



AGENDA

Town Council

April 24, 2023 - 1:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, APRIL 24, 2023 AT 1:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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

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2. AGENDA APPROVAL AND ADDITIONS

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9. CORRESPONDENCE

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10. OPEN FORUM

(Bylaw 939/18 - Council Procedural Bylaw Part XXI 1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

11. CLOSED SESSION - FOIP SECTION 29(1) INFORMATION THAT IS OR WILL BE AVAILABLE TO THE PUBLIC

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Minutes of Council Meeting
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Motion by Council to accept the Minutes of March 27, 2023 Regular Council Meeting.

ATTACHMENTS:

[Council Meeting Minutes March 27, 2023](#)

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

April 20, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

April 20, 2023
Date



MINUTES

Town Council Meeting

Monday, March 27, 2023 - 5:00 PM
Town Administration Building - Council Chambers

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

Deputy Mayor Coston called the meeting to order at 5:00pm with the following in attendance:

- Councillor Wayne Clark
- Deputy Mayor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant
- Rick Schmidt - Director of Public Works

Absent: Mayor Rick Pankiw

Public: (2) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 041/2023

Moved by Councillor Curle to accept the Agenda for the March 27, 2023, Regular Council Meeting, as presented.

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

CARRIED

3. MINUTES

3.1. Minutes of Council Meeting

Motion 042/2023

Moved by Councillor Clark to accept the Minutes of the Regular Council Meeting of February 27, 2023, and the 2023 Budget Meeting Minutes of March 8, 2023, as presented.

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

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. Alberta Dairy Congress

Motion 043/2023

Moved by Councillor Rondeel to provide sponsorship of \$500 for donuts and juice to the 36th Annual Alberta Dairy Congress Event with funding coming from Unrestricted Reserves.

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

CARRIED

7.2. FCM's 2023 Annual Conference & Trade Show

7.3. Joint Fire - Quality Management Plan

Motion 044/2023

Moved by Councillor Curle to accept the Joint Fire Quality Management Plan between Ponoka County, Town of Rimbey, Town of Ponoka and Summer Village of Parkland Beach as information and to direct Administration to execute the agreement.

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

CARRIED

7.4. Rimbey Food Bank

Motion 045/2023

Moved by Councillor Rondeel to accept the proposal from the Rimbey Food Bank and grant permission to renovate and construct an addition to the BYAS building for the use of the Rimbey Food Bank.

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

CARRIED

7.5. MX Track Expansion Proposal

Motion 046/2023

Moved by Councillor Clark to amend the lease agreement between the Rimbey Kinsmen Club and the Town of Rimbey to include Lot 3, Block 1, Plan 082 1573 for the expansion of the Central Alberta Raceways Motor Park with any costs relating to the old residential well on the property be borne by the Rimbey Kinsmen Club with the stipulation that Rimbey Kinsmen Club install a dumping station and further to amend the agreement to include the payment of property taxes on Lot 3, Block 1, Plan 082 1573.

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

CARRIED

7.6. Rimbey Neighbourhood Place

Motion 047/2023

Moved by Councillor Curle to provide a grant of \$10,000 to Neighbourhood Place for the 2023 year (funding to come from Unrestricted Reserves) with the stipulation that Neighbourhood Place provides statistics of the number of families impacted by the program and the number of other people who have been assisted. Neighbourhood Place is to submit their report to the Town by January 2024.

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

CARRIED

7.7. Policy 156 - Councillor Attendance at Conferences/Meetings

Motion 048/2023

Moved by Councillor Clark to approve the revision of Policy 156 - Councillor Attendance at Conferences/Meetings, as presented.

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

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 049/2023

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

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

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 050/2023

Moved by Councillor Rondeel to accept the board/committee reports, as information.

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

CARRIED

8.3. COUNCIL REPORTS

Motion 051/2023

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

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

CARRIED

9. CORRESPONDENCE

9.1. Correspondence

Motion 052/2023

Moved by Councillor Curle to accept the correspondence from Jay Newsham, as information.

Mayor Pankiw	Absent
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 053/2023

Moved by Councillor Clark to adjourn the meeting at 5:53pm.

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

CARRIED

Jamie Coston, Deputy Mayor

Lori Hillis, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Senuik & Company - Auditors Report - Delegation Discussion
Item For: Public Information -or- Closed Session

BACKGROUND:

Seniuk & Company, Chartered Accountants will be presenting the Town of Rimbey Financial Statements for the year ending December 31, 2022.

RELEVANT POLICY/LEGISLATION:

MGA s.276

ATTACHMENTS:

[2022 financial statements #2](#)

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

April 18, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

April 18, 2023
Date

TOWN OF RIMBEY
Financial Statements
Year Ended December 31, 2022

Draft for discussion purposes only

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Year Ended December 31, 2022

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management, in accordance with Canadian Public Sector Accounting Standards. They necessarily include some amounts that are based on the best estimates and judgments of management. Financial data elsewhere in the report is consistent with that in the financial statements.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of the financial statements.

Management reports directly to Council on an ongoing basis, carrying out its audit program to ensure internal controls and their application are reviewed and financial information is tested and independently verified.

Prior to their submission to Council, the financial statements have been reviewed and recommended for approval by management. The financial statements have been audited by the independent firm of Seniuk and Company, Chartered Professional Accountants. Their report to the Council, stating their opinion, basis for opinion, other information, responsibilities of management and those charged with governance for the financial statements, and auditors' responsibilities for the audit of the financial statements, follows.

Ms. Lori Hillis, CAO

Rimbey, AB
April 24, 2023



INDEPENDENT AUDITOR'S REPORT

To the Members of Council of Town of Rimbey

Opinion

We have audited the financial statements of Town of Rimbey (the Municipality), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS)

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

(continues)

Independent Auditor's Report to the Members of Council of Town of Rimbey (*continued*)

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta
April 24, 2023

**Seniuk and Company,
Chartered Professional Accountants**

Statement of Financial Position
December 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash and temporary investments (Note 2)	\$ 2,606,935	\$ 4,755,595
Term deposits (Notes 2, 3)	750,000	-
Restricted cash (Note 2)	903,114	657,887
Property taxes and grants in place of taxes receivable (Note 4)	52,465	79,374
Grants and receivables from other governments (Note 5)	51,935	742,195
Trade and other receivables	197,731	264,359
Notes receivable (Note 7)	40,000	50,000
Long term Investments	2,527	2,527
	4,604,707	6,551,937
LIABILITIES		
Accounts payable	484,613	1,507,904
Deposits received	136,090	112,381
Deferred income (Note 9)	983,269	1,219,402
Long term debt (Note 10)	1,389,388	1,843,096
Designated donations	31,340	25,100
	3,024,700	4,707,883
NET FINANCIAL ASSETS	1,580,007	1,844,054
NON-FINANCIAL ASSETS		
Prepaid expenses	117,514	109,150
Deferred charges - fire services agreement (Note 6)	190,457	216,429
Tangible capital assets (Note 8)	33,173,213	32,007,878
	33,481,184	32,333,457
ACCUMULATED SURPLUS	\$ 35,061,191	\$ 34,177,511

APPROVED ON BEHALF OF COUNCIL_____
Mayor_____
Councilor

Statement of Operations and Accumulated Surplus
Year Ended December 31, 2022

	Budget (Unaudited) 2022	2022	2021
REVENUES			
Net municipal taxes (Schedule 1)	\$ 2,664,312	\$ 2,654,571	\$ 2,537,243
User fees	1,178,750	1,202,081	1,162,400
Government transfers for operating (Schedule 2)	567,402	628,326	531,916
Investment income	50,100	124,878	47,424
Penalties and costs of taxes	50,000	41,208	45,791
Licenses and permits	62,100	49,371	66,778
Rentals	152,144	184,043	127,236
Franchise fees & concession contracts	639,727	676,701	513,579
Other	148,024	137,693	296,383
	5,512,559	5,698,872	5,328,750
EXPENSES			
Administration and legislative	1,103,867	1,006,893	974,109
Protective services	334,974	379,194	335,969
Transportation services	849,863	1,511,025	1,349,444
Environmental services	962,501	1,299,338	1,164,922
Land use planning, zoning and development	537,197	559,835	387,055
Parks, recreation, culture and family support	1,415,771	1,380,841	1,238,640
	5,204,173	6,137,126	5,450,139
SURPLUS (DEFICIT) FROM OPERATIONS	308,386	(438,254)	(121,389)
OTHER INCOME (EXPENSES)			
Government transfers for capital (Schedule 2)	37,715	1,052,324	1,964,851
Gain on disposal of tangible capital assets	-	-	91,459
Contributed assets	-	269,610	-
	37,715	1,321,934	2,056,310
ANNUAL SURPLUS	346,101	883,680	1,934,921
ACCUMULATED SURPLUS - BEGINNING OF YEAR	34,177,511	34,177,511	32,242,590
ACCUMULATED SURPLUS - END OF YEAR	\$ 34,523,612	\$ 35,061,191	\$ 34,177,511

Statement of Changes in Net Financial Assets
Year Ended December 31, 2022

	Budget 2022	2022	2021
ANNUAL SURPLUS	\$ 346,101	\$ 883,680	\$ 1,934,921
Amortization of tangible capital assets	-	1,475,043	1,389,834
Purchase of tangible capital assets	-	(2,640,381)	(4,036,194)
Proceeds on disposal of tangible capital assets	-	-	91,459
Loss (gain) on disposal of assets	-	-	(91,459)
Decrease (increase) in prepaid expenses	-	(8,364)	(7,883)
Decrease in deferred charges	-	25,974	25,971
	-	(1,147,728)	(2,628,272)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	346,101	(264,048)	(693,351)
NET FINANCIAL ASSETS - BEGINNING OF YEAR	1,844,054	1,844,054	2,537,405
NET FINANCIAL ASSETS - END OF YEAR	\$ 2,190,155	\$ 1,580,006	\$ 1,844,054

Statement of Cash Flows
Year Ended December 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Annual surplus for the year	\$ 883,680	\$ 1,934,921
Items not affecting cash:		
Amortization of tangible capital assets	1,475,043	1,389,834
Gain on disposal of tangible capital assets	-	(91,459)
Amortization of fire services agreement	25,971	25,971
	2,384,694	3,259,267
Changes in non-cash working capital:		
Trade and other receivables	66,628	(97,625)
Grants and receivables from other governments	690,260	(533,740)
Taxes and grants in place of taxes	26,909	15,044
Accounts payable	(1,023,287)	748,425
Deferred income	(236,133)	(349,503)
Prepaid expenses	(8,364)	(7,883)
Deposits received	23,709	18,850
Designated donations	6,240	1,412
	(454,038)	(205,020)
Cash flow from operating activities	1,930,656	3,054,247
CAPITAL ACTIVITIES		
Cash used to acquire tangible capital assets	(2,640,381)	(4,036,194)
Proceeds on disposal of tangible capital assets	-	91,459
Cash flow used by capital activities	(2,640,381)	(3,944,735)
INVESTING ACTIVITIES		
Decrease (increase) in restricted cash	(245,227)	722,136
Decrease (increase) note receivable	10,000	(50,000)
Decrease (increase) in term deposits	(750,000)	-
Decrease (increase) long term Investments	-	(39)
Proceeds from long term financing	-	755,000
Repayment of long term debt	(453,708)	(322,125)
Cash flow from (used by) investing activities	(1,438,935)	1,104,972
INCREASE (DECREASE) IN CASH FLOW	(2,148,660)	214,484
Cash - beginning of year	4,755,595	4,541,111
CASH - END OF YEAR (Note 2)	\$ 2,606,935	\$ 4,755,595

Schedule of Property and Other Taxes
Year Ended December 31, 2022**(Schedule 1)**

	Budget (Unaudited) 2022	2022	2021
TAXATION			
Real property tax	\$ 3,461,914	\$ 3,457,096	\$ 3,365,919
Linear property taxes	61,819	61,819	60,556
Special assessments	80,531	75,068	33,056
Grants in lieu of property taxes	14,550	14,550	14,704
	3,618,814	3,608,533	3,474,235
REQUISITIONS			
Alberta school foundation	921,855	921,855	904,995
Seniors' housing requisition	32,647	32,107	31,997
	954,502	953,962	936,992
NET MUNICIPAL TAXES	\$ 2,664,312	\$ 2,654,571	\$ 2,537,243

Schedule of Government Transfers**(Schedule 2)****TRANSFERS FOR OPERATING**

Provincial Government	\$ 224,767	\$ 266,877	\$ 225,011
Federal Government	3,200	2,520	3,200
Other Local Governments	339,435	358,929	303,705
	567,402	628,326	531,916
	567,402	628,326	531,916
TRANSFERS FOR CAPITAL			
Provincial Government	37,715	1,052,324	1,964,851
TOTAL GOVERNMENT TRANSFERS	\$ 605,117	\$ 1,680,650	\$ 2,496,767

Schedule of Expenditures by Object
Year Ended December 31, 2022**(Schedule 3)****EXPENSES**

Salaries, wages & benefits	\$ 2,267,671	\$ 2,011,770	\$ 1,815,600
Contracted and general services	1,323,983	1,126,250	1,027,102
Materials, goods and utilities	836,077	853,970	707,857
Transfer to local boards and agencies	411,129	452,408	399,429
Interest and bank charges	58,710	51,812	54,932
Other expenditures	267,888	165,872	55,385
Amortization	-	1,475,044	1,389,834
Total Expenditures by Object	\$ 5,165,458	\$ 6,137,126	\$ 5,450,139

TOWN OF RIMBEY
Schedule of Changes in Accumulated Surplus
Year Ended December 31, 2022

(Schedule 4)

	Unrestricted Surplus	Operating Reserves	Capital Reserves	Equity in Tangible Capital Assets	Total 2022	Total 2021
BALANCE, BEGINNING OF YEAR	\$ 2,246,651	\$ 438,901	\$ 1,327,180	\$ 30,164,779	\$ 34,177,511	\$ 32,242,590
Excess (deficiency) of revenues over expenses	883,680	-	-	-	883,680	1,934,921
Current year funds used to purchase of tangible capital assets	(2,640,381)	-	-	2,640,381	-	-
Annual amortization expense	1,475,043	-	-	(1,475,043)	-	-
Principle repayments on long term debt	(453,708)	-	-	453,708	-	-
Operating reserve transfers	(361,127)	361,127	-	-	-	-
Capital reserve transfers	(225,692)	-	225,692	-	-	-
	(1,322,185)	361,127	225,692	1,619,046	883,680	1,934,921
BALANCE, END OF YEAR	\$ 924,466	\$ 800,028	\$ 1,552,872	\$ 31,783,825	\$ 35,061,191	\$ 34,177,511

TOWN OF RIMBEY
Schedule of Segmented Disclosure
Year Ended December 31, 2022

(Schedule 5)

	General Government	Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	2022
REVENUE							
Net municipal taxes	\$ 2,654,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,654,571
Government transfers	29,843	-	-	6,619	591,864	-	628,326
User fees and sales of goods	6,603	18,142	5,209	3,100	107,881	1,061,146	1,202,081
Investment income	124,786	-	-	-	93	-	124,879
Other revenues	774,875	52,347	12,701	47,115	143,397	58,582	1,089,016
	3,590,678	70,489	17,910	56,834	843,235	1,119,728	5,698,872
EXPENSES							
Contract and general services	259,594	172,217	153,095	62,154	140,370	338,820	1,126,250
Salaries and wages	660,566	169,353	368,280	70,693	458,594	284,284	2,011,770
Materials, goods and utilities	47,219	18,620	231,831	7,030	323,838	225,432	853,970
Transfers to local boards	-	-	-	293,198	159,210	-	452,408
Amortization	35,054	18,623	735,991	9,899	246,005	429,472	1,475,044
Long term debt interest	-	-	20,777	-	9,705	21,330	51,812
Other expenses	4,460	381	1,051	116,861	43,119	-	165,872
	1,006,893	379,194	1,511,025	559,835	1,380,841	1,299,338	6,137,126
Excess (deficiency) of revenue over expenses before other	2,583,785	(308,705)	(1,493,115)	(503,001)	(537,606)	(179,610)	(438,254)
OTHER							
Government transfers for capital	-	-	355,516	-	39,881	656,927	1,052,324
Contributed assets	-	-	-	-	269,610	-	269,610
	-	-	355,516	-	309,491	656,927	1,321,934
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 2,583,785	\$ (308,705)	\$ (1,137,599)	\$ (503,001)	\$ (228,115)	\$ 477,317	\$ 883,680

Schedule of Tangible Capital Assets
Year Ended December 31, 2022**(Schedule 6)**

	Opening Balance	Additions and Transfers	Disposals, Impairments and Transfers	Closing Balance
For the year ended December 31, 2022				
Cost				
Land	\$ 3,645,294	\$ 6,218	\$ -	\$ 3,651,512
Land improvements	1,178,842	-	-	1,178,842
Buildings	6,063,447	285,881	-	6,349,328
Engineered structures	42,646,678	1,974,961	-	44,621,639
Motor vehicles	425,571	239,246	-	664,817
Machinery and equipment	2,207,437	134,073	-	2,341,510
	56,167,269	2,640,379		58,807,648
Accumulated Amortization				
Land improvements	(784,073)	(45,741)	-	(829,814)
Buildings	(3,303,488)	(177,697)	-	(3,481,185)
Engineered structures	(18,535,298)	(1,072,428)	-	(19,607,726)
Motor vehicles	(244,711)	(29,552)	-	(274,263)
Machinery and equipment	(1,291,821)	(149,626)	-	(1,441,447)
	(24,159,391)	(1,475,044)	-	(25,634,435)
Net Book Value	\$ 32,007,878	\$ 1,165,335	\$ -	\$ 33,173,213
For the year ended December 31, 2021				
Cost				
Land	\$ 2,556,287	\$ 1,089,007	\$ -	\$ 3,645,294
Land improvements	1,165,578	13,264	-	1,178,842
Buildings	6,033,373	30,074	-	6,063,447
Engineered structures	39,882,001	2,830,677	(66,000)	42,646,678
Motor vehicles	498,580	-	(73,009)	425,571
Machinery and equipment	2,204,353	73,173	(70,089)	2,207,437
	52,340,172	4,036,195	(209,098)	56,167,269
Accumulated Amortization				
Land improvements	(738,996)	(45,077)	-	(784,073)
Buildings	(3,126,448)	(177,040)	-	(3,303,488)
Engineered structures	(17,633,529)	(967,769)	66,000	(18,535,298)
Motor vehicles	(288,168)	(29,552)	73,009	(244,711)
Machinery and equipment	(1,191,514)	(170,396)	70,089	(1,291,821)
	(22,978,655)	(1,389,834)	209,098	(24,159,391)
Net Book Value	\$ 29,361,517	\$ 2,646,361	\$ -	\$ 32,007,878

Additions to assets under construction are reported net of those tangible capital assets placed in service during the year which are shown in their respective asset classifications.

Notes to Financial Statements
Year Ended December 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Rimbey (the Municipality) are prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAS). It is a municipality in the Province of Alberta, Canada and operates under the provisions of the Municipal Government Act, R.S.A., 2000, c. M-26, as amended (MGA). Significant aspects of the accounting policies adopted by the Municipality are as follows:

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which they are earned and measurable. Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Expenses are recognized as they are incurred and measurable based upon receipt of the goods and services and/or the legal obligation to pay.

Tax Revenue

Annually, the Municipality bills and collects property tax revenues for municipal purposes. Tax revenues are based on market value assessments determined in accordance with the Municipal Government Act (MGA) and annually established tax rates. Municipal tax rates are set each year by the Municipality Council in accordance with legislation and the Municipality Council approved policies to raise the tax revenue required to meet the Municipality's budget requirements. Tax revenues are recorded at the time tax billings are issued. Property assessments are subject to tax appeal. Expenses related to tax appeals and allowances are separately disclosed in the Schedule of Property and Other Taxes.

The Municipality also bills and collects education tax on behalf of the Province of Alberta (the Province). Education tax rates are established by the Province each year in order to fund the cost of education on a province-wide basis. Education taxes collected are remitted to the Province and are excluded from revenues and expenses in the Schedule of Property and Other Taxes (Schedule 1).

Segment disclosures

The Schedule of Segment Disclosures – Schedule 5 has been prepared in accordance with PS2700 Segment Disclosures. Segment disclosures are intended to enable users to better understand the government reporting entity as well as the major expense and revenue activities of the Municipality. For each reported segment, revenues and expenses represent amounts directly or reasonably attributable to the segment.

The segments have been selected based on a presentation similar to that adopted for the municipal financial planning and budget processes.

Segments include:

- a) Transportation Services includes roadway and parking services.
- b) Protective Services is comprised of police, traffic safety, bylaw enforcement and fire rescue.
- c) Recreation and Culture includes parks and recreation, community and family services, planning and corporate properties and public housing.
- d) General Government includes municipal administration and council governance.
- e) Planning and Development includes related services for the betterment of the municipality.
- f) Environmental Services include water, sewage, and garbage services.

(continues)

Notes to Financial Statements
Year Ended December 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)Cash and Short Term Investments

Cash and cash equivalents consist of cash on deposit, bankers' acceptances, treasury bills and commercial paper, at cost, which approximates market value. These cash equivalents generally mature within 90 days from the date of purchase, are capable of reasonably prompt liquidation and may be used to manage the Municipality's cash position throughout the year.

Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

Government Transfers

Government transfers are the transfer of monetary assets or tangible capital assets from other orders of government that are not the result of an exchange transaction and for which there is no expectation of repayment or direct financial return to the transferor in the future. The Municipality receives government transfers from the Federal and Provincial governments to fund operating and capital expenditures. These transfers to the Municipality are recognized as revenues when the transfers are authorized and all the eligibility criteria, if any, has been met except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient. Prior to that time, any amounts received along with restricted interest thereon are recorded as deferred revenue.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. Significant estimates include:

- Estimated accrued receivables.
- Useful lives for tangible capital assets.
- Assessment of impairment of long term assets.
- Estimated accrued payables.

Deferred Revenue

Deferred revenue comprises funds received in advance of services performed or where the use of funds is externally restricted. These amounts are recognized as revenue in the period the service is performed or when the funds are used for the purpose specified. When agreements stipulate that interest earned on contributions should be restricted for a specific purpose that interest is treated as a contribution received and recorded as an addition to deferred revenue.

(*continues*)

Notes to Financial Statements
Year Ended December 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Debt Charges Recoverable

Debt recoverable consists of long term debt amounts borrowed that are recoverable under loans or other financial arrangements made to non-profit organizations. These debt recoverable amounts are recorded at a value equivalent to the offsetting outstanding long term debt balances as at December 31. Loans are recorded at the lower of cost and net recoverable value. A valuation allowance in the debt recoverable is recognized when there is no longer any reasonable assurance of collection.

Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

Land for Resale

Land for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for land acquisition and improvements to prepare the land for sale or servicing.

Local Improvements

When a service or improvement is deemed to benefit a specific area more than the municipality as a whole, the project may be classified as a local improvement under the MGA to be paid in whole or in part by a tax imposed on the benefiting property owners. The property owners' share of the improvement is recognized as revenue and established as a receivable in the period that the project expenditures are completed.

Deposits

Deposits are held for the purposes of securing the compliance of a third party to contractual stipulations. Deposits are returned when compliance with contractual stipulations is determined. Deposits are recognized as revenue when a third party defaults on the contractual stipulations that the deposits were securing against.

(*continues*)

Notes to Financial Statements
Year Ended December 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Contaminated Sites Liability

Contaminated sites are the result of a chemical, organic or radioactive material or live organism in amounts that exceed an environmental standard being introduced into soil, water or sediment. The Municipality recognizes a liability for remediation of contaminated sites when the following criteria have been met:

- an environmental standard exists,
- there is evidence that contamination exceeds an environmental standard,
- the Municipality is directly responsible or accepts responsibility for the contamination,
- it is expected that future economic benefits will be given up, and
- a reasonable estimate of the amount can be made.

Sites that are currently in productive use are only considered contaminated sites if an unexpected event results in remediation. In cases where the Municipality's responsibility is not determinable, a contingent liability may be disclosed.

The liability reflects the Municipality's best estimate, as of December 31, of the amount required to remediate non-productive sites to the current minimum standard of use prior to contamination. Where possible, provisions for remediation are based on environmental assessments completed on a site; for those sites where an assessment has not been completed, estimates of the remediation are completed using information available for the site and by extrapolating from the cost to clean up similar sites. The liability is recorded net of any estimated recoveries from third parties. When cash flows are expected to occur over extended future periods the Municipality will measure the liability using present value techniques. This liability is reported in the Statement of Financial Position.

Asset Retirement Obligations

Asset retirement obligations are a result of obligations associated with the retirement of tangible capital assets controlled by the municipality. A liability for a retirement obligation can apply to tangible capital assets either in productive use or no longer in productive use.

Non-Financial Assets

Non-financial assets are not available to discharge liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. Non-financial assets include tangible capital assets, inventory of materials and supplies, and other assets.

Tangible Capital Assets

Tangible capital assets are stated at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less accumulated amortization of the tangible capital assets, is amortized on a straight-line basis at the following rates:

Land improvements	15 - 20 years
Buildings	25 - 50 years
Machinery and equipment	5 - 40 years
Engineered structures	10 - 75 years

The Municipality regularly reviews its tangible capital assets to eliminate obsolete items.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

(continues)

Notes to Financial Statements
Year Ended December 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Impairment of Long Lived Assets

The Municipality tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Reserves and Equity in Tangible Capital Assets

Certain amounts, as approved by Council, are designated within accumulated surplus as reserves for future operating and capital expenditures.

Equity in tangible capital assets is included within accumulated surplus. It represents the investment in tangible capital assets after deducting the portion financed by long term debt.

2. CASH, TEMPORARY INVESTMENTS, AND RESTRICTED CASH

	2022	2021
Cash and temporary investments	\$ 2,606,935	\$ 4,755,595
Term deposits	750,000	-
Restricted portion of cash	903,114	657,887
	\$ 4,260,049	\$ 5,413,482

Temporary investments are short term deposits with original maturities of one year or less.

Restricted amounts received from municipal grants and are held exclusively for future approved projects. (Note 9)

Notes to Financial Statements
Year Ended December 31, 2022

3. TERM DEPOSITS

	2022 Cost	2022 Market value	2021 Cost	2021 Market value
Non-Redeemable GIC due February 2023 at 4.63% per annum	\$ 750,000	\$ 750,000	\$ -	\$ -
	\$ 750,000	\$ 750,000	\$ -	\$ -

4. PROPERTY TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLE

Taxes receivable are comprised of:

	2022	2021
Current property taxes and grants in place of taxes	\$ 51,531	\$ 71,886
Arrears property taxes and grants in place of taxes	934	7,488
	\$ 52,465	\$ 79,374

5. GRANTS AND RECEIVABLES FROM OTHER GOVERNMENTS

Grants and receivables from other governments are comprised of:

	2022	2021
Municipal Climate Change Action Centre grant receivable	\$ -	\$ 5,973
Canada Community-Building Fund grant receivable	-	300,566
Municipal Sustainability Initiative - Capital grant receivable	-	365,487
Subtotal	-	672,026
Goods and services tax refundable	51,935	70,169
	\$ 51,935	\$ 742,195

6. DEFERRED CHARGES - FIRE SERVICES AGREEMENT

In 2015 the Town entered into a long term agreement with Ponoka County. In exchange for providing fire services to the Town until 2030, Ponoka County received title to the firehall, related equipment and related vehicles with a net book value of \$389,582. The net book value of the assets transferred has been set up as a deferred charge asset and will be amortized over the life of the agreement.

	2022	2021
Deferred fire services agreement	\$ 389,572	\$ 389,572
Accumulated amortization	(199,115)	(173,143)
	\$ 190,457	\$ 216,429

Notes to Financial Statements
Year Ended December 31, 2022

7. NOTES RECEIVABLE

	2022	2021
Town of Rimbey Library loan receivable bearing interest at 0% per annum, repayable in annual payments of \$10,000. The loan matures on December 31, 2026 and is unsecured	\$ 40,000	\$ 50,000

Principal repayment terms are approximately:

2023	\$ 10,000
2024	10,000
2025	10,000
2026	10,000
	<u>40,000</u>
	\$ 40,000

8. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Land	\$ 3,651,512	\$ -	\$ 3,651,512	\$ 3,645,294
Land improvements	1,178,842	829,814	349,028	394,769
Engineered structures	44,621,639	19,607,726	25,013,913	24,111,380
Buildings	6,349,328	3,481,185	2,868,143	2,759,959
Machinery and equipment	2,341,510	1,441,447	900,063	915,616
Motor vehicles	664,817	274,263	390,554	180,860
	\$ 58,807,648	\$ 25,634,435	\$ 33,173,213	\$ 32,007,878

For additional information, see the Schedule of Tangible Capital Assets (Schedule 6).

Notes to Financial Statements
Year Ended December 31, 2022

9. DEFERRED REVENUE

Deferred revenue is comprised of:

	2022	2021
Family and Community Support Services (FCSS) grant	\$ -	\$ 47,606
Canada Community Building Fund (CCBF)	68,573	153,729
Municipal Sustainability Initiative - Capital	834,541	975,769
Blindman Youth Action Society donation	40,000	-
Subtotal	943,114	1,177,104
Prepaid property taxes	21,685	18,221
Prepaid utilities	9,482	10,982
Prepaid local improvement charges	8,417	12,626
Other	700	335
	\$ 983,398	\$ 1,219,268

Municipal Sustainability Initiative - Capital

Funding from the Provincial Government was allocated to the Municipality in the current year from the Municipal Sustainability Initiative - Capital Grant. The grant funding is restricted to eligible capital projects, as approved under the funding agreements, which are scheduled for completion in the next few years. Unexpended funds related to the advance, less amounts receivable from the Provincial Government, are supported by restricted cash held exclusively for these projects (refer to Note 2.).

Canada Community Building Fund

Funding from the Provincial Government was allocated to the Municipality in the current year from the Canada Community Building Fund and is restricted to eligible capital projects as approved under the funding agreement. Funds from this grant are being deferred for a future project. Unexpended funds related to the advance are supported by restricted cash held exclusively for this project (refer to Note 2.).

10. LONG TERM DEBT

	2022	2021
Alberta Capital Finance Authority debenture loan bearing interest at 4.48% per annum, repayable in semi-annual blended payments of \$28,145. The loan matures on December 31, 2024 and is secured by the credit and security of the Town at large.	\$ 80,789	\$ 131,741
Alberta Capital Finance Authority debenture loan bearing interest at 4.34% per annum, repayable in semi-annual blended payments of \$48,397. The loan matures on March 17, 2023 and is secured by the credit and security of the Town at large.	47,369	139,109
Alberta Capital Finance Authority debenture loan bearing interest at 3.49% per annum, repayable in semi-annual blended payments of \$43,094. The loan matures on September 15, 2025 and is secured by the credit and security of the Town at large.	243,485	319,194

(continues)

Notes to Financial Statements
Year Ended December 31, 2022

10. LONG TERM DEBT (continued)

	2022	2021
Alberta Capital Finance Authority debenture loan bearing interest at 2.297% per annum, repayable in semi-annual blended payments of \$23,648. The loan matures on September 15, 2041 and is secured by the credit and security of the Town at large.	636,717	755,000
CMHC loan bearing interest at 4.15% per annum, repayable in annual blended payments of \$137,694. The loan matures on May 1, 2025 and is secured by the credit and security of the Town at large.	381,028	498,052
	\$ 1,389,388	\$ 1,843,096

Principal repayment terms are approximately:

2023	\$ 327,955
2024	263,295
2025	244,529
2026	28,993
2027	29,662
Thereafter	<u>494,954</u>
	\$ 1,389,388

Interest on long term debt amounted to \$51,812 (2021 - \$54,932).

11. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits, as defined by Alberta Regulation 255/00 for the Town of Rimbey, be disclosed as follows:

	2022	2021
Total debt limit	\$ 8,548,308	\$ 7,993,125
Total debt	(1,389,388)	(1,843,096)
Amount of debt limit unused	7,158,920	6,150,029
Debt servicing limit	1,424,718	1,332,188
Debt servicing	(370,111)	(424,260)
Amount of debt servicing limit unused	\$ 1,054,607	\$ 907,928

The debt limit is calculated at 1.5 times revenue of the Municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk, if further debt is acquired. The calculation taken alone does not represent the financial stability of the Municipality. Rather, the financial statements must be interpreted as a whole.

Notes to Financial Statements
Year Ended December 31, 2022

12. EQUITY IN TANGIBLE CAPITAL ASSETS

Equity in tangible capital assets is comprised of:

	2022	2021
Tangible capital assets (Note 8.)	\$ 58,807,648	\$ 56,167,268
Accumulated amortization (Note 8.)	(25,634,435)	(24,159,392)
Long term debt (Note 10.)	(1,389,388)	(1,843,096)
	\$ 31,783,825	\$ 30,164,780

13. LOCAL AUTHORITIES PENSION PLAN

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due. The Town is required to make current service contributions to the LAPP of 7.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 11.80% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 8.45% of pensionable salary up to the year's maximum pensionable salary and 12.80% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2022 were \$144,993 (2021 - \$149,786). Total current service contributions by the employees of the Town to the Local Authorities Pension Plan in 2022 were \$129,543 (2021 - \$135,294).

The LAPP reported a surplus for the overall plan as at December 31, 2021 of \$11,922,000. Information as at December 31, 2022 was not available at the time of preparing these financial statements.

14. SEGMENTED DISCLOSURE

The Town of Rimbey provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 4).

Notes to Financial Statements
Year Ended December 31, 2022

15. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the Chief Administrative Officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

			2022	2021
	Salary (1)	Benefits & allowances (2)	Total	Total
R. Pankiw - Mayor	\$ 37,752	\$ 5,754	\$ 43,506	\$ 33,194
P. Payson - Councilor	-	-	-	24,107
B. Coulthard - Councilor	-	-	-	17,525
L. Curle - Councilor	21,100	4,707	25,807	25,465
G. Rondeel - Councilor	16,637	4,453	21,090	21,943
J. Coston - Councilor	17,075	4,478	21,553	4,246
W. Clark - Councilor	17,562	4,505	22,067	4,328
Chief Administrative Officer	170,083	30,056	200,139	188,449
Designated Officers (3)	44,222	-	44,222	44,248
	\$ 324,431	\$ 53,953	\$ 378,384	\$ 363,505

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
2. Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial and retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

16. FINANCIAL INSTRUMENTS

The Municipality is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Municipality's risk exposure and concentration as of December 31, 2022.

Credit risk

Credit risk arises from the possibility that taxpayers and entities to which the Municipality provides may experience financial difficulty and be unable to fulfil their obligations. The Municipality is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade, and other receivables. The large number and diversity of taxpayers and customers minimizes the credit risk.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Municipality is exposed to this risk mainly in respect of its receipt of funds from its taxpayers and other related sources, and accounts payable.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Municipality manages exposure through its normal operating and financing activities. The Municipality is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

Notes to Financial Statements
Year Ended December 31, 2022

17. CONTAMINATED SITES LIABILITY

The Municipality has adopted PS3260 Liability for Contaminated Sites. The Municipality did not identify any financial liabilities in 2022 (2021 – Nil) as a result of this standard.

18. ASSET RETIREMENT OBLIGATIONS

The Municipality has adopted PS3280 Asset Retirement Obligations. The Municipality did not identify any financial liabilities in 2022 (2021 – Nil) as a result of this standard.

19. APPROVAL OF FINANCIAL STATEMENTS

Council and management have approved these financial statements.

20. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

21. BUDGET AMOUNTS

Budget amounts are included for information purposes only and are not audited.

Town Council REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Wanda Stoddart, Director of Finance
Subject: Bylaw 996/23 - 2023 Property Tax Bylaw
Item For: Public Information -or- Closed Session

BACKGROUND:

The Municipal Government Act Section 353 states that each council must pass a property tax bylaw annually. A property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of the expenditures, transfers and requisitions set out in the budget of the municipality.

DISCUSSION:

The Town of Rimbey will be mailing out the combined assessment/tax notices in mid-May.

RELEVANT POLICY/LEGISLATION:

MGA s.353

RECOMMENDATION:

- 1.Administration recommends Council give first reading to Bylaw 996/23, 2023 Property Tax Bylaw.
- 2.Administration recommends Council give second reading to Bylaw 996/23, 2023 Property Tax Bylaw.
- 3.Administration recommends Council unanimously consent to give third and final reading to Bylaw 996/23, 2023 Property Tax Bylaw.
- 4.Administration recommends Council give third and final reading to Bylaw 996/23, 2023 Property Tax Bylaw.

ATTACHMENTS:

[996 23 2023 Property Tax Bylaw](#)

PREPARED BY: Wanda Stoddart, Director of Finance

April 18, 2023
Date

ENDORSED BY:

Lori Hillis, CPA, CA, Chief Administrative Officer

April 18, 2023
Date



Town of Rimbey 2023 Property Tax Bylaw

Bylaw 996/23

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF RIMBEY FOR THE 2023 TAXATION YEAR.

WHEREAS, The total requirements of the Town of Rimbey as shown in the annual estimates are as follows:

MUNICIPAL	General	\$2,699,490
	Rimoka Seniors Foundation Requisition	\$31,195
	Designated Industrial Properties	\$571
SCHOOL	School Foundation Requisition – Res.	\$594,665
	School Foundation Requisition – Non Res	\$312,723

and,

WHEREAS, the total assessment of taxable land, buildings and improvements amounts to \$323,510,680 and

WHEREAS, the estimated revenue other than from taxation is \$4,150,001 and

WHEREAS, the rates hereinafter set out are deemed necessary to provide the amounts required for municipal, school and other purposes, after making due allowance for the amount of taxes which may reasonably be expected to remain unpaid,

NOW THEREFORE, by virtue of the power conferred upon it by the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Town of Rimbey, duly assembled, enacts as follows:

The municipal administration is hereby authorized and required to levy the following rates of taxation on the assessed value of all land, buildings and improvements as shown on the assessment and tax roll:

Assessment Class	Municipal	Rimoka	School	Designated Industrial Properties	Total Mills
Residential/Farm	7.89828	.09734	2.54471		10.54033
Country Residential	4.89828	.09734	2.54471		7.54033
Non-Residential	10.02494	.09734	3.66845		13.79073
M & E	10.02494	.09734	0		10.12228
Farm – Annexed	5.99500	.09734	2.54471		8.63705
Residential - Annexed	1.95000	.09734	2.54471		4.59205



Town of Rimbey 2023 Property Tax Bylaw

Bylaw 996/23

Non-Residential Annexed	10.82000	.09734	3.66845		14.58579
DIP Non-Residential	10.02494	.09734	3.66845	.07460	13.86533
DIP Non-Residential Annexed	10.82000	.09734	3.66845	.07460	14.66039
DIP M & E	10.02494	.09734	0	.07460	10.19688
DIP M & E Annexed	10.82000	.09734	0	.07460	10.99194

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

READ a first time this _____ day of _____, 2023.

READ a second time this _____ day of _____, 2023.

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

READ a third and final time this _____ day of _____, 2023.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: 997/23 Schedule "A" Fees and Services Bylaw
Item For: Public Information -or- Closed Session

BACKGROUND:

The Fees and Services Bylaw needs to be updated. The Director of Public works and the Director of Community Services has reviewed and updated the fees and services. Administration included rental fees for the BYAS building. There are currently five leases in place for the BYAS building.

RECOMMENDATION:

- 1.Administration recommends Council give first reading to Bylaw 997/23, Schedule "A" Fees for Services Bylaw.
- 2.Administration recommends Council give second reading to Bylaw 997/23, Schedule "A" Fees for Services Bylaw.
- 3.Administration recommends Council unanimously consent to give third and final reading to Bylaw 997/23, Schedule "A" Fees for Services Bylaw.
- 4.Administration recommends Council give third and final reading to Bylaw 997/23 Schedule "A" Fees for Services Bylaw.

ATTACHMENTS:

[Schedule A Fees for Services Bylaw 996 23](#)
[Recreation Fees Comparison](#)

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

April 18, 2023
Date

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

April 18, 2023
Date

Schedule "A" Fees for Services Bylaw <u>996/23</u> <u>992/22</u>	
Administrative Charges	
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 with Council	\$50.00 per Council Member in attendance, fee may be waived
Tax Certificates	\$35.00 no GST, written request only
Tax Recovery Notification	\$25.00 no GST
Tax Searches	\$15.00 no GST
Local Assessment Review Board Appeal (LARB)	\$50.00
Composite Assessment Review Board Appeal (CARB)	\$100.00
Business License Fees (Bylaw 926/16)	
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
<u>(50% when purchased after September 30 in any license year.</u> New annual business license fees shall be prorated from the month of application. This does not apply to a Non-Resident Business or Daily License	
Cemetery Fees (Bylaw 930/17)	
Plot	\$500.00/plot
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
Indigent Status	50% of conventional Plot sale charge
Legion Members (Not including spouse)	50% of conventional Plot sale charge
Opening and Closing in Summer	\$400.00
Opening and Closing in Winter	\$600.00
Double Depth Opening and Closing In Summer	\$700.00
Double Depth Opening and Closing In Winter	\$800.00
Opening and Closing of Cremation Plot in Summer	\$125.00
Opening and Closing of Cremation Plot in Winter	\$200.00
Additional Opening and Closing of Niche	\$50.00
Opening and Closing on Statutory Holiday or weekend	\$250.00 in addition to regular fee
Opening and Closing of Niche on Statutory Holiday or weekend	\$150.00 in addition to regular fee
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
Ash Garden Administration Fee	\$25.00 (to track who is in the garden)
Animal License Fees (Bylaw 991/22)	
Dog License Fee	\$20.00 per year
Dog Impound Fee	\$40.00 per day
Cat License Fee	\$20.00 per year
Cat Impound Fee	\$40.00 per day
Urban Hen License Fees	\$50.00 per year
Municipal Enforcement	
Vehicle Impound Fees	\$20.00 per day

Recreation Services - Peter Lougheed Community Centre				
Main Auditorium				
Sunday to Thursday	\$300.00– \$325.00			
Friday to Saturday	\$350.00 \$375.00			
8:30 am to 4:30 pm (Mon. to Thurs. – excluding holidays)	\$100.00 \$150.00			
Funerals Weekdays 8am-5pm – excluding holidays	\$150.00 \$200.00			
Full Weekend Rate (Weddings)	\$850.00			
Guaranteed Setup Day	\$100.00			
Clean Fee	\$200.00			
Security Deposit	\$350.00 \$375.00			
Upper Auditorium				
Evenings and Weekends	\$150.00			
8:30 am to 4:30 pm	\$100.00			
Hourly Rate	\$ 25.00 \$45.00			
Security Deposit	\$150.00			
Kinsmen Room				
All Day	\$40.00 \$80.00			
Hourly Rate	\$15.00 \$35.00			
Security Deposit	\$50.00– \$80.00			
Lion's Room				
All Day	\$60.00 \$90.00			
Hourly Rate	\$20.00 \$45.00			
Security Deposit	\$100.00			
Kitchen				
	\$150.00/day or \$50.00 per/ hour			
All Day	\$200.00			
Prep/Staging	\$50.00			
Security Deposit	\$300.00			
Curling Lounge (April 1-September 30th each year)				
All Day	\$150.00			
Hourly Rate	\$45.00			
Security Deposit	\$150.00			
Mezzanine (April 1-September 30th each year)				
All Day	\$75.00			
Hourly	\$20.00			
Security Deposit	\$50.00			
<u>BLINDMAN YOUTH ASSOCIATION SOCIETY</u>				
Board Room	\$40/day or \$15.00/hour			
Kitchen	\$150.00/day or \$50.00 per/hour			
Fitness Centre Memberships				
	2023	2024	2025	2026
Adult (year)	\$248.00	\$253.00	\$258.00	\$263.00
Adult (6 months)	\$157.00	\$160.00	\$163.00	\$167.00
Adult (3 months)	\$95.00	\$97.00	\$99.00	\$101.00
Adult (1 month)	\$45.00	\$46.00	\$47.00	\$48.00
Family (year)	\$412.00	\$420.00	\$429.00	\$437.00
Family (6 months)	\$236.00	\$241.00	\$246.00	\$250.00
Family (3 months)	\$157.00	\$160.00	\$163.00	\$167.00
Family (1 month)	\$75.00	\$77.00	\$78.00	\$80.00
Senior / Student (year)	\$113.00	\$115.00	\$118.00	\$120.00

Senior / Student (6 months)	\$87.00	\$89.00	\$91.00	\$92.00
Senior / Student (3 months)	\$63.00	\$64.00	\$66.00	\$67.00
Senior / Student (1 month)	\$30.00	\$31.00	\$31.00	\$32.00
Drop In (Adult)	\$6.00	\$6.00	\$6.00	\$6.00
Ice Rental Rates (Effective September 1, 2023)				
Youth (local)	\$100.00/hour			
Youth (out of Town)	\$120.00/hour			
Adult (local)	\$140.00/hour			
Adult (out of Town)	\$150.00/hour			
Adult Tournament Rate/Junior B	\$115.00/hour			
Competitive Tri / Hub Team (Out of Town)	\$120.00/hour			
Public Skating/Shinny	Free			
Programs Learn to Skate	\$80.00			
Arena – Summer Rates (April-August)				
Per Day	\$350.00/day			
Programs	\$35.00/hour \$45.00			
Hourly Rate Mon-Thurs	\$100.00			
Mon-Thurs 8:30am-4:30pm per day (Non-Profit)	\$150.00			
Security Deposit	\$500.00			

Rimbey Aquatic Centre Includes GST	
Adult (18+)	
Daily	\$5.50 \$6.00
10 Punch	\$49.50 \$54.00
Season	\$110.00 \$130.00
Midseason	\$90.00-
Seniors (65+)	
Daily	\$4.50 \$5.00
10 Punch	\$40.50 \$45.00
Season	\$110.00 \$ 115.00
Midseason	\$80.00-
Student (13-17)	
Daily	\$4.50 \$5.00
10 Punch	\$40.50 \$45.00
Season	110.00 \$115.00
Midseason	\$80.00-
Youth (7-12)	
Daily	\$4.00 \$4.50
10 Punch	\$36.00 \$40.50
Season	\$80.00 \$95.00
Midseason	\$60.00-
Child (3-6)	
Daily	\$3.00 \$4.00
10 Punch	\$27.00 \$36.00
Season	\$70.00 \$85.00
Midseason	\$50.00-
Family (2 Adults – 3 Children – Immediate Family)	
Daily	\$15.00 \$20.00
10 Punch	\$135.00 180.00
Season	\$250.00 \$280.00
Mid-season	\$220.00-
Lessons	
Preschool	\$35.00 \$40.00
Levels 1-3	\$45.00
Levels 4-6	\$55.00
Swim Patrol	\$60.00
Private	\$20.00 \$25.00 Per day
Semi-Private (Max 2 Children)	\$25.00 \$20.00 Per day, Per Child
Adult	\$40.00 Per day
Rentals (per Hour)	
Pool & Area (0-30)	\$80.00 \$100.00
Every extra 30	\$20.00 \$30.00
Party Room	\$15.00 \$30.00
Party Room (day)	\$40.00 \$80.00
School Rentals - open Swim	
May-June 8:30-11:30 am/ 12:30-3:00 pm	\$40.00 \$45.00 Per hour/lifeguard
*0-39 Students = 1 lifeguard	
*40-79 Students= 2 lifeguards	
*80-119 Students= 3 lifeguards	
Miscellaneous	
Swim Diapers	\$1.00 \$3.00
Goggles	\$13-22
Swim Caps	\$8.00
Ear Plugs	\$4.00
Programs	
Bronze Medallion	\$140.00 (TBD)
Bronze Cross	\$110.00 (TBD)
Junior Lifeguard Club	\$100.00 \$120.00

Public Works	
Sanding Truck	\$100.00 per hour
Sand/Salt	\$45.00 per cubic meter
Street Sweeper	\$150.00 per hour
Tandem Truck	\$115.00 per hour
Backhoe	\$130.00 per hour
Loader	\$175.00 per hour
Skid Steer	\$100.00 per hour
Snow Blower	\$100.00 per hour
Street Grader	\$175.00 per hour
Municipal Vehicles	\$75.00 per hour
Grass Cutting Equipment	\$65.00 per hour
Vac Con Hydro Vac	\$285.00 per hour
John Deere Gator & Weed Sprayer	\$130.00 per hour (herbicide is extra)
Dust Control (Dust control services will not be provided after Sept 1 of each year)	Actual Cost of Dust Agent (min 100m's)
All equipment comes with an operator.	GST will be added to the above rates
Recycle Facility	
Residential (Town/County/Summer Village Parkland Beach)	FREE
Commercial/Schools/Churches	FREE
Burn Pit Restriction of all materials to be under 6' in length and 1' diameter	\$40.00 - \$50.00
Disposal of Concrete Without Rebar	\$25.00 per Tonne
Disposal of Concrete With Rebar	\$40.00 per Tonne
Disposal of Asphalt	\$22.00 per Tonne (no prior cost)
Sale of Crushed Asphalt	\$22.00 per Tonne (prior \$10.00 per Tonne)
Sale of Crushed 1' Concrete	\$22.00 per Tonne (prior \$17.00 per Tonne)
Sale of Crushed 2' Concrete	\$21.00 per Tonne (prior \$16.00 per Tonne)
Sale of Crushed 3' – 5' Concrete	\$19.00 per Tonne (prior \$14.00 per Tonne)
Utilities	
Water Consumption	\$2.10m3 (April 1, 2019)
Sewer	70% of water consumption
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	\$62.50 monthly
Wastewater Disposal Fee	\$8.50 per cubic meter
Garbage Fee (Residential)	\$17.68 per month (April 1, 2019)
Recycle Fee (Residential)	\$3.12 per month (April 1, 2019)
Utility Shut Off/On Fee	\$65.00 per operation. (prior \$50.00 This fee has remained the same for 2 decades)
Commercial meter rate depends on meter size.	
All properties are required to have water meters.	
If 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.	

Subdivision Fees	
Application of three lots or less	\$900.00 + \$100.00 pr new lot created
Application of four 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
Miscellaneous Fees	
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 Structure 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
Planning and Development Development Permit Fees	
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 SCC 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 SCC 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**

Single Family Dwellings, Additions			
Square Footage	Permit Fee	SCC Levy	Total Fee
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		

Other than New Single Family Residential (basement development, garage, renovation, minor work)			
Installation Cost	Permit Fee	SEC Levy	Total Fee
\$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

Description	Permit Fee	SCC Levy	Total Fee
Permanent Service Connection Only	\$100.00	\$4.50	\$104.50
Temporary Power/ Underground Service	\$100.00	\$4.50	\$104.50

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

TOWN OF RIMBEY
ELECTRICAL PERMIT FEE SCHEDULE
Commercial, Industrial, Institutional (Contractors Only)

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

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

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

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

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

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

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

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

Add \$5.00 for each fixture over 50

• SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$56

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

Description	Permit Fee	SCC 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

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

Main Hall Comparison Rates

Community Centre	Year	Population	Main Hall Weekend Day Rate	Main Hall Mon-Thurs 8am - 5pm Rate	Full Weekend Rate	Kitchen	Cleaning Fee	Notes
Bentley	2020	1078	\$200.00	\$200.00	\$400.00	N/A	N/A	Half day rental 125.00, Full Day 10hrs half Day 5hrs
Blindman Ag Hall Bentley	2020	1078	\$600.00	\$400.00	\$950.00	N/A	\$300.00	includes Kitchen, Clean fee mandatory with rental
Blackfalds	2023	9328	\$744.00	\$496.00	\$868.00	N/A	N/A	
Didsbury	2019	5268	\$250.00	\$250.00	N/A	\$100.00	\$75.00	Cleaning Fee per hour
Eckville	2020	1197	\$472.50	\$472.50	\$945.00	\$157.50	\$100.00	Booking Fee \$100.00
Lacombe	2020	12728	\$1,097.00	\$1,017.00	N/A	\$142.00	\$150.00	Kitchen price with hall rental 139.00 without 358.00
Ponoka	2017	7229	N/A	N/A	N/A	N/A		No longer have a Community Hall
Rimbey Ag Society	2020	2567	\$350.00	\$300.00	N/A	N/A	\$300.00	No Kitchen
Rocky	2020	6635	\$523.00	\$523.00	\$1,467.00	\$262.00	\$437.00	Weekend rate includes Kitchen/Funeral \$450.00
Stettler	2020	5952	\$650.00	\$650.00	\$950.00	\$350.00	\$350.00	one day rental includes Kitchen/bar 3day rental does not
Sundre	2020	2729	\$250.00	\$250.00	\$850.00	\$100.00	\$150.00	includes Kitchen
Sylvan Lake	2020	14816	\$788.08	\$788.08	\$1,896.17	\$210.17	\$100.00	
Average			\$538.60	\$486.05	\$1,040.77	\$188.81	\$218.00	
Rimbey	2018	2567	\$350.00	\$135.00	\$750.00	\$150.00	\$200.00	\$25 Hr Kitchen cleaning
Proposed Rates	2021/22	2567	\$375.00	\$150.00	\$850.00	\$175.00	\$200.00	

Meeting Room Comparison Rates (Kinsmen/Lions/Upper Auditorium)

Community Centre	Year	Population	Meeting room Hourly	Day Rate	Notes
Bentley	2020	1078	N/A	N/A	
Blindman Ag Hall Bentley	2020	1078	N/A	N/A	
Blackfalds	2022	9328	\$31.00	\$248.00	Birthday Parties 3hr Minimum
Didsbury	2019	5268	\$20.00	\$175.00	
Eckville	2020	1197	N/A	\$78.50	Meeting room with kitchen \$183.50
Lacombe	2020	12728	\$90.00	\$257.00	
Ponoka	2017	7229	N/A	N/A	
Rimbey Quality Inn	2021	2567	\$150.00	\$300.00	4hr Minimum - \$37.50 per hour - Room holds 60 people
Rimbey Ag Society	2020	2567	\$50.00	\$100.00	4hr Minimum - \$12.50 per hour
Rimbey Canalta Hotel	2021	2567	\$125.00	\$250.00	4hr Minimum - \$31.25 per hour - Room holds 20 people
Rocky	2020	6635	\$44.00	\$257.00	
Stettler	2020	5952	\$20.00	\$75.00	Parties 3hr Minimum
Sundre	2020	2729	\$22.00	\$176.00	
Sylvan Lake	2020	14816	\$42.89	\$305.69	
Average			\$59.49	\$202.02	
Rimbey	2018	2567	\$15.00	\$40.00	
Proposed Rates	2021/22	2567	\$45.00	\$80.00	Minimum 3 hour - \$15.00 per hour

Swimming Pool Rate Comparison

Single Admission Rates

Swimming Pool	Season	Population	Adult	Senior	Student (13-17)	Youth (7-12)	Child (3-6)	Family	Notes
Lacombe Burman University Aquatic	2021	12728	\$5.50	\$4.40	\$4.40	\$4.40	\$4.40	\$13.75	Youth aged 2-17. Children under 2 years are free.
Lacombe Kinsmen Aquatic Centre	2021	12728	\$6.00	\$5.25	\$4.75	\$4.75	\$2.75	\$15.50	Youth aged 6-12 years, Child aged 3-5. Children under 2 years old are free.
Ponoka	2021	6773	\$6.50	\$5.50	\$5.25	\$4.25	\$1.75	\$15.00	Youth aged 6-12 years, Child aged 0-5 years. Child must be accompanied by adult.
Rocky	2021	6993	\$6.00	\$4.75	\$4.75	\$4.75	\$2.75	\$15.75	Student aged 12-17, Youth aged 7-11 years, Child aged 4-6 years. Aquafit \$6.50
Sundre	2023	3097	\$8.50	\$6.00	\$5.50	\$5.50	\$2.50	\$16.00	Pool+Fitness Centre
Wetaskiwin	2019	12530	\$8.60	\$5.40	\$6.00	\$6.00	\$4.60	\$25.00	Student aged 8-17 years, Child aged 3-7
Average (Indoor)		-	\$6.85	\$5.22	\$5.11	\$4.94	\$3.13	\$16.83	
Bassano	2023	1282	\$6.75	\$5.75	\$5.75	\$5.75	\$3.75	\$25.50	
Blackfalds	2019	9510	\$9.00	\$7.00	\$6.50	\$5.50	\$5.00	\$20.00	Access to Abby Centre with admission
Castor	2019	929	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$15.00	Child is 0-7, Youth 8-17
Forestburg	2018	875	\$5.50	\$4.50	\$4.50	\$4.00	\$4.00	\$20.00	
Mayorthorpe	2019	1320	\$5.50	\$4.50	\$4.50	\$3.50	\$3.50	\$16.75	Youth aged 3-12, Children 0-2 years free
Average (Outdoor)	-	-	\$6.35	\$5.35	\$5.25	\$4.75	\$4.25	\$19.45	Not including Blackfalds
Rimbey Current	2019	2567	\$5.50	\$4.50	\$4.50	\$4.00	\$3.00	\$15.00	
Proposed Rates	2021	2567	\$6.00	\$5.00	\$5.00	\$4.50	\$4.00	\$20.00	Family 2 adults, 3 Children

Swimming Pool Rate Comparison

Season's Pass

Swimming Pool	Season	Population	Adult	Senior	Student (13-17)	Youth (7-12)	Child (3-6)	Family	Notes
Lacombe Burman University Aquatic	2023	12728	\$92.40	\$63.50	\$63.50	\$63.50	\$63.50	\$144.40	*access to pool, gym and raquetball w/ pass. 6 month (showing half)
Lacombe Kinsmen Aquatic Centre	2020	12728	\$137.50	\$105.00	\$97.00	\$80.00	\$60.00	\$259.00	3 month pass
Ponoka	2023	7229	\$126.00	\$96.50	\$101.00	\$101.00	\$75.75	\$208.00	3 month pass
Rocky	2021	6636	\$121.50	\$100.00	\$100.00	\$94.00	\$49.50	\$335.00	3 month pass (Family= 2 parents & 5 children max)
Sundre	2019	2729	\$210.00	\$145.00	\$140.00	\$140.00	N/A	\$410.00	3 month pass
Wetaskiwin	2023	12655	\$147.81	\$84.37	\$93.97	\$93.97	\$73.84	\$369.49	Year pass (showing 1/4)
Average (Indoor)			\$139.20	\$99.06	\$99.25	\$95.41	\$64.52	\$287.65	
Blackfalds	2023	9328	\$141.25	\$110.25	\$102.40	\$86.64	\$78.75	\$315.00	Monthly x3. Access to Abby Centre
Castor	2019	929	\$135.00	\$100.00	\$100.00	\$100.00	\$65.00	\$250.00	Child is 0-7, Youth 8-17
Forestburg	2018	875	\$150.00	\$125.00	\$125.00	\$100.00	\$100.00	\$350.00	
Mayorthorpe	2019	1320	\$145.00	\$110.00	\$110.00	\$90.00	\$90.00	\$240.00	
Average (Outdoor)			\$143.33	\$111.67	\$111.67	\$96.67	\$85.00	\$280.00	Does not include Blackfalds
Rimbey Current	2019	2567	\$110.00	\$100.00	\$100.00	\$80.00	\$70.00	\$250.00	
Proposed Rates	2021	2567	\$130.00	\$115.00	\$115.00	\$95.00	\$85.00	\$280.00	

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimbey Rodeo Parade
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole Meeting Council discussed the Rodeo Parade and made the following motion:

Motion 019/2023 COW

Moved by Councillor Curle to bring to the Regular Council Meeting to be held on April 24, 2023, to determine the date of the 2023 Rodeo Parade.

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

CARRIED

DISCUSSION:

At the Committee of the Whole meeting a representative of the Rodeo Association indicated that they would like the Town to continue to organize the parade. Their preference was for the parade to be held on Saturday.

RECOMMENDATION:

Administration recommends that Council determine the date to hold the 2023 Rodeo Parade.

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

April 18, 2023
Date

ENDORSED BY:

Lori Hillis, CPA, CA, Chief Administrative Officer

April 18, 2023
Date

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimbey Christian School
Item For: Public Information -or- Closed Session

BACKGROUND:

On April 5, 2023, Administration received a letter requesting the Town of Rimbey to make a donation to the Rimbey Christian School 2023 fundraising auction. They suggested a child's swim pass.

RECOMMENDATION:

Administration recommends Council determine if they wish to donate to the Rimbey Christian School 2023 fundraising auction.

ATTACHMENTS:

[Rimbey Christian School Letter Redacted](#)

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

April 17, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

April 17, 2023
Date



Rimbey Christian School

Box 90 * Rimbey, Alberta T0C 2J0
Phone 403-843-4790 * Fax 403-843-3904
office@rimbeychristianschool.com

Equipping Students for God's Kingdom

March 8, 2023

Dear Business Owner:

Each year the Rimbey Christian School holds a fundraising auction to help meet our operational costs for the current school year. Would you be interested in donating to this year's fundraising auction? Any donation is greatly appreciated.

This year we are hosting a free beef on a bun supper/social get together at the school gymnasium the night the online auction closes. We plan to have all donated items on display at the school—some to be sold on the online auction, and some to be sold on a silent auction. The name of your business will be displayed at the school, and on the online auction platform or with the item on the silent auction. All businesses giving donations will be listed in an advertisement in the Rimbey Review.

Montgomery Auction Services Ltd will be hosting the online auction.

Auction Start Date: Friday, May 5th, 2023

Auction Closing Date: Thursday, May 11th, 2023

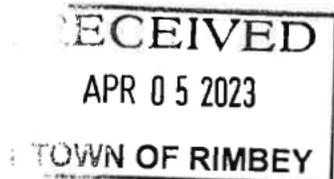
(Starting at 7 pm one item will close per minute until all items are sold)

We invite all of you to participate in the online auction. To participate please go to www.montgomeryauctions.com and click on the "BidSpotter.com" icon and register to bid. Be sure to register early as it may take a few days to be eligible to bid online. We would also like to encourage you to attend a complimentary supper, item viewing, and silent auction on the night the online auction closes. The school doors will open at 5:30 pm on May 11th. We are encouraging people to stay after supper and hang out while the online auction closes. Wifi will be available at the school to bid online.

If you choose to donate an item to our auction this year, please fill out the attached form and return it with the donated item(s). To be included in the advertising, all donations need to be picked up or dropped off at the school by Tuesday, April 25th, 2022. Thank you.

If you have any questions, or would like your item picked up, please call Laura Grinde [redacted] or Harold Grinde [redacted].

Sincerely, Rimbey Christian School Fundraising Committee



Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimbey Blindman Valley Lions Club
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration drafted a lease agreement with Blindman Valley Lions Club to rent the boardroom and two closets in the BYAS building for 2 hours every second Wednesday of the month.

At the Council meeting held on November 28, 2022, the following motions were made:

Motion 267/2022

Moved by Mayor Pankiw to approve the room rental for \$30 in the month of December to Blindman Valley Lions Club and review the lease agreement at the first Committee of the Whole Meeting, being held on January 9, 2023.

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

DISCUSSION:

Blindman Valley Lions Club has been meeting in the BYAS building monthly since December. They have paid the annual rent of \$360 as per the draft lease agreement. They also use a storage closet in the hallway and have moved in a storage cupboard into the kitchen.

RECOMMENDATION:

Administration recommends that Council determine if they wish to accept the lease agreement with Blindman Valley Lions Club for rental of the BYAS building as presented or if they wish to add an additional charge for the use of the storage closet in the hallway.

ATTACHMENTS:

[Blindman Valley Lions Club Lease Agreement](#)

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

April 18, 2023
Date

ENDORSED BY:



Lori Hillis, CPA, CA, Chief Administrative Officer

April 18, 2023
Date

This Agreement made this _____ day of _____ 2023.

BETWEEN:

Town of Rimbey (Lessor)

and

Blindman Valley Lions Club (Lessee)

WHEREAS Blindman Valley Lions Club (hereinafter referred to as the Lessee) is desirous of renting from the Town of Rimbey (hereinafter referred to as the Lessor), certain premises owned by the Lessor hereinafter described.

AND WHEREAS the Lessor has agreed to rent to the Lessee, those premises hereinafter described on the terms and conditions hereinafter set out.

(A) BOARDROOM

NOW THEREFORE the parties hereto agree as follows:

1. PREMISES

The Lessor does hereby lease to the Lessee, upon terms and conditions hereinafter set out the building located at 4907 - 49 Street (148BT, Block C) in the Town of Rimbey.

2. COMMON AREAS

The Lessor hereby permits the Lessee to use the boardroom. The two closets in the hallway, in which the Lessee will be responsible to change the locks, and the washroom as they require, for 2 hours per month on the second Wednesday of the month from 7:00pm– 9:00pm.

3. TERM

The term of this lease shall commence on December 1, 2022 and shall continue until November 31, 2023.

4. SUBLETTING

The Lessee shall not sublet the whole or any portion of the premises without the written consent of the Lessor.

5. UTILITIES

The Lessor shall be responsible for the payment of all utilities

6. ALTERATIONS

The Lessee shall not make any alterations, additions, or improvements to the leased premises without the previous written consent of the Lessor. The cost of any alterations, additions, or improvements to the leased premises, if granted by the Lessor, would be the responsibility of the Lessee.

7. CARE OF THE BUILDING

The Lessee shall keep the premises in an orderly, clean, and sanitary condition. Janitorial service shall be the responsibility of the Lessee. In the event of mechanical, electrical or structure failure in the facility or in the event the Lessor and Lessee are of the opinion that it would not be advisable to use or occupy the facility, the Lessee and Lessor may terminate this Agreement immediately or on a date to be fixed by the Lessor.

8. INDEMNIFICATION

The Lessee shall indemnify and save harmless the Lessor from all liabilities, damages, costs, claims, suits, or actions arising out of any injury to any person or persons (including death) resulting at any time therefrom or damage to the property occurring in and about the premises or any part thereof resulting from the negligence of the Lessee. The Town will maintain insurance coverage on the building.

9. LEASE AMOUNT

The Lessee agrees to pay the Lessor annual rent in the amount of \$360.00 plus GST payable upon invoice. Any additional usage of the Blindman Valley Lions Club will be charged according to the Fees and Services Bylaw "Schedule A".

10. TERMINATION

This lease may be terminated by either party giving three (3) months written notice.

IN WITNESS WHEREOF the parties hereto have executed this duplicate at the Town of Rimbey, in the Province of Alberta, _____ day of month _____ 2023.

TOWN OF RIMBEY

Blindman Valley Lions Club

Mayor, Rick Pankiw

Chief Administrative Officer, Lori Hillis

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimbey Travel Centre TIA
Item For: Public Information -or- Closed Session

BACKGROUND:

On April 11, 2023, Administration received an email from Jeremy Weddell regarding the Rimbey Travel Centre - Rest Area.

DISCUSSION:

The developers wish to develop a rest area to the south of the existing development. At this point they are looking for a letter of support from the Town of Rimbey.

RECOMMENDATION:

Administration recommends Council determine if they wish to provide a letter of support for the project.

ATTACHMENTS:

[Rimbey Travel Centre TIA - Addendum 2 \(Signed\)](#)

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

April 18, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

April 18, 2023
Date

March 9, 2023

JDL Development
Sent via E-Mail

Attn: Jeremy Weddell

Re: Transportation Impact Assessment – Rimbey Travel Centre
Town of Rimbey, Alberta
Addendum 2 – Rest Area

JCB Engineering Ltd. is pleased to present JDL Development our addendum for the previously prepared transportation impact assessment (dated February 19, 2021) and the first addendum (dated June 13, 2021) for a proposed travel centre in the Town of Rimbey, Alberta. The original study was conducted to determine if improvements are required to the transportation network to support the proposed development. The first addendum was prepared due to a change to the development plan with the addition of a fast food restaurant to the site. This second addendum is to analyse the addition of a highway rest area to the site.

1. Revised Development Information

The only change to the proposed development is a rest area to the south of the existing development; the rest area would be added to Phase II as shown on the following figure. Phase I was the area of the development that was already analysed in the TIA and first addendum.

Figure 1-1: Development Area



The Phase II area is 2.53 acres and is accessed from 43 Street on the west side of the site, it is proposed to build a loop through Phase II to allow vehicles to enter and exit the site. There would be a parking area, public washrooms, a small green space and a pedestrian connection to Phase I to access the facilities there (e.g., restaurant, coffee shop) to fulfill the needs for a rest area. This would replace the original plans for Phase II in the TIA which was to put in 16,000 ft² of general commercial space.

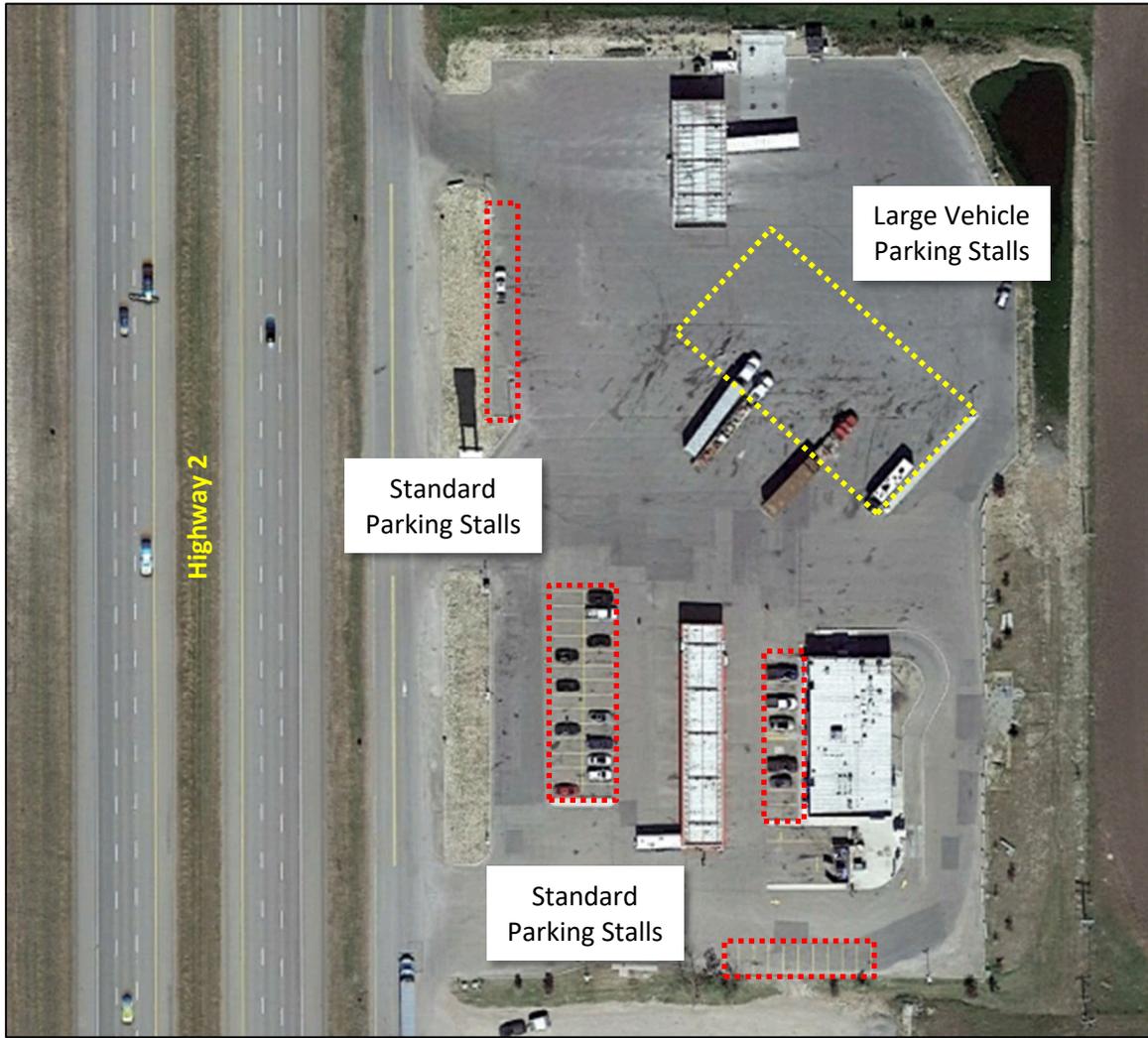
2. Updated Trip Generation

To determine how many trips the rest area will generate a desktop review of other rest areas along highways in Alberta was conducted. The number of vehicles that could be accommodated (i.e., parked) on a similar sized site was estimated as a maximum trip generation. Following are several rest areas from around Alberta that were used as comparisons; the number of parking stalls was not always well defined so sometimes estimates had to be made based on the available space and the size of vehicles. The size and types of facilities at each reviewed rest area was also not always the same as what is proposed for rest stop in Rimbey but still provided useful information on what could be accommodated in Phase II.

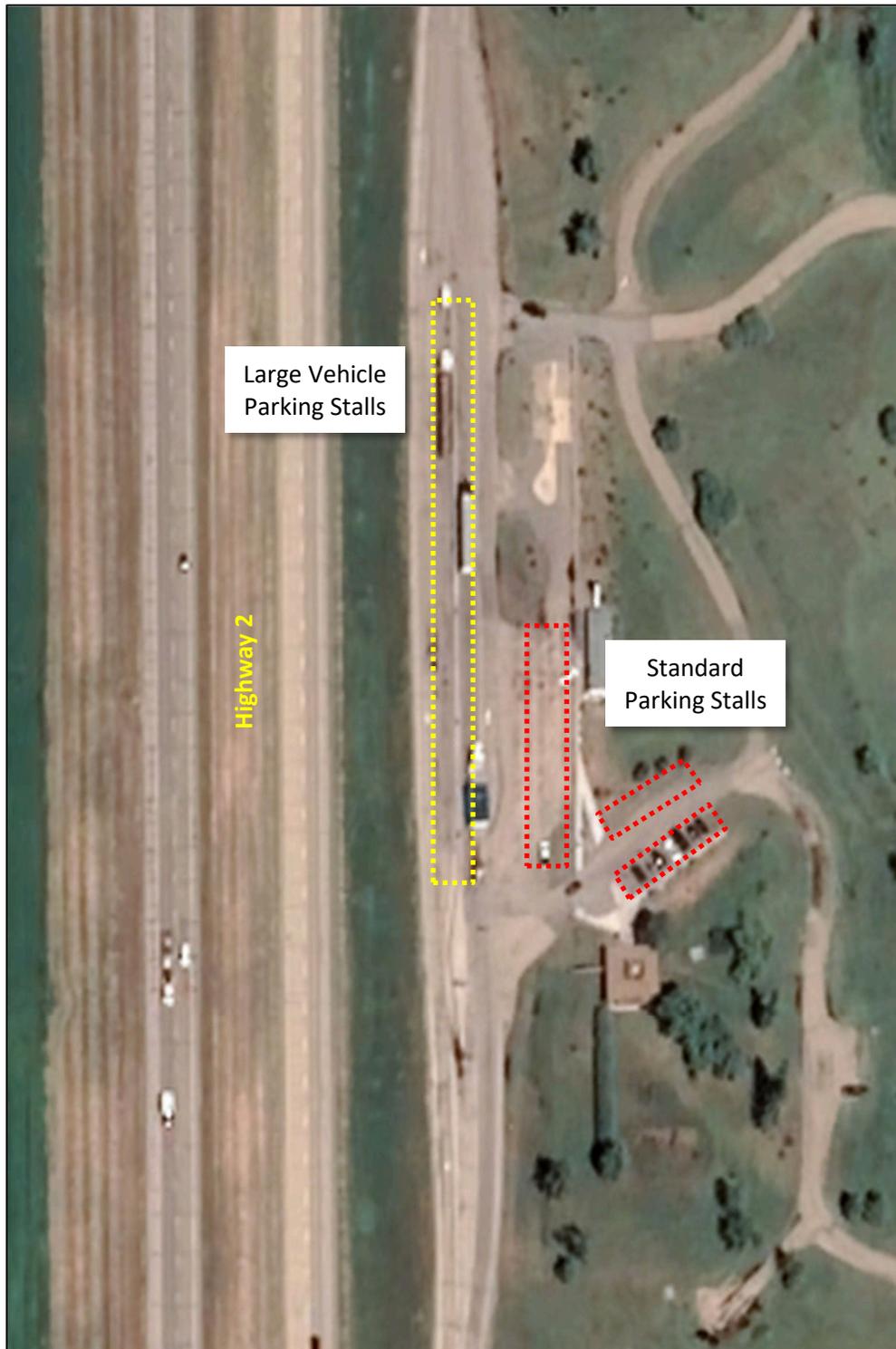
Figure 2-1: Comparison Rest Areas



Highway 1 West of Brooks
18 Large vehicles parking stalls, 25 Standard vehicle parking stalls



Highway 2, East of Crossfield
25 Large vehicles parking stalls, 50 Standard vehicle parking stalls



Highway 2, West of Wetaskiwin

12 Large vehicles parking stalls, 20 Standard vehicle parking stalls

This location is shown as under construction in Google; rest area work has been completed

Based on the information from the other rest areas, an average of 18 large vehicle parking stalls and 32 standard vehicle parking stalls could be accommodated on the site for the rest area. This would be a total of 50 vehicles parked within the rest area at capacity.

A survey conducted for the British Columbia Ministry of Transportation and Infrastructure¹ indicated that approximately 60% of rest area users stop for less than one hour. This is a reasonable assumption for the subject rest area as there are nearby services for a visitor to walk to, such as the coffee shop or using the public washroom. Because the survey did not have specific stop times at the rest areas, it will be assumed for this addendum that the average time for a visitor will be 30 minutes. This is sufficient time to stretch, use the washroom and get a snack before leaving; some visitors will have a shorter stop but some may stay longer if they decide to get a meal, for example.

Should the average visitor remain parked at the rest area for 30 minutes and there are 50 parking stalls, then there would be 100 vehicles entering the rest area and 100 exiting within a peak hour. It is important to note this is assuming that the rest area is operating at maximum capacity. These trips would all be pass-by type trips as the rest area would not be a destination for visitors, but rather a location stopped at while travelling to another destination.

Table 2-1: Revised Trip Generation Summary – Phase II

Land Use	Trip Type	AM Peak Hour			PM Peak Hour		
		Entry	Exit	Total	Entry	Exit	Total
Rest Area 50 Parking Stalls	New	0	0	0	0	0	0
	Pass-By	100	100	200	100	100	200
	Diverted	0	0	0	0	0	0
Totals	All	100	100	200	100	100	200

From the TIA the following was calculated as the trip generation for Phase II.

Table 2-2: Previous Trip Generation Summary – Phase II

Land Use	Trip Type	AM Peak Hour			PM Peak Hour		
		Entry	Exit	Total	Entry	Exit	Total
Shopping Centre 16,000 ft ²	New	66	56	122	29	29	58
	Pass-By	0	0	0	26	26	52
	Diverted	0	0	0	20	20	40
Totals	All	66	56	122	75	75	150

The change from commercial to rest area is expected to generate a higher number of trips, but there are not expected to be new trips generated, they will all now be pass-by trips which will have a different impact on the transportation network.

¹ Highway Rest Area Survey Report, Truck Stop Services in BC Market Research; Davies Transportation Consulting Inc., Wave Point Consulting Ltd.; September 2016

3. Trip Distribution and Assignment

The transportation network has not changed from what was observed during the site visit conducted for the TIA and the access to the development site has not changed from what was shown in the original site plan. As a result, the same assumptions for the trip distribution and assignment from the TIA are used for this addendum. Network schematics showing the revised trip assignment for Phase II and post-development traffic volumes are attached to this letter.

It was noted during when creating the new network schematics that negative traffic volumes were occurring on Highway 20 due to the increased number of trips being diverted into the rest area. The rest area was creating more pass-by trips than could be supported by the existing traffic on the highway. As a result, the trip generation for the rest area had to be reduced to 40 trips entering and 40 trips exiting in 2023 and was increased to 90 trips each entering and exiting in 2041; the limit being the available through traffic on Highway 20 that could be diverted to the rest area.

4. Updated Intersection Operation Analysis

In the TIA and first addendum it was assumed that Phase II would not be constructed immediately and instead was analysed only in the 2041 horizon. For the post-development scenarios, it is now assumed that the impacts from Phase II being developed as a rest area will need to be analysed in 2023 and 2041. The same scenarios and Synchro analysis files from the TIA are updated with the traffic volumes from the network schematics discussed in the previous section of this letter. Attached to this letter are the updated Synchro reports and following are tables summarising the results of the analyses.

Table 4-1: 2023 Post-Development Intersection Traffic Operations

2 Way Stop	Highway 20 and Highway 53							
	AM Peak Hour				PM Peak Hour			
Approach	LOS	Delay (sec)	V/C Ratio	Queue (m)	LOS	Delay (sec)	V/C Ratio	Queue (m)
Northbound	A	7.9	0.13	8	A	7.8	0.10	8
Eastbound	C	16.6	0.44	18	B	14.4	0.42	16
Westbound	C	18.0	0.32	11	B	14.3	0.17	8
Southbound	A	7.6	0.01	0	A	7.5	0.01	0

2 Way Stop	Highway 20 and 42 Street							
	AM Peak Hour				PM Peak Hour			
Approach	LOS	Delay (sec)	V/C Ratio	Queue (m)	LOS	Delay (sec)	V/C Ratio	Queue (m)
Northbound	A	7.7	0.10	8	A	7.8	0.12	8
Eastbound	B	14.5	0.45	18	C	21.0	0.71	47
Southbound	A	0	0	0	A	0	0	0

2 Way Stop	Highway 53 and 43 Street							
	AM Peak Hour				PM Peak Hour			
Approach	LOS	Delay (sec)	V/C Ratio	Queue (m)	LOS	Delay (sec)	V/C Ratio	Queue (m)
Northbound	C	16.4	0.01	0	C	15.2	0.01	0
Eastbound	A	8.2	0.04	8	A	7.8	0.04	8
Westbound	A	0	0	0	A	7.9	0	0
Southbound	C	15.8	0.24	8	B	11.2	0.15	8

The updated 2023 post-development operational analyses have very similar results to what was noted in the TIA and first addendum with the operations only slightly worse due to the increase in traffic created by the rest area. Previously there was no traffic generated by Phase II in this scenario. The only issue is the queue of vehicles on 42 Street at the intersection with Highway 20 in the PM peak hour, this issue was also present in the first TIA addendum due to the restaurant generated traffic. This increased queue will extend further along 42 Street south of the intersection onto the extension that is constructed to access the development site. The longer queue will not spill back onto Highway 20, it will be contained on the municipal roadway and is still manageable.

Table 4-2: 2041 Post-Development Intersection Traffic Operations

2 Way Stop	Highway 20 and Highway 53							
	AM Peak Hour				PM Peak Hour			
Approach	LOS	Delay (sec)	V/C Ratio	Queue (m)	LOS	Delay (sec)	V/C Ratio	Queue (m)
Northbound	A	8.2	0.17	8	A	8.0	0.13	8
Eastbound	D	32.1	0.72	45	C	21.6	0.63	35
Westbound	D	29.6	0.54	24	C	18.8	0.29	10
Southbound	A	7.7	0.02	8	A	7.6	0.01	0

2 Way Stop	Highway 20 and 42 Street							
	AM Peak Hour				PM Peak Hour			
Approach	LOS	Delay (sec)	V/C Ratio	Queue (m)	LOS	Delay (sec)	V/C Ratio	Queue (m)
Northbound	A	7.8	0.13	8	A	7.9	0.15	8
Eastbound	C	20.7	0.64	37	F	60.8	1.00	125
Southbound	A	0	0	0	A	0	0	0

2 Way Stop	Highway 53 and 43 Street							
	AM Peak Hour				PM Peak Hour			
Approach	LOS	Delay (sec)	V/C Ratio	Queue (m)	LOS	Delay (sec)	V/C Ratio	Queue (m)
Northbound	C	23.6	0.23	8	C	22.3	0.33	11
Eastbound	A	8.5	0.04	8	A	7.9	0.04	8
Westbound	A	7.9	0	0	A	8.1	0	0
Southbound	C	22.6	0.38	14	B	13.6	0.22	8

**Table 4-3: 2041 Post-Development Intersection Traffic Operations
 Eastbound Right Turn Lane Modification**

2 Way Stop	Highway 20 and Highway 53								
	AM Peak Hour				PM Peak Hour				
Approach	LOS	Delay (sec)	V/C Ratio	Queue (m)	LOS	Delay (sec)	V/C Ratio	Queue (m)	
Northbound	A	8.2	0.17	8	A	8.0	0.13	8	
EB	L & T	D	34.3	0.51	21	C	21.0	0.39	14
	R	B	10.3	0.22	8	B	10.4	0.25	8
Westbound	D	28.5	0.53	23	C	18.1	0.28	9	
Southbound	A	0	0	0	A	7.6	0	0	

The same operational issues noted in the 2041 post-development analysis conducted for the TIA and the first addendum are present in the updated analysis with the additional rest area generated traffic, even for the scenario with the eastbound right turn lane at the intersection of Highway 20 and Highway 53. However, for the intersection of Highway 20 and Highway 53, and Highway 53 and 43 Street the operations are slightly improved with the rest area traffic. The reason for this is previously the commercial area planned for Phase II was to generate new trips into the area, but the rest area results in no new trips, only pass-by trips from the adjacent highway as discussed in **Section 2** of this document. This results in fewer trips through the intersections, but an increase in turning movements at the intersection of Highway 20 and 42 Street, this is the reason for there now being a failing movement in the PM peak hour at this key intersection for the rest area.

There were already unacceptable operations for the eastbound approach at the intersection of Highway 20 and 42 Street due to being over capacity in the PM peak hour from the increase in traffic volumes, particularly in pass-by and diverted trips off of the highway, generated by Phase I. The rest area increases the number of pass-by trips turning at this intersection and amplifies this operational issue. The configuration of 42 Street at the intersection with Highway 20 presents no opportunity to add in auxiliary lanes to separate right and left turning vehicles, the close proximity of the service roadway parallel to the highway does not allow for separate lanes to be established on the eastbound approach.

5. Updated Warrant Analysis

The intersection of Highway 20 and 42 Street was reviewed again with the new post-development traffic volumes to determine if the current Type IIa treatment was still warranted. The same process from the TIA was used to convert peak hourly to daily traffic volumes for the warrant analysis.

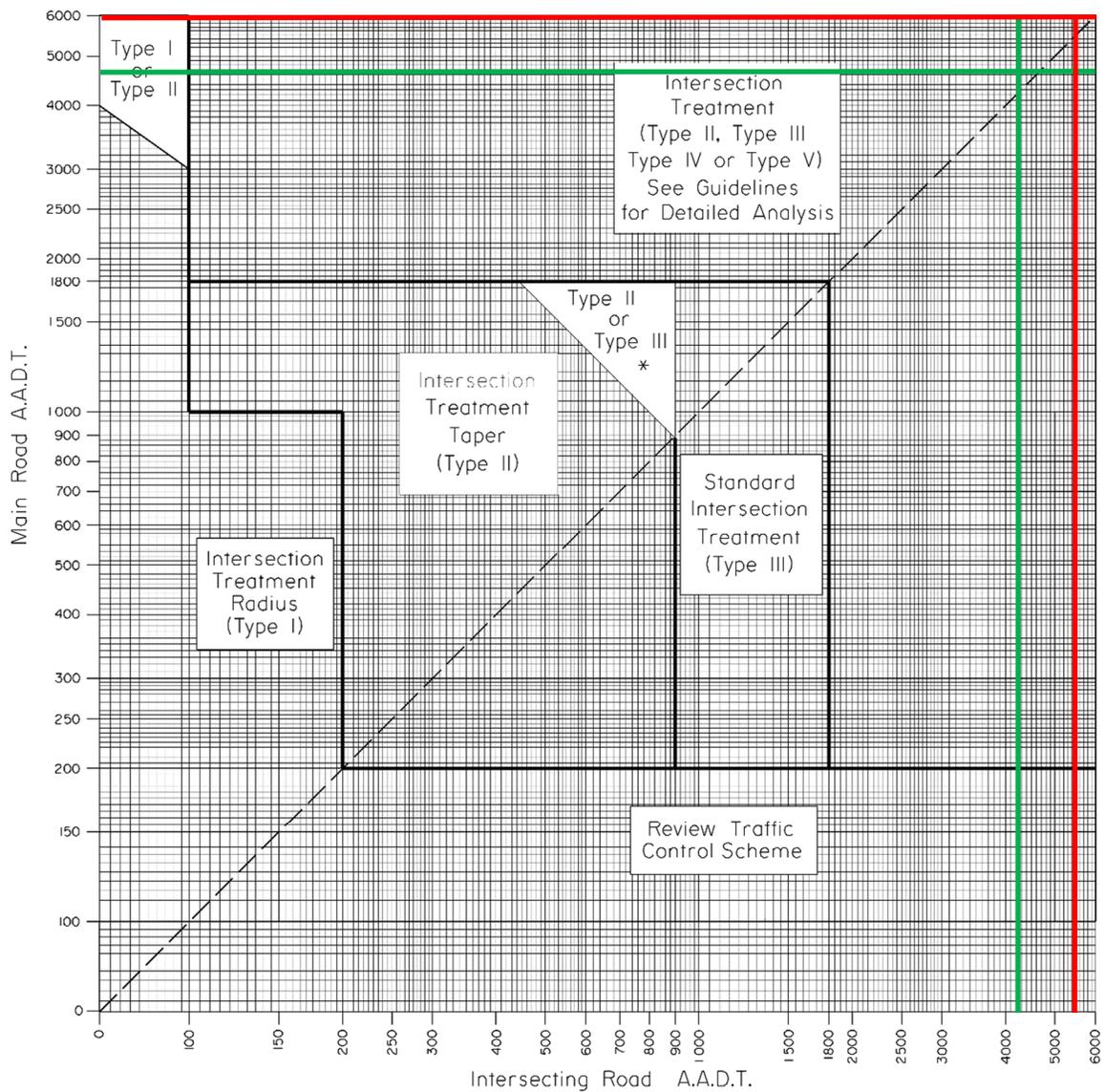
Table 5-1: Peak Hour and AADT Volumes for Warrant Analysis

Subject Roadway	2023 Peak Hour Post-Development		2041 Peak Hour Post-Development	
	AM Peak	PM Peak	AM Peak	PM Peak
Highway 20 (Main Road)	482	445	606	565
42 Street (Intersecting Road)	406	425	520	540

Subject Roadway	2023 AADT Post-Development	2041 AADT Post-Development
Highway 20 (Main Road)	4,820	6,060
42 Street (Intersecting Road)	4,250	5,400

Locating these daily volumes on the traffic volume warrant chart, on the following page, there are similar results to what was noted in the TIA. The volumes are greater, but the intersection is in the same area of the chart where a Type II, III, IV or V treatment could be considered after more detailed analysis.

Figure 5-1: Traffic Volume Warrant Chart



Legend: — 2023 Post-Development Volumes
— 2041 Post-Development Volumes

5.1. Right Turn Lane

Because the existing intersection configuration of Highway 20 and 42 Street is a Type IIa, only the southbound right turn lane movement needs to be reviewed for the need for an exclusive right turn lane. For a two lane highway the following conditions must all be met to warrant an exclusive right turn lane at an intersection.

- Main road AADT greater than 1,800 vehicles
- Intersecting road AADT greater than 900 vehicles
- Right turn daily traffic volume greater than 360 vehicles

Based on the updated traffic volumes in the attached schematics, this condition is met in both the 2023 AM and PM peak hours, warranting the existing southbound right taper to be upgraded to an exclusive lane based on a Type IVd treatment for both phases of the development. In the TIA and first addendum this was the same result of the right turn warrant analysis conducted for this intersection, but only Phase I was assumed in 2021. The addition of Phase II traffic volumes only reinforced this conclusion.

5.2. Left Turn Lane

There is only one left turn movement at this intersection on the highway, northbound. The calculations for the left turn lane warrant for a two lane highway resulted in the following results, the full calculations are attached to this letter.

Table 5-2: Left Turn Warrant Analysis

Scenario	Warrant Analysis Result
2023 Post-Development AM Peak	Type II
2023 Post-Development PM Peak	Type II
2041 Post-Development AM Peak	Type II
2041 Post-Development PM Peak	Type II

The existing Type II treatment is acceptable for the intersection configuration.

This is the same result from the TIA and first addendum except for the 2041 AM peak hour when a northbound left turn lane was determined to be required. This change in results is due primarily to the increase in traffic turning off Highway 20 onto 42 Street to access the rest area; because these are pass-by trips the amount of through traffic on Highway 20 decreases proportionately. With less through traffic on the highway to disrupt, there is a decreased requirement for auxiliary lanes.

6. Updated Illumination Warrant Analysis

As with the other analyses conducted for this addendum, the same process was followed as conducted in the TIA to determine if the recommendation for illumination at the intersection of Highway 20 and 42 Street needs to be revised. The traffic volumes in the following table were updated with the new rest

area generated traffic and the intersection layout was modified based on the new warrant results from the previous section. Attached are the illumination warrants with this updated information.

Table 6-1: 2023 Hourly to Daily Traffic Volumes

Roadway	AM Peak		PM Peak	
	Hourly	Daily	Hourly	Daily
Highway 20 (Main Road)	482	4,820	445	4,450
42 Street (Minor Road)	406	4,060	425	4,250

The warrant score increases to 173, but the changes did not result in the intersection increasing in category with regards to the need for illumination. As noted in the TIA, in the 2041 post-development scenario the only difference to the warrant analysis would be to increase the score by 10 when the volumes on the highway increase to a higher category; but even this higher score does not change the illumination warrant results.

Delineation lighting is still the recommended illumination for the intersection of Highway 20 and 42 Street, as it was in the TIA and first addendum.

7. Recommendations

The recommended improvements to the transportation network to support the proposed development of the Rimbey Travel Centre with the addition of a rest area in Phase II to replace a future commercial area are as follows.

- Delineation lighting at the intersection of Highway 20 and 42 Street. To provide delineation lighting at this intersection a single light pole would need to be installed in the median between Highway 20 and 42 Street. This improvement should be done prior to the completion of Phase I of the development and is still valid with the rest area change to Phase II. **No change from previous TIA or first addendum recommendation.**
- Southbound right turn lane at the intersection of Highway 20 and 42 Street. The existing Type II taper would be upgraded to a Type IVd taper and lane; at a design speed of 80 km/h this would be an 87.5 metre taper and 50 metre parallel lane. This improvement should be done prior to the completion of Phase I of the development and is still valid with the rest area change to Phase II. **No change from previous TIA or first addendum recommendation.**
- Northbound left turn lane at the intersection of Highway 20 and 42 Street. **Due to an increase in pass-by trips being generated by the rest area in Phase II the through traffic on Highway 20 experiences less disruption and so a left turn lane is no longer warranted as in the TIA and first addendum.**

The updated 2023 post-development operational analyses have very similar results to what was noted in the TIA and first addendum with the operations only slightly worse due to the increase in traffic created by the rest area. Previously there was no traffic generated by Phase II in this scenario. The only issue is

the queue of vehicles on 42 Street at the intersection with Highway 20 in the PM peak hour, this issue was also present in the first TIA addendum due to the restaurant generated traffic. This increased queue will extend further along 42 Street south of the intersection onto the extension that is constructed to access the development site. The longer queue will not spill back onto Highway 20, it will be contained on the municipal roadway and is still manageable.

For the intersection of Highway 20 and Highway 53, and Highway 53 and 43 Street the operations are slightly improved in the 2041 post-development scenarios with the rest area traffic. The reason for this is previously the commercial area planned for Phase II was to generate new trips into the area, but the rest area results in no new trips, only pass-by trips from the adjacent highway.

However, the same operational issues noted in the TIA and the first addendum with regards to unacceptable delay at the intersection of Highways 20 and 53 in the long term horizon due to development generated traffic are present with the traffic generated by the rest area. As stated in the TIA, although this intersection has unacceptable delay for some movements, the intersections are not over capacity and no movements are failing. As this situation occurs in the long term horizon and only during the AM peak hour, no improvements to the intersection of Highways 20 and 53 is recommended. Not only would the layout of intersection have to be modified, but the traffic control may have to be modified as well (e.g., a roundabout or traffic signal). These would be substantial improvements to a highway junction to resolve delay only issues that occur during one peak hour, and in the long term horizon. It is also important to note that Highway 20, the primary roadway at the junction with Highway 53 has no operational issues in the 20 year horizon, even with both phases of the development adding traffic to the intersection, including the new rest area. This section of Highway 53 is more of an urban roadway through the Town of Rimbey and so a lower level of service is expected.

The rest area results in an increase of turning movements at the intersection of Highway 20 and 42 Street, this is the reason for there now being a failing movement in the PM peak hour at this intersection. There were already unacceptable operations for the eastbound approach at the intersection of Highway 20 and 42 Street due to being over capacity in the PM peak hour from the increase in traffic volumes, particularly in pass-by and diverted trips off of the highway, generated by Phase I. The rest area increases the number of pass-by trips turning at this intersection and amplifies this operational issue. The configuration of 42 Street at the intersection with Highway 20 presents no opportunity to add in auxiliary lanes to separate right and left turning vehicles, the close proximity of the service roadway parallel to the highway does not allow for separate lanes to be established on the eastbound approach.

As this new operational issue is on the minor roadway at this intersection, only in the PM peak hour and in the long term horizon it is recommended that the intersection not be modified to resolve this capacity issue. There will still be adequate storage along 42 Street between the intersection with Highway 20 and the development site to accommodate the queue of vehicles as they wait to turn onto the highway. It should be noted that the proposed changes to this intersection from the warrant analysis will not resolve this operational issue as those warranted improvements are on Highway 20, not on 42 Street where the operational issue is noted.



* * * * *

If you wish to discuss any items within this document, please contact the undersigned at jcbbarrett@jcbengineering.ca or (403) 714-5798.

Sincerely,

PERMIT TO PRACTICE JCB ENGINEERING LTD.
RM SIGNATURE: <i>Justin Barrett</i>
RM APEGA ID #: 77644
DATE: March 9, 2023
PERMIT NUMBER: P012310 The Association of Professional Engineers and Geoscientists of Alberta (APEGA)

Justin Barrett, P. Eng., PTOE
JCB Engineering Ltd.

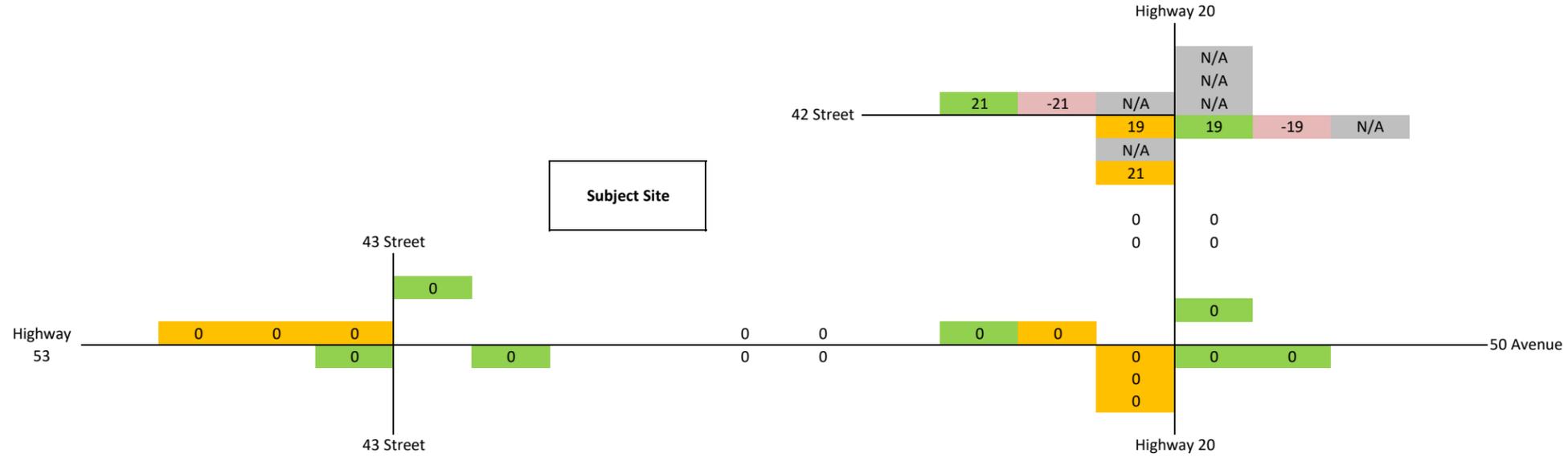
Attachments

- Updated Transportation Network Schematics
- Updated Synchro Reports
- Updated Intersection Treatment Warrant
- Updated Illumination Warrant

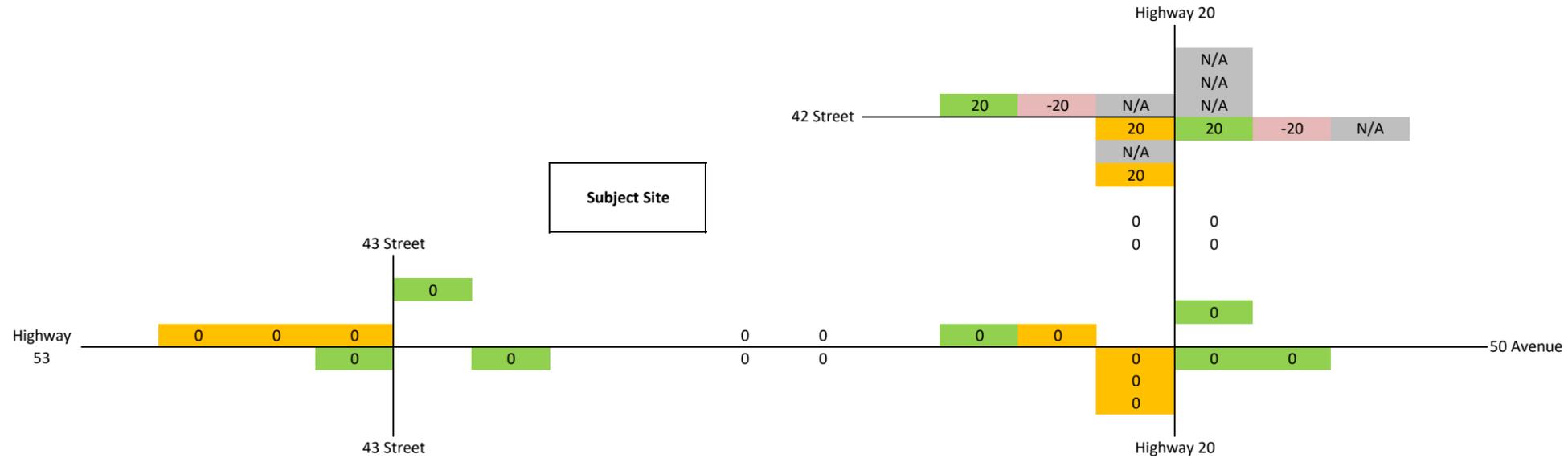
Trip Assignment

Scenario: Phase 2 - Diverted and Pass-By Trips Only
 Year: 2023

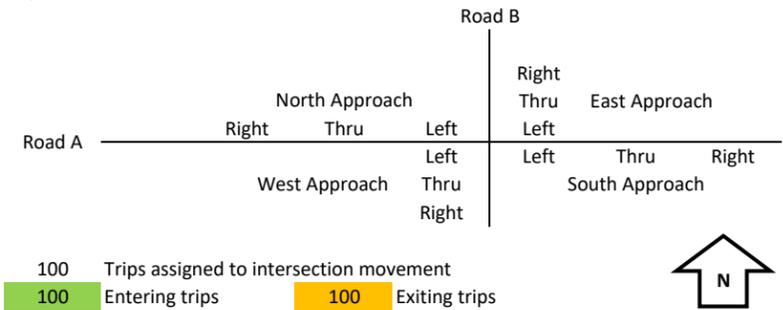
AM Peak Hour



PM Peak Hour



Legend



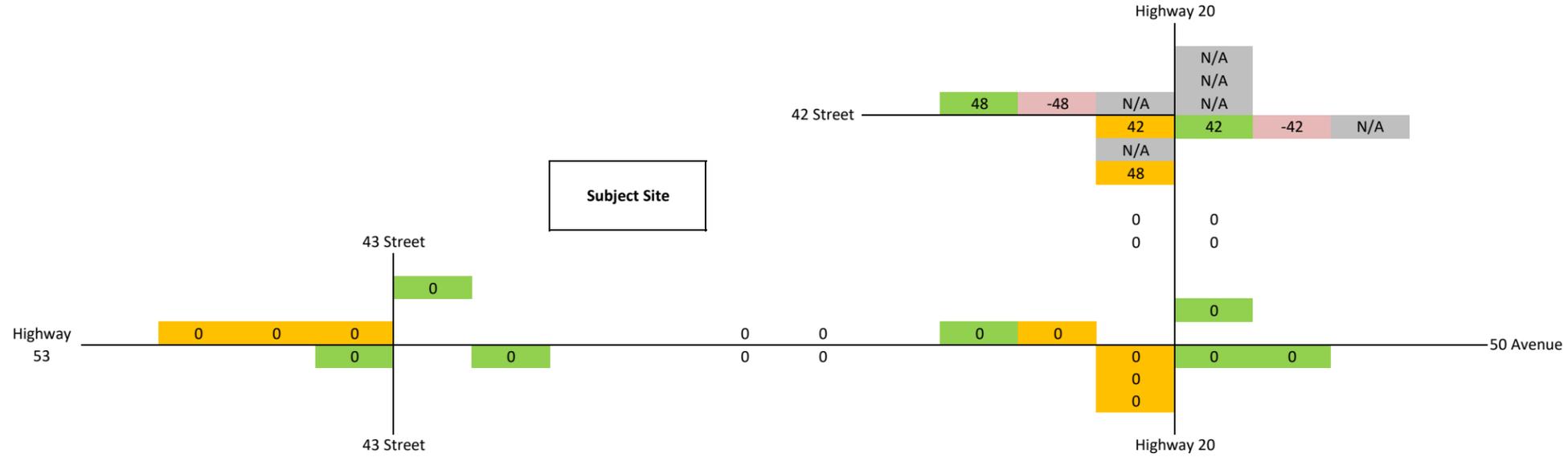
Notes and Assumptions

Trips	2023	
	AM	PM
Entering	40	40
Exiting	40	40

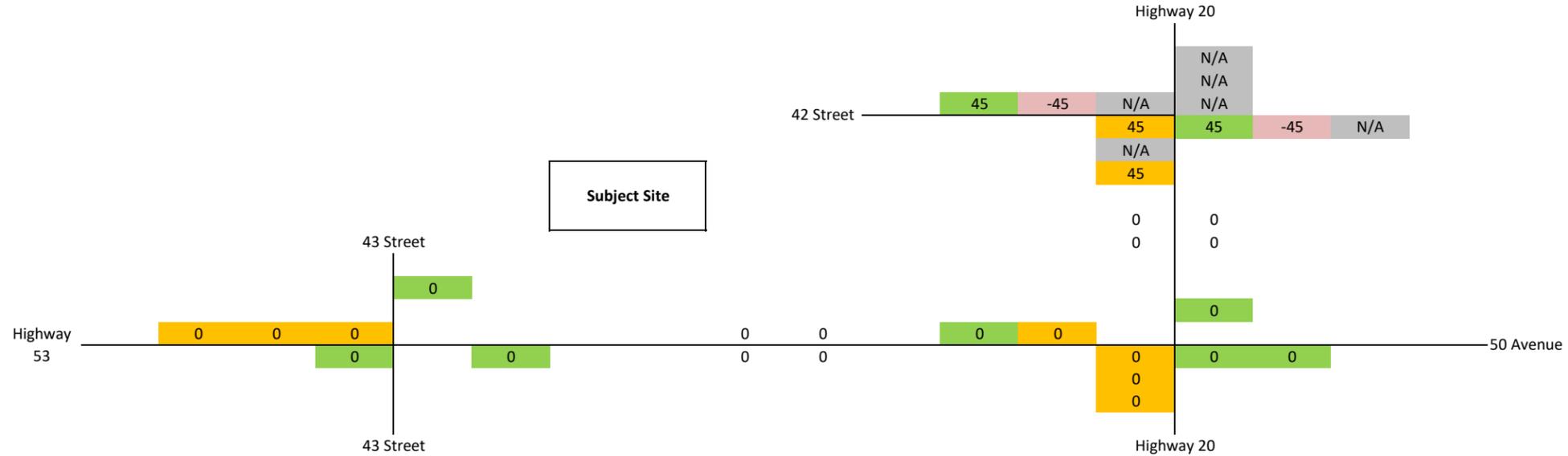
Trip Assignment

Scenario: Phase 2 - Diverted and Pass-By Trips Only
 Year: 2041

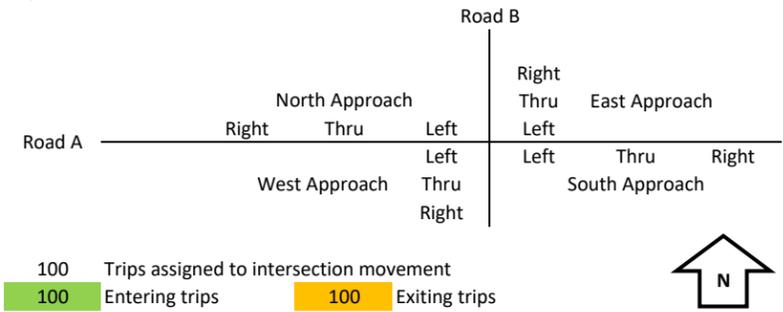
AM Peak Hour



PM Peak Hour



Legend



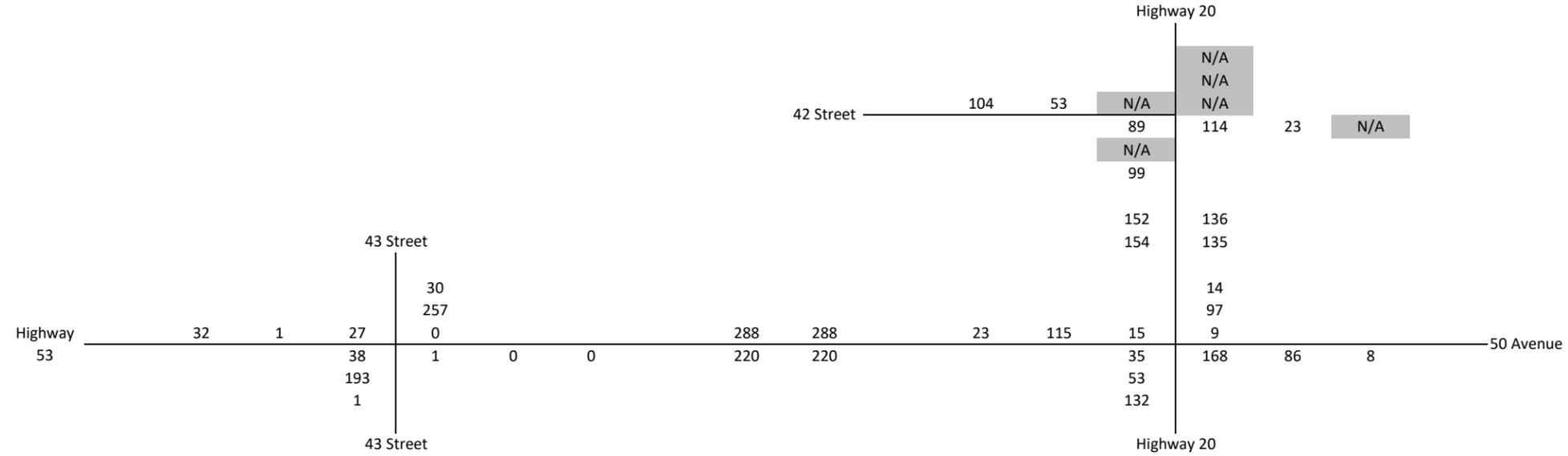
Notes and Assumptions

Trips	2041	
	AM	PM
Entering	90	90
Exiting	90	90

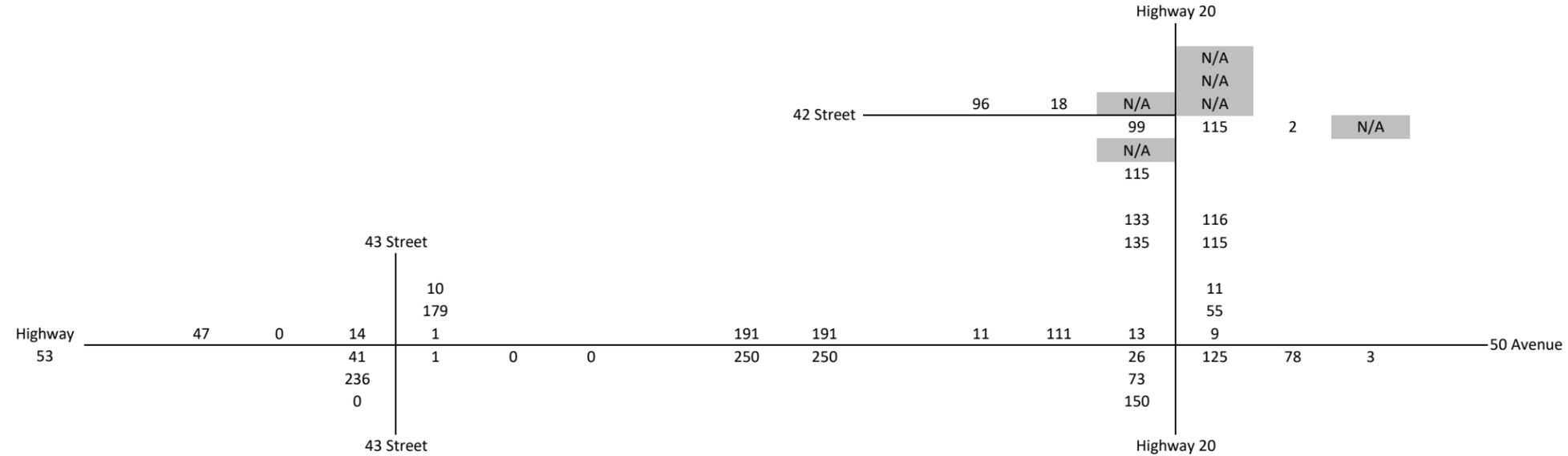
Peak Hour Traffic Volumes

Scenario: Post-Development Traffic Volumes - Phases 1 and 2
 Year: 2023

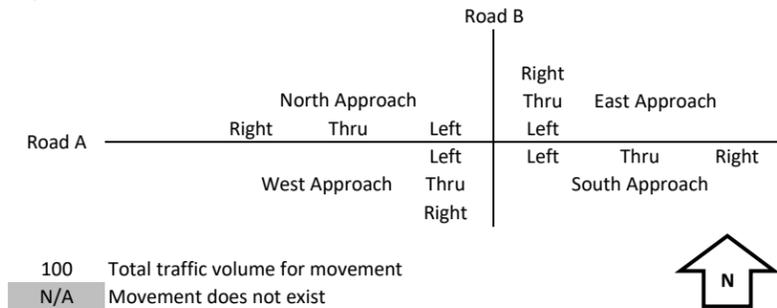
AM Peak Hour



PM Peak Hour



Legend



100 Total traffic volume for movement
 N/A Movement does not exist

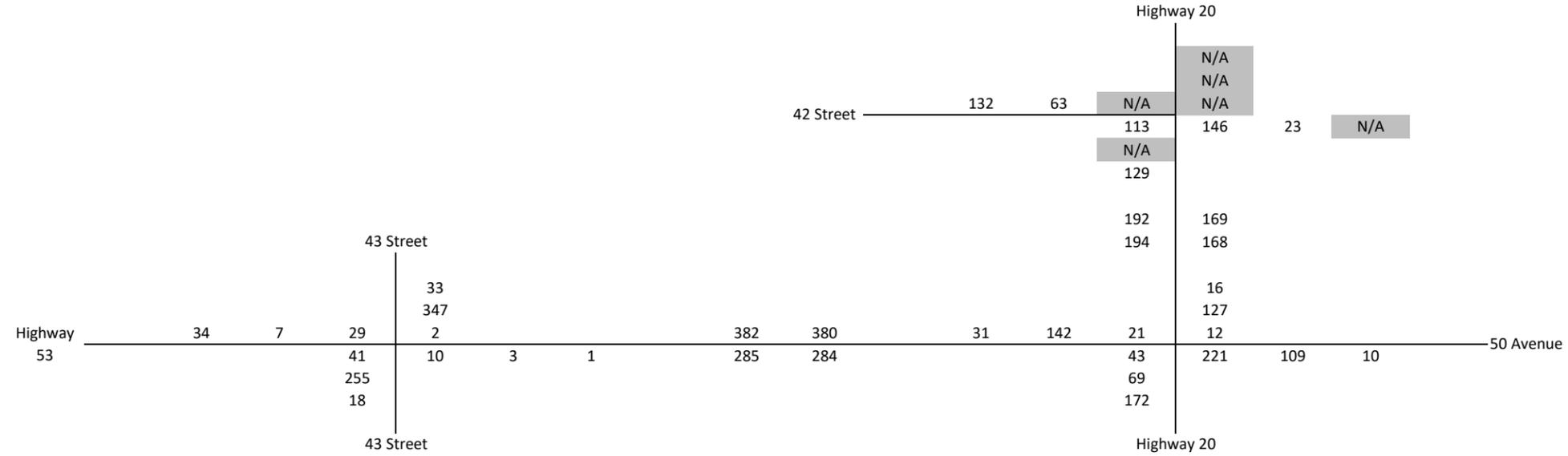
Notes and Assumptions



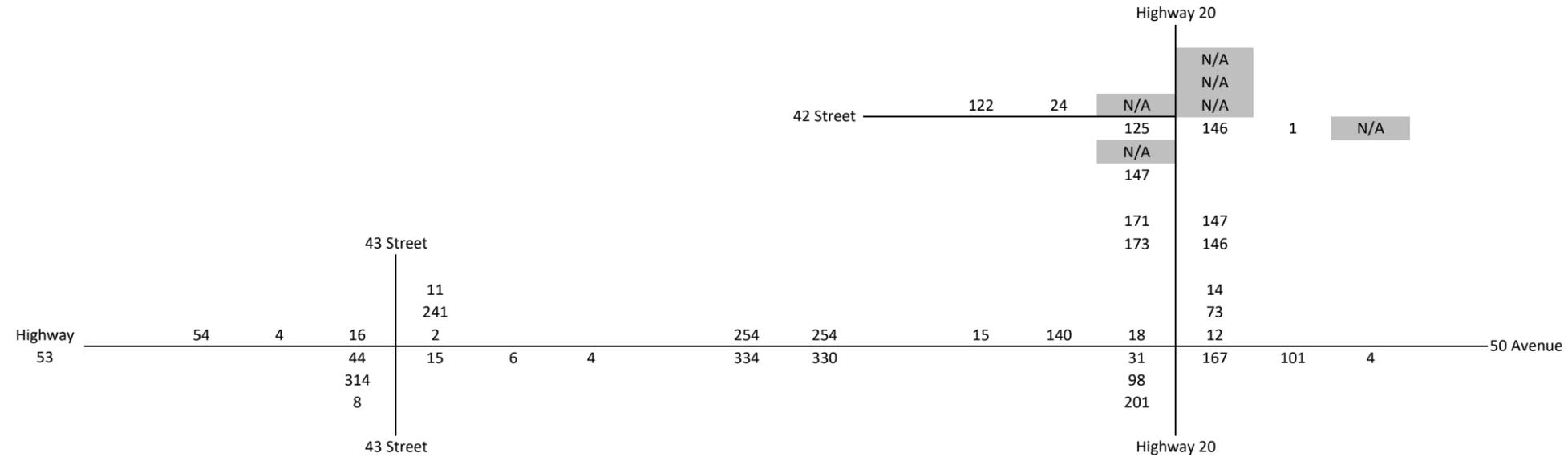
Peak Hour Traffic Volumes

Scenario: Post-Development Traffic Volumes - Phases 1 and 2
 Year: 2041

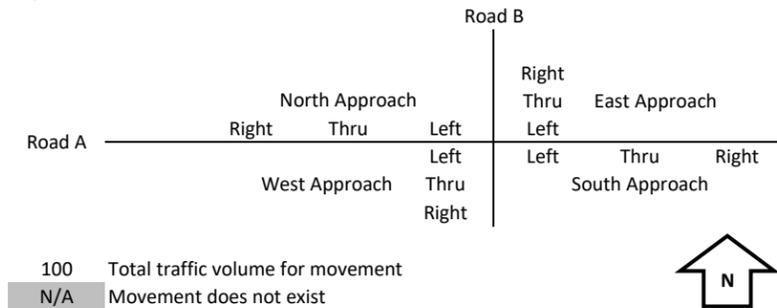
AM Peak Hour



PM Peak Hour



Legend



Notes and Assumptions

Intersection												
Int Delay, s/veh	9.6											

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	35	53	132	9	97	14	168	86	8	15	115	23
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	2000	-	-	-	-	1000
Veh in Median Storage, #	-	1	-	-	1	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	11	11	11	10	10	10	10	10	10	15	15	15
Mvmt Flow	38	58	143	10	105	15	183	93	9	16	125	25

Major/Minor	Minor2			Minor1			Major1			Major2		
Conflicting Flow All	681	625	125	721	621	98	125	0	0	102	0	0
Stage 1	158	158	-	463	463	-	-	-	-	-	-	-
Stage 2	523	467	-	258	158	-	-	-	-	-	-	-
Critical Hdwy	7.21	6.61	6.31	7.2	6.6	6.3	4.2	-	-	4.25	-	-
Critical Hdwy Stg 1	6.21	5.61	-	6.2	5.6	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.21	5.61	-	6.2	5.6	-	-	-	-	-	-	-
Follow-up Hdwy	3.599	4.099	3.399	3.59	4.09	3.39	2.29	-	-	2.335	-	-
Pot Cap-1 Maneuver	353	390	902	332	393	936	1413	-	-	1413	-	-
Stage 1	823	750	-	564	551	-	-	-	-	-	-	-
Stage 2	521	547	-	729	752	-	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	246	335	902	222	338	936	1413	-	-	1413	-	-
Mov Cap-2 Maneuver	291	393	-	292	388	-	-	-	-	-	-	-
Stage 1	716	741	-	491	480	-	-	-	-	-	-	-
Stage 2	348	476	-	559	743	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	16.6	18	5.1	0.7
HCM LOS	C	C		

Minor Lane/Major Mvmt	NBL	NBT	NBREBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1413	-	-	548	406	1413	-
HCM Lane V/C Ratio	0.129	-	-	0.436	0.321	0.012	-
HCM Control Delay (s)	7.9	-	-	16.6	18	7.6	0
HCM Lane LOS	A	-	-	C	C	A	A
HCM 95th %tile Q(veh)	0.4	-	-	2.2	1.4	0	-

Intersection

Int Delay, s/veh 8.2

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Vol, veh/h	89	99	114	23	53	104
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	300
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	62	62	75	75	80	80
Heavy Vehicles, %	17	17	12	12	22	22
Mvmt Flow	144	160	152	31	66	130

Major/Minor	Minor2	Major1	Major2
Conflicting Flow All	401	66	66 0
Stage 1	66	-	- -
Stage 2	335	-	- -
Critical Hdwy	6.57	6.37	4.22 -
Critical Hdwy Stg 1	5.57	-	- -
Critical Hdwy Stg 2	5.57	-	- -
Follow-up Hdwy	3.653	3.453	2.308 -
Pot Cap-1 Maneuver	577	957	1474 -
Stage 1	920	-	- -
Stage 2	692	-	- -
Platoon blocked, %			- -
Mov Cap-1 Maneuver	516	957	1474 -
Mov Cap-2 Maneuver	516	-	- -
Stage 1	920	-	- -
Stage 2	619	-	- -

Approach	EB	NB	SB
HCM Control Delay, s	14.5	6.4	0
HCM LOS	B		

Minor Lane/Major Mvmt	NBL	NBTEBLn1	SBT	SBR
Capacity (veh/h)	1474	- 681	-	-
HCM Lane V/C Ratio	0.103	- 0.445	-	-
HCM Control Delay (s)	7.7	0 14.5	-	-
HCM Lane LOS	A	A B	-	-
HCM 95th %tile Q(veh)	0.3	- 2.3	-	-

Intersection												
Int Delay, s/veh	2.9											

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	38	193	1	0	257	30	1	0	0	27	1	32
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	88	88	88	78	78	78	25	25	25	56	56	56
Heavy Vehicles, %	9	9	9	4	4	4	0	0	0	33	33	33
Mvmt Flow	43	219	1	0	329	38	4	0	0	48	2	57

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	368	0	0	220	0	0	684	674	220	655	656	349
Stage 1	-	-	-	-	-	-	306	306	-	349	349	-
Stage 2	-	-	-	-	-	-	378	368	-	306	307	-
Critical Hdwy	4.19	-	-	4.14	-	-	7.1	6.5	6.2	7.43	6.83	6.53
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.43	5.83	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.43	5.83	-
Follow-up Hdwy	2.281	-	-	2.236	-	-	3.5	4	3.3	3.797	4.297	3.597
Pot Cap-1 Maneuver	1153	-	-	1337	-	-	365	379	825	340	348	629
Stage 1	-	-	-	-	-	-	708	665	-	608	582	-
Stage 2	-	-	-	-	-	-	648	625	-	642	609	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1153	-	-	1337	-	-	320	363	825	329	333	629
Mov Cap-2 Maneuver	-	-	-	-	-	-	320	363	-	329	333	-
Stage 1	-	-	-	-	-	-	678	636	-	582	582	-
Stage 2	-	-	-	-	-	-	587	625	-	614	583	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	1.4	0	16.4	15.8
HCM LOS			C	C

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	320	1153	-	-	1337	-	-	441
HCM Lane V/C Ratio	0.013	0.037	-	-	-	-	-	0.243
HCM Control Delay (s)	16.4	8.2	0	-	0	-	-	15.8
HCM Lane LOS	C	A	A	-	A	-	-	C
HCM 95th %tile Q(veh)	0	0.1	-	-	0	-	-	0.9

Intersection												
Int Delay, s/veh	8.6											

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	26	73	150	9	55	11	125	78	3	13	111	11
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	2000	-	-	-	-	1000
Veh in Median Storage, #	-	1	-	-	1	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	6	6	6	6	6	6	8	8	8	10	10	10
Mvmt Flow	28	79	163	10	60	12	136	85	3	14	121	12

Major/Minor	Minor2			Minor1			Major1			Major2		
Conflicting Flow All	543	509	121	628	507	86	121	0	0	88	0	0
Stage 1	149	149	-	358	358	-	-	-	-	-	-	-
Stage 2	394	360	-	270	149	-	-	-	-	-	-	-
Critical Hdwy	7.16	6.56	6.26	7.16	6.56	6.26	4.18	-	-	4.2	-	-
Critical Hdwy Stg 1	6.16	5.56	-	6.16	5.56	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.16	5.56	-	6.16	5.56	-	-	-	-	-	-	-
Follow-up Hdwy	3.554	4.054	3.354	3.554	4.054	3.354	2.272	-	-	2.29	-	-
Pot Cap-1 Maneuver	444	461	920	390	463	962	1430	-	-	1459	-	-
Stage 1	844	766	-	652	621	-	-	-	-	-	-	-
Stage 2	623	619	-	727	766	-	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	364	413	920	257	415	962	1430	-	-	1459	-	-
Mov Cap-2 Maneuver	417	465	-	323	457	-	-	-	-	-	-	-
Stage 1	764	758	-	590	562	-	-	-	-	-	-	-
Stage 2	498	560	-	530	758	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	14.4	14.3	4.7	0.7
HCM LOS	B	B		

Minor Lane/Major Mvmt	NBL	NBT	NBREBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1430	-	-	651	470	1459	-
HCM Lane V/C Ratio	0.095	-	-	0.416	0.173	0.01	-
HCM Control Delay (s)	7.8	-	-	14.4	14.3	7.5	0
HCM Lane LOS	A	-	-	B	B	A	A
HCM 95th %tile Q(veh)	0.3	-	-	2	0.6	0	-

Intersection

Int Delay, s/veh 14.4

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Vol, veh/h	99	115	115	2	18	96
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	300
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	42	42	67	67	74	74
Heavy Vehicles, %	12	12	25	25	16	16
Mvmt Flow	236	274	172	3	24	130

Major/Minor	Minor2	Major1	Major2
Conflicting Flow All	370	24	24 0
Stage 1	24	-	- -
Stage 2	346	-	- -
Critical Hdwy	6.52	6.32	4.35 -
Critical Hdwy Stg 1	5.52	-	- -
Critical Hdwy Stg 2	5.52	-	- -
Follow-up Hdwy	3.608	3.408	2.425 -
Pot Cap-1 Maneuver	611	1024	1454 -
Stage 1	973	-	- -
Stage 2	695	-	- -
Platoon blocked, %			- -
Mov Cap-1 Maneuver	539	1024	1454 -
Mov Cap-2 Maneuver	539	-	- -
Stage 1	973	-	- -
Stage 2	613	-	- -

Approach	EB	NB	SB
HCM Control Delay, s	21	7.7	0
HCM LOS	C		

Minor Lane/Major Mvmt	NBL	NBTEBLn1	SBT	SBR
Capacity (veh/h)	1454	- 723	-	-
HCM Lane V/C Ratio	0.118	- 0.705	-	-
HCM Control Delay (s)	7.8	0 21	-	-
HCM Lane LOS	A	A C	-	-
HCM 95th %tile Q(veh)	0.4	- 5.9	-	-

Intersection													
Int Delay, s/veh	2.4												

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	41	236	0	1	179	10	1	0	0	14	0	47
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	87	87	87	88	88	88	25	25	25	62	62	62
Heavy Vehicles, %	2	2	2	7	7	7	0	0	0	0	0	0
Mvmt Flow	47	271	0	1	203	11	4	0	0	23	0	76

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	215	0	0	271	0	0	615	583	271	577	577	209
Stage 1	-	-	-	-	-	-	366	366	-	211	211	-
Stage 2	-	-	-	-	-	-	249	217	-	366	366	-
Critical Hdwy	4.12	-	-	4.17	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.218	-	-	2.263	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1355	-	-	1264	-	-	406	427	773	431	430	836
Stage 1	-	-	-	-	-	-	657	626	-	796	731	-
Stage 2	-	-	-	-	-	-	759	727	-	657	626	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1355	-	-	1264	-	-	357	409	773	417	412	836
Mov Cap-2 Maneuver	-	-	-	-	-	-	357	409	-	417	412	-
Stage 1	-	-	-	-	-	-	630	600	-	763	730	-
Stage 2	-	-	-	-	-	-	689	726	-	630	600	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	1.1	0	15.2	11.2
HCM LOS			C	B

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	357	1355	-	-	1264	-	-	679
HCM Lane V/C Ratio	0.011	0.035	-	-	0.001	-	-	0.145
HCM Control Delay (s)	15.2	7.8	0	-	7.9	0	-	11.2
HCM Lane LOS	C	A	A	-	A	A	-	B
HCM 95th %tile Q(veh)	0	0.1	-	-	0	-	-	0.5

Intersection												
Int Delay, s/veh	16.1											

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	43	69	172	12	127	16	221	109	10	21	142	31
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	2000	-	-	-	-	1000
Veh in Median Storage, #	-	1	-	-	1	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	11	11	11	10	10	10	10	10	10	15	15	15
Mvmt Flow	47	75	187	13	138	17	240	118	11	23	154	34

Major/Minor	Minor2			Minor1			Major1			Major2		
Conflicting Flow All	882	810	154	935	804	124	154	0	0	129	0	0
Stage 1	200	200	-	604	604	-	-	-	-	-	-	-
Stage 2	682	610	-	331	200	-	-	-	-	-	-	-
Critical Hdwy	7.21	6.61	6.31	7.2	6.6	6.3	4.2	-	-	4.25	-	-
Critical Hdwy Stg 1	6.21	5.61	-	6.2	5.6	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.21	5.61	-	6.2	5.6	-	-	-	-	-	-	-
Follow-up Hdwy	3.599	4.099	3.399	3.59	4.09	3.39	2.29	-	-	2.335	-	-
Pot Cap-1 Maneuver	257	304	869	238	307	906	1379	-	-	1380	-	-
Stage 1	782	719	-	472	475	-	-	-	-	-	-	-
Stage 2	425	471	-	666	721	-	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	141	246	869	131	249	906	1379	-	-	1380	-	-
Mov Cap-2 Maneuver	177	311	-	179	306	-	-	-	-	-	-	-
Stage 1	646	705	-	390	392	-	-	-	-	-	-	-
Stage 2	223	389	-	458	707	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	32.1	29.6	5.3	0.8
HCM LOS	D	D		

Minor Lane/Major Mvmt	NBL	NBT	NBREBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1379	-	-	429	310	1380	-
HCM Lane V/C Ratio	0.174	-	-	0.72	0.543	0.017	-
HCM Control Delay (s)	8.2	-	-	32.1	29.6	7.7	0
HCM Lane LOS	A	-	-	D	D	A	A
HCM 95th %tile Q(veh)	0.6	-	-	5.6	3	0.1	-

Intersection

Int Delay, s/veh 11.2

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Vol, veh/h	113	129	146	23	63	132
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	300
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	62	62	75	75	80	80
Heavy Vehicles, %	17	17	12	12	22	22
Mvmt Flow	182	208	195	31	79	165

Major/Minor	Minor2	Major1	Major2
Conflicting Flow All	499	79	79 0
Stage 1	79	-	- -
Stage 2	420	-	- -
Critical Hdwy	6.57	6.37	4.22 -
Critical Hdwy Stg 1	5.57	-	- -
Critical Hdwy Stg 2	5.57	-	- -
Follow-up Hdwy	3.653	3.453	2.308 -
Pot Cap-1 Maneuver	505	941	1458 -
Stage 1	908	-	- -
Stage 2	632	-	- -
Platoon blocked, %			-
Mov Cap-1 Maneuver	436	941	1458 -
Mov Cap-2 Maneuver	436	-	- -
Stage 1	908	-	- -
Stage 2	546	-	- -

Approach	EB	NB	SB
HCM Control Delay, s	20.7	6.8	0
HCM LOS	C		

Minor Lane/Major Mvmt	NBL	NBTEBLn1	SBT	SBR
Capacity (veh/h)	1458	- 611	-	-
HCM Lane V/C Ratio	0.134	- 0.639	-	-
HCM Control Delay (s)	7.8	0 20.7	-	-
HCM Lane LOS	A	A C	-	-
HCM 95th %tile Q(veh)	0.5	- 4.6	-	-

Intersection													
Int Delay, s/veh	4.4												

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	41	255	18	2	347	33	10	3	1	29	7	34
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	300	-	-	300	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	88	88	88	78	78	78	25	25	25	56	56	56
Heavy Vehicles, %	9	9	9	4	4	4	0	0	0	33	33	33
Mvmt Flow	47	290	20	3	445	42	40	12	4	52	12	61

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	445	0	0	290	0	0	870	833	290	841	833	445
Stage 1	-	-	-	-	-	-	383	383	-	450	450	-
Stage 2	-	-	-	-	-	-	487	450	-	391	383	-
Critical Hdwy	4.19	-	-	4.14	-	-	7.1	6.5	6.2	7.43	6.83	6.53
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.43	5.83	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.43	5.83	-
Follow-up Hdwy	2.281	-	-	2.236	-	-	3.5	4	3.3	3.797	4.297	3.597
Pot Cap-1 Maneuver	1079	-	-	1260	-	-	274	307	754	252	272	553
Stage 1	-	-	-	-	-	-	644	616	-	533	522	-
Stage 2	-	-	-	-	-	-	566	575	-	575	561	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1079	-	-	1260	-	-	225	290	754	232	257	553
Mov Cap-2 Maneuver	-	-	-	-	-	-	225	290	-	232	257	-
Stage 1	-	-	-	-	-	-	610	583	-	505	520	-
Stage 2	-	-	-	-	-	-	490	573	-	530	531	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	1.1	0	23.6	22.6
HCM LOS			C	C

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	249	1079	-	-	1260	-	-	328
HCM Lane V/C Ratio	0.225	0.043	-	-	0.002	-	-	0.381
HCM Control Delay (s)	23.6	8.5	0	-	7.9	0	-	22.6
HCM Lane LOS	C	A	A	-	A	A	-	C
HCM 95th %tile Q(veh)	0.8	0.1	-	-	0	-	-	1.7

Intersection

Int Delay, s/veh 12

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	31	98	201	12	73	14	167	101	4	18	140	15
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	2000	-	-	-	-	1000
Veh in Median Storage, #	-	1	-	-	1	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	6	6	6	6	6	6	8	8	8	10	10	10
Mvmt Flow	34	107	218	13	79	15	182	110	4	20	152	16

Major/Minor	Minor2			Minor1			Major1			Major2		
Conflicting Flow All	713	668	152	829	666	112	152	0	0	114	0	0
Stage 1	191	191	-	475	475	-	-	-	-	-	-	-
Stage 2	522	477	-	354	191	-	-	-	-	-	-	-
Critical Hdwy	7.16	6.56	6.26	7.16	6.56	6.26	4.18	-	-	4.2	-	-
Critical Hdwy Stg 1	6.16	5.56	-	6.16	5.56	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.16	5.56	-	6.16	5.56	-	-	-	-	-	-	-
Follow-up Hdwy	3.554	4.054	3.354	3.554	4.054	3.354	2.272	-	-	2.29	-	-
Pot Cap-1 Maneuver	342	374	884	285	375	930	1393	-	-	1427	-	-
Stage 1	802	735	-	563	551	-	-	-	-	-	-	-
Stage 2	531	549	-	655	735	-	-	-	-	-	-	-
Platoon blocked, %							-	-	-	-	-	-
Mov Cap-1 Maneuver	252	320	884	151	321	930	1393	-	-	1427	-	-
Mov Cap-2 Maneuver	309	385	-	197	377	-	-	-	-	-	-	-
Stage 1	697	724	-	489	479	-	-	-	-	-	-	-
Stage 2	379	477	-	414	724	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	21.6	18.8	4.9	0.8
HCM LOS	C	C		

Minor Lane/Major Mvmt	NBL	NBT	NBREBLn1	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1393	-	-	567	367	1427	-
HCM Lane V/C Ratio	0.13	-	-	0.633	0.293	0.014	-
HCM Control Delay (s)	8	-	-	21.6	18.8	7.6	0
HCM Lane LOS	A	-	-	C	C	A	A
HCM 95th %tile Q(veh)	0.4	-	-	4.4	1.2	0	-

Intersection

Int Delay, s/veh 38.6

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Vol, veh/h	125	147	146	1	24	122
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	300
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	42	42	67	67	74	74
Heavy Vehicles, %	12	12	25	25	16	16
Mvmt Flow	298	350	218	1	32	165

Major/Minor	Minor2	Major1	Major2
Conflicting Flow All	469	32	32 0
Stage 1	32	-	- -
Stage 2	437	-	- -
Critical Hdwy	6.52	6.32	4.35 -
Critical Hdwy Stg 1	5.52	-	- -
Critical Hdwy Stg 2	5.52	-	- -
Follow-up Hdwy	3.608	3.408	2.425 -
Pot Cap-1 Maneuver	535	1014	1444 -
Stage 1	965	-	- -
Stage 2	630	-	- -
Platoon blocked, %			- -
Mov Cap-1 Maneuver	454	1014	1444 -
Mov Cap-2 Maneuver	454	-	- -
Stage 1	965	-	- -
Stage 2	535	-	- -

Approach	EB	NB	SB
HCM Control Delay, s	60.8	7.9	0
HCM LOS	F		

Minor Lane/Major Mvmt	NBL	NBTEBLn1	SBT	SBR
Capacity (veh/h)	1444	- 647	-	-
HCM Lane V/C Ratio	0.151	- 1.001	-	-
HCM Control Delay (s)	7.9	0 60.8	-	-
HCM Lane LOS	A	A F	-	-
HCM 95th %tile Q(veh)	0.5	- 15.6	-	-

Intersection												
Int Delay, s/veh	4.6											

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	44	314	8	2	241	11	15	6	4	16	4	54
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	300	-	-	300	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	87	87	87	88	88	88	25	25	25	62	62	62
Heavy Vehicles, %	2	2	2	7	7	7	0	0	0	0	0	0
Mvmt Flow	51	361	9	2	274	12	60	24	16	26	6	87

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	274	0	0	361	0	0	787	740	361	760	740	274
Stage 1	-	-	-	-	-	-	462	462	-	278	278	-
Stage 2	-	-	-	-	-	-	325	278	-	482	462	-
Critical Hdwy	4.12	-	-	4.17	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.218	-	-	2.263	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1289	-	-	1170	-	-	312	347	688	325	347	770
Stage 1	-	-	-	-	-	-	584	568	-	733	684	-
Stage 2	-	-	-	-	-	-	692	684	-	569	568	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1289	-	-	1170	-	-	262	329	688	288	329	770
Mov Cap-2 Maneuver	-	-	-	-	-	-	262	329	-	288	329	-
Stage 1	-	-	-	-	-	-	555	540	-	696	683	-
Stage 2	-	-	-	-	-	-	607	683	-	505	540	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	1	0.1	22.3	13.6
HCM LOS			C	B

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	307	1289	-	-	1170	-	-	537
HCM Lane V/C Ratio	0.326	0.039	-	-	0.002	-	-	0.222
HCM Control Delay (s)	22.3	7.9	0	-	8.1	0	-	13.6
HCM Lane LOS	C	A	A	-	A	A	-	B
HCM 95th %tile Q(veh)	1.4	0.1	-	-	0	-	-	0.8

Intersection												
Int Delay, s/veh	12.3											

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	43	69	172	12	127	16	221	109	10	21	142	31
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	300	-	-	-	2000	-	-	-	-	1000
Veh in Median Storage, #	-	1	-	-	1	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	11	11	11	10	10	10	10	10	10	15	15	15
Mvmt Flow	47	75	187	13	138	17	240	118	11	23	154	34

Major/Minor	Minor2			Minor1			Major1			Major2		
Conflicting Flow All	882	810	154	842	804	124	154	0	0	129	0	0
Stage 1	200	200	-	604	604	-	-	-	-	-	-	-
Stage 2	682	610	-	238	200	-	-	-	-	-	-	-
Critical Hdwy	7.21	6.61	6.31	7.2	6.6	6.3	4.2	-	-	4.25	-	-
Critical Hdwy Stg 1	6.21	5.61	-	6.2	5.6	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.21	5.61	-	6.2	5.6	-	-	-	-	-	-	-
Follow-up Hdwy	3.599	4.099	3.399	3.59	4.09	3.39	2.29	-	-	2.335	-	-
Pot Cap-1 Maneuver	257	304	869	275	307	906	1379	-	-	1380	-	-
Stage 1	782	719	-	472	475	-	-	-	-	-	-	-
Stage 2	425	471	-	748	721	-	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	141	246	869	151	249	906	1379	-	-	1380	-	-
Mov Cap-2 Maneuver	177	311	-	212	306	-	-	-	-	-	-	-
Stage 1	646	705	-	390	392	-	-	-	-	-	-	-
Stage 2	223	389	-	515	707	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	19.8	28.5	5.3	0.8
HCM LOS	C	D		

Minor Lane/Major Mvmt	NBL	NBT	NBREBLn1	EBLn2/WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1379	-	-	241	869	317	1380
HCM Lane V/C Ratio	0.174	-	-	0.505	0.215	0.531	0.017
HCM Control Delay (s)	8.2	-	-	34.3	10.3	28.5	7.7
HCM Lane LOS	A	-	-	D	B	D	A
HCM 95th %tile Q(veh)	0.6	-	-	2.6	0.8	2.9	0.1

Intersection

Int Delay, s/veh 9.2

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	31	98	201	12	73	14	167	101	4	18	140	15
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None									
Storage Length	-	-	300	-	-	-	2000	-	-	-	-	1000
Veh in Median Storage, #	-	1	-	-	1	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	6	6	6	6	6	6	8	8	8	10	10	10
Mvmt Flow	34	107	218	13	79	15	182	110	4	20	152	16

Major/Minor	Minor2			Minor1			Major1			Major2		
Conflicting Flow All	713	668	152	720	666	112	152	0	0	114	0	0
Stage 1	191	191	-	475	475	-	-	-	-	-	-	-
Stage 2	522	477	-	245	191	-	-	-	-	-	-	-
Critical Hdwy	7.16	6.56	6.26	7.16	6.56	6.26	4.18	-	-	4.2	-	-
Critical Hdwy Stg 1	6.16	5.56	-	6.16	5.56	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.16	5.56	-	6.16	5.56	-	-	-	-	-	-	-
Follow-up Hdwy	3.554	4.054	3.354	3.554	4.054	3.354	2.272	-	-	2.29	-	-
Pot Cap-1 Maneuver	342	374	884	338	375	930	1393	-	-	1427	-	-
Stage 1	802	735	-	563	551	-	-	-	-	-	-	-
Stage 2	531	549	-	750	735	-	-	-	-	-	-	-
Platoon blocked, %							-	-	-	-	-	-
Mov Cap-1 Maneuver	252	320	884	179	321	930	1393	-	-	1427	-	-
Mov Cap-2 Maneuver	309	385	-	239	377	-	-	-	-	-	-	-
Stage 1	697	724	-	489	479	-	-	-	-	-	-	-
Stage 2	379	477	-	474	724	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	14.5	18.1	4.9	0.8
HCM LOS	B	C		

Minor Lane/Major Mvmt	NBL	NBT	NBREBLn1	EBLn2/WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1393	-	-	364	884	382	1427
HCM Lane V/C Ratio	0.13	-	-	0.385	0.247	0.282	0.014
HCM Control Delay (s)	8	-	-	21	10.4	18.1	7.6
HCM Lane LOS	A	-	-	C	B	C	A
HCM 95th %tile Q(veh)	0.4	-	-	1.8	1	1.1	0

**Alberta Transportation
Intersection Analysis
Two-Lane Undivided Highways**

Main Rd: Highway 20
Minor Rd: 42 Street

Direction: NB
Period: AM Peak

Year of Analysis: 2023
Date of Analysis: 04-Mar-2023

INPUT	Value
85 th percentile speed, km/h:	80
Main Road A.A.D.T.	4,820
Minor (intersecting) Road A.A.D.T	4,250
Left turn volume (V_{LT}), veh/h:	114
Advancing volume (V_{adv}), veh/h:	137
Opposing volume (V_{opp}), veh/h:	53
Left turn truck volume, trucks/h:	26
Right turn volume (V_{RT}), veh/h:	-

OUTPUT	Value
Percent left-turns in advancing volume:	83.2%
Percent trucks in left turn volume:	23.0%
Probability of conflict threshold:	1.52%
Calculated probability of conflicting arrival:	0.2%
Calculated conflicts per hour, veh/h:	0.3

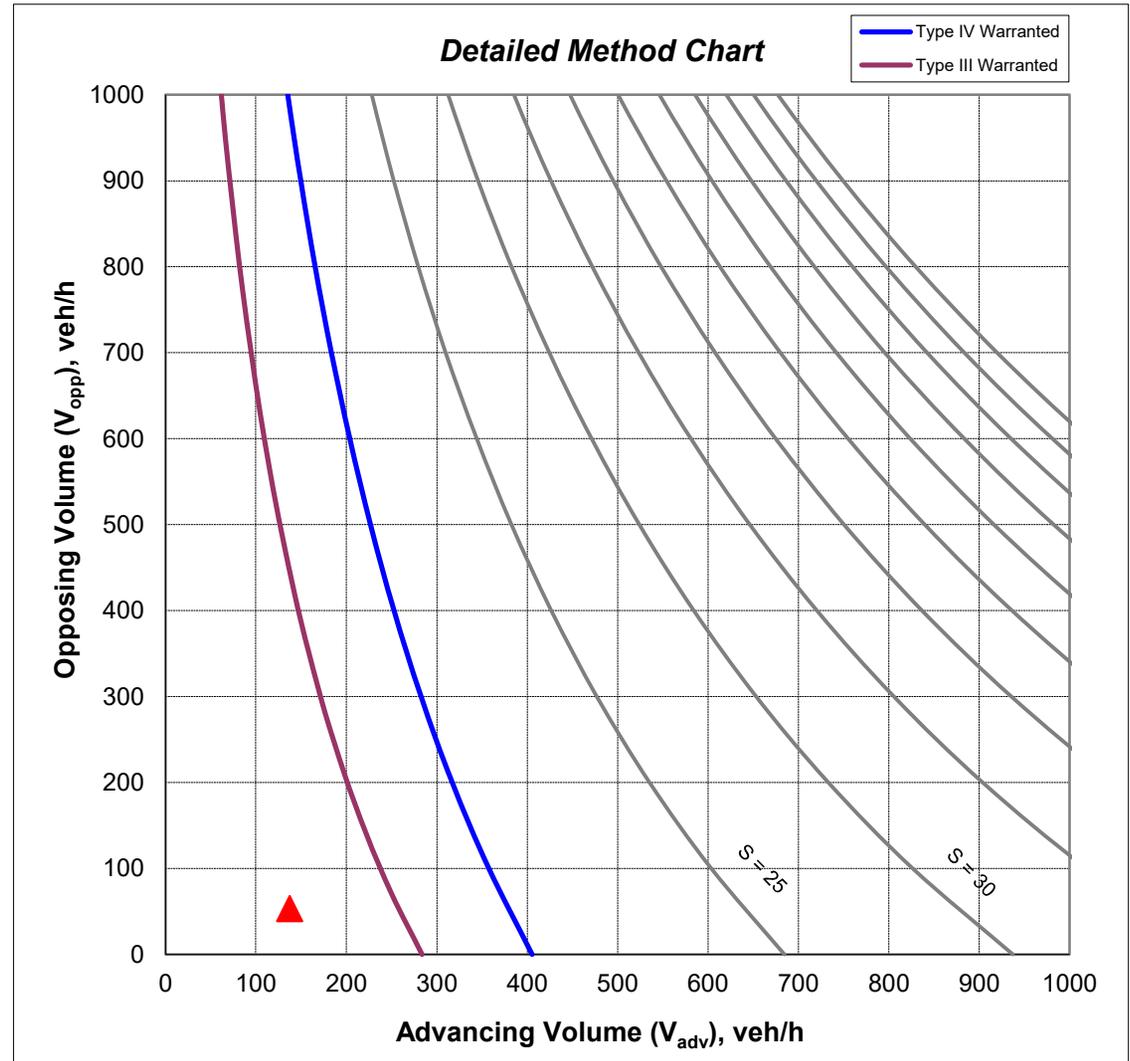
Use Detailed Method

Type II

Additional Storage Not Required	<i>base storage requirement</i>	-
	<i>- standard storage length</i>	-
	<i>+ additional truck storage</i>	-
	= total additional storage required	-

CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway (gap), s:	5.0
Average time to clear, s:	1.9



**Alberta Transportation
Intersection Analysis
Two-Lane Undivided Highways**

Main Rd: Highway 20
Minor Rd: 42 Street

Direction: NB
Period: PM Peak

Year of Analysis: 2023
Date of Analysis: 04-Mar-2023

INPUT	Value
85 th percentile speed, km/h:	80
Main Road A.A.D.T.	4,820
Minor (intersecting) Road A.A.D.T	4,250
Left turn volume (V_{LT}), veh/h:	115
Advancing volume (V_{adv}), veh/h:	117
Opposing volume (V_{opp}), veh/h:	18
Left turn truck volume, trucks/h:	41
Right turn volume (V_{RT}), veh/h:	-

OUTPUT	Value
Percent left-turns in advancing volume:	98.3%
Percent trucks in left turn volume:	36.0%
Probability of conflict threshold:	1.52%
Calculated probability of conflicting arrival:	0.0%
Calculated conflicts per hour, veh/h:	0.0

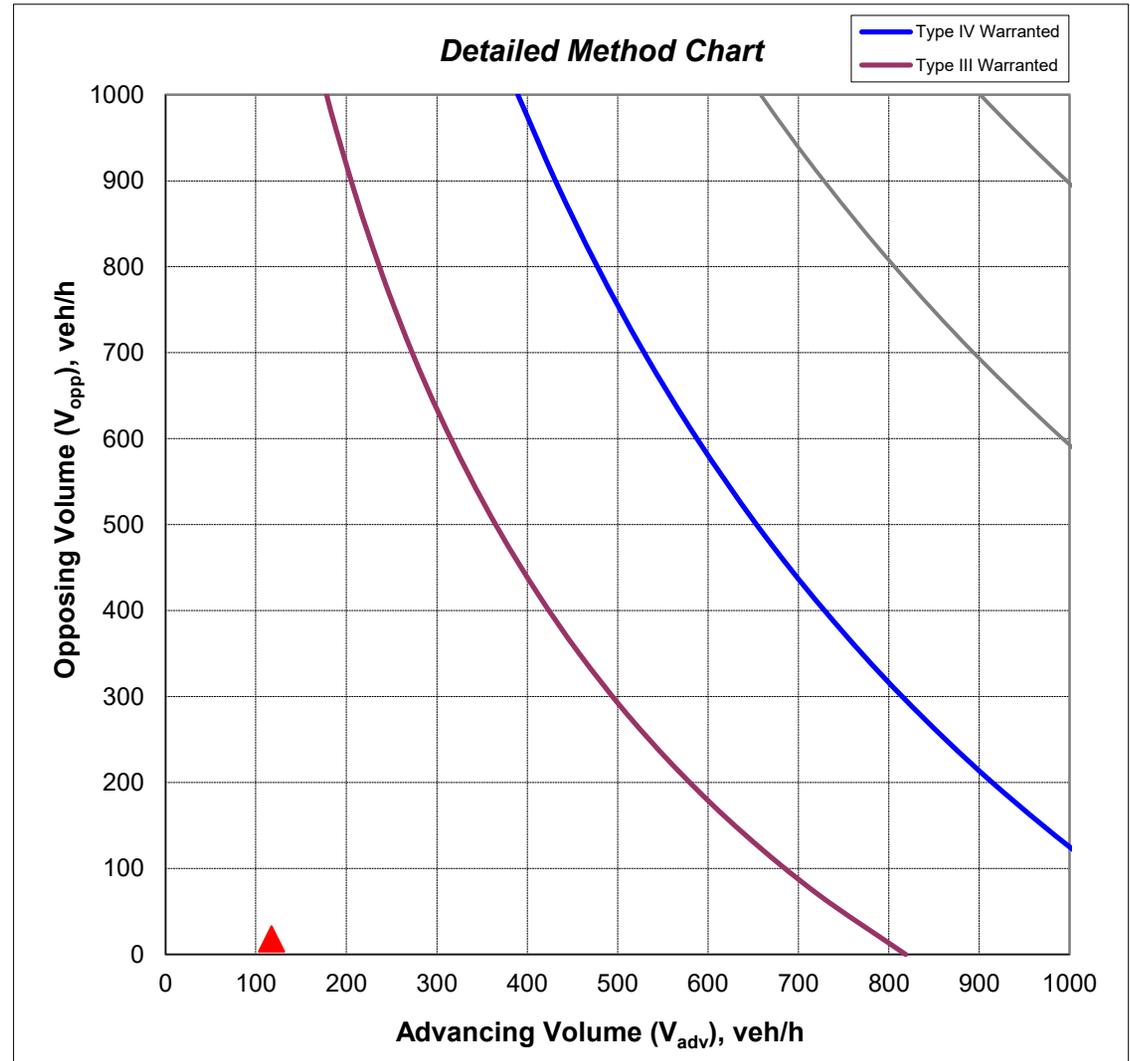
Use Detailed Method

Type II

Additional Storage Not Required	<i>base storage requirement</i>	-
	<i>- standard storage length</i>	-
	<i>+ additional truck storage</i>	-
	= total additional storage required	-

CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway (gap), s:	5.0
Average time to clear, s:	1.9



**Alberta Transportation
Intersection Analysis
Two-Lane Undivided Highways**

Main Rd: Highway 20
Minor Rd: 42 Street

Direction: NB
Period: AM Peak

Year of Analysis: 2041
Date of Analysis: 04-Mar-2023

INPUT	Value
85 th percentile speed, km/h:	80
Main Road A.A.D.T.	6,060
Minor (intersecting) Road A.A.D.T	5,400
Left turn volume (V_{LT}), veh/h:	146
Advancing volume (V_{adv}), veh/h:	169
Opposing volume (V_{opp}), veh/h:	63
Left turn truck volume, trucks/h:	34
Right turn volume (V_{RT}), veh/h:	-

OUTPUT	Value
Percent left-turns in advancing volume:	86.4%
Percent trucks in left turn volume:	23.0%
Probability of conflict threshold:	1.52%
Calculated probability of conflicting arrival:	0.3%
Calculated conflicts per hour, veh/h:	0.4

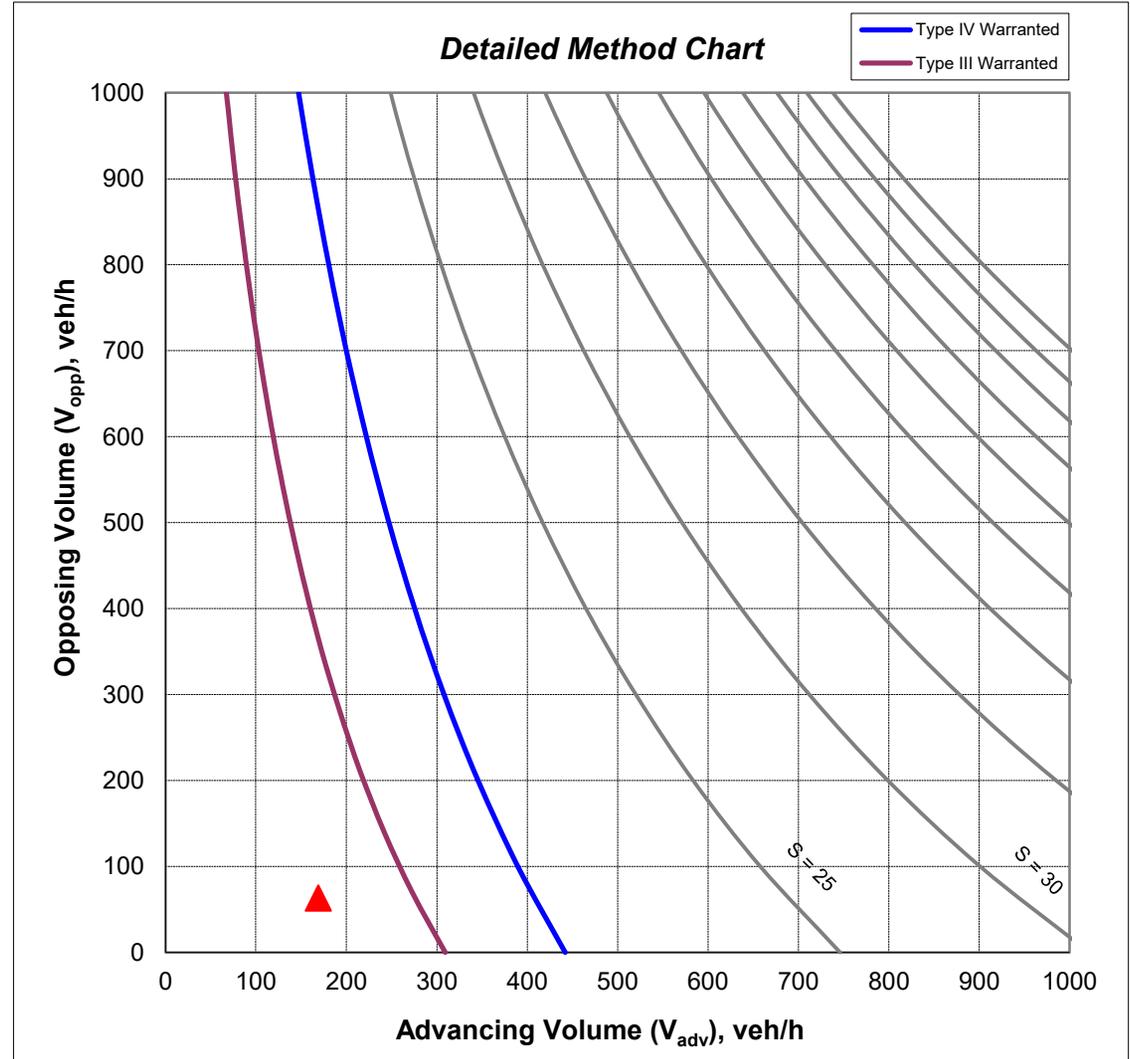
Use Detailed Method

Type II

Additional Storage Not Required	<i>base storage requirement</i>	-
	<i>- standard storage length</i>	-
	<i>+ additional truck storage</i>	-
	= total additional storage required	-

CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway (gap), s:	5.0
Average time to clear, s:	1.9



**Alberta Transportation
Intersection Analysis
Two-Lane Undivided Highways**

Main Rd: Highway 20
Minor Rd: 42 Street

Direction: NB
Period: PM Peak

Year of Analysis: 2041
Date of Analysis: 04-Mar-2023

INPUT	Value
85 th percentile speed, km/h:	80
Main Road A.A.D.T.	6,060
Minor (intersecting) Road A.A.D.T	5,400
Left turn volume (V_{LT}), veh/h:	146
Advancing volume (V_{adv}), veh/h:	147
Opposing volume (V_{opp}), veh/h:	24
Left turn truck volume, trucks/h:	53
Right turn volume (V_{RT}), veh/h:	-

OUTPUT	Value
Percent left-turns in advancing volume:	99.3%
Percent trucks in left turn volume:	36.0%
Probability of conflict threshold:	1.52%
Calculated probability of conflicting arrival:	0.0%
Calculated conflicts per hour, veh/h:	0.0

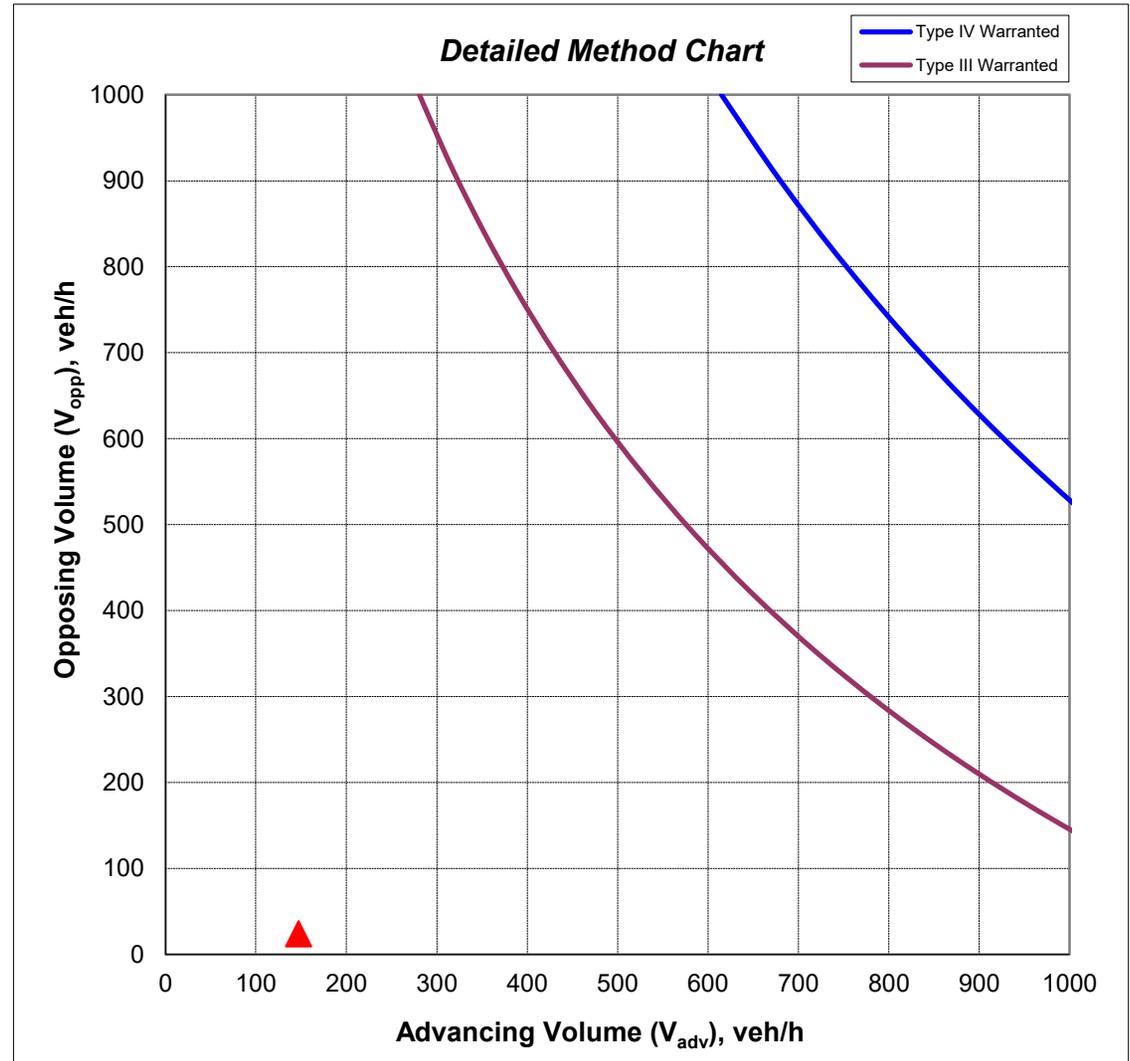
Use Detailed Method

Type II

Additional Storage Not Required	<i>base storage requirement</i>	-
	<i>- standard storage length</i>	-
	<i>+ additional truck storage</i>	-
	= total additional storage required	-

CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway (gap), s:	5.0
Average time to clear, s:	1.9





Highway 20 and 42 Street

TABLE 1(A) WARRANT FOR ILLUMINATION OF ISOLATED RURAL INTERSECTIONS: GEOMETRIC FACTORS

Classification Factor	Rating					Weight		Score (Rating x Weight)
	0	1	2	3	4			
channelization	none	right and/or left turn lanes on minor approach only	right turn lane(s) only on major leg(s)	left turn lane(s) on major leg(s)	left and right turn lanes on all legs	raised and operating speed less than 70 km/h on at least one channelized approach OR	15	10
			raised and operating speed 70 km/h or more on at least one channelized approach OR			20		
			Painted only			5		
approach sight distance on the most constrained approach (relative to recommended minimum intersection sight distance)	100% or more	75% - 99%	50% - 74%	25% - 49%	<25%	10		0
horizontal curvature (radius) at or immediately before intersection on any leg for posted speed limit of:								
110 km/h	tangent	>1,800m	1,150 to 1,800m	750 to 1,150m	<750m			0
90 or 100 km/h	tangent	>1,400m	950 to 1,400m	600 to 950m	<600m			
70 or 80 km/h	tangent	>950m	550 to 950m	340 to 550m	<340m	5		
60 km/h	tangent	>575m	320 to 575m	190 to 320m	<190m			
angle of intersection OR offset intersection	90° angle	80° or 100° angle	--	70° or 110° angle	<70° or >110° OR offset intersection	5		5
downhill approach grades at or immediately before intersection on any leg	<3.0%	3.1 to 3.9% and meets design guidelines for type and speed of road	4.0 to 4.9% and meets design guidelines for type and speed of road	5.0 to 7.0% and meets design guidelines for type and speed of road	>7.0% OR exceeds maximum gradient for the type and speed of road	3		0
number of legs	--	3	4	5	6 or more	3		3
SUBTOTAL (Geometric Factors)								18

TABLE 1(B) WARRANT FOR ILLUMINATION OF ISOLATED RURAL INTERSECTIONS: OPERATIONAL FACTORS

Classification Factor	Rating					Weight	Score (Rating x Weight)
	0	1	2	3	4		
IF THE INTERSECTION IS SIGNALIZED, ILLUMINATION IS WARRANTED.							
IF THE INTERSECTION IS NOT SIGNALIZED, points should be calculated on the basis of either the AADT factor or the signalization warrant factor:							
either							
AADT (2-way) ¹ :							
on major road and	<1,000	1,000 to 2,000	2,000 to 3,000	3,000 to 5,000	>5,000	10	30
on minor road	<500	500 to 1,000	1,000 to 1,500	1,500 to 2,000	>2,000	20	80
or							
signalization warrant ¹	intersection not signalized and volume-based signal warrant is less than 20% satisfied	intersection not signalized and volume-based warrant is 20% to 40% satisfied	intersection not signalized and volume-based warrant is 40% to 60% satisfied	intersection not signalized and volume-based warrant is 60% to 80% satisfied	intersection not signalized and volume-based warrant is over 80% satisfied	30	
regular night-time hourly pedestrian volume ²	no pedestrians	up to 10	10 to 30	30 to 50	over 50	10	10
intersecting roadway classifications	no primary road involved	primary/rural major, primary/rural minor, or primary/designated community access	primary/secondary	primary/primary	intersection includes divided highway	5	5
operating speed or posted speed limit on major road ³	50 km/h or less	60 km/h	70 km/h	80 km/h	90 km/h or over	5	10
operating speed or posted speed limit on minor road ³	50 km/h or less	60 km/h	70 km/h	80 km/h	90 km/h or over	5	0
SUBTOTAL (Operational Factors) ¹							135

- NOTES**
1. If the intersection is not signalized, the user should choose *EITHER* the AADT factor *OR* the signalization warrant factor. The points from either factor, but not both factors, may be used in the warrant points calculation.
 2. The number of certain types of vulnerable pedestrians should be factored to reflect their increased need for visibility. The number of child pedestrians (ages 12 and under) should be multiplied by 2, and the number of senior pedestrians (ages 65 and over) should be multiplied by 1.5.
 3. 85th percentile night-time speed should be used if available. Otherwise, the posted speed limit may be used.



TABLE 1(C) WARRANT FOR ILLUMINATION OF ISOLATED RURAL INTERSECTIONS: ENVIRONMENTAL AND COLLISION FACTORS

Classification Factor	Rating					Weight	Score (Rating x Weight)	
	0	1	2	3	4			
ENVIRONMENTAL FACTOR								
lighted development within 150m radius of intersection	--	in one quadrant	in two quadrants	in three quadrants	in four quadrants	5	5	
SUBTOTAL (Environmental Factors)							5	
COLLISION HISTORY								
average annual night-time collision frequency ⁴ or rate over last 3 years (only collisions potentially attributable to inadequate lighting)	0 collisions per year	1 collision per year	--	2 collisions per year	3 or more per year OR at least 1.5 collisions per million entering vehicles per year <i>and</i> an average ratio of all night to day collisions of at least 1.5.	1 or 2 collisions per year	15	15
						3 or more collisions per year OR rate ≥ 1.5 collisions/MEV	30	
SUBTOTAL (Collision History)							15	
Geometric Factors Subtotal (Table 1(A))							18	
Operational Factors Subtotal (Table 1(B))							135	
Environmental Factors Subtotal (Table 1(C))							5	
Collision History Subtotal (Table 1(C))							15	
TOTAL POINTS							173	

NOTE: 4. reported collisions, rounded to nearest whole number



WARRANTING CONDITIONS	
Total Points \geq 240	Full illumination warranted
$120 \leq$ Total Points < 240	Partial and/or delineation lighting warranted: <ul style="list-style-type: none"> • if Geometric Factors Subtotal \geq 80 points: partial lighting to illuminate key decision areas, potential conflict points, and/or hazards • if Operational Factors Subtotal \geq 120 points: delineation lighting to illuminate pedestrians or cross street traffic • if Collision History Subtotal = 120 points: review collisions to determine appropriate lighting strategy
Total Points < 120	Lighting not warranted

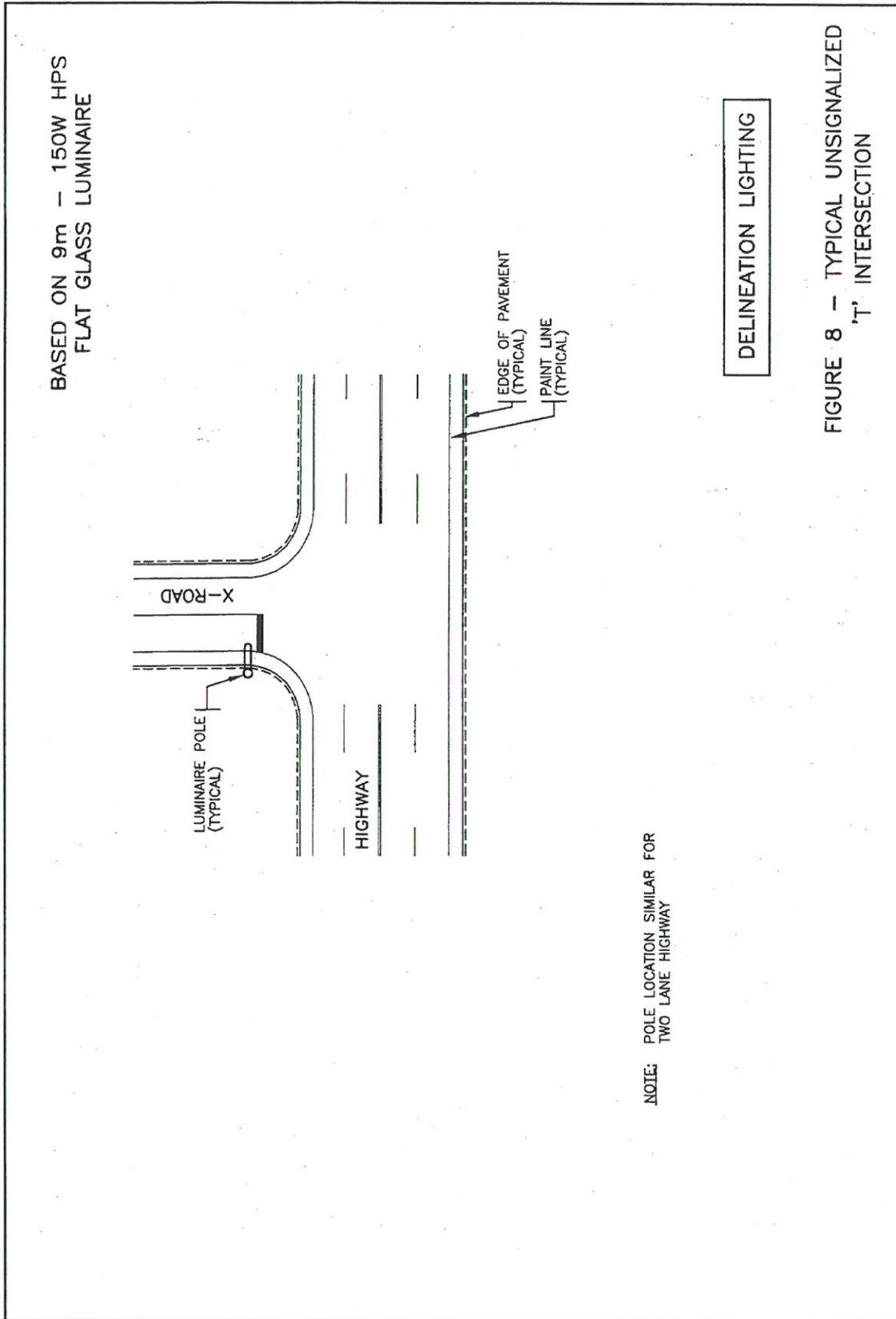


FIGURE 8 - TYPICAL UNSIGNALIZED 'T' INTERSECTION

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Request for Park on 58th Avenue
Item For: Public Information -or- Closed Session

BACKGROUND:

On March 22, 2023, Administration received a letter from Charles Hendricks requesting a park on 58th Avenue. Mr. Hendricks was a delegate at the Committee of the Whole Meeting held on April 12, 2023 and Council made the following motion:

Motion 018/2023 COW

Moved by Mayor Pankiw to bring the request for a park on 58th Avenue forward to the next Regular Council meeting to be held on April 24, 2023, for discussion.

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

CARRIED

ATTACHMENTS:

[RFD 7. Request for Park Redacted](#)

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

April 18, 2023
Date

ENDORSED BY:

Lori Hillis, CPA, CA, Chief Administrative Officer

April 18, 2023
Date

March 22, 2023

re. Kids park on 58 Ave.

We need a kids park on 58 Ave., the block is loaded with kids. The idea is lease a lot near the west end of 58 Ave (slower traffic) from Ken Buist for \$1.00 and in turn give a tax break, on the vacant lot, take equipment from park, that doesn't get much use, and relocate.

This I believe is a win, win, and will benefit all, till the economy changes

Respectfully


Charles Hendricks



RECEIVED
MAR 22 2023
TOWN OF RIMBEY

Town Council REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Bylaw Enforcement Request
Item For: Public Information -or- Closed Session

BACKGROUND:

On March 27, 2023, Administration received a letter from Cyril Fortney, CAO of Summer Village of Parkland Beach (SVPB). The Summer Village of Parkland Beach has been without formal Bylaw Enforcement Services since March of 2022. They are requesting Council to consider entering into an agreement for Bylaw Enforcement Services.

At the Committee of the Whole Meeting held on April 12, 2023, Council discussed this request and made the following motion:

Motion 020/2023 COW

Moved by Councillor Curle to bring the Summer Village of Parkland Beach Bylaw Enforcement request to the Regular Council Meeting to be held on April 24, 2023, for discussion.

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

CARRIED

ATTACHMENTS:

[Summer Village of Parkland Beach Request Letter](#)

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

April 4, 2023
Date

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

April 4, 2023
Date



Summer Village of Parkland Beach
Box 130
Rimbey, AB T0C 2J0

Ph: 403-843-2055
Fax: 888-470-2762
Email: admin@parklandbeachsv.ca

March 27, 2023

Town of Rimbey

Attention Town of Rimbey Council and CAO,

Re: Formal request of entering into agreement for Bylaw Enforcement Services

The Summer Village of Parkland Beach (SVPB) has been without formal Bylaw Enforcement Services since March of 2022. This is due to the officer of MD Bylaw Services, Jay Klause, no longer renewing his contract.

The SVPB is proposing that the Shared Community Peace Officer Services Agreement (SCPO) between Ponoka County, Town of Rimbey and SVPB be utilized as the Bylaw Enforcement service for SVPB. The feeling of SVPB council is that this would allow expertise to be maintained under a larger shared services platform that will ensure services over the long-term. The SVPB equally shares 2 full-time employees on staff, the CAO and Administrative Assistant, with the Summer Village of Gull Lake to maintain the administration of the two summer villages.

The SVPB council would like to formally request the town of Rimbey, under your Bylaw Enforcement and CPO, provide the ongoing Bylaw Enforcement needs for SVPB. The current SCPO facilitates this already, although formalization of it would be required. The SVPB has put aside funding for Bylaw Enforcement services and is prepared to offer this funding to the Town of Rimbey.

The SVPB is looking to have ongoing Bylaw Enforcement services that would include;

- **Virtual Patrols:** directions given by the SVPB CAO to enforce Bylaw infractions by way of letter communications, phone calls, and if required fines.
- **Physical Patrols:** boots on the ground within the summer village – random patrols through out year, and **consistent weekend patrols** between May and October of each year.
- Monthly reporting for Council – through written reports, once a year in Council reporting and verbal reports as needed.

This request has been verbally discussed with your CAO and CPO. But, this letter is the official request of the SVPB Council to enter into a negotiation with the Town of Rimbey and SCPO for the Bylaw Enforcement services for the SVPB.

I respectfully request that this be brought to the Town of Rimbey Council at your next meeting of Council for consideration.

Sincerely,

Cyril Fortney,
CAO

April 24, 2023
CAO Report



HIGHLIGHTS

Meetings:

- Met with multiple residents to discuss concerns.

Request for Proposal:

- Finalized RFP for Waste Management.

Contracts & Agreements:

- Reviewed and renewed lease agreements for the BYAS Building.
- Amended the Lease Agreement between Rimbey Kinsmen Club and the Town of Rimbey.

ATTACHMENTS

[Payables Listing March 22 - April 17, 2023](#)

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

Council Board Report 8.1.1



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

Date Range: 22-Mar-2023 to 17-Apr-2023
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
ALBERS,GLENDA	49140	30-Mar-2023	Glenda Albers - sale of Niche back to Town	1,785.00
Alsco	49141	30-Mar-2023	Alsco - janitorial supplies	606.23
Canadian Pacific Railway Company	49142	30-Mar-2023	CP Rail - Hoadley crossing	296.00
CHRETIEN,DALE	49143	30-Mar-2023	Dale Chretien - expenses - AWWOA Conference	917.97
GOVERNMENT OF ALBERTA	49144	30-Mar-2023	Government of Alberta - Provincial Policing Agree	105,385.00
GPS Towers Inc.	49145	30-Mar-2023	GPS Towers - clean out storm sewer	525.00
Hi-Way 9 Express Ltd.	49146	30-Mar-2023	Hi-Way 9 - West Vac Industrial freight	68.27
Hunter Hydrovac Inc.	49147	30-Mar-2023	Hunter Hydrovac - 52 Ave - water main leak	2,835.00
Imperial Esso Service (1971)	49148	30-Mar-2023	Esso - propane - arena	99.00
KOTECHA,ARTIBEN	49149	30-Mar-2023	Artiben Kotecha - cardlock refund	25.00
Lifesaving Society	49150	30-Mar-2023	Lifesaving Society - 2023 annual fee	250.00
Longhurst Consulting	49151	30-Mar-2023	Longhurst Consulting - Xerox cartridges	682.50
Municipal Property Consultants (2009) Ltd.	49152	30-Mar-2023	Municipal Property Consultants - April 2023 fees	3,575.95
NAPA Auto Parts - Rimbey	49153	30-Mar-2023	Napa - heater	125.69
New Tech Investments	49154	30-Mar-2023	New Tech Investments Ltd - Development refund	3,000.00
On The Mark Productions	49155	30-Mar-2023	On the Mark Productions - deposit for DJ - Canac	400.00
Outlaw Electric Ltd.	49156	30-Mar-2023	Outlaw Electric Ltd - RCMP Detachment - repairs	1,571.50
Parkland Regional Library	49158	30-Mar-2023	Parkland Regional Library - 2nd quarter req.	6,116.58
Rimbey Fas Gas Division of 1662899 Alberta Ltd	49159	30-Mar-2023	Rimbey Fas Gas - propane	54.60
Rimoka Housing Foundation	49160	30-Mar-2023	Rimoka Housing Foundation - 2023 Requisition	31,195.00
SKJONSBERG,JESSICA	49161	30-Mar-2023	Jessica Skjonsberg - BYAS - janitorial - March 20	400.00
Staples Professional	49162	30-Mar-2023	Staples Professional - supplies	366.63
Superior Safety Codes Inc.	49163	30-Mar-2023	Superior Safety Codes - Feb. 2023 - closed perm	133.88
THOMPSON,MELISSA	49164	30-Mar-2023	Melissa Thompson - Zumba class (Jan.26-Mar.02	300.00
Titan Supply LP	49165	30-Mar-2023	Titan Supply - grader blade	152.97
Uni First Canada Ltd.	49166	30-Mar-2023	UniFirst - coveralls/supplies	61.60
West Country Outreach School Council Society	49167	30-Mar-2023	West Country Outreach Society - 2023 Award/Gr	150.00
Wolseley Industrial Canada INC	49168	30-Mar-2023	Wolseley Industrial - CR to inv #898113	336.53
ALBERTA DAIRY CONGRESS	49169	31-Mar-2023	Alberta Dairy Congress - 2023 Budget - 36th Ann	500.00
Drain Doctor	49170	31-Mar-2023	Drain Doctor - 4714 - 54 Ave - blockage	1,534.58
Kansas Ridge Mechanical Ltd.	49171	31-Mar-2023	Kansas Ridge Mechanical - Library - furnace issu	105.00
NAPA Auto Parts - Rimbey	49172	31-Mar-2023	Napa -parts	22.56
PALM,KATRINA	49173	31-Mar-2023	Katrina Palm - cardlock refund	25.00
PANKIW,TAYLOR	49174	31-Mar-2023	Taylor Pankiw - fitness membership refund	260.40
Alberta Elevating Devices &	49175	14-Apr-2023	Alberta Elevating Devices - permit / SCC fee	131.50
Alsco	49176	14-Apr-2023	Alsco - supplies	606.23
AMSC Insurance Services Ltd.	49177	14-Apr-2023	AMSC Insurance - Mayor / Council - April 2023 fe	53.10
Animal Control Services	49178	14-Apr-2023	Animal Control - March 2023 inv.	1,711.50
Black Press Group Ltd.	49179	14-Apr-2023	Black Press Media - March 2023 ads	967.46
Cast-A-Waste Inc.	49180	14-Apr-2023	Cast-A-Waste - April 2023 - garbage/recycle colle	10,657.50
CENTRAL LABS	49181	14-Apr-2023	Central Labs - March 2023 - North and South Laç	1,959.31
County Cast-A-Waste Inc.	49182	14-Apr-2023	County Cast-A-Waste Inc. - BYAS - April-June/23	214.20
Environmental 360 Solutions (Alberta) Ltd	49183	14-Apr-2023	E360 - 4938-50 Ave - March 2023 - bin dumps	812.37
Evergreen Co-operative Association	49185	14-Apr-2023	Co-op - CC - cooking class	5,593.01
Expert Security Solutions	49186	14-Apr-2023	Expert Security Solutions - PW shop - annual mo	1,035.41
Federation of Canadian Municipalities	49187	14-Apr-2023	FCM - 2023 - 2024 Membership	778.74
Hi-Way 9 Express Ltd.	49188	14-Apr-2023	Hi-Way 9 - freight - ATS Traffic	243.29
Hunter Hydrovac Inc.	49189	14-Apr-2023	Hunter Hydrovac - 52 Ave - hydrovac water line	1,417.50
Joe Johnson Equipment Inc.	49190	14-Apr-2023	Joe Johnson Equipment - vac truck parts	1,816.24
LINDSEY,DAYTON	49191	14-Apr-2023	Dayton Lindsey - cardlock refund	25.00
Longhurst Consulting	49192	14-Apr-2023	Longhurst Consulting - April 2023 - inv	3,873.59
LOR-AL SPRINGS LTD.	49193	14-Apr-2023	Lor-al Springs - water	25.10
MACPHERSON,HEIDI	49194	14-Apr-2023	Heidi MacPherson - dev. deposit refund - DP 06/2	3,000.00
MLA Benefits Inc.	49195	14-Apr-2023	MLA Benefits - April 2023 - HSA - Mayor/Council	1,631.53
NAPA Auto Parts - Rimbey	49196	14-Apr-2023	Napa - parts - Unit #5	112.86
Oakcreek Golf & Turf LP	49197	14-Apr-2023	Oakcreek - Unit 49 - supplies	378.19
Parkland Community Planning Services	49198	14-Apr-2023	Parkland Community Planning Services - SDAB -	504.00
Rimbey Builders Supply Centre Ltd.	49199	14-Apr-2023	Rimbey Builders - supplies - RCMP	20.44

Council Board Report 8.1.1



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

Date Range: 22-Mar-2023 to 17-Apr-2023
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Rimbey Family & Community Support Services	49200	14-Apr-2023	Rimbey FCSS - 2023 - 2nd quarter (Apr-June/23)	87,597.00
Rimbey Fas Gas Division of 1662899 Alberta Ltd	49201	14-Apr-2023	Rimbey Fas Gas - propane - PW	45.05
Rimbey Home Hardware	49202	14-Apr-2023	Home Hardware - supplies - RCMP	50.33
Rimbey Implements Ltd.	49203	14-Apr-2023	Rimbey Implements - parts	48.12
Rimbey Janitorial Supplies	49204	14-Apr-2023	Rimbey Janitorial Supplies - Town/RCMP - suppli	1,454.78
RIMBEY NEIGHBOURHOOD PLACE	49205	14-Apr-2023	Rimbey Neighbourhood Place - 2023 Grant Fund	10,000.00
RJ Plumbing and Heating	49206	14-Apr-2023	RJ Plumbing - Town Office - replace toilet	464.32
Staples Professional	49207	14-Apr-2023	Staples Professional - office supplies - PW	33.58
Town Of Rimbey	49208	14-Apr-2023	Town of Rimbey - Mar. 2023 utilities	1,473.84
Uni First Canada Ltd.	49209	14-Apr-2023	UniFirst - coveralls supplies	195.19
United Farmers Of Alberta	49210	14-Apr-2023	UFA - Bylaw - fuel	407.52
Vicinia Planning & Engagement Inc.	49211	14-Apr-2023	Vicinia - March 2023 invoice	924.00
Wolseley Industrial Canada INC	49212	14-Apr-2023	Wolseley - parts	2,197.77
Zinck, Carl	49213	14-Apr-2023	Carl Zinck - workboots	62.99
Canada Revenue Agency	00139-0001	30-Mar-2023	CRA - deductions (Mar.12-25/23) Mar.31/23 biwe	20,477.42
LAPP	00139-0002	30-Mar-2023	LAPP - Town - Mar.31/23 biweekly payroll (Mar.1	9,574.45
VICTOR CANADA	00139-0003	30-Mar-2023	Victor - April 2023 - benefits	13,317.04
INNOV8 DIGITAL SOLUTIONS INC.	00140-0001	31-Mar-2023	Innov8 - copies - Town/CC - Feb.23-Mar.22/23	522.35
VICTOR CANADA	00140-0002	31-Mar-2023	Victor - HSA - Feb.2023	517.60
ALBERTA MUNICIPAL SERVICE CORPORATION	00141-0001	14-Apr-2023	Alberta Municipal Services Corp - Apr.10/23 - gas	61,541.85
Canada Revenue Agency	00141-0002	14-Apr-2023	CRA - deductions (Mar.26-Apr.08/23) Apr.14/23 t	21,279.19
LAPP	00141-0003	14-Apr-2023	LAPP - Town - Apr.14/23 biweekly payroll (Mar.21	10,862.14
Servus Credit Union - Mastercard	00141-0004	14-Apr-2023	Servus M/C - L.Hillis - Mar.31/23	3,512.80
Telus Mobility Inc.	00141-0005	14-Apr-2023	Telus Mobility - Apr.06/23	402.85
Telus Communications Inc.	00141-0006	14-Apr-2023	Telus - Town - Apr.10/23	2,038.03
Workers' Compensation Board - Alberta	00141-0007	14-Apr-2023	WCB - May 06/23	2,147.73
Total:				452,579.45

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
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 board/committee reports, as information.

ATTACHMENTS:

- [Tagish Engineering Project Status Update April 13, 2023](#)
- [Tagish Engineering Project Status Updates March 30, 2023](#)
- [PRLS Board Talk - February 23, 2023](#)
- [PRLS Board Meeting Minutes February 23 2023 - draft](#)
- [2022 PRLS Annual Report Infographic](#)
- [BHH Society Annual Meeting March 21, 2022](#)
- [RFD 8.2.4 BHH Society Minutes February 6, 2023](#)

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

March 16, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

March 16, 2023
Date

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.23 RB00 - 2023 General Engineering		
March 2, 2023	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.
March 16, 2023	Solberg, Lloyd	Town has provided information on this years Capital budgets. Tagish will open up new projects for the upcoming work. There are no other current assignments.
March 30, 2023	Solberg, Lloyd	Town has provided information on this years Capital budgets. Tagish will open up new projects for the upcoming work. There are no other current assignments.
April 13, 2023	Solberg, Lloyd	There are no current assignments.
RBYM00144.00 RB144 - 51st Street Storm Main Install		
April 13, 2023	Solberg, Lloyd	Northside is tentatively planning starting construction May 23rd. A pre-construction and construction notices will be sent out in early May.
RBYM00147.00 RB147 - Well Level Transmitters		
April 13, 2023	Solberg, Lloyd	Tagish has touched base with Nason to add the well level transmitters. They are getting updated pricing for them.
RBYM00148.00 RB148 - 43rd St. Preliminary Design		
April 13, 2023	Solberg, Lloyd	Tagish will be completing site services for 43rd Street and Area within the next week now that the snow has melted.

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.23 RB00 - 2023 General Engineering		
February 16, 2023	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.
March 2, 2023	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.
March 16, 2023	Solberg, Lloyd	Town has provided information on this years Capital budgets. Tagish will open up new projects for the upcoming work. There are no other current assignments.
March 30, 2023	Solberg, Lloyd	Town has provided information on this years Capital budgets. Tagish will open up new projects for the upcoming work. There are no other current assignments.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 23, 2023

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. System wide statistics indicate a return to pre-COVID levels of service. In 2022, many performance indicators were up.

- Circulation - 1,256,988
- Interlibrary loans - 23,757
- WIFI Usage - 1,646,392
- Van Run volume - 883,300 items
- Collection size - 678,471
- Cardholders - 38,366

An annual report infographic with more highlights from 2022 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

The Parkland Board is the governing board for four library service points. They are:

- Brownfield Community Library** – County of Paintearth
- Nordegg Public Library** – Clearwater County
- Spruce View Community Library** – Red Deer County
- Water Valley Public Library** – Mountain View County

Highlights from their annual reports are included below:

Brownfield Community Library Accomplishments

They had over 2,500 people visit the library this year. They were also pleased to have 10 volunteers involved in various library services and events. The library was closed for approximately two weeks in June as the library received some much-needed renovations and re-painting.

Nordegg Public Library Accomplishments

They were happy to be open 12 hours per week over 4 different days. They now have 12 volunteers helping run services in Nordegg. The library manager position is still vacant and they are looking forward to filling this position.

Spruce View Community Library Accomplishments

Their *1,000 Books Before Kindergarten* is still going strong with about 38 kids participating, and they have 10 children who have reached 1,000 books already! They are also partnering with the Innisfail and Area Family Resource Centre to bring an early literacy program to their library, which is very well attended.

Water Valley Public Library Accomplishments

The Water Valley Public Library and the local area has really grown in the last year. This year, the library has really been focusing on expanding their program offerings. They currently offer four full time children’s programs, two regular adult program offerings, as well as additional programs being added as a one off.

Population Figures and the Parkland Master Agreement

Board members Joy-Anne Murphy and Shannon Wilcox presented the request to the board from seven municipalities to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland’s invoicing to the member municipalities. After a lengthy discussion, a motion was put forward to amend the agreement. The motion was defeated and letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.

Advocacy Committee

Despite only meeting twice since the November board meeting, Parkland’s Advocacy Committee has accomplished much.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

1. Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)

2. Advocating for increased library funding from the Government of Alberta
3. Assisting libraries with the marketing of their services
4. The creation of a provincially unified, ongoing voice for public libraries
5. To continue to focus on advocacy to the system board
6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue, keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.

Website Refresh Project

On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through Parkland's website server, which was corrected. While a website refresh project had already been discussed internally, the network compromise forced the fact that staff need to update Parkland's existing Sitecore infrastructure.

Staff requested and were granted up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Parkland and Parkland Outlet Bylaw Revisions

Parkland needed to revise a number of its bylaws related to in-house collections. All references to loan periods and fines have been removed from the Parkland Bylaws.

In addition, Parkland's Outlet bylaws were amended with regards to fees and fines, borrowing periods, and borrowing periods suspension or forfeiture.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative. He will be done in the Spring of 2023. Please consider whether

you would like to take his place as the ALTA Representative for Parkland.

Committee News from Trustees

Camrose Public Library has a new interim Director covering for a maternity leave. Also, the library did not have the funding to continue to open on Sundays, so a community member made a generous donation covering the cost of opening on Sundays for the next year.

Bashaw Municipal Library won the *Most Readerly Community* once again!

Carstairs Public Library has created an excellent annual report infographic that they are happy to share with other libraries to use as a template.

Sedgewick & District Municipal Library thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is "through the roof"

Delburne Municipal Library shared that Scotiabank has sponsored book called the Hockey Jersey that promotes inclusivity in hockey. They will give a copy to any library that asks.

Clive Public Library held a book reading of *Sully the Rodeo Pickup Horse* with author Ashley Ackerman. They had a fantastic turnout.

Penhold & District Public Library through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Board Members Present

Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Lori Reid, Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing

Next Meeting: May 18, 2023 (in-Person)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



PRLS Board Meeting Minutes

February 23, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday February 23, 2023 via Zoom in the Small Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Lori Reid, Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing

With Regrets: Cal David, Gord Lawlor, Marc Mousseau

Absent: Clark German, Michael Hildebrandt, Joyce McCoy, Diane Roth, Sandy Shipton, Patricia Young

Staff: Haley Amendt, Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:06 a.m. by Teresa Rilling.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Cal David, Gord Lawlor, and Marc Mousseau from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 1/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Ray Reckseidler to accept the agenda as amended/presented.

CARRIED
PRLS 2/2023

1.2. Approval of Minutes

Rilling asked if there were any amendments to the November 17, 2022 minutes. There were none.

Motion by Barb Gilliat to approve the minutes of the November 17, 2022 meeting as amended/presented.

CARRIED
PRLS 3/2023

1.3. Business arising from the minutes of the November 17, 2022 meeting

Rilling asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Rilling asked if there was any business arising from the consent agenda. There was none.

Motion by Stephen Levy to approve the consent agenda as presented.

CARRIED
PRLS 4/2023

3.1. Board Orientation

Sheppard presented a board orientation PowerPoint presentation about the roles and responsibilities of Parkland board members.

3.2. Request to Amend the Parkland Master Agreement – Population Invoicing

Joy-Anne Murphy and Shannon Wilcox presented their briefing note about the Parkland Master Agreement and the details relating to their motion to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to the member municipalities. Seven municipalities had sent letters of petition to Parkland previously.

After much discussion, a Zoom poll was launched to count the vote for the motion:

Motion by Darren Wilson to amend the Parkland Member Agreement Article 8.3, such that the Government of Alberta population figures used by PRLS for its requisitions shall be the same as the population figures Municipal Affairs Alberta uses to provide municipalities with per capita grant funding.

DEFEATED 17/21
PRLS 5/2023

Letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.



3.3 2022 in Review – Approval of the 2022 Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) that has been approved by the Parkland board. Sheppard reviewed the Parkland Annual Report.

Motion by Janice Wing to approve the Parkland Regional Library System’s 2023 Public Library Survey and 2022 Annual Report as presented.

CARRIED
PRLS 6/2023

3.4. Approval of the 2022 Outlet Annual Reports

Andrea Newland reviewed the Annual reports to the PLSB from Parkland’s four outlet libraries, Brownfield Community Library, Nordegg Public Library, Spruce View Community Library and Water Valley Public Library, for which Parkland is the governing board. Under the Alberta’s Libraries Act, the PRLS Board must approve the annual reports for these service points.

Parkland’s outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Stephen Levy to approve the annual reports from Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED
PRLS 7/2023

3.5. Website Refresh Project

Sheppard reviewed. On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through our Sitecore server, which was corrected after the investigation. While a website refresh project had already been discussed internally, the network compromise forced the fact that we need to update our existing Sitecore infrastructure.

Over the past number of months, staff have investigated various scenarios for providing websites to libraries and have now solidified a path forward. The website team has concluded that Parkland needs a fresh implementation on Sitecore for the following reasons:

- Parkland owns our Sitecore license in perpetuity.
- Yellowhead Regional Library System and Chinook Arch Regional Library System are in the process of moving their websites to a different platform. This will simplify our new Sitecore instance while also reducing exposure to future security compromises.
- Parkland and member library staff are already familiar with working on the Sitecore platform.



- Our relationship with and the quality of work we have received from Fishtank over the years has been superb.
- Our annual Sitecore maintenance fee is either on par with other platforms or significantly less than many of the cloud-based options available to us.

Staff requested that the board approve up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Motion by Deb Smith to move up to \$200,000 from the Technology Reserve in support of the Website Refresh Project.

CARRIED
PRLS 8/2023

Comfort Break 12:03 p.m. to 12:10 p.m.

Jackie Northey left the meeting at 12:13 p.m.

3.6. Parkland Bylaw Revisions

Shepperd explained. Parkland needed to revise a number of its bylaws related to in-house collections. The bylaws affected were:

- 5.1 The terms and conditions under which public library property may be used or borrowed by members of the public.
- 5.2 Penalties to be paid by members of the public for abuse of borrowing privileges.
- 5.3 The terms and conditions under which borrowing privileges may be suspended or forfeited.

All references to loan periods and fines have been removed from the Parkland Bylaws noted above.

Motion by Ray Reckseidler to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (First Reading)

CARRIED
PRLS 9/2023

Motion by Stephen Levy to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Second Reading)

CARRIED
PRLS 10/2023

Motion by Deb Coombes to proceed to the third reading of Parkland Bylaws 5.1, 5.2, and 5.3.

CARRIED
PRLS 11/2023



Motion by Norma Penney to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Third Reading)

CARRIED
PRLS 12/2023

3.7. Parkland Outlet Bylaw and Policy Revisions

Andrea Newland reviewed the revisions to the Parkland Outlet Bylaws. Parkland has four outlet libraries for which the PRLS board is the board of record. These libraries are:

- Brownfield Community Library in Paintearth County
- Nordegg Public Library in Clearwater County
- Spruce View Community Library in Red Deer County
- Water Valley Public Library in Mountain View County

As public service points, the board has passed bylaws as allowed under the Alberta Libraries Act. Some of these bylaws required updating. These included:

Bylaw 3.2 – Borrower’s Card Fees (changed to Fees and Fines)

- B/W printing/copying - .20 per page
- Colour printing/copying - .50 per page
- Laminating - \$1 per page
- Faxing - .25 per page
- Library Cards – Free
- Overdue fines - .25 per day (to the maximum allowed by Polaris)

Bylaw 3.5 - Borrowing Periods

All specific references to loan periods, item limits, and fines have been removed and are subject to those set in the integrated library system.

Bylaw 3.6 – Penalties

Moved references to overdue library materials to Bylaw 3.2 – Fees and Fines

References to fines, abuse of borrowing privileges and damage to materials have been removed.

Bylaw 3.7 - The terms and conditions under which borrowing privileges may be suspended or forfeited. (Now Bylaw 3.6)

Has been added regarding borrowing periods suspension or forfeiture.

Motion by Edna Coulter to accept the changes to Parkland’s Outlet Bylaws as presented. (First Reading)

CARRIED
PRLS 13/2023



Motion by Michelle Swanson to accept the changes to Parkland’s Outlet Bylaws as presented. (Second Reading)

CARRIED
PRLS 14/2023

Motion by Joy-Anne Murphy to proceed to the third reading of Parkland’s Outlet Bylaws

CARRIED
PRLS 15/2023

Motion by Barbara Gibson to accept the changes to Parkland’s Outlet Bylaws as presented. (Third Reading)

CARRIED
PRLS 16/2023

3.8. Advocacy Committee Report

Norma Penney presented the Advocacy Committee report.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The committee reviewed a number of documents prepared by Parkland staff including:

- A guide for when library boards present their budgets to municipal councils
- A return-on-investment document prepared specifically for use among Parkland libraries
- The 2022 Advocacy Committee Workplan

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023.

These goals are:

1. Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)
2. Advocating for increased library funding from the Government of Alberta
3. Assisting libraries with the marketing of their services
4. The creation of a provincially unified, ongoing voice for public libraries
5. To continue to focus on advocacy to the system board
6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.



The Systems Advocacy committee has been working diligently on a joint effort to increase funding from the provincial government. Since 2023 is an election year, it is optimal timing to solicit a commitment from the government. To ensure success, the committee has developed a comprehensive strategy that includes library and system board members engaging with current MLAs and Candidates to share key messages that communicate the value of libraries in Alberta.

Edna Coulter left the meeting at 12:30 p.m.

Motion by Stephen Levy to officially recognize the work done by the Advocacy Committee for all libraries in Alberta

CARRIED
PRLS 17/2023

Motion by Ray Reckseidler to receive the Advocacy Committee report for information.

CARRIED
PRLS 18/2023

3.9. ALTA Membership

Sheppard reviewed. Former Parkland board member, Bob Green, has sent Parkland a letter stating his intent to step down from his long-time role as ALTA board member and Area 3 representative. He will be done in the Spring of 2023. Staff have no indication from ALTA when elections will be occurring.

Parkland's Director contacted Red Deer Public Library to ensure they were aware of Bob Green's resignation since he represented Red Deer too. However, the Red Deer library board has discontinued its membership in ALTA.

Parkland is a member of ALTA in good standing with membership costing \$800 for 2023.

Motion by Stephen Levy to receive for information

CARRIED
PRLS 19/2023

Carlene Wetthuhn left the meeting at 12:28 p.m.

3.10. Long Service Awards

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. Long service awards were presented as follows:

- Five years – pin and \$100
- 10 years – pin and \$500
- 15 years – pin and \$1,000



20 years – pin and \$1,500
25 years – pin and \$2,000
Each additional five years thereafter \$2,000

For 2023, long service award recipients were:

Haley Amendt – five years
Dustin Biel – five years
Monique Elias – five years
Kara Hamilton – five years
Mathy Jeffrey – five years
Donna Williams – 25 years

Motion by Shannon Wilcox to receive for information

CARRIED
PRLS 20/2023

3.11.1. Director’s Report

3.11.2. Library Services Report

3.11.3. Finance & Operations Report

3.11.4. Marketing Report

Rilling asked if there were any questions regarding the Director’s Report, Library Services Report, Finance and Operations Report, or the Marketing Report. There were none.

Motion by Deb Coombes to receive the Director’s Report, Library Services Report, Finance and Operations Report, and Marketing Report for information.

CARRIED
PRLS 21/2023

Jamie Coston and Edna Coulter left the meeting at 12:29 p.m.

3.12. Parkland Community Update

Camrose Public Library has a new interim Director covering for a maternity leave. Also, the library did not have the funding to continue to open on Sundays, so a community member made a generous donation covering the cost of opening on Sundays for the next year.

Bashaw Municipal Library won the *Most Readerly Community* once again!

Carstairs Public Library has created an annual report infographic that they are happy to share with other libraries to use as a template.

Sedgewick & District Municipal Library thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is “through the roof”

Delburne Municipal Library shared that Scotiabank has sponsored a book called the Hockey Jersey that promotes inclusivity in hockey. They will give a copy to any library that asks.



Clive Public Library held a book reading of *Sully the Rodeo Pickup Horse* with author Ashley Ackerman. They had a fantastic turnout.

Penhold & District Public Library through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Motion by Shannon Wilcox to receive the Parkland Community Update for information.

CARRIED
PRLS 22/2023

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 12:36 p.m.

CARRIED
PRLS 23/2023

Chair

DRAFT

Parkland Regional Library System 2022 Annual Report

Expanding opportunities for discovery, growth, and imagination for all Central Albertans



Photo from Cremona Municipal Library

Thank you!

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported 49 public libraries in 2022.



Photo from Caroline Municipal Library



Parkland Libraries have...

678,471 items in the physical collection and 1,256,988 physical circulations.

Virtual Library Services

- 248,922 website and online catalogue visits
- 91,259 eLibrary database sessions
- 134,981 digital checkouts
- 1,646,392 WiFi sessions at libraries

Parkland HQ

- Completed 23,757 interlibrary loans
- Provided an additional \$66,000 for additional eContent paid for from reserves
- Completed workshops, training, analysis, and reports on multiple topics for library staff.

2022 Annual Report



Photo from Caroline Municipal Library

Resource Sharing

- 883,300 items delivered in van runs in 2022.
- Purchased, processed, and added 30,594 items to the system catalogue.

Member Support

- 1,067 consulting activities by Parkland Staff
- Created training videos and documents on introduction to budgeting, trustee orientation, building rapport with CAO's, collection development, and marketing.

IT Support

- Implemented a new firewall at PRLS headquarters
- Increased network security to reduce exposure to external threats
- Purchased and replaced 66 desktop and 12 laptop computers
- Replaced one of the critical servers at PRLS
- Initiated the review of our current websites for libraries. The project is ongoing, but new websites will likely be implemented in 2023

Member Libraries Borrowed...

- 14,140 Large Print Books
- 3,310 Audiobooks
- 855 Software and Video Game Kits
- 1,955 Children, Teen, and Adult Programming Kits

2022 Annual Report



Advocacy Activity

The Parkland and Yellowhead Advocacy Committee was instrumental in creating a Systems Advocacy Committee. The Directors and Chairs from all 7 systems in Alberta have created a robust advocacy plan to increase funding from Municipal Affairs.

Stronger Together

Parkland participated in the second annual Stronger Together Conference. There were 13 sponsors, 20 sessions, and 4 keynote speakers. These were attended by over 1000 registrants.

Marketing Activity

- Partnered with Lacombe Days for a BBQ in July with over 850 attendees.
- Hosted the 2nd annual Canadian Library Month contest and membership drive. We had 481 contest entries and gained 875 new members.

Social Media

- Re-evaluated and implemented a new social media strategy.
- We saw a 271% increase in engagement and a 7% increase in reach.

Contact Us:

Parkland Regional Library System

4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Teresa Rilling

Vice Chair Barb Gilliat

Executive Committee

Teresa Rilling (Chair)
Barb Gilliat (Vice Chair)
Deb Coombes
Debra Smith
Jamie Coston
Janice Wing
Joy-Anne Murphy
Leonard Phillips
Norma Penney
Shannon Wilcox

Director: Ron Sheppard (ext. 230)

Manager of Library Services: Andrea Newland (ext.221)

Manager of Finance and Operations: Donna Williams (ext. 141)

Manager of Technology Infrastructure: Tim Spark (ext. 212)

IT Helpdesk (ext. 600)

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Barb Gilliat
Deb Coombes
Debra Smith
Joyce McCoy
Jul Bissell
Shawn Peach
Stephen Levy
Teresa Cunningham
Teresa Rilling

[Complete Board and Municipality list here.](#)

*Statistics based on 2022 annual report to PLSB Municipal Affairs

Strong Libraries, Strong Communities



Beatty Heritage House Society
Twenty-second Annual Meeting - March 14, 2023

Meeting was called to order by Audreyann Bresnahan at 7:05 pm.

In attendance: OFFICERS:
Audreyann Bresnahan Florence Stemo
Teri Ormberg Jackie Anderson
DIRECTORS:
Annette Boorman Judy Larmour
Ed Grumbach
MEMBERS: 6
GUESTS: 2
Jamie Coston Town Councillor

AGENDA: Accepted as presented.

MINUTES of previous Annual Meeting (March 21,2022) read by Florence.
Adopted as read.

CHAIRPERSON'S ANNUAL REPORT: Prepared and presented by
Audreyann.

FINANCIAL REPORT: Reviewed prior to meeting by Donna Pecharsky.
Presented by Treasurer. Balance is \$28,212.71. Report Adopted by Jackie.

Prior to the Election of the Executive Audreyann welcomed three new
Members: Jamie Coston, Janet Herzog, Janet Carlson.

ELECTION OF EXECUTIVE: Chaired by Secretary Florence Stemo.

CHAIRPERSON: Audreyann Bresnahan by Acclamation
VICE-CHAIRPERSON: Jamie Coston by Acclamation
SECRETARY: Florence Stemo by Acclamation
TREASURER: Jackie Anderson by Acclamation
DIRECTORS: Annette Boorman
Ed Grumbach
Judy Larmour by Acclamation
Rose Marie Sakela
Annelise Wettstein

BUDGET: Accepted as presented by Jackie.

MEMBERSHIP FEE: MOVED by Annette, seconded by Jamie that the annual membership fee remain at \$10.00. CARRIED.

MEETING DATES: MOVED by Jamie, seconded by Judy that meetings be held on the first Monday of each month unless it falls on a holiday. Alternate date to be chosen by consensus. CARRIED.

ADJOURNMENT: Ed moved for adjournment at 7:40 pm.

Florence Stemo - Secretary

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Council Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.

RECOMMENDATION:

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

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

April 20, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

April 20, 2023
Date

April 24, 2023

Mayor Pankiw's Report



HIGHLIGHTS

April 12, 2023	Committee of the Whole Meeting	Delegations - See minutes

PREPARED BY: Rick Pankiw, Mayor

April 24, 2023

Councillor Clark's Report



HIGHLIGHTS

Date	Event	Details of Event
No written report received at time of publication of the agenda		

PREPARED BY: Bonnie Rybak, Executive Assistant

April 24, 2023

Councillor Coston's Report



HIGHLIGHTS

Date	Event	Details of Event
March 27	Council Meeting	Regular council meeting, see minutes
April 3	Beatty House	Regular meeting, see minutes
April 12	COW Meeting	Delegations, see minutes
April 20	PRL Executive	Budget and salary grid
Month	deputy mayor tasks	Commissions signed, cheques and other duties

PREPARED BY: Jamie Coston, Councillor

April 24, 2023

Councillor Curle's Report



HIGHLIGHTS

Date	Event	Details of Event
March 27	Council Meeting	Regular meeting of Town Council
March 29	Rimoka Board	Regular meeting of Romoka board
April 12	COW Meeting	Committee of the Whole Meeting
April 19	Historical Society	Regular Meeting of Historical Society board
April 20 & 21	Rimoka Board	Strategic Planning days for the Rimoka board
April 24	Town Council Meeting	Regular Meeting of Town Council
		Commissioning of various documents

PREPARED BY: Lana Curle, Councillor

April 24, 2023

Councillor Rondeel's Report**HIGHLIGHTS**

Date	Event	Details of Event
February 27	Council Meeting	Regular Council Meeting, See minutes
March 8	Special Council Meeting	2023 Budget Meeting
March 13	COW Meeting	Committee of the Whole, See minutes
March 15	Chamber of Commerce	Rebuilding Meeting
March 16	FCSS	AGM & Board Meeting
March 23	ICS Training	ICS 100
March 27	Council Meeting	Regular Council Meeting
April 4	Bylaw Committee	Reviewed old bylaws
April 5	Chamber of Commerce	Rebuilding meeting
April 12	COW Meeting	Committee of the Whole, See minutes
April 18	FCSS	Special Events Committee

PREPARED BY: Gayle Rondeel, Councillor

Town Council
REQUEST FOR DECISION



Meeting: April 24, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Correspondence
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Administration recommends Council accept the correspondence from the Rimbey Municipal Library, as information.

ATTACHMENTS:

[RFD 9.1 Correspondence](#)

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

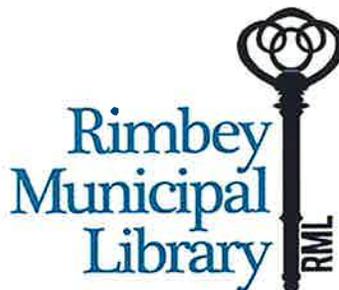
April 18, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

April 18, 2023
Date



Dear Mayor Pankiw and Town Council Members:

I am writing to express our gratitude for your generous financial support towards the Rimbey Municipal Library. Your dedication to providing funding for the library has made a significant impact on our community, and we are incredibly grateful for your continued support.

Thanks to your contributions, we have been able to enhance our collections, provide new and exciting programs for our patrons, and made critical improvements to our facilities. Your investment in our library has enabled us to continue providing essential services and resources to members of our community who rely on us for their information and educational needs.

We know that your support has not only benefited our library but also our entire community. You have helped to foster a love of learning and a sense of community through the resources and services that we provide. We could not have achieved all that we have without your support.

Once again, thank you for your continued dedication to the library and our community. We look forward to continuing to work together to serve our community and provide access to the resources and services that our patrons depend on.

Sincerely,

A handwritten signature in blue ink that reads "Jean Keetch". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

Jean Keetch
Library Manager

