



# AGENDA Organizational Meeting

October 26, 2021 - 5:00 PM  
Town Administration Building -  
Council Chambers

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**AGENDA FOR THE ORGANIZATIONAL MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY, OCTOBER 26, 2021 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA**

Page

**1. CALL TO ORDER ORGANIZATIONAL MEETING & RECORD OF ATTENDANCE**

**2. AGENDA APPROVAL AND ADDITIONS**

**3. GENERAL ITEMS**

3.1 [RFD 3.1 Council Meeting Dates and Times](#) 2

**4. APPOINTMENTS**

4.1 [RFD 4.1 Committee Board Appointments](#) 3 - 5  
[RFD 4.1.1 Committee-Boards 2020-21](#)



4.2 [RFD 4.2 Members from the Town of Rimbey at large appointed by Council](#) 6

4.3 [RFD 4.3 Bylaw Committee Members from the Town of Rimbey at large appointed by Council](#) 7

**5. ADJOURNMENT**



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Organizational Agenda Item</b>	3.1
<b>Council Organizational Meeting Date</b>	October 26, 2021
<b>Subject</b>	Council Meeting Dates and Times
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Council has previously held Regular Council Meetings every second and fourth Tuesday of the month commencing at 5:00 pm with the exception of the month of December where Council held only one meeting on the second Tuesday of the month and July and August where Council held only one meeting on the fourth Tuesday of each month. The 4 <sup>th</sup> Tuesday in January and February were scheduled for 1:00 pm to allow for the elementary schools to attend during school hours.
<b>Relevant Policy/Legislation</b>	MGA 192(1) MGA 193 (1), (2), (3)
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. Administration recommends Council determine dates and times for their Regular Council Meetings.</li> <li>2. Administration recommends Council determine the dates and times for their Regular Council Meeting in December 2021 and July and August of 2022.</li> <li>3. Administration recommends Council determine times for the second meeting of the month in January and February to allow for the elementary schools to attend the Council meeting during school hours.</li> </ol>
<p><b>Prepared By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr style="width: 30%; margin: 0 auto;"/> <p>Lori Hillis, CPA, CA Chief Administrative Officer</p> </div> <div style="text-align: right;"> <p><u>October 21, 2021</u> Date</p> </div> </div> <p><b>Endorsed By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr style="width: 30%; margin: 0 auto;"/> <p>Lori Hillis, CPA, CA Chief Administrative Officer</p> </div> <div style="text-align: right;"> <p><u>October 21, 2021</u> Date</p> </div> </div>	



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Organizational Agenda Item</b>	4.1
<b>Council Organizational Meeting Date</b>	October 26, 2021
<b>Subject</b>	Committee/Board Appointments
<b>For Public Agenda</b>	Public information
<b>Background</b>	<p>Council Members sit on various Committees and Boards throughout the community.</p> <p>As per the Council Procedural Bylaw 939/18, Part XXIV</p> <ol style="list-style-type: none"> <li>1. <i>The Mayor shall appoint Council representatives to such Committees, Boards and Commissions as required by legislation, agreement or bylaw as they deem necessary. The Mayor will consult with Councillors regarding their appointments prior to the organization meeting. Unless an addition is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.</i></li> <li>2. <i>The Mayor may make appointments to a Committee at any time, providing that the Council has adopted a motion or Bylaw specifying the Terms of Reference of the Committee.</i></li> <li>3. <i>Appointed councillors shall keep the rest of the Council informed of the Board/Committee actions by providing regular activity highlights through their Councillor reports.</i></li> <li>4. <i>The Mayor shall act as ex-officio to all Committee/Board appointments and may attend any meetings.</i></li> </ol>
<b>Discussion</b>	Council reviews the Committees and Board Appointments at the Organizational Meeting Each year.
<b>Relevant Policy/Legislation</b>	Council Procedural Bylaw 939/18, Part XXIV
<b>Attachment</b>	Committees/Boards 2021-2022
<b>Recommendation</b>	To review and accept the appointments of Mayor and Councillors to the Boards and Committees.

Prepared By:

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

October 19, 2021

Date



TOWN OF RIMBEY REQUEST FOR DECISION

**Endorsed By:**

A handwritten signature in blue ink that reads "Lori Hillis".

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

October 19, 2021  
Date



## Committee / Boards October 2021 – 2022 Schedule A

Committees / Boards	Mayor Pankiw	Councillor Clark	Councillor Coston	Councillor Curle	Councillor Rondeel	CAO Lori Hillis
Deputy Mayor						
Signing Authorities	X	X	X	X	X	X
<b>Council Internal Committee Appointments</b>						
Bylaw Committee		X			X	X
<b>Council Community Committee Appointments</b>						
Beatty Heritage House Society (1 <sup>st</sup> Monday of the month at 7:30pm)				X		
Blindman Youth Action Society (1) (3 <sup>rd</sup> Tuesday each month at 4:15pm)		X				
Chamber of Commerce (1) (1 <sup>st</sup> Tuesday each month at 7pm)					X	
Citizens on Patrol Society (1) (1 <sup>st</sup> Monday each month at 7pm)		X				
FCSS Board (1) (3 <sup>rd</sup> Thursday each month at 10am)					X	
Fire Commission (1) (meetings as needed)	X					
F.O.I.P. Coordinator						X
Historical Society Board (1) (3 <sup>rd</sup> Wednesday of the month at 7pm)				X		
Intermunicipal Collaboration Framework/Intermunicipal Development Plan Committee (ICF/IDP) (meetings as needed)	X					
Interagency Committee (2) (last Thursday of every second month at noon)			X		X	
Municipal Library Board (1) (3 <sup>rd</sup> Tuesday each month at 7pm)			X			
Parkland Regional Library Board (1) (3 <sup>rd</sup> Thursday at 10am – 4 times per year, next meeting Nov 18, 2021)			X			
Neighborhood Place (1) (3 <sup>rd</sup> Monday of each month at 4:30)		X				
Rimoka Foundation Board (2) (3 <sup>rd</sup> Wednesday of the month at 10am)	X			X		
Physician Retention Committee (1) (meetings as needed)			X			

\*\*Mayor ex officio to all Committees

Members from the Town of Rimbey at large appointed by Council

Board	Member at Large	Dates
Family and Community Support Services	Faith Pilgrim	October 27, 2021 to October 25, 2022
Family and Community Support Services	MaryAnn Josephison	October 27, 2021 to October 25, 2022
Family and Community Support Services	Bill Coulthard	October 27, 2021 to October 25, 2022
Bylaw Committee	Janet Carlson	October 27, 2021 to October 25, 2022
Bylaw Committee	Vacant	October 27, 2020 to October 25, 2021
Bylaw Committee	Allan Tarleton	October 27, 2021 to October 25, 2022



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Organizational Agenda Item</b>	4.2
<b>Council Organizational Meeting Date</b>	October 26, 2021
<b>Subject</b>	FCSS - Members from the Town of Rimbey at large appointed by Council
<b>For Public Agenda</b>	Public information
<b>Background</b>	<p>There are citizens from the Town of Rimbey who sit on Community Boards whom must to be appointed by Council.</p> <p>Bylaw 668/97 which established the Family and Community Support Services program has an agreement attached to it that requires three (3) members from the Town at large appointed by Town Council.</p>
<b>Discussion</b>	Administration received correspondence on October 14, 2021 from the Executive Director of Rimbey FCSS who has indicated she has spoken to each of the current Town of Rimbey Members at Large representatives on the FCSS Board and they have indicated they are willing to stay on the Board for another year.
<b>Relevant Policy/Legislation</b>	Bylaw 668/97
<b>Attachment</b>	Bylaw 668/97
<b>Recommendation</b>	To appoint Faith Pilgrim, MaryAnn Josephson and Bill Coulthard to the Rimbey Family and Community Support Services Board for the period of October 27, 2021 to the next Organization Meeting in 2022.

**Prepared By:**

*Lori Hillis*

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

October 19, 2021  
Date

**Endorsed By:**

*Lori Hillis*

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

October 19, 2021  
Date



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Organizational Agenda Item</b>	4.3
<b>Council Organizational Meeting Date</b>	October 26, 2021
<b>Subject</b>	Bylaw Committee - Members from the Town of Rimbey at large appointed by Council
<b>For Public Agenda</b>	Public information
<b>Background</b>	Bylaw 972/20 Bylaw Committee established in September of 2020 requires up to three (3) members at large from the Town of Rimbey to be appointed to the Bylaw Committee annually at the Council Organizational Meeting.
<b>Discussion</b>	Administration contacted the three current members at large and Janet Carlson and Allan Tarleton have agreed to serve on the Bylaw Committee for another term. Connor Ibbotson declined as he is returning to school. Administration will advertise in the Rimbey Review and on the Town website for the vacant third position.
<b>Relevant Policy/Legislation</b>	Bylaw 972/20
<b>Attachment</b>	Bylaw 972/20
<b>Recommendation</b>	Motion by Council to appoint Janet Carlson and Allan Tarleton to the Bylaw Committee from October 27, 2021 to the next Organizational Meeting in 2022 and to advertise in the Rimbey Review and on the Town website for the vacant position.

**Prepared By:**

*Lori Hillis*

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

October 19, 2021

Date

**Endorsed By:**

*Lori Hillis*

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

October 19, 2021

Date