



# AGENDA

## Committee of the Whole

January 8, 2024 - 3:00 PM

Town Administration Building - Council Chambers

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AGENDA FOR COMMITTEE OF THE WHOLE TO BE HELD ON MONDAY,  
JANUARY 8, 2024 AT 3:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN  
ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

Page

### 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-23-245 - Pdf](#)

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### 4. PUBLIC HEARINGS

### 5. DELEGATIONS

#### 5.1 VitalNet

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### 6. BYLAWS

### 7. NEW AND UNFINISHED BUSINESS

#### 7.1 Flag Policy

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- |     |  |         |
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| 7.2 | Rimbey Historical Society<br><a href="#">Request for Decision - RFD-23-241 - Pdf</a> | 18 - 20 |
| 7.3 | Water Management Plan<br><a href="#">Request for Decision - RFD-23-246 - Pdf</a>     | 21 - 24 |

## **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:** January 8, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Minutes  
**Item For:**  Public Information -or-  Closed Session

**RECOMMENDATION:**

Motion by Council to accept the Minutes of November 15, 2023, Committee of the Whole Meeting.

**ATTACHMENTS:**

[2023 11 15 COW Meeting Minutes](#)

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

January 3, 2024  
**Date**

**ENDORSED BY:**

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

Craig Douglas, Chief Administrative Officer

January 3, 2024  
**Date**



# MINUTES

## Committee of the Whole Meeting

Wednesday, November 15, 2023 - 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 Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Rick Schmidt - Director of Public Works
- Cindy Bowie - Director of Community Services
- Craig Douglas - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Delegates:  
 Rimbey Historical Society - Bill Hval  
 Rimoka Housing Foundation - Lorne Fundytus, CAO

Public: (1) members of the public

**1.1. LAND ACKNOWLEDGEMENT**

**2. AGENDA APPROVAL AND ADDITIONS**

Motion 052/2023 COW

Moved by Councillor Curle to accept the Agenda for the November 16, 2023, Committee of the Whole Meeting, as presented.

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

CARRIED

**3. MINUTES**

**3.1. Minutes of Committee of the Whole October 11, 2023**

Motion 053/2023 COW

Moved by Councillor Clark to accept the Minutes of the Committee of the Whole Meeting of October 11, 2023, as presented.

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

CARRIED

**4. PUBLIC HEARINGS**

**5. DELEGATIONS**

5.1. Rimbey Historical Society

Motion 054/2023 COW

Moved by Councillor Clark to bring forward the funding request from the Historical Society to the next Regular Council Meeting on December 11, 2023.

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

CARRIED

**6. BYLAWS**

**7. NEW AND UNFINISHED BUSINESS**

7.1. Flag Policy

Motion 055/2023 COW

Moved by Councillor Curle to direct Administration to draft a flag policy for the Town of Rimbey and bring forward to the next Committee of the Whole Meeting on January 8, 2024.

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

CARRIED

7.2. Tagish Engineering - Map Book Update

Motion 056/2023 COW

Moved by Mayor Pankiw to bring the proposal for as-built drawings set (map books) update and that funding of \$7,600 coming from Unrestricted Reserves to the next Regular Council Meeting on November 27, 2023.

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

CARRIED

7.3. Christmas Hours 2023

Motion 057/2023 COW

Moved by Councillor Clark to bring forward the request of Christmas hours to the next Regular Council Meeting on November 27, 2023.

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

CARRIED

7.4. Alberta Rural Renewal Stream

Motion 058/2023 COW

Moved by Councillor Curle Council to bring forward the discussion of the Alberta Rural Renewal Stream to the next Regular Council meeting held on December 11, 2023.

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

CARRIED

7.5. Rimbey & District Attraction & Retention Committee

Motion 059/2023 COW

Moved by Councillor Coston to bring the request for a group gym membership for Rimbey & District Attention & Retention Committee students forward to the next Regular Council meeting on November 27, 2023.

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

CARRIED

**8. OPEN FORUM**

**9. CLOSED SESSION**

9.1. FOIP Section 29(1) Information that is or will be available to the public

Motion 060/2023 COW

Moved by Councillor Curle to enter closed session at 3:37 P.M.

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

CARRIED

Motion 061/2023 COW

Moved by Councillor Coston to end closed session at 3:40 P.M.

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

CARRIED

Motion 062/2023 COW

Moved by Councillor Coston to bring the request from Rimoka Housing Foundation forward to the next Regular Meeting on November 27, 2023.

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

CARRIED

9.2. FOIP Section 17(1) Personal Privacy

Motion 063/2023 COW

Moved by Councillor Curle to bring forward the Rimbey Municipal Library Board Application to the next Regular Council meeting on November 27, 2023.

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

CARRIED

Motion 064/2023 COW

Moved by Mayor Pankiw to bring the Council Chambers Policy forward to the next Regular Council Meeting on November 27, 2023.

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

CARRIED

**10. ADJOURNMENT**

10.1. Adjournment

Motion 065/2023 COW

Moved by Councillor Curle to adjourn the meeting at 3:57 P.M.

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

CARRIED

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Rick Pankiw, Mayor

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Craig Douglas, Chief Administrative Officer



Committee of the Whole  
**REQUEST FOR DECISION**



**Meeting:** January 8, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** VitalNet  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Edward Griffiths, President of Vital Networks Inc. has requested a delegation to present a proposal to Council.

**RECOMMENDATION:**

Administration recommends Council accept the presentation from Vital Network Inc., as information.

**ATTACHMENTS:**

- [Town of Rimbey Delegation Request](#)
- [VitalNet Residential & Business Pricing June 1 2023](#)
- [VitalNet Wireless-Fiber Residential & Business Pricing](#)

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

January 3, 2024  
**Date**

**ENDORSED BY:**

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

Craig Douglas, Chief Administrative Officer

January 3, 2024  
**Date**



**Connecting What Matters!**

**P.O. Box 157, 5000 Windsor Ave.  
Coronation, AB T0C 1C0**

**PH: 403.578.4214**

**FAX: 403.578.4215**

**TOLL FREE: 866.57.VITAL**

**WEB: vitalnetworks.ca**

December 15, 2023

Town of Rimbey  
Box 350, 4938 50<sup>th</sup> Ave.  
Rimbey, AB  
T0C 2J0

To Whom It May Concern:

This letter is to request time at your next available council meeting to appear as a delegate regarding a proposal of building a 100ft All-Weld self-support tower on the town owned lot that contains the Axia/Bell SuperNet POP.

The purpose of this tower would be for the distribution of our Fixed Wireless & Wireless-Fiber Internet service in and around the Town of Rimbey. We market the service under the trade name of VitalNet.

We have operated this service in East Central Alberta since early 2017 and expanded to the Bluffton area in January 2022. Prior to this, we had been dealers and installers for both Xplornet & CCI Wireless since their inception.

We look forward to meeting everyone at the next available council meeting and presenting what we can offer the local area.

Sincerely,

A handwritten signature in black ink that reads "Edward Griffiths". The signature is written in a cursive, slightly slanted style.

Edward Griffiths, C.E.T.  
President, Vital Networks Inc., VitalNet Internet

Enclosure



403-578-4214 / 866-578-4825

## Residential Internet Services

### Plans

VitalNet has five plans to meet the broad needs from a typical home to a home office or small business. See below:

| Residential Internet Service Plans |                        |                        |                        |                        |                           |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|
| Features/Services                  | Lite                   | Basic                  | Pro                    | Premium                | Extreme *where available* |
| Download/Upload Speed (Up to)      | 7 Mbps/2 Mbps          | 15 Mbps/3 Mbps         | 25 Mbps/5 Mbps         | 50 Mbps/10 Mbps        | 100 Mbps/20 Mbps          |
| Usage/Data                         | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> | Unlimited <sup>1</sup>    |
| Support                            | Standard               | Standard               | Standard               | Standard               | Standard                  |
| Routing                            | Standard               | Standard               | Standard               | Standard               | Standard                  |
| IP Addressing <sup>4</sup>         | Private                | Private                | Private                | Private                | Private                   |

### Monthly Fees

We don't like surprises, so all our residential plans come with unlimited usage<sup>1</sup>. Below are the monthly fixed fees.

| Monthly Subscription Fees |         |         |         |         |          | Hibernation Plan                          |         |
|---------------------------|---------|---------|---------|---------|----------|---|---------|
| Internet Service Plan     | Lite    | Basic   | Pro     | Premium | Extreme  | One-Time Membership Plan Fee <sup>2</sup> | \$75.00 |
| Monthly Fee               | \$34.99 | \$49.99 | \$74.99 | \$99.99 | \$124.99 | Monthly Internet Hibernation <sup>3</sup> | \$5/mo. |

### Notes:

<sup>1</sup> Subject to the VitalNet Terms & Conditions of Service.

<sup>2</sup> Payable once at beginning of hibernation. No subsequent charges to activate or deactivate if hibernation is less than 12 months.

<sup>3</sup> Hibernation starts on the 1<sup>st</sup> of each month in one-month increments. Minimum 6 months service required before hibernation can be applied.

<sup>4</sup> Public Static IP Addresses can be added on for an additional \$10/mo. each.

### One-Time Costs

We don't like contracts, so all our services come with NO contracts. Ask us about an installation discount if your location has been previously installed by a Wireless Internet Service Provider (WISP).

| Contract Term                                     | Installation & Activation Cost                                       |
|---|--|
| No Term (Month to Month)                          | \$150 Basic Installation & Activation *Subject to possible discount* |
| Seasonal De-Activation / Re-Activation of Service | \$75.00 (one-time fee)   |

**\*Customer Premise Equipment (CPE) is owned and maintained by VitalNet and must be returned upon cancellation\***



403-578-4214 / 866-578-4825

## Business Internet Services

### Plans

VitalNet has four plans to meet the broad needs of Small, Medium, and Large Businesses. See below:

| Business Internet Service Plans |                        |                        |                        |  |
|---------------------------------|------------------------|------------------------|------------------------|--|
| Features/Services               | <i>Pro</i>             | <i>Premium</i>         | <i>Extreme</i>         | <i>Custom</i>  |
| Download/Upload Speed (Up to)   | 25 Mbps/7 Mbps         | 50 Mbps/15 Mbps        | 100 Mbps/25 Mbps       | Higher Speeds and Symmetrical Service available. Contact us for details. |
| Usage/Data                      | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> | Unlimited <sup>1</sup>   |
| Support                         | Priority               | Priority               | Priority               | Priority   |
| Routing                         | Priority               | Priority               | Priority               | Priority   |
| IP Addressing <sup>2</sup>      | Public Static (1)      | Public Static (1)      | Public Static (1)      | Public Static (1)  |

### Monthly Fees

We don't like surprises, so all our business plans come with unlimited usage<sup>1</sup>. Below are the monthly fixed fees.

| Monthly Subscription Fees |            |                |                |               |
|---------------------------|------------|----------------|----------------|---------------|
| Internet Service Plan     | <i>Pro</i> | <i>Premium</i> | <i>Extreme</i> | <i>Custom</i> |
| Monthly Fee               | \$99.99    | \$149.99       | \$299.99       | Contact us    |

### Notes:

<sup>1</sup>Subject to the VitalNet Terms & Conditions of Service.

<sup>2</sup>Additional Public Static IP Addresses can be purchased for \$10/mo. each.

### One-Time Costs

We don't like contracts, so all our services come with NO contracts. Ask us about an installation discount if your location has been previously installed by a Wireless Internet Service Provider (WISP).

| Contract Term            | Installation & Activation Cost  |
|--------------------------|---|
| No Term (Month to Month) | \$300.00 Basic Installation & Activation *Subject to possible discount* |

**\*Customer Premise Equipment (CPE) is owned and maintained by VitalNet and must be returned upon cancellation\***



403-578-4214 / 866-578-4825

## Residential Wireless-Fiber Internet Services

### Plans

VitalNet has four plans to meet the broad needs from a typical home to a home office, or business. See below:

| Residential Wireless-Fiber Internet Service Plans |                        |                        |                        |                        |
|---|------------------------|------------------------|------------------------|------------------------|
| Features/Services                                 | <i>Basic</i>           | <i>Pro</i>             | <i>Premium</i>         | <i>Extreme</i>         |
| Download/Upload Speed (Up to)                     | 25 Mbps/5 Mbps         | 50 Mbps/10 Mbps        | 100 Mbps/20 Mbps       | 150 Mbps/30 Mbps       |
| Usage/Data  | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> |
| Support   | Standard               | Standard               | Standard               | Standard               |
| Routing   | Standard               | Standard               | Standard               | Standard               |
| IP Addressing <sup>4</sup>                        | Private                | Private                | Private                | Private                |

### Monthly Fees

We don't like surprises, so all our residential plans come with unlimited usage<sup>1</sup>. Below are the monthly fixed fees.

| Monthly Subscription Fees |              |            |                |                | Hibernation Plan                          |         |
|---------------------------|--------------|------------|----------------|----------------|---|---------|
| Internet Service Plan     | <i>Basic</i> | <i>Pro</i> | <i>Premium</i> | <i>Extreme</i> | One-Time Membership Plan Fee <sup>2</sup> | \$75.00 |
| Monthly Fee               | \$74.99      | \$99.99    | \$124.99       | \$149.99       | Monthly Internet Hibernation <sup>3</sup> | \$5/mo. |

### Notes:

<sup>1</sup> Subject to the VitalNet Terms & Conditions of Service.

<sup>2</sup> Payable once at beginning of hibernation. No subsequent charges to activate or deactivate if hibernation is less than 12 months.

<sup>3</sup> Hibernation starts on the 1<sup>st</sup> of each month in one-month increments. Minimum 6 months service required before hibernation can be applied.

<sup>4</sup> Public Static IP Addresses can be added on for an additional \$10/mo. each.

### One-Time Costs

We don't like contracts, so all our services come with NO contracts. Ask us about an installation discount if your location has been previously installed by a Wireless Internet Service Provider (WISP).

| Contract Term                                     | Installation & Activation Cost                                       |
|---|--|
| No Term (Month to Month)                          | \$250 Basic Installation & Activation *Subject to possible discount* |
| Seasonal De-Activation / Re-Activation of Service | \$75.00 (one-time fee)   |

**\*Customer Premise Equipment (CPE) is owned and maintained by VitalNet and must be returned upon cancellation\***



403-578-4214 / 866-578-4825

## Business Wireless-Fiber Internet Services

### Plans

VitalNet has three plans to meet the broad needs of Small, Medium, and Large Businesses. See below:

| Business Wireless-Fiber Internet Service Plans |                        |                        |                        |  |
|--|------------------------|------------------------|------------------------|--|
| Features/Services                              | <i>Pro</i>             | <i>Premium</i>         | <i>Extreme</i>         | <i>Custom</i>                                    |
| Download/Upload Speed (Up to)                  | 50 Mbps/50 Mbps        | 100 Mbps/100 Mbps      | 150 Mbps/150 Mbps      | Higher Speeds available. Contact us for details. |
| Usage/Data                                     | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> | Unlimited <sup>1</sup> | Unlimited <sup>1</sup>                           |
| Support  | Priority               | Priority               | Priority               | Priority   |
| Routing  | Priority               | Priority               | Priority               | Priority   |
| IP Addressing <sup>2</sup>                     | Public Static (1)      | Public Static (1)      | Public Static (1)      | Public Static (1)                                |

### Monthly Fees

We don't like surprises, so all our business plans come with unlimited usage<sup>1</sup>. Below are the monthly fixed fees.

| Monthly Subscription Fees |            |                |                |               |
|---------------------------|------------|----------------|----------------|---------------|
| Internet Service Plan     | <i>Pro</i> | <i>Premium</i> | <i>Extreme</i> | <i>Custom</i> |
| Monthly Fee               | \$149.99   | \$224.99       | \$299.99       | Contact us    |

### Notes:

<sup>1</sup>Subject to the VitalNet Terms & Conditions of Service.

<sup>2</sup>Additional Public Static IP Addresses can be purchased for \$10/mo. each.

### One-Time Costs

We don't like contracts, so all our services come with NO contracts. Ask us about an installation discount if your location has been previously installed by a Wireless Internet Service Provider (WISP).

| Contract Term            | Installation & Activation Cost  |
|--------------------------|---|
| No Term (Month to Month) | \$500.00 Basic Installation & Activation *Subject to possible discount* |

**\*Customer Premise Equipment (CPE) is owned and maintained by VitalNet and must be returned upon cancellation\***

# Committee of the Whole REQUEST FOR DECISION



**Meeting:** January 8, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Flag Policy  
**Item For:**  Public Information -or-  Closed Session

## BACKGROUND:

At the last Committee of the Whole meeting held on November 15, 2023, Council made the following motion:

### Motion 055/2023 COW

Moved by Councillor Curle to direct Administration to draft a flag policy for the Town of Rimbey and bring forward to the next Regular Council meeting on January 8, 2024.

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

CARRIED

## RECOMMENDATION:

Administration recommends Council determine if they wish to approve the flag policy for the Town of Rimbey.

## ATTACHMENTS:

[Town of Rimbey Flag Policy Template](#)

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

January 3, 2024  
**Date**

**ENDORSED BY:**

January 3, 2024  
**Date**

Craig Douglas, Chief Administrative Officer



# Town of Rimbey Policy Manual

|                              |                       |
|------------------------------|-----------------------|
| Title:           Flag Policy | Policy No:       1129 |
|------------------------------|-----------------------|

|                |                |
|----------------|----------------|
| Date Approved: | Resolution No: |
|----------------|----------------|

Date Effective:

---

|          |  |
|----------|--|
| Purpose: | To establish procedures for ensuring that proper protocol for all flags flown by the Town is followed, and that all flags flown at the Town Administration building are displayed in an appropriate and consistent manner. |
|----------|--|

**1.0                   Policy Statement:**

1.1. The Town recognizes that the National Flag of Canada, as well as all provincial, territorial, and municipal flags, are seen as symbols of pride and honour for all Canadians. As such, it is important and necessary to establish procedures for ensuring that proper protocol for all flags flown by the Town is followed, and that all flags flown at the Town Administration building are displayed in an appropriate and consistent manner.

**2.0                   Responsibilities:**

2.1 Responsibility for ensuring that this policy is enforced shall fall to the Chief Administrative Officer, or an otherwise designated officer.

**3.0                   Guidelines:**

3.1 All flags flown at the Town Administration building must be kept in excellent condition, with no holes, tears, or other visible damage.

3.2 Flags flying at a Town facility or property will be lowered to half-mast on specific occasions to commemorate a solemn occasion.

3.3 Protocol used for the lowering of flags, the order in which flags are flown, and any other matter related to flags not specifically addressed in this policy will be at the directive of:

- 3.3.1 The Prime Minister’s Office, acting through Canadian Heritage;
- 3.3.2 The Premier’s Office, acting through Alberta Protocol; or
- 3.3.3 The Council of the Town of Rimbey , acting through this policy

3.4 Flags will be flown at half-mast on the following anniversaries or occasions, as a mark of remembrance (per Alberta Protocol):

- 3.4.1 April 9 (National Day of Remembrance of the Battle of Vimy Ridge)
- 3.4.2 April 28 (National Day of Mourning)
- 3.4.3 June 23 (National Day of Remembrance for Victims of Terrorism)



- 3.4.4 Second Sunday in September (Firefighters' National Memorial Day)
- 3.4.5 Last Sunday in September (Police and Peace Officers National Memorial Day)
- 3.4.6 September 30 (National Truth & Reconciliation Day)
- 3.4.7 November 11 (Remembrance Day)
- 3.4.8 December 6 (National Day of Remembrance and Action on Violence Against Women)
- 3.5 Flags will be flown at half-mast from the time of notification of death until the morning of the first working day following the funeral or the memorial service for the following individuals:
  - 3.5.1 The Sovereign
  - 3.5.2 A Member of the immediate Royal Family
  - 3.5.3 The Governor General of Canada or any former Governors General
  - 3.5.4 The Prime Minister of Canada or any former Prime Ministers
  - 3.5.5 The Lieutenant Governor of Alberta or any former Lieutenant Governors
  - 3.5.6 The Premier of Alberta or any former Premiers
  - 3.5.7 A currently serving MP or MLA representing the Town of Rimbey
  - 3.5.8 The current Mayor and any current member of Council of the Town of Rimbey
- 3.6 Flags will be flown at half-mast on the day of the funeral or memorial service for the following individuals:
  - 3.6.1 Any current or former Provincial (Alberta) Cabinet Minister
  - 3.6.2 Any former Mayor or member of Council of the Town of Rimbey
  - 3.6.3 Any current employee of the Town or any current emergency service personnel serving within the County.
- 3.7 At Council's discretion, flags may be flown at half-mast to mark other significant occasions or circumstances; requests for this may be brought before Council for approval.
  - 3.7.1 If there is insufficient time between the request and the proposed date of lowering, the Mayor may, after consulting with Council through email or any other authorized means determine whether or not to grant the request and lower flags to half-mast.
- 3.8 At this time, the Town of Rimbey shall not fly the flags/banners of community groups, charitable organizations, or any other outside groups.

|                      |  |                |  |
|----------------------|--|----------------|--|
| Initial Policy Date: |  | Resolution No: |  |
| Revision Date:       |  | Resolution No. |  |
| Revision Date:       |  | Resolution No. |  |
|                      |  |                |  |

# Committee of the Whole REQUEST FOR DECISION



**Meeting:** January 8, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Rimbey Historical Society  
**Item For:**  Public Information -or-  Closed Session

## BACKGROUND:

At the last Regular Council Meeting held on December 11, 2023, Council discussed the Rimbey Historical Society and the following motion was made:

### Motion 201/2023

Moved by Mayor Pankiw that the Town of Rimbey reimburse the Rimbey Historical Society \$3800, now that the Town of Rimbey is taking over the operations of Pas-Ka-Poo Park and the Pavilion.

|                    |          |
|--------------------|----------|
| Mayor Pankiw       | In Favor |
| Councillor Clark   | In Favor |
| Councillor Coston  | In Favor |
| Councillor Curle   | In Favor |
| Councillor Rondeel | Opposed  |
|                    | CARRIED  |

## DISCUSSION:

It has been requested that Motion 201/2023 be revisited to clarify the dollar amount in which the Town of Rimbey is going to reimburse the Rimbey Historical Society and to determine which repairs and maintenance the funds are covering.

## ATTACHMENTS:

- [COW Meeting Handout November 15, 2023](#)
- [Rimbey Historical Email Request October 19, 2023](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer January 3, 2024  
**Date**

**ENDORSED BY:**  January 3, 2024  
**Date**

Craig Douglas, Chief Administrative Officer

**COTW Meeting Nov 15 2023  
Re: Pavilion at Paskapoo Park**

**Key points**

Quotes were solicited from 5 companies.

One company responded with a quote of \$13,000.

It was decided to take on as much of the work ourselves to reduce cost.

Work was carried out at the following costs for structural repairs;

|                                 |                    |
|---------------------------------|--------------------|
| - JIGS Welding                  | \$ 550.00          |
| - Kevin Booth Construction      | \$ 3,340.00        |
| - Evergreen Coop, 4 steel beams | <u>\$ 2,698.25</u> |
| Total                           | <b>\$ 6,588.25</b> |

When the pavilion was built there was never heating installed, even though there is water and sewer in the building.

In the past, 2 space heaters and turning up the stove's pilot lights up provided heat to the facility so the water won't freeze.

We had a proper electric commercial overhead heater installed at a cost of **\$ 1,500.00**.

Maintenance and repair costs for the 2023 year so far amount to;

|   |                    |
|---|--------------------|
| - Custom Eaves, eavestrough repairs   | \$ 270.00          |
| - Labour costs, cleaning tables, washing concrete pad, garbage removal etc. | \$ 1,050.00        |
| - Cleaning and sanitary supplies  | \$ 200.00          |
| - Advance Fire & Safety, inspection and servicing                           | <u>\$ 395.00</u>   |
| Total   | <b>\$ 1,915.00</b> |

Total, we have spent **\$10,003.25** on maintenance and capital repairs. Over the past 3 year the income amounts to **\$ 4,050.00** (2021, \$900) (2022, \$1700) (2023, \$1450). The annual maintenance costs equals the annual revenue.

The money we have used for the aforementioned capital repairs is taken from our museum building maintenance and repair program.

Prepared by:  
Bill Hval  
President,  
Rimbey Historical Society

Council Agenda Item 7.2

> -----Original Message-----

> From: Bill Hval <[REDACTED]>

> Sent: Thursday, October 19, 2023 11:08 AM

> To: Craig Douglas <craig@rimbey.com>

> Cc: Rimbey Historical Society <paskapoo@telus.net>

> Subject: Financial Assistance

>

>

> The Rimbey Historical Board is seeking the Town's financial assistance in completing two outstanding projects that should be completed before "the snow flies".

>

> The first is the installation of a proper thermostatically controlled commercial electric heater in the pavilion. Each year two portable electric heaters have been used to prevent water freeze up. However, the units are not designed for 24hr/7-day a week operation. These units used in this fashion have been known to be fire hazards. The cost of this initiative is about \$1,300.

>

> The second project is to install a high output motion activated LED light on the west side of the museum, which will illuminate the gated area leading into the RV storage yard. We are hoping by having a lighting system such as mentioned, it will help to deter vandalism and break-and-enter of the area. Currently the Town is paying utility costs for an inefficient light that does not provide a good illumination of the area. By replacing the light with the LED system, it will help to conserve energy thus reducing operational costs. This project is estimated at \$1,200. Both quotes were provided by GJS Electric in Rimbey.

>

> We would cover the costs ourselves for the aforementioned, but unfortunately we spent more than anticipated carrying out the requisite repairs on the pavilion this past summer. So far the costs are sitting at around \$6,500 which was a large part of our capital expenditure program for 2023.

>

> 1. Can the Town help out the museum by paying for the projects directly, about \$2,500, or;

> 2. Is the Town in a position to reimburse the museum the amount we will incur by completing the two projects.

>

> Thank you for your consideration in this matter and I look forward to your earliest reply.

>

> Regards,

> - Bill -

Committee of the Whole  
**REQUEST FOR DECISION**



**Meeting:** January 8, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Water Management Plan  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Administration received correspondence from Rebecca Schulz, the Minister of Environment and Protected Areas, regarding a "Water Management Plan".

Director of Public Works, Rick Schmidt, will present Council with the town's current water level.

**RECOMMENDATION:**

Administration recommends Council accept the letter the Minister of Environment and Protected Areas, regarding a "Water Management Plan", as information.

**ATTACHMENTS:**

[Letter to Elected Municipal Leaders - Minister Rebecca Schulz](#)

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

January 3, 2024  
**Date**

**ENDORSED BY:**

January 3, 2024  
**Date**

Craig Douglas, Chief Administrative Officer



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at [rivers.alberta.ca](http://rivers.alberta.ca). To learn more about the impacts of drought on communities and the principles for sound water management, please visit [alberta.ca/drought](http://alberta.ca/drought).

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email [epa.drought@gov.ab.ca](mailto:epa.drought@gov.ab.ca).

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz  
Minister of Environment and Protected Areas

cc: Honourable Ric McIver  
Minister of Municipal Affairs

Honourable RJ Sigurdson  
Minister of Agriculture and Irrigation

Stacey Smythe  
Assistant Deputy Minister, Regulatory Assurance  
Environment and Protected Areas