



AGENDA

Committee of the Whole

June 10, 2024 - 3:00 PM

Town Administration Building - Council Chambers

AGENDA FOR COMMITTEE OF THE WHOLE TO BE HELD ON MONDAY, JUNE 10, 2024 AT 3:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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- 7.3 Fk Cancer Run/Walk Event
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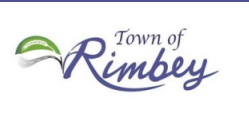
8. OPEN FORUM

(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.

9. CLOSED SESSION

10. ADJOURNMENT

Committee of the Whole
REQUEST FOR DECISION



Meeting: June 10, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes
Item For: Public Information -or- Closed Session

BACKGROUND:

Minutes of May 13, 2024, Committee of the Whole Meeting.

RECOMMENDATION:

Administration recommends that Council accept the Minutes of May 13, 2024, Committee of the Whole Meeting, as presented.

ATTACHMENTS:

[2024 05 13 COW Meeting Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

June 5, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

June 5, 2024
Date



MINUTES

Committee of the Whole Meeting

Monday, May 13, 2024 - 3:00 PM
Town Administration Building - Council Chambers

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

Mayor Pankiw called the meeting to order at 3:00 P.M. with the following in attendance:

- Mayor Rick Pankiw
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer

Absent: Councillor Wayne Clark

Delegates: Shannon Mann - Prom Committee
Garrett Dick - Power Zone Athletics

Public: (1) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 020/2024COW

Moved by Councillor Coston to accept the Agenda for the May 13, 2024, Committee of the Whole Meeting, as presented.

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

CARRIED

3. MINUTES

3.1. Minutes

Motion 021/2024COW

Moved by Councillor Rondeel to accept the Minutes of the Committee of the Whole Meeting of April 8, 2024, as presented.

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

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

5.1. Shannon Mann - Prom Committee

Motion 022/2024COW

Moved by Mayor Pankiw to accept the presentation from Shannon Mann, as information, and to bring the request of support for the Prom Committee Grad to the next Regular Council meeting on May 27, 2024.

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

CARRIED

5.2. Garrett Dick - Power Zone Athletics

Motion 023/2024COW

Moved by Councillor Coston to bring the request from Garrett Dick to have the ice installed by September 1, 2024, forward to the next Regular Council meeting on May 27, 2024.

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

CARRIED

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. Alberta Dairy Congress

Motion 024/2024COW

Moved by Councillor Rondeel to bring the request for sponsorship for 37th Annual Alberta Dairy Congress Event forward to the next Regular Council meeting held on May 27, 2024.

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

CARRIED

7.2. West Country Outreach School

7.3. Rimbey Municipal Library - Development Permit Fees

Motion 025/2024COW

Moved by Mayor Pankiw to bring the request to waive the development permit application fee and security deposit for the Rimbey Municipal Library to install on the front of the building, to the next Regular Council meeting on May 27, 2024.

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

CARRIED

7.4. Liquidation of a Surplus Asset - Compost Truck

Motion 026/2024COW

Moved by Councillor Coston to bring the request to sell the 1999 International Yard Waste Truck, Erskine Snow Blower, Leer Service Canopy, and fence posts to the unreserved auction forward to the next Regular Council meeting on May 27, 2024.

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

CARRIED

8. OPEN FORUM

9. CLOSED SESSION

10. ADJOURNMENT

10.1. Adjournment

Motion 027/2024COW

Moved by Councillor Coston to adjourn the meeting at 3:50 P.M.

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

CARRIED

Rick Pankiw, Mayor

raig Douglas, Chief Administrative Officer

Committee of the Whole
REQUEST FOR DECISION



Meeting: June 10, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: BYAS Building Lease Rates
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Regular Council Meeting held on September 25, 2023, Council discussed the BYAS building lease rates and made the following motion:

Motion 158/2023

Moved by Mayor Pankiw to leave the BYAS building lease agreement dollar amounts as is, until the 2024 Budget Meeting.

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

CARRIED

The chart below indicates the rooms, square footage and the associated fees currently being charged to each organization.

ORGANIZATION	ROOMS	TOTAL SQUARE FOOTAGE	COST PER MONTH	DAYS/TIMES UTILIZED
Neighbourhood Place	Common Area - 780 sq. ft. Kitchen - 434 sq. ft.	1214	\$200.00	Mondays/Tuesdays/Thursdays - 6 hours/per/day *Also 3 times a year on Fridays or Weekends (usually in the fall)
Neighbourhood Place	Front Office #1 (n/c) -120 sq. ft.	120	N/C *Not yet added to lease	Exclusive for storage
Neighbourhood Place	Front Office #2	204	\$375.00	Exclusive

ORGANIZATION	ROOMS	TOTAL SQUARE FOOTAGE	COST PER MONTH	DAYS/TIMES UTILIZED
	204 sq. ft.			
McMan Central	Common Area- 780 sq. ft. Kitchen - 434 sq. ft,	1214	\$400.00	Wednesdays - 2.5 hours (10:00 AM - 12:30 PM)
Rimbey District & Chamber of Commerce	Back Office - 88 sq. ft.	88	\$250.00	No longer going to lease.
Rimbey Food Bank	Back of Building 780 sq. ft. plus ADDITION 640 sq. ft.	1420	\$500.00	Exclusive

DISCUSSION:

Currently, the leases are based on a monthly rate. The fees are not calculated by square footage or by the number of hours the space is utilized, resulting in varying charges.

On November 9, 2023, Jeff Keough, from McMan Central, requested to switch to an hourly rate instead of a fixed monthly rate. They only use the space from 10 a.m. - 12:30 p.m. on Wednesdays and are charged a monthly rate of \$400. Most of their other lease/rentals charge \$25 per hour.

The Food Bank has moved into the back of the BYAS building. The building has undergone construction which includes an addition to accommodate. The front left office and the boardroom no longer exist. The kitchen is currently being shared by the Food Bank, Neighbourhood Place and McMan Central.

The rooms and the square footage are indicated in the chart below.

ROOMS	SQUARE FOOTAGE
Front Office #1	120
Front Office #2	204
Front Area - Neighbourhood Place & McMan Central	780
Kitchen	434
Back Office	88
Back Area - Food Bank	780
Back Addition - Food Bank	640

Council Agenda Item 7.1

Administration recommends that Council discuss charging a rate based on square footage and by the number of hours the space is utilized. Also, determine if they will allow McMan Central to pay an hourly rate.

RECOMMENDATION:

Administration recommends that the BYAS Building Lease Rates be brought forward to the next Regular Council Meeting on June 24, 2024.

ATTACHMENTS:

[McMan Rental Request November 9, 2023](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

June 6, 2024
Date

ENDORSED BY:



Craig Douglas, Chief Administrative Officer

June 6, 2024
Date

Council Agenda Item 7.1

From: Jeff Keough <jeff.keough@mcmancentral.ca>
Sent: Thursday, November 9, 2023 1:41 PM
To: Bonnie Rybak <bonnie@rimbey.com>
Cc: Rhonda Morgan <rhonda.morgan@mcmancentral.ca>
Subject: RE: New Lease Agreement w/o GST

Hey Bonnie,

Rhonda mentioned you were working on our lease. I'm wondering if we can switch to an hourly rate instead of the monthly fixed rate? Moving forward we're only using the space 10am-12:30pm on Wednesday's as we've moved our other program to the school. In most of our other rental's, we're charged \$25 per hour and with only using the space for a small amount of time per month \$400 is a little to expensive at this point. I understand we probably can't change right away but maybe for January 1st?

Thank you.

Jeff Keough
Lead Practice Specialist
Central Region
Jeff.keough@mcmancentral.ca

Direct: (780)-312-9852
www.mcmancentral.ca



"To support and encourage individuals and families to achieve their full potential as contributing members of their community."

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From: Rhonda Morgan <rhonda.morgan@mcmancentral.ca>
Sent: Thursday, November 9, 2023 1:34 PM
To: Jeff Keough <jeff.keough@mcmancentral.ca>
Subject: FW: New Lease Agreement w/o GST

Rhonda Morgan

Administrative Assistant
Wetaskiwin
Central Region

Committee of the Whole
REQUEST FOR DECISION



Meeting: June 10, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Sentinel Women's Championship - Request to Waive Room Rental Fees
Item For: Public Information -or- Closed Session

BACKGROUND:

The Town of Rimbey is sponsoring the Women's Curling Championship Committee for the Scotties Tournament of Hearts. Administration has been asked to bring the request to waive room rental fees forward to Council.

PREPARED BY: Craig Douglas, Chief Administrative Officer

June 6, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

June 6, 2024
Date

Committee of the Whole
REQUEST FOR DECISION



Meeting: June 10, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Fk Cancer Run/Walk Event
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received an email from Fk Cancer Run/Walk Event Organizers requesting a donation for raffles and participant prizes. This event is to raise money and awareness for Ovarian Cancer and will take place at the Summer Village Parkland Baseball Diamonds (Gull Lake) on July 13, 2024.

ATTACHMENTS:

[FkCancerDonationLetter2024](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

June 6, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

June 6, 2024
Date

2024 EVENT DONATION LETTER

Dear Sir or Madam,

On behalf of the Fk Cancer Run/Walk event that will take place at Summer Village Parkland Baseball diamonds (Gull Lake) on July 13, 2024, we are seeking donations for raffles and participant prizes.

Day after day women are faced with the devastating news that they have Ovarian Cancer. This terror was brought into our RV Heaven & Marina Lake family early 2022. That year, approximately 85 people gathered for our first annual run/walk event in August 2022 to raise money and awareness and were able to raise and donate over \$2000 to split between our friend and OvarianCancerCanada.org. Our 2023 event brought over 100 people together and we raised over \$3300!

We hope that you or your organization can help with this event by donating an item(s), gift certificate or service from your establishment. Your organization, in turn, would be recognized on signage at the event and on our public Facebook event page. If your company donates an item or service worth minimum \$50, 3 years in a row, we will be ordering and displaying your logo on a vinyl poster at the event in addition to the FB advertisement.

We are willing to work with your organization in order to make a donation possible and look forward to including you in our event.

We thank you for your time and consideration and look forward to talking to you over the next few weeks to discuss your participation.

Sincerely,

Fk Cancer Run/Walk (@ Gull Lake) Event Organizers

Kim Magera kmagera@hotmail.com 780-966-4946

Anita Saiko amsaiko@hotmail.ca 780-953-2103

Ivan Magera imagera1@hotmail.com 780-993-3487

