

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON  
TUESDAY, OCTOBER 27, 2020 AT 5:15 PM IN THE COUNCIL CHAMBERS OF  
THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY,  
ALBERTA

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|       |   |       |
|-------|---|-------|
| 1.    | <b>Call to Order Regular Council Meeting<br/>&amp; Record of Attendance</b>   |       |
| 2.    | <b>Agenda Approval and Additions</b>  | 1     |
| 3.    | <b>Minutes</b>  | 2     |
| 3.1   | Minutes of Regular Council October 13, 2020 .....   | 3-7   |
| 4.    | <b>Public Hearings - None</b>   |       |
| 5.    | <b>Delegations</b>  |       |
| 5.1   | Kate Finley, MA & Paws Pet Supply – Off Leash Dog Park.....   | 8-10  |
| 6.    | <b>Bylaws - None</b>  |       |
| 7.    | <b>New and Unfinished Business</b>  |       |
| 7.1   | Local Improvement Plan – Evergreen Estates Paving.....  | 11-18 |
| 7.2   | Road Right of Way - 53 Street.....  | 19-29 |
| 8.    | <b>Reports</b>  |       |
| 8.1   | Department Reports  | 30    |
| 8.1.1 | Chief Administrative Officer.....   | 31    |
| 8.1.2 | Director of Finance Report.....   | 32    |
| 8.2   | Boards/Committee Reports  | 33    |
| 8.2.1 | Tagish Engineering Ltd. Projects status update to October 1,<br>2020.....   | 34-35 |
| 8.2.2 | Bylaw Committee Meeting Minutes of October 6, 2020.....   | 36-38 |
| 8.3   | Council Reports   | 39    |
| 8.3.1 | Mayor Pankiw’s Report.....  | 40    |
| 8.3.2 | Councillor Coulthard’s Report.....  | 41    |
| 8.3.3 | Councillor Curle’s Report.....  | 42    |
| 8.3.4 | Councillor Payson’s Report.....   | 43    |
| 8.3.5 | Councillor Rondeel’s Report.....  | 44    |
| 9.    | <b>Correspondence</b>   |       |
| 9.1   | Rimbey Municipal Library Expansion Update .....   | 45-49 |
| 10.   | <b>Open Forum</b> ( <u>Bylaw 939/18– Council Procedural Bylaw Part XXI 1</u> .The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session. |       |
| 11.   | <b>Closed Session</b>   |       |
| 12.   | <b>Adjournment</b>  |       |



TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON TUESDAY, OCTOBER 13, 2020 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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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  
Development Officer – Liz Armitage  
Recording Secretary – Kathy Blakely

Public:  
0 members of the public

2. Adoption of Agenda 2.1 October 13, 2020 Agenda

Motion 238/20

Moved by Councillor Coulthard to accept the Agenda for the October 13, 2020 Regular Council Meeting, as presented.

In Favor  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

3. Minutes 3.1. Minutes of Regular Council Meeting September 21, 2020

Motion 239/20

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of September 21, 2020, as presented.

In Favor  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

4. Public Hearings 4.1 Public Hearings - None

5. Delegations 5.1 Delegations - None

6. Bylaws 6.1 Bylaws None

7. New and  
Unfinished  
Business7.1 Electrical Distribution Franchise Fee for 2021Motion 240/20

Moved by Councillor Curle to decrease the Fortis Alberta Inc. Franchise fee to 15% for the 2021 budget year.

In Favor

Opposed  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

DEFEATED

Motion 241/20

Moved by Councillor Coulthard to leave the Fortis Alberta Inc. Franchise fee at the current rate of 16% for the 2021 budget year.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

7.2 Parkland Regional Library Proposed Budget 2021Motion 242/20

Moved by Councillor Payson to approve the Parkland Regional Library 2021 Proposed Budget estimated requisition for the Town of Rimbey at \$8.55 per capita, for a total of \$21,948.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

7.3 Interim Alberta Police Advisory Board – Municipal SurveyMotion 243/20

Moved by Councillor Coulthard to forward the survey response from Council to the Interim Alberta Police Advisory Board as requested by AUMA.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

7.4 Library Board Member ResignationMotion 244/20

Moved by Councillor Curle to accept, with regret, the resignation of Library Board Member Desiree Vandenhoven, effective November 1, 2020.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

## 8. Reports

8.1 Department Reports

- 8.1.1 Chief Administrative Officer Report
- 8.1.2 Director of Finance Report

Motion 245/20

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

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

8.2 Boards/Committee Reports

- 8.2.1 Rimbey Municipal Library Board Minutes of June 2 and July 6, 2020
- 8.2.2 Tagish Engineering Ltd. Project Status Update of September 17, 2020
- 8.2.3 FCSS/RCHHS Board Meeting Minutes of June 18, 2020

Motion 246/20

Moved by Councillor Curle to accept the Rimbey Municipal Library Board Minutes of June 2 and July 6, 2020, the Tagish Engineering Ltd Project Status Update to September 17, 2020, and the FCSS/RCHHS Board Meeting Minutes of June 18, 2020, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

9. Correspondence 9.1 Letter from Mayor Tera Veer, City of Red DeerMotion 247/20

Moved by Councillor Rondeel to accept the correspondence from Mayor Tera Veer, City of Red Deer, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

10. Open Forum 10.1 Open Forum11. Closed Session 11.1 FOIP Section 16 (1) Disclosure harmful to business interests of a third party – Rimbey Travel CentreMotion 248/20

Moved by Councillor Curle the Council Meeting move to a closed session at 6:02 pm to discuss:

- 11.1 FOIP Section 16 (1) Disclosure harmful to business interests of a third party – Rimbey Travel with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Chief Administrative Officer Lori Hillis as Administrative Support, Development Officer Liz Armitage as Development Support and Recording Secretary Kathy Blakely as Administrative Support.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

Motion 249/20

Moved by Councillor Coulthard the Council Meeting reverts back to an open meeting at 6:50 pm.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

12. Adjournment                      12.1 Adjournment

Motion 250/20

Moved by Councillor Payson to adjourn the meeting.

In Favor  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

Time of Adjournment: 6:50 pm.

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MAYOR RICK PANKIW

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CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



REQUEST FOR DECISION

|                             |  |
|-----------------------------|--|
| <b>Council Agenda Item</b>  | 5.1  |
| <b>Council Meeting Date</b> | October 27, 2020   |
| <b>Subject</b>              | Kate Finley – Off Leash Dog Park   |
| <b>For Public Agenda</b>    | Public Information   |
| <b>Background</b>           | Kate Finley of MA & Paws Pet Supply has requested to address Council regarding an off leash dog park.  |
| <b>Attachments</b>          | Correspondence supplied by Kate Finley   |
| <b>Recommendation</b>       | To accept the correspondence from Kate Finley regarding an off leash dog park, as information at this time and defer the request to the 2021 budget deliberations. |

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 19, 2020

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 19, 2020

Date



Dear counsel

I am here today to discuss putting an off-leash dog park in town. This is something that has been brought to my attention by most of my customers that it's something they would like to see. Safety is of the utmost importance and the safety of all animals and owners.

This park will be entered at your own risk and used responsibly and cleaned up after your pet. Garbage cans will be located throughout the park and a poop bag dispenser will be placed near garbage cans, all waste can be taken to the town dump. As the owner of the pet store we will supply the town with poop bags as needed at a discounted price same with any volunteer work that will be needed in the area.

This park will fall under the bylaw of 961/20 as well. There will be rules and regulations placed online at our store and at the dog park itself stating what is expected and needed from all pet owners who use the park.

We are requesting that the park be divided into two different sections: small dogs and large dogs. While doing my research there has been a lot of dog parks built with this in mind and changes to divide the parks for the simple reason that safety for small dogs and large breeds is necessary. In recent years there has been more animal injuries due to size differences.

See park rules on additional page.

We estimate about 2000 dogs on a given day to use this area from small to large. We have done a survey and gathered that over half of Rimbey itself has 2 dogs per household. We also would have many people coming from surrounding towns to use this facility as well. We have supplied a quote of materials that will be needed based on the land measurements given to us by the town office.

We will need 4 man gates to allow for the animals that are coming in to be separate from the animals leaving the area without issues. 2 for both sides, one large gate on the outside fence and one gate on the fence running between the two areas to be able to mow.

6 ft chain link fencing, 5,000 plus four-man gates and two large gates to get mowers through

Installed by WNK Consulting \$500.00

Poop bag holders supplied by MA & Paws Pet Supplies (donated)

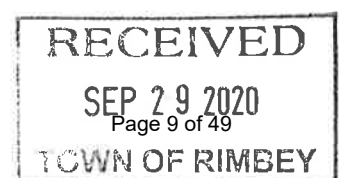
Garbage cans supplied by town/benches supplied by town

We would like to have a water hole dug if possible, on both sides for small and large dogs. Or a water system in place.

Backhoe work done by ( ) \$

Pooper scoopers for clean up if needed, 60.00

We would need about \$20,000 to do this project correctly.






# WELCOME TO THE BARK PARK

**HOURS: Daily, Dawn to Dusk**

*For the safety and comfort of all dogs and their humans please follow these simple rules:*

-  Users of the dog park, both 2 & 4 legged, do so at their own risk.
-  If your dog misbehaves or causes damage, don't say the dog did it. Their humans are responsible and liable. If you can't control your dogs, you should get a cat or guinea pig.
-  The park is not responsible for injury, theft, accident or your poor life choices.
-  Children ages 10 & under must be accompanied by an adult at all times.
-  Dogs & humans must be free of contagious conditions, disease and parasites.
-  Recommend max. 3 dogs per human.
-  No foxy canine ladies in heat.
-  Notwithstanding the cute factor, 4 month-old puppies or younger are not permitted.
-  Please leash dogs when entering and exiting the dog park and carry a leash while in the dog park.
-  There is no poop fairy. Please clean up after your dog with poop bags provided.
-  No tobacco, drugs or alcohol. Anyone under the influence should not be in charge of a moving vehicle or canine.
-  Dogs behaving aggressively are not welcome to the club.
-  No human food permitted. Doggie treats are allowed and sharing is encouraged.
-  No breakable containers.

 **Attention Dogs: Grrrr, ruff, woof woof. Good dog.**

Emergencies? Call 911  
Bites or other injuries? Call 403.885.0020  
Park maintenance? Call 403.885.4677

RECEIVED

SEP 29 2020



REQUEST FOR DECISION

|                             |  |
|-----------------------------|--|
| <b>Council Agenda Item</b>  | 7.1  |
| <b>Council Meeting Date</b> | October 27, 2020   |
| <b>Subject</b>              | Local Improvement Plan – Evergreen Estates Paving  |
| <b>For Public Agenda</b>    | Public Information   |
| <b>Background</b>           | At the August 6, 2020 Special Council Meeting Council passed Motion 181/20 instructing Administration to prepare a Council initiated Local Improvement Plan for the paving of the Evergreen Estates. |
| <b>Attachments</b>          | Local Improvement Plan – Evergreen Estates Paving  |
| <b>Recommendation</b>       | To approve the Local Improvement Plan – Evergreen Estates Paving and forward the Local Improvement Plan – Evergreen Estates to each affected property owner  |
| <b>Prepared By:</b>         | <p><u>Lori Hillis</u> _____ <u>October 20, 2020</u> _____<br/>Lori Hillis, CPA, CA Date<br/>Chief Administrative Officer</p>   |
| <b>Endorsed By:</b>         | <p><u>Lori Hillis</u> _____ <u>October 20, 2020</u> _____<br/>Lori Hillis, CPA, CA Date<br/>Chief Administrative Officer</p>   |

**LOCAL IMPROVEMENT PLAN**  
**EVERGREEN ESTATES PAVING**

**EVERGREEN ESTATES SUBDIVISION PAVING**

**Paving of roads within the Evergreen Estates Subdivision located in the Town of Rimbey.**

**Description of the Proposed Local Improvement**

The proposed local improvements are as follows:

- Paving of 61 Avenue Collector east of 52<sup>nd</sup> Street to 51 Street (Highway 20A);
- Paving of 61 Avenue Collector west of 52<sup>nd</sup> Street (West View Drive);
- Paving of 53<sup>rd</sup> Street (Evergreen Close);
- Paving of 52<sup>nd</sup> Street north of 61 Avenue to TWP 425 (County Road);
- And Paving of TWP 425 (County Road) east of 52<sup>nd</sup> Street to 51 Street (Highway 20A)

All within Evergreen Estates Subdivision

(hereinafter the “Local Improvement Project”).

The Local Improvement Project will be constructed in 2021.

**Location of the Local Improvement Project**

The Local Improvement Project will service Evergreen Estates, within the Town of Rimbey (the “Town”). Attached as **Schedule “A”** is a map that outlines the location of the Local Improvement Project.

**Identification of the Benefitting Properties and Persons Liable to Pay the Local Improvement Tax**

Attached as **Schedule “B”** is a complete list of the parcels of land in respect of which the local improvement tax will be imposed (hereinafter the “Benefitting Properties”), and the persons who will be liable to pay the local improvement tax.

**Estimated Cost of the Local Improvement Project**

The estimated total cost of the Local Improvement Project, including all capital costs, professional service costs, financing charges, and other miscellaneous costs is \$922,866.70 (hereinafter the “Total Project Cost”). The Total Project Cost is based on the following estimated costs:

|                                    |                     |
|------------------------------------|---------------------|
| Project Cost Estimate <sup>1</sup> | \$754,823.60        |
| Financing Charges                  | \$168,041.60        |
| Total Project Cost                 | <u>\$922,865.20</u> |

It is proposed that Total Project Cost will be funded from revenue raised by the local improvement tax levied against the Benefitting Properties.

**Basis for the Assessment of the Local Improvement Tax**

It is proposed that the local improvement tax rate be based upon each unit of area.

The total number of units of area for the all Benefitting Properties within the Local Improvement Project area is 189,900 sq. metres. Accordingly, the local improvement tax rate is \$4.85 per sq. metre (Total Project Cost of \$922,865.20 divided by 189,900 sq. metres).

As the Total Project will be paid over twenty (20) years, the annual local improvement tax rate is \$0.25 per sq. meter (\$4.86 per sq. meter divided by 20 years)

The local improvement tax levy for each Benefitting Property is calculated on the basis of the total units of area assessed to each Benefitting Property times the local improvement tax rate. The assessed units of area for each Benefitting Property is set out in **Schedule “B”**, attached.

**Period over which the Local Improvement Tax will be spread**

The local improvement tax that is levied to fund the Total Project Cost will be spread over 20 years.

Financing charges (which are included in the Total Project Cost) are calculated on the basis of a term of 20 years at an estimated annual interest rate of 2.038%.

The person liable to pay the local improvement tax with respect to each Benefitting Property will also have the opportunity to pre-pay the local improvement tax at any time. Pre-payment of the local improvement tax levy will result in a saving of the finance charges, which would otherwise be included in the calculation of the local improvement tax levy respecting the Benefitting Property, for the remaining balance of the local improvement tax term.

**Estimated Local Improvement Tax for each Benefitting Property**

An estimate of the annual local improvement tax levy, and the estimated total cost of the local improvement levy over 20 years for each Benefitting Property is set out in **Schedule “B”**, attached.

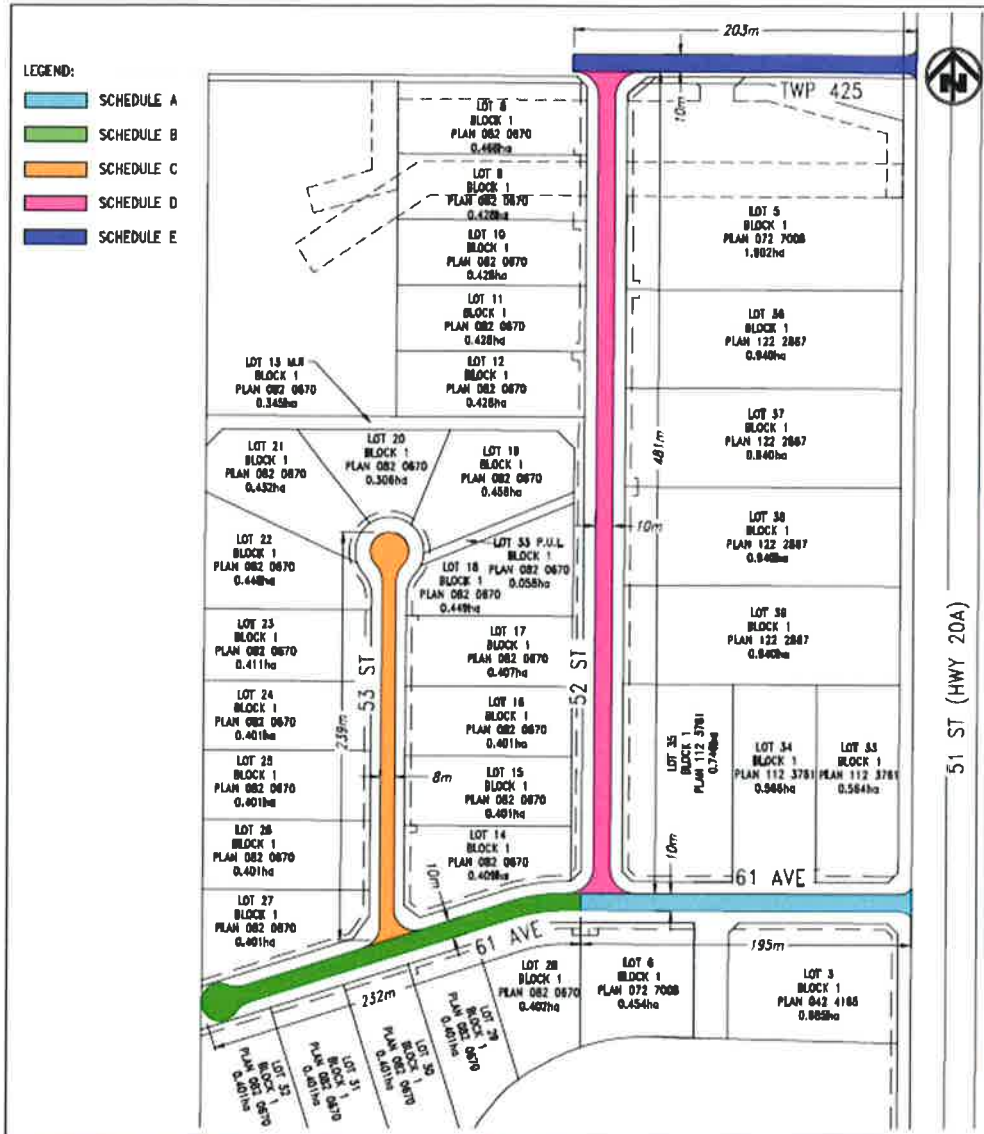
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<sup>1</sup> Including all capital costs, professional costs, and other miscellaneous costs incidental to the undertaking of the Local Improvement Project.

**Schedule “B”** also sets out an estimate of the cost of pre-payment of the local improvement tax in the first year for each Benefitting Property.

# SCHEDULE "A"

## MAP OF LOCAL IMPROVEMENT PROJECT



|   |                                 |                           |       |  |                     |                     |
|---|---------------------------------|---------------------------|-------|--|---------------------|---------------------|
| PROJECT<br><b>EVERGREEN ESTATES</b>   |                                 | TITLE<br><b>SITE PLAN</b> |       |  |                     |                     |
| <br><small>P.O. BOX 188 STREET 1   RIMBER COUNTY AB T4G 1R9<br/>403.661.770   www.tagish-engineering.com</small> | CLIENT<br><b>TOWN OF RIMBEY</b> | DRAWN<br><b>AW</b>        |       |  | DESIGN<br><b>LS</b> | APPROV<br><b>LS</b> |
|   | SCALE<br><b>1:3,000</b>         | DATE<br><b>24/08/2020</b> | FIG 1 |  |                     |                     |

**SCHEDULE "B"**

**ESTIMATED COST FOR EACH BENEFITTING PROPERTY**

| <b>Affected Property (legal description)</b> | <b>Assessed Units of Area (Square Meters)</b> | <b>Annual Rate per Unit of Area<sup>1</sup></b> | <b>Annual Local Improvement Tax Levy<sup>2</sup></b> | <b>Estimated Cost of Local Improvement Tax Levy over 20 years</b> | <b>Estimated Cost of Pre-payment of Total Local Improvement Tax in First Year</b> |
|--|---|---|--|---|---|
| Plan 0727008, Block 1, Lot 5                 | 19,020  | .25   | \$4,755.00   | \$95,100.00   | \$75,601.61   |
| Plan 1222867, Block 1, Lot 36                | 9,400   | .25   | \$2,350.00   | \$47,000.00   | \$37,363.57   |
| Plan 1222867, Block 1, Lot 37                | 9,400   | .25   | \$2,350.00   | \$47,000.00   | \$37,363.57   |
| Plan 1222867, Block 1, Lot 38                | 9,400   | .25   | \$2,350.00   | \$47,000.00   | \$37,363.57   |
| Plan 1222867, Block 1, Lot 39                | 9,400   | .25   | \$2,350.00   | \$47,000.00   | \$37,363.57   |
| Plan 1123761, Block 1, Lot 33                | 5,640   | .25   | \$1,410.00   | \$28,200.00   | \$22,418.14   |
| Plan 1123761, Block 1, Lot 34                | 5,660   | .25   | \$1,415.00   | \$28,300.00   | \$22,497.64   |
| Plan 1123761, Block 1, Lot 35                | 7,460   | .25   | \$1,865.00   | \$37,300.00   | \$29,652.36   |
| Plan 0424165, Block 1, Lot 3                 | 6,850   | .25   | \$1,712.50   | \$34,250.00   | \$27,227.71   |
| Plan 0727008, Block 1, Lot 6                 | 4,540   | .25   | \$1,135.00   | \$22,700.00   | \$18,045.81   |
| Plan 0820670, Block 1, Lot 8                 | 4,680   | .25   | \$1,170.00   | \$23,400.00   | \$18,602.29   |
| Plan 0820670, Block 1, Lot 9                 | 4,280   | .25   | \$1,070.00   | \$21,400.00   | \$17,012.35   |
| Plan 0820670, Block 1, Lot 10                | 4,280   | .25   | \$1,070.00   | \$21,400.00   | \$17,012.35   |
| Plan 0820670, Block 1, Lot 11                | 4,280   | .25   | \$1,070.00   | \$21,400.00   | \$17,012.35   |
| Plan 0820670, Block 1, Lot 12                | 4,280   | .25   | \$1,070.00   | \$21,400.00   | \$17,012.35   |



|                                     |       |     |            |             |             |
|-------------------------------------|-------|-----|------------|-------------|-------------|
| Plan 0820670,<br>Block 1, Lot<br>14 | 4,090 | .25 | \$1,022.50 | \$20,450.00 | \$16,257.13 |
| Plan 0820670,<br>Block 1, Lot<br>15 | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |
| Plan 0820670,<br>Block 1, Lot<br>16 | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |
| Plan 0820670,<br>Block 1, Lot<br>17 | 4,070 | .25 | \$1,017.50 | \$20,350.00 | \$16,177.63 |
| Plan 0820670,<br>Block 1, Lot<br>17 | 4,490 | .25 | \$1,122.50 | \$22,450.00 | \$17,847.07 |
| Plan 0820670,<br>Block 1, Lot<br>19 | 4,560 | .25 | \$1,140.00 | \$22,800.00 | \$18,125.31 |
| Plan 0820670,<br>Block 1, Lot<br>20 | 3,060 | .25 | \$765.00   | \$15,300.00 | \$12,163.03 |
| Plan 0820670,<br>Block 1, Lot<br>21 | 4,320 | .25 | \$1,080.00 | \$21,600.00 | \$17,171.34 |
| Plan 0820670,<br>Block 1, Lot<br>22 | 4,480 | .25 | \$1,120.00 | \$22,400.00 | \$17,807.32 |
| Plan 0820670,<br>Block 1, Lot<br>23 | 4,110 | .25 | \$1,027.50 | \$20,550.00 | \$16,336.62 |
| Plan 0820670,<br>Block 1, Lot<br>24 | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |
| Plan 0820670,<br>Block 1, Lot<br>25 | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |
| Plan 0820670,<br>Block 1, Lot<br>26 | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |
| Plan 0820670,<br>Block 1, Lot<br>27 | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |
| Plan 0820670,<br>Block 1, Lot<br>28 | 4,020 | .25 | \$1,005.00 | \$20,100.00 | \$15,978.89 |
| Plan 0820670,<br>Block 1, Lot<br>29 | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |
| Plan 0820670,<br>Block 1, Lot<br>30 | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |
| Plan 0820670,<br>Block 1, Lot<br>31 | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |

|  |       |     |            |             |             |
|--|-------|-----|------------|-------------|-------------|
| Plan 0820670,<br>Block 1, Lot<br>32    | 4,010 | .25 | \$1,002.50 | \$20,050.00 | \$15,939.14 |
| Plan 0820670,<br>Block 1 Lot<br>13MR   | 3,450 | .25 | \$862.50   | \$17,250.00 | \$13,713.22 |
| Plan 0820670,<br>Block 1, Lot<br>33PUL | 580   | .25 | \$145.00   | \$2,900.00  | \$2,305.41  |

<sup>1</sup> Based on Total Project Cost divided by the total number of units of area of all Benefiting Properties within the Local Improvement Project area, divided by 20 years over which repayment is spread.

<sup>2</sup> Based on the annual rate per unit of area times the number of units assessed to the Benefiting Property.

|                             |                               |
|-----------------------------|-------------------------------|
| <b>Council Agenda Item</b>  | 7.2                           |
| <b>Council Meeting Date</b> | October 27, 2020              |
| <b>Subject</b>              | Road Right of Way – 53 Avenue |
| <b>For Public Agenda</b>    | Public Information            |

**Background** Potential development at 5111 43 Street, requires Lot A, Block 9, Plan 6268CE for future road access on the east side of the parcel. This parcel of land is currently under the jurisdiction of Alberta Transportation. The location of the parcel of land is depicted in the following image:


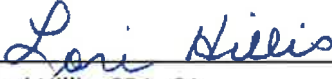


On February 26, 2019, council passed the following motion:

|        |   |         |              |
|--------|---|---------|--------------|
| 055/19 | Moved by Councillor Coulthard to request transfer of ownership from Alberta Transportation of Lot A, Block 9, Plan 6268 CE to the Town. | Carried | Feb 26, 2019 |
|--------|---|---------|--------------|

At that time, Alberta Transportation expressed that the road transfer can likely occur, when the proposed development is further along.

**Discussion** At the September 21, 2020 Council Meeting, Council requested an update on the process. As a result of that request on October 8, 2020 Sandy Choi with Alberta Transportation provided a formal letter indicating that “Alberta Transportation agrees to give Lot A, Block 9, Plan 6268CE to the Town of Rimbey to be registered as road plan for local road purposes only.”

|   |   |
|---|---|
|   | <p>The letter indicates that Alberta Transportation is not responsible for the costs of transferring the titled parcel into a local road plan.</p> <p>Administration has confirmed with Alberta Transportation that if the development requesting this road right-of-way be transferred to the Town does not proceed, the Town is under no obligation to construct the road. Alberta Transportation notes that "once the Town is the road authority of 53rd Ave/Bergum Road extension, the Town has direction, management and control. If the Town determines that the local road does not need to be constructed, then that is the Town's decision as the road authority".</p> |
| <p><b>Options/Consequences</b></p>  | <p>Town Council may wish to:</p> <ol style="list-style-type: none"> <li>1. The Town may support the owner of 5111 43 Street to transfer Lot A, Block 9, Plan 6268CE to the Town as a registered road plan. The cost of the process in this scenario would be the owner of 5111 43 Street.</li> <li>2. Direct Administration to initiate the process to transfer Lot A, Block 9, Plan 6268CE to the Town as a registered road plan. The costs of the process under this scenario would be the responsibility of the Town.</li> <li>3. Decline to support the process to transfer Lot A, Block 9, Plan 6268CE to the Town as a registered road plan.</li> </ol>                   |
| <p><b>Financial Implications</b></p>  | <p>An approximate budget price provided by a surveyor to Alberta Transportation is \$2000.</p>  |
| <p><b>Attachments</b></p>   | <p>Letter from Sandy Choi, Alberta Transportation<br/>Emails from Sandy Choi, Alberta Transportation</p>  |
| <p><b>Recommendation</b></p>  | <p>Council support the owner of 5111 43 Street to transfer Lot A, Block 9, Plan 6268CE to the Town as a registered road plan. The cost of the process in this scenario would be the owner of 5111 43 Street.</p>  |
| <p><b>Prepared By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <br/>             _____<br/>             Elizabeth Armitage, MEDES, MCIP, RPP<br/>             Planning &amp; Development Officer         </div> <div style="text-align: right;"> <u>October 19, 2020</u><br/>             Date         </div> </div> <p><b>Endorsed By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <br/>             _____<br/>             Lori Hillis, CPA, CA<br/>             Chief Administrative Officer         </div> <div style="text-align: right;"> <u>October 19, 2020</u><br/>             Date         </div> </div> |   |

October 8, 2020

File: Rimbey:SE28-42-02-W5:DEV

Town of Rimbey  
Box 350  
Rimbey, AB T0C 2J0  
Sent via email to: [lori@rimbey.com](mailto:lori@rimbey.com)

Attention: Lori Hillis, Chief Administrative Officer

**RE: TRANSFER OF FEE-SIMPLE TITLED PARCEL  
LOT A, BLOCK 9, PLAN 6268CE WITHIN SE 28-42-02-W5  
TO LOCAL ROAD PLAN (CONTINUATION OF 53<sup>RD</sup> AVENUE OR BERGUM ROAD)**

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This letter is to confirm that Alberta Transportation agrees to give Lot A, Block 9, Plan 6268CE to the Town of Rimbey to be registered as road plan for local road purposes only.

Once registered as road plan, the Town of Rimbey has direction, management and control of the local road.

Alberta Transportation is not responsible for the costs of transferring the titled parcel into local road plan.

Please notify Alberta Transportation when the road plan has been registered at Land Titles Office with a copy of the road plan.

Please not hesitate to call me at 403-340-7179 if I can be of further assistance in any way. Thank you for working with us.

Sincerely,



Digitally signed  
by Sandy.Choi  
Date: 2020.10.08  
15:04:53 -06'00'

Sandy Choi  
Development & Planning  
SC/sc

cc: Alberta Transportation – Properties Section ([theodora.bradley@gov.ab.ca](mailto:theodora.bradley@gov.ab.ca))  
Elizabeth Armitage, Planner ([Liz@viciniaplanning.com](mailto:Liz@viciniaplanning.com))

Enclosure – Title for Lot A, Block 9, Plan 6268CE



LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0012 551 595            6268CE;9;A                      842 250 291

LEGAL DESCRIPTION

PLAN 6268CE  
BLOCK NINE (9)  
LOT (A)  
EXCEPTING THEREOUT: PART, AS SHOWN ON ROAD PLAN 8822958  
EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 5;2;42;28;SE  
ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF RIMBEY

---

| REGISTERED OWNER(S) |            |               |       |               |
|---------------------|------------|---------------|-------|---------------|
| REGISTRATION        | DATE (DMY) | DOCUMENT TYPE | VALUE | CONSIDERATION |
| 842 250 291         | 19/11/1984 |               |       |               |

---

OWNERS

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA  
OF ALBERTA TRANSPORTATION, PROPERTY SERVICES BRANCH,  
FIRST FLOOR, TWIN ATRIA BUILDING, 4999 -  
98 AVENUE, EDMONTON  
ALBERTA T6B 2X3

---

ENCUMBRANCES, LIENS & INTERESTS

| REGISTRATION<br>NUMBER | DATE (D/M/Y) | PARTICULARS  |
|------------------------|--------------|--|
| 972 304 932            | 03/10/1997   | UTILITY RIGHT OF WAY<br>GRANTEE - ATCO GAS AND PIPELINES LTD.<br>10035-105 ST<br>EDMONTON<br>ALBERTA T5J2V6<br>AS TO PORTION OR PLAN:PORTION<br>(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT<br>OF WAY 012018394) |

( CONTINUED )

REGISTRATION  
NUMBER          DATE (D/M/Y)          PARTICULARS

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 15 DAY OF AUGUST,  
2018 AT 08:43 A.M.

ORDER NUMBER:    35697574

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

**Subject:** FW: Question Regarding Converting Fee Simple Property to Road Plan  
**From:** "Sandy Choi" <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>  
**Sent:** 2020-10-08 2:52:54 PM  
**To:** "Liz Armitage" <[Liz@viciniaplanning.com](mailto:Liz@viciniaplanning.com)>;  
**CC:** "! LORI" <[LORI@rimbey.com](mailto:LORI@rimbey.com)>;

Hi Liz,

My apologies for the delay – I have finally found a definitive answer! I emailed a Surveyor and he has outlined the steps to transfer titled-property into road plan.

I believe Kevin is referring to Land Titles Procedures Manual SUR-5 for requirements to register a road plan:  
<https://www.servicealberta.ca/pdf/ltmanual/SUR-5.pdf>

It sounds like a new surveyed would need to be prepared.

I will send you a letter by separate email stating that Alberta Transportation agrees to give Lot A, Block 9, Plan 6268CE to the Town of Rimbey for local road purposes to satisfy item #2 in Kevin's email below.

The Developer is responsible for the costs to transfer the titled property into road plan.

I hope this helps with next steps – please let me know when the road plan has been registered.

Thank you,

**Sandy Choi**  
Development and Planning Technologist  
Alberta Transportation  
Government of Alberta

Tel 403-340-7179  
Fax 403-340-4876  
[Sandy.Choi@gov.ab.ca](mailto:Sandy.Choi@gov.ab.ca)

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



Classification: Protected A

**From:** Kevin Vennard <[k.vennard@bemoco.com](mailto:k.vennard@bemoco.com)>  
**Sent:** Thursday, October 08, 2020 11:06 AM  
**To:** Sandy Choi <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>  
**Subject:** RE: Question Regarding Converting Fee Simple Property to Road Plan



**CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.**

Hello Sandy,

Everything is going well all things considering this crazy world right now.

I have reviewed the parcel in question and the only method under the land titles act and LTO procedure Manual (SUR-5) is to dedicate it by road plan or public works plan. As Lot A, Block 9, Plan 6268CE was surveyed as a lot and then a public works plan 882 2958 took a part of the lot for the highway, the land was never classified as road. In order for this to be turned over to the Town as "Road". The Town of Rimbey would need to sign a certificate of designated officer form that states the below attestations to accompany a road plan prepared by a Alberta Land Surveyor:

1. I am the designated officer of the \_\_\_\_\_.  
(Name of Municipality)
2. An agreement has been reached with the owner of the land to be acquired and the price to be paid.
3. All persons registered on certificates of title that have an interest in land that is within 40 metres of the boundary of the land to be acquired as shown on the plan of survey have been notified by registered mail.
4. The land is to be acquired for the purposes of \_\_\_\_\_.

These are the standard items that need to be addressed in order LTO to register the plan. For approximate costs to survey and prepare the road plan would be roughly \$2000 + Disbursements depending on if the survey evidence is in the ground still from 1988. If not then the price will go up a bit proportionally to the amount of time it takes to the survey the road and prepare the legal plan for registration.

Please feel free to give me a call to discuss if you have any questions or concerns.

Kind regards

**Kevin Vennard ALS.**  
*(403) 342-2611 Office*  
*(403) 586-4656 Cell*

**BEMOCO LAND SURVEYING LTD.**  
PROFESSIONAL LAND SURVEYORS

**From:** Sandy Choi <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>  
**Sent:** Thursday, October 08, 2020 9:09 AM  
**To:** Kevin Vennard <[k.vennard@bemoco.com](mailto:k.vennard@bemoco.com)>  
**Subject:** Question Regarding Converting Fee Simple Property to Road Plan

Hi Kevin!

I hope you're doing well! I was wondering if I can pick your brain regarding a parcel that is titled to Alberta Transportation that we would like to convert into to road plan for local road purposes.

I have been working with a developer on a proposed development in the Town of Rimbey. The land in question is Lot 11, Block 5, Plan 082 3784 within SE SEC 28 TWP 42 RGE 2 M5 and the developer is proposing that highway travellers access the site using the Hwy 20 and 53 Ave intersection.

I have prepared an aerial for your convenience (see PDF called Hwy 20 Aerial). Between the highway intersection and the proposed development is a service road that goes through a parcel titled to AT, PLAN 6268CE, BLOCK NINE (9), LOT (A). I have attached the title for your information.

I was wondering what is the procedure to transfer the AT-titled parcel to road plan (into a local road, not a provincial highway).

I am thinking all the developer would need to do is to hire a survey to transfer the parcel into road plan (no new survey is required because the survey was already done when the parcel was created)? If so, would you be able to let me know the steps and I pass along your info to the developer?

Would Land Titles require anything else like an Agreement or anything?

Grateful for any assistance you can provide!

Thank you,

**Sandy Choi**  
Development and Planning Technologist  
Alberta Transportation  
Government of Alberta

Tel 403-340-7179  
Fax 403-340-4876  
[Sandy.Choi@gov.ab.ca](mailto:Sandy.Choi@gov.ab.ca)

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Go to [511.alberta.ca](http://511.alberta.ca) and follow [@511Alberta](https://twitter.com/511Alberta)



Classification: Protected A

**Subject:** RE: Re[2]: Road Right-Of-Way  
**From:** "Sandy Choi" <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>  
**Sent:** 2020-10-20 12:33:33 PM  
**To:** "Liz Armitage" <[liz@viciniaplanning.com](mailto:liz@viciniaplanning.com)>;  
**CC:** "! LORI" <[LORI@rimbey.com](mailto:LORI@rimbey.com)>;

Hi Liz,

From Alberta Transportation's perspective, our purview is quite narrow. We're just concerned with highways as that is what we have authority over (munis have direction management and control of local roads).

o with respect to the local road network, we would only be concerned with how the local road interacts with the provincial highway. For example, the most common local road issue we would deal with a municipality on is the distance of the closest local road intersection to a provincial highway intersection. Another example where Alberta Transportation would work with the municipality on their local road would be if there are too many jogs on the local road network in proximity to the highway intersection that might cause traffic to backup onto the highway, etc.

With respect to your specific inquiry if Alberta Transportation would require the Town to build the road (53<sup>rd</sup> Ave/Bergum Road extension) when the titled parcel becomes local road plan. Once the Town is the road authority of 53<sup>rd</sup> Ave/Bergum Road extension, the Town has direction, management and control. If the Town determines that the local road does not need to be constructed, then that is the Town's decision as the road authority.

From Alberta Transportation's narrow lens, the Town has the autonomy to decide if the local road plan should be built or not. As an adjacent landowner, Alberta Transportation would have no objections either way (whether the road is built or not), as it does not materially affect the functionality of the highway. The only comment we would have is if the road is constructed, we would like to see how the road ties into the Hwy 20 right-of-way. It does not look like the road is centered in the road plan, the road should not encroach into the highway right-of-way. We would also request the opportunity to review how the drainage is handled on the local road (for example, does the local road propose to direct drainage into Hwy 20).

I hope this answers your question. Please do not hesitate to call if you require further clarification or details.

Sincerely,

**Sandy Choi**

Development and Planning Technologist  
Alberta Transportation  
Government of Alberta

Tel 403-340-7179  
Fax 403-340-4876  
[Sandy.Choi@gov.ab.ca](mailto:Sandy.Choi@gov.ab.ca)

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Classification: Protected A

**From:** Liz Armitage <[liz@viciniaplanning.com](mailto:liz@viciniaplanning.com)>

**Sent:** Monday, October 19, 2020 2:12 PM

**To:** Sandy Choi <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>

**Cc:** ! LORI <[LORI@rimbey.com](mailto:LORI@rimbey.com)>

**Subject:** Re[2]: Road Right-Of-Way

**CAUTION:** This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hello Sandy,

I would like to confirm that by agreeing to transfer the land into a road right-of-way to the Town of Rimbey, Alberta Transportation is not requiring that the town build the road.

Or to put it another way, if the development doesn't happen for some reason, the road right-of-way would remain indefinitely as a road right-of-way managed by the Town. And as with all other road right-of-ways, the lands can stay in their current undeveloped state indefinitely and the Town is under no obligation to build the actual road.

Thanks,  
Liz

**Elizabeth Armitage, MEdes, RPP, MCIP**  
**Vicinia Planning & Engagement Inc.**

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

**From:** "Sandy Choi" <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>

**To:** "Liz Armitage" <[Liz@viciniaplanning.com](mailto:Liz@viciniaplanning.com)>

**Cc:** "! LORI" <[LORI@rimbey.com](mailto:LORI@rimbey.com)>

**Sent:** 2020-10-08 3:06:16 PM

**Subject:** RE: Road Right-Of-Way

Hi Liz,

My apologies for the delay. Please find attached a letter from Alberta Transportation agreeing to give Lot A, Block 9, Plan 6268CE to the Town of Rimbey for the purposes of a local road (continuation of 53rd Street).

Please take a look and let me know if you have any questions.

Sincerely,

**Sandy Choi**

Development and Planning Technologist  
Alberta Transportation  
Government of Alberta

Tel 403-340-7179  
Fax 403-340-4876  
[Sandy.Choi@gov.ab.ca](mailto:Sandy.Choi@gov.ab.ca)

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Go to [511.alberta.ca](http://511.alberta.ca) and follow [@511Alberta](https://twitter.com/511Alberta)



Classification: Protected A

**From:** Liz Armitage <[liz@viciniaplanning.com](mailto:liz@viciniaplanning.com)>  
**Sent:** Monday, September 21, 2020 5:25 PM  
**To:** Sandy Choi <[sandy.choi@gov.ab.ca](mailto:sandy.choi@gov.ab.ca)>  
**Subject:** Road Right-Of-Way

**CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.**

Hello Sandy,

At Rimbey's Council meeting tonight, Council requested an update on the process required for the town to acquire the road right-of-way to provide access to the future Tim Horton's site. I know you are looking into it and am wondering if you can you please provide an update on this so that I can report back to Council, if possible?

Thank you,  
Liz

**Elizabeth Armitage, MEDES, RPP, MCIP**  
**Vicinia Planning & Engagement Inc.**  
p. 403-383-2366  
e. [liz@viciniaplanning.com](mailto:liz@viciniaplanning.com)



REQUEST FOR DECISION

|                             |   |
|-----------------------------|---|
| <b>Council Agenda Item</b>  | 8.1   |
| <b>Council Meeting Date</b> | October 27, 2020  |
| <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<br>8.1.2 Director of Finance Report   |
| <b>Recommendation</b>       | Motion by Council to accept the department reports, as information.   |

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

## Highlights

### Tax and Utility Accounts:

- We are monitoring our outstanding tax and utility accounts compared to the same time last year to determine if our cash flow is being impacted by residents and business postponing their payments until December 2020 as there is no penalties for either taxes or utilities until the end of the year. At October 15, 2020 unpaid taxes are \$618,670 compared to \$389,523 as at October 15, 2019.
- Utility accounts remain consistent with last year.

### Grants:

- Submitted our applications and funding agreements for the Municipal Stimulus Program capital grant (\$305,137 for Water Infrastructure Upgrades) and the Municipal Operating Support Transfer (\$264,932 for additional costs and lost revenue due to COVID-19 pandemic).

### Peace Office Program:

- Met with Dennis Jones, Peter Hall, and Lacombe Police Service regarding mandatory CPO monitoring agreements.

### Local Authorities Election Act:

- Attended a virtual session on Bill 29 amendments to the Local Authorities Election Act. Changes include amendments to campaign contributions limits and third party advertising.

### Development:

- Conference call with Mayor Pankiw and representatives from Rimbey Travel Center development.

### Garbage/recycle/compost:

- Discussions with Cast A Waste regarding current contract and the Garbage and Recycle program and potential Compost Program.

### Police Advisory Board Survey:

- Completed and submitted the Interim Alberta Police Advisory Board survey which was reviewed by Council at the Regular Council Meeting on October 13, 2020.

Lori Hillis  
Chief Administrative Officer

## Council Board Report



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

Date Range: 09-Oct-2020 to 21-Oct-2020  
 Sequence by: Cheque/EFT#  
 Fund No. Masked: Yes

| Supplier Name                              | Chq./EFT#  | Chq./EFT Date | Purpose  | Amount Allocated to Fund |
|--|------------|---------------|--|--------------------------|
| Leonhardt,Corey                            | 46684      | 15-Oct-2020   | Refund on account 003-19980-006.                 | 232.21                   |
| Accu-Flo Meter Service Ltd.                | 46685      | 16-Oct-2020   | Accu-Flo - parts/meters                          | 3,193.47                 |
| Acti-zyme Products Ltd.                    | 46686      | 16-Oct-2020   | Acti-Zyme - supplies                             | 978.86                   |
| Alberta One-Call Corporation               | 46687      | 16-Oct-2020   | Alberta One Call - Sept 2020 notifications       | 50.40                    |
| Anderson Service                           | 46688      | 16-Oct-2020   | Anderson Service - parts                         | 17.32                    |
| Black Press Group Ltd.                     | 46689      | 16-Oct-2020   | Black Press Media - Sept. 2020 ads               | 1,964.52                 |
| Brownlee LLP                               | 46690      | 16-Oct-2020   | Brownlee LLP - professional services             | 4,001.35                 |
| Cast-A-Waste Inc.                          | 46691      | 16-Oct-2020   | Cast-A-Waste - Oct. 2020                         | 9,397.50                 |
| City Of Red Deer                           | 46692      | 16-Oct-2020   | City of Red Deer - Sept. 2020 - north lagoon     | 1,243.20                 |
| DOUGLAS,CRAIG                              | 46693      | 16-Oct-2020   | Craig Douglas - Fall Training - Impaired Driving | 123.66                   |
| Hillis,Lori                                | 46694      | 16-Oct-2020   | Lori Hillis - mtg - Lacombe                      | 99.00                    |
| LEE,TOM                                    | 46695      | 16-Oct-2020   | Tom Lee - Arena - washroom repairs               | 1,236.00                 |
| Matthews Canada Ltd.                       | 46696      | 16-Oct-2020   | Matthews Canada - plaque - West Haven (re:Fre    | 443.49                   |
| New Can Truck Parts                        | 46697      | 16-Oct-2020   | New Can Truck Parts - #52 (2015 F550) brake in   | 472.50                   |
| Nikirk Bros. Contracting Ltd.              | 46698      | 16-Oct-2020   | Nikirk - crushed gravel                          | 4,536.00                 |
| Rimbey Family & Community Support Services | 46699      | 16-Oct-2020   | Rimbey FCSS - Oct.2020 payment                   | 15,868.00                |
| Rimbey Implements Ltd.                     | 46700      | 16-Oct-2020   | Rimbey Implements - parts                        | 10.59                    |
| Rimbey Ventures Inc.                       | 46701      | 16-Oct-2020   | Rimbey Ventures - development deposit refund     | 3,000.00                 |
| RJ Plumbing and Heating                    | 46702      | 16-Oct-2020   | RJ Plumbing - CC - repairs                       | 248.51                   |
| Sanitec                                    | 46703      | 16-Oct-2020   | Sanitec - supplies                               | 95.89                    |
| Staples Advantage                          | 46704      | 16-Oct-2020   | Staples Advantage - office supplies              | 365.14                   |
| Stationery Stories & Sounds (2005)         | 46705      | 16-Oct-2020   | Stationery Stories Sounds - supplies             | 7.35                     |
| Sunbelt Rentals of Canada Inc              | 46706      | 16-Oct-2020   | Sunbelt Rentals - air compressor - Nesting Place | 253.23                   |
| Tagish Engineering Ltd.                    | 46707      | 16-Oct-2020   | Tagish - General                                 | 35,724.35                |
| Towle,Jeanette                             | 46708      | 16-Oct-2020   | Jeanette Towle - Standard First Aid C            | 130.00                   |
| Town of Ponoka                             | 46709      | 16-Oct-2020   | Town of Ponoka - Yard waste compost - Sept 20    | 60.00                    |
| Uni First Canada Ltd.                      | 46710      | 16-Oct-2020   | UniFirst - coveralls/supplies                    | 91.71                    |
| United Farmers Of Alberta                  | 46711      | 16-Oct-2020   | UFA - fuel/supplies                              | 250.08                   |
| Vicinia Planning & Engagement Inc.         | 46712      | 16-Oct-2020   | Vicinia - Sept. 2020                             | 5,780.74                 |
| Blue Spruce Phone Books                    | 46713      | 20-Oct-2020   | Blue Spruce Phone Books - 2019 Fee               | 315.00                   |
| Canadian Pacific Railway Company           | 46714      | 20-Oct-2020   | CP Rail - pipe crossing                          | 78.75                    |
| Imperial Esso Service (1971)               | 46715      | 20-Oct-2020   | Imperial Esso - propane - arena                  | 96.00                    |
| Industrial Machine Inc.                    | 46716      | 20-Oct-2020   | Industrial Machine - parts                       | 11.54                    |
| Longhurst Consulting                       | 46717      | 20-Oct-2020   | Longhurst - printer                              | 2,527.14                 |
| Ponoka County                              | 46718      | 20-Oct-2020   | Ponoka County - tippage fees - July-Sept.2020    | 2,390.50                 |
| Rimbey Implements Ltd.                     | 46719      | 20-Oct-2020   | Rimbey Implements - parts                        | 11.10                    |
| Sunbelt Rentals of Canada Inc              | 46720      | 20-Oct-2020   | Sunbelt Rentals - lagoon drainage ditch repair   | 2,119.92                 |
| Wolseley Industrial Canada INC             | 46721      | 20-Oct-2020   | Wolseley Industrial - PW - bleach                | 708.75                   |
| ALBERTA MUNICIPAL SERVICE CORPORATION      | 00039-0001 | 16-Oct-2020   | AMSC - gas/power - Oct.7/20                      | 32,688.76                |
| Canada Revenue Agency                      | 00039-0002 | 16-Oct-2020   | CRAQ - Oct 16/20 (Sept.27-Oct.10,2020)           | 14,874.42                |
| LAPP                                       | 00039-0003 | 16-Oct-2020   | LAPP - FCSS Oct.21/20 (Sept28-Oct11/20)          | 12,159.86                |
| Servus Credit Union - Mastercard           | 00039-0004 | 16-Oct-2020   | Servus M/C - C.Bowie - Sept 2020                 | 1,900.90                 |
| Telus Mobility Inc.                        | 00039-0005 | 16-Oct-2020   | Telus Mobility - Oct.6/2020                      | 164.77                   |
| Servus Credit Union - Mastercard           | 00040-0001 | 20-Oct-2020   | Servus M/C - L.Hillis - May-Sept.2020            | 35.53                    |
| Telus Communications Inc.                  | 00040-0002 | 20-Oct-2020   | Telus - Beatty House - Oct 10/20                 | 69.85                    |
| <b>Total:</b>                              |            |               |  | <b>160,027.86</b>        |





REQUEST FOR DECISION

|                             |   |
|-----------------------------|---|
| <b>Council Agenda Item</b>  | 8.2   |
| <b>Council Meeting Date</b> | October 27, 2020  |
| <b>Subject</b>              | Boards/Committee Reports  |
| <b>For Public Agenda</b>    | Public Information  |
| <b>Background</b>           | Various Community Groups supply Minutes of their board meetings to Council for their information.   |
| <b>Discussion</b>           | 8.2.1 Tagish Engineering Ltd. projects status update to October 1, 2020<br>8.2.2 Bylaw Committee Meeting Minutes of October 6, 2020   |
| <b>Recommendation</b>       | Motion by Council to accept the Tagish Engineering Ltd. projects status update to October 1, 2020 and the Bylaw Committee Meeting Minutes of October 6, 2020, as information. |

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

| Date  | Project Manager  | Status Update  |
|---|------------------|--|
| <b>Town of Rimbey</b>                                       |                  |  |
| <b>RBYM00000.20 RB00 - 2020 General Engineering</b>         |                  |  |
| August 20, 2020   | Matichuk, Gerald | Public works staff are relocating equipment at PaskKaPoo Historical Park to make way for the Evergreen Connector Walking Trail. The Evergreen Estates road paving is temporary on hold awaiting a legal opinion on moving forward.   |
| September 2, 2020   | Matichuk, Gerald | Construction on the Evergreen Connector Walking Trail continue. Tagish is working on preparing budget estimates for projects for the stimulus grant program.   |
| September 17, 2020  | Matichuk, Gerald | Working with Vicinia Planning on the Hwy Commercial development proposal.  |
| October 1, 2020   | Matichuk, Gerald | No assignment this period.   |
| <b>RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades</b> |                  |  |
| August 20, 2020   | Solberg, Lloyd   | As discussed with the Town we are going to Tender this project with the Well Building. We are aiming towards tendering the project in Mid September.   |
| September 2, 2020   | Solberg, Lloyd   | (Sept. 17) No change.  |
| September 17, 2020  | Solberg, Lloyd   | We are working on the Tender document for the Main Reservoir and the Well Control Building. Timelines have been pushed back a bit. We are expecting the Tender to go out near the end of September.  |
| October 1, 2020   | Solberg, Lloyd   | We are looking to add Well 10R to the project. Tagish and Canadian Consulting Group have a meeting with Public Works on October 5th to go through the project and the communications of the Main Reservoir with the Wells. We will revise a date for the Tender once that meeting has been completed.  |
| <b>RBYM00135.00 RB135 - Standby Generator Comm Centre</b>   |                  |  |
| August 20, 2020   | Matichuk, Gerald | Highline Electrical is working with Centratch Technical Services in coordinating the installation of fire alarm equipment. Frontline Compressor Services Ltd. continue to work in completing the commissioning on the standby generator and related equipment.   |
| September 2, 2020   | Matichuk, Gerald | Frontline Compressor Services Ltd. continue to work in completing the commissioning on the standby generator and related equipment.  |
| September 17, 2020  | Matichuk, Gerald | Highline Electrical is scheduled to be on site the week of September 28, to install the fire alarm integration components in order to communicate with the transfer switch/generator. Frontline Compressor Services Ltd. will be on site to complete to work with Highline Electrical to commission the standby generator and related equipment. |
| October 1, 2020   | Matichuk, Gerald | Waiting for Highline Electrical to complete the installation of the fire alarm integration components in order to communicate with the transfer switch/generator. Frontline Compressor Services Ltd. will be on site to complete to work with Highline Electrical to commission the standby generator and related equipment.                     |

**RBYM00136.01 RB136.01 - 2019/20 Street Improvements**

|                    |                  |   |
|--------------------|------------------|---|
| August 20, 2020    | Matichuk, Gerald | Border Paving is working on completing the asphalt patching and deficiencies from the 2019 Street Improvement program. J. Branco & Sons Concrete Services have completed the repair on the drainage swale at 57 Av & 46 St and on the sidewalk under drains on 50 Av.   |
| September 2, 2020  | Matichuk, Gerald | Border Paving has completed the asphalt patching and deficiencies from the 2019 Street Improvement program. J. Branco & Sons Concrete Services are scheduled to complete the concrete swale extension in Drader Crescent by September 30, 2020.   |
| September 17, 2020 | Matichuk, Gerald | Tagish is preparing a progress payment for asphalt patching and road repairs completed in the 2019 - 2020 Street Improvement program. J. Branco & Sons Concrete Services are scheduled to complete the concrete swale extension in Drader Crescent by September 30, 2020.   |
| October 1, 2020    | Matichuk, Gerald | Waiting for J. Branco & Sons Concrete Services to provide a revised schedule to complete the concrete swale extension in Drader Crescent by September 30, 2020. The Contractor has indicated it is difficult to schedule work due reduced staffing caused by the restrictions imposed by Health Canada related to COVID 19 on the use of temporary foreign workers. |

**RBYM00138.00 RB138 - 51st Street Engineering**

|                    |                |   |
|--------------------|----------------|---|
| September 2, 2020  | Solberg, Lloyd | We will work on revising cost estimates and budgets for the 51st Street project. Cost estimates will be revised in October as the Raw Water Supply line and Main Reservoir Tender are main priorities at the moment.  |
| September 17, 2020 | Solberg, Lloyd | We will work on revising cost estimates and budgets for the 51st Street project. Cost estimates will be revised in November as the Raw Water Supply line and Main Reservoir Tender are main priorities at the moment. |
| October 1, 2020    | Solberg, Lloyd | (October 1) No change.  |

**RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply**

|                    |                  |  |
|--------------------|------------------|--|
| August 20, 2020    | Matichuk, Gerald | Tagish is working to have the Well PW(17-15) Raw Water Supply Line out to tender by the first week of September.   |
| September 2, 2020  | Matichuk, Gerald | Tender pick-up for Well PW(17-15) Raw Water Supply Line on September 2, 2020 with pre-tender meeting September 9, and tender closing September 16, 2020.   |
| September 17, 2020 | Matichuk, Gerald | Five (5) tenders were received for the Well PW(17-15) Raw Water Supply Line ranging from \$481,532.21 to \$723,238.08. Tagish has evaluated the tenders and provided a recommendation to award the tender.   |
| October 1, 2020    | Matichuk, Gerald | Council has awarded the tender to Pidherney's Inc. to complete the installation of the Well PW(17-15) Raw Water Supply Line. A pre construction meeting was held September 30, and the Contractor has indicated that work would start the week of October 26, 2020 and completed by December 15, 2020. |

TOWN OF RIMBEY

BYLAW COMMITTEE MEETING MINUTES

MINUTES FOR BYLAW COMMITTEE MEETING OF THE TOWN OF RIMBEY HELD ON TUESDAY, OCTOBER 6, 2020 AT 2:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 50 AVENUE, RIMBEY, ALBERTA.

---

1 **Call to Order & Record of Attendance**

Chief Administrative Officer Lori Hillis called the Bylaw Committee Meeting to order at 2:02 pm with the following in attendance:

Gayle Rondeel  
Lana Curle  
Janet Carlson  
Jack Webb (2:49pm)  
Connor Ibbotson  
Chief Administrative Officer - Lori Hillis  
Recording Secretary – Karen Dawn

0 members of the public

2. **Agenda Approval and Additions**

Motion 2020BC001

Moved by Councillor Curle to accept the agenda for the October 6, 2020 Bylaw Committee Meeting as presented.

In favor

Gayle Rondeel  
Lana Curle  
Janet Carlson  
Jack Webb  
Connor Ibbotson

Opposed

CARRIED

3. **Minutes - None**

4. **New and Unfinished Business**

4.1 Appointment of a Chairperson

CAO Lori Hillis called for the nomination of a Chairperson.

Councillor Curle nominated Councillor Rondeel as Chairperson.

CAO Lori Hillis asked if there were any other nominations for the position of Chairperson.

There were no other nominations for Chairperson.

Councillor Rondeel accepted the nomination and position of Chairperson.

Chief Administrative Officer turned the Bylaw Committee Meeting over to Chairperson Rondeel.

4.2 Appointment of Deputy Chairperson

Chairperson Rondeel called for the nomination of a Deputy Chairperson.

Chairperson Rondeel nominated Councillor Curle as Deputy Chairperson.

Chairperson Rondeel asked if there were any other nominations for the position of Deputy Chairperson.

Councillor Curle nominated Janet Carlson as Deputy Chairperson.

Councillor Curle declined the nomination of Chairperson.

Janet Carlson has accepted the nomination and position of Deputy Chairperson.

4.3 Set Bylaw Committee Meeting Dates and Times

It was determined to hold the Bylaw Committee Meetings on the 1st and 3rd Tuesdays of the month at 3:00 pm for a maximum of 1.5 hours.

4.4 Town of Rimbey Bylaw Listing

Motion 2020BC002

Moved by Deputy Chairperson Janet Carlson to accept the Town of Rimbey Bylaw Listing, as presented.

In favor

- Gayle Rondeel
- Lana Curle
- Janet Carlson
- Jack Webb
- Connor Ibbotson

Opposed

CARRIED

4.5 961/20 Responsible Pet Ownership Bylaw

Motion 2020BC003

Moved by Deputy Chairperson Janet Carlson to continue discussion of the Responsible Pet Ownership Bylaw at the next meeting.

In favor

Gayle Rondeel  
Lana Curle  
Janet Carlson  
Jack Webb  
Connor Ibbotson

Opposed

CARRIED

5. Adjournment

Motion 2020BC004

Moved by Councillor Curle to adjourn the Bylaw Committee Meeting at 3:30 pm.


In favor

Gayle Rondeel  
Lana Curle  
Janet Carlson  
Jack Webb  
Connor Ibbotson

Opposed

CARRIED

  
\_\_\_\_\_  
Chairperson Councillor Rondeel

  
\_\_\_\_\_  
Deputy Chairperson Janet Carlson



REQUEST FOR DECISION

|                             |  |
|-----------------------------|--|
| <b>Council Agenda Item</b>  | 8.3  |
| <b>Council Meeting Date</b> | October 27, 2020   |
| <b>Subject</b>              | Council Reports  |
| <b>For Public Agenda</b>    | Public Information   |
| <b>Background</b>           | The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.  |
| <b>Attachments</b>          | 8.3.1 Mayor Pankiw's Report<br>8.3.2 Councillor Coulthard's Report<br>8.3.3 Councillor Curle's Report<br>8.3.4 Councillor Payson's Report<br>8.3.5 Councillor Rondeel's Report |
| <b>Recommendation</b>       | Motion by Council to accept the reports of Council, as information.  |

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

**Highlights**

| <b>Date</b> | <b>Event</b>                                       | <b>Details of Event</b>   |
|-------------|--|---|
| Sept 23-25  | AUMA Virtual Convention                            | AUMA annual convention via zoom where I attended educational seminars, was in dialogue with Ministers |
| Sept 24     | Meeting with RCMP Sargeant                         | Met with Peace Officer and RCMP to discuss topics of interest   |
| Oct 9       | Meeting with MLA                                   | Met with MLA Nixon to discuss issues in Town of Rimbey  |
| Oct 13      | Regular Council Meeting                            | See website for meeting details   |
| Oct 21      | Rimoka Meeting                                     | Regular Rimoka Meeting in Ponoka  |
| Oct 27      | Organizational Meeting and Regular Council Meeting | See website for meeting details   |
|             |  |   |

Numerous commissionaire of oath's  
Cheque Runs

Rick Wm. Pankiw  
Mayor



**Highlights**

| <b>Date</b> | <b>Event</b>                       | <b>Details of Event</b>   |
|-------------|------------------------------------|---|
| 24 Sep 2020 | Lions Club<br>Evergreen Trail      | Attend commencement of Evergreen Trail construction                       |
| 28 Sep 2020 | Blindman Youth<br>Action Committee | Attend regularly scheduled meeting of BYAC                                |
| 01 Oct 2020 | BYAC access ramp                   | Attend Blindman Welding to do inquiries for BYAC access ramp to building. |
| 01 OCT 2020 | Rode Hard<br>Mechanic Shop         | Attend opening for Roade Hard Mechanics Shop                              |
| 13 Oct 2020 | Town Council<br>Meeting            | Attend regularly scheduled Town Council meeting.<br>See minutes           |
|             |                                    |   |
|             |                                    |   |

J. W. Coulthard  
Councillor

**Highlights**

| <b>Date</b> | <b>Event</b>         | <b>Details of Event</b>                                  |
|-------------|----------------------|--|
| Sept 24     | AUMA                 | Attended by Zoom, 5 hours                                |
| Sept 14     | AUMA                 | Attended by Zoom, 2 hours                                |
| Oct 6       | Bylaw committee      | Regular meeting of new Bylaw committee                   |
| Oct 13      | Town council         | Regular meeting, held at Town of Rimbey Council Chambers |
| Oct 21      | Historical Society   | Regular board meeting of Society                         |
| Oct 21      | Rimoka               | Regular meeting of Rimoka board                          |
| Oct 20      | Bylaw committee      | Regular meeting of Bylaw committee                       |
| Oct 27      | Town Council meeting | Organizational meeting of Town Council                   |
| Oct 27      | Town Council Meeting | Regular meeting of Town Council                          |

Submitted by  
Lana Curle  
Town Councillor

**Highlights**

| <b>Date</b> | <b>Event</b>             | <b>Details of Event</b> |
|-------------|--------------------------|-------------------------|
| Sept 28/20  | BYAS                     | Board Meeting           |
| Oct 14/20   | Rimbey Municipal Library | Board Meeting           |
| Oct 15/20   | Neighbourhood Place      | Board Meeting           |
|             |                          |                         |
|             |                          |                         |

Paul Payson  
Councillor

**Highlights**

| Date   | Event | Details of Event |
|--|-------|------------------|
|  |       |                  |
|  |       |                  |
|  |       |                  |
|  |       |                  |
| No written report received at time of publication of the agenda. |       |                  |
|  |       |                  |
|  |       |                  |
|  |       |                  |
|  |       |                  |
|  |       |                  |
|  |       |                  |
|  |       |                  |

Gayle Rondeel  
Councillor



TOWN OF RIMBEY REQUEST FOR DECISION

|   |   |
|---|---|
| <b>Council Agenda Item</b>  | 9.0   |
| <b>Council Meeting Date</b>   | October 27, 2020  |
| <b>Subject</b>  | Correspondence  |
| <b>For Public Agenda</b>  | Public Information  |
| <b>Attachments</b>  | 9.1 Rimbey Municipal Library Board Building Committee Letter  |
| <b>Recommendation</b>   | Administration recommends Council accept the correspondence from the Rimbey Municipal Library Building Committee, as information. |
| <b>Prepared By:</b><br><br><p style="text-align: center;"><u>Lori Hillis</u> _____ <u>October 20, 2020</u> _____<br/>Lori Hillis, CPA, CA Date<br/>Chief Administrative Officer</p> |   |
| <b>Endorsed By:</b><br><br><p style="text-align: center;"><u>Lori Hillis</u> _____ <u>October 20, 2020</u> _____<br/>Lori Hillis, CPA, CA Date<br/>Chief Administrative Officer</p> |   |



**October 15, 2020**

**To: Town of Rimbey  
Attn: Lori Hillis, CAO  
Re: Library Expansion Update**

Good morning Lori,

Following up on my September 17 update to the Town, the Library Board last night passed a motion accepting a Prime Consultant's fee proposal to design and prepare construction documents for the Library Expansion.

I have attached the fee proposal from Turpin/Kong Architects of Red Deer (Sherri Turpin). The \$24,000 fee is very close to the budget estimate we had carried of \$23,800 for fees. We will be entering into a formal agreement with Turpin/Kong in the next few days, based on their fee proposal.

The mechanical and electrical engineering will be by KB Engineering Red Deer (Keon Boeker), and structural engineering by Grubb Engineering Red Deer (Kelly Grubb). I have had excellent experience working with Sherri, Keon and Kelly in the past. They are all well established small firms with a proven track record.

We expect to be applying for a Development Permit in the next few weeks.

We will also be arranging a project start-up/design meeting with the Architect and we will notify the Town when we have that date in case anyone from the Town would like to attend.

As usual, I trust this information will be shared with Council and any others that need to be in the loop.

Thanks Lori,

John Hull,  
Building Committee Chair

cc Mike Boorman, Christine Leinweber, Paul Payson



Date: October 13, 2020  
Proposal No: P-2018

**To: Rimbey Municipal Library, c/o John Hull  
4938 – 50 Avenue (Box 1130), Rimbey, Alberta T0C 2J0**

**Re: Addition to Existing Library**

**Project Understanding:**

The project is a 2,050 square foot single storey addition to the Rimbey Public Library. Consulting services are required for architectural, structural, mechanical, electrical, and NECB engineering. Drawing of the previous addition are available for the use of the consultants. An AutoCAD file of the floor plan will be provided by the Client for use of the consultants.

**Consulting Services:**

**Pre-Design:**

- Review project relative to Alberta Building Code
- Includes 1 design meeting with architectural, mechanical and electrical disciplines to review existing conditions and to discuss client program and requirements.

**Design & Construction Document Phase:**

- Prepare design drawings suitable for development permit and illustrating any additional special features
- Provide summary of architectural and engineering strategies
- Prepare architectural and structural drawings suitable for building permit and construction
- Assistance with project budget
- Provide schedules as required by the Alberta Building Code

**Tendering:**

- Respond to contractor questions of clarification.
- Owner's Construction Manager will invite sub-contractors and award.

**Construction Phase:**

- Review shop drawings and materials testing;
- Prepare and issue clarifications, or instructions if/as required; and
- Conduct and coordinate site reviews. Includes 3 architectural site reviews and 2 each structural, mechanical & electrical site reviews.

**Fees:**

We propose a fixed fee of \$ 24,000 as follows:

- \$1,500. Pre-Design Meeting
- \$15,900. Design Development and Construction Documents
- \$6,600. Tendering and Construction Review

Additional site reviews will be \$600 each (A/S) and \$450 each (M/E) including travel and mileage.

**Conditions:**

- Meeting and site review fees include travel time and mileage costs.
- Information on site dimensions, easements, right-of-way and/or special site conditions are to be supplied by the Client.
- Changes to the design initiated by the Client after construction documents have begun will be charged on a time and materials basis.
- Fees do not include site survey information, soils or material testing, engineered storm water management design or permit fees.
- Fee(s) will be valid for up to 90 days from the Proposal Date of this Agreement.
- Project related disbursements (plotting, copying, courier etc.) are billed at cost plus 10%.
- Invoicing will be monthly based on a percentage of the work completed.
- Payment is required within 30 days of invoicing, subject to interest charges of 12% per annum calculated monthly.
- Professional Liability Insurance is limited to \$250,000 per claim.
- General Liability Insurance is limited to \$2,000,000 per claim.
- Refer also to the attached General Conditions.

Sincerely,



Sherri Turpin, Architect, AAA MRAIC

Accepted by:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE



## GENERAL CONDITIONS OF THE CONTRACT

### 1. Representation

Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement on behalf of that party and receive notices under this Agreement.

### 2. Compensation

Services rendered will be invoiced in accordance with the Agreement. Reimbursable expenses include, but are not limited to, the expenses of Sub-consultants, typesetting, copying, reproduction expenses, CAD plotting expenses, delivery, courier, fax, telex, long distance telephone charges, travel, lodging, photography and applicable sales and value-added taxes including GST and HST.

### 3. Suspension

The Architect reserves the right to suspend service on this project if invoices are not paid within 30 days from the date of issue and the Architect will not be liable for any costs or delays caused by the suspension of services.

### 4. Termination

This Agreement may be terminated by either party upon not less than seven days; written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. This Agreement may be terminated by the Client upon at least seven days' written notice to the Architect in the event that the Project is permanently abandoned. In the event of termination, the Architect shall be paid within 30 days of the date that an invoice is submitted for all services performed to the effective termination date, together with reimbursable expenses and all termination expenses and applicable taxes then due.

### 5. Environment

The Architect is not responsible for:

- 5.1 the discovery, reporting, analyses, evaluation, presence, handling, removal or disposal of toxic or hazardous substances or materials in any form at the Place of the Work.
- 5.2 the advice of any independent expert respecting the exposure of persons, property or the environment to toxic or hazardous substances or materials in any form at the place of the Work, whether or not the consultant was selected by the Architect on behalf of the Client and/or the Contractor.

### 6. Professional Responsibility

In performing the services, the Architect will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the services contemplated in this engagement at the time during and the location in which the services were performed.

### 7. Copyright

Copyright for the design and drawings prepared by or on behalf of the Architect belong to the Architect. Plan, sketches, drawings, graphic representations and specifications, including computer generated designs, are instruments of the Architect's service and shall remain the property of the Architect whether the Project for which they are made is executed or not. Submissions of distribution of the Architect's plans,

sketches, drawings, graphic representations and specifications to meet official regulatory requirements or for other purposes in connection with the Project are not to be construed as publication in derogation of the Architect's design and drawings is contingent upon full payment to the Architect for services rendered.

### 8. Construction Phase-Field Review

Field services are at the sole discretion of the Architect, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the construction documents and permits.

### 9. Limitation of Liability

The Client agrees that any and all claims which the Client has or hereafter may have against the Architect in any way arising out of or related to the Architect's duties and responsibilities pursuant to this Agreement shall be limited to the amount of \$250,000. "Claim" or "claims" shall mean a claim or claims whether in contract or tort. The "Architect" includes the Architect's officers, directors, employees, representatives and consultants. No claim may be brought against the Architect in contract or tort more than two (2) years after the services were completed or terminated under this Agreement.

The Architect shall not be responsible for:

- 9.1 the failure of any Contractor retained by the Client, to perform the Work required on the Project;
- 9.2 the design of, or defects in, equipment supplied or provided by the Client for incorporation into the project;
- 9.3 any cross-contamination resulting from sub-surface investigations;
- 9.4 any damage to subsurface structures and utilities which were identified and located by the Client and/or its consultants;
- 9.5 decisions made by the Client which were made without the advice of the Architect or contrary to, or inconsistent with, the Architect's advice;
- 9.6 any consequential loss, injury, or damages suffered by the Client, including but not limited to loss of use or earnings, and interruption of business;
- 9.7 the unauthorized distribution of any confidential document or report prepared by or on behalf of the Architect for the exclusive use of the Client.

### 10. Dispute Resolution

The parties shall make all reasonable efforts to resolve a dispute by amicable negotiations and agree to provide, on a without prejudice basis, full and timely disclosure of relevant facts, information and documents to facilitate these negotiations. If the parties have been unable to resolve a dispute, either party may, by written notice, require the appointment of a mediator in accordance with the latest edition of CCDC 40, "Rules for Mediation and Arbitration of Construction Disputes", to assist the parties to reach agreement. Unless the parties agree otherwise, the mediated negotiations shall be conducted in accordance with those Rules as amended as follows:

- 10.1 All references to the term "the Contract" within CCDC 40 are to be considered references to "this Agreement";
- 10.2 For references in CCDC 40 to Schedule; time; extension of time period; and termination if no agreement; the time period shall be adjusted from "10 Working Days" to read "15 Calendar Days".