



# AGENDA

## Town Council

October 12, 2022 - 5:00 PM

Town Administration Building - Council Chambers

---

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON WEDNESDAY, OCTOBER 12, 2022 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.**

Page

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

#### 1.1 LAND ACKNOWLEDGEMENT

### 2. AGENDA APPROVAL AND ADDITIONS

### 3. MINUTES

#### 3.1 Minutes

4 - 9

[RFD 3.1 Minutes of Regular Council September 26, 2022](#)

### 4. PUBLIC HEARINGS

### 5. DELEGATIONS

#### 5.1 Stg. St. CYR, Rimbey RCMP

10

[RFD 5.1 Stg. St. CYR, Rimbey RCMP](#)

#### 5.2 Janet Stout - Blindman Youth Action Society

11 - 12

[RFD 5.2 Janet Stout - Blindman Youth Action Building](#)

### 6. BYLAWS

#### 6.1 992/22 Fees for Services Bylaw

13 - 31

[RFD 6.1 992/22 Fees for Services Bylaw](#)

6.2	993/22 To Establish the Position of Designated Officer Bylaw <a href="#">RFD 6.2 993/22 To Establish the Position of Designated Officer Bylaw</a>	32 - 33
6.3	973/21 Urban Hen Bylaw <a href="#">RFD 6.3 973/21 Urban Hen Bylaw</a>	34 - 43
6.4	994/22 Town of Rimbey Cemeteries Bylaw <a href="#">RFD 6.4 994/22 Town of Rimbey Cemeteries Bylaw</a>	44 - 52

**7. NEW AND UNFINISHED BUSINESS**

7.1	Electric Distribution Franchise Fee for 2023 <a href="#">RFD 7.1 Electric Distribution Franchise Fee for 2023</a>	53 - 57
7.2	Halloween Activities <a href="#">RFD 7.2 Halloween Activities</a>	58
7.3	Parkland Regional Library Proposed Budget 2023 <a href="#">RFD 7.3 Parkland Regional Library Proposed Budget 2023</a>	59 - 82
7.4	Community Garden <a href="#">RFD 7.4 Community Garden</a>	83
7.5	Council Round Table Discussion <a href="#">RFD 7.5 Council Round Table Discussion</a>	84

**8. REPORTS**

**8.1. Department Reports**

8.1.1	Department Reports <a href="#">RFD 8.1 Department Reports</a>	85
8.1.2	CAO Report <a href="#">RFD 8.1.2 Chief Administrative Officer Report</a>	86
8.1.3	Director of Finance Report <a href="#">RFD 8.1.3 Payable Listing as of October 6, 2022</a>	87
8.1.4	Director of Public Works Report <a href="#">RFD 8.1.4 Director of Public Works Report</a>	88 - 89

**8.2. Boards/Committee Reports**

**8.3. Council Reports**

**9. CORRESPONDENCE**

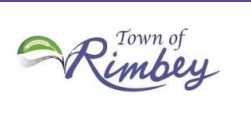
**10. OPEN FORUM**

(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**

**12. ADJOURNMENT**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Minutes  
**Item For:**  Public Information -or-  Closed Session

**RECOMMENDATION:**

Administration recommends that Council accept the Minutes of September 26, 2022 Regular Council meeting, as presented.

**ATTACHMENTS:**

[RFD 3.1.1 Council Meeting Minutes Sept 26, 2022](#)

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**



# MINUTES

## Town Council Meeting

Monday, September 26, 2022 - 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 5:01 pm. with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Gail Cornell - Recording Secretary

Public: (0) members of the public

**1.1. LAND ACKNOWLEDGEMENT**

**2. AGENDA APPROVAL AND ADDITIONS**

Motion 191/2022

Moved by Councillor Curle to accept the Agenda for the September 26, 2022, Regular Council Meeting, as presented.

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

CARRIED

**3. MINUTES**

3.1. Minutes

Motion 192/2022

Moved by Councillor Clark to accept the Minutes of the Regular Council Meeting of September 12, 2022, as presented.

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

CARRIED

**4. PUBLIC HEARINGS**

**5. DELEGATIONS**

**6. BYLAWS**

6.1. Committee of the Whole

Motion 193/2022

Moved by Councillor Curle to give second reading to Bylaw 988/22 Committee of the Whole Bylaw.

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

CARRIED

Motion 194/2022

Moved by Councillor Curle to give third reading to Bylaw 988/22 Committee of the Whole Bylaw.

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

CARRIED

**7. NEW AND UNFINISHED BUSINESS**

7.1. Baytex Energy Ltd. – Rimbey Treated Effluent Access Agreement

Motion 195/2022

Moved by Councillor Coston to direct Administration to execute the Naming and Promotional Benefits Agreement between the Town of Rimbey and Baytex Energy Ltd.

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

CARRIED

Motion 196/2022

Moved by Councillor Clark to accept the proposal from Baytex Energy Ltd. and if accepted, direct Administration to execute a formal agreement between the Town of Rimbey and Baytex Energy Ltd.

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

CARRIED

7.2. Property Lease - Meridian 5 Range 2 Township 42 Section 20

Motion 197/2022

Moved by Councillor Curle to direct Administration to execute the Property Lease Agreement between the Town of Rimbey and Byron Burchnall for an initial term of 3 years with further renewals upon the request of the Lessee.

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

CARRIED

7.3. Fitness Centre Membership Comparison

Motion 198/2022

Moved by Councillor Rondeel to increase the Fitness Center rates by 15% starting on January 1, 2023, and an additional 2% per year for an additional three years to January 1, 2026.

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

CARRIED

7.4. Ice Fees Comparison

Motion 199/2022

Moved by Councillor Coston to implement the increase ice rental fees by \$5.00 per hour for all categories for the 2023 / 2024 season and to create a new category for competitive tri / hub team to be charged as nonlocal.

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

CARRIED

7.5. Round Table Discussion

**8.1. DEPARTMENT REPORTS**

Motion 200/2022

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

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

CARRIED

**8. REPORTS**

**8.2. BOARDS/COMMITTEE REPORTS**

Motion 201/2022

Moved by Councillor Coston to accept the Community Groups Reports, as information.

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

CARRIED

**8.2. COUNCIL REPORTS**

Motion 202/2022

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

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

CARRIED



**9. CORRESPONDENCE**

9.1. Correspondence

Motion 203/2022

Moved by Councillor Curle to accept the correspondence from Wolf Creek Schools, as information.

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

CARRIED

**10. OPEN FORUM**

**11. CLOSED SESSION**

**12. ADJOURNMENT**

12.1. Adjournment

Motion 204/2022

Moved by Councillor Clark to adjourn the meeting at 6:01 pm.

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

CARRIED

---

Rick Pankiw, Mayor

---

Lori Hillis, Chief Administrative Officer

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Stg. St. CYR, Rimbey RCMP  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Sgt. ST-CYR has been invited to provide a quarterly update to Council.

**RECOMMENDATION:**

Administration recommends that Council accept the update provided by Sgt. ST-CYR of the Rimbey RCMP, as information.

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Janet Stout - Blindman Youth Action Society  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Janet Stout requested to be a delegate to speak concerning the Blindman Youth Action Society Building at the October 12, 2022 Council meeting.

**RECOMMENDATION:**

To accept the presentation provided by Janet Stout regarding the Blindman Youth Action Society Building, as information.

**ATTACHMENTS:**

[RFD 5.2.1 Rimbey Neighbourhood Place Society Correspondence](#)

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**



4907 49<sup>th</sup> Street  
PO Box 980  
Rimbey, AB T0C 2J0  
(403)843-4304 (p)  
(403)843-4346 (f)  
rimbeynp@telusplanet.net

## Rimbey Neighbourhood Place Society

September 20, 2022

Dear Mayor Pankiw and Rimbey Town Council

Re: Blindman Youth Action Society Building

The board of Rimbey Neighbourhood Place Society has worked very closely with the Blindman Youth Action Society (BYAS) for many years, enjoying a very mutually beneficial partnership and close relationship. In addition to being the main point of contact, Neighbourhood Place has done up the lease agreements for BYAS and the many different organizations that have occupied the building. Neighbourhood Place has also looked after booking different areas and rooms in the building to avoid conflicts in scheduling.

It is with a certain degree of sadness that we have learned that the BYAS group has decided not to continue in its role and has decided to turn the building over to the town. Although Neighbourhood Place prides itself on changing with the times and responding to community needs, this monumental change will require some adjustment and no doubt, some growing pains.

Neighbourhood Place would like to express our interest and support to the town in regards to the BYAS building; whether that means cooperation with town management, or something deeper, such as the possibility of Neighbourhood Place becoming the stewards of the building and looking after day to day operations and management of the building.

The Board of Neighbourhood Place hopes to invite the remaining BYAS board members to join our group and become part of our board as they would be invaluable resources that would only strengthen our team.

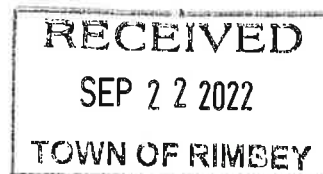
We learned on September 20, 2022 that our funding/contract with the Government of Canada has been extended until March 31 of 2025 with the very good possibility of continuing on beyond that. We hope to remain in the building in order to provide services to families and individuals in our community for the foreseeable future. We also continue to look for additional funding and income streams to enhance the services we are able to provide.

We look forward to a new partnership with the town and we hope this letter is a gateway to further discussion toward an exciting future. Thank you for your time.

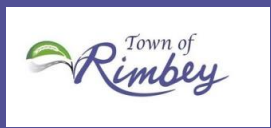
Respectfully,

A handwritten signature in black ink, appearing to be 'Leanne Evans', written over a horizontal line.

Leanne Evans  
Program Coordinator  
Rimbey Neighbourhood Place



# Town Council REQUEST FOR DECISION



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** 992/22 Fees for Services Bylaw  
**Item For:**  Public Information -or-  Closed Session

## BACKGROUND:

At the last Council meeting held on September 26, 2022, the following motions were made:

### Motion 198/2022

Moved by Councillor Rondeel to increase the Fitness Center rates by 15% starting on January 1, 2023, and an additional 2% per year for an additional three years to January 1, 2026.

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

Carried

### Motion 199/2022

Moved by Councillor Coston to implement the increase ice rental fees by \$5.00 per hour for all categories for the 2023 / 2024 season and to create a new category for competitive tri / hub team to be charged as nonlocal.

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

Carried

## DISCUSSION:

**RECOMMENDATION:**

Administration recommends that Council accept the Bylaw 992/22 Fees for Services Bylaw and give first reading.

Administration recommends Council give second reading to Bylaw 992/22 Fees for Services Bylaw.

Administration recommends Council unanimously consider third and final reading to Bylaw 992/22 Fees for Services Bylaw.

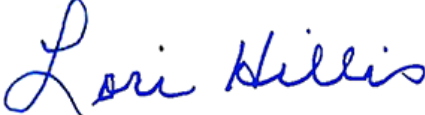
Administration recommends Council give third and final reading of 992/22 Fees for Services Bylaw.

**ATTACHMENTS:**

- [RFD 6.1.1 992 22 Fees for Services -DRAFT](#)
- [RFD 6.1.2 Schedule A Fees for Services Bylaw 992 22 DRAFT](#)

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**   
Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**By-Law ~~992/22~~ 905/15  
Fees for Services**

**A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO ESTABLISH A FEE STRUCTURE TO PROVIDE INFORMATION, GOODS OR SERVICES TO THE PUBLIC**

---

**WHEREAS** Every person has a right to obtain information in the possession of a municipality unless there is a reason why the information should not be disclosed;

**WHEREAS** The Council of the Town of Rimbey deem it appropriate to establish a fee structure to provide information, goods or services to the public;

~~The Council and the Town of Rimbey deem it necessary to make appropriate changes to the Planning & Development fees.~~

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

The attached "Schedule A" for By-Law ~~992/22~~ 905/15 establishes the fee services to the public and may be amended and replaced by Administration as necessary, by resolution of Council.

~~By-Law amendments as followed:~~

~~"Schedule A" will be removed from By-law 873/11, 818/07, 836/09 and replaced by "Schedule A" in By-law 905/15.~~

~~"LICENSE FEE" and "IMPOUND FEE" are removed from "Schedule A" of By-law 755/03 and will be added to "Schedule A" of By-law 905/15.~~

**AND FURTHER THAT** ~~Bylaw 905/15 is hereby rescinded. Bylaw 876/12, and 900/15 are hereby rescinded.~~

This By-Law shall come into effect on the date of final passage thereof.

Read a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, ~~2022~~ 2015.

Read a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, ~~2022~~ 2015.

UNANIMOUSLY AGREED to present this By-Law for Third and Final Reading.

Read a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, ~~2022~~ 2015.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
~~ACTING~~ CHIEF ADMINISTRATIVE OFFICER

**Schedule "A" Fees for Services Bylaw 905/15 992/22**

<b>Schedule "A" Fees for Services Bylaw <u>905/15 992/22</u></b>	
<b>Administrative Charges</b>	
County Maps	\$15.00 Plain Paper \$20.00 Laminated
F.O.I.P Requests	\$25.00 Application Fee per request, plus as allowed by the FOIP Regulations for research
Land Use Bylaw	\$25.00, including GST
Municipal Development Plan	\$25.00 including GST
N.S.F. Cheques	\$42.50, no GST
Special Meetings <del>With</del> <u>with</u> Council	\$50.00 per Council Member in attendance, fee may be waived
Tax Certificates	\$35.00 no GST, written request only
Tax Recovery Notification	\$25.00 no GST
Tax Searches	\$15.00 no GST
Local Assessment Review Board Appeal (LARB)	\$50.00
Composite Assessment Review Board Appeal (CARB)	\$100.00
<b>Business License Fees (Bylaw 926/16)</b>	
Resident Business	\$35.00
Local Area Business	\$85.00
Home Office or Home Business	\$50.00
Non-Resident Business	\$250.00
Daily License (any category)	\$50.00
(50% when purchased after September 30 in any license year.	
<b>Cemetery Fees (Bylaw 930/17)</b>	
Plot	\$500.00/plot effective September 1, 2017
Niche	\$1700.00/niche (includes Perpetual Care)
Children's Plots	50% of the above price if only half plot is requested
Cremation Plot	\$175.00/plot
<u>Indigent Status</u>	<u>50% of conventional Plot sale charge</u>
Legion Members (Not including spouse)	50% of conventional Plot sale charge
Opening and Closing in Summer	\$400.00 effective September 1, 2017
Opening and Closing in Winter	\$600.00 effective September 1, 2017
Double Depth Opening and Closing In Summer	\$700.00 effective September 1, 2017
Double Depth Opening and Closing In Winter	\$800.00 effective September 1, 2017
Opening and Closing of Cremation Plot in Summer	\$125.00 effective September 1, 2017
Opening and Closing of Cremation Plot in Winter	\$200.00 effective September 1, 2017
Additional Opening and Closing of Niche	\$50.00
Opening and Closing on Statutory Holiday or weekend	\$250.00
Opening and Closing of Niche on Statutory Holiday or weekend	\$150.00
Disinterment of Remains Not Cremated	\$1,000.00
Mount Auburn and West Haven Cemetery Perpetual Care	\$110.00/ plot
Perpetual Care of Cremation Plot	\$110.00/plot
Monument Permits	\$25.00 no GST
<b>Dog License Fees (Bylaw 755/03)</b>	
License Fee	\$20.00 per year
Impound Fee	\$40.00 per day
<b>Municipal Enforcement</b>	
Impound Fees	\$20.00 per day



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

Council Agenda Item 6.1

<u>Fitness Centre Memberships</u>			
	<u>2023</u>	<u>2024</u>	<u>2025</u> <u>2026</u>
<u>Adult (year)</u>	<u>\$248.00</u>	<u>\$253.00</u>	<u>\$258.00</u> <u>\$263.00</u>
<u>Adult (6 months)</u>	<u>\$157.00</u>	<u>\$160.00</u>	<u>\$163.00</u> <u>\$167.00</u>
<u>Adult (3 months)</u>	<u>\$95.00</u>	<u>\$97.00</u>	<u>\$99.00</u> <u>\$101.00</u>
<u>Adult (1 month)</u>	<u>\$45.00</u>	<u>\$46.00</u>	<u>\$47.00</u> <u>\$48.00</u>
<u>Family (year)</u>	<u>\$412.00</u>	<u>\$420.00</u>	<u>\$429.00</u> <u>\$437.00</u>
<u>Family (6 months)</u>	<u>\$236.00</u>	<u>\$241.00</u>	<u>\$246.00</u> <u>\$250.00</u>
<u>Family (3 months)</u>	<u>\$157.00</u>	<u>\$160.00</u>	<u>\$163.00</u> <u>\$167.00</u>
<u>Family (1 month)</u>	<u>\$75.00</u>	<u>\$77.00</u>	<u>\$78.00</u> <u>\$80.00</u>
<u>Senior / Student (year)</u>	<u>\$113.00</u>	<u>\$115.00</u>	<u>\$118.00</u> <u>\$120.00</u>
<u>Senior / Student (6 months)</u>	<u>\$87.00</u>	<u>\$89.00</u>	<u>\$91.00</u> <u>\$92.00</u>
<u>Senior / Student (3 months)</u>	<u>\$63.00</u>	<u>\$64.00</u>	<u>\$66.00</u> <u>\$67.00</u>
<u>Senior / Student (1 month)</u>	<u>\$30.00</u>	<u>\$31.00</u>	<u>\$31.00</u> <u>\$32.00</u>
<u>Drop In (Adult)</u>	<u>\$6.00</u>	<u>\$6.00</u>	<u>\$6.00</u> <u>\$6.00</u>
<b>Ice Rental Rates (Effective September 1, 2023)</b>			
Youth (local)			<u>\$100.00/hr</u> <del>\$95.00/hr (2019-2021)</del>
Youth (out of Town)			<u>\$120.00/hr</u> <del>\$115.00/hr (2019-2021)</del>
Adult (local)			<u>\$140.00/hr</u> <del>\$135.00/hr (2019-2021)</del>
Adult (out of Town)			<u>\$150.00/hr</u> <del>\$145.00/hr (2019-2021)</del>
Adult Tournament Rate/Junior B			<u>\$115.00/hr</u> <del>\$110.00/hr (2019-2021)</del>
<u>Public Skating/Shinny</u> <u>Competitive Tri / Hub Team (Out of Town)</u>			<u>\$120.00/hr</u>
<u>Public Skating/Shinny</u>			<u>Free</u>
Arena - Summer Rates (April-August)			
Per Day			\$350.00/day
Programs			\$35.00/hr
Security Deposit			\$500.00
<b>Rimbey Aquatic Centre</b>			
<b>Adult (18+)</b>			
Daily			\$5.50
10 Punch			\$49.50
Season			\$110.00 <del>(2019)</del>
Midseason			\$90.00 <del>(2019)</del>
<b>Seniors (65+)</b>			
Daily			\$4.50
10 Punch			\$40.50
Season			\$110.00 <del>(2019)</del>
Midseason			\$80.00 <del>(2019)</del>

Council Agenda Item 6.1

<b>Student (13-17)</b>	
Daily	\$4.50
10 Punch	\$40.50
Season	110.00 (2019)
Midseason	\$80.00 (2019)
<b>Youth (7-12)</b>	
Daily	\$4.00
10 Punch	\$36.00
Season	\$80.00 (2019)
Midseason	\$60.00 (2019)
<b>Child (3-6)</b>	
Daily	\$3.00
10 Punch	\$27.00
Season	\$70.00 (2019)
Midseason	\$50.00 (2019)
<b>Family</b>	
Daily	\$15.00
10 Punch	\$135.00
Season	\$250.00 (2019)
Mid season	\$220.00 (2019)
<b>Lessons</b>	
Preschool	\$35.00
Levels 1-4	\$45.00
Levels 5-10	\$55.00
Private	\$20.00
Semi-Private	\$25.00
Adult	\$40.00
<b>Rentals (per Hour)</b>	
Pool & Area (0-30)	\$80.00
Every extra 30	\$20.00
Party Room	\$15.00
Party Room (day)	\$40.00
<b>School Rentals - open Swim</b>	
May-June 8:30-11:30 am/ 12:30-3:00 pm	\$40.00/hour/lifeguard
*0-39 Students = 1 lifeguard	
*40-79 Students= 2 lifeguards	
*80-119 Students= 3 lifeguards	
<b>Miscellaneous</b>	
Swim Diapers	\$1.00
Goggles	\$13-22
Swim Caps	\$8.00
Ear Plugs	\$4.00
<b>Programs</b>	
Bronze Medallion	\$140.00
Bronze Cross	\$110.00
Junior Lifeguard Club	\$100.00

<b>Public Works</b>	
Sanding Truck	\$100.00 per hour (minimum)
Sand/Salt	\$40.00 per cubic Metre (minimum)
Street Sweeper	\$150.00 per hour (minimum)
Tandem Truck	\$115.00 per hour (minimum)
Backhoe	\$130.00 per hour (minimum)
Loader	\$175.00 per hour (minimum)
Skid Steer	\$100.00 per hour (minimum)
Snow Blower	\$100.00 per hour (minimum)
Street Grader	\$175.00 per hour (minimum)
Municipal Vehicles	\$75.00 per hour (minimum)
Grass Cutting Equipment	\$65.00 per hour (minimum)
Dust Control <small>(Dust control services will not be provided after September 1 of each year)</small>	Actual Cost of Dust Control Agent (min, 100m)
Lagoon Dumping Fees	<b>\$8.50 M<sup>3</sup></b>
All equipment rentals include an operator. GST will also be added to the above rates.	
<b>Recycle Facility</b>	
Residential (Town/County/Summer Village of Parkland Beach)	Free
Commercial/Schools/Churches	Free
Burn Pit: (All trucks over 1 Ton) <small>Restriction of all materials to be under 6' in length and 1' in diameter</small>	\$40.00-\$50.00
Concrete without Rebar	\$25.00 per tonne
Concrete with Rebar	\$40.00 per ton
<b>Utilities</b>	
Water Consumption	\$2.10m <sup>3</sup> (April 1, 2019)
Sewer	70% of water consumption charges
Meter Service Charges (Flat Rate)	
5/8" meter	\$4.69 monthly
5/8 x 3/4" meter	\$4.69 monthly
3/4" meter	\$4.69 monthly
1" meter	\$7.81 monthly
1 1/2" meter	\$10.94 monthly
2" meter	\$15.63 monthly
3" meter	\$31.25 monthly
4" meter	\$62.5 monthly
Wastewater Disposal Fee	\$8.50 per cubic metre
Garbage Fee (Residential)	\$17.68 per month (April 1, 2019)
Recycle Fee (Residential)	\$3.12 per month (April 1, 2019)
Commercial meter rate depends on meter size.	
All properties are required to have water meters.	
In the event that a utility account is in arrears, the charges levied, penalties and fees may be transferred to the tax roll of the property and be collected by the same procedures as taxes levied by the Town of Rimbey.	

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

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

**TOWN OF RIMBEY  
BUILDING PERMIT FEE SCHEDULE**

**Residential Installations**

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

**Commercial, Industrial, Institutional**

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

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

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

## TOWN OF RIMBEY ELECTRICAL PERMIT FEE SCHEDULE

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

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

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

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

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



**TOWN OF RIMBEY**  
**ELECTRICAL PERMIT FEE SCHEDULE**

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

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

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

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

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

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

**TOWN OF RIMBEY**  
**ELECTRICAL PERMIT FEE SCHEDULE**

Annual Electrical Permits

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

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



**TOWN OF RIMBEY  
GAS PERMIT FEE SCHEDULE**

**Residential Installations**

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

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

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

**TOWN OF RIMBEY  
GAS PERMIT FEE SCHEDULE**

**Commercial, Industrial, Institutional**

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

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

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

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

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

Add \$5.00 for each fixture over 50

• SEC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$56.20  
 2019-03-28, Page 15 of 16  
 Page 30 of 92

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

Description	Permit Fee	SEC Levy	Total Fee
Holding Tanks	\$200.00	\$8.00	\$208.00
Fields, Open Discharge, Mounds, Sand Filters, Treatment Tanks, etc.	\$300.00	\$12.00	\$312.00

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

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** 993 22 To Establish the Position of Designated Officer Bylaw  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Administration has received the results of the assessment audit that was conducted by the Government of Alberta Assessment Division.

**DISCUSSION:**

Recommendations included revising Bylaw 786/05 To Establish the Position of Designated Officer to name the municipal assessor in the bylaw rather than having the CAO appoint an individual.

**RECOMMENDATION:**

Administration recommends that Council accept Bylaw 993/22 To Establish the Position of Designated Officer and give first reading.

Administration recommends Council give second reading to Bylaw 993/22 To Establish the Position of Designated Officer.

Administration recommends Council to unanimously consider third and final reading to Bylaw 993/22 To Establish the Position of Designated Officer.


Administration recommends Council give third and final reading to Bylaw 993/22 To Establish the Position of Designated Officer.

**ATTACHMENTS:**

[RFD 6.2.1 993 22 To Establish the Postion of Designated Officer Bylaw](#)

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**  
  
Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**



Town of Rimbey  
Bylaw #  
~~786/05~~993/22

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF DESIGNATED OFFICER.**

I  
r  
II  
  
I  
!

**WHEREAS**

Pursuant to the provisions of section 210 of the Municipal Government Act, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties and functions of a designated officer.

**NOW  
THEREFORE**

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

- L That the position of Assessor be established to carry out the duties and responsibilities of an assessor as designated in the Municipal Government Act.
- 2. ~~That the Chief Administrative Officer shall appoint an individual to the position of Assessor. Council hereby appoints Terry Willoughby from Municipal Property Consultants as designated officer to carry out the duties and responsibilities of Municipal Assessor~~
- 3. That this bylaw is effective upon the date of its third and final reading.

Read a first time this ~~8th~~ day of ~~September~~, 20~~22~~05.

Read a second time this ~~8th~~ day of ~~September~~, 20~~22~~05.

UNANIMOUSLY AGREED to Present By-Law ~~993/22 786/05~~ for Third and Final Reading.

Read a third time this ~~8th~~ day of ~~September~~, 20~~22~~05

  
\_\_\_\_\_

MAYOR

  
\_\_\_\_\_

TOWN MANAGER

# Town Council REQUEST FOR DECISION



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** 973/21 Urban Hen Bylaw  
**Item For:**  Public Information -or-  Closed Session

## BACKGROUND:

At the last Bylaw Committee Meeting held on October 4, 2022, the following motion was made:

### Motion 2022BC037

Moved by Committee Member McKay to accept the Bylaw 973/21 Urban Hen Bylaw Draft with additional changes in Part Two - Definitions (l) change "and" to "or"; r) add "owners" before "property" and in Part 6.1 i) add "Hen" before "Tractor"; remove the approval line for Animal Control from the Urban Hen Registration Application Form and bring the revised draft to the next Council meeting being held on Wednesday, October 12, 2022, for second and third reading.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	Absent
Councillor Clark	Absent
Committee Member Johnstone	Absent
Committee Member McKay	In Favor

CARRIED

## DISCUSSION:

Administration recommends that the wording in Part Two – Definition (l) “Officer” remain the same to be consistent with the definition of “Officer” in Bylaw 991/22 Responsible Pet Ownership Bylaw.

## RECOMMENDATION:

Administration recommends Council give second reading to Bylaw 973/21 Urban Hen Bylaw.

Administration recommends Council give third and final reading to Bylaw 973/21 Urban Hen Bylaw.

## ATTACHMENTS:

[RFD 6.3.1 973 21 Urban Hen Bylaw DRAFT](#)

[RFD 6.3.2 Town of Rimbey Urban Hen Registration Application](#)

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**



Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**



**Town of Rimbey**

Bylaw 973/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL URBAN HENS IN THE TOWN.

**WHEREAS** A Council of a Municipality may, pursuant to the Municipal Government Act, Chapter M-26, R.S.A. 2000, pass bylaws for the purpose of regulating and controlling domestic animals and activities in relation to them and to provide for the imposition of a fine and or imprisonment due to contravention of said bylaw; and

**WHEREAS** The Council of the Town of Rimbey deems it necessary and expedient to pass a bylaw for the purpose of regulating and controlling urban hens within the corporate boundaries of the Town of Rimbey;

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

PART ONE - TITLE

1. This bylaw may be cited as the “Urban Hen Bylaw”

PART TWO - DEFINITIONS

2. In this bylaw, unless the context otherwise requires, the word, term, or expressions:

- a) “Abattoir” means a facility where animals are slaughtered for consumption as food for humans.
- b) “Animal Control Officer” means a person or firm engaged by the Town to administer and/or enforce the provisions of the bylaw.
- ~~c) “Hen Chicken Tractor” means a movable chicken coop lacking a floor.~~
- ~~d)c) “Coop” means a fully enclosed, weather-proof structure, and attached outdoor enclosure used for the keeping of Urban Hens.~~
- ~~e)d) “Chief Administrative Officer” means a person appointed as the Chief Administrative Officer of the Town of Rimbey or designate.~~
- ~~f)e) “Council” means the Council of the Town of Rimbey.~~
- ~~g)f) “Communicable Disease” means any disease or illness that may be transferred from an Animal to another Animal, or a human through direct or indirect contact.~~
- ~~h)g) “Hen” means a domesticated female chicken.~~
- ~~h) “Hen House” means an enclosed structure that houses Urban Hens at night and includes a secure place for Urban Hens to lay eggs and eat.~~
- ~~i) “Hen Tractor” means a movable chicken coop lacking a floor.~~
- j) “Licensee” means a Person named on an Urban Hen License.
- k) “Municipal Tag” means a document alleging an offence issued pursuant to the authority of a Bylaw of the Town.
- l) **“Officer”** includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable, ~~and\_ or~~ a Member of the Royal Canadian Mounted Police.
- m) “Outdoor Enclosure (urban hen run)” means a securely enclosed, roofed outdoor area attached to, and forming, part of a Coop having a bare earth or vegetated floor for Urban Hens to roam.
- n) “Owner” includes any one or more Persons who:
  - i) Is named on an Urban Hen License; or
  - ii) A person who owns or claims any proprietary interest in an Urban Hen; or
  - iii) A person who has care, charge, custody, possession, or control of the Urban Hen, either temporarily or permanently; or



### Town of Rimbey

#### Bylaw 973/21

#### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL URBAN HENS IN THE TOWN.

- iv) A person who harbors an Urban Hen, or allows an Urban Hen to remain, on his/her property
- o) "Owner's Property" means any premises which are owned or leased by the Owner.
- p) "Premises" means any dwelling, building, and any parcel or lot of real property or a portion thereof.
- q) "Rooster" means a domesticated male chicken.
- r) "Running at Large" means an Urban Hen being outside of the owner's property.
- s) "Town" means the municipal corporation of the Town of Rimbey, or the area contained within the boundary thereof, as the context requires, means the area of land within the corporate boundaries.
- t) "Town Office" means the Chief Administrative Officer, or any other staff member authorized to carry out their duties.
- u) "Urban Hen" means a hen that is at least 16 weeks of age.
- v) "Urban Hen License" means a license issued by the Town of Rimbey pursuant to the Urban Hen Bylaw, which authorizes the License holder to keep Urban Hens on specific property within the Town of Rimbey.
- w) "Violation Ticket" has the same meaning as the Provincial Offences Procedure Act.
- x) "Urban Area" means land located within the Town of Rimbey legal boundaries.

#### PART THREE - PURPOSE

- 3. The purpose of this bylaw is to regulate and control the keeping of Urban Hens within the urban areas of the Town of Rimbey.

#### PART FOUR - REGULATIONS

- 4.1 A person may apply to keep no more than five (5) Urban Hens on a single property.
- 4.2 The owner must be 18 years of age or older.
- 4.3 Urban Hens kept on the property are for personal use only.
- 4.4 No person shall be permitted to:
  - a) keep a rooster
  - b) keep a hen, other than an Urban Hen for which a valid Urban Hen License has been issued by the Town of Rimbey;
  - c) sell eggs, meat, manure, and other products associated with the keeping of Urban Hens;
  - d) slaughter Urban Hens on the property;
- 4.5 Any deceased Urban Hens shall be disposed of by delivering it to a farm, Abattoir, veterinarian, or other operation that is lawfully permitted to dispose of such.
- 4.6 A tenant must obtain written permission from the registered property Owner to keep Urban Hens on the owner's property. Any Owner of Urban Hens must reside on the property where the Urban Hens are kept.



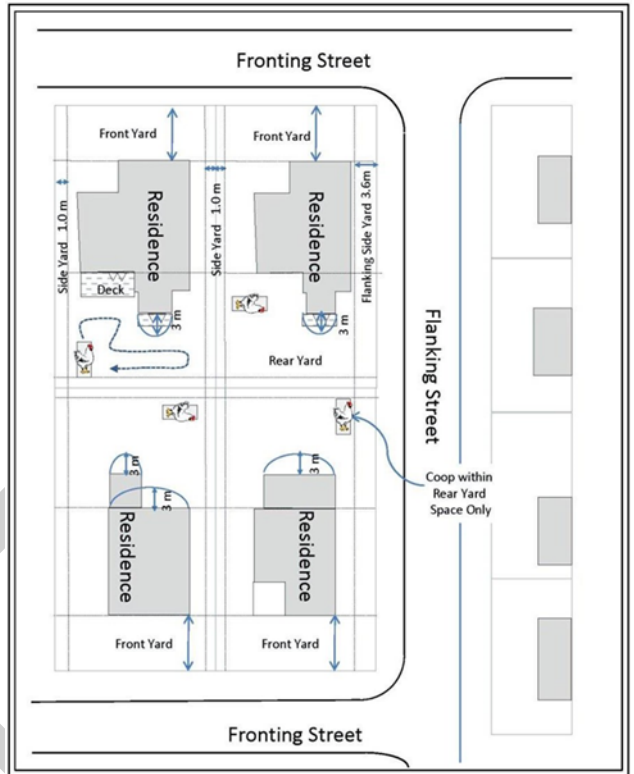
**Town of Rimbey**

Bylaw 973/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL URBAN HENS IN THE TOWN.

**PART FIVE - URBAN HEN COOP AND RUN REQUIRMENTS**

- 5.1 No person shall keep an Urban Hen or Urban Hens, on a parcel in a single-family residential zone, having an area less than 464.52 sq. metres (5,000 ft<sup>2</sup>).
- 5.2 Every building (coop) or enclosure used to accommodate Urban Hens must be:
  - 5.2.1 located in the rear yard of the lot behind the dwelling;
    - a) a minimum of 3.0 metres (9.8 ft) from the principle dwelling;
    - b) a minimum of 1.0 metre (3.3 ft) from any property line;
    - c) a maximum of 10 sq. metres (107.6 sq. ft) in size;
    - d) a maximum of 2.5 metres (8 ft) in height;
- 5.3 The Owner shall ensure Urban Hen coops, Urban Hen houses, and Urban Hen runs are properly maintained in a clean condition to prevent negative impacts. Including, but not limited to, attacking nuisance animals, the spread of food over the property, and obnoxious odors, or noise.
- 5.4 The Owner must ensure the coop and outdoor enclosure are secured from sunset to sunrise.
- 5.5 Hen Tractors may be used to move urban hens to new areas for foraging during daylight hours.



**PART 6 - RESPONSIBILITIES OF HEN OWNERS**

- 6.1 The Owner of an Urban Hen(s) shall:
  - a) ensure the rear yard is securely fenced;
  - b) ensure the coop is insulated and well ventilated;
  - c) ensure that the Urban Hen is not running-at-large;
  - d) ensure food is stored in such a way as to discourage predators;
  - e) ensure manure is stored in an enclosed container and disposed of, as per health regulations;
  - f) keep a food container and water container in the Coop;
  - g) remove leftover feed, trash, and manure within 48 hours;
  - h) store feed within a fully enclosed container;
  - i) not keep an Urban Hen in a cage, kennel, or any other form of shelter other than a Coop or approved Hen Tractor;
  - j) not sell eggs, meat, manure, or other products derived from Urban Hens;
  - k) not slaughter an Urban Hen on the property;
  - l) dispose of an Urban Hen except by delivering it to a farm, Abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Urban Hens;
  - m) follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak;

**PART SEVEN - LICENSING**



## Town of Rimbey

### Bylaw 973/21

#### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL URBAN HENS IN THE TOWN.

---

- 7.1 A person may not keep an Urban Hen unless that person first submits a completed Urban Hen Registration Application to the Town and receives validation of registration from the Town.
- 7.2 The Town may not validate an Urban Hen registration application form unless the following has been satisfied:
- a) The initial permit has been reviewed by the planning and development department to ensure compliance with the required regulations and guidelines, of which the applicant of the Urban Hen registration application form will be contacted within 21 days upon reception of the completed application;
  - b) the applicant is the owner of the property and resides on the property on which the Urban Hens will be kept, or the applicant resides on the lot and has written consent from the registered owner of the property to allow Urban Hens to be kept on the property;
  - c) the applicant has a valid Alberta Poultry Premises Identification (PID) number obtained from Alberta Agriculture and Forestry, and a copy is provided to the Town;
  - d) all other required information on the Town's Urban Hen License application form has been provided including payment.
- 7.3 A person may apply to keep up to five (5) Urban Hens by:
- a) Applying for an annual Urban Hen License from the Town Office during regular business hours: and
  - b) Paying an annual \$50.00 Urban Hen License fee, which is due and payable prior to January 31 of each subsequent year.
  - c) Urban Hen Licenses fees shall not be reduced or prorated regardless of the month of purchase.
  - d) Urban Hen License fees that have been paid shall not be refunded or rebated.
- 7.4 Upon payment of the Urban Hen License fee by the owner, the Town Office shall issue to the Owner a certificate of licensing.
- 7.5 A validated Urban Hen License is not transferable from one person to another or from one property to another.
- 7.6 A person to whom an Urban Hen License has been issued shall produce the license at the demand of the Officer, Chief Administrative Officer or Designate.
- 7.7 The maximum number of Urban Hen Licenses that may be issued in the Town shall be one (1) Urban Hen License per one hundred (100) persons, based on the population of the Town of Rimbey, as determined in the most recent census.

#### PART EIGHT - PENALTIES

- 8.1 A person who contravenes any provision of this bylaw is guilty of an offence.
- 8.2 No person shall wilfully obstruct, hinder, or interfere with an Animal Control Officer or any other person authorized to enforce and engage in the enforcement of the provisions of this Bylaw.
- 8.3 A person who is guilty of a first offense is liable to a fine of two hundred (\$200.00) dollars.
- 8.4 A person who is guilty of a second offense is liable to a fine of four hundred (\$400.00) dollars.
- 8.5 Where a person has been found to have contravened the Bylaw two (2) or more times within one twelve (12) month period, the Town reserves the right to revoke the Urban Hen License.



**Town of Rimbey**

Bylaw 973/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL URBAN HENS IN THE TOWN.

---

PART NINE - SEVERABILITY CLAUSE

9.1 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

PART TEN - COMMENCEMENT

10.1 This Bylaw shall ~~come into full force and effect June 1, 2021~~ take effect on the date of the third and final reading.

10.2 Bylaws 094/42 is hereby repealed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_,  
202~~1~~.

\_\_\_\_\_  
MAYOR RICK PANKIW





**Town of Rimbeey**

Bylaw 973/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL URBAN HENS IN THE TOWN.

---

CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 202~~1~~.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

DRAFT



## Urban Hen Registration Application

**Applicant/Owner Information:** (Please note: Applicant must be 18 years of age or older to apply)

Name: \_\_\_\_\_ Civic Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Renter\*: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
(\* signed letter of permission from Landowner required)

Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_ Email: \_\_\_\_\_

If applicant is a Renter, please fill out the following information:

Registered Property Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_ Email: \_\_\_\_\_

**Urban Hen Information:**

Number of Urban Hens on Premise (max 5 Urban Hens):

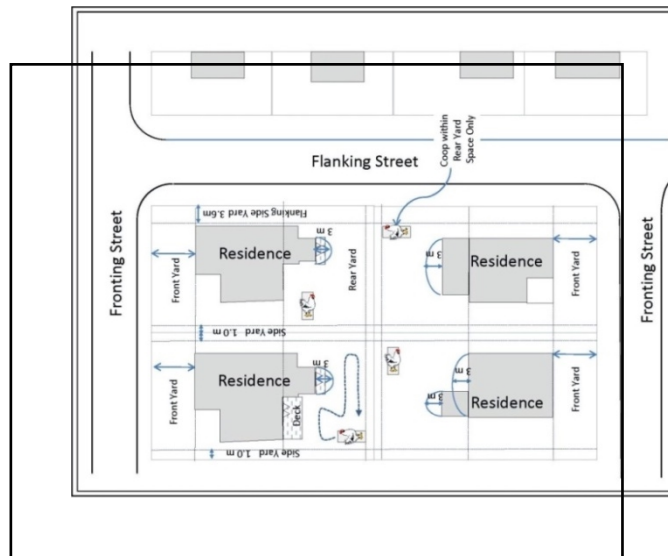
Coop Sq. Area: \_\_\_\_\_ (10m<sup>2</sup>) Coop Height: \_\_\_\_\_ (2.5m)

**Yard Information:**

Rear Yard Securely Fenced: \_\_\_\_\_ Lot Size Meets Requirements: \_\_\_\_\_ (minimum 464.52 m<sup>2</sup>)

Using the information provided above the example below, please provide a sketch of the coop in relation to the property in the box provided below.

Refer to Part 5 of the for approved coop requirements.



“Urban Hen Bylaw” and run

Please note that the personal information requested in this form is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information is authorized under FOIP, Section 33c, and is to be used in conjunction with the Town of Rimbey Urban Hen Application. If you have any questions regarding FOIP, please phone 403-843-2113 and ask for the FOIP coordinator.



Please provide in the lines below, a short description of intended coop and run with the described intended location within your rear yard, as required by the "Urban Hen Bylaw-".

---



---



---



---



---



---



---



---

Signature of Applicant/Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Approval:

Animal Control: \_\_\_\_\_

Date: \_\_\_\_\_

Town of Rimbey: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: \$50 Receipt #: \_\_\_\_\_

# Town Council REQUEST FOR DECISION



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** 994/22 Town of Rimbey Cemeteries Bylaw  
**Item For:**  Public Information -or-  Closed Session

## BACKGROUND:

At the last Bylaw Committee Meeting held on October 4, 2022, the following motions were made:

### Motion 2022BC038

Moved by Deputy Chair Carlson to accept Bylaw 994/22 Town of Rimbey Cemeteries Bylaw Draft with the additional change of adding "or delegate" to the end of the sentence of section 4 b).

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	Absent
Councillor Clark	Absent
Committee Member Johnstone	Absent
Committee Member McKay	In Favor

CARRIED

### Motion 2022BC039

Moved by Committee Member McKay to bring Bylaw 994/22 Town of Rimbey Cemeteries Bylaw Draft to the next Council meeting being held on Wednesday, October 12, 2022, for review.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	Absent
Councillor Clark	Absent
Committee Member Johnstone	Absent
Committee Member McKay	In Favor

CARRIED

**RECOMMENDATION:**

Administration recommends Council accept the changes and give first reading to Bylaw 994/22 Town of Rimbeby Cemeteries Bylaw.

Administration recommends Council accept the changes and give second reading to Bylaw 994/22 Town of Rimbeby Cemeteries Bylaw.

Administration recommends Council to unanimously consider third and final reading to Bylaw 994/22 Town of Rimbeby Cemeteries Bylaw.

Administration recommends Council give third and final reading to Bylaw 994/22 Town of Rimbeby Cemeteries Bylaw.

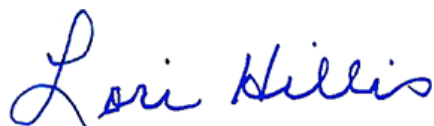
**ATTACHMENTS:**

[RFD 6.4.1 994 22 Town of Rimbeby Cemeteries Bylaw - DRAFT](#)

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**



Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES**

WHEREAS The Town of Rimby is the owner and operator of both West Haven Cemetery and Mount Auburn Cemetery;

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

**SECTION 1 - Title**

1. This Bylaw may be cited as the Town of Rimby Cemeteries Bylaw.

**SECTION 2 – Definitions**

In this bylaw, unless the context otherwise requires:

- a) "Artificial Ornaments" means any cut flowers, silk flowers or wreaths.
- b) "Burial" means the interment of human remains or cremated human remains in a grave.
- c) "Caretaker" means the Town employee(s) ~~actually~~ working at the cemetery under the instruction and supervision of the Chief Administrative Officer or Director of Public Works.
- d) "Cement Liner" means a concrete burial receptacle placed in the lot into which the casket is lowered. The liner is designed to support the weight of the earth and standard cemetery maintenance equipment to prevent the grave from collapsing.
- e) "Cemetery" means land that is set apart or used as a place for the burial of dead human remains or cremated human remains.
- f) "Council" mean the Council of the Town of Rimby.
- g) "Flowering Ornamental" means any perennial, annual and biannual flowering plant.
- h) "Grave" means a lot or niche used as a place of burial.
- i) "Lot" means a lot as shown on a plan of subdivision on record in the Town Office.
- j) "Monument" means any structure in a cemetery erected or constructed on a grave or lot for memorial purposes.
- k) "Niche" means a compartment as shown on a Columbarium Map on record in the Town Office for the storage of cremated remains.
- l) "Town" means the Town of Rimby.
- m) "Woody Ornamental" means any trees shrubs, creepers and climbers.

**SECTION 3 – Duties, Rights and Powers**

- 1) Council of the Town of Rimby shall have charge of the cemeteries.
- 2) Council will provide direction, by way of resolution, for all items other than regular maintenance of the cemeteries.



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES**

- 3) The Town shall maintain the cemeteries, ensuring the grass is mowed on a regular basis, grass is trimmed around all headstones, trees trimmed, and gates and fences are in good repair.
- 4) The Town will have lots available for the burial of human remains at all times.
- 5) The Town shall have the authority to order that the graves in any particular section of the cemetery shall be laid in any direction the Town may consider suitable.
- 6) The Town shall have the authority to have removed any weeds or grass, funeral designs, or floral pieces which may become wilted or any other article or thing which is in their opinion unsightly.
- 7) If, in the opinion of the Town, any woody ornamentals situated on or about the cemeteries shall become by means of their roots or branches or in any other way detrimental to adjacent lots, walks or driveways, prejudicial to the general appearance to the grounds or dangerous or inconvenient to the public, the Town shall have the right to remove such woody ornamentals or any parts thereof.
- 8) The Town shall have the right to remove fences, borders, railings, walls, hedges, copings and other enclosures now in existence as they may deem advisable after sufficient notice of their intention to do so has been published in a newspaper circulated in the Town if the relatives are unknown.
- 9)
  - (a) No person shall disturb the quiet or good order of the cemetery by improper noise, improper conduct or otherwise.
  - (b) A member of the Royal Canadian Mounted Police, Community Peace Officer, Chief Administrative Officer or Director of Public Works may evict therefrom, or deny entrance, to any person who contravenes paragraph (a) hereof.
- 10) Whenever the owner of a lot neglects to make the required repairs or alterations to a lot within 30 days after receiving written notice from the Town to do so, the Town shall have the power to repair such lot and charge the cost thereof to the owner which may be recovered as a debt from the owner to the Town.

**SECTION 4 – Lots & Niches**

- 1) The plans of subdivision of the lands made available for a burial purposes and the Columbarium Map now on record in the Rimbey Town Office, together with all subsequent plans of subdivision of such lands approved by the Town, shall be the plans of the cemetery herein referred to and all interments shall be made and records kept by the Rimbey Town Office in accordance with such plans. Copies of all such plans shall be made available for inspection free of charge at the Rimbey Town Office during normal office hours.
- 2) The Town Office shall administer all sales of lots and niches and interments in the cemetery.
- 3) The Town Office shall make all sales and receive all monies therefrom for all interments made in the cemeteries.
- 4) (a) Lots and Niches in the cemetery shall be sold by the Town upon the purchaser paying the amounts set forth in schedule "A" of



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES**

the Fees for Services Bylaw 905/15.

(b) Winter months / rates will apply annually at the discretion of the Public Works Director or delegate.

~~(b)~~(c) The funds received by the Town for perpetual care will be invested by the Town and the interest therefrom shall be used to offset the maintenance of the Town of Rimbey's cemeteries.

- 5) Posts to mark the limits of the lots shall be permitted, provided that they are placed within the limits of the lots and are level with and not projecting above the ground.

**SECTION 5 - Burials**

- 1) No burial shall be permitted in the cemetery unless a proper Burial/ Disposition Permit is produced by the party applying for the burial. If the burial is for cremated remains, a Certificate of Cremation may be requested. No interment shall be permitted until the Town is provided with the following particulars:

- Name of deceased.
- Name of Funeral Home or person responsible for the burial.
- Date and time of burial.
- Name and address of person to be billed for cemetery lot or niche and perpetual care fees.

- 2) The owner of a lot or niche, or the person instructing the Town to open a grave shall give complete and precise instructions regarding the location of the grave, and the Town shall not be responsible for any errors resulting from the lack of proper instructions.

- 3) The use of a cement liner is mandatory.

- 4) (a) Graves shall be dug and interments made only by persons under the supervision and direction of the Town. The Town may restrict any grave openings during the winter months, having consideration for weather and ground conditions. The deceased person/persons shall be placed in the burial vault located in Mount Auburn Cemetery, at no charge, for such a period of time as is considered necessary by the Cemetery Board.Town.

(b) No person or persons not under the control or supervision, in person or verbally, of the Town shall open any grave for the purpose of interring or disinterring a body. A proper permit must be provided by the party applying for interment or disinterment.

- 5) No grave for burial of a deceased person shall be less than 1 meter in depth from the surface of the ground ~~surrounding the grave~~, from the top of the outermost receptacle.

- 6) No grave for the burial of a stillborn child shall be less than fifty (50) centimeters in depth from the surface of the ground ~~surrounding the grave~~, from the top of the outermost receptacle.

- 7) No grave for the burial of cremated remains shall be less than fifty (50) centimeters in depth from the top of the receptacle to the surface of the ground ~~surrounding the grave~~.

- 8) In no case shall the cremated remains of more than four persons be interred in a full size lot and in no case shall the cremated remains of more than two persons be interred in a cremation lot or





**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES**

niche.

- 9) The body of an adult person shall not be interred in the same grave in which a body has previously been interred unless the first body has been buried at a depth of at least 250 centimeters from the surface of the ground to the bottom of the grave. ~~The first interment must use a cement liner.~~ In no case shall ~~be the~~ bodies of more than two adult persons be interred in the same grave.
- 10) When more than one body is interred in the same grave, the last interment shall be at a depth of at least one (1) meter from the surface of the ground to the top of the outermost receptacle.
- 11) No second interment shall be permitted in any lot in the cemetery on which there are unpaid charges due and payable to the Town.
- 12) All work in the immediate vicinity of a grave shall be discontinued during the burial service.
- 13) All burials within the limits of the cemetery shall be under the supervision and control of the Town, as outlined by this Bylaw.
- 14) Notwithstanding the foregoing, cremated human remains may be scattered on the surface of common ground at no charge. In order that concise records may be kept, applicants for this service must first contact the Town Office and supply the Town with a copy of the Burial Disposition Permit and a Certificate of Cremation, if requested, along with the information required in Section 4-5(1) of this bylaw.
- 15) For the purpose of the preceding clause, "Common Ground" shall mean that portion of the cemeteries described in the cemetery plan.

**SECTION 6 – Monument**

- 1) All persons employed in the construction and erection of monuments or doing other work in the cemeteries whether employed by the Town or not shall be subject to the direction and control, directly or verbally, of the Town.
- 2) No monument shall be erected in the cemeteries until the design, description, and materials have been approved by the Town, a permit for the erection of such monument has been issued and the prescribed fee for such permit as provided for in Schedule "A" of the Fees for Services Bylaw has been paid. Monuments which are placed without a permit will be removed.
- 3) All monuments placed on Columbarium Niches shall be a standard 10x7 bronze wreath with bud vases.
- ~~4) Except in Mount Auburn Cemetery, all monuments shall be placed on the foundation provided by the Town and shall be confined within the boundaries of the respective lots, and all monuments shall not exceed 40.5 centimeters above the foundation, or not be within 5 centimeters of the edge of the foundation, provided by the Town.~~
- 4)
- 5) No monument shall be erected on Saturdays, Sundays, or holidays



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES**

unless permission in writing has been granted by the Chief Administrative Officer.

- 6) Except in the Mount Auburn Cemetery, all persons erecting monuments shall ensure to the satisfaction of the Town that such monuments are firmly secured to the foundation.
- 7) All persons erecting monuments shall ensure that the surrounding areas are left in the same conditions found.
- 8) No work shall be done upon any monument, nor shall any monument be removed from any grave or lot without the permission of the Town.
- 9) Concrete or stone slab covers over graves are prohibited.
- 10) The Town shall not be liable for damages resulting from theft, vandalism or damage whatsoever caused to monuments erected upon a lot.
- 11) The Town reserves the right to remove any monument at the owner's cost, with written notice.
- 12) Whenever the owner of a lot neglects to make the required repairs or alterations to a monument within 30 days after receiving written notice from the Town to do so, the Town shall have the power to repair such monuments and charge the cost thereof to the owner which may be recovered as a debt from the owner to the Town.
- 13) Notwithstanding subsections 1-10, no upright marker shall be permitted in the West Haven Cemetery.

**SECTION 7 - Visitors**

- 1) No person shall enter or remain in the cemeteries between the hours of 10:00 p.m. of any day and 6:00 a.m. of the following day.

**SECTION 8 – Vehicles in the Cemeteries**

- 1) No person shall drive any vehicle through any cemetery at a greater rate of speed than 15 km/h.
- 2) The Town may prohibit the driving of vehicles in any part of the cemeteries.
- 3) The Town may prohibit the driving of any vehicle in the cemeteries when the roads are in an unfit condition.
- 4) Unless authorized by the Town, no bicycle, motorcycle, or horse shall be allowed in the cemeteries except when it is part of a funeral procession.
- 5) The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the cemeteries.

**SECTION 9 – General Provisions**

- 1) Unless permission has been obtained from the Town, no person



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES**

shall remove, destroy, prune or otherwise interfere with any woody or flowering ornaments in the cemeteries. Any woody ornamentals planted within the boundaries of the cemeteries must be done so under the authorization and/or supervision of the Town.

- 2) Fences, railings, walls, copings, hedges, in or around the lots are prohibited.
- 3) Artificial ornaments are allowed in a continuous basis unless they become unsightly as noted in Section 3(6)2(5).
- 4) No person shall destroy, damage, deface or write upon any monument, tablet or other structure or object in the cemeteries.
- 5) No person shall deposit any paper, sticks, or refuse of any kind on any portion of the lands within the boundaries of the cemeteries except in receptacles provided for that purpose.
- 6) No person shall remove the sod in graves or from any portion of any lot in the cemeteries without first obtaining the written consent of the Chief Administrative Officer.
- 7) All grading, seeding of grass, and sodding work shall be done under the direction of the Town.
- 8) No person, other than an employee of the Town, or the owner of a lot or his agent shall be permitted to care for any lot in any cemetery.
- 9) Benches of a style approved by the Town may be permitted in the cemeteries under such conditions as Town may order.
- 10) The tops of lots or graves shall be kept level with the surrounding ground.
- 11) No animal shall be allowed in any cemetery unless such animal is on a leash and accompanied by an adult person.
- 12) The Town shall operate the cemeteries in accordance with the Cemeteries Act of Alberta, and other provincial and federal legislation and regulations.
- 13) Flowers are restricted to the bud vases on all niches.

**SECTION 10 – Penalty**

- 1) Any person who commits a breach of any of the provisions of this bylaw shall on conviction for such breach be liable to a penalty not exceeding five hundred (\$500.00) dollars, or not less than twenty five (\$25.00) dollars, exclusive of costs, or in the case of non-payment if the fine and cost imposed to imprisonment for any period not exceeding sixty (60) days.

**SECTION 11 – Repeal**

- 1) Bylaw 930/17-945/18 is hereby repealed.

This Bylaw shall come into effect on the date of final passage thereof.



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES**

---

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_  
202218.

READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_  
202218.

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

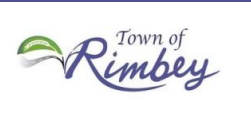
READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_,  
202218.

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

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

DRAFT

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Wanda Stoddart, Director of Finance  
**Subject:** Electric Distribution Franchise Fee for 2023  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

The Town of Rimbey has an Electrical Distribution Franchise Agreement with Fortis Alberta Inc., which is Schedule A of Town of Rimbey Bylaw 883/13. The Agreement became effective July 1, 2013 with an initial term of ten (10) years and may be renewed for a further period of five (5) years.

Fortis Alberta agrees to collect from Consumers and pay to the Town a franchise fee calculated as a percentage of Fortis Alberta's total revenue in that year derived from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

Attached are the Fortis Alberta Municipal Franchise Fee Riders for all of the Municipalities in Alberta to whom they deliver electricity to.

The franchise fee may be adjusted annually at the option of the Municipality and cannot exceed 20%. The current rate for the Town of Rimbey is 20% therefore, the rate can remain the same or be decreased.

Historical percentages collected by the Town of Rimbey are as follows:

- 2013 – 7%
- 2014 – 7%
- 2015 – 14%
- 2016 – 14%
- 2017 – 14%
- 2018 – 15%
- 2019 – 16%
- 2020 – 16%
- 2021 – 16%
- 2022 – 20%

**DISCUSSION:**

Fortis Alberta Inc. has estimated our 2023 franchise revenue will be approximately \$429,397 at the current rate of 20%. The 2022 estimate was \$403,953 at the current rate of 20%.

Advertisement for two weeks in the local newspaper is required if there is any change to the franchise fee rate.

**RELEVANT POLICY/LEGISLATION:**

Bylaw 883/13

**FINANCIAL IMPLICATIONS:**

As previously noted.

**RECOMMENDATION:**

Council to determine if they wish to change the Fortis Alberta Inc. Franchise fee for the 2023 budget year.

**ATTACHMENTS:**

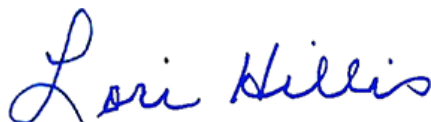
[RFD 7.1.2 Municipal Franchise Fee Riders \(Effective April 1, 2022\)](#)

**PREPARED BY:** Wanda Stoddart, Director of Finance

October 6, 2022

**Date**

**ENDORSED BY:**



Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022

**Date**



## MUNICIPAL FRANCHISE FEE RIDERS

**Availability:** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

### **Price Adjustment:**

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	14%	2022/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	15%	2022/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	13%	2022/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2022/04/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01



<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	13%	2013/01/01	04-0378	Larkspur	3%	2020/04/01
02-0088	Didsbury	17%	2016/01/01	01-0200	Leduc	16%	2014/01/01
02-0091	Drayton Valley	10%	2016/01/01	02-0202	Legal	15%	2021/01/01
03-0093	Duchess	15%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0208	Longview	17%	2017/01/01
03-0096	Edberg	13%	2021/01/01	03-0209	Lougheed	5%	2016/01/01
03-0097	Edgerton	15%	2022/01/01	02-0211	Magrath	10%	2021/01/01
02-0100	Edson	4.75%	2020/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0215	Mayerthorpe	11%	2022/01/01
03-0112	Foremost	7%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0115	Fort Macleod	15%	2018/10/01	02-0218	Milk River	12%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0219	Millet	16%	2019/01/01
02-0124	Gibbons	10%	2013/01/01	03-0220	Milo	20%	2017/01/01
03-0128	Glenwood	5%	2022/04/01	02-0224	Morinville	20%	2013/07/01
04-0129	Golden Days	0%	2017/01/01	04-0230	Nakamun Park	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	02-0232	Nanton	9%	2019/01/01
04-0134	Grandview	0%	2016/01/01	02-0236	Nobleford	0%	2013/10/01
04-0138	Gull Lake	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	9.50%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2014/01/01	02-0240	Onoway	10%	2022/01/01
02-0151	Hinton	11.73%	2022/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	15%	2021/04/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	16%	2022/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	8%	2022/04/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	20%	2022/01/01
04-0187	Kapasiwin	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01





<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
03-0270	Rockyford	5%	2015/04/01	04-0371	Whispering Hills	5%	2016/10/01
03-0272	Rosemary	14.50%	2020/01/01	02-0350	Whitecourt	3.32%	2021/01/01
04-0273	Ross Haven	0%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
03-0276	Ryley	3%	2016/01/01				
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavely	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2013/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	9%	2022/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2014/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	8%	2022/01/01				
02-0331	Viking	8%	2013/01/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	14.75%	2022/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Halloween Activities  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

AudreyAnn Bresnahan has inquired if Council will be taking part in Halloween decorating/activities.

**DISCUSSION:**

For the past few years Council has taken part in Halloween activities by handing out candy in the hallway of the Town Office.

**RECOMMENDATION:**

Administration recommends that Council determine if they wish to take part in Halloween decorating/activities.

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Parkland Regional Library Proposed Budget 2023  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

The Town of Rimbey became a member of the Parkland Regional Library in November of 1997. The Town of Rimbey pays a cost per capita to be a member.

The 2022 Parkland Regional Library budget based the population of Rimbey on the Population Estimates and Projects supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. This population estimate was 2,720. Population of Rimbey according to Statistics Canada Website for the town of Rimbey was 2,567.

At the November 10, 2021 Regular Council Meeting, Council passed Motion 237/21 where Council approved the Parkland Regional Library 2022 Proposed Budget based on 2,567 population for the Town of Rimbey.

**DISCUSSION:**

The Parkland Regional Library is requesting approval of the Proposed 2023 Budget.

For 2023, there is a proposed \$0.20 increase to the municipal per capita requisition from \$8.55 to \$8.75.

For calculating the municipal levy for 2023, Parkland Regional Library will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. The population estimate for Rimbey is 2,663 using these population estimates. The 2021 Census of Population for the Town of Rimbey from Statistics Canada website is 2,470.

**RELEVANT POLICY/LEGISLATION:**

Parkland Regional Library Agreement signed in November 1997, Clauses 8.1, 8.2, 8.3

**FINANCIAL IMPLICATIONS:**

2023 requisition estimated at  $(8.75 \times 2663) 23,301.25$

**RECOMMENDATION:**

Administration recommends Council determine if they wish to approve the Parkland Regional Library 2023 Proposed Budget including a \$.20 increase to the municipal per capita requisition and estimated requisition for the Town of Rimbey at \$8.75 per capita, based on estimated population numbers

supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance (pop 2,663) or based on the 2021 Census of Population numbers (pop 2,470).

**ATTACHMENTS:**

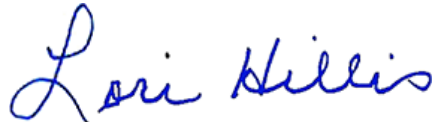
[RFD 7.3.1 2023 Budget Speaking Notes](#)

[RFD 7.3.2 PRLS Proposed Budget 2023](#)

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**



Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

### **Speaking Notes for PRLS' 2023 Budget**

- Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.
- For 2023, there is a twenty-cent increase to the municipal per capita requisition to \$8.75. This increase was approved by the Parkland Board at their May board meeting.
- Parkland has held the requisition at \$8.55 for the previous three consecutive years.
- For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.
- The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.70 per capita and based on 2016 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.55 per capita and based on 2016 population statistics.

#### **Points within the budget to note include:**

- Most expense lines of the budget remain stable. Those lines with increases such as the vehicle expense line (2.16), the audit line (3.1), or the building repair and maintenance line (3.4) reflect inflationary increases.
- The staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment in accordance with Parkland's Cost of Living and Compensation policy statement but no step increases have been provided to staff.
- The Trustee Expense line (3.15) has also been reduced slightly, since meeting reimbursement costs have declined due to the switch to virtual meetings.
- Parkland is also planning a number of purchases funded partially or entirely from reserves. For 2023 these include:
  - The purchase is for computer hardware from the Technology Reserve estimated to be valued at \$219,600 which includes a wireless upgrade project for libraries.
  - In addition, there is a reserve fund transfer for the purchase of one new cargo vehicle (estimated at \$40,500).
- By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

#### **Other points for the board member:**

- Included within the budget is a document comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budgeted amounts, an equivalent of 98% of the 2023 levy is returned to member libraries in tangible form. This return is before considering services provided by Parkland or the costs of running the Parkland system headquarters.
- Point council to their individual Return on Investment document found on the Parkland Website at: <https://www.prl.ab.ca/about-us/return-on-investment>

- Provincial grants amount to approximately 43.6% of PRLS' total income.
- ***Please*** inform your council that Parkland is coordinating a province-wide advocacy effort to get an increase in provincial funding for both municipal libraries and library systems. The per capita rate and population figures used for calculating provincial grants has not changed since 2017. Having municipal support in lobbying the provincial government is crucial as we approach a provincial election next spring.



# Proposed BUDGET 2023

Council Agenda Item 7.3  
**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Proposed 2023 Budget**

Present  
 Budget

	2022	2023	
<b>Income</b>			
1.1	Provincial Operating Grant	992,621	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,939,986	2,001,335
1.4	Alberta Rural Library Services Grant	429,742	429,742
1.5	Interest Income	28,500	28,500
	<b>TOTAL Income</b>	<b>3,536,451</b>	<b>3,597,800</b>
<b>Support Materials &amp; Services Direct to Libraries</b>			
2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	201,885	207,512
2.5	Cooperative Collection Fund	35,835	0
2.6	eContent Platform fees, Subscriptions	78,100	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,200
2.9	Internet Connection Fees	8,820	8,820
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	4,000
	<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>	<b>1,345,787</b>	<b>1,329,492</b>
<b>Cost of Services</b>			
3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000
	<b>TOTAL Cost of Services</b>	<b>2,190,664</b>	<b>2,268,308</b>
	<b>TOTAL Expenses (library materials &amp; cost of service)</b>	<b>3,536,451</b>	<b>3,597,800</b>
	Surplus/Deficit	0	0
	<b>AMOUNT PER CAPITA REQUISITION</b>		<b>8.75</b>



### Notes for the Parkland Regional Library System Budget 2023

**Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:**

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2023, there is a twenty-cent increase to the municipal per capita requisition to \$8.75. Parkland has held the requisition at \$8.55 for the previous three consecutive years. For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.70 per capita and based on 2016 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.55 per capita and based on 2016 population statistics.

**Points within the budget to note include:**

Most expense lines of the budget remain stable. Those lines with increases such as the vehicle expense line (2.16), the audit line (3.1), or the building repair and maintenance line (3.4) reflect inflationary increases. The staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment in accordance with Parkland's Cost of Living and Compensation policy statement. The Trustee Expense line (3.15) has also been reduced slightly, since meeting reimbursement costs have declined due to the switch to virtual meetings.

Cooperative Collection Fund has been discontinued as a line item but for this year will be funded from reserves, (see the Budget Supplement section). This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs.

Provincial grants amount to approximately 43.6% of PRLS' total income.

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$219,600 which includes a wireless upgrade project for libraries. In addition, there is a reserve fund transfer for the purchase of one new cargo vehicle (estimated at \$40,500). One other reserve fund transfer for 2023 is for the one-time use of funds to continue the Cooperative Collection project requested at \$35,000. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 98% of the 2023 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.



# Parkland Regional Library System

## Return on Municipal Levy

Based on 2022 and 2023 Budgeted Amounts

	<b>2022</b>	<b>2023</b>
Materials Allotment for Libraries <small>(Books, DVD's, Audiobooks, etc.)</small>	\$256,396	\$259,362
Rural Library Services Grant	\$429,742	\$429,742
Cooperative Collection Fund <small>(from Reserves in 2023)</small>	\$35,835	\$35,000
Technology <small>(Hardware– budget plus reserves)</small>	\$162,800	\$219,600
Postage <small>(Reimbursement for Interlibrary Loan)</small>	\$4,500	\$2,000
Software <small>(For computers, ILS, etc.)</small>	\$201,885	\$208,205
Rotating Collections <small>(Large Print, Audiobooks, Programming Kits, etc.)</small>	\$21,000	\$21,000
Internet <small>(Connectivity provided to member libraries)</small>	\$8,820	\$8,820
eContent <small>(Platforms &amp; Purchases of eBooks, eAudiobooks, etc.)</small>	\$135,600	\$135,600
Vehicle Expense <small>(\$40,500 from reserves for new van plus ongoing budgeted expenses )</small>		\$99,500
Marketing/Advocacy	\$20,000	\$20,000
Workshop/Training	\$14,000	\$14,000
Cataloguing Supplies	\$31,500	\$32,000
Contribution to Outlet Libraries*	\$800	\$800
Materials Discount <small>(42% in 2022)</small>	\$107,686	\$98,558
SuperNet <small>(Fiber Optic connection provided by GOA to library system members)</small>	\$370,022	\$370,022
<b>Sub-Total</b>	<b>\$1,800,586</b>	<b>\$1,954,209</b>
<b>Requisition</b>	<b>\$1,939,986</b>	<b>\$2,001,335</b>
	<b>93%</b>	<b>98%</b>
<b>Difference Between Levy &amp; Direct Return</b>	<b>\$139,400</b>	<b>\$47,126</b>

\*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Page 67 of 92

## Brief Notes – September 2023

### INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$8.75
- 1.4 Based on statements from PLSB and calculated at \$5.55 per capita
- 1.5 Held at 2022 level - reflects the anticipated returns on investments

### SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – has been discontinued as a line item and will be funded through reserves.
- 2.5 Line reduced to \$45,000 due to changes in use patterns and changes in fees covered – funds shifted to 2.9 and 2.19 - for platform and library services subscriptions
- 2.6 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Reduced - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2022 level
- 2.9 Name changed and items consolidated from line 2.5 – increased to \$6,500
- 2.10 Newly created in 2022 -amount held - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual
- 2.14 Reduced based on actual - includes both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Increased, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Increased significantly – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs continuing to rise
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2022 amount
- 2.19 Increased to \$87,500 to reflect use patterns – funds shifted from 2.5
- 2.20 Increased slightly to \$11,000
- 2.21 Held at 2022 amount
- 2.22 Reduced to \$2,600 – Grant Connect fee moved to line 2.5

COST OF SERVICES

- 3.1 Increased to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS’ lawyer required for the audit process
- 3.2 Increased slightly to \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2022 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$21,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$12,750 - to cover PRLS’ cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Increased slightly – reflects fees for photocopiers and estimated usage
- 3.9 Reflects current staff levels
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2022 amount
- 3.12 Reduced slightly - based on a five-year review
- 3.13 Increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2022 level – based on 3-year review of actual expenses
- 3.15 Reduced to \$26,000 – due to the use of virtual meetings. Includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.16 Based on actual in new building to date and then estimated – reduced to \$36,000

## Complete Notes to the 2023 Budget

### PARKLAND REGIONAL LIBRARY SYSTEM

#### Proposed 2023 Budget

	Present Budget	
	2022	2023
<b>Income</b>		
1.1 Provincial Operating Grant	992,621	992,621
1.2 First Nations Grant	145,602	145,602
1.3 Membership Fees	1,939,986	2,001,335
1.4 Alberta Rural Library Services Grant	429,742	429,742
1.5 Interest Income	28,500	28,500
<b>TOTAL Income</b>	<b>3,536,451</b>	<b>3,597,800</b>

#### Income – line details

*1.1 Provincial Operating Grant:*

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

*1.2 First Nations Grant:*

The First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system, the \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

*1.3 Membership Fees:*

\$8.75 per capita – requisition to municipalities to balance the budget, a twenty cent increase per capita. The previous note was held at \$8.55 for three consecutive years.

*1.4 Alberta Rural Library  
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

*1.5 Interest Income:*

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is estimated at 2022 levels.

<b>Support Materials &amp; Services Direct to Libraries</b>		<b>2022</b>	<b>2023</b>
<b>2.1</b>	Alberta Rural Library Services Grant	429,742	429,742
<b>2.2</b>	Allotment Funds issued to Libraries	256,396	259,362
<b>2.3</b>	Computer Maint.Agree. Software licenses	201,885	207,512
<b>2.4</b>	Cooperative Collection Fund	35,835	0
<b>2.5</b>	eContent Platform fees, Subscriptions	78,100	45,000
<b>2.6</b>	FN Provincial Grant expenses	78,839	78,839
<b>2.7</b>	Freight	1,800	1,200
<b>2.8</b>	Internet Connection Fees	8,820	8,820
<b>2.9</b>	Library Services Tools	3,000	6,500
<b>2.10</b>	Marketing/Advocacy	20,000	20,000
<b>2.11</b>	Member Library Computers Allotment	68,070	68,617
<b>2.12</b>	Outlets - Contribution to Operating	800	800
<b>2.13</b>	Periodicals	1,000	1,000
<b>2.14</b>	ILL Postage for libraries	4,500	2,000
<b>2.15</b>	Supplies purchased Cataloguing/Mylar	18,500	19,000
<b>2.16</b>	Vehicle expense	46,000	59,000
<b>2.17</b>	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
<b>2.18</b>	Audio Book	5,000	5,000
<b>2.19</b>	eContent	57,500	87,500
<b>2.20</b>	Large Print	10,000	11,000
<b>2.21</b>	Programming Kits	2,000	2,000
<b>2.22</b>	Reference	4,000	2,600
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,345,787</b>	<b>1,329,492</b>

**Support Materials & Services Direct to Libraries - line details**

*2.1 Alberta Rural Library Services Grant:*

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

*2.2 Allotment Funds Issued to Libraries:*

reflects allotment rate of \$1.13 per capita – held at the 2022 level.



*2.3 Computer Maint. Agree.  
Software Licenses:*

line slightly increased – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system. Also includes small non-capital IT items as needed such as monitors and bar code scanners.

*2.4 Cooperative Collection:*

this line has been eliminated as a budgeted item but for this year will be funded from reserves, see the Budget Supplement at the end of the budget section. This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs.

*2.5 eContent Platform fees  
and Subscription fees:*

decreased from 2022 level due to the cancelation of two resources based on usage statistics and feedback from local library staff - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume and Grant Connect.

*2.6 FN Provincial  
Grant Expense:*

funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

*2.7 Freight:*

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – reduced based on actual.

*2.8 Internet Connection  
Fees:*

for internet service provision to member libraries and HQ – held at 2022 level.

*2.9 Library Services Tools:* name changed from Cataloguing Tools, also consolidates all in-house subscriptions into one line – based on actual costs – includes resources previously in this line (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly and LibraryData which were previously in eContent Platform fees line (2.5).

*2.10 Marketing/Advocacy:* newly created in 2022, amount held at the same level – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

*2.11 Member Library Computers:* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

*2.12 Outlet - Contribution to Operating:* operating funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds – held at \$800.

*2.13 Periodicals:* held at 2022 level - based on actual, includes professional development publications and library journals.

*2.14 ILL Postage Reimbursement for Libraries:* reduced based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.

*2.15 Supplies purchased Cataloguing/Mylar:* increased slightly - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

*2.16 Vehicle Expense:* increased significantly - estimates for fluctuation in fuel prices are the major reason, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

*2.17 Workshop/Training:* includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2022 amount.

### **PRLS Circulating Collections**

*2.18. Audiobook Materials:* held at 2022 level– used to support the physical audiobook collection.

*2.19 eContent:* increased from 2022 with funding shifted from the eContent Platform fees line (2.5) - based on feedback from local library staff and usage statistics - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, as well as Overdrive eMagazines and potentially other eContent.

*2.20 Large Print Books:* slight increase from 2022 level to help refresh the collection.

*2.21 Programming Boxes:* held at 2022 level - to refresh and build new programming kits for programming in member libraries.

*2.22 Reference Materials:* decreased due to moving Grant Connect costs to the eContent Platform fees line (2.5) – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

<b>Cost of Services</b>		<b>2022</b>	<b>2023</b>
<b>3.1</b>	Audit	16,500	20,000
<b>3.2</b>	Bank expenses	1,600	1,700
<b>3.3</b>	Bank Investment Fees	4,700	4,700
<b>3.4</b>	Building-Repairs/Maintenance	18,000	21,500
<b>3.5</b>	Dues/Fees/Memberships	12,200	12,750
<b>3.6</b>	Insurance	19,000	20,500
<b>3.7</b>	Janitorial/Outdoor maintenance expense	34,000	35,000
<b>3.8</b>	Photocopy	4,000	4,300
<b>3.9</b>	Salaries	1,588,659	1,666,962
<b>3.10</b>	Salaries - Employee Benefits	349,505	353,396
<b>3.11</b>	Staff Development	20,000	20,000
<b>3.12</b>	Supplies/Stationery/Building	32,500	29,000
<b>3.13</b>	Telephone	8,000	8,500
<b>3.14</b>	Travel	8,000	8,000
<b>3.15</b>	Trustee expense	35,000	26,000
<b>3.16</b>	Utilities	39,000	36,000
<b>TOTAL Cost of Services</b>		<b>2,190,664</b>	<b>2,268,308</b>

**Cost of Services – line details**

*3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland’s triannual LAPP Audit requirement and includes costs for an annual letter from PRLS’ lawyers required for the audit process.

*3.2 Bank Expenses:* increased slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.

*3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2022 level.

*3.4 Building-Repair/ Maintenance.* increased slightly – costs are based on actual in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

*3.5 Dues/Fees/*

*Memberships:*

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.

*3.6 Insurance:*

this line has increased slightly and accounts for cyber insurance, the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime employee drivers abstracts and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.

*3.7 Janitorial/Outdoor*

*Maint. Expense:*

increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal.

*3.8 Photocopy:*

reflects fees for photocopiers and estimated usage with a slight increase, based on actual.

*3.9 Salaries:*

to reflect the current staffing level.

*3.10 Salaries-Employee*

*Benefits:*

to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.

*3.11 Staff Development:*

funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at \$20,000.

*3.12 Supplies/Stationery/*

*Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies - reduced slightly. Based on a five year review.

- 3.13 Telephone:* increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at \$8,000.
- 3.15 Trustee Expense:* reduced due to virtual meetings - accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf).
- 3.16 Utilities:* based on actual since moving into the new building in October 2020 and then estimated for a full year – reduced slightly.

**PARKLAND REGIONAL LIBRARY SYSTEM**

**Proposed 2023 Budget**

	Present Budget <b>2022</b>	Proposed Budget <b>2023</b>
<b>TOTAL Income</b>	<b>3,536,451</b>	<b>3,597,800</b>
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>	<b>1,345,787</b>	<b>1,329,492</b>
<b>TOTAL Cost of Services</b>	<b>2,190,664</b>	<b>2,268,308</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>	<b>3,536,451</b>	<b>3,597,800</b>
<b>Surplus/Deficit</b>	<b>0</b>	<b>0</b>
<b>AMOUNT PER CAPITA REQUISITION</b>	<b>8.55</b>	<b>8.75</b>

## **Budget Supplement**

### **Explanation points to the 2023 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing one new vehicle in 2023 (estimated at \$40,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

As described elsewhere in the budget document, Parkland will continue to fund the Cooperative Collection project in 2023 using funds from the Unrestricted Reserve (\$35,000).

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



## Parkland Regional Library System Budget Supplement - Movement of Funds - 2023

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will be purchased from reserves.

<b>1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME</b>	<b>2023</b>
<b>Amortization Reserve</b>	
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$72,720 <b>A</b>
<b>Vehicle Reserve</b>	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$40,500 <b>B</b>
<b>Technology Reserve</b>	
Anticipated funds required for Technology purchases <i>(may include Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i> <i>(Estimated capital PRL assets - 2023, \$40,600 -B)</i>	\$219,600
<b>Unrestricted Reserve</b>	
Funds to purchase library materials for Cooperative Collection project	\$35,000 <b>D</b>
	<b>\$367,820</b>
<b>2 INCOME FROM THE SALE OF CAPITAL ASSETS</b>	
Anticipated vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000 <b>C</b>
	<b>\$5,000</b>
<b>3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES</b>	
<b>Amortization Reserve</b>	
Residual Amortization anticipated - PRLS assets	\$46,620 <b>B</b>
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$34,480 <b>B</b>
<b>Vehicle Reserve</b>	

Proceeds from the sale of vehicles \$5,000 **C**  
*(actual amounts will be based on exact selling price in the year)*

**Technology Reserve**

Budgeted for member library computers \$68,617

---

**\$154,717**

---

**4 CAPITAL ASSET EXPENSE ALLOCATION**

---

Amortization expense anticipated w/o building \$72,720 **A**  
*(actual amount will be affected by asset disposals during the year)*

Amortization expense anticipated for building \$78,939  
*(actual amount will be affected by asset disposals during the year)*

---

**\$151,659**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Community Garden  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Councillor Gayle Rondeel has requested that a 100 x 100 ft Community Garden be placed on the Bergum property.

**RECOMMENDATION:**

Administration recommends Council determine if they wish to have a Community Garden at the Bergum property.

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

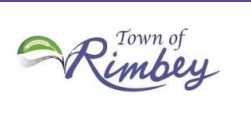
**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Council Round Table Discussion  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Council Round Table Discussion is for matters that are not on the agenda but arise during Council meeting.

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Department Reports  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.

**RECOMMENDATION:**

Motion by Council to accept the department reports, as information.

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

October 6, 2022  
**Date**

October 12, 2022  
**CAO Report**



## HIGHLIGHTS

### Capital Projects:

**56 Avenue** – Pavement is complete

**51 Street** – Storm main has been installed to the north of 49th Avenue intersection. Concrete work is ongoing. Milling and overlay and any other remaining paving/concrete work will be completed next year along with the remaining storm main installations.

**Alberta Health** – Mayor Pankiw, Councillor Curle and I attended a meeting with Health Minister, Minister Copping to discuss ambulance service, hospital wait times for surgery and the Rimbey Hospital operating room.

**Economic Development** – Met with Jennifer Hartigh, Regional Economic Development Specialist for HWY 2 Central Corridor to discuss economic development and employment in the Town of Rimbey.

**Retirement** – Good luck to Dave Kreutz on his retirement. We are sorry to see him leave and wish him the best in his retirement.

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

## Council Board Report 8.1.3



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

Date Range: 16-Sep-2022 to 06-Oct-2022  
Sequence by: Cheque/EFT#  
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
AACPO	48589	29-Sep-2022	Alberta Assoc. of Com. Peace Officers - wallet ba	35.00
Alsco	48590	29-Sep-2022	Alsco - supplies/rentals	560.09
BJ BOBCAT & TRUCKING LTD.	48591	29-Sep-2022	BJ Bobcat & Trucking Ltd - Demo Deposit Refunc	3,000.00
Blooms	48592	29-Sep-2022	Blooms - ARC - expenses	100.00
Brandt Tractor Ltd	48593	29-Sep-2022	Brandt Tractor - repairs - Unit #2	1,865.80
Canadian Pacific Railway Company	48594	29-Sep-2022	Canadian Pacific Railway - Hoadley crossing	296.00
Centerline Auto Service	48595	29-Sep-2022	Centerline Auto Service - repair - Unit #12	92.69
CENTRAL SQUARE CANADA SOFTWARE INC.	48596	29-Sep-2022	Central Square - 2023 Annual Maintenance Fee	7,147.18
Cimco Refrigeration	48597	29-Sep-2022	Cimco - Rec Centre - service agreement	4,959.78
Clark,Wayne	48598	29-Sep-2022	Wayne Clark - Sept. 2022 - expenses	264.74
DENNIS,WES	48599	29-Sep-2022	Wes Dennis - fencing - West Haven	2,604.00
Drain Doctor	48600	29-Sep-2022	Drain Doctor - flush main 48 Ave & 51 St	760.20
Eckrim Agencies	48601	29-Sep-2022	EckRim Agencies - plate CML 5980 - Hydrovac tr	84.00
Eggleston,Elizabeth	48602	29-Sep-2022	Refund on account 003-22820-001.	12.83
Hillis,Lori	48603	29-Sep-2022	L.Hillis - expenses - Sept.2022	80.00
Kinniburgh,Kristine	48605	29-Sep-2022	Refund on PT Account 000 - 15740	1,384.19
Longhurst Consulting	48606	29-Sep-2022	Longhurst - notebook - Council Chambers	5,956.37
LOR-AL SPRINGS LTD.	48607	29-Sep-2022	Lor-Al Springs - water	36.60
Municipal Property Consultants (2009) Ltd.	48608	29-Sep-2022	Municipal Prop. Consultants - Oct. 2022	3,575.95
NAPA Auto Parts - Rimbey	48609	29-Sep-2022	Napa - shop supplies	180.97
NCGL CONSTRUCTION LTD.	48610	29-Sep-2022	NCGL Construction Ltd - SCADA upgrade	32,993.01
Nikirk Bros. Contracting Ltd.	48611	29-Sep-2022	Nikirk - crushed gravel	3,641.40
Oakcreek Golf & Turf LP	48612	29-Sep-2022	OakCreek Golf & Turf - parts	227.45
Outlaw Electric Ltd.	48613	29-Sep-2022	Outlaw Electric - repairs - North lift station	146.47
Pankiw,Rick	48614	29-Sep-2022	Rick Pankiw - Sept. 2022 - expenses	391.10
Rimbey Implements Ltd.	48615	29-Sep-2022	Rimbey Implements - parts	98.32
RJ Plumbing and Heating	48616	29-Sep-2022	RJ Plumbing - CC - install boiler system - arena	15,762.60
Tirecraft Rimbey Inc.	48617	29-Sep-2022	Tirecraft - repair - Unit 2 (backhoe)	114.40
Towle,Jeanette	48618	29-Sep-2022	J.Towle - expenses - AMTPA Conference	724.48
Uni First Canada Ltd.	48619	29-Sep-2022	UniFirst - supplies/coveralls	138.80
WILLIAMSON,SCOTT& WILLIAMSON, JOY	48620	29-Sep-2022	Scott & Joy Williamson - Dev. Deposit Refund - D	3,000.00
Wolseley Industrial Canada INC	48621	29-Sep-2022	Wolseley - bleach - PW	671.75
Canada Revenue Agency	00121-0001	29-Sep-2022	CRA - deductions (Sept11-24/22) Sept.29/22 biw	16,958.33
INNOV8 DIGITAL SOLUTIONS INC.	00121-0002	29-Sep-2022	Innov8 - copies - CC / Town	251.99
LAPP	00121-0003	29-Sep-2022	LAPP - Town - Sept.30/22 biweekly payroll (Sept.	9,282.48
Telus Communications Inc.	00121-0004	29-Sep-2022	Telus - Sept 10/22 - Beatty House	2,115.86
<b>Total:</b>				<b>119,514.83</b>

September 26, 2022  
**Public Works Report**



**HIGHLIGHTS**

**ROADS:**

- Street sweeping is ongoing as needed
- Ditch mowing on going
- Weed spraying in the ditches and cemeteries
- Pothole repairs on going
- Grading alleys and roads as needed.
- Pre job meetings with Tagish for 56 Ave.
- Pre job meetings with Northside Construction and Tagish Engineering for 51 St storm project

**WATER:**

- Routine testing and monitoring of the water system is ongoing
- Replacing defective water meters as needed
- Well #13 repaired and up and running
- Working with Tagish to finish SCADA projects for well 12 and 13

**WASTEWATER:**

- Wastewater operations and testing is ongoing
- Testing and sampling for Lagoon discharge completed
- Did bioassay tests and discharged lagoons
- Order water tests for piezometer wells at lagoons
- Met with Richard Bland with Baytex to talk about long term effluent agreement

**RECYCLE:**

- Work with the Ponoka County staff to fulfill residents needs as they arise
- Haul yard waste to Town of Ponoka facility

**R.C.M.P. STATION:**

- Assist with projects as needed
- Mowing and weed whipping as needed
- Install emergency exit lighting



**CEMETERY:**

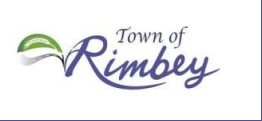
- Assisted people with their needs
- Mowing and weed whipping on going
- Trim trees
- Started the ash garden

**OTHER:**

- Assist other departments as needed

**PREPARED BY:** Rick Schmidt, Director of Public Works

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 12, 2022  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Boards/Committee Reports  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Various Community Groups supply Minutes of their board meetings to Council for their information.

**RECOMMENDATION:**

Motion by Council to accept the Tagish Engineering Project Status Update to September 29, 2022, as information.

**ATTACHMENTS:**

[RFD 8.2.1 Tagish Engineering Updates to September 29, 2022](#)

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer

September 22, 2022  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

September 22, 2022  
**Date**

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>RBYM00000.22 RB00 - 2022 General Engineering</b>		
August 4, 2022	Solberg, Lloyd	Darcy's have rescheduled the Well 13 repair and drop tube to be completed tentatively on August 10th. Tagish is working with Public Works and Nason to tie the well into the PLC.
August 15, 2022	Solberg, Lloyd	Well 13 was repaired last week and is operational. Tagish is working with Public Works and Nason to tie the four wells into PLC/Scada system.
September 1, 2022	Solberg, Lloyd	Tagish is working with Public Works and Nason to tie the four wells into PLC/Scada system.
September 15, 2022	Solberg, Lloyd	Tagish is working with Public Works and Nason to tie the four wells into PLC/Scada system. Public works is working on purchasing the well level transmitters required to tie into the system.
<b>RBYM00144.00 RB144 - 51st Street Storm Main Install</b>		
August 4, 2022	Solberg, Lloyd	Construction is on-going. Northside is installing storm main on 40th Ave and moving north. They have installed approximately 140m of main.
August 15, 2022	Solberg, Lloyd	Construction is on-going. Northside has currently installed storm upto 46th Avenue.
September 1, 2022	Solberg, Lloyd	Construction is on-going. Northside has currently installed storm upto 48th Avenue.
September 15, 2022	Solberg, Lloyd	Construction is on-going. Northside has currently installed storm upto 49th Avenue. They are completing the storm main installs going west on 49th Avenue upto the laneway. Northside is planning on completing installations just past 49th Avenue and then will stop utilities until next year. Proform is schedule to come to site next week and start concrete reinstatements for concrete that was disturbed.
<b>RBYM00145.00 RB145 - 56th Ave Surface Improvements</b>		
August 4, 2022	Solberg, Lloyd	Construction is on-going. Olds concrete have removed the existing concrete and are preparing to pour the new curbs.
August 15, 2022	Solberg, Lloyd	Construction is on-going. The majority of the concrete has been installed. Border likely to start roadworks within the next two weeks.
September 1, 2022	Solberg, Lloyd	Construction is on-going. Concrete and landscaping has been complete. We will reach out to Border when they are anticipating completing the roadworks.
September 15, 2022	Solberg, Lloyd	Construction is on-going. Concrete and landscaping has been complete. Border is planning on starting the remaining surface works around the third week of September.
<b>RBYM00146.00 RB146 - Scada Upgrades</b>		
August 4, 2022	Solberg, Lloyd	We have followed up with Nason to get a schedule/update for the upcoming work. Once we receive an update, we will forward it to the Town.
August 15, 2022	Solberg, Lloyd	Nason has indicated that they are anticipating completing the programming by the first week of September. Once complete they will bring the equipment to Town.
September 1, 2022	Solberg, Lloyd	Nason has finished the programming. They are setting up a time to bring the equipment to the Town as well as any necessary connections.
September 15, 2022	Solberg, Lloyd	Nason has finished the programming. They are setting up a time to bring the equipment to the Town. Town/Tagish/Nason are just sorting through the IT issues for the required connections.

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>RBYM00000.22 RB00 - 2022 General Engineering</b>		
August 15, 2022	Solberg, Lloyd	Well 13 was repaired last week and is operational. Tagish is working with Public Works and Nason to tie the four wells into PLC/Scada system.
September 1, 2022	Solberg, Lloyd	Tagish is working with Public Works and Nason to tie the four wells into PLC/Scada system.
September 15, 2022	Solberg, Lloyd	Tagish is working with Public Works and Nason to tie the four wells into PLC/Scada system. Public works is working on purchasing the well level transmitters required to tie into the system.
September 29, 2022	Solberg, Lloyd	<b>No change (Sept. 29)</b>
<b>RBYM00144.00 RB144 - 51st Street Storm Main Install</b>		
August 15, 2022	Solberg, Lloyd	Construction is on-going. Northside has currently installed storm upto 46th Avenue.
September 1, 2022	Solberg, Lloyd	Construction is on-going. Northside has currently installed storm upto 48th Avenue.
September 15, 2022	Solberg, Lloyd	Construction is on-going. Northside has currently installed storm upto 49th Avenue. They are completing the storm main installs going west on 49th Avenue upto the laneway. Northside is planning on completing installations just past 49th Avenue and then will stop utilities until next year. Proform is schedule to come to site next week and start concrete reinstatements for concrete that was disturbed.
September 29, 2022	Solberg, Lloyd	<b>Construction is on-going. Northside has completed storm installations up to 49th Avenue and has mobilized off site. They will finish installations up to 51st Avenue next year. Proform is on site completing reinstatements for concrete that was disturbed up to 49th Ave.</b>
<b>RBYM00145.00 RB145 - 56th Ave Surface Improvements</b>		
August 15, 2022	Solberg, Lloyd	Construction is on-going. The majority of the concrete has been installed. Border likely to start roadworks within the next two weeks.
September 1, 2022	Solberg, Lloyd	Construction is on-going. Concrete and landscaping has been complete. We will reach out to Border when they are anticipating completing the roadworks.
September 15, 2022	Solberg, Lloyd	Construction is on-going. Concrete and landscaping has been complete. Border is planning on starting the remaining surface works around the third week of September.
September 29, 2022	Solberg, Lloyd	<b>Construction is on-going. Concrete, milling and road shaping has been completed. Border is scheduled to pave the road on Sept. 29.</b>
<b>RBYM00146.00 RB146 - Scada Upgrades</b>		
August 15, 2022	Solberg, Lloyd	Nason has indicated that they are anticipating completing the programming by the first week of September. Once complete they will bring the equipment to Town.
September 1, 2022	Solberg, Lloyd	Nason has finished the programming. They are setting up a time to bring the equipment to the Town as well as any necessary connections.
September 15, 2022	Solberg, Lloyd	Nason has finished the programming. They are setting up a time to bring the equipment to the Town. Town/Tagish/Nason are just sorting through the IT issues for the required connections.
September 29, 2022	Solberg, Lloyd	<b>Nason has finished the programming. Nason is waiting for a router and then they will bring the equipment to the Town to setup.</b>