



AGENDA

Town Council

October 28, 2024 - 5:00 PM

Town Administration Building - Council Chambers

AGENDA FOR ORGANIZATIONAL MEETING OF TOWN COUNCIL TO BE HELD ON MONDAY, OCTOBER 28, 2024 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

Page

1. CALL TO ORDER THE ORGANIZATIONAL COUNCIL MEETING & RECORD OF ATTENDANCE

1.1 LAND ACKNOWLEDGEMENT

2. GENERAL ITEMS

2.1 Committee of the Whole Meeting Dates and Times 2
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2.2 Council Meeting Dates and Times 3
[Request for Decision - RFD-24-140 - Pdf](#)

3. APPOINTMENTS

3.1 Committee Board Appointments 4 - 6
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3.4 Library Member Appointment 9
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4. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: October 28, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Committee of the Whole Meeting Dates and Times
Item For: Public Information -or- Closed Session

BACKGROUND:

Council has previously held the Committee of the Whole Meetings every second Monday of the month commencing at 3:00 pm. If the statutory holiday falls on a Monday, the meeting was scheduled on the following Wednesday. Committee of the Whole Meetings were not scheduled in the months of July and August.

RELEVANT POLICY/LEGISLATION:

988/22 Committee of the Whole Section 5 - Frequency of Meetings

RECOMMENDATION:

1. Administration recommends Council determine dates and times for their Committee of the Whole Meetings.
2. Administration recommends Council determine if they wish to schedule Committee of the Whole Meetings in the months of July and August.

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 24, 2024
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

October 24, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: October 28, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Council Meeting Dates and Times
Item For: Public Information -or- Closed Session

BACKGROUND:

Council has previously held Regular Council Meetings every fourth Monday of the month commencing at 5:00 pm. For the month of December Council held only one meeting on the second Monday of the month. The 4th Monday in January and February were scheduled for 1:00 pm to allow for the elementary schools to attend during school hours. In the months of July and August Council held only one meeting on the fourth Monday of each month.

RELEVANT POLICY/LEGISLATION:

MGA 192(1)
MGA 193 (1), (2), (3)

RECOMMENDATION:

1. Administration recommends Council determine dates and times for their Regular Council Meetings.
2. Administration recommends Council determine the dates and times for their Regular Council Meeting in July and August of 2025.
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.

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 24, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

October 24, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: October 28, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Committee Board Appointments
Item For: Public Information -or- Closed Session

BACKGROUND:

Council Members sit on various Committees and Boards throughout the community.

As per the Council Procedural Bylaw 1001/23, Part XXIV

1. 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.
2. 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.
3. The Mayor shall act as ex-officio to all Committee/Board appointments and may attend any meetings.

RELEVANT POLICY/LEGISLATION:

Council Procedural Bylaw 1001/23, Part XXIV

RECOMMENDATION:

To review and accept the appointments of Mayor and Councillors to the Boards and Committees, as presented.

ATTACHMENTS:

[Committee-Boards 2024 - 2025](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 24, 2024
Date

ENDORSED BY:

October 24, 2024
Date

Craig Douglas, Chief Administrative Officer



Committee / Boards October 2024 – 2025 Schedule A

Committees / Boards	Mayor Pankiw	Councillor Clark	Councillor Johnstone	Councillor Curle	Councillor Rondeel	CAO Craig Douglas	Finance Wanda Stoddart	Enforcement
Deputy Mayor								
Signing Authorities	X	X	X	X	X	X	X	
<i>Council Internal Committee Appointments</i>								
Bylaw Committee – As required			X		X			
Emergency Management Advisory Committee	X	X	X	X	X			
<i>Council Community Committee Appointments</i>								
Beatty Heritage House Society (1) (1 st Monday of the month at 7:30pm)				X				
Citizens on Patrol Society (1) (1 st Monday of month at 7pm Rimbey Alliance Church)			X					
Deputy Director of Emergency Management						X		
Director of Emergency Management						X		
Emergency Management Agency						X		
F.O.I.P. Coordinator						X		
FCSS Board (1) (4th Thursday each month at 10am- except Nov 21 and Dec TBD)			X					
Fire Commission (1) (meetings as required)	X							
Historical Society Board (1) (3 rd Wednesday of the month at 4pm)	X							
Interagency Committee (2) (Thursdays of every month at 12 noon- Next meeting Nov 16 at the Rimbey Library)				X	X			

Committees / Boards	Mayor Pankiw	Councillor Clark	Councillor Johnstone	Councillor Curle	Councillor Rondeel	CAO Craig Douglas	Finance Wanda Stoddart	Enforcement
Intermunicipal Collaboration Framework/Intermunicipal Development Plan Committee (ICF/IDP) (meetings as required)	X							
Municipal Library Board (1)		X						
Neighborhood Place (1) (Thursdays of each month- next meeting Nov 23 at 5:15pm)					X			
Parkland Regional Library Board (1) (3 rd Thursday at 10am – 4 times per year)		X						
Physician Retention Committee (1) (Meetings as needed)		X						
Ponoka Regional Emergency Management Advisory Committee Meetings as required	X							
Rimoka Foundation Board (2) (3 rd Wednesday of the month at 10am)				X	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 28, 2024 to October 27, 2025
Family and Community Support Services	Rod Schaff	October 28, 2024 to October 27, 2025
Family and Community Support Services	Natalie Stefanyk	October 28, 2024 to October 27, 2025
Family and Community Support Services	Mayor Pankiw	October 28, 2024 to October 27, 2025
Bylaw Committee	Gayle Rondeel	October 28, 2024 to October 27, 2025
Bylaw Committee	Jeff Johnstone	October 28, 2024 to October 27, 2025
Bylaw Committee	Rob Rondeel	October 28, 2024 to October 27, 2025
Bylaw Committee	Ellery Derksen	October 28, 2024 to October 27, 2025
Municipal Library Board	Wayne Clark	October 28, 2024 to October 27, 2025

Town Council
REQUEST FOR DECISION



Meeting: October 28, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Bylaw Committee - Town of Rimbey Members at Large Appointed by Council
Item For: Public Information -or- Closed Session

BACKGROUND:

Bylaw 983/21 Bylaw Committee established in November of 2022 allows up to four (4) members at large from the Town of Rimbey to be appointed to the Bylaw Committee annually at the Council Organizational Meeting.

DISCUSSION:

Administration contacted the two current bylaw committee members at large, Rob Rondeel and Ellery Derksen, and they have agreed to serve on the bylaw committee for another term.

RECOMMENDATION:

Administration recommends Council re-appoint Rob Rondeel and Ellery Derksen to the Bylaw Committee until the next Organizational Meeting in 2025.

Administration recommends Council consider revising **#3 in Section 4 - Composition of the Committee** in 983/21 Bylaw Committee Bylaw back to 4 voting members (2 Town Councillors and 2 Members at Large), plus 2 non-voting administrative staff consisting of the Chief Administrative Officer and a Recording Secretary.

PREPARED BY: Craig Douglas, Chief Administrative Officer

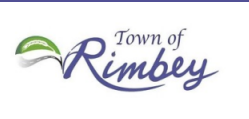
October 24, 2024
Date

ENDORSED BY:

October 24, 2024
Date

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: October 28, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: FCSS- Town of Rimbey Members at Large Appointed by Council
Item For: Public Information -or- Closed Session

BACKGROUND:

Bylaw 668/97 which established the Family and Community Support Services program has an agreement attached to it that requires three (3) members at large from the Town of Rimbey to be appointed by Town Council.

DISCUSSION:

Administration received correspondence on October 22, 2024, from the Operations Manager of Rimbey FCSS who has indicated she has spoken to each of the current Town of Rimbey Members at Large serving on the FCSS Board. Natalie Stefanyk, Faith Pilgrim, and Rod Schaff have indicated they are willing to stay on the Board for another year.

RECOMMENDATION:

Administration recommends Council appoint Natalie Stefanyk, Faith Pilgrim, and Rod Schaff to the Rimbey Family and Community Support Services Board for the period of October 28, 2024 to the next Organizational Meeting in 2025.

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 24, 2024
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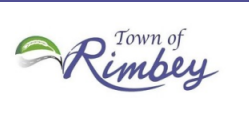
ENDORSED BY:

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Craig Douglas, Chief Administrative Officer

October 24, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: October 28, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Library Member Appointment
Item For: Public Information -or- Closed Session

BACKGROUND:

Rimbey Library Board Members are appointed at the Organizational meeting in October. Councillor Wayne Clark's appointment ends October 2024. A newly appointed member is required with term ending October 31, 2025.

As per Municipal Affairs, a resolution is required along with first and last name, legal name of library board and length of term or expiry date.

RECOMMENDATION:

Administration recommends that Council appoint a new member to the Rimbey Municipal Library Board with term expiry date of October 31, 2025.

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 24, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

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