



AGENDA

Committee of the Whole

April 14, 2025 - 3:00 PM

Town Administration Building - Council Chambers

AGENDA FOR COMMITTEE OF THE WHOLE TO BE HELD ON MONDAY, APRIL 14, 2025 AT 3:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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1. CALL TO ORDER COMMITTEE OF THE WHOLE MEETING & RECORD OF ATTENDANCE

1.1 LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

3. MINUTES

3.1 Minutes [Request for Decision - RFD-25-042 - Pdf](#)

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4. PUBLIC HEARINGS

5. DELEGATIONS

5.1 Delegation: Sherry Stuart / Rock the Track [Request for Decision - RFD-25-043 - Pdf](#)

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6. BYLAWS

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7. NEW AND UNFINISHED BUSINESS

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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: April 14, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

Minutes of Committee of the Whole Meeting on March 10, 2025, as presented.

RECOMMENDATION:

To accept the Minutes of Committee of the Whole Meeting on March 10, 2025, as presented.

ATTACHMENTS:

[2025 03 10 COW Meeting Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

April 9, 2025
Date



MINUTES

Committee of the Whole Meeting

Monday, March 10, 2025 - 3:00 PM
Town Administration Building - Council Chambers

1.

CALL TO ORDER COMMITTEE OF THE WHOLE 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 Wayne Clark
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Councillor Jeff Johnstone
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer
- Duncan Campbell - Director of Public Works

Delegates: Kelly LeBlanc

Public: (1) members of the public

1.1. LAND ACKNOWLEDGEMENT

2.

AGENDA APPROVAL AND ADDITIONS

Motion 018/2025 COW

Moved by Councillor Curle to accept the Agenda for the March 10, 2025, Committee of the Whole Meeting, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

3.

MINUTES

3.1. Minutes of February 10, 2025

Motion 019/2025 COW

Moved by Councillor Clark to accept the Minutes of the Committee of the Whole Meeting of February 10, 2025, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

5.1. Delegation: Kelly LeBlanc

Motion 020/2025 COW

Moved by Councillor Curle to accept Kelly LeBlanc's presentation, providing an update on the Rimbey Elementary School Parent Council Foundation, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

6. BYLAWS

6.1. Schedule "A" Fees for Services Bylaw 1003/24

Motion 021/2025 COW

Moved by Councillor Clark to bring back the discussion of changing the fee of 8.50 per cubic meter for wastewater disposal fee to flat rate per load, as requested by Silver Star Septic, to the Regular Council meeting of March 24, 2025.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

7. NEW AND UNFINISHED BUSINESS

7.1. Rimbey Curling Club Lease Agreement

Motion 022/2025 COW

Moved by Councillor Clark to bring the discussion regarding the request to include summer hours for pickleball in the Rimbey Curling Club Lease Agreement back to the Regular Council meeting on March 24, 2025.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

8.

OPEN FORUM

A resident inquired about water drainage near her business location.

9.

CLOSED SESSION - FOIP SECTION 17(1) PERSONAL PRIVACY

9.1. FOIP Section 17(1) Personal Privacy - Board Member Application

Motion 023/2025 COW

Moved by Councillor Curle to enter closed session at 3:42 p.m.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Motion 024/2025 COW

Moved by Councillor Rondeel to revert to open session at 3:43 p.m.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Motion 025/2025 COW

Moved by Councillor Clark to bring the library board application to the next Regular Council meeting on March 24, 2025.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

10.

ADJOURNMENT

10.1. Adjournment

Motion 026/2025 COW

Moved by Councillor Clark to adjourn the meeting at 3:46 p.m.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer



Committee of the Whole
REQUEST FOR DECISION



Meeting: April 14, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: 1001/23 Council Procedural Bylaw
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

With the introduction of Bill 20 – the Municipal Affairs Statutes Amendment Act, a proposed change would require municipalities to offer digital options for public hearings related to planning and development, while also restricting them from holding additional hearings beyond those required by legislation.

Administration has amended 1001/23 Council Procedural Bylaw to include Zoom meetings as our digital option for Public Hearings and has removed *“Adjourn” used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting*” from the Council Procedural Bylaw draft to meet the requirements of Bill 20.

Red Deer County has chosen zoom meetings for their digital option. This allows the attendees to be seen and heard at the public hearing.

After Council has determined the preferred digital option for public hearings Administration will bring 1013/25 Council Procedural Bylaw forward to the April 28, 2025, for all three readings in order to meet the deadline of April 30, 2025.

RELEVANT POLICY/LEGISLATION:

Bill 20

RECOMMENDATION:

Administration recommends Council discuss the changes made to the Council Procedural Bylaw regarding the preferred digital option platform for conducting public hearings, as required by Bill 20 and bring the matter forward to the next Regular Council meeting on April 28, 2025, for a decision prior to the April 30 deadline.

ATTACHMENTS:

[1013 25 Council Procedural Bylaw DRAFT](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer
Date April 9, 2025

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", followed by a large, stylized flourish or checkmark.

Craig Douglas, Chief Administrative
Officer

April 9, 2025

Date



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

WHEREAS Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws in relation to the procedure and conduct of Council; and

WHEREAS The Council of the Town of Rimbey desires to establish a procedural and conduct Bylaw;

NOW THEREFORE The Council of The Town of Rimbey, duly assembled enacts as follows:

PART I BYLAW TITLE

- 1. This bylaw may be cited as the “Council Procedural Bylaw”.

PART II - DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 1. “Administrative Inquiry” shall mean a written request from a Member of Council to the Administration, for the future provision of information and report.
- 2. “Bylaw” shall mean a Bylaw of the Town of Rimbey.
- 3. “Chairperson” or chair shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
- 4. “Chief Administrative Officer” has the meaning prescribed under the Municipal Government Act and may be referred to as the “CAO”.
- 5. “Closed session” means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present and are within one of the exceptions to disclosure as outlined in the Freedom of Information and Protection of Privacy Act.
- 6. “Conflict of Interest” means an occurrence where a Councillor’s personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudgment, close mindedness, or undue influence.
- 7. A Conflict-of-Interest occurrence also includes using the Councillor’s position, confidential information or Town of Rimbey employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor’s family, friends, or business associates.
- 8. “Council” means the Town of Rimbey Council.
- 9. “Councillor(s)” has the meaning described under the Municipal Government Act, including an individual elected member of the Town of Rimbey Council and the Chief Elected Official (Mayor).



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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- 10. “Delegation” shall mean a person or group of persons wishing to appear before the Council to address a specific matter.
 - 11. “Deputy Mayor” shall mean the member who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor.
 - 12. “Discrimination” means differential treatment of an individual or group of individuals based on cultural background, religious belief, gender, gender identification, marital status, positions, physical characteristics, or age. Discrimination can be intentional or unintentional and includes systemic discrimination in which neutral systems often have an inconsistent or unequal effect upon a particular group.
 - 13. “Harassment” means any unwanted physical or verbal conduct that is based on, but not restricted to cultural background, age, religion, gender, marital status, position, mental or physical disability, pardoned conviction, gender identification or any other conduct that a reasonable person ought to have deemed as being unwelcome.
 - 14. “Mayor” shall mean the Chief Elected Official elected in accordance with the Municipal Government Act.
 - 15. “Member” shall mean a member of Council.
 - 16. “MGA” means the Municipal Government Act.
 - 17. “Person” shall include an individual, partnership, corporation, trustee, executor or administrator.
 - 18. “Point of Order” shall mean the raising of a question by a member or staff to call attention to any departure from the Procedure Bylaw.
 - 19. “Procedural Bylaw” means the current, active Procedural Bylaw of the Town of Rimbey, which established the procedural guidelines of Council.
 - 20. “Public Forum” shall mean the portion of the meeting where a person(s) present at the meeting are allowed to address Council regarding issues arising from the meeting in progress.
 - 21. “Public Hearing” shall mean a meeting of Council convened to hear matters pursuant to the Municipal Government Act, any other Act, and any other matter at the direction of Council.
 - 22. “Quorum” shall mean a majority of those members elected and serving on Council.
 - 23. The “**Town**” means the municipality of Rimbey.
 - 24. “Written Notice” shall mean letter, email, or facsimile.

PART III - GENERAL

- 1. This Bylaw shall govern the proceedings of Council.
- 2. When any matter relating to the proceedings of Council is not addressed in the Bylaw, reference shall be made in accordance with the Municipal Government Act.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

- 3. In the absence of any statutory obligations, any provision of this Bylaw may be waived by resolution of Council, provided a majority of the members vote in favor thereof, to deal with a matter under consideration.
- 4. In the absence of, or in the inability of the Mayor or Deputy Mayor to act, Council shall appoint any other member as Acting Mayor as provided for by the Act.

PART IV - INAUGURAL MEETING

- 1. The Organizational Meeting immediately following a General Municipal Election shall be called the Inaugural Meeting.
- 2. During the Inaugural Meeting the Chief Administrative Officer shall:
 - a. Take the Chair;
 - b. Call the meeting to order;
 - c. Preside over the meeting until the Oath, prescribed by the Oaths of Office Act, has been administered to the Mayor.
- 3. After the Mayor has taken the Oath and assumed the Chair, the Councillors who have been elected at an election, immediately preceding the meeting shall take the official oath as prescribed by the Oaths of Office Act.

PART V- ORGANIZATIONAL MEETING

- 1. An Organizational Meeting of Council shall be held annually pursuant to Section 192 of the Municipal Government Act.
- 2. The Chief Administrative Officer shall fix the time and place of the Organizational Meeting.
- 3. The agenda for the Organizational Meeting shall be restricted to:
 - a. the administration of the oath and the introduction of new members, should the meeting follow the General Municipal Election;
 - b. the establishment of regular meeting dates and times for Council Meetings;
 - c. the appointment of the Deputy Mayor;
 - d. the appointment of Signing Authorities;
 - e. the appointment of members to act on committees, board and other bodies on which Council is entitled to representation;
 - f. any such other business as is required by the Act.

PART VI – REGULAR MEETINGS OF COUNCIL

- 1. The Regular Meetings of Council shall be held in the Council Chambers of the Town on days and times established, by resolution of Council, at the annual Organizational Meeting of Council.
- 2. In the case where a Regular Council Meeting conflicts with a General Holiday, the Regular Council Meeting shall be held in the Council Chambers of the Town on a day and time established, by resolution of



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Council, at the annual Organizational Meeting of Council.

- 3. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.

PART VII - CLOSED SESSION MEETINGS

- 1. Council may, by resolution, go into a Closed session meeting to consider a matter which is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, which meeting:
 - a. may be held in private;
 - i. may exclude any person or persons therefrom; or include any person or persons and shall not have the power to pass any resolution except one to revert to the open meeting.
- 2. Councillors are to keep in confidence matters discussed in Closed session at a Council Meeting until discussed at a meeting held in public.

PART VIII - SPECIAL COUNCIL MEETINGS

- 1. The Mayor may call a Special Meeting of Council pursuant to Section 194 of the Municipal Government Act, whenever he or she considers it expedient to do so.
- 2. The Mayor must call a Special Council meeting if he or she receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
- 3. Where a Special Meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Mayor.
- 4. The Mayor calls a Special Meeting of Council by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
- 5. A Special Council meeting may be held with less than 24 hours' notice to all councilors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
- 6. No business other than that stated in the notice calling the Special Council meeting shall be transacted at any Special Meeting of Council, unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.
- 7. The Chief Administrative Officer shall place at the disposal of each Council member a copy of the agenda and supporting material as soon as possible after the call of a Special Meeting.



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PART IX - MEETINGS THROUGH ELECTRONIC COMMUNICATIONS

1. A meeting may be conducted by means of electronic or other communication facilities if,
 - a. Notice is given to the public of the meeting, including the way in which the meeting is to be conducted.
 - b. The facilities enable the public to watch and listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place; and
 - c. The facilities enable all of the meeting’s participants to watch or hear each other.
2. Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
3. With the unanimous consent of Council, an electronic Special Council Meeting via email may be conducted for a very high priority or time sensitive ~~mat~~er~~matter~~ and only in exceptional circumstances. The email notice of such meeting shall include the meeting Agenda, any supporting material and the motion to be voted on. Members will vote using “Reply All” to the email indicating “In Favor” or “Opposed” to the motion. At the discretion of the Chief Administrative Officer if there is significant discussion or debate by the members on the resolution, the meeting will be adjourned and the matter brought forward at the next Council Meeting.

PART X - NOTICE OF MEETINGS

1. Section 196(2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 states: Notice of Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
2. Notice to the public of Regular Council Meetings and Special Council Meetings shall be deemed to be given by the Chief Administrative Officer posting notice of all meeting dates and times at the ~~Town Office,~~ ~~OR~~ Town Office OR advertising the meeting dates and times in the local newspaper OR on its website.

PART XI - QUORUM

1. As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall call the members to order.
2. In the event the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
3. If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the Chief Administrative Officer shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Council Meeting or another Special Meeting is called.



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PART XII - COUNCIL AGENDA

- 1. The Agenda shall be prepared by the Chief Administrative Officer or designate in conjunction with the Mayor.
- 2. All items for the Agenda, including all documents and notice of delegations, shall be delivered in writing to the Chief Administrative Officer by noon on the Wednesday of the week preceding the meeting of Council.
- 3. No further additions to the Agenda will be presented unless the addition is of an emergent nature and the Mayor is in agreement.
- 4. The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. local time on the Friday prior to the Regular Meeting of Council.
- 5. The order of business on the agenda shall be as follows:
 - 1) Call to Order
 - 1.1) Land Acknowledgment
 - 2) Adoption of Agenda
 - 3) Approval of Minutes
 - 4) Public Hearings
 - 5) Delegations
 - 6) Bylaws
 - 7) New and Unfinished Business
 - 8) Reports
 - 9) Correspondence
 - 10) Open Forum
 - 11) Closed session
 - 12) Adjournment
- 6. The order of business established in Part XII 6. shall apply unless Council otherwise determines by a majority vote of the members in attendance.

PART XIII - REQUEST FOR DECISION

- 1. A Request for Decision must be used to introduce a matter for consideration by Council.
- 2. A Request for Decision, with all supporting documentation shall be



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

submitted to the Chief Administrative Officer to be included in a Regular Council Meeting Agenda.

PART XIV - MEMBER DEBATING

1. A member wishing to speak on a matter before the meeting should indicate their intentions by raising their hand and being recognized by the Chair, should not speak more than once until every member has had the opportunity to speak, except:
 - a. In the explanation of a material part of the speech which may have been misunderstood; or
 - b. In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the resolution to the meeting.
2. The member shall confine themselves to the question and avoid personality.
3. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires consent of the Chair.
5. Through the chairperson, a member may ask:
 - a. For an explanation of any part of the previous speaker’s remarks; and
 - b. Questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.
6. All questions or debate shall be directed through the Chair.

PART XV - MOTIONS

1. A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be “on the floor” and open for formal discussion and debate.
2. Following debate on the motion under consideration, the Chair may call for a vote on the motion.
3. When any member of Council desires to speak, they shall address their remarks to the Chair, confine themselves to the question, and avoid personality. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reasons of conflict of interest.
5. Every motion, when moved and presented to the Chairperson is the property of Council; a motion may only be withdrawn with the unanimous consent of Council.
6. Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

- 7. The mover of a motion must be present when the vote on the motion is taken.
- 8. The Chief Administrative Officer or designate shall record all motions in writing before being debated or voted upon.
- 9. No motion shall be offered that is substantially the same as the one that has already been expressed during the same meeting.
- 10. Where a matter under consideration contains several distinct propositions, a member may request; or the Chairperson may direct, that each proposition be made as a separate motion.
- 11. After the Chairperson has called the vote, no member shall speak to the motion, nor shall any other motion be made until after the result of the vote has been declared.
- 12. Voting on all motions shall be done by clearly raising the hand so that the Chairperson may easily count them. After the Chairperson has counted the vote, he or she shall declare whether it was carried or defeated. Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council.
- 13. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
- 14. A “Motion to Table” may be made when a member wishes Council to decline to take a position on the main question.
- 15. Amendment:
 - a. Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chairperson shall rule on the disputes arising from amendments.
- 16. Rescinding Motions:
 - a. A Motion to Rescind a previous motion may be accepted by the Chair under special circumstances; and, if passed by a majority vote of the members present, the previous motion referred to would be declared null and void.
 - b. A Motion to Rescind a previous motion may be offered at any time subsequent to the meeting at which the original motion was passed.
 - c. Notice to rescind a motion shall be a request for decision or the inclusion of the item on an agenda delivered to the members of Council before the meeting.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XVI - VOTING

1. When the Chairperson, having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.
2. A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.
3. Every member present, including the Mayor or Chairperson, shall vote on every matter, unless
 - a. In a specific case, the member is excused by motion of Council from Voting; or
 - b. Disqualified from voting by reason of pecuniary interest.
4. A member who has a reasonable belief that he or she has a pecuniary interest as defined in the Municipal Government Act in any matter before Council, shall so declare and disclose his or her interest and shall abstain from debate and voting on the matter and shall remove him or herself from Council Chambers until the matter is concluded. The minutes shall indicate the declaration disclosure, the time at which the member left the room and the time the member returned. A member whose pecuniary interest arises due to the paying of the bills shall not be required to leave the Council Chambers.

PART XVII - THE VOTE

1. Any Bylaw or motion on which there is a tie shall be deemed to be defeated.
2. All votes shall be recorded with the names of those “in favour” and “opposed” and then declared as carried or defeated.

PART XVIII - MAYOR

1. Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, at their discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.
2. The Mayor shall preside over the conduct of the meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member of Council from any ruling of the Chair.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XIX - APPEAL RULING

- 1. The decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council
- 2. If the decision is appealed, the Chairperson shall give concise reasons for their ruling and Council without debate, shall decide the question. The ruling of Council shall be final.

PART XX - DELEGATIONS

- 1. A person or representative of a delegation of persons who wishes to bring any matter to the attention of Council:
 - a. shall address correspondence to the Chief Administrative Officer clearly stating the matter or issue to be discussed. Such correspondence shall be included with the Agenda.
- 2. A delegation, scheduled to address Council on a topic shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.
- 3. The Delegation portion of the Council meeting shall provide:
 - a. An opportunity for any person or representative of any delegation who wishes to bring any matter to the attention of Council, provided they have submitted information in accordance with this Bylaw and their submission has been distributed to Council with the Agenda package.
- 4. Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, shall not be allowed to appear before Council unless, in the opinion of the Mayor and Chief Administrative Officer new and compelling information comes to light which would warrant the delegation within the six-month period.
- 5. Any delegation wishing to address Council, regarding a matter which is the subject of a Public Hearing, may attend at the Council Chambers at the Public Hearing and shall be heard.
- 6. Notwithstanding the provisions of the Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition, or other communication shall be addressed to the Chief Administrative Officer, which letter, petition or other communication shall:
 - a. be printed, typewritten or legibly written;
 - b. clearly set out the matter at issue and the request made of Council in respect thereof;
 - c. in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;
 - d. in the case of a petition, be prepared and presented in accordance with the Act or other Provincial Statute.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

-
- 7. The Delegation portion of the meeting shall last for a maximum of twenty (20) minutes unless the majority of Council members present agree to extend the time.
 - 8. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, a Statutory Public Hearing; or any other public consultation/communication process.

PART XXI – OPEN FORUM

- 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.

PART XXII - MINUTES

- 1. The Chief Administrative Officer or their designate shall:
 - a. Attend all Regular Council and Special Council meetings of the Council;
 - b. record all minutes of Council Meetings and Special Meetings in the English language, without note or comment;
 - c. record the names of the Councillors present at Council Meetings;
 - d. record the time of arrival and/or departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting;
 - e. ensure the minutes of each Council Meeting or Special Meeting are given to Council for adoption at a subsequent Council Meeting.
- 2. Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
- 3. Administration is authorized to electronically record the Regular Council and Special Council meetings to ensure accuracy of the motions.
- 4. If a member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the Chief Administrative Officer before Council has officially confirmed the minutes.
- 5. Ensure that the last page of the minutes of each meeting is signed by the Mayor or presiding officer and the Chief Administrative Officer.
- 6. The Chief Administrative Officer may delegate any duties to the Recording Secretary, but the Chief Administrative Officer shall accept all responsibilities of the Recording Secretary.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XXIII - ADJOURNMENT

- 1. A motion to Adjourn the meeting shall be in order except:
 - a. When a member is in possession of the floor; or when it has been decided that the vote now be taken; or
 - b. During the taking of a vote.

PART XXIV - BOARDS AND COMMITTEES

- 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 organizational 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.

PART XXV - PROHIBITIONS

- 1. A member shall not:
 - a. Use offensive words or parliamentary language or conduct in Council;
 - b. Disobey the rules of the Council or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
 - c. Leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - d. Enter the Council Chambers while a vote is being taken;
 - e. Interrupt a member while speaking, except to raise a point of order or question of privilege.
- 2. A member who persists in a breach of Section XXV 1, after having been called to order by the Chairperson, may at the discretion of the Chair be ordered to leave their seat for the duration of the meeting.
- 3. At the discretion of the Chair, the member may resume their seat following an apology.
- 4. Should the individual refuse to leave their seat, the Mayor may request their removal by the police.
- 5. A member who wishes to leave the meeting of Council, without intent



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

to return prior to the adjournment, shall advise the Chairperson and the time of departure shall be recorded in the minutes.

PART XXVI - QUESTION OF PRIVILEGE

- 1. A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him or herself as a member thereof, shall be permitted to raise such question of privilege. A question of privilege shall take precedence over other matters. While the Chairperson is ruling on the question of privilege, no one shall be considered to be in possession of the floor.

PART XXVII - POINTS OF ORDER

- 1. A member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a point of order with a concise explanation and shall attend the decision of the Chairperson upon the point of order. The speaker in possession of the floor when the point of order was raised shall have the right to the floor when debate resumes.
- 2. A member called to order by the Chairperson shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chair.

PART XXVIII - BYLAWS

- 1. Where a Bylaw is presented to Council for enactment, the Chief Administrative Officer shall cause the number and short title of the Bylaw to appear on the Agenda.
- 2. A motion on first reading of a Bylaw shall be decided without amendment or debate.
- 3. Pursuant to the MGA, every proposed Bylaw shall receive three separate readings but not more than two on the same day, unless the members of Council present unanimously agree to consider third reading. It shall be read twice before it is committed and engrossed, and the third time before it is signed by the Mayor and Chief Administrative Officer. The Chief Administrative Officer shall include the date of the passing upon every Bylaw.
- 4. When a Bylaw is not subject to a statutory public hearing;
 - a. Council shall vote on the motion for first reading of a Bylaw without amendment or debate;
 - b. A member may ask a question or questions concerning the Bylaw, provided such questions do not indicate the member’s opinion for or against the Bylaw;
 - c. A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw;
 - d. After a motion for second reading of the Bylaw has been presented, Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
 - e. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated in the Bylaw at



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

-
- second reading;
 - f. The Chief Administrative Officer or designate shall be responsible for keeping a record of any amendments to the Bylaw passed by Council;
 - g. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw, upon being passed shall be signed by the Mayor and Chief Administrative Officer and sealed.
5. A Bylaw which requires a statutory public hearing shall be presented on a motion for first reading.
- a. Council may at this point:
 - i. Debate the substance of the Bylaw, and
 - ii. Propose and consider amendments to the Bylaw.
 - b. A proposed amendment shall be put to a vote and if carried shall be considered as having been incorporated into the Bylaw at first reading.
 - c. When all amendments have been dealt with, the motion for first reading of the Bylaw shall be placed.
 - d. Following the Public Hearing, a motion for second reading may be placed and further amendments presented.
 - e. Those members of Council who have not attended the Public Hearing for said Bylaw are not eligible to vote on second and third readings of the Bylaw.
 - f. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw upon being passed, shall be signed by the Mayor and the Chief Administrative Officer and sealed.
6. A Bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the Bylaw may be presented to Council for third reading at the same meeting at which it received two readings.
7. When Council unanimously agrees that a Bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the Bylaw than if it had received third reading at a subsequent meeting.
8. A Bylaw shall be passed when a majority of the members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
9. When a Bylaw is defeated at third reading, the first reading and second reading are deemed to be rescinded.
10. When a Bylaw has been given three readings by Council, it is
- a. A municipal enactment of the Town; and
 - b. Effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XXIX - PUBLIC HEARINGS

~~“Adjourn” used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.~~

“Close” used in relation to a Public Hearing, means to terminate the Public Hearing.

- 1. At the commencement of a Public Hearing, the Chairperson shall:
 - a. State the matter to be considered at the hearing;
 - b. Inform those present of the ~~procedure, which procedure which~~ shall be followed in hearing the respective submissions; advise those members of the public in attendance who wish to speak in favour of or ~~opposed to~~ oppose the Bylaw to include their name and address on the sign-in sheet. A copy of the rules of procedure for public hearings will also be made available to the public.
 - c. Ask the Development Authority if the Public Hearing has been advertised in accordance with the Act;
 - d. Request that the Development Authority present a report on the issue at hand;
 - e. Allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 2. Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak or provide written submissions in the following order:
 - a. The Development Authority will read out each written submission in favour of the matter being considered.
 - b. The Chairperson will call on each person who is in favour of the matter being considered.
 - c. The Development Authority will read out each written submission opposed to the matter being considered.
 - d. The Chairperson will call on each person who is opposed to the matter being considered.
- 3. If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on their behalf. The authorization must:
 - a. be in legible writing;
 - b. name the individual authorized to speak;
 - c. indicated the proposed matter be considered to be spoken to; and
 - d. be signed by the person giving the authorization.
- 4. The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
- 5. All speakers shall adhere to the timeframes as set out in the “Rules of Procedure for Public Hearings”.
- 6. The Chairperson will allow the Development Authority to make closing comments.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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- 7. The Chairperson will allow the applicant to make closing comments.
 - 8. If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close the Public Hearing before opening another Public Hearing.
 - 9. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
 - 10. If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
 - 11. An outline of the Rules of Procedure shall be provided in written form to any person who indicates that he will make a written submission, and further there shall be printed copies of the same available to those in attendance at the Hearing.
 - 12. Any member of Council, who has not attended a Public Hearing for a Bylaw or resolution, is not eligible to vote on said Bylaw or resolution.

13. Meetings will be conducted by electronic means or a combination of in-person and electronic means.

PART XXX COUNCIL REVIEW OF ORDERS ISSUED UNDER THE MUNICIPAL GOVERNMENT ACT – SECTION 545/546

- 1. In this section, the following terms have the following meanings:
 - a. “Appellant” means the person who received a written order under Section 545 or 546 of the Municipal Government Act;
 - b. “Order to Remedy” means an order issued under Section 545 or Section 546 of the Municipal Government Act;
 - c. “Staff” means a designated officer of the Town of Rimbey or an employee whom has been delegated the responsibility to issue an Order to Remedy.
- 2. Upon receipt of a written request pursuant to Section 547 of the Municipal Government Act, the Chief Administrative Officer will schedule a Council Review at a Regular Council Meeting as soon as practicable after ensuring that all parties have sufficient time to prepare for the Council Review.
- 3. Written materials, videos, and slide presentations received as submissions from the Appellant and Staff must be submitted not less than seven (7) calendar days prior to the Council Review and will be distributed as part of the Council Agenda.
- 4. The Appellant is entitled to appear before Council, in person or by an authorized agent, and to be represented by legal counsel.
- 5. The rules of evidence in judicial proceedings do not apply to a Council Review and evidence may be given in any manner Council considers appropriate.
- 6. The procedure in a Council Review is as follows:
 - a. The Chair will open the Council Review; introduce members of Council Staff and the Appellant or their representative;
 - b. The Chair will describe the Council Review process and deal with any preliminary matters;



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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- c. The Appellant will be invited to make opening remarks and presentations (maximum of ten (10) minutes) followed by questions to the Appellant by councilors;
 - d. Staff will be invited to make opening remarks and presentation (maximum of ten (10) minutes) followed by questions to the Staff by Councillors;
 - e. The Appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Appellant by Councillors;
 - f. Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councillors; and
 - g. The Appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the Appellant by Councillors.
7. If the Appellant fails to attend the Council Review despite having been given notice, Council may proceed with the Council Review in the absence of the Appellant.
8. At the conclusion of the Council Review, Council may confirm, vary, substitute, or cancel the Order to Remedy.

PART XXXI - CONDUCT OF THE PUBLIC IN COUNCIL MEETINGS

1. Members of the public and media who constitute the audience in the Council Chambers during a Council meeting shall:
- a. not address Council without permission from the Chairperson;
 - b. maintain order and quiet;
 - c. not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council;
 - d. refrain from wearing headwear, unless for ethnic/religious reason, in Council Chambers;
 - e. refrain from any use of recording devices in the Council Chambers
2. A member of the public who persists in a breach of this section, after having been called to order by the Chairperson may, at the discretion of the Chair, be ordered to leave Council Chambers.
3. The Chair may, upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Chair shall specify the time limit provided to the person wishing to address the matter.

PART XXXII - REPEAL

- 1) Bylaw No. ~~984/21- 1001/23~~ is hereby repealed.

PART XXXIII - EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on the date of third and final reading.

READ a First Time in Council this _____ day of _____ 202~~5~~3.

BYLAW NO. ~~1001/23~~ 1013/25



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

Mayor, Rick Pankiw

Chief Administrative Officer, Craig Douglas

READ a Second Time in Council this ____ day of _____,
202~~5~~3.

Mayor, Rick Pankiw

Chief Administrative Officer, Craig Douglas

READ a Third Time and Finally Passed this _____ day of _____,
202~~5~~3.

Mayor, Rick Pankiw

Chief Administrative Officer, Craig Douglas



Meeting: April 14, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Nursery School Agreement
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

The Rimbey Nursery School has been leasing a portion of the Peter Lougheed Community Centre from the Town for a number of years. The most recent lease agreement expired on December 31, 2024. Administration seeks Council's direction on whether to maintain or increase the lease rate.

RECOMMENDATION:

Administration recommends Council discuss the lease rates for the Rimbey Elementary School Agreement and bring back to the Regular Council Meeting on April 28, 2025.

ATTACHMENTS:

Rimbey Nursery School Lease Agreement Jan 1, 2020 to December 31, 2024

PREPARED BY: Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

ENDORSED BY:

Handwritten signature

Craig Douglas, Chief Administrative
Officer

April 9, 2025
Date

RIMBEY NURSERY SCHOOL LEASE AGREEMENT

This agreement made in duplicate this 17 day of Dec 2019 A.D., between:

The Town of Rimbey
(referred to as "the Town" in this agreement)

AND

The Rimbey Nursery School
(referred to as "the Nursery School" in this agreement)

WHEREAS the Town is the owner of the facility known as the Peter Lougheed Community Centre located at 5109 54th St. in Rimbey, Alberta;

AND WHEREAS the Nursery School desires to lease a portion of the Peter Lougheed Community Centre upon the terms contained in this Agreement;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

AREAS

1. The Town gives the Nursery School the exclusive right to use the Nursery School premises.
2. In conjunction with the Nursery School the right to access and to use those amenities not within the Nursery School, such amenities being listed on Schedule A.

TERM

3. This Agreement shall be in effect for five years commencing January 1st, 2020 to December 31st, 2024.

RENTAL

4. The Nursery School will pay to the Town the lease fees sums as follows:

2020	\$3,343.36 plus GST
2021	\$3,443.66 plus GST
2022	\$3,546.97 plus GST
2023	\$3,653.38 plus GST
2024	\$3,762.99 plus GST

This represents an annual increase of 3% over the amount of the previous year's leaser fee. Lease fees must be paid no later than Sept. 30th of each year for the term of this Agreement. The lease fee includes the payment of all utilities.

OCCUPANCY

5. The Nursery School shall have exclusive use of the demised premises for the full term of the lease, without financial assistance or contribution from the Town.

NURSERY SCHOOL OBLIGATIONS

6. The Nursery School shall:
 - a) Refrain from, without Town's prior written consent, assigning the whole or part of this Agreement or any obligation contained herein; the Town may unreasonably withhold any assignment proposed by the Nursery School.
 - b) Ensure that the rates for the use of the demised premises by all groups shall be sufficient to cover all costs of janitorial cleaning and supervisory services necessitated by all such uses conducted thereon.
 - c) Ensure that the premises will be used for the operation of a Nursery School and the related business and social activities during the lease period.
 - d) Provide janitorial and cleaning services, and maintain the interior of the demised premises in a neat and clean condition to the satisfaction of the Town.
 - e) Ensure that the entrance and sidewalks are kept clear of snow.
 - f) Promptly notify the Town of any condition, natural or otherwise, that has or may seriously damage the premises or amenities.
 - g) Permit the Town at all reasonable times to enter and review the state of repair of the premises and amenities used by the Nursery School and the Nursery School's operations.
 - h) Comply with all Provincial, Federal and Municipal legislation and regulations including, without limiting the foregoing, ensuring that the premises and the Nursery School's activities within the amenities are in compliance with the Public Health Act. A copy shall be supplied to the Town of Rimbey.
 - i) Pay any costs or expenses incurred in or make any repairs or replace any parts of the facility damaged or destroyed by the Nursery School or person using or occupying the facility with the express or implied consent of the Nursery School.
 - j) Refrain from constructing or permitting to be constructed any structure or other thing that is, in the opinion of the Town, a permanent improvement unless the Town provides approval in writing to the Nursery School. Any such structure or other thing that is erected shall comply with all relevant Municipal, Provincial and Federal

legislation.

- k) Insure and maintain insurance satisfactory to the Town, including general public liability insurance against claims for personal injury, death or property damage occurring on, in or about or to the Facility, such insurance to afford protection initially to be not less than \$2,000,000 in respect of bodily injury or death of one person and not less than \$2,000,000 in respect of one occurrence and not less than \$2,000,000 for property damage. A copy shall be supplied to the Town of Rimbey.
- l) Indemnify and save harmless the Town against all liabilities, damages, claims or expenses arising out of any act or neglect of the Nursery School or its servants, employees, agents, invitees or licensees in or about the demised premises, or arising out of any breach, violation or non-performance by the Nursery School of any of the provisions of this lease, including liabilities, injuries or damage to the persons or property of the Nursery School's servants, employees, agents, invitees or licensees.
- m) Indemnify and save harmless the Town of and from any and all damages caused to the demised premises resulting from the negligence of the Nursery School or the failure of the Nursery School to properly and adequately supervise the demised premises.

CAPITAL IMPROVEMENTS

- 7. Capital improvements made to the premises must be approved by the Town.

TERMINATION

- 8. The parties have the right to terminate this Agreement upon giving the other thirty (30) days written notice.

NOTICE

- 9. Notice shall be served by registered mail addressed or personally delivered to:

- a) The Town:
 - Chief Administrative Officer
 - Town of Rimbey
 - Box 350
 - Rimbey, AB
 - T0C 2J0
- b) The Nursery School:
 - Rimbey Nursery School
 - Box 778
 - Rimbey, AB
 - T0C 2J0

10. Any notice served pursuant to this Agreement shall be deemed to have been received seven (7) days after mailing or in the case of personal delivery, on the date delivered to the party receiving the notice.

Default of any of the terms by either party will be considered a breach of this contract and will render the contract null and void.

This agreement can be amended upon mutual agreement.

Signed this 17 day of December, 2019 at Rimbey, Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the day and year first above written.

THE TOWN OF RIMBEY



Mayor Rick Pankiw



Chief Administrative Officer Lori Hillis

THE RIMBEY NURSERY SCHOOL



President



Treasurer

SCHEDULE A

The Rimbey Nursery School shall have controlled access to the following amenities of the Rimbey Community Centre:

- Community Centre Lobby
- Community Centre Main Washrooms



Meeting: April 14, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Christian School Annual Fundraiser
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

On March 26, 2025, Administration received an email from the Rimbey Christian School requesting a contribution towards the Annual Fundraising Auction. There will be an online auction on April 25, 2025, followed by a silent auction & complimentary supper on May 2, 2025.

In 2023, Council made a motion to donate one annual family swim pass to the Rimbey Christian School Fundraising Auction.

RECOMMENDATION:

Administration recommends that Council decide whether to contribute to the Rimbey Christian School's Annual Fundraiser, as the next Council meeting is scheduled after the online auction concludes.

ATTACHMENTS:

Rimbey Christian School - Auction Canvas Letter & Form

PREPARED BY: Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

ENDORSED BY:



Craig Douglas, Chief Administrative Officer

April 9, 2025
Date



Rimbey Christian School

Box 90 • Rimbey, Alberta T0C 2J0
Phone 403-843-4790 • Fax 403-843-3904
office@rimbeychristianschool.com

Equipping Students for God's Kingdom

March 4, 2025

Dear Business Owner:

Each year the Rimbey Christian School holds a fundraising auction to help meet our operational costs for the current school year. Would you be interested in donating to this year's fundraising auction? Any donation is greatly appreciated. If you choose to donate, the name of your business will be displayed at the school, and either on the online platform or with the silent auction item, it will also be printed in a thank you ad in the Rimbey Review.

This year we are splitting the auction into two separate parts. We will have an online auction (April 25th - May 1st), followed by a silent auction & complimentary supper (May 2nd).

VJV Auction Services Ltd. has generously offered to host the online auction for us this year. The online auction will open for bidding on Friday, April 25th and will soft close the evening of Thursday, May 1st beginning at 7:00 pm.
www.vjvauction.com

The Silent Auction and complimentary supper will be on Friday May 2nd at the Rimbey Christian School gym (4522-54th Ave Rimbey, AB). Doors will open at 5:30 pm, supper will be at 6pm.

We would like to invite you to participate in the online auction and attend our silent auction & complimentary supper.

If you choose to donate an item(s) to our auction this year, please fill out the attached form and return it with the donated item(s). To be included in the advertising all donations need to be picked up or dropped off at the school by Thursday April 9th.

If you have any questions, or would like your item picked up, please call Michael at 403-358-9415

Sincerely,
Rimbey Christian School Fundraising Committee



RIMBEY CHRISTIAN SCHOOL
Phone 403-843-4790 * Fax 403-843-3904
office@rimbeychristianschool.com

Equipping Students for God's Kingdom

**R.C.S FUNDRAISING AUCTION
Donation Form**

**Online Fundraising Auction April 25th – May 1st, 2025
Silent Auction May 2nd, 2025**

Thank you for contributing to our Auction.
Please complete this form and return with your donation.

Donor Name: _____

Organization Name: _____

Mailing Address:

Phone:_____

Email:

Donating:

Please provide an approximate retail value: _____

We appreciate your support. Thank you!



Meeting: April 14, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: FCM Annual Membership
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

Councillor Johnstone has requested to discuss the FCM Annual Membership. In 2025 the FCM Annual Membership Fee was \$817.91.

RECOMMENDATION:

Administration recommends Council discuss the FCM Annual Membership and bring forward to the next Regular Council meeting held on April 28, 2025.

PREPARED BY: Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

ENDORSED BY:

Handwritten signature

Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

Committee of the Whole
REQUEST FOR DECISION



Meeting: April 14, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Blindman Handivan Society
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

On April 1, 2025, Administration received a letter from Blindman Handivan Society requesting a donation from the town to purchase a new van.
At the 2025 Budget Meeting held on March 6, 2025, Council made the following motion:

Motion 045/2025

Moved by Councillor Clark to approve \$15,000 to the Handivan Society.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	Opposed
Councillor Rondeel	Opposed
Councillor Johnstone	In Favor

CARRIED

RECOMMENDATION:

Administration recommends that Council deliberate on the request to donate to the Blindman Handivan Society for a new van and bring forward to the next Regular Council meeting held on April 28, 2025.

ATTACHMENTS:

[Letter from Blindman Handivan Society](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

Blindman Handivan Society

Box 982

Rimbey, Alberta

T0C 2J0

April 1/2025

To Whom It May Concern;

We had a board meeting last night and have realized that we have a problem to address.

We would like to thank you for the \$15,000 donation you have already given us to help pay for the in town driver to operate the handivan. The problem we have though is the ramp for wheelchairs on the van no longer works and cannot be repaired. Because of this happening we are now looking to purchase a new van for the town. We were wondering if you could donate a bit more funds to help us to be able to purchase a replacement in town van.

It would be greatly appreciated as the town van does transport a lot of wheelchair clients. It would be detrimental to the town to no longer be able to offer this service.

Thankyou in advance for looking into this matter

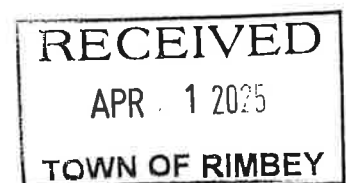
Sincerely

Handivan Society

President



Howard Steele



Committee of the Whole
REQUEST FOR DECISION



Meeting: April 14, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: The Royal Canadian Legion - Rename 48th Street
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

On March 28, 2025, Administration received a letter from Shane Kreil, President of The Royal Canadian Legion requesting to rename 48th Street to Veterans Way.

On December 27, 2026, The Royal Canadian Legion will celebrate its 100th Anniversary. As part of the centennial celebrations, they would like to acknowledge the veterans by renaming the 3 blocks of 48th street between 50th and 53rd Avenue to "Veterans Way" and to install a new sign at the corner where 48th Street intersects 50th Avenue.

Shane Kreil is requesting to meet with Mayor Pankiw in early 2026 to determine the best date and time to unveil and celebrate this event. The Legion would like to propose dates for the unveiling of the new street name, should it be granted.

RECOMMENDATION:

Administration recommends that Council discuss the request from the Royal Canadian Legion to rename 48th Street to Veterans Way and bring the matter forward to the next Regular Council Meeting held on April 28, 2025.

ATTACHMENTS:

[Legion - Reanming of 48 Street to Veterans Way Redacted](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

April 9, 2025
Date



The Royal Canadian Legion
Rimbey Branch No. 36
PO Box 508, Rimbey, AB T0C 2J0

March 28, 2025

Craig Douglas, CAO
Town of Rimbey
PO Box 350, Rimbey, AB, T0C 2J0

Subject: Renaming 48th Street to VETERANS WAY

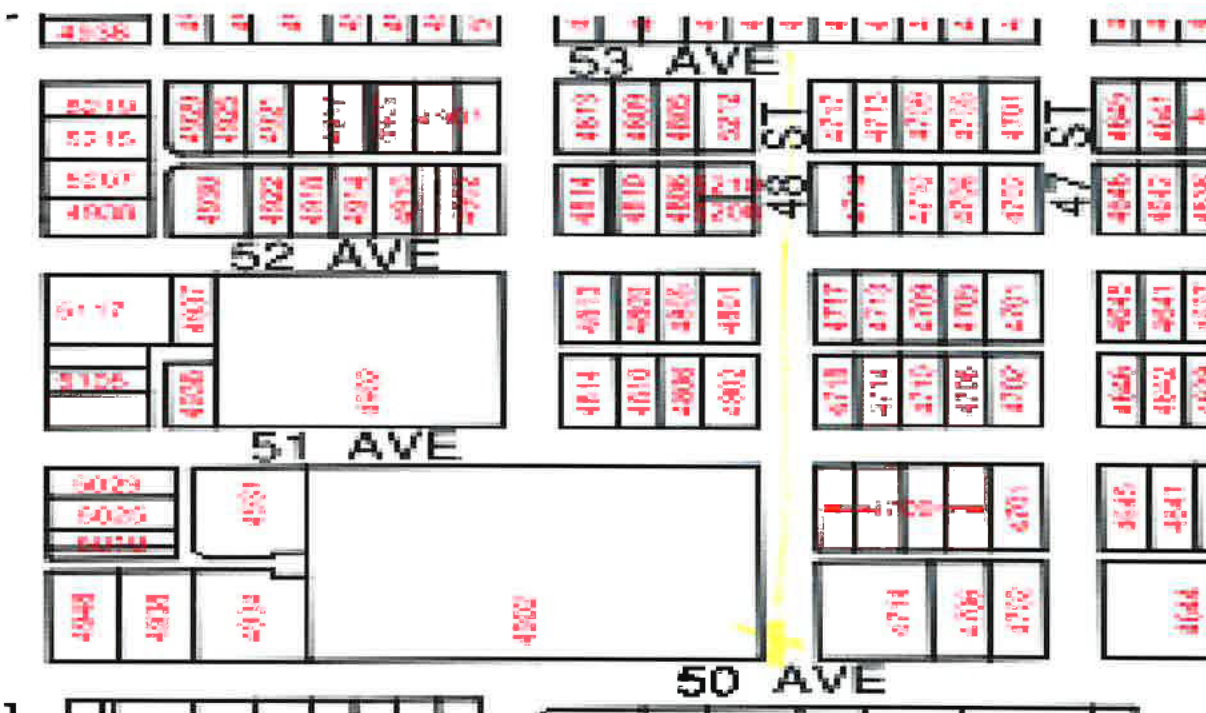
Dear Craig,

On 27 December 2026, the Rimbey Legion will celebrate its 100th anniversary. As part of The Rimbey Legion Branch's centennial celebrations we want to acknowledge our veterans by asking the Town of Rimbey to rename the 3 blocks of 48th Street between 50th & 53rd Avenue to "**VETERANS WAY**".

The Rimbey Legion also requests that in 2026, a new **VETERANS WAY** street sign be put up at the corner where 48th Street intersects 50th Avenue. 48th street is of interest to the Legion because it passes in front of the S.E. corner of the cemetery which is where the Veterans **Field Of Honour** is located.

Early in 2026, I would ask to meet with the mayor or the Rimbey Town Council to determine the best date and time to unveil and celebrate this event. The Legion would like to propose a few dates to consider for the unveiling of the new street name, should it occur. The Legion has considered two dates which are:

- a) In the fall of 2026 at the same time as the unveiling of the new Cenotaph, or
- b) the street name change could be announced by the mayor at the Remembrance Day service.



If you have any questions or need further information, please feel free to contact Lance Hannesson at [REDACTED] or by email at [REDACTED]

Thank you for your time and consideration in this matter. At Rimbey Branch No. 36, we are dedicated to honoring and supporting veterans, promoting remembrance, and serving our community. Your support for this project would make a meaningful impact, and we would greatly appreciate your consideration. We look forward to your response and the opportunity to collaborate.

Sincerely,

Shane Kreil
President

On behalf of The Royal Canadian Legion Rimbey Branch No. 36

Committee of the Whole
REQUEST FOR DECISION



Meeting: April 14, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: The Royal Canadian Legion - Veteran Memorial Banner Project
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

On March 28, 2025, Administration received a letter from Shane Kreil, President of The Royal Canadian Legion requesting support of the Public Works Department and the Town of Rimbey to install the veteran memorial banners annually by the second-last Friday in October and taking them down any time after Remembrance Day in November.

RECOMMENDATION:

Administration recommends that Council deliberate on the request from The Royal Canadian Legion to install veteran memorial banners annually and bring the matter forward to the next Regular Council Meeting held on April 28, 2025.

ATTACHMENTS:

[Legion - Veteran Memorial Banner Project_Redacted](#)
[Email with Pictures - Les Johnson President of Royal Canadian Legion_Redacted](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

April 9, 2025
Date



The Royal Canadian Legion
Rimbey Branch No. 36
PO Box 508, Rimbey, AB T0C 2J0

March 28, 2025

Craig Douglas, CAO
Town of Rimbey
PO Box 350, Rimbey, AB, T0C 2J0

Subject: Veteran Memorial Banner Project

Dear Craig,

In 2026, the Rimbey Legion will celebrate its 100th anniversary. As part of our branch's centennial celebrations we want to offer community members the opportunity to honour their veterans by purchasing and displaying **Veteran Memorial Banners**.

On behalf of The Royal Canadian Legion Rimbey Branch No. 36, I am writing to request the support of the Public Works department and the Town of Rimbey in putting up annually Veteran memorial banners on or before the 2nd last Friday in October and taking them down in November anytime after Remembrance Day when the Town of Rimbey puts up its Christmas decorations.

The banners would be displayed for approximately a month every year to remind us of the sacrifices that have been made by veterans and their family members.

We are hoping that the Town will be able to support this project by allowing the public works department to put the banners up and take them down. Banners will be ordered in batches of 15 minimum to 20 maximum. We are hoping to order 1 batch in 2025 to work out any glitches and will order a second batch of banners in 2026.

We have designed a banner hanger prototype that is compatible with the Town's current Christmas decoration brackets so they should easily slide into the existing Christmas decoration hanging hardware on the poles around town.

The Legion will assume the responsibility of cleaning, maintaining and storing the banners. Legion volunteers will avail themselves on the date the Public Works Department chooses to put the banners up and take the banners down. Christine would be willing to give the Town Council a brief 10 minute presentation of the project if desired.

Please feel free to contact Christine Fernie, the Veteran Memorial Banner Committee Chair at your earliest convenience to discuss this project further. Her cell phone number is [REDACTED] and her email is [REDACTED]. You may contact her directly.

Thank you for your time and consideration in this matter. At Rimbey Legion Branch No. 36, we are dedicated to honoring and supporting veterans, promoting remembrance, and serving our community. Your support for this project would make a meaningful impact, and we would greatly appreciate your consideration. We look forward to your response and the opportunity to collaborate.

Sincerely,



Shane Kreil
President

On behalf of The Royal Canadian Legion Rimbey Branch No. 36

lesbj@telusplanet.net

From: [REDACTED]
Sent: March 26, 2025 4:10 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: [REDACTED]
Attachments: IMG_1607.jpg; Untitled attachment 00004.txt; IMG_1609.jpg; Untitled attachment 00007.txt

Dear Legion Comrades of the Centennial Team

Yesterday we installed the first porotype of the Rimbey Legion Veteran Banner and Frame on a light pole at my farm.

This was done to order to observe how the banner and frame can handle the wind and other environmental issues for a month or so.

We will take it down for a day to take the frame to Red Deer to get a cost for "powder coating" the frame.

The frame was made locally in Rimbey and is designed to be able to tighten the banner downwards and can also be tighten top and bottom on the lefthand side of the frame to the tighten the banner sideways using a mechanical screw system. In an addition there are four (4) grommets on each corner for zip ties.

The banner frame was designed to be mounted directly on the current Town of Rimbey's Christmas decorations on their light pole support bracket.

It is easy to remove the banner from the frame.

Please feel free to come to my farm to have a look at this porotype and for you to make suggestions and comments for improvements etc.

This will be discussed at the next Centennial Meeting at 19:00 Monday, 31 March 2025.

Thanks, and Regards

Les.

Les Johnson, C.E.T.

[REDACTED]
Rimbey, Alberta









Meeting: April 14, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: National Nursing Week 2025 Declaration
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

On April 1, 2025, Administration received an email from the Alberta Association of Nurses requesting that the Town of Rimbey recognize the Alberta Association of Nurses by declaring May 12 to 18, 2025 as Nursing Week in Alberta.

RECOMMENDATION:

Administration recommends Council discuss the request to declare May 12-18, 2025, National Nursing Week in Rimbey, and bring forward to the next Regular Council meeting held on April 28, 2025.

ATTACHMENTS:

[Email Request - National Nurses Week Declaration](#)
[Nursing Week 2025 Declaration](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

ENDORSED BY:

Gray

Craig Douglas, Chief Administrative Officer

April 9, 2025
Date

From: [Terri Shaul](#)
Subject: Let's Celebrate Nurses!
Date: Tuesday, April 1, 2025 9:27:11 AM
Attachments: [Nursing Week 2025 Declaration.pdf](#)

Good day – I hope this email finds you well. As we approach National Nurses Week, which will be celebrated from May 12 to May 18, 2025, I am writing to encourage Alberta communities to recognize and honor the invaluable contributions of nurses in our province.

Nurses are the backbone of our healthcare system, providing compassionate care, support, and expertise to patients and their families. Their dedication and hard work often go unrecognized, yet they continue to serve with unwavering commitment, especially during challenging times.

National Nurses Week is an opportunity for us to express our gratitude and appreciation for the nurses who work tirelessly to ensure our well-being. I urge you to join me in celebrating their efforts by:

1. Organizing a community event such as an appreciation lunch, award ceremonies, or public acknowledgments to honor the nurses in your area.
2. Sharing stories and messages by encouraging community members to share their positive experiences with nurses on social media or through local media outlets.
3. Provide support by offering resources and support to local nursing staff, things like wellness programs, professional development opportunities, or simply a heartfelt thank-you.

By coming together to recognize the vital role of nurses, we show our appreciation for their dedication and inspire others to pursue this noble profession. Let us make National Nurses Week a memorable and meaningful celebration for all the nurses in our communities.

Thank you for your time and ongoing support.

Sincerely,

Terri Shaul (she/hers)
Operations Director
403-998-7229
Web: albertanursing.ca





DECLARATION

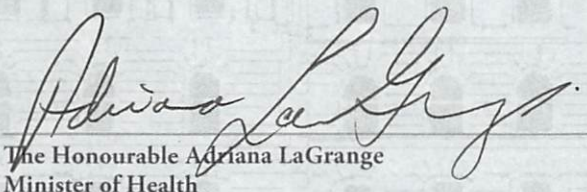
WHEREAS: Nurses play an integral role in the delivery of high quality care to Albertans;

AND WHEREAS: The annual Nursing Week provides an opportunity to celebrate the numerous contributions that nurses make, and will continue to make, to the health care system;

AND WHEREAS: The Government of Alberta recognizes the Alberta Association of Nurses' important mission to enhance, promote and advocate on behalf of nurses and the nursing profession;

AND WHEREAS: Alberta's government commends the important work of nurses in the province.

THEREFORE: THE HONOURABLE ADRIANA LAGRANGE IS PROUD TO DECLARE MAY 12 TO 18, 2025 AS NURSING WEEK IN ALBERTA.



The Honourable Adriana LaGrange
Minister of Health