

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD
ON MONDAY FEBRUARY 11, 2013 AT 7:00 PM IN THE COUNCIL
CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

1.	Call to Order Regular Council Meeting & Record of Attendance	
2.	Public Hearing	
2.1	Bylaw 881/13 – Brix Area Structure Plan (6.2)	2-14
3.	Agenda Approval and Additions	
4.	Minutes	
4.1	January 28, 2013, Council Regular Meeting Minutes	15-19
5.	Delegations	
5.1	Rueben Geibelhaus	
6.	Bylaws	
6.1	Bylaw 880/13 – Town of Rimbey - Library Loan Authorization	20
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10.	In Camera	
10.1	Land	
10.2	Land	
10.3	Land	
11.	Adjournment	

TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	February 11, 2013		
Agenda Item No.	2.1	Confidential	Yes	No	XX
Topic	Public Hearing – Bylaw 881/13 – Brix Area Structure Plan				
Originated by	Melissa Beebe			Title	Assistant CAO/DO

BACKGROUND:

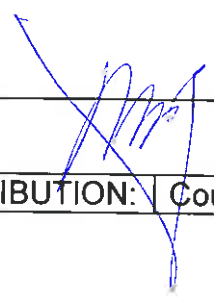
Documentation Attached:	Yes	XX	No
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DISCUSSION:

Please see attachment.

RECOMMENDED ACTION:

CAO



DISTRIBUTION:	Council:	Admin:	Press:	Other:
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AGENDA
PUBLIC HEARING OF COUNCIL FOR BYLAW 881/13
TOWN OFFICE, COUNCIL CHAMBERS, RIMBEY

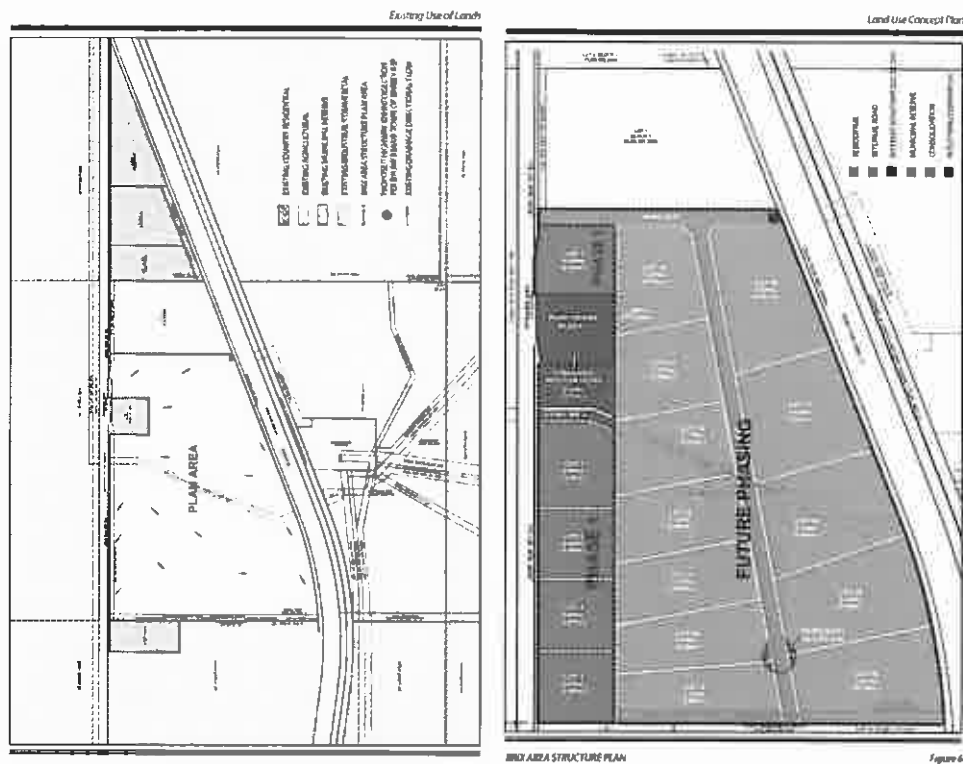
February 11, 2013 AT 7:00 P.M.

(Mayor to)

1. **Opening of Public Hearing for Bylaw 881/13**
2. **Purpose of Bylaw 881/13 (to be read by Mayor)**

Bylaw 881/13 is a bylaw that outlines an Area Structure Plan for the future development of the land legally described as:

Part of SW-22-42-2-W5, which lies to the west of Highway 20 and south of Lot 2, Block 1, Plan 972-3266.



3. **Confirmation of Notice** (asked for by Mayor) (reply from Development Officer)

Notice was placed in the January 22 and 29, 2013 editions of the Rimbe

Review; and

Notice was given to affected property owners by regular mail; and

Notice of this public hearing was posted on the Town of Rimbey web site.

4. **Report from Development Services** (asked for by Mayor)

An application was received from the owner of Pt of SW-22-42-2-W5. This site is currently farmland and is being proposed as a two phase development. The developer is proposing Phase 1 development as Country Residential parcels along the east side of 40 Street.

The area structure plan has been reviewed by Alberta Transportation, Tagish Engineering, and West Central Planning Agency.

If Bylaw 881/13 is approved, Phase 1 would then require rezoning of the area to Country Residential. Future steps would require a subdivision application to create the lots or any such designation that the Registrar of Land Titles feels is appropriate.

The \$400 application fee for rezoning has been made requesting amendment to the land use bylaw for rezoning of phase 1.

5. **Written Submissions** (asked for by Mayor) (reply by Development Officer)
(Development Officer to read written submissions if public present)

Written submission have been received from:

- Alberta Transportation.
- Tagish Engineering.
- West Central Planning
- Karen and Darren Fischer
- Ryan Neish, Plains Midstream Canada

6. **Persons Wishing to be Heard** (asked for by Mayor) (reply by Development Officer) (Development Officer to introduce those wishing to be heard)

Karen and Darren Fischer
Ryan Neish, Plains Midstream Canada

(Mayor to ask if there are any other persons wishing to be heard) (second time)

(Mayor to ask if there are any other persons wishing to be heard) (third time)

7. **Closure of Public Hearing for Bylaw 881/13**

This bylaw is considered as an agenda item later in this Council Meeting.

January 11, 2013

File: Rimbey (ASP)

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

Attention: Melissa Beebe

**RE: BRIX AREA STRUCTURE PLAN
HIGHWAY 20, PT. SW 22-42-2-5
WITHIN THE TOWN OF RIMBEY**

With reference to the above, I would like to offer the following comments to the Area Structure Plan being proposed for the following lands:

The Department has no objections to the proposed Country Residential lots and a Municipal Reserve lot being subdivided in the first phase of development. Access to these lots will be from 40th Street (Range Road 23).

Prior to subdivision of twelve industrial/commercial lots proposed in Phase 2, the Town/Developer will be required to submit a Traffic Impact Assessment. If it is the intentions of the Town that the industrial lots access from Highway 20, the Traffic Impact Assessment should include the proposed access onto Highway 20 as well as the existing highway access at the intersection of Highway 53 and 40th Street (Range Road 23). If access onto Highway 20 is not constructed at this time and it is the Town's/Developer's intentions to direct all industrial traffic to Highway 53, a Traffic Impact Assessment will be required at the intersection of Highway 53 and 40th Street (Range Road 23) to determine if intersectional improvements will be needed.

All costs for intersectional improvements will be the responsibility of the Town/Developer.

If you have any questions or concerns or wish to discuss this matter further, please contact me at 403-340-7179.

Gail Long

Gail Long
Development and Planning Technologist

gml



January 30, 2013

File# RB00

Town of Rimbey
Box 350
Rimbey, Alberta
T0C 2J0

ATTENTION: Melissa Beebe, Assistant CAO/DO

Dear Madam;

RE: BRIX Area Structure Plan SW 22 - 42 – 2 - W5

As per your request Tagish Engineering Ltd. has reviewed the BRIX Area Structure Plan (ASP) prepared by Wescott Consulting Group Ltd. The document dated December, 2012 was presented to the Town of Rimbey for consideration. On January 14, 2013 Council gave By-Law 881/13 (BRIX ASP) first reading.

The BRIX ASP is defined as being PT SW – 22 – 42 – 2 - W5 containing 24.72 hectares (61.08) acres. The quarter section is severed by Hwy # 20 and Lacombe & North – Western Railway Line.

The BRIX ASP outlines that the "Plan" was completed in compliance with the Municipal Development Plan By-Law # 627/97, Town of Rimbey ASP By-Law 839/09, and the Town of Rimbey Land Use By-Law 762/04.

Under the Town of Rimbey Land Use By-Law 762/04, the subject property is zoned Urban Expansion (UX) District. The Land Use By-Law states that prior to reclassification, Council requires that an "Outline Plan" of the affect area be prepared. As part of considering reclassification an "Urban Overlay" could be prepared showing the ultimate design layout and full municipal servicing, as they are proposing individual wells and septic fields. The Town of Rimbey ASP By-Law 839/09 Part IV (South Quadrant) highlights that the subject area would be serviced with full municipal services contained within a major east/west collector roadway (T-4) approximately in line with the future 36 Av.

Tagish Engineering Ltd. would like to highlight that the proposed Conceptual Plan and method of providing municipal services does not conform to the current Town of Rimbey ASP By-Law 839/09. Town Council may elect that this servicing will work for the BRIX Development, but this non-conformance should be identified and handled accordingly so a precedent is not set for other future developments.

Major items of concern in the BRIX ASP are as follows:

- Section 3.0 "Existing Site Features and Characteristics" shows that the location of a Plains Midland Pipeline Right of Way and the document should make reference that a search was conducted to verify that the site does not contain any active or abandon oil or gas wells (Municipal Affairs "Advisory Land Use Planning Notes on Abandoned Well Sites).

- Section 4.2.1 Hydrological Report "Aquifer Analysis of SW 22-42-2-W5" Appendix A) has determined that the existing aquifer is capable of providing a safe twenty (20) year potable water yield to the subject area. The report suggests that it may be possible to utilize a single well to service the entire development area. The utilization of a single water source would allow the Town of Rimbey more control when the area is in converted to full municipal services; however this may make operations more complicated.

- Section 4.2.2 Private Sewage Disposal Systems. The BRIX ASP supports the use of individual sewage disposal systems within the plan area. However included in the hydrological report "Recommendation and Conclusions" state "there is a potential for subsurface contaminates (i.e. septic field effluent or industrial spills) contaminating shallow aquifers". With the addition of up to 17 addition waste disposal systems in a confined location raises the potential of concern.

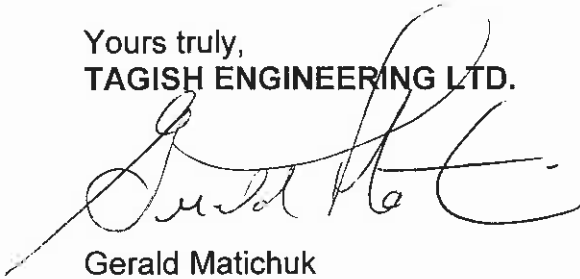
- Section 4.2.3 Traffic Impact Assessment. The BRIX ASP makes reference to a September 04, 2012 Traffic Impact Assessment completed for a development on the east side of Hwy # 20 adjacent to the development area. To effectively determine the traffic impact created by this development a Traffic Impact Assessment for both Hwy # 20, and # 53 should be completed to justify the new intersection with Hwy # 20.

- Section 6.0 Concept Plan outlines the "Developers vision" for land use conversion, transportation network and utility servicing. In considering the "BRIX ASP" it is important to consider not only the Developers immediate needs, but also the Town of Rimbey long term vision of the subject property as a fully serviced integral component of the municipality. The report briefly touches on the items of Municipal Reserve Dedication and Storm Water Management; however it would be beneficial to indicate the required land area and possible location of each within the plan area.

The above comments are based on the information submitted from the Developer to date. This review does not remove liability from the Developer for any missing information or any possible errors which are not identified in this review.

Should you have any questions regarding the above information, please do not hesitate to contact the undersigned at (403) 346-7710.

Yours truly,
TAGISH ENGINEERING LTD.



Gerald Matichuk
Senior Project Manager

Cc Tony Goode, CAO

MB01_BRIX ASP Review_30jan_2013

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

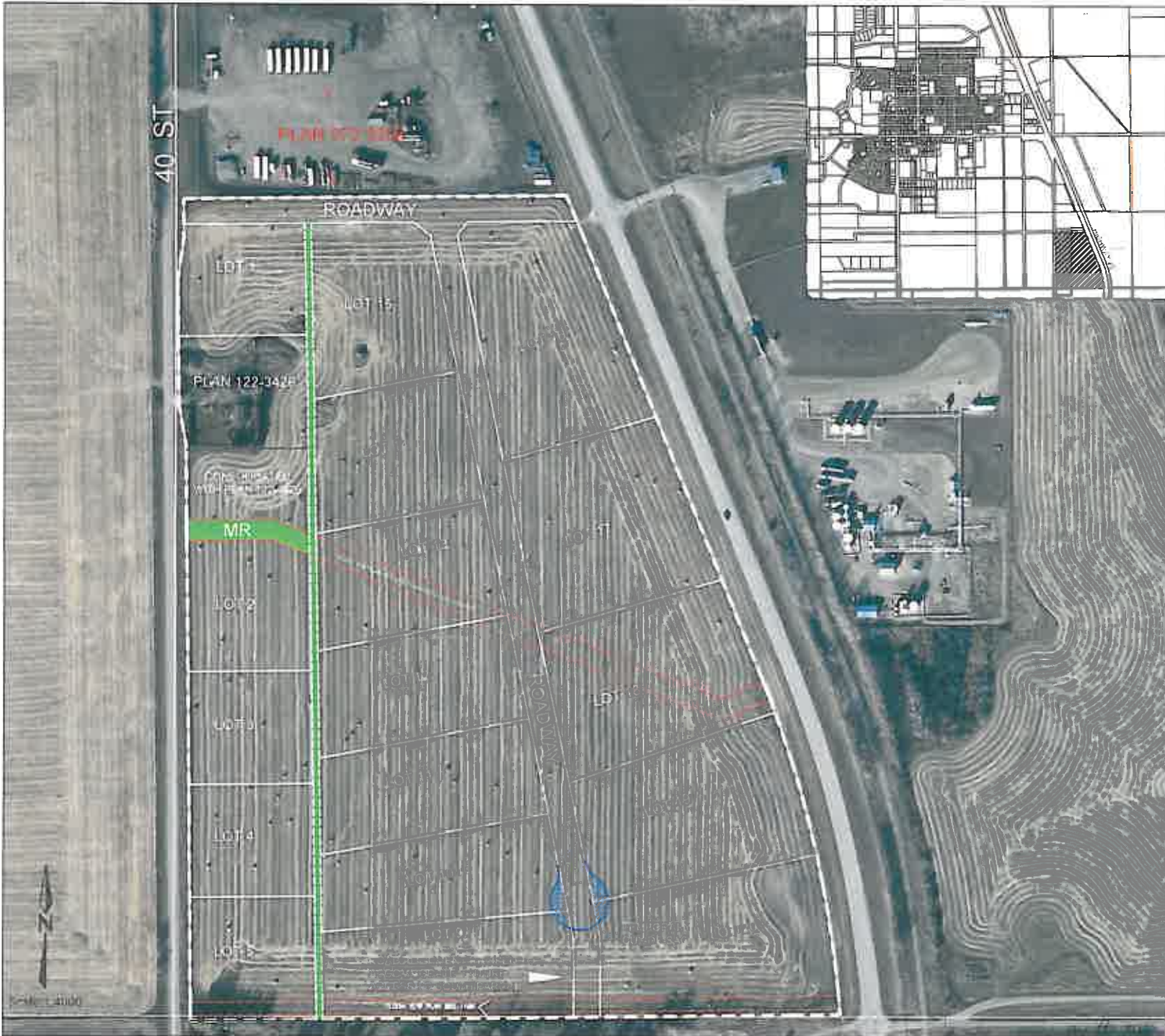
RE: BRIX Area Structure Plan (SW-22-42-2-W5M)

West Central Planning Agency (WCPA) has taken the opportunity to review the Brix Area Structure Plan (ASP) received on January 8th. Below are a few comments regarding the ASP:

- The ASP proposes 5 new residential lots adjacent to industrial and commercial uses. WCPA questions whether this is appropriate due to factors like noise, dust and other issues typically associated with industrial developments. Additionally, access to the industrial and commercial subdivision will be onto Highway 20 (if approval is given) and the local road. The use of the local road would involve what could be significant levels of traffic passing beside Lot 1.
- The Land Use Concept dedicates a municipal reserve parcel on the existing pipeline right-of-way (in phase 1) and a thin strip along the back of the residential lots. The remainder of reserves owing are to be paid as cash-in-lieu. WCPA recommends a revision to the ASP so that all reserves owing will be dedicated as land in order to better screen the residential lots from the commercial and industrial development.
- There is no mention in the ASP about screening. WCPA recommends including a policy stating that the MR parcel will be landscaped with berms and/or vegetation in order to provide adequate screening between the residential lots and the industrial/commercial land uses.
- In phase 1 of the development the existing pipeline right-of-way is dedicated as municipal reserve. In phase 2 of the development this is not the case, although the ASP does state that Plains Midland Canada is in the process of abandoning the pipeline. WCPA recommends a policy stating that phase 2 of the subdivision will not proceed until the existing pipeline is reclaimed or, if reclamation does not take place, the pipeline right-of-way will be dedicated as Municipal Reserve and the subdivision layout will be revised. All development and land dedication shall be done with regard to the setbacks specified through consultation with the Energy Resources Conservation Board.
- Currently the proposed intersection onto Highway 20 is not parallel to the existing intersection on the east side of Highway 20. The location of the intersection will be determined through consultation with Alberta Transportation and done to their standards. One option to consider is the relocation of the intersection so that it is aligned with the access to the parcel to the east (as shown as OPTION 2 in the attached pdf).
- WCPA recommends that a policy be added to the Transportation Policy section specifically stating that the road layout and improvements will be done to the Town's and Alberta Transportation's standards and in accordance with an accepted Traffic Impact Assessment.

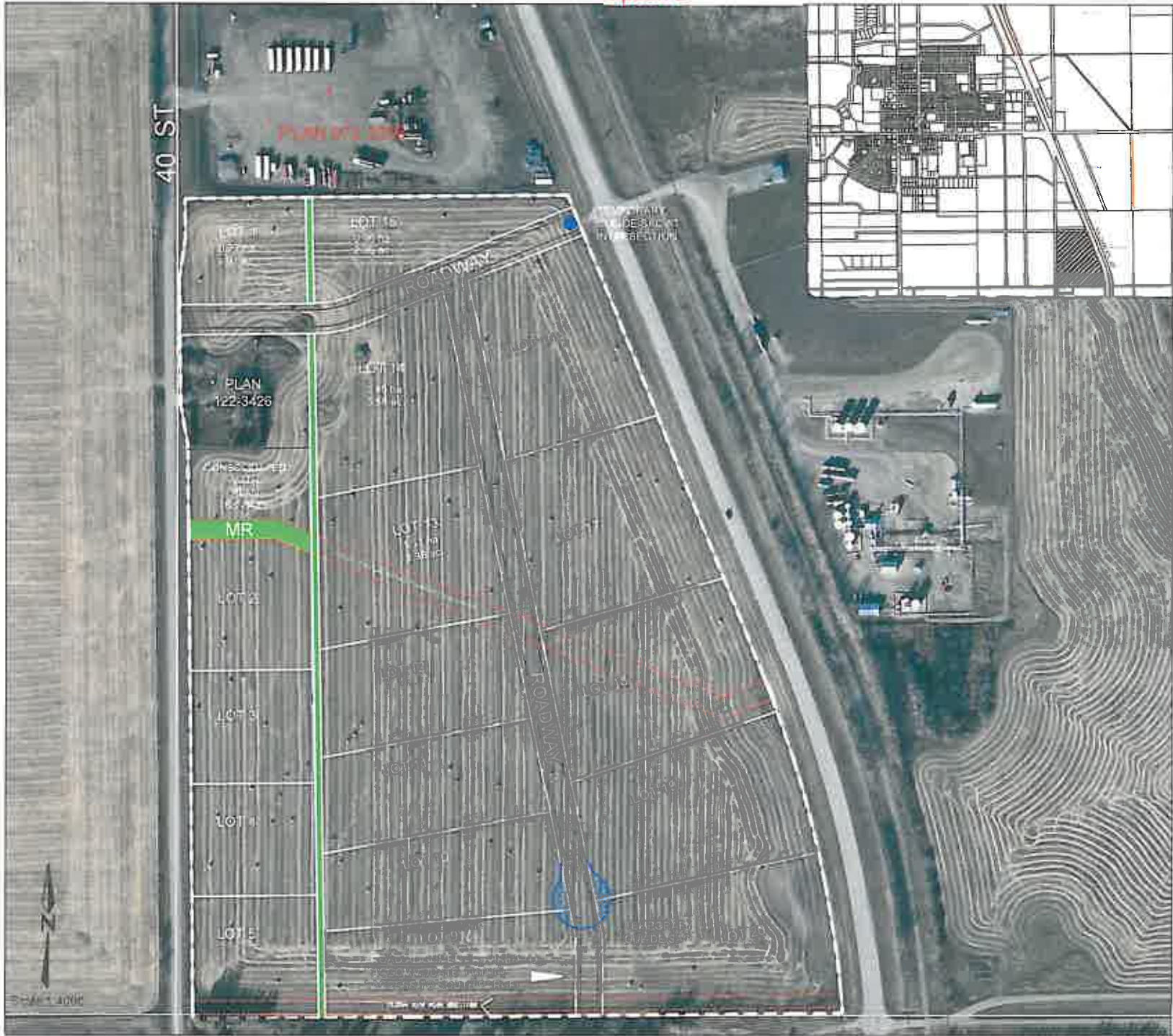
- The proposed road alignment does not consider the future development of the parcel to the south (NW 15-42-2-W5M). The proposed road pattern should provide for future long term development opportunities, however, the way the road is proposed it will be difficult to maintain balanced lot sizes on the parcel to the south. WCPA has provided a revised concept plan for your review (see attached pdf labelled OPTION 1) which has the road right-of-way meet the quarter section boundary perpendicularly instead of at an angle. However, since the south parcel is not within the Town boundary, this may not be something administration wishes to consider.
- As per policy 6.7.2 Sanitary Sewer System , “traditional on-site ‘septic tank and field disposal systems’ are being proposed. Alberta Health Services typically recommends having a communal system for residential lots less than 2.5 acres in size. The majority of the proposed lots along 40th Street (Range Road 23) are between 2.00 to 2.38 acres so this is something that should be considered.

Option 1



Town of Rimby
S.W 1/4 of Sec. 22-42-2-5
Revision to Brix ASP
Concept Design by West
Central Planning Agency
Date: January 8, 2013

Option 2



Town of Rimbe
S.W 1/4 of Sec. 22-42-2-5

Revision to Brix ASP
Concept Design by West
Central Planning Agency

Date: January 8, 2013

February 5, 2013

Bylaw 881/13

Attention: Melissa Beebe

Here are the questions my husband and I will address at the public hearing:

1. Surface water drainage
2. Will the new development be using town sewer or will there be separate septic fields
3. Will my ground water be tested
4. Will new development be using town water or their own wells (as they are annexed to town they should tie into town water and sewer)
5. Access to new development; 1 existing drive way or 5 new ones
6. Dust control
7. Property values; if industrial is put in next to my home will you guarantee my property value
8. Fence; what kind of privacy fence can I expect to be built
9. What are the set backs
10. What kind of commercial use is intended to be placed on this property
11. What kind of residential building restrictions will there be (not rental property)

Melissa

From: Ryan Neish <RNeish@vertex.ca>
Sent: Thursday, February 07, 2013 12:27 PM
To: Melissa
Subject: Town Council meeting attendance and discussion items

Melissa, as indicated earlier on the phone Plains Midstream Canada would like to attend the upcoming council meeting on Monday February 11, 2013 @ 7:00 pm. In attendance representing Plains at this time will be myself Ryan Neish.

Items of discussion will be as follows:

- 1) Clarification of Plains pipeline abandonments within the affected lands as per clause 3.3 in the BRIX area structure plan, including Plains future plans for said pipelines
- 2) Clarification of the BRIX area structure plan survey, indicating the location of lots within Phase II in relation to Plains existing pipeline Right of Ways
- 3) Based on Alberta Transportation application / approval of a new approach in subject property, Plains will have concerns regarding additional safety risks in relation to the truck terminal on the East side of highway 20

if you have any additional questions or concerns please don't hesitate to call

Thanks You

Ryan Neish
Senior Surface Landman
403-304-4417

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
MONDAY, JANUARY 28, 2013, IN THE COUNCIL CHAMBERS OF THE TOWN
ADMINISTRATION BUILDING

1. Call to Order Mayor Ibbotson called the meeting to order at 7:00 pm, with the following in attendance:
- Mayor Sheldon Ibbotson
Councillor Jack Webb
Councillor Paul Payson
Councillor Scott Ellis
Councillor Gayle Rondeel
CAO Tony Goode
Director of Finance - Danita Deal
Assistant CAO/Development Officer - Melissa Beebe
Recording Secretary – Kathy Blakely
- Absent:
- Public:
Amelia Naismith – Rimbey Review
Jean Keetch – Rimbey Municipal Library
Pauline Hansen, Harold Kenney and Cheryl Jones – Rimbey Historical Society
2. Public Hearing None
3. Adoption of Agenda of 3.1. Jan 28, 2013 Agenda
Motion 019/13
Moved by Councillor Ellis to accept the agenda as presented.
- CARRIED
(5-0)
4. Minutes 4.1 January 14, 2013, Council Regular Meeting Minutes
Motion 020/13
Moved by Councillor Ellis to accept the January 14, 2013, Council Regular Meeting Minutes as presented.
- CARRIED
(5-0)
5. Delegation 5.1 Rimbey Municipal Library – Jean Keetch
Mayor Ibbotson welcomed Mrs. Keetch.
- Each year the Town of Rimbey receives an operating budget from the Rimbey Municipal Library which shows their revenue and expenses for the previous year and their projections for the upcoming year.
- Mrs. Keetch reviewed the operating budget with Council. The Rimbey Municipal Library Board is requesting an appropriation of \$81,805.00 from the Town of Rimbey for the year 2013, with adjustments for utilities depending on when they take over the Administration Building.
- Discussion ensued on the requisition and utilities.
- Mrs. Keetch informed Council that the Library's circulation had increased from the previous year by 9% and as they get busier, they will need more staff. They are trying very hard to keep their expenses down.
- Mayor Ibbotson thanked Mrs. Keetch for her presentation.
- Mrs. Keetch departed the meeting at 7:05 pm.
- 5.2 Rimbey Historical Society

Mayor Ibbotson welcomed Pauline Hansen, Cheryl Jones, and Harold Kenney from the Rimbey Historical Society. Mrs. Hansen and Mr. Kenny were asked to come to Council to present their budget request for the year 2013.

Documentation was presented to Council outlining the revenues, expenses and capital. Mrs. Hansen explained the overall document.

Mr. Kenney noted that the previous level of funding had not increased for the cost adjustment of inflation. Mr. Kenney indicated that the costs of running the park have increased and is requesting the Town increase the requisition for the park.

Discussion ensued on volunteerism at the park. It was noted that the majority of their volunteers are ageing and the projects that they are doing are taking longer due to that fact. They indicated trades people will have to be hired to complete some of the projects. Discussion ensued on advertising for volunteers.

It was noted that they are trying to do strategic planning to set out the direction they want to go at the park.

Discussion ensued on the winter storage of RV's at the Park.

The Rimbey Historical Society is requesting an operating grant of \$48,000.00 from the Town of Rimbey for the year 2013.

Mayor Ibbotson thanked Mrs. Hansen, Mrs. Jones and Mr. Kenny for their presentation.

Mrs. Hansen, Mrs. Jones and Mr. Kenny departed the meeting at 7:26 pm.

6. Bylaws

6.1 Bylaw 882/13 – Amendment to Land Use Bylaw

Administration presented Bylaw 882/13 Amendment to Land Use Bylaw which is for rezoning of the Brix Development Phase 1. Bylaw 882/13 Amendment to Land Use Bylaw is to rezone Phase 1 which is PT of SW ¼ Sec 22-42-02-W5 parcel Lots 1 through 5 from UX Urban Expansion to CR Country Residential.

The public hearing could be scheduled for Monday February 25, 2013, once first reading is completed by Council. This date allows for the two weeks of advertising and notification to the affected landowners.

Motion 021/13

Moved by Councillor Webb to give first reading to Bylaw 882/13 Amendment to Land Use Bylaw to rezone the Brix Development Phase 1 which is PT of SW ¼ Sec 22-42-02-W5, parcel lots 1 through 5, from UX Urban Expansion to CR Country Residential.

CARRIED
(5-0)

7. New and Unfinished Business

7.1 Policy 6601 Business Development Incentive Program - Application

Discussion ensued on the qualifications for Policy 6601 Business Development Incentive Program. It was the consensus of Council that the application received from 1025984 AB LTD did not meet the qualifications of the policy.

Motion 022/13

Moved by Councillor Rondeel to deny the application from 1025984 AB LTD, as it does not meet the qualifications of Policy 6601 Business Development Incentive Program.

CARRIED
(5-0)

7.2 Policy 6601 Business Development Incentive Program - Review

Discussion ensued on developing a new policy for infill and multi-family units. It

was the consensus of Council that Administration draft a new policy reflecting infill and multi-family units.

Motion 023/13

Moved by Councillor Rondeel that Administration draft a new policy for infill and multi-family units.

CARRIED
(5-0)

7.3 Letter of Resignation

Administration advised Council that a letter of resignation has been received from Danita Deal, Director of Finance/Administration, effective February 15, 2013.

Accepted, with regrets, as information.

7.4 Rimbey Municipal Library Board (5.1)

7.5 Rimbey Historical Society (5.2)

Motion 024/13

Moved by Councillor Ellis to refer the Rimbey Municipal Library Board and Rimbey Historical Society budget requests to budget deliberations.

CARRIED
(5-0)

8. Reports

8.1 Department Reports

8.1.1 Finance Reports

Director of Finance presented the following reports:
Accounts Payable Cheque Listing to January 15, 2013
Council Expenses to January 15, 2013.

Motion 025/13

Moved by Councillor Payson to accept the Accounts Payable Cheque listing to January 15, 2013 as presented.

CARRIED
(5-0)

Motion 026/13

Moved by Councillor Webb to accept the Council Expenses to January 15, 2013 as presented.

CARRIED
(5-0)

8.2 Boards/Committee Reports

8.2.1 FCSS/RCHHS Board Meeting Minutes November 28, 2013

Motion 027/13

Moved by Councillor Webb to accept report 8.2.1 as presented.

CARRIED
(5-0)

8.3 Council Reports

8.3.1 Mayor Ibbotson's Report

Mayor Ibbotson presented a written report.

8.3.2 Councillor Rondeel's Report

Councillor Rondeel presented a written report.

Councillor Webb presented a verbal report.

Motion 028/13

Moved by Councillor Ellis to accept Council reports as presented

CARRIED
(5-0)

9. Correspondence 9.1 Heart and Stroke Foundation

A letter received from the Heart and Stroke Foundation requests the Town of Rimbey to proclaim February as Heart Month.

Motion 029/13

Moved by Councillor Rondeel that the Town of Rimbey proclaim February as Heart Month.

CARRIED
(5-0)

9.2 Ponoka Air Cadets - Invitation

An invitation has been received from the Ponoka Air Cadets to attend their 16th Annual Dining In Night, to be held on February 16, 2013 at the Ponoka Legion Hall. The cost is \$20.00 per person.

Mayor Ibbotson informed Council that he is not able to attend as he has a prior commitment, however if other members of Council wish to go, let Administration know.

Accept as information

9.3 Ministers Seniors Service Awards

Correspondence has been received from the Alberta Government inviting submission for nominations for the 2013 Minister's Seniors Service Awards. Completed nomination packages are due by February 28, 2013.

Mayor Ibbotson suggested that the Town of Rimbey nominate the FCSS Board for the 2013 Ministers Seniors Services Awards.

Motion 030/13

Moved by Councillor Ellis to nominate the FCSS Board for the 2013 Minister's Seniors Service Award.

CARRIED
(5-0)

9.4 AltaLink Letter

A Letter has been received from AltaLink updating the status of the Western Alberta Transmission Line, Notice of Approval. Maps showing the route were attached.

Accept as information.


10. In Camera None

11. Adjournment Council adjourned the meeting at 7:54 pm

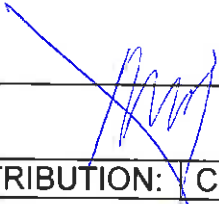
MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	February 11, 2013		
Agenda Item No.	6.1	Confidential	Yes	No	X
Topic	Bylaw 880/13 Rimbey Library Loan Authorization				
Originated by	Melissa Beebe		Title	Assistant CAO	
BACKGROUND:					
<p>At the January 14, 2013 Regular Council Meeting, Administration presented Bylaw 880/13 which authorizes the Town of Rimbey to grant a loan to the Rimbey Municipal Library Board in the amount of \$180,000.00, plus interest at 5% per annum, repayable to the Town of Rimbey semi-annually, over a two year period. Administration requested Council give first reading to Rimbey Library Loan Authorization Bylaw 880/13.</p> <p>By way of <u>Motion 003/13</u>, Council gave first reading to Bylaw 880/13 Rimbey Library Loan Authorization.</p>					
Documentation Attached:	Yes			No	XX
DISCUSSION:					
<p>Bylaw 880/13 Rimbey Library Loan Authorization was advertised for the weeks of January 22 and January 29, 2013 in the Rimbey Review. There were no written submissions received.</p>					
RECOMMENDED ACTION:					
<p>Administration Recommends that Council do second and third reading of the Rimbey Library Loan Authorization Bylaw 880/13.</p>					
CAO					
DISTRIBUTION:	Council:	Admin:	Press:	Other:	

TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	February 11, 2013		
Agenda Item No.	6.2	Confidential	Yes	No	XX
Topic	Bylaw 881/13 – "Brix Area Structure Plan"				
Originated by	Melissa Beebe		Title	Assistant CAO/DO	
BACKGROUND:					
<p>At the January 14, 2013 Regular Council Meeting, Administration presented Bylaw 881/13 Brix Area Structure Plan. Bylaw 881/13 is intended to establish a process of sequencing to ensure the development occurs in a logical, efficient and sequential manner.</p> <p>By way of <u>Motion 004/13</u>, Council gave first reading to Bylaw 881/13 Brix Area Structure Plan.</p>					
Documentation Attached:		Yes		No XX	
DISCUSSION:					
<p>Bylaw 881/13 Brix Area Structure Plan was advertised for the weeks of January 22 and January 29, 2013 in the Rimbey Review. There were two (2) written submissions received, that presented at the Public Hearing.</p>					
RECOMMENDED ACTION:					
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CAO					
DISTRIBUTION:	Council:	Admin:	Press:	Other:	

TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council Meeting	Meeting Date	February 11 th , 2013		
Agenda Item No.	7.1.	Confidential	Yes	No	X
Topic	Rimbey Arena Concession Contract				
Originated by	Rick Kreklewich		Title	Director of Community Services	

BACKGROUND:

The Rimbey Arena Concession Contract will expire on March 31st, 2013. The concession is currently being operated by Joanne Marshall.

Documentation Attached:	Yes	No	X
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DISCUSSION:

Joanne has done a great job of operating the concession. I haven't received any complaints about her food, pricing or service.

RECOMMENDED ACTION:

I recommend that Administration extend the Rimbey Arena Concession Contract with Joanne Marshall for a three year term.

CAO

DISTRIBUTION:	Council:	Admin:	Press:	Other:
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TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	February 11 th , 2013		
Agenda Item No.	7.2	Confidential	Yes	No	XX
Topic	Recreation Board – Community Grants Program				
Originated by	Rick Kreklewich		Title	Director of Community Services	

BACKGROUND:

The Recreation Board received four applications for the Community Events Grant Program. The applications were from the Rimbeby Elementary School Council Foundation for the Comedy Night Fundraiser held on Jan. 26th; the Rimbeby & District Volunteer Week Committee for the Volunteer Appreciation Event being held on Apr. 22nd; the Rimbeby & District Horticulture Group for the Annual Horticulture & Craft Show in August; and the Rimbeby & District Chamber of Commerce for the Rimbeby Expo 2013 & Hot Air Affair for May 10th to 12th. All requests were for \$500.

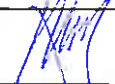
Documentation Attached:	Yes	No
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DISCUSSION:

The Board agreed to provide funding to all four groups in the amount of \$500 each from the Community Events Grant Program as they meet all the requirements.

RECOMMENDED ACTION:

That we recommend approval of all four applications in the amount of \$500.00 each as part of the Community Events Grant Program.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council Meeting	Meeting Date	February 11 th , 2013		
Agenda Item No.	7.3	Confidential	Yes	No	X
Topic	Kitchen Catering Policy Amendment				
Originated by	Rick Kreklewich		Title	Director of Community Services	

BACKGROUND:

StarKist Catering provided a letter to Council dated December 14th, 2012. In the letter, StarKist Catering was concerned with the cost of renting the kitchen especially when it is required for two days in a row. The first day would be for preparing the meal and the second day would be for cooking and serving the meal.

Documentation Attached: Yes No X

DISCUSSION:

The Recreation Board discussed the option of having a kitchen fee for the purposes of preparing a meal for the next day, provided the group is renting the kitchen for that next day. The fee would be \$50 for the day and the hours of use would be within the regular operating hours of 8:30 a.m. to 4:30 p.m.

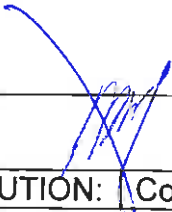
RECOMMENDED ACTION:

The Recreation Board recommends that Council amend the fee structure in the Community Centre Catering Policy #2203 to include the option of a day rate of \$50.00 for the purposes of providing time to prepare a meal for the next day. The hours for preparation would be during regular office hours.

CAO 

DISTRIBUTION: Council: Admin: Press: Other:

TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	February 11, 2013		
Agenda Item No.	7.4	Confidential	Yes	No	XX
Topic	Peace Officer Policies (4)				
Originated by	Melissa Beebe		Title	Assistant CAO/DO	
BACKGROUND:					
<p>Council motioned at the December 100, 2012 meeting to have Administration negotiate with partnering municipalities to assume administration of the Peace Officer/Bylaw Enforcement program. All regional partners have agreed and the Town is now working on the application or authorization to employ peace officers.</p>					
Documentation Attached:		Yes		No	
DISCUSSION:					
<p>As part of the process of the application the town must have in place policies that are necessary to complete the application process. Administration requires Council to approve the following Peace Officer Policies:</p> <p>Policy 4102 – Peace Officer Duties and Responsibilities Policy 4103 – Peace Officer Code of Conduct Policy 4104 – Peace Officer Public Complaint Policy Policy 4105 – Peace Officer Disciplinary Policy</p>					
RECOMMENDED ACTION:					
<p>Recommended that Council approve Policy 4102, 4103, 4104 and 4105.</p>					
CAO 					
DISTRIBUTION:		Council:	Admin:	Press:	Other:



Town of Rimbey Policy Manual

Title: Peace Officer Duties & Responsibilities **Policy No.:** 4102

Supercedes.: NEW

Approved: February 11, 2013

Resolution No.: _____

Effective Date: February 11, 2013

Purpose: Specify the duties and responsibilities proposed for the peace officers

Policy Statement: The Town of Rimbey will be employing peace officer services to increase enforcement services to enhance the safety of residents within the municipality. The peace officer duties are described as follows:

1. Enforcing municipal bylaws including bylaws dealing with animal control.
2. Enforcing provincial statutes including traffic and liquor violations.
3. Investigating complaints from the public and *town* officials.
4. Compiling investigative reports and laying charges where appropriate.
5. Complete data entry as required.
6. Preparing court files and testifying in court as required.
7. Preparing statistical reports and summarizations as requested by *town* council.
8. Providing assistance to the public in emergency situations.
9. Protecting the residents of jurisdiction and *town* property.
10. Attending training courses as required.
11. Maintain relationship with community stakeholders and police service of jurisdiction.
12. Participation in community, school and business events.
13. Operate an enforcement vehicle as required.

Initial Policy Approved:

Resolution:



Town of Rimbey Policy Manual

Title: Peace Officer Code of Conduct **Policy No.:** 4103

Supercedes: New

Approved: **Resolution No.:**

Effective Date:

Purpose: To provide the minimum requirements of code of conduct specifies the minimum requirements of conduct of a peace officer

Policy Statement: The Town of Rimbey will be employing peace officers, who will abide by the following minimal requirements outlined as the Peace Officer Code of Conduct:

1. Peace officers must comply with the terms and conditions of the employer's authorization.
2. Peace officers must comply with the terms of their appointment.
3. Peace officers must comply with the employer's code of conduct
4. Peace officers must not engage in disorderly or inappropriate conduct
5. Peace officers must not act in a way that would be harmful to the discipline of peace officers or that is likely to discredit the office of peace officer
6. Peace officers must not withhold or suppress information, complaints or reports about any other peace officer
7. Peace officers must promptly and diligently perform the their duties and responsibilities
8. Peace officers must not make or sign false, misleading or inaccurate statements
9. Peace officers must not, without lawful excuse, destroy, mutilate or conceal records or property, or alter or erase an entry in a record
10. Peace officers respect confidentiality when in possession of personal data or sensitive information
11. Peace officers must properly account for or return money or property that they receive in their capacity as a peace officer
12. Peace officers must not engage in activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of peace officer

Initial Approval:

Amended Date:

Resolution:

Amended Date:

Resolution:

13. Peace officers must not use their position for their own advantage or another person's advantage
14. Peace officers must not directly or indirectly solicit or receive a gratuity, present, pass, subscription or testimonial without the consent of the employer
15. Peace officers must not exercise their authority as a peace officer when it is unnecessary to do so
16. Peace officers must not consume alcohol while on duty, except in the performance of their duties
17. Peace officers must not consume controlled drugs and controlled substances under the Controlled Drugs and Substance Act (Canada)
18. Peace officers must not possess controlled drugs and controlled substances which are prohibited by law, except in the performance of the peace officer's duties
19. Peace officers must wear the appropriate uniform and follow generally expected grooming habits while acting as a peace officer
20. Peace officers must not wear any part of their uniform while off duty
21. Peace officers must keep vehicles and equipment clean and in good working order
22. Peace officers must follow all reasonable direction of the senior peace officer or supervisor or manager responsible for the peace officer agency
23. Peace officers will not use rude, abusive, belittling, sexist or racist behaviour when dealing with the public or co-workers
24. Peace officers must not associate with any person when that association could bring the office of peace officer into disrepute
25. Peace officers must not use force unnecessarily
26. Peace officers will not neglect any duty imposed upon them

Any breach of the code of conduct will be dealt with under Policy 4105.

Initial Approval:

Amended Date:

Amended Date:

Resolution:

Resolution:



Town of Rimbey Policy Manual

Title: Peace Officer Public Complaint Policy **Policy No.:** 4104

Supersedes: NEW

Approved: **Resolution No.:**

Effective Date:

Purpose: To establish a process for managing and responding to public complaints against peace officers

This Policy applies to Community Peace Officers who are employed by the Town. A Community Peace Officer is an employee of the Town who has been appointed as a Community Peace Officer by the Alberta Solicitor General, Public Security Division.

1. Informal Complaints Process for Peace Officers working for the Policing and Community Safety Branch

Section 15(2)(b) of the Peace Officer Act allows for an authorized employer to refuse to investigate or may discontinue the investigation of a complaint if, in the authorized employers opinion and having regard to all of the circumstances, no investigation is necessary.

- a) The direct manager of the Peace Officer against which a complaint has been made has the authority to informally resolve the public complaint. This shall be accomplished by meeting with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint. If a mutually agreeable solution can be reached by all parties involved the complaint shall be deemed to be resolved and no investigation is necessary.
- b) all complaints resolved in this manner, pursuant to the *Peace Officer Act*, will be reported to the Director on a monthly basis.

2. Misconduct Process for Community Peace Officers

- a) Misconduct for which a Community Peace Officer may be disciplined shall include, but not be limited to, the following:
 - i. Poor performance;
 - ii. Absenteeism;
 - iii. Discreditable conduct including conduct while off duty;
 - iv. Neglect of duty;
 - v. Insubordination;
 - vi. Dishonesty or deceit;
 - vii. Breach of confidentiality;
 - viii. Corrupt practice;
 - ix. Unsafe practices;
 - x. Theft;
 - xi. Falsification of records;
 - xii. Attending work while under the influence of alcohol, illicit drugs or other substances;
 - xiii. Consuming alcohol or illicit drugs or other intoxicating substances while performing duties;

Initial Approval:

Amended Date:

Resolution:

Amended Date:

Resolution:

- xiv. Unlawful or unnecessary exercise of authority;
- xv. Violating the code of conduct in this Policy; and
- xvi. Conviction of a criminal offence.

3. Complaints Process for Community Peace Officers

- a) A complaint must be in writing and received by the CAO or Designate.
- b) The CAO or Designate must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.
- c) Notify the peace officer involved of the complaint if appropriate. (see section 21.6 of the Public Security Peace Officer Program Manual for details).
- d) On a monthly basis the CAO or Designate must submit details of complaints made to the Director of Law Enforcement.
- e) The CAO or Designate will investigate the allegations of the complaint by interviewing the complainant, any witnesses, the peace officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence.
- f) The CAO or Designate will review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - i. Occurrence reports
 - ii. Dispatch logs
 - iii. Peace officer notebook(s)
 - iv. Court reports
 - v. Legal documents
- g) The CAO or Designate will notify the complainant, the peace officer involved if appropriate, and Director as to the status of the investigation at least once every 45 days.
- h) Upon conclusion of the investigation the CAO or Designate must notify the complainant, the peace officer involved, and the Director of the disposition of the complaint using wording found in Section 22 of the Peace Officer (Ministerial) Regulation, which reads as follows:
 - i. "the complaint is unfounded." This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
 - ii. "the complaint is unsubstantiated." This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
 - iii. "the complaint is found to have merit in whole or in part." This means that on the basis of a thorough investigation that
 - "in whole" a reasonable belief exists that the peace officer has engaged in misconduct in regards to the entirety of the complaint or;
 - "in part" a reasonable belief exists that the peace officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.
 - "the complaint is frivolous, vexatious or made in bad faith". This disposition will be used when an authorized employer chooses not to investigate a complaint as per section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.
- i) In the event a complaint is found to have merit in whole or in part the CAO or Designate will state what disciplinary action has been taken and it must be in accordance with the Municipalities Peace Officer Disciplinary Policy.
- j) The conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director as required in Section 15 of the act.

Please be advised you have the right to appeal these findings to the Director of Law Enforcement for the Province of Alberta pursuant to Section 15(4) of the PEACE OFFICER ACT. An appeal must be in

Initial Approval:

Amended Date:

Resolution:

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Resolution:

writing and initiated within 30 days of receipt of this decision, and any decision reached by the Director of law enforcement on appeal is final.

Correspondence to the Director must be sent to:
Director of Law Enforcement
10th Floor, 10365 - 97 Street
Edmonton AB T5J 3W7

Initial Approval:

Amended Date:

Amended Date:

Resolution:

Resolution:



Town of Rimbey Policy Manual

Title: Peace Officer Disciplinary Policy

Policy No.: 4105

Supercedes.: NEW

Approved: February 11, 2013

Resolution No.: _____

Effective Date: February 11, 2013

Purpose: penalties to be imposed for contravention of the code of conduct or other discipline matters.

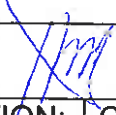
Policy Statement: The Town of Rimbey will be employing peace officers, who will abide by the Code of Conduct and other discipline matters. If disciplinary action is required regarding a peace officer it shall be as follows:

1. Shall receive a written letter of warning.
2. Shall be suspended without pay.
3. Termination.

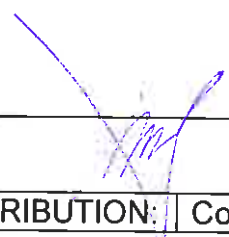
Initial Policy Approved:

Resolution:

TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council Meeting	Meeting Date	February 11 th , 2013		
Agenda Item No.	7.5.	Confidential	Yes	No	X
Topic	Committee of the Whole Meeting				
Originated by	Tony Goode		Title	CAO	
BACKGROUND:					
<p>At the Organizational Meeting held October 22, 2012, Committee of the Whole meetings were scheduled for the third Friday of the month, commencing at 9:00 am.</p>					
Documentation Attached:		Yes	No X		
DISCUSSION:					
<p>A Committee of the Whole Meeting is scheduled for Friday, February 15, 2013.</p>					
RECOMMENDED ACTION:					
<p>Accept as information.</p>					
CAO					
DISTRIBUTION:	Council:	Admin:	Press:	Other:	

TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council Meeting	Meeting Date	February 11 th , 2013		
Agenda Item No.	7.6.	Confidential	Yes	No	X
Topic	Uniform Quality Management Plan				
Originated by	Tony Goode		Title	CAO	
BACKGROUND:					
The Province requires that municipalities have a Uniform Quality Management Plan.					
Documentation Attached:	Yes			No	X
DISCUSSION:					
The attached document is an amended Uniform Quality Management Plan as requested by the Safety Codes Council.					
RECOMMENDED ACTION:					
Approve the amended document.					
 CAO					
DISTRIBUTION:	Council:	Admin:	Press:	Other:	

Town of Rimbey

Uniform Quality Management Plan

Version: August 19, 2011

Town of Rimbey

Uniform Quality Management Plan

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

Administrator of Accreditation

Date



SAFETY CODES COUNCIL

UNIFORM QUALITY MANAGEMENT PLAN

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Schedule A

Scope and Administration

SCOPE OF ACCREDITATION

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

Building

- All parts of the Alberta Building Code.

Electrical

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

Plumbing

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

Gas

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

ADMINISTRATION OF THE TOWN OF RIMBEY UNIFORM QUALITY MANAGEMENT PLAN

Adherence to the Uniform Quality Management Plan

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

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

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

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

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

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

Policy for Personnel Training

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

Freedom of Information

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

Records Retention & Retrieval

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

Declaration Of Status

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

Annual Review

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

Revisions

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

Revision Control System

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

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

Notices

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

Tony Goode	tony@rimbey.com
_____ Name of Chief Administrative Officer	_____ E-mail address
Town of Rimbey	4938 - 50 th Avenue, Box 350, Rimbey, AB
_____ Name of Municipality	_____ Address of Municipality
403-843-2113	403-843-6599
_____ Phone number of Municipality	_____ Fax number of Municipality

Municipality Agreement

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

_____ Signature of Chief Administrative Officer	_____ Signature of Chief Elected Official
Tony Goode, CAO	Sheldon Ibbotson, Mayor
_____ Name & title of Chief Administrative Officer	_____ Name & title of Chief Elected Official

Schedule B

Uniform Service Delivery Standards

Section 1: Scope of Services

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

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

Section 2: Performance

The Municipality will:

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

Section 3: Personnel

The Municipality will:

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

Section 4: Quality Management Plan Training

The Municipality will:

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

Section 5: Records

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

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

Section 6: SCC Operating Fees

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

Section 7: Orders

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

Section 8: Alternative Solutions / Variances

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

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

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

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

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

Section 9: Compliance Monitoring

General

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

Permits / Permissions

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

Permit Applications

Permit Applications will include the following information:

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

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.”

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

Permits

Permits will include the following information:

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

Permit Conditions

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

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

Site Inspections

An SCO will inspect:

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

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

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

Inspection Reports

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

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

The Municipality will, for each required inspection:

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

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

Verification of Compliance

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

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

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

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

No-Entry Policy

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

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

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

Permit Services Report

The Municipality will issue a Permit Services Report:

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

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

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

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

APPENDIX A: BUILDING DISCIPLINE

Building Permits

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

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

Construction Document Review

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

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

Compliance Monitoring on Projects requiring Professional Involvement

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

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

Building Site-Inspections

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX B: ELECTRICAL DISCIPLINE

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

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

Electrical Site-Inspections

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

Site Inspections for Electrical Installations

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

APPENDIX C: PLUMBING DISCIPLINE

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

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

Plumbing Site-Inspections

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

Site Inspections for Plumbing Installations

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

Permits for Private Sewage Disposal Systems

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

Permit Issuance for Private Sewage Disposal Systems

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

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

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

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will:

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

APPENDIX D: GAS DISCIPLINE

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

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

Gas Site-Inspections

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

Required Site Inspections for Gas Installations

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

**APPENDIX E: List Of Administrative Forms Available On
The SCC Web Site:
www.safetycodes.ab.ca**

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

APPENDIX F: Permit Services Report (sample)

PERMIT SERVICES REPORT

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

Re:

Permit number: _____

Type of Permit: Building Electrical Plumbing Gas

Location:

Municipality: _____

Lot ____ Block ____ Plan _____ OR Part of ____ Sec ____ Twp ____ Rge ____ West of _____

Status:

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

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

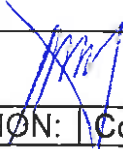
Yours truly,

Signature of Municipality Representative

cc: permit file

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

TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	February 11, 2013		
Agenda Item No.	8.1.1	Confidential	Yes	No	XX
Topic	Finance Reports				
Originated by	Danita Deal		Title	Director of Finance	
BACKGROUND:					
<p>Each month the Director of Finance prepares the following reports:</p> <ul style="list-style-type: none"> Bank Reconciliation Cash Position Accounts Payable Cheque Listing 					
Documentation Attached:		Yes	XX	No	
DISCUSSION:					
<p>Attached are the Bank Reconciliation, and Cash Position for January 31, 2013, and the Accounts Payable Cheque Listing for the period ending January 31, 2013.</p>					
RECOMMENDED ACTION:					
<p>Administration recommends that Council accept the Director of Finance Reports for the Bank Reconciliation, and Cash Position for the period ending January 31, 2013 as presented.</p> <p>Administration recommends that Council accept the Accounts Payable Cheque Listing for the period ending January 31, 2013, as presented.</p>					
CAO					
DISTRIBUTION:		Council:	Admin:	Press:	Other:

**Bank Reconciliation
as at January 31, 2013**

	ATB (23 and 24) General	TOTAL
Balance December 31, 2012	3,217,648.13	3,217,648.13
ADD RECEIPTS	323,012.17	
ADD: INTEREST	2,886.36	
ADD: Cancelled Cheque		
LESS EXPENSES	(696,626.97)	
LESS: TRANSFER		
LESS: DEBENTURES		
LESS: SCHOOL REQUISITION		
LESS: RET'D CHEQUES		
LESS: BANK CHARGES	(169.63)	
LESS: ADJUSTMENTS		
LESS: BANK ERROR		
Balance January 31, 2013	2,846,750.06	2,846,750.06

**Cash Position
As of January 31, 2013**

	31-Dec-12	31-Dec-12	31-Jan-13	31-Jan-13
Bank Account				
Cash	\$3,217,648.13		\$2,846,750.06	
Investments	\$0.00		\$0.00	
Total	\$3,217,648.13	\$3,217,648.13	\$2,846,750.06	\$2,846,750.06
Less:				
Other Reserves/Allowances	-\$828,330.83		-\$828,830.83	
Trust Accts.	-\$183,098.76		-\$183,098.76	
Unexpended Grant Revenue				
BMTG Grant	-\$521,523.95		-\$521,523.95	
FGTG Grant	-\$338,189.76		-\$338,189.76	
AMIP Grant	-\$182,042.36		-\$182,042.36	
MSI Capital Grant	-\$1,382,204.73		-\$1,382,204.73	
Hospital Storm Sewer Grant	-\$92,228.41		-\$92,228.41	
Monies Spent on Capital Items	\$1,657,358.68		\$1,817,940.00	
Total		-\$1,870,260.12		-\$1,710,178.80
Unrestricted Cash		\$1,347,388.01		\$1,136,571.26
Budgeted 2013 Operating Expenses	\$0.00			
2013 Debt Principal Payments	\$0.00			
0 / 12 = 424,673	\$0.00			
Two Month Average Operations		\$0.00		\$0.00
Cash Position		\$1,347,388.01		\$1,136,571.26

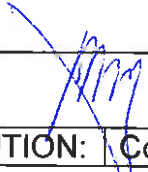
Town of Rimbey 2013
Accounts Payable Cheque List
From: 17-Jan-2013 To: 31-Jan-2013

Vendor Name	Purpose	Cheque	Date	Amount
EPCOR	Jan 2 invoice: Nov 23- Dec 22/12 Usage	PAW 3249	23-Jan-2013	\$92.24
Telus Communications	Jan 10/13 Invoice: Jan 10 - feb 9/13	PAW 3250	28-Jan-2013	\$69.58
Telus Communications	Jan 10/13 Invoice : Jan 10 -	PAW 3251	23-Jan-2013	\$69.65
Telus Mobilyly Inc.	Jan 5/13 Invoice Dec 6/12 - Jan 5/13 Services	PAW 3252	31-Jan-2013	\$224.37
Telus Communications	Jan 10 Invoice Jan 10- Feb 9 Services	PAW 3253	28-Jan-2013	\$2451.08
Bentley Plumbing & Trenching	Boiler Replacement	33770	23-Jan-2013	\$52635.81
Alberta Association Of	Filter Kit & Oil	33771	31-Jan-2013	\$2762.61
Alberta Development Officers	ADOA 2013 Membership: Melissa Beebe	33772	31-Jan-2013	\$100.00
Alberta Fire Chiefs Association	2013 Membership	33773	31-Jan-2013	\$157.50
Alberta Urban Municipalities	AUMA Membership Fee	33774	31-Jan-2013	\$2780.51
Alberta Water & Wastewater	Wastewater Collection # 5 , Rick S	33775	31-Jan-2013	\$882.00
Bentley Electric (2008) Ltd.	Bulb Replacement and Bulb Purchase for	33776	31-Jan-2013	\$1585.76
Boll, Amanda	Cardlock Refund	33777	31-Jan-2013	\$25.00
Boll, Kurt David	Jan. 2013 Janitorial	33778	31-Jan-2013	\$2958.98
Border Paving Ltd.	To haul equipment	33779	31-Jan-2013	\$433.13
Bubble Up Marketing	Online Tax Calculator Update	33780	31-Jan-2013	\$70.88
Cal-Gas Inc	Propane: Airport	33781	31-Jan-2013	\$275.14
Chapman Riebeek LLP	December 2012	33782	31-Jan-2013	\$1422.29
City Of Red Deer	2013 RARB Membership	33783	31-Jan-2013	\$2873.28
Cleartech Industries Inc.	Tank	33784	31-Jan-2013	\$267.61
Coulthard, Veronica	7 CPR courses	33785	31-Jan-2013	\$525.00
Direct Energy Regulated	Jan 4 Invoice	33786	31-Jan-2013	\$624.85
Grundy, Bonnie	Tarps, Camera and Backpack Frame	33787	31-Jan-2013	\$345.04
GTI Petroleum Ltd.	Gas	33788	31-Jan-2013	\$695.54
High Pressure Flushing	Flush out Sani Mains for Video Inspections	33789	31-Jan-2013	\$1764.00
Industrial Machine Inc.	Edger Cutter Tips, Filters, Board Brush	33790	31-Jan-2013	\$400.93
Konica Minolta Business	Nov 30 - Dec 27/2012 copies	33791	31-Jan-2013	\$88.50
Lacombe Sign Masters	Signs	33792	31-Jan-2013	\$185.98
Lockhart, Kari	Cardlock Refund	33793	31-Jan-2013	\$25.00
LOR-AL SPRINGS LTD.	Water	33794	31-Jan-2013	\$5.00
Meridian Maverick	Face Shield, Apron and Gloves	33795	31-Jan-2013	\$1092.63
Parkland Geotechnical	Groundwater Sampling Project	33796	31-Jan-2013	\$1291.50
Phone Experts	Serv Call And Labour for Uplink System :	33797	31-Jan-2013	\$745.50
Pit Stop Parts & Performance	Grease, Oil and Containers	33798	31-Jan-2013	\$668.33
Ponoka County	98.17 Tonnes Tippage:Oct, Nov, Dec 2012	33799	31-Jan-2013	\$2454.25
Purolator Courier Ltd.	Capital H2O Pkg	33800	31-Jan-2013	\$108.35
RC Strategies	Professional Fee's	33801	31-Jan-2013	\$4284.00
Recreation Facility Personnel	Membership & Courses	33802	31-Jan-2013	\$1280.00
Rimbey & District Victim	Community Grants Program	33803	31-Jan-2013	\$500.00
Rimbey Family & Community	2013 - 1st Quarter Payment	33804	31-Jan-2013	\$37530.00
Rimbey Janitorial Supplies	Janitorial Supplies	33805	31-Jan-2013	\$3261.10
RJ Plumbing and Heating	Hot Water Tank: Campground	33806	31-Jan-2013	\$1083.60
Sheik, Imran	Cardlock Refund	33807	31-Jan-2013	\$25.00
Slomp, Marion	Cardlock Refund	33808	31-Jan-2013	\$25.00
Society of Local Government	SLGM Registration: Melissa B	33809	31-Jan-2013	\$800.00
Summer Village of Gull Lake	Oct 1- Dec 31/12 Peace Officer	33810	31-Jan-2013	\$2813.00
Superior Safety Codes Inc.	Nov/2012 Closed Permits	33811	31-Jan-2013	\$859.95
Tagish Engineering Ltd.	Engineering Services:	33812	31-Jan-2013	\$12118.53

Town of Rimbey 2013
Accounts Payable Cheque List
From: 17-Jan-2013 To: 31-Jan-2013

Vendor Name	Purpose	Cheque	Date	Amount
Toews, Lynn	Cardlock Deposit Refund	33813	31-Jan-2013	\$25.00
TransAlta Energy Marketing	Jan 11 Invoice Curling Rink	33814	31-Jan-2013	\$2740.52
Zee Medical Canada	First Aid Supplies	33815	31-Jan-2013	\$624.36
			51 cheques for	151127.88

TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	February 11, 2013		
Agenda Item No.	8.2.1	Confidential	Yes	No	XX
Topic	Rimbey Municipal Library Board Minutes				
Originated by	Tony Goode		Title	CAO	
BACKGROUND:					
The Rimbey Municipal Library held their board meeting on December 3, 2012.					
Documentation Attached:					
Yes			XX		No
DISCUSSION:					
Attached is a copy of the Rimbey Municipal Library Board Meeting Minutes from December 3, 2012.					
RECOMMENDED ACTION:					
Administration recommends that Council accept the Rimbey Municipal Library Board Meeting Minutes of December 3, 2012 as presented.					
CAO					
DISTRIBUTION:					
Council:		Admin:	Press:	Other:	

Rimbey Municipal Library Board Meeting Minutes
Monday, December 3rd, 2012
8:00 p.m.

Present: Jean Keetch, Rowena Aitken (Chairperson), Marg Ramsey, Val Warren, Paul Payson, Gordon Mounteny, Jim Peck, Robyn McIntyre, Cheryl Duckett, Jamie Coston and Mayor Sheldon Ibbotson
Call to Order

Minutes from the Last Meeting - read and approved as printed by Jamie.

Consent Agenda Items:

1. Librarians Report
2. Financial Report
3. Correspondence -

Gordon moved that we accept the reports as presented. All in favor.

Business Arising from the Minutes:

1. Chairs - All of the chairs have arrived, but there is no grant money as yet.
2. Library Expansion Project
 - a. the Government has approved the rental of the top floor of the Provincial building.
 - b. Paul had an idea that Solar Energy Panels could be installed during the library expansion, there is a possibility that one of the oil companies would take care of the cost.
 - c. The Janitorial service would move with the town to the Provincial building, thus we will need to hire a service.
 - d. We would maintain a drop box for Town Bills and would deliver the mail.
 - e. A discussion of how to recognize individuals and companies who contribute to the fundraising for the library took place but it will be discussed further at another meeting.

New Business

1. Library Purchase - Cheryl moved that we approach the Town of Rimbey to purchase the Town Office for a dollar. Val seconded the motion. All in favor.
2. Christmas Dinner for Staff and Board Members - it will be held on Monday, January 21st at 6:00 p.m. at the Beatty House. Spouses are invited. It was decided that we will have a pot luck supper. Val will check the availability of the Beatty House, Cheryl and Jamie will look after games.
3. Letters - updated by Rowena who has sent letters to the Day Home & Day Home Society.
4. Library Conference - in Jasper the last weekend of April. If any library board member would like to go they are welcome. Jean needs to know by mid March.

Adjournment - at 9:30 by Gordon

Next Meeting: Monday, February . at 8:00 p.m.

Chairperson

Rowena Aitken

Secretary

Margaret G. Ramsey

TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	February 11, 2013		
Agenda Item No.	9.0	Confidential	Yes	No	XX
Topic	Correspondence				
Originated by	Tony Goode			Title	CAO

BACKGROUND:

Documentation Attached: Yes No

DISCUSSION:

9.1 West Central Planning Agency

RECOMMENDED ACTION:

9.1 Administration recommends that Council approve West Central Planning Agency membership fee of \$7021.08.

CAO 

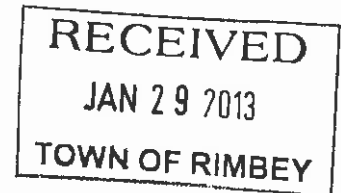
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WEST CENTRAL PLANNING AGENCY

#101, 5111 - 50 Avenue Wetaskiwin, Alberta T9A 0S5
Telephone (780) 352-2215 / Fax (780) 352-2211
admin@westcentralplanning.ca

January 24, 2013

Town of Rimbey,
P.O Box 350
Rimbey, AB.
TOC 2J0



Attn: Tony Goode, CAO

Dear Mr. Goode:

At the November 28, 2012, WCPA Budget meeting, the Board made a motion to increase the membership fee of the 5 owners by an additional 10% subject to Council approval.

In 2012, \$6,382.80 is the amount that the Town of Rimbey paid to WCPA. The new amount is \$7,021.08 with the 10% included. Also included is the change to reflect the population according to the 2011 census.

If you need to bring this before your Council for approval, please do so and please confirm with WCPA in writing with your Council's decision

If you have any questions in regards to the above items, please don't hesitate to call me at 352-2215.

Yours truly,

A handwritten signature in black ink, appearing to read "Jason T. Tran".

Jason T. Tran *ACP, MCIP*
Manager, WCPA

p.c. Charlene Fedyk

encl