



AGENDA

Town Council

September 23, 2024 - 5:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, SEPTEMBER 23, 2024 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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9. CORRESPONDENCE

10. OPEN FORUM

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

**11. CLOSED SESFOIP SECTION 17(1) PERSONAL PRIVACY
11.1 / 11.2 / 11.3**

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes
Item For: Public Information -or- Closed Session

BACKGROUND:

Minutes of Regular Council Meeting of August 26, 2024, as presented.

RECOMMENDATION:

To accept Minutes of the Regular Council Meeting of August 26, 2024, as presented.

ATTACHMENTS:

[2024 08 26 Regular Council Meeting Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

September 19, 2024
Date



MINUTES

Town Council Meeting

Monday, August 26, 2024 - 5:00 PM
Town Administration Building - Council Chambers

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

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

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Bonnie Rybak - Executive Assistant
- Liz Armitage - Development Officer
- Craig Douglas - Chief Administrative Officer

Public: (4) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 141/2024

Moved by Councillor Curle to accept the Agenda for the August 26, 2024, Regular Council Meeting, as presented.

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

CARRIED

3. MINUTES

3.1. Minutes

Motion 142/2024

Moved by Councillor Clark to accept the Minutes of the Regular Council Meeting of July 22, 2024, as presented.

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

CARRIED

4. PUBLIC HEARINGS

4.1. Public Hearing - Land Use Bylaw

Mayor Pankiw opened the public hearing at 5:02 p.m., and advised the purpose of Bylaw 1008/24 is a bylaw to regulate and control the use and development of land and buildings within the Town to achieve the orderly and economic development of land, and for that purpose, amongst other things:

Mayor Pankiw requested confirmation of notice from Development Officer.

Notice was placed in the July 9, 2024, and July 16, 2024, editions of the Rimbey Review.

Notice of this public hearing was posted on the Town of Rimbey website under important notices with a copy of the complete package available for public review and posted on both the front and back doors of the Town of Rimbey Administration Office and at the front counter.

As a result of Council Motion 121/2024, notice of the addition of housing, manufactured to the CR and RE districts was mailed via Canada Post to all landowners in both districts on July 5, 2024.

No additional notices were issued.

Report from Development Services (asked for by Mayor)

Mayor Pankiw voiced that today's Public Hearing is a continuation of the Public Hearing held on July 22, 2024. The report in the Council agenda package provides a summary of all comments received to-date. At this time, I will present the new materials received and am available to answer questions.

Mayor Pankiw asked for Written Submissions.

Development Officer Liz Armitage read written submissions.

In addition to all the input received for Council's consideration the Town of Rimbey received two additional agency circulation comments for presentation at today's Public Hearing:

- ATCO Natural Gas – no comments
- Alberta Health Services provided comments, with one comment being relevant at the current LUB amendment stage:
 - o "...the landfills be moved to from a permitted use to a dictionary use under the PUBLIC SERVICE district"

As a result of this input, administration has prepared a motion for second and third reading for council to consider, which is contained in the Council report.

Closure of Public Hearing for Bylaw 1008/24. Mayor Pankiw closed public hearing at 5:05 pm.

Motion 143/2024

Moved by Councillor Clark to give second reading of Land Use Bylaw 1008/24 with the following amendments:

1. Redesignation of Lots 4, 5 and 6, Block 19, Plan 1623868 from High Density Residential (R3) to Low Density Residential (R1).
2. Amend section 12.7.(5)(a)(ii) to read "3.0 m from the rear lot line of the manufactured home park."
3. All references of Alberta Transportation be updated to read "Alberta Transportation and Economic Corridors."
4. Section 4.2(3) be amended to read: Notwithstanding 4.2(1), the Development Authority may refer development in proximity to a Highway:
(a) Applications for development located within 0.3 km of the highway right of way, or within 0.8 km of the centre point of the intersection of the highway and another roadway, of a multi-lane highway or a major two-lane highway where the proposed development would have direct access from the highway or intensify traffic to impact highway intersection shall be referred to Alberta

Transportation and Economic Corridors for comment prior to any decision by the Development Authority;

5. Remove section 4.2(3)(b)

6. Section 11.7(7)(a) be updated to read “Billboard signs, electronic signs, dynamic signs and rotating signs which are visible from Highway 20, Highway 20A and Highway 53, but located outside of the Highway Right-Of-Way, shall be circulated to Alberta Transportation and Economic Corridors for comment in accordance with Section 11(2) of the Highway Development Protection Regulation.”

7. Section 12.4, Table 12.14.1 be amended to remove landfill from permitted uses list and add landfill to the discretionary uses list.

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

CARRIED

Motion 144/2024

Moved by Councillor Curle to give third reading of Land Use Bylaw 1008/24 with the following amendments:

1. Redesignation of Lots 4, 5 and 6, Block 19, Plan 1623868 from High Density Residential (R3) to Low Density Residential (R1).

2. Amend section 12.7.(5)(a)(ii) to read “3.0 m from the rear lot line of the manufactured home park.”

3. All references of Alberta Transportation be updated to read “Alberta Transportation and Economic Corridors.”

4. Section 4.2(3) be amended to read: Notwithstanding 4.2(1), the Development Authority may refer development in proximity to a Highway: (a)Applications for development located within 0.3 km of the highway right of way, or within 0.8 km of the centre point of the intersection of the highway and another roadway, of a multi-lane highway or a major two-lane highway where the proposed development would have direct access from the highway or intensify traffic to impact highway intersection shall be referred to Alberta Transportation and Economic Corridors for comment prior to any decision by the Development Authority;

5. Remove section 4.2(3)(b)

6. Section 11.7(7)(a) be updated to read “Billboard signs, electronic signs, dynamic signs and rotating signs which are visible from Highway 20, Highway 20A and Highway 53, but located outside of the Highway Right-Of-Way, shall be circulated to Alberta Transportation and Economic Corridors for comment in accordance with Section 11(2) of the Highway Development Protection Regulation.”

7. Section 12.4, Table 12.14.1 be amended to remove landfill from permitted uses list and add landfill to the discretionary uses list.

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

CARRIED

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. Change to Speed Zones in Rimbey

Motion 145/2024

Moved by Councillor Curle to direct Administration to advertise for 2 weeks in Rimbey Review, in the monthly newsletters and on the website to notify the public of the speed change from 50km/hr to 40 km/hr within the Town of Rimbey, unless otherwise posted.

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

CARRIED

7.2. Rimbey Hockey Print Donation

Motion 146/2024

Moved by Mayor Pankiw to donate (6) six framed hockey prints to the winning teams and coaches for the curling championship at an approximate cost of \$1650.

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

CARRIED

7.3. Keyera Corp. Naming Rights

Motion 147/2024

Moved by Councillor Curle to approve a proposed name change to "Peter Lougheed Community Centre" for the agreement with Keyera ensuring the naming aligns with and is recognizable to their brand identity.

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

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 148/2024

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

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

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 149/2024

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

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

CARRIED

9. CORRESPONDENCE

10. OPEN FORUM

- A resident addressed a complaint regarding taking care of boulevards by their residence.

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 150/2024

Moved by Councillor Rondeel to adjourn the meeting at 5:28 p.m.

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

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: AED Proposal
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Committee of the Whole Meeting on September 9, 2024, Garreth Jones presented a proposal to Council regarding AED's.

RECOMMENDATION:

Administration recommends that Council determine if they wish to accept the AED proposal.

ATTACHMENTS:

- [Standard Specifications AFA](#)
- [Tower Specifications AFA](#)
- [Wallmount Specifications AFA](#)
- [Quote 1023769 2024-02-22 114337](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

September 19, 2024
Date



Protection 24/7

SaveStations can now be placed outdoors in high traffic public places, providing the public with unprecedented access to life-saving AEDs.

REMOTE MONITORING

Sensor monitoring the presence and ready status of the AED and the cabinet climate.

CONNECTIVITY

Wireless communication.

REAL-TIME REPORTING

Immediate notifications via email/SMS.

CABINET LIGHTING

Integrated light sensor to illuminate the cabinet.

PHOTO CONTROL

Infra-red photo control when cabinet is opened.

LCD SCREEN

Operational status visual at all times for manual checks via integrated LCD screen.

POWER

24V DC convertor - SELV (Safety Extra-Low Voltage).

ALARM

Audible alarm and visual warnings triggered on door opening (70 dB at 1 metre, and flashing red LEDs).

TEMPERED GLASS

Impact-resistant transparent polycarbonate door with surface treatment to minimize greenhouse effect.

REGULATED HEATING AND VENTILATION

Maintains positive temperature of AED with ventilator fan and convector heating device.

BACK-UP POWER

Rechargeable back-up battery for essential functions in the event of a power supply failure.





Protection 24/7

SaveStations can now be placed outdoors in high traffic public places, providing the public with unprecedented access to life-saving AEDs.



REMOTE MONITORING

Sensor monitoring the presence and ready status of the AED and the cabinet climate.

CONNECTIVITY

Connection through wireless communication.

REAL-TIME REPORTING

Immediate notifications via email/SMS.

CABINET LIGHTING

Integrated light sensor to illuminate the cabinet.

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REGULATED HEATING AND VENTILATION

Maintains positive temperature of AED with ventilator fan and convector heating device.

BACK-UP POWER

Rechargeable back-up battery for essential functions in the event of a power supply failure.



Council Agenda Item 7.1

Action First Aid

92 Commerce Park Dr. Unit #5&6
 Barrie ON L4N 8W8
 705-720-2978
 info@actionfirstaid.ca
 actionfirstaid.ca



ATTN TO: Garreth Jones

QUOTE #1023769

BILL TO
 Rimbey & Area Public Access Defibrillation
 Program
 Town of Rimbey Public Works
 4705 47 St
 Rimbey, AB
 T0C 2J0

SHIP TO
 Rimbey & Area Public Access Defibrillation
 Program
 Town of Rimbey Public Works
 4705 47 St
 Rimbey, AB
 T0C 2J0

DATE:
 2024-02-22

QUOTE VALID UNTIL:
 2024-03-20

P.O. NUMBER

SALES REPRESENTATIVE
 Christine Drury

SKU	Product / Service Description	Qty	Unit Price	Amount
SS600VHM	<p>SaveStation 600VHM Wall Mount Ventilated, Heated and Monitored Cabinet is made from durable aluminum with a weather resistant powder coat finish. Includes illuminated high visibility SaveStation AED Public Access Defibrillator Signage.</p> <p>The package features:</p> <ul style="list-style-type: none"> • An audible and visual alarm • Transparent cover for maximum AED visibility • A ventilation and heating system that automatically activates to maintain the AEDs operational requirements in typical North American climates • Customizable 911 Location Decal and QR Code to link to the SaveStation CPR/AED instructional video • A photo control camera with infrared lens automatically takes pictures when the cabinet is opened and when the AED is removed • Remote monitoring and communication of AED operational status and cabinet conditions using a LAN/ethernet or cellular data connection • Four year cellular plan with access to monitoring platform • Integrated luminosity sensor that will illuminate the cabinet in low light conditions • Outdoor electrical kit with 24V power supply, waterproof junction box, pre electrical setup & installation guide <p>Please refer to Local Jurisdiction Electrical requirements. Installation to be performed by a Certified Electrician only.</p> <p>For use with all AED brands and models.</p> <p>Wall Mount Dimensions: 15" W x 41" H x 9" D Cabinet Outside Dimensions: 15" W x 16.5" H x 7.5" D Weight: 35 lbs.</p>	2	\$5,900.00	\$11,800.00
SSCDWM	SaveStation SS600 Wall Mount Cabinet Custom Decal (13" x 6.7" - Solid Vinyl)	4	\$150.00	\$600.00

SaveStation Standard 500VHM Ventilated, Heated and Monitored Cabinet includes a high visibility mounting panel with Public Access Defibrillator signage and a customizable 911 Location Decal.

The package features:

- An audible and visual alarm
- Transparent cover for maximum AED visibility
- A ventilation and heating system that automatically activates to maintain the AEDs operational requirements in typical North American climates.
- Integrated luminosity sensor that will illuminate the cabinet in low light conditions
- A photo control camera with infrared lens automatically takes pictures when the cabinet is opened and when the AED is removed
- Remote monitoring and communication of AED operational status and cabinet conditions using a LAN/ethernet or cellular data connection
- Four year cellular plan with access to monitoring platform
- Outdoor electrical kit with 24V power supply, waterproof junction box, pre electrical setup & installation guide

SS500VHM

3 \$3,850.00

\$11,550.00

Please refer to Local Jurisdiction Electrical requirements. Installation to be performed by a Certified Electrician only.

For use with all AED brands and models.

Mounting Panel Dimensions: 18.75" W x 30" H x 0.32" D
 Cabinet Outside Dimensions: 15" W x 16.5" H x 7.5" D
 Weight: 25 lbs.

SaveStation AED 3D Sign can be mounted three different ways to maximize visibility: T-mount, V-mount or Corner Mount.

SS401

Comes complete with hardware and adhesive mounting kit.

5 \$18.00

\$90.00

Suitable for indoor/outdoor use.

Dimensions: 3D, each Panel: 15.2 x 22.9 cm (6" x 9")

SaveStation Outdoor CPR/AED Instructional Wall Sign provides visual CPR & AED instructions. Designed to direct a responder to call 911 Immediately, Check Breathing, Start Compressions, Turn On the AED and follow the AED prompts.

SS403

Adhesive & hardware mounting kit included.

5 \$42.00

\$210.00

Dimensions: 25.4 x 35.6 cm (10" W x 14" H)

SaveStation 700VHM Ventilated, Heated and Monitored free-standing Tower is made from durable aluminum with a weather resistant powder coat finish.

Includes illuminated high visibility SaveStation AED Public Access Defibrillator signage and space for corporate branding, sponsorship, or advertisements on the front and back of the Tower.

The package features:

- An audible and visual alarm
- Transparent cover for maximum AED visibility
- Customizable 911 Location Decal and QR Code to link to the SaveStation CPR/AED instructional video
- A ventilation and heating system that automatically activates to maintain the AEDs operational requirements in typical North American climates
- A photo control camera with infrared lens automatically takes pictures when the cabinet is opened and when the AED is removed
- Remote monitoring and communication of AED operational status and cabinet conditions using a LAN/ethernet or cellular data connection
- Four year cellular plan with access to monitoring platform
- Integrated luminosity sensor that will illuminate the cabinet in low light conditions
- Outdoor electrical kit with 24V power supply, waterproof junction box, pre electrical setup & installation guide

SS700VHM

1 \$6,615.00

\$6,615.00

Please refer to Local Jurisdiction Electrical requirements. Installation to be performed by a Certified Electrician only.

For use with all AED brands and models.

Custom artwork available at time of purchase only.

Tower Dimensions: 15" W x 63" H x 9" D
 Cabinet Outside Dimensions: 15" W x 16.5" H x 7.5" D
 Weight: 45 lbs.

SSCDTWR

Custom Tower Decal (13" x 25" - Solid Vinyl) - Front and Back

1 \$225.00

\$225.00

Council Agenda Item 7.1

Customized Commemorative or Sponsorship Plaque with brushed aluminum fixtures.

SS410	Includes custom design and production. Dimensions: 25.4 x 35.6 cm (10" W x 14" H)	5	\$225.00	\$1,125.00
113200	Zoll AED 3, Semi-automatic with 5-year Adult/Child CPR Uni-padz, 5-year Battery, Instruction Manual & 6-year Manufacturer's Warranty	6	\$2,244.00	\$13,464.00
991	Ready for Action AED Tracking Tool and Training Program Management Package includes access to interactive online AED status reports, tracking of AED pad and battery expiration dates, maintenance check reminders, AED inspection history, training course records and renewal notifications for responders, replenishment of AED pads and battery online store check-out with order history, multi-lingual.	6	\$35.00 \$0.00	\$0.00
35101	Action First Aid AED Response Kit containing CPR Pocket Mask, 2 Pairs of Nitrile Gloves, Paramedic Shears, Prep Razor, Absorbent Wiping Towel and Antimicrobial Hand Wipes stored in clip-on clear front Carry Case	6	\$29.00 \$0.00	\$0.00
Shipping - ESTIMATE ONLY	Shipping (estimate only)	1	\$375.00	\$375.00
	Payment processing and platform management fees associated with crowdfunding campaign 6.5%	1	\$2,993.51	\$2,993.51

NOTES: Crowdfunding Quote for Campaign: "Rimbey & Area Public Access Defibrillation (PAD) Program". Crowdfunding Fee of 6.5% for payment processing and platform management fees associated with crowdfunding campaign has been added to this quote. AED Inside SaveStations: TBC. Intended location of SaveStation(s) (Address and nearest intersection) TBC. Organization name and the name and contact info of the person/people who will be taking responsibility for the AED and SaveStation: TBC. Monitoring alerts template to be completed by customer and returned. High res logo file to be provided by customer for plaque/decal. Please note that the current quote includes 5 different SS600VHM Decal Designs (SSCDWM). If only one design is required, quote can be adjusted to reflect this.

TERMS:
Due on
Receipt

SUBTOTAL	\$49,047.51
SHIPPING	\$0.00
TAX (AB - 5%)	\$2,452.38
TOTAL	\$51,499.89

(GST/HST No. 862917036)

Town Council
REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Legacy Lane - Green Compost Carts
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Committee of the Whole Meeting held on September 9, 2024, Council discussed the compost concerns submitted by Legacy Lane residents.

Motion 041/2024 COW

Moved by Councillor Johnstone to bring forward the discussion of the Legacy Lane Corporation's waste management to the next Regular Council meeting to be held on September 23, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

DISCUSSION:

In January of 2024, each residence was provided a black cart for garbage and a green cart for compost. A number of residents at the Legacy Lane Condominium are requesting the Town remove the green compost carts and the administration fee.

RECOMMENDATION:

Administration recommends that Council retain the compost carts at Legacy Lane Condominium. Removing or downsizing them could set a precedent for other residents, leading to potential budgetary concerns and complicating the administration of the program.

ATTACHMENTS:

- [Legacy Lane -Compost Complaint](#)
- [1007 24 Waste Management Bylaw Third Reading](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", enclosed within a blue ink scribble.

Craig Douglas, Chief Administrative
Officer

September 19, 2024

Date



TOWN OF RIMBEY Complaint Form (Confidential)



4938 - 50th Avenue
PO Box 350
Rimbey, AB. T0C 2J0
P. 403-843-2113
E. enforcement@rimbey.com

This form represents a request to resolve a bylaw or provincial issue in town. In order for the Municipal Community Peace Officer or Bylaw Enforcement Officer to proceed with an investigation and follow-up on your complaint, it is mandatory that you provide your full name, current address and phone number along with your signature below.

DATE: AUG 23 2024 TIME: _____ (AM PM) COMPLAINT CATEGORY: _____

COMPLAINANT INFORMATION

Name of Complainant: The undersigned on the complaint
Mailing Address: B/O Box 1474 Rimbey AB Postal Code: T0C 2J0
Civic Address: 100 + 200 Legacy Lane Apt. Number: _____
Telephone #: (Day) 403 - 843 - 6515 (Evening) _____

VIOLATION INFORMATION

Location of Offence (Civic Address): _____

Property Owner/Tenant Name (if known): _____

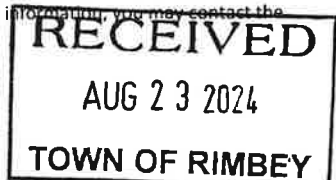
NATURE OF COMPLAINT (How it affects you, how long it has existed, License plate #, etc.): _____

Re: Green Compost bins
Refer to attached document and
signature page.

Sylvian Kelly - on behalf of residents of
Legacy Lane
Signature of Complainant

NOTE: Anonymity will be maintained between the complainant and the alleged offender, except where necessary in court of law. However should this complaint proceed to court, you may be required to give evidence as a witness and your name and your filed complaint will become a matter of public record.

PERSONAL INFORMATION: This information is being collected for the purpose of conducting a Bylaw or Provincial Enforcement Investigation. The information may be shared with applicable Town of Rimbey departments and agencies for the purpose of initiating appropriate action relative to this report. The collection of personal information on this application is authorized and protected under the Freedom of Information and Protection of Privacy Act, Section 33(c). By providing this information, you have consented to its use for the above purposes. If you have questions about the collection and use of this information, you may contact the Municipal Community Peace Officer or Bylaw Enforcement Officer.



July 26, 2024

Legacy Lane Condominium Corporation
Box 1552
Rimbey AB
T0C 2J0

Mayor and Council
Town Office Staff,
Town of Rimbey AB

TO WHOM IT MAY CONCERN:

RE: Green Compost Bins

While composting is a noble effort undertaken by the Town it is not a viable option for everyone, thus please refer to the following complaint regarding the Green Compost Bins.

Several owners of Condo Units in Legacy Lane have contacted Rimbey Town Office and the Maintenance Office to lodge our complaints regarding the blanket distribution of the Green Compost Bins but as yet, no satisfactory resolution has been forthcoming.

Those of us who own/live in condominiums in Legacy Lane do not have the space to accommodate the large garbage bins along with a compost bin. Our patios are small with just enough room for a couple of pieces of outdoor furniture and there isn't room to accommodate the 2nd large compost bin. We also have concerns about the unpleasant odours and attraction of insects associated with the form of composting set forth by the town.

Although we own our condos, we have a very limited perimeter around our units. The maintenance of our lawns is contracted out and we have no grass clippings or other refuse associated with yard maintenance. The compost bins are virtually useless to us, not to mention the additional cost associated with these bins.

Because we have a number of extenuating circumstances associated with your composting program regulations, we respectfully request that the Mayor, Town Council and Staff revisit the bylaw to come up with a solution to cover all members of the Municipality.

Thank you for giving this your prompt attention.

SIGNED:

Please refer to the attached pages for signatures

PRINT NAME	UNIT #	SIGNATURE
Janet Boyarzin	1	J Boyarzin
MURRAY CALDWELL	6	Murray Caldwell
Teresa Olson	5	Teresa Olson
David Olson	5	David Olson
Barbara Oke	4	Barbara Oke
TERRY OKE	4	Terry Oke
JAM CLARKE	7	Jam Clarke
Sandra Washkevich	13	S Washkevich
Jerrett Schafer	14	Jerrett Schafer
KATHLEEN HANCHER	11	Kathleen Hancher
Leonard Hancher	11	Leonard Hancher
DAMIE BECKLEY	37	JAMIE BECKLEY
LARRY BECKLEY	37	LARRY BECKLEY
DONNA BENDER	35	Bender
ELFRIEDE KEESAR	36	Ep. Keesar
Trudy Misker	10	Judy Misker
Janette Oke	16	Janette Oke
LILLIAN KELLY	6	Lillian Kelly
Susan Frank	8	Susan Frank

TOWN OF RIMBEY WASTE MANAGEMENT BYLAW NO 1007/24

BEING A BYLAW OF THE TOWN OF TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA, TO REGULATE THE COLLECTION, DISPOSAL AND HANDLING OF WASTE MANAGEMENT, INCLUDING ORGANICS AND RECYCLING MATERIALS, IN THE TOWN OF RIMBEY.

WHEREAS, under the provisions of Section 7, *Municipal Government Act*, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council may pass a by-law for the establishment of public utilities, including a waste management system;

WHEREAS, the Town of Rimbey finds it desirable to pass a bylaw to establish and maintain a waste management system and to operate this system as a public utility;

AND WHEREAS, in accordance with good financial management to cover the costs of providing Waste Management Services to its residents, the municipality wishes to establish a fee structure for such services.

NOW THEREFORE, the Town of Rimbey Council enacts as follows: This Bylaw may be cited as the **"Waste Management Bylaw."**

SECTION 1.0 - DEFINITIONS

- 1.1 **"APARTMENT BUILDING"** means a collective group of residential units in an apartment or condominium-style building, of more than one story, which is managed by a property management group or person, a condominium association, or a similar board or group.
- 1.2 **"ASHES"** means the powdery residue left after the combustion of any substance and includes partially burnt wood, charcoal, or coal.
- 1.3 **"BASE RATE"** means the rate established in the Schedule "A" Fees for Services Bylaw for the general provision of Waste Management Services.
- 1.4 **"BILLING PERIOD"** means the calendar month for which the Town calculates the Utility services, which includes January, February, March, April, May, June, July, August, September, October, November and December.
- 1.5 **"BIOLOGICAL WASTE"** means waste that is created in a hospital, necropsy facility or biological research laboratory and contains or may contain pathogenic agents that may cause disease in Persons exposed to the waste.
- 1.6 **"BLUE BAG"** means a transparent bag in which in which acceptable recyclable material may be placed.
- 1.7 **"BURNING"** means any material generating heat enough to create smoke, flames or sparks.
- 1.8 **"C.A.O."** means the Chief Administrative Officer for the Town of Rimbey or designate.
- 1.9 **"COLLECTION CART"** means the wheeled receptacle cart system, which has been allocated to an eligible residential premise by the CAO, for the collection of Waste Materials (black cart), and the collection of Organics Materials (green cart).
- 1.10 **"COLLECTION CONTRACTOR"** means the person, or any agent of that person, company(s) or corporation(s) authorized by the Town to collect, remove and dispose of Waste Materials and Organics Materials from an eligible premise.
- 1.11 **"COLLECTION DAY"** means the day of the week on which the Collection Service is provided.
- 1.12 **"COLLECTION SERVICE"** means the service provided by the Town for the collection, removal and disposal of Waste Materials and Organics Materials from an eligible premise.

**TOWN OF RIMBEY WASTE MANAGEMENT
BYLAW NO 1007/24**

- 1.13 **"COMPLUSORY SERVICE"** means the Waste Material, Recyclable Material, and Organic Material Collection Service that a Residential Premise is required to receive from the Town.
- 1.14 **"CONSTRUCTION AND DEMOLITION WASTE"** means waste material generated as a result of construction, demolition, or renovation activities that includes:
- a. polystyrene;
 - b. fiberglass insulation;
 - c. concrete;
 - d. pieces of wood;
 - e. siding;
 - f. shingles;
 - g. drywall;
 - h. hazardous wastes; and
 - i. any other materials that may be designated as such by the CAO.
- 1.15 **"DIRECTOR"** means the Director of Public Works.
- 1.16 **"TRANSFER STATION"** means the Town of Rimbey Transfer Station and Recycle facility, located at 6200 - 40 Street, in Rimbey, Alberta.
- 1.17 **"HOUSEHOLDER"** means any Owner, occupant, lessee or tenant, or any other person in charge of any building or dwelling used or intended to be used as a Residential Premise including a multiple family dwelling, but excluding commercial, industrial and institutional premises.
- 1.18 **"NON-RESIDENTIAL PREMISE"** means any building or premises that is used or is intended to be used for commercial, industrial or institutional use, by an Owner, occupant, lessee or tenant, or any other person in charge.
- 1.19 **"ORGANICS MATERIALS"** means the materials listed in Schedule "B" of this Bylaw.
- 1.20 **"OWNER"** means the person or persons registered as the Owner(s) of a Property pursuant to the provision of the *Land Titles Act* (Alberta), as the owner of a fee simple estate in land, or a person who is recorded as the owner of a property on the tax assessment roll of the Town.
- 1.21 **"PROVINCIAL OFFENCES PROCEDURE ACT"** means the Provincial Offences Procedure Act, RSA 2000, c P-34, as amended from time to time.
- 1.22 **"RECYCLABLES"** means generally accepted materials for recycling, as defined in Schedule "A" of this Bylaw.
- 1.23 **"RECYCLING SERVICE"** means the service provided that allows for community recycling.
- 1.24 **"RESIDENTIAL PREMISE"** means a building or premises that has residential use by an Owner, occupant, lessee or tenant, or any other person, but excluding Apartment Buildings, Residential Complexes, commercial, industrial and institutional premises.
- 1.25 **"RESIDENTIAL COMPLEX"** means a collective group of three or more residential units, including a manufactured home park, row housing, and town housing, which is managed by a property management group or person, a condominium association, or a similar group, but excludes an Apartment Building.
- 1.26 **"TOWN"** means the Town of Rimbey.
- 1.27 **"WASTE MATERIALS"** means all normal refuse and waste which results from the operation of a household and shall, without restricting the generality of the foregoing, include packaging materials, rags, as well as Ashes from wood burning appliances. It shall not include Recyclables, or Organics Materials, rubble and other waste from construction or demolition, dead animals, human feces, automobiles or other machinery, waste from institutional, industrial or commercial premises, or hazardous, explosive or toxic materials.

TOWN OF RIMBEY WASTE MANAGEMENT BYLAW NO 1007/24

- 1.28 "YARD WASTE" means materials generated in growing and tending to yards and plants and includes, but is not limited to, (a) grass clippings, (b) twigs, (c) house and garden plants, (d) sawdust and wood shavings, and (e) any other material designated as such by the CAO.

SECTION 2.0 - APPLICATIONS

- 2.1 Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other bylaw, or any requirement of any lawful permit, order or license.
- 2.2 Specific reference to other bylaws, statutes and regulations are intended to refer to the current laws applicable within the Province of Alberta or municipality, at the time this Bylaw is enacted, and as may be amended from time to time, including successor legislation.
- 2.3 All the schedules attached to this Bylaw shall form a part of this Bylaw.

SECTION 3- GENERAL

- 3.1 The C.A.O. shall administer and enforce the provisions of the Bylaw and, for this purpose, may:
- a. delegate any of the C.A.O. powers, duties, or functions under this Bylaw to an employee and/or Collection Contractor of the Town;
 - b. designate a particular time and day of the week for the Collection Service in each area of Town;
 - c. designate the location, hours of operation, conditions of operations, and guidelines for accepting Recyclables and bagged Waste Materials at the Waste Transfer Station;
 - d. organize the collection of Waste Materials, Recyclable Materials and/or Organic Materials, including:
 - i. establishing locations for the Collection Service;
 - ii. establishing the frequency of the Collection Service;
 - iii. designating which materials shall be accepted;
 - iv. managing and overseeing the contract of any Collection Contractor; and
 - v. taking any recourse allowed under the *Municipal Government Act* to secure payment of any Collection Services, or Recyclables, as indicated on the utility bill.
- 3.2 The Collection Service shall be provided to all approved Residential Premises.
- 3.3 The Collection Service for Apartment Buildings and Residential Complexes will be at the discretion of the CAO . Criteria will include but not be limited to the physical feasibility of the placement of Collection Carts. In such cases, where the CAO deems it suitable, a private commercial waste hauler shall be required to collect Waste Materials at the expense of the Owner.
- 3.4 Waste Materials, Recyclables and Organics Materials shall be collected at a frequency determined by the CAO , from all Residential Premises and any other premises as approved by the C.A.O. or designate, except in the case of an unusual or emergency situation.
- 3.5 No person shall collect, dispose of, or remove Waste Materials, Recyclables and Organics Materials, except in accordance with the provisions of this Bylaw.
- 3.6 No person other than a Householder or the Collection Contractor shall open any Collection Cart or in any way disturb the contents thereof or handle, interfere with or disturb any Waste Materials, Recyclables and Organics Materials put out for collection or removal.
- 3.7 Needles must be disposed of into a Sharp's container with the tip point down, placed into such a container with a lid, and dropped off at a designated needle disposal location.

**TOWN OF RIMBEY WASTE MANAGEMENT
BYLAW NO 1007/24**

- 3.8 No person shall deposit any dead animal or parts, manure, excrement, Waste Material, Recyclable Material or Organics Material, refuse, liquid waste or other filth upon or into any street, service lane, alley, highway, ditch, water course or onto any land except with the written consent of the Town.
- 3.9 No person shall operate within the Town, a vehicle transporting Waste Material, Organics Material or Recyclables unless these materials are completely enclosed, or securely covered, or secured so as to prevent any portion of the Waste Material, Organics Material or Recyclables from falling off or out of the vehicle, whether in transit or not.
- 3.10 The Town shall be under no obligation to collect, accept or dispose of any Waste Material, Recyclables, Organics Material, or other materials or substances which do not comply with this Bylaw or are not set out for the Collection Service or otherwise provided to the Town in accordance with this Bylaw.

SECTION 4.0 - COLLECTION CARTS

- 4.1 The Collection Service will occur in accordance with the schedule established by the CAO
- 4.2 A Waste Material and Organics Material Collection Cart shall be provided to all Residential Premises and any other premise that the C.A.O. has approved to receive the Collection Service.
- 4.3 The Collection Carts, as per Section 4.2, will be limited to one (1) numbered Black Waste Collection Cart, and one (1) numbered Green Organics Collection Cart, which will be assigned to and remain with the residence, until removed by the Collection Contractor.
- 4.4 The Town shall retain ownership of the Collection Carts at all times.
- 4.5 If a Householder moves from a Residential Premise, the Collection Carts must remain with the assigned property.
- 4.6 If a Collection Cart becomes lost, damaged, or is removed from an eligible property, a replacement Collection Cart will be required and the Utility Owner shall be responsible for any replacement cost of the Collection Cart.
- 4.7 Householders are responsible for ensuring the care and cleaning of the Collection Carts.
- 4.8 Owners are responsible for the assigned Collection Carts being used by tenants who are renting, leasing or otherwise occupying the premise.
- 4.9 The Collection Contractor will be responsible for the regular maintenance of the Collection Carts such as replacement of any wheels, as well as any damage which may be caused by the Collection Contractor conducting the process of Collection Service.
- 4.10 The Collection Contractor must ensure that the equipment used for the Collection Service and the manner in which Waste Materials and Organics Materials are collected and disposed of complies with the regulations of the Town and provincial legislation.
- 4.11 A Collection Contractor must take care in the handling of Collection Carts. Collection Carts damaged during the Collection Service will be replaced by the Collection Contractor at no cost to the Town or the Householder of the Residential Premise.
- 4.12 A Collection Contractor must replace any empty Collection Carts in the same location as where the Collection Carts were found.
- 4.13 A Collection Contractor must pick-up any Waste Material or Organics Material that the Collection Contractor has spilled onto the ground during collection.
- 4.14 No Person employed in the Collection Service may pick, sort through or remove any Waste Material or Organics Material from a Collection Service vehicle.

TOWN OF RIMBEY WASTE MANAGEMENT BYLAW NO 1007/24

SECTION 5.0 – WASTE, RECYCLABLE AND ORGANICS MATERIAL COLLECTION AND DISPOSAL

- 5.1 All Householders shall always ensure that any accepted Waste Materials and Organics Materials are kept within the Collection Cart provided for that purpose and not allow any Waste Material or Organics Material to spill over or accumulate on any land, street, or other public or private property.
- 5.2 All Householders must ensure that the volume of Waste Material or Organics Material in the Collection Cart does not exceed the volume of the Collection Cart.
- 5.3 The Householder must ensure that the lid of the Collection Cart is completely closed, except when being emptied or filled.
- 5.4 The weight of the Collection Cart must not exceed ninety kilograms.
- 5.5 Pet feces or cat litter packaged in plastic bags must be placed in the black Waste Material Collection Cart. Pet feces or cat litter packaged in paper or compostable bags must be placed in the green Organics Material Collection Cart.
- 5.6 Glass or sharp objects must be tightly wrapped in cardboard or another suitable material and clearly marked to prevent injury to the Collection Contractor or their personnel.
- 5.7 No person shall place, permit to be placed, or mix any of the following materials into the Waste Material or Organics Material Collection Carts:
 - a. any highly combustible or explosive waste, including and without restricting the generality of the foregoing, such materials as hot ashes, ignitable waste, or toxic materials;
 - b. any compound that may be considered dangerous or hazardous under the provisions of any other legislation whether Provincial or Federal;
 - c. luminescent gas-filled tubes;
 - d. building materials or construction waste;
 - e. dead animals.
- 5.8 A Collection Cart is to be collected from the front street in front of the property. The Householder of the property must place the Collection Cart:
 - a. in a location where it is on the street with the wheels within 1.0 metre of the curb in such a manner that the Collection Cart does not impede pedestrian traffic;
 - b. in a position that the front of the Collection Cart is facing out towards the street;
 - c. where it has 1.0m clearance from any obstructions on all sides such that the Collection Contractor shall have direct access thereto and shall be able to conveniently collect the Collection Cart therefrom;
 - d. or in another position approved by the Town.
- 5.9 All Householders of a property may place the appropriate Collection Cart for collection purposes in their approved collection location as per Section 5.9, after the hour of 5:00 p.m. on the day prior to Collection Day.
- 5.10 All Householders shall remove such Collection Cart from their collection location before 9:00 p.m. on the day of collection.
- 5.11 Except as allowed under Section 5.9, a Collection Cart must be kept and maintained on the property neatly and adjacent to the residence or in an approved enclosure in accordance with the provisions of this Bylaw.
- 5.12 Any Waste Material or Organics Material not in the Collection Cart shall not be picked up by the Collection Contractor.
- 5.13 Any Waste Material that requires special handling such as tires, large auto parts, furniture, appliances, or any renovation or construction waste, or toxic or hazardous Waste shall not be placed in the Collection Cart, and if placed in the Collection Cart, it shall not be picked up by the Collection Contractor.
- 5.14 A Collection Contractor, at his/her discretion, shall have the right to refuse the Collection Service, if the Collection Cart does not meet the requirements of this Bylaw.

**TOWN OF RIMBEY WASTE MANAGEMENT
BYLAW NO 1007/24**

- 5.15 For approved secondary suites, a second set of Collection Carts will be provided by the Collection Contractor and the utility account for which the secondary suite is contained will be charged an additional rate for the additional set of Collection Carts, at the standard rate.
- 5.16 No person shall park a vehicle within 1.0 m of a Collection Cart on Collection Day.
- 5.17 All recyclable material is to be placed into sealed blue bags or previously approved containers for collection.
- 5.18 Every household is responsible for purchasing their own blue bags or recyclable container.
- 5.19 Recyclable material shall be placed in the front near the curb for pickup after the hour of 5:00 p.m. prior to the day of collection.
- 5.20 All Householders shall remove such recycling containers from their collection location before 9:00 p.m. on the day of collection.
- 5.21 No person shall block or restrict access by the Collection Contractor on any roadway when the Collection Contractor is attempting to provide Collection Services.

SECTION 6.0 – RIMBEY TRANSFER STATION and RECYCLE FACILITY

- 6.1 The Transfer Station will provide the location for Recycling Services and bagged Waste Material drop-off in the Town of Rimbey.
- 6.2 Recyclables accepted at the Transfer Station shall be restricted to the materials as set out in Schedule “A ”attached to this Bylaw.
- 6.3 No user of the Transfer Station shall deposit any materials not accepted at the Transfer Station.
- 6.4 All users of the Transfer Station shall deposit all materials in accordance with the signage at the site.
- 6.5 All Recyclables deposited at the Transfer Station shall be in a clean and dry condition.

SECTION 7.0 NON-RESIDENTIAL PREMISES, APARTMENT BUILDINGS AND RESIDENTIAL COMPLEXES - WASTE SERVICES AND RECYCLABLES

- 7.1 It is the responsibility of Non-Residential Premises, and any premise not approved for the Collection Service, to arrange and pay for Waste Material collection services from a private commercial waste hauler, including the payment of any tipping fees to the private commercial waste hauler.

SECTION 8.0 - FEES AND RATES

- 8.1 Every person, firm or corporation being a registered Owner or purchaser entitled to possession under an agreement for sale of property which is served by the Collection Services of the Town, shall pay charges for the collection, removal and disposal of Waste Material and Organics Material in accordance with the rates established under the Schedule “A’ Fees and Services Bylaw.
- 8.2 The Town shall provide all Owners with a Utility bill that includes Collection Services for each Billing Period, as established under the Schedule “A’ Fees and Services Bylaw requiring payment by the date specified on the Utility bill. The fees will be charged whether the services are used or not.
- 8.3 Any Utility bill which remains unpaid after the specified due date is subject to a penalty as established by Council under the Schedule “A’ Fees and Services Bylaw.
- 8.4 If the Owner is in default of payment of the said charges, the amount of such sums in

**TOWN OF RIMBEY WASTE MANAGEMENT
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default shall be a charge against the property for which the service was provided. Such charges shall be subject to the same penalties and collected in the same manner as other utilities levied by the Town and collected by the Town by whatever means available, including transferring charges to the Property Tax.

- 8.5 The Owner of residential lands or premises may remove the Waste Material, Organics Material and/or Recyclables from the lands or premises at their own expense, and employ other person(s) for such purpose, but such action shall not relieve the Owner of this liability to pay the Town the fees levied under the Schedule "A" Fees and Services Bylaw, for services provided under this Bylaw, for removal of Waste Material, Organics Material and/or access to the Transfer Station.

SECTION 9.0 - VICARIOUS LIABILITY

- 9.1 In this Bylaw, employees, employers, principals, and agents, are each severally liable and each guilty of the offence for any contravention of or any failure to comply with this Bylaw committed in the course of employment or during the agent's exercising powers or performing duties on behalf of their principal. When a corporation contravenes or fails to comply with the terms of this Bylaw, every principal, director, officer, manager, employee or agent of the corporation who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is severally liable and guilty of the offence.
- 9.2 In this Bylaw, the legal and beneficial owners of any land are each severally liable and each guilty of the offence if the tenant(s), lessee(s), or occupier(s) of such land contravenes or fails to comply with this Bylaw in relation to such land.
- 9.3 In this Bylaw, the operator and the owner(s) of any vehicle are each severally liable and each guilty of the offence if either of them contravenes or fails to comply with this Bylaw in relation to any such vehicle. In this section, "owner has the same definition as is used in the Traffic Safety Act, RSA 2000, c T-6, and all amendments thereto.

SECTION 10.0 - OFFENCES AND PENALTIES

- 10.1 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule 'C' of this Bylaw.
- 10.2 Notwithstanding the foregoing, the minimum fine payable in respect of contravention of this Bylaw for any offence is \$125.00.
- 10.3 A contravention of this Bylaw constitutes a separate offence in respect of each day or part of the day on which it continues. A person guilty of such offence is liable to a fine in an amount not less than that established by this bylaw for each such day. No proceedings may be instituted under this Bylaw more than 6 months after the last occurrence of the alleged offence.
- 10.4 Notwithstanding the foregoing, the minimum fine and specified penalty payable in respect of a second or subsequent contravention of the same section of this Bylaw committed within twenty-four (24) months shall be double the minimum fine and specified penalty of the previous offence, up to a maximum penalty of \$1,000.00.

SECTION 11.0 - INSPECTING and REMEDYING CONTRAVENTIONS

- 11.1 On behalf of the Town of Rimbey, any Peace Officer, employee or agent of the Town of Rimbey may take any actions or measures deemed necessary by such person(s) to achieve any of the following purposes:
 - a. to conduct any inspections to determine compliance with this Bylaw;
 - b. to *enforce* this Bylaw; or
 - c. to prevent a reoccurrence of any contravention of this Bylaw.
- 11.2 Except as otherwise provided, in this Bylaw, notice shall be provided as follows:
 - a. When an investigation to determine compliance is conducted, notice may be affected upon the occupants of the premises in writing or verbally not less than 24 hours in advance and need not be in the form of an Order to Remedy.
- 11.3 All expenses, costs, and legal costs on a solicitor-client basis incurred by the Town of Rimbey or its agents for any such action or measure performed pursuant to this Bylaw or

TOWN OF RIMBEY WASTE MANAGEMENT BYLAW NO 1007/24

the Municipal Government Act, RSA 2000, c M-26, and all amendments thereto, are amounts owing to the Town of Rimbey by the person who was required to do something by the Order to Remedy, shall be paid within 30 days of any such person receiving notice of the amount due by registered mail served and effective in the same manner as the Order to Remedy, and are amounts which may be added to the property tax roll, the business tax roll, or both pursuant to the Municipal Government Act, RSA 2000, c M-26, and all amendments thereto.

- 11.4 No person shall obstruct or hinder any other person in the exercise or performance of that person's powers pursuant to this Bylaw.

SECTION 12.0 - VIOLATION TICKET

- 12.1 Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a Violation Ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, "Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act, RSA 2000, c P-34 and all amendments thereto.
- 12.2 A Violation Ticket may be issued to any person either:
- a. personally;
 - b. by placing a copy of the Violation Ticket upon a vehicle registered to such person; or
 - c. by mailing a copy to such person by registered or ordinary mail to their last known mailing address.
- 12.3 A Violation Ticket shall be in a form approved by the Town of Rimbey and shall include:
- a. the name of the person;
 - b. the offence;
 - c. the date upon which the offence was committed;
 - d. the applicable section number(s) of this Bylaw that was contravened;
 - e. the appropriate specified penalty or minimum fine for the offence as prescribed by this Bylaw;
 - f. the time within which the entire penalty must be paid to the Town of Rimbey.
- 12.4 If payment is received by the Town of Rimbey within the period of time permitted by any such Violation Ticket, no Information or Violation Ticket may be issued against the same offender for the same offence.
- 12.5 Except where a Violation Ticket has been paid as prescribed herein, nothing in this Bylaw shall limit a Peace Officer's discretion to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act, RSA 2000, c P-34 and all amendments thereto, or instead lay an Information pursuant to the Criminal Code, RSC 1985, c C-46 and all amendments thereto, at any time within 6 months of the last occurrence of the offence, regardless of whether or not a Violation Ticket has been issued.
- 12.6 Any Peace Officer, in that Officer's sole discretion, is authorized to issue a Violation Ticket which permits the voluntary payment of the fine or specified penalty indicated thereon in the manner specified by the Provincial Offences Procedure Act, RSA 2000, c P-34, and all amendments and regulations thereto.

SECTION 13.0 - VALIDITY

- 13.1 The invalidity of any section, clause, sentence or provision of this Bylaw shall not affect the validity of any other part of this Bylaw, which can be given effect with such invalid part or parts.

SECTION 14.0 - AMENDMENTS

- 14.1 Council may, by Bylaw or resolution in Council, alter, amend or repeal any or all of the Schedules, which form part of the Bylaw.

**TOWN OF RIMBEY WASTE MANAGEMENT
BYLAW NO 1007/24**

SECTION 15.0 - EFFECTIVE DATE

15.1 Bylaw 865/11 is hereby repealed.

15.2 This Bylaw shall take full force and effect on third and final reading and upon signing in accordance with Section 213, Municipal Government Act.

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

READ a First Time in Council this 27th day of May 2024.



MAYOR Rick Pankiw



CHIEF ADMINISTRATIVE OFFICER Craig Douglas

READ a Second Time this 27th day of May, 2024.

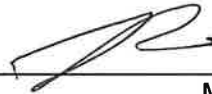


MAYOR Rick Pankiw



CHIEF ADMINISTRATIVE OFFICER Craig Douglas

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



MAYOR Rick Pankiw

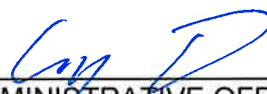


CHIEF ADMINISTRATIVE OFFICER Craig Douglas

READ a Third Time and Finally Passed this 27th day of May, 2024.



MAYOR Rick Pankiw



CHIEF ADMINISTRATIVE OFFICER Craig Douglas

**TOWN OF RIMBEY WASTE MANAGEMENT
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SCHEDULE "A" RECYCLBLE MATERIALS

Paper, cardboard, metal cans and plastics #1 through #7.

This includes:

- Newspaper
- Magazines
- Mixed paper - e.g., office paper, junk mail, envelopes and flyers
- Corrugated cardboard
- Boxboard - e.g., cereal boxes, shoe boxes and tissue boxes
- Number 1 to 7 plastic containers and lids - e.g., yogurt cups, detergent containers, food platter trays, and plant pots
- Metal cans

**TOWN OF RIMBEY WASTE MANAGEMENT
BYLAW NO 1007/24**

SCHEDULE "B"

ACCEPTABLE MATERIALS
for the GREEN Organics/Compost Carts

Line the rolling Organics/Compost (GREEN) Cart with paper, leaves or grass clippings with or place items in a "compostable bag" inside your cart.

ACCEPTABLE FOOD AND HOUSEHOLD ITEMS

- Baked goods
- Bird seed
- Bones
- Bread
- Butter or margarine
- Cake and pastries
- Candy
- Cat litter (no plastic)
- Cereal
- Certified compostable bags and liners
- Certified compostable food containers and utensils
- Cheese
- Chopsticks
- Coffee grounds
- Cooking oils, fat, grease (small amounts)
- Corn cobs
- Corn stalks and leaves
- Dairy products
- Dough
- Dryer lint
- Eggs and eggshells
- Feathers
- Fish
- Flour
- Flowers
- Food
- Food leftovers
- Fruit pits and seeds
- Fruit (whole, scraps, peelings)
- Gravy
- Hair (human and animal)
- Hay and straw
- Herbs
- Jams, jellies, marmalades, and chutney
- Mayonnaise
- Milk
- Meat
- Nail clippings
- Nuts and shells
- Oatmeal and oats
- Pasta
- Peanut butter
- Peels, fruit, and vegetable
- Pet food
- Pet feces (no plastic bags)
- Pie
- Popcorn
- Popsicle sticks
- Poultry
- Pumpkins
- Rhubarb stalks and leaves
- Rice
- Salad dressing, vinegar, marinades, dips
- Sauce
- Sawdust
- Shellfish
- Sour Cream
- Spices
- Sugar
- Tea bags and loose tea
- Toothpicks (wooden)
- Vegetables (whole, scraps, peelings)
- Wood (untreated, unpainted)
- Wooden coffee stir sticks
- Yogurt

**TOWN OF RIMBEY WASTE MANAGEMENT
BYLAW NO 1007/24**

SCHEDULE "B" CONTINUED

**ACCEPTABLE MATERIALS
for the GREEN Organics/Compost Carts**

ACCEPTABLE YARD WASTE ITEMS

- Branches & Twigs
- Leaves
- Flowers
- Garden Waste
- Grass Clippings
- Hedge Trimmings
- Household plants, including soil
- Peat moss
- Plants
- Pinecones
- Sod
- Topsoil and garden soil (no rocks)
- Tree trimmings
- Weeds (excluding noxious weeds)
- Wood shavings and chips

ACCEPTABLE PAPER ITEMS

- Brown paper bags
- Cereal boxes
- Construction paper
- Facial tissue
- Food-soiled paper plates
- Food soiled newsprint and cardboard
- Food-soiled paper towels, napkins, and tissues
- Kraft paper bags
- Paper coffee filters
- Paper egg cartons
- Paper take-out trays
- Pizza box (no plastic pieces or parts)
- Shredded paper (no receipts or staples)
- Take-out coffee trays (paper)
- Paper take-out containers (no metal handles)

**TOWN OF RIMBEY WASTE MANAGEMENT
BYLAW NO 1007/24**

SCHEDULE "C" PENALTIES

OFFENCE	SECTION	PENALTY
Note: For any second or subsequent offence, fine will be doubled		
Improper containment or disposal of Waste Materials or Organics Material in Collection Cart.	Section 5.6, 5.7, 5.8, 5.15	\$125.00
Depositing a prohibited material onto a street, service lane, alley, highway, ditch, water course or onto any land.	Section 3.10, 3.11, 5.1	\$125.00
Improper storage of Collection Cart, except on Collection Day.	Section 5.12, 5.13	\$125.00
Improper placement of Collection Cart for Collection Services.	Section 5.9, 5.10, 5.11, 5.12	\$125.00
Interference with or removal of the contents of any Collection Cart not belonging to the householder.	Section 3.7	\$125.00
Improper parking near a Collection Cart or blocking the Collection Contractor so as to restrict Collection Services.	Section 5.19,	\$250.00
Igniting or depositing a burning Recyclable and/or Waste Material and/or Organics Material into the Collection Cart.	Section 5.8, 6.5	\$500.00
Depositing a prohibited material at the Transfer Station.	Section 3.9, 5.8, 6.5	\$250.00 Second Offence \$500.00
Depositing a dangerous substance into the Collection Cart or at the Transfer Station.	Section 5.8, 6.5	Up to \$1,000
Failure to properly secure or enclose Recyclables, Waste Material or Organics Material from a vehicle transporting these materials.	Section 3.11	\$125.00
Failure of the Collection Contractor to comply with the regulations of the Town and/or provincial regulations.	Section 4.10	\$500.00
<i>Please note that Sections referenced for Offences listed under Schedule C may not be all inclusive.</i>		

**TOWN OF RIMBEY WASTE MANAGEMENT
BYLAW NO 1007/24**

SCHEDULE “D” TRANSFER STATION – UNACCEPTABLE MATERIALS

No person shall place, permit to be placed, or dispose of the following materials at the Transfer Station:

- a. any highly combustible or explosive waste, including and without restricting the generality of the foregoing, such materials as hot ashes, ignitable waste, or toxic materials;
- b. any compound that may be considered dangerous or hazardous under the provisions of any other legislation whether Provincial or Federal;
- c. luminescent gas-filled tubes;
- d. building materials or construction waste;
- e. dead animals;
- f. Or any other materials, as per the Transfer Station Bylaw.

Town Council REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Sentinel Curling Championship - Platinum Sponsor Request
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Committee of the Whole Meeting held on September 9, 2024, Lisa Shukin presented a request to Council to sponsor the curling championship in Rimbey. The following motion was made:

Motion 036/2024 COW

Moved by Councillor Clark to bring the discussion to waive the rental fee to become a platinum sponsor for the Sentinel Curling Championships, forward to the next Regular Council meeting to be held on September 23, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

RECOMMENDATION:

Administration recommends Council determine if they wish to be a sponsor for Sentinel Curling Championships in Rimbey.

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

ENDORSED BY:

September 19, 2024
Date

Craig Douglas, Chief Administrative Officer

Town Council REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Sewage Concerns - Grundy, Grutterink and Repas
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Committee Of Whole Meeting held on September 9, 2024, Mark Grundy presented his sewage connection concerns to Council. The following motion was made:

Motion 038/2024 COW

Moved by Councillor Curle to bring forward the discussion of options for Mark Grundy’s sewage connection to the next Regular Council Meeting to be held on September 23, 2024,

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

RECOMMENDATION:

Administration recommends that Council determine the best option of sewage connection for Grundys, Grutterinks and Repas.

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

ENDORSED BY:

September 19, 2024
Date

Craig Douglas, Chief Administrative Officer

Town Council REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Entrance Sign
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Committee of the Whole Meeting held on September 9, 2024, Council discussed options for a Town of Rimbey entrance sign. The following motion was made:

Motion 039/2024 COW

Moved by Councillor Clark to bring the discussion of the Rimbey entrance sign forward to the next Regular Council meeting to be held on September 23, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

RECOMMENDATION:

Administration recommends that Council select the most suitable option for the Town of Rimbey entrance sign.

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

ENDORSED BY:

September 19, 2024
Date

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Historical Society - Fence Proposal
Item For: Public Information -or- Closed Session

BACKGROUND:

Bill Hval, representing the Rimbey Historical Society, submitted a drawing with various fence boundary options. He recommended the blue line boundary as the most suitable, as it aligns with the original mandate of fencing off the playground while maintaining park separation and security. At the Committee of the Whole Meeting held on September 9, 2024, Council discussed options for the fence at the Historical Society and made the following motion:

Motion 040/2024 COW

Moved by Councillor Johnstone to bring the discussion of the Rimbey Historical Society fence forward to the next Regular Council meeting to be held on September 23, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

RECOMMENDATION:

Administration recommends Council determine how they wish to proceed with the proposal for the fence at the Historical Society.

ATTACHMENTS:

[Historical Society Fence](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

ENDORSED BY:

September 19, 2024
Date

Craig Douglas, Chief Administrative Officer

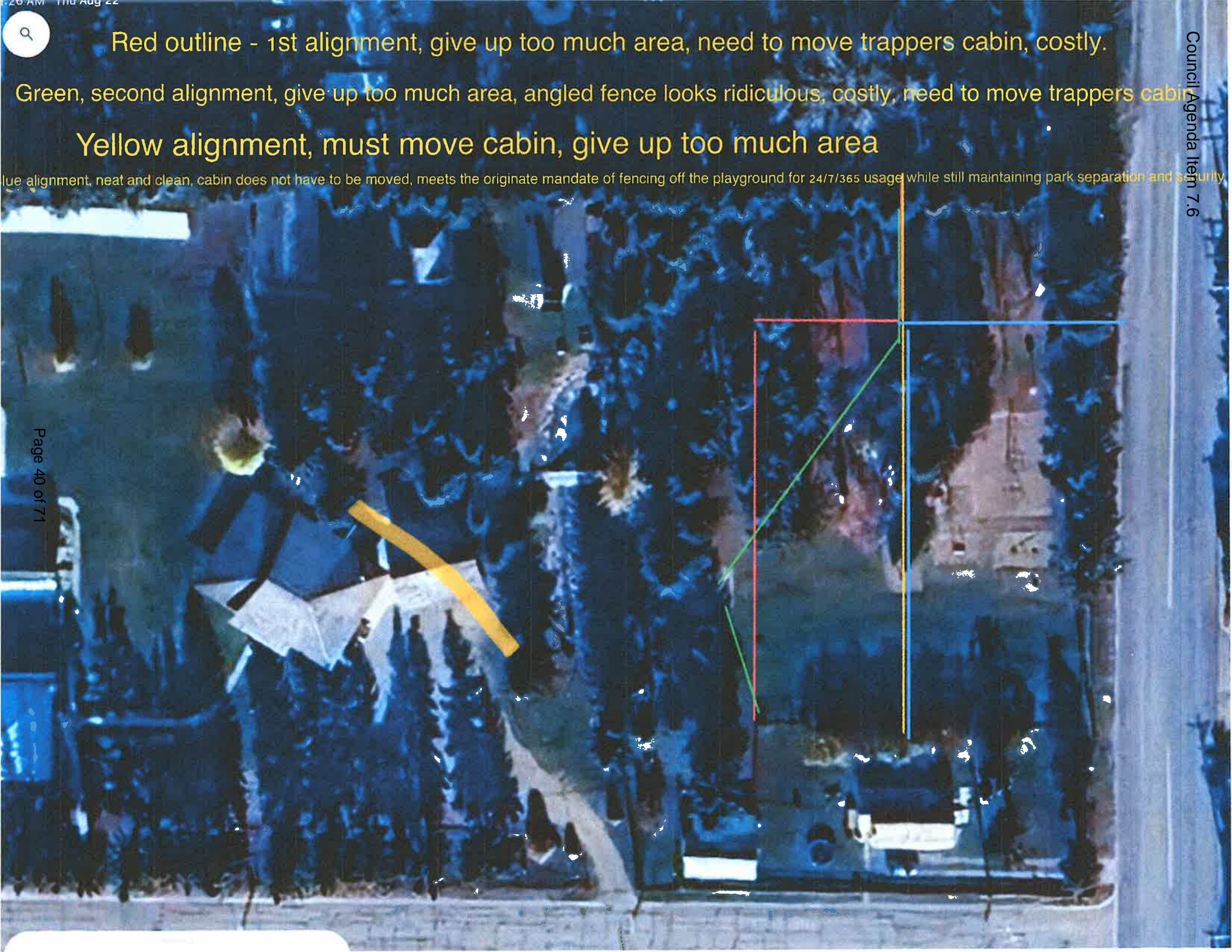


Red outline - 1st alignment, give up too much area, need to move trappers cabin, costly.

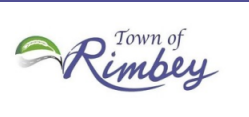
Green, second alignment, give up too much area, angled fence looks ridiculous, costly, need to move trappers cabin

Yellow alignment, must move cabin, give up too much area

Blue alignment, neat and clean, cabin does not have to be moved, meets the originate mandate of fencing off the playground for 24/7/365 usage while still maintaining park separation and security



Town Council
REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: RCMP Seargant Dru Abernethy
Item For: Public Information -or- Closed Session

BACKGROUND:

Mayor Pankiw and Council warmly welcome the new Sergeant, Dru Abernethy, to the Town of Rimbey. We look forward to working together in continuing to build a safe and thriving community.

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Craig Douglas".

Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Department Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

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

RECOMMENDATION:

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

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 23, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Craig Douglas".

Craig Douglas, Chief Administrative Officer

September 23, 2024
Date

September 23, 2024

CAO Report



HIGHLIGHTS

MEETINGS

- Met with RCMP Detachment Commander - August 28, 2024
- CPO Equipment Meeting - September 4, 2024
- CAEP Meeting - September 6, 2024
- FCSS Meeting - September 19, 2024
- DEM/DDEM GOA Engagement Training - September 19, 2024
- Discussions with local business owner regarding the local chamber of commerce.

ADMINISTRATIVE

- Preparation for Jeff Johnstone as new Councillor
- Determinations of actual underground services on Rimstone Drive
- Shortlisted candidates for CPO position

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 23, 2024

Director of Finance Report



HIGHLIGHTS

- Worked on balancing asset and liability accounts for month end reports year to date.
- Working on Tangible Capital Asset amounts and project worksheets for 2024.
- Checking out insurance values and verifying lists of equipment and property according to information sent out by our insurance provider.
- Filling in all of the additional insurance forms that are required this year by our insurance company and their underwriters.
- Sending out insurance forms to all of our Additionally Named Insured - these forms are required to be filled in by our insurance underwriters. The forms required more information than in previous years. Verifying that the forms had all been completed and returned to the insurance company by the due date for purposes of renewal.
- Worked on reports for GST purposes.
- Working on information for Local Authorities Pension Plan.
- Working on updating ICITY for month end closures.

ATTACHMENTS

[RFD 8.1.2 Copy of Variance Report - August 31, 2024](#)

[Payables Listing Aug.22 - Sept.16, 2024](#)

PREPARED BY: Wanda Stoddart, Director of Finance

**TOWN OF RIMBEY
VARIANCE REPORT
FOR THE EIGHT MONTH PERIOD ENDING AUGUST 31, 2024**

OPERATING	2024 Revenues				2024 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
	General Municipal Revenues	4,801,083	4,536,545	94%	264,538	953,997	484,294	51%
Council (11)					250,425	125,507	50%	124,918
Administration (12)	38,616	5,906	15%	32,710	804,138	542,637	67%	261,501
General Administration (13)				0	147,148	86,230	59%	60,918
Police (21)	66,510	25,173	38%	41,337	261,684	191,106	73%	70,578
Fire (23)					25,971	17,314	67%	8,657
Disaster Services (24)				0	4,060	531	13%	3,529
Intern	0	0	0%	0	0	0	0%	0
Bylaw Enforcement (26)	28,100	20,188	72%	7,912	179,488	113,419	63%	66,069
Public Works (32)	25,400	20,514	81%	4,886	974,100	559,393	57%	414,707
Airport (33)	0	0	0%	0	0	0	0%	0
Storm sewer (37)	0	0	0	0	22,800	5,040	22%	17,760
Water (41)	554,600	373,621	67%	180,979	434,862	225,950	52%	208,912
Sewer (42)	349,500	337,903	97%	11,597	442,225	226,142	51%	216,083
Garbage (43)	210,215	143,447	68%	66,768	89,863	51,182	57%	38,681
Recycle (43-01)	40,068	26,950	67%	13,118	119,047	72,169	61%	46,878
Compost	60,700	35,591	59%	25,109	77,920	45,322	58%	32,598
Community Services (FCSS)	238,984	189,236	79%	49,748	303,746	242,274	80%	61,472
Cemetery (56)	18,427	13,108	71%	5,319	54,885	24,263	44%	30,622
Development (61)	29,845	11,231	38%	18,614	116,059	50,386	43%	65,673
Econ.Development (61-01)	24,360	20,079	82%	4,281	66,802	68,077	102%	-1,275
Recreation Office (72)	431,706	431,706	100%	0	109,821	84,474	77%	25,347
Pool (72-04)	91,300	89,598	98%	1,702	300,114	201,033	67%	99,081
Parks (72-05)	0	6,311	0%	-6,311	139,958	42,496	30%	97,462
Fitness Center (72-06)	33,534	23,021	69%	10,513	48,502	17,611	36%	30,891
Arena (72-09)	119,000	62,498	53%	56,502	365,909	199,561	55%	166,348
Recreation Programs (72-11)	5,714	4,699	82%	1,015	49,506	45,012	91%	4,494
Community Centre (74)	62,500	15,184	24%	47,316	339,192	156,879	46%	182,313
Library (74-06)	0	0	0%	0	153,606	109,354	71%	44,252
Blindman Youth Action Society (74-08)	23,000	11,555	50%	11,445	16,844	8,377	50%	8,467
Curling Club (74-09)	848	848	100%	0	33,060	14,680	44%	18,380
Museum (74-12)					89,509	78,092	87%	11,417
Total Revenues	7,254,010	6,404,912		849,098	6,975,241	4,088,805		2,886,436
Debenture & Loan Principal Payments					263,295	208,452		54,843
Total operating and debt repayment	7,254,010	6,404,912		849,098	7,238,536	4,297,257		2,941,279

TOWN OF RIMBEY							
VARIANCE REPORT							
FOR THE EIGHT MONTH PERIOD ENDING AUGUST 31, 2024							
CAPITAL	Grants and reserves	Operating surplus				Year to Date	Variance
							0
IT - Computers - 6 workstations replacements	14,000						14,000
Community Peace Officer -Dash/Body Cam/Radio upgrade/e-ticketing software	25,000					4,625	20,375
2024 GMC Sierra Crew Cab Pickup	65,000					65,530	-530
Flat Bed Trailer PW - replace stolen one	25,000					21,023	3,977
Water Meters	50,000					20,200	29,800
Main Water Valves 6 valves and 3 hydrants	80,000						80,000
Curb cock Stand Replacements	12,000						12,000
Water Level Transmitters		14,560				14,560	0
2023 Street Improvements							
SB-90 35 Ave.	29,800						29,800
Drader Crescent Road Paving, Concrete Work- from 56th Ave to Laneway	221,000					19,061	201,939
Parks							
Dog Park- off 40 Ave - Fencing/Benches/Poop bags/Dispensers and materials	50,000					46,428	3,572
Cemetery							
4 New Pillow Blocks (West Haven)	25,000						25,000
Pool							
Spray Park Flow through System	60,000						60,000
Community Centre							
North Wall - Insulate and Tin-Estimate							0
	656,800	14,560				191,427	479,933
Total operating and capital	7,910,810	6,419,472		849,098	7,238,536	4,488,684	3,421,212

Council Board Report 8.1.3
 Council Agenda Report 8.1.3



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

Date Range: 22-Aug-2024 to 16-Sep-2024
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Blindman Valley Rod & Gun Club Rimbey	50582	28-Aug-2024	Blindman Valley Rod & Gun Club - 2024 budget	238.10
Canadian Pacific Railway Company	50583	28-Aug-2024	CP Railway - Hoadley crossing	365.50
John Deere Financial Inc.	50584	28-Aug-2024	John Deere Financial - Brandt inv	316.12
Nikirk Bros. Contracting Ltd.	50585	28-Aug-2024	Nikirk - bedding sand	42.00
PitneyWorks	50586	28-Aug-2024	Pitney Works - postage refill	3,500.00
Red Deer Lock & Safe Ltd.	50587	28-Aug-2024	Red Deer Lock & Safe -repairs to Town office co	270.90
Rimbey Ventures Inc.	50588	28-Aug-2024	Rimbey Ventures Inc - refund app fee	750.00
RITEWAY FENCING (2000) INC.	50589	28-Aug-2024	Riteway Fencing (2000) Inc. - front gate - PW	1,071.00
Staples Professional	50590	28-Aug-2024	Staples Professional - supplies	172.78
Stationery Stories & Sounds (2005)	50591	28-Aug-2024	Stationery Stories Sounds - envelopes	1,693.39
STERLING POWER SYSTEMS INC.	50592	28-Aug-2024	Sterling Power Systems Inc - generator inspectio	3,927.00
THIBEAULT,BRADLEY	50593	28-Aug-2024	B.Thibeault - expenses - attending trial	238.90
THOMPSON,WAYNE	50594	28-Aug-2024	Wayne Thompson - dev. deposit refund - DP 33/2	3,000.00
Uni First Canada Ltd.	50595	28-Aug-2024	UniFirst - coveralls/supplies	82.26
556436 Alberta Ltd.	50596	11-Sep-2024	Central Sharpening - sharpen ice knife/new blade	1,268.40
Advanced Fire & Safety Systems Inc.	50597	11-Sep-2024	Advanced Fire & Safety - CC - kitchen hood clear	1,480.50
Alberta Water & Wastewater Operators Assoc	50598	11-Sep-2024	AWWOA - D.Chretien - Level II Wastewater Cert.	483.00
AMSC Insurance Services Ltd.	50599	11-Sep-2024	AMSC Insurance - Mayor/Council - Aug/24	43.53
Animal Control Services	50600	11-Sep-2024	Animal Control - August 2024 fees	2,803.50
Black Press Group Ltd.	50601	11-Sep-2024	Black Press Media - Aug. 2024 ads	834.90
CENTRAL LABS	50602	11-Sep-2024	Central Labs - Aug.2024 - north/south laggons	2,508.26
Cimco Refrigeration	50603	11-Sep-2024	Cimco - supplies	2,810.54
Empringham Disposal Corp.	50604	11-Sep-2024	Empringham Disposal - Aug. 2024 - monthly fees	14,621.25
Environmental 360 Solutions (Alberta) Ltd	50605	11-Sep-2024	E360 - 4938-50 Ave - bin dumps	885.69
Evergreen Co-operative Association	50606	11-Sep-2024	Co-op - tools	4,465.92
Fitzsimmons,Robert	50607	11-Sep-2024	Robert Fitzsimmons - Dev. Deposit Refund - DP ;	3,000.00
HAWK TAIL BREWERY	50608	11-Sep-2024	Hawk Tail Brewer - deposit - Christmas Party 202	787.50
HOLTKAMP,JULIA	50609	11-Sep-2024	Julia Holtkamp - cardlock refund	25.00
Imperial Esso Service (1971)	50610	11-Sep-2024	Esso - water - pool	83.00
Kansas Ridge Mechanical Ltd.	50611	11-Sep-2024	Kansas Ridge Mechanical - RCMP - repairs	736.14
KLEARWATER EQUIPMENT & TECHNOLOGIES	50612	11-Sep-2024	Klearwater Equip - supplies	483.93
McGhee,Raili	50613	11-Sep-2024	R.McGhee - facility deposit refund	675.00
MLA Benefits Inc.	50614	11-Sep-2024	MLA Benefits - Aug.2024 - Mayor/Council-HSA \$;	1,565.33
NAPA Auto Parts - Rimbey	50615	11-Sep-2024	Napa - supplies	118.52
NEW WEST TRUCK CENTRES	50616	11-Sep-2024	New West Truck Centres - parts Unit #62	29.04
Nikirk Bros. Contracting Ltd.	50617	11-Sep-2024	Nikirk - fill sand - CC replacement 50 Ave	4,775.40
ORNAMENTAL BRONZE LIMITED	50618	11-Sep-2024	Ornamental Bronze - plaque - scatter garden - W	5,692.05
Rimbey Express	50619	11-Sep-2024	Rimbey Express - freight	665.50
Rimbey Home Hardware	50620	11-Sep-2024	Home Hardware - supplies	233.75
Rimbey Janitorial Supplies	50621	11-Sep-2024	Rimbey Janitorial - pool - supplies	1,137.15
RJ Plumbing and Heating	50622	11-Sep-2024	RJ Plumbing - installation/new boiler tank	11,760.00
RMA Insurance Ltd.	50623	11-Sep-2024	RMA Insurance - heavy equip	548.99
SANDS DUST CONTROL & WATER WELL TESTING (200	50624	11-Sep-2024	Sands Dust Control - supplies - 35th Ave - SB-90	16,537.50
Staples Professional	50625	11-Sep-2024	Staples Professional - office supplies	370.49
Stationery Stories & Sounds (2005)	50626	11-Sep-2024	Stationery Stories Sounds - office supplies	7.33
Superior Safety Codes Inc.	50627	11-Sep-2024	Superior Safety Codes - closed permits - July 202	1,771.88
TOWN OF PENHOLD	50628	11-Sep-2024	Town of Penhold - Central AB Mayors/Reeves Gr	150.00
Town Of Rimbey	50629	11-Sep-2024	Town of Rimbey - util - Aug.2024	2,859.36
Uni First Canada Ltd.	50630	11-Sep-2024	UniFirst - coveralls/supplies	87.30
United Farmers Of Alberta	50631	11-Sep-2024	UFA - supplies	655.46
Vicinia Planning & Engagement Inc.	50632	11-Sep-2024	Vicinia - August 2024 fees	2,455.01
Whitgan Creations & Gifts	50633	11-Sep-2024	Whitgan Creations - name plate - council chambe	27.55
Wolseley Industrial Canada INC	50634	11-Sep-2024	Wolseley - CR to inv#963995 - PW	938.22
Canada Revenue Agency	00196-0001	28-Aug-2024	CRA - deductions (Aug.11-24/24) biweekly payrol	18,983.23
INNOV8 DIGITAL SOLUTIONS INC.	00196-0002	28-Aug-2024	Innov8 - July/Aug 2024 - copies Town/CC	299.20
LAPP	00196-0003	28-Aug-2024	LAPP - Town (Aug.11-24/24) PP #18 2024	8,119.86
MYHSA	00196-0004	28-Aug-2024	myHSA - Aug.23/24	407.12
Alberta Education	00197-0001	12-Sep-2024	Alberta Education - 3rd quarter school req - 2024	238,854.22

Council Board Report 8.1.3
 Council Agenda Report



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

Date Range: 22-Aug-2024 to 16-Sep-2024
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
ALBERTA MUNICIPAL SERVICES CORPORATION	00197-0002	12-Sep-2024	Alberta Municipal Services Corp - gas/power - Au	40,767.99
Canada Revenue Agency	00197-0003	12-Sep-2024	CRA - deductions (Aug.25-Sept.07/24) biweekly p	18,230.62
Eastlink	00197-0004	12-Sep-2024	Eastlink - Sept. 2024 - cable - fitness centre	108.36
LAPP	00197-0005	12-Sep-2024	LAPP - FCSS(Aug.26-Sept.8/24) PP #19 2024	8,119.86
MYHSA	00197-0006	12-Sep-2024	myHSA - Sept.06/24	141.22
Telus Mobility Inc.	00197-0007	12-Sep-2024	Telus Mobility - Sept.06/24	377.08
Telus Communications Inc.	00197-0008	12-Sep-2024	Telus - Town - Sept.10/24	2,209.31
Waste Management	00197-0009	12-Sep-2024	Waste Management - Aug.2024	4,575.87
Workers' Compensation Board - Alberta	00197-0010	12-Sep-2024	WCB - issue date: Sept.06/24	3,511.36
Total:				450,755.14

September 23, 2024

Public Works Report



HIGHLIGHTS

ROADS

- Grading gravel roads and alleys.
- Grass mowing / weed whipping.
- Tree watering, 2-3 times a week depending on temperature.
- Community garden fill water troughs. (Mon, Wed, Fri)
- Removal of dead and dangerous trees on 50th Street, 51st Street by Pas Ka Poo playground.
- Tree trimming of trees infected with black knot.
- Vehicle & equipment maintenance and repairs.
- Street sweeping.
- Alley work - fill potholes and sink holes from other contractor work.
- Streets - pothole repairs.
- Property pre & post inspection reports.
- First call locates, emergency locates.
- Curb, line and crosswalk painting.
- Property grass/weed/unsightly notifications, complaint follow up and notifications.
- Storm clean up on roads and alleys.
- Pouring of concrete runner repairs at West Haven cemetery (Completed by Public Works department).
- Pouring of concrete sidewalk replacement after curb stop repair/replacement (Completed by Public Works department).
- Curb stop stand & valve repairs and replacements.
- Building & property quarterly inspections (Town owned).
- Pre-planning for upcoming Drader Crescent, valve and hydrant project, kick off and completion of project stages.
- Pre-planning for Well #10R water leak repair (coupler leak at Stainless Steel to HDPE) and completion of repair.
- Assist contractors with projects.
- Planning, preparation and completion of SB-90 on 35th Avenue.
- Batteries collected at Recycle (x4 garbage cans)- Electrical tape positive & negative ends and separate types as required for disposal (Will be completed by Public Works as time permits to prevent interference with operational duties and service level).

WATER

- Routine maintenance and testing (on going).
- AEP reporting.
- Meter reads.
- Water meter replacements for zero read list (ongoing).
- Water main valve exercising (1 staff member from roads assigned to assist the utility operator 2 days per week).
- Annual water reporting data input.
- First call locates, emergency locates.
- Curb stop stand & valve repairs and replacements.

Council Agenda Item 8.1.4

- Valve exercising for isolation of area set for valve and hydrant replacement.
- Assist contractors with project.

WASTEWATER

- Routine monitoring and maintenance
- Testing and AEP reporting
- ERRIS reporting (Lagoons) to Federal Government.
- Flail mowing, weed whipping and weed control around collection & storage lagoons.
- Drainage ditch maintenance and removal of beaver dams prior to lagoon discharge.

RECYCLE

- Assist Ponoka County staff as required.
- Load garbage trailer.
- Haul yard waste from facility to Ponoka landfill.
- Mowing/weed whipping facility.

R.C.M.P. STATION

- Building maintenance as requested
- Grass mowing and weed whipping property.

CEMETERY

- Opening and closing of graves and columbarium as requested.
- Clean up, fill in low spots with black dirt, seed and fertilizer.
- Grass mowing/weed whipping (ongoing).
- Assist families with their needs.
- Runner concrete repairs.
- Installation of memorial bench.

OTHER

- Maintenance at Town Office and Library as requested.
- Assist development department as required.
- Assist Town residents and visitors with any questions or concerns.
- New employee continued training and evaluation.
- Beaver dam removal and rodent control.
- Administration – documentation hard copies to data copies.
- Storm water annual sampling and testing.

PREPARED BY: Duncan Campbell, Director of Public Works

September 23, 2024

Community Services Report



HIGHLIGHTS

PETER LOUGHEED COMMUNITY CENTRE

- Cleaning and maintenance of the facility
- Facility Bookings - fundraising events, markets, meetings, reunions, weddings, Grad
- Update AED's
- Kitchen hood and exhaust system annual clean
- Pickleball ran through the summer with 0-2 users in the evening
- Parking lot improvements
- Flowers - watering baskets and Entrance/Town Office beds into October

COMMUNITY FITNESS CENTRE

- New Memberships
- Daily cleaning and maintenance of the area
- Quarterly maintenance performed by Fitness Mechanics when needed and extra maintenance items on existing equipment
- Wallyball net fixed

RIMBEY AQUATIC CENTRE

- Spray Park operational system - GLVT has been at the site to look at the work that needs to be completed to make the park a flow through system. Looking for the 2" water line from the old pool to save on water install costs.
- Pool was busy with the hot weather
- Many Rentals again this year
- Swimming lessons well attended
- Hired 10 local lifeguards and 2 local swimming instructors
- Pool closed on Monday, Sept. 2 of the long weekend
- Difficult to operate both the Pool and Arena during the remaining 2 weeks of the season - short staffed
- Winter shut down - ongoing - short staffed

ARENA

- Provincial Curling Committee walk through of the Arena
- Motion sensors installed in the dressing rooms and main washrooms
- Boiler system for the Dressing Rooms, Main washrooms, Janitor room and Concession installed
- August 19 - start making ice
- Hot weather and humidity made it difficult to put in the ice - rusty drips formed and needed to be scrapped off before starting any work for the day
- Ice plant ran non-stop during the hot days - luckily no problems - ice was soft

Council Agenda Item 8.1.5

- Each day before the Camp started the ice needed to be prepped by chipping the drips off, checking around the boards for shrinkage and flooding of the ice. As well as removing the fans that were circulating air around the arena to help with the fog and moisture built up around the glass
- September Ice Rentals - Development Camp Sept. 3-6, 9-13 (4:30 - 9:30 pm); Weekends: Sept. 7-8, 14-15 - BVMH use - (9:00 am - 8:00 pm)
- Weekdays - Sept. 16-20 (5:00 pm - 8:30 pm)
- Weekends - Sept. 21-22 (9:00 am - 6:30 pm)
- Weekdays - Sept. 23-27 (5:00 pm - 8:30 pm)
- Weekends - Sept.28- (9:00 am -7:00 pm) & 29 (11:30 am - 3:15 pm)

PROGRAMS

- June/July/August - Pickleball/Badminton: Tuesday/Thursdays 1:30 pm - 3:00 pm & 7:00 pm - 8:30 pm (Attendance 0-2)
- Program start up:
- Mondays: 5:45 pm - 6:45 pm Live/Move/Conquer Class (8); 7:00 pm - 8:00 pm Yoga (2)
- Tuesdays/Thursdays: 10:30 am -11:00 am Gentle Fit (3); Pickleball 1:30 pm -3:00 pm (5), 7:00 pm - 8:30 pm (7)
- Wednesdays: 7:00 pm -8:00 pm Pilates (4)
- Zumba class has been cancelled - No Instructor

EVENTS

- Mass Registration was held Thursday, Sept. 5 (3:00 pm -7:00 pm) - 6 groups participated
- Santa Night/Light up - Thursday, Nov. 21??

PREPARED BY: Cindy Bowie, Director of Community Services

September 23, 2024

Development Officer Report



HIGHLIGHTS

- Land Use Bylaw 1008/24 was approved by Council on August 26, 2024. All applications submitted after August 26, 2024 will be reviewed for compliance with Land Use Bylaw 1008/24.
- Resident Questions: Administration is answering ongoing development questions from residents. Questions are typically related to building decks, fences, house renovations and potential business locations.
- Development Permits: Administration has been answering resident questions regarding potential development permits on an on-going basis.
- Certificate of Compliance: Administration has been processing certificates of compliance and accompanying paperwork as requested.

The Following chart outlines the 2024 development statistics:
2024 Development Statistics - Up to September 13, 2024.

	Applied 2024	Issued 2024	In Progress 2024
Development Permit Applications (non change in use / home occupation)	23	20 21/24 - CANCELLED 08.22.2024	2
Change in Use / Home Occupation Development Permit Applications	5	5	0
Subdivision Applications	2	1 ISSUED 1 CANCELLED	0
Land Use Bylaw Amendments	2	2	0
Certificate of Compliance Requests	11	11	0
Building Permit Applications	9	7	2

The following development permits have been approved in 2024:

Permit Number	Date Issued	Civic Address	Type of Development
01/24	03.04.2024	4922-46 Avenue	Widening approach by 21.366m & installing culvert.
02/24	02.05.2024	5049-54 Avenue	Home Occupational Business -Ripple Reclamation Solar Solutions Ltd.
03/24	03.04.2024	5302-52 Street	Signage
04/24	03.21.2024	5053-50 Avenue	Demolition as required, replacing Aluminum Doors and Windows.
05/24	03.21.2024	5604-52 Street	Variance Request for Accessory Building
06/24	03.04.2024	5310-44 Street	Setback variances on existing House.
07/24	03.28.2024	5105-45 Avenue	Covering existing deck with Sunroom.
08/24	03.28.2024	#30, 5011-49 Avenue	Moving out Manufactured Home - Rimbey Town Trailer Park
09/24	03.28.2024	4606-57 Avenue	Home Occupational Business -DK Mowing & Snow Removal
10/24	03.28.2024	4718-51 Avenue	Demolition of Principal Building
11/24	05.27.2024	5014-53 Avenue	New Build - Duplex
12/24	04.29.2024	5037-50 Avenue	Signage
13/24	05.08.2024	5214-45 Avenue	Accessory Building (3.6576m X 6.096m)
14/24	06.27.2024	4938-50 Avenue	Signage
15/24	06.28.2024	5118-49 Avenue	Demolition of existing Shed and replace with new Accessory Building (4.8768m X 10.9728m)
16/24	06.27.2024	5316-Drader Crescent	Home Occupational Business
17/24	06.28.2024	4840-57 Avenue	Demolition of Principal Building and Accessory Building (7.3152m x 7.3152m)
18/24	07.02.2024	5218-45 Avenue	Accessory Building

			(4.8768m X 6.096m)
19/24	07.31.2024	4806-52 Avenue	Single Family Dwelling
20/24	09.06.2024	200 Legacy Lane	3 plex row houses - Units 26, 27, 28, 29, 30 & 31
21/24	CANCELLED 08.22.2024	4906-50 Street	Demo of porch on east side
22/24	07.30.2024	4922-57 Avenue	Demo of Principal Building
23/24	08.09.2024	5516 Drader Crescent	Build second accessory building - Discretionary
24/24	08.08.2024	4511 Eastview Crescent	Demo of two accessory buildings (3.048m x 6.096m) and build new accessory building (9.144m x 4.876m)
25/24	08.08.2024	4802-51 Avenue	Home occupational Business
26/24	09.06.2024	5008-50 Avenue	Change in Use & Signage
27/24		-In Progress-	
28/24		-In Progress-	

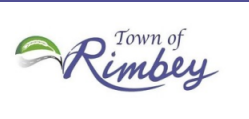
The following chart outlines historic development statistics:

Historic Development Statistics

	2023		2022		2021		2020		2019	
	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued
Development Permit Applications	44	40	47	44	41	40	34	33	40	39
Change in Use / Home Occupation Development Permits Applications	3	3	8	8	9	9	13	13	11	11
Subdivision Applications	1	0	2	1	1	1	3	3	1	0
Land Use Bylaw Amendments	0	0	1	1	4	4	4	4	1	1
Certificate of Compliance Requests	10	8	11	11	18	18	12	12	13	13
Building Permit Applications	19	12	28	13	30	30	12	12	7	7

PREPARED BY: Liz Armitage, Development Officer

Town Council
REQUEST FOR DECISION



Meeting: September 23, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Boards/Committee Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Various Community Groups supply Minutes of their board meetings to council for their information.

RECOMMENDATION:

Motion by Council to accept the board / committee reports, as information.

ATTACHMENTS:

- [Beatty Heritage House Society Minutes July 2, 2024](#)
- [Beatty Heritage House Society Minutes August 6, 2024](#)
- [PRLS Board Talk - September 12, 2024](#)
- [PRLS Board Meeting Minutes September 12, 2024 - draft](#)
- [Tagish Engineering Project Status Updates September 11, 2024](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

September 19, 2024
Date

Beatty Heritage House Society Minutes

July 2nd, 2024 Meeting

The meeting was called to order at 7:40 pm by Chairperson AudreyAnn Bresnahan.

In attendance: AudreyAnn Bresnahan Jackie Anderson
Janet Herzog Florence Stemo
Phayrene Altman. Annelise Wettstein
Teri Ormberg.

Members: Murray Ormberg

Janet Herzog expressed her regrets in withdrawing from the Beatty Heritage House Society and stepping down as Vice-Chairman, as she is leaving our area and relocating in Calgary.

On behalf of the Board, AudreyAnn thanked Janet for her ideas and help over the past two years. We will miss her.

MINUTES of June 3rd, 2024 Meeting were read by Florence. Minutes were declared Adopted as presented following corrections to list of those in attendance.

CORRESPONDENCE: Society Member Murray Ormberg reported receiving a Letter of Thanks from the Friends of Haviland House in PEI for the use of the BHH Society Bylaws as a guide in structuring their Society.

TREASURER'S REPORT: Jackie reported a Balance of \$19,537.65, and moved the Adoption of her Report.

OLD BUSINESS:

SUMMER EMPLOYEE: Attention at this time to be directed towards the Grounds (lawn, trees, gardens).

RODEO BARBECUE: July 13th - Getting ready - 9:00am; Serving from end of Parade until 2:30 pm.

GROUND CARE: Report from the Committee. Focus will be on heritage perennials (eg hollyhocks, lupins, peonies).

CO-OP Barbecue - July 26th 10:30am - 2:00pm.

NEW BUSINESS:

ALBERTA CULTURE DAYS: Performance by Benjamin Williams on Fri., Sept. 27th - "Tribute to Gordon Lightfoot".

Open House Event for Sat., Sept. 28th - Discussion brought forward several ideas for consideration. Decision to be made at August meeting.

NEXT MEETING: Tuesday, August 6th, 2024.

ADJOURNMENT: By Ed at 9:05 pm.

Please Note: Due to my absence at the August 6th Meeting, the July 2nd Minutes were not presented until the September 3rd meeting. Minutes Adopted at that time.

Florence Stemo

Beatty Heritage House Meeting Minutes
Tuesday, August 6/2024 – 7:30pm

PRESENT: Anneliese Wettstein, Mario Renauld, Evie Burns, Ed Grumbach, Audreyann Bresnahan, Teri Ormberg, Phayrene Altman, Lana Curle, Judy Larmour

1. Call to Order – Meeting called to order at 7:30 by Audreyann Bresnahan.
2. Minutes – Secretary not available so minutes adoption tabled to next meeting. Teri Ormberg volunteered to be secretary for this meeting.
3. Correspondence – Audreyann Bresnahan reported she had received the check for the Community grant of \$238.10
4. Treasurer's Report – Jackie Anderson was unable to attend but reported the Rodeo BBQ profit was \$1309.97 including the Town grant. Bank balance is \$21,141.96.
5. Old Business:
 - a). Rodeo BBQ – Another successful event. A suggestion for next year was to borrow more picnic tables as many people were unable to sit or had to sit on the ground. Phayrene Altman reported that she is looking into have 4 strong men to help set up the gazebos and to take them down. The cake donated by the Town was enjoyed. Blindman Valley Lions Club were a great help. Grimms donated 2 boxes of smokies.
 - b). Shawn Moore- cutting of trees – One tree was cut down by Shawn Moore. As a volunteer activity the Alberta/Ontario exchange 4-H members helped clear the branches and load the firewood made from the tree. The tree showed considerable rot in the trunk. They also raked all the pine cones. 4-H bench - They put together a wooden bench which was donated to the Beatty House. Audreyann Bresnahan and Teri Ormberg were present for the presentation. Teri Ormberg will be in touch with Shawn Moore to see when he is able to take the other 2 trees down.
 - c). Co-op BBQ – Was held on July 26th with a good turn out. It was extremely windy that day. Brian Altman did the BBQing and helpers were Kathy Renauld, Donna Pecharsky, Phayrene Altman and Teri Ormberg.
 - d). Yard Committee - Centennial project
 - border around house – Thank you to Mike and Annette Boorman, Les Bergen, Ken Stemo, Jim and Jackie Anderson for replacing the soil and putting the rocks next to the foundation to help preserve it. Some perennials suggested by Bron Jones in her plan were purchased and planted. Our summer student Chloe Liikala has been watering them faithfully especially in the hot weather. Judy Larmour has been documenting the progress of the project, including pictures provided by Florence Stemo. Continuing the rock around the north side of the house was felt not to be a conservation issue because of the tar and fabric with the foundation. The rocks could be continued on the east side of the house north of the front door with new perennials as a project for next year. Consideration to purchase more perennials for the front. Wooden rain barrel not an essential item.
 - The nursery has been contacted about ordering crabapple trees in January.
 - Gordon Menzies has been in consultation with Judy Larmour on the removal of the paint from the foundation done by the previous painter. The solution suggested by the last painter did not seem to help in removing the paint. Chloe Liikala and Gordon Menzies had tried 2 different solutions and using sandpaper, steel wool, etc. Committee felt it needed be left alone.
 - e). Arborist – The arborist notified Jackie Anderson that he was unable to attend the scheduled

meeting in July. A question was raised whether the arborist would be able to determine the health of the big NE spruce tree in light of the rot in the tree cut down and the potential danger if this tree was to fall down.

f). Quilt tickets – Tickets are all out to members.

g). Steam clean chairs – Anneliese Wettstein reported she brought in her steam cleaner and she and Chloe had shampooed the chairs.

h). Bylaws – Bylaws were sent to Prince Edward Island Havelind House committee and they were thankful for the information.

i). Concert on September 27th

- Gordon Lightfoot Tribute – It will be a trio Benjamin Williams. Benjamin will be at music in the park on August 16th. Teri Ormberg has been in contact with John Hewitt who is the promotor. He will provide a poster and needs information to put on the poster. Discussion took place regarding tickets and poster items. Concensus to charge \$30 for tickets with \$25 going to the artists. It was decided not to go with tickets at Stationery, Stories and Sounds but to use the same procedure as Home Routes where Teri's name will be listed to reserve seats as well as the use of the Beatty Heritage House email account. We will mention “in celebration of Alberta Culture Days” also on the poster. Teri Ormberg to talk to John Hewitt. Teri Ormberg will talk to Jackie Anderson about the liquor permit.

j). Culture Days - September 28th with quilt draw. Ideas were discussed but no decision made. A suggestion was to display hats. It was suggested to use in 2025 with fashion show Mandy's and Tickle Trunk. Suggestion for 2024 of music with old records, someone playing music on the porch. Phayrene Altman has a record player. Murray Ormberg has some 78's. Food is a good draw for the public. Further suggestions and discussions at the Sept. meeting

6. New Business:

a). Home Routes – Teri Ormberg reported there will be 5 concerts this season. \$30 goes to the performer. Dates for season should be available soon. Ponoka would like to cut down to 2-3 per year. Concensus that we continue with the 5 concerts. Suggestion to not charge more than the \$30.

b). Tim Isberg - Prairie Fire concert in spring of 2025 requested. Since the theme is real events and people through story-telling and historical context it is suggested that this may be something for the Centennial committee to consider in 2025.

c). Janet Herzog resigned and she has moved to Calgary. We wish Janet well. She will be missed on this committee

d) Bonus for summer student – Moved by Lana Curle, seconded by Anneliese Wettstein that we give Chloe Liikala a bonus of \$100. Carried.

7. Next Meeting - Tuesday, Sept. 3/24 at 7:30 p.m.

8. Adjourned – Motion by Ed Grumbach to adjourn at 8:45 p.m.

Teri Ormberg,
Acting secretary for this meeting



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 12, 2024

2025 Budget

The board approved the draft 2025 budget. Some points included:

- Overall, expenditures are anticipated to increase by 1.9% in 2025 which is well below the rate of inflation.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on.
- Due to the switch in population figures, 18 municipalities will see a drop in their requisition.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents.
- Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been approximately forty cents per capita lower.

The Parkland budget with full notes will be sent to municipalities for approval next week.

Vacant Seat on the Executive Committee

In June, Parkland received notice that Jamie Coston, the Executive Committee member representing the town of Rimbey, is no longer on the Parkland Board. As such, she has also resigned from the Executive Committee. Parkland informed Bentley, Eckville, Gull Lake, Parkland Beach, Ponoka, Ponoka County, and Rimbey (Area 5) that

their seat on the Executive Committee was vacant. Marc Mousseau from the Summer Village of Parkland Beach volunteered and will sit on the Executive Committee until the new Executive Committee is chosen at the November organizational meeting.

PRLS Plan of Service (Strategic Plan)

Recently there have been some significant changes to the Alberta Libraries Act and Regulation. Until now, library systems had to file a plan of service (strategic plan) with the Public Library Services Branch at Municipal Affairs every three years. With the changes in the legislation, plans of service for library systems can now be up to five years in length. The board moved to change the dates of Parkland’s Strategic Plan from 2023-2025 to 2023-2027

Board Meeting Management

Back in December 2023 the Executive Committee formed a working group to develop a policy governing board member conduct. Having met three times, their work is now complete. The working group presented a draft policy for how to deal with “Complaints Against Board Members”.

They also shared a brief board self-assessment survey to be conducted following the September board meeting, the final board meeting before the November organizational meeting.

The working group also recommended that at the October meeting of the Executive Committee, the group have an informal discussion allowing the committee to consider how effective it was over the course of the year.

Lastly, the working group commissioned the creation of a board member recruitment document so that when municipalities appoint individuals to the system board, they would have some idea of the preferred qualifications of candidates and what their role will be. This document will be sent out when Parkland communicates annually with member municipalities regarding who they are appointing to the Parkland board.

Advocacy Committee Report

Municipal Presentations: Parkland’s Advocacy Committee recommended that municipal councils be visited by Parkland staff. To make the visits as useful as possible to the councils, two presentations have been

Next Meeting: November 14, 2024 (Zoom) 10:00 a.m. to noon

developed. Councils can request a presentation on either 1) Parkland's structure and services, or, 2) the overarching structure and operation of public library service in Alberta. Several requests for an orientation have been made by member municipalities.

Presentations are designed to be about 15 minutes in length. The committee also agreed that a Parkland board member, especially the Chair, Vice-Chair, or Advocacy Committee Chair should always attend the presentations with Parkland staff.

MLA Visits: Early in the New Year, Parkland's Advocacy Committee established as one of its goals:

"To continue to advocate for a cost-of-living adjustment to provincial operating grants and/or another infusion for increased library funding."

Parkland staff and Board Chair have visited two of our MLAs over specific issues.

Parkland board members and staff will proceed with MLA visits this fall with the intent of informing MLAs on how support for public libraries contributes to achieving the goals of the Government of Alberta's strategic plan, and continue to seek regular increases to the provincial operating grants. Seeking an increase in SuperNet bandwidth for member libraries will also be a priority.

2025 Board Meeting Dates

The board reviewed the tentative dates for Parkland's 2025 board meetings which will be confirmed by the Board at the organizational meeting in November. The tentative dates are: February 27, May 15, September 11, and November 27, 2025. The board voted to continue exclusively with Zoom meetings.

Committee News from Trustees

Stettler Public Library Stettler Public Library and Stettler County are collaborating with community partners on Culture Days events throughout September. The library is also collaborating with the Stettler Adult Learning Centre to offer "Come for a Byte" to help 50+ citizens manage their devices and learn to avoid online scams. The Friends of the Library are launching their 7th annual wine survivor fundraiser. The Summer Reading Club is wrapped up for another year and the feedback has been great. The Stettler library also collaborated with the Stettler High School shop class to build a mini golf course, which was put on County

Museum property. They've built a gazebo and for Culture Days, each golf hole was named after a country. **Provost Municipal Library** is celebrating their 75th anniversary on October third at 7:00 p.m., and the following Saturday, on October 5th are holding an escape room fundraiser at the library. Everyone is welcome to attend.

Carstairs Public Library is holding their second Mountain View Comicon event on Saturday October 19th. **Camrose Public Library** has procured a grant for a part-time staff person that concentrates on newcomer welcome programming.

Innisfail Public Library started a new Human Library program this spring in partnership with the Welcome and Inclusivity Committee, which has been very popular and quite impactful.

Penhold and District Public Library had a very successful Summer Reading Club with 31,400 minutes recorded on reading trackers.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie AlMBERG, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Cal David, Dana Depalme, Jeff Eckstrand, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Debra Smith, Les Stulberg, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Board Members Absent

Jul Bissell, Wayne Clark, Edna Coulter, Todd Dalke, Cody Hillmer, Cody Johnson, Stephen Levy, Jordon Northcott, Shawn Peach, Ron These, Harvey Walsh

Board Members Absent with Regrets

Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, Bill Windsor

Staff

Kara Hamilton, Paige Mueller, Ron Sheppard, Tim Spark



PRLS Board Meeting Minutes

September 12, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday September 12, 2024 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Cal David, Dana Depalme, Jeff Eckstrand, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Debra Smith, Les Stulberg, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

With Regrets: Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, Bill Windsor

Absent: Jul Bissell, Wayne Clark, Edna Coulter, Todd Dalke, Cody Hillmer, Cody Johnson, Stephen Levy, Jordon Northcott, Shawn Peach, Ron These, Harvey Walsh

Staff: Kara Hamilton, Paige Mueller, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, and Bill Windsor from attendance at the board meeting on May 16, 2024 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 25/2024

1.1 Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda.

Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 26/2024



1.2. Approval of Minutes

Gilliat asked if there were any amendments to the May 16, 2024 minutes. Jacquie Palm-Fraser was in attendance and requested the minutes be updated.

Motion by Ray Reckseidler to approve the minutes of the May 16, 2024 meeting as amended.

CARRIED
PRLS 27/2024

1.3. Business arising from the minutes of the May 16, 2024 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda.

Motion by Jacquie Northey to approve the consent agenda as presented.

CARRIED
PRLS 28/2024

3.1 Parkland 2025 Budget

Sheppard reviewed. The board has already seen and endorsed this budget in May, so there were no surprises. The population dropped by 9,277 due to the switch from Treasury Board Estimates back to Municipal Affairs Population Lists. Due to the switch, 18 municipalities will see a reduction in the requisition in 2025.

For 2025, the municipal requestion increase will be \$0.63 cents per capita bringing the rate to \$9.81. While the per capita rate is going up to account for the population change, overall expenditures are anticipated to increase by only 1.9% in 2025.

The current rate of inflation is running about 2.7% so Parkland's overall increase is well below inflation.

The total estimated requisition for 2025 equals \$2,178,075 with the levy increase amounting to only \$54,713 spread over all PRLS municipalities.

Approximately 42.4% of PRLS' income will come from Government of Alberta grants in 2025.

Motion by Deb Coombes to approve the Parkland Regional Library System 2025 budget as presented.

CARRIED
PRLS 29/2024

3.2 Vacant Seat on the Executive Committee

Sheppard reviewed. In June, Parkland received notice that Jamie Coston, the Executive Committee member representing the town of Rimbey, is no longer on the Parkland Board. As such, she has also resigned from the Executive Committee. Parkland informed



Bentley, Eckville, Gull Lake, Parkland Beach, Ponoka, Ponoka County, and Rimbey (Area 5) that their seat on the Executive Committee was vacant.

Parkland sent letters to the board members of Area 5 informing them of the vacancy and offering them the option of appointing another member to the vacant seat. Parkland received one response. Marc Mousseau volunteered from the Summer Village of Parkland Beach.

Gilliat called for nominations and volunteers at the meeting but Mousseau was the only volunteer.

Motion by Cal David to appoint Marc Mousseau to the Executive Committee for Area 5.

CARRIED
PRLS 30/2024

3.3. PRLS Plan of Service (Strategic Plan)

Sheppard reviewed. Recently there have been some significant changes to the Alberta Libraries Act and Regulation. Until now, library systems had to file a plan of service (strategic plan) with the Public Library Services Branch at Municipal Affairs every three years. With the changes in the legislation, plans of service for library systems can now be up to five years in length.

After having reviewed the current goals, staff believed that the current plan is still relevant and recommended the board revise the date range for the current plan from 2023-2025 to 2023-2027. This would not only give staff more time to work on achieving the plan's goals, it would also save considerable staff time and money since 2025 would be the needs assessment year were Parkland to develop a new plan commencing in 2026.

Another change in the legislation is the removal of sections 18(3)(a)(b)(c)(d)(e) from the *Libraries Regulation*. This means the board can remove the entire section labeled "*Activities that Support the Strategic Plan*" from the current plan.

Having reviewed the matter at their June meeting, the Executive Committee passed the following motion:

Motion by Janice Wing to recommend that the board change the operational date of Parkland Regional Library System's strategic plan from 2023-2025 to 2023-2027

CARRIED

After some discussion, the board decided to extend the operational date of Parkland's Strategic Plan from 2023-2025 to 2023-2027.

Motion by Janice Wing to approve the operational date of Parkland Regional Library System's current strategic plan from 2023-2025 to 2023-2027.

CARRIED
PRLS 31/2024



3.4. Board Meeting Management Working Group Report

Gilliat reviewed. Back in December 2023 the Executive Committee formed a working group to develop a policy governing board member conduct. Having met three times, their work is now complete. The working group presented a draft policy for how to deal with “Complaints Against Board Members”.

The group also shared a brief board self-assessment survey to be conducted following the September board meeting, the final board meeting before the November organizational meeting. The results of the self-assessment survey will be discussed/presented at the next Executive Committee and board meetings following the board meeting with an emphasis on making improvements where opportunities are identified.

The working group also recommended that at the October meeting of the Executive Committee, the group have an informal discussion allowing the committee to consider how effective it was over the course of the year.

There was also considerable discussion among members of the working group over whether further policy development was necessary related to board meeting conduct and management. After careful consideration, the group decided that the Board Chair is already sufficiently empowered by commonly accepted rules of governance to manage meetings effectively. As a result, the working group saw no need for a formal policy on board meeting management. However, the working group did recommend sending out a brief version of the board meeting “ground rules” with every board package.

Also, the working group commissioned the creation of a board member recruitment document so that when municipalities appoint individuals to the system board, they would have some idea of the preferred qualifications of candidates and what their role will be. This document will be sent out when Parkland communicates annually with member municipalities regarding who they are appointing to the Parkland board.

At their August 15th meeting, the Executive Committee reviewed the policy and documents provided and endorsed them all. They also passed the following motion:

Motion by Deb Smith to recommend the board pass the “Complaints Against Board Members” policy as presented.

CARRIED

The board agreed with the working group and Executive Committee regarding the recommendations for board meeting management.

Motion by Deb Smith to pass the “Complaints Against Board Members” policy as presented.

CARRIED

PRLS 32/2024



3.5. Policy Revisions

Sheppard reviewed the recent policy revisions. Years ago, Parkland used to have a budget line to cover legal expenses. Due to its infrequent use, this budget line was cut. The idea was that if a major legal matter arose, or should a consultant need to be hired unexpectedly, funds could be drawn from the Contingent Liability and Consultation reserve. The purpose of the reserve is:

“To provide funds for possible severance or litigation payout not specifically covered by insurance and to pay for unbudgeted legal or other consulting services.” (See Policy 4.4.13)

In emergency cases, finance policy 4.4.18 states:

“The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations... The Director will inform the Executive Committee and Board each time funds are moved from reserves to make purchases.”

However, between 2020 and now Parkland has spent over \$84,000 in legal fees. There have been four separate human resource issues which all required legal opinions, Parkland’s IT network was compromised and while our response was immediate, legal opinions were sought on a number of matters related to data protection. Then there was also COVID-19 when Parkland had to seek legal guidance on numerous matters including employee privacy, vaccination status, mask exemptions, and other related matters. Finally, there have been numerous inquiries with our lawyer regarding our membership agreement. The aforementioned \$84,000 does not even include all our legal expenses. For example, the majority of our legal costs related to the network compromise were paid by insurance.

Since needing consultants and lawyers has become increasingly common, staff suggested to the Executive Committee that a policy be created to allow staff to expend without prior authorization above the \$5,000 limit from the Contingent Liability and Consultation Reserve. Over the last four years legal fees have been occurring regularly at widely varying levels.

Legal Costs by Year

2020	\$40,778
2021	\$5,908
2022	\$13,068
2023	\$15,420
2024 (to date)	\$8,980

As a result of this discussion, the Executive Committee made the following motion:

Motion by Dana Kreil to recommend the board change the policy to read: “The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations with the exception of the Contingent Liability and Consultation Reserve which the Director can move up to the amount of \$10,000.

CARRIED

One member also recommended putting a line for legal and consulting fees in the amount of \$20,000 into the budget for 2026. However, this would have to be discussed as part of the 2026 budget deliberation process.



The board agreed that the dollar amount that the Director can access should be changed from \$10,000 to \$15,000, and that a line should be put in the 2026 budget for legal expenses. The policy will now read:

"The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations with the exception of the Contingent Liability and Consultation Reserve which the Director can move up to the amount of \$15,000.

Motion by Twyla Hale to approve Policy 4.4.18. as amended.

CARRIED
PRLS 33/2024

3.6. LAA Membership

At the May board meeting, Joy-Anne Murphy made the following motion:

Motion by Joy-Anne Murphy to bring back the issue of Parkland's LAA membership for review by the board in September.

CARRIED
PRLS 22/2024

At the March 21st Executive Committee meeting, Parkland chose not to renew its membership with the LAA.

In recent years, there has been no real benefit derived from LAA membership. In previous years, the Alberta Library Trustee Association (ALTA) and the LAA had a joint committee that arranged the Alberta Library Conference (ALC) which used to be held in Jasper. This conference was very expensive to attend. Being a member of LAA provided a significant discount for conference attendance. This discount was the greatest benefit membership provided. Due to COVID-19, the ALC was cancelled for 2020 and has never been reinstated. With the demise of the Alberta Library Conference, continued membership in LAA is difficult to justify.

The Executive Committee reviewed the situation at their August 15th meeting and saw no reason to rejoin the LAA because there is no discernable benefit derived from membership and because the LAA has become politically militant when Parkland does not engage in party politics.

Motion by Joy-Anne Murphy to reinstate Parkland's membership with LAA.

DEFEATED
PRLS 34/2024

3.7. Reserve Transfers

Sheppard reviewed. The Executive Committee is empowered to allocate reserve funds between board meetings. The following transfer were made over the summer.

Replenishment of Reserves

As of April 30th, the Unrestricted Reserve was valued at \$208,578. At their June meeting, the Executive Committee moved funds from the Unrestricted Reserve to replenish two other reserves. They

- Moved \$25,000 to the Building Reserve to bring that reserve back to its recommended minimum level of \$250,000.



- Moved \$30,130 to the Contingent Liability and Consultation Reserve to bring the value of that reserve up to \$60,000.

Website Improvements

On November 1, 2023, Parkland went live with its new website template for Parkland headquarters and its member libraries. While the implementation went reasonably well, staff need to enhance the useability of the website for library patrons by making a number of improvements.

- Library selector and direct linking functions
- Search engine optimization (e.g., increased exposure on Google and other search engines)
- Other miscellaneous enhancements and minor bug fixes

The Executive Committee approved this request for reserve funds. Also at their June meeting, the Executive Committee approved the expenditure of up to \$35,000 from the Unrestricted Reserve for additional development for the new website.

Staff Recruitment

Finally, after an in-camera session held during their August meeting, the Executive Committee authorized the expenditure of up to \$15,000 from the Contingent Liability and Consultation Reserve to provide funds to recruit for two possible vacancies for specialized positions within the next year.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 35/2024

3.8. 2025 Meeting Dates

Sheppard reviewed. The board reviewed the tentative dates for Parkland’s 2025 board meetings which will be confirmed by the Board at the organizational meeting in November.

- February 27, 2025 10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
- May 15 or 22, 2025 10:00 a.m. – 12:00 p.m. (2024 Financial Statements presented)
- September 11 or 18, 2025 10:00 a.m. – 12:00 p.m. (Budget presented)
- November 27, 2025 10:00 a.m. – 12:00 p.m. (Organizational meeting)

After some discussion the board chose the following dates for board meetings in 2025:

- February 27, 2025
- May 15, 2025
- September 11, 2025
- November 27, 2025

The board also needed to decide if it wanted to continue meeting using Zoom, return to in-person meetings, or a combination of the two. Unfortunately, if the board returns to in-person meetings, Parkland lacks the technology to record them. Zoom meetings are recorded and



publicly available on our website. Recording in-person board meetings would require a significant upgrade in technology which, when discussed previously, was not an expense the board wished to incur. Parkland also lacks the technology to host hybrid board meetings. Meetings need to be either entirely in-person or virtual.

After some discussion, the board decided to continue holding board meetings via Zoom.

Motion by Twyla Hale to hold all board meetings in 2025 by Zoom.

CARRIED
PRLS 36/2024

Motion by Gord Lawlor to receive the 2025 board meeting dates for information.

CARRIED
PRLS 37/2024

3.9 Marketing and Advocacy Committee Report

Gilliat turned the meeting over to Gord Lawlor, the Chair of the Advocacy Committee. In addition to the Advocacy Committee Report in the board agenda package, Lawlor spoke to the budget presentation that board members will be making to their councils. Parkland's Marketing Specialist, Paige Mueller, also gave a brief update on Parkland's marketing plan.

Motion by Teresa Cunningham to receive the Marketing and Advocacy Committee report for information.

CARRIED
PRLS 38/2024

3.10 Libraries Act and Regulation Updates

Sheppard reviewed. As part of the Jason Kenney government's Red Tape Reduction initiative, a review of the Alberta Libraries Act and Regulation were undertaken. In the spring of 2024, the Omnibus Bill 16 was passed which included changes to the Libraries Act and Regulation. Produced by the Government of Alberta, a document highlighting the impact Bill 16 has on library boards was included in the package for information. The legislative changes have little impact on system boards.

Motion by Deb Coombes to receive for information.

CARRIED
PRLS 39/2024

3.11 Updates

3.11.1. Director's Report

3.11.2. Library Services Report

3.11.3. IT Report

Sheppard asked if there were any questions regarding the Director's Report, Library Services Report, or the IT Report. There were none.



Motion by Carlene Wetthuhn to receive the Director's, Library Services, and IT Report for information.

CARRIED
PRLS 40/2024

3.12. Parkland Community Update

Stettler Public Library and Stettler County are collaborating with community partners on Culture Days events throughout September. The library is also collaborating with the Stettler Adult Learning Centre to offer "Come for a Byte" to help 50+ citizens manage their devices and learn to avoid online scams. The Friends of the Library are launching their 7th annual Wine Survivor fundraiser. The Summer Reading Club is wrapped up for another year and the feedback has been great. The Stettler Library also collaborated with the Stettler High School shop class to build a 9-hole mini golf course, which was put on County Museum property. They've built a gazebo and for culture days, each golf hole was named after a country.

Provost Municipal Library is celebrating their 75th anniversary on October third at 7:00 p.m., and the following Saturday, on October 5th are holding an escape room fundraiser at the library. Everyone is welcome to attend.

Carstairs Public Library is holding their second Mountain View Comicon event on Saturday October 19th.

Penhold & District Public Library had a very successful summer reading club with 31,400 minutes recorded on reading trackers.

Camrose Public Library has procured a grant for a part-time staff person that concentrates on newcomer welcome programming.

Innisfail Public Library started a new Human Library program this spring in partnership with the Welcome and Inclusivity Committee, which has been very popular and quite impactful.

Motion by Kathy Hall to receive the Parkland Community Update for information.

CARRIED
PRLS 41/2024

3.13 Parkland Board Survey

Gilliat introduced the new 3 question board survey, which was launched via Zoom just after the meeting adjourned. Board members were encouraged to fill it out before they left the meeting. Staff received 30 responses.

4. Adjournment

Motion by Gord Lawlor to adjourn the meeting at 11:40 a.m.

CARRIED
PRLS 42/2024

Chair

Date	Project Manager	Status Update
Town of Rimbey		
RBYM0000.24 RB00 - 2024 General Engineering		
July 31, 2024	Smith, Greg	Duncan has identified the well 10 fix, as well as asphalt patching that can be completed alongside the Drader Cres contract.
August 15, 2024	Smith, Greg	We discussed the well 10r and patches with contractors at our pre-con meeting. They will take the work on. We will assist the Town with project management on these.
August 28, 2024	Smith, Greg	Well 10r repair was completed last week. There is a new valve the Town would like changed on 48th that they will work on once all contract items are complete.
September 11, 2024	Smith, Greg	No current general items
RBYM00149.00 RB149 - 2024 Rimbey Mapbook		
July 31, 2024	Smith, Greg	No change
August 15, 2024	Smith, Greg	No change
August 28, 2024	Smith, Greg	There have been revisions identified through the capital program that can be made this fall once construction is complete.
September 11, 2024	Smith, Greg	No change
RBYM00150.00 RB150 - 2024 Street & Utility Impro		
July 31, 2024	Smith, Greg	Border has advised they are planning to start the third week of August. We will setup a meeting for the second week of August.
August 15, 2024	Smith, Greg	Pre-con meeting was held on Tuesday. Grayson is hoping to start underground work late next week.
August 28, 2024	Smith, Greg	The two water valves are complete. Grayson is working on County Ave hydrant the will return to the fire hydrant on Drader.
September 11, 2024	Smith, Greg	All underground work is complete, concrete work is ongoing.