\$0		
Adjusted Value	\$6,290,000		
Value per SF	\$511		

The above value estimate is in conjunction with the Assumptions and Limiting Conditions stated within this appraisal. Of particular note are the Extraordinary Limiting Conditions, Extraordinary Assumptions (Hypothetical Conditions), and Extraordinary Assumptions outlined within the Terms of Reference section.

STRENGTHS	WEAKNESSES
The subject property is located on one of very few highway commercial lots. Without the improbable supply of new lots, competing supply is not possible. Highway frontage lots could become available on other portions of Highway 20, or on Highway 53 but none offer the full traffic volume of this location.	Rimbey is one of the last communities, of its size, in the area to experience significant highway commercial development. In other communities, highway commercial development has proven its ability to achieve premium rents due to exposure and onsite parking that downtowns cannot offer. Rimbey, and specifically the subject's vacant Units 3 and 4, should exhibit similar rental spreads; however, it is not yet proven.
OPPORTUNITIES	THREATS
The primary tenancies will assuredly attract local tenancies more quickly and at a higher rent than the supply of typical, older downtown commercial property.	The overall real estate market has exhibited varying degrees of decline since 2016. Recently, several pipelines began construction. To experience absorption of excess real estate product and ultimately increasing values, more demand for the region's supply of energy products is necessary. This requires even greater access through pipelines for Alberta energy products.



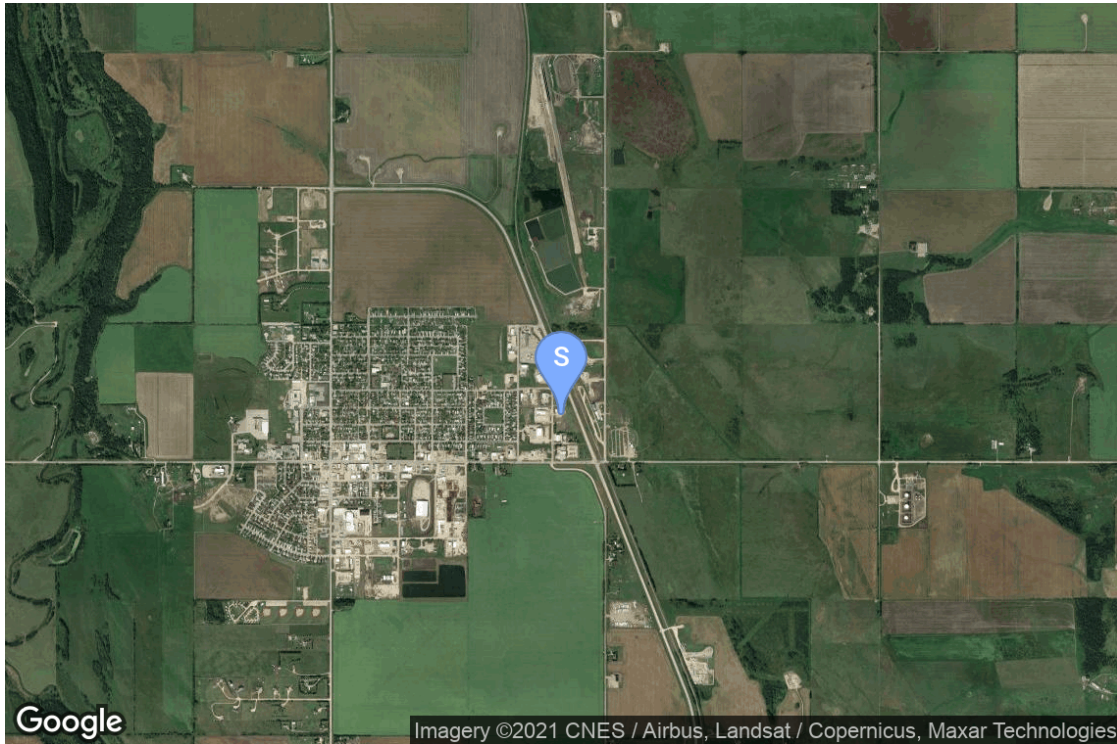
Investment Sales

Index No.	Property Name Property Address	Year Built Size (SF) Site Area (SF)	Sale Date Analysis Price Analysis Price / SF	NOI NOI / SF SOCR
1	Inglewood Station	2004	13-Oct-20	\$177,339
	3 Ironside Street	7,329	\$2,850,000	\$24.20
	Red Deer, AB	24,829	\$389	6.22%
2	Tim Horton's	2017	14-Jan-20	\$169,186
	2203 - 48 Avenue	2,700	\$2,775,000	\$62.66
	Athabasca, AB	38,725	\$1,028	6.10%
3	7-Eleven	2001	2-Nov-20	\$135,688
	7802 - 95A Avenue	2,940	\$2,200,000	\$46.15
	Fort Saskatchewan, AB	40,075	\$748	6.17%
4	Cottonwood Strip Centre	2013	27-Sep-19	\$396,345
	37 - Cottonwood Drive	16,842	\$5,200,000	\$23.53
	Blackfalds, AB	112,820	\$309	7.62%
5	Undercurrent Building	2017	18-Sep-19	\$196,392
	5003 Lakeshore Drive	9,351	\$3,200,000	\$21.00
	Sylvan Lake, AB	25,265	\$342	6.14%

Direct Comparison Summary of Investment Sales

Index No.	Property Name Property Address	Year Built Size (SF) Site Area (SF)	Sale Date Analysis Price Analysis Price / SF
1	Inglewood Station	2004	13-Oct-20
	3 Ironside Street	7,329	\$2,850,000
	Red Deer, AB	24,829	\$389
2	Tim Horton's	2017	14-Jan-20
	2203 - 48 Avenue	2,700	\$2,775,000
	Athabasca, AB	38,725	\$1,028
3	7-Eleven	2001	2-Nov-20
	7802 - 95A Avenue	2,940	\$2,200,000
	Fort Saskatchewan, AB	40,075	\$748
4	Cottonwood Strip Centre	2013	27-Sep-19
	37 - Cottonwood Drive	16,842	\$5,200,000
	Blackfalds, AB	112,820	\$309
5	Undercurrent Building	2017	18-Sep-19
	5003 Lakeshore Drive	9,351	\$3,200,000
	Sylvan Lake, AB	25,265	\$342

General Location Map



Aerial Photograph



Photographs of Subject Property



NW corner – S view



E view of assumed complete 53 Ave extension



NW corner – W view of undeveloped 53 Ave



Existing warehouse – assumed removed



Approximate SW corner – E view



SW corner – SE view of Ph II lands (excluded)

Photographs of Subject Property (continued)



Approximate SE corner – NW view from Hwy 20



Hwy 20 – W view of 53 Ave, subject at left



50 Avenue (Hwy 53) – N view of 43 Street



Terms of Reference

Client and Intended User

The Client of this appraisal is 2156360 Alberta Ltd., and the Intended User is 2156360 Alberta Ltd.

Purpose and Intended Use of Report

The purpose of this valuation is to estimate the prospective market value of the Subject Property described.

This appraisal is provided on a confidential basis and for the sole and exclusive use by 2156360 Alberta Ltd. and any other Intended User specifically identified for first mortgage financing only and any third party use of or reliance on this Appraisal Report or any materials prepared by Colliers International Realty Advisors Inc. (Colliers), is strictly prohibited, except to the extent that Colliers has provided prior permission in writing, such permission to be provided or withheld in Colliers's sole and exclusive discretion.

In the event that Colliers has not provided said permission 2156360 Alberta Ltd. shall ensure and be responsible for notifying the third party in writing that it should not rely on the Appraisal Report and any use by such third party of the Appraisal Report or any materials prepared by Colliers shall be at its own risk and that Colliers makes no representations or warranties of any kind. Notwithstanding anything to the contrary, Colliers shall not owe any duty to any third party with respect to the Appraisal Report.

The appraisal report must be used in its entirety and any reliance on any portion of the appraisal report independent of others may lead to erroneous conclusions.

Indemnification and Limitation of Liability

2156360 Alberta Ltd. shall indemnify, defend and hold Colliers fully harmless from and against any and all claims, liabilities, damages, costs and expenses (including court costs and reasonable legal fees) resulting from or arising out of the Client's breach of the professional service agreement relating to the Appraisal Report, wrongful acts or omissions (including any failure to perform any duty imposed by law), misrepresentation, distortion or failure to provide complete and accurate information, or any unauthorized use or reliance by third parties on the Appraisal Report or any materials prepared by Colliers.

Except for 2156360 Alberta Ltd.'s indemnification obligations, neither party shall be liable to the other party for any special, consequential, punitive or incidental damages of any kind whatsoever. Moreover, to the maximum extent permitted by law, Colliers' total liability for any losses, claims or damages arising out of or connecting or relating to this agreement (under any applicable theory of law) shall be limited in the aggregate to the total sum of fees and costs received by Colliers from 2156360 Alberta Ltd. for the applicable subject report(s).

Property Rights

The property rights appraised are those of the Leased Fee Interest. The Leased Fee Interest refers to an ownership interest held by the lessor, which includes the right to the contract rent specified in the lease plus the reversionary right when the lease expires.

Effective Date

The effective date of this valuation is March 7, 2021.



This Appraisal Report is prepared in the context of the market conditions and other factors (including assumptions and/or materials provided by parties and sources outside of the control of Colliers Realty Advisors Inc.) prevailing as of the effective date. Real estate markets and assets are subject to significant volatility and change; and can be affected by numerous economic and political conditions as well as other conditions.

The value contained (if any) in this Appraisal Report is made as of the effective date only and should not be relied on as of any other date without receiving prior written authorization from Colliers.

Property Inspection

The following table illustrates the Colliers professionals involved with this appraisal report, and their status with respect to the property inspection.

SUBJECT PROPERTY INSPECTION			
APPRAISER	INSPECTED	EXTENT	DATE OF INSPECTION
Kenneth Waters, AACI, P.App	Yes	Interior/Exterior	March 7, 2021

Market Value Definition

For the purposes of this valuation, market value is defined as:

"The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and the seller each acting prudently, knowledgeably, and for self-interest, assuming that neither is under duress."

(The Appraisal Institute of Canada "Canadian Uniform Standards of Professional Appraisal Practice". 2020 ed., p. 10)

Exposure Time

An estimate of market value is related to the concept of reasonable exposure time. Exposure time is defined as:

"The estimated length of time the property interest being appraised would have been offered on the market before the hypothetical consummation of a sale at the estimated value on the Effective Date of the appraisal."

(The Appraisal Institute of Canada "Canadian Uniform Standards of Professional Appraisal Practice". 2020 ed., p. 6)

Exposure Time is a retrospective function of asking price, property type, and past market conditions and encompasses not only adequate, sufficient and reasonable time, but also adequate, sufficient and reasonable marketing effort. Exposure time is a necessary element of a market value definition but is not a prediction of a specific date of sale.

In practice, the exposure time assumes the following:

- The property was extensively marketed. Potential purchasers could inspect the property at will.
- The owner provided interested agents with any and all relevant property information.
- Negotiations of any offers to purchase were performed in a timely manner.
- The property was maintained at a physical status equivalent to its present condition.
- Market level financing was readily available.
- The seller was not under duress.

Ongoing discussions with agents familiar with the market have indicated that properties like the Subject Property typically require a marketing period of 9 to 12 months depending on a variety of factors including its location, vacancy levels, tenant quality, size, market conditions, and motivation of the vendor/purchaser. In consideration of these factors, it is concluded that for the Subject property to sell at the market value estimated as of the effective date of this report, an exposure period of approximately 9 to 12 months would be required.

Scope of the Valuation

This report has been written in a Narrative format, and complies with the reporting requirements set forth under the Canadian Uniform Standards of Professional Appraisal Practice. As such, all relevant material is provided in this report including the discussion of appropriate data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Additional supporting documentation concerning the data, reasoning, and analyses are retained in the appraiser's file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use stated.

During the course of preparing this valuation, the following was completed:

- Property inspection details are indicated previously within the Terms of Reference section of this report.
- No lease review or audit was conducted. This valuation has been prepared on the basis of summary financial and operating data provided directly to us by our client or their designated agents, in either hard copy or electronic form or both. It is assumed that this information, and specifically that relating to the financial performance of the Subject Property described, is accurate. This assumption is critical to the value estimate contained and the authors of this report, and Colliers reserve the right to amend our estimate(s) in whole or in part should the foregoing not be the case.
- A review of a detailed tenant rent roll as provided by our client or their designated agents has been conducted.
- A review has been completed of available data regarding the local market.
- Verification of current land use and zoning regulations has been undertaken. Municipal and neighbourhood information, including tax information, were sourced as noted below and verified where appropriate and possible. Site area and dimensions are from information obtained from the Registered survey plan and/or Certificate of title. Should further confirmation of site size and dimensions be required, a legal survey should be commissioned.
- A review of sales and listing data on comparable properties has been undertaken. Comparable market information was obtained from our information database and local real estate professionals knowledgeable in the Rimbey real estate market. It was confirmed, when appropriate, with public information at the Alberta Land Titles Registry or the parties involved when there was reason to doubt its accuracy.
- Discussions have been held with market participants where applicable.

Colliers cannot be held liable for any errors in the information that was provided by third parties or by Jeremy Weddell of 2156360 Alberta Ltd. The Appraisal Report must be used in its entirety and any reliance on any portion of the appraisal report independent of others may lead to erroneous conclusions.



SOURCES OF INFORMATION	
ITEM	SOURCE
Assessment / Tax Information	Not available
Zoning Information	Municipal website
Official Plan Information	Municipal website
Site Size Information	Registered survey plan and/or Certificate of title
Building Size Information	Building Plans
New Construction	Building Plans
Flood Map	Not available
Demographics	www.piiinpoint.com
Comparable Information	MLS data and in-office files
Legal Description	Municipal website and/or Certificate of title
Leases	Client agent
Rent Roll	None
Income/Expense Statements	Client agent

Ordinary Assumptions and Limiting Conditions

This report is subject to the Ordinary Assumptions and Limiting Conditions set forth within the Appendix to this appraisal in addition to any specific assumptions that may be stated in the body of the report. These conditions are critical to the value stated and should be thoroughly read and understood before any reliance on this report should be considered.

Extraordinary Limiting Conditions

An Extraordinary Limiting Condition refers to a necessary modification to, or exclusion of, a Standard Rule which may diminish the reliability of the report.

The following Extraordinary Limiting Conditions have been invoked within this report:

As Complete improvements to the property are not yet constructed. Only a site visit is possible.

The land title included in this report was provided by the client's agent and represents only the larger, parent parcel. The subject property is assumed subdivided as Phase I, per details in this report. No current title is available, but is assumed to exist. all costs and requirements to create the subdivision are assumed satisfied with no levies or charges outstanding.

Extraordinary Assumptions (Hypothetical Conditions)

Hypothetical Conditions are a specific type of an Extraordinary Assumption that presumes, as fact, simulated but untrue information about physical, legal or economic characteristics of the subject property or external conditions, and are imposed for purposes of reasonable analysis.

The following Extraordinary Assumptions (Hypothetical Conditions) have been invoked within this report:

As of the effective date, the subject improvements are 0% complete but assumed to be 100% complete. The site improvements and building are assumed completed as detailed within this report. The subject's six CRU bays are assumed occupied to stabilized levels at contracted rates and with market rent for vacant space.



The effect of any tenant improvement allowances and free rent fixturing periods are not considered as they are one-time charges required to achieve long-term occupancy.

Extraordinary Assumptions

An Extraordinary Assumption is an assumption, directly related to a specific assignment, which, if found to be false, could materially alter the opinions or conclusions.

Extraordinary Assumptions presume as fact otherwise uncertain information about or anticipated changes in the physical, legal or economic characteristics of the subject property, or about conditions external to the subject property such as market conditions or trends, or the integrity of data used in the analysis.

The following Extraordinary Assumptions have been invoked within this report:

Information provided to by the client, or their designated agents, with respect to the status of the tenancy and their contractual rights and obligations, and financial data relating to the income and expenses projected for the subject property's occupancy costs, as well as the physical attributes of the property and environmental condition of the site, including any required capital expenditures. The assumptions stated are critical to the value estimate contained and the authors of this report and Colliers reserve the right to amend our estimates should any of these assumptions be altered in whole or in part.

With the exception of the foregoing, there have been no other Extraordinary Assumptions employed in the preparation of this appraisal or report.



Property Data

Municipal Address

The Subject Property is municipally described as 5111 43 Street, Rimbey, Alberta.

Legal Description

The Subject Property's legal description is as follows:

Assume subdivided from north end of Lot 11, Block 5, Plan 082 3784

Current Ownership

A title search completed for the Subject property indicated the following ownership information:

TITLE NO.	SEARCH DATE	REGISTERED OWNER	SOURCE OF TITLE INFORMATION
182 301 944	February 26, 2021	2156360 Alberta Ltd.	Alberta Land Titles Registry

Ownership History

Ownership of the Subject Property last transferred on November 28, 2018. According to the information available, the current owner, 2156360 Alberta Ltd., acquired the Subject Property from Leslie Barry Johnson for the reported consideration of \$580,000. This armslength transaction is the bareland purchase of 4.62 acres, marketed as MLS No.CA0143838 in 2018.

Since this acquisition, considerable infrastructure and planning expense is required to create the subject parcel. The subject's land value is not influenced by this larger raw land acquisition.

There have been no other transfers of the Subject Property within the past three years.

Current Contracts

The Subject is not currently listed for sale.

Recent Activity

Aside from the 2018 land listing and purchase, this property is not known to be subject to any agreement for sale, option or listing during the past 36 months.

Title Encumbrances

The subject's title has no registered encumbrances. The property has been valued as if free and clear of any financing. A copy of the Subject Property title has been included in the Appendix for further reference.

Property Taxes / Assessment

The subject parcel is assumed created through subdivision with an assumed complete building. The current assessment and tax information is accordingly unavailable.

Neighbourhood Overview

The subject neighbourhood is the northeast area of the town. It is bound on the north and east side by Highway 20, Highway 53 as 50 Avenue in the south and 46 Street in the west.

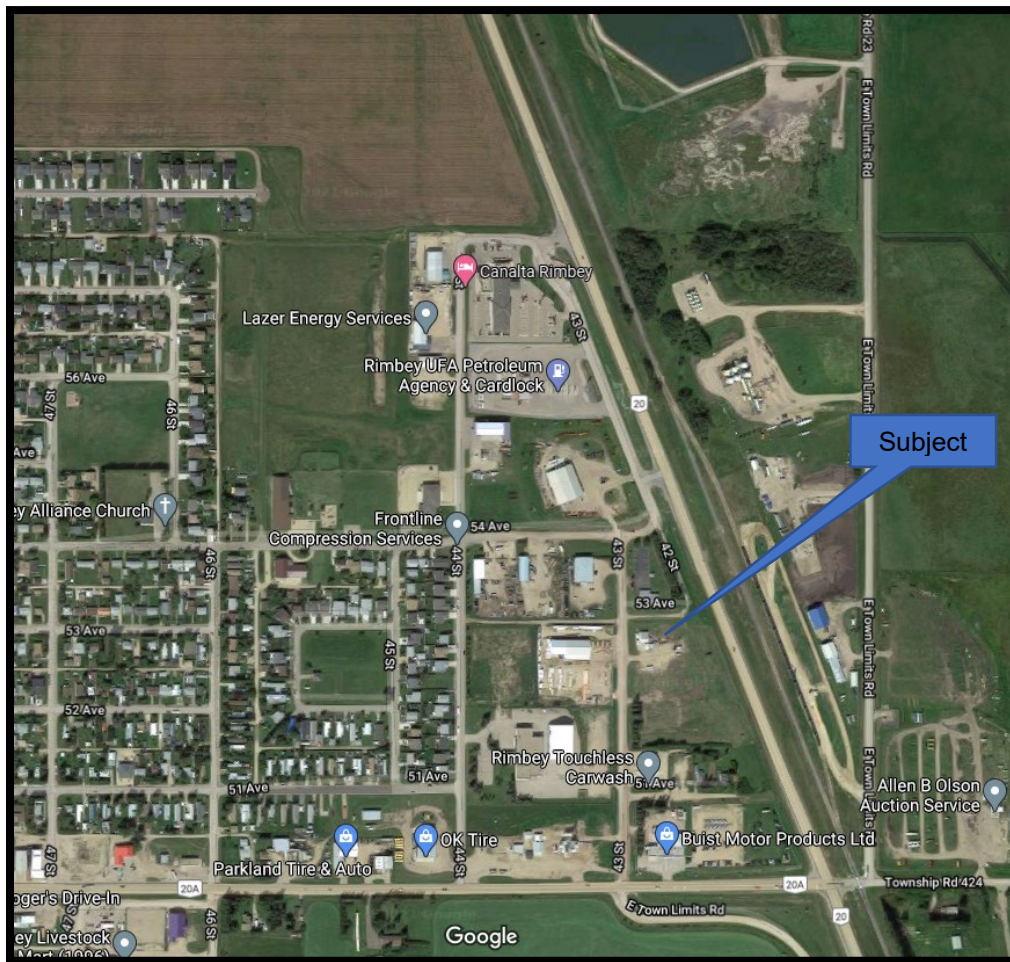
The **Highway Commercial** land use is adjacent Highway 20, with a few Industrial zoned back lots in the south portion of the neighbourhood. The direct frontage commercial lots are mostly developed with traditional service uses, such as fast food and hotel. The back commercial lots are quasi-industrial in their use.

Adjacent the west side of the neighbourhood are **developed residential areas**, transitioning from the older downtown fringe in the south to some of Rimbey's newest housing in the north.

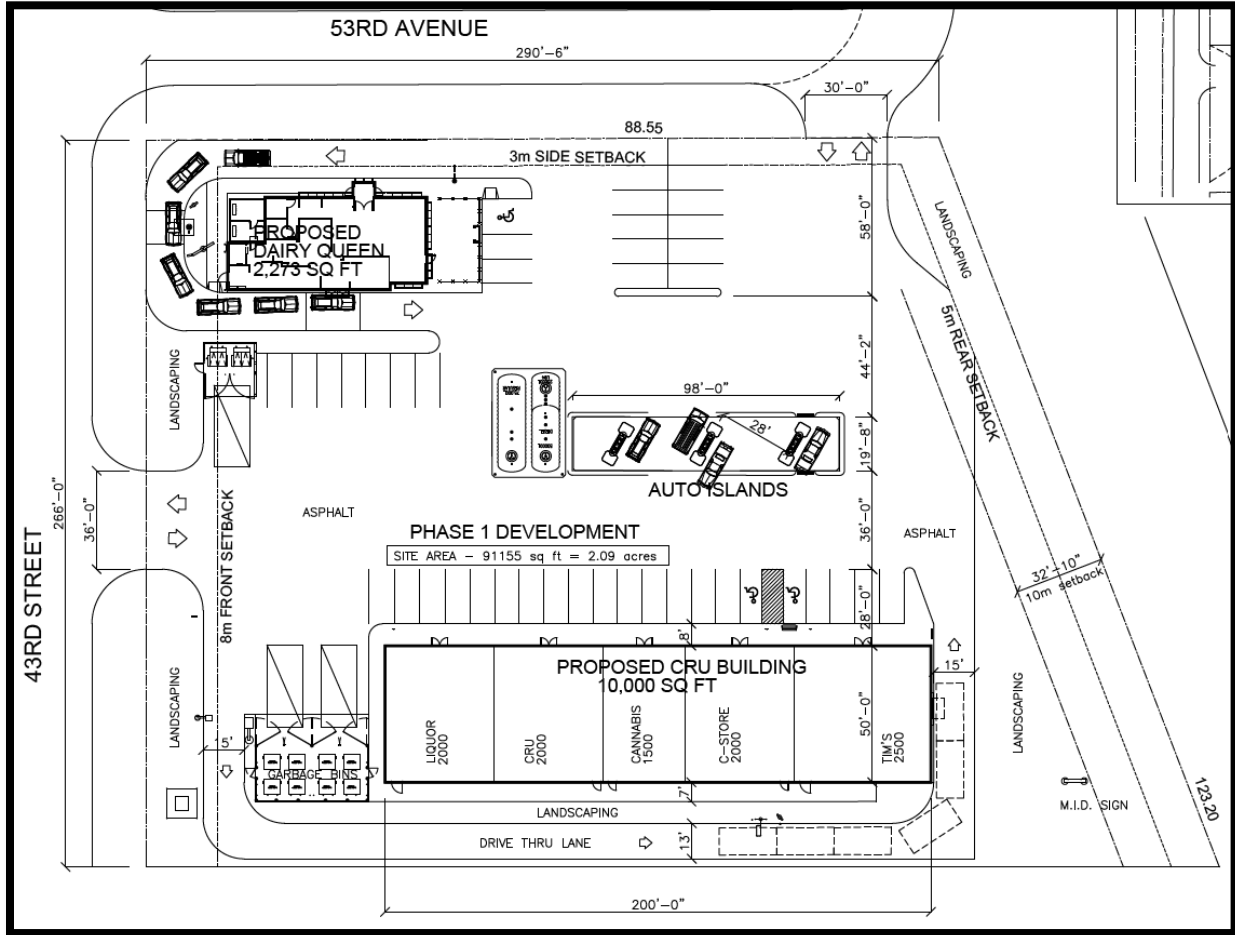
Future Development land dominates the north-northwest portion of the neighbourhood. It is predominately a future expansion area for residential growth.

North and east of this neighbourhood, across Highway 20, is open farmland. The Town's sewage lagoon is located east of the neighbourhood on the opposite side of Highway 20.

Central Alberta Raceways <https://caraceways.ca/> is immediately northeast of this neighbourhood.



Site Description



Source: Client

Area

The site comprises a total area of approximately 2.09 acres (91,040 square feet).

Configuration

The site is generally rectangular in its configuration, as shown on the site plan above.

Street Improvements / Frontage

Street improvements for the Subject Property are as outlined below:

Street Improvements	Frontage	Direction	No. Lanes	Street Type	Curbs	Sidewalks	Streetsights	Center Lane	Gutters
43 Street	226 Feet	Two-Way	Two-Lane	Connector Street		✓			
53 Avenue	291 Feet	Two-Way	Two-Lane	Connector Street		✓			
Highway 20	245 Feet	Two-Way	Two-Lane	Minor Arterial		✓	✓		



Access / Exposure

Overall access to the property is considered to be good. The site enjoys good exposure characteristics.

Site Coverage Ratio

The site has been developed to a Site Coverage Ratio of 13.51%.

Excess Density

The site has no excess density.

Services

The site is fully serviced.

Topography

The site's topography is sloping and above street grade with adjacent roadways and properties.

Soil Conditions

It is assumed that there are no contaminants affecting the site. A full environmental assessment is required for certainty. Any cost of remedy could impact the value conclusions. The sub-soil is assumed to be similar to other lands in the area and suitable in drainage qualities and load bearing capacity to support the existing development.

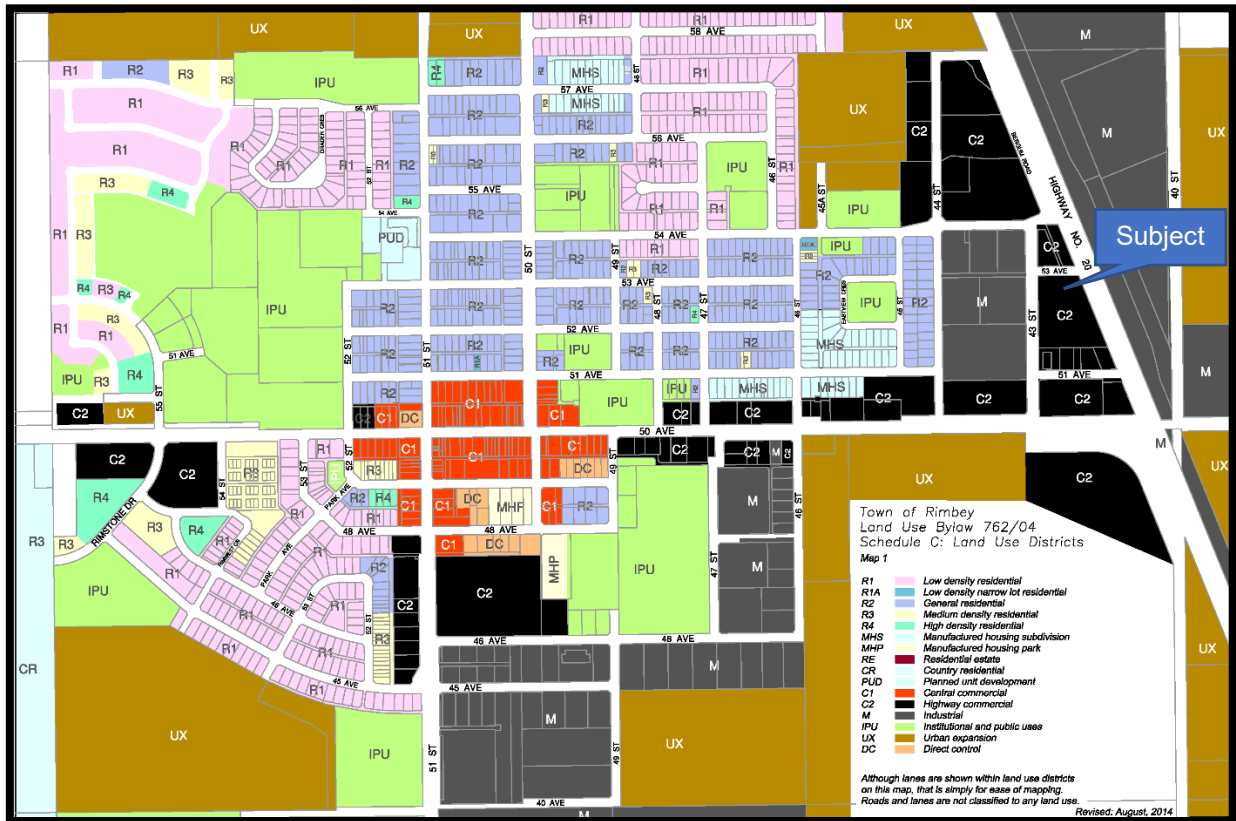
Demographics

DEMOGRAPHICS AND STATISTICS		
Population	1 km radius	1,134
	3 km radius	2,641
	5 km radius	2,937
Average Household Income	1 km radius	\$75,701
	3 km radius	\$81,567
	5 km radius	\$85,104

Summary

The site provides good access and good exposure characteristics and no adverse influences are visually apparent.

Land Use Controls



Zoning

Zoning bylaws typically establish ranges of permitted and discretionary uses, in addition to development restrictions including such factors as maximum building heights, allowable densities, setback requirements, parking and loading limitations, signage restrictions and other items.

According to the Town of Rimby Zoning By-law 917/16, the Subject Property is currently classified C2 (Highway Commercial). An excerpt from the zoning bylaw is included in the appendices to this report.

A zoning summary and a listing of pertinent zoning requirements are presented below:

ZONING SUMMARY	
Municipality Governing Zoning	Town of Rimby
Zoning Bylaw Number	917/16
Current Zoning	Highway Commercial (C2)
Permitted Uses	See Appendix D
Current Use	Multi-tenant CRU with gas bar
Is Current Use Legally Permitted?	Yes
Zoning Change	Not Likely



ZONING REQUIREMENTS

Conforming Use	The existing improvements are assumed conforming use land use.
Minimum Yard Setbacks	
Front (Meters)	8.0
Rear (Meters)	5.0
Side (Meters)	3.0
Maximum Building Height	15.0 Meters
Site Cover Ratio (SCR)	65%

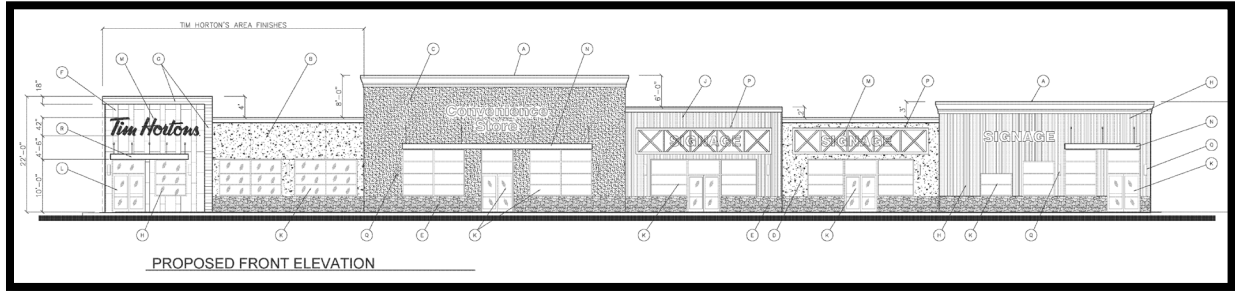
Source: Town of Rimbey

Land Use Conclusions

Detailed zoning studies are typically performed by a zoning or land use expert, including attorneys, land use planners, or architects. The depth of analysis presented correlates directly with the scope of this assignment, and it considers all pertinent issues that have been discovered through our due diligence. Please note that this appraisal is not intended to be a detailed determination of compliance, as that determination is beyond the scope of this real estate appraisal assignment.

The property is assumed legally permitted conforming use. For certainty, written confirmation from the municipality and/or a qualified legal opinion is prudent.

Description of the Improvements



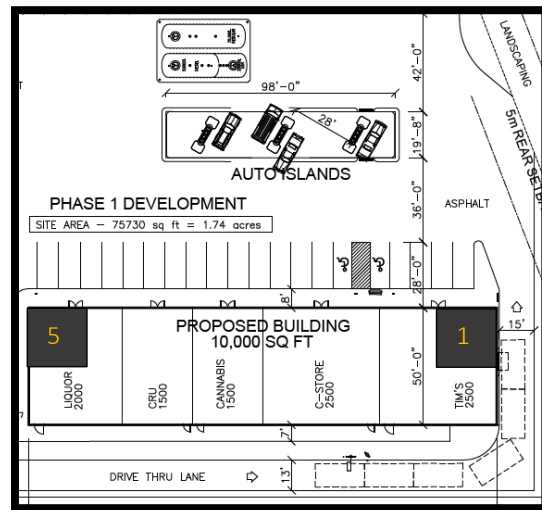
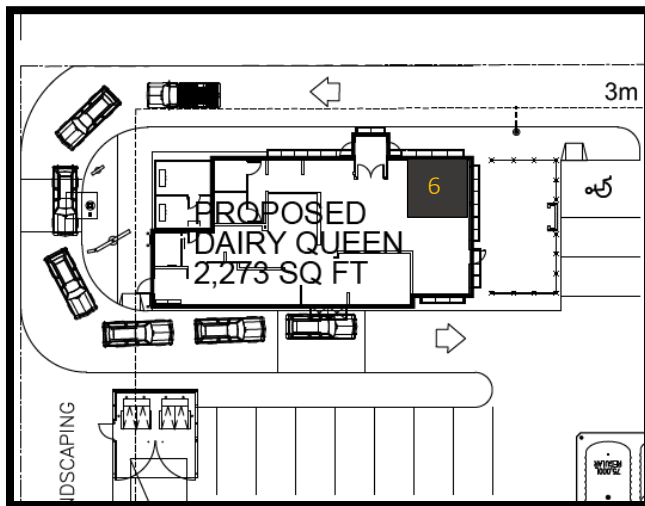
Source: Client

Building 1 (Units 1 to 5)

The primary subject building, assumed complete, offers a 10,000 sq.ft. envelope / net rentable area NRA / gross building area GBA. With five exterior access bays there is no common area. The building is 50' x 200'.

Preliminary building layouts are provided by the client, but are not precise. The lease agreements in place define proposed leasable area (NRA) that varies moderately from the subsequent layout. The leased areas are relied upon in this report. Residual vacant area of Units 3 and 4 are an arbitrary allocation by the appraiser of remaining area.

AREAS APPLIED IN ANALYSIS		
Tenant	Unit	NRA (ft2)
Tim Horton's	1	2,500
Gas Bar & C-store	2	2,000
Vacant	3	1,750
Vacant	4	1,750
Liquor Store	5	2,000
Dairy Queen	6	2,300
Total		12,300



Building 2 (Unit 6)

This secondary building is free-standing, located in the northwest corner of the site, complete with a drive-through lane and 500 sq.f.t of patio seating. Per the Offer To Lease, as provided by the client's agent, the building area of 2,300 sq.ft. is applied as NRA.

The building is not fixtured and turned over by the landlord as a shell only.



Property Type	Retail / Strip Centre
No. of Stories	One Story
No. of Buildings	Two Buildings
Size	Net Rentable Area 12,300 SF
Typical Floor Plate	The average floor plate measures 12,300 square feet, more or less.
Year Built	The improvements are assumed completed as at the 2021 effective date, but are 0% complete.
Quality & Condition	The property represents good quality construction in good overall condition.
Foundation	The building foundation consists of concrete foundation walls on strip footings.
Superstructure	Steel frame.
Floor Structure	Reinforced concrete slab.
Exterior Walls	Assorted contemporary mix of stucco and siding.
Roof	Flat roof with membrane finish.
Pedestrian Access / Connections	Bldg 1 - North elevation as customer access. South elevation as staff and delivery access. Bldg 2 - East elevation as customer access. Drive-through window on North elevation.
Windows / Doors	Double pane, sealed windows and doors with aluminum frames.
Interior Finishing	Finished concrete slab, drywall demising walls, unfinished ceilings. Balance of finishes by tenants.
Heating / Cooling	Bldg 1 - Roof top HVAC units per bay. Bldg 2 - High volume HVAC with above average cooling requirements to be installed by tenant.
Electrical	3 phase, 200amp, 600volt power service.
Lighting	Lighting by tenants.
Life Safety / Security	No sprinklers.



Loading Metal single delivery / staff entrances on south elevation.

Parking The Subject property has on-site parking.

Underground	0 stalls
Surface	60 stalls
Other	0 stalls
Total	<u>60 stalls</u>

Site Improvements Asphalt paved parking with concrete curbs, concrete sidewalks around buildings. Bldg 1 - drive-through lane on south and east sides. Bldg 2 - drive through on north-west-south side and concrete patio seating on east elevation.

Design and Functionality Purpose built with five commercial retail units (CRU), including drive-through window on east bay, and one free-standing quick service restaurant.

Age / Life Analysis Subject to the above description and the comments below, the following is a summary age / life analysis.

Actual Age	New
Effective Age	New
Economic Life	50 years
Remaining Economic Life	50 years

The above Age/Life Analysis pertains to the economic viability of the Subject property in its current state, being the object of professional property management and proactive repairs and maintenance, with regularly scheduled capital expenditures occurring. The Remaining Economic Life does not necessarily represent the remaining physical viability of the existing improvements.

Comments Contemporary building appearance, placement and site improvements intended to appeal to locals and traffic from the adjoining Highway 20.

Specialty Equipment Included – Gas Bar

Per the terms of the Unit 2 lease, the landlord is responsible for the installation and maintenance of all gas bar equipment. No detailed list of equipment is known, but generally includes:

- 1) Below Ground
 - Two below ground tanks, underground lines
- 2) Above Ground
 - a. Three-island fuelling station
 - b. Concrete pad with canopy
 - c. Multi-product fuel dispensers

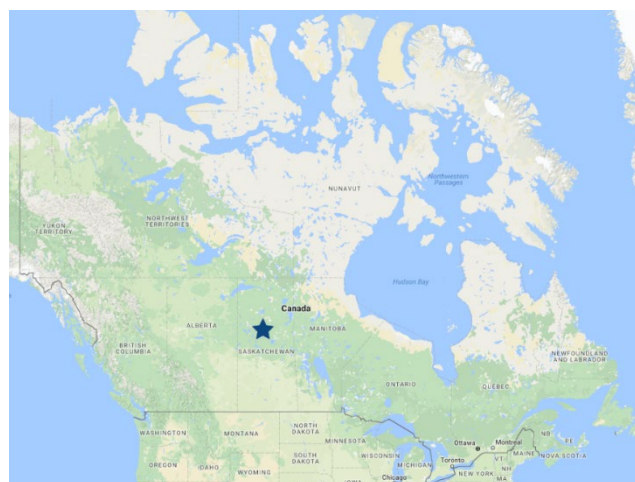
The lease terms specific a one-time lump sum payment from the tenant to the landlord in the amount of \$300,000. This payment only partially offsets equipment costs. As a one-time payment, it is excluded from this analysis, which is based on repeating revenue.

Market Overview

Economic Overview – Canada

The observations and projections below are taken from the most recent reports published by the Conference Board of Canada, including Major City Insights published October 20, 2020 and Provincial Two-Year Outlook Issue Briefings published September 29, 2020. As such, this information is included herein to provide an indication of the economic conditions and projections in place at these dates, but should not be viewed as predictive of future conditions, as there continues to be uncertainty in the current and near term future economic climate, resulting from the ongoing Coronavirus outbreak and the commodity price crash. Readers are accordingly cautioned to factor this into their analysis and understanding of the information below. Colliers does not undertake any responsibility to update or correct the information below at a later date.

Canada has the world's 38th largest population and the world's second largest land mass. The country's population is dispersed among 10 provinces and 3 territories with nearly 90% of its people living within 160 kilometers of the United States border. Canada consistently receives a top fifteen Human Development Index ranking and a top twenty ranking for GDP (nominal) per capita.



Canada's economy consistently receives a top twelve world ranking. International trade makes up a large part of Canada's economy, with the United States as its largest trading partner followed by the European Union and China. Key Canadian exports include petroleum, automobiles and auto parts, precious metals, machinery including computers, wood, electrical machinery, aircraft and spacecraft, pharmaceuticals and aluminum. More recently, Canada's high knowledge industries of manufacturing, business services, engineering and computer and management services have received a top ten global knowledge economy ranking from the World Bank Institute.

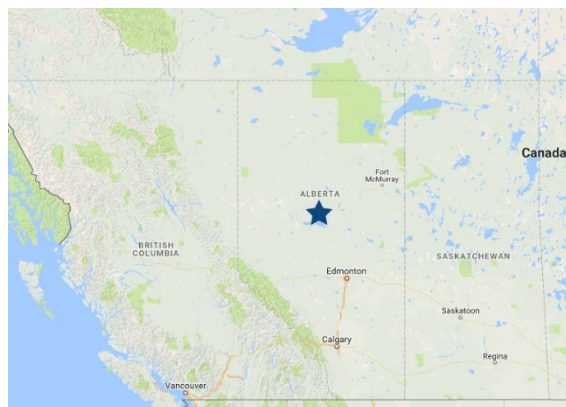
Canada						
Economic Indicators	2019	2020	2021	2022	2023	2024
Real GDP (2012 \$ millions)	2,092,200	1,954,267	2,064,028	2,163,286	2,201,194	2,233,680
percentage change	1.7	-6.6	5.6	4.8	1.8	1.5
Total employment (000s)	19,050	18,015	18,904	19,356	19,572	19,785
percentage change	2.1	-5.4	4.9	2.4	1.1	1.1
Unemployment rate (%)	5.7	9.6	7.6	6.3	6.1	5.9
Housing Starts (000s)	208.7	216.1	220.7	217.3	212.9	207.6

The above data is taken from various Major City Insights reports (October 20, 2020) and Provincial Two-Year Outlook issue briefings (September 29, 2020), published by the Conference Board of Canada, Ottawa. Figures for 2020 and forward reflect forecasts.

Economic Overview – Alberta

The observations and projections below are taken from the most recent reports published by the Conference Board of Canada, including Major City Insights published October 20, 2020 and Provincial Two-Year Outlook Issue Briefings published September 29, 2020. As such, this information is included herein to provide an indication of the economic conditions and projections in place at these dates, but should not be viewed as predictive of future conditions, as there continues to be uncertainty in the current and near term future economic climate, resulting from the ongoing Coronavirus outbreak and the commodity price crash. Readers are accordingly cautioned to factor this into their analysis and understanding of the information below. Colliers does not undertake any responsibility to update or correct the information below at a later date.

The Province of Alberta is Canada’s fourth most populous province. Alberta is landlocked with British Columbia to the west, Saskatchewan to the east, Northwest Territories to the north and the United States to the south. Alberta’s capital city is Edmonton, while Calgary is its largest city. Combined, these two cities account for over 75% of Alberta’s population.



Alberta’s economy, the fourth largest in Canada, is based on its petroleum, agriculture, forestry and tourism industries. Alberta is Canada’s largest producer of conventional crude oil, synthetic crude, natural gas and gas products, as well as one of the largest petrochemical producers in North America. In total, Alberta’s energy revenues exceed \$100 billion with energy exports totaling over \$90 billion. Meanwhile, the province’s agricultural sector includes nearly one half of all Canadian beef, as well as wheat and canola production as its primary crops. Northern Alberta is home to the province’s forestry industry, which produces large quantities of lumber, oriented strand board plywood, bleached wood pulp and newsprint. Lastly, tourism continues to contribute to Alberta’s economy with Banff, Jasper and the Rocky Mountains welcoming over three million visitors annually.

Province of Alberta			
Economic Indicators (% Change)	2019	2020	2021
Real GDP	0.0	-11.3	7.9
Consumer Price Index	1.7	1.4	2.4
Household Disposable Income	0.2	2.6	-0.1
Employment	0.5	-6.9	4.4
Unemployment Rate (level)	6.9	10.6	9.7
Retail Sales	-0.8	-13.7	9.8
Wages and Salaries per Employee	-1.3	2.8	-0.1
Population	1.6	1.3	1.6

The above data is taken from various Major City Insights reports (October 20, 2020) and Provincial Two-Year Outlook issue briefings (September 29, 2020), published by The Conference Board of Canada, Ottawa. Figures for 2020 and forward reflect forecasts.

Rimbey Overview

The Town of Rimbey is located in the County of Ponoka in west central Alberta. It is 55 kilometres northwest of Red Deer, 143 kilometres southwest of Edmonton and 208 kilometres north of Calgary.

Connecting highways are Highway 53 (east/west) and Highway 20 (north/south). Rimbey is approximately one half hour west of Highway 2, a four lane divided highway that is the primary north/south transportation corridor in Alberta (from north of Edmonton through Calgary to the United States border).

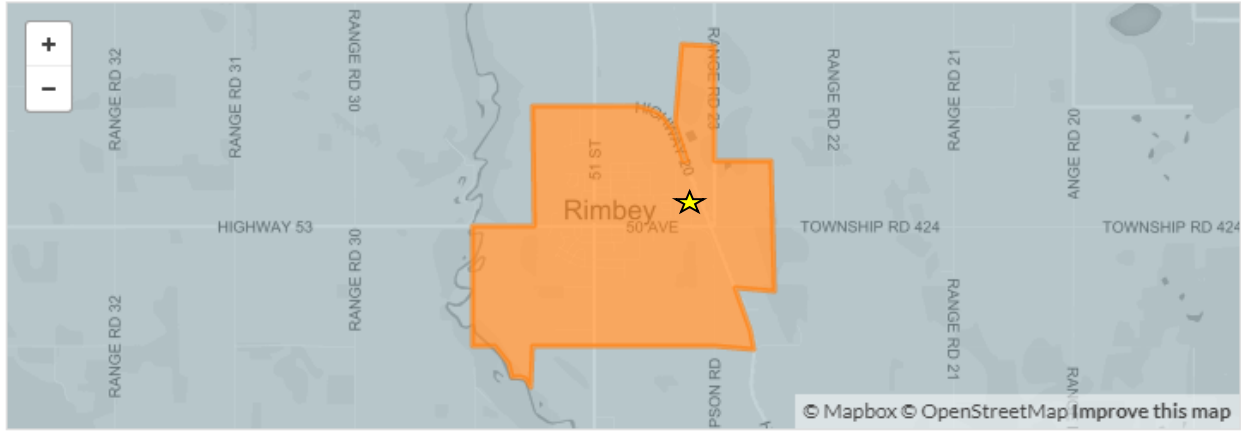
Rimbey has a Municipal Airport, however the nearest commercial and airfreight services are at Red Deer and the Edmonton International Airport. A Canadian Pacific Railway branch line serves the town and daily passenger and freight services are provided by Greyhound Bus Lines.

Rimbey is a town in central Alberta, Canada. It is located at the junction of Highways 20 and 53 in the Blindman River valley area approximately 62 kilometres (39 mi) northwest of Red Deer and 145 kilometres (90 mi) southwest of Edmonton.

Provincially, Rimbey is part of the Rimbey-Rocky Mountain House-Sundre electoral district and federally in the Wetaskiwin riding.

provided by Wikipedia.com

WEBSITE: <http://www.rimbey.com/>
 AREA: 11.5 SQ. KM



Source: :Alberta Government Regional Dashboard website

History and Development

Originally named Kansas Ridge, the Town was re-named after Samuel Rimbey, who brought approximately 200 settlers from Kansas in 1901. Rimbey has experienced slow but steady increase in business activity and population over the past number of years.

Economic Overview

“Rimbey is the centre of a thriving mixed farming and oil & gas region, and is the gateway to some excellent recreational facilities. Medicine Lake is located 40 km (25 miles) northwest of the town and provides many camping amenities, as well as boating and fishing. An abundant array of wildlife offers endless hours of enjoyment for photographers and nature-lovers.

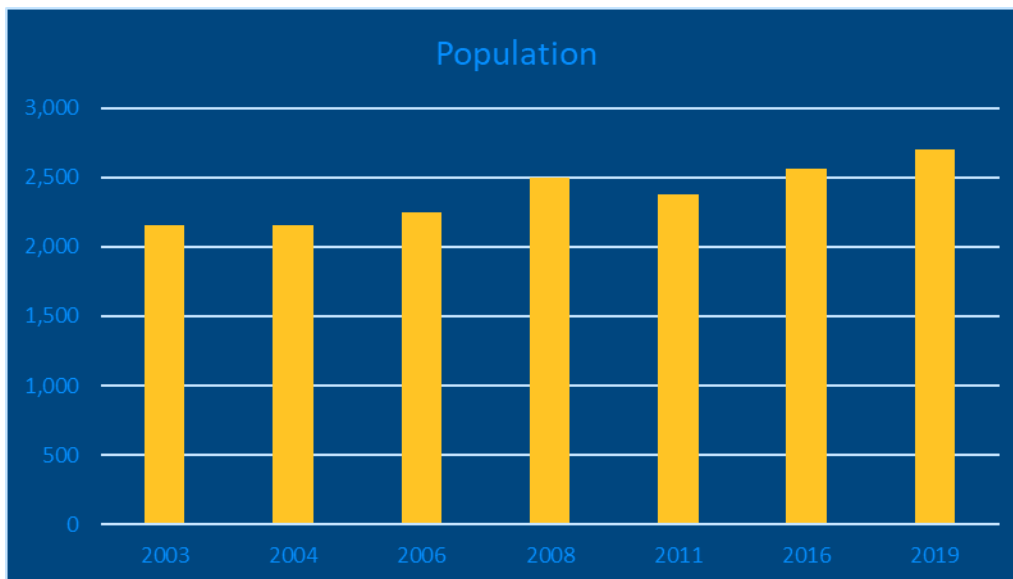
The economic base of the region is natural gas processing, petroleum and agriculture. Resources available locally include oil, sulphur, sand/gravel, natural gas, coal and clay.” *Source: www.albertafirst.com*

Agricultural products produced locally include wheat, coarse grains, hay, beef cattle, poultry and hogs.

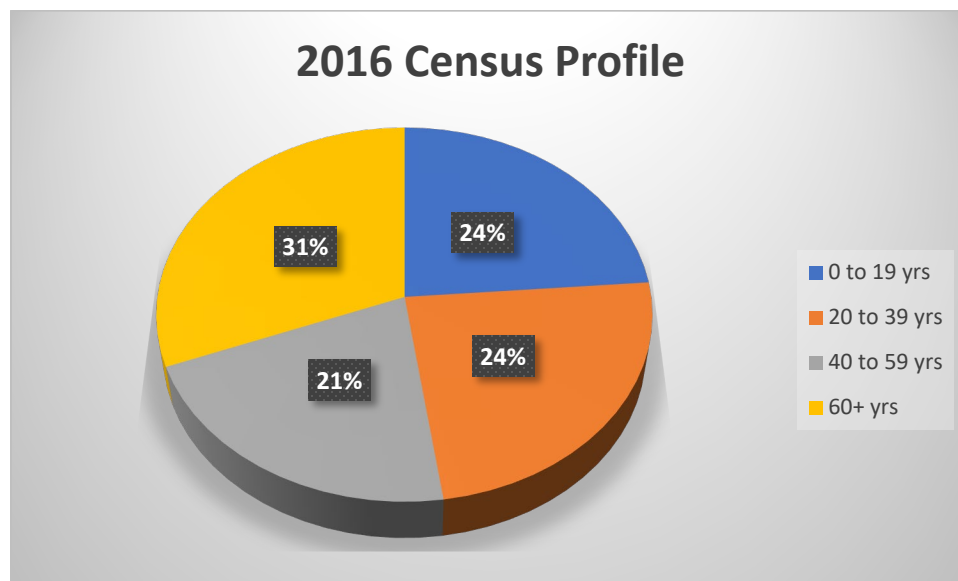
Rimbey’s highway, rail, and truck transportation, combined with its strategic location between Red Deer and Edmonton, make it a good place for business. The town has a trading area of approximately 12,000 people.

Population

The following chart shows population trends over the past several years.



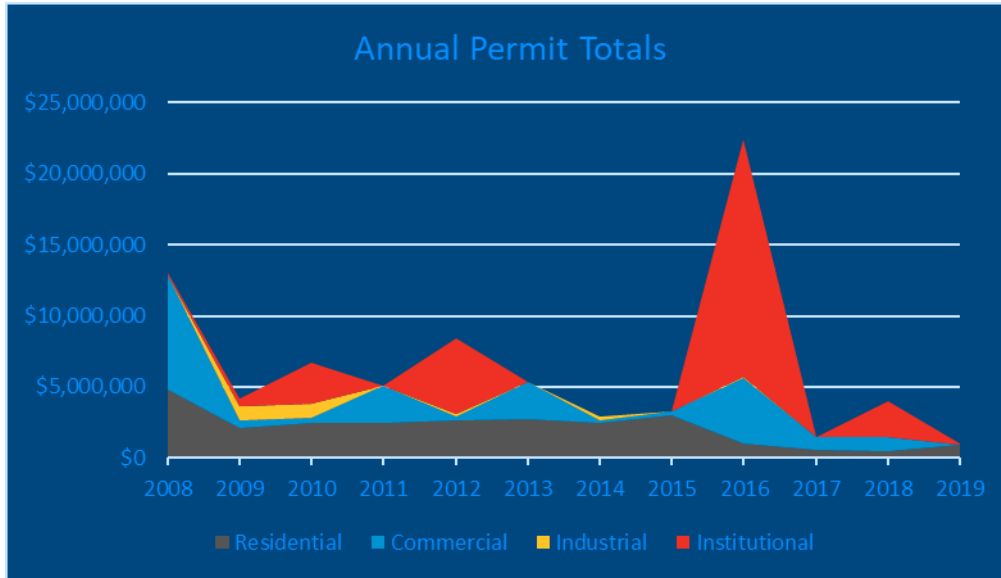
Source: Town of Rimbey, Statistics Canada



Source: Statistics Canada

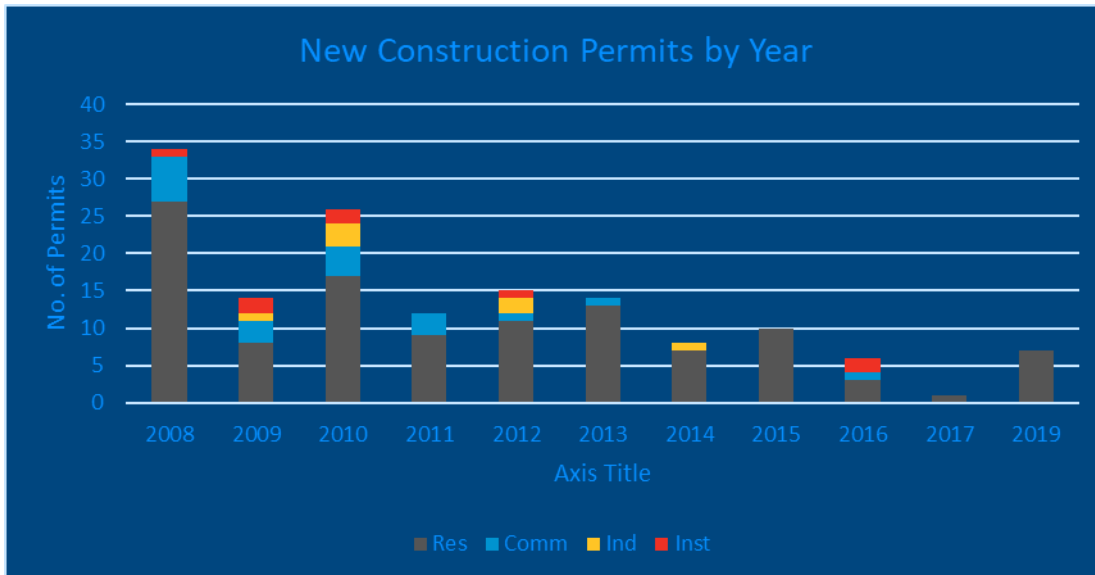
Real Estate Activity

In general terms, the level of construction activity is a good indicator of the economic health of a community. The dollar values of building permits for the past several years in the Town of Rimbey are as follows:



Source: Town of Rimbey, Statistics Canada

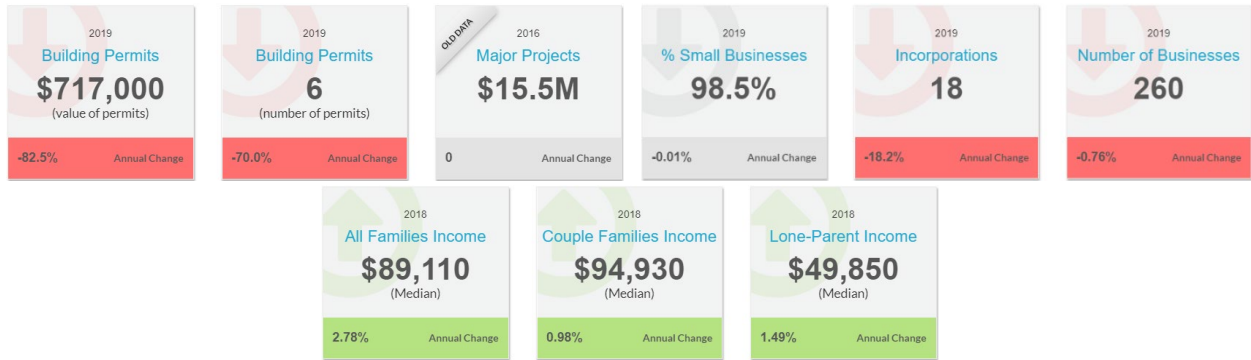
In 2016, two major projects are noted. For the institutional category, the whole permitted amount is for one 60 room continuing care seniors lodge. The commercial permit is for a major new project, the local Co-op's gas bar with card lock to be located at the north-end of the town. Since 2017, development has been muted.



Source: Town of Rimbey, Statistics Canada

New construction has declined from 2015 highs, which were still limited. New residential development remains the primary growth source in the town.

Alberta Government Regional Dashboard



The Provincial Government tracks a wealth of data for each municipality, presented in an easily understood format. For in depth analysis of the municipality, the following link is recommended:

<https://regionaldashboard.alberta.ca/region/rimbey/#/> .

Summary

In **2011** Canada, Alberta, and the Red Deer region began to emerge from a three year a global economic slowdown ahead of many economies. Following year after year increases, modest price declines in local real estate were generally evident at various rates from 2008 to 2010. With a recovery evident in all sectors, real estate prices stabilized.

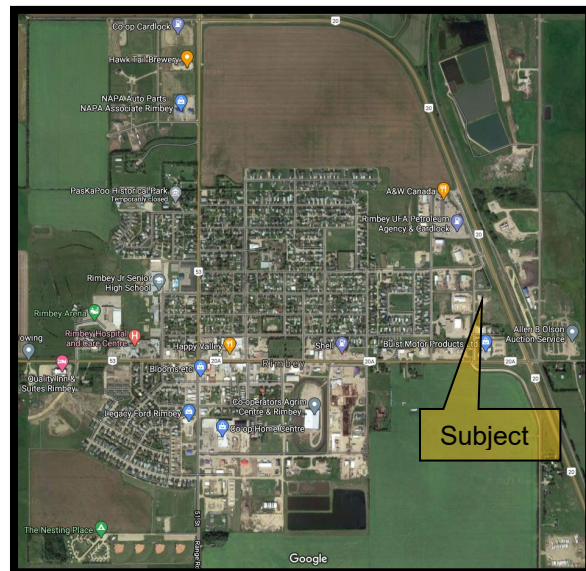
The years of **2013 to 2015** saw economic growth, followed by another period of economic slowdown which resulted in a decline in all types real estate.

Through **2017 and 2018** signs of stabilization, even potential growth, became evident in most sectors.

In **mid 2019 and into early 2020**, the negative of effect of low energy prices intensified in the region.

Through **most of 2020 and into 2021** low energy pricing remained the single, most dominant long-term factor for real estate appreciation. The effect of COVID lockdowns emerged as a more pressing short-term reality.

Additional Provincial economic data is available at: <http://economicdashboard.alberta.ca/> .



Valuation

Highest and Best Use

The principle of highest and best use is fundamental to the concept of value in real estate. Highest and best use, in general, may be defined as follows:

“The reasonably probable use of real property, that is physically possible, legally permissible, financially feasible, and maximally productive, and that results in the highest value.”

(The Appraisal Institute of Canada "Canadian Uniform Standards of Professional Appraisal Practice". 2020 ed., p. 8)

The four criteria the highest and best use must meet are analyzed following in relation to both the property as vacant and as currently improved.

As Vacant Analysis

Legal Permissibility

The legal factors that can influence the highest and best use of the Subject site include land use/zoning regulations, private restrictions, building codes, historic designations/district controls, environmental regulations and others, if applicable to the Subject site. In the Subject instance, general ranges of permitted uses under its Highway Commercial zoning include a variety of commercial uses. Overall, legal factors appear supportive of a broad range of commercial uses for the Subject site.

Physical Possibility

Regarding physical characteristics, the Subject site is generally rectangular in shape and has sloping topography with good access and good exposure. Physical and locational features appear supportive of a broad range of uses for the site's highest and best use.

Financial Feasibility

Our observations of current market conditions for development at the Subject property's location suggest that development of the site with a commercial use would be feasible.

Maximum Productivity

Of the various legally permissible, physically possible, and financially feasible uses available, the maximum productivity of the property would be achieved with a commercial development.

As Vacant Conclusion

Based on the previous discussion, the Subject's highest and best use as-vacant is concluded to be as a holding parcel for commercial development pending creation of sufficient demand.

As Improved Analysis

Legal Permissibility

The current use is a permitted use within the applicable zoning and/or land use bylaw requirements affecting the property. There are no known private or other restrictions negatively impacting use of the property. Therefore, the current use is considered legally permissible.



Physical Possibility

The site is of a sufficient size, configuration, and topography to accommodate the property's present use as improved in an efficient and functional manner. Therefore, the current use is considered physically possible.

Financial Feasibility

As improved, the property provides a sufficient return that the property as presently improved is considered to be financially feasible.

Maximum Productivity

Of the various legally permissible, physically possible, and financially feasible uses of the property as improved, the current use is considered to represent the maximum productivity of the property.

As Improved Conclusion

Based on the previous discussion, the highest and best use of the Subject property as-improved is concluded to be represented by a continuation of its As Complete CRU strip centre development.

Valuation Methodology

Traditionally, there are three accepted methods of valuing real property:

- Cost Approach;
- Direct Comparison Approach; and
- Income Approach.

The selection of a relevant methodology depends upon the nature and characteristics of the real estate under consideration.

- 1) **The Cost Approach** is a method through which a value indication is derived for the fee simple estate by estimating the current cost to construct a reproduction of (or replacement for) the existing structure, including an entrepreneurial incentive or profit; deducting depreciation from the total cost; and adding the estimated land value. Adjustments may then be made to the indicated value of the fee simple estate in the Subject property to reflect the value of the property interest being appraised.
- 2) **The Direct Comparison Approach** examines the cost of acquiring equally desirable and valuable substitute properties, indicated by transactions of comparable properties, within the market area. The characteristics of the sale properties are compared to the Subject property on the basis of time and such features as location, size and quality of improvements, design features and income generating potential of the property.
- 3) **The Income Approach** is based on the premise that properties are purchased for their income producing potential. It considers both the annual return on the invested principal and the return of the invested principal. This valuation technique entails careful consideration of contract rents currently in place, projected market rents, other income sources, vacancy allowances, and projected expenses associated with the efficient operation and management of the property. The relationship of these income estimates to property value, either as a single stream or a series of projected streams, is the essence of the income approach. The two fundamental techniques utilized within the Income Approach include the Overall Income Capitalization and Discounted Cash Flow Techniques.

The Overall Income Capitalization Technique analyzes the relationship of current projected stabilized net operating income to total property value. The stabilized net operating income is capitalized at a rate that implicitly considers expected growth in cash flow and growth in property value over a buyer's investment horizon. The implied value may be adjusted to account for non-stabilized conditions or required capital expenditures to reflect an as is value.

The Discounted Cash Flow Technique models a property's performance over a buyer's investment horizon from the date of acquisition through the projected sale of the property at the end of the holding period. Net cash flows from property operations and the reversion are discounted at a rate reflective of the property's economic and physical risk profile.



Selection of Relevant Methodology

As the Subject is an investment property, the Income Approach represents the decision making process of knowledgeable buyers and sellers of this property type. Accordingly, the Income Approach is deemed applicable, and has been utilized herein. The Overall Income Capitalization technique is used in this analysis, based on its predominant usage by purchasers of properties similar to the Subject. The Discounted Cash Flow technique is not typically relied upon by purchasers of this type of property, and therefore has not been used in this analysis.

While the Direct Comparison Approach is most pertinent in the valuation of owner occupied or vacant properties, it is also commonly utilized as a supporting approach in the valuation of income generating properties. Accordingly, the Direct Comparison Approach is deemed applicable, and has been utilized herein.

Development of a land value estimate has been specifically requested as a part of this assignment. Accordingly a land value estimate, using Direct Comparison, has been included herein.

The subject property is valued on the premise of stabilized occupancy and net income. The Cost Approach is not applied. Though useful for the developer as a test of feasibility, this step is preliminary to this valuation.

Income Approach

The Income Approach is based on the premise that properties are purchased for their income producing potential. It considers both the annual return on the invested principal and the return of the invested principal.

This valuation technique entails careful consideration of contract rents currently in place, projected market rents, other income sources, vacancy allowances, and projected expenses associated with the efficient operation and management of the property.

The relationship of these income estimates to property value, either as a single stream or a series of projected streams, is the essence of the income approach. The two fundamental techniques utilized within the Income Approach include the Overall Income Capitalization and Discounted Cash Flow Techniques.

The Overall Income Capitalization method has been used in this analysis.

Overall Income Capitalization

The Overall Income Capitalization Technique analyzes the relationship of current projected stabilized net operating income to total property value.

The stabilized net operating income is capitalized at a rate that implicitly considers expected growth in cash flow and growth in property value over a buyer's investment horizon.

The implied value may be adjusted to account for non-stabilized conditions or required capital expenditures to reflect an as is value.

Tenancy Summary and Leasing Profile

Area Measurement

The total Net Rentable Area (NRA) of the subject property, based on information provided by the client's designated agents, is 12,300 square feet, more or less.

Occupancy

As of the effective date, the Subject Property was 71.5% occupied, reflecting a current vacancy of 28.5%.

Tenant Profile

Units 1, 2 and 6, though not head leases, offer national franchise occupancy through a direct lease with the franchisees that is superior to typical local tenancies.

Unit 5 is the second location for a regional liquor retailer. The tenant improvements required are above average due to the requirement of a large, walk-in cooler and several reach in doors. This will be a permanent fixture that, at the expiration of the lease term, will be beneficially owned by the landlord.

Units 3 and 4 are likely to draw local tenancies with average covenants. Local cannabis retailers are common in this development type. Should a cannabis retailer occupy one of the units, required tenant improvements will be like the liquor store as beneficially owned by the landlord upon lease expiration.

Leasing Practice/Status

The subject property has contract rent for Units 1,2 and 5. Lease escalations are at Year 5, not annually, which is typical in the region's smaller urban centres.

For the vacant Units 3 and 4, the leases will be of shell space. The tenants will incur considerable cost to setup and as such a 5+ year lease term is likely. For existing finished space, lease terms rarely exceed two years in the current market.

Tenancy Schedule

A tenancy schedule/rent roll for the Subject Property, based on information provided by the client, is presented as follows:

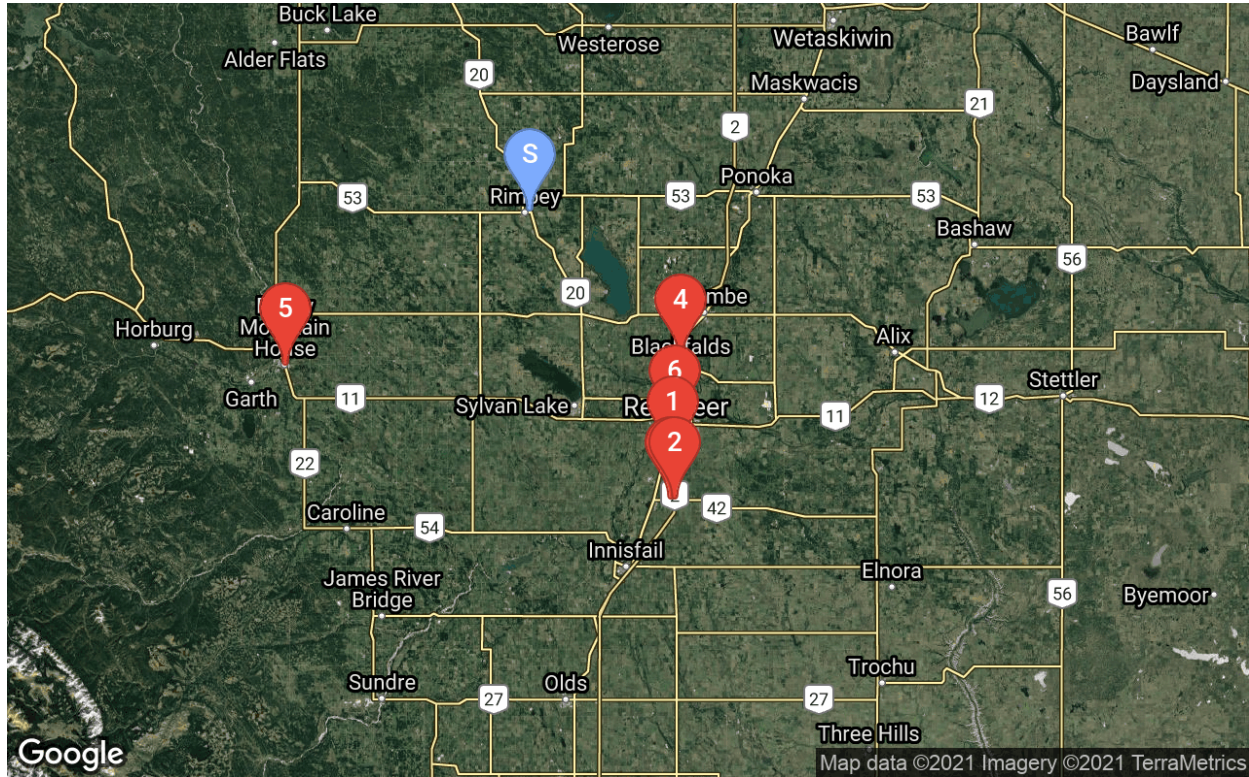
RENT ROLL SUMMARY										AS OF MARCH 2021	
SUITE	TENANT NAME	TOTAL NRA (SF)	% OF NRA	LEASE TERMS			EXPENSE STRUCTURE	CURRENT BASE RENT		YEARLY ESC.	
				START	END	YEARS		\$/SF(YR.)	ANNUAL		
1	Tim Horton's	2,500	20.3%	3/21	2/31	10.0	Triple Net	\$35.02	\$87,550	Yr 5	
2	Petro Canada	2,000	16.3%	3/21	2/31	10.0	Triple Net	\$50.00	\$100,000	Yr 5	
5	Diamond Liquor	2,000	16.3%	3/21	2/31	10.0	Triple Net	\$29.00	\$58,000	Yr 5	
6	Dairy Queen	2,300	18.7%	3/21	2/36	15.0	Triple Net	\$33.00	\$75,900	Yr 6	
OCCUPIED SUBTOTALS		8,800	71.5%					\$36.53	\$321,450		
3	Vacant	1,750	14.2%								
4	Vacant	1,750	14.2%								
VACANT SUBTOTALS		3,500	28.5%								
TOTAL NRA		12,300	100.0%					\$26.13	\$321,450		

Market Lease Survey

In order to determine how the Subject Property's contract rents currently in place compare to market levels, and to establish appropriate market rental rates to apply to current vacant space and future roll-overs/re-leasing, a lease survey has been conducted. The results of this survey are summarized in the tables which follow.



Index No.	Property Type Address City, Province Year Built Building GLA	Tenancy Type Tenant Tenant Type Leased Area Lease Type	Term Start	Term End	Lease Rate Per SF	Lease Structure Improvements Free Rent Net Effective Rate	Comments
1	Retail Confidential Red Deer County, AB Confidential Confidential	Single-Tenant Confidential Fast Food 2,700 SF New	3/1/21	8/31/31	\$33.00/SF	NNN \$37.04/SF 6 mos	Purpose built free standing fast food restaurant with drive-through lane built on speculation, then subsequently leased. Building in gas bar anchored CRU development. Tenant to finish interior and install equipment. Good, high traffic volume location. Six month free base and common area rent fixturing period. Finished space with
2	Retail Confidential Red Deer County, AB Confidential Confidential	Multi-Tenant Confidential Fast Food 2,502 SF New	8/1/19 8/1/24	7/31/24 7/31/34	\$36.00/SF \$38.00/SF	NNN \$0.00/SF 0 mos	Quick service restaurant in new, gas station anchored trip centre. Shell only.
3	Retail Confidential Red Deer County, AB Confidential Confidential	Multi-Tenant Confidential Mixed Use 3,752 SF New	8/1/19 8/1/24	7/31/24 7/31/34	\$70.00/SF \$75.00/SF	NNN \$0.00/SF 0 mos	Turn-key gas bar and convenience store lease in new development. Includes all equipment for gas bar and convenience store.
4	Retail Confidential Blackfalds, AB Confidential Confidential	Multi-Tenant Confidential Commercial 3,000 SF New	12/1/18 12/1/20 12/1/21 12/1/23	11/30/20 11/30/21 11/30/23 11/30/28	\$49.00/SF \$49.98/SF \$50.98/SF \$52.00/SF	Net 0 mos	Lease of two unit Building 3 for Petro-Canada gas station. Rent includes \$700,000 of gas bar equipment amortized over the ten year lease term.
5	Retail Confidential Rocky Mountain House, AB Confidential Confidential	Single-Tenant Confidential Convenience store 3,000 SF Renewal	2/1/21	1/31/26	\$33.00/SF	NNN \$0.00/SF 0 mos	Fourth renewal of long-term tenant that extensively renovated store in 2006. Same rate as 2011 expiry. No gas bar equipment included. Gas equipment is land sublet with unknown terms.
6	Retail Confidential Red Deer, AB Confidential Confidential	Single-Tenant Confidential Fast Food 2,700 SF New	3/1/21 9/1/21 9/1/23 9/1/26 9/1/29	8/31/21 8/31/23 8/31/26 8/31/29 8/31/31	\$30.00/SF \$30.00/SF \$32.00/SF \$36.00/SF \$38.00/SF	NNN \$185.19/SF 6 mos	Armstrong lease of interior unit backing to high volume arterial roadway as 30 Avenue in northwest portion of Timberlands neighbourhood. Timberlands Market. Anchored by 40,000 sq.ft. grocery store with 200,000 total leaseable area on 13 acres in free-standing centre built in 2016. No TIA as existing food service finishes



COMPARABLE KEY

COMP	DISTANCE	NAME	ADDRESS	TENANT	LEASE DATE	SF	\$/SF
Subject	-	Rimbey Travel Centre	5111 43 Street, Rimbey, AB	Units 1,2,5,6	-	-	-
No. 1	54.9 km	Confidential	Confidential	Confidential	3/1/2021	2,700	\$33.00
No. 2	46.3 km	Confidential	Confidential	Confidential	8/1/2019	2,502	\$36.00
No. 3	46.3 km	Confidential	Confidential	Confidential	8/1/2019	3,752	\$70.00
No. 4	39.7 km	Confidential	Confidential	Confidential	12/1/2018	3,000	\$49.00
No. 5	55.3 km	Confidential	Confidential	Confidential	2/1/2021	3,000	\$33.00
No. 6	50.1 km	Confidential	Confidential	Confidential	3/1/2021	2,700	\$30.00

Analysis of Comparable Lease Indices

General Comments

Rimbey offers no new, cru space as competing to the subject's offering of vacant Units 3 and 4. Since 2015, new construction in the town has been limited, mostly with purpose-built owner-occupancy space.

In smaller urban centres around the region, gas and fast-food anchored strip or neighbourhood centres achieve rental premiums for the adjoining vacant bays, which are typically occupied by local tenants with businesses that benefit from the assured traffic flow.

Lease Comp Comments – Subject Leased Spaces as Units 1 / 2 / 5 / 6

Series 1, Index 1 is the recent lease of an existing free-standing shell for a fast-food franchise in Red Deer County. This index is **similar** to Unit 1 and superior to Unit 5.

Series 1, Index 2 is the reasonably recent lease of a fast-food space, purpose built as a shell in a strip centre in Red Deer County. This index is **similar** to Unit 1 and superior to Unit 5.

Series 1, Index 3 is the reasonably recent lease of a purpose-built gas bar with convenience store in a new strip centre in Red Deer County. This index is **superior** to the subject due to inclusion of all interior / equipment finishing for the c-store.

Series 1, Index 4 is the reasonably recent lease of a new gas bar with convenience store in a new neighbourhood centre in Blackfalds. This index is **similar** to the subject Unit 3 as it includes gas bar equipment, but no interior finish.

Series 1, Index 5 is the recent renewal lease from a long-term tenant as a branded c-store with a gas bar (equipment owned by tenant) in Rocky Mountain House. This index is **inferior** to the subject Unit 3 as it does not include gas bar equipment.

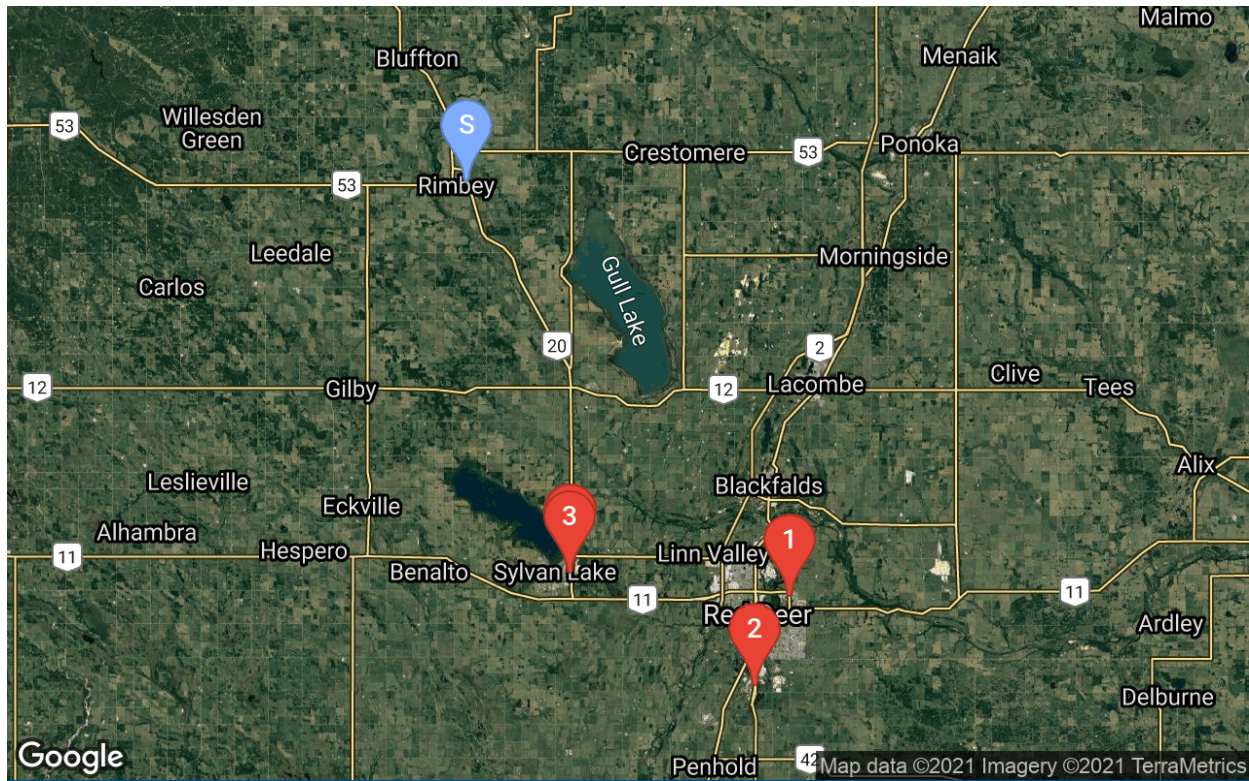
Series 1, Index 6 is the lease of new cru end space with a drive-through lane in Timberlands area of northeast Red Deer. The building is under construction and as such, the fast-food franchise requirements are being incorporated with the new build. The lease does not include trade fixtures. This index is **similar** to subject Units 1,5,6



Series 2 Data – For Vacant Subject Units

Index No.	Property Type Address City, Province Year Built Building GLA	Tenancy Type Tenant Tenant Type Leased Area Lease Type	Term Start	Term End	Lease Rate Per SF	Lease Structure Improvements Free Rent Net Effective Rate	Comments
7	Retail		10/1/20	9/30/21	\$28.00/SF	NNN	Armslength lease of interior unit backing to high volume arterial roadway as 30 Avenue in northwest portion of Timberlands neighbourhood. Timberlands Market. Anchored by 40,000 sq.ft. grocery store with 200,000 total leaseable area on 13 acres in free-standing centre built in 2016. No TIA as existing food service finishes mostly used as is for new tenant. Three month fee base rent.
	Confidential	Confidential	10/1/21	9/30/22	\$30.00/SF	\$0.00/SF	
	Red Deer, AB	Condominium Unit	10/1/22	9/30/23	\$31.00/SF	3 mos	
	Confidential	1,256 SF	10/1/23	9/30/24	\$32.00/SF		
	Confidential	New	10/1/24	9/30/25	\$33.00/SF		
8	Retail	Single-Tenant	10/1/20	9/20/24	\$24.00/SF	NNN	Sublet from 10-year head-lease with five years remaining at \$32.50 psf. Discounted for sublet. Full retail finishes with no TIA. Minor arterial frontage in Gasoline Alley neighbourhood strip centre with some national tenancies.
	Confidential	Confidential				\$0.00/SF	
	Red Deer County, AB	Commercial				2 mos	
	Confidential	1,200 SF					
	Confidential	Sublease					
9	Retail	Multi-Tenant	10/1/20	9/30/21	\$16.00/SF	NNN	Interior unit with existing quick service restaurant finishes. Grocery anchored, multi-building neighbourhood power centre.
	Confidential	Confidential	10/1/21	9/30/23	\$19.00/SF		
	Sylvan Lake, AB	Retail	10/1/23	9/30/25	\$21.00/SF	0 mos	
	Confidential	1,014 SF	10/1/25	9/30/28	\$23.00/SF		
	Confidential	New	10/1/28	9/30/30	\$25.00/SF		
10	Retail	Multi-Tenant	4/1/20	3/31/25	\$19.00/SF	NNN	Existing space renovated by landlord to suit fast food with drive-through window. TIA allowance for interior renovation. Rate negotiated pre-Covid with occupancy delayed during Covid. High exposure end unit in neighbourhood strip center with highway exposure.
	Confidential	Confidential	4/1/25	3/31/30	\$21.00/SF	\$18.00/SF	
	Sylvan Lake, AB	Restaurant				4 mos	
	Confidential	3,220 SF					
	Confidential	New					
11	Retail	Multi-Tenant	2/1/20	1/31/25	\$18.00/SF	NNN	Five year, non-escalating lease for shell space with specialty tenant improvements and no TIA. Interior location in neighbourhood center.
	Confidential	Confidential					
	Sylvan Lake, AB	Retail					
	Confidential	1,430 SF					
	Confidential	New					

Series 2 Data – For Vacant Subject Units



COMPARABLE KEY

COMP	DISTANCE	NAME	ADDRESS	TENANT	LEASE DATE	SF	\$/SF
Subject	-	Rimbey Travel Centre	5111 43 Street, Rimbey, AB	Unit 3,4	-	-	-
No. 1	50.4 km	Confidential	Confidential	Confidential	10/1/2020	1,256	\$28.00
No. 2	55.7 km	Confidential	Confidential	Confidential	10/1/2020	1,200	\$24.00
No. 3	38.8 km	Confidential	Confidential	Confidential	10/1/2020	1,014	\$16.00
No. 4	38.1 km	Confidential	Confidential	Confidential	4/1/2020	3,220	\$19.00
No. 5	38.1 km	Confidential	Confidential	Confidential	2/1/2020	1,430	\$18.00



Analysis of Comparable Lease Indices – Second Grouping

Lease Comp Comments – Vacant Spaces as Units 3 / 4

Series 2, Index 1 is the recent lease of an existing cru, quick service space that is not franchised. The previous quick service restaurant, closed, this space was then leased. The location is superior in the high exposure location in the expanding northeast Red deer neighbourhood of Timberlands. Due to the full interior finishing, and location, this index is **superior** to the subject.

Series 2, Index 2 is the recent sublet of a retail franchise. The space is within a newer Gasoline Alley interior cru space in Red Deer County, allocation that is not applied as substantively different than the subject. This space has full interior retail finishing, and as such is moderately **superior** to the subject.

Series 2, Index 3 is the recent lease of a Sylvan Lake non-franchise, quick service restaurant space with full finishing. The space was leased to another non-branded quick service restaurant with a low Year One lease rate. In Year 2 and beyond, the lease is more in line with other leasing in this complex. This index is **inferior** to the subject, which is valued with stabilized occupancy.

Series 2, Index 4 is the recent Sylvan Lake lease of an existing cru end unit, suitable for drive-through use. The landlord is converting the space from a carwash to a shell suitable for quick service. The tenant is installing all fixtures and interior finish. This neighbourhood space has exhibited above average vacancy since its construction in 2012. The subject offers only two cru spaces in a town with no competing supply. This index is moderately **inferior** to the subject.

Series 2, Index 5 is the recent Sylvan Lake lease of an existing cru interior unit, used by the prior tenant as a non-franchise quick-service restaurant. The tenant resumed quick service with little renovation. This index is in the same complex as Index 4, with above average vacancy. The subject offers only two cru spaces in a town with no competing supply. This index is moderately **inferior** to the subject.

Market Rent - Overall

Lease rates vary depending on a number of factors such as type of property, age, quality/condition, location, size of building:land, inducements being offered, covenant of the tenant and length of the lease, etc. Those buildings generating lease rates towards the upper end of the range tend to relate to smaller units within newer developments, located along major arterial roadways.

Lease rates towards the lower end of the range tend to reflect premises in older less functional buildings located within the interior of neighbourhoods, or buildings require renovation / tenant improvements prior to use, and tenants requiring larger bays.

Contract Rates as Market Rent

Units 1, 2, 5 and 6 have offers / intent to lease documents in place. So long as the building progresses on planned timelines, these lease agreements will become binding.

BASE MARKET RENT (Year One)				
Tenant	Unit	Rent / NRA	NRA	Base Rate
Tim Horton's	1	\$34.00	2,500	\$85,000
Gas Bar & C-store	2	\$50.00	2,000	\$100,000
Vacant	3	\$22.50	1,750	\$39,375
Vacant	4	\$22.50	1,750	\$39,375
Liquor Store	5	\$29.00	2,000	\$58,000
Dairy Queen	6	\$33.00	2,300	\$75,900
Total		\$32.33	12,300	\$397,650



Sufficient market evidence exists to affirm the contract lease rate for each unit as market. It is acknowledged that the tenancies of these units, as high-profile franchises and gas bars. Will achieve rents that are more regionally focused versus the typical rate for vacant space within their specific community.

Market Rent for Vacant Space

Units 3 and 4 vacancies are likely to be occupied by local tenancies with average covenants. As such, market rent is applied using more localized data and not by relying on the rates paid by high-profile, franchised tenancies.

Rimbey has no similar cru space, and as such there is no known leasing data from this town.

Based on the foregoing information, the current market rent for occupancy within these two units is likely to be between \$20 and \$25 per SF, applied at the midpoint as **\$22.50 per SF of NRA**.

This rate is well above average for Rimbey, which is considered reasonable due to the reality there is no competing space and once the subject is constructed, it is unlikely more competing space will be come available for eth foreseeable future. The leased spaces are strong tenancies and will thereby support premium rents on the subject's two vacant spaces.

Revenue Analysis

Projected Base Rent

Based on the contract revenue in place and assuming full occupancy of any presently vacant areas at market rental rates, base rental revenue is projected to be \$397,650 in Year One.

Recovery Revenue

There are two basic types of leases (Net and Gross), dependent upon who is responsible for property expenses. In a Net Lease, most expenses are fully recoverable by the owner. These are referred to as Operating Cost Recoveries.

In this instance, the **subject property** is **leased** on a **Net** basis.

The **tenant is responsible for** property and business taxes, building and liability insurance, management fees, general repairs and maintenance including mechanical, snow removal and landscaping, power, water, gas and other on-site utilities.

The **landlord is responsible for** structural repairs and maintenance, and operating expenses for vacant space.

Metered utilities and janitorial services for this property type are generally directly billed to the tenant and as such are **not included** in the operating cost recoveries.

Actual operating expenses are projected by the client as varied, with a composite rate applied. This amount is reasonable and applied in the subsequent analysis as **\$5.25 per sq.ft. of NRA**. Recovery Revenue is stabilized at \$64,575.



Other Revenue – Sign Rental

The subject property generates \$200 per month pylon sign rental revenue. The exception is Unit 2, the gas bar which is installing their own signage.

Units 1, 5, and 6 have contract at this rate, so it is reasonably extended to the lease terms for Units 3 and 4.

Other (Signage) Revenue is projected in the amount of \$12,000 per annum.

Total Potential Gross Income

Adding all the sources of revenue described above results in a stabilized Year One Potential Gross Income forecast of \$474,225.

General Vacancy

Within the Subject property, current actual vacancy as of the effective date is at 28.5%. A vacancy allowance is not intended to reflect the actual vacancy at the date of valuation; rather it is a provision to account for the potential of lost rent and/or recoveries on a stabilized basis over the longer term holding of the asset.

This **valuation presumes stabilized occupancy**. Units 3 and 4 are assumed occupied with average, local tenancies. This is the portion of the building that is unlikely to achieve 10 year lease terms, as the other three units have.

Giving consideration to the tenancy covenants within Rimbey Travel Centre, its current level of occupancy, the duration of leases in place, and the prevailing leasing market conditions, a stabilized vacancy allowance of 5.00% is applied in the subsequent income and expense analyses.

General vacancy allowance is stabilized as \$23,711.

Effective Gross Income

Deducting the Vacancy Allowance above from the Potential Gross Income forecast results in a Year One Effective Gross Income estimate of \$450,514.

Expense Analysis

Operating Expense

Operating Expenses are the inverse of the preceding Recovery Revenue. By adding this item as revenue then applying a vacancy allowance, before deducting the amount in full as an expense, the landlord's cost for vacant space is captured.

With near absolute net leasing terms, and the fact the building is new, only a modest allowance for **miscellaneous non-recoverable expenses** is applied as 0.5% of Effective Gross Income.



Contingency/Structural Allowance

Investors may apply an allowance for structural repairs; however, due to this allowance being a cash accrual it is not included in the valuation. Cash accounts are either not transferred or paid for in addition to the real estate.

Total Expenses

Adding the expenses as described above results in stabilized Operating Expenses in the amount of \$66,828.

Net Operating Income

Based on the foregoing, Net Operating Income is stabilized at \$383,687.

Pro Forma Income Statement

The subject's varied income is summarized as Year One, the basis for the subsequent summarized Pro Forma and ultimate capitalization to value.

STABILIZED ANNUAL INCOME (Year One)							
Potential Gross Income Estimate (PGI)							
<i>Basic Rent</i>	Tim Horton's	2,500	sq.ft.	x	\$34.00	p.s.f.	= \$85,000
	Gas Bar	2,000	sq.ft.	x	\$50.00	p.s.f.	= \$100,000
	Vacant	1,750	sq.ft.	x	\$22.50	p.s.f.	= \$39,375
	Vacant	1,750	sq.ft.	x	\$22.50	p.s.f.	= \$39,375
	Liquor Store	2,000	sq.ft.	x	\$29.00	p.s.f.	= \$58,000
	Dairy Queen	2,300	sq.ft.	x	\$33.00	p.s.f.	= \$75,900
	Sign Rental	5	signs	x	\$2,400	per yr	= \$12,000
<i>Operating Cost Recoveries</i>		12,300	sq.ft.	x	\$5.25	p.s.f.	= \$64,575
Potential Gross Income							\$474,225

Pro Forma Summary of Income and Expenses

Based on the foregoing, a Pro Forma Income Statement for the Subject property is presented below.

PRO FORMA INCOME STATEMENT	
INCOME	
Base Rental Revenue	\$397,650
Recoveries	\$64,575
Signage	\$12,000
POTENTIAL GROSS INCOME	\$474,225
Less: Vacancy / Collection Loss Allowance ¹ @ 5.00% PGI	\$23,711
EFFECTIVE GROSS INCOME	\$450,514
EXPENSES	
Recoveries	(\$64,575)
Non-recoverable / Miscellaneous	(\$2,253)
TOTAL EXPENSES	(\$66,828)
NET OPERATING INCOME	\$383,687

Significant Investment Characteristics of Subject Property

Covid and Opec

Subject to the preceding Extraordinary Assumptions, the following is a summary of major investment attributes of the property that potential investors would consider when determining an appropriate return and yield when making a purchase decision.

The COVID and oil price slump as decision influencing factors will evolve past the effective date of this report with an unknown long-term impact, but likely a negative short-term impact.

Market

The general real estate market, including industrial property and the subject property, is in an overall state of decline since 2016.

Despite the approval and initial construction of several projects in 2019, 2020 more pipelines are required to provide adequate markets to stabilize the value of Alberta energy exports and thereby create a stable, or even growth, economy for investment grade real estate in Central Alberta.

Recent Pipeline Projects

Enbridge Inc. received final approval from in February 2020 for its \$9B **Line 3** replacement from Alberta to Wisconsin. The Canadian portion is in place, with Minnesota now approving upgrading the existing line with increased capacity the line is projected to be complete in late 2020.

In 2019 construction began for the **Trans Mountain** pipeline twinning expansion. The line travels from Strathcona County to Burnaby, BC.

After a March 2020 announcement by the Alberta Government to backstop the project with cash and billions in loan guarantees, TC Energy began construction of the \$8B fourth phase of the **Keystone XL** pipeline from Hardisty, Alberta to Steele City Nebraska. Existing Phases I through III were constructed from 2010 to 2016 and already connect to Gulf of Mexico ports in Texas. On January 21, 2021, newly inaugurated US President Biden promptly **cancelled construction** permit causing TC Energy to immediately suspend construction.

The **Coastal GasLink** Pipeline is a TC Energy project underway, connecting Dawson Creek to the Kitimat LNG shipping facility.

Of note in the local market, TC Energy announced the October 2020 Federal approval of a \$2.3B, 344km Rocky Mountain House to Grand Prairie natural gas pipeline. This line enhances Nova Gas Transmission Limited's existing distribution system. It is expected to not only provide greater access to domestic and US markets, but also help eliminate coal fired electricity generation in Alberta by 2030.

Summary

Escalating real values are unlikely without increased tide-water access by pipeline for regional energy commodities.

Location

The subject is well located in a small urban centre, securing the premier highway frontage this community offers. A few tertiary commercial lots are available, but without highway frontage.



Physical Attributes

The subject is a contemporary, newer strip centre .

Operational

The subject is new, thereby minimizing operational costs for the occupant, as an owner or tenant.

Purchaser Profile

The subject property is purpose built to generate lease income. The purchaser profile will be an investor. For owner occupancy, the purchaser needs to be one of the current tenants – which is unlikely.

Property Liquidity

The property is newer and leased. Its investment profile is above average and as such, investor-purchaser interest will reach beyond this community.

Investment Analysis

Investment Alternatives

Following are current investment yields with respect to various alternative investments.

INVESTMENT ALTERNATIVES											
Gov't. Yields		Office REIT'S		Industrial REIT'S		Retail REIT'S		Apartment REIT'S		Diversified REIT'S	
BOC OR	0.25%	Allied	4.00%	Summit	4.10%	RioCan	8.20%	CAP	2.70%	Morguard	8.20%
GOC 5yr	0.43%	DREAM	4.70%	DREAM	5.50%	First Cptl.	5.50%	Killam	3.90%	H&R	4.90%
GOC 10yr	0.67%	Slate	9.60%	Granite	3.80%	Smart	7.70%	Boardwalk	2.90%	Artis	5.00%

Source: Bank of Canada, BMO Capital Markets as at November 30, 2020

Investment Parameters

Following are the results of the most recent commercial real estate return surveys, as expressed by overall capitalization rates and discount rates.

Q3 2020 INVESTMENT PARAMETERS - EDMONTON		
Investment Type	Overall Capitalization Rates	Discount Rates
Industrial		
Single	5.75% - 6.75%	6.00% - 7.00%
Multi	6.25% - 7.50%	6.30% - 7.50%
Downtown Office		
Class 'AA'	6.00% - 7.25%	6.30% - 8.00%
Class 'B'	6.50% - 8.00%	7.00% - 11.00%*
Suburban Office		
Class 'A'	6.25% - 7.25%	7.30% - 8.00%*
Class 'B'	6.75% - 8.00%	7.50% - 10.00%*
Retail		
Regional/Power	5.75% - 6.75%	5.90% - 7.50%
Community	5.75% - 6.75%	7.00% - 9.00%*
Strip Plaza	5.75% - 7.25%	6.50% - 7.30%*
Multi-Residential		
High Rise	3.75% - 4.75%	
Low Rise	5.00% - 6.00%	

* These IRR's are not updated every quarter. Figures shown are the most recent, but not necessarily current.

Source: Colliers International Realty Advisors (OCR), Altus InSite (IRR)

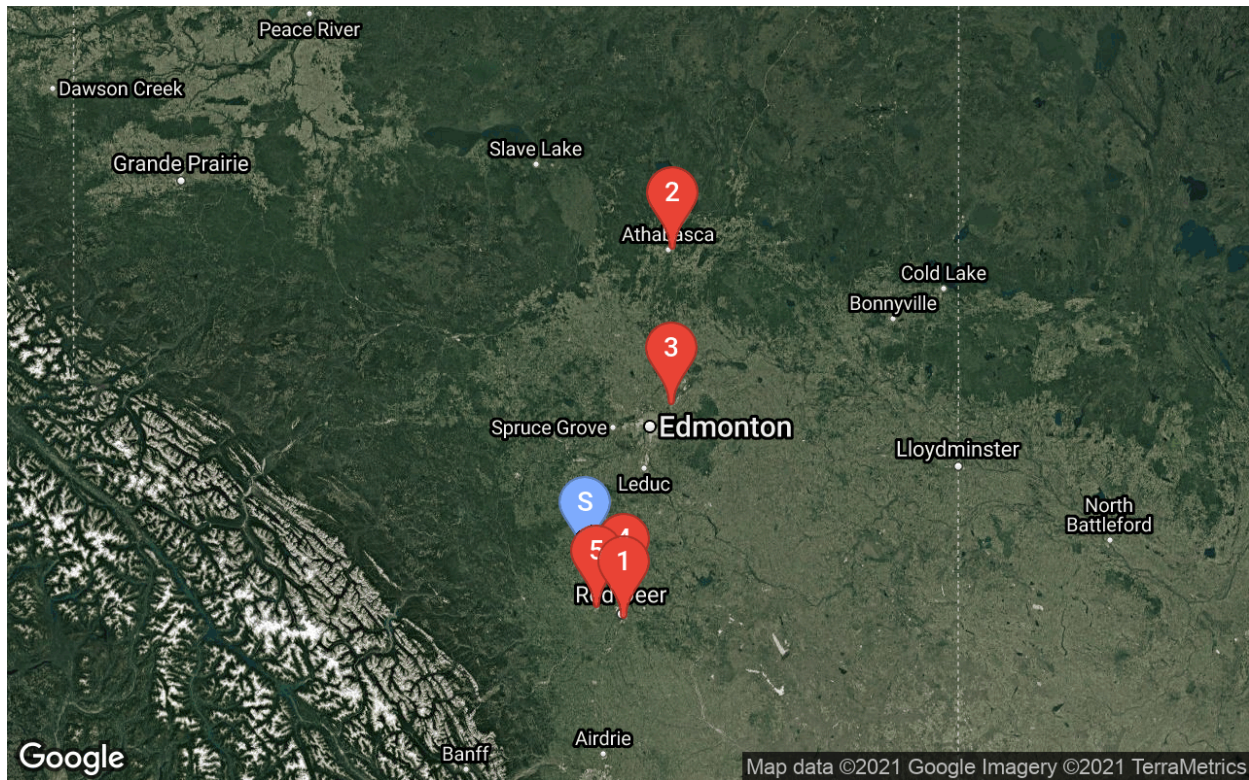
Comparable Transactions

The task of determining an appropriate overall capitalization rate is best served through an analysis of current market activity. In consideration of the characteristics described above, the transactions summarized in the table on the following page have been selected and analyzed.

Further details of these transactions can be found in the Appendix section located at the end of this report.



Retail Investment Transactions & Analysis						
Rimbey Travel Centre						
	Subject	Transaction One	Transaction Two	Transaction Three	Transaction Four	Transaction Five
Property Name	Rimbey Travel Centre	Inglewood Station	Tim Horton's	7-Eleven	Cottonwood Strip Centre	Undercurrent Building
Address	5111 43 Street Rimbey, Alberta	3 Ironside Street Red Deer, AB	2203 - 48 Avenue Athabasca, AB	7802 - 95A Avenue Fort Saskatchewan, AB	37 - Cottonwood Drive Blackfalds, AB	5003 Lakeshore Drive Sylvan Lake, AB
Transaction Price		\$2,850,000	\$2,775,000	\$2,200,000	\$5,200,000	\$3,200,000
Analysis Price		\$2,850,000	\$2,775,000	\$2,200,000	\$5,200,000	\$3,200,000
Analysis Price per SF		\$389	\$1,028	\$748	\$309	\$342
N.O.I.	\$383,687	\$177,339	\$169,186	\$135,688	\$396,345	\$196,392
Transactional Characteristics						
Transaction Status		Recorded	Recorded	Recorded	Recorded	Recorded
Transaction Date		10/13/2020	1/14/2020	11/2/2020	9/27/2019	9/18/2019
Market Conditions		Similar	Similar	Similar	Similar	Similar
Property Rights Conveyed		Leased Fee	Leased Fee	Fee Simple	Leased Fee	Leased Fee
Financing		Conventional	Conventional	Undisclosed	Conventional	Conventional
Conditions of Sale		Arms-Length	Arms-Length	Arms-Length	Assumed Arms-Length	Arms-Length
Motivation		Neutral	Neutral	Neutral	Neutral	Neutral
Transactional Adjustment		None	None	None	None	None
Site Characteristics						
Site Size (Acre)	2.090	0.570	0.890	0.920	2.590	0.580
Location	Average	Superior	Sli. Superior	Superior	Sli. Superior	Superior
Site Adjustment		Upward	Sli. Upward	Upward	Sli. Upward	Upward
Improvement Characteristics						
Property Type	Retail	Retail	Retail	Retail	Retail	Retail
Sub-Type	Strip Centre w gas	Strip Centre	Free-standing	Gas Station	Strip Centre	Strip Centre
Number of Buildings	2	1	1	1	2	1
Design / Layout	Good	Sli. Superior	Inferior	Similar	Inferior	Sli. Superior
Building Size (SF)	12,300	7,329	2,700	2,940	16,842	9,351
Year Built	2021	2004	2017	2001	2013	2017
Site Coverage	13.5%	29.5%	7.0%	7.3%	14.9%	37.0%
Improvement Adjustment		Downward	Sli. Downward	Sli. Downward	Downward	Sli. Downward
Economic Characteristics						
In Place vs Market	At Market	At Market	At Market	At Market	At Market	At Market
Tenancy Strength	Above Average	Above Average	Above Average	Above Average	Average	Average
NOI/ SF	\$31.19	\$24.20	\$62.66	\$46.15	\$23.53	\$21.00
Economic Adjustment		None	None	None	Downward	Downward
Overall Capitalization Rate		6.22%	6.10%	6.17%	7.62%	6.14%
Overall Adjustment		None	None	Sli. Upward	Sig. Downward	Sli. Downward
Overall Comparability		Similar	Similar	Sli. Superior	Sig. Inferior	Sli. Inferior
Conclusion		Similar	Similar	Sli. Higher Than	Sig. Lower Than	Sli. Lower Than
		6.22%	6.10%	6.17%	7.62%	6.14%



COMPARABLE KEY

COMP	DISTANCE	NAME	ADDRESS	OCC.	SALE DATE	OAR	\$/SF
Subject	-	Rimbey Travel Centre	5111 43 Street, Rimbey, AB	71.5%	-	-	\$511
No. 1	54.0 km	Inglewood Station	3 Ironside Street, Red Deer, AB	100.0%	10/13/2020	6.22%	\$389
No. 2	239.6 km	Tim Horton's	2203 - 48 Avenue, Athabasca, AB	100.0%	1/14/2020	6.10%	\$1,028
No. 3	133.1 km	7-Eleven	7802 - 95A Avenue, Fort Saskatchewan , AB		11/2/2020	6.17%	\$748
No. 4	41.0 km	Cottonwood Strip Centre	37 - Cottonwood Drive, Blackfalds, AB		9/27/2019	7.62%	\$309
No. 5	37.8 km	Undercurrent Building	5003 Lakeshore Drive, Sylvan Lake, AB	100.0%	9/18/2019	6.14%	\$342



Capitalization rates tend to vary between properties depending to some extent on such factors as location, size and type of development, quality and condition of improvements, and amenities provided. Combining all of these features with considerations of leasing history and trends, strength of tenancy and income security, the overall capitalization rate tends generally to reflect the perceived quality and durability of the property's income earning capacity.

Properties with a strong rental history and stable tenancy with the perceived potential for increases in revenues tend to trade at comparatively low overall capitalization rates as compared to properties which have a history of vacancy, poor tenant covenants, physical and/or locational challenges, or other forms of perceived instability.

Analysis of Comparable Sales

The selected transactions pertain to activity that occurred between September 2019 and November 2020. The properties vary in size from 2,700 square feet to 16,842 square feet and were originally constructed between 2001 and 2017. These transactions represent capital investments that range from a low of \$2,200,000 to a high of \$5,200,000. The stabilized overall capitalization rates indicated by these transactions vary from a low of 6.10% to a high of 7.62%.

Based on the foregoing analysis, it is our opinion that an appropriate overall capitalization rate applicable to the subject property is lower than Transaction No. 4 (7.62%) and Transaction No. 5 (6.14%); similar to Transaction No. 1 (6.22%) and Transaction No. 2 (6.10%); and higher than Transaction No. 3 (6.17%).



Overall Income Capitalization

On the basis of our Revenue and Expense Analysis, the Stabilized Net Operating Income for the forthcoming 12 months has previously been projected in the amount of \$383,687.

As summarized on the previous page, overall capitalization rates extracted from the comparable investment sales reviewed range between 6.10% and 7.62%. Taking into consideration the investment characteristics of the Subject Property including its location, size, building quality and security of income, and as measured against the back-drop of the current investment climate for properties such as the Subject Property, it is our opinion that an overall capitalization rate in the range between **6.00%** and **6.20%** would be appropriate. Applying such rates to the projected Year One net operating income results in the following estimated value range, adjusted for holding and lease up costs and capital expenses, if required.

VALUE MATRIX - DIRECT OVERALL CAPITALIZATION		
OCR	STABILIZED NOI	VALUE ⁽¹⁾
6.00%	\$383,687	\$6,395,000
6.10%	\$383,687	\$6,290,000
6.20%	\$383,687	\$6,188,000

(1) Rounded to nearest \$1,000.

Adjustments to Value

The subject property has vacant space, as Units 3 and 4, but is valued as stabilized (see Extraordinary Assumptions). Costs to obtain occupancy, in the form of cash tenant improvement allowances of free rent, are not considered. These one time expenditures are assumed to already occurred and are no longer outstanding charges against the landlord's income.

No adjustment is applied for the cost to achieve stable occupancy.

Other Capital Adjustments

No other adjustments are applied. There are no outstanding required capital expenditures. A reserves for replacement fund is a cash account that does not trade with real estate, so no adjustment is applied. Amortized capital recoveries are an accounting function for Income Tax purposes, the impact of which is beyond the scope this appraisal.

Summary

Selecting the mid-point of the range, the foregoing analysis indicates an estimated value by way of Overall Income Capitalization of **\$6,290,000** (rounded) as of the effective date of this valuation.

The above value estimate is in conjunction with the Assumptions and Limiting Conditions stated within this appraisal. Of particular note are the Extraordinary Limiting Conditions, Extraordinary Assumptions (Hypothetical Conditions), and Extraordinary Assumptions outlined within the Terms of Reference section.



Direct Comparison Approach

The Direct Comparison Approach examines the cost of acquiring equally desirable and valuable substitute properties, indicated by transactions of comparable properties, within the market area. The characteristics of the sale properties are compared to the Subject Property on the basis of time and such features as location, size and quality of improvements, design features and income generating potential of the property.

Given that the Subject Property has been deemed to have potential purchase appeal to owner-users, it is considered appropriate to undertake the Direct Comparison Approach based upon sale transactions pertaining to comparable properties acquired by end users. In this regard, the transactions summarized and analysed in the table on the following page are considered to be suitably comparable to the Subject Property with respect to the characteristics below, and to therefore provide a reasonable and reliable indication of value.

Further details of these transactions can be found in the Appendix section located at the end of this report.

In valuing the property, each of the transactions has been compared to the Subject. The basis for comparison included the consideration of the following:

- Property Rights Conveyed
- Financing Terms
- Conditions of Sale
- Market Conditions (Transaction Date and Status)
- Physical Characteristics
- Economic Characteristics



Retail Transactions & Analysis						
Rimbey Travel Centre						
	Subject	Transaction One	Transaction Two	Transaction Three	Transaction Four	Transaction Five
Property Name	Rimbey Travel Centre	Inglewood Station	Tim Horton's	7-Eleven	Cottonwood Strip Centre	Undercurrent Building
Address	5111 43 Street Rimbey, Alberta	3 Ironside Street Red Deer, AB	2203 - 48 Avenue Athabasca, AB	7802 - 95A Avenue Fort Saskatchewan, AB	37 - Cottonwood Drive Blackfalds, AB	5003 Lakeshore Drive Sylvan Lake, AB
Transaction Price		\$2,850,000	\$2,775,000	\$2,200,000	\$5,200,000	\$3,200,000
Analysis Price		\$2,850,000	\$2,775,000	\$2,200,000	\$5,200,000	\$3,200,000
Analysis Price per SF		\$389	\$1,028	\$748	\$309	\$342
N.O.I.	\$383,687	\$177,339	\$169,186	\$135,688	\$396,345	\$196,392
Transactional Characteristics						
Transaction Status		Recorded	Recorded	Recorded	Recorded	Recorded
Transaction Date		10/13/2020	1/14/2020	11/2/2020	9/27/2019	9/18/2019
Market Conditions		Similar	Similar	Similar	Similar	Similar
Property Rights Conveyed		Leased Fee	Leased Fee	Fee Simple	Leased Fee	Leased Fee
Financing		Conventional	Conventional	Undisclosed	Conventional	Conventional
Conditions of Sale		Arms-Length	Arms-Length	Arms-Length	Assumed Arms-Length	Arms-Length
Motivation		Neutral	Neutral	Neutral	Neutral	Neutral
Transactional Adjustment		None	None	None	None	None
Site Characteristics						
Site Size (Acre)	2.090	0.570	0.890	0.920	2.590	0.580
Location	Average	Superior	Sli. Superior	Superior	Sli. Superior	Superior
Site Adjustment		Downward	Sli. Downward	Downward	Sli. Downward	Downward
Improvement Characteristics						
Property Type	Retail	Retail	Retail	Retail	Retail	Retail
Sub-Type	Strip Centre w gas	Strip Centre	Free-standing	Gas Station	Strip Centre	Strip Centre
Number of Buildings	2	1 as L-shape	1	1	2	1 as L-shape
Design / Layout	Good	Inferior	Similar	Similar	Inferior	Inferior
Building Size (SF)	12,300	7,329	2,700	2,940	16,842	9,351
Year Built	2021	2004	2017	2001	2013	2017
Site Coverage	13.5%	29.5%	7.0%	7.3%	14.9%	37.0%
Improvement Adjustment		Sig. Upward	Sig. Downward	Sig. Downward	Sig. Upward	Upward
Economic Characteristics						
In Place vs Market	At Market	At Market	At Market	At Market	At Market	At Market
Tenancy Strength	Above Average	Average	Above Average	Above Average	Average	Average
NOI / SF	\$31.19	\$24.20	\$62.66	\$46.15	\$23.53	\$21.00
Economic Adjustment		None	None	None	Upward	Upward
Overall Adjustment		Upward	Sig. Downward	Sig. Downward	Upward	Upward
Overall Comparability		Inferior	Sig. Superior	Sig. Superior	Inferior	Inferior
Conclusion		Higher Than \$389/SF	Sig. Lower Than \$1,028/SF	Sig. Lower Than \$748/SF	Higher Than \$309/SF	Higher Than \$342/SF



Analysis

The selected transactions pertain to activity that occurred between September 2019 and November 2020. The properties vary in size from 2,700 square feet to 16,842 square feet and were originally constructed between 2001 and 2017. These transactions represent capital investments that range from a low of \$2,200,000 to a high of \$5,200,000. The unit prices per square foot indicated by these transactions vary from a low of \$309 per square foot to a high of \$1,028.

Based on the preceding analysis, an appropriate unit value per square foot for the subject property, on a stabilized basis, should be significantly lower than Transaction No. 2 (\$1,028) and Transaction No. 3 (\$748); and higher than Transaction No. 1 (\$389), Transaction No. 4 (\$309) and Transaction No. 5 (\$342).

In consideration of the sale indices reviewed and the accompanying analysis, we are of the professional opinion that an appropriate stabilized unit value range for the Subject property would be between \$500 per square foot and \$520 per square foot. Applying such unit values to the total leasable area of the property results in a range in estimated stabilized values as summarized in the table below.

VALUE MATRIX - DIRECT COMPARISON		
SIZE as GBA	\$/SF	VALUE ⁽¹⁾
12,300 SF	\$500	\$6,150,000
12,300 SF	\$510	\$6,273,000
12,300 SF	\$520	\$6,396,000

(1) Round to nearest \$1,000

Summary

Selecting the mid-point of the matrix, the Direct Comparison Approach indicates an estimated value of **\$6,273,000** (rounded) as of the effective date of this valuation.

The above value estimate is in conjunction with the Assumptions and Limiting Conditions stated within this appraisal. Of particular note are the Extraordinary Limiting Conditions, Extraordinary Assumptions (Hypothetical Conditions), and Extraordinary Assumptions outlined within the Terms of Reference section.

Land Valuation

There are six generally accepted methods of valuing vacant land: Direct Comparison; Abstraction; Extraction; Subdivision Development; Land Residual; and Ground Rent Capitalization.

The **Direct Comparison Approach** is based upon the premise that a prudent purchaser would not pay more for a property than what it would cost to acquire a suitable alternative property and that the market value of a property can be estimated by comparing sales, offers, and listings of properties which have similar characteristics to the property being appraised.

The **Abstraction Method** of valuing land is premised upon the Principal of Contribution. This method is premised on the assumption that, within each category and type of real estate, there exists a typical ratio of land value to total property value. By knowing what this ratio is from data compiled from areas where land and building values are available and applying it to the sales information regarding improved properties in a built up area, an estimate of land value can be abstracted. The reliability of this method is diminished because it does not take into explicit consideration such relevant criteria as building age or quality of construction.

A method of land valuation similar to the Abstraction Method but which implicitly recognizes differences in building age and quality of construction is the **Extraction Method**. This method deducts the estimated depreciated reproduction or replacement cost of the improvements of an improved property for which the total property value is known to arrive at an estimate of land value as if vacant.

When valuing larger parcels for which the highest and best use is the parcel's subdivision into smaller sites, and for which sales information regarding similar larger sites is insufficient to undertake a Direct Comparison Approach, the **Subdivision Development Method** may be employed. In applying this method, the first step is to establish market values for the smaller sites as though subdivided, the length of the development period, and an appropriate absorption period. The second step is to determine the costs required to create and market the subdivided parcels which includes engineering and construction costs associated with the site preparation, roadways, sidewalks and servicing; carrying costs such as insurance and taxes; and marketing costs. These costs are then deducted from the projected gross revenue of the lots to arrive at an estimate of the net proceeds which, once discounted at an applicable rate to account for the risk associated with the time required to complete such a development, are indicative of the present market value of the larger, un-subdivided site.

Another method that may be employed in the absence of adequate comparable information is the **Land Residual Technique**. In this method the net income generated from the property is established. From this is deducted a reasonable return on and recapture of capital invested in the improvements. The residual income is considered to be ascribed from the land. This income is then capitalized at an appropriate rate to arrive at an estimate of land value. An important assumption required in the application of this method is that the site is developed to its highest and best use such that the income from land and improvements are of the same type and sources.

A similar method as the Land Residual Technique is **Ground Rent Capitalization**. Undertaking this method of site valuation requires the analysis of ground rents prevalent in the market and in consideration of the characteristics of the site being appraised. From the analysis, a gross income is established from which any requisite expenses or anticipated losses are deducted to arrive at a net operating income. This net operating income is then capitalized at an applicable rate to arrive at an estimate of the vacant site.



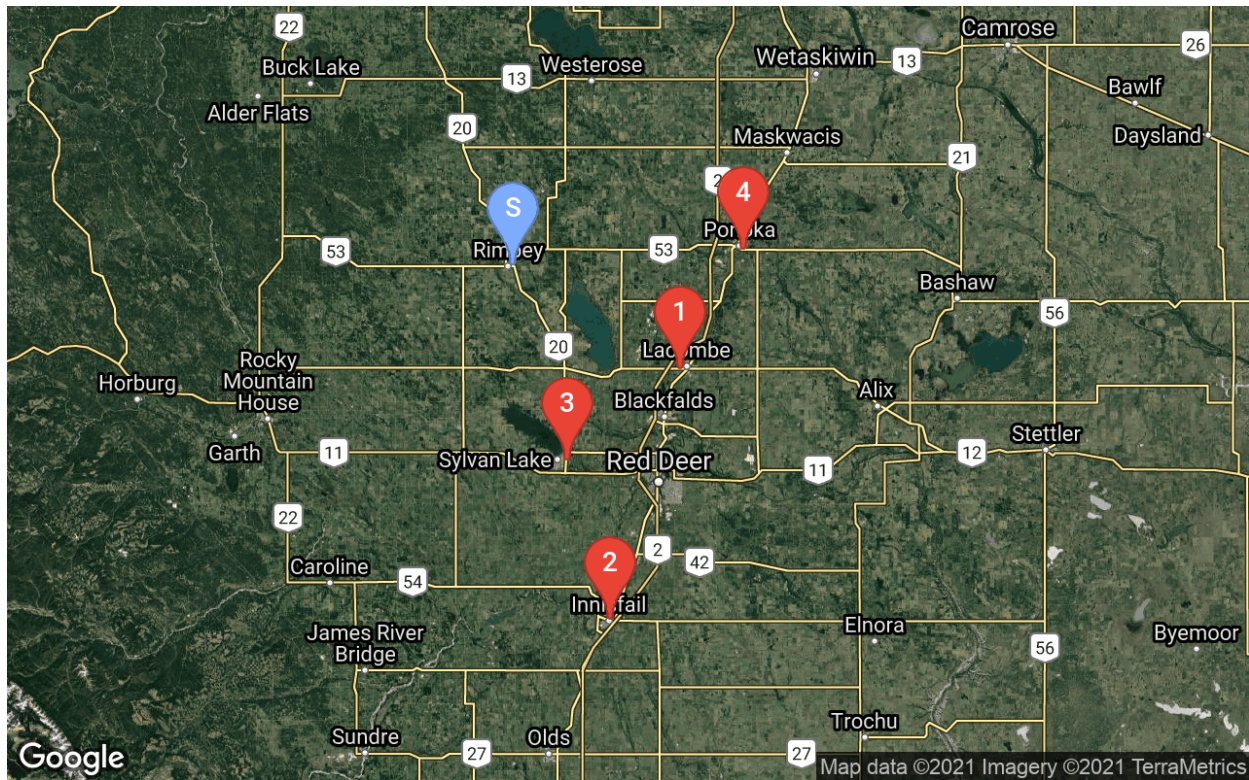
In determining the value of the vacant site, the most appropriate method of valuation is the Direct Comparison Approach. In analyzing the comparable land sales relative to the Subject Property site, of particular relevance are characteristics such as location, site size, topography, development potential, and land use regulations.

Recent local sales are ideal; however, Rimbey has no land developer creating a supply of urban serviced highway commercial lots. Infill development is required.

The **following** represents the **appraiser's opinion of the most relevant known sales data**, necessarily drawn from small urban centres around the region.

The full sale details are included as Appendix F. The following analysis summarizes the sales data with qualitative adjustments applied in a table and a location map.

Land Transactions & Analysis					
Rimbey Travel Centre					
	Subject	Transaction One	Transaction Two	Transaction Three	Transaction Four
Address	5111 43 Street	6005 50 Avenue	4890 52 Street	67 Thevenaz Industrial Trail	3728 45 Street
City, Province	Rimbey, AB	Lacombe, AB	Innisfail, AB	Sylvan Lake, AB	Ponoka, AB
Transaction Price		\$650,000	\$300,000	\$1,625,000	\$150,000
Transaction Price per Acre		\$369,318	\$535,714	\$650,000	\$154,639
Transactional Characteristics					
Transaction Status		Recorded	Recorded	Recorded	Recorded
Transaction Date		1/19/2021	11/20/2020	4/24/2020	1/14/2019
Property Rights Conveyed		Fee Simple	Fee Simple	Fee Simple	Fee Simple
Financing		All Cash	All Cash	All Cash	All Cash
Conditions of Sales		Arms-Length	Arms-Length	Arms-Length	Arms-Length
Market Conditions		Similar	Similar	Similar	Similar
Motivation		Neutral	Neutral	Neutral	Neutral
Transactional Adjustment		None	None	None	None
Site Characteristics					
Site Size (Acre)	2.090	1.760	0.560	2.500	0.970
Adjustment		Similar	Superior	Similar	Sli. Superior
Topography	Sloping	Slope to Rear	Level	Level	Level
Adjustment		Sli. Inferior	Sli. Superior	Sli. Superior	Sli. Superior
Site Configuration	Generally Rectangular	Rectangular	Generally Rectangular	Rectangular	Rectangular
Adjustment		Similar	Similar	Similar	Similar
Location	Average	Good	Average-Good	Good	Fair/Average
Adjustment		Superior	Sli. Superior	Superior	Inferior
Access	Good	Good	Good	Good	Good
Adjustment		Similar	Similar	Similar	Similar
Zoning	C2	C4	CB	CH	C2
Adjustment		Similar	Similar	Similar	Similar
Site Adjustment		Downward	Sig. Downward	Sig. Downward	Upward
Overall Adjustment					
Overall Comparability					
Conclusion (per Acre)		\$369,318	\$535,714	\$650,000	\$154,639



COMPARABLE KEY

COMP	DISTANCE	ADDRESS	SALE DATE	ACRES	SF	\$/ACRE
Subject	-	5111 43 Street, Rimbey, AB	-	2.1	91,040	-
No. 1	37.5 km	6005 50 Avenue, Lacombe, AB	1/19/2021	1.8	76,666	\$369,318
No. 2	70.7 km	4890 52 Street, Innisfail, AB	11/20/2020	0.6	24,394	\$535,714
No. 3	38.9 km	67 Thevenaz Industrial Trail, Sylvan Lake, AB	4/24/2020	2.5	108,900	\$650,000
No. 4	44.0 km	3728 45 Street, Ponoka, AB	1/14/2019	1.0	42,253	\$154,639



Analysis

The land sales have been reduced to a similar unit of comparison, namely price per acre. The comparable sales provide unadjusted unit rates from \$154,639 to \$650,000 per acre and range in size from 0.560 to 2.500 acres. The properties sold between January 2019 and January 2021. The following is an analysis of the adjustments we have considered for each of the comparable sale properties.

Based on the preceding analysis, the value range for the subject property as bareland is between \$275,000 per acre and \$325,000 per acre. Applying this range, the following table provides a range of probable value.

VALUE MATRIX - LAND VALUATION		
SIZE (ACRE)	VALUE PER ACRE	VALUE ⁽¹⁾
2.090	\$275,000	\$575,000
2.090	\$300,000	\$627,000
2.090	\$325,000	\$679,000

(1) Rounded to nearest \$1,000

The midpoint of the preceding value matrix is applied as the **single point value estimate** for the subject site, *assumed subdivided and existing buildings removed*. Base on the forgoing analysis, the subject's land is assigned a value of **\$627,000**.



Reconciliation and Final Estimate of Value

The Subject property is a 12,300 SF retail building located on a 2.09 acre site. The building represents good quality construction and was in good condition as of the effective date of the report.

The approaches used in this valuation provide the following values:

VALUATION SUMMARY	
VALUATION INDICES	CURRENT MARKET VALUE AS ASSUMED - STABILIZED
INTEREST APPRAISED	LEASED FEE
DATE OF VALUE	MARCH 7, 2021
INCOME APPROACH	
Overall Income Capitalization	\$6,290,000
Overall Income Capitalization \$/SF	\$511/SF
NOI	\$383,687
NOI \$/SF	\$31.19/SF
Capitalization Rate	6.10%
DIRECT COMPARISON APPROACH	
Direct Comparison	\$6,273,000
Direct Comparison \$/SF	\$510/SF
FINAL VALUE CONCLUSION	
FINAL VALUE	\$6,255,000
\$/SF	\$509/SF
Implied Capitalization Rate	6.13%
LAND VALUATION	
LAND VALUE	\$627,000
\$/Acre	\$300,000

For income producing properties such as the Subject, potential purchasers would place primary emphasis on the income earning potential of the property. In this regard, the Income Approach is the most reliable indicator of value.

The Direct Comparison Approach, which is primarily used with respect to the valuation of owner occupied buildings, is included as a simplistic metric to support or validate the more comprehensive and relevant Income Approach.

Based on the foregoing, and with most weight applied to the Income Approach, the prospective market value of the leased fee interest in the property, subject to the assumptions set forth, and as at March 7, 2021, is:



VALUE TYPE	INTEREST APPRAISED	DATE OF VALUE	VALUE
Current Market Value As Assumed - Stabilized	Leased Fee	March 7, 2021	\$6,255,000

The above value estimate is based on an exposure period of 9 to 12 months, assuming the basis of a transaction involving cash to the vendor, and is in conjunction with the Assumptions and Limiting Conditions stated within this appraisal. Of particular note are the Extraordinary Limiting Conditions, Extraordinary Assumptions (Hypothetical Conditions), and Extraordinary Assumptions outlined within the Terms of Reference section.



Certification

**Rimbey Travel Centre
5111 43 Street, Rimbey, Alberta T0C 2J0**

I, the undersigned appraiser, certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct;
- The reported analyses, opinions and conclusions are limited only by the reported Assumptions and Limiting conditions, and are my impartial and unbiased professional analyses, opinions and conclusions;
- I have no past, present or prospective interest in the property that is the subject of this report and no personal and/or professional interest or conflict with respect to the parties involved with this assignment;
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment;
- My engagement in and compensation for this assignment were not contingent upon developing or reporting predetermined results, the amount of the value estimate, a conclusion favouring the client, or the occurrence of a subsequent event;
- My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP);
- I have the knowledge and experience to complete this assignment competently, and where applicable this report is co-signed in compliance with CUSPAP;
- Except as disclosed herein, no one has provided significant professional assistance to the person(s) signing this report;
- As of the date of this report the undersigned has fulfilled the requirements of The Appraisal Institute of Canada's Continuing Professional Development Program;
- I am a member in good standing of the Appraisal Institute of Canada;
- I am licensed to practice in the Province of **Alberta**.

Information pertaining to inspection of the subject property is as follows:

SUBJECT PROPERTY INSPECTION			
APPRAISER	INSPECTED	EXTENT	DATE OF INSPECTION
Kenneth Waters, AACI, P.App	Yes	Interior/Exterior	March 7, 2021



Final Estimate of Value

Based upon the data, analyses and conclusions contained herein, the current market value of the Leased Fee interest in the property described herein, as at March 7, 2021, is estimated to be as follows:

VALUE TYPE	INTEREST APPRAISED	DATE OF VALUE	VALUE
Current Market Value As Assumed - Stabilized	Leased Fee	March 7, 2021	\$6,255,000

The above value estimate is based on an exposure period of 9 to 12 months, assuming the basis of a transaction involving cash to the vendor, and is subject to the Extraordinary Assumptions, Hypothetical Conditions and Extraordinary Limiting Conditions as detailed within the Terms of Reference section of this report, in addition to the Ordinary Assumptions and Limiting Conditions contained in the Addenda. Any alterations to either the information provided or the assumptions in this report may have a material impact on the value contained herein.

Appraiser

Kenneth Waters, AACI, P.App
 Date: May 12, 2021
 AIC Membership No. 800198



Appendices

Appendix A	Ordinary Assumptions and Limiting Conditions
Appendix B	Definitions
Appendix C	Certificate of Title
Appendix D	Land Use / Zoning
Appendix E	Capitalization Rate Comparable Sales
Appendix F	Land Comparable Sales



Appendix A

Ordinary Assumptions and Limiting Conditions

Ordinary Assumptions and Limiting Conditions

The certification that appears in this appraisal report is subject to compliance with the Personal Information and Electronic Documents Act (PIPEDA), Canadian Uniform Standards of Professional Appraisal Practice ("CUSPAP"), and the following conditions:

- 1) This report has been prepared at the request of **Jeremy Weddell** of 2156360 Alberta Ltd. (the client) for the purpose of providing an estimate of the market value of **5111 43 Street, Rimbey, Alberta** (the Subject property) and for the specific use referred to. It is not reasonable for any party other than the person or those to whom this report is addressed to rely upon this appraisal without first obtaining written authorization from the client and the author of this report. This report has been prepared on the assumption that no other party will rely on it for any other purpose. Liability is expressly denied to any person other than the client and those who obtain written consent and, accordingly, no responsibility is accepted for any damage suffered by any such person as a result of decisions made or actions based on this report. Diligence by all intended users is assumed.
- 2) This report has been prepared at the request of **Jeremy Weddell** of 2156360 Alberta Ltd. and for the exclusive (and confidential) use of the recipient as named and for the specific purpose and function as stated. Written consent from the authors must be obtained before any part of the appraisal report can be used for any use by anyone except the client and other intended users identified in the report. Liability to any other party or for any other use is expressly denied regardless of who pays the appraisal fee.
- 3) All copyright is reserved to the author and this report is considered confidential by the author and **Jeremy Weddell** of 2156360 Alberta Ltd.. Possession of this report, or a copy thereof, does not carry with it the right to reproduction or publication in any manner, in whole or in part, nor may it be disclosed, quoted from or referred to in any manner, in whole or in part, without the prior written consent and approval of the author as to the purpose, form and content of any such disclosure, quotation or reference. Without limiting the generality of the foregoing, neither all nor any part of the contents of this report shall be disseminated or otherwise conveyed to the public in any manner whatsoever or through any media whatsoever or disclosed, quoted from or referred to in any report, financial statement, prospectus, or offering memorandum of the client, or in any documents filed with any governmental agency without the prior written consent and approval of the author as to the purpose, form and content of such dissemination, disclosure, quotation or reference.
- 4) The contents of this report are confidential and will not be disclosed by the author to any party except as provided for by the provisions of the CUSPAP and/or when properly entered into evidence of a duly qualified judicial or quasi-judicial body. The appraiser acknowledges that the information collected is personal and confidential and shall not use or disclose the contents of this report except as provided for in the provisions of the CUSPAP and in accordance with the appraiser's privacy policy. The client agrees that in accepting this report, it shall maintain the confidentiality and privacy of any personal information contained and shall comply in all material respects with the contents of the appraiser's privacy policy and in accordance with the PIPEDA.
- 5) This appraisal report, its content and all attachments/addendums and their content are the property of the appraiser. The client, intended users and any appraisal facilitator are prohibited, strictly forbidden and no permission is expressly or implicitly granted or deemed to be granted, to modify, alter, merge, publish (in whole or in part) screen scrape, database scrape, exploit, reproduce, decompile, reassemble or participate in any other activity intended to separate, collect, store, reorganize, scan, copy,

manipulate electronically, digitally, manually or by any other means whatsoever this appraisal report, addendum, all attachments and the data contained within for any commercial, or other, use.

- 6) The appraiser has agreed to enter into the assignment as requested by the client named in the report for the use specified by the client, which is stated in the report. The client has agreed that the performance of this appraisal and the report format are appropriate for the intended use.
- 7) This report is completed on the basis that testimony or appearance in court or at any administrative proceeding concerning this appraisal is not required unless specific arrangements to do so have been made beforehand. Such arrangements will include, but not necessarily be limited to, adequate time to review the appraisal report and data related thereto and for preparation and for any appearances that may be required, and the provision of appropriate additional compensation.
- 8) The estimated market value of the real estate that is the Subject of this appraisal pertains to the value of the **leased fee interest** in the real property. The property rights appraised exclude mineral rights, if any.
- 9) The concept of market value presumes reasonable exposure. The exposure period is the estimated length of time the asset being valued would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of valuation. The overall concept of reasonable exposure encompasses not only adequate, sufficient and reasonable time but also adequate, sufficient and reasonable effort. The reasonable exposure period is a function not only of time and effort but will depend on the type of asset being valued, the state of the market at the date of valuation and the level at which the asset is priced. (The estimated length of the exposure period needed to achieve the estimated market value is set forth in the Letter of Transmittal, prefacing this report).
- 10) The analyses set out in this report relied on written and verbal information obtained from a variety of sources we considered reliable. However, these data are not guaranteed for accuracy. Unless otherwise stated, we did not verify client-supplied information, which we believed to be correct. Certain information has been accepted at face value, especially if there was no reason to doubt its accuracy. Other empirical data required interpretative analysis pursuant to the objective of this appraisal. Certain inquiries were outside the scope of this mandate.
- 11) The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. A title search has been performed as indicated previously, and the appraiser assumes that the title is good and marketable and free and clear of all value influencing encumbrances, encroachments, restrictions or covenants, including leases, unless otherwise noted in this report, and that there are no pledges, charges, liens or special assessments outstanding against the property other than as stated and described. The property is appraised on the basis of it being under responsible ownership. Matters of a legal nature, including confirming who holds legal title to the appraised property or any portion of the appraised property, are outside the scope of work and expertise of the appraiser. Any information regarding the identity of a property's owner or identifying the property owned by the listed client and/or applicant provided by the appraiser is for informational purposes only and any reliance on such information is unreasonable. Any information provided by the appraiser does not constitute any title confirmation. Any information provided does not negate the need to retain a real estate lawyer, surveyor or other appropriate experts to verify matters of ownership and/or title.
- 12) The property has been valued on the basis that there are no outstanding liabilities except as expressly noted, pursuant to any agreement with a municipal or other government authority, pursuant to any contract or agreement pertaining to the ownership and operation of the real estate or pursuant to any lease or agreement to lease, which may affect the stated value or saleability of the Subject property or any portion thereof.



- 13) The property has been valued on the basis that there is no action, suit, proceeding or investigation pending or threatened against the real estate or affecting the titular owners of the property, at law or in equity or before or by any federal, provincial or municipal department, commission, board, bureau, agency or instrumentality which may adversely influence the value of the real estate appraised.
- 14) The legal description of the property and the area of the site were obtained from the Municipal website and/or Certificate of title. No survey of the property has been made. Any plans and sketches contained in this report show approximate dimensions only and are included solely to aid the recipient in visualizing the location of the property, the configuration and boundaries of the site and the relative position of the improvements on the said lands. It is unreasonable to rely on this report as an alternative to a survey, and an accredited surveyor ought to be retained for such matters.
- 15) The property has been valued on the basis that the real estate complies in all material respects with any restrictive covenants affecting the site and has been built and is occupied and being operated, in all material respects, in full compliance with all Government regulations and requirements of law, including all zoning, land use classification, building codes, planning, fire and health by-laws, rules, regulations, orders and codes of all federal, provincial, regional and municipal governmental authorities having jurisdiction with respect thereto, and that if it doesn't comply, any such non-compliance may affect market value. (It is recognized there may be work orders or other notices of violation of law outstanding with respect to the real estate and that there may be certain requirements of law preventing occupancy of the real estate as described in this report. However, such circumstances have not been accounted for in the appraisal process).
- 16) The term "inspection" refers to observation and reporting of the general material finishing and conditions seen for the purposes of a standard appraisal inspection. The inspection scope of work includes the identification of marketable characteristics/amenities offered for comparison and valuation purposes only, in accordance with the CUSPAP.
- 17) The opinions of value and other conclusions contained assume satisfactory completion of any work remaining to be completed in a good and workmanlike manner. Further inspection may be required to confirm completion of such work. The appraiser has not confirmed that all mandatory building inspections have been completed to date, nor has the availability/issuance of an occupancy permit been confirmed. The appraiser has not evaluated the quality of construction, workmanship or materials. It should be clearly understood that this physical inspection does not imply compliance with any building code requirements as this is beyond the professional expertise of the appraiser.
- 18) The author of this report is not qualified to comment on environmental issues (including, without limitation any chemical or biological issues) that may affect the market value of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air. Unless expressly stated, the property is assumed to be free and clear of pollutants and contaminants, including but not limited to moulds or mildews or the conditions that might give rise to either, and in compliance with all regulatory environmental requirements, government, or otherwise, and free of any environmental condition, past, present or future, that might affect the market value of the property appraised. If the party relying on this report requires information about environmental issues then that party is cautioned to retain an expert qualified in such issues. We expressly deny any legal liability relating to the effect of environmental issues on the market value of the property appraised.
- 19) Unless otherwise stated in this report, the appraiser has no knowledge of any hidden or unapparent conditions of the property (including, but not limited to, its soils, physical structure, mechanical or other operating systems, its foundation, etc.) or adverse environmental conditions (on it or a neighbouring property, including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable. It has been assumed that there are no such conditions unless they were observed at the time of inspection or became apparent during the normal research involved in

completing the appraisal. This report should not be construed as an environmental audit or detailed property condition report, as such reporting is beyond the scope of this report and/or the qualifications of the appraiser. The author makes no guarantees or warranties, express or implied, regarding the condition of the property, and will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. The bearing capacity of the soil is assumed to be adequate.

- 20) Investigations have been undertaken in respect of matters which regulate the use of land. However, no inquiries have been placed with the fire department, the building inspector, the health department or any other government regulatory agency with respect to the Subject property's compliance with all applicable regulations, unless such investigations are expressly represented to have been made in this report. Assumptions have been made that the Subject property is in compliance with all such regulations. The Subject property must comply with such regulations and, if it does not comply, its non-compliance may affect the market value of this property. To be certain of such compliance, further investigations may be necessary. Any information provided by the appraiser does not negate the need to retain an appropriately qualified professional to determine government regulation compliance.
- 21) The interpretation of any leases and other contractual agreements, pertaining to the operation and ownership of the property, as expressed, is solely the opinion of the author and should not be construed as a legal interpretation. Further, any summaries of such contractual agreements are presented for the sole purpose of giving the reader an overview of the salient facts thereof.
- 22) The estimated market value of the property does not necessarily represent the value of the underlying shares of the entity owning the property, if the asset is so held, as the value of the shares could be affected by other considerations. Further, the estimated market value does not include consideration of any extraordinary financing, rental or income guarantees, special tax considerations or any other atypical benefits which may influence the ordinary market value of the property, unless the effects of such special conditions, and the extent of any special value that may arise therefrom, have been described and measured in this report.
- 23) Should title to the real estate presently be held (or changed to a holding) by a partnership, in a joint venture, through a Co-tenancy arrangement or by any other form of divisional ownership, the value of any fractional interest associated therewith may be more or less than the percentage of ownership appearing in the contractual agreement pertaining to the structure of such divisional ownership. For the purposes of our valuation, we have not made any adjustment for the value of a fractional interest.
- 24) In the event of syndication, the aggregate value of the limited partnership interests may be greater than the value of the freehold or fee simple interest in the real estate, by reason of the possible contributory value of non-realty interests or benefits such as provision for tax shelter, potential for capital appreciation, special investment privileges, particular occupancy and income guarantees, special financing or extraordinary agreements for management services.
- 25) Unless otherwise noted, the estimated market value of the property referred to is predicated upon the condition that it would be sold on a cash basis to the vendor subject to any contractual agreements and encumbrances as noted in this report as-is and where-is, without any contingent agreements or caveats. Other financial arrangements, good or cumbersome, may affect the price at which this property might sell in the open market.
- 26) Because market conditions, including economic, social and political factors, change rapidly and, on occasion, without notice or warning, the estimate of market value expressed, as of the effective date of this appraisal, cannot be relied upon as of any other date except with further advice from the appraiser and confirmed in writing.
- 27) The value expressed is in Canadian dollars.



- 28) This report is only valid if it bears the original or password secured digital signature(s) of the author(s). If transmitted electronically, this report will have been digitally signed and secured with personal passwords to lock the appraisal file. Due to the possibility of digital modification, only originally signed reports and those reports sent directly by the appraiser, can be relied upon without fault.
- 29) These Ordinary Assumptions and Limiting Conditions shall be read with all changes in number and gender as may be appropriate or required by the context or by the particulars of this mandate.
- 30) Where the intended use of this report is for financing or mortgage lending or mortgage insurance, it is a condition of reliance on this report that the authorized user has or will conduct lending underwriting and insurance underwriting and rigorous due diligence in accordance with the standards of a reasonable and prudent lender or insurer, including but not limited to ensuring the borrower's demonstrated willingness and capacity to service his/her debt obligations on a timely basis, and to conduct loan underwriting or insuring due diligence similar to the standards set out by the Office of the Superintendent of Financial Institutions (OSFI), even when not otherwise required by law. Liability is expressly denied to those that do not meet this condition. Any reliance on this report without satisfaction of this condition is unreasonable.



Appendix B

Definitions

Definitions

Property Interests

- Fee Simple**
 - Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, expropriation, police power and escheat.
- Leased Fee Interest**
 - The ownership interest held by the lessor, which includes the right to the contract rent specified in the lease plus the reversionary right when the lease expires.
- Leasehold Interest**
 - The right held by the lessee to use and occupy real estate for a stated term and under the conditions specified in the lease.

General Definitions

Adjusted or Stabilized Overall Capitalization Rate is usually derived from transactions with excessive vacancy levels or contract rents over/under market levels. In such cases, net operating income is “normalized” to market levels and the price adjusted to reflect expected costs required to achieve the projected net operating income.

The Cost Approach to value is based upon the economic principle of substitution, which holds that the value of a property should not be more than the amount by which one can obtain, by purchase of a site and construction of a building without undue delay, a property of equal desirability and utility.

Direct or Overall Capitalization refers to the process of converting a single year’s income with a rate or factor into an indication of value.

The Direct Comparison Approach examines the cost of acquiring equally desirable and valuable substitute properties, indicated by transactions of comparable properties, within the market area. The characteristics of the sale properties are compared to the Subject property on the basis of time and such features as location, size and quality of improvements, design features and income generating potential of the property.

Discount Rate is a yield rate used to convert future payments or receipts into a present value.

Discounted Cash Flow Technique offers an opportunity to account for the anticipated growth or decline in income over the term of a prescribed holding period. More particularly, the value of the property is equivalent to the discounted value of future benefits. These benefits represent the annual cash flows (positive or negative) over a given period of time, plus the net proceeds from the hypothetical sale at the end of the investment horizon.

Two rates must be selected for an application of the DCF process:

- the internal rate of return or discount rate used to discount the projected receivables;
- an overall capitalization rate used in estimating reversionary value of the asset.

The selection of the discount rate or the internal rate of return is based on comparing the Subject Property to other real estate opportunities as well as other forms of investments. Some of the more common benchmarks in the selection of the discount rate are the current yields on long term bonds and mortgage interest rates.

Exposure Time - The Canadian Uniform Standards of Professional Appraisal Practice adopted by the Appraisal Institute of Canada define "Exposure Time" (The Appraisal Institute of Canada, Canadian Uniform Standards of Professional Appraisal Practice, 2020 ed. Page 6) as:

"The estimated length of time the property interest being appraised would have been offered on the market before the hypothetical consummation of a sale at the estimated value on the Effective Date of the appraisal."

Fair Value (International Financial Reporting Standards) – IFRS 13 defines "Fair Value" as:

"The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date."

Highest and Best Use - The Canadian Uniform Standards of Professional Appraisal Practice adopted by the Appraisal Institute of Canada define "Highest and Best Use" (The Appraisal Institute of Canada, Canadian Uniform Standards of Professional Appraisal Practice, 2020 ed. Page 8) as:

"The reasonably probable use of Real Property, that is physically possible, legally permissible, financially feasible, and maximally productive, and that results in the highest value."

The Income Approach to value is utilized to estimate real estate value of income-producing or investment properties.

Internal Rate of Return is the yield rate that is earned or expected over the period of ownership. It applies to all expected benefits including the proceeds of sale at the end of the holding period. The IRR is the Rate of Discount that makes the net present value of an investment equal zero.

Market Value - The Canadian Uniform Standards of Professional Appraisal Practice adopted by the Appraisal Institute of Canada define "Market Value" (The Appraisal Institute of Canada, Canadian Uniform Standards of Professional Appraisal Practice, 2020 ed. Page 10) as:

"The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and the seller each acting prudently, knowledgeably, and for self-interest, assuming that neither is under duress."

Net Operating Income is the actual or anticipated net income remaining after all operating expenses are deducted from effective gross income before debt service and depreciation. Net Operating Income is usually calculated for the current fiscal year or the forthcoming year.



Overall Capitalization Rate is an income rate that reflects the relationship between a single year's net operating income expectancy and the total property price. The Overall Capitalization Rate converts net operating income into an indication of a property's overall value.

A Yield Rate is applied to a series of individual incomes to obtain a present value of each.



Appendix C

Certificate of Title



LAND TITLE CERTIFICATE

S
 LINC SHORT LEGAL TITLE NUMBER
 0033 198 433 0823784;5;11 182 301 944

LEGAL DESCRIPTION
 PLAN 0823784
 BLOCK 5
 LOT 11
 EXCEPTING THEREOUT ALL MINES AND MINERALS
 AREA: 1.868 HECTARES (4.62 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
 ATS REFERENCE: 5;2;42;28;SE

MUNICIPALITY: TOWN OF RIMBEY

REFERENCE NUMBER: 082 175 915

REGISTERED OWNER(S)					
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION	
182 301 944	28/11/2018	TRANSFER OF LAND	\$580,000	\$580,000	

OWNERS
 2156360 ALBERTA LTD.
 OF BOX 6937
 DRAYTON VALLEY
 ALBERTA T7A 1S3
 (DATA UPDATED BY: CHANGE OF ADDRESS 192143085)

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
182 301 945	28/11/2018	MORTGAGE MORTGAGEE - LESLIE BARRON JOHNSON PO BOX 1397 RIMBEY ALBERTA T0C2J0 ORIGINAL PRINCIPAL AMOUNT: \$464,000
212 048 579	22/02/2021	MORTGAGE

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

182 301 944

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
---------------------	--------------	-------------

MORTGAGEE - ATB FINANCIAL.
 8008-104 ST NW
 EDMONTON
 ALBERTA T6E4E2
 ORIGINAL PRINCIPAL AMOUNT: \$250,000

212 048 580 22/02/2021 CAVEAT
 RE : ASSIGNMENT OF RENTS AND LEASES
 CAVEATOR - ATB FINANCIAL.
 8008-104 ST NW
 EDMONTON
 ALBERTA T6E4E2
 AGENT - EVAN C HARDY

TOTAL INSTRUMENTS: 003

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 26 DAY OF FEBRUARY, 2021 AT 09:52 A.M.

ORDER NUMBER: 41109988

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



Appendix D

Land Use / Zoning



Town of Rimbey Bylaw 917/16

2016

12.12 HIGHWAY COMMERCIAL (C2)

(1) Purpose

The C2 – Highway Commercial designation is intended to accommodate the development of a wide array of commercial uses on lots adjacent to roadways that facilitate large volumes of automotive traffic.

(2) Permitted and Discretionary Uses

Table 12.12.1 outlines the permitted and discretionary uses contemplated in the C2 designation where approval is subject to the issuance of an authorized development permit.

Town of Rimbey Bylaw 917/16

2016

Table 12.12.1

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> • First Accessory Building 13.4 m² and under 944/18 • First Accessory Building 13.4 m² and over 944/18 • Accessory Uses • Auction mart • Automotive sales and/or rental • Automotive supply store • Bakery • Car/Truck wash • Club • Convenience store • Dry cleaning/laundromat services • Financial Services • Funeral home • Gas bar • Grocery store • Hotel • Office • Medical clinic • Motel • Personal services • Public administration • Religious Institution • Restaurant • Restaurant – drive thru • Retail • Sign, excluding dynamic sign 944/18 	<ul style="list-style-type: none"> • Additional Accessory Buildings 944/18 • Air supported structure and fabric-covered structure 944/18 • Any permitted use with a height exceeding 10 metres • Adult entertainment • Amusement arcade • Automotive service and/or paint shop • Brewery, winery and distillery 940/18 • Brewpub 940/18 • Cannabis retail sales 944/18 • Child care facility 944/18 • Commercial recreation & entertainment facility 941/18 • Contracting services • Dynamic Sign 944/18 • Gambling and gaming hall • Head shop • Housing, apartment (low rise), second story and above 944/18 • Housing, apartment (high rise), second story and above 944/18 • Liquor store • Nightclub • Pawn shop • Recycling depot • Repair shop • Solar Collectors • Theatre • Trucking establishment • Utility installations • Warehouse

Town of Rimbey Bylaw 917/16

2016

(3) Development Standards

The Development Standards for all uses identified in Table 12.12.1 shall adhere to the standards listed in Table 12.12.2.

Table 12.12.2

Development Standard	Site Standard
Minimum Lot Area (m ²)	1000 m ²
Minimum Lot Frontage (m)	6 m
Maximum Lot Coverage (%)	65%
Minimum Front Yard Setback (m)	8 m
Minimum Rear Yard Setback (m)	5 m
Minimum Rear Yard Setback (m) – Accessory buildings, under 13.4m ²	Nil 944/18
Minimum Rear Yard Setback (m) – Accessory buildings, over 13.4m ²	1.5 metres 944/18
Minimum Side Yard Setback (m)	3 m
Minimum Side Yard Setback (m) – Accessory buildings, under 13.4m ²	Nil 944/18
Minimum Side Yard Setback (m) – Accessory buildings, over 13.4m ²	1.5 metres 944/18
Maximum Height	15 m

(4) Design Regulations

- (a) The façade of any principle building should be finished in brick, rock, stone, stucco, wood, glass, and/or precast concrete. Exterior finishes should require minimal maintenance but demonstrate high quality workmanship.
- (b) Additional design regulations may be required at the discretion of the Development Authority.

Town of Rimbey Bylaw 917/16

2016

(5) Additional Regulations

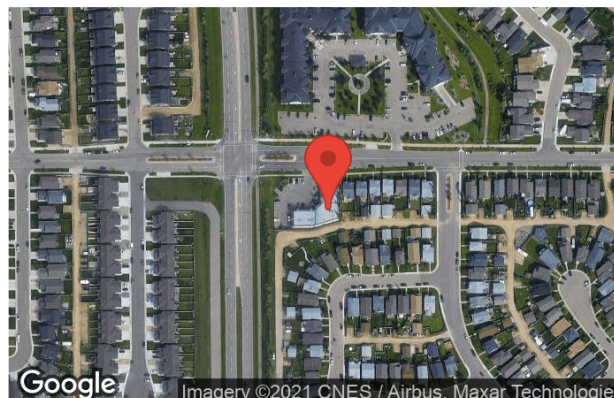
- (a) No access to a lot shall be provided from Highway 20 or Highway 53 without obtaining the approval of Alberta Transportation.
- (b) Accessory uses in this designation shall be subject to the regulations as per **8.1**.
- (c) Temporary uses in this designation shall be subject to the regulations as per **8.25**.
- (d) Non-conforming uses in this designation shall be subject to the regulations in **3.3**.
- (e) Parking and loading facilities in this designation shall be provided in accordance with the regulations in **Part 10**.
- (f) Landscaping in this designation shall be provided in accordance with the regulations in **8.16**.
- (g) The construction of signs in this designation shall be in accordance with the regulations in **Part 11**.



Appendix E

Capitalization Rate Comparable Sales

**COMPARABLE 1: Inglewood Station
3 Ironside Street, Red Deer, AB**



LOCATION / SITE INFORMATION

Address	3 Ironside Street
City, Province	Red Deer, AB
Legal Description	022 6243;2;1
Site Size	0.6 Acres (24,829 SF)
Topography	Level
Site Configuration	Rectangular
Location	Good/Excellent
Access	Good/Excellent
Exposure	Good/Excellent
Zoning	C3

SALE INFORMATION

Purchaser	AON Properties Ltd.
Vendor	Inglewood Station Inc.
Transaction Date	October 13, 2020
Transaction Status	Recorded
Transaction Price	\$2,850,000
Analysis Price	\$2,850,000
Recording Number	212 009 998
Rights Transferred	Leased Fee
Financing	Conventional
Conditions of Sale	Arms-Length

IMPROVEMENTS INFORMATION

Property Type	Retail
Sub-Type	Commercial
No. of Buildings	1
Building Structure	Wood
Design / Layout	Good/Excellent
Quality	Good/Excellent
Condition	Good
Building Size (SF)	7,329
Floor Area Ratio	0.3
Year Built	2004

OPERATING INCOME

	TOTAL	PER SF
Gross Income	\$287,703	39.26
Vacancy & Credit Loss @ 5.0%	(\$9,621)	(1.31)
Effective Gross Income	\$278,082	37.94
Expenses	(\$100,743)	(13.75)
Contingency	NAv	NAv
Net Operating income	\$177,339	24.20
Occupancy at Sale	100.0%	
Expenses % of GI / EGI	35%	36%

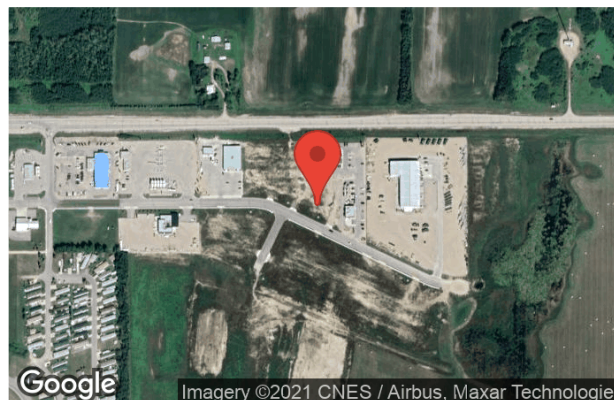
ANALYSIS INFORMATION

Price Per SF	\$389
Capitalization Rate	6.22%

REMARKS

Property marketed privately. Four tenant neighbourhood cru with c-store and other local tenancies with no vacancy for several years. Located in southeast Red Deer in built-out residential area with high exposure location.

**COMPARABLE 2: Tim Horton's
2203 - 48 Avenue, Athabasca, AB**



LOCATION / SITE INFORMATION

Address	2203 - 48 Avenue
City, Province	Athabasca, AB
Site Size	0.9 Acres (38,725 SF)
Topography	Generally Level
Site Configuration	Generally Rectangular
Location	Average/Good
Access	Average
Exposure	Average
Zoning	C-3

SALE INFORMATION

Purchaser	2033279 Alberta Ltd.
Vendor	Canalta Real Estate Services Ltd.
Transaction Date	January 14, 2020
Transaction Status	Recorded
Transaction Price	\$2,775,000
Analysis Price	\$2,775,000
Recording Number	202 010 004
Rights Transferred	Leased Fee
Financing	Conventional
Conditions of Sale	Arms-Length

IMPROVEMENTS INFORMATION

Property Type	Retail
Sub-Type	Retail
No. of Buildings	1
Building Structure	Wood
Design / Layout	Average
Quality	Average
Condition	Average
Building Size (SF)	2,700
Floor Area Ratio	0.1
Year Built	2017

OPERATING INCOME

	TOTAL	PER SF
Gross Income	\$188,200	69.70
Vacancy & Credit Loss @ 1.0%	(\$1,882)	(0.70)
Effective Gross Income	\$186,318	69.01
Expenses	(\$16,200)	(6.00)
Contingency	(\$932)	(0.35)
Net Operating income	\$169,186	62.66
Occupancy at Sale	100.0%	
Expenses % of GI / EGI	9%	9%

ANALYSIS INFORMATION

Price Per SF	\$1,028
Capitalization Rate	6.10%

REMARKS

Freestanding Tim Horton's restaurant with drive-thru. Leased from Jan/2017 - Dec/2026 with an option to renew. Located on the east side of the Town of Athabasca adjacent to other newer commercial development. Indirect exposure to Highway 55. Large site size. Relatively high lease rate suggest low income upside potential.

COMPARABLE 3: 7-Eleven
7802 - 95A Avenue, Fort Saskatchewan , AB



LOCATION / SITE INFORMATION

Address	7802 - 95A Avenue
City, Province	Fort Saskatchewan , AB
Legal Description	8822160;1;2
Site Size	0.9 Acres (40,075 SF)
Topography	Level
Site Configuration	Generally Rectangular
Location	Good
Access	Average
Exposure	Average
Zoning	C1

SALE INFORMATION

Purchaser	2120096 Alberta Ltd.
Vendor	C Store USA Properties LLC
Transaction Date	November 2, 2020
Transaction Status	Recorded
Transaction Price	\$2,200,000
Analysis Price	\$2,200,000
Recording Number	202243331
Rights Transferred	Fee Simple
Financing	Undisclosed
Conditions of Sale	Arms-Length

IMPROVEMENTS INFORMATION

Property Type	Retail
Sub-Type	Gas Station
No. of Buildings	1
Design / Layout	Good
Quality	Good
Condition	Good
Building Size (SF)	2,940
Floor Area Ratio	0.1
Year Built	2001

OPERATING INCOME

	TOTAL	PER SF
Gross Income	\$163,950	55.77
Vacancy & Credit Loss @ 1.0%	(\$1,640)	(0.56)
Effective Gross Income	\$162,311	55.21
Expenses	(\$25,000)	(8.50)
Contingency	(\$1,623)	(0.55)
Net Operating income	\$135,688	46.15
Occupancy at Sale	N/Av	
Expenses % of GI / EGI	16%	16%

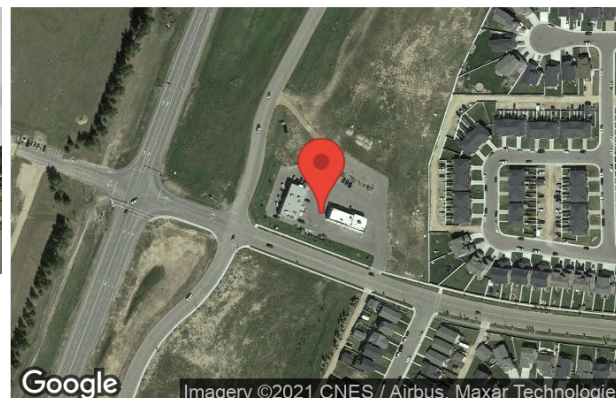
ANALYSIS INFORMATION

Price Per SF	\$748
Capitalization Rate	6.17%

REMARKS

7-Eleven gas bar and convenience store. Interior location within a residential neighbourhood. Gas bar improvements are owned by the landlord. Leased to 2034 at a flat rate with set renewal options providing excellent income security but weak income upside potential.

**COMPARABLE 4: Cottonwood Strip Centre
37 - Cottonwood Drive, Blackfalds, AB**



LOCATION / SITE INFORMATION

Address	37 - Cottonwood Drive
City, Province	Blackfalds, AB
Legal Description	1720380;24;6
Site Size	2.6 Acres (112,820 SF)
Topography	Level
Location	Average/Good
Access	Average
Exposure	Average
Zoning	C2

SALE INFORMATION

Purchaser	Kingshill Developments GP Inc.
Vendor	Siebel Construction Ltd.
Transaction Date	September 27, 2019
Transaction Status	Recorded
Transaction Price	\$5,200,000
Analysis Price	\$5,200,000
Rights Transferred	Leased Fee
Financing	Conventional
Conditions of Sale	Assumed Arms-Length

IMPROVEMENTS INFORMATION

Property Type	Retail
Sub-Type	Retail
Building Structure	Wood
Design / Layout	Average
Quality	Average
Condition	Average
Building Size (SF)	16,842
Floor Area Ratio	0.1
Year Built	2013

OPERATING INCOME

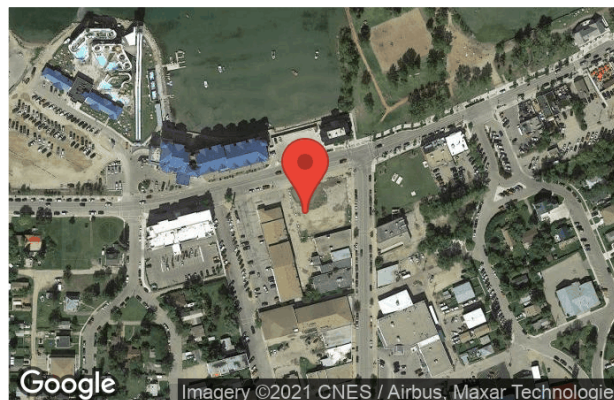
	<u>TOTAL</u>	<u>PER SF</u>
Gross Income	N/Av	N/Av
Vacancy & Credit Loss @ N/Av	N/Av	N/Av
Effective Gross Income	N/Av	N/Av
Expenses	(\$97,379)	(5.78)
Contingency	N/Av	N/Av
Net Operating income	\$396,345	23.53
Occupancy at Sale	N/Av	
Expenses % of GI / EGI	N/Av	N/Av

ANALYSIS INFORMATION

Price Per SF	\$309
Capitalization Rate	7.62%

REMARKS

COMPARABLE 5: Undercurrent Building
5003 Lakeshore Drive, Sylvan Lake, AB



LOCATION / SITE INFORMATION

Address	5003 Lakeshore Drive
City, Province	Sylvan Lake, AB
Legal Description	1 to 3;A;3558Q
Site Size	0.6 Acres (25,265 SF)
Topography	Level
Site Configuration	Rectangular
Location	Good/Excellent
Access	Good
Exposure	Excellent
Zoning	WDC

SALE INFORMATION

Purchaser	Lakeshore Drive Plaza Ltd.
Vendor	Polar Creek Industries Inc.
Transaction Date	September 18, 2019
Transaction Status	Recorded
Transaction Price	\$3,200,000
Analysis Price	\$3,200,000
Recording Number	192 226 625
Rights Transferred	Leased Fee
Financing	Conventional
Conditions of Sale	Arms-Length

IMPROVEMENTS INFORMATION

Property Type	Retail
Sub-Type	Commercial
No. of Buildings	1
Building Structure	Wood
Design / Layout	Good/Excellent
Quality	Good/Excellent
Condition	Good
Building Size (SF)	9,351
Floor Area Ratio	0.4
Year Built	2017

OPERATING INCOME

	TOTAL	PER SF
Gross Income	\$280,993	30.05
Vacancy & Credit Loss @ 3.0%	(\$8,430)	(0.90)
Effective Gross Income	\$272,563	29.15
Expenses	(\$74,808)	(8.00)
Contingency	(\$1,363)	(0.15)
Net Operating income	\$196,392	21.00
Occupancy at Sale	100.0%	
Expenses % of GI / EGI	27%	28%

ANALYSIS INFORMATION

Price Per SF	\$342
Capitalization Rate	6.14%

REMARKS

Seven unit cru space that is fully leased. Upgraded appearance, high traffic location at the corner of 50 Street and Lakeshore Drive. Limited onsite customer parking, metered adjoining street parking. Fully leased, tenants notably include Undercurrent Brew ing, Good Earth Coffee, and Freshii. Data from The Network (ID 37494).



Appendix F

Land Comparable Sales

COMPARABLE 1: 6005 50 Avenue, Lacombe, AB



TRANSACTION SUMMARY

Vendor	City of Lacombe
Purchaser	SFCW Holdings Ltd.
Registered Date	1/19/2021
Status	Recorded
Recording Number	212 017 721
Sale Price	\$650,000
Site Area (Acre)	1.760
Site Area (Acre)	1.760
Site Area (Developable Acre)	1.760
Site Area (SF)	76,666
Sale Price per Acre	\$369,318

SITE DESCRIPTION

Address	6005 50 Avenue
Configuration	Rectangular
Topography	Slope to Rear

LAND USE PLANNING

Underlying Zoning	C4
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GENERAL COMMENTS

Property sold privately by the City. Chamber of Commerce building onsite of no value, sold for raw land value only. Despite offering a very high traffic volume location, site requires above average development costs to remove building and regrade property slope at rear lot line. Land in raw state, requiring stripping and above average regrading prior to development.

COMPARABLE 2: 4890 52 Street, Innisfail, AB



TRANSACTION SUMMARY

Vendor	Henday Mall Ownership Group
Purchaser	I Day and J Day Professional Corp.
Registered Date	11/20/2020
Status	Recorded
Recording Number	202 258 320
PID	-
Sale Price	\$300,000
Site Area (Acre)	0.560
Site Area (Acre)	0.560
Site Area (Developable Acre)	0.560
Site Area (SF)	24,394
Sale Price per Acre	\$535,714

SITE DESCRIPTION

Address	4890 52 Street
Configuration	Generally Rectangular
Topography	Level

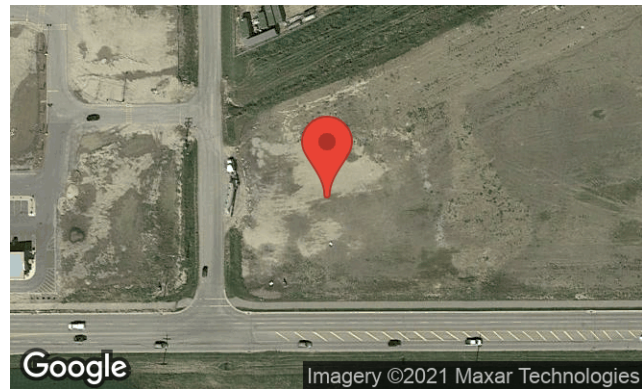
LAND USE PLANNING

Underlying Zoning	CB
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GENERAL COMMENTS

Directly marketed vacant lot adjacent the Henday Mall, on east side of downtown core. Purchased for owner occupied dental building. Raw site overgrown with grass.

COMPARABLE 3: 67 Thevenaz Industrial Trail, Sylvan Lake, AB



TRANSACTION SUMMARY

Vendor	Smart Centres
Purchaser	Central Alberta Co-op Ltd.
Registered Date	4/24/2020
Status	Recorded
Recording Number	202 089 026
Sale Price	\$1,625,000
Site Area (Acre)	2.500
Site Area (Acre)	2.500
Site Area (Developable Acre)	2.500
Site Area (SF)	108,900
Sale Price per Acre	\$650,000

SITE DESCRIPTION

Address	67 Thevenaz Industrial Trail
Configuration	Rectangular
Topography	Level

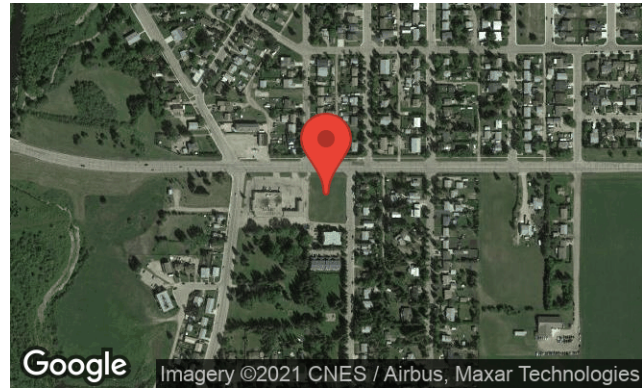
LAND USE PLANNING

Underlying Zoning	CH
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GENERAL COMMENTS

Sale of development ready commercial site in Beju Industrial Park of east Sylvan Lake. Site offers busy corner lot location west of the existing Wal Mart Super Centre. Future gas bar with c-store and car wash. Leveled, stripped by developer.

COMPARABLE 4: 3728 45 Street, Ponoka, AB



TRANSACTION SUMMARY

Vendor	George and Margo Serkasevich
Purchaser	Urbanorb Inc.
Registered Date	1/14/2019
Status	Recorded
Recording Number	192 010 297
Sale Price	\$150,000
Site Area (Acre)	0.970
Site Area (Acre)	0.970
Site Area (Developable Acre)	0.970
Site Area (SF)	42,253
Sale Price per Acre	\$154,639

SITE DESCRIPTION

Address	3728 45 Street
Configuration	Rectangular
Topography	Level

LAND USE PLANNING

Underlying Zoning	C2
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GENERAL COMMENTS

Property marketed and sold through MLS No. CA0091070, beginning at \$450,000 reduced to \$195,000. Corner lot with frontage onto Highway 53 east, in Riverside neighbourhood. Tertiary commercial location with limited development. Overgrown vacant lot



REQUEST FOR DECISION

Council Agenda Item	7.4
Council Meeting Date	December 13, 2021
Subject	Library Board Member Resignation
For Public Agenda	Public Information
Background	<p>Council appoints members to the Rimbey Municipal Library.</p> <p>Administration has received an email from Library Board Member Colleen McNaught, advising of her resignation from the Rimbey Municipal Library Board, effective November 21, 2021.</p>
Attachments	Email Resignation letter
Recommendation	To accept, with regret, the resignation of Library Board Member Colleen McNaught, effective November 21, 2021.

Prepared By:

Lori Hillis

 Lori Hillis, CPA, CA
 Chief Administrative Officer

December 6, 2021

Date

Endorsed By:

Lori Hillis

 Lori Hillis, CPA, CA
 Chief Administrative Officer

December 6, 2021

Date

Rimbey Librarian

From: Colleen McNaught [REDACTED]
Sent: Sunday, November 21, 2021 11:41 AM
To: Rimbey Librarian
Subject: Position on Library Board


Please accept my apologies for lack of regular attendance at library meetings/functions, and hence my resignation from the library board proper. On-going health problems too frequently interfere.

Colleen McNaught

	REQUEST FOR DECISION
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Council Agenda Item	7.5
Council Meeting Date	December 13, 2021
Subject	Council Round Table Discussion
For Public Agenda	Public Information


Prepared By:



Lori Hillis, CPA, CA
Chief Administrative Officer

December 5, 2021
Date

Endorsed By:



Lori Hillis, CPA, CA
Chief Administrative Officer

December 5, 2021
Date



REQUEST FOR DECISION

Council Agenda Item	8.1
Council Meeting Date	December 13, 2021
Subject	Department Reports
For Public Agenda	Public Information
Background	Department managers supply a report to Council, bi monthly advising Council of the work progress for the time period.
Discussion	8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report
Recommendation	Motion by Council to accept the department reports, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 8, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 8, 2021

Date



Highlights

Evergreen Paving Project:

- Project is complete. We are summarizing the total cost and will send notification to the affected property owners.

Meetings/Conferences

- Attended AUMA convention in Edmonton from Nov 17 – 19.
- Emergency Management CEMP review meeting with AEMA, Ponoka County, Town of Ponoka and Summer Village of Parkland Beach has been postponed due to scheduling conflicts with AUMA convention.
- All of Council has been registered in the virtual offering of Munis 101 to be held in January, 2022. Council must attend an orientation session within 90 days of being elected to office.
- Attended the Bylaw Committee meeting on December 7, 2021. Welcome to all public members at large.
- Met with Tagish Engineering to discuss 2022 capital projects.

Municipal Stimulus Program

- We have requested a time extension on our Municipal Stimulus Program projects as there is material delays related to the electronic equipment for water system controls. As well, we are expecting a small surplus in the project and have applied for any surplus funds to be used to purchase a portable well house building to protect the observation well at Well #15.

Signs

- School Zone signs in front of the Christian School have been changed to Playground Zone.

Lori Hillis
Chief Administrative Officer

Council Board Report 8.1.3





Supplier : 1020405 to ZIM1598
Fund : 1 GENERAL FUND
Include all Payment Types : Yes

Date Range: 19-Nov-2021 to 08-Dec-2021
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Longhurst Consulting	47751	22-Nov-2021	Longhurst Consulting - VOIP phone system	7,846.65
Staples Professional	47752	22-Nov-2021	Staples Professional - office supplies	73.91
Tagish Engineering Ltd.	47753	22-Nov-2021	Tagish - RB125 - Main Res. Upgrade	17,238.66
The Government of Alberta	47754	22-Nov-2021	Gov't of AB - Land Title	10.00
Town Of Rimbey	47755	22-Nov-2021	Town of Rimbey - util - Oct. 2021	1,722.62
True Way Tire Ltd.	47756	22-Nov-2021	True Way Tire - Unit 14 - repair	62.90
Uni First Canada Ltd.	47757	22-Nov-2021	UniFirst - coveralls/supplies	103.39
United Farmers Of Alberta	47758	22-Nov-2021	UFA - supplies	649.17
Vicinia Planning & Engagement Inc.	47759	22-Nov-2021	Vicinia - Oct. 2021 inv.	1,764.00
RMA Insurance Ltd.	47760	25-Nov-2021	RMA Insurance - 2022 Genesis Comp. Gen. Liab	117,167.65
1998372 ALBERTA LTD.	47761	26-Nov-2021	1998372 Alberta Ltd (o/a Elite Site Services) PP	55,444.26
Accu-Flo Meter Service Ltd.	47762	26-Nov-2021	Accu-Flo - parts/meters	1,426.95
Alberta Queen's Printer	47763	26-Nov-2021	Alberta Queen's Printer - 4 - Municipal Gov't Act t	147.00
Alsco	47764	26-Nov-2021	Alsco - janitorial supplies	506.86
AMSC Insurance Services Ltd.	47765	26-Nov-2021	AMSC Insurance - mayor/council	41.00
Canadian Pacific Railway Company	47766	26-Nov-2021	CP Rail - Hoadley crossing	296.00
Centerline Auto Service	47767	26-Nov-2021	Centerline Auto Service - repair - 2012 Ford VIN:	1,528.98
Clark,Wayne	47768	26-Nov-2021	Wayne Clark - Nov. 2021 - Council expenses	225.15
Coston,Jamie	47769	26-Nov-2021	Jamie Coston - Nov. 2021 - Council expenses	18.90
Curle,Lana	47770	26-Nov-2021	Lana Curle - Nov. 2021 - Council expenses	29.20
Drain Doctor	47771	26-Nov-2021	Drain Doctor - 4601 Rim West Cres - repair	456.75
ESTATE OF EDGAR LEVI,	47772	26-Nov-2021	Estate of Edgar Levi - sold cemetery plot (West H	525.00
Hach Sales & Services Canada Ltd.	47773	26-Nov-2021	HACH - supplies	121.28
Hi-Way 9 Express Ltd.	47774	26-Nov-2021	Hi-Way 9 - freight - Accu-Flo	100.44
Holly's Greenhouse	47775	26-Nov-2021	Holly's Greenhouse - baskets/perennials/soil	3,683.40
Imperial Esso Service (1971)	47776	26-Nov-2021	Imperial Esso - arena - propane	108.00
Karlstrom,Carolyn	47777	26-Nov-2021	Carolyn Karlstrom - deposit refund	350.00
Longhurst Consulting	47778	26-Nov-2021	Longhurst Consulting - cartridge	156.45
Municipal Property Consultants (2009) Ltd.	47779	26-Nov-2021	Municipal Property Consultants - Dec. 2021 mont	3,578.35
NAPA Auto Parts - Rimbey	47780	26-Nov-2021	Napa - Unit #12 -parts	134.72
New Can Truck Parts	47781	26-Nov-2021	New Can Truck Parts - repair - Unit #48	923.90
Pankiw,Rick	47782	26-Nov-2021	Rick Pankiw - Nov. 2021 - expenses	171.10
Petty Cash	47783	26-Nov-2021	Town of Rimbey - Petty Cash	195.80
Rimbey Implements Ltd.	47784	26-Nov-2021	Rimbey Implements - parts	136.67
RMA Insurance Ltd.	47785	26-Nov-2021	Rural Municipalities of Alberta - Membership Fee:	204.75
Scrooges Noel Decorations	47786	26-Nov-2021	Scrooges Noel Decorations - streetlight decoratio	5,003.25
Silver Star Septic Service	47787	26-Nov-2021	Silver Star Septic Service - pump out/supplies -re	63.00
Staples Professional	47788	26-Nov-2021	Staples Professional - office supplies	259.72
Stationery Stories & Sounds (2005)	47789	26-Nov-2021	Stationery Stories Sounds - cheques	396.78
Tagish Engineering Ltd.	47790	26-Nov-2021	Tagish - RB00 - 2021 General Engineering	8,762.42
TIMCON CONSTRUCTION (1988) LTD.	47791	26-Nov-2021	Timcon Construction Ltd. - RB125 - PP#6 Main P	102,528.20
Titan Supply LP	47792	26-Nov-2021	Titan Supply Inc - Unit 49 - parts	1,273.94
True Way Tire Ltd.	47793	26-Nov-2021	True Way Tire - repairs	26.25
Uni First Canada Ltd.	47794	26-Nov-2021	UniFirst - coveralls/supplies	103.39
VUZA,SANKET	47795	26-Nov-2021	Sanket Vuza - reissue cardlock refund - client los	25.00
Wolseley Industrial Canada INC	47796	26-Nov-2021	Wolseley Industrial - bleach	518.40
Canada Revenue Agency	00087-0001	26-Nov-2021	CRA - deductions (Nov.07-20/21) Nov.26/21 biwe	13,153.44
INNOV8 DIGITAL SOLUTIONS INC.	00087-0002	26-Nov-2021	Innov8 - copies - Town Office	439.54
LAPP	00087-0003	26-Nov-2021	LAPP - biweekly payroll Nov.26/21 (Nov.07-20/21	8,546.63
Telus Communications Inc.	00087-0004	26-Nov-2021	Telus - Beatty House - Nov.10/21	2,302.02
Total:				360,551.84

	REQUEST FOR DECISION
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Council Agenda Item	8.2
Council Meeting Date	December 13, 2021
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various Community Groups supply minutes of their board meetings to Council for their information.
Discussion	8.2.1 Tagish Engineering Project Status Updates Nov 26/21 8.2.2 FCSS / RCHHS Board Meeting Minutes Oct 21/21 8.2.3 PRLS Board Meeting Minutes Nov 4/21 8.2.4 PRLS Board Talk Nov 4/21
Recommendation	Motion by Council to accept Tagish Engineering Project Status Updates Nov 26/21, the FCSS / RCHHS Board Meeting Minutes Oct 21, 2021, PRLS Board Meeting Minutes Nov 4/21 and PRLS Board Talk Nov 4/21, as information.

Prepared By:	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	_____ November 24, 2021, Date
Endorsed By:	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	_____ November 24, 2021 Date

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.21 RB00 - 2021 General Engineering		
October 14, 2021	Matichuk, Gerald	Tagish is working with administration on preparing preliminary budget estimates for 2022 capital projects. Tagish and Vicinia Planning have working with BMO on completing an engineering plan review for the redevelopment of the BMO parking lot.
October 28, 2021	Matichuk, Gerald	No assignment this period (Oct 28, 2021).
November 10, 2021	Smith, Greg	We will send a new budget and plan for the 51st project for the Town's review this week.
November 25, 2021	Matichuk, Gerald	No assignment this period (Nov 25, 2021).
RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades		
October 14, 2021	Solberg, Lloyd	Construction is on-going. Fencing and parking pad were completed. Contractor is placing electrical cabinets and mechanical equipment. PLC and generator delays are due to a processor chip shortage,
October 28, 2021	Solberg, Lloyd	Construction is on-going. Generator should be arriving soon. Process piping and mechanical work to start next week. Electrical work to resume.
November 10, 2021	Solberg, Lloyd	Construction is on-going. Generator has arrived on site. Balzers is on site installing process piping. Electrical work is on-going.
November 25, 2021	Solberg, Lloyd	Construction is on-going. Generator is on site. Balzers installed some of the process piping. Electrical work is on-going.
RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply		
October 14, 2021	Solberg, Lloyd	Construction is on-going. Just waiting for the arrival of the building and PLC equipment. Observation well building scheduled to come mid November.
October 28, 2021	Solberg, Lloyd	(Oct. 28) No change.
November 10, 2021	Solberg, Lloyd	Construction is on-going. Just waiting for the arrival of the building and PLC equipment. Observation well building scheduled to come mid November.
November 25, 2021	Solberg, Lloyd	Construction is on-going. Observation well building has been installed. Just waiting for the arrival of the PLC equipment.
RBYM00140.00 RB140 - Rimbey MSP Projects		
October 14, 2021	Solberg, Lloyd	Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. We are waiting for the breaker upgrades for the the VFD at reservoir 2.
October 28, 2021	Solberg, Lloyd	Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. VFD and breaker upgrades should be complete at Reservoir 2 this week.
November 10, 2021	Solberg, Lloyd	Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. VFD has been installed but are waiting for breaker upgrades to arrive.
November 25, 2021	Solberg, Lloyd	Construction is on-going. Work is nearly complete other than we are waiting for the VFD Breakers and PLC equipment.
RBYM00141.00 RB141 - Evergreen Est Street Imp		
October 14, 2021	Matichuk, Gerald	Border Paving has corrected all deficiencies and the project is now complete.
October 28, 2021	Matichuk, Gerald	The construction work on the project has been completed. The Contractor is eligible to apply for holdback release after Nov 15, 2021.
November 10, 2021	Smith, Greg	No change, processing holdback release next week.
November 25, 2021	Matichuk, Gerald	This project is complete, Tagish is preparing the holdback release.

RBYM00142.00 RB142 - 2021 Street Improvements

- October 14, 2021 [Matichuk, Gerald](#) On October 6, 2021 a Construction Completion Inspection was completed. Tagish is working with the Contractor to complete a final progress payment for the work completed on the project.
- October 28, 2021 [Matichuk, Gerald](#) The construction work on the project has been completed. The Contractor is eligible to apply for holdback release after December 10, 2021.
- November 10, 2021 [Smith, Greg](#) No change
- November 25, 2021 [Matichuk, Gerald](#) **This project is complete, Tagish is preparing the holdback release.**

RBYM00143.00 RB143 - 56th Ave Sanitary Sewer Imp

- October 14, 2021 [Matichuk, Gerald](#) On October 6, 2021 a construction completion inspection was completed. Due to the cold weather the Contractor has indicated that the concrete deficiencies would be corrected in the spring of 2022.
- October 28, 2021 [Matichuk, Gerald](#) Due to the cold weather the Contractor has indicated that the concrete deficiencies would be corrected in the spring of 2022. The Contractor is eligible for holdback release after Nov 25, 2021.
- November 10, 2021 [Smith, Greg](#) No change
- November 25, 2021 [Matichuk, Gerald](#) **This project is complete, Tagish is preparing holdback release.**

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
October 21, 2021
10:00 a.m. Rimbey Provincial Building

We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.

Present:

M. Josephison, Board Member
I. Steeves, Vice Chairperson
P. Makofka, Executive Director
G. Rondeel, Board Member
D. Noble, Board Member
F. Pilgrim, Board Member

REGRETS: R. Schaff, Board Member, B. Coulthard, N. Hartford, K. Maconochie

1. CALL TO ORDER
The meeting was called to Order by: I. Steeves at 10:05 a.m.

2. APPROVAL OF AGENDA

21-10-01 MOTION: By: D. Noble: That the agenda is adopted with the following changes.

Additions: 11.10 Staff in Good Standing
11.11 Workforce Capacity funding
14.3 Message from Community Member

CARRIED

3. Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

4. PREVIOUS MEETING MINUTES – September 16, 2021

21-10-02 MOTION: By: F. Pilgrim : That the Minutes of the September 16, 2021 Board Meeting be adopted as presented or with the following changes.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES- None

6. OLD BUSINESS

6.1 2021 Strategic Planning Retreat notes – Delegation: B. Soderberg

New goals set for new Strategic Plan- Brenda will compile and bring back to the next Board Meeting.

6.2 Mandatory Vaccine policy – staffing updates

As of October 14, 2021: 53 staff in the payroll book (9 are new hires in the past 6 weeks)

39 are vaccinated

9 refuse to get vaccinated (3 have already resigned)

2 we think they are or will be vaccinated, but have not given

proof 3 on LOA- 1 for medical (is vaccinated)

- 2 for school (probably vaccinated as in RN training)

Did receive legal advice from Andrew McDaniel. Our lowest immediate risk is to put the non-compliant onto unpaid LOA and to communicate with each person and set out our clear plan to them.

6.3 40th Anniversary committee report

Meeting was held October 12. Lots of planning. Plaque is on the bench. Decided to prepay advertising. Looked at some swag items. Set up monthly agenda for events. Next meeting Nov 9, 2021.

6.4 Save the date – FCSSAA virtual conference & AGM December 2 & 3

Jamie to work on the projector and try to make it a group picture, so we can be in the room together. Coffee, snacks and lunch will be provided.

Registration is open, Let Peggy know so that she can register all attendees.

7. FINANCE

7.1 October 21, 2021 Finance Committee Meeting Highlights

21-10-03 MOTION: By: M. Josephison: That the Highlights of the October 21, 2021 Finance Committee Meeting be accepted as information.

CARRIED

7.2 2022 FCSS Budget proposal

21-10-04 MOTION: By: F. Pilgrim: To accept as presented or with changes and forward to Town and County for consideration.

CARRIED

8. WRITTEN REPORTS

8.1 Monthly Board Reports

8.2 Big Brothers Big Sisters – 3rd quarter

8.3 Catholic Social Services – 3rd quarter

21-10-05 MOTION: By: D. Noble: To accept the Monthly Board Reports as information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

21-10-05 MOTION: By: F. Pilgrim: That the following policies,

FCSS-0207.17 Falls Prevention Committee,

FCSS-0216.10 Health Care Programs Administrative Assistant,

FCSS-0198.10 Healthy Families Home Visitation Program,

FCSS-0159.10 Lunch Out and

FCSS-0137.97 Medical Examination of Employee) be rescinded from FCSS/RCHHS Policy and placed in the Rescinded file on the server.

CARRIED

21-10-06 MOTION: By: F. Pilgrim: That the following revised policies,

FCSS-0042.94 Education Allowance Policy and

FCSS-0055.05 Program Manager Pay Schedule) be entered into FCSS/RCHHS Policy.

CARRIED

21-10-07 MOTION: By: D. Noble : That the following new draft policy

FCSS-0231.21 Job Description-Community Program Co-Ordinator be adopted and recommended to ne entered into FCSS/RCHHS Policy.

CARRIED

Next QIRM meeting: March 3, 2022

10. DIRECTOR'S REPORT

21-10-08 MOTION: By: M. Josephison: That the Director's Report is accepted as information.

CARRIED

11. NEW BUSINESS

11.1 Accreditation Canada – postponement

21-10-09 MOTION: By: D. Noble: To accept the decision to postpone as info.

CARRIED

11.2 AHS funding increase

2021/2022 Annual AHS Care funding includes a 1% (0.31) to all rates in recognition of inflation impacts on operational costs, retro to April 1, 2021. This is separate from the Home Care Wage Top up announced in September (\$2.00/hour).

11.3 Provincial Government HCA Wage Top Up

\$2.00/hour for HCA in home care for 13 months, September 2021 – October 2022

11.4 2022 Daytimers and calendars. Daytimer's are here and calendars for 2022 will be here next week.

11.5 National Violence Threat Risk Assessment Conference

P. Makofka completed the NACTATR Certificate Program sponsored by FCSSAA earlier this year. "North America Centre for Threat Assessment and Trauma Response". P.Makofka has asked FCSSAA if they are recommending this conference and am requesting permission to attend if it is recommended.

21-10-10 MOTION: By: M Josphison : To approve 1 staff member to attend NVTRA Conference in April 2022 at the expense of the agency on early bird rate.

CARRIED

11.6 BBBS – Boys and Girls Club

Beth Reitz has reached out to P. Makofka, as the Boys and Girls Club is running out of space at the Nazarene Church and BYAC too. They are turning kids and families away. They would like to use the upstairs of the Provincial Building, but rent is \$2,300 a month more than what they are currently paying. She has arranged a meeting with Jason Nixon and would like P. Makofka to attend with her. Jason will be coming here on November 5, 2021, and they will use the conference room at the Provincial building.

21-10-11 MOTION: By: G. Rondeel: That Rimbey FCSS support the Wolf Creek Youth Centre in principal to be able to use the Rimbey Provincial Building space for programming.

CARRIED

11.7 Provincial Building Status

James MacPherson, superintendent for Alberta Infrastructure contacted us and Provincial building doors are being locked across the province. He called us as a courtesy as we are really the only tenants right now. Our procedures are in place to comply.

11.8 Home Support on Pause

Effective October 12, 2021, all Home Support hours (30 hrs/week) have been paused due to staff shortage. Most clients were okay and were understanding of the situation.

11.9 HCA Appreciation 2021

Plans have changed due to COVID restrictions in place currently. We are giving frozen lasagna meals and flowers to all the HCA's starting on October 18, 2021.

11.10 Staff in Good Standing – exception to Policy

21-10-12 Motion: By: D. Noble : To approve 1x only, exception for 2021 Wellness Incentive.

Seconded by: G. Rondeel

CARRIED

11.11 Workforce Capacity Funding. Working group has been created as initiative. Accepted as info.

12. Workplace Health & Safety Committee – next Meeting: Feb 23, 2022 at 1:30 p.m.

Staff put in suggestion box about benefits. W. German is looking into it and F. Pilgrim will take it to the Board.

13. Review of Statistics

- 13.1 2021 Monthly Program Statistics report
- 13.2 AHS Contracted HC and Private HS Client Stats combined 2021
- 13.3 AHS (HC) & Private (HS) billing 2016-2021
- 13.4 AHS (HC) Client Totals & Hours 2016-2021
- 13.5 Private (HS) Client Totals & Hours 2016-2021
- 13.6 Food Bank Hamper Stats 2016-2021
- 13.7 Client Safety Reports – 3rd quarter due

21-10-13 MOTION: By: M. Josephison: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE

14.1 AHS 2020-2022 Health Plan, 2021 – 2022 Business Plan

14.2 AB Community and Social Service

Requesting Community Social Services providers to implement vaccination policies for employees.

- 1) Minister Jason Luan – Minister of Community & Social Services
- 2) Minister of Health – Jason Copping

14.3 Message from Community Member

Feedback from newsletter – Doreen Glanfield

15. **21-10-14 MOTION:** By M. Josephison to move meeting In camera at 12:05p.m.

21-10-15 MOTION: By: F. Pilgrim to move meeting Out of camera at 12:25p.m.

NEXT MEETING DATE: Board Meeting: November 18, 2021
December 16, 2021 Christmas goodies
No meeting in January 2022

16. ADJOURNMENT
21-10-14: By: I. Steeves : That the FCSS Board meeting adjourns at 12:25p.m..

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

K. Maconochie, Recording Secretary



PRLS Board Meeting Minutes November 4, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:07 a.m. on Thursday November 4, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor

Present via Zoom: Jackie AlMBERG, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Ron These (Alternate for Amanda Derksen), Jeff Eckstrand, Lisa Ferguson, Gerald Caron (Alternate for Elaine Fossen), Dwayne Fulton, Barbara Gibson, Barb Gilliat, Gail Knudson, Guy Lapointe, Stephen Levy, Daryl Loughheed, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Terilyn Paulgaard, Shawn Peach, Norma Penney, Leonard Phillips, Ray Reckseidler, Lori Reid, Teresa Rilling, Bill Rock, Heather Ryan, Brenda Dennis (Alternate for Laura Svab), Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Sharon Williamson, Bill Windsor, Janice Wing

With Regrets: Dana Kreil, Joy-Anne Murphy

Absent: Sandy Gamble, Bruce Gartside, Steve Gay, Clark German, Pam Hansen, Bryce Olson, Sandy Shipton, Les Stulberg

Staff: Ron Sheppard, Tim Spark, Kara Hamilton, Haley Amendt, Hailey Halberg, Jessie-Lynn Gerski

Call to Order

Meeting called to order at 10:07 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Gerald Caron to excuse Dana Kreil and Joy-Anne Murphy from attendance at the board meeting on November 4, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 44/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED
PRLS 45/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 16, 2021 minutes. There were none.

Motion by Shannon Wilcox to approve the minutes of the September 16, 2021 meeting as presented/amended.

CARRIED
PRLS 46/2021

1.3. Business arising from the minutes of the September 16, 2021 meeting

Smith asked if there was any business arising from the minutes. There were none.

2. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Norma Penney to approve the consent agenda as presented.

CARRIED
PRLS 47/2021

3.1. Election of Board Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Gord Lawlor nominated Debra Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Smith became the Board Chair by acclamation. Smith accepted the position and resumed the duty of Chair.

3.2. Election of Executive Committee

PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

Board Chair	Debra Smith – Village of Lougheed
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Philip Massier – Red Deer County
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Marc Mousseau – Summer Village of Parkland Beach
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix

Seat 8	Stephen Levy – Town of Sedgewick
Seat 9	Heather Ryan – Town of Olds
Seat 10	Teresa Rilling – Town of Sylvan Lake

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2021

3.3 Advocacy Committee Report

Lawlor reviewed the Advocacy Committee report briefly and asked if the new councillor welcome packages sent by Parkland were received and if they were helpful. The general consensus was that they were well put together and well received. He introduced Barb Gilliat from the Village of Alix and Norma Penney from the Village of Clive who gave a PowerPoint presentation called *What to Expect on the Parkland System Board*.

Motion by Marc Mousseau to receive for information

CARRIED

PRLS 49/2021

3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2022 are:

- Gord Lawlor - Town of Stettler
- Norma Penney - Village of Clive
- Barb Gilliat - Village of Alix
- Bill Rock - Village of Amisk
- Deb Smith, Ex Officio - Village of Lougheed
- Shannon Wilcox - Town of Carstairs
- Stephen Levy - Town of Sedgewick
- Delaney Thoreson - Town of Eckville
- Shawn Peach - Town of Castor
- Marc Mousseau - Summer Village of Parkland Beach

Motion by Shannon Wilcox to appoint Gord Lawlor, Norma Penney, Barb Gilliat, Bill Rock, Deb Smith, Shannon Wilcox, Stephen Levy, Delaney Thoreson, Shawn Peach, and Marc Mousseau to the Advocacy Committee for the next year.

CARRIED

PRLS 50/2021

3.5. Board Signing Authorities

Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Teresa Rilling to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities

CARRIED
PRLS 51/2021

3.6. Budget Approval Update

PRLS' 2022 budget has been sent out to the municipalities for approval. As of the meeting date, the budget was approved by 58% of the municipalities representing 57% of the population, with one municipality declining. 37 of 64 municipalities have responded. This is the third consecutive year with no increase in the per-capita requisition. Staff do not anticipate any challenges passing the budget.

Motion by Norma Penney to receive for information.

CARRIED
PRLS 52/2021

3.7. Plan of Service/Strategic Plan

Sheppard reviewed. Parkland's current strategic plan (plan of service) expires at the end of 2022. Having a current plan is required by the Alberta Libraries Act. In order to have a new plan completed by 2023, a full needs assessment has to be conducted in 2022. However, there are some challenges related to a needs assessment given the provincial government's COVID-19 restrictions.

In the past, Parkland has used an Alberta government Community Development officer to help facilitate meetings as part of the needs assessment process. This is because having an external facilitator helps ensure that the needs assessment process is impartial and genuinely reflects the wishes of Parkland's stakeholders.

In order to obtain a facilitator from Community Development, Parkland had to navigate an application process which proved more complicated and longer than on previous occasions. Fortunately, Parkland has received notice that we have been "tentatively approved for online facilitation services."

Staff asked if the board would delegate to Parkland's Executive Committee the authority to develop the strategic plan needs assessment process. This allows staff to work more effectively within the timeframe of the Community Development officer.

Motion by Gord Lawlor to delegate to the Executive Committee full discretion to determine and execute the needs assessment process for Parkland's new strategic plan.

CARRIED
PRLS 53/2021

3.8. Dates for 2022 Meetings

The board reviewed the dates for PRLS' 2021 Board meetings. Meetings will be virtual until COVID-19 restrictions have been lifted. The Executive Committee will select their meeting dates at their December meeting.

February 24, 2022	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 19, 2022	10:00 a.m. – 12:00 p.m. (2019 Financial Statements presented)
September 15, 2022	10:00 a.m. – 12:00 p.m. (Budget presentation for 2021)
November 17, 2022	10:00 a.m. – 12:00 p.m. (Organizational Meeting)

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 54/2021

3.9.1. ALTA Report

3.9.2. Director's Report

3.9.3. Library Services Report

3.9.4. IT Report

3.9.5. Finance and Operations Report

Smith asked if there were any questions regarding the ALTA, Director's, Library Services, IT, or Finance and Operations reports. There were none.

Motion by Lisa Ferguson to receive the ALTA, Director's, Library Services, IT, and Finance and Operations Reports for information.

CARRIED
PRLS 55/2021

3.10. Parkland Community Update

Stettler Library is holding a Wine Survivor fundraiser once again, which was very popular last year. Due to COVID-19, it was held virtually in 2020, which actually worked better, so they will continue to hold it virtually even after the pandemic is over. Last year they raised over \$3,500 and this year looks to be better.

Ponoka Jubilee Library is excited about so many first nations patrons coming to their library, in part because the Maskwacis library is presently closed due to the pandemic.

Olds & District Municipal Library is hosting a comedy night fundraiser on November 20th. It has been cancelled twice previously due to pandemic restrictions. They are hoping it can be held this time.

Carstairs Public library has been very innovative and is partnering to offer fun lunch and learns; the next one is about backyard birding. We also are excited for a beer making workshop to be held via Zoom!

Penhold & District Public Library had their organizational meeting. Their library manager gave a presentation on increased families and children attending the library. They are offering Dino week, Daddy and me play days, and a special Storytime with Author Karen Davies.

Amisk Public Library along with the local elementary school is creating a book to be given to the children's grandparents for Christmas.

Carstairs Public Library invited the Carstairs council to their library to reintroduce the services and programs that the library has to offer.

Blackfalds Public Library's new building is opening soon.

Delburne Municipal Library in partnership with the Delburne council is hosting a gingerbread contest on December 11th.

Eckville Municipal Library is hosting a Zoom book club for teens. It has been great for that age group to get into reading.

Motion by Stephen Levy to accept the Parkland Community Update for information.

CARRIED
PRLS 56/2021

4. Adjournment

Motion by Norma Penney to adjourn the meeting at 11:21 a.m.

CARRIED
PRL 57/2021

Meeting adjourned at 11:21 a.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 4, 2021

Organizational Meeting

Parkland's board has approximately 25 new members. Board Members in attendance elected the new Executive Committee and Board Chair. Debra Smith was re-appointed Board Chair by acclamation.

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

Debra Smith, Committee Chair (Village of Lougheed)

Joy-Anne Murphy, (City of Camrose)

Philip Massier, (Red Deer County)

Len Phillips, (Town of Rocky Mtn. House)

Marc Mousseau, (Summer Village of Parkland Beach)

Norma Penney, (Village of Clive)

Barb Gilliat, (Village of Alix)

Stephen Levy, (Town of Sedgewick)

Heather Ryan, (Town of Olds)

Teresa Rilling, (Town of Sylvan Lake)

Budget 2021

PRLS' 2022 budget has been sent out to the municipalities for approval. As of the meeting date, the budget was approved by 58% of the municipalities representing 57% of the population, with one municipality declining. This is the third consecutive year with no increase in the per-capita requisition.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. Last month, New councillor welcome

packages were mailed to all newly elected councillors in the region. The general consensus was that they were well put together and well received.

The volunteers for the Advocacy Committee for 2022 are:

Gord Lawlor - Town of Stettler

Norma Penney - Village of Clive

Barb Gilliat - Village of Alix

Bill Rock - Village of Amisk

Deb Smith, Ex Officio - Village of Lougheed

Shannon Wilcox - Town of Carstairs

Stephen Levy - Town of Sedgewick

Delaney Thoreson - Town of Eckville

Shawn Peach - Town of Castor

Marc Mousseau - Summer Village of Parkland Beach

Board Meeting Dates for 2022

Until further notice, Parkland will be holding board meetings virtually. Board meeting dates are subject to change, but are set as follows:

- **February 24** - Annual Report, Year in Review
- **May 19** - 2020 Financial Statements presented
- **September 15** - Budget presentation for 2022
- **November 17** - Organizational Meeting

OverDrive and eSharing Resources

At the September meeting, the board was informed about a new initiative to share electronic resources. Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to 'interlibrary loan' eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has recently entered another agreement with both TRAC, Edmonton Public Library (EPL), and Calgary Public Library, to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Parkland has received word that the commencement of this new service will be December 1st. Training and marketing materials for this initiative will be forthcoming.

Training for Board Members and Newly Appointed Councils

Parkland is offering board members virtual trustee training. Dates and times for sessions were sent out following the organizational meeting.

A new council orientation is also now available and can be presented either virtually or in person. The intention is to explain the structure of public library service in Alberta, including the roles of municipal council, local boards, regional systems, and provincial government. This presentation will be provided on request.

Community News from Trustees

Stettler Public Library is holding a Wine Survivor fundraiser once again, which was very popular last year. Due to COVID-19, it was held virtually in 2020, which actually worked better, so they will continue to hold it virtually even after the pandemic is over. Last year they raised over \$3,500 and this year looks to be better.

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Blackfalds Public Library's new building is re-opening soon.

Delburne Municipal Library in partnership with the Delburne council is hosting a gingerbread contest on December 11th.

Eckville Municipal Library is hosting a Zoom book club for teens. It has been great for that age group to get into reading.

Board Members Present

Debra Smith (Board Chair), Gord Lawlor

Board Members Present via Zoom

Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Ron These (Alternate for Amanda Derksen), Jeff Eckstrand, Lisa Ferguson, Gerald Caron (Alternate for Elaine Fossen), Dwayne Fulton, Barbara Gibson, Barb Gilliat, Gail Knudson, Guy Lapointe, Stephen Levy, Daryl Lougheed, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Terilyn Paulgaard, Shawn Peach, Norma Penney, Leonard Phillips, Ray Reckseidler, Lori Reid, Teresa Rilling, Bill Rock, Heather Ryan, Brenda Dennis (Alternate for Laura Svab), Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Sharon Williamson, Bill Windsor, Janice Wing

With Regrets

Dana Kreil, Joy-Anne Murphy

Absent

Sandy Gamble, Bruce Gartside, Steve Gay, Clark German, Pam Hansen, Bryce Olson, Sandy Shipton, Les Stulberg

PRLS Staff



Ron Sheppard, Tim Spark, Kara Hamilton, Haley Amendt, Haley Halberg, Jessie-Lynn Gersky

**Next Meeting: February 24, 2022,
10:00 AM (Zoom)**

For more information or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



REQUEST FOR DECISION

Council Agenda Item	8.3
Council Meeting Date	December 13, 2021
Subject	Council Reports
For Public Agenda	Public Information
Background	The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.
Attachments	8.3.1 Mayor Pankiw's Report 8.3.2 Councillor Clark's Report 8.3.3 Councillor Coston's Report 8.3.4 Councillor Curle's Report 8.3.5 Councillor Rondeel's Report
Recommendation	Motion by Council to accept the reports of Council, as information.
<p>Prepared By:</p> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: right;"> <u>December 9, 2021</u> _____ Date </div> <p>Endorsed By:</p> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: right;"> <u>December 9, 2021</u> _____ Date </div>	



Highlights

Date	Event	Details of Event
Nov 16-19	AUMA Convention	Edmonton for annual convention
Nov 22	Council Meeting	See website
Nov 30	Rimoka Meeting	See website
Nov 2	Developer Meeting	Met with some developers looking at possible builds
Nov 3	AHS meeting	Met with ambulance people to discuss service in Rimbey
Dec 13	Council Meeting	See website

Numerous commissionaire of oath's
Cheque Runs

Rick Wm. Pankiw
Mayor



COUNCILLOR CLARK'S REPORT

Highlights

Date	Event	Details of Event
October 31	Halloween	Participated in handing out treats to the children .
November 6/21	Strategic Planning	Attended meeting with the council and administration to plan out our goals and objectives for the next year and moving forward.
November 10/21	Council Meeting	Regular council meeting. No delegations present.
November 16/21	AUMA	Drove Councilors Rondeel and Costin to Edmonton to attend the 2021 Alberta Urban Municipalities Association convention.
November 17/21	AUMA	Full day of sessions including Chief Ernie Erminskin from the Stoney Cree Nation talking on Truth & Reconciliation.
November 18/21	AUMA	More sessions and networking with other communities and ministers and staff.
November 19/21	AUMA	Final Day of AUMA convention, including Bear Pit sessions with various ministers. Met with our MLA Environment Minister Jason Nixon.
November 23/21	Rimbey Neighbourhood Place	Met with Leanne Evans Director of NHP and reviewed the basics of the annual AGM held the previous night. WE also discussed the NHP budget and the reduced funding they receive. Research is underway for new sources of funding.
November 25/21	Santa Night	Attended the FCSS Santa Night at Paskapoo Park and handed out candy canes to the children.

Submitted by
Wayne Clark
Town Councillor



Highlights

Date	Event	Details of Event
Oct 26, 2021	Organizational Meeting	Organizational meeting of new council
Nov 2, 2021	PRL Meeting	See Minutes
Nov 10, 2021	Regular Council	
Nov 15, 2021	Physician Retention Committee	
Nov 16, 2021	Rimbey Municipal board meeting	Missed due to attendance at AUMA
Nov 16-19, 2021	AUMA Conference	

Submitted by
 Jamie Coston
 Councillor



Highlights

Date	Event	Details of Event
Nov 6, 2021	Town Council	Strategic Planning meeting, council chambers
Nov 10, 2021	Town Council	Regular meeting of Town Council
Nov 16 - 19, 2021	AUMA	Annual Conference of AUMA, attended in Edmonton. Many sessions pertinent to small towns, how to get a new council off on a good start, Strategic Planning, opportunity to listen to question and answer period for MLA's
Nov 22, 2021	Town Council	Regular meeting, held at Town of Rimbey Council Chambers
Nov 23, 2021	Rimoka	Regular meeting of the Rimoka board.

Submitted by
 Lana Curle
 Town Councillor

Highlights

Council report November 6th/ December 13th

Date	Event	Details of Event
November 6th	Council planning session	get to know the new council, how we vision the future for Rimbey, expectations
November 9th	interagency/Science of Hope	how the brain develops and why we respond to stressors the way we do
November 11th	Remembrance Day Service	The service was held outside in front of the Legion, it was a beautiful service held on a beautiful day. Hats off to the Legion.
November 16th	AUMA conference	Drive to the conference and check-in, it took a little longer than usual because of a blizzard and accidents on hi-way #2
November 17th	AUMA conference	registration, morning announcements, I attended the "Demystifying Drug Decriminalization" (Safe and Healthy Communities). It's not the session I planned on attending but it proved to be very interesting and thought-provoking. Drug addiction should be treated as a social-economic problem, not as a criminal matter. opening ceremonies, trade show, networking
November 18th	AUMA conference	conference and trade show. I attended the session "The Role that Elected Officials Play in Economic Development and Asset Management". very good information about where job growth happens in a community. 55% from existing businesses that are growing, 44% from start-ups and 1% from other sources.
November 19th	AUMA conference	AGM, election of officers, resolutions. Closing ceremonies. Drive home
November 22nd	Council Meeting	interim budget, request for rent reduction at community center, see minutes
December 2nd	FCSSAA conference	Family Community Support Services of Alberta Association. session "Rural Mental Health", mental wellbeing is connected to community wellbeing.
December 2nd	The Magic of Christmas	uptown late-night shopping and community gathering, very well received, beautiful weather.
December 3rd	FCSSAA conference	"Community development is more than just a block party" (although it's a start). Community is not just something nice to have, it is essential for a good life. How to build relationships?
December 3rd	10 am Ambulance update	meet with EMS to discuss issues regarding ambulance dispatch and lack of accountability
December 7th	Bylaw committee	Bylaw organizational meeting, procedure bylaw,
December 13th	Council meeting	The agenda isn't out yet.
December 4th	FCSS	Christmas Party, lots of fun and laughs

Gayle Rondeel
Councillor



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	9.0
Council Meeting Date	December 13, 2021
Subject	Correspondence
For Public Agenda	Public Information
Attachments	9.1 Letter from Ilene Christensen
Recommendation	Administration recommends Council accept the correspondence from Irene Christensen, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 6, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

December 6, 2021

Date

Town of Rimby
Rimby, AB

HAND DELIVERED

To the Mayor and Council;

Once again, yesterday, it was made clear why I appreciate the Town of Rimby.

About a month ago, I placed an order at a shop in your town. Upon attempting to follow it up, I realized there was no telephone contact available to me. The name of the shop was uncertain; the physical location was all I knew.

The telephone directory was searched; nothing appeared to be what was wanted. Could the Chamber of Commerce or BBB assist; no listing.

By chance I thought the Town might be able to help.

Jeannette answered, advised me there was no number available. She told me she would stop by the shop and ask the proprietor to phone me. She did just that!!

2

What fabulous CUSTOMER SERVICE!
Please tell her so and thank her
from me.

In Appreciation,
Dlene Christensen

