

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY JANUARY 9, 2017 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Agenda Approval and Additions	1
3.	Minutes	
3.1	Minutes of Regular Council Meeting December 12, 2016	2-4
4.	Public Hearings	
4.1	Bylaw 928/16 Amendment to Land Use Bylaw 917/16	5-21
5.	Delegations - None	
6.	Bylaws	
6.1	Bylaw 928/16 Amendment to Land Use Bylaw 917/16	22-38
6.2	Bylaw 929/17 Amendment to Land Use Bylaw 917/16	39-42
7.	New and Unfinished Business	
7.1	Rimbey Business Sector Sustainability Advisory Committee	43-44
7.2	Request to Remove Restrict Covenant	45-62
7.3	Tagish Engineering Ltd Project Status Report to December 13, 2016	63-66
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7.5	Policies to be Amended	78-89
7.6	Rimbey Early Child Development Coalition.....	90-91
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8.1	Department Reports - None	
8.2	Boards/Committee Reports	92
8.2.1	Beatty Heritage House Society Minutes of November 7, 2016.....	93-94
8.2.2	FCSS/RCHHS Board Meeting Minutes of November 18, 2016.....	95-98
8.2.3	Rimoka Housing Foundation Board Meeting Minutes of November 23, 2016	99-103
9.	Correspondence - None	
10.	Open Forum (Bylaw 894/14 – Council Procedural Bylaw #30 - The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.)	
11.	In- Camera	
11.1	Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act)	
12.	Adjournment	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
MONDAY, DECEMBER 12, 2016 IN THE COUNCIL CHAMBERS OF THE
TOWN ADMINISTRATION BUILDING

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

Mayor Pankiw
Councillor Godlonton
Councillor Jaycox
Councillor Payson
Councillor Webb
Chief Administrative Officer – Lori Hillis, CPA, CA
Recording Secretary – Kathy Blakely

Absent:

Director of Finance – Wanda Stoddart
Director of Community Services – Cindy Bowie
Director of Public Works – Rick Schmidt
Contract Development Officer – Liz Armitage
Municipal Intern - Michael Fitzsimmons

Public:

Treena Mielke, Rimbey Review
Laverne Oberhammer, Rimbey Lions Club
Stephen Olsen, Nesting Place RV Park
0 members of the public

2. Adoption of
Agenda

2.1 December 12, 2016 Agenda

- 5.1 Rimbey Lions Club (addition)
7.3 Request to Remove Restrict Covenant (deletion)
7.4 BVJ Small Town Saturday Night (addition)

Motion 529/16

Moved by Councillor Webb to accept the Agenda for December 12, 2016 Regular Council Meeting, as amended.

CARRIED

3. Minutes

3.1. Minutes of Regular Council Meeting November 28, 2016

Motion 530/16

Moved by Councillor Godlonton to accept the Minutes of the Regular Council Meeting of November 28, 2016, as presented.

CARRIED

4. Public Hearings

2.1 None

5. Delegation

5.1 Rimbey Lions Club

Mr. Laverne Oberhammer of the Rimbey Lions Club requested this delegation before Council as the Rimbey Lions Club has received a large anonymous financial donation of \$30,000.00. As per the agreement between the Rimbey Lions Club and the Town of Rimbey, the Rimbey Lions Club must request permission in writing from Council to proceed with any improvements to the Nesting Place RV Park. The Rimbey Lions Club is requesting permission from Council to construct a playground at the Nesting Place RV Parks.

Motion 531/16

Moved by Mayor Pankiw that Council authorizes the Rimbey Lions Club to construction a playground at the Nesting Place RV Park, with the name of the playground to be revealed at a later date.

CARRIED

6. Bylaws 6.1 None7. New and Unfinished Business 7.1 Policies to be AmendedMotion 532/16

Moved by Councillor Jaycox to approve the amendments to Policy 155 Council Remuneration, Policy 1101 Retirement Gifts, Policy 1112 Interim Position, Policy 1115 Emergency Expenditures and Policy 1703 Uncollectable Accounts, as presented.

CARRIED

7.2 Policies to be RescindedMotion 533/16

Moved by Councillor Webb to rescind Policy 1002 Position Descriptions, Policy 1202 Tendering Fire Protection Inspections, Policy 1701 Delinquent Accounts and Policy 1702 Outstanding Accounts Receivable.

CARRIED

7.3 Request to Discharge Restrictive Covenant (deleted)7.4 BJV Small Town Saturday NightMotion 534/16

Moved by Mayor Pankiw for Council to further investigate the Big Valley Jamboree Small Town Saturday Night and bring it back to Council at the January 9, 2017 Regular Council Meeting.

CARRIED

8. Reports 8.1 Department Reports - None8.2 Boards/Committee Reports

8.2.1 FCSS/RCHHS Board Meeting Minutes of October 19, 2016

Motion 535/16

Moved by Councillor Godlonton to accept the FCSS/RCHHS Board Meeting Minutes of October 19, 2016, as information.

CARRIED

9. Correspondence 9.1 Correspondence – None10. Open Forum 10.1 Open Forum11. In Camera 11.1 - None

12. Adjournment

Motion 536/16

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment:7:30 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

Council Agenda Item	4.1
Council Meeting Date	January 9, 2017
Subject	Public Hearing Bylaw 928/16 Amendment to Land Use Bylaw
For Public Agenda	Public Information
Background	<p>Bylaw 917/16, the Town of Rimbey Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>With new development permit applications, Administration is able to identify clauses which are not working as intended.</p>
Discussion	<p>Upon submission of a development permit for a new Manufactured Home within Lindy's Trailer Park it was determined that the setbacks provided in Land Use Bylaw 917/16 do not meet the existing setbacks for the units within the Park.</p> <p>Note that during preparation of Land Use Bylaw 917/16, the Park owners were invited to a meeting to discuss this section specifically. They were also circulated and provided comments after First Reading. The setback restrictions were not flagged as an issue at that time.</p> <p>Due to a recent Development Permit application for the placement of a new trailer, Administration has been working with Lindy's Trailer Park to understand the setbacks that they require. The setbacks required are the same as the setbacks utilized by existing Manufactured Homes already on site.</p> <p>Based on the discussion Administration recommends the following text amendments be made to Land Use Bylaw 917/16 (note revisions are highlighted in yellow):</p> <p>12.7 (5) Setbacks</p> <p>(a) The minimum yard requirements for manufactured homes shall be at least:</p> <ul style="list-style-type: none"> (i) 3.5 m from a similar manufactured home unit. (ii) 6.0 m from any 6.0 m from the rear lot line of the manufactured home park. (iii) 3.0 m 2.4 m from any internal access road or common parking area. (iii) 6.0 m from the front lot line of the manufactured home park. <p>To ensure continuity within the Manufactured Home Park and to enable the owners of the Park to be able to conduct business and provide residential homes to residents of Rimbey, Administration recommends the above noted amendments.</p> <p>Council gave first reading to Bylaw 928/16 Bylaw Amend Land Use Bylaw 917/16 on November 28, 2016. Council set the Public Hearing date of January 9, 2017 and directed administration to circulate notice of Bylaw 928/16 to relevant agencies. Additionally, Council directed administration to advertise the public hearing in the Rimbey Review for 2 consecutive weeks (December 6 and December 13, 2016) prior</p>

to the Public Hearing.

The following chart provides a summary of the comments received from relevant agencies. Administration has determined that the comments do not require revisions or amendments to be made to the bylaw. The original comments are attached.

Agency	Circulation Method	Comments Received	Notes
Adjacent Municipality	Email	None	N/A
Public School Board	Email	None	N/A
Alberta Transportation	Email	Yes - Email	No objections.
Alberta Environment	Fax	None	N/A
Alberta Sustainable Resource	Fax	None	N/A
Public Lands Management	Email	None	N/A
Alberta Energy Regulator	Email	Yes - Email	Automated reply, non-applicable.
David Thompson Health Ponoka	Fax	None	N/A
Alta Link Management (power)	Email	Yes - Email	Phone call was made by Elizabeth Armitage (13-Dec-2016).
ATCO Gas	Email	None	N/A
ATCO Pipelines	Email	Yes - Email	No objections.
CP Rail	Fax	None	N/A

Attachments

Section 12.7 of the Bylaw 917/16.


Prepared By:



Liz Armitage
Contract Planning & Development Officer

January 4, 2017
Date

Endorsed By:



Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 5/17
Date

12.7 MANUFACTURED HOME PARK (MHP)

(1) Purpose

The MHP – Manufactured Home Park designation is intended to provide for and regulate the development of land for the use of manufactured homes on lots in comprehensively designed parks wherein no individually titled parcels have been created.

(2) Permitted and Discretionary Uses

Table 12.7.1 outlines the permitted and discretionary uses contemplated in the MHP designation where approval is subject to the issuance of an authorized development permit.

Table 12.7.1

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> • Housing, manufactured home • Housing, modular • Park 	<ul style="list-style-type: none"> • Group homes • Home businesses • Utility installations • Solar Collectors

(3) General Regulations

- (a) A Comprehensive site plan shall be required for manufactured home parks developed after 2015.
- (b) Prior to the development of a new Manufactured Home Park the applicant will submit to the Development Authority a comprehensive site plan and/or any other supporting documentation that will identify the following elements:
 - (i) Site area with lot lines of the manufactured home park and any titled lots clearly delineated.
 - (ii) Proposed layout and placement of individual housing units.
 - (iii) Internal and adjacent pedestrian or walkway connections.
 - (iv) Internal and adjacent roadways.
 - (v) Internal and perimeter landscaping.
 - (vi) Garbage areas.
 - (vii) Parking areas.
 - (viii) Recreational areas.
 - (ix) Storage areas.
- (c) A development permit and move-in permit are required anytime a new manufactured home unit is moved onto a Manufactured Home Park site. Move-in permits shall

require the Manufactured home unit serial number, model number and Canadian Standard Association Certification.

- (d) A move-out permits is required when units vacate a site. A new move-in permits shall not be issued until a move-out permit has been completed for the lot.
- (e) All permits are the responsibility of the Manufactured Home Park site.

(4) Manufactured Home Park Size

- (a) The gross density of a residential home park is 17 manufactured homes per hectare
- (b) A residential home park shall have a minimum park area of 2 hectares but a maximum park area of 4 hectares

(5) Setbacks

- (a) The minimum yard requirements for manufactured homes shall be at least:
 - (i) 3.5 m from a similar manufactured home unit.
 - (ii) 6.0 m from any lot line of the manufactured home park.
 - (iii) 3.0 m from any internal access road or common parking area.

(6) Height

- (a) The maximum height as specified in Section 12.8(10) shall apply.

(7) Design Regulations

- (a) All additions shall be designed in a manner that complements the manufactured homes.
- (b) Five percent of the gross area of a manufactured home park shall be developed for recreational use either in the form of indoor community building and/or outdoor recreational space.

(8) Additional Regulations

- (a) Accessory uses in this designation shall be subject to the regulations as per **8.1**.
- (b) Temporary uses in this designation shall be subject to the regulations as per **8.25**.
- (c) Non-conforming uses in this designation shall be subject to the regulations in **3.3**.
- (d) Parking and loading facilities in this designation shall be provided in accordance with the regulations in **Part 10**.
- (e) Landscaping in this designation shall be provided in accordance with the regulations in **8.16**.
- (f) The construction of signs in this designation shall be in accordance with the regulations in **Part 11**.



4938-50th Ave P.O. Box 350
Rimbey, Alberta T0C 2J0
Tel: 403.843.2113

December 5, 2016

Re: Bylaw 928/16 Amendment to Land Use Bylaw 917/16

Please review the attachment for Bylaw 928/16 Amendment to Land Use Bylaw 917/16.

As a potentially affected agency, we are requesting that you review and forward your comments and/or recommendations with respect to Land Use Bylaw amendment no later than **January 2, 2017**. Your comments will then be considered by the Town's Administration and Council. Written comments received by January 2, 2017 will be presented to Council at the time of Public Hearing.

Should no response be received by the requested date, it will be considered that you have no comments with respect to the Land Use Bylaw Amendment.

Please reply to the attention of:

Elizabeth Armitage, MEdes, RPP, MCIP
Town of Rimbey
Email: generalinfo@rimbey.com
Fax: (403).843.6599
Phone (Direct): 403.383.2366



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 917/16.

WHEREAS Council has deemed it appropriate to re-designate certain parcels of land,
AND WHEREAS Part 6, Section 6.1(2), of the Town of Rimbey Land Use Bylaw 917/16 states that Council may initiate an amendment to the Land Use Bylaw,
NOW After due compliance with the relevant provisions of the Municipal
THEREFORE Government Act RSA 2000, ch. M-26, as amended, the Council of the Town of Rimbey duly assembled enacts as follows:

PART I - TITLE

This Bylaw may be cited as the Amendment to the Land Use Bylaw.

PART II - TEXT AMENDMENT

Section 12.7(5)(a)(ii) shall be amended to read:

6.0 m from the rear lot line of the manufactured home park.

Section 12.7(5)(a)(iii) shall be amended to read:

2.4 m from any internal access road or common parking area.

Section 12.7(5)(a)(iv) shall be added to read:

1.2 m from the front lot line of the manufactured home park.

PART III - EFFECTIVE DATE

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

READ a First Time in Council this _____ day of _____ 2016.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 917/16.

READ a Second Time in Council this _____ day of _____, 2017.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this _____ day of _____, 2017

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

Liz Armitage

From: Michael Fitzsimmons <michael@rimbey.com>
Sent: December 5, 2016 10:03 AM
To: Liz Armitage
Subject: FW: Setback Referral Process

From: Setbackreferrals [mailto:SetbackReferrals@aer.ca]
Sent: Monday, December 05, 2016 9:35 AM
To: Michael Fitzsimmons <michael@rimbey.com>
Subject: Setback Referral Process

For referrals that are **required** to be submitted to the Alberta Energy Regulator (AER), as per the *AER Bulletin 2013-03 Mandated Subdivision and Development Application Referrals, Setback Relaxations, Land Development Information Package, and Abandoned Well Information*, an email reply will be sent within **30 business days**.

The bulletin can be found on the AER website at <http://aer.ca/rules-and-regulations/bulletins/aer-bulletin-2013-03>.

The form for submission of a setback referral to the AER can be found here at: <http://www.aer.ca/data-and-publications/aer-forms/miscellaneous-forms>

Questions can be directed to the EPA Helpline via EPAShelpline@aer.ca or (403) 297-2625.

Not Required Setback Referrals	Required Setback Referrals
<p>Referrals are not required for subdivision or development applications:</p> <ul style="list-style-type: none">? that do not include a permanent dwelling, business, or public facility, as part of the application (such as applications for road closures, gravel pits, wind farms, storage lots, lot line adjustments, area structure plans, bylaw amendments, rezoning, etc. where no permanent dwellings or public facilities are being proposed in the application) or;? Where it is known that no sour gas facilities are located within the distances set out above.	<p>Subdivision and development applications are only required to be referred to the AER if they meet the following AER land use description criteria (land use descriptions are defined in the bulletin's glossary):</p> <ul style="list-style-type: none">? Proposed permanent dwelling (8 or less dwellings/businesses per quarter section) where sour gas facilities may be found within a 100 metre radius.? Proposed unrestricted country development (greater than 8 but less than 50 dwellings/businesses per quarter section) where sour gas facilities may be found within 500 metres.? Proposed additional development within an urban centre (see definition in bulletin) located outside an urban centre, or a proposed public facility (see definition in bulletin) where sour gas facilities may be found within 1500 metres (1.5 kilometres).

Replies will **no longer** be sent for setback referrals that are **not required** by the AER for submission.

If this information is **unknown**, please indicate on the **form** submission or in your referral.

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Liz Armitage

From: Michael Fitzsimmons <michael@rimbey.com>
Sent: December 12, 2016 4:27 PM
To: Liz Armitage
Subject: FW: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Just got this reply, I was going to respond but I wanted to run it by you first.

Thank you,
Mike

From: Alicia Kish [mailto:alicia.kish@contractlandstaff.com]
Sent: Monday, December 12, 2016 4:23 PM
To: Michael Fitzsimmons <michael@rimbey.com>
Subject: RE: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Hello

Please advise of the legal land location you want reviewed. Is this for the town? please advise.

Thank you

Alicia Kish

Land Administrator
Contract Land Staff, LLC
200, 17707 - 105 Avenue
Edmonton, Alberta T5S 1T1
Phone: 780-732-0458
alicia.kish@contractlandstaff.com



From: Michael Fitzsimmons [mailto:michael@rimbey.com]
Sent: Monday, December 5, 2016 9:33 AM
To: Subdivisions <subdivisions@contractlandstaff.com>
Subject: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Good morning,

Please review the letter and Bylaw 928/16 attached above.

As a potentially affected agency, we are requesting that you review and forward your comments and/or

Subject: FW: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation
From: "Kathy" <generalinfo@rimbey.com>
Sent: 2016-12-06 8:45:44 AM
To: "vicinia.planning@gmail.com" <vicinia.planning@gmail.com>;
Attachments: 6Dec2016 LUB Amend Response.pdf

From: Sandy Choi [mailto:sandy.choi@gov.ab.ca]
Sent: Tuesday, December 06, 2016 8:38 AM
To: Kathy
Subject: RE: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Hi Liz,

Attached you'll find our response to the proposed LUB Amendment.

Stay warm!

Sandy Choi

Development and Planning Technologist
Delivery Services Division, Central Region
Alberta Transportation
Government of Alberta

Tel 403-340-7179
Fax 403-340-4876
Sandy.Choi@gov.ab.ca

511 Alberta - Alberta's Official Road Reports
Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)



From: Michael Fitzsimmons [mailto:michael@rimbey.com]
Sent: Monday, December 05, 2016 9:22 AM
To: Trans Development Red Deer
Subject: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Good morning,

Please review the letter and Bylaw 928/16 attached above.

As a potentially affected agency, we are requesting that you review and forward your comments and/or recommendations with respect to Land Use Bylaw amendment no later than January 2, 2017. Your

December 6th, 2016

File: Rimbey (ASP)
LUB Bylaw: 928/16

Town of Rimbey
4938 – 50th Avenue P.O. Box 350
Rimbey, AB T0C 2J0
Sent via email to: generalinfo@rimbey.com

Attention: Elizabeth Armitage

RE: PROPOSED BYLAW 928/16 AMENDMENT TO LAND USE BYLAW 917/16

With reference to the above, I would advise that we have no objections in principle to the proposed text amendment to Section 12.7(5), setbacks and minimum yard requirements for manufactured homes designated as Manufactured Home Park (MHP).

If you have any questions, please contact me at 403-340-7179. Thank you for the referral and opportunity to comment.

Sincerely,



Sandy Choi
Development & Planning

SC/sc

Liz Armitage

From: Michael Fitzsimmons <michael@rimbey.com>
Sent: December 20, 2016 2:44 PM
To: Liz Armitage
Subject: FW: 16-4250 Response - Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation
Attachments: Bylaw 928-16 Agency Package.pdf

From: Isabel.Solis@atco.com [mailto:Isabel.Solis@atco.com]
Sent: Tuesday, December 20, 2016 2:42 PM
To: Michael Fitzsimmons <michael@rimbey.com>
Subject: 16-4250 Response - Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Good Afternoon,

ATCO PIPELINES has no comment.

Thank you ☺

Isabel Solis-Jarek
Administrative Coordinator | Gas Transmission
ATCO Pipelines | Global Pipelines & Liquids Business Unit
7210 42 Street NW | Edmonton, AB T6B 3H1
T. 780.420.3896 | F. 780.420.7411
Isabel.Solis-Jarek@atco.com | www.ATCO.com

From: Michael Fitzsimmons [mailto:michael@rimbey.com]
Sent: Monday, December 05, 2016 9:37 AM
To: Isabel Solis-Jarek
Subject: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Good morning,

Please review the letter and Bylaw 928/16 attached above.

As a potentially affected agency, we are requesting that you review and forward your comments and/or recommendations with respect to Land Use Bylaw amendment no later than January 2, 2017. Your comments will then be considered by the Town's Administration and Council. Written comments received by January 2, 2017 will be presented to Council at the time of Public Hearing.

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Thank you,

Michael Fitzsimmons
Municipal Intern, Town of Rimbey
P: 403-843-2113

F: 403-843-6599
E: michael@rimbey.com
<http://www.rimbey.com/>



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Thank you,

Michael Fitzsimmons
Municipal Intern, Town of Rimbey

P: 403-843-2113

F: 403-843-6599

E: michael@rimbey.com

<http://www.rimbey.com/>



Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit 511.alberta.ca or follow us on Twitter @511Alberta to get on the road to safer travel.

<http://511.alberta.ca/ab/en.html>

<https://twitter.com/511Alberta>

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recommendations with respect to Land Use Bylaw amendment no later than January 2, 2017. Your comments will then be considered by the Town's Administration and Council. Written comments received by January 2, 2017 will be presented to Council at the time of Public Hearing.

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Michael Fitzsimmons
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F: 403-843-6599

E: michael@rimbey.com

<http://www.rimbey.com/>





Council Agenda Item	6.1
Council Meeting Date	January 9, 2017
Subject	Bylaw 928/16 to Amend Bylaw 917/16.
For Public Agenda	Public Information
Background	<p>Bylaw 917/16, the Town of Rimbey Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>With new development permit applications, Administration is able to identify clauses which are not working as intended.</p>
Discussion	<p>Upon submission of a development permit for a new Manufactured Home within Lindy's Trailer Park it was determined that the setbacks provided in Land Use Bylaw 917/16 do not meet the existing setbacks for the units within the Park.</p> <p>Note that during preparation of Land Use Bylaw 917/16, the Park owners were invited to a meeting to discuss this section specifically. They were also circulated and provided comments after First Reading. The setback restrictions were not flagged as an issue at that time.</p> <p>Due to a recent Development Permit application for the placement of a new trailer, Administration has been working with Lindy's Trailer Park to understand the setbacks that they require. The setbacks required are the same as the setbacks utilized by existing Manufactured Homes already on site.</p> <p>Based on the discussion Administration recommends the following text amendments be made to Land Use Bylaw 917/16 (note revisions are highlighted in yellow):</p> <p>12.7 (5) Setbacks</p> <p>(a) The minimum yard requirements for manufactured homes shall be at least:</p> <ul style="list-style-type: none"> (i) 3.5 m from a similar manufactured home unit. (ii) 6.0 m from any 6.0 m from the rear lot line of the manufactured home park. (iii) 3.0 m 2.4 m from any internal access road or common parking area. (iiii) 6.0 m from the front lot line of the manufactured home park. <p>To ensure continuity within the Manufactured Home Park and to enable the owners of the Park to be able to conduct business and provide residential homes to residents of Rimbey, Administration recommends the above noted amendments.</p> <p>Council gave first reading to Bylaw 928/16 Bylaw Amend Land Use Bylaw 917/16 on November 28, 2016. Council set the Public Hearing date of January 9, 2017 and directed administration to circulate notice of Bylaw 928/16 to relevant agencies. Additionally, Council directed administration to advertise the public hearing in the Rimbey Review for 2 consecutive weeks (December 6 and December 13, 2016) prior to the Public Hearing.</p>

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Alberta Energy Regulator	Email	Yes - Email	Automated reply, non-applicable.
David Thompson Health Ponoka	Fax	None	N/A
Alta Link Management (power)	Email	Yes - Email	Phone call was made by Elizabeth Armitage (13-Dec-2016).
ATCO Gas	Email	None	N/A
ATCO Pipelines	Email	Yes - Email	No objections.
CP Rail	Fax	None	N/A

Relevant Policy/Legislation	Town of Rimbey Land Use Bylaw 917/17 Municipal Government Act RSA 2000, ch. M-26, as amended
Options/Consequences	Option 1: Council may give second and third reading to Bylaw 928/16. Option 2: Council may refuse to give second reading to Bylaw 928/16 [for reasons listed].
Financial Implications	Not applicable
Attachments	<ol style="list-style-type: none"> Section 12.7 of the Bylaw 917/16. Circulation Comments
Recommendation	<ol style="list-style-type: none"> Council consider second and third reading of Bylaw 912/16.

Follow Up	Public Hearing, Second Reading and Third Reading.
Attachments	<ol style="list-style-type: none">1. Section 12.7 of the Bylaw 917/16.2. Circulation Comments
Recommendation	<ol style="list-style-type: none">1. Council consider second and third reading of Bylaw 912/16.
Prepared By:	<p style="text-align: center;"> _____ Liz Armitage Contract Planning & Development Officer</p> <p style="text-align: right;"><u>January 5, 2017</u> Date</p>
Endorsed By:	<p style="text-align: center;"> _____ Lori Hillis Chief Administrative Officer</p> <p style="text-align: right;"><u>Jan 5/17</u> Date</p>

12.7 MANUFACTURED HOME PARK (MHP)

(1) Purpose

The MHP – Manufactured Home Park designation is intended to provide for and regulate the development of land for the use of manufactured homes on lots in comprehensively designed parks wherein no individually titled parcels have been created.

(2) Permitted and Discretionary Uses

Table 12.7.1 outlines the permitted and discretionary uses contemplated in the MHP designation where approval is subject to the issuance of an authorized development permit.

Table 12.7.1

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> • Housing, manufactured home • Housing, modular • Park 	<ul style="list-style-type: none"> • Group homes • Home businesses • Utility installations • Solar Collectors

(3) General Regulations

- (a) A Comprehensive site plan shall be required for manufactured home parks developed after 2015.
- (b) Prior to the development of a new Manufactured Home Park the applicant will submit to the Development Authority a comprehensive site plan and/or any other supporting documentation that will identify the following elements:
 - (i) Site area with lot lines of the manufactured home park and any titled lots clearly delineated.
 - (ii) Proposed layout and placement of individual housing units.
 - (iii) Internal and adjacent pedestrian or walkway connections.
 - (iv) Internal and adjacent roadways.
 - (v) Internal and perimeter landscaping.
 - (vi) Garbage areas.
 - (vii) Parking areas.
 - (viii) Recreational areas.
 - (ix) Storage areas.
- (c) A development permit and move-in permit are required anytime a new manufactured home unit is moved onto a Manufactured Home Park site. Move-in permits shall

require the Manufactured home unit serial number, model number and Canadian Standard Association Certification.

- (d) A move-out permits is required when units vacate a site. A new move-in permits shall not be issued until a move-out permit has been completed for the lot.
- (e) All permits are the responsibility of the Manufactured Home Park site.

(4) Manufactured Home Park Size

- (a) The gross density of a residential home park is 17 manufactured homes per hectare
- (b) A residential home park shall have a minimum park area of 2 hectares but a maximum park area of 4 hectares

(5) Setbacks

- (a) The minimum yard requirements for manufactured homes shall be at least:
 - (i) 3.5 m from a similar manufactured home unit.
 - (ii) 6.0 m from any lot line of the manufactured home park.
 - (iii) 3.0 m from any internal access road or common parking area.

(6) Height

- (a) The maximum height as specified in Section 12.8(10) shall apply.

(7) Design Regulations

- (a) All additions shall be designed in a manner that complements the manufactured homes.
- (b) Five percent of the gross area of a manufactured home park shall be developed for recreational use either in the form of indoor community building and/or outdoor recreational space.

(8) Additional Regulations

- (a) Accessory uses in this designation shall be subject to the regulations as per **8.1**.
- (b) Temporary uses in this designation shall be subject to the regulations as per **8.25**.
- (c) Non-conforming uses in this designation shall be subject to the regulations in **3.3**.
- (d) Parking and loading facilities in this designation shall be provided in accordance with the regulations in **Part 10**.
- (e) Landscaping in this designation shall be provided in accordance with the regulations in **8.16**.
- (f) The construction of signs in this designation shall be in accordance with the regulations in **Part 11**.



4938-50th Ave P.O. Box 350
Rimbey, Alberta T0C 2J0
Tel: 403.843.2113

December 5, 2016

Re: Bylaw 928/16 Amendment to Land Use Bylaw 917/16

Please review the attachment for Bylaw 928/16 Amendment to Land Use Bylaw 917/16.

As a potentially affected agency, we are requesting that you review and forward your comments and/or recommendations with respect to Land Use Bylaw amendment no later than **January 2, 2017**. Your comments will then be considered by the Town's Administration and Council. Written comments received by January 2, 2017 will be presented to Council at the time of Public Hearing.

Should no response be received by the requested date, it will be considered that you have no comments with respect to the Land Use Bylaw Amendment.

Please reply to the attention of:

Elizabeth Armitage, MEDes, RPP, MCIP
Town of Rimbey
Email: generalinfo@rimbey.com
Fax: (403).843.6599
Phone (Direct): 403.383.2366



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 917/16.

WHEREAS Council has deemed it appropriate to re-designate certain parcels of land,
AND WHEREAS Part 6, Section 6.1(2), of the Town of Rimbey Land Use Bylaw 917/16 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 - TITLE

This Bylaw may be cited as the Amendment to the Land Use Bylaw.

PART II - TEXT AMENDMENT

Section 12.7(5)(a)(ii) shall be amended to read:

6.0 m from the rear lot line of the manufactured home park.

Section 12.7(5)(a)(iii) shall be amended to read:

2.4 m from any internal access road or common parking area.

Section 12.7(5)(a)(iv) shall be added to read:

1.2 m from the front lot line of the manufactured home park.

PART III - EFFECTIVE DATE

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

READ a First Time in Council this _____ day of _____ 2016.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 917/16.

READ a Second Time in Council this _____ day of _____ 2017.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this _____ day of _____, 2017

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

Liz Armitage

From: Michael Fitzsimmons <michael@rimbey.com>
Sent: December 5, 2016 10:03 AM
To: Liz Armitage
Subject: FW: Setback Referral Process

From: Setbackreferrals [mailto:SetbackReferrals@aer.ca]
Sent: Monday, December 05, 2016 9:35 AM
To: Michael Fitzsimmons <michael@rimbey.com>
Subject: Setback Referral Process

For referrals that are **required** to be submitted to the Alberta Energy Regulator (AER), as per the *AER Bulletin 2013-03 Mandated Subdivision and Development Application Referrals, Setback Relaxations, Land Development Information Package, and Abandoned Well Information*, an email reply will be sent within **30 business days**.

The bulletin can be found on the AER website at <http://aer.ca/rules-and-regulations/bulletins/aer-bulletin-2013-03>.

The form for submission of a setback referral to the AER can be found here at: <http://www.aer.ca/data-and-publications/aer-forms/miscellaneous-forms>

Questions can be directed to the EPA Helpline via EPAHelpline@aer.ca or (403) 297-2625.

Not Required Setback Referrals	Required Setback Referrals
<p>Referrals are not required for subdivision or development applications:</p> <ul style="list-style-type: none">? that do not include a permanent dwelling, business, or public facility, as part of the application (such as applications for road closures, gravel pits, wind farms, storage lots, lot line adjustments, area structure plans, bylaw amendments, rezoning, etc. where no permanent dwellings or public facilities are being proposed in the application) or;? Where it is known that no sour gas facilities are located within the distances set out above.	<p>Subdivision and development applications are only required to be referred to the AER if they meet the following AER land use description criteria (land use descriptions are defined in the bulletin's glossary):</p> <ul style="list-style-type: none">? Proposed permanent dwelling (8 or less dwellings/businesses per quarter section) where sour gas facilities may be found within a 100 metre radius.? Proposed unrestricted country development (greater than 8 but less than 50 dwellings/businesses per quarter section) where sour gas facilities may be found within 500 metres.? Proposed additional development within an urban centre (see definition in bulletin) located outside an urban centre, or a proposed public facility (see definition in bulletin) where sour gas facilities may be found within 1500 metres (1.5 kilometres).

Replies will **no longer** be sent for setback referrals that are **not required** by the AER for submission.

If this information is **unknown**, please indicate on the **form** submission or in your referral.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager.

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Liz Armitage

From: Michael Fitzsimmons <michael@rimbey.com>
Sent: December 12, 2016 4:27 PM
To: Liz Armitage
Subject: FW: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Just got this reply, I was going to respond but I wanted to run it by you first.

Thank you,
Mike

From: Alicia Kish [mailto:alicia.kish@contractlandstaff.com]
Sent: Monday, December 12, 2016 4:23 PM
To: Michael Fitzsimmons <michael@rimbey.com>
Subject: RE: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Hello

Please advise of the legal land location you want reviewed. Is this for the town? please advise.

Thank you

Alicia Kish

Land Administrator
Contract Land Staff, LLC
200, 17707 - 105 Avenue
Edmonton, Alberta T5S 1T1
Phone: 780-732-0458
alicia.kish@contractlandstaff.com



From: Michael Fitzsimmons [mailto:michael@rimbey.com]
Sent: Monday, December 5, 2016 9:33 AM
To: Subdivisions <subdivisions@contractlandstaff.com>
Subject: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Good morning,

Please review the letter and Bylaw 928/16 attached above.

As a potentially affected agency, we are requesting that you review and forward your comments and/or

Subject: FW: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation
From: "Kathy" <generalinfo@rimbey.com>
Sent: 2016-12-06 8:45:44 AM
To: "vicinia.planning@gmail.com" <vicinia.planning@gmail.com>;
Attachments: 6Dec2016 LUB Amend Response.pdf

From: Sandy Choi [mailto:sandy.choi@gov.ab.ca]
Sent: Tuesday, December 06, 2016 8:38 AM
To: Kathy
Subject: RE: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Hi Liz,

Attached you'll find our response to the proposed LUB Amendment.

Stay warm!

Sandy Choi

Development and Planning Technologist
Delivery Services Division, Central Region
Alberta Transportation
Government of Alberta

Tel 403-340-7179
Fax 403-340-4876
Sandy.Choi@gov.ab.ca

511 Alberta - Alberta's Official Road Reports
Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)



From: Michael Fitzsimmons [mailto:michael@rimbey.com]
Sent: Monday, December 05, 2016 9:22 AM
To: Trans Development Red Deer
Subject: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Good morning,

Please review the letter and Bylaw 928/16 attached above.

As a potentially affected agency, we are requesting that you review and forward your comments and/or recommendations with respect to Land Use Bylaw amendment no later than January 2, 2017. Your

December 6th, 2016

File: Rimbey (ASP)
LUB Bylaw: 928/16

Town of Rimbey
4938 – 50th Avenue P.O. Box 350
Rimbey, AB T0C 2J0
Sent via email to: generalinfo@rimbey.com

Attention: Elizabeth Armitage

RE: PROPOSED BYLAW 928/16 AMENDMENT TO LAND USE BYLAW 917/16

With reference to the above, I would advise that we have no objections in principle to the proposed text amendment to Section 12.7(5), setbacks and minimum yard requirements for manufactured homes designated as Manufactured Home Park (MHP).

If you have any questions, please contact me at 403-340-7179. Thank you for the referral and opportunity to comment.

Sincerely,



Sandy Choi
Development & Planning

SC/sc

Liz Armitage

From: Michael Fitzsimmons <michael@rimbey.com>
Sent: December 20, 2016 2:44 PM
To: Liz Armitage
Subject: FW: 16-4250 Response - Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation
Attachments: Bylaw 928-16 Agency Package.pdf

From: Isabel.Solis@atco.com [mailto:Isabel.Solis@atco.com]
Sent: Tuesday, December 20, 2016 2:42 PM
To: Michael Fitzsimmons <michael@rimbey.com>
Subject: 16-4250 Response - Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Good Afternoon,

ATCO PIPELINES has no comment.

Thank you ☺

Isabel Solis-Jarek
Administrative Coordinator | Gas Transmission
ATCO Pipelines | Global Pipelines & Liquids Business Unit
7210 42 Street NW | Edmonton, AB T6B 3H1
T. 780.420.3896 | F. 780.420.7411
Isabel.Solis-Jarek@atco.com | www.ATCO.com

From: Michael Fitzsimmons [mailto:michael@rimbey.com]
Sent: Monday, December 05, 2016 9:37 AM
To: Isabel Solis-Jarek
Subject: Bylaw 928/16 - Amendment to the Land Use Bylaw 917/16 Circulation

Good morning,

Please review the letter and Bylaw 928/16 attached above.

As a potentially affected agency, we are requesting that you review and forward your comments and/or recommendations with respect to Land Use Bylaw amendment no later than January 2, 2017. Your comments will then be considered by the Town's Administration and Council. Written comments received by January 2, 2017 will be presented to Council at the time of Public Hearing.

Should no response be received by the requested date, it will be considered that you have no comments with respect to the Land Use Bylaw Amendment.

Thank you,

Michael Fitzsimmons
Municipal Intern, Town of Rimbey
P: 403-843-2113

F: 403-843-6599
E: michael@rimbey.com
<http://www.rimbey.com/>



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comments will then be considered by the Town's Administration and Council. Written comments received by January 2, 2017 will be presented to Council at the time of Public Hearing.

Should no response be received by the requested date, it will be considered that you have no comments with respect to the Land Use Bylaw Amendment.

Thank you,

Michael Fitzsimmons
Municipal Intern, Town of Rimbey

P: 403-843-2113

F: 403-843-6599

E: michael@rimbey.com

<http://www.rimbey.com/>



Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit 511.alberta.ca or follow us on Twitter [@511Alberta](https://twitter.com/511Alberta) to get on the road to safer travel.

<http://511.alberta.ca/ab/en.html>

<https://twitter.com/511Alberta>

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recommendations with respect to Land Use Bylaw amendment no later than January 2, 2017. Your comments will then be considered by the Town's Administration and Council. Written comments received by January 2, 2017 will be presented to Council at the time of Public Hearing.

Should no response be received by the requested date, it will be considered that you have no comments with respect to the Land Use Bylaw Amendment.

Thank you,

Michael Fitzsimmons
Municipal Intern, Town of Rimby

P: 403-843-2113

F: 403-843-6599

E: michael@rimbey.com

<http://www.rimbey.com/>



Council Agenda Item	6.2
Council Meeting Date	January 9, 2017
Subject	Bylaw 929/17 to Amend Bylaw 917/16.
For Public Agenda	Public Information
Background	<p>Bylaw 917/16, the Town of Rimbey Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>With new development permit applications, Administration is able to identify clauses which are not working as intended.</p>
Discussion	<p>Town Administration has noted that the language prohibiting signs located on Town owned land is very restrictive within the land use bylaw. The current regulation states:</p> <p><i>11.5 PROHIBITED LOCATION</i></p> <p><i>(1) No part of any sign, including any accessory components, shall be located on any roadway, boulevard, sidewalk, or any other land owned by the Development Authority. Only 'A-Frame' type signs may be permitted on a sidewalk abutting a business but must first receive the written consent of the Development Authority.</i></p> <p>Administration recommends the following amendments be made:</p> <p><i>11.5 PROHIBITED LOCATION</i></p> <p>(1) No part of any sign, including any accessory components, shall be located on any roadway, boulevard, sidewalk, or any other land owned by the Development Authority. Only 'A-Frame' type signs may be permitted on a sidewalk abutting a business but must first receive the written consent of the Development Authority.</p> <p>(2) No part of any sign, including any accessory components, shall be located on any land owned by the Development Authority without a council motion granting use of the land prior to the Development Authority issuing a Development Permit.</p>
Relevant Policy/Legislation	Town of Rimbey Land Use Bylaw 917/16 Municipal Government Act RSA 2000, ch. M-26, as amended
Options/Consequences	Not applicable
Financial Implications	Not applicable
Attachments	Bylaw 929/17 Amendment to Bylaw 917/16

Recommendation

1. Administration recommends Council give first reading to Bylaw 929/17 Amendment to Land Use Bylaw 917/16.
2. Administration recommends advertisement of the public hearing for Bylaw 927/17 Amendment to the Land Use Bylaw in the Rimbeey Review for 2 consecutive weeks prior to the Public Hearing, and further that Administration circulate notice of Bylaw 929/17 to relevant agencies.
3. Administration recommends Council set the Public Hearing for Bylaw 929/17 Amendment to the Land Use Bylaw for February 15, 2017.


Prepared By:



Liz Armitage
Contract Planning & Development Officer

January 5, 2017
Date

Endorsed By:



Lori Hillis
Chief Administrative Officer

Jan 5/17
Date



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 917/16.

WHEREAS Council has deemed it appropriate to re-designate certain parcels of land,
AND WHEREAS Part 6, Section 6.1(2), of the Town of Rimbey Land Use Bylaw 917/16 states that Council may initiate an amendment to the Land Use Bylaw,
NOW After due compliance with the relevant provisions of the Municipal
THEREFORE Government Act RSA 2000, ch. M-26, as amended, the Council of the Town of Rimbey duly assembled enacts as follows:

PART I - TITLE

This Bylaw may be cited as the Amendment to the Land Use Bylaw.

PART II - TEXT AMENDMENT

Section 11.5(1) shall be amended to read:

No part of any sign, including any accessory components, shall be located on any roadway, boulevard, or sidewalk. Only 'A-Frame' type signs may be permitted on a sidewalk abutting a business but must first receive the written consent of the Development Authority.

Section 11.5(2) shall be added to read:

No part of any sign, including any accessory components, shall be located on any land owned by the Development Authority without a council motion granting use of the land prior to the Development Authority issuing a Development Permit.

PART III - EFFECTIVE DATE

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

READ a First Time in Council this _____ day of _____ 2017.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis



BYLAW NO. 929/17

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF
ALBERTA, TO AMEND LAND USE BYLAW 917/16.

READ a Second Time in Council this _____ day of _____ 2017.

Mayor Rick Pankiw





Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this _____ day of _____, 2017.

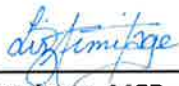
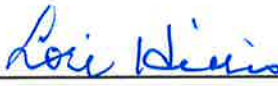
Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

Council Organizational Agenda Item	7.1
Council Organizational Meeting Date	January 9, 2017
Subject	Rimbey Business Sector Sustainability Advisory Committee
For Public Agenda	Public Information
Background	<p>This item was brought before the Council Organizational Meeting on October 24, 2016, where it was table to the November 14, 2016 Regular Council Meeting.</p> <p><u>Motion 404/16</u></p> <p>Moved by Councillor Webb to table the Rimbey Business Sector Sustainability Advisory Committee to the November 14, 2016 Regular Council Meeting.</p> <p style="text-align: right;">CARRIED</p> <p>This item was brought before Council at the Regular Council Meeting held Monday, November 14, 2016 whereby the following motion was made:</p> <p><u>Motion 440/16</u></p> <p>Moved by Mayor Pankiw to table discussions regarding the Rimbey Business Sector Sustainability Advisory Committee to the November 28, 2016 Regular Council Meeting.</p> <p style="text-align: right;">CARRIED</p> <p>This item was brought before Council at the Regular Council Meeting held Monday, November 28, 2016 whereby the following motion was made:</p> <p><u>Motion 520/16</u></p> <p>Moved by Councillor Payson to table discussions regarding the Rimbey Business Sector Sustainability Advisory Committee to the January 9, 2017 Regular Council Meeting.</p> <p style="text-align: right;">CARRIED</p> <p>The Rimbey Business Sector Sustainability Advisory Committee was established in 2015 by way of Bylaw 897/15 and its terms of reference were adopted by motion 036/15.</p>

	<p>The Current Committee Members are</p> <p>Chairman Bob Stevenson (resigned Oct 19/16)</p> <p>Committee Member Melvin Durand</p> <p>Committee Member Duane Adams</p> <p>Committee Member Steffon Olsen</p> <p>Committee Member Steven Schrader</p> <p>Committee Member Tony Delyster</p> <p>Committee Member Derrick Nordstrom</p> <p>An email received Wednesday, October 19 2016 indicates that Mr. Bob Stevenson will be stepping down as Chairman of the Committee.</p>
<p>Discussion</p>	<p>Bylaw 897/15 states:</p> <p>4. All Committee members will be appointed to the Committee on a continuous basis or until such time that:</p> <p>a) The Council passes a resolution to cancel the appointment of one or more Committee members, which it may do so at any time, for any reason; or</p> <p>b) The Council determines that the mandate of the Committee is complete and passes a resolution to cancel all Committee member appointments and/or enacts a bylaw to rescind this bylaw.</p>
<p>Relevant Policy/Legislation</p>	
<p>Options/Consequences</p>	<ol style="list-style-type: none"> 1. To accept the Committee Members as previously appointed. 2. To make changes to the Committee appointments. 3. To terminate the Committee and request Administration to bring forth a bylaw to rescind the bylaw.
<p>Financial Implications</p>	
<p>Attachments</p>	
<p>Recommendation</p>	<p>Administration recommends Council to determine a course of action for the Rimbey Business Sector Sustainability Advisory Committee.</p>
<p>Prepared By:</p> <p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p> <p>Endorsed By:</p> <p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>	

Council Agenda Item	7.2
Council Meeting Date	January 9, 2017
Subject	Request to Discharge Restrictive Covenant
For Public Agenda	Public Information
Background	<p>In 2015 Mr. Anderson submitted a request to Alberta Transportation and the Town of Rimbey to remove the Restrictive Covenant from Lot 6, Block 1, Plan 072 7008, and reattach Road Plan 042 4165 back to the title of Lot 6.</p> <p>After review by Administration and Alberta Transportation it was determined that an Area Structure Plan was required prior to any action being taken. Alberta Transportation prepared a letter (as attached) to Mr. Anderson explaining that at this time neither Alberta Transportation nor Administration supported removing the restrictive covenant nor closing the road and consolidating it with Lot 6.</p> <p>Mr. Anderson again approached the Town with the same request in early 2016. On February 1, 2016 a letter was sent to Mr. Carey Anderson from former Interim CAO Donna Tona. On February 8, 2016 Donna Tona, Liz Armitage and Mayor Pankiw met with Carey Anderson to discuss the request. At this meeting it was determined that the best course of action was an in-person meeting with Alberta Transportation.</p> <p>On March 1, 2016 Donna Tona, Liz Armitage and Carey Anderson met with Alberta Transportation representatives Lee Bowman and Sandy Choi. A thorough review was conducted by all parties of the documentation available and it was determined that at this time Alberta Transportation will not support closing the road at this time without an new Area Structure Plan providing long term planning for the lands south of Evergreen Estates. It was also determined that Alberta Transportation does not have an interest in the Restrictive Covenant. However, if it is removed from title, development of this road will be the responsibility of the Town. Thus, the Town will be responsible to pay for the development of the road when required.</p> <p>Further, the Restrictive Covenant pertains to lands not owned by Mr. Anderson, and therefore removal of the Restrictive Covenant likely requires agreement of the Town and the other land owner. At that time we requested legal advice on removing the restrictive covenant, which was provided by Mr. Richard Gregory B.A. LL.B on March 21, 2016.</p> <p>On December 6, 2016, a new request to remove the Restrictive Covenant was received by Administration (as attached). Administration prepared a Request for Decision for the December 12, 2016 council meeting; however, the report was tabled to allow Administration time to seek an independent cost estimate from Tagish Engineering for the cost of designing and constructing the road and to seek further advice from Brownlee LLP regarding removal of the caveat.</p>

Discussion	<p>The preliminary quote provided by Tagish Engineering indicates the construction of the road is estimated at \$36,165.94 (as attached).</p> <p>The legal review includes privileged and confidential information. Therefore, Administration recommends council go in-camera for this portion of the discussion.</p>
Relevant Policy/Legislation	<p>Municipal Government Act</p>
Options/Consequences	<p>Council may choose to:</p> <ol style="list-style-type: none"> 1. Accept this report as information and do nothing at this time. 2. Accept this report and provide direction to administration regarding next steps.
Financial Implications	<p>Unable to determine until direction from council.</p>
Attachments	<ul style="list-style-type: none"> • Carey Anderson request Dated December 5, 2016. • Past Correspondence • Restrictive Covenant • Tagish Engineering Preliminary Cost Estimate
Recommendation	<p>Council accept this report as information and provide direction on next steps</p>
<p>Prepared By:</p> <div style="text-align: center; margin-left: 200px;">  <hr style="width: 40%; margin: 0 auto;"/> <p>Elizabeth Armitage, MEDes, RPP, MCIP Contract Planning & Development Officer</p> </div> <div style="text-align: right; margin-right: 50px;"> <p><u>January 4, 2016</u> Date</p> </div> <p>Endorsed By:</p> <div style="text-align: center; margin-left: 200px;">  <hr style="width: 40%; margin: 0 auto;"/> <p>Lori Hillis, CPA, CA Chief Administrative Officer</p> </div> <div style="text-align: right; margin-right: 50px;"> <p><u>Jan 4/17</u> Date</p> </div>	

rick pankiw

From: Carey Anderson <carey@albertahighspeed.net>
Sent: Monday, December 05, 2016 9:57 AM
To: rick pankiw
Subject: Restrictive Covenant Release

Good morning , Rick I am sending you the two estimates for the construction of the future road in Evergreen estates. I hope we can resolve this issue at the next council meeting , as it was already discussed with the town council as well as Mr Lee Bowmen from Alberta Transportation. My understanding is that I will provide 1/3 of the funds which will be put in a trust account for the construction of the future road in exchange for the release of the restrictive covenant which is attached to lot 6 Block 1 Plan 0727008 listed as instrument number 042 297 463 registered 20/07/2004. I am hoping this can be resolved in the near future as it has been a detriment to the sale of this lot . Thank you for your time and for attending to this at the next council meeting .

Carey / Evergreen Estates



PHONE: (405)843-2664 FAX: (405)843-6505
E-MAIL: nbd@nikkirkbrocs.com
BOX 28 NIMBEY, AB. T0C-2J0

PROJECT COST ESTIMATE/QUOTE

COMPANY: Carey Anderson PROJECT: Evergreen Estates

ATTENTION: Carey DATE: Nov 9, 2016

FAX#: PHONE: 405-783-0546

E-MAIL: carey@albertahighspeed.net

PREPARED BY: Chris Nikirk

Estimate to construct subdivision road as requested.

Equipment and labour to prepare 66m X 11m roadway to design specification - \$4,650.00
- includes base work, place and compact base gravel and top gravel.

Supply and deliver 230yds of 2" base gravel @ \$23.50/yd = \$5405.00

Supply and deliver 115yds of 3/4" surface gravel @ \$23.50/yd = \$2702.50

Total project estimate - \$12,757.50 plus G.S.T.

Note* - Utility locates, surveying and any required testing by others.

Thanks for the opportunity to quote this project.

Shoveltek Back Products

(403) 783-0546

Carey Anderson
Box 1886
Banbury, Alberta
T0C 2P0

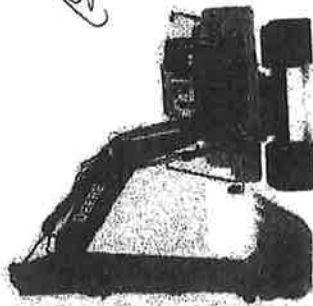
Road Construction Estimate

- Supply Equipment and labor to construct 66x11 m road way to gravel base specs - 4260.00
- Supply 250 yds of course base gravel and compact to specs 250 yd @ 23.50 5875.00
- Supply 100 yds of 1" surface gravel and compact to specs 100 @ 23.50 2350.00

Total project estimate 12,485
Plus GST - 624.50

13,109.25

CA



Tandem Gravel Truck - \$115.00 per hour
Tandem Gravel Truck and Pup - \$160.00 per hour

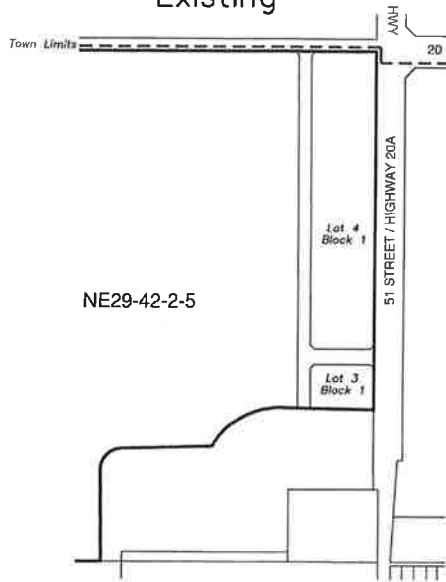
Drawing showing proposed subdivision in the

Town of Rimbey

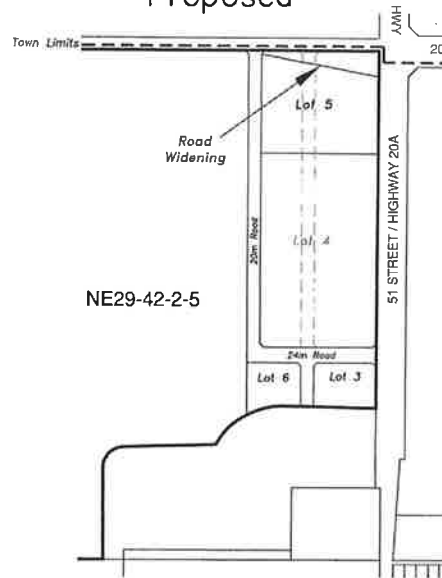
NE 29-42-2-5

Lots 3 & 4 Block 1 Plan 042 4165

Existing



Proposed



Scale
1:7500

WEST CENTRAL PLANNING AGENCY <small>Suite 105, 5111 - 50th Avenue Wetaskiwin, AB T9A 0S5 Phone 780-352-2215 Fax 780-352-2211</small>	TR/06/03	Registered Owner(s): 009-2786 Alberta Ltd.
	denotes titled area	Photos: 1027859
	Drawn: April 4, 2006	Revised: September 26, 2006 <i>PK</i>

August 25th, 2015

File: Rimbey (Sub)

1027859 ALBERTA LTD.
BOX 1365
RIMBEY, AB T0C 2J0
Sent via email to: carey@albertahighspeed.net

Attention: Carey Anderson

**RE: REQUEST TO REMOVE RESTRICTIVE COVENANT AND CONSOLIDATE
ROAD PLAN 042 4165 WITH LOT 6, BLOCK 1, PLAN 072 7008 WITHIN NE 29-42-02-W5
HIGHWAY 20A (51ST STREET) AND 61ST AVENUE, EVERGREEN ESTATES**

Thank you for your request to remove the Restrictive Covenant from Lot 6, Block 1, Plan 072 7008, and reattach Road Plan 042 4165 back to the title of Lot 6.

As land use and transportation is inherently linked, we have consulted and reviewed your request with the Town of Rimbey to ensure alignment with Town policies.

In absence of an Area Structure Plan (ASP) or a recent planning framework that addresses growth in the area, we have determined that the decision be tabled until we have a better understanding of the impact the proposed consolidation of part of Road Plan 042 4165 has on the overall road network and future development in the area.

We appreciate your patience and would like to revisit your request once a strategic planning and transportation framework is in place that provides us with better context to make an informed decision.

Should you have any questions or wish to discuss any of these points, please do not hesitate to contact Lee Bowman or Sandy Choi from Alberta Transportation at 403-340-5166 or Michael Fitzsimmons or Liz Armitage from the Town of Rimbey at 403-843-2113.

Sincerely,



Sandy Choi
Development & Planning

/sc

cc: Town of Rimbey – Michael Fitzsimmons
Town of Rimbey – Liz Armitage



4938-50th Ave P.O. Box 350
Rimbey, Alberta T0C 2J0
Tel: 403.843.2113

February 1, 2016

1027859 ALBERTA LTD.
BOX 1365
RIMBEY, AB T0C 2J0

Attention: Carey Anderson

RE: REQUEST TO REMOVE RESTRICTIVE COVENANT AND CONSOLIDATE ROAD PLAN 042 4162 WITH LOT 6, BLOCK 1, PLAN 072 7008 WITHIN NE 29-42-02-W5 HIGHWAY 20A (51ST STREET) AND 61ST AVENUE, EVERGREEN ESTATES

Thank you for your continued interest and request to remove the Restrictive Covenant from Lot 6, Block 1, Plan 072 7008, and reattached Road Plan 042 4165 back to the title of Lot 6.

Town Council and Administration have reviewed your request, and continue to support the position outlined in the letter from Alberta Transportation dated August 25, 2015.

As discussed previously, the Town requires an Area Structure Plan (ASP) for the subject lot and surrounding area before the request can be processed by either the Town or Alberta Transportation. Please note that within the Town of Rimbey the responsibility of preparing and paying for an ASP lies with the developer.

Should you wish to prepare an ASP to assist the Town and Alberta Transportation in reviewing your request, the ASP must outline future development plans including (but not limited to) future growth and the transportation networks.

Should you have any questions or wish to discuss any of these points further, please contact Liz Armitage directly at 403.383.2366.

Sincerely,

Donna Tona, Interim CAO
Town of Rimbey

cc: Town of Rimbey – Liz Armitage
Alberta Transportation – Sandy Choi
Mayor R. Pankiw

**ALBERTA GOVERNMENT SERVICES
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

042297463

ORDER NUMBER: 30197370

ADVISORY

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

RESTRICTIVE COVENANT

THIS RESTRICTIVE COVENANT made this 16th day of June, 2004.

BETWEEN:

887288 ALBERTA LTD.,
of Rimbey, Alberta T0C 2J0

(hereinafter called "the Grantor"),

OF THE FIRST PART,

- and -

887288 ALBERTA LTD.,
of Rimbey, Alberta T0C 2J0

(hereinafter called "the Grantee"),

OF THE SECOND PART.

WITNESSES THAT WHEREAS:

A. The Grantor is the registered owner of the following described lands:

THE NORTH EAST QUARTER OF SECTION TWENTY NINE (29)
TOWNSHIP FORTY TWO (42)

RANGE TWO (2)

WEST OF THE FIFTH MERIDIAN,

CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS

EXCEPTING THEREOUT:

HECTARES (ACRES) MORE OR LESS

A) PLAN 5430LZ - ROAD

0.533 1.318

B) ALL THAT PORTION DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH EAST CORNER OF THE SAID QUARTER SECTION; THENCE NORTHERLY ALONG THE EAST BOUNDARY THEREOF ONE HUNDRED AND SEVENTEEN (117) METRES; THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY ONE HUNDRED AND FORTY (140) METRES; THENCE SOUTHERLY AND PARALLEL TO THE SAID BOUNDARY TO A POINT ON THE SOUTH BOUNDARY; THENCE

EASTERLY ALONG THE SOUTH BOUNDARY TO THE POINT OF COMMENCEMENT
CONTAINING 1.64 4.05
C) PLAN 042 4165 SUBDIVISION 14.249 35.21
EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter called "the Original Lands").

B. The Grantor is presently subdividing the Original Lands, and upon such subdivision it will then be the owner of the following described lands:

LOTS 1, 3 AND 4
BLOCK 1
PLAN 042 4165

EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter called "the Subdivided Lands").

C. Concurrently with the such subdivision, the Grantor is entering into a Development Agreement with the Town of Rimbey, in the Province of Alberta, the provisions of which will run with the Subdivided Lands and Bind all present and future registered owners of the Subdivided Lands.

NOW, THEREFORE, UNDER SEAL, the parties hereto agree, for themselves and any successors in title, that the following restrictions and conditions apply now and in future to the development of the Subdivided Lands:

1. That in respect of the future Access Road referred to in the aforesaid Development Agreement with the Town of Rimbey (which is particularly referenced in Schedule "C" of such Agreement), it is agreed by the parties hereto as follows:

(a) that if further development approval is granted by the Town of Rimbey or other appropriate authority in respect of Lot 1 of the Subdivided Lands ON OR BEFORE

December 31, 2007, then the full cost of developing and constructing the required Access Road shall be borne solely by the registered owner of such Lot 1;

- (b) that if further development approval is granted by the Town of Rimbey or other appropriate authority in respect of any of Lots 3 and 4 of the Subdivided Lands ON OR BEFORE December 31, 2007, then the full cost of developing and constructing the required Access Road shall be borne solely by the registered owner of such Lot 3 or Lot 4, as the case may be;
 - (c) that if further development approval is granted in respect of Lot 1 of the Subdivided Lands AFTER December 31, 2007, then the full cost of developing and constructing the required Access Road shall be borne solely by the registered owners of the aforesaid Lots 3 and 4, to be shared proportionally by such registered owners in relation to the respective number of acres of each such Lot 3 and 4;
 - (d) that if further development approval is granted in respect of any of Lots 1, 3 or 4 of the Subdivided Lands AFTER December 31, 2007, then the full cost of developing and constructing the required Access Road shall be borne solely by the registered owners of the aforesaid Lots 3 and 4, to be shared proportionally by such registered owners in relation to the respective number of acres of each such Lot 3 and 4.
2. That the restrictions contained herein shall pass with, extend to, run with and bind the Subdivided Lands so as to bind all successors and assigns deriving title to the Subdivided Lands or any portion thereof or any interest therein from, under or through the Grantor or its successors and assigns.
 3. That any costs and expenses for developing and constructing the aforesaid Access Road reasonably incurred pursuant to the aforesaid Development Agreement by the registered owner of any portion of the Subdivided Lands that should be paid for by the registered owner of another portion of the Subdivided Lands (as provided for in this Restrictive Covenant) which

has not been paid or reimbursed by such responsible registered owner, may be recovered by the aforesaid registered owner incurring such costs and expenses from such responsible registered owner, along with any solicitor and client costs incurred in respect of such recovery, in a Court of competent jurisdiction, including the Court of Queen's Bench of Alberta and any successor Court.

4. Upon the subject Access Road being fully constructed and completed to the satisfaction of the Town of Rimbey, Alberta Transportation and any other relevant authority having appropriate jurisdiction, this Restrictive Covenant shall be considered to be terminated and no longer of any effect, and any registered owner of any of Lots 1, 3 and 4 of the Subdivided Lands, or any portion of the same if there has been further subdivision, may take such steps as are necessary to have this Restrictive Covenant, or any Caveat relating to it, discharged in whole with the Edmonton Land Titles Office.

IN WITNESS WHEREOF this Restrictive Covenant was executed, sealed and delivered by the parties hereto as of the day and year first above written.



887288 ALBERTA LTD.

Per:

[Handwritten signature]



887288 ALBERTA LTD.

Per:

[Handwritten signature]



042297463

042297463 REGISTERED 2004 07 20
RESC - RESTRICTIVE COVENANT
DOC 5 OF 6 DR#: 9781798 ADR/WBARKER

Subject: FW: Evergreen Estates - Future Road Cost Estimate
From: "Greg Smith" <g.smith@tagish-engineering.com>
Sent: 2016-12-22 10:26:39 AM
To: "Liz Armitage" <vicinia.planning@gmail.com>;
Attachments: RB00_Evergreen Estates_22Dec2016.pdf

Hello Liz,

Please find attached the road estimate for the undeveloped portion heading south (approx.. 66m)

We did include some items will feel were missed on the other estimates submitted which is why the value is quite a bit higher.

If you have any questions or concerns please contact us.

Happy Holidays,

Greg Smith, P. Eng.
President and General Manager

TAGISH ENGINEERING LTD

G4 - 5550 - 45th Street
Red Deer, Alberta
T4N 1L1

Ph: (403) 346-7710

Cell: (403) 598-7126

Email: g.smith@tagish-engineering.com

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Town of Rimbey
 Future Roadway in Evergreen Estates
 Preliminary Cost Estimate

Project No: RB00
 December 22, 2016
 Compiled By: L.S.
 Checked By: G.S.


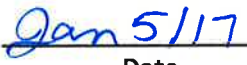

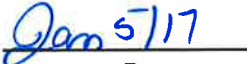
ITEM DESCRIPTION NO.	UNIT	QUANTITY	UNIT PRICE	AMOUNT	
SCHEDULE A - Earth Works					
1	Stripping and stockpiling of topsoil material from roadways and sideslopes (to remain on site for sideslope finishing) (approx. 200mm depth)	cu.m.	210	\$5.00	\$1,050.00
2	Common excavation of clay fill for road base c/w compaction (approximately 700mm depth under roadway) (assumed use of on-site material)	cu.m.	560	\$7.50	\$4,200.00
3	Placement of topsoil over sideslopes	cu.m.	210	\$5.00	\$1,050.00
4	Supply and Install 500mm CSP across roadway c/w tapered ends, compaction, clay plugs, class 1 fieldstone riprap	lin.m.	16	\$400.00	\$6,400.00
5	Supply and place grass seed on side slopes c/w fertilizer	sq.m.	335	\$5.00	\$1,675.00
TOTAL SCHEDULE A					\$14,375.00

SCHEDULE B - Road Works					
1	Supply and Install 80mm pit-run gravel subbase (200mm compacted depth)	sq.m.	850	\$9.00	\$7,650.00
2	Supply and Install 20mm crushed gravel basecourse (100mm compacted depth)	sq.m.	800	\$6.50	\$5,200.00
TOTAL SCHEDULE B					\$12,850.00

SCHEDULE C - Miscellaneous					
1	Mobilization	l.s.	1	\$1,500.00	\$1,500.00
2	Location of shallow utilities	l.s.	1	\$500.00	\$500.00
TOTAL SCHEDULE C					\$2,000.00

SUMMARY OF SCHEDULES					
TOTAL SCHEDULE A					\$14,375.00
TOTAL SCHEDULE B					\$12,850.00
TOTAL SCHEDULE C					\$2,000.00
SUBTOTAL					\$29,225.00
Contingency Allowance (10% of above subtotal)					\$2,922.50
SUBTOTAL					\$32,147.50
12.5% Engineering & Testing					\$4,018.44
TOTAL of ESTIMATE - Excluding GST					\$36,165.94

Note: This estimate is considered preliminary and should only be used for budgeting, pre-liminary designs and survey have not been completed.

Council Agenda Item	7.3
Council Meeting Date	January 9, 2017
Subject	Tagish Engineering Project Status Update to December 13, 2016
For Public Agenda	Public Information
Background	Tagish Engineering is supplying their status report.
Discussion	Tagish Engineering is the Town of Rimbeey's Engineering firm. As such they are required to provide status updates as well as meeting with Administration.
Relevant Policy/Legislation	Not applicable.
Options/Consequences	Not applicable.
Financial Implications	None at this time.
Attachments	Tagish Engineering Project Status Update to December 13, 2016.
Recommendation	To accept the Tagish Engineering Project Status Updates to December 13 2016, as information.
<p>Prepared By:</p> <p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p> <p>Endorsed By:</p> <p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>	



PROJECT STATUS UPDATES

December 13, 2016

Date	Project Manager	Status Update
Town of Rimbey		
Project: RBYM00000.16 RB00 - General Engineering 2016		
December 31, 2013	Matichuk, Gerald	Project Description: This project is for small general requests for the Town. Director of Publicworks and Tagish completed a FAC inspection on the "2013 Walking Trail" project. Tagish is working with Development Department on FortisAlberta Inc. requirements for power installation to the Rimoka Housing site.
November 10, 2016	Matichuk, Gerald	
November 24, 2016	Matichuk, Gerald	A Construction Completion Inspection is scheduled for November 29, 2016 for the installation of the storm system at the Rimoka Storm Sewer Management Facility. Tagish is working with Town staff and Fortis Alberta for the installation of power to the Rimoka Housing site and new electrical feeder main along 50 Av.
December 8, 2016	Matichuk, Gerald	Construction Completion inspection was held on Nov 29, 2016. The Contractor will provide a CCTV inspection video report. Contractor will also complete backfilling around low manholes and landscaping deficiencies.
Project: RBYM00106.00 RB106 -NE Lagoon General Engineering		
December 31, 2013	Matichuk, Gerald	Project Description: This project is related to all work involving the NE Lagoon repairs and drainage.
November 10, 2016	Matichuk, Gerald	Tagish and Town staff are reviewing and assessing AMEC Foster Wheeler report as to the impact on the Town method to water treatment.
November 24, 2016	Matichuk, Gerald	Tagish Engineering has reviewed the AMEC Foster Wheeler Ground Water Report, and provided AMEC with comments and concerns to be incorporated into the report.
December 8, 2016	Matichuk, Gerald	No Change.
Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1		
December 31, 2013	Matichuk, Gerald	Project Description: Included in the 2015 Capital Budget, Council approved funds to retain a Hydrogeologist to assist the Town in locating a new ground water source. To complete this task the Town of Rimbey selected Omni-McCann Consulting Services. Phase 1 of the project includes reviewing all of the Town of Rimbey's water well data and Alberta Environment data to determine a probably location and water source. Phase 1 would include the drill and testing of an observation wells to determine a location for a production well. Phase 2 (2016 Capital) would include the drilling, testing and registering of a new production well.
November 10, 2016	Matichuk, Gerald	Assess Land Services has working with land owners to secure permission to drill new water wells on three different sites.
November 24, 2016	Matichuk, Gerald	Access Land Services has received documentation from the land owner adjacent to Well # 10 for the ability to use their land as temporary work space in drilling a new well. Access Land is working with the other land owners to finalize the documentation required prior to drill new wells.
December 8, 2016	Matichuk, Gerald	Access Land Services is continuing to work with land owners to acquire permission to drill new wells. The CAO is looking into the agreement with the Race Track Association, in regards to the land lease and will advise us accordingly.
Project: RBYM00128.00 RB128 - 2016 Street Improvements		
December 31, 2013	Matichuk, Gerald	Project Description: Included in the 2016 Capital Budget, Council approved funds to provide an in-term solution to extend the life of roadways and to ensure that the travelling public can continue using the streets in a safe manner, until such time the Town completes a total street reconstruction. Roads and concrete structures will be repaired as required with an asphalt overlay installed to the following roads.
<ul style="list-style-type: none"> • 50 Street asphalt overlay from 52 Ave to 56 Ave • 49 Street asphalt overlay from 52 Ave to 54 Ave • 49 Street repair and overlay from 49 Ave to 50 Ave • Concrete replacement at various locations 		


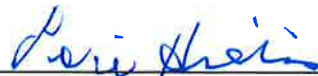
Project Status Updates

November 10, 2016	Matichuk, Gerald	Tagish has submitted a progress payment to all work associated with the 2016 Street Improvement project.
November 24, 2016	Matichuk, Gerald	Waiting for the "Holdback Period to Expire" before the release of "Holdback" is recommended.
December 8, 2016	Matichuk, Gerald	Tagish is working with Border Paving Ltd. to provide all documentation for holdback release.

Project: RBYM00131.00 RB131 - SW Stormwater Management Plan

October 13, 2016	Solberg, Lloyd	(Oct 13 - Nov 23) 2017 Capital Plan was sent to the Town. SW Stormwater Management Plan was one of the recommended projects. Project is on hold until/if the Town decides to go ahead with the project.
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Council Agenda Item	7.4
Council Meeting Date	January 9, 2017
Subject	Rimbey Coop Signs
For Public Agenda	Public Information
Background	<p>On June 27, 2016 Administration informed council of Rimbey Co-ops desire to locate 2 billboard signs possibly within the Highway right-of-way.</p> <p>Council passed the following motion:</p> <p><u>Motion 296/16</u></p> <p>Moved by Mayor Pankiw to proceed with the signs as follows:</p> <ol style="list-style-type: none"> 1. Administration will begin working with the applicant and Alberta Transportation; 2. Administration will begin developing a policy for advertising signs on highway right-of-ways. The policy to be brought back to Council for approval. 3. The policies will be included in the revised Land Use Bylaw to be presented for Public Hearing on July 25, 2016. <p>On July 25, 2016 Administration followed up with council and brought back additional information.</p> <p>Throughout this time administration has continued to work with the applicant and Alberta Transportation to find possible locations.</p> <p>On August 10, 2016 Rick Schmidt and Michael Fitzsimmons met on site with Rick Moon (Co-op) and Joel Niven (Alberta Transportation) to confirm Alberta Transportation right-of-ways and discussion possible locations.</p> <p>However, confusion remained regarding the precise location of the proposed sign.</p>
Discussion	<p>Rick Moon with Rimbey Co-op Association has indicated that the sign will be located within the Range Road 23 right-of-way, not the Highway 20 right-of-way. Note that Range Road 23 is the Town of Rimbey's right-of-way and Highway 20 right-of-way is within Alberta Transportation's jurisdiction.</p> <p>Alberta Transportation has consented to this location and is willing to meet on site one more time with Rick Moon and Town Administration to ensure the sign is located outside of their right-of-way (see Attachment for correspondence).</p> <p>Upon review of the location, Town Administration notes that the location drawing marked-up by Rick Moon indicates "x is the proposed location for the sign. It would</p>

	<p>be directly south of the current Town of Rimbey sign". Town Administration notes that this may obstruct the view of the Town of Rimbey entrance sign.</p> <p>In addition Town Administration notes the following from 912/16 Land Use Bylaw:</p> <p>11.5 PROHIBITED LOCATION <i>(1) No part of any sign, including any accessory components, shall be located on any roadway, boulevard, sidewalk, or any other land owned by the Development Authority. Only 'AFrame' type signs may be permitted on a sidewalk abutting a business but must first receive the written consent of the Development Authority.</i></p> <p>In order for this development permit to be processed this clause needs to be amended to include the statement "...land owned by the development Authority without a Council Motion granting the use of the land."</p>
<p>Relevant Policy/Legislation</p>	<p>MGA 917/16 Land Use Bylaw</p>
<p>Options/Consequences</p>	<p>Council provide consent for the sign locations. Council may also provide requirements for an agreement between Co-op and the Town regarding future care of the sign to help prevent the sign from falling into a state of disrepair.</p>
<p>Financial Implications</p>	<p>Legal fees to draft an agreement regarding long term care of the signs. This agreement can be re-used for future requests of a similar nature.</p>
<p>Attachments</p>	<p>Sign Location and correspondence with Alberta Transportation and Rick Moon with the Rimbey Co-op Association Ltd.</p>
<p>Recommendation</p>	<p>Administration recommends Council</p>
<p>Prepared By:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  <hr style="width: 100%; border: 0.5px solid black;"/> <p>Liz Armitage Contract Planning & Development Officer</p> </div> <div style="text-align: right;"> <p>January 5, 2017 Date</p> </div> </div> <p>Endorsed By:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  <hr style="width: 100%; border: 0.5px solid black;"/> <p>Lori Hillis, CPA, Ca Chief Administrative Officer</p> </div> <div style="text-align: right;"> <p>Jan 5/17 Date</p> </div> </div>	

Subject: Highway Sign
From: "Rick Moon" <r.moon@rockycoop.com>
Sent: 2016-12-16 2:38:44 PM
To: "Liz Armitage" <vicinia.planning@gmail.com>;
CC: "Sandy Choi" <sandy.choi@gov.ab.ca>;
Attachments: Untitled_12162016_032727.pdf

Hello Liz,

After much confusion and frustration, I believe that Sandy has shown me the light.

Apparently the road plan 8822959 is for Range Road 23 and Highway 20. I would like to propose placing our sign on the Range Road 23 right of way. Please see attached. I have also included a picture and dimensions of the proposed sign.

THE 8'X16' SIGN: is 8' high by 16' wide. It is composed of 4 – 4' by 8' sheets of 1/8 inch aluminum. The panels will be bolted to 5 vertically placed timbers. The timbers shall be 6"x 6" wide by 24' long and placed on 4' centre. The posts will be cemented into the ground at least 8' down.



Sandy stated that she would have Joel come out to help survey the sign so that it is placed on the Range Road 23 right of way.

Thanks,

Rick Moon
Operations Manager
Rimbey Co-op Association Ltd.
Box 260 Rimbey, AB T0C 2J0
Cell : (403)846-7237
Phone: (403) 843-2258 Ext. 103
r.moon@rockycoop.com
Fax: (403)-843-4242

You're at home here.



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Subject: RE: Highway Sign
From: "Sandy Choi" <sandy.choi@gov.ab.ca>
Sent: 2016-12-19 10:38:48 AM
To: "Liz Armitage" <vicinia.planning@gmail.com>;
CC: "Joel Niven" <joel.niven@gov.ab.ca>;
Attachments: Untitled_12162016_032727.pdf

Hi Liz,

I've reviewed Rick's proposal, and should the Town of Rimbey consider approval, we have no objections in principle as the proposed sign is (1) outside the highway right-of-way and (2) within the corporate limits of the Town of Rimbey.

We have no objections to the proposed design, size, or content as proposed, as long as it is in accordance with the Town's requirements and/or if the Town is prepared to grant approval.

If this helps, I could get Joel Niven, Maintenance Contact Inspector, to support the Town by meeting on-site to stake the sign location in the Range Road 23 right-of-way. In order to stake the sign, we would need to know how many meters the proposed sign is south of the Town of Rimbey Welcome Sign.

Please let me know if there's anything else we can do to assist.

Thank you and happy Christmas!

Sandy Choi

Development and Planning Technologist
Delivery Services Division, Central Region
Alberta Transportation
Government of Alberta

Tel 403-340-7179

Fax 403-340-4876
Sandy.Choi@gov.ab.ca

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From: Rick Moon [mailto:r.moon@rockycoop.com]
Sent: Friday, December 16, 2016 2:39 PM
To: Liz Armitage
Cc: Sandy Choi
Subject: Highway Sign

Hello Liz,

After much confusion and frustration, I believe that Sandy has shown me the light.

Apparently the road plan 8822959 is for Range Road 23 and Highway 20. I would like to propose placing our sign on the Range Road 23 right of way. Please see attached. I have also included a picture and dimensions of the proposed sign.

THE 8'X16' SIGN: is 8' high by 16' wide. It is composed of 4 – 4' by 8' sheets of 1/8 inch aluminum. The panels will be bolted to 5 vertically placed timbers. The timbers shall be 6" x 6" wide by 24' long and placed on 4' centre. The posts will be cemented into the ground at least 8' down.



Sandy stated that she would have Joel come out to help survey the sign so that it is placed on the Range Road 23 right of way.

Thanks,

Rick Moon
Operations Manager
Rimbey Co-op Association Ltd.
Box 260 Rimbey, AB T0C 2J0
Cell : (403)846-7237
Phone: (403) 843-2258 Ext. 103
r.moon@rockycoop.com
Fax: (403)-843-4242

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Subject: Re[2]: Highway Sign
From: "Liz Armitage" <vicinia.planning@gmail.com>
Sent: 2016-12-19 2:04:26 PM
To: "Sandy Choi" <sandy.choi@gov.ab.ca>;
CC: "Joel Niven" <joel.niven@gov.ab.ca>;

Thanks Sandy. I am going to give Rick a call today and let him know that we need council's final authorization on the location now that it is precisely indicated. The next council meeting is January 9, 2017 so I will be in touch on the January 10th.

If council approves the location I think having Joel and Rick Schmitt go out to mark the location is a great plan.

Cheers,
Liz

Elizabeth Armitage, MEDES, RPP, MCIP
Vicinia Planning & Engagement Inc.

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

From: "Sandy Choi" <sandy.choi@gov.ab.ca>
To: "Liz Armitage" <vicinia.planning@gmail.com>
Cc: "Joel Niven" <joel.niven@gov.ab.ca>
Sent: 2016-12-19 10:38:48 AM
Subject: RE: Highway Sign

Hi Liz,

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Thank you and happy Christmas!

Sandy Choi

Development and Planning Technologist
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Sent: Friday, December 16, 2016 2:39 PM

To: Liz Armitage

Cc: Sandy Choi

Subject: Highway Sign

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Rick Moon
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Council Agenda Item	7.5
Council Meeting Date	January 9, 2017
Subject	Policies to be Amended
For Public Agenda	Public Information
Background	The MGA, Division 3, Section 153 (b) allows for Council to participate generally in developing and evaluating the policies and programs of the municipality. Administration is in the process of reviewing Town of Rimbey Policies.
Discussion	<p>Administration has determined the following policies require amending. Words which have a strikethrough have been removed. Words highlighted in yellow have been added. The logos have also been updated to the new logo.</p> <p>Policy 1204 Contracts and Agreements Policy 1704 Donation Tax Receipts Policy 1705 Tax Arrears Notifications and Tax Sales Charges Policy 1708 Financial Authority for the Purchase of Goods and Services Policy 1803 Town of Rimbey Lapel Pins Policy 1804 Town Promotional Items</p>
Relevant Policy/Legislation	<p>MGA Section 153 General duties of councillors</p> <p>Policy 1204 Contracts and Agreements Policy 1704 Donation Tax Receipts Policy 1705 Tax Arrears Notifications and Tax Sales Charges Policy 1708 Financial Authority for the Purchase of Goods and Services Policy 1803 Town of Rimbey Lapel Pins Policy 1804 Town Promotional Items</p>
Options/Consequences	<ol style="list-style-type: none"> 1. Council may choose to amend all the policies presented. 2. Council may choose to only amend some of the policies presented. 3. Council may choose to not amend any of the policies presented.
Financial Implications	Not applicable
Attachments	<p>MGA Section 153 General duties of councillors</p> <p>Policy 1204 Contracts and Agreements Policy 1704 Donation Tax Receipts Policy 1705 Tax Arrears Notifications and Tax Sales Charges Policy 1708 Financial Authority for the Purchase of Goods and Services Policy 1803 Town of Rimbey Lapel Pins Policy 1804 Town Promotional Items</p>

Recommendation	Administration recommends Council approve the amendments to Policy 1204 Contracts and Agreements, Policy 1704 Donation Tax Receipts, Policy 1705 Tax Arrears Notifications and Tax Sales Charges, Policy 1708 Financial Authority for the Purchase of Goods and Services, Policy 1803 Town of Rimbey Lapel Pins, and Policy 1804 Town Promotional Items, as presented.
Prepared By:	<p data-bbox="456 483 1136 630"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p data-bbox="1185 483 1520 630"> _____ Date</p> <p data-bbox="103 651 456 882">Endorsed By:</p> <p data-bbox="456 693 1136 840"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p data-bbox="1185 693 1520 840"> _____ Date</p>

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 150 must be advertised.

1994 cM-26.1 s151

Deputy and acting chief elected officials

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all times.

(2) A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
- (b) if the office of chief elected official is vacant.

(3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
- (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

1994 cM-26.1 s152

Division 3 Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;



Town of Rimbey Policy Manual

Title: Contracts and Agreements

Policy No: 1204

Date Approved:

Resolution No:

Date Effective:

Purpose:

That all contracts for service, contracting, rental and construction be awarded in a consistent manner and in accordance with the existing provincial legislation and Town of Rimbey's bylaws, policies, procedures and guidelines

Policy Statement:

- 1) The contract process shall be developed in accordance with the bylaws and policies established by the Town of Rimbey.
- 2) All non-standard contracts shall be prepared by administration.
- 3) All new contracts shall have prior review by the Council and ~~Town Manager~~ Chief Administrative Officer.
- 4) All contract and agreement renewals may be executed by the Chief Administrative Officer and the Mayor without a resolution of council, unless there are substantive changes to the contract or agreement.
- 5) If applicable, contract security shall be forwarded immediately to the Town of Rimbey.
- 6) Within the limits of practicability, all qualified firms should be given fair consideration by the Town of Rimbey.
- 7) Contractors identified to participate in a tender shall be selected by one of the following methods:
 - a) Public
 - b) Select
 - c) Quotation
- 8) Advertisements for public tenders shall be processed by the Town administration.
- 9) For select tender, where practical, tenders shall be forwarded to a minimum of three contractors.
- 10) For quotations, where practical, a minimum of two quotes shall be requested.
- 11) All tender openings shall be open to the bidders.
- 12) Written justification shall be required when the successful bid is other than the lowest bidder.
- 13) All contracts shall be in writing.
- 14) The representative of the Town of Rimbey designated in the contract shall be responsible for any contracts under their authority.
- 15) Contracts may include a payment schedule which ensures effective cost control.
- 16) All contracts shall be executed by the ~~Town Manager~~ Chief Administrative Officer and the Mayor. In the absence of the Mayor, the Deputy-Mayor is authorized to execute contracts.
- 17) The official town contract records shall reside in and be maintained by Town administration.

- 18) Prior to the commencement of any project, all terms and conditions must be finalized and contracts duly executed.
- 19) Payment for contract work shall be in accordance with the terms and conditions of the contract.
- 20) Where it is evident that a project will not be completed by the date stipulated in the contract, Contractors may be informed in writing, prior to the completion date, of the action the Town intends to take.
- 21) A post contract summary report shall be prepared upon completion of the project and a copy forwarded for inclusion in the official contract records.
- 22) Unless covered by a resolution of Council or specified in the contract, the Contractor shall supply his or her own Workers' Compensation coverage. The W.C.B. number shall be supplied to the ~~Municipal Treasurer~~ Director of Finance before any work shall be paid for.
- 23) Any requests for amendments or additions to contracts shall be in writing.
- 24) No other terms of the contract shall be orally expressed or implied by any Town employee or Councillor.
- 25) A contractor may be required to supply security in the form of either a bond or an irrevocable letter of credit (to be determined by Town Council) in the amount equal to 10% of the contract bid price.
- 26) All contracts shall indemnify and hold harmless the Town of Rimbey, and the Town's employees and agents from any and all claims, demands, actions, and costs whatsoever that may arise directly or indirectly out of any act or omission of the Contractor or the Contractor's employees or agents in the performance of the contract. Such indemnification shall survive termination of the contract.
- 27) Preference may be given to local contractors.

Initial Policy Date:	July 2, 1996	Resolution No:	306/96
Revision Date:	October 13, 2005	Resolution No.	364/05
Revision Date:		Resolution No.	



Town of Rimbey Policy Manual

Title: Donation Tax Receipts		Policy No: 1704	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To establish guidelines for the issuance of tax receipts for donations in kind.		
<p>Policy Statement:</p> <ol style="list-style-type: none"> 1. Tax receipts for donations in kind will only be issued for gifts with a value of \$100.00 or more. 2. Individuals donating goods should provide a purchase receipt or appraisal as proof of value. For those gifts where a purchase receipt or appraisal is not possible, the value shall be determined by the Town Manager Chief Administrative Officer or the Municipal Treasurer Director of Finance. 3. Tax receipts for donations in kind shall only be issued and signed by the Town Manager Chief Administrative Officer or the Municipal Treasurer Director of Finance. 4. All receipts for donations in kind shall be hand filled in with a pre-numbered numbering system that differs from the Town's computerized receipt system. 			
Initial Policy Date:	August 8, 2006	Resolution No:	248/06
Revision Date:	January 9, 2017	Resolution No.	
Revision Date:			



Town of Rimbey Policy Manual

Title: Tax Arrears Notifications & Tax Sales Charges		Policy No: 1705	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To recover all costs incurred by the municipality as set out in the Municipal Government Act.		
<p>Policy Statement:</p> <ol style="list-style-type: none"> 1. A flat rate charge of \$25.00 Fees will be levied against all tax rolls that are registered for the tax arrears notification. 2. In the event the property goes to tax sale, the actual shared costs of advertising will be levied against the tax roll. all costs associated with the tax sale will be levied against the tax roll. 			
Initial Policy Date:	April 8, 1987	Resolution No:	127/87
Revision Date:	October 13, 2005	Resolution No.	364/05
Revision Date:	January 9, 2017	Resolution No.	
Revision Date:			



Town of Rimbey Policy Manual

Title: Financial Authority for the Purchase of Goods and Services

Policy No: 1708

Date Approved:

Resolution No:

Date Effective:

Purpose:

To provide for a practical and efficient means to monitor expenditures.

Policy Statement:

The following employees (or appointed officials) are authorized to purchase goods, materials and services for the Town of Rimbey within their approved budgets:

~~Municipal Treasurer~~ Chief Administrative Officer
Director of Finance
~~Public Works Foreman~~ Director of Public Works
~~Recreation Director~~ Director of Community Services
Director of Ambulance
~~Fire Chief~~

The ~~Town Manager~~ Chief Administrative Officer is to be informed about all purchased over \$2,000.00.

It will be necessary to obtain two or more competitive prices for the purchase of any fixed asset. A written record of the competitive prices outlining supplier, contact person, description of fixed asset being purchased and cost will be submitted to the Town Office. ~~and attached to the appropriate purchase order.~~

~~All purchases of \$100.00 or more (for single item) shall require a purchase order. The purchase order must be signed by the department head.~~

~~The purchase order must state the following:~~

1. Name of supplier (Complete with mailing address and telephone number)

2. Description of item(s) being purchased

3. Date item was ordered

4. The department purchasing the goods, services, or materials

5. The account it is to be charged to

6. The amount of the purchase. Exact figures should be used whenever possible, but it is recognized that occasionally approximate figures are the only ones available.

Purchase orders must be in legible handwriting, and should be submitted to the Municipal Treasurer as soon as they are written.

Expenditures which exceed budgeted amounts must have the prior authorization of the Town Manager Chief Administrative Officer.

Initial Policy Date:	October 14, 1987	Resolution No:	314/87
Revision Date:	October 13, 2005	Resolution No.	364/05
Revision Date:	January 9, 2017	Resolution No.	



Town of Rimbey Policy Manual

Title: Town of Rimbey Lapel Pins

Policy No: 1803

Date Approved:

Resolution No:

Date Effective:

Purpose:

To promote Rimbey through the distribution of Lapel Pins by recognizing that there is a cost involved.

Policy Statement:

EXTERNAL DISBURSEMENT

In the event that people from Rimbey and area travel to school, sport and cultural events outside of the area, Province or County, and they request Town pins, the following guidelines should be followed:

1. Pins shall be distributed at the discretion of the ~~Town Manager~~ Chief Administrative Officer or Director of Finance and subject to the following conditions. ~~If the Town Manager is not available the Municipal Treasurer shall have the same authority.~~
2. Having regard for the nature of the event, and the distance traveled by participants, the ~~Town Manager~~ Chief Administrative Officer may donate between 5 and 10 pins per local participant. For example, a local baseball team with 12 players would be eligible for 60 to 120 pins. In general, the greater the importance of the event, and the further distance traveled, the more pins shall be donated.
3. Groups and individuals may still purchase pins at the ~~set price~~ current cost in cases where they want more pins ~~that~~ than what has been donated.
4. The ~~Town Manager~~ Chief Administrative Officer shall be given at least two days' notice of the request for pins, to allow time for research and checking of pin inventory.
5. All decisions of the ~~Town Manager~~ Chief Administrative Officer can be appealed to Town Council. Such appeals shall be in writing, and shall be dealt with at the next regular Council meeting. Individual Councillors shall not commit to the donation of pins without consulting the ~~Town Manager~~ Chief Administrative Officer.
6. The Mayor and each Councillor shall receive 25 pins annually to distribute as they see fit.

LOCAL DISBURSEMENT


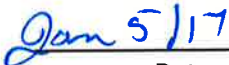

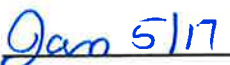
Recreational, cultural, and school groups who host events in Rimbey shall be eligible to request a donation of pins. The guidelines used for external disbursement shall be used to determine the number of pins to be donated, taking into account the number of participants coming to Rimbey for the event.

Initial Policy Date:	September 9, 1992	Resolution No:	361/92
Revision Date:	October 13, 2005	Resolution No.	364/05
Revision Date:	January 9, 2017	Resolution No.	



Town of Rimbeey Policy Manual

Title: Town Promotional Items		Policy No: 1804	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To regulate the distribution and allocation of Town of Rimbeey promotional materials.		
<p>Policy Statement:</p> <ol style="list-style-type: none"> 1. Town Administration shall order and maintain the stock of Rimbeey logo'd promotional materials. 2. The distribution of the promotional materials shall be at the discretion of the Town Manager Chief Administrative Officer. 3. All promotional materials will be sold at the a pre-determined price or charged to the General Administration Public Relations Account 			
Initial Policy Date:	August 11, 2005	Resolution No:	284/05
Revision Date:	January 9, 2017	Resolution No.	
Revision Date:			

Council Agenda Item	7.6
Council Meeting Date	January 9, 2017
Subject	Rimbey Early Child Development Coalition
For Public Agenda	Public Information
Background	In 2013, the Rimbey Early Child Development Coalition was formed as a pilot project to gage how prepared for kindergarten our young children were and raise awareness about the importance of the early years. This project has since drawn to a close, however, due to its success, the government decided to continue to fund coalitions that were created.
Discussion	The Coalition has forwarded correspondence in the hope the Town would like to be involved and have some representation within this group. Their meetings are held once a month at Neighborhood Place.
Relevant Policy/Legislation	Not applicable
Options/Consequences	
Financial Implications	None at this time.
Attachments	Letter from Rimbey Early Child Development Coalition
Recommendation	Administration recommend Council determine if they want a representative to attend the Rimbey Early Child Development Coalition meetings held once a month at Neighbourhood Place.
Prepared By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	
Endorsed By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, Ca Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	



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

December 5, 2016

To the Mayor and town council of Rimbey

Re: Invitation

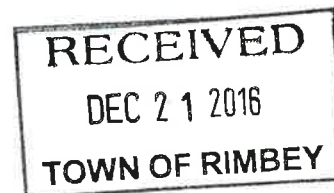
Several years ago the provincial government ran a pilot project called "ecmap". The goal of this project was to use the EDI(early development instrument) conducted by provincial kindergarten teachers to gage how prepared for kindergarten our young children are and raise awareness about the importance of the early years. This project has since drawn to a close but because of its success the government has decided to continue to fund the coalitions that were created in answer to the project.




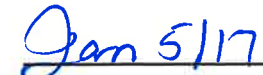
The Rimbey and Area Early Child Development Coalition was formed 4 years ago with the belief that it was a short term project. In 2015 we were successful in applying for and receiving "bridge funding" until the decisions about long term sustainability were made. At the end of last year we applied for and were successful in receiving a grant for 2016 as well, and as far as our understanding goes this grant will be available every year. The goals of our Coalition are the same as they were at the beginning, to increase the ability to make positive child development a reality for every child in the community. Our Coalition hopes to facilitate education and learning opportunities, promote and create awareness of ECD programs and services, disseminate any EDI results as they are done, create networking opportunities, respond to gaps and address needs in our community and engage the community in early child development. The first six years of a child's life are extremely important to their development. Studies indicate that children who are nurtured and given positive attention during the early years are less likely to develop learning, behavioural, emotional, and health problems. The Rimbey & Area Early Childhood Development Coalition aims to strengthen the Community's sense of responsibility and knowledge in early childhood development and to advocate for services in ECD.

The meetings are held once a month and we hope that the town would like to be involved and have some representation within this group. We believe that positive early child development is everyone's responsibility and we need as many professional voices and different perspectives at the table as possible to ensure the needs of the community are being met. If you would like more information please don't hesitate to contact me and I will be happy to answer any of your questions. Thank you and I hope you will be interested in this worthwhile initiative.

Sincerely, Leanne Evans

Rimbey & Area Early Child Development Coalition Facilitator,
Rimbey Neighbourhood Place
Box 980, 4907 49th Street,
Rimbey, AB T0C 2J0
rimbeynp@telusplanet.net
403-843-4304 (phone)



Council Agenda Item	8.2
Council Meeting Date	January 9, 2017
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various community groups supply minutes of their board meetings to Council for their information.
Discussion	
Relevant Policy/Legislation	Not applicable
Options/Consequences	Accept the various community groups' board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
Financial Implications	Not applicable
Attachments	8.2.1 Beatty Heritage House Society Minutes of November 7, 2016 8.2.2 FCSS/RCHHS Board Meeting Minutes of November 18, 2016 8.2.3 Rimoka Housing Foundation Board Meeting November 23, 2016
Recommendation	Motion by Council to accept the Beatty Heritage House Society Minutes of November 7, 2016, FCSS/RCHHS Board Meeting Minutes of November 18, 2016 and the Rimoka Housing Foundation Board Meeting of November 23, 2016 as information.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>

NEW BUSINESS:

CHRISTMAS LIGHTS: Will be done before Community Light-up November 25.
House Interior will be decorated before Dec.1

TREE-O BLUEGRASS BAND: Decision made not to host another country-music band in the Jan.- Apr./17 period.

CANADA 150: Teri has ordered and planted tulips.
Audreyann will attend Canada 150 committee meetings on behalf of the BHH Society.

LETTER: Re a feasibility study and form to assist non-profit organizations.
Not applicable to BBH Society.

LAWNMOWER: New lawnmower is not working. Decision made to have Murray look into a solution.

NEXT MEETING: December 5,2016.

ADJOURNMENT: By Fred at 9:05PM.

Florence Stemo Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
November 18, 2016
10:00 a.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
F. Pilgrim, Board Member
I. Wegmann, Board Member
J. Webb, Board Member
P. Weeks, Board Member
M. Josephison, Board Member
P. Makofka, Executive Director
J. Adams, Recording Secretary

Regrets: B. Coulthard, Board Member

1. The meeting was called to order by N. Hartford at 10:05 a.m.
2. APPROVAL OF AGENDA
16-11-01 MOTION: By: I. Wegmann: That the agenda be adopted with the following additions and changes:
 - 2.1 Change the date of the meeting to November 18th, 2016.
 - 4.1 Special Donations Account update
 - 4.2 Kinsmen Christmas Party
 - 14.1 Payroll Memo

CARRIED
3. PREVIOUS MEETING MINUTES – October 19th, 2016
16-11-02 MOTION: By: F. Pilgrim: That the Minutes of the October 19th, 2016 Board Meeting be adopted with changes:
 - 10.5 Insert AHS to the Annual Service Letter
 - 10.7 Change FSS to FCSS

CARRIED
4. BUSINESS ARISING FROM THE MINUTES – None
 - 4.1 Special Donations Account
 - 4.2 Kinsmen Christmas Party
5. OLD BUSINESS
 - 5.1 Christmas Hamper Dates
Dec. 7th, 2016 9:00 a.m. – noon
Dec. 14th, 2016 9:00 a.m. – noon
Dec. 16th, 2016 9:00 a.m. – noon (tentative)
Dec. 19th, 2016 9:00 a.m. – noon with Volunteer Lunch and 1:00 p.m. – 3:00 p.m.
Dec. 20th, 2016 1:00 p.m. – 3:00 p.m.

Dec. 21st, 2016 9:00 a.m. – 3:00 p.m. for hamper distribution

6. FINANCE

6.1 Nov. 16th, 2016 Finance Committee

16-11-03 MOTION: By: I. Steeves: That the Minutes of the November 16th, 2016 Finance Committee meeting be accepted as information.

CARRIED

6.2 Year-end Expenditures

16-11-04 MOTION: By: M. Josephson: That the year-end expenditures be approved for purchase using the current year agency surplus as recommended by the Finance Committee. Seconded by: I. Wegmann

CARRIED

7. WRITTEN REPORTS

7.1 Home Support/Personal Care

7.2 Compass Program

7.3 Education Coordinator

7.4 Community Information & Referral Centre

7.5 Volunteer Income Tax

7.6 Welcome to Canada

7.7 Rainbows

7.8 Food Bank

16-11-05 MOTION: By: I. Steeves: To increase the donation to the Church of the Nazarene by per month \$50.00, effective December 2016. Seconded by: I. Wegmann

CARRIED

7.9 Volunteer Services

7.10 Palliative Care

7.11 Medical Alert

7.12 Volunteer Visitor

7.13 Meals on Wheels

7.14 Kitz 4 Kidz

7.15 Adult Day Support

7.16 Community Kitchen

7.17 Information Technology

7.18 Rimbey Parent Link Centre

7.19 Healthy Families/Young Parent Outreach

7.20 Family Resource Library

7.21 Big Brothers Big Sisters – quarterly report

7.22 Office Manager/Quality Improvement/Accreditation Coordinator

16-11-06 MOTION: By: J. Webb: That the Written Reports be accepted as information.

CARRIED

8. QUALITY IMPROVEMENT COMMITTEE - no report

9. DIRECTOR'S REPORT

9.1 2016 Team Leaders Retreat

9.2 Flu Clinic

9.3 Supportive Pathways – dementia education

16-11-07 MOTION: By: P. Weeks: That the Director's Reports be accepted as information.

CARRIED

10. NEW BUSINESS

10.1 Town of Rimbey & Ponoka FCSS representatives

16-11-08 MOTION: By: F. Pilgrim: To accept as information, the representative for the FCSS Board of Directors from Town of Rimbey, J. Webb and from Ponoka County, N. Hartford.

CARRIED

10.2 Rimbey Women's Conference

16-11-09 MOTION: By: P. Weeks: To offer RWC Committee administrative support for their 2017 annual conference.

CARRIED

10.3 FCSS Staff Christmas Party

16-11-10 MOTION: By: I. Steeves: To contribute \$1500.00 to the FCSS Staff Social Fund to cover the cost of a meal and a small gift for the annual Christmas party. Seconded by: J. Webb

CARRIED

10.4 FCSS Board Christmas Dinner

16-11-11 MOTION: By I. Steeves: To host a Christmas supper for Board members, Office Staff and guests at the expense of the agency up to \$1000.00. Seconded by: F. Pilgrim

CARRIED

10.5 Holiday FCSS Office Hours

16-11-12 MOTION: By: J. Webb: To close the FCSS office on Dec.23rd and Dec. 30th at noon and Dec. 26th, 2016 all day and Jan. 2nd, 2017 all day.

CARRIED

10.6 Staff Christmas Bonus

16-11-13 MOTION: By: P. Weeks: To pay staff bonuses as per the formula used in 2015 for full time staff, casual/part time staff, and Executive Director. Seconded by: I. Wegmann

CARRIED

10.7 Central Alberta FCSS consortium agreement

16-11-14 MOTION: By: I. Wegmann: To sign the Central Alberta FCSS Consortium agreement as presented.

CARRIED

10.8 FCSSAA Resolutions

11. Progress Report on 2016 Operational Plan Chart – no report

12. Workplace Health & Safety – no report

13. Review of Statistics
13.1 Home Care & Home Support Client totals
16-11-15 MOTION: By: J. Webb: To accept the Home Care & Home Support Statistics as information.

CARRIED

- 13.2 Monthly Program Statistics
16-11-16 MOTION: By: I. Steeves: To accept the Monthly Program Statistics as information.

CARRIED

- 13.3 Client Safety Report – quarterly

14. Correspondence
14.1 Payroll Memo

15. NEXT MEETING DATES: December 20, 2016
 No meeting in January, 2017
 February 15, 2017

16. ADJOURNMENT
16-11-17 MOTION: By: J. Webb: That the meeting adjourns at 11:45 a.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary



BOARD MEETING
Wednesday, November 23, 2016
9:00 am
Legacy Place, Ponoka

PRESENT: P. McLaughlin, Board Chair L. Gulka M. Jaycox B. Liddle D. MacPherson
R. Pankiw C. Prediger P. Hall, CAO W. Sheppard, Recorder

CALL TO ORDER

P. McLaughlin, Board Chair called the meeting to order at 9:01 a.m.

ADOPTION OF AGENDA

MOVED by L. Gulka that the Board meeting agenda be adopted. (RHF 16-11-01)

Carried

APPROVAL OF MINUTES

MOVED by M. Jaycox the Board accept the minutes of the October 26, 2016 Board meeting. (RHF 16-11-02)

Carried

BUSINESS ARISING FROM MINUTES

P. Hall updated the status of the Action Log Items.

The inventory of Parkland Manor's furnishing, linens and kitchen supplies is almost completed. All new dining room furniture will need to be purchased as well as draperies for the new lodge. The Foundation will organize a garage sale for any unwanted furniture.

The fire plan (Code Red) for Golden Leisure Lodge has been updated and a mock evacuation was held on November 22, 2016 with the residents.

John Murray Architectural Associates (JMAA) has been awarded the consulting services contract for the sprinkler system installation at Golden Leisure Lodge. A flow test was completed this fall and it is anticipated that a walk through with contractors will occur in late January.

The press release to update residents and community members on the new Rimbey lodge is complete and published by the Rimbey Review.

FINANCIAL REPORTS

Preparation has begun on the 2017 Budget with feedback requested from the managers.

At the end of November, Servus Credit Union will offer a proposal with various options of debt financing for the new lodge.

P. Hall provided an overview of the financial reports for the nine months ending September 30, 2016.

- MOVED by R. Pankiw that the Board accept the Statement of Financial Position for the nine months ending September 30, 2016. (RHF 16-11-03) Carried
- MOVED by R. Pankiw that the Board accept the Lodges and Legacy Place Financial Statements for the nine months ending September 30, 2016 as information. (RHF 16-11-04) Carried
- MOVED by R. Pankiw to accept the Cash in Bank report as presented. (RHF 16-11-05) Carried
- MOVED by R. Pankiw to accept the cheque registers as presented. (RHF 16-11-06) Carried

CAO REPORT

Through a review of food costs, and in discussions with other service providers, a pilot project has begun at Parkland Manor to utilize both Sysco and GFS (Gordon Food Service) to purchase food supplies in an effort to decrease costs.

P. Hall received a proposal to retrofit all the lighting at Golden Leisure Lodge and Legacy Place to LED lighting and then lease the lighting monthly. A copy of the proposal will be provided to the Board for review, as this is an option to possibly offset some of the upcoming carbon tax costs.

C. Prediger joined the meeting at 9:50 am.

In conversation with Parkland Manor residents recently, they are excited about the new lodge, however they voiced concern about how Rimoka would execute their move so we will begin discussion on options and costs in the near future.

- MOVED by L. Gulka that the Board accept the CAO report as information. (RHF 16-11-07) Carried

STANDING AGENDA ITEMS

SOCIAL HOUSING

P. McLaughlin, R. Pankiw, C. Prediger and P. Hall met with Alberta Seniors and Housing on November 4th.

The Board would anticipate a maintenance review of the social housing facilities and an opportunity to host resident meetings at each senior self-contained building prior to a transition.

- MOVED by M. Jaycox that the Rimoka Housing Foundation Board wishes to revert the Ministerial Order for the social housing portfolios in both Ponoka and Rimbey communities as listed below to the management of the Rimoka Housing Foundation. (RHF 16-11-08)

Project Name	Project Number	Municipal Address	Municipality	No. of Units
Ponoka 1 (FCLS)	165727316665	3911 52 Avenue	Ponoka	2
		5106 38 Street	Ponoka	
Rimbey Community Housing	166927310030	5033 57 Avenue	Rimbey	8
		5037 57 Avenue	Rimbey	
		5017 57 Avenue	Rimbey	
		4909 56 Avenue	Rimbey	
		5017 54 Avenue	Rimbey	
		4938 53 Avenue	Rimbey	
		4618 53 Avenue	Rimbey	
Ponoka Municipal	165727312862	4629 54 Avenue	Rimbey	10
		A-5003 60 Avenue B-5003 60 Avenue	Ponoka Ponoka	

		A-5005 60 Avenue	Ponoka	
		B-5005 60 Avenue	Ponoka	
		A-5007 60 Avenue	Ponoka	
		B-5007 60 Avenue	Ponoka	
		A-5011 60 Avenue	Ponoka	
		B-5011 60 Avenue	Ponoka	
		A-5013 60 Avenue	Ponoka	
		B-5013 60 Avenue	Ponoka	
Rimbey R&N 1	166927226018	4505 54 Avenue	Rimbey	2
		4507 54 Avenue	Rimbey	
Anniversary Arms	165727552243	5008 54 Avenue	Ponoka	16
Anniversary Arms Addition	165727552243	5008 54 Avenue	Ponoka	16
Kansas Ridge Apartments 1	166927552013	4910 54 Avenue	Rimbey	16
Kansas Ridge Apartments 2	166927552193	5409 50 Street	Rimbey	20
Reid Manor	165727550086	5119 51 Avenue	Ponoka	33
Slater Place	165727552260	5001 54 Avenue	Ponoka	16
			Total Units	139
Private Landlord Rent Supplement Program and Direct to Tenant Programs			165727652011	

Carried

SAFETY

P. McLaughlin requested the addition of "safety" as a standing agenda item.

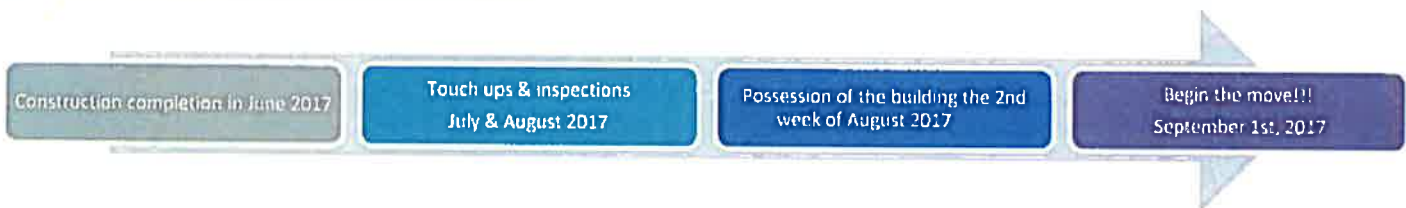
An OH&S officer conducted a meeting and site visit on November 22, 2016 at Golden Leisure Lodge due to claims history at both facilities. There are currently no WCB time lost claims for 2016.

An internal COR safety audit will be completed by the end of December and the report provided at the January Board meeting.

RIMBEY PROJECT

UPDATE FROM BUILDING COMMITTEE

R. Pankiw advised the project is on schedule:



The Board will organize a tour of the site at the next meeting in Rimbey to visualize the progress of the project and slope designs, etc.

SHALLOW SERVICES

Once the electricity and natural gas contracts have been signed by Government, the installation of services will continue.

MOVED by R. Pankiw to move In-Camera at 10:38 am. (RHF 16-11-09)

MOVED by M. Jaycox to move Out-of-Camera at 10:50 am. (RHF 16-11-10)

Carried

Carried

NEW BUSINESS & CORRESPONDENCE

POLICY UPDATES

MOVED by B. Liddle to accept the following policy updates:

Managed Risk Agreements	CS-07
Resident Incident Reporting	CS-08
Death of a Resident	CS-09
Board Member Remuneration	FIN-15
Credit Cards	FIN-18
Conflicts of Interest	HR-04

(RHF 16-11-11)
Carried

LEGACY PLACE PRICING

P. Hall presented a proposed price schedule for the Legacy Place life leases with an average increase of \$25,000 and a consistent amount for each suite floor plan with some fluctuation based on the location and preference of the suite. The intention of this increase is to assist in the 5% administration fee becoming adequate for the refurbishments of the units.

P. Hall recommended an annual review of the Legacy Place price schedule by the Board.

MOVED by B. Liddle to increase the Legacy Place life leases as per the proposed schedule at an average of \$25,000 per unit. (RHF 16-11-12)

Carried


DATE AND LOCATION OF NEXT MEETING

The next regularly scheduled Board meeting will be held on December 14, 2016 at the Iron Horse restaurant in Ponoka at 6:30 pm.

ADJOURNMENT

MOVED by L. Gulka that the meeting adjourn at 11:05 a.m. (RHF 16-11-13)

Carried



Paul McLauchlin, Board Chair

Dec 14 / 2017

Date Signed



Peter Hall, CAO

Dec 14 / 2016

Date Signed

Action Log				
Rimoka Housing Foundation – September 14, 2016 Board Meeting				
ACTION	PERSON RESPONSIBLE	TARGET DATE (If applicable)	COMPLETED	IN PROGRESS
Inventory of Parkland Manor's furnishings, linens, and kitchen supplies	P. Hall			✓

Action Log				
Rimoka Housing Foundation – October 26, 2016 Board Meeting				
ACTION	PERSON RESPONSIBLE	TARGET DATE (If applicable)	COMPLETED	IN PROGRESS
Update fire plan (Code Red) for Golden Leisure Lodge	P. Hall & B. Raugust		✓	
Evaluate and interview sprinkler installation RFP's	P. Hall, B. Raugust & W. Sheppard		✓	
Press release to update community and residents on new Rimbey lodge	P. Hall & R. Pankiw		✓	

Action Log				
Rimoka Housing Foundation – November 23, 2016 Board Meeting				
ACTION	PERSON RESPONSIBLE	TARGET DATE (If applicable)	COMPLETED	IN PROGRESS
Prepare a contribution in kind report and Rimoka's costs to date for the new Rimbey lodge	P. Hall			
Provide retrofit LED lighting proposal to Board Members	P. Hall			
Discuss retrofit LED lighting proposal with Ministry as an option to assist with the new carbon tax levy	P. Hall			
Contact The Bethany Group regarding the motion to revert the social housing program back to Rimoka	P. McLauchlin			