



AGENDA

Town Council

September 25, 2023 - 5:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, SEPTEMBER 25, 2023 AT 5:00 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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8.2. Boards/Committee Reports

9. CORRESPONDENCE

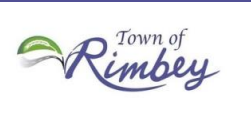
10. OPEN FORUM

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

11. CLOSED SESSION

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Motion by Council to accept the Minutes of the Regular Council Meeting of August 28, 2023, as presented.

ATTACHMENTS:

[2023 08 28 Council Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

September 21, 2023
Date



MINUTES

Town Council Meeting

Monday, August 28, 2023 - 5:00 PM
Town Administration Building - Council Chambers

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

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

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant
- Liz Armitage - Development Officer

Absent: Councillor Jamie Coston

Public: (2) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 125/2023

Moved by Councillor Curle to accept the Agenda for the August 28, Regular Council Meeting, as presented.

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

CARRIED

3. MINUTES

3.1. Minutes

Motion 126/2023

Moved by Councillor Clark to accept the Minutes of the Regular Council Meeting of July 24, 2023, as presented.

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

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

6.1. Bylaw 999/23 To Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws

Motion 127/2023

Moved by Councillor Clark to give first reading to Bylaw 999/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

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

CARRIED

Motion 128/2023

Moved by Councillor Curle to give second reading to Bylaw 999/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

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

CARRIED

Motion 129/2023

Moved by Councillor Clark to unanimously consent to give third and final reading to Bylaw 999/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

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

CARRIED

Motion 130/2023

Moved by Councillor Rondeel to give third and final reading to Bylaw 999/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

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

CARRIED

7. NEW AND UNFINISHED BUSINESS

7.1. Pas-Ka-Poo Park Gates

Motion 131/2023

Moved by Mayor Pankiw to invite the Historical Society Board to the Committee of the Whole Meeting on September 11, 2023, to discuss the Pas-Ka-Poo Park gates.

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

CARRIED

7.2. CAO Appointment

Motion 132/2023

Moved by Councillor Clark to appoint Craig Douglas Chief Administrative Officer as of January 8, 2024.

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

CARRIED

7.3. Council Reports

Motion 133/2023

Moved by Councillor Curle to remove the requirement to submit monthly Council reports and bring Bylaw 984/21 Council Procedural Bylaw to the next Council meeting on September 25, 2023, for revision.

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

CARRIED

7.4. Assessment Services

Motion 134/2023

Moved by Councillor Clark to accept the Contract for Assessment Services from Municipal Property Consultants for Assessment Services provided for the years 2024 through 2028 at an annual rate of \$27.85 per/parcel for 2024; \$28.41 per/parcel for 2025; and \$28.98 per/parcel for 2026 through to 2028.

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

CARRIED

7.5. 5402 Community Events Grant Policy

Motion 135/2023

Moved by Councillor Curle to approve the revisions to Policy 5402 Community Events Grant, as presented.

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

CARRIED

7.6. Rimbey Agricultural Society Sign Request

Motion 136/2023

Moved by Councillor Rondeel to direct the Development Officer to work together with the Agricultural Society to determine a location for the sign.

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

CARRIED

7.7. 6001 Compliance Certificate Policy

Motion 137/2023

Moved by Councillor Curle to approve the revision of 6001 Compliance Certificate Policy, as presented.

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

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

8.1.1 Department Reports

Motion 138/2023

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

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

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

8.2.1 Boards/Committee Reports

Motion 139/2023

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

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

CARRIED

8.3. COUNCIL REPORTS

8.3.1 Council Reports

Motion 140/2023

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

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

CARRIED

9. CORRESPONDENCE

10. OPEN FORUM

10.1. Resident Concern: A couple of residents spoke about their concerns with their neighbor spraying herbicides and the overspray was reaching their garden. The mayor invited them to come to the next Bylaw Committee Meeting to discuss it further.

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 141/2023

Moved by Councillor Clark to adjourn the meeting at 6:00pm.

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

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Bylaw 1000/23 To Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws
Item For: Public Information -or- Closed Session

BACKGROUND:

The Bylaw Committee Meeting has been reviewing the bylaws to determine their status. The following attached bylaws have been reviewed and motions were made to bring them forward to Council with consideration to repeal.

RECOMMENDATION:

1. Administration recommends Council give first reading to Bylaw 1000/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.
2. Administration recommends Council give second reading to Bylaw 1000/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.
3. Administration recommends Council unanimously consent to give third and final reading to Bylaw 1000/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.
4. Administration recommends Council give third and final reading to Bylaw 1000/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

ATTACHMENTS:

- [1000 23 To Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws DRAFT](#)
- [29 36 Building Bylaw](#)
- [110 69 Contract of Services for Town of Rimbey](#)
- [113 44 Minimum Tax for Municipal Purposes](#)
- [130 70 Rate of Speed in School Zone](#)
- [152 47 Regulating the Delivery and Selling of Water](#)
- [154 47 Requiring milk sold, offered for sale or delivered within the limits of the village to be pasteurized before](#)
- [158 47 Regulating the Erection of Gasoline Pumps](#)
- [160 47 Imposition of a Minimum Tax](#)
- [162 47 Require Motorists to Stop Before Entering on to a Provincial Highway](#)
- [180 49 Imposition of a Minimum Tax](#)

Council Agenda Item 6.1

[187 49 Enforcement Bylaw](#)

[193 49 Preservation of Order & Public Morals](#)

[198 50 Licensing of Bicycles](#)

[203 50 Minimum Tax 1950](#)

[217 51 Regulating and controlling bicycles in town](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

ENDORSED BY:



Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

BYLAW NO.1000/23



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO REPEAL INOPERATIVE, OBSOLETE, EXPIRED, SPENT AND INEFFECTIVE BYLAWS.

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

AND WHEREAS Section 63 of the Municipal Government Act, R.S.A. 2000, c-M-26, as amended, empowers a council of a municipality to pass a bylaw which omits or provides for the repeal of a bylaw or provision of a bylaw that is inoperative, obsolete, expired, spend or otherwise ineffective.

AND WHEREAS The Council of the Town of Rimbey wished to repeal inoperative, obsolete, expired, spent and ineffective bylaws;

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

The following bylaws are repealed.

BYLAW #	NAME	THIRD READING
29/1936	Building Bylaw	June 10, 1936
110/1969	Contract Services for Town of Rimbey	May 23, 1969
113/1944	Minimum Tax for Municipal Purposes	Feb 21, 1944
130/1970	Rate of Speed in School Zone	Nov 2, 1970
152/1947	Regulating the Delivery & Selling of Water	Jan 13, 1947
154/1947	Requiring Milk Sold, Offered for Sale	Mar 17, 1947
158/1947	Regulating the Erection of Gasoline Pumps	Aug 18, 1947
160/1947	Imposition of a Minimum Tax	Aug 18, 1947
180/1949	Imposition of a Minimum Tax	Mar 7, 1949
187/1949	Enforcement Bylaw	July 18, 1949
193/1949	Preservation of Order & Public Morals	Oct 17, 1949
198/1949	Licensing of Bicycles	Jan 16, 1950
203/1950	Minimum Tax 1950	April 24, 1950
217/1951	Amending Bylaw to 198/1950	Jan 15, 1951

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

READ a First Time in Council this _____ day of _____ 2023.

READ a Second Time in Council this _____ day of _____ 2023.

BYLAW NO.1000/23



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO REPEAL INOPERATIVE, OBSOLETE, EXPIRED, SPENT AND INEFFECTIVE BYLAWS.

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

READ a Third Time and Finally Passed this _____ day of _____, 2023.

Mayor, Rick Pankiw

Chief Administrative Officer, Craig Douglas

BY-LAW NO. 29

A BY-LAW of the Village of Rimbey to be known as
a BUILDING BY-LAW

By virtue of the powers conferred on them by "The Town and Village Act, 1934" chapter 49 of the Statutes of Alberta, 1934, and amendments thereto, the council of the Village of Rimbey enacts as follows:

1. That this By-law shall be known as the Building By-law of the Village of Rimbey.
2. That before the erection or alteration of any building in the Village of Rimbey a plan shall be submitted to the council for approval, and if such plan is approved a permit shall be issued for the proposed erection or alteration as set out in the plan, and no building shall be erected or altered unless a permit has first been obtained from the council.

Read a first, second and third time this ~~12~~ day of June, 1936 and carried unanimously at each reading.

Sig R. S. Leutter. Mayor

Sig W. A. Saunders Sec-Treas.

BY-LAW NO. 110

A BY-LAW FOR THE CONTRACT OF SERVICES for the TOWN OF RIMBEY

WHEREAS the Council of the Town of Rimbeý are desirous of placing some workers on a contract basis due to the type of ~~business~~ employment;

WHEREAS THE type of work doesn't not require the full time of the employee ;

NOW THEREFORE the Council of the Town of Rimbeý, duly assembled ENACTS AS FOLLOWS:

that a license fee of Ten Dollars (\$10.00) be set for any person doing contract service for the Town of Rimbeý, and should they do contract work for someone else other than the Town, the fee be credited against a general contract license--- which is detailed under another By-Law .

RECEIVED first, second and third readings this 23rd day of May., A.D. 1969.

(SEAL)

Signed *J. H. Holden*
Mayor

Signed *W. Gene Wright*
SecTreas.

BY- LAW NO. 130

A BY-LAW SETTING THE RATE OF SPEED IN SCHOOL ZONE

WHEREAS the matter of speed through School zones in the Town have been a matter of concern for the safety of children;

WHEREAS Council deem it necessary to control same by by-law;

WHEREAS it is also necessary to place proper regulation signs as to the speed required under the Vehicles and Traffic By-Law;

NOW THEREFORE it was passed in Council that the speed in the School areas be TWENTY (20) miles per hour- within the boundaries of the area marked properly with signs-

RECEIVED, first, second and third readings, this 2nd day of November, A.D. 1970 at a Special Council Meeting at which all Councillors attended, and passed unanimously at each reading.

(SEAL)

Signed



Mayor

Signed



SecTreas.

BY-LAW NO. 152.

A BY-LAW REGULATING THE DELIVERY AND SELLING OF WATER.

WHEREAS: the delivering and selling of water in the Village of Rimbey has been neglected and improperly handled; and

WHEREAS: So many residents of the Village of Rimbey are dependent on this source for their water supply, and have been caused many inconveniences due to non-delivery,

WHEREAS: according to the provisions of Section 246 of The Town and Village Act, the Council are given power to regulate this by by-law;

WHEREAS: they deem it advisable to make a charge of a licens fee of one dollar(\$1.00) and that only one license for this business be allowed at one time;

THEREFORE: the council, duly assembled, granted to William O. Bunch of Rimbey, Alberta, the exclusive license for the delivery and sale of water in the Village of Rimbey, providing the same be delivered at regular intervals, failure of which will revoke his license.

*34.
Cancelled as by Motion 1847*

Received first, second and third readings, this 13th., day of January, 1947 A.D.

Sig *W. B. Bunch* Mayor

(SEAL)

Sig *M. Irene Wright* Sec Treas.

BY-LAW No. 154

Being a By-Law of the Village of Rimbey, requiring milk sold, offered for sale or delivered within the limits of the said Village to be pasteurized before being sold, offered for sale or delivered.

WHEREAS under Section 7a of The Public Health Act, Revised Statutes of Alberta, 1942, Chapter 183, as amended to date, the Council of any Town or Village of a population of three hundred or over may, subject to a plebescite as provided for in the said Section of the said Act, require all milk sold, offered for sale or delivered within the limits of the said Village to be pasteurized before being sold, offered for sale or delivered, and

WHEREAS the population of the Village of Rimbey, according to the last Dominion Census was six hundred and thirty-five (635), and

WHEREAS the following enactment of the Mayor and Councillors of the Village of Rimbey in council has been approved by the Provincial Board of Health, as evidenced by the signatures of the Chairman thereof, and the affixing of the Seal of the said Board, and

WHEREAS the approval of more than sixty-five per cent of the electors voting on the said By-Law has been received;

NOW THEREFORE, the Council of the Village of Rimbey, in council assembled ENACT AS FOLLOWS:

d

1. For the purpose of this By-Law "pasteurization" shall have the meaning defined in Section 7(a) (1) (b) of The Public Health Act,
2. No person shall sell, offer for sale or deliver within the limits of the Village of Rimbey, milk which has not been pasteurized in a pasteurization plant in possession of a Certificate of Registration from the Local Board of Health of the Village of Rimbey as provided for in Regulation 456 (O.C. 525-23) of The Provincial Board of Health.
3. Section 2 of this By-Law shall not apply to milk brought into the Village by a producer and sold by wholesale to a distributor, a

page -2-
By-Law No. 154

milk processing plant, a creamery or a cheese factory, not to products of milk prepared in a plant and by methods approved by the Provincial Board of Health.

4. The votes of the electors duly qualified to vote on this By-Law shall be taken on the 21st., day of April, 1947, in the village office in Rimbey, Alberta, from the hour of ten o'clock in the forenoon until the hour of seven o'clock in the afternoon of the same day.
5. That W.J. DeCoursey of the Village of Rimbey shall be the Returning Officer to enter and receive the votes.
6. The Returning Officer shall at the village office in the Village of Rimbey on the 21st., day of April, 1947, sum up the votes for and against the By-Law and declare the results thereof.
7. This By-Law shall take effect on the date of the final passing thereof.
8. Any person who contravenes any of the provisions of this By-Law shall be guilty of an offence and liable on summary conviction to a fine of not less than \$10.00 nor more than \$50.00 and costs, and in default of payment to imprisonment for a term of not more than three months with or without hard labor.

READ A FIRST AND SECOND TIME and passed provisionally in Council this, 17th., day of March, 1947 A.D.

(SEAL)

Signed: W. J. DeCoursey
Mayor

Signed: M. Gene Wright
Sec. Treas.

Approved:

M. A. B. [Signature]
Provincial Board of Health - Chairman

April 29th. 1947
Date.

(with provision for becoming effective)

BY-LAW NO. 158

BY-LAW REGARDING THE ERECTION OF GASOLINE PUMPS.

Further to past resolutions of the Council of the Village of Rimbey, the Council of the Village of Rimbey, duly assembled ENACTS AS FOLLOWS:

- (1) that there shall be no further gasoline tanks or gasoline pumps erected outside of property line:
- (2) that hereafter all and any gasoline tanks and pumps erected, shall be far enough in on property, so that service can be given without any obstruction to public traffic:
- (3) that no approval for the erection of any and all gasoline tanks or gasoline pumps shall be given without first having obtained approval of the Fire Commissioner for the Province of Alberta.

RECEIVED FIRST AND SECOND reading this 21st., day of July, 1947. A.D.

[Signature] Mayor

[Signature] Sec Treas.

RECEIVED THIRD AND FINAL reading this 18th., day of August, 1947. A.D.

[Signature] Mayor

[Signature] Sec Treas.

BY-LAW No. 160

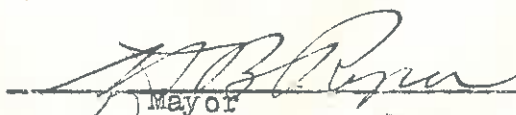
A BY-LAW OF THE VILLAGE OF RIMBEY TO PROVIDE FOR THE IMPOSITION
OF A MINIMUM TAX FOR MUNICIPAL PURPOSES.

Under the authority of Section 298, Chapter 150, of The Town and Village Act, 1942, and subject to the various provisions of the said Act and the 1947 amendments thereto, the Council of the Village of Rimbej, duly assembled, ENACTS AS FOLLOWS:

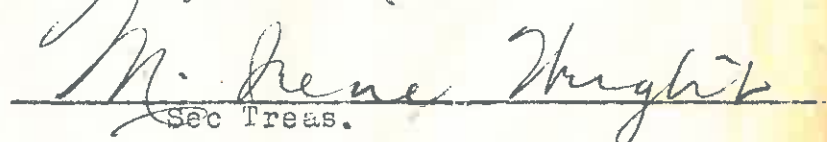
- (a) That an annual Minimum Tax of Four Dollars(\$4.00) for Municipal purposes shall be imposed upon every resident of the Village of Rimbej who has resided therein for a period of sixty days(60) and who has been gainfully employed and who has not previously paid this Minimum Tax in any other place in that calendar year.

RECEIVED first, second and third reading this 18th., day of August, 1947, A.D.

(SEAL)



Mayor



Sec Treas.

A BY-LAW REQUIRING MOTORISTS TO STOP BEFORE ENTERING ON TO A
PROVINCIAL HIGHWAY FROM A STREET OR AVENUE.

WHEREAS: the Vehicles and Highway Traffic Act, does not require motorists to come to a stop before entering on to a Provincial Highway from a street or avenue; and

WHEREAS; under the provisions of Section 194(1) of The Town and Village Act, the highways are subject to the direction, control and management of the Council of a Town or Village, and

WHEREAS: such a requirement is necessary for the safety of motorists and pedestrians on a street or avenue, now

THEREFORE: the Council of the Village of Rimbey, duly assembled,
ENACTS AS FOLLOWS:

that all motorists shall come to a stop before.
the
entering on to a Provincial Highway passing through
the Village of Rimbey from any and all of the Streets
and Avenues, viz; Thorpe, Jackson, Wilson, Sifton, Marshall,
Kings, Queens and Princess Avenues; and Main Street,
1st Street west and 1st Street east.

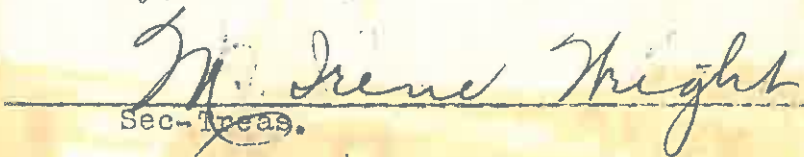
Failing the above regulation, prosecution to be made
under Section 53(1) of the Town and Village Act.

RECEIVED first, second and third reading, this 17th., day of
November, 1947.

(SEAL)



Mayor



Sec-Treas.

BY-LAW NO. 180

A By-Law of the Town of Rimbe~~y~~ to provide for the
Imposition of a MINIMUM TAX FOR MUNICIPAL PURPOSES

Under the authority of Section 298, Chapter 150,
of The Town and Village Act~~s~~ 1942, and subject to the
various provisions of the said Act, and the 1947
Amendments thereto, the Council of the Town of Rimbe~~y~~,
duly assembled, ENACTS AS FOLLOWS:

- (a) That an annual Minimum Tax of Four Dollars (\$4.00)
for Municipal purposes shall be imposed upon every
resident of the Town of Rimbe~~y~~ who has resided therein
for a period of sixty (60) days and who has been
gainfully employed and who has not previously paid
the said Minimum Tax in that calenday year in anyother
place.
- (b) That the Minimum Tax for Municipal purposes for
property owners shall be Four Dollars, (~~\$~~4.00)

RECEIVED first, second and third reading this 7th., day of
March, 1949. A.D.

(SEAL)

Signed

Donald Field Mayor

Signed

M. Irene Wright Sec-Treas.

BY-LAW NO. 187

A By-Law to Provide for the Enforcement of the By-Laws of the
Town of Rimbey.

The Council of the Town of Rimbey, in the Province of Alberta,
duly assembled, ENACTS AS FOLLOWS:

- (1) Any person committing a breach of any of the provisions of any of the By-Laws of the Town of Rimbey now in force, or which may hereafter come into force, shall on summary conviction thereof before a Police Magistrate or Justice of the Peace, forfeit and pay (except where other provision is specially made therefor) a penalty not exceeding ONE HUNDRED DOLLARS (\$100.00) in addition to the costs of the conviction for each offence, and upon default of payment, the person may be committed to Jail or to the public lock-up for any term determined by the said Police Magistrate or Justice of the Peace not exceeding SIXTY DAYS (60), with or without hard labour, unless such penalty and costs, including the costs of committal and of the conveying of the said person convicted to the said Jail or Lock-up are sooner paid.
- (2) It is further provided that in case any person is convicted for the non-payment of any license fee payable to the Town of Rimbey under the provisions of any By-Law the convicting Police Magistrate or Justice of the Peace may adjudge payment thereof in addition to the penalty.

(1919)

By-Law No. 5 dated the 18th day of September, 1919; and
 By-Law No. 5 dated the 1st day of March, 1932 are both
 hereby repealed.

~~DONE~~ AND PASSED by the Council of the Town of Rimbey, in the Province of Alberta, receiving first, second and third reading this 18th., day of July, A.D. 1949.

(SEAL)

Signed Don Field Mayor

Signed M. Irene Wright Sec. Treas.

BY-LAW NO. 193

A BY LAW OF THE TOWN OF RIMBEY FOR THE PRESERVATION OF ORDER AND PUBLIC MORALS.

The Council of the Town of Rimbey, in Council assembled, ENACTS AS FOLLOWS:

Begging 1. No person shall go from door to door soliciting charity or as a common beggar, nor shall any person in the streets importune others for help or aid in money nor shall any malformed, deformed or diseased person expose himself or be exposed in any street or public place in order to excite sympathy or induce help or assistance from general or public sympathy;

Vagrancy 2. No vagrant or mendicant shall be, or be found in any street, highway or public place.

Swearing and Immorality 3. No person shall make use of profane, swearing, obscene, blasphemous or grossly insulting language, or call any other person or persons indecent or insulting names, or be guilty of any other immorality or indecency in any street or public place;

Gambling 4. No person shall expose in any street or public place any table, sheet, cloth, dice, device or contrivance of any kind upon or with which any games of chance or hazard can be played and no person shall play at or upon such table device or contrivance or gamble in any of the streets of the Town;

5. No person shall keep or permit to be kept or used in any house, room or other place, for the purpose of gambling, any faro, bank, rouge et noir, roulette table or other device with dice, cards or other device to be played for money, tokens liquor or other thing within such house, room or place, and the Mayor, Justice of the Peace having jurisdiction shall order all faro banks, rouge et noir, roulette tables and other devices for gambling found in any such place, room or other place to be seized and destroyed.

Houses of Ill-Fame 6. No person shall keep or maintain or be an inmate or habitual frequenter of, or in any way connected with, or in any way contribute to the support of any disorderly house or houses of ill-fame, or knowingly own or be interested as Proprietor, Landlord, Tenant or Occupant of such house.

any

Indecency 7. No person shall indecency expose any part of his or her person in any street or public place, nor shall the call of nature be considered a palliation of this offence.

8. No person shall post up or exhibit any placards, playbills or posters, writing or pictures which are indecent, or may tend to corrupt or demoralize the public or individuals, or write any words which are indecent or may tend to corrupt or demoralize the public or individuals, or make any picture or drawings which are indecent, or may tend to corrupt or demoralize the public or individuals, or any public building, wall, fence, sign, monument, post, sidewalk or pavement in or visible from any street or public place.

9. No person shall publish, expose or circulate, offer for sale, sell or distribute within the limits of the Town any obscene, libellous or scandalous book, print, newspaper, publication, circular caricature, picture or drawings of any immoral or scandalous nature or

calculated to excite scandal or having a tendency to create a breach of the peace.

10. No person or persons shall give or exhibit any immoral or lewd play, public entertainment, variety show or other representation in any place or building within the Town nor any such play, public entertainment, variety show or other representation in which any person shall use any immoral, lascivious, blasphemous or obscene language or conduct or sing any songs of any immodest, blasphemous or immoral character, or conduct or take part in any song, act or farce or play in which any woman or girl shall perform any lewd or offensive acts or movements or make any licentious gestures.

11. No person in any public entertainment in any place or building within the said Town shall make any indecent exposure of the body or part thereof publicly or within such building where the same may be publicly seen, nor make any immodest display of himself or herself offensive to the virtuous sense of the public nor make any signs or gestures suggestive of lewd, lascivious conduct or as an invitation to the commission of such acts.

12. It shall be unlawful for any person to be found in any public streets, parks or other public places in the Town, if a woman or girl, dressed as a man or boy, or if a man, dressed as a woman or girl, or otherwise masked or disguised to conceal or facilitate the concealment of such persons identity.

Sparring Exhibitions. 13. No person shall hold any sparring exhibition or boxing match where an admission fee is charged, unless a permit is issued by the Chief of Police.

14. No person shall ring any bell (except church and school bells) blow any horn, beat any drum or make any noise calculated to disturb or annoy the inhabitants or by any manner of conduct commit any public nuisance by collecting, loitering or standing as idlers on any streets or sidewalks of the said Town or on the step or approach to a house or other premises open to the public street whereby the public are liable to be subjected to disturbance or annoyed.

PROVIDED always, that nothing in this Section shall be construed to extend to any person or persons taking part in any religious procession or service not contrary to law, to the ringing in proper cases of the Town Hall Bell or Fire Alarms.

~~15. Any person convicted of any breach of any of the provisions of this By-Law shall forfeit and pay at the discretion of the convicting Justice of the Peace, having jurisdiction in the Town of Rimbey, a penalty not exceeding One Hundred Dollars (\$100.00) and not less than Ten Dollars (\$10.00) exclusive of the costs, for each offence, and upon default of payment, the person may be committed to jail or to the public lock-up for any time determined by the said Justice, not exceeding thirty-days with or without hard labour, unless such penalty and costs, including the costs of committal and of the conveyance of the said person convicted to the said jail or lock-up are sooner paid.~~

GENERAL PENALTY BY-LAW No. 187 TOWN OF RIMBEY (M.S.H.)

Disorderly Conduct. 16. It shall not be lawful for any person to be found fighting or offering to fight or quarreling, brawling or shouting or otherwise disorderly, in any public street or place in the said Town.

17. All persons who shall be found fighting or offering to fight or quarreling, brawling or shouting or otherwise disorderly in any public street or place in the said Town, may immediately be taken into custody by any Police Constable and shall be dealt with in such manner as is authorized for a breach of this By-Law.

INTERPRETATION: "Public Place" includes any street, road, highway, restaurant, railway station, public library, tavern, billiard hall, theatre, shop or other place to which members of the public are admitted, whether as a matter of right or otherwise.

By-Law No. 9 dated the 8th day of March, 1921, is hereby repealed.

DONE and PASSED by the Council of the Town of Rimbey, in the Province of Alberta, duly assembled, this 17th., day of October, 1949. A.D. receiving first, second and third reading and passed unanimously at each reading.

(SEAL)

Signed

Don Field
Mayor

Signed

M. Irene Wright
Sec-Treas.

Submitted to the
Attorney General's Department
for approval.

Date.

BY-LAW No. 198A BY-LAW FOR LICENSING, REGULATING AND CONTROLLING BICYCLES IN THE TOWN OF RIMBEY.

WHEREAS under Section 258, with amendments 1949, of The Town and Village Act, the Council by authority vested therein do hereby make regulations in respect of the licensing, regulating and controlling of BICYCLES in the Town of Rimbeey, and duly assembled ENACTS AS FOLLOWS:

- (1) No person shall ride a bicycle on any highway in the Town of Rimbeey unless the said bicycle is duly registered and a license and license plate issued therefor pursuant to the provisions of this By-Law;
- (2) There shall be paid to the Secretary-Treasurer of the said Town an annual registration fee of the sum of fifty (50) cents for each and every bicycle owned and ridden within the Town by any resident of the Town; *Amended by #217/51 to read 75¢.*
- (3) Upon making application for registration, the applicant shall give to the said Secretary-Treasurer at the time of making such application the following information, viz;
 - (a) Name of owner-
 - (b) Owner's street address-
 - (c) Serial number of bicycle-
 - (d) Name of maker of bicycle- and
 - (e) Other particulars necessary to identify the bicycle.

In no case shall any license be issued for any bicycle until such has first been inspected by the Secretary-Treasurer, one of his assistants, or a member of the police on his behalf.
- (4) If any bicycle in the opinion of the Secretary-Treasurer cannot be properly identified, no license tag, or plate shall be issued to the applicant for a license in respect of such bicycle until the Town Police have approved the issue of such license.
- (5) At the time of issue of certification of registration the Secretary-Treasurer shall issue the owner of the registered bicycle a number plate bearing the registration number of the bicycle together with the name of the Town either at length or ⁱⁿ abbreviated form, and the year of issue.
- (6) The said number plate or tag shall at all times be carried, attached and placed in the manner prescribed by this By-Law.
- (7) The number plate shall be firmly attached to the front of the bicycle in such position as to be clearly visible, and kept in a legible condition.
- (8) The number plate shall be of a distinctly different colour or shade for each year and there shall be a marked contrast between the colour of the number plate and that of the numerals or letters thereon.
- (9) No number plate shall be attached to or used upon any bicycle other than the one in respect of which it was issued.
- (10)

- (10) The display in the manner set out in this by-law of the tag or number plate so issued shall be sufficient compliance for all purposes with the provisions of this by-law requiring or relating to the display of number plates and registration.
- (11) Every reference in this by-law to a number plate shall MUTATIS MUTANDIS be deemed to be a reference to the tag or number plate issued by the Secretary-Treasurer pursuant to this By-Law.
- (12) Upon the passing of the ownership of a registered bicycle from the registered owner to any other person, the number plate issued upon registration may, upon compliance with the regulations and the payment of the prescribed fees be re-issued to the registered owner or to the person to whom the ownership passes, provided always that the number plate shall not be issued to the person last mentioned without the consent of the registered owner.
- (13) Every number plate issued under the provisions of this by-law shall be and remain the property of the Town and shall be returned to the Secretary-Treasurer whenever he so requires.
- (14) In this by-law "Bicycle" means a "Vehicle" as defined by the Vehicles and Highway Traffic Act of the Statutes of the Province of Alberta.
- (15) "Highway" means any road, street, lane, alley, park, parkway and public place.
- (16) Any person violating any of the provisions of this by-law shall be liable on Summary conviction to the fines and penalties made and provided in the general penalty by-law of the Town of Rimbey.

RECEIVED first, second and third readings this 16th., day of January,
1950 A.D.

(SEAL)

Signed Don Field Mayor

Signed M. Irene Wright Sec Treas.

BY-LAW NO. 203

A By-Law of the Town of Rimbey to provide for the
Imposition of a MINIMUM TAX FOR MUNICIPAL PURPOSES.

Under the authority of Section 298, Chapter 150,
of The Town and Village Act, 1942, and subject to the
various provisions of the said Act, and the 1947
Amendments thereto, the Council of the Town of Rimbey,
duly assembled, ENACTS AS FOLLOWS:

- (a) That an annual Minimum Tax of Four Dollars (\$4.00)
for Municipal purposes shall be imposed upon every
resident of the Town of Rimbey who has resided therein
for a period of sixty (60) days and who has been
gainfully employed and who has not previously paid
the said Minimum Tax in that calendar year in any
other place.
- (b) That the Minimum Tax for Municipal purposes for
property owners shall be Four Dollars (\$4.00)
annually.

RECEIVED first, second and third readings this 24th
day of April, A.D. 1950.

(SEAL)

Signed

Don Field
Mayor

Signed &

M. Irene Wright
Sec-Treas.

AMENDING BY-Law No. 217.

AMENDING BY-LAW TO BY-LAW NO. 198, REGULATING AND CONTROLLING BICYCLES IN THE TOWN OF RIMBEY.

Under Section 258 of The Town and Village Act, with 1949 amendments thereto, the Council by authority vested therein do hereby make regulations in respect of the licensing, regulating, and controlling of BICYCLES in the Town of RimbeY, and duly assembled ENACTS AS FOLLOWS:

That Section (2) of By-Law No. 198 be amended to read thus:

- (2) There shall be paid to the Secretary-Treasurer of the said Town of RimbeY, an annual registration fee of the sum of Seventy-Five (75) cents for each and every bicycle owned and ridden within the Town by any resident of the Town.

RECEIVED first, second and third readings this 15th., day of January, A.D. 1951.

(SEAL)

Signed *Don Field*
Mayor

Signed *Milrene Wright*
Sec Treas

Town Council
REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: 1001/23 Council Procedural Bylaw
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Council meeting held on August 28, 2023, the following motion was made:

Motion 133/2023

Moved by Councillor Curle to remove the requirement to submit monthly Council reports and bring Bylaw 984/21 Council Procedural Bylaw to the next Council meeting on September 25, 2023, for revision.

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

Administration made the revision to Part XII - Council Agenda #3 of the Council Procedural Bylaw.

RELEVANT POLICY/LEGISLATION:

1001/23 Council Procedural Bylaw

RECOMMENDATION:

Administration recommends Council accept 1001/23 Council Procedural Bylaw, as presented.

ATTACHMENTS:

[1001 23 Council Procedural Bylaw DRAFT](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", enclosed within a large, stylized blue oval or loop.

Craig Douglas, Chief Administrative
Officer

September 21, 2023

Date



BYLAW NO. ~~984/21~~ 1001/23

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

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

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

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

PART I BYLAW TITLE

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

PART II - DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 1. "Administrative Inquiry" shall mean a written request from a Member of Council to the Administration, for the future provision of information and report.
- 2. "Bylaw" shall mean a Bylaw of the Town of Rimbey.
- 3. "Chairperson" or chair shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
- 4. "Chief Administrative Officer" has the meaning prescribed under the Municipal Government Act, and may be referred to as the "CAO".
- 5. "Closed session" means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present and are within one of the exceptions to disclosure as outlined in the Freedom of Information and Protection of Privacy Act.
- 6. "Conflict of Interest" means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudgment, close mindedness or undue influence.
- 7. A Conflict of Interest occurrence also includes using the Councillor's position, confidential information or Town of Rimbey employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends or business associates.
- 8. "Council" means the Town of Rimbey Council.
- 9. "Councillor(s)" has the meaning described under the Municipal Government Act, including an individual elected member of the Town of Rimbey Council and the Chief Elected Official (Mayor).



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

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

PART III - GENERAL

1. This Bylaw shall govern the proceedings of Council.
2. When any matter relating to the proceedings of Council is not addressed in the Bylaw, reference shall be made in accordance with the Municipal Government Act.



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

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3. In the absence of any statutory obligations, any provision of this Bylaw may be waived by resolution of Council, provided a majority of the members vote in favor thereof, to deal with a matter under consideration.
 4. In the absence of, or in the inability of the Mayor or Deputy Mayor to act, Council shall appoint any other member as Acting Mayor as provided for by the Act.

PART IV - INAUGURAL MEETING

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

PART V- ORGANIZATIONAL MEETING

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

PART VI – REGULAR MEETINGS OF COUNCIL

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



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

3. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.

PART VII - CLOSED SESSION MEETINGS

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

PART VIII - SPECIAL COUNCIL MEETINGS

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

PART IX - MEETINGS THROUGH ELECTRONIC COMMUNICATIONS

1. A meeting may be conducted by means of electronic or other



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

communication facilities if,

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

PART X - NOTICE OF MEETINGS

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

PART XI - QUORUM

1. As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall call the members to order.
2. In the event the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
3. If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the Chief Administrative Officer shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Council Meeting or another Special Meeting is called.



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

PART XII - COUNCIL AGENDA

1. The Agenda shall be prepared by the Chief Administrative Officer or designate in conjunction with the Mayor.
2. All items for the Agenda, including all documents and notice of delegations, shall be delivered in writing to the Chief Administrative Officer by noon on the Wednesday of the week preceding the meeting of Council.

~~3. The Mayor and Councillors will provide a written report, of their activities which will be included in the agenda package of the second Council Meeting of the month, however, should there only be one scheduled meeting, the reports will be due and included in the agenda package of that meeting.~~

4.3. No further additions to the Agenda will be presented unless the addition is of an emergent nature and the Mayor is in agreement.

5.4. The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. local time on the Friday prior to the Regular Meeting of Council.

6.5. The order of business on the agenda shall be as follows:

- 1) Call to Order
 - 1.1) Land Acknowledgment
- 2) Adoption of Agenda
- 3) Approval of Minutes
- 4) Public Hearings
- 5) Delegations
- 6) Bylaws
- 7) New and Unfinished Business
- 8) Reports
- 9) Correspondence
- 10) Open Forum
- 11) Closed session
- 12) Adjournment

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

PART XIII - REQUEST FOR DECISION

1. A Request for Decision must be used to introduce a matter for



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

consideration by Council.

2. A Request for Decision, with all supporting documentation shall be submitted to the Chief Administrative Officer to be included in a Regular Council Meeting Agenda.

PART XIV - MEMBER DEBATING

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

PART XV - MOTIONS

1. A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be "on the floor" and open for formal discussion and debate.
2. Following debate on the motion under consideration, the Chair may call for a vote on the motion.
3. When any member of Council desires to speak, they shall address their remarks to the Chair, confine themselves to the question, and avoid personality. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reasons of conflict of interest.



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

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5. Every motion, when moved and presented to the Chairperson is the property of Council; a motion may only be withdrawn with the unanimous consent of Council.
 6. Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
 7. The mover of a motion must be present when the vote on the motion is taken.
 8. The Chief Administrative Officer or designate shall record all motions in writing before being debated or voted upon.
 9. No motion shall be offered that is substantially the same as the one that has already be expressed during the same meeting.
 10. Where a matter under consideration contains several distinct propositions, a member may request; or the Chairperson may direct, that each proposition be made as a separate motion.
 11. After the Chairperson has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
 12. Voting on all motions shall be done by clearly raising the hand so that the Chairperson may easily count them. After the Chairperson has counted the vote, he or she shall declare whether it was carried or defeated. Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council.
 13. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
 14. A "Motion to Table" may be made when a member wishes Council to decline to take a position on the main question.
 15. Amendment:
 - a. Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chairperson shall rule on the disputes arising from amendments.
 16. Rescinding Motions:
 - a. A Motion to Rescind a previous motion may be accepted by the Chair under special circumstances; and, if passed by a majority vote of the members present, the previous motion referred to would be declared null and void.
 - b. A Motion to Rescind a previous motion may be offered at any time subsequent to the meeting at which the original motion was passed.
 - c. Notice to rescind a motion shall be a request for decision or the inclusion of the item on an agenda delivered to the members of Council before the meeting.



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

PART XVI - VOTING

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

PART XVII - THE VOTE

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

PART XVIII - MAYOR

1. Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, at their discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.
2. The Mayor shall preside over the conduct of the meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member of Council from any ruling of the Chair.

PART XIX - APPEAL RULING

1. The decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council



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

2. If the decision is appealed, the Chairperson shall give concise reasons for their ruling and Council without debate, shall decide the question. The ruling of Council shall be final.

PART XX - DELEGATIONS

1. A person or representative of a delegation of persons who wishes to bring any matter to the attention of Council:
 - a. shall address correspondence to the Chief Administrative Officer clearly stating the matter or issue to be discussed. Such correspondence shall be included with the Agenda;
2. A delegation, scheduled to address Council on a topic shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.
3. The Delegation portion of the Council meeting shall provide:
 - a. An opportunity for any person or representative of any delegation who wishes to bring any matter to the attention of Council, provided they have submitted information in accordance with this Bylaw and their submission has been distributed to Council with the Agenda package
4. Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, shall not be allowed to appear before Council unless, in the opinion of the Mayor and Chief Administrative Officer new and compelling information comes to light which would warrant the delegation within the six month period.
5. Any delegation wishing to address Council, regarding a matter which is the subject of a Public Hearing, may attend at the Council Chambers at the Public Hearing and shall be heard.
6. Notwithstanding the provisions of the Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition or other communication shall be addressed to the Chief Administrative Officer, which letter, petition or other communication shall:
 - a. be printed, typewritten or legibly written;
 - b. clearly set out the matter at issue and the request made of Council in respect thereof;
 - c. in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;
 - d. in the case of a petition, be prepared and presented in accordance with the Act or other Provincial Statute.
7. The Delegation portion of the meeting shall last for a maximum of twenty (20) minutes, unless the majority of Council members present agree to extend the time.
8. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, a Statutory



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

Public Hearing; or any other public consultation/communication process.

PART XXI – OPEN FORUM

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

PART XXII - MINUTES

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

PART XXIII - ADJOURNMENT

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



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

PART XXIV - BOARDS AND COMMITTEES

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

PART XXV - PROHIBITIONS

1. A member shall not:
 - a. Use offensive words or parliamentary language or conduct in Council;
 - b. Disobey the rules of the Council or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
 - c. Leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - d. Enter the Council Chambers while a vote is being taken;
 - e. Interrupt a member while speaking, except to raise a point of order or question of privilege.
2. A member who persists in a breach of Section XXV 1, after having been called to order by the Chairperson, may at the discretion of the Chair be ordered to leave their seat for the duration of the meeting.
3. At the discretion of the Chair, the member may resume their seat following an apology.
4. Should the individual refuse to leave their seat, the Mayor may request their removal by the police.
5. A member who wishes to leave the meeting of Council, without intent to return prior to the adjournment, shall so advise the Chairperson and the time of departure shall be recorded in the minutes.

PART XXVI - QUESTION OF PRIVILEGE

1. A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him or herself as a member thereof, shall be permitted to raise such question of privilege. A question of privilege shall take precedence over other



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

matters. While the Chairperson is ruling on the question of privilege, no one shall be considered to be in possession of the floor.

PART XXVII - POINTS OF ORDER

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

PART XXVIII - BYLAWS

1. Where a Bylaw is presented to Council for enactment, the Chief Administrative Officer shall cause the number and short title of the Bylaw to appear on the Agenda.
2. A motion on first reading of a Bylaw shall be decided without amendment or debate.
3. Pursuant to the MGA, every proposed Bylaw shall receive three separate readings but not more than two on the same day, unless the members of Council present unanimously agree to consider third reading. It shall be read twice before it is committed and engrossed, and the third time before it is signed by the Mayor and Chief Administrative Officer. The Chief Administrative Officer shall include the date of the passing upon every Bylaw.
4. When a Bylaw is not subject to a statutory public hearing;
 - a. Council shall vote on the motion for first reading of a Bylaw without amendment or debate;
 - b. A member may ask a question or questions concerning the Bylaw, provided such questions do not indicate the member's opinion for or against the Bylaw;
 - c. A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw.
 - d. After a motion for second reading of the Bylaw has been presented, Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw:
 - e. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated in the Bylaw at second reading.
 - f. The Chief Administrative Officer or designate shall be responsible for keeping a record of any amendments to the Bylaw passed by Council.
 - g. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw, upon being passed shall be signed by the Mayor and Chief Administrative Officer and sealed.



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

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

PART XXIX - PUBLIC HEARINGS

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

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

1. At the commencement of a Public Hearing, the Chairperson shall:
 - a. State the matter to be considered at the hearing;
 - b. Inform those present of the procedure, which shall be followed in hearing the respective submissions; advise those members of the public in attendance who wish to speak in favour of or opposed to the Bylaw to include their name and address on the sign-in sheet. A copy of the rules of procedure for public



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- hearings will also be made available to the public.
- c. Ask the Development Authority if the Public Hearing has been advertised in accordance with the Act;
 - d. Request that the Development Authority present a report on the issue at hand;
 - e. Allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
2. Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak or provide written submissions in the following order:
 - a. The Development Authority will read out each written submission in favour of the matter being considered.
 - b. The Chairperson will call on each person who is in favour of the matter being considered.
 - c. The Development Authority will read out each written submission opposed to the matter being considered.
 - d. The Chairperson will call on each person who is opposed to the matter being considered.
 3. If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on their behalf. The authorization must:
 - a. be in legible writing
 - b. name the individual authorized to speak;
 - c. indicated the proposed matter be considered to be spoken to; and
 - d. be signed by the person giving the authorization.
 4. The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
 5. All speakers shall adhere to the timeframes as set out in the "Rules of Procedure for Public Hearings".
 6. The Chairperson will allow the Development Authority to make closing comments.
 7. The Chairperson will allow the applicant to make closing comments.
 8. If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close the Public Hearing before opening another Public Hearing.
 9. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
 10. If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
 11. An outline of the Rules of Procedure shall be provided in written form to any person who indicates that he will make a written submission, and further there shall be printed copies of the same available to those



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

in attendance at the Hearing.

12. Any member of Council, who has not attended a Public Hearing for a Bylaw or resolution, is not eligible to vote on said Bylaw or resolution.

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

1. In this section, the following terms have the following meanings:
 - a. “Appellant” means the person who received a written order under Section 545 or 546 of the Municipal Government Act;
 - b. “Order to Remedy” means an order issued under Section 545 or Section 546 of the Municipal Government Act;
 - c. “Staff” means a designated officer of the Town of Rimbey or an employee whom has been delegated the responsibility to issue an Order to Remedy.
2. Upon receipt of a written request pursuant to Section 547 of the Municipal Government Act, the Chief Administrative Officer will schedule a Council Review at a Regular Council Meeting as soon as practicable after ensuring that all parties have sufficient time to prepare for the Council Review.
3. Written materials, videos, and slide presentations received as submissions from the Appellant and Staff must be submitted not less than seven (7) calendar days prior to the Council Review and will be distributed as part of the Council Agenda.
4. The Appellant is entitled to appear before Council, in person or by an authorized agent, and to be represented by legal counsel.
5. The rules of evidence in judicial proceedings do not apply to a Council Review and evidence may be given in any manner Council considers appropriate.
6. The procedure in a Council Review is as follows:
 - a. The Chair will open the Council Review; introduce members of Council Staff and the Appellant or their representative;
 - b. The Chair will describe the Council Review process and deal with any preliminary matters;
 - c. The Appellant will be invited to make opening remarks and presentations (maximum of ten (10) minutes) followed by questions to the Appellant by councilors;
 - d. Staff will be invited to make opening remarks and presentation (maximum of ten (10) minutes) followed by questions to the Staff by Councilors;
 - e. The Appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Appellant by Councilors;
 - f. Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councilors; and
 - g. The Appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the Appellant by Councilors.
7. If the Appellant fails to attend the Council Review despite having been given notice, Council may proceed with the Council Review in the absence of the Appellant.



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- 8. At the conclusion of the Council Review, Council may confirm, vary, substitute or cancel the Order to Remedy.

PART XXXI - CONDUCT OF THE PUBLIC IN COUNCIL MEETINGS

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

3.

PART XXXII - REPEAL

- 1) Bylaw No. 939/18 is hereby repealed.

PART XXXIII - EFFECTIVE DATE

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

READ a First Time in Council this _____ day of _____ 202~~31~~.

Mayor, ~~Rick Pankiw~~

Chief Administrative Officer, ~~Lori Hillis~~ Craig Douglas

READ a Second Time in Council this ____ day of _____ 202~~31~~.

BYLAW NO. ~~984/21~~ 1001/23



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

Mayor, Rick Pankiw

Chief Administrative Officer, ~~Craig Douglas~~ Lori Hillis

READ a Third Time and Finally Passed this ____ day of _____,
202~~31~~.

Mayor, Rick Pankiw

Chief Administrative Officer, ~~Craig Douglas~~ Lori Hillis

Town Council
REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: CAO Signing Authority & Credit Card Authorization
Item For: Public Information -or- Closed Session

BACKGROUND:

Craig Douglas was hired effective August 1, 2023, as Assistant Chief Administrative Officer and will take over the Chief Administrative Officer duties on January 8, 2024 upon Lori's retirement. As per MGA Section 209, The CAO duties have been delegated to Craig Douglas, Assistant CAO while Lori Hillis is away or on vacation.

Craig Douglas requires signing authority and credit card authorization to carry out duties of the CAO.

RECOMMENDATION:

Administration recommends that Council swear in Craig Douglas and provide signing authority and credit card authorization.

PREPARED BY: Craig Douglas, Chief Administrative Officer

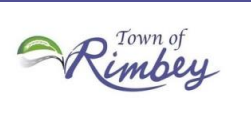
September 21, 2023
Date

ENDORSED BY:

September 21, 2023
Date

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Development & Tax Incentive
Item For: Public Information -or- Closed Session

BACKGROUND:

Darren Weening of Gull Lake Deer Creek Gas Co-op Ltd. (GLDC) located at Lot 11; Block 10; Plan 2021149 (4402 54 Avenue) has applied for the following two (2) development incentive programs:

1. 6601 Business Development Incentive Grant
2. 974/21 Tax Incentives Bylaw

DISCUSSION:

6601 Business Development Incentive Grant

The Business Development Incentive Grant program is limited to one grant application per parcel or principal building on a parcel. To be eligible for the grant, the applicant's assessed value must increase by a minimum of \$50,000.

The grant value is based on the increase in assessed value as outlined in Schedule A of 6601 Business Development Incentive Grant. The maximum grant available through this program is \$10,000 per independent business operation.

The applicant has applied for the grant under section 5.1 – New Build or Enhancements to Existing Buildings. Administration has determined the applicant is eligible for this component of the grant.

Based on the complete application and comparison of 2022 and 2023 tax assessments, Administration has approved this grant. The assessment of improvements increased by \$411,410 (\$1,294,050 – \$882,640) and therefore GLDC is eligible for a grant of \$4,000.

974/21 Tax Incentives Bylaw

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

2023 tax notice provides an increase of assessment value of \$411,410 which is in excessive of the minimum required valuation increase of \$250,000.

As such, based on the 2023 assessment information, Administration recommends Council initiate the approval process in accordance with Section 6.3.1 and Section 6.4 of 974/21 of the Tax Incentives Bylaw.

Section 6.3 states:

- 6.3 Council shall review the Complete Application and Administration's report and may:
- 6.3.1 pass a resolution directing Administration to enter into a Tax Incentive Agreement; or
 - 6.3.2 pass a resolution refusing the Complete Application.

Section 6.4 states:

- 6.4A resolution directing Administration to enter into a Tax Incentive Agreement must include:
- 6.4.1 the future taxation years to which the Exemption applies; and
 - 6.4.2 the details and extent of the Exemption, which shall be as follows:
 - 6.4.2.1.1 In the first taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 100% Exemption.
 - 6.4.2.1.2 In the second taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive an 80% Exemption.
 - 6.4.2.1.3 In the third taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 60% Exemption.

First year tax incentive at 100% tax rate of municipal taxes on improvements is \$15,928.03.

RELEVANT POLICY/LEGISLATION:

- 1. 6601 Business Development Incentive Grant
- 2. 974/21 Tax Incentives Bylaw

RECOMMENDATION:

- 1. Administration recommends Council direct Administration to enter into a Tax Incentive Agreement with Gull Lake Deer Creek Gas Co-op Ltd located at LOT 11; BLOCK 10; PLAN NUMBER 202-1149 (4402 54 Avenue) for 2023, 2024 and 2025. The Tax Incentive Agreement shall be in accordance with Bylaw 974/21 Tax Incentives Bylaw and shall state the following:
 - a. In the first taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 100% Exemption;
 - b. In the second taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive an 80% Exemption;
 - c. In the third taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 60% Exemption.
- 2. Administration recommends Council increase the 2023 operating budget by \$19,928.03 to include \$4,000 for the Business Development Incentive Grant and \$15,928.03 for the first-year tax incentive with funding to come from unrestricted reserves.

ATTACHMENTS:

[Copy of Title](#)

[6001 Business Development Incentive Grant Policy](#)

[6601 Business Development Incentive Grant Application - Completed](#)

[974 21 Tax Incentive Bylaw](#)

[Rimbey Tax Incentive Bylaw Application Form - Completed](#)

[Corporate Registry Record](#)

[Tax Notices 2022 & 2023](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

ENDORSED BY:



Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
202 109 353

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

012018697)

072 092 047 15/02/2007 CAVEAT
RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL
GOVERNMENT ACT
CAVEATOR - THE TOWN OF RIMBEY.
BOX 350,4938 - 50 AVENUE
RIMBEY
ALBERTA T0C2J0
AGENT - RUSSELL WARDROPE

082 289 289 16/07/2008 UTILITY RIGHT OF WAY
GRANTEE - ATCO GAS AND PIPELINES LTD.
" AFFECTS PART OF THIS TITLE "

092 289 550 18/08/2009 MORTGAGE
MORTGAGEE - SERVUS CREDIT UNION LTD.
601 4901-48 ST
RED DEER
ALBERTA T4N6M4
ORIGINAL PRINCIPAL AMOUNT: \$615,000
" AFFECTS PART OF THIS TITLE "

092 289 551 18/08/2009 CAVEAT
RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - SERVUS CREDIT UNION LTD.
601 4901-48 ST
RED DEER
ALBERTA T4N6M4
AGENT - BRIAN D NEELAND
" AFFECTS PART OF THIS TITLE "

132 041 747 08/02/2013 DISCHARGE OF UTILITY RIGHT OF WAY 082289289
PARTIAL
EXCEPT AS TO PORTION DESCRIBED

TOTAL INSTRUMENTS: 006

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 11 DAY OF JUNE,
2020 AT 01:48 P.M.

ORDER NUMBER: 39493995


CUSTOMER FILE NUMBER: GLDC



END OF CERTIFICATE

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

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
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PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

		<h2 style="margin: 0;">Town of Rimbey Policy Manual</h2>	
Title: Business Development Incentive Grant Program		Policy No: 6601	
Date Approved: April 13, 2021		Resolution No: 098//21	
Date Effective: April 13, 2021			
Purpose:		Development incentive to encourage business growth within the community.	
<p>1.0 <u>Policy Statement</u> The Town of Rimbey is committed to encouraging development of businesses within the Town by encouraging the enhancement of existing buildings, the construction of new buildings and additions to existing buildings, or the demolition of dilapidated buildings. To this end, Council has established a business development incentive grant program for eligible development projects, to be paid upon project completion.</p> <p>2.0 <u>Purpose</u> The purpose of this Policy is to establish the Business Development Incentive Grant Program (the "Program") in order to:</p> <ul style="list-style-type: none"> 2.1 Encourage owners of non-residential buildings to invest in improvements that enhance the building's appearance and function and which will increase the assessed value of the property. 2.2 Attract economic growth and employment, and encourage new investment in the Town. 2.3 Encourage the demolition of existing buildings that may detract from the visual amenities of the area, as well as posing a potential fire and safety hazard to the community. <p>3.0 <u>Application Area, Effective Date and Program Timeline</u></p> <ul style="list-style-type: none"> 3.1 This Program applies to all private commercial and industrial buildings within the Town of Rimbey, together with all vacant lots zoned for commercial or industrial purposes in accordance with the Town of Rimbey Land Use Bylaw. 3.2 This Program becomes effective upon approval by Town Council. 3.4 All Program funding is subject to Town Council approval within the Town's operating budget and all applications for grants shall be processed on a first come, first serve basis subject to the availability of funding as approved by Town Council. <p>4.0 <u>Eligibility</u></p> <ul style="list-style-type: none"> 4.1 The Applicants assessed value must increase by a minimum of \$50,000, except for demolition. 4.2 To be eligible for a grant under this Program, no work may be performed until approved by 			

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- the Town. Except as noted in clauses 4.3 or 4.4, work that has commenced prior to Town approval is not eligible for a grant through this Program.
- 4.3 Business Applicants that previously qualified for a development incentive pursuant to Town of Rimbeby Bylaw #827/08, which was rescinded March 9, 2011, would be eligible for a grant.
 - 4.4 Business Applicants that previously qualified for a demolition incentive pursuant to Town Policy #6701, which was abolished March 9, 2011, would be eligible for a grant.
 - 4.5 The applicant would be eligible for a grant once the Town has received verification that the improvements, the subject of the grant application, have been completed to the Town's satisfaction.
 - 4.6 The Program is limited to one grant application per parcel or principal building on a parcel. In the case of a single parcel accommodating multiple tenants or businesses, the grant incentive program may be applied for each independent business operation, with the grant available to the property owner(s).
 - 4.7 Home based businesses are not eligible for grant funding through this Program.
 - 4.8 The applicant must be the registered property owner or his or her designate.
 - 4.9 Business Applicants must be in good standing with the Town in order to qualify under this Program. Applicants and businesses that have outstanding taxes (including tax arrears), outstanding utilities or any litigation or Town Bylaw infractions with the Town will not qualify for this Program. If any tax or utility payments are missed or received late for the property, the Town may terminate any application related to that property.
 - 4.10 Government offices and agencies and any organizations exempt from paying property taxes to the Town will not qualify for this Program.
 - 4.11 All projects approved under this Program must be completed in a timely manner. All projects must be completed within 12 months of the approval by the Town. When it can be demonstrated that circumstances clearly beyond the applicant's control prohibit completion in 12 months, the Town may, in its discretion, grant a 12 month extension. Failure to complete the project in a timely manner will result in cancellation of the application at the discretion of the Town.
 - 4.12 The applicant will be responsible for securing all required development permits and building permits. All work must comply with the Town, Provincial and Federal regulations.
 - 4.13 All construction contracts will be between the applicant and the contractor.
 - 4.14 Final determination of qualification for a grant pursuant to this Program will not be made until the construction is substantially complete and ready for occupancy and a review has been undertaken by the Development Authority assessing the project against the applicant's previously approved proposal.
- 5.0 Development Incentive Grant**
- 5.1 New Build or Enhancements to Existing Buildings (Including internal and external improvements and additions to existing buildings and rebuild after demolition)
 - 5.1.1 The grant is provided and paid to the property owner in one payment following receipt of new assessment. Schedule "A" attached to this policy, sets out the grants available.
 - 5.1.2 As this is a one time grant, each grant is subject to review by Council annually.
 - 5.2 Demolition of Existing Buildings (with no rebuild)
 - 5.2.1 A one-time grant up to \$5,000 is available to the property owner to assist with

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- demolition costs, grant not to exceed the total cost of the demolition.
- 5.2.2 The grant is available following demolition and subject to the Town’s satisfaction that the entire site has been cleared of all buildings and structures.
The property owner must remove the demolished materials from the property, fill any hole resulting from demolition of the building, restore the land back to grade including the planting of grass or sod.
- 5.2.3 Must comply with relevant environmental standards.
- 5.2.4 Each grant is subject to annual review by Council.

6.0 Application Requirements

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

7.0 Application Process

- 7.1 In conjunction with or prior to filing an application, the applicant shall review the Application Requirements and consult with the Development Authority regarding the application process, requirements, criteria, rules of eligibility, project design and other relevant details of the proposed project.
- 7.2 In order to ensure adequate, consistent review and evaluation, the project proposal shall be prepared in accordance with the format established by Town Administration.
- 7.3 Completed applications shall be submitted to the Town’s Development Authority.
- 7.4 Upon receipt of the application by the Development Authority, the applicant will be required to contact the Development Authority to schedule a pre-construction inspection of the subject property to determine the pre-construction status of the lands and any buildings on it.
- 7.5 Except as noted in clauses 4.3 or 4.4, to be eligible for reimbursement, no work may be performed until approved by the Town. Work that has commenced prior to Town approval is not eligible for reimbursement.
- 7.6 The Town reserves the right to accept, reject or modify any application and render decisions in regards to complete applications as approvals, approvals with conditions, and refusals.
- 7.7 In the case of an approval with conditions, or refusal of an application by the Town, the applicant may appeal such a decision to Council.
- 7.8 An appeal may be made in writing by the applicant to the Development Authority for presentation to Council within 14 days of the date of the decision of the Development Authority.
- 7.9 There is no fee associated with an appeal to Council, however only one appeal may be filed for an application, with no opportunity permitted for a second appeal on the same application.
- 7.10 Within 30 days of receipt of a notice of appeal, Council will hold a hearing respecting the appeal. The hearing shall be conducted in public.
- 7.11 Council shall give at least 5 days notice in writing of the appeal hearing to the applicant and the Development Authority.
- 7.12 At the appeal hearing, Council shall hear:
 - 7.12.1 The appellant or any person acting on behalf of the appellant;
 - 7.12.2 The Development Authority; and

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<p>7.12.3 Any other person affected by the decision, or claims to have an interest in the decision and that Council agrees to hear.</p>
<p>7.13 Council shall make a decision on the appeal within 14 days of the appeal hearing.</p>
<p>8.0 <u>General Program Conditions</u></p>
<p>8.1 The general conditions and requirements of the Program are not necessarily exhaustive and the Town reserves the right to include other conditions, considerations and requirements as deemed necessary on a property specific basis. All grants pursuant to this Program are subject to the following general conditions and requirements:</p>
<p>8.1.1 The Town is not responsible for any costs incurred by the applicant in relation to the Program, including without limitation, costs incurred in the anticipation of the grant;</p>
<p>8.1.2 If an applicant is in default of any of the Program’s requirements or conditions, or any other requirement of the Town, the Town may delay, reduce or terminate an approved grant;</p>
<p>8.1.3 The Town may discontinue the Program at any time but applicants with approved grants will continue to receive approved grants subject to the meeting of the Program’s conditions and requirements;</p>
<p>8.1.4 All proposed projects approved under the Program shall conform to all relevant codes, policies, procedures, standards and guidelines, including any applicable Town bylaws, zoning requirements and approvals;</p>
<p>8.1.5 The Town may inspect the property that is subject to an application under this Program at any time;</p>
<p>8.1.6 Outstanding work orders, and orders or requests to comply, and other charges from the Town (including current year tax and arrears) must be satisfactorily addressed prior to any payment being issued at any time.</p>
<p>9.0 <u>Responsibilities</u></p>
<p>9.1 Town Council</p>
<p>9.1.1 Approves changes to this Program and Policy;</p>
<p>9.1.2 Approves Program funding for implementation of this Program;</p>
<p>9.1.3 Hears and decides appeals on Program applications; and</p>
<p>9.1.4 Evaluates the Program upon completion.</p>
<p>9.2 Chief Administrative Officer</p>
<p>9.2.1 Recommends to Town Council the application of this Program;</p>
<p>9.2.2 Recommends to Town Council the Program funding for implementation of the Program;</p>
<p>9.2.3 Recommends changes to the Program to Town Council;</p>
<p>9.2.4 Provides administrative evaluation of the Program upon completion;</p>
<p>9.2.5 Identifies a funding source for the Program and makes recommendations to Town Council accordingly;</p>
<p>9.2.6 Renders decisions regarding the approval, approval with conditions or refusal of grant applications pursuant to this Program; and</p>
<p>9.2.7 Administers the funding source.</p>
<p>9.3 Development Authority</p>
<p>9.3.1 Recommends to the Chief Administrative Officer the Program funding for implementation of the Program;</p>

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- 9.3.2 Recommends changes to the Program to the Chief Administrative Officer;
- 9.3.3 Recommends a funding source for the Program to the Chief Administrative Officer;
- 9.3.4 Evaluates the Program annually, provides report to the Chief Administrative Officer regarding its performance and makes appropriate recommendations regarding its ongoing implementation;
- 9.3.5 Serves as the Town's contact for receipt of applications for Program grants issued pursuant to this Program;
- 9.3.6 Evaluates applications for completeness;
- 9.3.7 Coordinates the administrative review of applications throughout the period between submission of the application and project completion;
- 9.3.8 Prepares a written report to the Chief Administrative Officer on each application with a recommendation to approve, conditionally approve or refuse an application; and
- 9.3.9 Conducts on-site pre-construction, post-construction and periodic inspections of the subject project.

10.0 Measurements for Program Effectiveness

- 10.1 In order to measure the effectiveness of the Program at the end of the two-year period, the Town may establish starting benchmarks and final evaluation criteria which may include such measurements as:
 - 10.1.2 Assessment impacts upon the Town;
 - 10.1.3 Review of dollar value figures for building permits (new construction and improvements) through participation in the Program;
 - 10.1.4 New and/or continuing employment opportunities created through the Program.

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SCHEDULE "A"

Total Increase in Assessment	Grant payment upon receipt of new assessment
\$50,000 to \$99,999	\$500
\$100,000 to \$149,999	\$1,000
\$150,000 to \$199,999	\$1,500
\$200,000 to \$249,999	\$2,000

Initial Policy Date:	September 12, 2011	Resolution No:	206/11
Revision Date:	April 13, 2021	Resolution No.	098/21
Revision Date:		Resolution No.	



**BUSINESS DEVELOPMENT INCENTIVE GRANT PROGRAM
APPLICATION FORM**

THIS FORM TO BE COMPLETED IN FULL WHEREVER APPLICABLE

1. APPLICANT INFORMATION

Business Name GLDC Gas Co-op Applicant's Name: Darren Weening
Business Locations: 4402-54 AVE Rimby Lot: 8 Block: 10 Plan: 072-1276
Mailing Address: Box 1909 Rimby AB T3E Postal Code: T0C 2J0
Business Phone: 403-843-1050 Cell Phone: 403-391-8295 Home Phone: _____

2. TYPE OF IMPROVEMENT(S)

Enhancements to Existing Property Type: Addition to existing office Value: \$750,000.00 - \$1,000,000.00
New Build on Vacant Land Type: _____ Value: _____
Demo of Existing Building Type: _____ Value: _____

3. PROPOSED LOCATION FOR PLACEMENT: Adjoining current office. Adding to West side

4. REASONS FOR SELECTING THE PROPOSED LOCATION FOR PLACEMENT: We are adding a "training center" for our use & to share with community groups as well as add additional space for our growing staff.

5. ASSESSMENT VALUE

Year before Construction: \$ 1,065,510.00 Year after construction: \$ +750,000.00 - \$1,000,000.00

6. DECLARATION

I, (print) Darren Weening Hereby request the Town of Rimby to administer the Business Development Incentive Grant Program in regards to the above designated improvement(s) on my behalf.

Applicant's Signature: [Signature] Date: April 14, 2021

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



Town of Rimbeby

Bylaw 974/21

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

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

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

1 TITLE

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

2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

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



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

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

3 PURPOSE

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

4 CRITERIA FOR AN EXEMPTION

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

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

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

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

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

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

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



Town of Rimbey

Bylaw 974/21

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

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

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

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

5 APPLICATION FOR AN EXEMPTION

5.1 Applicants must submit a Complete Application to the CAO.

5.2 The Application Fee is \$1,000.

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

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

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

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

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

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

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

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



Town of Rimbey

Bylaw 974/21

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

6 CONSIDERATION OF APPLICATIONS

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

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

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

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

6.3.2 pass a resolution refusing the Complete Application.

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

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

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

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

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

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

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

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

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



Town of Rimbey

Bylaw 974/21

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7 TAX INCENTIVE AGREEMENT

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

7.2 A Tax Incentive Agreement must outline:

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

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

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

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

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

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

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

8 CANCELLATION OF TAX INCENTIVE AGREEMENT

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

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

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

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

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

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



Town of Rimbey

Bylaw 974/21

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

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

9 REVIEW

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

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

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

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

10 SEVERABILITY

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

READ A FIRST TIME THIS 26 DAY OF January 2021.



MAYOR

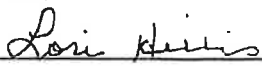


CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 23 DAY OF March 2021.



MAYOR



CHIEF ADMINISTRATIVE OFFICER



Town of Rimbeby

Bylaw 974/21

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

READ A THIRD TIME THIS 23 DAY OF March 2021.

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

MAYOR

A handwritten signature in black ink, "Lois Hillis", written over a horizontal line.

CHIEF ADMINISTRATIVE OFFICER

SIGNED AND PASSED THIS 23 DAY OF March 2021.

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

MAYOR

A handwritten signature in black ink, "Lois Hillis", written over a horizontal line.

CHIEF ADMINISTRATIVE OFFICER



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR
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Appendix "A"

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

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

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

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



Town of Rimbey

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Appendix "B"

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

Applicant Information:

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

Agent Information:

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

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

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



Town of Rimbey

Bylaw 974/21

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

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

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

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

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

Date of the Application

Signature of Applicant (or Applicant's Agent)

Print Name of Applicant (or Applicant's Agent)

FOR OFFICE USE ONLY

DATE APPLICATION WAS RECEIVED

NAME OF RECIPIENT

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

BETWEEN:

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

OF THE FIRST PART

- and -

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

OF THE SECOND PART

TAX INCENTIVE AGREEMENT

WHEREAS:

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

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

1. Interpretation

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

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

2. Term and Extent of Exemption

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

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

2.2 The extent of the Exemption is as follows:

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

3. Conditions of Agreement

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

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

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

(g) The assessed value of the Qualifying Property, as set out in notices of assessment for the Qualifying Property, must have experienced an incremental increase of at least \$[insert minimum dollar threshold included in Section 4.2.3 of Tax Incentives Bylaw] between the taxation year immediately prior to the commencement of construction of the Development or Revitalization and the first taxation year identified in section 2.1(a) of this Agreement.

3.3 Failure to meet or a cessation of compliance with any of the conditions in sections 3.1 or 3.2 constitutes an act of default by the Developer.

3.4 In addition, the following constitute acts of default by the Developer and are applicable to every taxation year that the Exemption applies:

(a) the Developer having misrepresented or omitted any information required on the application package submitted to the Town for purposes of applying for the Exemption;

(b) the Developer becoming bankrupt within the meaning of the *Bankruptcy and Insolvency Act*, RSC 1985, c B-3, as amended or repealed and replaced from time to time;

(c) a receiver, interim receiver, receiver and manager, custodian or liquidator is appointed for the business, property, affairs or revenues of the Developer, which are not diligently challenged or contested by the Developer; or

(d) any steps are taken or action or proceeding instituted by the Developer or by any other person, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the Developer or the Developer's assets, which are not diligently challenged or contested by the Developer.

4. Cancellation of Exemption and Agreement

4.1 Administration acting reasonably, in good faith and in a bone-fide manner, may determine whether or not the Developer has committed an act of default under this Agreement. In the event Administration so determines that the Developer has committed an act of default under this Agreement, Administration shall make a recommendation to Council that the Agreement and the Exemption be cancelled with respect to one or more of the taxation years specified in section 2.1 of this Agreement.

4.2 Council may, by resolution, cancel the Agreement and the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

4.3 A resolution passed by Council to cancel the Exemption must include reasons and identify the taxation year or years to which the cancellation applies.

4.4 Administration must provide written notice of a cancellation to the Developer which must include the resolution passed by Council.

4.5 In the event of a cancellation of the Exemption and this Agreement, any monies owed to the Town shall be immediately pay by the Developer. For the purposes of this paragraph, "immediately" means 30 days.

4.6 Upon cancellation of the Exemption and this Agreement, all benefits of the Developer under this Agreement shall cease.

5. Indemnity

5.1 The Developer shall indemnify and save harmless the Town, and all of its respective officials, officers, employees and authorized representatives, from and against any and all losses, costs (including, without restriction, all legal costs on a solicitor and his own client full indemnity basis), damages, actions, causes of action, suits, claims and demands resulting from anything done or omitted to be done by the Developer in pursuance or purported pursuance of this Agreement including, without restriction, any default by the Developer in the due and punctual performance of any of its representations, warranties, covenants and agreements contained within this Agreement.

6. **General**

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

TOWN OF RIMBEY
 Box 350
 Rimbey AB T0C 2J0

[insert name of party]

Attention:

Attention: Chief Administrative Officer

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

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

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

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

{B3854558.UOCX;1}

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

- 6.9 This Agreement shall enure to the benefit of, and shall remain binding upon (jointly and severally, where multiple parties comprising the Developer), the heirs, executors, administrators, attorney under a power of attorney, and other personal representatives of all individual parties and their respective estates, and shall enure to the benefit of, and shall remain binding upon, all successors and assigns (if and when assignment permitted herein) of all corporate parties.
- 6.10 The Agreement shall be governed by the laws of the Province of Alberta.
- 6.11 Time shall in all respects be of the essence in this Agreement.
- 6.12 If any provision hereof is contrary to law or is otherwise unenforceable such provision shall be severed and the remainder of this Agreement shall be of full force and effect.
- 6.13 Whenever the singular, plural, masculine, feminine or neuter is used throughout this Agreement, the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires.
- 6.14 This Agreement, together with the other documents contemplated herein, constitute the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties, unless specifically excluded herein or therein and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.
- 6.15 The Developer and the Town each hereby acknowledges that they are hereby executing this Agreement having been given the full opportunity to review the same and seek proper and independent legal advice and that each is executing this Agreement freely and voluntarily and of its own accord without any duress or coercion whatsoever and that each is fully aware of the terms, conditions and covenants contained herein and the legal effects thereof.

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

TOWN OF RIMBEY

Per: _____
Mayor (c/s)

Per: _____
Chief Administrative Officer

[INSERT NAME OF DEVELOPER]

Per: _____
(c/s)

Per: _____

WITNESS

WITNESS

Schedule "A" – Council Resolution

[Insert Council Resolution]

Schedule "B" – Qualifying Property

[Insert Legal Description of Property]

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

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

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

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

A COMMISSIONER FOR OATHS IN AND FOR
ALBERTA)

AFFIDAVIT OF EXECUTION FOR WITNESS

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

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

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

A COMMISSIONER FOR OATHS IN AND FOR
ALBERTA)

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

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

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

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

A COMMISSIONER FOR OATHS IN AND FOR
ALBERTA)



Town of Rimbey

Bylaw 974/21

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

Appendix "B"

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

Applicant Information:

Applicant Name:	GLDC Gas Co-op
Registered Corporate Name, if Different:	Gull Lake Deer Creek Gas Co-op Ltd.
Legal Description of Assessed Property:	4402-54 st Lot 8 Blk 10 Pl 072-1276
Mailing Address of Assessed Property:	Box 1909 Rimbey AB T0C 2T0
Corporate Registry Office Address of Applicant:	Same as above

Agent Information:

Name of Authorized Agent for Applicant:	Darren Weening
Mailing Address for Agent:	Box 553 Rimbey AB T0C 2T0
Email Address for Agent:	darren@gldcgas.com
Telephone Number for Agent:	403-843-1050 403-391-8295

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

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

Natural gas Coop Utility.



Town of Rimbey

Bylaw 974/21

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

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

GLDC re-located from Bentley to Rimbey in 2007. The Tax incentive at the time was one reason we moved to Rimbey. We could not take full advantage of the program. Since then we have grown the business considerably by hiring additional staff & expanding services provided. GLDC is an exemplary corporate citizen owing pay monies to the town. We pride ourselves in our image and presence in the town. GLDC feels worthy of this new tax incentive program and applaud the town for implementing it. What date is the subject property expected to be approved for occupancy: late fall 2021 or summer 2022 dependant on contractor availability.

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

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

April 14, 2021
Date of the Application

[Signature]
Signature of Applicant (or Applicant's Agent)

Darren Weening
Print Name of Applicant (or Applicant's Agent)

FOR OFFICE USE ONLY

DATE APPLICATION WAS RECEIVED

NAME OF RECIPIENT

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

Date of Search: 2023/08/29
Time of Search: 03:18 PM
Search provided by: ACCU-SEARCH REGISTRIES INC.
Service Request Number: 40383728
Customer Reference Number:

Corporate Access Number: 2219974421

Business Number:

Legal Entity Name: GULL LAKE DEER CREEK GAS CO-OP LTD.

Legal Entity Status: Active

Legal Entity Type: Rural Utilities

Method of Registration: Amalgamation

Registration Date: 2016/10/05 YYYY/MM/DD

Registered Office:

Street: 4402 - 54 AVENUE

City: RIMBEY

Province: ALBERTA

Postal Code: T0C2J0

Mailing Address:

Post Office Box: PO BOX 1909

City: RIMBEY

Province: ALBERTA

Postal Code: T0C2J0

Email Address: ADMIN@GLDCGAS.COM

Directors:

Last Name: BUIST

First Name: KEN

Street/Box Number: PO BOX 1302

City: RIMBEY

Province: ALBERTA

Postal Code: T0C2J0

Last Name: DUNCAN

First Name: DENNIS

Street/Box Number: RR 1

City: BENTLEY

Province: ALBERTA

Postal Code: 50C0J0

Last Name: HOAR

First Name: GERRY

Street/Box Number: RR 4

City: PONOKA

Province: ALBERTA

Postal Code: T4J1R4

Last Name: JEFF

First Name: BAJEMA

Street/Box Number: BOX 68

City: BENTLEY

Province: ALBERTA

Postal Code: T0C2J0

Last Name: PAULSSEN

First Name: BERT

Street/Box Number: SITE 6, BOX 1, RR 1

City: BENTLEY

Province: ALBERTA

Postal Code: T0C0J0

Last Name: PREDY

First Name: LEAH

Street/Box Number: SITE 11, BOX 12, RR 4

City: PONOKA

Province: ALBERTA

Postal Code: T4J1R4

Last Name: SMITH

First Name: GEORGE

Street/Box Number: BOX 602

City: BENTLEY

Province: ALBERTA
Postal Code: T0C0J0

Last Name: SPERBER
First Name: RON
Street/Box Number: RR 3
City: RIMBEY
Province: ALBERTA
Postal Code: T0C2J0

Last Name: WIESE
First Name: BRYAN
Street/Box Number: RR 1
City: BENTLEY
Province: ALBERTA
Postal Code: T0C0J0

Officers:

Last Name: DUNCAN
First Name: DENNIS
Street: RR 1
City: BENTLEY
Province: ALBERTA
Postal Code: T0C0J0
Officer Type: Vice Chair

Last Name: HOAR
First Name: GERRY
Street: RR 4
City: PONOKA
Province: ALBERTA
Postal Code: T4J1R4
Officer Type: Secretary - Treasurer

Last Name: HOSKIN
First Name: DON
Street: PO BOX 294
City: BENTLEY
Province: ALBERTA

Postal Code: T0C0J0
Officer Type: Manager

Last Name: PAULSSEN
First Name: BERT
Street: SITE 6, BOX 1, RR 1
City: BENTLEY
Province: ALBERTA
Postal Code: T0C0J0
Officer Type: Chair

Holding Shares In:

Legal Entity Name
CORRIDOR COMMUNICATIONS, INC.

Other Information:

Amalgamation Predecessors:

Corporate Access Number	Legal Entity Name
220018014	BENJAMIN NATURAL GAS CO-OP LTD
224778514	GULL LAKE DEER CREEK GAS CO-OP LTD.

Last Annual Return Filed:

File Year	Date Filed (YYYY/MM/DD)
2023	2023/05/30

Filing History:

List Date (YYYY/MM/DD)	Type of Filing
2016/10/05	Amalgamate Special Government Registration
2021/11/24	Amend Special Government Registration
2023/05/30	Enter Annual Returns for Special Government Registration

Attachments:

Attachment Type	Microfilm Bar Code	Date Recorded (YYYY/MM/DD)
Rural Utilities Act Documents	10000307127359107	2016/10/05
Q Form	10000207127359136	2017/07/11
Q Form	10000007127914754	2018/06/27
Q Form	10000407131261168	2021/01/22
Q Form	10000207131261169	2021/01/22
Q Form	10000607134295391	2021/11/05
Bylaws	10000007134295394	2021/11/24
Q Form	10000107134295464	2022/06/21
Q Form	10000807134294526	2023/05/30

This is to certify that, as of this date, the above information is an accurate reproduction of data contained within the official records of the Corporate Registry.





Town of Rimbey
 4938 - 50th Avenue
 Box 350
 RIMBEY AB T0C 2J0

2023 Combined Assessment & Tax Notice

Roll Number : 000 24030
 Date Mailed : May 17, 2023
 Appeal Deadline : Jul 24, 2023
 Notice of Assessment : May 25, 2023
 Due Date : Jul 31, 2023
 Amount Due : **\$21,911.27**

Payable at most financial institutions.

Gull Lake Deer Creek Gas Co-op Ltd.
 BOX 1909
 RIMBEY AB T0C 2J0

Gull Lake Deer Creek Gas Co-op Ltd.
 4402 54 AVENUE
 LOT: 11; BLOCK: 10; PLAN NUMBER: 202-1149;

Remit Top Portion with Payment Mailed : May 17, 2023

2023 Combined Assessment & Tax Notice

Roll Number : 000 24030
 Appeal Deadline : Jul 24, 2023
 Notice of Assessment : May 25, 2023
 Due Date : Jul 31, 2023
 School Support : Public School 100%

Parcel Size
 3.730

Assessment	Amount
T1 1 CO - COMMERCIAL-Improver	1,294,050
T1 1 CO - COMMERCIAL-Land	294,790
Grand Total :	1,588,840

Local Improvements	Expiry	Amount
Total Local Improvement :		

SCHOOL TAXES ARE BEING COLLECTED ON BEHALF OF THE PROVINCE OF ALBERTA, SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THE AMOUNT, CONTACT ALBERTA EDUCATION OR YOUR M.L.A.

Property Tax	Tax Rate	Amount
MUNICIPAL - T1 1 CO	0.0100249	15,928.03
RIMOKA HOUSING	0.0000973	154.66
PUBLIC SCHOOL	0.0036685	5,828.58
Total Tax Levy	0.0137907	21,911.27

PENALTIES WILL BE ASSESSED AS FOLLOWS
 A penalty of 12% will be added to all current taxes unpaid after July 31, 2023.
 A penalty of 18% will be added to all arrears unpaid after December 31, 2023.

Municipal Taxes	16,082.69
School Taxes	5,828.58
Local Improvement	0.00
Arrears	0.00
Bal Transfer AR / UB	0.00
Payment	0.00
Total Due	\$21,911.27

Payable After July 31, 2023: \$24,540.62
 18% on all arrears after December 31, 2023



Town of Rimbey
 4938 - 50th Avenue
 Box 350
 RIMBEY AB T0C 2J0

2022 Combined Assessment & Tax Notice

Roll Number : 000 24030
 Date Mailed : May 12, 2022
 Appeal Deadline : Jul 19, 2022
 Notice of Assessment : May 20, 2022
 Due Date : Jul 31, 2022
 Amount Due : **\$16,043.29**

Payable at most financial institutions.

Gull Lake Deer Creek Gas Co-op Ltd.
 BOX 1909
 RIMBEY AB T0C 2J0

Gull Lake Deer Creek Gas Co-op Ltd.
 4402 54 AVENUE
 LOT: 11; BLOCK: 10; PLAN NUMBER: 202-1149;

Remit Top Portion with Payment Mailed : May 12, 2022

2022 Combined Assessment & Tax Notice

Roll Number : 000 24030
 Appeal Deadline : Jul 19, 2022
 Notice of Assessment : May 20, 2022
 Due Date : Jul 31, 2022
 School Support : Public School 100%

Parcel Size
 3.730

Assessment	Amount
T1 I CO-Improvement	882,640
T1 I CO-Land	294,790
Grand Total :	1,177,430

Local Improvements	Expiry	Amount
Total Local Improvement :		

SCHOOL TAXES ARE BEING COLLECTED ON BEHALF OF THE PROVINCE OF ALBERTA, SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THE AMOUNT, CONTACT ALBERTA EDUCATION OR YOUR M.L.A.

Property Tax	Tax Rate	Amount
MUNICIPAL - T1 I CO	0.0098768	11,629.23
RIMOKA HOUSING	0.0001031	121.37
PUBLIC SCHOOL	0.0036458	4,292.69
Total Tax Levy	0.0136257	16,043.29

PENALTIES WILL BE ASSESSED AS FOLLOWS
 A penalty of 12% will be added to all current taxes unpaid after July 31, 2022.
 A penalty of 18% will be added to all arrears unpaid after December 31, 2022.

Municipal Taxes	11,750.60
School Taxes	4,292.69
Local Improvement	0.00
Arrears	0.00
Bal Transfer AR / UB	0.00
Payment	0.00
Total Due	\$16,043.29

Payable After July 31, 2022: \$17,968.48
 18% on all arrears after December 31, 2022

Town Council REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Historical Society
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole Meeting held on September 11, 2023, Council made the following motion:

Motion 041/2023 COW

Moved by Councillor Coston to bring the Rimbey Historical Society discussion regarding the gates to the next Council meeting on September 25, 2023.

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

PREPARED BY: Craig Douglas, Chief Administrative Officer

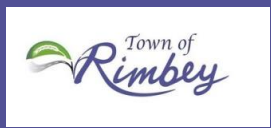
September 21, 2023
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

Town Council REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Legion Branch No. 36
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Committee of the Whole Meeting held on September 11, 2023, Council made the following motion:

Motion 040/2023 COW

Moved by Councillor Clark to bring the Rimbey Legion Branch No. 36 request to install a cenotaph in Mount Auburn Cemetery, to the next Council meeting held on September 25, 2023.

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

DISCUSSION:

Administration reached out to both Wilson's Funeral Chapel and Oberhammer Funeral Chapels Ltd., neither of them presented any concerns and were in favour of the installation of the cenotaph.

RECOMMENDATION:

Administration recommends that Council determine if they wish to give the Rimbey Legion Branch No. 36 approval to install a cenotaph at the Mount Auburn Cemetery.

PREPARED BY: Craig Douglas, Chief Administrative Officer	<u>September 21, 2023</u> Date
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ENDORSED BY:	<u>September 21, 2023</u> Date
	
Craig Douglas, Chief Administrative Officer	

Town Council
REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Art Club Lease Agreement
Item For: Public Information -or- Closed Session

BACKGROUND:

The Rimbey Art Club lease agreement has expired. Administration has drafted a new three year term agreement for Council to review.

RECOMMENDATION:

Administration recommends that Council determine if they wish to accept the new lease agreement with the Rimbey Art Club, as presented.

ATTACHMENTS:

[Rimbey Art Club Agreement Jan 1 23 to Dec 31 25](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

ENDORSED BY:

September 21, 2023
Date

Craig Douglas, Chief Administrative Officer

RIMBEY ART CLUB LEASE AGREEMENT

This agreement made in duplicate this 1st day of January 2023 A.D., between:

The Town of Rimbey
(referred to as "the Town" in this agreement)

AND

The Rimbey Art Club
(referred to as "the Art Club" in this agreement)

WHEREAS the Town is the owner of the facility known as the Peter Lougheed Community Centre located at 5109 54th St. in Rimbey, Alberta;

AND WHEREAS the Art Club desires to lease a portion of the Peter Lougheed Community Centre upon the terms contained in this Agreement;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

AREAS

1. The Town gives the Art Club the exclusive right to use the Art Club premises.
2. The Art Club has permission to access and to use those amenities not within the Art Club, such amenities being listed on Schedule A.

TERM

3. This Agreement shall be in effect for three years commencing January 1st, 2023 to December 31st, 2025.

RENTAL

4. The Art Club will pay to the Town the sum of \$2,000 plus GST per year in lease fees to be paid no later than Nov. 15th of each year for the term of this Agreement. The lease fee includes the payment of all utilities.

OCCUPANCY

5. The Art Club shall have exclusive use of the demised premises for the full term of the lease, without financial assistance or contribution from the Town.

ART CLUB OBLIGATIONS

6. The Art Club shall:

- a) Refrain from, without Town's prior written consent, assigning the whole or part of this Agreement or any obligation contained herein; the Town may unreasonably withhold any assignment proposed by the Art Club.
- b) Ensure that the rates for the use of the demised premises by all groups shall be sufficient to cover all costs of janitorial cleaning and supervisory services necessitated by all such uses conducted thereon.
- c) Ensure that the premises will be used for the operation of an Art Club and the related business and social activities during the lease period.
- d) Provide janitorial and cleaning services and maintain the interior of the demised premises in a neat and clean condition to the satisfaction of the Town.
- e) Ensure that the entrance and sidewalks are kept clear of snow.
- f) Promptly notify the Town of any condition, natural or otherwise, that has or may seriously damage the premises or amenities.
- g) Permit the Town at all reasonable times to enter and review the state of repair of the premises and amenities used by the Art Club and the Art Club's operations.
- h) Comply with all Provincial, Federal, and Municipal legislation and regulations including, without limiting the foregoing, ensuring that the premises and the Art Club's activities within the amenities are in compliance with the Public Health Act.
- i) Pay any costs or expenses incurred in or make any repairs or replace any parts of the facility damaged or destroyed by the Art Club or person using or occupying the facility with the express or implied consent of the Art Club.
- j) Refrain from constructing or permitting to be constructed any structure or other thing that is, in the opinion of the Town, a permanent improvement unless the Town provides approval in writing to the Art Club. Any such structure or other thing that is erected shall comply with all relevant Municipal, Provincial and Federal legislation.

- k) Be responsible for fire and all-peril insurance to cover all contents. The Art Club will post a clearly visible notice disclaiming all responsibility of the Town or the Art Club for loss or damage of anything left in the Art Room. A copy shall be given to the Town of Rimbey.
- l) Indemnify and save harmless the Town against all liabilities, damages, claims, expenses, costs incurred involving the loss of student property, or expenses arising out of any act or neglect of the Art Club or its servants, employees, agents, invitees or licenses in or about the demised premises, or arising out of any breach, violation or non-performance by the Art Club of any of the provisions of this lease, including liabilities, injuries or damage to the persons or property of the Art Club's servants, employees, agents, invitees or licenses.
- m) Indemnify and save harmless the Town of and from any and all damages caused to the demised premises resulting from the negligence of the Art Club or the failure of the Art Club to properly and adequately supervise the demised premises.
- n) Indemnify and save harmless the Town against all costs incurred involving the loss of student property.

SPECIAL CONDITIONS

7. Additional facility use:

- a) For any special function of the Art Club, the lobby area may be used providing that there are no paid events that require the lobby, and that staff are scheduled.
- b) If Town staff must be present in the facility for the sole purposes of the Art Club, the Art Club will be charged \$25.00 per hour for a minimum of three hours and up to a daily maximum of \$350.00 plus GST.

CAPITAL IMPROVEMENTS

- 8. Any capital improvements to the premises initiated by, and carried out by the Art Club must have prior approval from the Town.

TERMINATION

- 9. The parties have the right to terminate this Agreement upon giving the other thirty (30) days written notice.

NOTICE

10. Notice shall be served by registered mail addressed or personally delivered to:

a) The Town: Chief Administrative Officer
Town of Rimbey
Box 350
Rimbey, AB
T0C 2J0

b) The Art Club: Rimbey Art Club
Box 933
Rimbey, AB
T0C 2J0

11) Any notice served pursuant to this Agreement shall be deemed to have been received seven (7) days after mailing or in the case of personal delivery, on the date delivered to the party receiving the notice.

Default of any of the terms by either party will be considered a breach of this contract and will render the contract null and void.

This agreement can be amended upon mutual agreement.

Signed this _____ day of _____, 20____ at Rimbey, Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the day and year first above written.

President

Mayor Rick Pankiw

Treasurer

Chief Administrative Officer, Craig Douglas

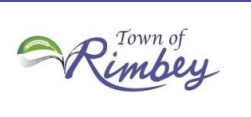
SCHEDULE A

The Rimbey Art Club shall have controlled access to the following amenities of the Rimbey Community Centre:

- Community Centre Lobby
- Community Centre Main Washrooms

DRAFT

Town Council REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: BYAS Building Lease Rates
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole Meeting held on September 11, 2023, Council made the following motion:

Motion 042/2023 COW

Moved by Councillor Coston to bring the BYAS building discussion regarding the lease rates to the next Council meeting on September 25, 2023.

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

In November of 2022, the Blindman Youth Action Society turned the (BYAS) building located at 4907 49 Street over to the Town of Rimbey. The Town agreed to honor all current leases as well as the janitorial contract.

The lease agreements expire on October 1, 2023. Administration would like Council to determine how they wish to charge. The chart below indicates the rooms leased and how the organizations were charged in the past.

ORGANIZATION	ROOMS	SQUARE FOOTAGE	COST PER MONTH
Neighbourhood Place	COMMON AREA - 780 sq. ft. KITCHEN - 434 sq. ft, BACK OFFICE (n/c) -120 sq. ft.	1354	\$200.00
Neighbourhood Place	FRONT OFFICE - 204	204	\$375.00
McMan Central	COMMON AREA - 780 sq. ft. KITCHEN - 434 sq. ft,	1214	\$400.00
Rimbey District & Chamber of Commerce	LEFT FRONT OFFICE - 88 sq. ft.	88	\$250.00

DISCUSSION:

In the past, leases were based on a monthly rate but were not calculated by square footage, so the fees varied. Full use of the kitchen was included with the cost in certain leases and others were charged an additional fee.

The Food Bank has moved into the back of the BYAS building. The building has undergone construction which includes an addition to accommodate. The front left office and the boardroom no longer exist. The rooms that are available to lease and square footage are indicated in the chart below.

ROOMS	SQUARE FOOTAGE
Front Office #1	204
Front Office #2	180
Front- Neighbourhood Place & McMan Central	825
Kitchen	434
Back Office	140
Back - Food Bank	780
Back Addition - Food Bank	640

RECOMMENDATION:

That Council determine how they wish to charge for leasing space in the BYAS building.

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

ENDORSED BY:



Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

Town Council
REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Food Bank Lease Agreement
Item For: Public Information -or- Closed Session

BACKGROUND:

The Rimbey Food Bank is completing construction in the back of the BYAS building to accommodate their services. Administration has drafted a lease agreement for Council to review.

RECOMMENDATION:

Administration recommends if they wish to accept the lease agreement with the Rimbey Food Bank.

ATTACHMENTS:

[Lease Agreement Rimbey Food Bank DRAFT](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

This Agreement made this ____ day of _____, 2023.

BETWEEN:

Town of Rimbey (Lessor)

and

Rimbey Food Bank (Lessee)

WHEREAS **Rimbey Food Bank** (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) COMMON AREAS

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 common areas which shall include the back recreation programming area, the washroom and kitchen facilities as they require. As well as, the south emergency exit, and the new south addition when complete.

3. TERM

The term of this lease shall commence on September 1, 2023 and shall continue until October 31, 2028. At the Town's discretion the term of this lease may be extended under the same terms and conditions for an additional 5-year period.

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 structural 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 monthly rent in the amount of \$500.00 plus GST payable upon invoice.

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

Rimbey Food Bank

Mayor, Rick Pankiw

Chief Administrative Officer, Craig Douglas

Town Council
REQUEST FOR DECISION



Meeting: September 25, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Department Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

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

RECOMMENDATION:

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

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

September 21, 2023
Date

September 25, 2023
CAO Report



HIGHLIGHTS

Meetings:

Met with Murray Phillips from Baytex Energy to discuss promotional pictures for naming rights of the Rimbey Aquatic Centre.

Met with Bill Hval to discuss the Rimbey Historical Society.

Met with the Food Bank Transition Committee to discuss information pertaining to a grant for FCSS.

PREPARED BY: Craig Douglas, Assistant CAO

September 25, 2023

Director of Finance Report



HIGHLIGHTS

- Worked on balancing asset and liability accounts for month end reports year to date.
- Working on the Tangible Capital Asset amounts and project worksheets for 2023.
- Checking out the insurance values and verifying lists of equipment and property according to information sent out by our insurance provider.
- Filling in all of the additional insurance forms that are now required by our insurance company and their underwriters.
- Sending out insurance forms to all of our Additionally Named Insured - these forms are required to be filled in by all of the Additionally Named Insured groups. Verifying that the forms have all been completed and returned to the insurance company by the deadline for purposes of renewal.
- Worked on reports for GST filing purposes.
- Working on information for Local Authorities Pension Plan.
- Worked on updating ICITY for month end closures.

ATTACHMENTS

[RFD 8.1.2 Copy of Variance Report - August 31, 2023](#)

[Payables Listing Aug. 18 - Sept. 19, 2023](#)

PREPARED BY: Wanda Stoddart, Director of Finance

Council Agenda Item 8.1.3

TOWN OF RIMBEY								
VARIANCE REPORT								
FOR THE EIGHT MONTH PERIOD ENDING AUGUST 31, 2023								
OPERATING	2023 Revenues				2023 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
General Municipal Revenues	4,510,176	4,315,828	96%	194,348	938,583	488,531	52%	450,052
Council (11)					241,535	111,181	46%	130,354
Administration (12)	44,805	7,304	16%	37,501	808,018	520,498	64%	287,520
General Administration (13)				0	123,904	78,152	63%	45,752
Police (21)	65,946	25,173	38%	40,773	199,268	161,056	81%	38,212
Fire (23)					25,971	17,314	67%	8,657
Disaster Services (24)				0	4,000	210	5%	3,790
Intern	0	0	0%	0	0	0	0%	0
Bylaw Enforcement (26)	32,100	21,232	66%	10,868	173,872	104,743	60%	69,129
Public Works (32)	24,510	16,547	68%	7,963	903,696	558,852	62%	344,844
Airport (33)	0	0	0%	0	0	0	0%	0
Storm sewer (37)	0	0	0	0	19,251	7,262	38%	11,989
Water (41)	554,500	327,196	59%	227,304	417,111	292,064	70%	125,047
Sewer (42)	347,500	311,845	90%	35,655	385,810	235,995	61%	149,815
Garbage (43)	213,215	128,799	60%	84,416	119,655	64,406	54%	55,249
Recycle (43-01)	38,537	25,071	65%	13,466	124,278	71,891	58%	52,387
Compost	3,100	2,335	75%	765	16,541	6,297	38%	10,244
Community Services (FCSS)	230,415	186,022	81%	44,393	291,538	246,069	84%	45,469
Cemetery (56)	16,625	22,140	133%	(5,515)	51,911	29,811	57%	22,100
Development (61)	29,260	8,993	31%	20,267	111,234	38,720	35%	72,514
Econ.Development (61-01)	24,000	15,229	63%	8,771	53,654	48,956	91%	4,698
Recreation Office (72)	420,766	420,766	100%	0	103,847	79,474	77%	24,373
Pool (72-04)	86,250	94,394	109%	(8,144)	287,558	189,948	66%	97,610
Parks (72-05)	0		0%	0	139,454	50,822	36%	88,632
Fitness Center (72-06)	32,600	22,841	70%	9,759	46,066	17,368	38%	28,698
Arena (72-09)	115,250	60,453	52%	54,797	353,005	193,272	55%	159,733
Recreation Programs (72-11)	3,400	6,628	195%	(3,228)	42,263	40,023	95%	2,240
Community Centre (74)	64,500	23,138	36%	41,362	319,945	154,248	48%	165,697
Library (74-06)	0	0	0%	0	152,460	108,614	71%	43,846
Blindman Youth Action Society (74-08)	15,060	16,212	108%	(1,152)	15,220	13,212	87%	2,008
Curling Club (74-09)	823	823	100%	0	32,000	17,158	54%	14,842
Museum (74-12)					77,800	68,885	89%	8,915
Total Revenues	6,873,338	6,058,969		814,369	6,579,448	4,015,032		2,564,416
Debenture & Loan Principal Payments					328,700	247,891		80,809
Total operating and debt repayment	6,873,338	6,058,969		814,369	6,908,148	4,262,923		2,645,225

Council Agenda Item 8.1.3

TOWN OF RIMBEY							
VARIANCE REPORT							
FOR THE EIGHT MONTH PERIOD ENDING AUGUST 31, 2023							
CAPITAL	Grants and reserves	Operating surplus				Year to Date	Variance
Town Office Building Sign	8,500					7,150	1,350
IT - Computers - 5 workstations replacements, Watchguard T40-W Firewall, HPE Tower Server	52,000					47,229	4,771
Concrete/asphalt crushing	100,000					94,800	5,200
Streetlights 56 Ave., 53 Ave., 46 St	6,800						6,800
Water Meters	50,000					30,607	19,393
Water Level Transmitters	50,000					1,340	48,660
2023 Street Improvements							
43 St Road Construction - 50 Ave to 54 Ave (Local Improvement Project) Conceptual estimate 1.1 m, Design Work in 2023	100,000					22,941	77,059
51st St from 46 Ave to 51 Ave Storm System Replacement 3-04-39-610	765,000					1,101,935	(336,935)
Parks							
Tree replacement 50 St (52 Ave-54 Ave) 48 Trees.	21,600						21,600
Recycle Depot							
Replace Overhead Doors	29,500					26,980	2,520
Cemetery							
Pool							
Spray Park Flow through System	60,000						60,000
Community Centre							
Electric Scissor Lift	20,000						20,000
Walk Behind Floor Scrubber 3-04-88-610	12,500					11,241	1,259
North Wall - Insulate and Tin-Estimate	20,000						20,000
Arena							
Hvac Unit over Arena Concession	50,000						50,000
Ice Plant Brine Pump	8,000					7,172	828
Fitness Center							
Fitness Center - Equipment	10,000					11,858	(1,858)
	1,363,900	0				1,363,253	647
Total operating and capital	8,237,238	6,058,969		814,369	6,908,148	5,626,176	2,645,872



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

Date Range: 18-Aug-2023 to 19-Sep-2023
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Anderson's Service	49571	18-Aug-2023	Anderson Service - supplies	84.00
COX,JANE	49572	18-Aug-2023	Jane Cox - refund - children swimming lessons	70.00
DAY,ERIC	49573	18-Aug-2023	Eric Day - Dev. deposit refund - DP 28/22	3,000.00
GOLD,BRENDA	49574	18-Aug-2023	Brenda Gold - refund - children swimming lesson:	140.00
KOWALCHUK,EMILY	49575	18-Aug-2023	Emily Kowalchuk - overcharge - Aug/23 benefits (73.91
Nikirk Bros. Contracting Ltd.	49576	18-Aug-2023	Nikirk - concrete	406.22
OLSON,BRITTANY	49577	18-Aug-2023	Brittany Olson - refund - children's swimming less	70.00
Outlaw Electric Ltd.	49578	18-Aug-2023	Outlaw Electric - PW shop - installation	309.09
Rimbey Municipal Library	49579	18-Aug-2023	Rimbey Municipal Library - replacement chq - 3rd	27,622.00
ROBERTSON,BARRY	49580	18-Aug-2023	Barry Robertson - Arena 1 Course - Ft.Sask,AB -	636.00
THIBEAULT,BRADLEY	49581	18-Aug-2023	Bradley Thibeault - expenses/equip	977.77
CABADIN,LUIFITO	49582	23-Aug-2023	Luifito Cabadin - refund - charged for 2 interment:	131.25
DENNIS,WES	49583	23-Aug-2023	Wes Dennis - fencing - walking trail - PaskKaPoo F	3,150.00
Longhurst Consulting	49584	23-Aug-2023	Longhurst Consulting - HPE ML350 Gen 10 5218	53,505.95
LOR-AL SPRINGS LTD.	49585	23-Aug-2023	Lor-Al Springs - water	25.10
Municipal Property Consultants (2009) Ltd.	49586	23-Aug-2023	Municipal Property Consultants - Sept. 2023 fees	3,575.95
NAPA Auto Parts - Rimbey	49587	23-Aug-2023	Napa - parts - unit #14	322.61
Rimbey Implements Ltd.	49588	23-Aug-2023	Rimbey Implements - parts	269.28
Rimbey TV & Electronics 1998	49589	23-Aug-2023	Rimbey TV - batteries	42.00
Staples Professional	49590	23-Aug-2023	Staples Professional - office supplies	485.94
StarKist Catering	49591	23-Aug-2023	StarKist - catering - L.Hillis - retirement	450.00
STERLING POWER SYSTEMS INC.	49592	23-Aug-2023	Sterling Power Systems - lift station - waste water	835.28
Sunbelt Rentals of Canada Inc	49593	23-Aug-2023	Sunbelt Rentals - equip rental - removal at beave	2,699.49
1318209 Alberta Ltd.	49594	31-Aug-2023	1318209 Alberta Ltd - Tax Relief Program #2490(2,805.95
1530066 Alberta Ltd.	49595	31-Aug-2023	1530066 Alberta Ltd (Marek) dev. deposit refund	3,000.00
Alberta Water & Wastewater Operators Assoc	49596	31-Aug-2023	AWWOA - Schmidt/Campbell - course - Process i	3,932.25
AlSCO	49597	31-Aug-2023	AlSCO - janitorial supplies	575.46
AN Adventure Distribution & Consulting	49598	31-Aug-2023	An Adventure - shop supplies	102.69
Border Paving Ltd.	49599	31-Aug-2023	Border Paving - 2023 asphalt patching	30,473.10
Canadian Pacific Railway Company	49600	31-Aug-2023	CPR - Hoadley crossing	296.00
CROSS,EMERSON TAYE	49601	31-Aug-2023	Emerson T. Cross - cardlock refund	25.00
Gull Lake Deer Creek Gas Co-op Ltd.	49602	31-Aug-2023	Gull Lake Deer Co-op - dev. deposit refund DP 1(3,000.00
Joe Johnson Equipment Inc.	49603	31-Aug-2023	Joe Johnson Equip - Unit #8 - sweeper parts/brus	1,732.27
John Deere Financial Inc.	49604	31-Aug-2023	John Deere Financial - Brandt - parts - Unit #15	45.34
MACFARLANE,GRACE	49605	31-Aug-2023	G.MacFarlane - cardlock refund (2 cards)	50.00
New Can Truck Parts	49606	31-Aug-2023	New Can Truck Parts - parts	33.60
Nikirk Bros. Contracting Ltd.	49607	31-Aug-2023	Nikirk - topsoil - boulevard 50th St.	4,214.97
Northside Construction Partnership	49608	31-Aug-2023	Northside Construction Partnership - RB144 - 51	31,888.34
SHAH,SANGITA RAJESH	49609	31-Aug-2023	Sangita Rajesh Shah - facility deposit refund (Jair	675.00
Silver Star Septic Service	49610	31-Aug-2023	Silver Star Septic - Aug. 2023 - outhouse rental/cl	273.00
SKJONSBURG,JESSICA	49611	31-Aug-2023	Jessica Skjonsburg - BYAS - janitorial - Aug.2023	350.00
True Way Tire Ltd.	49612	31-Aug-2023	True Way Tire - tire repairs	46.89
Uni First Canada Ltd.	49613	31-Aug-2023	UniFirst - coveralls/supplies	252.31
Whitgan Creations & Gifts	49614	31-Aug-2023	Whitgan Creations - Town of Rimbey lapel pins (1	1,722.00
Wolseley Industrial Canada INC	49615	31-Aug-2023	Wolseley - PW - CR to inv#919237	3,173.53
Wolseley Waterworks Group	49616	31-Aug-2023	Wolseley Waterworks - parts	9,346.34
AN Adventure Distribution & Consulting	49617	31-Aug-2023	An Adventure - supplies	254.21
CLEARVIEW GLASS SERVICE	49618	31-Aug-2023	Cleaview Glass Service - window replacement (B	1,865.83
Expert Security Solutions	49619	31-Aug-2023	Expert Security Solutions - BYAS - security syste	4,840.74
GOVERNMENT OF ALBERTA	49620	31-Aug-2023	Gov't of Alberta - 2023-24 - Safety Link CPO	250.00
556436 Alberta Ltd.	49621	18-Sep-2023	Central Sharpening - sharpen ice knife	204.75
AlSCO	49622	18-Sep-2023	AlSCO - janitorial supplies	575.46
AMSC Insurance Services Ltd.	49623	18-Sep-2023	AMSC Insurance - Sept. 2023 billing	53.10
AN Adventure Distribution & Consulting	49624	18-Sep-2023	An Adventure - supplies	179.34
Animal Control Services	49625	18-Sep-2023	Animal Control - August 2023 fees	2,278.50
Aurora Flags and Banners Inc.	49626	18-Sep-2023	Aurora Flags and Banners - Town of Rimbey flag:	794.85
Baker,Laura	49627	18-Sep-2023	Laura Baker - cardlock refund	25.00
Beatty Heritage House Society	49628	18-Sep-2023	Beatty House - dev. deposit refund - DP 21/23	3,000.00

Council Board Report 8.1.3



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

Date Range: 18-Aug-2023 to 19-Sep-2023
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Black Press Group Ltd.	49629	18-Sep-2023	Black Press Media - Aug. 2023 inv	514.85
Buist Motor Products Ltd.	49630	18-Sep-2023	Buist Motor Products - oil change - Bylaw vehicle	167.62
CENTRAL LABS	49631	18-Sep-2023	Central Labs - August 2023 (north/south lagoon)	1,763.16
Cimco Refrigeration	49632	18-Sep-2023	Cimco - renewal of service agreement	4,295.55
Darcy's Drilling Services Ltd.	49633	18-Sep-2023	Darcy's Drilling - Well 10, 12, 13, 15	1,596.00
DAVISSON,CALEB	49634	18-Sep-2023	Caleb Davisson - cardlock refund	25.00
Empringham Disposal Corp.	49635	18-Sep-2023	Empringham Disposal - August 2023 - garbage/re	9,292.50
Environmental 360 Solutions (Alberta) Ltd	49636	18-Sep-2023	E360 - 4938 - 50 Ave (Town) bin dumps	950.46
Evergreen Co-operative Association	49638	18-Sep-2023	Co-op - supplies	5,336.42
Expert Security Solutions	49639	18-Sep-2023	Expert Security Solutions - CC - changeover of se	5,139.67
Hi-Way 9 Express Ltd.	49640	18-Sep-2023	Hi-Way 9 - freight - Unit #8, brooms for sweeper	123.73
Imperial Esso Service (1971)	49641	18-Sep-2023	Esso - water	15.00
Longhurst Consulting	49642	18-Sep-2023	Longhurst Consulting - Sept. 2023 inv	3,877.79
MLA Benefits Inc.	49643	18-Sep-2023	MLA Benefits - Sept. 2023 - HSA - Mayor/Council	1,645.40
NAPA Auto Parts - Rimbey	49644	18-Sep-2023	Napa - Unit #57 - parts	155.41
ORNAMENTAL BRONZE LIMITED	49645	18-Sep-2023	Ornamental Bronze - columbarium plaque - Ivan i	1,709.40
Rimbey Home Hardware	49646	18-Sep-2023	Home Hardware - supplies	910.97
Rimbey Janitorial Supplies	49647	18-Sep-2023	Rimbey Janitorial - CC - supplies	1,216.95
Seidel,Rebekah	49648	18-Sep-2023	Rebekah Seidel - RhPAP expenses (July/Aug.20:	270.48
Staples Professional	49649	18-Sep-2023	Staples Professional - supplies	226.73
Superior Safety Codes Inc.	49650	18-Sep-2023	Superior Safety Codes - July 2023 - closed permi	173.25
SURE ELECTRIC & CONTROLS LIMITED	49651	18-Sep-2023	Sure Electric - well transducers	2,248.49
Tagish Engineering Ltd.	49652	18-Sep-2023	Tagish - RB148 - 43rd St. Prelim Designs	16,581.82
Town Of Rimbey	49653	18-Sep-2023	Town of Rimbey - util - Aug.2023	3,196.38
TROMBLEY,MEAGAN	49654	18-Sep-2023	Meagan Trombley - facility deposit refund	650.00
True Way Tire Ltd.	49655	18-Sep-2023	True Way Tire - repairs	90.34
Uni First Canada Ltd.	49656	18-Sep-2023	UniFirst - coveralls/supplies	72.38
United Farmers Of Alberta	49657	18-Sep-2023	UFA - PW - oil	225.30
Vicinia Planning & Engagement Inc.	49658	18-Sep-2023	Vicinia - Aug. 2023 inv	4,834.07
Zinck,Carl	49659	18-Sep-2023	Carl Zinck - workboots	167.99
LAPP	00152-0001	23-Aug-2023	LAPP - FCSS - Aug.23/23 (July 31-Aug13/23) PP	2,170.67
Servus Credit Union - Mastercard	00152-0002	23-Aug-2023	Servus M/C - R.Schmidt - July 31/23	2,201.64
Telus Mobility Inc.	00152-0003	23-Aug-2023	Telus Mobility - Aug 06/23	381.56
Telus Communications Inc.	00152-0004	23-Aug-2023	Telus - Beatty House - Aug.10/23	2,118.93
Workers' Compensation Board - Alberta	00152-0005	23-Aug-2023	WCB - issue date Aug.06/23	2,147.73
Canada Revenue Agency	00153-0001	31-Aug-2023	CRA - deductions (Aug.13-26/23) Sept.1/23 biwe	21,502.01
INNOV8 DIGITAL SOLUTIONS INC.	00153-0002	31-Aug-2023	Innov8 - August 2023 - copies	284.00
LAPP	00153-0003	31-Aug-2023	LAPP - FCSS - Sept.6/23 (Aug.14-27/23) PP #18	11,654.88
Servus Credit Union Ltd.	00153-0004	31-Aug-2023	Servus - Debenture #46 - pool	63,865.35
VICTOR CANADA	00153-0005	31-Aug-2023	Victor - Sept. 2023 - benefits	14,400.56
Alberta Education	00154-0001	19-Sep-2023	Alberta Education - 3rd quarter school req. 2023	230,463.88
ALBERTA MUNICIPAL SERVICE CORPORATION	00154-0002	19-Sep-2023	Alberta Municipal Services Corp - gas/power - Se	46,111.03
Canada Revenue Agency	00154-0003	19-Sep-2023	CRA - deductions (Aug.27-Sept.09/23) Sept.15/2:	19,374.58
Eastlink	00154-0004	19-Sep-2023	Eastlink - cable - Rec - Sept.2023	104.16
LAPP	00154-0005	19-Sep-2023	LAPP - Town - Sept.15/23 (Aug 27-Sept 9/23) PF	12,477.57
Servus Credit Union - Mastercard	00154-0006	19-Sep-2023	Servus M/C - L.Hillis - Aug.31/23	8,243.78
Telus Mobility Inc.	00154-0007	19-Sep-2023	Telus Mobility - Sept.06/23	466.35
Telus Communications Inc.	00154-0008	19-Sep-2023	Telus - Beatty House - Sept.10/23	2,119.54
VICTOR CANADA	00154-0009	19-Sep-2023	Victor - HSA - July 2023	1,173.51
Waste Management	00154-0010	19-Sep-2023	Waste Management - Aug.2023 inv.	3,389.20
Workers' Compensation Board - Alberta	00154-0011	19-Sep-2023	WCB - issue date Sept.06/23	2,147.73
Total:				725,489.43

September 25, 2023
Public Works Report



HIGHLIGHTS

ROADS

- Border Paving completed our pavement patch work for the water main repair areas.
- Pothole repairs are ongoing.
- We graded 43 Street to help smooth the holes and ruts. It helped some but with the amount of traffic in that currently in that area it didn't last long. We hope to grade it again before it freezes.
- Sidewalk and Curb painting is complete for the year.
- 50th street between 53rd Ave and 54th Ave has been landscaped and awaiting trees.
- Numerous street signs are being ordered to replace the faded signs. There are a number of the old signs out there that are starting to fade. {mostly in the older areas of 56 Ave and 57 Ave}
- Ditch mowing is ongoing.
- Road grading is ongoing.
- Street sweeping is ongoing as needed.
- Replaced the destroyed piece of curb in front of the CO OP liquor store.

WATER

- Replaced water main valve at the intersection of 57 Ave and 50 Street. {Valve dated 1954}
- Replaced several C.C valves in residential yards.
- With our water meters nearing their life expectance in the next couple years, we have been busy replacing failed meters with the modern style meters with no moving parts. This will continue over the next several years or until all meters in town are replaced with the modern style meter.
- The hospital water meter was changed. The meter that was in place had been in use at the hospital since 1961.
- Our annual drinking water sample bottles have arrived, and we will be doing the sampling in the next 2 weeks.
- With Missing Link working in town, we were super busy responding to approximately 250 utility locate requests, just in the month of August alone.
- Routine testing and monitoring of the water system is ongoing.
- AEP reporting is ongoing.
- Fall hydrant maintenance has started.

WASTEWATER

- Repaired a sanitary service on 52nd Ave and completely replaced another on 54th Ave.
- Wastewater operations and testing are ongoing.
- Grass mowing as needed.
- AEP reporting is ongoing.

Council Agenda Item 8.1.4

- We have been working with Baytex Energy to come up with a long-term way for them to monitor our lagoon cell levels year-round.
- Baytex Energy came back and did some final clean up at our N.E lagoon site.

STORMWATER

- Northside and Border Paving finished up and then cleaned up their signs and barricades.
- Met with Northside Construction, Border Paving and Tagish Engineering for the stormwater job completion.
- Removed several large beaver dams from the drainage ditch. We have been back since and removed a couple smaller ones. This will need to be done again this fall before we discharge our lagoons for the winter.

RECYCLE

- Work with the Ponoka County staff to fulfill residents needs as they arise.
- Process recycle container shipments as needed.
- Working with Alberta Recycling on their programs and funding.
- Yard waste program ongoing until the middle of October.
- Haul yard waste to the Town of Ponoka as needed.

R.C.M.P. STATION

- Grass mowing as needed.

CEMETERY

- Assist families with their needs as needed.
- Grass mowing as needed.

OTHER

- Assist the Development Department as needed.
- Assist residents with their questions and concerns.

PREPARED BY: Rick Schmidt, Director of Public Works

September 25, 2023

Community Services Report



HIGHLIGHTS

PETER LOUGHEED COMMUNITY CENTRE

- Cleaning and maintenance of the facility
- Facility Bookings - Fundraising Events, markets, meetings
- Purchasing Capital Items
- Fire/Exit lights inspection
- Update Alarm system
- Nursery School has new LED lights
- Watering Flower beds and baskets

COMMUNITY FITNESS CENTRE

- Memberships
- Daily cleaning and maintenance of the area
- Purchased a treadmill, calf block, chinning triangle, 45 lb weight plates, recumbent bike and spin bike
- Quarterly maintenance performed by Fitness Mechanics when needed and extra maintenance items on existing equipment

RIMBEY AQUATIC CENTRE

- Closed Sept. 4th - long weekend
- Spray Park operational system waiting on GLVT company to come this fall to test water flow on current system and determine how much water will be used in a flow through system.
- Anti-Entrapment grates installed - pool is compliant, more documents to complete
- Swimming Lessons - Lifesaving Society program went well
- Encouraging local swimmers to become Instructors and Lifeguards
- Pool shut down ongoing

ARENA

- Repaired boards for upcoming ice season
- Ice start up and ready for Saturday, September 16th
- Ice scheduling -
- Arena Concession Operator started Sept. 16 - Grumpy Pies
- Purchasing Concession area Makeup Air Unit - delivery in October

PROGRAMS

- August/Sept. Drop In Sports - Badminton/pickle ball - Tuesday/Thursday afternoons (4 players) & evenings (6 players)
- Sept/May Pickleball/Badminton Tuesday/Thursdays 1:30 - 3 & 7-8:30 pm
- Sept/May Yoga Program: Tuesdays 7-8 pm
- Sept/May Free Weights: Wednesdays 5:45-6:30 pm
- Oct/May Zumba: Thursdays 7-8 pm
- Oct/May Gentle Fit - Tues/Thurs 10:30-11 am
- Nov/May Pilates - Saturdays 10-11 am
- Sept/May 1/2 hr Free weights & 1/2 hr Yoga Sundays 6-7 pm
- Swimmers at the pool this summer = 10,035
- ****new this year**** buy a 10 punch card and access any of the fitness classes such as Yoga, Pilates, Zumba, Free Weights from September 2023 - May 2024
- ****\$90 for 10 sessions or \$10/drop in**
- Public Skate will begin on Sundays in October 5:15 -7:30 pm
- Sr/Parent and Tot - Tuesdays 1:30 -2:30 pm

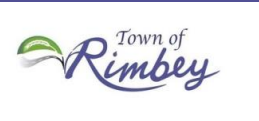
EVENTS

- Mass Registration - 10 organizations signed up
- Santa Night - Thursday, Nov. 23

PREPARED BY: Cindy Bowie, Director of Community Services

September 25, 2023

Development Officer Report



HIGHLIGHTS

- Administration is currently reviewing one subdivision application.
- Resident Questions: Administration is answering ongoing development questions from residents. Questions are typically related to building decks, fences, house renovations and potential business locations.
- Development Permits: Administration has been answering resident questions regarding potential development permits on an on-going basis.
- Certificate of Compliance: Administration has been processing certificates of compliance and accompanying paperwork as requested.

The Following chart outlines the 2023 development statistics:

2023 Development Statistics - Up to September 12, 2023

	Applied 2023	Issued 2023	In Progress 2023
Development Permit Applications (non change in use / home occupation)	34	31	3
Change in Use / Home Occupation Development Permit Applications	2	2	0
Subdivision Applications	1	0	2
Land Use Bylaw Amendments	0	0	0
Certificate of Compliance Requests	9	5	4
Building Permit Applications	7	4	3

The following development permits have been approved in 2023:

Permit Number	Date Issued	Civic Address	Type of Development
01/23	04.06.2023	5100-61 Avenue	Install light post & 3 parking lot lights
02/23	02.10.2023	4901-51 Street	Signage
03/23	03.03.2023	5031-50 Avenue	Signage
04/23	03.03.2023	Unit #3 4242-51 Avenue	Signage
05/23	03.03.2023	5214-44 Street	Home Occupational Permit
06/23	03.06.2023	5049-50 Avenue	Signage
07/23		CANCELLED 03.09.2023	
08/23	04.18.2023	5018-51 Street	Demolition of Garage, replacement of windows and replacing front porch walls, installing railing & replacing siding.
09/23	05.03.2023	5202-40 Street	Widening existing approach Approx 30' North.
10/23	05.03.2023	5122-51 Avenue	Demolish ramp and extend deck (6 x 23 feet)
11/23	04.20.2023	5114-44 Street	6.3m x 4.0m & 0.8m High Deck on West side of House
12/23	06.09.2023	Unit #30, Town Trailer Park	Second Accessory Building - Tent Shed
13/23	05.19.2023	4609-46 Avenue	Signage & Change in Use
14/23		Cancelled 05.19.2023	
15/23	05.12.2023	5103-51 Avenue	Sunroom Addition
16/23	05.19.2023	4925-56 Avenue	Addition with attached garage - VARIANCE
17/23	07.07.2023	4907-49 Street	Interior Renovations & 12 X 50 addition
18/23	06.09.2023	5302-52 Street	Accessory Building over 13.4m ² (12.8mx4.9m)
19/23	06.21.2023	5301-46 Street	Accessory Building over 13.4m ² (7.9m X 9.144m)
20/23	06.13.2023	5046-49 Avenue	Demolition of exterior wall. Adding small

			addition and interior renos
21/23	07.13.2023	5002-51 Street	Signage
22/23	07.07.2023	4630-57 Avenue	Accessory Building over 13.4m ² (12.19m X 9.175m)
23/23	07.27.2023	4717-56 Avenue	Accessory Building Over 13.4m ² (8.53m x 7.92m)
24/23	08.16.2023	5601-50 Street	Canopy over North & South Sides of Duplex
25/23	08.25.2023	4821-47 Street	New Waterline
26/23	08.22.2023	5006-45 Avenue	Fabric Structure (9.144m X 12.19m)
27/23	08.23.2023	4910-56 Avenue	Demolition of two sheds and Build New Accessory Building (7.9248m x 10.9728m)
28/23	08.10.2023	4921-54 Avenue	Variance on Principal Building. Side yard setback 1.5m to 1.05m
29/23	08.16.2023	5603-50 Street	Canopy over North & South Sides of Duplex
30/23	09.01.2023	4633-54 Avenue	Move In & Set up 2023 Manufactured Home
31/23	09.01.2023	4625-52 Avenue	1676sqft modified Bi-Level with attached Garage
32/23	09.01.2023	5337-45 Avenue	Accessory Building (7.3m x 7.9m) Variance on Side yard and back setback 1.5m to 1.0m
33/23	09.01.2023	5046-50 Avenue	Removal of canopy over ATM, repair damaged wall framing & stucco as required.
34/23		In Progress	
35/23		In Progress	
36/23		In Progress	

The following chart outlines historic development statistics:

Historic Development Statistics

	2022		2021		2020		2019		2018	
	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued
Development Permit Applications	47	44	41	40	34	33	40	39	37	34
Change in Use / Home Occupation Development Permits Applications	8	8	9	9	13	13	11	11	n/a	n/a
Subdivision Applications	2	1	1	1	3	3	1	0	1	1
Land Use Bylaw Amendments	1	1	4	4	4	4	1	1	3	2
Certificate of Compliance Requests	11	11	18	18	12	12	13	13	13	13
Building Permit Applications	28	13	30	30	12	12	7	7	18	18

PREPARED BY: Liz Armitage, Development Officer