

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY  
MARCH 09, 2021 AT 5:00 PM VIA ZOOM MEETING.

LOGIN:

<https://us02web.zoom.us/j/86437563378?pwd=dDhPN0szTGRHMmo2Q0YxVDVXMUxFT09>

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Meeting ID: 864 3756 3378

Passcode: 936000

1. **Call to Order Regular Council Meeting & Record of Attendance**
2. **Agenda Approval and Additions**
3. **Minutes**
  - 3.1 Minutes of Regular Council February 23, 2021 ..... 2-4
4. **Public Hearing - None**
5. **Delegations - None**
6. **Bylaws**
  - 6.1 974/21 Tax Incentives Bylaw 5-18
  - 6.2 975/21 Town of Rimbey Revolving Operating Loan Bylaw 19-22
7. **New and Unfinished Business**
  - 7.1 Library Expansion 23-26
  - 7.2 Roadway Cross Section & Security 27-30
  - 7.3 Rimbey Old Community Centre Demolition 31-35
  - 7.4 Rimbey Geocaching 36
8. **Reports**
  - 8.1 Department Reports 37
    - 8.1.1 Chief Administrative Officer Report ..... 38
    - 8.1.2 Director of Finance – Accounts Payable Listing ..... 39
  - 8.2 Boards/Committee Reports 40
    - 8.2.1 FCSS Meeting Minutes January, 2021 41-45
    - 8.2.2 Rimbey Historical Society Minutes November 2020 46-47
    - 8.2.3 Tagish Project Status Updates 48
9. **Correspondence - None**
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 Session –**
  - 11.1 FOIP Section 27 Privileged Information - Legal
12. **Adjournment**



REQUEST FOR DECISION

<b>Council Agenda Item</b>	3.0
<b>Council Meeting Date</b>	March 9, 2021
<b>Subject</b>	Minutes
<b>For Public Agenda</b>	Public Information
<b>Attachments</b>	3.1 Minutes of Regular Council February 23, 2021
<b>Recommendation</b>	Motion by Council to accept the Minutes of the Regular Council Meeting of February 23, 2021, as presented.

**Prepared By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

\_\_\_\_\_  
March 5, 2021  
Date

**Endorsed By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

\_\_\_\_\_  
March 5, 2021  
Date

TOWN OF RIMBEY  
TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON TUESDAY,  
FEBRUARY 23, 2021 VIA ZOOM CONFERENCE.

**LOGIN:**

<https://us02web.zoom.us/j/86871610370?pwd=SjIwMUo3eit6KzRnRDBXQ2ZDeHdRZz09>

**Meeting ID: 868 7161 0370**

**Passcode: 552907**

- 
1. Call to Order Mayor Pankiw called the meeting to order at 5:00 pm with the following in attendance:
- Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance – Wanda Stoddart  
Development Officer-Liz Armitage  
Recording Secretary – Bonnie Rybak
- Delegates:  
Keith & Glenna Spelrem  
Beth Reitz –Rimbey Boys and Girls Club  
Public:  
2 members of the public
2. Adoption of Agenda
- 2.1 February 23, 2021 Agenda
- Motion 030/21
- Moved by Councillor Bill Coulthard to accept the Agenda for the February 23, 2021 Regular Council Meeting, as amended.
- In Favor Opposed  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel
- CARRIED
3. Minutes
- 3.1. Minutes of Regular Council Meeting February 9, 2021
- Motion 031/21
- Moved by Councillor Lana Curle to accept the Minutes of the Regular Council Meeting of February 9, 2021, as presented.
- In Favor Opposed  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel
- CARRIED
4. Public Hearings 4.1 Public Hearings - None
5. Delegations 5.1 Delegations –Spelrem
- Motion 032/21
- Moved by Councillor Bill Coulthard to accept the Spelrem delegation presented as information.
- In Favor Opposed  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel



8.2 Boards/Committee Reports

8.2.1 FCSS Meeting Minutes November 19, 2020

8.2.2 Bylaw Committee Meeting Minutes February 2, 2021

Motion 037/21

Moved by Councillor Lana Curle to accept the Board and Committee Reports as information.

In Favor

- Mayor Pankiw
- Councillor Coulthard
- Councillor Curle
- Councillor Payson
- Councillor Rondeel

Opposed

CARRIED

8.3 Council Reports

8.3.1 Mayor Pankiw’s Report

8.3.2 Councillor Coulthard’s Report

8.3.3 Councillor Curle’s Report

8.3.4 Councillor Payson’s Report

8.3.5 Councillor Rondeel’s Report

Motion 038/21

Moved by Councillor Lana Curle to accept Council Reports as presented.

In Favor

- Mayor Pankiw
- Councillor Coulthard
- Councillor Curle
- Councillor Payson
- Councillor Rondeel

Opposed

CARRIED

9. Correspondence

9.1 Correspondence –None

10 Open Forum

10.1 Open Forum None

11. Closed Session

11.1 Closed Session - None

12. Adjournment

12.1 Adjournment

Motion 039/21

Moved by Councillor Bill Coulthard to adjourn the meeting.

In Favor

- Mayor Pankiw
- Councillor Coulthard
- Councillor Curle
- Councillor Payson
- Councillor Rondeel

Opposed

CARRIED

Time of Adjournment: 5:36 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



REQUEST FOR DECISION

<b>Council Agenda Item</b>	6.1
<b>Council Meeting Date</b>	March 9, 2021
<b>Subject</b>	Tax Incentives Bylaw 974/21
<b>For Public Agenda</b>	Public Information
<b>Background</b>	On January 26, 2021, Council passed Motion 012/21 to give first reading to the Tax Incentive Bylaw as presented and Motion 013/21 to bring the Tax Incentive Bylaw back for second reading in a month.
<b>Discussion</b>	<p>During the January 26, 2021 Council meeting discussion revolved around the minimum amount of increase in assessment needed for a non-residential property owner to be eligible for the tax incentive.</p> <p>As the attached spreadsheet outlines, an existing non-residential property with an assessment of \$275,000 will generate \$2,676 of property taxes. A renovation project which increases the assessment by \$25,000 would generate an additional \$243 in taxes. As the bylaw allows for a total municipal tax exemption of 100% in the first year, 80% in the second year and 60% in the third year the total exemption over the three years would be \$7,006. It would take 28.8 years of increased taxes to recover the tax incentive given.</p> <p>In comparison, a new build (or substantial renovation) which increases the assessment by \$500,000 would generate an additional \$4,865 each year with a total three year tax exemption of \$14,830. The tax exemption would be recovered in 3.05 years.</p> <p>Administration recommends the minimum amount of increased assessment required to be eligible for the tax incentive be set at \$250,000 as the tax recovery time is approximately equal to the three year tax incentive. Any increase in assessment less than \$250,000 will result in tax recovery of longer than three years.</p> <p>In addition to Tax Incentive Bylaw 974/21 the Town has three development incentive policies that allow for the development of non-residential properties to ensure that developments which increase the assessment value less than \$250,000 can be given a tax rebate. Administration is recommending Council review these policies.</p>
<b>Relevant Policy/Legislation</b>	MGA Sections 364.2 and 364.3
<b>Attachments</b>	Tax Incentive Comparison spreadsheet Draft Town of Rimbey Tax Incentive Bylaw 974/21



REQUEST FOR DECISION

**Recommendation**

Administration recommends the minimum amounts of increased assessment required to be eligible for the Tax Incentive Bylaw 974/21 be set at \$250,000.

Administration recommends Council review the development incentive policies to determine which policies can be updated to include development incentives for developments that do not qualify for the Tax Incentive Bylaw 974/21.

**Prepared By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 3, 2021  
Date

**Endorsed By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 3, 2021  
Date

	Assessment		Total	Municipal tax rate	Municipal Taxes	Tax incentive			Total tax incentive
	Land	Improvements				Total	Year 1 - 100%	Year 2 - 80%	
<b>Existing Non-Res property with a \$25,000 improvement</b>									
Increase of 25,000	135,000	140,000	275,000	9.73083	2,676	2,919	2,335	1,752	7,006
Tax increase	135,000	165,000	300,000	9.73083	2,919	2,433			
Years tax increase takes to repay tax incentive									28.80
<b>Existing Non-Res property with a \$50,000 improvement</b>									
Increase of 50,000	135,000	140,000	275,000	9.73083	2,676	3,163	2,530	1,898	7,590
Tax increase	135,000	190,000	325,000	9.73083	3,163	487			
Years tax increase takes to repay tax incentive									15.60
<b>New Non-Res development of \$250,000 on vacant lot</b>									
Increase of 250,000	135,000	250,000	385,000	9.73083	1,314	3,746	2,997	2,248	8,991
Tax increase	135,000	385,000	385,000	9.73083	3,746	2,433			
Years tax increase takes to repay tax incentive									3.70
<b>New Non-Res development of \$500,000 on vacant lot</b>									
Increase of 500,000	135,000	500,000	635,000	9.73083	1,314	6,179	4,943	3,707	14,830
Tax increase	135,000	635,000	635,000	9.73083	6,179	4,865			
Years tax increase takes to repay tax incentive									3.05





## Town of Rimbey

### Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

- WHEREAS** The Town of Rimbey considers it desirable to encourage the development of non-residential properties for the general benefit of the Town;
- AND WHEREAS** Pursuant to Section 364.2 of the *Municipal Government Act*, RSA 2000, c M-26, Council may pass a tax incentives bylaw to encourage development and revitalization of non-residential properties for the general benefit of the Town;
- AND WHEREAS** The Town of Rimbey is responsible for carrying out measures that will develop and maintain a viable community pursuant to Section 3(c) of the *Municipal Government Act*, which includes measures to improve the long-term economic outlook for the Town,

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA DULY ASSEMBLED, ENACTS AS FOLLOWS:

#### 1 TITLE

1.1 This Bylaw may be referred to as the "Tax Incentives Bylaw".

#### 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;
- b) "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- c) "Applicant" means a person who applies for an Exemption;
- d) "Application Fee" means the fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;
- e) "Assessed Person" means an assessed person as that term is defined under Section 284(1) of the Act;
- f) "Bylaw" means this Tax Incentives Bylaw;
- g) "Chief Administrative Officer" or "CAO" means the chief administrative officer as appointed by Council, including the CAO's delegate;
- h) "Complete Application" means an application submitted pursuant to this Bylaw that includes the Application Fee and the application requirements for non-residential tax incentives and the application form for non-residential tax incentives as set out in Appendices "A" and "B", respectively, attached hereto;
- i) "Council" means all the councillors of the Town including the chief elected official for the Town;



## Town of Rimbey

Bylaw 974/21

### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

- j) "Development or Revitalization" means, in respect of a Non-residential Property, construction of a new Structure, construction of an expansion to an existing Structure and/or renovation or improvement of an existing Structure, but excludes demolition of a Structure if that demolition does not occur in conjunction with construction of a new replacement Structure;
- k) "Exemption" means an exemption from taxation for Non-residential Property as provided for in Part 10, Division 2 of the Act. For purposes of clarity, the exemption from taxation applies only to taxes imposed by the Town under Part 10, Division 2 of the Act and not any Provincial requisitions;
- l) "Non-residential Property" means non-residential as defined in the Act in respect of property;
- m) "Qualifying Property" means a Non-residential Property that is the subject of Development or Revitalization;
- n) "Structure" means a structure as that term is defined in s 284(1)(u) of the Act that is Non-residential Property;
- o) "Tax Incentive Agreement" means a written agreement setting out the terms and conditions for an Exemption for the Qualifying Property; and
- p) "Town" means the Town of Rimbey in the Province of Alberta.

### 3 PURPOSE

3.1 The purpose of this Bylaw is to allow tax incentives in the form of Exemptions from taxation under Part 10, Division 2 of the Act for Qualifying Properties in the Town that meet the requirements of this Bylaw.

### 4 CRITERIA FOR AN EXEMPTION

4.1 In order to apply for an Exemption, an Applicant must meet the following criteria:

4.1.1 The Applicant must be the Assessed Person for the Qualifying Property that is the subject of the application; and

4.1.2 The Applicant must have no outstanding monies owing to the Town.

4.2 In order to qualify for an Exemption, the Non-residential Property in question must be a Qualifying Property, and must meet the following additional criteria:

4.2.1 The Qualifying Property must be located within the geographical boundaries of the Town;

4.2.2 All required Town development approvals with respect to the Development or Revitalization of the Qualifying Property must have been issued;

4.2.3 The Development or Revitalization of the Qualifying Property must cause the assessed value of the Qualifying Property, as set out in notices of assessment for the Qualifying Property, to experience an incremental



## Town of Rimbey

### Bylaw 974/21

#### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

increase of at least \$250,000 between the taxation year immediately prior to the commencement of construction of the Development or Revitalization and the first taxation year to which an Exemption provided pursuant to this Bylaw is to apply; and

4.2.4 The Applicant must submit a Complete Application in accordance with the terms of this Bylaw.

4.3 No Exemption shall be provided in respect of any Development or Revitalization that was completed before this Bylaw comes into force.

#### 5 APPLICATION FOR AN EXEMPTION

5.1 Applicants must submit a Complete Application to the CAO.

5.2 The Application Fee is \$1,000.

5.3 Complete Applications may be submitted after all required Town development approvals with respect to the Development or Revitalization have been issued, and Complete Applications must be received on or before the date that is sixty (60) days after the date on which construction of the Development or Revitalization has commenced.

5.4 Complete Applications must be received on or before October 1<sup>st</sup> of the year prior to the year in which the requested Exemption is to commence.

5.5 Complete Applications may be considered and approved in accordance with the requirements of this Bylaw before construction of the Development or Revitalization of the Qualifying Property is complete, however, the Exemption will not apply until all such construction is complete and has been inspected and approved for occupancy.

5.6 Notwithstanding the Complete Application requirements set out in this Bylaw, the CAO may require any additional information that, in the discretion of the CAO, is necessary to complete the application.

5.7 The CAO will advise Applicants in writing if their application is accepted for consideration. Applications accepted for consideration shall become the property of the Town and may not be returned.

5.8 The CAO has the discretion to reject applications that are incomplete or illegible.

5.9 Applicants whose applications are returned as incomplete or illegible may resubmit an application provided the application is resubmitted by the deadline provided in section 5.4 of this Bylaw.

5.10 The CAO will advise Applicants in writing with reasons if their application is rejected.



## Town of Rimbey

Bylaw 974/21

### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

#### 6 CONSIDERATION OF APPLICATIONS

6.1 Administration shall review the Complete Application to determine if it meets the criteria and requirements for an Exemption and provide a written report with recommendations to Council.

6.1.1 In conducting a review pursuant to section 6.1, Administration may rely upon financial documentation and estimates provided by the applicant to make an initial determination of whether or not the criterion in section 4.2.3, regarding assessed value, is met. For greater certainty, and without limiting any other provision of this Bylaw, an initial determination made pursuant to this section shall not prevent the subsequent cancellation of an Exemption, in accordance with this Bylaw, in the event that it is determined, on the basis of future assessments, that the criterion in section 4.2.3 has not, in fact, been met.

6.3 Council shall review the Complete Application and Administration's report and may:

6.3.1 pass a resolution directing Administration to enter into a Tax Incentive Agreement; or

6.3.2 pass a resolution refusing the Complete Application.

6.4 A resolution directing Administration to enter into a Tax Incentive Agreement must include:

6.4.1 the future taxation years to which the Exemption applies; and

6.4.2 the details and extent of the Exemption, which shall be as follows:

6.4.2.1 In the first taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 100% Exemption;

6.4.2.2 In the second taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive an 80% Exemption;

6.4.2.3 In the third taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 60% Exemption.

6.5 An Exemption must not exceed three (3) consecutive tax years.

6.6 A resolution passed under section 6.3.2 refusing an application must include the reason(s) for refusal.

6.7 Administration shall provide written notice of a refusal to an Applicant which must include the resolution passed under section 6.3.2.



## Town of Rimbey

Bylaw 974/21

### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

#### 7 TAX INCENTIVE AGREEMENT

7.1 Where Council has passed a resolution approving an Exemption, Administration shall draft a Tax Incentive Agreement in accordance with the resolution of Council.

7.2 A Tax Incentive Agreement must outline:

7.2.1 the taxation years to which the Exemption applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted;

7.2.2 the extent of the Exemption for each taxation year to which the Exemption applies;

7.2.3 a deadline for submission of proof that the Qualifying Property has been approved for occupancy;

7.2.4 any criteria in section 4 which formed the basis of granting the Exemption and the taxation year or years to which the criteria applies all of which are deemed to be a condition or conditions of the Tax Incentive Agreement the breach of which will result in the cancellation of the Exemption for the taxation year or years to which the criteria applies;

7.2.5 In the event of a cancellation pursuant to section 8.1 of this Bylaw, any monies owed to the Town shall be immediately paid by the Applicant; and

7.2.6 any other conditions Administration deems necessary and the taxation year(s) to which the condition applies.

7.3 Tax Incentive Agreements shall be executed by the chief elected official or their delegate and the CAO.

#### 8 CANCELLATION OF TAX INCENTIVE AGREEMENT

8.1 If at any time after an Exemption is granted, Administration determines that:

8.1.1 the Applicant or their application did not meet or ceased to meet any of the criteria in section 4 which formed the basis of granting the Exemption;

8.1.2 tax arrears are owing with respect to the Qualifying Property; or

8.1.3 there was a breach of any condition of the Tax Incentive Agreement;

Administration shall make a recommendation to Council and Council may, by resolution, cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

8.2 A resolution passed by Council pursuant to section 8.1 must include reasons and identify the taxation year or years to which the cancellation applies.



**Town of Rimbey**

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

8.3 Administration shall provide written notice of a cancellation to an Applicant which must include the resolution passed under section 8.1.

**9 REVIEW**

9.1 Where an application has been rejected by Administration on the basis that it is incomplete, Applicants may apply to Council within 14 days of receiving notice of the refusal to review the decision to reject the application.

9.2 Applicants may apply to Council within 14 days of receiving a Tax Incentive Agreement to review the Tax Incentive Agreement on the limited issue of whether the Tax Incentive Agreement follows the direction of Council. Council may revise the Tax Incentive Agreement or provide direction to Administration to revise the Tax Incentive Agreement in accordance with Council's initial resolution.

9.3 Applicants may apply to Council within 14 days of receiving a notice of cancellation to review the cancellation and Council may uphold or revoke the cancellation.

9.4 Applications for judicial review of a decision pursuant to this Bylaw must be filed with the Court of Queen's Bench and served not more than sixty (60) days after the date of decision.

**10 SEVERABILITY**

10.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed valid.

READ A FIRST TIME THIS 26 DAY OF January 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**Town of Rimbeby**

**Bylaw 974/21**

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR  
THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.**

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READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

\_\_\_\_\_  
MAYOR

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

SIGNED AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

\_\_\_\_\_  
MAYOR

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



## Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR  
THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

### Appendix "A"

#### Application Requirements for Non-Residential Tax Incentives Pursuant to the Tax Incentives Bylaw No 974/21

1. All applications for an Exemption under to the Tax Incentives Bylaw must include the following information:
  - a) a signed and dated application form;
  - b) the Application Fee;
  - c) if the Applicant is not an individual, an agent authorization form or directors' resolution;
  - d) if the Applicant is a corporation, a corporate registry record of the Applicant dated within 60 days of the date of the application;
  - e) a land titles certificate for the lands on which the Qualifying Property is located dated within 60 days of the date of the application;
  - f) a description of the business conducted, or to be conducted, on the Qualifying Property;
  - g) copies of all development permits issued with respect to the Development or Revitalization of the Qualifying Property;
  - h) an estimate of when the Qualifying Property will be approved for occupancy after completion of the Development or Revitalization;
  - i) an explanation of how the application meets the criteria for an Exemption; and
  - j) financial documentation related to the Development or Revitalization of the Qualifying Property that indicates that the increase in assessed value that is required by the Tax Incentives Bylaw is, or will be, met, which shall include, without limitation, construction cost estimates, copies of receipts and paid invoices and estimates regarding the current and expected future value of the Qualifying Property.
2. Applicants may provide any other material, including additional print, visual or audio-visual material, which the Applicant believes will support their application.

**NOTE: Applications and all material provided will be included in reports to Council and the Council agenda packages that are available to the public.**

**All Qualifying Properties will be subject to inspection by Town staff to ensure the validity of the application.**





**Town of Rimbey**

**Bylaw 974/21**

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.**

**Appendix "B"  
Application Form for Non-Residential Tax Incentives  
Pursuant to the Tax Incentives Bylaw No. 974/21**

**Applicant Information:**

Applicant Name:	
Registered Corporate Name, If Different:	
Legal Description of Assessed Property:	
Mailing Address of Assessed Property:	
Corporate Registry Office Address of Applicant:	

**Agent Information:**

Name of Authorized Agent for Applicant:	
Mailing Address for Agent:	
Email Address for Agent:	
Telephone Number for Agent:	

Personal Information required by Town of Rimbey application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Head at [insert contact information].

Provide, or append, a brief description of the business conducted, or to be conducted, on property:

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**Town of Rimbey**

Bylaw 974/21

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.**

Describe, or append, an explanation of why you are seeking an Exemption and how you meet the criteria set out in the Tax Incentives Bylaw:

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What date is the subject property expected to be approved for occupancy:

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Any additional documentation must be appended to the application. Indicate if the application includes the following:

- Corporate Registry Record (if applicable) (required)                       Land Titles Certificate
- Agent Authorization Form/Directors' Resolution (if applicable)    Application Fee (required)
- Financial Documentation re: Increase in Value (required)                       Other materials (optional)
- Copies of development permit(s) (required)

\_\_\_\_\_  
Date of the Application

\_\_\_\_\_  
Signature of Applicant (or Applicant's Agent)

\_\_\_\_\_  
Print Name of Applicant (or Applicant's Agent)

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
**DATE APPLICATION WAS RECEIVED**

\_\_\_\_\_  
**NAME OF RECIPIENT**



**Town of Rimbey**

**Bylaw 974/21**

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR  
THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.**

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

<b>Council Agenda Item</b>	6.2
<b>Council Meeting Date</b>	March 9, 2021
<b>Subject</b>	Town of Rimbey Revolving Operating Loan Bylaw 975/21
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>The Town of Rimbey has a revolving operating loan with Servus Credit Union in the amount of \$1,000,000. As a general condition of credit a new Borrowing Bylaw is required every three years.</p> <p>At the Regular meeting of Council held February 9, 2021, Council passed the following motions:</p> <p style="text-align: center;"><u>Motion 022/21</u></p> <p style="text-align: center;"><i>Moved by Councillor Curle to give first reading of Bylaw 975/21 Town of Rimbey Revolving Operating Loan Bylaw.</i></p> <p style="text-align: center;"><u>In Favor</u> <span style="float: right;"><u>Opposed</u></span></p> <p style="text-align: center;"><i>Mayor Pankiw Councillor Coulthard Councillor Curle Councillor Payson Councillor Rondeel</i></p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: center;"><u>Motion 023/21</u></p> <p style="text-align: center;"><i>Moved by Councillor Payson advertise Bylaw 975/21 Town of Rimbey Operating Loan Bylaw for two consecutive weeks in the Rimbey Review.</i></p> <p style="text-align: center;"><u>In Favor</u> <span style="float: right;"><u>Opposed</u></span></p> <p style="text-align: center;"><i>Mayor Pankiw Councillor Coulthard Councillor Curle Councillor Payson Councillor Rondeel</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>Discussion</b>	Bylaw 975/21 Town of Rimbey Operating Loan Bylaw was advertised in the Rimbey Review in the February 16, 2021 and the February 23, 2021 editions.



REQUEST FOR DECISION

<b>Relevant Policy/Legislation</b>	MGA s 251(1), 252, 253(1), 256(1)(2)(3)
<b>Attachments</b>	Town of Rimbey Revolving Operating Loan Bylaw 975/21
<b>Recommendation</b>	<ol style="list-style-type: none"><li>1. Administration recommends Council give second reading to Bylaw 975/21 Town of Rimbey Revolving Operating Loan Bylaw.</li><li>2. Administration recommends Council give third and final reading to Bylaw 975/21 Town of Rimbey Revolving Operating Loan Bylaw.</li></ol>

**Prepared By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date

**Endorsed By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date



## Town of Rimbey Revolving Operating Loan Bylaw

Bylaw 975/21

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE MUNICIPAL COUNCIL TO INCUR AN INDEBTEDNESS ON BEHALF OF THE SAID TOWN BY THE ISSUANCE OF A REVOLVING OPERATING LOAN FACILITY FOR THE PURPOSE OF MAINTAINING A POSITIVE OPERATING CASH FLOW.**

WHEREAS, pursuant to Section 256 of the Municipal Government Act to maintain a positive operating cash flow thereto, the Council may pass Bylaws in relation to maintain a positive operating cash flow: and

AND WHEREAS, it is necessary to secure a revolving operating loan facility for a maximum of \$1,000,000.00 on the terms and conditions referred to in this bylaw:

AND WHEREAS, the amount of the existing debenture and loan debt of the Town of Rimbey at January 13, 2021 is \$1,410,221.48 and no part of the principal or interest is in arrears;

WHEREAS, all required approvals for operating expenditures have been obtained, and are in compliance with all Acts and regulations of the Province of Alberta:

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

1. For the purpose of maintaining a positive operating cash flow, the sum of ONE MILLION DOLLARS (\$1,000,000.00) be borrowed by way of a revolving operating loan on the credit and security of the Municipality at large, of which amount the full sum of \$1,000,000.00 is to be paid by the Municipality at large.
2. The Mayor and the Chief Administrative Officer of the Town of Rimbey are hereby authorized to borrow on behalf of the Town of Rimbey for the amount and purpose as authorized by this bylaw, namely the maintaining of a positive operating cash flow.
3. The Town of Rimbey shall repay the indebtedness according to the repayment structure in effect, namely monthly payments of combined principal and interest installments as determined by Servus Credit Union, calculated at a rate not exceeding the interest rate fixed by Servus Credit Union on the date of the borrowing, and not to exceed FIVE (5) percent.
4. The Town of Rimbey shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Town of Rimbey.
6. The amount borrowed under the bylaw shall be applied only to the purpose specified by this bylaw.
7. Bylaw 916/16 is hereby rescinded.

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



**Town of Rimby Revolving Operating Loan Bylaw**

Bylaw 975/21

READ a first time this 9<sup>th</sup> day of February, 2021.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

<b>Council Agenda Item</b>	7.1
<b>Council Meeting Date</b>	March 9, 2021
<b>Subject</b>	Library Expansion Design
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>On January 22, 2021 the Rimbey Library Board formally applied for the Development Permit for construction of the extension.</p> <p>Development Permits are approved by the Development Authority in accordance with the Land Use Bylaw. However, as the building is a Town owned building, the Development Authority is requesting Council review the design and provide input prior to issuing the permit.</p> <p>On February 9, 2021, Administration identified the following items for Council's consideration:</p> <ul style="list-style-type: none"> <li>• The parking lot at the rear of the building is proposed to be gravel. It is currently paved. As such, Administration recommends that the future parking lot be paved.</li> <li>• The parking lot at the rear of the building does not indicate the number of parking spots or the dimensions of parking spots. As part of the review for the Development Permit, Administration typically requires this level of detail as part of the application. Administration recommends that the applicant provide said parking spot details.</li> </ul>
<b>Discussion</b>	<p>The Library Board submitted a revised site plan based on the discussion at the February 9, 2021 Council meeting.</p> <p>To address the items of concern, the revised site plan includes:</p> <ul style="list-style-type: none"> <li>• The parking lot at the rear of the building is proposed to be asphalt parking.</li> <li>• The parking lot at the rear of the building includes 9 parking stalls. Administration recommends that the parking stalls be reduced to 8 parking stalls to accommodate larger vehicles.</li> </ul>
<b>Relevant Policy/Legislation</b>	Land Use Bylaw
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Email submission from John Hall on behalf of the Library board</li> <li>2. Revised site plan</li> </ol>
<b>Recommendation</b>	Administration recommends Council accept the revised site plan submitted on March 3, 2021 to include asphalt parking lot at the rear of the building and the parking stalls reduced to 8 to accommodate larger vehicles.





REQUEST FOR DECISION

**Prepared By:**

\_\_\_\_\_  
Elizabeth Armitage, MEDES, MCIP, RPP  
Planning & Development Officer

March 3, 2021  
Date

**Endorsed By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date

**Subject:** Library Expansion: Revised Site Plan  
**From:** "John Hull" <[johnhull5@icloud.com](mailto:johnhull5@icloud.com)>  
**Sent:** 2021-03-01 10:58:56 AM  
**To:** "Liz Armitage" <[liz@viciniaplanning.com](mailto:liz@viciniaplanning.com)>; "Lori Hillis" <[lori@rimbey.com](mailto:lori@rimbey.com)>;  
**Attachments:** PastedGraphic-2.pdf

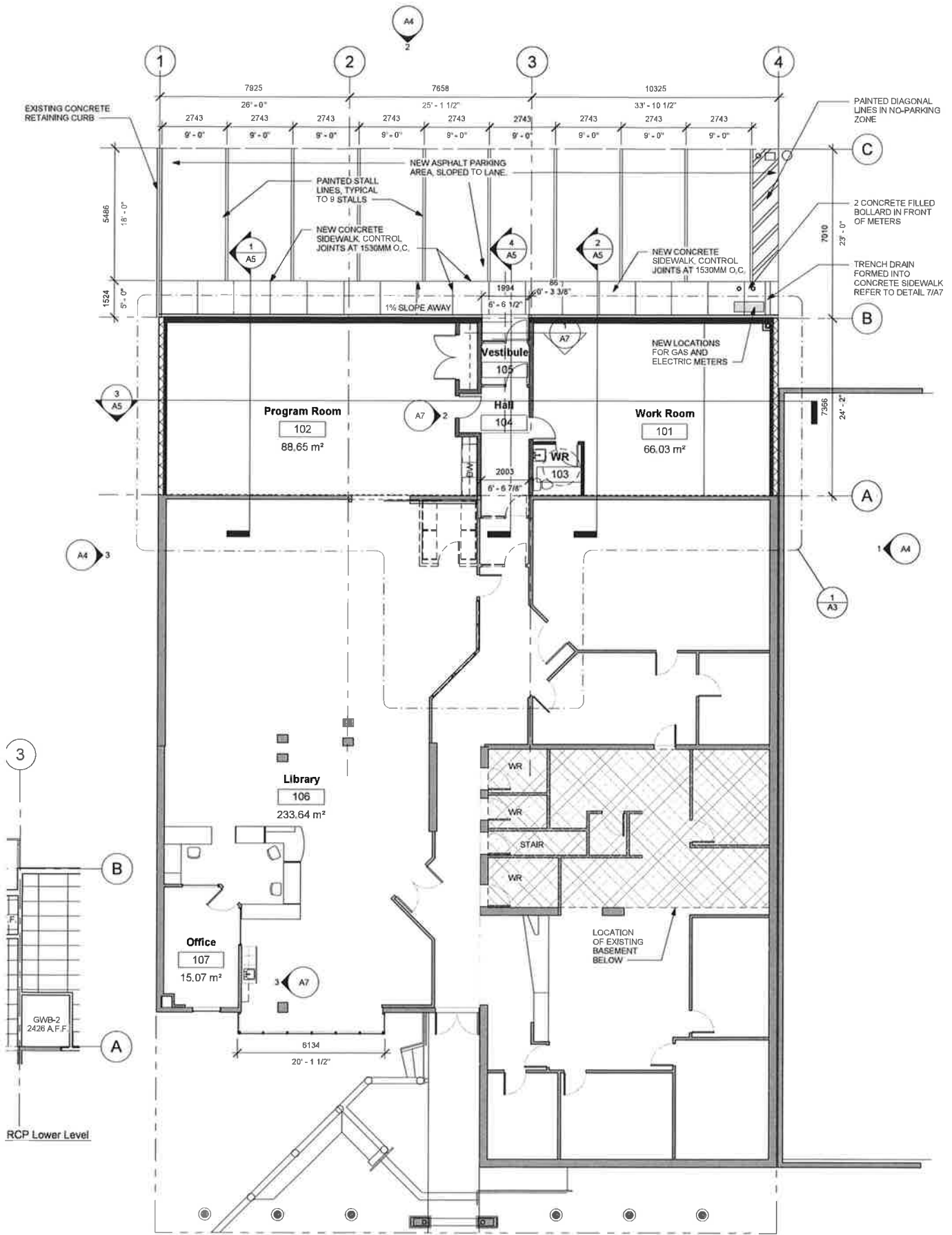
Good morning Liz and Lori,

Attached is our revised Site Plan as per Council's February 9th direction regarding the Development Permit application.

We are now showing new asphalt with painted parking stall lines as requested. The property is 85feet wide. We have shown a 4' wide no parking zone on the east side because of the existing power pole, telephone pedestal and bollard. This leaves 81 feet for 9 stalls 9 feet wide, as per the landuse bylaw standards.

Please advise if you require any further information. We trust this will allow acceptance of the Development Permit request.

Thanks, John Hull



3 Main Floor Plan  
A2 1 : 100

<b>Council Agenda Item</b>	7.2
<b>Council Meeting Date</b>	March 9, 2021
<b>Subject</b>	42 Street Extension Roadway Cross Section
<b>For Public Agenda</b>	Public Information

**Background** Stantec, the engineer for the Rimby Travel Centre, has proposed a roadway cross section for the future road-way construction as per the attachment. The location of the 42 Street Extension is identified in yellow in the following image:



**Discussion** The Town of Rimby’s engineers have reviewed the design and confirm that the road structure proposed by Stantec is sufficient.

Note that the roadway design indicates “100mm asphaltic concrete surface (by others)”. The developer does not plan to construct the asphaltic concrete as part of the roadway development at this time and it is anticipated that the asphaltic concrete surface will be complete at an unspecified time in the future by others.

Options council may wish to consider for the future paving of the proposed roadway include:

- Registration of caveat (or similar instrument) on title requiring the future asphalt pavement to future development on Phase 2 of the project.

	<ul style="list-style-type: none"> <li>• Future Local Improvement Tax for the future asphalt on the 42 Street extension.</li> <li>• Development Permit condition for road asphalt to be finished with future phases of development.</li> </ul> <p>In addition to the roadway design, Administration is seeking direction from council in regards to securities. The Town of Rimbey does not have a Policy pertaining to Securities. A review of similar sized municipalities indicates that they also do not have security policies.</p> <p>Securities are typically taken on public infrastructure required for private developments. For this development Administration recommends council consider taking securities on for completion of:</p> <ul style="list-style-type: none"> <li>• 42 Street Extension Roadway.</li> <li>• Water service tie-in.</li> <li>• Sanitary service tie-in.</li> </ul> <p>The Town of Rimbey does have a performance/security deposit requirement of “\$3000.00 minimum or 1% of construction up to \$1,000,000 + \$1.50/\$1000 of construction value over \$1,000,000.” Based on a \$3,000,000 estimated cost provided by the Developer at the September 21, 2020 Council Meeting, our normal performance/security deposit would be \$13,000.00.</p> <p>The developer’s engineer, Stantec, has suggested that \$7,500 should be sufficient to clean up the site if the developer does not complete the project. This estimate was provided on the basis that if the development stops in the middle of construction the road would not need to be completed as it does not serve any additional businesses. Rather, it would just need to be “cleaned-up”.</p> <p>The developer has estimated \$154,991.50 (\$129,991.50 for the roadway and \$25,000.00 for the utility connections).</p> <p>Given the road will not serve any additional businesses beyond this development, administration recommends taking the suggested \$7,500 to ensure funds are available to re-seed to grass and clean-up the site if necessary. Administration recommends taking an additional \$2,500 to finish any deficiencies regarding the utility connections.</p>
<b>Relevant Policy/Legislation</b>	Town of Rimbey Development Standards Municipal Development Plan
<b>Options/Consequences</b>	N/A
<b>Financial Implications</b>	N/A
<b>Attachments</b>	42 Street Extension Roadway Cross Section



REQUEST FOR DECISION

**Recommendation**

1. Council to accept the roadway design as presented.
2. Council direct the Development Authority to require securities in the amount of \$10,000 as a condition of the development permit.

**Prepared By:**

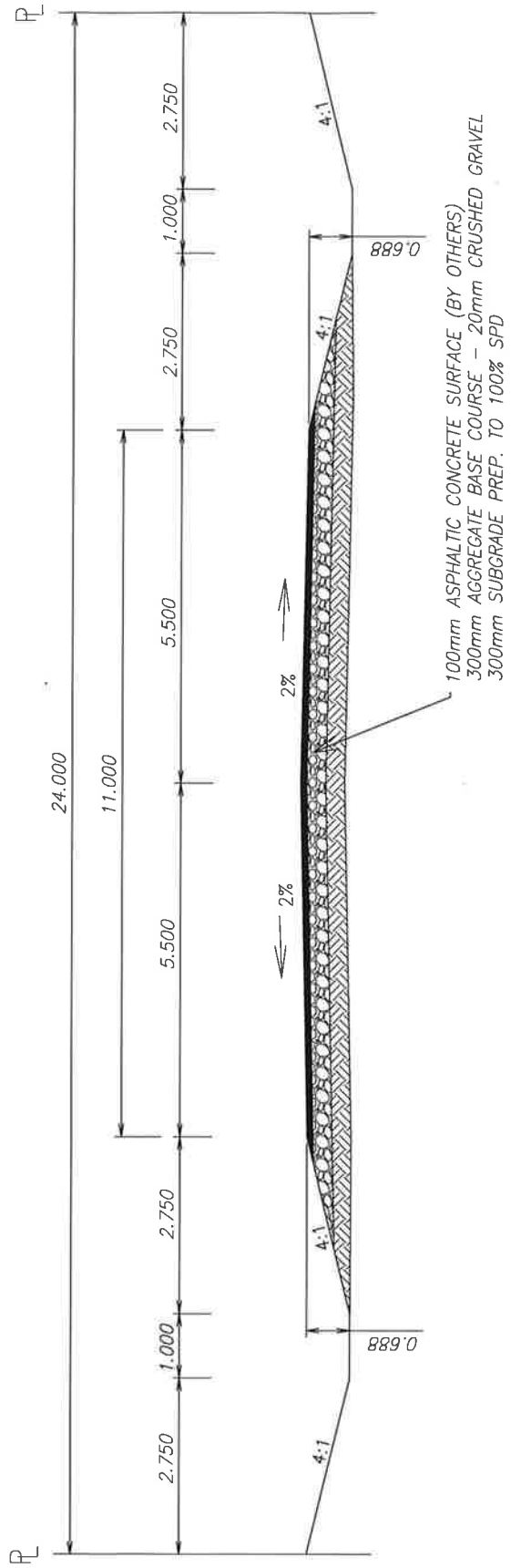
Elizabeth Armitage, MEDES, MCIP, RPP  
Planning & Development Officer

March 4, 2021  
Date

**Endorsed By:**

Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date



## ROADWAY CROSS SECTION

NTS



REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.3
<b>Council Meeting Date</b>	March 09, 2021
<b>Subject</b>	Old Community Centre Demolition
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>A lease agreement between the Town of Rimbey and the Rimbey Agriculture Society was entered into in 1957 where the Town leased the land at 4819 49 Street (Old Community Centre) from the Ag Society. On October 31, 2002 an Appendix to the Land Use Lease Agreement was signed which states in part: " In the event of the Recycling Depot's demise, the removal of the building and cleanup of the premises shall be the financial responsibility of the Town of Rimbey/Lions Club. The Lease for such land shall then be null &amp; void and will revert to the Rimbey Agricultural Society."</p> <p>The Recycling Depot has not been located in that building for several years and the Rimbey Agriculture Society has requested that it be removed.</p> <p>In February of 2021 Rimoka Housing Foundation awarded a contract for the demolition of the Old Parkland Manor. Mayor Pankiw met with the contractor and requested a quote for the remediation and demolition of the Old Community Centre while they were in Town.</p>
<b>Discussion</b>	<p>For the past several years we have received updated quotes for the remediation and demolition of the Old Community Centre. They have typically been around \$100,000.</p> <p>On March 3, 2021, Public Works received a quote for the remediation, demolition and removal of the building located at 4819 49 Street. The quote from Zeuss Demo and Recycling is for \$61,490 plus GST. The quote includes the Town supplying the dump site for concrete from this building and from the Parkland Manor demolition site. The Town must also supply the fill material.</p> <p>The quote includes the hauling, placing and compaction of clay fill in demolition area however as Public Works has the material and equipment to do this, Zeuss Demo and Recycling has agreed to reduce their quote by \$6,500 to \$54,990. A revised written quote was not available for this agenda.</p> <p>If additional hazmat is discovered during demolition, the Town will be responsible for all costs related to additional remediation.</p>
<b>Financial Implications</b>	Reduction of reserves in the amount of \$54,990.
<b>Attachments</b>	Zeuss Demo & Recycling Quote





REQUEST FOR DECISION

**Recommendation**

Administration recommends awarding the contract for the remediation, demolition and removal of the building materials to Zuess Demo & Recycling for the contract price of \$54,990 plus GST with funding to come from Reserves.

**Prepared By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 5, 2021

Date

**Endorsed By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 5, 2021

Date



March 3, 2021

Public Works  
4705 – 46<sup>th</sup> Ave  
P.O. Box 350  
Rimbey, Alberta  
T0C 2J0

Attention: Rick Schmidt  
Director of Public Works

Re: Old Community Centre 49 St – Rimbey Alberta

Hi Rick,

As requested, we are submitting our pricing for the demolition and removal of the old Rimbey Community Centre. As per our meeting of last week the Town of Rimbey would do the following items on the project:

- Supply of all permits
- All utility disconnections outside of building structures including gas, electrical, sewer and water
- Removal of all existing chairs inside of building
- Supply of dump site for concrete from this building and from the Parkland Manor demolition site
- Clearance letter to be supplied to Zeuss Demo stating all building debris is free of hazmat materials for disposal at landfill. If additional hazmat is discovered during demolition, all additional testing and costs involved will be the responsibility of others. Charges for Zeuss equipment and crew waiting time will apply
- Supply of backfill material which Zeuss will haul and place.



352 Adams Crescent SE, Calgary, AB T2J 0T6 Phone: 403-651-2176



**"BONDED & INSURED"**



**Zeuss Demo to do the following:**

- Supply, installation and removal of site fencing for a maximum time of 2 months for the project
- Supply of Hazmat contractor to remove asbestos as noted in report of 11/9/15
- Safe demolition of building and disposal of demolition debris
- Demolition and removal of demolition debris and costs associated with landfill and grinding of the material at the landfill site
- Protect existing utilities that may be encountered
- Truck supplied for watering for dust control of building demolition
- Site to be left free of demolition debris
- Ensure the work area is safe at all times
- Daily paperwork and equipment inspection reports
- Concrete breaking and removal of concrete and hauling of concrete to your dump site, in pieces less than 2 ft with little or no rebar
- Hauling, placing and compaction of clay fill in demolition area to 95% proctor, testing if required by the town
- Supply and placement of 6 inches of topsoil over excavated area.
- All work to be done to Town of Rimbey and OH&S standard

**Equipment to be used on this project is as follows:**

- 25.5 Ton Excavator
- Water truck
- Trucks with demolition trailers for hauling debris from site
- Tandem with pup to haul clay fill in to site

**Time allotted for demolition and removal – 20 days**

**Notes:**

1. If additional hazmat is discovered during demolition, all additional testing and costs involved will be the responsibility of others and waiting time charges for Zeuss equipment and crew will apply
2. Working hours will be based upon 10 hours a day dependent upon weather



352 Adams Crescent SE, Calgary, AB T2J 0T6 Phone: 403-651-2176



**“BONDED & INSURED”**



**Price**

**\$ 61,490.00 + GST**

**Quotation Conditions**

1. Price quoted is valid for acceptance for 15 days from date of quotation
2. Pricing is based upon work being done in tandem with demolition of Parkland Manor
3. Invoice is due 30 days upon completion of Zeuss Demo's section of the project. A final walkthrough with Town of Rimbey representative, acknowledging Completion of Project, is to be done within 48 hrs of Zeuss Demo notifying them that Zeuss Demo has completed demolition

Please let us know your decision as soon as possible as we are preparing to haul concrete from the Parkland Manor demolition.

Thank you for the opportunity of bidding on this project.

Regards,

Bob Barlow, GSC - PM



352 Adams Crescent SE, Calgary, AB T2J 0T6 Phone: 403-651-2176



**"BONDED & INSURED"**



REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.4
<b>Council Meeting Date</b>	March 09, 2021
<b>Subject</b>	Rimbey Geocaching
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>Councillor Rondeel has requested that the Recreation Department look into the possibility of Geocaching in Rimbey.</p> <p>Geocaching is an outdoor activity where players use GPS coordinates to locate hidden containers or caches. Geocaching.com website allows anyone to sign up at no charge for the basic program You use your smartphone to get the GPS coordinates and find the locations or just check out the map and search from it.</p> <p>In 2011 the Town of Rimbey Recreation Department started a geocaching program in Rimbey.</p>
<b>Discussion</b>	<p>Rimbey currently has 7 locations listed on the geocaching website. According to the log books for most of the locations it seems that people are still looking for the caches and finding them. The recreation department is ensuring that all the caches are in their rightful locations and will replenish any of the swag/log books in the containers. They will also add more cache locations over the spring to increase the enjoyment for the community.</p>
<b>Recommendation</b>	Administration recommends Council accept the Geocaching report as information.

**Prepared By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date

**Endorsed By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date



REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.1
<b>Council Meeting Date</b>	March 9, 2021
<b>Subject</b>	Department Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Department managers supply a report to Council, bi monthly advising Council of the work progress for the time period.
<b>Discussion</b>	8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report
<b>Recommendation</b>	Motion by Council to accept the department reports, as information.

**Prepared By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date

**Endorsed By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date

## Highlights

### **COVID – 19 Updates:**

- Attended weekly virtual meetings with Dr. Deena Hinshaw regarding COVID 19 updates with municipalities.

### **Capital Budget:**

- Met with Tagish Engineering regarding 2021 Capital Budget. Currently working on the 2021 Capital and Operating Budgets.

### **Peace Officer Program:**

- Met with Peter Hall with Ponoka County regarding contracting our Peace Officer to the County for a few hours per month.

Lori Hillis  
Chief Administrative Officer

## Council Board Report



Supplier : 1020405 to ZIM1598  
 Fund : 1 GENERAL FUND  
 Include all Payment Types : Yes

Date Range: 18-Feb-2021 to 02-Mar-2021  
 Sequence by: Cheque/EFT#  
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
AlSCO	47025	22-Feb-2021	AlSCO - janitorial supplies	66.10
Alberta One-Call Corporation	47026	23-Feb-2021	Alberta One Call - Jan. 2021	59.54
AN Adventure Distribution & Consulting	47027	23-Feb-2021	An Adventure - janitorial supplies	309.23
Bubble Up Marketing	47028	23-Feb-2021	BubbleUP Marketing - website support	73.50
Canadian Pacific Railway Company	47029	23-Feb-2021	Canadian Pacific Railway - Hoadley crossing	296.00
City Of Red Deer	47030	23-Feb-2021	City of Red Deer - Jan.2021 - lab analysis - north	1,243.20
Digitex Inc.	47031	23-Feb-2021	Digitex - copies - Town Office	429.61
Expert Security Solutions	47032	23-Feb-2021	Expert Security Solutions - Rec. Dept - Jan-Mar./	94.34
Higgins,Brad	47033	23-Feb-2021	Brad Higgins - Dev. Deposit refund	3,000.00
Imperial Esso Service (1971)	47034	23-Feb-2021	Imperial Esso - fuel	24.00
Longhurst Consulting	47035	23-Feb-2021	Longhurst Consulting - PW - supplies/printer	1,394.40
Municipal Property Consultants (2009) Ltd.	47036	23-Feb-2021	Municipal Property Consultants - March 2021 - nr	3,578.35
Peacock,John	47037	23-Feb-2021	John Peacock - Dev. Deposit refund	3,000.00
Red Deer Overdoor	47038	23-Feb-2021	Red Deer Overdoor - RCMP Bldg - repairs	815.59
Rimbey Implements Ltd.	47039	23-Feb-2021	Rimbey Implements - battery core - CR	152.40
Seidel,Rebekah	47040	23-Feb-2021	Rebekah Seidel - RhPAP - expense	237.60
Sidorsky,Allan	47041	23-Feb-2021	Allan Sidorsky - Dev. Deposit refund - Permits #1	6,000.00
Tagish Engineering Ltd.	47042	23-Feb-2021	Tagish - RB139 - Water Supply	15,042.47
Uni First Canada Ltd.	47043	23-Feb-2021	UniFirst - coveralls/supplies	144.43
Vicinia Planning & Engagement Inc.	47044	23-Feb-2021	Vicinia - Jan. 2020 monthly invoice	2,205.00
Wolseley Industrial Canada INC	47045	23-Feb-2021	Wolseley Industrial - shop supplies	1,058.54
Digitex Inc.	47046	25-Feb-2021	Digitex - CC - copies	31.50
AMSC Insurance Services Ltd.	47047	25-Feb-2021	AMSC Insurance - Mayor/Council - March 2021	39.04
Cimco Refrigeration	47048	25-Feb-2021	Cimco - Rec Centre - compressor repairs	1,564.80
Hach Sales & Services Canada Ltd.	47049	25-Feb-2021	Hach - PW - supplies	195.57
Hi-Way 9 Express Ltd.	47050	25-Feb-2021	Hi-Way 9 - freight	71.34
Imperial Esso Service (1971)	47051	25-Feb-2021	Imperial Esso - arena - propane	24.00
John Brooks Company Ltd.	47052	25-Feb-2021	John Brooks Company - parts - PW	2,290.83
JOHNSON,NAHANIA	47053	25-Feb-2021	Nahania Johnson - cardlock refund	25.00
LOR-AL SPRINGS LTD.	47054	25-Feb-2021	Lor-Al Springs - water	22.00
New Can Truck Parts	47055	25-Feb-2021	New Can Truck Parts - 2005 Sterling (55) - repair	805.14
Nikirk Bros. Contracting Ltd.	47056	25-Feb-2021	Nikirk Brothers - sand	3,880.81
PitneyWorks	47057	25-Feb-2021	PitneyWorks - postage	3,150.00
Stationery Stories & Sounds (2005)	47058	25-Feb-2021	Stationery Stories Sounds - supplies - PW	18.90
True Way Tire Ltd.	47059	25-Feb-2021	True Way Tire Ltd - repair - Unit #21	23.05
Uni First Canada Ltd.	47060	25-Feb-2021	UniFirst - coveralls/supplies	74.70
Wolseley Industrial Canada INC	47061	25-Feb-2021	Wolseley Industrial - bleach	1,370.25
Canada Revenue Agency	00057-0001	23-Feb-2021	CRA - (Jan.31-Feb.13/21) Feb.19/21	17,795.69
LAPP	00057-0002	23-Feb-2021	LAPP - Feb.2021 - monthly payroll - Library	11,617.33
Telus Mobility Inc.	00057-0003	23-Feb-2021	Telus Mobility - Feb.2021	140.29
Telus Communications Inc.	00057-0004	23-Feb-2021	Telus - Beauty House - Feb.2021	69.85
VICTOR CANADA	00057-0005	23-Feb-2021	Victor Canada - March 2021	11,288.45
Telus Communications Inc.	00058-0001	25-Feb-2021	Telus - Feb.10/21 - Town	2,233.39
<b>Total:</b>				<b>95,956.23</b>





REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	March 09, 2021
<b>Subject</b>	Boards/Committee Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Various Community Groups supply Minutes of their board meetings to Council for their information.
<b>Attachments</b>	8.2.1 FCSS Meeting Minutes January, 2021 8.2.2 Rimbey Historical Society Minutes November 2020 8.2.3 Tagish Engineering Project Status Update
<b>Recommendation</b>	Motion by Council to accept the reports, as information.

**Prepared By:**

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date

**Endorsed By:**

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Lori Hillis, CPA, CA  
Chief Administrative Officer

March 4, 2021  
Date

Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
BOARD MEETING MINUTES

January 28, 2021

10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson – On site  
M. Josephison, Board Member – On site  
I. Steeves, Vice Chairperson - On site  
K. Maconochie, Recording Secretary – On site  
P. Makofka, Executive Director – On site  
G. Rondeel, Board Member - Virtual  
B. Coulthard, Board Member - Virtual  
D. Noble, Board Member - Virtual  
F. Pilgrim, Board Member - Virtual  
R. Schaff, Board Member – Virtual

REGRETS:

1. CALL TO ORDER

The meeting was called to Order by: N. Hartford at 10:08 a.m.

2. APPROVAL OF AGENDA

**21-01-01 MOTION:** By: B. Coulthard: That the agenda is adopted as presented.

**CARRIED**

3. Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

*A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.*

4. PREVIOUS MEETING MINUTES – November 19, 2020

**21-01-02 MOTION:** By: F. Pilgrim: That the Minutes of the November 19, 2020 Board Meeting be adopted as presented.

**CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

6. OLD BUSINESS

6.1 40<sup>th</sup> Anniversary

Approximately \$5000 worth of anniversary swag has been ordered and is being stored for use later.

6.2 Human Resources Coordinator – introductions

Wendy German joined the meeting at 10:11 a.m. Introductions were made and Wendy also gave an explanation of her role to the Board. W. German left the meeting at 10:21 a.m.

6.3 2020 Year End expenditures

Completed now and on target.

6.4 FCSS Educator – N95 fitting, Norquest College tutor, First Aid & CPR instructor

K. Maconochie still trying to get N95 mask fitting through AHS, but also looking on line. Arlene Somer would like to stay on as our tutor and First Aid and CPR instructor at this time.

7. FINANCE

7.1 December 10, 2020 and January 28, 2021 Finance Committee Meeting Highlights

**21-01-03 MOTION:** By: I. Steeves: That the Highlights of the December 10, 2020 and January 28, 2021 Finance Committee Meeting be accepted as information.

**CARRIED**

**21-01-04 MOTION:** By: R. Schaff: That we revise the 2021 FCSS budget to reflect Municipal contribution at 20% match to the Provincial grant as recommended by the Finance Committee.

**Seconded by:** B. Coulthard

**CARRIED**

8. WRITTEN REPORTS

8.1 Monthly Board Reports

8.2 Big Brothers Big Sisters – quarterly (4<sup>th</sup> Quarter report sent to Board Members)

8.3 Catholic Social Services – quarterly (4<sup>th</sup> Quarter report sent to Board Members)

**21-01-05 MOTION:** By: M. Josephison: To accept the Monthly Board Reports as information.

**CARRIED**

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

Next meeting: TBA

10. DIRECTOR'S REPORT

**21-01-06 MOTION:** By: I. Steeves: That the Director's Report is accepted as information.

**CARRIED**

11. NEW BUSINESS

11.1 2020 Christmas Hampers-Food Bank updates

We gave out 90 Christmas hamper and 10 regular hampers in December 2020, for a total of 110. This was what we predicted.

-110 youth – gifts

-74 adults

-37 seniors – gifts

From these, 33 were single person hampers. We handed out 167 - \$25 gift cards for use

at the Co-op. These were funded by the Provincial Government in a food security program fund we received in May 2020, where we received \$13,000 and purchased 520 - \$25 coupons. Some fresh items (ie milk, eggs, onions, cabbage), we did not put in the hampers. Thinking that by giving the \$25 coupons, clients could choose the fresh items they wanted. Going forward into 2021, we would like to purchase food gift cards from the Coop and continue this practice for fresh items. This will save labour and increased contact for our volunteers.

We put in a full page "Thank you" add in the Rimbey Review listing all the donors for 2020.

**21-01-07 MOTION:** By: D. Noble : For 2021, the Food Bank will purchase gift cards to be used for recipients to purchase fresh items for their hamper.

**Seconded by: I. Steeves**

**Carried**

11.2 Health Care Programs Request

**21-01-08 MOTION:** By: M. Josephson: To approve 7 additional hours each to 2 staff to help with Health Programs administration and supervision.

**Seconded by: B. Coulthard**

**Carried.**

11.3 FCSSAA AGM

-no resolutions

-The budget showed a surplus due to an unexpected revenue for handling the provinces emergency COVID funding and the ECD and FRN dispersal of funds.

-Provincial FCSS funds are distributed monthly, not quarterly until March 2021. After April 1, there is no confirmation of FCSS funding.

-Prevention is an area that could be discontinued in tough times.

Ken Dropko recommends that we let MLA know what we can do and have done.

-Jason Nixon seems to know us pretty well

-It is acknowledged that with COVID, FCSS programs are feeling stressed from carrying the load.

11.4 Technology Emergency-updates

Our 8 year old server got a routine update and didn't restart in the evening of December 29, 2020. Phones and computers were down the next morning and Longhurst was there the next day and couldn't fix things. So, by end of day on December 30, 2020, P.

Makofka was notified that we had 2 choices. 1)replace the server or 2) move to the cloud. Since we had wanted to move towards the cloud, that is what we decided to do.

They quoted about 20 to 30 hours to do the migration of data to the cloud and work on each profile and work station so the path to files was set up. They charged us \$100/hour for 28 hours and then no charge for 14 hours. They suggested that we look at a third party back up. J. Costen is checking to see if we need a third party back up system and what it would include. P. Makofka has alerted our insurance company about this.

11.5 Outbreak at Valleyview Manor

They had one confirmed case on December 5, 2020 and an outbreak was declared on December 7, 2020. The outbreak was declared over on December 26, 2020. The Manor Worked hard to contain it and were successful. FCSS worked hard to follow AHS

guidelines and responded quickly to daily directives. The challenge for FCSS was in finding face shields and cleaning products that are approved, safe and adaptable for the specific needs of home care staff.

FCSS provided the Public Health and Home Care nurses doing the swabs with K. Maconochie, the FCSS RN to assist as they were short staffed, at our expense.

#### 11.6 COVID-19 Vaccination Process

Home Care frontline staff are included in Phase 1A – this should take place later in January. K. Maconochie, the FCSS RN, has provided all staff with clear explanation of how the vaccine works on mRNA, not on your DNA.

#### 11.7 Blindman Valley Lion's club request

The Blindman Valley Lion's club would like to set up a program to call individuals once a week to see how they are doing. They would like to partner with FCSS and have the people call here to sign up and then we would pass their names on to the Lion's club. The Board had some question and P. Makofka is to discuss these with the Blindman Valley Lion's club.

#### 11.9 Photocopier

Our photocopier is just over 9 years old and we have had some problems with it – making noises, paper jamming. We have had the service technician out to repair and because of its age, it is hard to get parts – even our toner we have to get from their main office, they do not stock it in their Red Deer office. Garrett Bodnar, from Digital contacted the office and asked to send out some proposals on a new photocopier and compare the prices with what we are currently paying.

**21-01-09 MOTION:** By: R. Schaff: To lease a new photocopier as per proposal from Digital, that would provide the services the office needs and reduce our printing service costs.

**Seconded by:** B. Coulthard

**CARRIED**

#### 11.9 In-camera session

**21-01-10 MOTION:** By: I. Steeves: To go in camera at 11:40a.m.

**CARRIED**

K. Maconochie left the meeting at 11:40 a.m.

**21-01-11 MOTION:** By: M. Josephison: To go out of camera at 11:50 a.m.

**CARRIED**

K. Maconochie rejoined the meeting at 11:50 a.m.

12. Workplace Health & Safety Committee – next Meeting: TBA

13. Review of Statistics

13.1 2021 Monthly Program Statistics report

13.2 AHS Contracted HC and Private HS Client Stats combined 2021

13.3 AHS (HC) & Private (HS) billing 2016-2021

- 13.4 AHS (HC) Client Totals & Hours 2016-2021
- 13.5 Private (HS) Client Totals & Hours 2016-2021
- 13.6 Food Bank Hamper Stats 2016-2021
- 13.7 Client Safety Reports – quarterly

**21-01-12 MOTION:** By: D. Noble: To accept the review of the above reports and statistics as information.

**CARRIED**

14. CORRESPONDENCE

- 14.1 Thank you card from the staff

15. NEXT MEETING DATE: Board Meeting: February 18, 2021

16. ADJOURNMENT

- 21-01-13:** By: N. Hartford: That the FCSS Board meeting adjourns at 11:55 a.m.

**CARRIED**

17. BOARD SHARING TIME

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N. Hartford, Chairperson

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K. Maconochie, Recording Secretary

# **Rimbey Historical Society Board Meeting Minutes**

*At Smithsonian International Truck Museum*

Wednesday, November 18, 2020 @ 4:00 pm

**Present:** Larry Varty, Bill Hval, Pauline Hansen, Diane Miller, Jim Schneider, Chuck Hendricks, Celia Hendricks, Sharon Bowness, Larry Beckley, Lana Curle (Town Rep.) and Cheryl Jones (Curator).

**Missing:** Janet Carlson

**Call to Order:** Meeting called to order by President, Larry Varty at 4:00 pm.

**Agenda:** Jim Schneider moved, and Chuck Hendricks seconded the Agenda be accepted – CARRIED

**Minutes:** Chuck Hendricks moved, and Sharon Bowness seconded the Minutes from the previous board meeting which was held Wednesday, October 21, 2020 be accepted – CARRIED

## **Old Business Arising from Minutes:**

Historical Park sign - Larry Varty reported that Steve Schrader has trimmed the branches that were covering up the sign.

**President:** Larry Varty – No report.

**Treasurer's Report:** Pauline Hansen presented the Treasurer's Report.

Pauline Hansen moved, and Celia Hendricks seconded the Treasurer's report be accepted – CARRIED

Treasurer Pauline then gave a presentation on the RHS 10-Yr Plan: Programming - Museum Tours and School Programming; Expansions and Future Exhibits. The Board has been asked to come back with their thoughts/suggestions/ideas to our next meeting in January 2021.

## **Committee Reports:**

**a) Grants:** None

**b) Gaming/Casino:** Celia Hendricks reported that we have received an email from Kim Howard, Alberta Gaming Assoc. requesting the RHS Board to work at the Red Deer Casino during the Second Quarter 2021 (Apr/May/June).

Celia Hendricks will reply that we are willing to volunteer anytime during that quarter.

**c) Maintenance/Restoration Shop & Truck Repairs**

Jim Schneider reported that he and Bill felt the International Eaton's truck is beyond repair.

Bill Hval reported that the mowers had been washed and stored away. He also reported that a trouble light has been installed in the shop window. If the shop has no heat the warning light comes on.

**d) Buildings & Yard:**

Sharon Bowness wishes to thank the Town Crew for pumping out the pond. The Christmas lights are being put up and will be lite December 6 through to January 8<sup>th</sup> for the “Festival of Lights”.

Larry Varty informed the Board that the big park gates are difficult to open and wishes to keep them closed. Gates can be opened up for any booked events. Lana Curle suggested that a sign be made informing the public that entry to the park can be made through the small walk-in gates and parking is available in the lot at the Truck Museum.

**e) Events & Fundraising:** None

**f) Volunteer/Recruitment:** None

**g) Strategic Planning Committee:** Bill Hval has completed a draft of suggested Bylaw Revisions. Larry Beckley will go over the draft with Bill Hval before bringing it to the Board for discussion and prior to submitting the changes to the membership at the next AGM and the Government after that.

**Town Representation:** Lana Curle, Town Representative, reported that due to COVID 19 we can expect to see some closures within the Town of Rimbey and Ponoka County.

**Park Administration Report:** *(Attached)*

Cheryl Jones presented a Park Report for the month.

Request the Board’s approval for Park Administrator Cheryl to go on vacation December 20 through to January 5, 2021. During this time period the Truck Museum and the Morning Coffee sessions will be closed. A Board Member will check into the Museums daily (a list of names and dates will be posted). The museum’s telephone message machine will have the dates of the closure including an emergency contact phone number.

Jim Schneider moved, and Larry Beckley seconded the motion that we pursue with the renovation of the old office area (the archives and collections management room) in the Historical Museum by starting with putting out tenders. CARRIED

Artifacts for acceptance: None

**New Business:**

- The **2021 Budget Committee** will be Treasurer Pauline Hansen, Bill Hval, Diane Miller and Park Administrator, Cheryl Jones.
- Bill Hval moved and Larry Beckley seconded the motion that the Board purchase a plaque with all the names of the people that made donations towards the Steeves House - Opposed Chuck Hendricks and Celia Hendricks - CARRIED
- Plans for the AGM meeting will be decided at the January 2021 meeting.

**No Meeting in December.**

**Next Regular Meeting to be held Wednesday, January 20, 2021 - 3:30 p.m.**

**Adjournment:** Jim Schneider adjourned the Board Meeting at 5:15 pm.



Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>RBYM00000.21 RB00 - 2021 General Engineering</b>		
January 20, 2021	Matichuk, Gerald	Tagish staff are reviewing a Transportation Impact Assessment (TIA) for the Rimbey Travel Center submitted by Davis Development and JCB Engineering.
February 4, 2021	Matichuk, Gerald	Tagish is working with administration in preparing budget estimates for 2021 Capital projects, and Davis Development on the Rimbey Travel Center Hwy 20 development.
February 18, 2021	Matichuk, Gerald	Tagish is working with administration and Davis Development on the Rimbey Travel Center Hwy 20 development.
<b>RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades</b>		
January 7, 2021	Solberg, Lloyd	Tagish and subs are working on finalizing a few details for design. We are anticipating the Tender coming out in the early new Year.
January 21, 2021	Solberg, Lloyd	Tagish to set up a meeting with Public Works to go through reservoir design and finalize a few details, then we will put the project out for Tender.
February 4, 2021	Solberg, Lloyd	Tagish had a meeting with the Town to confirm details. We are looking to have the Tender go out February 17th and close March 10th.
February 18, 2021	Solberg, Lloyd	We have pushed the Tender date back a week to finalize reviews. We are looking to have the Tender go out February 24th and close March 17th.
<b>RBYM00135.00 RB135 - Standby Generator Comm Centre</b>		
January 7, 2021	Matichuk, Gerald	Frontline has indicated that standby generator is fully operational and has contacted Highline Electrical to reprogram the system to fully automatic.
January 20, 2021	Matichuk, Gerald	The Community Center Standby Generator installation is complete. The standby generator automatically started, ran and shut off on January between 12:10 and 1:10
February 3, 2021	Matichuk, Gerald	This project is completed (Feb 04, 2021).
February 18, 2021	Matichuk, Gerald	This project is completed (Feb 04 - Feb 18, 2021).
<b>RBYM00136.01 RB136.01 - 2019/20 Street Improvements</b>		
February 18, 2021	Matichuk, Gerald	Public Works, J. Branco & Sons and Tagish have agreed that with the unpredictable weather the concrete installation to extend the swale in Drader Crescent will be completed in the spring of 2021 (Oct 29, - Feb 18, 2021).
<b>RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply</b>		
January 7, 2021	Matichuk, Gerald	No assignment this period (Jan 7, 2021). Pidherney's Inc. will be on site after spring thaw to complete the cleanup and backfilling adjustments.
January 21, 2021	Solberg, Lloyd	We are working on progress payments for work completed last month. Pidherney's will be on site after spring thaw to complete the cleanup and backfilling adjustments.
February 4, 2021	Solberg, Lloyd	There are no current deliverables. Pidherney's will be on site after spring thaw to complete the cleanup and backfilling adjustments.
February 18, 2021	Solberg, Lloyd	There are no current deliverables. Pidherney's will be on site after spring thaw to complete the cleanup and backfilling adjustments. The project will no longer be updated until the work is completed in the Spring.
<b>RBYM00140.00 RB140 - Rimbey MSP Projects</b>		
January 7, 2021	Solberg, Lloyd	Tagish is working on the designs for the various well buildings in Rimbey. We are looking to add these projects as long as some work for Reservoir 2 VFD and radio/scada improvements to the Main Reservoir Tender.
January 21, 2021	Solberg, Lloyd	Tagish will set up a meeting with Public Works to discuss these projects along with the Main Reservoir. They will be added to the Main Reservoir Tender.