

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY FEBRUARY 13, 2017 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

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1	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
2.	<b>Agenda Approval and Additions</b>	1
3.	<b>Minutes</b>	
3.1	Minutes of Regular Council Meeting January 23, 2017 .....	2-6
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4.	<b>Public Hearings</b>	
4.1	Bylaw 929/17 Amendment to Land Use Bylaw 917/16 .....	9-18
5.	<b>Delegations - None</b>	
6.	<b>Bylaws</b>	
6.1	Bylaw 929/17 Amendment to Land Use Bylaw 917/16 .....	19-23
7.	<b>New and Unfinished Business</b>	
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8.2.2	Tagish Engineering Ltd. Project Status Updates to Jan 24 and February 7/17.....	56-61 62-63
8.2.3	Rimbey and District Chamber of Commerce Minutes of the Annual General Meeting of January 21, 2016.....	
9.	<b>Correspondence - None</b>	
10.	<b>Open Forum</b> (Bylaw 924/16- Council Procedural Bylaw Part XXI 1.The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.	
11.	<b>In- Camera</b>	
11.1	Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act)	
11.2	Personnel (Pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act)	
12.	<b>Adjournment</b>	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON  
MONDAY, JANUARY 23, 2017 IN THE COUNCIL CHAMBERS OF THE  
TOWN ADMINISTRATION BUILDING

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

Mayor Pankiw  
Councillor Godlonton  
Councillor Jaycox  
Councillor Payson  
Councillor Webb  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance – Wanda Stoddart  
Director of Community Services – Cindy Bowie  
Recording Secretary – Kathy Blakely

Absent:  
Contract Development Officer – Liz Armitage  
Director of Public Works – Rick Schmidt  
Municipal Intern - Michael Fitzsimmons

Public:  
Treena Mielke, Rimbey Review  
Bayan Abou-Ghanim – Delegation  
Annette Peck - Delegation  
1 members of the public

2. Adoption of Agenda 2.1 January 23, 2017 Agenda  
7.8 Lapel Pins (addition)  
11.1 In-Camera –Legal (deletion)

Motion 019/17

Moved by Councillor Godlonton to accept the Agenda for January 23, 2017 Regular Council Meeting, as amended.

CARRIED

3. Minutes 3.1. Minutes of Regular Council Meeting January 9, 2017

Motion 020/17

Moved by Councillor Jaycox to accept the Minutes of the Regular Council Meeting of January 9, 2017, as presented.

CARRIED

4. Public Hearings Public Hearings - None

5. Delegation 5.1 Bayan Abou-Ghanim – Fitness Centre

Mayor Pankiw welcomed Mr. Bayan Abou-Ghanim to the Council Meeting.

Mr. Abou-Ghanim presented to Council a proposal to take over the Fitness Centre located at the Peter Loughheed Community Centre and run it as a private enterprise.

Motion 021/17

Moved by Mayor Pankiw to have the Town of Rimbey Director of Community Services to contact the Recreation Director at Town of Killam to obtain further information on the disposition of their fitness centre to a private entity and bring the information to the next Regular Council Meeting.

CARRIED

Motion 022/17

Moved by Councillor Godlonton to accept the presentation regarding the fitness centre by Bayan Abou-Ghanim, as information.

CARRIED

Mr. Abou-Ghanim departed the Council meeting at 7:30 pm.

5.2 Annette Peck – Rimbey Boys and Girls Club

Mayor Pankiw welcomed Annette Peck of the Rimbey Boys and Girls Club to the Council Meeting.

Ms. Peck provided an overview of the program including Wacky Wednesdays, Funtastic Fridays, Summer Fun Program, and Mid Week Mashup. She indicated it has taken three years, but there program is now running at capacity. Their programs are always full, with parents calling to see if the program can take more kids. She outlined \$49,851.00 of expenses in the financial statement was spent solely on the Rimbey Boys and Girls Club. Over the last three years they have increased the number of days and participation, and have expanded their hours of operation to better serve our community.

Motion 023/17

Moved by Councillor Payson to accept the presentation from Annette Peck of the Rimbey Boys and Girls Club, as information.

CARRIED

Mrs. Peck departed the Council Meeting at 7:43 pm.

## 6. Bylaws

6.1 Bylaw 930/17 Town of Rimbey Cemeteries BylawMotion 024/17

Moved by Councillor Webb to give first reading to Bylaw 930/17 Town of Rimbey Cemeteries Bylaw.

CARRIED

Motion 025/17

Moved by Councillor Jaycox to give second reading to Bylaw 930/17 Town of Rimbey Cemeteries Bylaw.

CARRIED

Motion 026/17

Moved by Councillor Godlonton Council to unanimously consider to give third and final reading to Bylaw 930/17 Town of Rimbey Cemeteries Bylaw.

CARRIED

Motion 027/17

Moved by Councillor Jaycox to give third and final reading to Bylaw 930/17 Town of Rimbey Cemeteries Bylaw.

CARRIED

7. New and  
Unfinished  
Business

7.1 Policies to be Amended

Motion 028/17

Moved by Councillor Jaycox to approve the amendments to Policy 2202 Community Centre Rental Procedures, Policy 2203 Community Centre Kitchen Use, Policy 2803 Public Relations Flowers, Policy 3207 Blockages & Breaks on Water & Sewer Lines, Policy 3208 Water Curbstops, Policy 3211 Utility Service Fees, Payment and Penalties, Policy 3301 Lagoon Dumping Charges, Policy 6001 Compliance Certificate Policy, Policy 5101 Non-Profit Organization Campaigns, Policy 7001 Employees Use of Town Owned Mobile Equipment, as presented, and further, to rescind Policy 2204 Bull Riding Event.

CARRIED

Director of Community Services Cindy Bowie departed the Council Meeting at 7:55 pm.

7.2 Rimbey Early Child Development Coalition

Motion 029/17

Moved by Mayor Pankiw to appoint Councillor Godlonton to attend the next Rimbey Early Child Development Coalition's meeting and to advise the Coalition that a Council Member will attend their meeting at the Parent Link Centre at the Rimbey Provincial Building on the second Tuesday of the month at 1:30 pm, however, the Council Member will vary as their schedules allow.

CARRIED

7.3 Town of Rimbey Cemetery Board Terms of Reference

Motion 030/17

Moved by Councillor Godlonton to approve the Town of Rimbey Cemetery Board Terms of Reference as presented.

CARRIED

7.4 Town of Rimbey Cemetery Board

Motion 031/17

Moved by Councillor Webb to appoint the Chief Administrative Officer to be a Town of Rimbey Cemetery Board Member as per Bylaw 930/17 and the Town of Rimbey Cemetery Board Terms of Reference.

CARRIED

7.5 Advertising

Motion 032/17

Moved by Councillor Jaycox the Town of Rimbey monthly advertisement will follow the first Council Meeting of the month, rather than the second Council Meeting of the month.

CARRIED

7.6 Tagish Engineering Project Status Update to January 10, 2017

Motion 033/17

Moved by Councillor Godlonton to accept the Tagish Engineering Project Status Update to January 10, 2017 as information.

CARRIED

7.7 Rimoka Housing FoundationMotion 034/17

Moved by Mayor Pankiw the Town of Rimbey Council supports the Rimoka Housing Foundation Board of Directors in its plans to manage the Social Housing Portfolio for the Rimoka Housing Foundation.

CARRIED

7.8 Lapel PinsMotion 035/17

Moved by Councillor Jaycox to have Administration re-approach the local companies to determine if they can come up with a better unit price for the lapel pins quote.

CARRIED

Treena Mielke of the Rimbey Review departed the Council meeting at 8:23 pm.

Motion 036/16

Moved by Councillor Godlonton to extend the Regular Council Meeting beyond the 90 minutes as allocated for Council Meetings in Bylaw 924/16 Town of Rimbey Procedural Bylaw.

CARRIED

## 8. Reports

8.1 Department Reports

- 8.1.1 Chief Administrative Officer Report
- 8.1.2 Director of Finance Report
- 8.1.3 Director of Public Works Report
- 8.1.4 Director of Community Services Report
- 8.1.5 Development Officers Report

Motion 037/17

Moved by Councillor Payson to accept the Department Reports as information.

CARRIED

8.2 Boards/Committee Reports - None8.3 Council Reports

- 8.3.1 Mayor Pankiw's Report
- 8.3.2 Councillor Godlonton's Report
- 8.3.3 Councillor Jaycox's Report
- 8.3.4 Councillor Payson's Report
- 8.3.5 Councillor Webb's Report

Motion 038/17

Moved by Councillor Jaycox to accept the Reports of Council, as information.

CARRIED

9. Correspondence 9.1 Correspondence – None10. Open Forum 10.1 Open Forum - None11. In Camera In Camera - None

12. Adjournment

Motion 039/17

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 8:27 pm.

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MAYOR RICK PANKIW

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CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE SPECIAL MEETING OF TOWN COUNCIL HELD ON  
TUESDAY JANUARY 31, 2017 IN THE COUNCIL CHAMBERS OF THE  
TOWN ADMINISTRATION BUILDING

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1. Call to Order Mayor Pankiw called the meeting to order at 4:16 pm, with the following in attendance:

Mayor Pankiw  
Councillor Jaycox  
Councillor Godlonton  
Councillor Payson  
Councillor Webb  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance - Wanda Stoddart  
Recording Secretary – Karen Dawn

Absent:

Public:  
0 member of the public

2. Agenda Approval 2.1. January 31, 2017 Agenda

Motion 040/17

Moved by Councillor Godlonton to accept the agenda for January 31, 2017 Special Council Meeting as presented.

CARRIED

3. In-Camera 3.1 In Camera - Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act)

Motion 041/17

Moved by Councillor Payson the Special Council Meeting go in camera at 4:17 pm, pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act, with all Council, Chief Administrative Officer Lori Hillis, Director of Finance Wanda Stoddart and Recording Secretary Karen Dawn to discuss legal issues.

CARRIED

Motion 042/17

Moved by Councillor Jaycox the Council meeting reverts back to an open meeting at 4:59 pm.

CARRIED

Motion 043/17

Moved by Councillor Godlonton to terminate the contract with Amazing Ideas Cloud Computing, Inc. effective immediately.

CARRIED

4. Adjournment

4.1 Adjournment

Motion 044/17

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 5:00pm.

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MAYOR RICK PANKIW

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CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



<b>Council Agenda Item</b>	4.1
<b>Council Meeting Date</b>	February 13, 2017
<b>Subject</b>	Public Hearing - Bylaw 929/17 to Amend Bylaw 917/16.
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>Bylaw 917/16, the Town of Rimby 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>
<b>Discussion</b>	<p>Town Administration has noted that the language prohibiting signs located on Town owned land is very restrictive within the land use bylaw.</p> <p>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> <p>Council gave first reading to Bylaw 929/17 Bylaw Amend Land Use Bylaw 917/16 on January 9, 2017. Council set the Public Hearing date of February 13, 2017 and directed administration to circulate notice of Bylaw 929/17 to relevant agencies. Additionally, Council directed administration to advertise the public hearing in the Rimby Review for 2 consecutive weeks (January 17 and January 24, 2017) prior to the Public Hearing.</p>

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 – Ponoka County	Email	Yes - Email	No Objection
Public School Board	Email	None	N/A
Alberta Transportation	Email	Yes - Email	No Objection
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

No written responses were received from residents of the Town of Rimbey.

<b>Relevant Policy/Legislation</b>	Town of Rimbey Land Use Bylaw 917/16 Municipal Government Act RSA 2000, ch. M-26, as amended
<b>Options/Consequences</b>	Not applicable
<b>Financial Implications</b>	Not applicable
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Bylaw 929/17 Amendment to Bylaw 917/16</li> <li>2. Circulation Comments</li> </ol>
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. Council consider second and third reading of Bylaw 929/17.</li> </ol>

**Prepared By:**

*Liz Armitage* February 7, 2017  
Liz Armitage Date  
Contract Planning & Development Officer

**Endorsed By:**

*Lori Hillis* Feb 7/17  
Lori Hillis Date  
Chief Administrative Officer



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

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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 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.

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READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis

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

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis

## Liz Armitage

**From:** Michael Fitzsimmons <michael@rimbey.com>  
**Sent:** January 13, 2017 9:09 AM  
**To:** Liz Armitage  
**Subject:** FW: Setback Referral Process

**From:** Setbackreferrals [mailto:SetbackReferrals@aer.ca]  
**Sent:** Friday, January 13, 2017 8:48 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](mailto:EPAHelpline@aer.ca) or (403) 297-2625.

Not Required Setback Referrals	Required Setback Referrals
<p>Referrals are <b>not required</b> for subdivision or development applications:</p> <ul style="list-style-type: none"> <li>? that <b>do not</b> 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;</li> <li>? <b>Where it is known that no sour gas facilities are located within the distances set out above.</b></li> </ul>	<p>Subdivision and development applications are only <b>required</b> 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"> <li>? Proposed <b>permanent dwelling (8 or less dwellings/businesses per quarter section)</b> where sour gas facilities may be found within a 100 metre radius.</li> <li>? Proposed <b>unrestricted country development (greater than 8 but less than 50 dwellings/businesses per quarter section)</b> where sour gas facilities may be found within 500 metres.</li> <li>? Proposed additional development within an <b>urban centre (see definition in bulletin)</b> located outside an urban centre, or a proposed <b>public facility (see definition in bulletin)</b> where sour gas facilities may be found within 1500 metres (1.5 kilometres).</li> </ul>

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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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.

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

## Liz Armitage

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**From:** Michael Fitzsimmons <michael@rimbey.com>  
**Sent:** January 13, 2017 9:11 AM  
**To:** Liz Armitage  
**Subject:** FW: Bylaw 929/17 - Amendment to Land Use Bylaw 917/16

**From:** Debbi Raugust [mailto:debbiraugust@ponokacounty.com]  
**Sent:** Friday, January 13, 2017 9:03 AM  
**To:** Michael Fitzsimmons <michael@rimbey.com>  
**Subject:** RE: Bylaw 929/17 - Amendment to Land Use Bylaw 917/16

Michael:

Ponoka County has no concerns with this by-law. You may wish to remove the first WHEREAS since it doesn't pertain to the sign issue you are addressing.



Debbi Raugust, Executive Secretary  
Ponoka County  
4205 Highway #2A  
Ponoka, Alberta T4J 1V9  
(403) 783-3375 (direct)

**From:** Michael Fitzsimmons [mailto:michael@rimbey.com]  
**Sent:** January-13-17 8:41 AM  
**To:** [debbiraugust@ponokacounty.com](mailto:debbiraugust@ponokacounty.com)  
**Subject:** Bylaw 929/17 - Amendment to Land Use Bylaw 917/16

Good morning,

Please review the letter and bylaw attached above for Bylaw 929/17.

As a potentially affected agency we are requesting that you review and forward your comments, recommendations and/or requirements with respect to Bylaw 929/17 no later than February 3, 2017. Your comments will then be considered by the Town's Administration and Council. Comments received by February 3, 2017 may be incorporated into the revised draft presented to Council for 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](mailto:michael@rimbey.com)

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



January 18<sup>th</sup>, 2017

File: Rimbey (ASP)  
Bylaw: 929/17

Town of Rimbey  
4938 -50<sup>th</sup> Avenue P.O. Box 350  
Rimbey, AB T0C 2J0  
Sent via email to: [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com)

Attention: Elizabeth Armitage

**RE: PROPOSED BYLAW 929/17 AMENDMENT TO LAND USE BYLAW 917/16**

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With reference to the above, I would advise that we have no objections in principle to the proposed text amendment to Land Use Bylaw 917/16.

If the Town of Rimbey considers approval, we offer the following comments:

- Within the corporate limits of urban municipalities, Alberta Transportation's development control zone is the highway right-of-way. Based on our cursory review, it appears that it is possible for some 'A-Frame' type signs to be placed on the sidewalk, but still within the highway right-of-way.
- Due to the portable, temporary nature of 'A-Frame' type signs, and restriction of these types of signs to sidewalks abutting businesses, sign permits are not required from Alberta Transportation as long as the proposals meet the requirements identified in the Town's land use bylaw.
- The 'A-frame' type signs shall be fully contained on the sidewalk.
- Should any 'A-frame' type sign on the sidewalk interfere with pedestrian and/or highway traffic movement, the sign owner is responsible for making adjustments accordingly to the satisfaction of Alberta Transportation and the Town of Rimbey. Any required adjustments are at the sign owners expense and responsibility.

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

<b>Council Agenda Item</b>	6.1
<b>Council Meeting Date</b>	February 13, 2017
<b>Subject</b>	Bylaw 929/17 to Amend Bylaw 917/16.
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<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>
<b>Discussion</b>	<p>Town Administration has noted that the language prohibiting signs located on Town owned land is very restrictive within the land use bylaw.</p> <p>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> <p>Council gave first reading to Bylaw 929/17 Bylaw Amend Land Use Bylaw 917/16 on January 9, 2017. Council set the Public Hearing date of February 13, 2017 and directed administration to circulate notice of Bylaw 929/17 to relevant agencies. Additionally, Council directed administration to advertise the public hearing in the Rimbey Review for 2 consecutive weeks (January 17 and January 24, 2017) prior to the Public Hearing.</p>

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 – Ponoka County	Email	Yes - Email	No Objection
Public School Board	Email	None	N/A
Alberta Transportation	Email	Yes - Email	No Objection
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

No written responses were received from residents of the Town of Rimbey.


<b>Relevant Policy/Legislation</b>	Town of Rimbey Land Use Bylaw 917/16 Municipal Government Act RSA 2000, ch. M-26, as amended
<b>Options/Consequences</b>	Not applicable
<b>Financial Implications</b>	Not applicable
<b>Attachments</b>	Bylaw 929/17 Amendment to Bylaw 917/16
<b>Recommendation</b>	1. Council consider second and third reading of Bylaw 929/17.


**Prepared By:**

Liz Armitage  
Contract Planning & Development Officer

Date

**Endorsed By:**

  
\_\_\_\_\_  
Lori Hillis  
Chief Administrative Officer

  
\_\_\_\_\_  
Date



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

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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 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.

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READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis

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

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis

<b>Council Agenda Item</b>	7.1
<b>Council Meeting Date</b>	February 13, 2017
<b>Subject</b>	Policies for Review
<b>For Public Agenda</b>	Public Information
<b>Background</b>	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.
<b>Discussion</b>	<p>Administration has determined the following policies require review.</p> <p>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</p> <p>4) All contract and agreement renewals <del>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.</del> shall <b>be reviewed by Council.</b></p> <p>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 Director of Finance before any work <del>shall be paid for</del> <b>shall commence.</b></p> <p>Policy 1601 - Risk Control Policy Statement</p> <p>Logo has been updated</p> <p>Position titles have been updated to reflect current status</p> <p>Section 4.0 Reporting –a) <b>Employees shall notify their Director of any incident immediately.</b></p> <p>Policy 1805 – Sponsorship Policy</p> <p>- Logo update only</p> <p>Policy 2801 – Public Relations –</p> <p>- Logo update and title amendment</p> <p>Policy 3302 Solid Waste Transfer Site Operations</p> <p>This policy is no longer required and should therefore be rescinded as Ponoka County runs Solid Waste Transfer Station</p>
<b>Relevant Policy/Legislation</b>	MGA Section 153 General duties of councillors



<b>Options/Consequences</b>	<ol style="list-style-type: none"> <li>1. Council may choose to approve all the policies as presented.</li> <li>2. Council may choose to amend or rescind any or all of the policies presented.</li> </ol>
<b>Financial Implications</b>	Not applicable
<b>Attachments</b>	Policy 1204 – Contracts and Agreements Policy 1601 – Risk Control Policy Statement Policy 1805 – Sponsorship Policy Policy 2801 – Public Relations – Resident Milestone Policy 3302 – Solid Waste Transfer Site Operations
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. Administration recommends Council approve Policies 1204, 1601, 1805, and 2801, as presented.</li> <li>2. Administration recommends Council rescind Policy 3302.</li> </ol>
<p><b>Prepared By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr style="width: 100%;"/>                 Lori Hillis, CPA, CA                  Chief Administrative Officer             </div> <div style="text-align: center;">   <hr style="width: 100%;"/>                 Date             </div> </div> <p><b>Endorsed By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr style="width: 100%;"/>                 Lori Hillis, CPA, CA                  Chief Administrative Officer             </div> <div style="text-align: center;">   <hr style="width: 100%;"/>                 Date             </div> </div>	



# Town of Rimbe 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 Rimbe’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 Rimbe.
- 2) All non-standard contracts shall be prepared by administration.
- 3) All new contracts shall have prior review by the Council and 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.~~ shall be reviewed by Council.
- 5) If applicable, contract security shall be forwarded immediately to the Town of Rimbe.
- 6) Within the limits of practicability, all qualified firms should be given fair consideration by the Town of Rimbe.
- 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 Rimbe 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 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 Director of Finance before any work ~~shall be paid for~~ shall commence.
- 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:	January 9, 2017	Resolution No.	014/17
Revision Date:	February 13, 2017	Resolution No.	



# Town of Rimbey Policy Manual

Title: Risk Control Policy Statement

Policy No:1601

Date Approved:

Resolution

Date Effective:

Purpose:

To create a Risk Control Program that will minimize the impact of accidental losses to our community.

The Town of Rimbey is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. We support and participate in the Jubilee RiskPro Training Program to help us achieve the following goals:

- Active control and reduction of our insurance and other risk-related costs by minimizing the frequency and cost of claims incurred by the organization;
- Protection of the interests of the stakeholders in our community and to ensure a safe and well-managed community;
- Prevention of losses arising from damage to community assets and liability claims;
- Reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders;
- When losses cannot be prevented, to ensure that the impact of losses on the organization and our community stakeholders is as minimal as possible.

To help ensure a mutual benefit for the Town of Rimbey and other municipalities in the Province of Alberta, we also support the exchange of knowledge and information with other municipalities that are participating in the Jubilee RiskPro Training Program.

Council hereby delegates to the Chief Administrative Officer the authority and responsibility to designate a Risk Control Coordinator and a Risk Control Committee.

## **1.0 Policy Statement Review**

1.1 The Risk Control Policy Statement will be reviewed by the Risk Control Committee once per calendar year and updated if necessary.

## **2.0 Risk Control Coordinator**

2.1 The Risk Control Coordinator is to facilitate the Town of Rimbey's progress through the Jubilee RiskPro Training Program training process and the implementation of risk improvements.

### 2.2 Terms of Reference

- a) In-house champion needed to facilitate the successful implementation of training deliverables;
- b) Primary responsibility for completion of the pre-work for each training module, as applicable;
- c) Participate in all Jubilee RiskPro training modules;
- d) Identify key individuals within the organization that should attend specific training modules, and encourage their participation;
- e) Initiate and organize meetings of the Risk Control Committee, and prepare Committee meeting agendas;
- f) Provide internal status / progress reporting to the senior management team and / or Council;
- g) Primary responsibility for compliance with the audit requirements;
- h) Collaborate with the Risk Control Coordinators in other communities to share successes and assist each other with effecting risk improvements.

## **3.0 Risk Control Committee**

3.1 The Risk Control Committee is comprised of representatives from key departments. It consists of:

- Risk Control Coordinator
- ~~Emergency Medical Services Department Head~~
- ~~Finance and Administration Department Head~~ Director of Finance
- ~~Fire and Rescue Department Head~~
- ~~Public Works Department Head~~ Director of Public Works
- ~~Recreation Department Head~~ Director of Community Services

3.2 The Risk Control Committee will help implement risk improvements within the community.

3.3 The Risk Control Committee will meet at least once each quarter.

### 3.4 Terms of Reference:

- a) Develop and recommend a policy-level statement of commitment to the Jubilee RiskPro Training Program for adoption by Council;
- b) Review and assess the claims experience of the organization, peer group, and Program to help determine risk improvement priorities;
- c) Prepare technical recommendations to the senior management team and Council regarding risk improvement priorities;
- d) Review existing policies and procedures relating to key exposure areas for the organization and, where necessary, make recommendations to Council for amendments;
- e) Collaborate with the Risk Control Coordinator in the implementation of risk improvements;
- f) Develop and implement a tracking and internal reporting process to ensure that the organization is kept well-informed of incidents and claims within the municipality;
- g) Assess incidents and claims within the municipality to determine, where possible, causes and contributing factors;
- h) Develop and implement a practical document retention program related to the training objectives;
- i) Report periodically to Council on claims issues and risk improvements within the municipality.

3.5 The Risk Control Committee will complete facility inspections as per Schedule A.

#### **4.0 Reporting**

##### **4.1 Incident Reporting:**

- a) Employees shall notify their Director of any incident immediately.
- b) Employees filling out Incident Reports are to forward the document to ~~their Department Head~~ the Director of their Department within 48 hours of the incident.
- c) ~~Department Heads~~ Directors are to review and sign the Incident Report. They are to forward the document to the Chief Administration Officer as soon as possible.
- d) The Chief Administration Officer is to review and sign the Incident Report. The original is to be forwarded to the Risk Control Coordinator. The Chief Administration Officer is to decide if the Incident Report is to be presented to Council at the next Council meeting.

##### **4.2 Claims Reporting:**

- a) ~~Department Heads~~ Directors are to notify the ~~Finance and Administration Department Head~~ Director of Finance when an insurance claim is required.
- b) The ~~Finance and Administration Department Head~~ Director of Finance is to notify the Chief Administration Officer of the insurance claim before commencing the claim with the insurance provider.
- c) The Chief Administration Officer is to present a briefing on the insurance claim to Council at the next Council meeting.

##### **4.3 Risk Improvement Initiative Reporting:**

- a) The Risk Control Coordinator will brief the Chief Administration Officer of all Risk Improvement Initiatives after each Risk Control Committee meeting.
- b) The Chief Administration Officer will decide if the Risk Improvement Initiative is to be presented to Council at the next Council meeting.

##### **4.4 Risk Control Committee Status Reports:**

- a) All Risk Control Committee tasks will be listed on a Risk Control Committee Status Report.
- b) The Risk Control Coordinator will maintain the Status Report.
- c) The Status Report will be reviewed at each quarterly Risk Control Committee meeting.
- d) Following each Risk Control Committee meeting, the Risk Control Coordinator will update the Status Report. This updated Status Report will be given to the Chief Administration Officer for review.
- e) The Status Report will be forwarded to Council at the next Council meeting.

**SCHEDULE A**

This schedule outlines the frequency for facility inspections:

Facility	Address	Frequency/Year	Comments
Community Centre	5109 – 54 Street	Four	Including Curling Rink and Arena
Town Office/Library	4938 – 50 Avenue	Twice	
Recycle Depot	<del>4819 – 49 Street</del>	Twice	
Scout Hall	4902 – 51 Avenue	Once	
Fire Hall / Ambulance	5030 – 49 Avenue	Once	
Public Works Shop	4705 – 46 Street	Once	
South Lagoon Building	0-0-3755 HW	Once	
Well 10 Building	4325 – 54 Avenue	Once	
Well 12 Building	SE27-42-2-W5	Once	
Well 13 Building	SE28-42-2-W5	Once	
Airport Terminal	SW 9-32-2-W5	Once	Seasonal – inspect in spring
RV Park	SE 20-42-2-W5	Once	Seasonal – inspect in spring
Swimming Pool	5120 – 53 Avenue	Once	Seasonal – inspect in spring
Pas-Ka-Poo Pavilion	5620 – 51 Street	Once	Seasonal – inspect in spring
RCMP Building	5117 – 50 Street	N/A	Will not be inspected (security issues)

Initial Policy Date:	October 10, 2000	Resolution No:	448/00
Revision Date:	January 13, 2009	Resolution No.	20/09
Revision Date:	February 27, 2017	Resolution No.	



## Town of Rimbey Policy Manual

Title: Sponsorship Policy

Policy No: 1805

Date Approved: May 26, 2009

Resolution No: 207/09

Date Effective: May 26, 2009

Purpose:

To define the policy for receiving sponsorship money for programs/events from ratepayers.

### Policy Statement:

The Town of Rimbey will not actively solicit sponsorship money from ratepayers for programs/events. Ratepayers may make donations to Town programs/events under their own intentions.

Initial Policy Date: May 26, 2009

Resolution No: 207/09

Revision Date:

Revision Date:





# Town of Rimbey Policy Manual

Title:           Public Relations – Resident Milestones		Policy No:       2801	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To honor those residents that have achieved milestones in their life.		
<p><b>Policy Statement:</b></p> <p>Upon the request from the families of residents achieving milestones such as 50<sup>th</sup> plus wedding, anniversaries, or 80<sup>th</sup> birthdays etc., the Town will produce a certificate honoring the resident on their special occasion. The certificate shall be signed by the Mayor.</p>			
Initial Policy Date:	October 29, 1986	Resolution No:	508/86
Revision Date:	February 13, 2017	Resolution No.	
Revision Date:		Resolution No.	



# Town of Rimbey Policy Manual

**Title:** Solid Waste Transfer Site Operations **Policy No.:** 3302

**Supercedes.:**

**Approved:** August 28<sup>th</sup>, 2007 **Resolution No.:** 279/07

**Effective Date:** August 28<sup>th</sup>, 2007

**Purpose:** To establish the Transfer Site operations and attendant procedures.

**Policy Statement:**

1. THE ATTENDANT SHALL BE RESPONSIBLE FOR:

- 1.1 Identifying maintenance and upkeep requirements and reporting the same to Public Works, and
- 1.2 Control of materials accepted at the Transfer Site:

**UNACCEPTABLE WASTE MATERIALS**

- i. whole or portions of
  - motor vehicles
  - farm & industrial equipment
  - tanks and vessels
- ii. sand, gravel or stone
- iii. grain, hay straw or grass (except for composting materials)
- iv. dead animals, fowl, manure or sewage
- v. flammable liquids, industrial waste, oil, chemicals or other hazardous materials
- vi. wire and fencing materials

**ACCEPTABLE WASTE MATERIALS with prior Public Works approval**

- concrete
- building demolition materials

## 2. ATTENDANT PROCEDURES

- 2.1 The attendant shall inspect each load delivered to the Transfer Site.
- 2.2 The attendant will ensure the contributor is directed on the proper placement of all materials.
- 2.3. The attendant is responsible for determining if a Transfer Site user fee is to be charged on the basis of the following:
- Household garbage, bagged or loose delivered by a car, SUV, Pick-up or single axle Utility trailer. **NO CHARGE**
  - Commercial, industrial, construction, and demolition materials other than concrete shall be charged \$30.00 per load.
- 2.4 The attendant shall complete the Town of Rimbey Transfer Station Commercial Users Fee form (attached) for all non-household materials and submit the form to the Town Office.
- 2.5 The attendant shall report any instances of persons being uncooperative or abusive to the Contractor, prior to the Town Office and/or RCMP.

**Initial Policy was Approved:** August 28, 2007

**Resolution:** 279/07



**Revised:**

**Resolution:**

**Revised:**

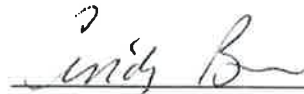
**Resolution:**

<b>Council Agenda Item</b>	7.2
<b>Council Meeting Date</b>	February 13, 2017
<b>Subject</b>	Development Permits for Home Occupation Business Licenses
<b>For a Public Information</b>	
<b>Background</b>	<p>The Town of Rimbey issues Home Occupation Business Licenses in accordance with the Town's Business License Bylaw 926/16.</p> <p>It is standard practice in Alberta, as per the MGA 642, to require and issue Development Permits for a change of use on a parcel.</p> <p>Further, the requirement of Development Permits for a Home Occupation was a requirement within the Town's former Land Use Bylaw 762/04 and is a requirement within the Town's Land Use Bylaw 917/16.</p>
<b>Discussion</b>	<p>The development permit is required to enable Town Administration to ensure the Home Occupation meets the requirements of the Land Use Bylaw, and where necessary allow impacted neighbours the right to appeal a decision.</p> <p>Development permits for change in use within a Land Use District, have not been processed by Town Administration in the past. Town Administration will begin the processes of requiring development permits for any change of use.</p> <p>Administration estimates this change in procedure will impact approximately 25 existing home occupations and will impact all future new home occupation applications.</p> <p>The cost of a Development Permit for a permitted use is \$70.00 and for a discretionary use is \$150 and will be required at the time of the next business license renewal (December 2017). The Development Permit is a one time fee.</p> <p>As the implementation of this procedure may cause concern for residents who are currently operating home occupations, we are recommending that Council waive the development permit fee for all Home Occupation Business Licenses issued prior to February 13, 2017.</p>
<b>Relevant Policy/Legislation</b>	MGA 642 Land Use Bylaw 917/16
<b>Options/Consequences</b>	n/a
<b>Financial Implications</b>	n/a
<b>Attachments</b>	None.

<b>Recommendation</b>	Administration recommends Council waive the development permit fee for all Home Occupation Business Licenses issued prior to February 13, 2017.
<b>Prepared By:</b>	<p style="text-align: center;"></p> <hr/> <p>Elizabeth Armitage, MED, RPP, MCIP Chief Administrative Officer</p> <p style="text-align: right;">February 8, 2017 Date</p>
<b>Endorsed By:</b>	<p style="text-align: center;"></p> <hr/> <p>Lori Hillis, CPA, Ca Chief Administrative Officer</p> <p style="text-align: right;">Feb 9/17 Date</p>

<b>Council Agenda Item</b>	7.3
<b>Council Meeting Date</b>	February 13, 2017
<b>Subject</b>	Fitness Centre
<b>For Public Information</b>	Public Information
<b>Background</b>	A proposal was presented to Council on the Jan. 23 <sup>rd</sup> Council meeting in regards to the operation of the Fitness Centre at the Peter Lougheed Community Centre.
<b>Discussion</b>	Council discussed the options available and recommended that further information be obtained from the Killam Recreation Centre who also rented out space to a private fitness contractor. After discussion with the Killam Recreation Director our situation is not the same. Killam did not operate a fitness centre prior to the rental of space for a private contractor to lease. It was strictly a lease opportunity for the community centre with all expenses coming from the contractor.
<b>Relevant Policy/Legislation</b>	-
<b>Options/Consequences</b>	-
<b>Financial Implications</b>	-
<b>Attachments</b>	Director's notes on the proposal Fitness Equipment Inventory Killam Fitness Centre Information
<b>Recommendation</b>	After discussions with the staff and a few Fitness Centre users the following recommendations have been suggested: <ul style="list-style-type: none"> <li>1. Administration recommends that the operation of the Fitness Centre remain under the Community Services department and budget for Fitness Equipment to be replaced yearly.</li> <li>or</li> <li>2. Council could lease out the space to a private fitness contractor with the stipulation that no current staff will be responsible for cleaning the facility or registering members, all existing fitness equipment will be sold to the contractor for a fair price, all amenities such as the surveillance cameras, cardlock system be an extra cost in the lease agreement.</li> </ul>

**Prepared By:**



Cindy Bowie  
Director of Community Services

Feb 9/17

Date

**Endorsed By:**



Lori Hillis, CPA, Ca  
Chief Administrative Officer

Feb 9/17

Date

### Fitness Centre

- Business proposition is for profit not a non-profit organization therefore the Town should not be giving concessions for equipment, lease rentals, staffing or equipment
- Lease rental would need to be substantially more than the \$1,200 proposed (custodial staff, reception staff, use of surveillance cameras, card lock security system, building maintenance, cleaning supplies and consumables such as toilet paper, etc.) Equipment purchased separately.
- Entrance/Exit of the facility – concerns with shared space –potentially could be damaged, doors left unlocked, cleanliness of the area
- Utilities not metered separately for the Fitness Centre therefore no accurate cost for use of gas, water, sewer, garbage and power
- Community Centre staff would still be at the forefront for complaints, equipment concerns, membership costs
- Equipment – what to do with the old equipment not wanted by the new owner (sell or storage)
  - determine cost of equipment sold to new owner
- Membership fees – limit increase
- No contingency plan –
- Only benefits to the Town : New Equipment  
No cost to Maintain Equipment
- If decided, Tenders needed from all interested community entrepreneur's to ensure equal opportunity

#### **Points of interest:**

In 2014 there was a 30% increase in the fitness centre rates (during the oil/gas boom).  
Approximately 10 years since last increase

Equipment purchase – ask sponsors to purchase equipment  
-budget \$5,000/year to replace old equipment

**2017 Fitness Centre Inventory**

<b>Equipment</b>	<b>Make/Type</b>	<b>Condition</b>
Horizontal Leg workout with cable weights		Fair
2 x Treadmills	SportsArt T652	Good
Treadclimber	StairMaster	New
Recumbent Bike	SportsArt C52R	Good
Pec Deck		Fair
Multi Gym cable machine	Magnum	Good
Leg Press	Body Solid GLPH1100	Good
Smith Machine-squat		Good
Elliptical	SportsArt E8300	Bad
Chin up/Pull up	Magnum	Good
Spin Bike	Progression Pro Club 24	Good
Stepper	SK-Line Sportkoncept	Fair
Recumbent Bike	Life Cycle	Good
Mats - 9		Good
Medicine Ball – 10lbs		Good
3 x Curl bars		Fair
Back Extension Bench		Good
Bench Press		Good
Weight Tree	CXT - 155	Good
Preacher Curl		Good
Barbell Stand		Good
Decline Sit up Bench	Body Solid	Good
2 x Adjustable Benches		Good
Rubber coated hand weights	2 x 5,10,15,20,25,30,35,40,45,50 lbs	Good
Adjustable Hand Weights		Fair
Kettle Weights	2 x 10,15,20 lbs	Good



## **Killam Fitness Centre**

- Killam Recreation Director: Charlene Sutter
- How does Killam's Fitness Centre Work?
  - 20 years ago there was a privately run fitness centre and the person who ran it retired.
  - Last year they were looking for something to fill a space that was not being optimally used and that would be what the community needed. At that time a user came to them with a proposal for a Fitness Centre. The proposal went to the Agriplex board and Town Council to be reviewed and was approved. There was no tender.
  - It is a 3200 sq ft space with storage. The lease cost is enough to cover utilities.
  - There are shared entrances when the Agriplex is open. When the Agriplex is closed, there is a side door that opens directly into the fitness centre that is 24/hr with cardlock.
  - The Lessee takes all membership fees and gives tours of the facility.
  - The Lessee also provides their own custodial and own insurance for content and liability.
  - The Lessee had their own 24/hr cardlock system and cameras installed. They also had their own phone and internet installed.
  - Advertising is assisted by the Town.
  - Any damage within the leased space is responsibility of the Lessee.
  - Any structural changes must be submitted and approved. Any changes are at the cost of the Lessee.
  - The lease is three years. There is a clause that states that either party can terminate the lease. If the lease is terminated by the Lessee, the Lessee will pay the rent for the remaining months of the year.
  - 1 difficulty is shared washrooms/change rooms and 24hr facility. Agriplex had to have a gate installed to ensure security of the rest of the facility.

<b>Council Agenda Item</b>	7.4
<b>Council Meeting Date</b>	February 13, 2017
<b>Subject</b>	Lapel Pins
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>At the November 19, 2016 Council 2017 Budget meeting, Council passed the following motion:</p> <p style="text-align: center;"><i>Motion 461/16</i></p> <p style="text-align: center;"><i>Moved by Mayor Pankiw to increase General Administration by \$10,000 for the inclusion of promotional items.</i></p> <p style="text-align: right;"><i>CARRIED</i></p> <p>Administration contacted Ultimate Promotions (formerly Juniper Emblems of Lacombe), Whitgan Creations and Scratch'n the Surface to obtain quotes for new Lapel Pins.</p> <p>After discussion regarding the lapel pins at the January 23, 2017 Council Meeting, the following motion was passed:</p> <p style="text-align: center;"><i>Motion 035/17</i></p> <p style="text-align: center;"><i>Moved by Councillor Jaycox to have Administration re-approach the local companies to determine if they can come up with a better unit price for the lapel pins quote.</i></p> <p style="text-align: right;"><i>CARRIED</i></p>
<b>Discussion</b>	<p>Administration sent an email to both local providers with the above motion requesting them to resubmit a new quote, if they so desired.</p> <p>Both local providers resubmitted quotes.</p>
<b>Relevant Policy/Legislation</b>	
<b>Options/Consequences</b>	
<b>Financial Implications</b>	As per the Quotes
<b>Attachments</b>	Copy of the Quotes
<b>Recommendation</b>	Administration recommends Council determine a course of action for the purchase of lapel pins.

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Feb 9/17

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Feb 9/17

Date

## Lapel Pin Quotes

Pins - 1.25", oval, butterfly closure



### Ultimate Promotions

#### Digital

pcs	unit price	subtotal	set up	subtotal	GST	Total	Shipping Extra
1000	1.12	1120.00	112.00	1232.00	61.60	<b>1293.60</b>	
2500	1.00	2500.00	112.00	2612.00	130.60	<b>2742.60</b>	

### Whitgan Creations Quote Revised (per unit price lowered by 25%)

#### Enamelled

pcs	unit price	subtotal	set up	subtotal	GST	Total	Shipping
1000	<del>1.92</del> 1.44	1440.00	50.00	1490.00	74.50	<b>1564.50</b>	\$45.00
2500	<del>1.80</del> 1.35	3375.00	50.00	3425.00	171.25	<b>3596.25</b>	

(\$50.00/die)

#### Custom Screened

pcs	unit price	subtotal	set up	subtotal	GST	Total	Shipping
1000	<del>1.54</del> 1.15	1150.00	120.00	1270.00	63.50	<b>1333.50</b>	\$45.00
2500	<del>1.46</del> 1.09	2725.00	120.00	2845.00	142.25	<b>2987.25</b>	

(\$120.00/die)

### Scratch'n the Surface Quote Revised

#### Digital

pcs	unit price	subtotal	set up	subtotal	GST	Total	Shipping Extra
1000	<del>2.10</del> 2.05	2050.00		2050.00	102.50	<b>2152.50</b>	
2500	<del>2.00</del> 1.90	4750.00		4750.00	237.50	<b>4987.50</b>	

#### Photo Finish

pcs	unit price	subtotal	set up	subtotal	GST	Total
1000	<del>1.76</del> 1.60	1600.00		1600.00	80.00	<b>1680.00</b>
2500	<del>1.54</del> 1.35	3375.00		3375.00	168.75	<b>3543.75</b>

PO Box 10058  
108 Mile Ranch BC V0K 2Z0

1-866-661-9696 FAX 1-866-562-0028

GST/HST ... 828360966  
PST PST-1002-5637

ultimatepromotions.biz

info@ultimatepromotions.biz

Date 1/23/2017

Name / Address	Ship To
Rimby, Town of 4938 50 Ave. PO Box 350 Rimby, AB T0C 2S0 Kathy Blakely	Rimby, Town of 4938 50 Ave. PO Box 350 Rimby, AB T0C 2S0 Kathy Blakely

Terms	In Hands Date	Rep	NOTE: Please request an invoice from your sales rep prior to placing an order. That document contains detailed instructions on how to complete your purchase.	
Due on Delivery	2/23/2017	MH		
Description		Qty	Unit Price	Total
1.25-inch digital printed pins, butterfly clutch		1,000	1.12	1,120.00
Set up Charge - free for repeat orders within two years		1	112.00	112.00
GST On Sales			5.00%	61.60

**ORDER PROCESS**

1 - Once our quote is approved, we send you an invoice. There is space on the invoice for a credit card number.  
2 - An art proof is submitted to you once credit terms are established and/or a deposit is submitted.  
3- Your order is not placed until we receive a signed art proof and payment. Orders under \$1000 are pre-paid. Orders over \$1000 are billed 75% up front and the balance is billed once your order is shipped. Rush orders are pre-paid. Credit terms are established at the discretion of management. Shipping costs are estimated and may change without notice. Ask your rep for details.

<b>Subtotal</b>	CAD 1,232.00
<b>Sales Tax</b>	CAD 61.60
<b>Total</b>	CAD 1,293.60

We DO NOT ACCEPT telephone, verbal or email orders. To place you order we require a signed art proof via fax and a deposit or purchase order. We strongly suggest you read our terms and conditions on our website: <http://www.ultipromo.com/terms-and-conditions/>

PO Box 10058  
108 Mile Ranch BC V0K 2Z0

1-866-661-9696 FAX 1-866-562-0028

GST/HST ... 828360966  
PST PST-1002-5637

ultimatepromotions.biz

info@ultimatepromotions.biz

Date 1/23/2017

Name / Address	Ship To
Rimbey, Town of 4938 50 Ave. PO Box 350 Rimbey, AB T0C 2S0 Kathy Blakely	Rimbey, Town of 4938 50 Ave. PO Box 350 Rimbey, AB T0C 2S0 Kathy Blakely

Terms	In Hands Date	Rep	NOTE: Please request an invoice from your sales rep prior to placing an order. That document contains detailed instructions on how to complete your purchase.
Due on Delivery	2/23/2017	MH	

Description	Qty	Unit Price	Total
1.25-inch digital printed pins	2,500	1.00	2,500.00
Set up Charge - free for repeat orders within two years	1	112.00	112.00
GST On Sales		5.00%	130.60

**ORDER PROCESS**

1 - Once our quote is approved, we send you an invoice. There is space on the invoice for a credit card number.  
2 - An art proof is submitted to you once credit terms are established and/or a deposit is submitted.  
3- Your order is not placed until we receive a signed art proof and payment. Orders under \$1000 are pre-paid. Orders over \$1000 are billed 75% up front and the balance is billed once your order is shipped. Rush orders are pre-paid. Credit terms are established at the discretion of management. Shipping costs are estimated and may change without notice. Ask your rep for details.

<b>Subtotal</b>	CAD 2,612.00
<b>Sales Tax</b>	CAD 130.60
<b>Total</b>	CAD 2,742.60

We DO NOT ACCEPT telephone, verbal or email orders. To place you order we require a signed art proof via fax and a deposit or purchase order. We strongly suggest you read our terms and conditions on our website: <http://www.ultipromo.com/terms-and-conditions/>

Supplier Name and Item Number: FPD, 1.00" or 1.25" Digitally Printed w/ Epoxy Dome, Butterfly Clutch

TEL: 1-866-661-9696

Quantity: 1000 - 2500 Pcs

FAX: 1-866-562-0028

"In-hands" date:

Sales Rep: **Melissa Hermiston**



1.00"



1.25"



1.25" - 3x

**Example of:  
Digitally Printed w/ Epoxy Dome - No Edge**



**TO PROCEED WITH YOUR ORDER, PLEASE SIGN, AND FAX TO 1-866-562-0028**

**NOTES: Digitally Printed** Min. Size for Colour Fill 1mm

Color:

 Full Colour Digital

Plating:

Stainless Steel - No Edge

Findings:

Butterfly Clutch



Stainless Steel

 Raised

**PLEASE READ THIS**

**WE WILL NOT PLACE YOUR ORDER WITHOUT A SIGNED PROOF!**

Check this proof carefully for errors. We will correct errors free of charge prior to submission of signed art proof.

Once you have signed your proof, we are not responsible for spelling errors or omissions that you have approved.

**Our company stamp will be on all label pins unless otherwise stated.**

Read the Terms & Conditions on our web site. <http://www.ultimatepromotions.biz/terms-and-conditions>

PROOF IS OK, PLEASE PROCEED

CHANGES REQUIRED

APPROVED BY

DATE

## Kathy

---

**From:** sales@whitgancreationsandgifts.ca  
**Sent:** Wednesday, February 08, 2017 4:08 PM  
**To:** Kathy  
**Subject:** Re: Lapel Pins Quote

From what I read the one quote was full color and the other was up to 4 colors so it should be just the unit cost based on what ever number your ordering, nothing extra for colors.

Sent from my BlackBerry 10 smartphone on the TELUS network.

---

**From:** Kathy  
**Sent:** Wednesday, February 8, 2017 3:19 PM  
**To:** [sales@whitgancreationsandgifts.ca](mailto:sales@whitgancreationsandgifts.ca)  
**Subject:** RE: Lapel Pins Quote

Thanks RaeAnn,

I just need clarification on the cost per die. Our logo has three colors. Is that 3 dies?

Kathy

---

**From:** [sales@whitgancreationsandgifts.ca](mailto:sales@whitgancreationsandgifts.ca) [<mailto:sales@whitgancreationsandgifts.ca>]  
**Sent:** Tuesday, January 31, 2017 3:57 PM  
**To:** Kathy  
**Subject:** Re: Lapel Pins Quote

I can do 25% less on each unit cost but the shipping and set up will stay the same.  
RaeAnn

Sent from my BlackBerry 10 smartphone on the TELUS network.

---

**From:** Kathy  
**Sent:** Wednesday, January 25, 2017 9:34 AM  
**To:** [sales@whitgancreationsandgifts.ca](mailto:sales@whitgancreationsandgifts.ca)  
**Subject:** RE: Lapel Pins Quote

Both

---

**From:** [sales@whitgancreationsandgifts.ca](mailto:sales@whitgancreationsandgifts.ca) [<mailto:sales@whitgancreationsandgifts.ca>]  
**Sent:** Tuesday, January 24, 2017 5:23 PM  
**To:** Kathy  
**Subject:** Re: Lapel Pins Quote

Which style did you want me to reevaluate? Or both?  
RaeAnn

Sent from my BlackBerry 10 smartphone on the TELUS network.

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**From:** Kathy  
**Sent:** Tuesday, January 24, 2017 4:15 PM  
**To:** [sales@whitgancreationsandgifts.ca](mailto:sales@whitgancreationsandgifts.ca)



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**Subject:** Lapel Pins Quote

Good afternoon,

**RE:** Lapel Pin Quotes

At the Regular Meeting of Council held Monday, January 23, 2017, Administration presented the quotes as received from the 3 companies invited to supply quotes for our Town of Rimbey Lapel Pins.

Council reviewed the quotes and has directed as follows:

Motion 035/17

Moved by Councillor Jaycox to have Administration re-approach the local companies to determine if they can come up with a better unit price for the lapel pins quote.

**CARRIED**

Please advise our office by noon Friday, January 27, 2017 if you wish to resubmit a quote, or if your quote will remain the same. We need to know either way.

Should you require further information, please do not hesitate to contact me.

Kathy Blakely  
Executive Assistant

Copy of Original Quote

Item	Quantity	Unit Cost
<b>A Custom Enamelled Lapel Pin - 1.25"</b> -Custom logo & shape -Gold or silver finish -Enamelled up to 4 colours -Butterfly clutch back -Polybagged	1000	\$1.92 ea
	2500	\$1.80 ea
<b>Set up charge</b>		
<b>B Custom Screened Lapel Pin - 1.25"</b> -Custom logo & shape -Full colour print on a silver tone base -Epoxy dome -Butterfly clutch back -Polybagged	1000	\$50.00/die
	3000	\$1.54 ea
<b>Set up charge</b>		\$1.46 ea.
<b>Set up charge</b>		\$120.00/die



Shipping is \$45.00 for 1000 pcs plus gst.  
 Shipped approx 4 weeks after art work approval.

## Kathy

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**From:** Jackie Stratton <sts2727@gmail.com>  
**Sent:** Wednesday, January 25, 2017 9:41 AM  
**To:** Kathy  
**Subject:** Revised Quote  
**Attachments:** Quote on Lapel Pins Revised for Town of Rimbey 2017.pdf

**Importance:** High

Hi Kathy!  
Here is my revised quote. Thank you☺

Jackie  
Scratchin the Surface

**From:** Kathy [<mailto:generalinfo@rimbey.com>]  
**Sent:** January-24-17 3:52 PM  
**To:** sts2727  
**Subject:** Lapel Pin Quote

Good afternoon,

RE: Lapel Pin Quotes

At the Regular Meeting of Council held Monday, January 23, 2017, Administration presented the quotes as received from the 3 companies invited to supply quotes for our Town of Rimbey Lapel Pins.

Council reviewed the quotes and has directed as follows:

Motion 035/17

Moved by Councillor Jaycox to have Administration re-approach the local companies to determine if they can come up with a better unit price for the lapel pins quote.

CARRIED

Please advise our office by noon Friday, January 27, 2017 if you wish to resubmit a quote, or if your quote will remain the same. We need to know either way.

Should you require further information, please do not hesitate to contact me.

Kathy Blakely  
Executive Assistant



403-843-2727  
www.scratchinthesurface.ca

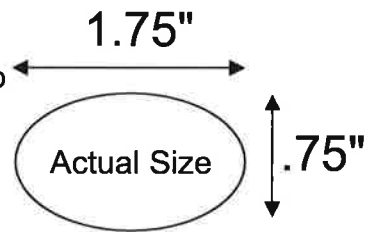
# Quote on Lapel Pins for Town of Rimbey Revised

Attn: Kathy

24 Jan 2017

**Full Color Digi-Cal** 1.24" x 0.75" lapel pin with butterfly clip  
See sample below

1000                    2.05 each  
2500                    1.90 each  
Prices do not include: gst or shipping  
Delivery time: estimate 4-6 weeks



Digi-Cal: economical way to get a full color design, custom shapes available at no extra charge, subject to design approval. Pantone matching is within CMYK standards only.





403-843-2727

www.scratchinthesurface.ca

## Quote on Lapel Pins for Town of Rimbey Revised

**Full Color Photo Finish** 1.24" x 0.75" lapel pin with butterfly clip  
See sample below

1000 1.60 each

2500 1.35 each

Prices do not include: gst or shipping

Delivery time: estimate 4-6 weeks

Photo Finish: exceptional detail without the cost. 4 color process printing directly on metal, economically produces fine details and vivid colors

Thank you for the opportunity to quote on your project. Please call me if you have any questions.

Jackie Stratton  
Scratchin' the Surface

<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	February 13, 2017
<b>Subject</b>	Boards/Committee Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Various community groups supply minutes of their board meetings to Council for their information.
<b>Discussion</b>	
<b>Relevant Policy/Legislation</b>	Not applicable
<b>Options/Consequences</b>	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.
<b>Financial Implications</b>	Not applicable
<b>Attachments</b>	8.2.1 Beatty Heritage House Society Minutes of December 5, 2016 8.2.2 Tagish Engineering Ltd Project Status Updates to January 24, and February 7, 2017 8.2.3 Rimbey and District Chamber of Commerce Minutes of the Annual General Meeting of January 21, 2016
<b>Recommendation</b>	Motion by Council to accept the Beatty Heritage House Society Minutes of December 5, 2016, the Tagish Engineering Ltd. Project Status Updates to January 24, and February 7, 2017 and the Rimbey and District Chamber of Commerce Minutes of the Annual General Meeting of January 21, 2016, as information.

**Prepared By:**



Lori Hillis, CPA, CA  
Chief Administrative Officer

Feb 9/17

Date

**Endorsed By:**



Lori Hillis, CPA, CA  
Chief Administrative Officer

Feb 9/17

Date

The meeting was called to order at 7:45 PM by Chairperson Teri Ormberg.

In attendance: Teri Ormberg

Jackie Anderson

Florence Stemo

Audreyann Bresnahan

Annette Boorman

Murray Ormberg

Bronwen Jones

Fred Schutz

Mathew Jaycox (Town Councillor)

MINUTES of previous meeting (November 7, 2016) read by Florence. Adopted as read by Florence; seconded by Annette. Carried.

CORRESPONDENCE: None.

TREASURER'S REPORT: Jackie reported a Balance of \$23,513.80.

The high cost of internet service during the Summer Season, particularly in the last three weeks the Info Centre was open, was discussed. It was suggested that the service not be provided in 2017, since there was very little demand for it by visitors. Mathew offered to see what Telus might have to offer in this regard.

Jackie will ask that the Bond and Crime portion of the insurance coverage of the BH be removed, as she had refused it at policy renewal time.

Jackie moved the adoption of her report. Seconded by Bron. Carried.

#### OLD BUSINESS:

WORKING WITH HISTORICAL SOCIETY: This has been suggested and needs to be researched. Teri will try to attend their January meeting.

HOME ROUTES CONCERTS: The November concert played to a smaller group, but was much enjoyed. The next concert, scheduled for February 2, will be a quartet (Barefoot Movement).

CHRISTMAS EVENT: Report from Culture Committee on plans for Christmas party to be held on December 16.

CHRISTMAS LIGHTS: To be on 5:00pm - 11:00pm every day until January 7/17.

CANADA 150: Teri has ordered and planted more tulip bulbs.

Discussion: What might our society do as part of the celebration?

Suggestion: Be aware of "Canada 150" all year; and highlight it at one or two of our events in 2017. Mathew informed us of a Telus funding program which we might access. ([www.telus.com/community](http://www.telus.com/community) - and follow the funding link).

#### NEW BUSINESS:

SCHEDULE OF EVENTS IN 2017: What events shall we hold? Who will be in charge of each?

WOODDALE QUILT: The Wooddale Ladies will start in January working on a quilt for the BH to raffle in 2017.

CONGRATULATIONS TO BOARD MEMBER FRED SCHUTZ on the publication in November of his book "Not So Long Ago - Adventures with Notebook and Camera".

NEXT MEETING: January 16, 2017. (Minutes adopted at Jan. 16th meeting.)

ADJOURNMENT: By Fred at 9:15. Florence Stemo Secretary



## **PROJECT STATUS UPDATES**

January 24, 2017



Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>Project: RBYM00000.16 RB00 - General Engineering 2016</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> This project is for small general requests for the Town. WSP Engineering has provided CCTV video of storm water pipe installation, Tagish will review and provide comments to Town staff. <b>No assignment this period, status updates will continue in RB00.17.</b>
January 5, 2017	Matichuk, Gerald	
January 19, 2017	Matichuk, Gerald	
<b>Project: RBYM00000.17 RB00 - 2017 General Engineering</b>		
January 19, 2017	Matichuk, Gerald	<b>Construction Completion Certificate (CCC) requested by WSP Group on behalf of Ponoka County was reviewed and approved. WSP Group submitted CCTV tapes and soil compaction results to verify the work was completed.</b>
<b>Project: RBYM00106.00 RB106 -NE Lagoon General Engineering</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> This project is related to all work involving the NE Lagoon repairs and drainage. <b>No Change.</b> <b>No Change (Dec 8 - Jan 19, 2017).</b>
October 13, 2016	Matichuk, Gerald	
January 19, 2017	Matichuk, Gerald	
<b>Project: RBYM00125.00 RB125 - Main Reservoir Upgrade</b>		
January 19, 2017	Matichuk, Gerald	<b>No assignment this period.</b>
<b>Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> 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. <b>Town staff, Access Land Services and Tagish meet with Kinsmen and Race Track executives to discuss where new well could be located which would benefit all users.</b> <b>Access Land Services has provided the Town with signed documents allowing the Town to proceed with drilling new wells at two (2) locations. Onmi-McCann is preparing a tender to select a well driller. Wells will be drilled at the existing Well # 10 site and on SE29-42-2-W5M (Kriz Farming Ltd.) lands.</b>
January 5, 2017	Matichuk, Gerald	
January 19, 2017	Matichuk, Gerald	
<b>Project: RBYM00128.00 RB128 - 2016 Street Improvements</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> 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"> <li>• 50 Street asphalt overlay from 52 Ave to 56 Ave</li> <li>• 49 Street asphalt overlay from 52 Ave to 54 Ave</li> <li>• 49 Street repair and overlay from 49 Ave to 50 Ave</li> <li>• Concrete replacement at various locations</li> </ul>
January 5, 2017	Matichuk, Gerald	
January 19, 2017	Matichuk, Gerald	
January 19, 2017	Matichuk, Gerald	<b>Progress payment PPC #6 Holdback Release was completed and submitted to Town for processing.</b> <b>Project is completed. No further updates will be provided.</b>
<b>Project: RBYM00131.00 RB131 - SW Stormwater Management Plan</b>		
January 19, 2017	Solberg, Lloyd	<b>Rimbey approved the SW Stormwater Management Plan as part of their 2017 capital work. Tagish is beginning to work on the report. We are anticipating a tentative submission date to the Town at the end of March. We will update timelines as we get more into the report.</b>

**Project: RBYM00132.00 RB132 - 2017 Street Improvements**

January 5, 2017	<a href="#">Matichuk, Gerald</a>	Tagish staff are working on compiling base map information for the 2017 - Street Improvements tender.
January 19, 2017	<a href="#">Matichuk, Gerald</a>	D & M Concrete is on site sorting and crushing concrete. The Contractor will be crushing approximately 1600 cu.m of concrete to a gradation of 75mm minus. The 2017 - Street Improvement tender will include the crushed concrete as a provisional item and could be used in the road repair section.



## **PROJECT STATUS UPDATES**

February 7, 2017

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>Project: RBYM00000.17 RB00 - 2017 General Engineering</b>		
January 5, 2017	Matichuk, Gerald	WSP Engineering has provided CCTV video of stormwater pipe installation, Tagish will review and provide comments to Town staff.
January 19, 2017	Matichuk, Gerald	Construction Completion Certificate (CCC) requested by WSP Group on behalf of Ponoka County was reviewed and approved. WSP Group submitted CCTV tapes and soil compaction results to verify the work was completed.
January 19, 2017	Matichuk, Gerald	No assignment this period, status updates will continue in RB00.17.
February 2, 2017	Matichuk, Gerald	No assignment this period.
<b>Project: RBYM00106.00 RB106 -NE Lagoon General Engineering</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> This project is related to all work involving the NE Lagoon repairs and drainage.
October 13, 2016	Matichuk, Gerald	No Change.
February 2, 2017	Matichuk, Gerald	No Change (Dec 8 - Feb 2, 2017).
<b>Project: RBYM00125.00 RB125 - Main Reservoir Upgrade</b>		
January 19, 2017	Matichuk, Gerald	No assignment this period.
February 2, 2017	Matichuk, Gerald	Tagish staff are working on completing the "Main Reservoir Upgrades Preliminary Design Report". A draft copy of the Report will be sent to Town of Rimbey Public works Department for comments.
<b>Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> 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.
January 5, 2017	Matichuk, Gerald	Town staff, Access Land Services and Tagish meet with Kinsmen and Race Track executives to discuss where new well could be located which would benefit all users.
January 19, 2017	Matichuk, Gerald	Access Land Services has provided the Town with signed documents allowing the Town to proceed with drilling new wells at two (2) locations. Onmi-McCann is preparing a tender to select a well driller. Wells will be drilled at the existing Well # 10 site and on SE29-42-2-W5M (Kriz Farming Ltd.) lands.
February 2, 2017	Matichuk, Gerald	Omni-McCann Consultants Ltd. have completed and sent out the Tender for "Test Drilling, Well Installation and Testing Program" to ten (10) Contractors. Tenders close on February 15, 2017.
<b>Project: RBYM00128.00 RB128 - 2016 Street Improvements</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> 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"> <li>• 50 Street asphalt overlay from 52 Ave to 56 Ave</li> <li>• 49 Street asphalt overlay from 52 Ave to 54 Ave</li> <li>• 49 Street repair and overlay from 49 Ave to 50 Ave</li> <li>• Concrete replacement at various locations</li> </ul>
January 5, 2017	Matichuk, Gerald	Progress payment PPC #6 Holdback Release was completed and submitted to Town for processing.
February 2, 2017	Matichuk, Gerald	Project is completed. No further updates will be provided.

**Project: RBYM00131.00 RB131.00 - SW Stormwater Pond**

January 19, 2017	Solberg, Lloyd	Rimbey approved the SW Stormwater Management Plan as part of their 2017 capital work. Tagish is beginning to work on the report. We are anticipating a tentative submission date to the Town at the end of March. We will update timelines as we get more into the report.
February 2, 2017	Solberg, Lloyd	Tagish is beginning to work on the report. We will likely require some survey which we plan on completing once the snow has melted. Because of this, we are anticipating a tentative submission date to the Town sometime in the late spring. We will update timelines as we get more into the report.

**Project: RBYM00132.00 RB132 - 2017 Street Improvements**

January 5, 2017	Matichuk, Gerald	Tagish staff are working on compiling base map information for the 2017 - Street Improvements tender.
January 19, 2017	Matichuk, Gerald	D & M Concrete is on site sorting and crushing concrete. The Contractor will be crushing approximately 1600 cu.m of concrete to a gradation of 75mm minus. The 2017 - Street Improvement tender will include the crushed concrete as a provisional item and could be used in the road repair section.
February 2, 2017	Matichuk, Gerald	D&M Concrete are crushing concrete. Tagish is working on completing the Tender for the 2017 Street Improvements. Tenders will be available the week of February 13, and closing the first week of March 2017.

Rimbey and District Chamber of Commerce

Annual General Meeting January 21, 2016

Canalta Hotel

In attendance:

Konnie Meisner	Jackie Stratton
Carrie Vaartstra	Tonya Hatala
Dennis Oelhaupl	Treena Miekle
Jennifer Robak	Melodie Helm
Joey Jensen	Chris Ransom
Melvin Durand	Ed Ten Dove
Heather Karst	Sue Ella Brodie
Terry Von Hollen	

1. Meeting called to order by Chamber President Jackie Stratton at 12:00pm.
2. Approval of Agenda - no additions, accepted as presented.
3. Minutes of 2015 AGM – attached, Tonya Hatala read thru them.
4. Treasurer’s Report read by Tonya Hatala in Alana Wright’s absence, Accepted by Jennifer Robak  
Main account \$1204.02  
Savings account \$3617.50  
Rimbey bucks \$205.45

Review and approval of 2015 financials – attached. Jackie shared & asked if any questions, motion to approve by Dennis Oelhaupl, 2<sup>nd</sup> by Chris Ransom.

5. Elections – President & Secretary positions open as Jackie & Tonya are stepping down. Jackie will remain on Board as Past President. Melvin ran elections, calling on nominations:
  - President – no nominations
  - Vice President – Jennifer Robak stepped down, Chris Ransom nominated by Joey Jensen, Accepted by Jennifer Robak
  - Secretary – Jennifer Robak nominated by Jackie Stratton, accepted by Tonya Hatala
  - Directors – Melvin Durand, Steffan Olsen, Ilya Dourmanov, Alana Wright continue on as directors
  - First meeting for newly elected board February 4, 2016.
6. Presentation – Chamber Plan – Group Benefits for members, Carrie presented the slideshow attached. Jackie noted that by being a Rimbey Chamber, your business is a member of the Alberta Chamber & Federal Chamber of Commerce.\*
7. Round Table discussions:

- A. PeeWee Provincial Tournament in Rimbey – March 11-13, 2016, reviewed letter addressed to Chamber from event organizer – Shannon Mann, suggested that if businesses have questions/suggestions to contact Shannon 403-877-3970
  - Suggested to help promote this event in town with decorating businesses, staff, donation, volunteering
  - Idea on the passport not feasible for event due to timeframe/cost to put together for March event
  - Jackie to talk to Shannon about welcome basket from businesses, whether doing already & can add to or potential to create for teams, Konnie @ Canalta mentioned teams are staying at hotel & could present baskets to teams on arrival, More info from Jackie to follow
  
- B. Trade Show Theme, progress – round table discussion on Theme, Melvin suggested working off the hockey provincials theme – Town of Champions – Celebrating Rimbey, working that info around the BINGO card, 6 vendors booked currently with early bird deadline of Feb 7<sup>th</sup>, 2016, Fraserway RV from Lacombe approached & considering being vendor – would bring in RV units, discussion around 1hr activities/presentations – not much interest in businesses talked to but Melvin mentioned a local sword fighter who could do presentation, fashion show from local clothing businesses may still work as well
  
- C. Better Approach to Fundraising – Jackie shared that all businesses in town are frequently asked for donations/sponsorships & asked group if there was a better way for these groups to do their fundraising? Please email ideas to Chamber & will be shared with membership.
  
- D. Float for Town of Rimbey/Chamber – Jackie had asked this idea to Donna Tona/Rick Pankiw @ Town of Rimbey, had approached Mr. Valens at the Rimbey High School about doing some graphics & then the school shop class on the float – still working on this, Town of Rimbey would supply flat deck trailer. Way to further promote our Town/Chamber at local parades jointly
  
- E. Rockin' Rimbey – August 27, 2016 – Terry Von Hollen from Rimbey Lions presented the 1<sup>st</sup> annual event & asked for support – decorations, etc the week up to & donations for as well, event will consist of show & shine, road rally, breakfast, supper & dance all at the Community Center, see website for more info or contact Terry
  
- 8. Chamber Events – on attachment for meeting dates & events – consider hosting a business after hours, contact Carrie for more info
  
- 9. Disney Professional Development Course in Red Deer March 10<sup>th</sup>, 2016 – see Chamber website for more info or [www.investinyoutoday](http://www.investinyoutoday)
  
- 10. RABC – Unconventional Entrepreneur Webinar Jan 26-Feb 16, 2016 – recordings available, email Michelle – [michelle@rabc.ca](mailto:michelle@rabc.ca)
  
- 11. Next General Membership meeting – Thursday February 18<sup>th</sup>, venue TBA.
  
- 12. Questions? Discussion? None

Meeting adjourned at 1:15 pm.