



AGENDA FOR THE COMMITTEE OF THE WHOLE MEETING OF  
THE TOWN COUNCIL TO BE HELD ON FRIDAY, MARCH 27,  
2015, AT 9:00 AM IN THE COUNCIL CHAMBERS OF THE  
TOWN ADMINISTRATION BUILDING

1. Call to Order
2. Agenda Approval and Additions 1
3. Minutes of January 30, 2015 2-6
- 4 Rimbey Business Sector Sustainability Committee Delegation 7
5. Peace Officer Software Power Point Presentation
6. Doctors for Rimbey
7. Recycle Facility Burn Pit
8. Rimbey Expo – April 24 and 25, 2015
9. Council Strategic Planning – Phase 1- Mission, Vision and Colours
10. Adjournment

TOWN OF RIMBEY

COMMITTEE OF THE WHOLE

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF TOWN COUNCIL HELD ON FRIDAY, JANUARY 30, 2015 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

---

1. 1 Call to Order

Mayor Pankiw called the meeting to order at 9.02 am, with the following in attendance:

Mayor Pankiw  
Councillor Godlonton  
Councillor Jaycox  
Councillor Payson  
Councillor Webb  
Acting Chief Administrative Officer - Lori Hillis, CA  
Public Works Foreman – Rick Schmidt  
Enforcement Services – Sgt. Kyle Koller  
Director of Community Services – Cindy Bowie  
Recording Secretary – Kathy Blakely

Absent:

Public:

Mr. Jason Tran, Mr. Kemi Apanisile and Ms. Anna Lim - West Central Planning Agency Delegation

No members of the public

2. 2 Agenda

9.1 Rimbey Business Sector Sustainability Advisory Committee - Terms of reference (addition)

9.2 Rimbey Christian School –Cemetery Maintenance of Veterans Graves for Remembrance Day

3. 3 Minutes of October 10, 2014

Council reviewed the Minutes of the Committee of the Whole Meeting from October 10, 2014.

There were no errors or omissions noted by Council.

4. 4 Mr. Jason Tran – West Central Planning Agency Delegation

Mayor Pankiw welcomed Mr. Jason Tran, Mr. Kemi Apanisile and Ms. Anna Lim to the Committee of the Whole Meeting.

Mayor Pankiw brought Council members up to date on his attendance at the last WCPA meeting.

Mr. Tran expressed his regret on not attending the Town of Rimbey after the last election to advise the new Council of the services West Central Planning Agency does for the Town of Rimbey. Mr. Tran gave a short review of West Central Planning Agency and how they came to existence.

Mr. Apanisile provided a short presentation on what WCPA offers which includes; subdivision applications, area structure plans, mapping and reviews of statutory documents such as the Land Use Bylaw (LUB) and Municipal Development Plan (MDP). He spoke on the review and re-write of the Town of Rimbey's Land Use Bylaw and indicated the Municipal Development Plan is 80% completed. It is at the public consultation stage. Once the public has had an opportunity to review and make comments on the Municipal Development Plan, then it can be presented to Council for ratification by Bylaw.

It was noted the projects were put on hold until after the 2013 Municipal Election and never got back off the ground. Mr. Tran indicated they are in attendance of Council today to clarify the status of the projects and complete the MDP and the LUB.

It was noted to do the Municipal Development Plan first, and then the Land Use Bylaw as it must conform to the guidelines established in the MDP.

Discussion ensued on an Open house. Mr. Apanisile indicated WCPA will be there for the presentation, given it is the first time the public would see the document and they would be best able to answer questions and receive comments. It was suggested a draft copy of the document could be put on the Town's web site for people to view. He suggested Council set a date and time for a public consultation. He noted the meeting must be advertised for two weeks.

Mayor Pankiw suggested the Municipal Development Plan Public Meeting be included on the February 9, 2015 Regular Council Meeting Agenda whereby Council could set up a meeting date that would allow for the required advertising.

Councillor Jaycox asked Mr. Tran if the Town could have a report on the works completed for Rimbey and what the fees would have been if we were a non-member. Mr. Tran indicated he will try to obtain the requested information and forward to the Town prior to the February 9<sup>th</sup> Council Meeting.

Mayor Pankiw thanked Mr. Tran, Mr. Apanisile and Ms Limn for their presentation.

They departed the meeting at 9:29 am.

5. 5 Recycle Facility – Rick Schmidt, Public Works Foreman

Mr. Schmidt advised Council the attendant for the recycling centre has resigned and other public works employees have been looking after the recycle centre. He noted most small towns do not offer their residents recycling.

He indicated he would like to make some changes to the Recycle Program whereby the Recycle Facility would only be open on the same days as the Bluffton Landfill. This way, the attendant on site can redirect the resident to take any unacceptable items being brought to the Recycle Facility out to the Bluffton Landfill. Last year, 15 tandem truck loads had to be hauled to Bluffton Landfill, at the Town's expense, as residents placed unacceptable material at the recycle facility while the attendant was busy bundling commercial cardboard. He also suggested eliminating commercial cardboard collection/bundling at the recycle facility.

He has spoken with Waste Management who will provide business owners with cardboard bins at a cost per bin per lift. They would also provide bins at the recycle facility for residential cardboard and the Town would pay per bin per lift. These bins would replace the tote system currently used at the recycle facility.

Mr. Schmidt indicated the current contractor for commercial cardboard would require three month giving notice to his clients if this change is implemented.

Discussion ensued on safety concerns of employees working alone at the Recycle facility.

Councillor Webb inquired when Mr. Schmidt would like to implement the changes.

Mr. Schmidt indicated he would ultimately like to use Waste Management for recycling. For a fee, Waste Management will come in, place the cardboard bins, and haul them away.

Mr. Schmidt indicated people would register at the attendant's office then continue on to the various recycle sections.

Discussion ensued on the burn pit.

Mr. Schmidt reiterated the recycle facility will always be free to residents as

they are charged a recycle fee on their town invoices, however if a company hauls to the recycle facility, there would be a charge.

Metals need to be separated: white metals and other metals.

Mr. Schmidt reviewed the suggested fees for services.

It was the consensus of Council, changes to the Recycle Facility be brought to the February 9, 2015 Regular Council Meeting.

6. 6. Compost – Rick Schmidt, Public Works Foreman

Mr. Schmidt indicated composting was not supposed to be part of the recycling program. He has researched what other communities are doing with regards to composting. The City of Edmonton as well as many other communities do Compost in Place.

Compost in Place means, grasscycling – mulching and raking reduces watering and hauling grass to the curb.

He suggested an information pamphlet be given to residents on composting.

It was noted this was already discussed during the budget deliberations and the Town of Rimbey is not going to be in the compost business this year. An information pamphlet will be given to the residents and the information will also be put on the town website.

Mayor Pankiw thanked Mr. Schmidt for his work on this subject.

7. 7. Sidewalk Sweeping – Rick Schmidt

Mr. Schmidt asked to revisit this issue. Indicated that when the Town hired a contractor to do this, it cost approximately 3500-7500 per year. Did not do the job as well as town staff. However, with the escalating cost of staffing and the increasing costs of equipment, it doesn't make sense to keep this in the capital budget. Mr. Schmidt suggests we use a local contractor. Our service levels must be maintained. We must come first. It was suggested to sell our sidewalk sweeper to a contractor.

Discussion ensued on snow removal.

It was noted Ponoka County will be meeting in February for their budget meetings. They are intending to replace a truck, thus freeing one up for us to purchase from them.

It was suggested to give the contractor, when chosen, the tractor and attachments in exchange for the first year of service.

It was the consensus of council to bring Sidewalk Snow Removal to the February 9<sup>th</sup> Regular Council Meeting regarding putting it out for tender.

8. 8. Impound Yard – Councillor Webb

Councillor Webb suggested that with the increased bylaw enforcement we have the opportunity to create revenue with our own impound yard.

Discussion ensued on the approximated size of impound yard required and noted it could be at the Public Works Shop, which is already a locked compound. It was suggested an individual locked compound of approximately 100' x 100'. It was estimated fencing and gate would cost \$25,000.00.

Sgt. Koller indicated there is a need for a impound yard. He noted he has recently had two 30 day vehicle seizures. He also noted the need to keep continuity of vehicles seized. He noted he has run into problems of finding a impound lot when needed.

We can instruct tow truck drivers to take the vehicle to our yard, verses theirs. It was suggested the RCMP also have access to our yard.

It was the consensus of Council, to include the construction of a locked impound yard, within the locked Public Works yard, and this be included in the 2015 capital budget.

Sgt. Koller indicated he will research impound fees of other municipalities.

9. Independent Review of Salaries, Wages and Grid – Mayor Pankiw

Mayor Pankiw indicated our municipality has never had an independent firm do an assessment of salaries, wages and grid for all of the Town's employees. It was suggested a review would eliminate the guess work in wages. It would compare against private sector as well as government.

Councillor Webb indicated this information would only be used as a recommendation, not necessarily an implementation.

It was the consensus of Council for Administration to bring the Independent review of salaries, wages and grid to the February 9<sup>th</sup> Regular Council Meeting.

9.1. Rimbey Business Sector Sustainability Advisory Committee – (Terms of Reference) (addition)

Mr. Stevenson has sent information to Mayor Pankiw regarding the Rimbey Business Sector Sustainability Advisory Committee Terms of Reference.

Discussion ensued on meeting space available to the Committee to be able to hold their meetings. It was suggested the Committee meet at the Community Centre in the lion's room or the upper auditorium.

It was noted Mayor Pankiw, Councillors Godlonton and Webb and Interim CAO Donna Tona and Acting CAO Lori Hillis will be meeting with Mr. Stevenson on Monday, February 2, 2015 at 9:00 am.

Councillor Webb departed the meeting at 10:31 am.

9.2 Rimbey Christian School – Cemetery Maintenance of Veterans Graves for Remembrance Day (addition)

Councillor Payson passed out a letter from three students who are requesting to attend the cemeteries to maintain and clean some of the veteran's graves prior to Remembrance Day.

Mayor Pankiw indicated Administration will contact Cemetery Committee, and then bring their recommendation to the February 9<sup>th</sup> Regular Council Meeting.

Mr. Schmidt indicated his employees have tried in previous years to straighten various head stones and have run into some resistance from family members.

Mr. Schmidt indicated there is a group who have requested to plant trees in the cemeteries. He suggested the Town also need to deal with the removal of trees and as well as the planting of new trees.

It was suggested Kathy to contact the cemetery committee members to set up a meeting for some time the week prior to the February 9<sup>th</sup> Regular Council Meeting to discuss the students request.

It was also suggested to have the three students attend an upcoming Council meeting to discuss their proposal.

10. Adjournment

Mayor Pankiw adjourned the meeting.

Time of adjournment: 10 38 a.m.

\_\_\_\_\_  
MAYOR

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

## Kathy

---

**From:** lrstevenson@telusplanet.net  
**Sent:** Monday, March 23, 2015 10:42 AM  
**To:** Donna Tona; Bob Stevenson; Duane Adams; Gayle Rondeel; sts2727; Kathy; Melvin Durand; Michelle Andrishak; Steffen Olsen; Steve Schrader; Terry Von Hollen  
**Subject:** Risk Analyses  
**Importance:** High

Thanks to all the committee members that participated in the Risk Analyses process. By definition the role up identified what the committee felt were the highest priorities to be brought forward for discussion with the town.

Donna please see next steps below for scheduling.

**Findings:** The Risk Analyses identified a VERY HIGH NEED FOR THE TOWN COUNCIL TO ESTABLISH AN ACTION PLAN FOR THE FOLLOWING IN ORDER OF HIGHEST PRIORITY.

- A. Branding for the town ( who are we )
  - a. By its very nature is the establishment of Marketing our community, Web Page, Signage, Town Letterhead, Business Cards, Publications, Business attraction trade shows, PR exposure, services and recreation
    - i. Options on how to identify who we are yet to be decided by the committee in conjunction with the town
- B. By Laws, policies, practices and procedures need to be current and forward thinking , Marketing of existing businesses and business incentives
  - a. By Laws, policies, procedures, council responsibility to govern under all prescribed regulations and laws.
    - i. Currently under review
  - b. Marketing of existing businesses and business incentives
    - i. Options yet to be decided on by the committee in conjunction with the town
- C. Town Resources and Budgeting
  - a. Resources and budgeting ( what is the town prepared to provide or have budgeted for in terms of resources and budget to enable an action plan to be successful for the Town of Rimbey and surrounding area. )?
- D. Voting
  - a. Ability for individuals outside of town boundary and their right to decide on where they want to vote for the Town or Municipality. Their right to stand for Council in town or municipality.
    - i. Process yet to be defined by Town Council

### Next Step:

1. **Bob to schedule a meeting with the town council to review the Risk Analyses and findings in preparation for public reporting through media and or other means.**

Bob Stevenson  
Rimbey Sustainability Advisory Committee Chair  
403 843 0043 Home