



# AGENDA

## Town Council

October 23, 2023 - 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 MONDAY, OCTOBER 23, 2023 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 MEETING & RECORD OF ATTENDANCE**

### **2. GENERAL ITEMS**

- |     |   |   |
|-----|---|---|
| 2.1 | Council Meeting Dates and Times<br><a href="#">Request for Decision - RFD-23-160 - Pdf</a>                | 2 |
| 2.2 | Committee of the Whole Meeting Dates and Times<br><a href="#">Request for Decision - RFD-23-161 - Pdf</a> | 3 |

### **3. APPOINTMENTS**

- |     |   |       |
|-----|---|-------|
| 3.1 | Committee Board Appointments<br><a href="#">Request for Decision - RFD-23-202 - Pdf</a>   | 4 - 6 |
| 3.2 | FCSS- Town of Rimbey Members at Large Appointed by Council<br><a href="#">Request for Decision - RFD-23-162 - Pdf</a>             | 7     |
| 3.3 | Library Member Appointment<br><a href="#">Request for Decision - RFD-23-158 - Pdf</a>   | 8     |
| 3.4 | Bylaw Committee - Town of Rimbey Members at Large Appointed by Council<br><a href="#">Request for Decision - RFD-23-163 - Pdf</a> | 9     |

### **4. ADJOURNMENT**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 23, 2023  
**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 2024.
- 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 18, 2023  
**Date**

**ENDORSED BY:**

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

Craig Douglas, Chief Administrative Officer

October 19, 2023  
**Date**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 23, 2023  
**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 5:00 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 19, 2023  
**Date**

**ENDORSED BY:**

Craig Douglas, Chief Administrative Officer

October 19, 2023  
**Date**

# Town Council REQUEST FOR DECISION



**Meeting:** October 23, 2023  
**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 984/21, 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.Appointed councillors shall keep the rest of the Council informed of the Board/Committee actions by providing regular activity highlights through their Councillor reports.
- 4.The Mayor shall act as ex-officio to all Committee/Board appointments and may attend any meetings.

## RELEVANT POLICY/LEGISLATION:

Council Procedural Bylaw 984/21, Part XXIV

## RECOMMENDATION:

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

## ATTACHMENTS:

[Committee-Boards 2023 - 2024](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 19, 2023  
**Date**

**ENDORSED BY:**

Craig Douglas, Chief Administrative Officer

October 19, 2023  
**Date**



## Committee / Boards October 2023 – 2024 Schedule A

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

Committees / Boards	Mayor Pankiw	Councillor Clark	Councillor Coston	Councillor Curle	Councillor Rondeel	CAO Craig Douglas	Finance Wanda Stoddart	Enforcement Brad Thibeault
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 <sup>rd</sup> Thursday at 10am – 4 times per year)			X					
Physician Retention Committee (1) (Meetings as needed)		X						
Ponoka & Rimbey Adult Learning Society (meetings third Tuesday of month at 4 pm)				X				
Ponoka Regional Emergency Management Advisory Committee Meetings as required	X							
Rimbey Agricultural Society (quarterly)	X							
Rimoka Foundation Board (2) (3 <sup>rd</sup> 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 23, 2023 to October 25, 2024
Family and Community Support Services	Bill Coulthard	October 23, 2023 to October 25, 2024
Family and Community Support Services	Mayor Pankiw	October 23, 2023 to October 25, 2024
Bylaw Committee	Jamie Coston	October 23, 2023 to October 25, 2024
Bylaw Committee	Gayle Rondeel	October 23, 2023 to October 25, 2024
Bylaw Committee	Jeff Johnstone	October 23, 2023 to October 25, 2024
Bylaw Committee	Camille McKay	October 23, 2023 to October 25, 2024
Municipal Library Board	Wayne Clark	October 23, 2023 to October 25, 2024

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 23, 2023  
**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 September 18, 2023, 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 and Bill Coulthard and Faith Pilgrim have indicated they are willing to stay on the Board for another year.

**RECOMMENDATION:**

Administration recommends Council appoint Faith Pilgrim and Bill Coulthard to the Rimbey Family and Community Support Services Board for the period of October 23, 2023 to the next Organizational Meeting in 2024.

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 18, 2023  
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**ENDORSED BY:**

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Craig Douglas, Chief Administrative Officer

October 18, 2023  
**Date**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 23, 2023  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Library Member Appointment  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

At the Council meeting held on June 26, 2023, Council appointed Councillor Lana Curle to the library board with the term ending on October 31, 2023. A newly appointed member will be required.

**RECOMMENDATION:**

Administration recommends that Council appoint a new member to the Rimbey Municipal Library Board with term expiry date of October 31, 2024.

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Craig Douglas, Chief Administrative Officer

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Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 23, 2023  
**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 requires 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 four current bylaw committee members at large Janet Carlson, Allan Tarleton, Camille McKay, and Jeff Johnstone. Janet Carlson and Allan Tarleton have declined, and Camille McKay and Jeff Johnstone have agreed to serve on the bylaw committee for another term.

**RECOMMENDATION:**

Administration recommends Council appoint Jeff Johnstone and Camille McKay to the Bylaw Committee from October 23, 2023 to the next Organizational Meeting in 2024, and advertise for 2 members at large, on the website and in the Rimbey Review.

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