



AGENDA

Town Council

December 9, 2024 - 3:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, DECEMBER 9, 2024 AT 3:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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9. CORRESPONDENCE

10. 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.

11. CLOSED SESSION - 11.1 FOIP SECTION 17(1) PERSONAL PRIVACY

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: December 9, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes of Regular Council Meeting
Item For: Public Information -or- Closed Session

BACKGROUND:

Minutes of Regular Council Meeting on November 25, 2024, as presented.

RECOMMENDATION:

To accept Minutes of the Regular Council Meeting on November 25, 2024, as presented.

ATTACHMENTS:

[2024 11 25 Regular Council Meeting Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

December 6, 2024
Date



MINUTES

Town Council Meeting

Monday, November 25, 2024 - 3:00 PM
Town Administration Building - Council Chambers

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

Mayor Pankiw called the meeting to order at 3:00 pm with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Lana Curle – Via Conference Call
- Councillor Gayle Rondeel
- Councillor Jeff Johnstone
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 191/2024

Moved by Councillor Clark to accept the Agenda for the November 25, 2024, Regular Council Meeting, as amended.

- | | |
|----------------------|----------|
| 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 Organizational Meeting

Motion 192/2024

Moved by Councillor Johnstone to accept the Minutes of the Organizational Council Meeting of October 28, 2024, as presented.

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

CARRIED

3.2. Minutes of Regular Council Meeting

Motion 193/2024

Moved by Councillor Clark to accept the Minutes of the Regular Council Meeting of October 28, 2024, 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

6. BYLAWS

6.1. 1010/24 Bylaw Committee Bylaw

Motion 194/2024

Moved by Councillor Johnstone to give first reading of 1010/24 Bylaw Committee Bylaw.

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

CARRIED

Motion 195/2024

Moved by Councillor Rondeel to give second reading of 1010/24 Bylaw Committee Bylaw.

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

CARRIED

Motion 196/2024

Moved by Councillor Clark to unanimously consider third and final reading of 1010/24 Bylaw Committee Bylaw.

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

CARRIED

Motion 197/2024

Moved by Councillor Curle to give third and final reading of 1010/24 Bylaw Committee Bylaw.

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

CARRIED

6.2. Town of Rimbey Revolving Operating Loan Bylaw 1009/24

Motion 198/2024

Moved by Councillor Rondeel give first reading to Bylaw 1009/24 Town of Rimbey Revolving Operating Loan Bylaw.

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

CARRIED

Motion 199/2024

Moved by Councillor Clark to advertise Bylaw 1009/24 Town of Rimbey Operating Loan Bylaw for two consecutive weeks in the Rimbey Review.

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. 2025 Interim Operating Budget

Motion 200/2024

Moved by Councillor Johnstone to adopt the 2025 Interim Operating Budget, as presented.

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

CARRIED

7.2. Cost of Living (COLA) Increase

Motion 201/2024

Moved by Councillor Clark to approve a 2.50% cost of living increase for Council and staff including any applicable merit increases to be effective January 1, 2025.

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

CARRIED

7.3. Liquidation of a Surplus Asset - FORD 429

Motion 202/2024

Moved by Councillor Johnstone to sell the Ford 429 to the Town of Bashaw for the amount of \$700.

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

CARRIED

7.4. Parkland Regional Library

Motion 203/2024

Moved by Councillor Clark to approve the Parkland Regional Library 2025 Proposed Budget including a \$.63 increase to the municipal per capita requisition and estimated requisition for the Town of Rimbey at \$9.81 per capita based on Municipal Affairs most recent Official Population list (pop 2470).

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

CARRIED

7.5. Ponoka County Request

Motion 204/2024

Moved by Councillor Rondeel to give consent to the County of Ponoka on the purchase of Blocks/Units 1, 2, 3, 4 Plan 112 3032 in the Town of Rimbey.

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

CARRIED

7.6. Rimbey Junior Senior High Request

Motion 205/2024

Moved by Mayor Pankiw to direct Administration to contact the Rimbey Junior Senior High School and encourage them to apply for the Community Events Grant to support their literary project.

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

CARRIED

7.7. Twilight Holiday Shop Night -DELETED

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 206/2024

Moved by Councillor Clark to accept the department reports, as information.

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

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 207/2024

Moved by Councillor Rondeel to accept the board/committee reports, as information.

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

CARRIED

9. CORRESPONDENCE

10. OPEN FORUM

11. CLOSED SESSION - 11.1 FOIP SECTION 17(1) PERSONAL PRIVACY

11.1. FOIP Section 17(1) Personal Privacy - Application for Bylaw Committee Member at Large

Motion 208/2024

Moved by Mayor Pankiw to enter closed session at 3:45 pm.

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

CARRIED

Motion 209/2024

Moved by Councillor Johnstone to revert to open session at 4:02pm

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

CARRIED

Motion 210/2024

Moved by Councillor Clark to appoint Kathy Pfau as a member of the Bylaw Committee, effective November 25, 2024.

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

CARRIED

12. ADJOURNMENT

12.1. Adjournment

Motion 211/2024

Moved by Councillor Clark to adjourn the meeting at 4:05 pm.

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

Town Council
REQUEST FOR DECISION



Meeting: December 9, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Power Zone Athletics - Garrett Dick
Item For: Public Information -or- Closed Session

BACKGROUND:

Garrett Dick, from PowerZone Athletics, would like to provide an update to Council on the success of the hockey camp and propose that we establish a consistent schedule for ice installation, aiming for September 1st each year.

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: December 9, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Community Home Help Services Proposal
Item For: Public Information -or- Closed Session

BACKGROUND:

Misty Griffith with Rimbey Community Home Help Services is presenting a proposal to Council.

RECOMMENDATION:

Administration recommends Council determine if they wish to accept the proposal from Rimbey Community Home Help Services.

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

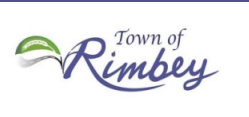
ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: December 9, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Curling Club Lease Agreement
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration seeks direction from Council regarding any proposed changes to the Rimbey Curling Club Lease Agreement, which is set for renewal in March 2025.

RECOMMENDATION:

Administration recommends Council determine if they wish to make any changes to the Rimbey Curling Club Lease Agreement.

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: December 9, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Returning Officer for the 2025 General Municipal Election
Item For: Public Information -or- Closed Session

BACKGROUND:

The Local Authorities Election Act, Revised Statutes of Alberta 2000, Chapter L-21, current as of December 15, 2022, section 25(2) states:

Nomination day

25(1) Nomination day is 4 weeks before election day.

(2) A person may file a nomination to become a candidate

(a) for a general election, within the period beginning on January 1 in a year in a year which a general election is to be held and ending at 12 noon on nomination day, and

(b) for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set election day for the by-election and ending at 12 noon on nomination day. RSA 2000 cL-21 s25;2018 c23 s12;2020 c22 s5

As candidates are now able to submit their nomination paper on January 1st of the year in which there is an election, it is necessary to appoint a Returning Officer and Substitute Returning Officer.

Appointment of returning officer and substitute returning officer

13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

(2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.

(2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

(3) The returning officer or substitute returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

(4) If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act. RSA 2000 cL-21 s13;2018 c23 s7;2020 c22 s4

RECOMMENDATION:

Administration recommends Council appoint Bonnie Rybak as the Returning Officer and Chief Administrative Officer Craig Douglas as the Substitute Returning Officer for the 2025 General Municipal Election, and in the event, Bonnie Rybak is unable to perform the duties of Returning Officer, Chief Administrative Officer Craig Douglas will fulfill the duties of Returning Officer.

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

ENDORSED BY:



December 6, 2024
Date

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: December 9, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Christmas Hours 2024
Item For: Public Information -or- Closed Session

BACKGROUND:

For the past several years, the Town’s operations have been closed for five (5) consecutive days depending on where Christmas Day and Boxing Day fall on the calendar. The current Employee Policy 1103 of the Town identifies closure for Christmas Day and Boxing Day. In 2024 Christmas Day and Boxing Day fall on Wednesday and Thursday.

DISCUSSION:

Administration respectfully requests Council consider closure of operations at 12:00 noon on Tuesday December 24, and Friday December 27, 2024 to allow staff to spend more time with their families. The Town’s operations would be closed from Tuesday December 24 at 12:00 noon through to Friday, December 27, 2024, re-opening on Monday, December 30, 2024. Administration also respectfully requests to close at 12:00 noon on December 31, 2024.

RELEVANT POLICY/LEGISLATION:

Policy 1103

RECOMMENDATION:

Administration recommends Council determine if they wish to approve the closure of Operations for the Town as requested, with the employees of the Town of Rimbey paid for the entire days.

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: December 9, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Department Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.

RECOMMENDATION:

Motion by Council to accept the department reports, as information.

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

December 9, 2024
CAO Report



HIGHLIGHTS

MEETINGS

- Patrick Ruka to discuss Grant Funding - November 26, 2024
- Met with potential developer - November 26, 2024
- Managing contracts seminar - Risk Aware
- CPO Risks and Hazards Assessment report
- Tagish - to discuss capital projects
- Peter Hall - CAO of Ponoka County
- Council dinner at Rendezvous - (ICF) Intermunicipal Collaboration Framework discussion

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 9, 2024

Director of Finance Report



ATTACHMENTS

[Payables Listing Nov.19 - Dec.03, 2024](#)

PREPARED BY: Wanda Stoddart, Director of Finance

Council Board Report 8.1.3
 Council Agenda Report 8.1.3



Supplier : 1020405 to ZINCK
 Fund : 1 GENERAL FUND
 Include all Payment Types : Yes

Date Range: 19-Nov-2024 to 03-Dec-2024
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Anderson's Service	50787	19-Nov-2024	Anderson's Service - supplies	73.50
Animal Control Services	50788	19-Nov-2024	Animal Control - October 2024 fees	3,286.50
Aurora Flags and Banners Inc.	50789	19-Nov-2024	Aurora Flags - 6 Town of Rimbey flags	923.69
Centerline Auto Service	50790	19-Nov-2024	Centerline Auto Service - Unit #12 - tune up	679.49
Digital Direct Controls & Service	50791	19-Nov-2024	Digital Direct Controls & Service - CC - repairs	522.17
GLENN,COREY	50792	19-Nov-2024	Cory Glenn - Santa Night - sleigh rides	400.00
Longhurst Consulting	50793	19-Nov-2024	Longhurst Consulting - Bylaw - upgrades/software	9,445.80
New Can Truck Parts	50794	19-Nov-2024	New Can Truck Parts - Unit #57 - parts	82.38
Ponoka County West District Fire Dept	50795	19-Nov-2024	Ponoka County West District Fire Dept - 2024 Co	238.10
Rimbey Builders Supply Centre Ltd.	50796	19-Nov-2024	Rimbey Builders - Town Office - downspout	138.45
Rimbey Express	50797	19-Nov-2024	Rimbey Express - freight	249.50
Rimbey Implements Ltd.	50798	19-Nov-2024	Rimbey Implements - Unit #49 - parts	384.83
Rimbey Janitorial Supplies	50799	19-Nov-2024	Rimbey Janitorial - CC - supplies	582.75
RUFENACHT ,SVEN	50800	19-Nov-2024	Sven Rufenacht - cardlock refund	25.00
RYBAK,BONNIE	50801	19-Nov-2024	B.Rybak - expenses - 2024 Xmas supplies	2,207.25
Silver Star Septic Service	50802	19-Nov-2024	Silver Star Septic - outhouse clean/restock - landl	84.00
SKJONSBERG,JESSICA	50803	19-Nov-2024	Jessica Skjonsberg - BYAS janitorial - Sept.2024	350.00
Superior Safety Codes Inc.	50804	19-Nov-2024	Superior Safety Codes - Sept. 2024 - closed pern	469.88
Tagish Engineering Ltd.	50805	19-Nov-2024	Tagish - RB 150 - 2024 - street & util improv (Dra	8,115.88
Town of Ponoka	50806	19-Nov-2024	Town of Ponoka - Oct. 2024 - compost	180.00
Town Of Rimbey	50807	19-Nov-2024	Town of Rimbey - Oct 2024 util	2,055.75
True Way Tire Ltd.	50808	19-Nov-2024	True Way Tire - Unit #3 - repairs	118.65
Uni First Canada Ltd.	50809	19-Nov-2024	UniFirst - coveralls/supplies	169.56
Vicinia Planning & Engagement Inc.	50810	19-Nov-2024	Vicinica - Sept. 2024 fees	4,446.75
Wolseley Industrial Canada INC	50811	19-Nov-2024	Wolseley - PW - bleach	1,137.68
ATS Traffic Alberta	50812	21-Nov-2024	ATS Traffic - speed limit signs	342.64
Border Paving Ltd.	50813	21-Nov-2024	Border Paving - PPC#2 - RB150 - Drader Cresce	164,968.13
Hi-Way 9 Express Ltd.	50814	21-Nov-2024	Hi-Way 9 - freight - ATS Traffic	69.93
Olds Concrete Services (2014) Ltd.	50815	21-Nov-2024	Olds Concrete Services (2014) Ltd. - concrete rur	28,224.00
Ramsay,Richard& Ramsay, Wendy	50816	21-Nov-2024	Richard & Wendy Ramsay - dev. deposit refund -	2,850.00
Accu-Flo Meter Service Ltd.	50817	26-Nov-2024	Accu-Flo - water meters	10,308.90
Canadian Pacific Railway Company	50818	26-Nov-2024	CP Railway - Hoadley crossing	365.50
Capital H2O Systems Inc.	50819	26-Nov-2024	Capital H20 - repairs - Reservoir #1	471.80
Evergreen Co-Operative Association.	50820	26-Nov-2024	Evergreen Co-op Association - dev. deposit refun	3,000.00
Kansas Ridge Mechanical Ltd.	50821	26-Nov-2024	Kansas Ridge Mechanical - labor - replace 3" wat	173.25
Municipal Property Consultants (2009) Ltd.	50822	26-Nov-2024	Municipal Property Consultants - December 2024	3,640.88
Pankiw,Rick	50823	26-Nov-2024	R, Pankiw - Nov. 2024 expenses	100.80
Uni First Canada Ltd.	50824	26-Nov-2024	UniFirst - coveralls/supplies	118.74
RMA Insurance Ltd.	50825	27-Nov-2024	RMA Insurance - CR - auto	173,612.68
ALBERTA MUNICIPAL SERVICES CORPORATION	00206-0001	19-Nov-2024	Alberta Municipal Services Corp - gas/power - Oc	46,574.89
Canada Revenue Agency	00206-0002	19-Nov-2024	CRA - deductions (Nov.03-16/24) biweekly payrol	16,021.15
Eastlink	00206-0003	19-Nov-2024	Eastlink - cable - fitness centre - Nov.2024	108.36
LAPP	00206-0004	19-Nov-2024	LAPP - FCSS (Oct.21-Nov.03/24) PP #23 2024	9,840.05
MYHSA	00206-0005	19-Nov-2024	myHSA - Nov.15/24	524.90
Telus Mobility Inc.	00206-0006	19-Nov-2024	Telus Mobility - Nov.06/24	341.07
Telus Communications Inc.	00206-0007	19-Nov-2024	Telus - Beatty - Nov.10/24	2,154.33
Workers' Compensation Board - Alberta	00206-0008	19-Nov-2024	WCB - issue date Nov.06/24	3,511.36
BENEFITS BY DESIGN (BBD)	00207-0001	21-Nov-2024	BBD - Dec. 2024 inv.	12,389.49
MYHSA	00207-0002	21-Nov-2024	myHSA - Nov.20/24	141.22
Servus Credit Union - Mastercard	00207-0003	21-Nov-2024	Servus M/C - combined statement - Oct. 31/24	3,868.09
INNOV8 DIGITAL SOLUTIONS INC.	00208-0001	26-Nov-2024	Innov8 - copies - Oct/Nov 2024	527.72
Total:				520,617.44

Town Council
REQUEST FOR DECISION



Meeting: December 9, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Boards/Committee Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Various Community Groups supply Minutes of their board meetings to council for their information.

RECOMMENDATION:

Motion by Council to accept the board / committee reports, as information.

ATTACHMENTS:

[RCHHS Board Minutes September 26, 2024](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 6, 2024
Date

ENDORSED BY:

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

Craig Douglas, Chief Administrative Officer

December 6, 2024
Date



Board Meeting Minutes Rimbe Provincial Building

Present: Nancy Hartford-Chair, Donna Noble Vice Chair, Misty Griffith ED, Jalane Hanna Board Member, Sandy Bell Board Member, Faith Pilgrim Board Member, Natalie Stefanyk Board Member, Janet Carlson- Recording Secretary

Regrets: Rod Schaff, Rick Pankiw

1. Meeting Opening: Date: September 26, 2024

Call to order by: N. Hartford at 10:05 a.m.

Welcome to Jalane Hanna by N. Hartford

1.1 Approval of Agenda

2024-09-01 MOTION: By D. Noble to accept the agenda with the following additions

- 3.1 Notice of Assesment GST Rebate
- 3.2 Health care Aide Certificate expense
- 3.3 Food Bank Position
- 8.4 Office Upgrade
- 8.5 3rd Party Audit
- 8.6 Challenges facing FCSS
- 8.7 Staffing- In Camera

CARRIED

1.2 Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

1.3 Treaty 6 acknowledgement

We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.

1.4 Minutes from June 20, 2024, meeting

2024-09-02 MOTION: By S. Bell to accept the June 20, 2024 meeting minutes as presented

CARRIED

- Actions from that meeting-none

2. Consent Agenda Items

- 2.1 Monthly Program Reports
 - Director Report
 - Office Report
- 2.2 Client Safety Reports (quarterly)
- 2.3 Ponoka Youth Centre (semi-annual)
- 2.4 Catholic Social Services (quarterly)
- 2.5 Monthly Program Stats
- 2.6 AHS Contracted HC & Private HS Client Stats
- 2.7 AHS (HC) & Private (HS) billing
- 2.8 AHS Client totals & hours
- 2.9 Private (HS) Client Totals & Hours
- 3.0 Food Bank Stats

2024-09-03 MOTION: By: N. Stefanyk to accept Consent Agenda Items as information
CARRIED

3. Finance Committee updates and recommendations

GIC's all moved as they come due.

3.1 Notice of Assessment-GST Rebate-

3.2 HCA Certificate- Our Grant was not received resulting in an approx \$30,000.00 + expense for education for 8 HCA. Moving forward we would use a bursary program if available (contract would need to change). Training would be offered in 2025 if there is interest.

3.3 Food Bank Position: Role has changed, the position title: Community Engagement Co- Ordinator. Position is 3 days a week, wage \$18.50-\$27.42

2024-09-04 MOTION: By N. Sefanyk to hire the CEC for 3 days a week within wage range.

Seconded: By D. Noble

CARRIED

2024-09-05 MOTION: By F. Pilgrim to accept Finance updates as information

CARRIED

4. Quality Improvement Management Committee- Talked about policy committee, Policy rescinded [143.14](#) Ethical Behaviors, content should be captured by our code of conduct. Two policies to be revised, [142.14](#) now called Duty to notify, [063.09](#) Emergency action Plan- Remove block hours and leaves of absence. September 11, 2024
Food Bank Standards of Excellence - Karen reported this is like accreditation there are 6 categories they will be audited on. Steering committee is working on this project.

5. Workplace Health & Safety Committee- Quality Improvements reported were, we have purchased air purifiers for every workspace and have them running 24/7 and we feel there has been some air quality improvement. The jet tub at West pine lodge has not been working properly so the jets are being sealed to prevent stagnant water mixing with the fresh bath water.

N. Stefanyk will sit on both boards

6. Ad hoc Committees



Board Meeting Minutes Rimbey Provincial Building

6.1 Special Event- NOTHING TO REPORT

6.2 Food Bank Steering Committee: Food bank Accreditation, approx 50% is in good shape, still work to do. Grand opening October 17 1:30-3:00. Volunteer mileage (see 9.0). This agenda item will move to 9.0 in future

6.3 Policy Committee- We need to get started on this project as the policies need to be reviewed. S. Bell, N. Stefanyk, D. Noble are on this committee and will need access to our policy folder.

7. Old Business

7.1 New Board Member – J. Hanna - Welcome
Counselor Jeff Johnstone will be replacing Rick Pankiw on our Board but is unable to attend on Thursdays. We will move the meetings to the 1st week of the month on Wed. at 9:30a.m.

7.2 BYAS Building - Misty will be attending council meeting on November 12

8. New Business

8.1 Cyber Security Update – Presenter Leanne Butcher

2024-09-06 MOTION By N. Stefanyk to enter a contract with I Teams, dependent on reference checks.

Seconded By: D. Noble

CARRIED

8.2 Board Succession Planning- H. Gray is working on this.

8.3 Operational Planning Date: Strategic Plan is done. Board operational Plan

meeting to be held Tuesday December 3 at 9:00a.m.

8.4 Office Upgrade- Edon is doing the repair upstairs for potential move.
Rent for new space \$64,962.00. Currently paying 39000.00.

8.5 Third Party Audit needs to be completed to comply with Master agreement

8.6 Challenges facing FCSS report- we will review at the next meeting.

8.7 In Camera- **Staffing** 11:45 a.m. Out of Camera 11:55

2024-09-07 MOTION: By D. Noble to research staffing roles and change positions to comply with master agreement.

Seconded: By S. Bell

CARRIED

9. Food Bank Steering Committee-

Food bank volunteers have driven 3507.00km in the past 6 months. The steering committee would like to see them paid mileage instead of the gift card system we have been using.

2024-09-08 MOTION By: N. Stefanyk that Volunteers be compensated for mileage at the same rate as staff.

SECONDED BY F. Pilgrim

CARRIED

10. Operation Plan- Review

Tabled Until Jan 2025

11. Meeting Finalization

11.1 Review Actions to be taken: Policy committee to have access to Policies.

Natalie to be invited to WHS & QIRM meeting in January.

Jeff Johnstone to be invited to next Board meeting November 6, 2024

11.2 Update Board Calendar:

11.3 Next Meeting: Finance Committee to meet October 24 at 9:00 a.m.

Board Meeting November 6, 2024, at 9:30a.m.



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11.4 Meeting Close

2024-09-09 MOTION to adjourn. By: N. Hartford at 12:15 p.m.

Nancy Hartford- Board Chair

Janet Carlson-Recording Secretary