

**TOWN OF RIMBEY**  
**TOWN COUNCIL AGENDA**

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, APRIL 14, 2014 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

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1	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
2.	<b>Public Hearing</b>	
2.1	None	
3.	<b>Agenda Approval and Additions</b>	
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10.	<b>Open Forum</b>	
11.	<b>In Camera - None</b>	
12.	<b>Adjournment</b>	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON  
MONDAY, MARCH 24, 2014 IN THE COUNCIL CHAMBERS OF THE TOWN  
ADMINISTRATION BUILDING

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1. Call to Order Mayor Pankiw called the meeting to order at 7:00 pm, with the following in attendance:

Mayor Pankiw  
Councillor Jaycox  
Councillor Olsen  
Councillor Payson, via teleconference  
Councillor Webb  
Acting CAO/DO – Melissa Beebe  
Director of Finance – Lori Hillis  
Recording Secretary – Kathy Blakely  
Director of Community Services – Peter Stenstrom

Absent:

Public:  
Amelia Naismith – Rimbey Review  
10 members of the public

2. Public Hearing 2.1 Amendment to Land Use Bylaw 890/14/Rezoning  
Mayor Pankiw called the Public Hearing to order for Bylaw 890/14 Amendment to Land Use Bylaw 890/14 Rezoning SJC at 7:01 pm.

Bylaw 890/14 is a bylaw rezoning the following parcels; Lot 1, Block 19, Plan 072 9960, Lot 1, Block 21, Plan 082 6554, Lot 1, Block 20, Plan 112 0539 and Lot 10, 15, 16, 17 and 18, Block 14, Plan 082 6554.

The Development Officer confirmed notice was placed in the March 4th and March 11th editions of the Rimbey Review and notice was given to affected property owners by regular mail.

An application was received from the owner of Lot 1, Block 19 Plan 072 9960 to amend the rezoning of the parcel from R, low density housing to IPU, institutional public use. This site is currently being used as farmland at this time. The Developer has revised the proposed concept plan consolidating the southern parcel from multiple residential lots to reflect one large IPU lot.

This bylaw is repealing 824/07 to accommodate the change. All other parcels are not changing from the original plan that was presented.

One person entered the meeting at 7:02 pm.

If Bylaw 890/14 is approved, 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 original rezoning application was completed January 8, 2008, and a new rezoning bylaw has to be completed as an amendment to the land use bylaw for any rezoning or changes for development.

There were no written submissions received for the Public Hearing of Bylaw 890/14 Amendment to Land Use – Rezoning SJC.

Mayor Pankiw asked if there was anybody in the gallery who would like to be heard.

Jan Boyarsin had concerns regarding the future development plans for the parcel, roads, construction traffic, and noise. She believes the rezoning will negatively impact their property values with the increase of traffic.

Jim Moore had concerns with the intent of the rezoning. He speculated on use for the rezoned land, noting concerns with the volume of traffic on Highway 53 and safety hazards of trying to cross the Highway.

Stacey Johnson – addressed Council regarding the speculated use of the rezoned land, her attendance at Ponoka County Council Meeting, traffic concerns, inner roadway concerns, drainage concerns and Municipal Reserve.

Ron Soderberg – concerns with drainage.

Stan Cummings – developer of SJC development corporation. Mr. Cummings indicated that he has made no deal with the Town of Rimbey for the sale of the land. He indicated he required the rezoning prior to the sale of land to his potential purchaser. He does not know what the purchaser is going to do with the property. He reiterated to Council the location of the land is good for IPU.

Mayor Pankiw asked a second and third time, if there was anybody who wished to speak regarding Bylaw 890/14 Amendment to Land Use - Rezoning SJC. There were no responses noted.

Mayor Pankiw declared the Public Hearing regarding Bylaw 890/14 Amendment to Land Use – Rezoning SJC closed at 7:33 pm.

1 person departed the meeting at 7:34 pm.

- |                                  |     |   |
|----------------------------------|-----|---|
| 3. Adoption<br>Agenda            | of  | <p><u>3.1. March 24, 2014 Agenda</u><br/> <u>7.7 2014 Engineering Services Agreement</u><br/> <u>7.8 Grant Applications</u></p> <p><u>Motion 089/14</u></p> <p>Moved by Councillor Olsen to accept the agenda as amended.</p> <p style="text-align: right;">CARRIED</p>   |
| 4. Minutes                       | of  | <p><u>4.1 March 10, 2014, Council Regular Meeting Minutes</u></p> <p><u>Motion 090/14</u></p> <p>Moved by Councillor Jaycox to accept the March 10, 2014, Council Regular Meeting Minutes as presented.</p> <p style="text-align: right;">CARRIED</p>   |
| 5. Delegation                    | of  | <p><u>5.1 None</u></p>  |
| 6. Bylaws                        | of  | <p><u>6.1 Bylaw 890/14 amendment to Land Use Bylaw</u></p> <p><u>Motion 091/14</u></p> <p>Moved by Councillor Webb Council give second reading to Bylaw 890/14 Amendment to Land Use Bylaw.</p> <p style="text-align: right;">CARRIED</p>   |
| 7. New<br>Unfinished<br>Business | and | <p><u>7.1 Retired Community Services Photocopier</u></p> <p><u>Motion 092/14</u></p> <p>Moved by Councillor Webb Council donates the retired community services photocopier to the Rimbey Historical Society.</p> <p style="text-align: right;">CARRIED</p> <p><u>7.2 Rimbey Historical Society Update</u></p> <p><u>Motion 093/14</u></p> <p>Moved by Councillor Jaycox Council to accept the Rimbey Historical Society update as information.</p> <p style="text-align: right;">CARRIED</p> |

7.3 Tagish Engineering Ltd. Project Status Update Mar 11/14Motion 094/14

Moved by Councillor Jaycox Council accepts the Project Status Update dated March 11, 2014, from Tagish Engineering as information.

CARRIED

7.4 Final Operating and Capital BudgetMotion 095/14

Moved by Councillor Olsen Council approves the 2014 Operating and Capital Budget.

CARRIED

7.5 Recreation Master PlanMotion 096/14

Moved by Councillor Jaycox Council accepts the Recreation Master Plan as it was originally presented in July 2013.

CARRIED

7.6 Recreation BoardMotion 097/14

Moved by Councillor Olsen Council accepts the recommendation to reconfigure the recreation board, as presented by the Director of Community Services, and present the name and revised roles and responsibilities of same to the April 14, 2014.

CARRIED

7.7 2014 Engineering Services AgreementMotion 098/14

Moved by Councillor Webb Council authorizes the execution of the 2014 Engineering Services Agreement with Tagish Engineering Ltd. and the appointment of Engineers be included in the Organizational Meeting annually.

CARRIED

7.8 Grant Applications

Administration provided an update the grant applications.

## 8. Reports

8.1 Department Reports

8.1.1 CAO Report

8.1.2 Development Officer Report

8.1.3 Public Works Department Report

8.1.4 Director of Community Services Report

8.1.5 Fire Department Report

8.1.6 Community Peace Officer Report

Motion 099/14

Moved by Councillor Jaycox Council accepts the department reports as information.

CARRIED

8.2 Boards/Committee Reports

8.2.1 Beatty Heritage House Society Minutes Mar 4/13, Jan 6/14 & Mar3/14

Motion 100/14

Moved by Councillor Olsen Council accepts the Beatty Heritage House Society Minutes from Mar 4/13, Jan 6/14 and Mar 3/14 as information.

CARRIED

8.3 Council Reports

8.3.1 Mayors Report

8.3.2 Councillor Jaycox's Report

8.3.3 Councillor Olsen's Report

8.3.4 Councillor Payson's Report

8.3.5 Councillor Webb's Report

Motion 101/14

Moved by Councillor Olsen Council accepts the reports as information.

CARRIED

9. Correspondence 9.1 The City of Edmonton, Zero 2014-A Conference for a Low Carbon Future  
9.2 Agrium – 2014 Community Green Spaces Program  
9.3 MADD - Advertising

Motion 102/14

Moved by Councillor Olsen Council accepts the correspondence from the City of Edmonton and Agrium – 2014 Community Green Spaces Program, as information.

CARRIED

Motion 103/14

Moved by Councillor Jaycox Council support The Madd Message Yearbook by purchasing a ¼ page ad at a value of \$650.00

CARRIED

10. Open Forum 10.1 Open Forum

Mayor Pankiw asked the gallery if anyone wished to address Council.

There was 1 response from the gallery.

One person requested the aforementioned Agrim-2014 Community Green Spaces Grant information.

11. In Camera 11.1 None

12. Adjournment Motion 104/14

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 8:05 pm.

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MAYOR



# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	5.1	Confidential	Yes	No	XX
Topic	Atco Gas Cheque Presentation				
Originated by	Melissa Beebe	Title	Acting CAO		

**BACKGROUND:**

Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Atco Gas has contacted the Town of Rimbey advising they wish to present the Town of Rimbey with a cheque as a donation to be used towards the new walking trails.

**RECOMMENDED ACTION:**

CAO	<i>M. Beebe</i>
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DISTRIBUTION:	Council:	Admin:	Press:	Other:
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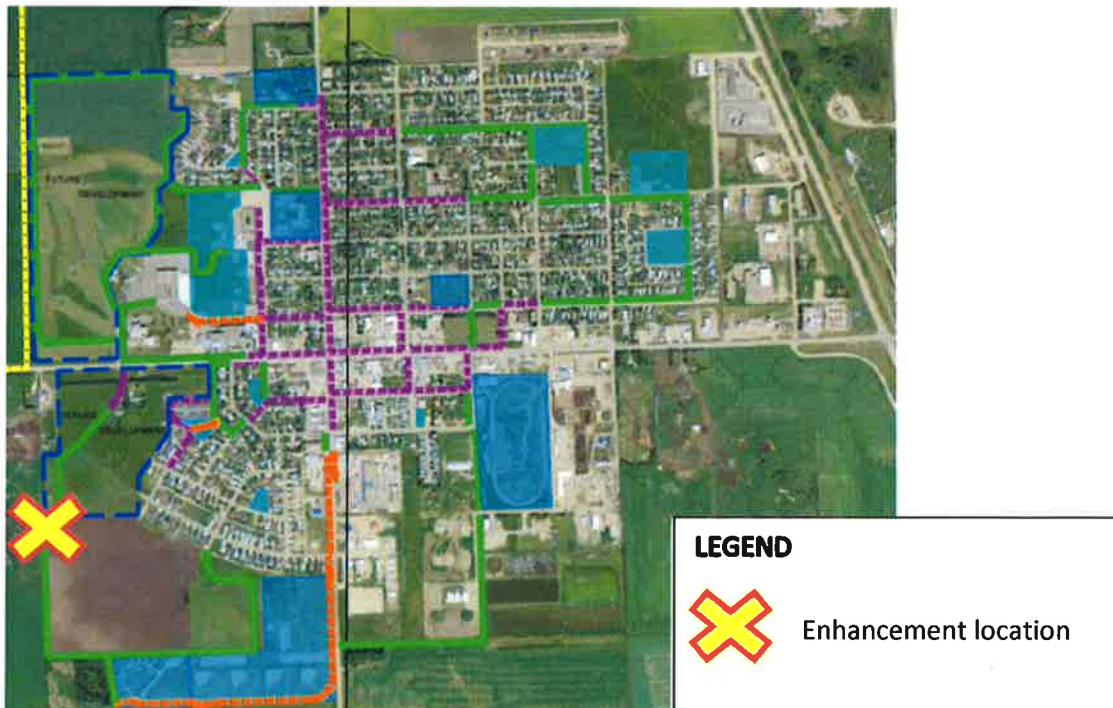
## RE: Trail Enhancement – ATCO Gas Donation

It is with great pleasure that the Town of Rimbey will be using the donated money from ATCO Gas to provide a resting place in the form of a park bench and garbage receptacle along Rimbey’s new trail development. Approximately two kilometers of new trail was added on the southwest and west ends of town back in the fall of 2013. A large gap currently exists between rest sites along this portion of the Town’s trail system. ATCO’s donation of \$2000 will be a welcomed addition for users of the trail.

### Estimated Project Budget

Bench	\$900
Bench Installation	\$250
Garbage Receptacle	\$500
Receptacle Installation	\$200
ATCO Recognition Plaque	\$150
<b>TOTAL</b>	<b>\$2000</b>

### Location of Enhancement





# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014
Agenda Item No.	6.1	Confidential	Yes
Topic	Amendment to Land Use Bylaw Rezoning		
Originated by	Melissa Beebe	Title	Acting CAO

**BACKGROUND:**

Rezoning of Lot 1, Block 18, Plan 952 3664 and Block C, Plan 932 2365 was rezoning from UX Urban Expansion into five parcels containing rezoning from C2, highway commercial, low, medium and high density residential was completed January 8, 2008. This development has the water, sewer, and storm water installed within the development property. Tagish Engineering has reviewed parcel and indicated at this time they do not anticipate that the sanitary service will require a lift station to get flows into the existing main. Further determination will be required once development details are made available.

Documentation Attached:	Yes	No	XX
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**DISCUSSION:**

For the sale of an 8.52 acre parcel, the Developer is requesting amending the rezoning Bylaw 824/07, so that 8.52 acres of the southern portion of the property zoned R1 can be rezoned to IPU for subdivision and future sale of the parcel. This parcel is located on the west end of 45 Avenue.

Bylaw 890/14 would repeal bylaw 824/07 and rezone Lot 1, Block 19, Plan 072 9960; Lot 1, Block 21, Plan 0826554; Lot 1, Block 20, Plan 112 0539 and Lot 10, 15, 16, 17 and 18, Block 14, Plan 082 6554 parcels to include the following: C2, highway commercial, low, medium and high density residential and Institutional Public Use.


Bylaw 890/14 Amendment to Land Use received first reading at the February 24, 2014 Regular Council Meeting.

A public hearing for Bylaw 890/14 was held on March 24, 2014.

Bylaw 890/14 Amendment to Land Use received second reading at the March 24, 2014 Regular Council Meeting.

**RECOMMENDED ACTION:**

Administration recommends Council give third reading of Bylaw 890/14 Amendment to Land Use.

CAO			
DISTRIBUTION:	Council:	Admin:	Press:
			Other:

# The Town of Rimbey Amendment to Land Use Bylaw

Bylaw 890/14

## A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 762/04.

WHEREAS Council has deemed it appropriate to rezone certain parcels of land,

AND WHEREAS Part 1, Section 21, of the Town of Rimbey Land Use Bylaw 762/04 states that Council may initiate an amendment to the Land Use Bylaw,

NOW THEREFORE, after due compliance with the relevant provisions of the Municipal Government Act RSA 2000, ch. M-26, as amended, the Council of the Town of Rimbey duly assembled enacts as follows:

### PART I - BYLAW TITLE

This bylaw may be cited as "Amendment to Land Use Bylaw".

### PART II - REZONING

- 1) Lot 1, Block 19, Plan 072 9960, Lot 1, Block 21, Plan 082 6554, Lot 1, Block 20, Plan 112 0539 and Lot 10, 15, 16, 17 and 18, Block 14, Plan 082 6554 be rezoned as shown in Schedule A.

### PART III - AMENDMENT

- 2) That 'Schedule C' of Bylaw No. 762/04 is hereby amended as per attached map in Schedule A.

### PART IV - REPEAL

- 3) That Bylaw 824/07 is hereby repealed.

### PART V - EFFECTIVE DATE

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

READ a first time this 24 day of FEBRUARY, 2014.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

READ a second time this 24 day of MARCH, 2014.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

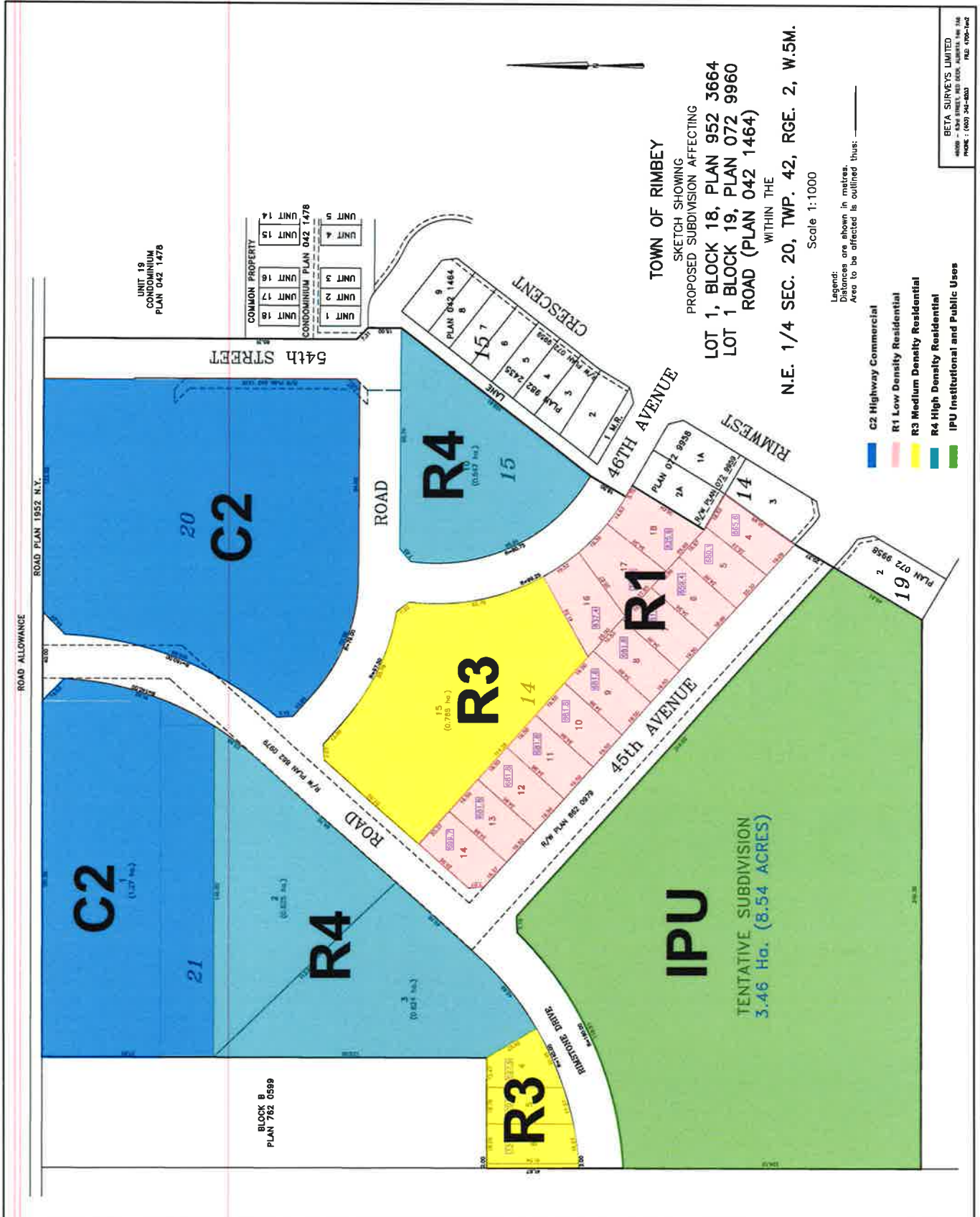
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# The Town of Rimbey Amendment to Land Use Bylaw

Bylaw 890/14

## SCHEDULE A



# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	6.2	Confidential	Yes	No	XX
Topic	Bylaw 891/14 Tax Rate Bylaw				
Originated by	Melissa Beebe	Title	Acting CAO		

**BACKGROUND:**

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

Documentation Attached:	Yes	XX	No
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**DISCUSSION:**


**RECOMMENDED ACTION:**

Administration recommends Council give first reading to Tax Rate Bylaw 891/14.

Administration recommends Council give second reading to Tax Rate Bylaw 891/14.

Administration recommends Council unanimously agree to give third and final reading to Tax Rate Bylaw 891/14.

Administration recommends Council give third reading to Tax Rate Bylaw 891/14.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

# The Town of Rimbey Tax Rate Bylaw

Bylaw 891/14

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF RIMBEY FOR THE 2014 TAXATION YEAR.**

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

MUNICIPAL	General	\$4,912,294
	Rimoka Seniors Foundation Requisition	\$33,179
SCHOOL	School Foundation Requisition – Res.	\$547,557
	School Foundation Requisition – Non-Res.	\$280,404

and,

WHEREAS, the total assessment of taxable land, buildings and improvements amounts to \$298,976,620 and

WHEREAS, the estimated revenue other than from taxation is \$3,513,600 and

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

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

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

Assessment Class	Municipal	Rimoka	School	Total Mills
Residential/Farm	7.0698	0.1118	2.5071	9.6887
Country Estates	3.9788	0.1118	2.5071	6.5977
Non-Residential	8.9731	0.1118	3.6397	12.7246
M & E	8.9731	0.1118	0.0000	9.0849
Farm – Annexed	5.9950	0.1118	2.5071	8.6139
Residential – Annexed	1.6900	0.1118	2.5071	4.3089
Non-Residential – Annexed	10.820	0.1118	3.6397	14.5715
M & E – Annexed	10.820	0.1118	0.0000	10.9318

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

# The Town of Rimbey Tax Rate Bylaw

Bylaw 891/14

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READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

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

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	6.3	Confidential	Yes	No	XX
Topic	Bylaw 892/14 Fees for Services Bylaw				
Originated by	Melissa Beebe	Title	Acting CAO		

**BACKGROUND:**

The Town of Rimbey Bylaw 892/14 is a Bylaw to establish a fee structure to provide information, goods or services to the public.

Documentation Attached:	Yes XX	No
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**DISCUSSION:**

Previous Bylaw 753/03 was passed in 2003 and as such the rates for services do not accurately reflect the current costs in doing business. The rates have been reviewed and amended where necessary.


**RECOMMENDED ACTION:**

Administration recommends Council give first reading to Fees for Services Bylaw 892/14.

Administration recommends Council give second reading to Fees for Services Bylaw 892/14.

Administration recommends Council unanimously agree to give third and final reading to Fees for Services Bylaw 892/14.

Administration recommends Council give third reading to Fees for Services Bylaw 892/14.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

**By-Law 892/14  
Fees for Services**

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

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

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

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

The attached "Schedule A" for By-Law 892/14 establishes the fee structure for providing information to the public.

By-Law 630/95, 753/03 and any attachments thereto are hereby rescinded.

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

Read a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

Read a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER



**By-Law 892/14  
Schedule A**

**Administrative Charges**

<input type="checkbox"/> Compliance Certificates		Separate By-Law
<input type="checkbox"/> County Maps	Plain Paper Laminated	\$ 15.00 including G.S.T. \$ 20.00 including G.S.T.
<input type="checkbox"/> Development & Permit Fees		Separate By-law
<input type="checkbox"/> F.O.I.P. Requests		Separate By-Law
<input type="checkbox"/> Land Use By-Law & General Municipal Plan		\$ 25.00 including G.S.T.
<input type="checkbox"/> N.S.F. Cheques		\$ 42.50 – no G.S.T.
<input type="checkbox"/> Special meetings with Council requested by other parties		\$ 50.00 per Council member in attendance. Fee may be waived.
<input type="checkbox"/> Tax Certificates	Written requests only – no telephone requests permitted	\$ 35.00 – no G.S.T.
<input type="checkbox"/> Tax Recovery Notification		\$ 25.00 – no G.S.T.
<input type="checkbox"/> Tax Searches		\$ 15.00 – no G.S.T.
<input type="checkbox"/> Town Pins	Over the Counter Sales to Community Groups & Merchants for resale	Free On Request at cost

**By-Law 892/14**  
**Schedule A Continued**

**Public Works**

- |  |  |
|--|--|
| <input type="checkbox"/> Sanding Truck           | \$ 100.00 per hour (minimum of \$100.00 charge)  |
| <input type="checkbox"/> Sand / Salt             | Minimum of \$ 40.00 per cubic metre              |
| <input type="checkbox"/> Street Sweeper          | \$ 150.00 per hour (minimum of \$ 150.00 charge) |
| <input type="checkbox"/> Tandem Truck            | \$ 115.00 per hour (minimum of \$ 115.00 charge) |
| <input type="checkbox"/> Backhoe                 | \$ 130.00 per hour (minimum of \$ 130.00 charge) |
| <input type="checkbox"/> Loader                  | \$175.00 per hour (minimum of \$175.00 charge)   |
| <input type="checkbox"/> Skid steer              | \$100.00 per hour (minimum of \$100.00 charge)   |
| <input type="checkbox"/> Snow Blower             | \$100.00 per hour (minimum of \$100.00 charge)   |
| <input type="checkbox"/> Street Grader           | \$ 175.00 per hour (minimum of \$ 175.00 charge) |
| <input type="checkbox"/> Municipal Vehicles      | \$ 75.00 per hour (minimum of \$ 75.00 charge)   |
| <input type="checkbox"/> Grass Cutting Equipment | \$ 65.00 per hour (minimum of \$ 65.00 charge)   |

**Note:** All Equipment Rental includes an operator

G.S.T. will be added to the above rental rates

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	April 14, 2014
Agenda Item No.	6.4	Confidential	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> XX
Topic	Bylaw 893/14 Municipal Emergency Management Bylaw		
Originated by	Melissa Beebe	Title	Acting CAO

**BACKGROUND:**

Town of RimbeY in conjunction with Ponoka County and other neighboring municipalities has agreed to work towards a regional Disaster Services.

Documentation Attached:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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**DISCUSSION:**

To be able to proceed with moving ahead, the bylaw needs to be adjusted to reflect the changes. Administration feels this is the way to proceed to utilize all resources within the municipalities in case of a disaster. In order to enter into an agreement to formalize the partnership, this bylaw must be passed.

**RECOMMENDED ACTION:**

Administration recommends Council give first reading to Municipal Emergency Management Bylaw 893/14.

Administration recommends Council give second reading to Municipal Emergency Management Bylaw 893/14.

Administration recommends Council unanimously agree to give third and final reading to Municipal Emergency Management Bylaw 893/14.

Administration recommends Council give third reading to Municipal Emergency Management Bylaw 893/14.

CAO



DISTRIBUTION:	Council:	Admin:	Press:	Other:
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# Municipal Emergency Management Bylaw

Bylaw 893/14

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## **A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA BEING THE MUNICIPAL EMERGENCY MANAGEMENT BYLAW.**

**WHEREAS**, Council of the Town of Rimbey is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint a Municipal Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency;

**WHEREAS**, it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

**WHEREAS**, it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities within the geographical boundaries of Ponoka County to such a degree that local resources would be inadequate to cope with the situation; and

**WHEREAS**, Council wishes to enter into a regional emergency management partnership with the other three municipalities within the geographical boundaries of Ponoka County for the purpose of integrated emergency management planning and operations.

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

1. *This Bylaw may be cited as the Municipal Emergency Management Bylaw.*
2. *In this Bylaw,*
  - (a) *“Act” means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8;*
  - (b) *“Council” means the Council of the Town of Rimbey;*
  - (c) *“Disaster” means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;*
  - (d) *“Director of Emergency Management” means the individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Town of Rimbey;*

# Municipal Emergency Management Bylaw

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- (e) *“Emergency” means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;*
- (f) *“Minister” means the Minister responsible for the Emergency Management Act;*
- (g) *“Municipal Emergency Advisory Committee” means the committee of Council established under this Bylaw;*
- (h) *“Municipal Emergency Management Agency” means the agency established under this Bylaw;*
- (i) *“Ponoka Regional Emergency Advisory Committee” means a regional committee comprised of a Councillor, or designate, from each of the partnering municipalities of the Ponoka Regional Emergency Partnership;*
- (j) *“Ponoka Regional Emergency Management Agency” means the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Ponoka Regional Emergency Partnership;*
- (j) *“Ponoka Regional Emergency Partnership” means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs; and*
- (j) *“Ponoka Regional Emergency Management Plan” means the integrated emergency management plan prepared by the Ponoka Regional Emergency Management Agency to coordinate response to an emergency or disaster within the geographic boundaries of Ponoka County.*

3. *There is hereby established a Municipal Emergency Advisory Committee to advise Council on the development of emergency plans and programs.*

4. *There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, or the powers contained in Section 12 of this Bylaw.*

5. *Council shall*

- (a) *by resolution, appoint one of its members to serve on the Municipal Emergency Advisory Committee;*
- (b) *provide for the payment of expenses of the members of the Municipal Emergency Advisory Committee;*

# Municipal Emergency Management Bylaw

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- (c) *by resolution, on the recommendation of the Municipal Emergency Advisory Committee, appoint a Director of Emergency Management and Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;*
  - (d) *ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Rimbey;*
  - (e) *approve the Town of Rimbey's emergency plans and programs; and*
  - (f) *review the status of the Ponoka Regional Emergency Management Plan and related plans and programs at least once each year.*
6. *Council may*
- (a) *by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and*
  - (b) *enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.*
7. *The Town of Rimbey Emergency Advisory Committee shall*
- (a) *review the Ponoka Regional Emergency Management Plan and related plans and programs on a regular basis; and*
  - (b) *advise Council, duly assembled, on the status of the Ponoka Regional Emergency Management Plan and related plans and programs at least once each year.*
8. *The Municipal Emergency Management Agency shall be comprised of one or more of the following:*
- (a) *the Director of Emergency Management;*
  - (b) *the Deputy Director(s) of Emergency Management;*
  - (c) *the Chief Administrative Officer or other administrative staff member(s) of the municipality;*
  - (d) *the Fire Chief or designate;*
  - (e) *the Communications Officer (Public Information Officer) or designate;*
  - (f) *the Public Works Manager/Foreman or designate;*
  - (g) *the Planning and Development Manager or designate;*
  - (h) *the Family and Community Support Services Manager or designate;*

# Municipal Emergency Management Bylaw

Bylaw 893/14

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8.A *In addition, the following public and private organizations may be invited to provide representative(s) to the Municipal Emergency Management Agency:*

- (a) the NCO in Charge, Local RCMP Detachment or designate;*
- (b) the Ambulance Service Manager or designate;*
- (c) the School Division Superintendent or designate;*
- (d) representative(s) from Alberta Health Services;*
- (e) representative(s) from adjacent communities which have entered into mutual aid agreements;*
- (f) representative(s) from local business or business associations (e.g. Chamber of Commerce);*
- (g) representative(s) from local industry or industrial associations;*
- (h) representative(s) from local telecommunications service provider;*
- (i) representative(s) from Municipal Affairs, Alberta Emergency Management Agency;*
- (j) representative(s) from Alberta Environment & Sustainable Resource Development;*
- (k) representative(s) from Alberta Transportation; and*
- (l) anybody else who might serve a useful purpose in the preparation or implementation of the Ponoka Regional Emergency Management Plan.*

9. *The Director of Emergency Management shall*

- (a) assist in the preparation and coordination of the Ponoka Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Town of Rimbey;*
- (b) act as director of emergency operations, or ensure that someone is designated under the Ponoka Regional Emergency Management Plan to so act, on behalf of the Municipal Emergency Management Agency; and*
- (c) coordinate all emergency services and other resources used in an emergency; and/or*
- (d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).*

10. *The power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirement specified in Section 15 of this Bylaw, are hereby delegated to a committee comprised of the Mayor, or the Deputy Mayor, alone, or in their absence, any two members of Council. This committee may, at any time when it is satisfied*

# Municipal Emergency Management Bylaw

Bylaw 893/14

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*that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.*

11. *When a state of local emergency is declared, the person or persons making the declaration shall*
  - (a) *ensure that the declaration identifies the nature of the emergency and the area of the Town of Rimbey in which it exists;*
  - (b) *cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and*
  - (c) *forward a copy of the declaration to the Minister forthwith.*
  
12. *Subject to Section 13, when a state of local emergency is declared, the person or persons making the declaration may*
  - (a) *cause the Ponoka Regional Emergency Management Plan or any related plans or programs to be put into operation;*
  - (b) *acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;*
  - (c) *authorize or require any qualified person to render aid of a type the person is qualified to provide;*
  - (d) *control or prohibit travel to or from any area of the Town of Rimbey;*
  - (e) *provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Town of Rimbey;*
  - (f) *cause the evacuation of persons and the removal of livestock and personal property from any area of the Town of Rimbey that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;*
  - (g) *authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;*
  - (h) *cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;*



# Municipal Emergency Management Bylaw

Bylaw 893/14

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- (i) *procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town of Rimbey for the duration of the state of local emergency;*
- (j) *authorize the conscription of persons needed to meet an emergency; and*
- (k) *authorize any persons at any time to exercise, in the operation of the Ponoka Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.*

13. *When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.*

14. *A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when*

- (a) *a resolution is passed under Section 13;*
- (b) *a period of seven days has lapsed since it was declared, unless it is renewed by resolution;*
- (c) *the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or*
- (d) *the Minister cancels the state of local emergency.*

15. *When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.*

16. *No action lies against the Town of Rimbey or a person acting under the Town of Rimbey's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.*

17. *Bylaw No. 692/99 passed on May 10, 1999, dealing with the establishment of a Disaster Services/Emergency Management Committee and/or Agency is hereby rescinded.*

# Municipal Emergency Management Bylaw

Bylaw 893/14

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

READ a first time this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2014.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

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

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	7.1	Confidential	Yes	No	XX
Topic	Regional Emergency Management Partnership				
Originated by	Melissa Beebe	Title	Acting CAO		

**BACKGROUND:**

Administration presented Bylaw 893/14 Municipal Emergency Management Bylaw as Item 6.4 on the April 14, 2014 agenda, requesting the Bylaw receive all three readings, in order to present the Regional Emergency Management Partnership for execution.


Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

An emergency or disaster of a multi-jurisdictional nature could affect any or all of the Municipalities to such a degree that local resources would be inadequate to cope with the situation. The Municipalities have each appointed a Director of Emergency Management. The Municipalities have agreed to adopt a Regional Emergency Management Plan and to develop a Regional Framework for Emergency Management within the Region. The regional framework provides for the opening of Regional Emergency Operations Centre, when required, to provide support to the municipal Emergency Operations Centre.

**RECOMMENDED ACTION:**

Administration recommends Council execute the Ponoka Regional Emergency Management Partnership Agreement between Ponoka County and Town of Ponoka and Town of Rimbey and Summer Village of Parkland Beach as presented.

CAO				
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:

# PONOKA REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_, 2014.

## BETWEEN:

PONOKA COUNTY

and

TOWN OF PONOKA

and

TOWN OF RIMBEY

and

SUMMER VILLAGE OF PARKLAND BEACH

(Hereinafter collectively referred to as "Municipalities")

## WHEREAS:

- A. An emergency or disaster of a multi-jurisdictional nature could affect any or all of the Municipalities to such a degree that local resources would be inadequate to cope with the situation;
- B. The Municipalities have each appointed a Director of Emergency Management;
- C. The Municipalities have agreed to adopt a Regional Emergency Management Plan and to develop a Regional Framework for Emergency Management within the Region; and
- D. The regional framework provides for the opening of Regional Emergency Operations Centres, when required, to provide support to the Municipal Emergency Operations Centre.

## IT IS AGREED THAT FOR MUTUAL CONSIDERATIONS:

1.1 In this Agreement:

- a) "Commencement Date" means that date in which this Agreement becomes effective;
- b) "Directors of Emergency Management" means that person appointed by each Municipality;
- c) "Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
- d) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- e) "Municipal Emergency Operations Centre" means a physical facility in each Municipality designated to:
  - i. provide direct support to response activities;
  - ii. support and give direction to the Incident Commander and emergency response operations in the Ponoka Region;

- iii. maintain executive control over emergency operations;
  - iv. obtain resources as required to assist with emergency operations in the community; and
  - v. provide public and media relations resources.
- f) "Ponoka Regional Emergency Advisory Committee" means a regional committee, comprised of a Councillor, or designate, from each of the partnering municipalities that are a party to this Agreement or that may become a party to this Agreement in the future;
- g) "Ponoka Regional Emergency Management Agency" means the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Ponoka Regional Emergency Management Partnership. Representatives from other agencies will be invited to participate as required;
- h) "Municipality" means any one or all of the Municipalities that are a party to this Agreement or that may become a party to this Agreement in the future;
- i) "Regional Emergency Operations Centre" means an Emergency Operations Centre established at the request of one or more of the Directors of Emergency Management or designate, to support Municipal Emergency Operations Centres during a major emergency or disaster; and
- j) "Regional Framework for Emergency Management" means the Municipalities participating in this Agreement supporting and assisting each other when requested and when able to provide that support and assistance in the event of a major emergency or disaster.

2.1 The Ponoka Regional Emergency Management Agency provides direction to the Ponoka Regional Emergency Management Plan. The Ponoka Regional Emergency Management Agency will:

- a) Be responsible for ensuring regional emergency planning documents and programs are accurate and reviewed annually;
- b) Ensure training on the Ponoka Regional Emergency Management Plan is provided for personnel;
- c) Ensure regional training records are kept;
- d) Plan and execute exercises to validate the Ponoka Regional Emergency Management Plan;
- e) Conduct reviews of all exercises;
- f) Review the impact of incidents on the system;
- g) Publish information, as necessary, on the Ponoka Regional Emergency Management Plan with:
  - i. municipal departments; and
  - ii. industrial and municipal neighbours.
- h) Liaise with external agencies and surrounding municipalities who have a role in emergency response at regional facilities; and
- i) Ensure the Ponoka Region has appropriate resources and equipment available.

3.1 Municipalities shall not be required to provide anything other than municipally owned equipment, employees and volunteers normally used by the Municipalities when responding to a regional emergency or assisting in a Regional Emergency Operations Centre.

- 4.1 No action lies against the Municipality with jurisdiction or any responding Municipality or a person acting under that Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under the Emergency Management Act or the regulations during a state of local emergency.
- 5.1 A requesting Municipality indemnifies each responding Municipality against any expense incurred by that responding Municipality by reason of any damage to its equipment in the course of responding to a call and against any cost or expense incurred by the responding Municipality by reason of personal injury or death caused to any of its personnel in the course of responding to a call unless such damage, injury or death results from the gross negligence of the responding Municipality.
- 5.2 A requesting Municipality agrees to save and hold harmless the responding Municipality, any of its departments, agencies, officers or employees from all cost, injury and damage occurred and from any other injury or damage to any person or property as a result of their actions in assisting the requesting Municipality. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of action, court costs, expenses of litigation and reasonable legal fees.
- 6.1 All costs and expenses associated with responding to an incident shall be the responsibility of the Municipality where the incident occurs.
- 7.1 The Municipalities will at all times comply with the requirements of all applicable Federal, Provincial and Municipal legislation.
- 8.1 This Agreement comes into force on \_\_\_\_\_, 2014 ("Commencement Date") and shall be reviewed on the request of any Municipality or every two (2) years.
- 8.2 Any Municipality may withdraw from this Agreement by giving twenty-four (24) months written notice of intent to each of the other Municipalities. In that event, this Agreement shall otherwise continue in full force and effect between the remaining Municipalities and any investment in joint assets shall remain with the partnership.
- 8.3 Municipalities cannot opt in or out of the Regional Framework for Emergency Management during a major emergency or disaster.
- 8.4 Each of the Municipalities agrees to share emergency management related information.
- 8.5 Each of the Municipalities will strive to utilize common procedures, training, communications systems and technologies.
- 8.6 This Agreement does not in any way amend or replace those agreements that may already be in existence or shall come into existence in the future between any of the Municipalities, as a whole or otherwise, with respect to the provision of fire fighting or other services.
- 8.7 Any notice permitted or required by this Agreement shall be deemed to be given if delivered personally or sent by registered mail addressed to a Municipality at its principal address. In the case of a postal strike or other disruption of service, personal delivery only shall be effective. Any notice sent by mail is deemed to be received on the third business day following the date of mailing.

**IN WITNESS WHEREOF** the parties have hereunto set their seals duly attested to by the hands of their properly authorized officers in that behalf effective as at the day and year first above written.

**PONOKA COUNTY**

Per: \_\_\_\_\_  
Reeve

Per: \_\_\_\_\_  
County Administrator

**TOWN OF PONOKA**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Chief Administrative Officer

**TOWN OF RIMBEY**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Chief Administrative Officer

**SUMMER VILLAGE OF PARKLAND BEACH**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Chief Administrative Officer

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014	
Agenda Item No.	7.2	Confidential	Yes	No <input checked="" type="checkbox"/> XX
Topic	Council Meeting Date Change			
Originated by	Melissa Beebe	Title	Acting CAO	
<b>BACKGROUND:</b>				
<p>At the Organizational Meeting held October 28, 2013, Council set the dates for the Regular Council Meetings.</p>				
Documentation Attached:	Yes	No	XX	
<b>DISCUSSION:</b>				
<p>The Mayor has advised Administration he will be away during the meeting scheduled for May 12, 2014.</p>				
<b>RECOMMENDED ACTION:</b>				
<p>Administration recommends Council move the Regular Council Meeting to May 6th, or May 14<sup>th</sup> or alternatively, only hold one meeting in May on the 26<sup>th</sup>.</p>				
CAO	<i>M. Beebe</i>			
DISTRIBUTION:	Council:	Admin:	Press:	Other:



# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	7.3	Confidential	Yes	No	xxxx
Topic	Recreation Advisory Group – Team Operating Agreement				
Originated by	Peter Stenstrom		Title	Director of Community Services	

**BACKGROUND:**

Council decided to dissolve and restructure the Rimbey and Area Recreation Board on March 24<sup>th</sup>, 2014. A new structure and agreement has since been developed by the Director of Community Services and is ready to be presented to council today.

Documentation Attached:	Yes xxx	No
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**DISCUSSION:**

I am proposing that the new group be called the Recreation Advisory Group (RAG). Details around the structure, purpose, membership and team rules are outlined in the attached agreement.

The proposed agreement has been reviewed and is supported by administration and former Recreation Board Members that are intending to continue on with this new group.

**RECOMMENDED ACTION:**

The Director of Community Services recommends that council approves the formation of The Recreation Advisory Group and the groups "Team Operating Agreement".

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

**Town of Rimbey**



# **Team Operating Agreement**

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## **Recreation Advisory Group**

**Recreation Advisory Group  
Team Operating Agreement  
Approved: April 14, 2014  
Prepared by: Peter Stenstrom**

# Team Operating Agreement

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## **Purpose of the Team Operating Agreement (TOA)**

This TOA serves as the guidelines and ground rules to help the Recreation Advisory Group (RAG) work as effectively as possible with The Town of Rimbey's Director of Community Services (Director), the Town of Rimbey (Town) and their partners. This TOA is a living document and may be updated as the need arises. Any updates would be discussed and later approved by Rimbey's Town Council.

## **Team Focus**

- Special Projects/Events: The Director will identify projects and events for the team to focus on. Focus points will be pre-established and prioritized by Council, Administration and in accordance with the Town of Rimbey Recreation Master Plan.
- "Eye's & Ears": Members will provide insight, give advice and relay information from the community to the Director on the general state of parks, trails and recreation in Rimbey

## **Membership**

1. The team will aim to have 6 committed members. All six are not required for normal operations.
2. Members are expected to routinely attend and participate in meetings, actively engage in email communication and to complete assigned action items when required. Members will be able to establish the extent that they are willing to contribute beyond meetings and emails and every effort will be made to operate within those established parameters.
3. If a member does not attend 3 consecutive meetings, or if they consistently demonstrate unconstructive behavior, their status with the group will be evaluated by the Director and remaining team members. Their membership maybe withdrawn.
4. A member may resign at any time upon sending written notice of resignation to the Director.
5. The team will be represented by no less than 50% Rimbey residents. Ponoka County representation is desired but not required. Members must be 16 years of age or older.
6. A Recording Secretary will be chosen from the team to take minutes at all meetings. This position will be rotated on an annual basis.
7. Rimbey Town Council will not have sit-in representation on the team; however they are always welcome to attend, observe and contribute at any regularly scheduled meetings.
8. New member applications will be presented to Council and will require their approval for acceptance.
9. Membership on the RAG will be public knowledge; therefore members must always conduct themselves in a matter that brings credit to the Town.

## **Team Communications**

- All formal communications will happen during scheduled meetings or by email addressed to all members concurrently.
- Meeting agendas will be e-mailed to team members at least 48 hours prior to meetings. Meeting minutes will be stored in the office of the Director and emailed to team members within 48 hours of the meeting.

- Team members will appreciate the sensitive nature of information discussed and will share with care. Where applicable, documents will include a footer indicating that information is confidential.
- All communication will be open and courteous. No “overtalking” or interrupting.
- Team members will not be permitted to engage communication with partner organizations or the public in an official capacity unless prior approval has been given by the Director.

### **Decision Making**

1. Decisions will be ultimately be made by the Director. The Director will always highly value and consider any input given by team members.
2. Votes may be called when consensus is desired. The team will use thumbs up/thumbs down voting to make decisions quickly and move on. Members may abstain from voting.
3. Meeting minutes will document the decisions made. If you have questions after reviewing the minutes, contact the Director for clarification.

### **Meetings**

- Team members will meet monthly on the 1<sup>st</sup> Monday of the month at 7pm in the Peter Lougheed Community Centre.
- Special meetings may be called on notice by the Director. Notice and an agenda will be given no less than 48 hours prior to the meeting.
- Meetings will start and end on time. Meetings will not go longer than 90 minutes unless group consensus allows for a time extension. Efforts will be made to keep meetings to approximately 60 minutes or less.
- Issues, projects and action items will be reviewed and discussed at each meeting.
- There will be a designated time of approximately 15 minutes for “Open Discussion” at all regular scheduled meetings for members to bring up any issues and ideas regarding recreation improvements in Rimbey.
- The Director will be responsible for facilitating and keeping meetings on track. Team members will accept the Director’s decision to table or “park” a discussion topic.
- Sending “stand ins” to meetings will not be allowed unless approved by the Director prior to meetings.
- Cell phones and other communication devices must be silenced during meetings and used on an emergency basis only.
- It is the responsibility of each team member to stay current on the RAG activities, even when he or she has missed a meeting.
- Non-members wishing to attend a meeting will generally be welcome. When discussion topics are of a confidential nature, non-members may be asked to temporarily leave the room. Non-members will be permitted to contribute in meetings when appropriate. If non-members become disruptive, they will be asked to leave the meeting by the Director.

### **Personal Courtesy**

Each team member represents a unique and valuable perspective regarding the positive development of recreation in Rimbey. Team members will bring their individual perspectives to the team and will always aim to discern and value what is best for the Town of Rimbey.

Signed, Sealed and Delivered on behalf of the Town of Rimbey this 14th day of April, 2014.



The Town of Rimbey

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	7.4	Confidential	Yes	No	xxxx
Topic	Community Events Grant Program				
Originated by	Peter Stenstrom		Title	Director of Community Services	

**BACKGROUND:**

The Community Events Grant Program is governed by Policy # 5402. The policy states that applications are to be sent to the Director of Community Services. Then they are to be presented to the Rimbey and Area Recreation Board, they would be analyzed by the group. From there, eligible applications would be presented to Town Council with a recommendation.

The Rimbey and Area Recreation Board was formally dissolved in the March 24<sup>th</sup> Council Meeting. Therefore the Policy needs to be amended to reflect this change.

Documentation Attached:	Yes	No	xxxx
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**DISCUSSION:**


I am requesting that all the Recreation Board's responsibilities regarding the Community Events Grant Program be transferred to the Director of Community Services.

The Director would be ultimately responsible to receive and filter applications according to the guidelines laid out in Policy # 5402. Eligible applications would be forwarded to council with a recommendation.

There are currently six grant applications waiting for a decision.

**RECOMMENDED ACTION:**

The Director of Community Services recommends Council amends Policy # 5402 by granting the Director of Community Services the authority to submit eligible Community Events Grant Applications directly to Council.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:



# Town of Rimbey Policy Manual

**Title:** Community Events Grant Program **Policy No.:** 5402  
**Supercedes:** January 9, 2012  
**Approved:** **Resolution No.:** ???/14  
**Effective Date:**

**Purpose:** To provide a source of funding for eligible community groups to assist in hosting a community event.

## Policy Statement:

The Town of Rimbey will provide a fair and equitable process for the granting of financial assistance, to a maximum of \$500.00 for events that benefit the community.

## Definitions

1. "Community Event" is defined according to the following:
  - a. Event primarily designed and delivered for the general population; or
  - b. Event that is locally based and whose efforts are either local or regional in nature.
2. "Eligible Event" is defined according to the following:
  - a. Event that appeals to the general population and has a high level of community acceptance.
  - b. Proceeds from the event are solely intended to support the community.
  - c. Event that is hosted within the Town of Rimbey and must be open and accessible to the public regardless of age, sex, creed, or religion.
  - d. Event is non-partisan in nature.
3. "Eligible Group" is defined according to the following:
  - a. Organizations including registered non-profit societies, Canadian registered charities that operate in the Rimbey area or other community groups/organizations.
  - b. Organizations that are non-partisan in nature.
  - c. Organizations currently receiving a municipal property tax exemption are not eligible to receive funding.

## Amended:

**Date:** March 23/11 **Resolution:** 78/11  
**Date:** January 9/12 **Resolution:** 03/12

## Responsibilities

1. The Town of Rimbey Community Services coordinates, promotes and receives applications for the Community Events Grant Program up to December 31<sup>st</sup> of the calendar year or until funding expires. Organizations are eligible to apply for funding in advance or 30 days after their event, provided the application is received within the calendar year.
2. The Director of Community Services reviews the grant applications in accordance with this policy and makes funding recommendations to Town Council.
3. In their application for a Community Events Grant, recipients shall illustrate all projected expenses and revenues as it relates to their event.
4. The Town of Rimbey will not be held responsible for any claims related to the proposed activity.
5. Submit a signed Financial Statement/Expenditure Report within 60 days of completion of the event, verifying that funds were used for the purpose awarded.
6. Acknowledge receipt of the Community Events Grant Program funding where appropriate.

## Standards

1. Applications must be submitted using the approved application form.
2. A Financial Statement detailing the actual expenditures and revenues of the event must be submitted no later than 60 days after the event in order to receive funding.
3. Organizations shall be limited to one Community Events Grant per calendar year.
4. If an event is cancelled, or is not completed within the calendar year, all awarded funds shall be returned to the Community Events Grant Program.
5. Eligible expenses may include, but are not limited to:
  - a. Facility Rental Costs
  - b. Equipment Rental Costs
  - c. Guest Speakers/honorariums
  - d. Printing/Advertising
  - e. Trophies/Medals/Plaques
6. The maximum amount granted shall be \$500.00
7. Council may accept or reject any application based on merit and availability of funds.

### **Amended:**

**Date:** March 23/11

**Resolution:** 78/11

**Date:** January 9/12

**Resolution:** 03/12



# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	7.5	Confidential	Yes	No	xxxx
Topic	Community Grants Program Applications				
Originated by	Peter Stenstrom		Title	Director of Community Services	

**BACKGROUND:**

The Director of Community Services has received six applications for funding from the Community Events Grant Program.

1. Rimbey Lions Club – Rimbey Lions Pancake Day - \$500  
*Eligible Application*
2. Rimbey Nursery School – R.N.S. Spring Dance Fundraiser - \$500  
*Eligible Application*
3. Rimbey Girl Guides – Year End Celebration & Advancement Ceremony - \$50  
*Eligible Application*
4. Fashion Show for Breast Cancer Committee – Fashion Show for Breast Cancer Fundraiser - \$410  
*Eligible Application*
5. Rimbey and District Chamber – Expo 2014 & Hot Air Affair - \$500  
*Eligible Application*
6. Gull Lake North Citizens on Patrol – Annual Garage Sale - \$500  
*Eligible Application*


	Yes	No xxx
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**DISCUSSION:**


All six applications meet the Community Events Grant Program criteria. Money is currently available in this program to cover these requests.

**RECOMMENDED ACTION:**

The Director of Community Services recommends Council approves the requested funding from the Community Events Grant Program budget to the Rimbey Lions Club in the amount of \$500.00 for their Pancake Breakfast, Rimbey Nursery School in the amount of \$500.00 for their Spring Dance, Rimbey Girl Guides in the amount of \$50.00 for their yearend celebration and Advancement Ceremony, Fashion Show for Breast Cancer Committee in the amount of \$410.00 for the Fashion Show for Breast Cancer Fundraiser, Rimbey and District Chamber in the amount of \$500.00 for the Expo 2014 & Hot Air Affair and the Gull Lake North Citizens on Patrol in the amount of \$500.00 for their Annual Garage Sale.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	7.6	Confidential	Yes	No	XX
Topic	Rimbey Municipal Library				
Originated by	Melissa Beebe	Title	Acting CAO		
<b>BACKGROUND:</b>					
<p>The Rimbey Municipal Library is holding a fundraising event on May 24<sup>th</sup>, at the Peter Lougheed Community. The funds from this fundraiser will be going towards their building fund.</p>					
Documentation Attached:	Yes	No	XX		
<b>DISCUSSION:</b>					
<p>The Rimbey Municipal Library does not qualify under the Community Events Grants Program as it is exempt from taxation, as per the Municipal Government Act, Exemption for Government, churches and other bodies 362(1) (j).</p> <p>The Rimbey Municipal Library is requesting Council waive the fees for the hall rental and the use of the kitchen for the fundraising event.</p>					
<b>RECOMMENDED ACTION:</b>					
<p>Administration recommends Council waive the fees for the hall rental and the use of the kitchen for the Rimbey Municipal Libraries fundraising event which will be held on May 24<sup>th</sup> at the Peter Lougheed Community Centre.</p>					
CAO					
DISTRIBUTION:	Council:	Admin:	Press:	Other:	



April 1, 2014

Town Council Members:

On behalf of the Town of Rimbey Library board I respectfully request that the fees for the hall and kitchen rental of the Peter Lougheed Center on May 24th be waived. We will still assume total responsibility for the set up and strike down of the event.

On May 24th we are having a fundraiser with all proceeds going towards our building fund. After a conversation with Peter Stenstrom we realized that we do not qualify for the community grant program as we are tax exempt.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink that reads "Jean Keetch". The signature is written in a cursive style.

Jean Keetch  
Library Manager

PO Box 1130 4938 50<sup>th</sup> Ave, Rimbey, AB, T0C 2J0

403-843-2841

[rimbeylibrary.prl.ab.ca](http://rimbeylibrary.prl.ab.ca)

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	7.7	Confidential	Yes	No	XX
Topic	2014 Concrete Replacement Program Tender				
Originated by	Melissa Beebe	Title	Acting CAO		

**BACKGROUND:**

The 2014 Concrete Replacement Program was tendered, with a closing date of April 1<sup>st</sup>. Seven contractors picked up tender documents of which seven submitted tenders. The results were as follows:

Olds Concrete	\$158,681.98
EHR Mechanical	\$183,002.82
J Branco & Sons	\$212,343.86
Raider Site Services	\$257,612.36
Midoram Concrete	\$264,015.68
Contour Concrete	\$330,474.39
Proform Concrete	\$383,995.34

All tenders include the necessary bonding, insurance documentation, 10% contingency allowance, and GST.

Documentation Attached:	Yes <input checked="" type="checkbox"/> XX	No
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**DISCUSSION:**

At the Regular Council Meeting held March 24, 2014 Council passed the 2014 Operating and Capital Budget. An allotment of \$250,000.00 was for the purpose of concrete replacement.

Tagish Engineering reviewed the tenders and recommend awarding the Tender submitted by Olds Concrete for the tendered price of \$158,681.98 (including GST).

As the tender is under budget, the Town would be able to do additional concrete work where necessary throughout the town.

Once acceptance from the Town of Rimbey, Tagish Engineering, will issue a "Notice of Award" to Olds Concrete.

**RECOMMENDED ACTION:**

Administration recommends Council award the tender of the 2014 Concrete Replacement Program to Olds Concrete for the tendered price of \$158,681.98 (including GST).

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

April 2, 2013

File# RB119

Town of Rimbey  
Box 350  
Rimbey, Alberta  
T0C 2J0

**ATTENTION: Melissa Beebe, Assistant CAO**

Dear Madam;

**RE: 2014 Concrete Replacement Program**

The tender for the above project closed on April 1, 2014, seven Contractors picked up tender documents, of which seven submitted tenders. The results, corrected if applicable, are as follows:

Olds Concrete	\$158,681.98
EHR Mechanical	\$183,002.82
J Branco & Sons	\$212,343.86
Raiders Site Services	\$257,612.36
Midoram Concrete	\$264,015.68
Contour Concrete	\$330,474.39
Proform Concrete	\$383,995.34

All tenders included the necessary bonding, insurance documentation, 10% contingency allowance, and GST.

The project is under budget; however some money needs to be allotted for asphalt patching. We will likely do additional concrete work on 53 Street from 48 Avenue to 50 Avenue and potentially other miscellaneous work. A budget of \$250,000 will be allotted for the proposed work, additional work, engineering and asphalt patching.

We respectfully recommend awarding the Tender submitted by Olds Concrete, for the tendered price of \$158,681.98 (including GST). Upon receipt of notification of acceptance from the Town of Rimbey, Tagish Engineering Ltd, will issue a "Notice of Award" to Olds Concrete.

If you require additional information please contact our office at your earliest convenience.

Yours truly,  
**TAGISH ENGINEERING LTD.**

  
**Lloyd Solberg, P. Eng.**  
**Project Manager**

Encl

TG01\_RB111\_Recommendation Ltr\_Apr19\_2013



# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	7.8	Confidential	Yes	No	XX
Topic	Tagish Engineering Ltd. – Project Status Updates				
Originated by	Melissa Beebe		Title	Interim CAO	

**BACKGROUND:**

Tagish Engineering Ltd has provided a project status update on the various ongoing projects within the Town of Rimbeey.


Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Attached is the Project Status Update from Tagish Engineering Ltd for the period ending April 8, 2014.

**RECOMMENDED ACTION:**

Administration recommends Council accept the Project Status Update dated April, 8 2014, from Tagish Engineering as information.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:



## PROJECT STATUS UPDATES

April 8, 2014

**We would take this opportunity to remind the Town of Rimbey that due to the significant snowfall this season, there will be a strong possibility of well above average snow melt runoff in the spring. Snow pack actually creates a very effective dam and we would caution that snow blockages at culvert inlets and outlets, as well as snow pack in drainage channels and road ditches may cause or create temporary water-bodies in many areas. When the snow pack finally lets go and if these water-bodies discharge too rapidly, downstream flooding, property damage and/ or road damage can easily occur. Freeze thaw cycles in early spring can also exasperate these problems.**

**We would recommend that areas that may be susceptible to high water or high flow damage be inspected for potential problems, and potential snow blockages be considered prior to spring runoff to head off and perhaps minimize and control these potential problems.**

## **1.0 Town of Rimbey**

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### **RB00 – Rimbey General**

This project is for small general requests for the Town.

(March 11)

- D & M Concrete have revised their completion date to March 14 due to extreme cold temperatures in February. Contractor was advised to be off site prior to March 20, as not to interfere with EnCana's waste water removal.
- Budget estimate and overall drawing was prepared for the reconstruction of 43 St from 50 Av to 54 Av was presented to staff. 54 Av for Hwy 20 to 44 St to be included in estimate.

(March 25) D & M Concrete has completed crushing all concrete at lagoon site.

(March 25 – April 8) D & M Concrete has completed the concrete crushing and moved off site.

(April 8) In discussion with a company which will provide a concept plan and construction budget to provide a skateboard / BMX facility.



### **RB87 – Hwy 20 Intersections – (GM)**

This project consists of granular base construction (ready for asphalt paving to be completed by others) for both the 54 Av and 58 Av intersections on Hwy 20. Alberta transportation as agreed to pave the intersections in conjunction with the asphalt overlaying of Hwy 53

(March 11) Alberta Transportation Tender closed March 5 award to follow. Waiting for information from Nikirk Bros. Contracting.

(March 25) Waiting on Nikirk Bros. Contracting for price on Traffic Accommodation Strategy.

(April 8) Submitted a Roadside Development Application to Alberta Transportation and the Traffic Accommodation Strategy.

### **RB100 – 51st Avenue from 44-46<sup>th</sup> Street (2012 Construction) – (LS)**

(March 2) No Change.

(April 8) Talked with CCA last week to confirm that we will look at street with settlements in the spring. Original update was "(Oct 15) FAC inspections to be completed in the spring of 2014 at which time CCA will fix settlements".

### **RB102 South Lagoon Baffle Curtain – GM**

This project consists of improving the baffle curtain support system.

(January 28 – March 25) No change until spring when Town staff will apply required tension to cable to support baffle curtain.

(January 28 – April 8) No change until spring when Town staff will apply required tension to cable to support baffle curtain.

### **RB106 Rimbey Northeast Lagoon Subdrain Upgrades - GM**

This project is related to all work involving the NE Lagoon repairs and drainage.

(March 11) February 27, sent e-mail to Alberta Environment requesting statues on ground water diversion application, still waiting for response

(March 25) Waiting for response from Alberta Environment on ground water diversion application.

(March 25 – April 8) Waiting for response from Alberta Environment on ground water diversion application.

### **RB108 2013 Walking Trails– GM**

Project: Construct an asphalt trail system from the Rimbey Community Center to Hwy 53 - 55 St, then south along the west boundary of NE 20 – 42 – 2 W, connecting to the Lions Walking Trail.

(February 11 – March 25) No Change, construction to commence after spring thaw.

(February 11 – April 8) No Change, construction to commence after spring thaw.

**RB109 – 58<sup>th</sup> Avenue Re-construction – LS**

Project: There are significant settlements along 58<sup>th</sup> Ave. Roadway is to be milled, asphalt leveling course is to be applied and overlaid. Sanitary is to be re-lined with a CIPP as part of this project. Miscellaneous patching in Rimbey is also part of this project.

(Mar 10) No Change.

(March 2) No Change.

(April 8) No Change. Original Update was "(December 10) Checked issue with Service on 58<sup>th</sup> Ave. Some construction work may be required in 2014 to address problem. It is assumed that work will be done under a new job number if decided to go ahead."

**RB116 – Bergum Area and Back Lane Storm (GM)**

Project: Assessment of drainage from back lane entering Bergum property

(March 11) In meeting with Town, staff requested that a detail overall plan be prepared to include the drainage options for the entire parcel of land.

(March 25) No Change.

(March 25 – April 8) No Change.

**RB118 – Simpson Road – (GM)**

(February 25 – March 25) Project cost estimates were supplied to Town for consideration, waiting for decision.

(February 25 – April 8) Project cost estimates were supplied to Town for consideration, waiting for decision.

**RB119 – 2014 Concrete Sidewalk Replacements – (LS)**

(Mar 10) Tender has been completed, just need internal review. Project tentatively scheduled to open March 18 and close April 1, 2014.

(March 2) Pretender meeting on March 25. Tender closes April 1, 2014.

(April 8) Olds Concrete had the lowest submitted bid. A recommendation letter has been sent to the Town to award the project to Olds Concrete.

**RB120 – Community Center HVAC Upgrades – (GM)**

This project involves the replacement of three (3) Air Handling Units and the Control System for the Rimbey Community Center.

AHU-1 Is the air handling unit that serves the main entrance and administrative areas.

AHU-4 Is the unit that serves the north side of the main auditorium.

AHU-6 Is the air handling unit for the fitness area.

(March 11) Received signed Engineering Services Agreement from KB Engineering. KB Engineering is preparing documents and specifications for the replacement of the roof top units to go out to tender shortly.

(March 25) Waiting on KB Engineering to complete tendering of the roof top units.

(April 8) KB Engineering has met with three (3) Contractors on site to discuss the removal and replacement of the roof top units. KB Engineering has indicated that the top has received two additional quotes. Consultant will be analyzing all submissions and will be preparing documentation to have all firms quote on the same terms of reference, with a recommendation to follow in a couple of weeks.

**RB121 – Spray Park Upgrades 2014 – (LS)**

(Mar 10) Need further information from Public works. Once information is gathered, Pidherneys will be contacted to see if they are interested in the project.

(March 24) Will talk with Public works when we are town for the Concrete Replacements Tender on March 25.

(April 8) Talked with Rimbey Public works and got some additional information. Talking with Western Recreation currently on their spray park to formulate an action plan for upgrading the Rimbey Spray Park.

**RB122 – Water System Upgrades 2014 – (GM)**

(March 11) Canadian Consulting Group is preparing a report outlining the SCADA system. Town requested price quotation from several Contractors for the repairs and water systems upgrades.

(March 25) Canadian Consulting Group were on site March 21, and will be producing a report on the SCADA system upgrades.

(April 8) Request for price quotations for the installation of security fencing at Well 12, 13 and Main Reservoir were sent out to four Contractors.

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	7.9	Confidential	Yes	No	XX
Topic	Rimbey Municipal Library – Board Member Application				
Originated by	Melissa Beebe		Title	Acting CAO	

**BACKGROUND:**

The Rimbey Municipal Library Board requires additional Board Members. The Town of Rimbey advertised in the Rimbey Review notifying the public the requirement for additional Library Board Members.


Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Two individuals have submitted applications to be Rimbey Municipal Library Board Members.

**RECOMMENDED ACTION:**

Administration recommends Council appoint Michael Boorman and Bev Ewanchuk to the Rimbey Municipal Library Board effective April 14, 2014 for a period of three (3) years.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

# RIMBEY MUNICIPAL LIBRARY

## BOARD MEMBER APPLICATION FORM

Name: Michael Boorman

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (work)

e-mail address \_\_\_\_\_

1. Are you a member of the Rimbey Municipal Library: Yes  No \_\_\_\_\_

2. Have you been a Board member with other organizations in the past or at present?  
Yes  No \_\_\_\_\_ If yes, briefly outline:

Numerous hospital committees (Rimbey) over 30 yrs.  
Medicine Lodge Ski Club over 20 years.  
Rimbey United Church  
Rimbey Regatta Club.

3. Do you have a basic understanding of Parliamentary Procedure? Yes  No \_\_\_\_\_

4. What previous experience have you had that will help you in fulfilling your responsibilities as a Board Member? As above

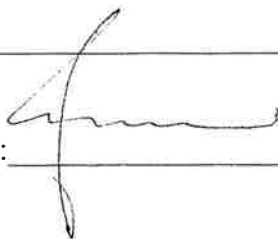
5. Are you prepared to give personal time attending Board meeting, Library seminars, preparing reports etc. realizing that there is no remuneration for such?  
Yes  No \_\_\_\_\_

6. Are you willing to attend workshops and seminars relating to Library administration? Yes  No \_\_\_\_\_

7. Briefly describe what you believe you can contribute to the Library Board.

• Support new and existing programs.  
• assist with plans for expansion

Date: Mar. 25 '14

Signature: 

# RIMBEY MUNICIPAL LIBRARY

## BOARD MEMBER APPLICATION FORM

Name: Ber. Ewanchuk

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (work)

e-mail address \_\_\_\_\_

1. Are you a member of the Rimbey Municipal Library: Yes  No \_\_\_\_\_

2. Have you been a Board member with other organizations in the past or at present?  
Yes  No \_\_\_\_\_ If yes, briefly outline:

Rimbey-Bluffton Association for the Handicapped  
Rimbey Nursery School, Rimbey Gymnastics Club,  
Rimbey Minor Ball, Rimbey New Arena Society,  
Rimbey Municipal Library

3. Do you have a basic understanding of Parliamentary Procedure? Yes  No \_\_\_\_\_

4. \*What previous experience have you had that will help you in fulfilling your responsibilities as a Board Member? Besides numerous volunteer positions, I have over 20 years as a social worker with the Government of Alberta.

5. Are you prepared to give personal time attending Board meeting, Library seminars, preparing reports etc. realizing that there is no remuneration for such?  
Yes  No \_\_\_\_\_

6. Are you willing to attend workshops and seminars relating to Library administration? Yes  No \_\_\_\_\_

7. \* Briefly describe what you believe you can contribute to the Library Board.

As a community member for 33 years, I have watched the needs of the community change.  
As a social worker, I am aware of the community dynamics

Date: March 24, 2014 Signature: B. Ewanchuk

\* Please find attached my resume which should provide more examples of experience

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	7.10	Confidential	Yes	No	xxxx
Topic	Recreation Advisory Group – Member Appointments				
Originated by	Peter Stenstrom		Title	Director of Community Services	

**BACKGROUND:**

Three members of the former Recreation Board desire to transfer membership to the newly developed Recreation Advisory Group.

**Names:**

- Aimee Heilemann – Town Rep
- Leila Maillet – Town Rep
- Elma Schumacher – County Rep

Documentation Attached:	Yes	No xxx
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**DISCUSSION:**

All three members served on the previous Recreation Board for less than a year and are optimistic about pressing forward within the new structure. All three are active recreation enthusiasts and would like to continue to impact positive recreation development in Rimbey.

**RECOMMENDED ACTION:**

The Director of Community Services recommends Council approves the appointments of Aimee Heilemann, Leila Maillet, and Elma Schumacher to the newly formed Recreation Advisory Group.

CAO	<i>M. Bube</i>			
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	8.2.1	Confidential	Yes	No	XX
Topic	Rimoka Housing Foundation Minutes Feb 26, 2014				
Originated by	Melissa Beebe	Title	Interim CAO		

**BACKGROUND:**

The Rimoka Housing Foundation held a board meeting on February 26, 2014.


Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Attached is a copy of the Rimoka Housing Foundation Board Meeting Minutes of February 26, 2014.

**RECOMMENDED ACTION:**

Administration recommends Council accept the Rimoka Housing Foundation Board Meeting Minutes of February 26, 2014 as information.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:



Rimoka Housing Foundation  
February 26, 2014 @ 9:00 a.m.  
Parkland Manor, Rimbey

## MINUTES

<b>In Attendance:</b>	<b>Legion</b>	D. MacPherson (regrets)	
	<b>Town of Ponoka</b>	R. Bonnett	Loanna Gilka (for T. Falkiner)
	<b>Town of Rimbey</b>	R. Pankiw	M. Jaycox (via teleconference)
	<b>County of Ponoka</b>	P. McLaughlin - Chair	B. Liddle
	<b>The Bethany Group</b>	D. Beesley	S. Mickla
		M. Wideman - Recorder	
<b>Rimbey Review</b>	Jeffrey Heyden-Kaye, Reporter		

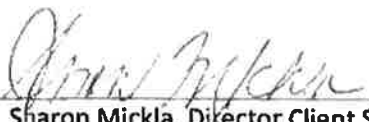
<b>1.</b>	<b>CALL TO ORDER</b> The meeting was called to order at 8:58am by Paul McLaughlin.
<b>2.</b>	<b>ADOPTION OF AGENDA</b>  RHF 14-02-01 <b>MOVED</b> by R. Bonnett that the Board accept the Agenda with the following additions under New Business: Parkland Manager, Home Care FCSS, Meeting with Legion Arms and Update from Lodge Advisory Committee. <b>CARRIED</b>
<b>3.</b>	<b>APPROVAL OF MINUTES</b>  RHF 14-02-02 <b>MOVED</b> by B. Liddle that the Board accept the minutes of January 15, 2014 as circulated. <b>CARRIED</b>
<b>4.</b>	<b>FINANCIAL REPORTS</b> For the twelve months ended December 31, 2013  <ul style="list-style-type: none"> <li>- Lodge Operations – Rental revenue is up slightly, as occupancy is higher than anticipated. Overall was a successful year.</li> <li>- Reid Manor – Currently 11 vacancies. Confirmation that residents will always be able to receive Meals on Wheels. Currently 5 residents receiving the evening meal and 2 receiving breakfast, which is now delivered from the lodge.</li> </ul> RHF 14-02-03 <b>MOVED</b> by R. Pankiw to accept the Financial Statements for Lodge Operations for the twelve months ended December 31, 2013 as presented. <b>CARRIED</b>


	<p>– Life Lease Operations – Operating slightly ahead of budget. Again, was a successful year.</p> <p><b>RHF 14-02-04</b>      <b>MOVED by R. Bonnett to accept the Financial Statements for Life Lease Operations for the twelve months ended December 31, 2013 as presented.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>5.</b>	<p><b>OPERATIONAL REPORT</b></p> <p>Review of report prepared by S. Mickla.</p> <p>– Anticipate completion of the OH&amp;S COR (Certificate of Recognition) Audit by next year.</p> <p><b>RHF 14-02-05</b>      <b>MOVED by R. Pankiw to accept the Operational Report as information.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>6.</b>	<p><b>UPDATE FROM LODGE ADVISORY COMMITTEE</b></p> <p>Update provided by D. Beesley regarding the Lodge Advisory Committee.</p> <p>– Recommendations will be finalized at this afternoon’s meeting, to be provided to the Minster. Recommendations will include changes to the process for calculating rates and changes to the amount of disposable income seniors require every month after payment of their accommodation charges. The Lodge Program will remain targeted at low-income seniors with the potential for the LAP grants to be geared towards the room rather than the occupant.</p> <p><b>RHF 14-02-06</b>      <b>MOVED by R. Bonnett to accept the Update from Lodge Advisory Committee as information.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>7.</b>	<p><b>PREVIOUS BUSINESS</b></p> <p>a. <b>Rimbey Project Update</b></p> <p>County is currently in negotiations on a new parcel of land. Town has given first reading to rezone that parcel of land.</p> <p>Discussion regarding the capacity to borrow. Further updates will be provided at the March meeting.</p> <p>b. <b>LifeLine Ambulances</b></p> <p>Are in the process of ordering lockboxes to be installed in all self-contained buildings. Codes to enter the lockbox and access the master keys would be provided to dispatch.</p> <p>c. <b>Operations Sub-Committee</b></p> <p>Board representatives will attend the upcoming staff meeting on March 20<sup>th</sup> at Parkland Manor. Will remain as an Agenda item.</p>

	<p>d. <b>Life Lease Contract</b> Agreements were provided for review and comparison.  RHF 14-02-07 <b>MOVED by R. Bonnett to complete a legal review of the current Life Lease Agreement. CARRIED</b></p>
<b>8.</b>	<b>NEW BUSINESS</b>
	<p>a. <b>Parkland Manager</b> RHF 14-02-08 <b>MOVED by Loanna Gulka that the Board move In-Camera at 9:38am. CARRIED</b>  RHF 14-02-09 <b>MOVED by R. Bonnett that the Board move Out-of-Camera at 10:28am. CARRIED</b></p>
	<p>b. <b>Home Care FCSS</b> The Bethany Group will provide a letter of support for FCSS to be awarded the Home Care Contracts when they are up for renewal in March 2015.</p>
	<p>c. <b>Meeting with Legion Arms</b> Board Members met with the Legion Arms residents. Issues included communication with the Manager and hiring a new maintenance position.</p>
<b>9.</b>	<p><b>DATE &amp; LOCATION OF NEXT MEETING</b> The next meeting will be held on Thursday March 20 at 11:00am at Parkland Manor, Rimbey with lunch provided.</p>
<b>10.</b>	<p><b>ADJOURNMENT</b> RHF 14-02-10 <b>MOVED by R. Pankiw that the Rimoka Board meeting adjourn at 10:31am. CARRIED</b></p>

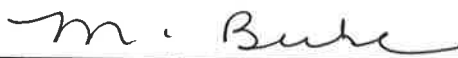
  
\_\_\_\_\_  
Paul McLauchlin, Board Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sharon Mickla, Director Client Services

  
\_\_\_\_\_  
Date

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014	
Agenda Item No.	8.2.2	Confidential	Yes	No
Topic	Rimbey & District Volunteer Week Committee Mar 20, 2014			
Originated by	Melissa Beebe	Title	Interim CAO	
<b>BACKGROUND:</b>				
<p>The Rimbey &amp; District Volunteer Week Committee held a board meeting on March 20, 2014.</p>				
Documentation Attached:	Yes	XX	No	
<b>DISCUSSION:</b>				
<p>Attached is a copy of the Rimbey &amp; District Volunteer Week Committee Meeting Minutes of March 20, 2014.</p>				
<b>RECOMMENDED ACTION:</b>				
<p>Administration recommends Council accept the Rimbey &amp; District Volunteer Week Committee Meeting Minutes of March 20, 2014 as information.</p>				
CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

**Rimbey & District Volunteer Week Committee**  
**Meeting: Thursday, March 20, 2014**  
**10:00 a.m.**  
**Rimbey Provincial Building**

**Minutes**

Present: L. Dahms, Chairperson/ AHS Representative  
B. Scott  
Shirley Winter, Rimbey Adult Learning  
Dan Donald  
Mary Busch, Helping Hands/ Food Bank  
Peter Stenstrom, Rimbey Community Centre  
Cheryl Jones, Rimbey Historical Society  
Katherine Winters, Volunteer Services/Food Bank

Regrets: Dolorés Green, Citizens on Patrol  
Alvin Goetz, Lions Club  
Irene Steeves, Blindman Hall Representative  
P. Makofka, Recording Secretary/FCSS Representative  
Nancy Adams, Women's Conference  
Pat Muddle, Fish and Game/ Rural Crime Watch  
Pam Scott, Ladies Auxiliary

1. **Call to Order:** L. Dahms called the meeting to order at 10:10 a.m.

2. **Approval of Agenda**

**Motion:** by C. Jones to accept the agenda with addition 6.6 Community Centre deposit.

3. **Approval of January 23, 2014 Minutes**

**Motion:** by B. Scott to approve the January 23, 2014 Minutes as presented with the correction of the heading of Agenda to Minutes.

**CARRIED**

4. **Approval of Financial Report**

The financial report was presented as information by L. Dahms.  
Bank Balance: \$4455.43 as of March 20, 2014.

L. Dahms followed through to add C. Jones on signing authority at the bank as was approved.

**MOTION:** by M. Busch to approve the financial report as presented.

**CARRIED**

## **5. Business arising from the minutes**

### **5.1 Donations and Funding.**

Historical Society made donation presented by C.Jones. Donations from Beatty House, Rimbey and District Horticultural Society, Volunteer Alberta Enhancement fund were presented by K.Winters. FCSS Board approved a donation of \$400.00 towards our Community Event.

### **5.2 Correspondence Report**

Mr. Joe Anglin will be attending our event and may speak. Mayor Rick Pankiw will be attending our event. Councillor Jack Webb will be attending our event. Lynn Gray will be attending our event and will speak.

Honorable Blaine Calkins sends his regrets he will not be able to attend, but will send an address for the evening.

### **5.3 Town Proclamation**

K. Winters received the signed proclamation and the Town of Rimbey will display it on the doors of the Administration Office. K. Winters will attach a copy with the minutes.

### **5.4 Master of Ceremonies response**

Mayor Rick Pankiw has agreed to be our Master of Ceremonies.

### **5.5 Entertainment Report**

B. Scott informed us that Bruce Tona will play the piano when people are arriving and also after dinner if needed. L Dahms suggested maybe contacting Shalaine Hancik to see if maybe she would be willing to entertain after dinner. K Winters said that she would get the phone number from Brenda Soderberg for Bill Scott.

### **5.6 Meal / Menu Report**

Rimoka will donate the meat for the meal again this year. The meal committee met on January 29<sup>th</sup> and created the menu for the evening. N. Adams confirmed the menu and sent a copy of the menu to the committee. The menu will consist of Layered Beef Casserole with Black Bean Salad and Coleslaw, Buns and for dessert ½ hour pudding. L. Dahms also asked Reverend David Holmes if he would do the blessing of the meal and he has agreed. L. Dahms asked if everyone could bring peelers and pare knives the day of the event to help in the kitchen.

### **5.7 Poster & Poem progress**

L Dahms sent out another email to the schools and has not received any responses yet. L. Dahms has been approached by a couple of students asking if they could do it on their own and L. Dahms said that would be fine.

- 5.8 Kitchen clean up report**  
K. Winters has contacted the Cadets through Grace Durand about doing the cleanup. Grace was going to take it to their meeting last Tuesday but has not heard anything as of yet. L. Dahms was contacted by Cherie Johns from the Cadets to confirm they would do the kitchen clean up.
- 5.9 Set up and Take down report**  
L. Dahms confirmed with the Outreach School and they will do both the set up and take down for the event on April 7<sup>th</sup>.
- 5.10 Advertising Report**  
K. Winters has placed the request with the Rimbey Review for our ad to be put in the April 1<sup>st</sup> 2014, edition just waiting for the proof to come in. The event has been added to our web site and will be put on our event boards on either end of Town the week before the event. P. Stenstrom will keep it on the Community Centre news.
- 5.11 Centre Pieces and Decorations**  
C. Jones picked up 39 clay flower pots from the bargain store for \$1.25 a piece and then got 40 packages of seeds for the tables at the Coop for 33¢ and has also ordered enough 4 inch live plants from Holly's Greenhouse. C. Jones will print up a receipt for us for the pots as she does not have the original receipt.

## **6. New Business**

- 6.1 Table Tents**  
L. Dahms will supply these from work, using the new format, and will include the evening agenda.
- 6.2 Welcome Table/Signage Poster**  
Peter suggested we display the archived signage posters at the Community Centre for the week of volunteer week; everyone agreed. K. Winters will bring them to the Community Centre the day of our evening event.
- 6.3 Donation Jar**  
C. Jones suggested using 3 of the clay flower pots for the donation pot and that she will decorate them for us.
- 6.4 Master of Ceremonies Agenda**  
K. Winters is working on the agenda for Master of Ceremonies and will have it finished by next week and will forward a copy to Mayor Pankiw.

**6.5 Photographer**

L. Dahms will ask Pat Muddle if she would take pictures for us at the event.

**6.6 Any Other Business**

Community Centre Deposit

The Community Centre is changing its policy to allow organizations like ourselves that have an annual event to pay a deposit and it would stay on file.

**Motion:** by B. Scott to keep our deposit of \$350.00 on file at the Community Centre.

K Winters second the motion.

**7. Next Meeting**

Date: Thursday, April 3, 2014

Time: 9:00 a.m.

Place: Provincial Building


**8. Adjournment**

**MOTION:** By M. Busch to adjourn at 10:50 a.m.

**CARRIED**



# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	8.2.3	Confidential	Yes	No	XX
Topic	FCSS/RCHHS Board Meeting Minutes Feb 19, 2014				
Originated by	Melissa Beebe		Title	Interim CAO	
<b>BACKGROUND:</b>					
<p>The RimbeY FCSS/RCHHS held a board meeting on February 19, 2014.</p>					
Documentation Attached:	Yes <input checked="" type="checkbox"/> XX			No	
<b>DISCUSSION:</b>					
<p>Attached is a copy of the RimbeY FCSS/RCHHS Board Meeting Minutes of February 19, 2014.</p>					
<b>RECOMMENDED ACTION:</b>					
<p>Administration recommends Council accept the RimbeY FCSS/RCHHS Board Meeting Minutes of February 19, 2014 as information.</p>					
CAO					
DISTRIBUTION:	Council:	Admin:	Press:	Other:	

**Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
BOARD MEETING MINUTES  
February 19, 2014  
10:00 a.m. Rimbey Provincial Building**

Present:

Nancy Hartford, Chairperson  
Irene Steeves, Vice Chairperson (Exited at 10:45 a.m.)  
Pat Weeks, Board Member  
MaryAnn Josephison, Board Member  
Viola Schneider, Board Member  
Christine Leinweber, Board Member  
Jack Webb, Board Member (Exited at 11:30 a.m.)  
Peggy Makofka, Executive Director  
Christine Simpson, Recording Secretary

Regrets:

Bill Coulthard, Board Member

1. CALL TO ORDER

The Meeting was called to Order by: Nancy Hartford, Chairperson at 10:05 a.m.

2. APPROVAL OF AGENDA

**14-02-01 MOTION:** By: I. Steeves: That the agenda is adopted as presented or with the following additions:

- 11.4 Alberta Food Bank Letter
- 11.5 Letter from B. White
- 11.6 C. Leinweber verbal communication

CARRIED.

3. PREVIOUS MEETING MINUTES –January 8, 2014

**14-02-02 MOTION:** By: P. Weeks: That the Minutes of the January 8, 2014 meeting be adopted as presented.

CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

5. OLD BUSINESS

- 5.1 Accreditation- update
- 5.2 Victim Services Gala
- 5.3 University of Pennsylvania- research

6. FINANCE

- 6.1 Finance Committee Meeting Minutes/Highlights – February 19, 2014

**14-02-03 MOTION:** By: I. Steeves: That the Minutes of the February 19, 2014 be accepted as information.

CARRIED.

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
- 7.2 Compass Program
- 7.3 Education Co-Ordinator
- 7.4 Seniors Information & Referral Centre
- 7.5 Volunteer Income Tax
- 7.6 Food Bank
- 7.7 Volunteer Services
- 7.8 Palliative Care
- 7.9 Medical Alert
- 7.10 Volunteer Visitor

- 7.11 Meals on Wheels
- 7.12 Kitz 4 Kidz
- 7.13 Adult Day Support
- 7.14 Community Kitchen
- 7.15 Information Technology
- 7.16 Rimbey Parent Link Centre
- 7.17 Healthy Families/Young Parent Outreach
- 7.18 Rainbows
- 7.19 Family Resource Library
- 7.20 Office Manager/Quality Control

**14-02-04 MOTION:** By: J. Webb: That the Written Reports be accepted as information.

CARRIED.

8. POLICY/RISK MANAGEMENT COMMITTEE – no report

9. DIRECTOR'S REPORT

- 9.1 Parent Link Regional report
- 9.2 FCSS Message- to municipalities
- 9.3 Central Alberta Immigrant Women's Association- project update
- 9.4 28th Annual Rimbey Women's Conference
- 9.5 Volunteer Income Tax Program- volunteer training online
- 9.6 Adult Day Support update

**14-02-05 MOTION:** By: V. Schneider: That the Director's Report be accepted as information.

CARRIED.

10. NEW BUSINESS

10.1 Big Brothers & Big Sisters Bowl-a-thon

**14-02-06 MOTION:** By: C. Leinweber: That Rimbey FCSS/RCHHS sponsor a team of four bowlers (staff or volunteers) at a cost of \$200.00 for this event. Seconded by: M. Josephison

CARRIED.

10.2 FCSS Director's Network- May 6-9, 2014

**14-02-07 MOTION:** By: C. Leinweber: That the Executive Director attends the FCSS Director's Network at the expense of the Agency. Seconded by: P. Weeks

CARRIED.

10.3 ASCHA/ACCA Convention March 26-28, 2014

**14-02-08 MOTION:** By: V. Schneider: That the Executive Director and the Health Care Programs Co-ordinator attend the ASCHA/ACCA Convention at the expense of the Agency. Seconded by: C. Leinweber

CARRIED.

10.4 Health Care Aide- certification request

**14-02-09 MOTION:** By: P. Weeks: That the Agency supports two Health Care Aide's to be enrolled into the Certification program with Norquest, and retain the RN for a tutor at \$500.00. The Health Care Aides to sign the Loan Agreement. Seconded by: J. Webb

CARRIED.

10.5 Executive Director- annual performance evaluation – April 23, 2014

10.6 Alberta Hospice and Palliative Care Association- workshop May 6, 2014

**14-02-10 MOTION:** By: C. Leinweber: That any Staff and/or Volunteers that are involved with Palliative Care attend this workshop and the Agency will pay for their registration. Seconded by: M. Josephison

CARRIED.

10.7 Chamber of Commerce AGM- Feb. 19, 2014

10.8 FCSSAA Conference November 12-14, 2014 Edmonton

**14-02-11 MOTION:** By: V. Schneider: That the Executive Director and any Board Members that wish to attend the FCSSAA Conference will do so at the expense of the Agency. Seconded by: J. Webb.

CARRIED.

10.9 4<sup>th</sup> Annual Charity Golf Tournament Committee – Meeting date of March 6, 2014 at 9:00 a. m. Board members: N. Hartford, P. Weeks, J. Webb, I. Steeves, C. Leinweber will sit on the Charity Golf Tournament Committee along with the Executive Director.

10.10 Volunteer Week Event-April 7, 2014

**14-02-12 MOTION:** By: M. Josephison: That the Agency gives \$400.00 towards Volunteer Week Appreciation Event at the Rimbey Community Centre. Seconded by: J. Webb

CARRIED.

**14-02-13 MOTION:** By: J. Webb: That the Agency present the years of service awards prior to the start of the event.

CARRIED.

10.11 Invitation from Ponoka FCSS-re: FCSS Message. N. Hartford and P. Makofka will attend.

10.12 Senior's Week-June 1-7, 2014

**14-02-14 MOTION:** By: P. Weeks: That That the Agency gives \$300.00 towards the Seniors Week Celebration at the Drop In Centre. Seconded by: V. Schneider

CARRIED.

11. CORRESPONDENCE

11.1 January Payroll Memo

11.2 Government of Alberta- Human Services

11.3 Connections newsletter

11.4 Alberta Food Bank

11.5 Letter from B. White – Board Chairperson will send letter of response.

11.6 C. Leinweber-Reports although she recognizes the importance of the Agency purchasing and distributing volunteer incentives, advertising and promotional merchandise, for personal reasons she would like to decline the acceptance of any such items for herself.

12. NEXT MEETING DATE – **March 20, 2014\* AGM \* Accountant delegation \***  
**April 23, 2014** meeting \*Executive Director's Performance evaluation to follow the meeting, lunch will be provided\*

13. ADJOURNMENT

**14-02-15 MOTION:** By: N. Hartford: That the Meeting adjourns at 12:20 p. m.

CARRIED.

14. BOARD SHARING TIME

---

N. Hartford, Chairperson

---

C. Simpson, Recording Secretary

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	April 14, 2014		
Agenda Item No.	9.0	Confidential	Yes	No	XX
Topic	Correspondence				
Originated by	Melissa Beebe		Title	Interim CAO	

**BACKGROUND:**

Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

- 9.1 Rimbey Bantam Renegades –Thank you letter.
- 9.2 Alberta Municipal Affairs – MSI
- 9.3 City of Red Deer – Centralization of ambulance dispatch.
- 9.4 Alberta Municipal Affairs – MSI 2012 Conditional Operating Funding Statement.
- 9.5 WCB – National Day of Mourning
- 9.6 Albert Municipal Affairs - Census
- 9.7 MADD – Thank you Letter
- 9.8 Letter from Virginia Grinde – Recycling Facility
- 9.9 Rimbey Municipal Library - Invitation
- 9.10 Elected Officials Education Programs – Emergency Preparedness Planning
- 9.11 Town of Blackfalds Parade – June 14, 2014
- 9.12 Alberta Municipal Affairs – 2014 MIS Funding Allotment

**RECOMMENDED ACTION:**

Administration recommends Council accepts the correspondence from the Rimbey Bantam Renegades, Alberta Municipal Affairs (4), City of Red Deer, WCB, MADD, Virginia Grinde, Rimbey Municipal Library, the Elected Officials Education Program, and the Town of Blackfalds Parade June 14, 2014, as information.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:



## Rimbe Bantam Renegades

2014 Bantam C Silver Medalists

Town of Rimbe  
Box 350  
Rimbe, Alberta  
T0C 2J0

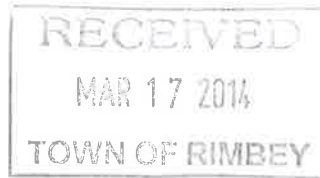
Dear Sir and/or Madam,

On behalf of the Rimbe Bantam Renegades, we would like to express our gratitude for your generous donation towards our 2014 Bantam "C" Provincial Hockey Tournament. Without support from Family, Friends and Community, this event would not have been possible!

Sincerely yours,



Rimbe Bantam Renegades



AR71627

March 12, 2014

Melissa Beebe, Interim Chief Administrative Officer  
Town of Rimbey  
PO Box 350  
Rimbey, AB T0C 2J0

Dear Ms. Beebe:

I am pleased to inform you that the Grants and Education Property Tax Branch is developing an online application system for the Municipal Sustainability Initiative (MSI).

The MSI Online System (MSIO) will be launched in April 2014. Through MSIO, your municipality will be able to submit and track the review status of MSI capital applications and amendments, submit MSI operating spending plans, and access some summary reports online.

Access to MSIO will be through MAConnect, the new web portal that provides Government of Alberta staff and external stakeholders secure access to Municipal Affairs' key business applications. Once MSIO is launched, you will be able to request access through your municipality's Stakeholder Administrator. The Stakeholder Administrator is the individual that was assigned to manage access to applications in MAConnect on behalf of the municipality through the MAConnect Stakeholder Agreement. If you need to assign another Stakeholder Administrator for your organization, you will need to email a request to [MSIOaccess@gov.ab.ca](mailto:MSIOaccess@gov.ab.ca).

Initial questions about MSIO can be directed to a grant advisor toll-free by dialing 310-0000, then 780-427-2225. More detailed information about how to access MSIO will be provided to municipalities when the system is launched.

Yours truly,

Janice Romanyshyn  
Executive Director  
Grants and Education Property Tax



**MSI** Building Today for Your Tomorrow  
Municipal Sustainability Initiative



OFFICE OF THE MAYOR

March 14, 2014



Mayor Rick Pankiw  
Box 350  
Rimbey, AB T0C 2J0

Dear Mayor Pankiw:

In January we wrote you to express our concerns over the anticipated centralization of ambulance dispatch to Calgary and its impacts to the quality of pre-hospital emergency health care in our region.

I am pleased to say that as a result of the support of our regional communities and other mid-sized cities, we have agreed in principle to a collaborative ambulance dispatch model that would allow Red Deer to continue providing ambulance dispatch in our region and act as a back-up centre for the provincial dispatch centre.

Over the next few weeks, we will be working with Alberta Health on the details of those agreements and expect to have dispatch contracts in place in the spring. We will continue to provide you with any additional updates as the situation changes.

On behalf of City Council, I wanted to express our sincere thanks for your support in our advocacy efforts to ensure the best possible outcome for the citizens we all serve. The shift from the proposed consolidated model to the resulting collaborative model would not have happened without your support and solidarity.

If you have any questions, please feel free to contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tara Veer'.

Tara Veer  
Mayor

c Hon. Cal Dallas, MLA, Red Deer South  
Mary Anne Jablonski, MLA, Red Deer North  
City Council  
Craig Curtis, City Manager





AR71507

March 14, 2014

Ms. Melissa Beebe  
Interim Chief Administrative Officer  
Town of Rimbey  
PO Box 350  
Rimbey, AB T0C 2J0

Dear Ms. Beebe:

Thank you for submitting the Municipal Sustainability Initiative (MSI) – 2012 Conditional Operating Funding Statement of Funding and Expenditures (SFE).

This letter confirms that the municipality's certified SFE report has been submitted as required. We have reviewed your report and are satisfied that it meets the reporting requirements of the MSI Memorandum of Agreement. All reported expenditures have been accepted by the Minister.

Based on the reported amounts, your municipality does not have a funding carry-forward at the end of 2012.

In addition, the funding agreements state that you agree to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site; any engineering drawings or documents; any books of accounts relating to funding, earnings, and expenditures claimed under this agreement; and any other such expenditure related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this agreement. All expenditure related documents shall be kept for a minimum of three years.

If you have any questions, please contact a compliance advisor by dialing 310-0000 toll-free, then 780-427-2225.

Sincerely,

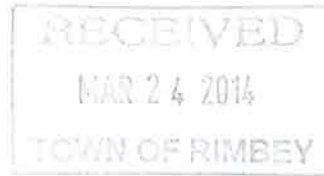
Jason Waywood  
Director, Grant Accountability



**MSI** *Building Today for Your Tomorrow*  
Municipal Sustainability Initiative

9925 - 107 Street  
PO Box 2415  
Edmonton, Alberta T5J 2S5

Tel: (780) 498-8680  
Fax: (780) 498-7875  
WCB website: [www.wcb.ab.ca](http://www.wcb.ab.ca)



March 19, 2014

Dear Mayors, Reeves and Councillors:

**RE: April 28 - National Day of Mourning**

On April 28<sup>th</sup>, people across Canada stop to remember workers killed, injured or disabled at work.

In 2013, Alberta lost 188 workers to workplace injury or illness.

The loss is felt by everyone, which is why we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job.

We have also included a small vinyl sticker to provide a tangible reminder to Albertans of the significance of April 28<sup>th</sup>. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Corporate Communications at 780-498-8616 or [dina.dasilva@wcb.ab.ca](mailto:dina.dasilva@wcb.ab.ca).

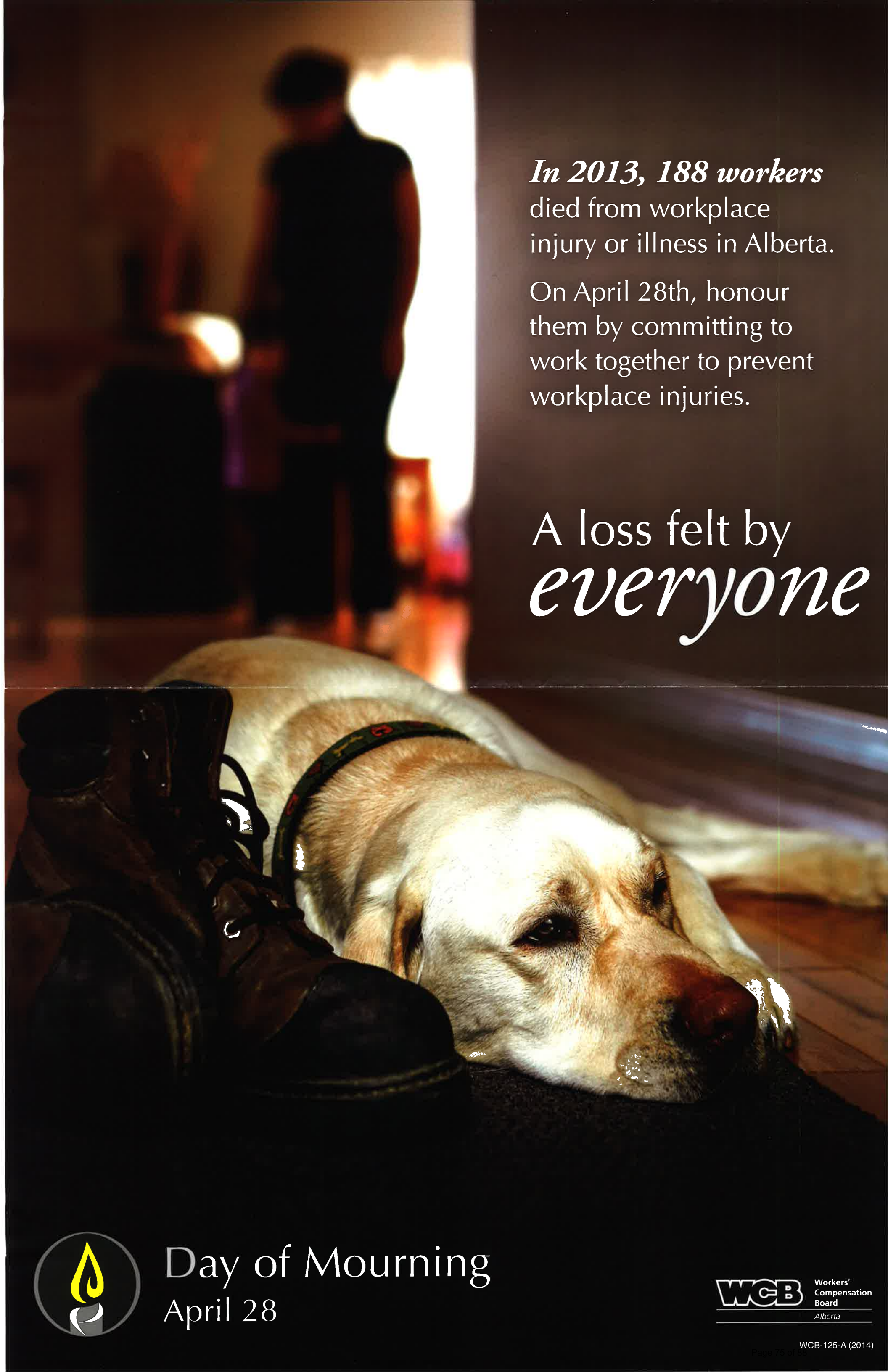
We will be lowering our flags to half-mast on April 28<sup>th</sup>; we invite you to mark this important day by doing the same.

Respectfully,

A handwritten signature in black ink that reads "Dayna Therien".

Dayna Therien  
Director of Corporate Communications,  
WCB-Alberta

Encl.



*In 2013, 188 workers*  
died from workplace  
injury or illness in Alberta.

On April 28th, honour  
them by committing to  
work together to prevent  
workplace injuries.

A loss felt by  
*everyone*



Day of Mourning  
April 28



# *In memory of the 188 Alberta workers who died from workplace injury or illness in 2013.*

*Ian*, 56, trauma – *Tord*, 56, trauma – *Barry*, 56, cancer – *Anthony*, 90, asbestos pleural disease – *Alf*, 79, asbestosis – *James*, 71, cancer – *William*, 27, drowning – *Brian*, 79, mesothelioma – *John*, 59, trauma – *Howard*, 83, cancer – *Adriano*, 78, asbestosis – *Allan*, 25, motor vehicle accident – *Matthew*, 31, air crash – *Douglas*, 92, silicosis – *Roberta*, 74, trauma – *Stjepan*, 78, mesothelioma – *John*, 91, asbestos pleural disease – *Norman*, 88, asbestosis – *William*, 74, lung disease – *Charles*, 83, mesothelioma – *Emil*, 82, cancer – *Perry*, 36, air crash – *Robert*, 55, air crash – *Michael*, 25, air crash – *Kenneth*, 64, trauma – *Ronald*, 54, motor vehicle accident – *Ronald*, 66, pneumoconiosis – *Andy*, 55, trauma – *Jason*, 33, trauma – *Shuk Yee*, 56, trauma – *Eugene*, 63, mesothelioma – *Robert*, 64, motor vehicle accident – *Julius*, 77, asbestosis – *Raymond*, 77, asbestos pleural disease – *Stanley*, 85, asbestosis – *Niels*, 81, asbestosis – *Erwin*, 85, asbestosis – *Douglas*, 60, mesothelioma – *Edward*, 75, cancer – *Hugh*, 75, chronic obstructive pulmonary disease – *Viateur*, 58, mesothelioma – *Maurice*, 84, asbestos pleural disease – *Gary*, 58, heart disease – *Gurminder*, 30, motor vehicle accident – *Jesse*, 30, trauma – *Henry*, 51, trauma – *William*, 65, mesothelioma – *Lavonne*, 77, chronic obstructive pulmonary disease – *Bernd*, 64, mesothelioma – *Joseph*, 86, mesothelioma – *Gilles*, 44, heart disease – *Joseph*, 64, cancer – *Frank*, 30, trauma – *Leslie*, 57, chronic obstructive pulmonary disease – *Christine*, 46, trauma – *Kenneth*, 60, motor vehicle accident – *Bjarne*, 66, mesothelioma – *Andre*, 39, motor vehicle accident – *Ernest*, 78, asbestosis – *William*, 76, cancer – *Edmond*, 76, asbestosis – *Peggy*, 38, trauma – *Moncrieff*, 65, cancer – *Martin*, 80, asbestosis – *Wilfred*, 75, trauma – *Gerald*, 55, trauma – *Neil*, 61, trauma – *Philip*, 60, trauma – *Luigi*, 81, trauma – *Donald*, 66, cancer – *Scott*, 36, motor vehicle accident – *David*, 62, heart disease – *Nick*, 54, air crash – *Dean*, 44, scleroderma – *Jon*, 62, cancer – *Thomas*, 25, trauma – *James*, 71, asbestosis – *Cecil*, 64, mesothelioma – *Marcel*, 80, mesothelioma – *Naji*, 53, motor vehicle accident – *Pierre*, 56, trauma – *Paul*, 34, trauma – *Charmaine*, 39, motor vehicle accident – *Alfred*, 74, asbestosis – *James*, 59, motor vehicle accident – *Daryl*, 61, mesothelioma – *George*, 75, asbestos pleural disease – *Kristina*, 39, air crash – *Garry*, 55, cancer – *Eugene*, 64, silicosis – *Brian*, 28, motor vehicle accident – *Bryce*, 35, air crash – *Marcel*, 58, motor vehicle accident – *Joseph*, 58, motor vehicle accident – *James*, 57, trauma – *Mitchell*, 20, motor vehicle accident – *Lawrence*, 86, asbestosis – *Robert*, 70, mesothelioma – *Luis*, 64, benzene exposure – *Brian*, 54, cancer – *Calvin*, 39, trauma – *Wayne*, 52, motor vehicle accident – *Sean*, 32, trauma – *Robert*, 65, mesothelioma – *Garry*, 73, mesothelioma – *Ronald*, 56, heart disease – *Thomas*, 76, cancer – *Samuel*, 59, heart disease – *Allan*, 69, cancer – *Aaron*, 28, trauma – *Jordan*, 18, trauma – *Jack*, 29, motor vehicle accident – *Colin*, 32, trauma – *Richard*, 34, trauma – *Raymond*, 84, mesothelioma – *Leslie*, 74, cancer – *Henry*, 77, cancer – *Patriot*, 61, heart disease – *Ron*, 64, cancer – *Rodney*, 56, mesothelioma – *Robin*, 77, mesothelioma – *Lawrence*, 61, mesothelioma – *David*, 48, motor vehicle accident – *Robert*, 79, mesothelioma – *Bernard*, 80, mesothelioma – *Kenneth*, 66, mesothelioma – *Aaron*, 29, motor vehicle accident – *Stanley*, 79, mesothelioma – *Ronald*, 66, mesothelioma – *Robert*, 80, cancer – *Benjamin*, 20, motor vehicle accident – *Harry*, 86, asbestos pleural disease – *Gale*, 56, heart disease – *Frederick*, 75, mesothelioma – *Brent*, 42, motor vehicle accident – *Richard*, 72, mesothelioma – *Douglas*, 77, mesothelioma – *Ronald*, 81, mesothelioma – *Kevin*, 51, motor vehicle accident – *Anthony*, 52, motor vehicle accident – *Thomas*, 66, asbestosis – *Stephanie*, 21, motor vehicle accident – *James*, 44, trauma – *Andrew*, 25, trauma – *Maurice*, 63, transverse myelitis – *Allan*, 75, cancer – *Fernando*, 61, trauma – *Wayne*, 71, mesothelioma – *Nelson*, 74, asbestosis – *Tom*, 81, asbestosis – *William*, 86, trauma – *Arthur*, 74, cancer – *Edward*, 30, trauma – *Travis*, 30, trauma – *Khristian*, 25, trauma – *Shiu*, 44, trauma – *Gail*, 65, mesothelioma – *Giovanni*, 66, mesothelioma – *William*, 86, asbestos pleural disease – *Gavin*, 23, trauma – *Ronald*, 67, trauma – *Lionel*, 83, chronic obstructive pulmonary disease – *Edward*, 78, cancer – *George*, 77, heart disease – *David*, 59, motor vehicle accident – *Amber*, 20, trauma – *Eric*, 46, mesothelioma – *John*, 68, cancer – *Herbert*, 73, cancer – *Patrick*, 71, asbestosis – *Donald*, 39, motor vehicle accident – *Graham*, 75, mesothelioma – *Raymond*, 80, mesothelioma – *Sebastian*, 37, trauma – *Harry*, 91, mesothelioma – *Brian*, 42, trauma – *Ronald*, 42, motor vehicle accident – *Egon*, 77, asbestosis – *Ivan*, 62, trauma – *Samuel*, 62, motor vehicle accident – *Gregory*, 57, trauma – *Richard*, 66, motor vehicle accident – *Steven*, 49, mesothelioma – *Roderick*, 60, motor vehicle accident – *Fred*, 79, lung disease – *Steven*, 58, chronic obstructive pulmonary disease – *Sean*, 29, motor vehicle accident – *Allen*, 75, mesothelioma



Day of Mourning  
April 28

**Melissa**

---

**From:** lgs.update@gov.ab.ca  
**Sent:** Monday, March 24, 2014 11:10 AM  
**To:** Melissa  
**Subject:** 2014 Municipal Census and Municipal Affairs Population List

ATTENTION: Chief Administrative Officers; Metis Settlements and Municipalities

For the purpose of compiling the 2014 Municipal Affairs Population List, the number from the 2013 Municipal Affairs Population List will be used as your municipality's population unless:

1. your municipality conducts an official census between April 1 to June 30 of this year, in accordance with the Determination of Population Regulation;
2. your municipality reports the results of the official municipal census to the Minister by September 1, 2014; and
3. the results are accepted by the Minister.

The Determination of Population Regulation and Municipal Census Manual were updated in 2013 to include methodologies that previously required approval from the Minister, such as use of online enumeration, and collection of call-back information by telephone. Inclusion in the manual eliminates the need for individual ministerial approvals.

Every census coordinator and census enumerator must now swear an oath in the forms set out in the Determination of Population Regulation and the Municipal Census Manual.

The Population Affidavit Form was also revised in 2013 and now includes a field report. Your municipality is now required to track the number of dwellings (vacant, occupied and under construction), as well as the number of non-contacted dwellings. Non-contacted dwellings are occupied dwellings, where despite all the call back efforts made, there was no response at all.

The link below will take you to the Municipal Census page where you will find the 2013 Municipal Affairs Population List, the Census Manual, the Determination of Population Regulation, all required forms and additional information:

[www.municipalaffairs.alberta.ca/mc\\_official\\_populations.cfm](http://www.municipalaffairs.alberta.ca/mc_official_populations.cfm)

If you have questions, please contact the Information Services Team, Municipal Services Branch, Municipal Affairs, toll-free at 310-0000, then 780-427-2225 or send an email to: [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca).

Thank you,

Kai So  
Manager, Municipal Sustainability and Information

March, 2014

Dear Sponsor,

On behalf of the Board of Directors, Members and Volunteers of MADD Canada, I would like to thank you for your support of MADD Canada by placing an advertisement in our MADD Message Yearbook.

The generosity of community-minded people like you makes it possible for MADD Canada to pursue its much-needed programs including victim support services, educational programs, youth programs and public awareness programs.

By placing an advertisement in our publication, you help us in our mission *to stop impaired driving and to support victims of this violent crime.*

An issue of The MADD Message Yearbook will be sent to you as soon as it is available so you can see how your advertisement will help us in our endeavours.

Thank you again for your support. Together, we will make a difference in the fight against impaired driving.

Sincerely,



Dawn Regan  
Director of Public Awareness & Partnership Campaigns  
MADD Canada

## Kathy

---

**From:** Melissa  
**Sent:** Wednesday, April 02, 2014 10:47 AM  
**To:** Kathy  
**Subject:** FW: Recycling facility

-----Original Message-----

**From:** John & Ginny Grinde  
**Sent:** Tuesday, April 01, 2014 9:10 PM  
**To:** Melissa  
**Cc:** rick pankiw  
**Subject:** Recycling facility

Hello Melissa

I wanted to make it known how pleased I am with the Rimbey Recycling Facility and the lady, Katherine, who manages it. It is my experience that the facility is clean, well organized and attempts are made with signage to inform users of the correct items to be left for recycling and those which should be sent to the garbage. Having used many recycling facilities over the years I have noted first hand how frustrating they can be with garbage being left despite efforts to inform users. I would find it frustrating to deal with this and encourage Katherine, as I am able, to continue her good work.

I appreciate having a recycling facility in our community and hope all efforts will be made for its continued growth. I trust that you will share this letter with your colleagues.

Sincerely,  
Virginia Grinde





April 2, 2014

Dear Rimbey Town Council:

We would like to invite you to the Centre for Family Literacy's Alberta Prairie Classroom on Wheels Bus that will be visiting the library on April 24th and 25th which is being sponsored by the Rimbey Municipal Library along with the Parent Link Centre.

The AB C.O.W. Bus is an initiative of the Centre for Family Literacy funded by Alberta Innovation and Advanced Education. It brings family literacy support and awareness to rural and urban communities throughout the province.

Four out of ten Albertans struggle with literacy on a daily basis. The struggle can range from not being able to read, to being able to read only simple ideas, to reading but not understanding or applying what they have read.

Family Literacy provides a safe and non-judgmental way for adults with low literacy to engage in meaningful literacy activities with their children. As they use strategies to support their children's literacy, they are practicing their own skills and building confidence.

By working in partnership with communities, the C.O.W. Bus provides the opportunity for families to experience family literacy in a fun and unique environment and connect them with resources in their own area.

During the visit, a presentation will be made of a Legacy Library of new children's books that will reside within the community. This will be made on the 24th in the library and includes a storytelling and chili supper. We would greatly appreciate a presence from town council at this event.

We hope that you will join us on the C.O.W. bus and experience the strategies used to engage families and community. Your support for this initiative and its community partners is appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Jean Keetch".

Jean Keetch  
Library Manager

PO Box 1130 4938 50<sup>th</sup> Ave, Rimbey, AB, T0C 2J0

403-843-2841

[rimbeylibrary.prl.ab.ca](http://rimbeylibrary.prl.ab.ca)



## Disaster Never Strikes. Until It Does.

If disaster strikes, is your community ready? Is your emergency plan up-to-date? Does it fully cover the short-term and long-term restoration of services? This course will examine the key components of an Emergency Preparedness Plan and your responsibilities as an elected official.

Join facilitator Ron Leaf, CAO of Clearwater County, to learn about the importance of continuously refining, updating and improving existing emergency preparedness plans. Topics to be discussed include proven approaches to supporting response efforts as well as how to successfully recover from a disaster.

Register for **Emergency Preparedness Planning** to gain the knowledge and skills to handle any emergency your municipality faces.

### Learning Objectives

- ✓ Understand Alberta’s emergency management legislation and framework.
- ✓ Explain the key elements of disaster preparedness and their roles in an emergency or disaster.
- ✓ Develop an municipal emergency preparedness plan.
- ✓ Identify and manage risks associated with disaster planning.

**Enrollment is limited to 30 participants, so act fast!**

**For more information or to enroll, visit [www.eoep.ca](http://www.eoep.ca). If you have any questions, contact the EOEP Registrar at 403.346.1040 or [registrar@eoep.ca](mailto:registrar@eoep.ca).**



When: May 8, 2014  
9:00am – 4:30pm  
Where: AAMDC Office  
2510 Sparrow Drive  
Nisku, AB  
Cost: \$340 plus GST

Ron Leaf is the Chief Administrative Officer for Clearwater County and the Director of Emergency Management for the Clearwater Regional Emergency Management Agency.

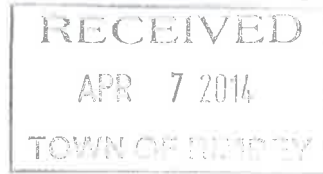
Ron has assisted in the municipal response to emergencies such as the central Alberta floods of 1999, 2005, and 2013, the Pine Lake Tornado, and numerous forest fires and upstream petroleum incidents. Ron is an instructor of the Incident Command System, a nationally recognized emergency management system.

When not traveling with his wife Bonnie, Ron enjoys fly fishing, mountain biking and woodworking.

**Check out our online courses—Professional development at your fingertips.**



## TOWN OF BLACKFALDS



Box 220, 5018 Waghorn Street  
Blackfalds, AB T0M 0J0  
Phone: (403) 885-4677  
Fax: (403) 885-4610  
Email: [info@blackfalds.com](mailto:info@blackfalds.com)  
[www.blackfalds.com](http://www.blackfalds.com)

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### Blackfalds Days Parade Saturday, June 14<sup>th</sup>, 2014 This year's Theme: "Celebrating Our Success"

Dear Community member;

We would like to invite you, your community group or business to show your community spirit and participate in the parade portion of our Blackfalds Days celebration. The parade will be held on **Saturday, June 14<sup>th</sup> at 11:00 a.m.**

To have your float or exhibit entered into the judging process, please arrive at the marshalling area at 9:00 a.m. **Judging will commence at 9:30 a.m.** If you *do not* wish to be judged, please arrive at the marshalling area by 10:00 a.m.

To enter our Parade, please complete the enclosed entry form and return it to us by **May 9<sup>th</sup>, 2014** – [see attached map for directions to our new marshalling site.](#) A maximum of 40 entries will be accepted for our parade. For more information or if you have any additional questions please contact Leona Moore or email [lmoore@blackfalds.com](mailto:lmoore@blackfalds.com). We thank you in advance for participating in our Blackfalds Days parade.

Yours truly  
**TOWN OF BLACKFALDS**

Miranda Cooper  
Marketing Coordinator

Attachment: Blackfalds Days Parade Entry Form

**Important:** *Due to the size of our parade and to help alleviate the congestion at the site on parade day, all individuals or groups who wish to participate in our Blackfalds Days 2014 parade will be required to **Pre Register.***



## Blackfalds Days Parade 2014 Entry Form

To avoid any errors we ask that you *PRINT* all information clearly.

Organization Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Town Postal Code

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email: \_\_\_\_\_

**Entry Type** (please check all that apply):

<input type="checkbox"/>	Business	<input type="checkbox"/>	Agriculture
<input type="checkbox"/>	Antique	<input type="checkbox"/>	Horses
<input type="checkbox"/>	Municipality	<input type="checkbox"/>	Sports
<input type="checkbox"/>	Children's	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Mascot/Comedy		_____

Would you like your entry to be judged?

Yes  No, will participate but do not want to be judged

**We are aware that participants may appear in pictures and promotional materials used for future Town publications and have read and agreed to the Parade Rules & Regulations.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Please Print Name**

**\*\* Parade participants will be required to provide proof of 3<sup>rd</sup> part liability insurance with application form or on parade day.**

If you have any additional questions please contact  
Leona Moore at 403.600.9066 or email lmoore@blackfalds.com



## Blackfalds Days Parade 2014 Entry Form

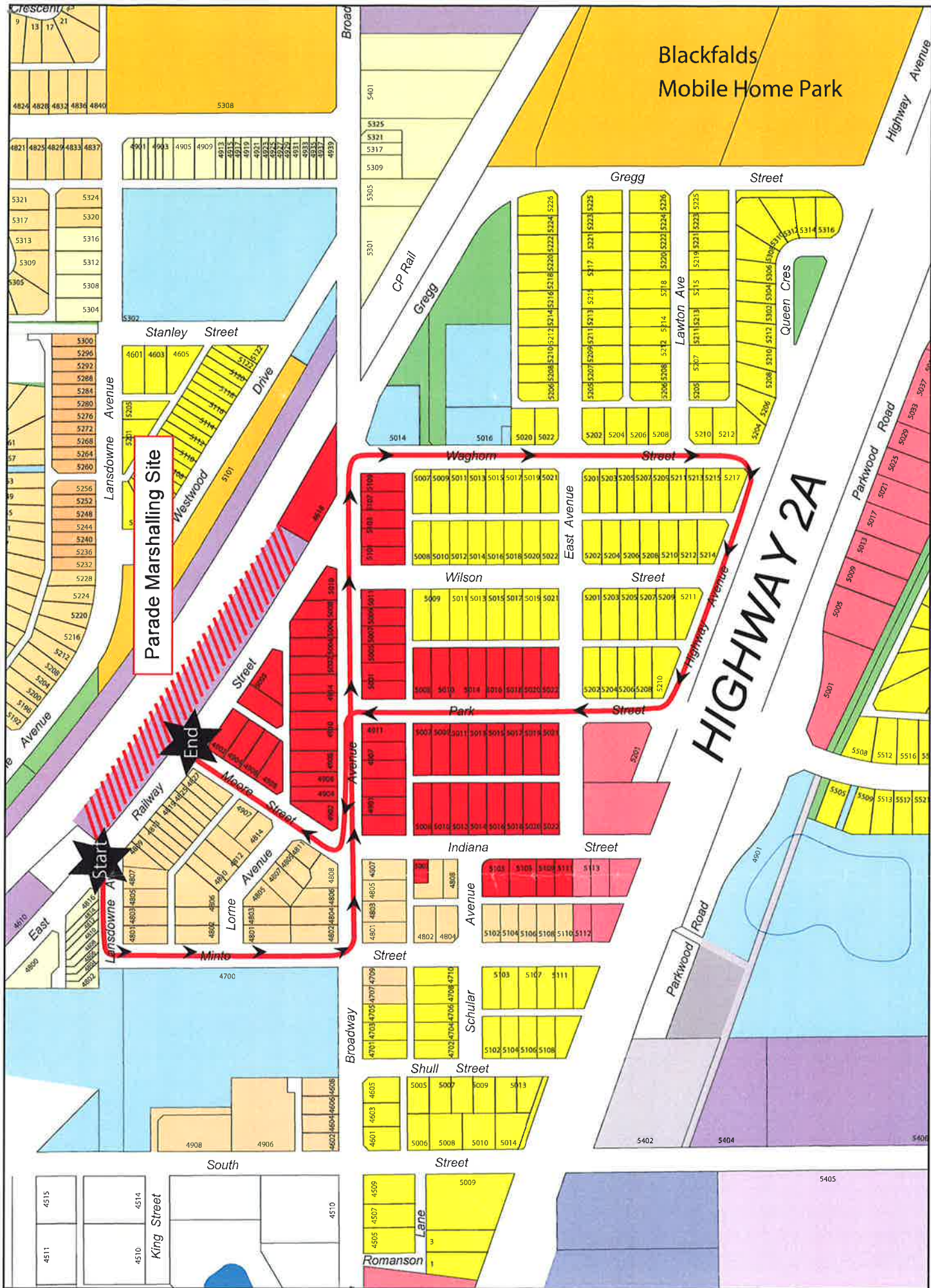
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### RULES AND REGULATIONS

In order to ensure a safe and rewarding Parade Day for both the participants and the audience, we will enforce the following rules and regulations. Please read the following documentation carefully and ensure that all members associated with your entry are familiar with these rules and regulations.

1. To ensure proper judging and space allotment, we require the completed application no later than **4:30 p.m. on May 9<sup>th</sup>, 2014**.
2. All entries wishing to be judged must be at the marshalling area on **June 14<sup>th</sup>, 2014 by 9:00 a.m.** Please ensure that all facets of your entry are ready to be judged by 9:30 a.m.
3. **No parking will be allowed at the parade site**, please arrange to have your float decorated before arriving at the marshalling area.
4. Entries will be judged in one category only.
5. For safety reasons **candy or advertising items may only be handed out** along the parade route. Under no circumstances will throwing items from vehicles be allowed – **strictly enforced this year due to safety concerns**.
6. Protective equipment, especially helmets, must be worn for rollerblading, biking and skateboarding.
7. To ensure the comfort and safety of all spectators viewing the parade, **water guns or apparatus that shoots water** or other material are strictly prohibited.
8. All vehicles must be clean and decorated to a minimum of 80%.
9. All drivers must have a valid driver's license and may be asked to present their license when they arrive at the marshalling area. All entries must allow the driver a 180 degree view of the route at all times.
10. All units carrying people must be equipped with adequate restraining devices that can reasonably be considered capable of stopping anyone from falling from the unit.
11. The parade route has limited turning allowance so to ensure the safety of all spectators viewing the parade, no semi truck units will be allowed. Trucks pulling a flat deck trailer should not exceed a trailer length of 30 feet.
12. In the case of an emergency with participants of the audience, parade participants must **move to the right** of the Parade route to allow clear, unhindered access for Emergency Vehicles which are normally located in the marshalling area.







ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Calgary - West



AR71414

April 7, 2014

His Worship Rick Pankiw  
Mayor  
Town of Rimbey  
PO Box 350  
Rimbey, AB T0C 2J0

Dear Mayor Pankiw,

On March 6, 2014, Budget 2014 announced the consolidation of the Municipal Sustainability Initiative (MSI) Capital and Basic Municipal Transportation Grant (BMTG) programs under the MSI Capital program. The consolidation has brought together over \$1.2 billion of grant funding for infrastructure in 2014 and will result in more streamlined, efficient and flexible program delivery for municipalities.

The government remains committed to providing the full \$11.3 billion in funding to municipalities over the life of the MSI and increases resulting from the consolidation of the MSI Capital with the BMTG will be in addition to this commitment.

In 2014, total consolidated MSI program funding will reach \$1.24 billion, with \$871 million in MSI Capital funding, \$343 million in capital funding previously provided under the BMTG, and \$30 million in MSI Operating funding. While we continue to realign MSI Operating funding to encourage transformational change, \$25 million in additional capital funding will be provided in 2014 to lessen the impact of the phased elimination of the MSI Operating program.

In regards to MSI Operating, I appreciate the feedback I have received from a number of municipalities and I am taking your concerns seriously and will look at ways to mitigate any overall reductions that your municipality may have incurred due to this reduction. I would also like for you to forward any ideas that you have for my consideration to address these reductions.

Your total MSI allocation is \$690,356, with a more detailed break-down between MSI funding components outlined in Appendix A (attached). MSI funding amounts for all municipalities are also posted on the Municipal Affairs MSI website at [municipalaffairs.alberta.ca/MSI.cfm](http://municipalaffairs.alberta.ca/MSI.cfm).

.../2

Funding allocations under the consolidated MSI-BMTG program are calculated using the existing MSI formula for the former MSI funds and the existing BMTG funding formula for the former BMTG program. Although the consolidation does not impact how grant funding is allocated, some municipalities will experience changes in their individual allocations. Changes in allocation amounts are mainly due to the shifts in each municipality's proportion of population, education tax requisition, and/or kilometres of local roads compared to the provincial total, combined with a reduction in the MSI Operating budget.

Use of all funding will follow MSI terms and conditions, as outlined in the 2014 MSI program guidelines.

Investing in families and communities is one of the priorities of the Building Alberta Plan and I am committed to supporting Alberta's communities to meet their local infrastructure needs and priorities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Hughes', with a long horizontal stroke extending to the right.

Ken Hughes  
Minister

cc: Melissa Beebe, Interim Chief Administrative Officer, Town of Rimbey

## Appendix A

### Town of Rimbey

#### 2014 Municipal Sustainability Initiative (MSI) Funding Break-Down

2014 Capital Funding			2014 Operating Funding	2014 Total MSI Funding
MSI Capital Component	BMTG Component	Sub-Total		
\$516,982	\$142,680	\$659,662	\$30,694	\$690,356

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on 2013 official population, 2013 education tax requisitions, and 2012 kilometres of local road.
- The allocations for the BMTG component are based on municipal status, with Calgary and Edmonton receiving funding based on litres of road-use gas and diesel fuel sold; the remaining cities and urban service areas receiving funding based on a combination of population and length of primary highways; towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receiving funding based on population; and rural municipalities and Métis settlements receiving funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- MSI operating funding will decrease to \$15 million in 2015 and be eliminated in 2016, with funding realigned to the Alberta Community Partnership program (the former Regional Collaboration Program).