

TOWN OF RIMBEY

ORGANIZATIONAL MEETING AGENDA

AGENDA FOR THE ORGANIZATIONAL MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY OCTOBER 24, 2016 AT 6:30 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

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6.	Adjournment	



Council Organizational Agenda Item	3.1
Council Organizational Meeting Date	October 24, 2016
Subject	Council Meeting Dates and Times
For Public Agenda	Public Information
Background	Council has previously held Regular Council meetings every second and fourth Monday of the month commencing at 7:00 pm, excepting if a regularly scheduled meeting fell on a statutory holiday, the meeting moved to the Wednesday of the same week, and there was only one Regular Council Meeting in July and August on the fourth Monday of the month and only one Regular Council meeting in December on the second Monday of the month.
Discussion	
Relevant Policy/Legislation	MGA 192(1) MGA 193 (1), (2), (3)
Options/Consequences	Special council Meetings may be called as required.
Financial Implications	N/A
Attachments	
Recommendation	<ol style="list-style-type: none"> 1. Administration recommends Council to determine dates and times for their Regular Council Meetings. 2. Administration recommends Council to determine dates and times for their Regular Council meetings when they fall on a Statutory holiday. 3. Administration recommends Council to determine dates and times for their Regular Council Meetings in July and August of 2017 and for their Regular Council Meeting in December of 2017.

Prepared By:

Lori Hillis
 Lori Hillis, CPA, CA
 Chief Administrative Officer

Oct 18/16
 Date

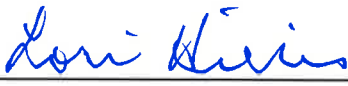

Endorsed By:




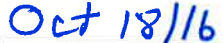
Lori Hillis
 Lori Hillis, CPA, CA
 Chief Administrative Officer


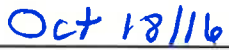


Oct 18/16
 Date







Council Organizational Agenda Item	4.1
Council Organizational Meeting Date	October 24, 2016
Subject	Council Conventions
For Public Agenda	Public Information
Background	In 2016 members of Council have attended the following Conventions: Alberta Urban Municipalities Association (AUMA) Alberta Association of Municipal Districts and Counties (AAMD&C) Federation of Canadian Municipalities (FCM) The Mayors Caucus
Discussion	The AUMA Convention is being held in Calgary from Nov 22-24, 2017. The AAMD&C Conventions are being held in Edmonton, Spring Mar 20-22, 2017 and Fall Nov 15-17, 2017. The FCM Conventions is being held in Ottawa from June 1-4, 2017. The Mayors Caucus 2017 – dates yet to be determined.
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	
Recommendation	Administration recommends Council determine which Conventions they wish to attend in 2017.
Prepared By:	<p><u>Lori Hillis</u> <u>Oct 18/16</u> Lori Hillis, CPA, CA Chief Administrative Officer Date</p>
Endorsed By:	<p><u>Lori Hillis</u> <u>Oct 18/16</u> Lori Hillis, CPA, CA Chief Administrative Officer Date</p>



Council Organizational Agenda Item	5.1	
Council Organizational Meeting Date	October 24, 2016	
Subject	Development Officer	
For Public Agenda	Public Information	
Background	Mrs. Elizabeth Armitage of Vicinia Planning + Engagement Inc. has been working for the Town of Rimbey, as appointed by letter, by former Interim Chief Administrator Donna Tona, however, she has never been appointed by resolution of Council.	
Discussion	Mrs. Armitage of Vicinia Planning + Engagement Inc. should also be added to the Town of Rimbey Insurance Policy as an Additional Insured with respect to Planning and Development Only, retroactive to her commencement as Development Officer for the Town of Rimbey.	
Relevant Policy/Legislation		
Options/Consequences		
Financial Implications		
Attachments		
Recommendation	Administration recommends Council appoint Mrs. Elizabeth Armitage of Vicinia Planning + Engagement Inc. as Development Officer of the Town of Rimbey. Administration recommends Mrs. Armitage of Vicinia Planning + Engagement Inc. be added to the Town of Rimbey Insurance Policy as an Additional Insured with respect to Planning and Development Only, retroactive to her commencement as Development Officer for the Town of Rimbey.	
Prepared By:	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	<u>Oct 18/16</u> _____ Date
Endorsed By:	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	<u>Oct 18/16</u> _____ Date

Council Organizational Agenda Item	5.2
Council Organizational Meeting Date	October 24, 2016
Subject	Legal
For Public Agenda	Public Information
Background	At the Organizational Meeting held in 2015 Council appointed Brownlee LLP and SIRRS as the legal teams for the Municipality.
Discussion	Administration recommends Chapman Riebeek LLP be added with Brownlee LLP and Sirrs as the legal teams for the Municipality.
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	
Recommendation	Administration recommends Council add Chapman Riebeek LLP to the legal team of the Municipality to now include Brownlee LLP, Sirrs and Chapman Riebeek LLP.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>

Council Organizational Agenda Item	5.3
Council Organizational Meeting Date	October 24, 2016
Subject	Bylaw and Policy Committee
For Public Agenda	Public Information
Background	In previous years, Rimbey Town Council has had a Bylaw and Policy Committee.
Discussion	<p>This Committee, as is stands, has no authority. The MGA, which is the legislation Council must follow, allows Councils to have Committees and Boards, however, there has to be bylaws in place creating them.</p> <p>Should Council wish to continue with this committee, it will be required to create a Bylaw establishing this committee, and it will also require the creation of a terms of reference for this committee, which would need to be passed by a resolution of Council.</p>
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	
Recommendation	Administration recommends Council terminate the Bylaw and Policy Committee.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>

Council Organizational Agenda Item	5.4
Council Organizational Meeting Date	October 24, 2016
Subject	Cemetery Board
For Public Agenda	Public Information
Background	The Town of Rimbey has historically appointed two members of Council and Mr. Laverne Oberhammer and Mr. Wayne Clark to the Cemetery Board.
Discussion	A review of all previous Cemetery Bylaws has not shown Administration where the Cemetery Board was ever established by Bylaw. As Bylaws are not dealt with during an Organizational Meeting, Administration is bringing forth, in the Regular Council Meeting of October 24, 2016, following this meeting, a new Bylaw 925/16 which establishes the Cemetery Board, as well as the requirements for a terms of reference.
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	
Recommendation	Administration recommends Council appoint two (2) Council members, one (1) representative from Oberhammer Funeral Chapels Ltd and one (1) representative from Wilson Funeral Chapels and Crematorium (Rimbey) to the Town of Rimbey Cemetery Board, effective on the date of final reading of Bylaw 925/16.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  <hr/> Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  <hr/> Date </div> </div>



Council Organizational Agenda Item	5.5 to 5.17
Council Organizational Meeting Date	October 24, 2016
Subject	Board Appointments
For Public Agenda	Public Information
Background	Council Members sit on various Boards throughout the community.
Discussion	
Relevant Policy/Legislation	
Options/Consequences	<ol style="list-style-type: none">1. Council may choose to appoint members to the same community boards they on last year.2. Council may choose to appoint members to new community boards.
Financial Implications	Not applicable.
Attachments	Schedule A Committee/Boards October 2016-2017
Recommendation	Administration recommends Council to review the Committees and appoint Council Members to the various Community Boards.
Prepared By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p><u>Oct 18/16</u> Date</p>
Endorsed By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p><u>Oct 18/16</u> Date</p>



Town of Rimbeey

SCHEDULE A Committee / Boards October 2016 – 2017

	Committees / Boards	Mayor Pankiw	Councillor Jaycox	Councillor Payson	Councillor Godlonton	Councillor Webb	CAO Lori Hillis
	Deputy Mayor (6 month term proposed)		Nov 1 2016 – Apr 30, 2017 Motion 348/15	May 1, 2017 – Oct 31, 2017 Motion 348/15			
	Signing Authorities (6 month term proposed)		Nov 1 2016 – Apr 30, 2017 Motion 348/15	May 1 2017 – Oct 31, 2017 Motion 348/15			

Council Internal Committees

5.3	Bylaw & Policy Committee (3)						
5.4	Cemetery Board Members of Council (2) Representative from Oberhammer Funeral Chapels Ltd (1) Representative from Wilson's Funeral Chapel and Crematorium (Rimbeey) (1)						



Council Community Committees

5.5	Blindman Youth Action Society (1)						
5.6	Chamber of Commerce (1)						
5.7	Disaster Services Committee(3)						
5.8	FCSS Board (1)						
5.9	Fire Commission (1)						
5.10	F.O.I.P. Coordinator						
5.11	Historical Society Board (1)						
5.12	Interagency Committee (2)						
5.13	Rimbeey Municipal Library Board (1)						
5.14	Parkland Regional Library Board (1)						
5.15	Neighborhood Place (1)						
5.16	Rimoka Foundation Board (2)						
5.17	Wellness Committee (1)						

5.18	Subdivision and Development Appeal Board						
	SDAB Board Member	(Vacant)					November 1, 2016 – October 31, 2019
	SDAB Board Member	(Vacant)					November 1, 2016 – October 31, 2019

5.19	Rimbeey Business Sector Sustainability Advisory Committee						
	Chairman						
	Board Member						
	Board Member						
	Board Member						
	Board Member						
	Board Member						

****Mayor ex officio to all Committees**

Council Organizational Agenda Item	5.18
Council Organizational Meeting Date	October 24, 2016
Subject	Subdivision and Development Appeal Board
For Public Agenda	Public Information
Background	<p>The Subdivision and Development Appeal Board currently have three members who were appointed as follows:</p> <p>Rob Rondeel November 1, 2015 – October 31, 2018 Allan Tarleton September 13, 2016 – October 31, 2018 Kathy Pfau November 1, 2015 – October 31, 2017</p>
Discussion	The Subdivision and Development Appeal Board has two (2) vacancies which need to be filled. The terms of those vacancies would be for the period November 1, 2016 – to October 31, 2019.
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	SDAB Board Members are paid an honorarium and mileage if they have to travel for training.
Attachments	
Recommendation	Administration recommends Council instruct Administration to continue to advertise for the vacancies on the Subdivision and Development Appeal Board.
Prepared By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"><u>Oct 28/16</u> Date</p>
Endorsed By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"><u>Oct 18/16</u> Date</p>

Council Organizational Agenda Item	5.19														
Council Organizational Meeting Date	October 24, 2016														
Subject	Rimbey Business Sector Sustainability Advisory Committee														
For Public Agenda	Public Information														
Background	<p>The Rimbey Business Sector Sustainability Advisory Committee was established in 2015 by way of Bylaw 897/15 and its terms of reference were adopted by motion 036/15.</p> <p>The Current Committee Members are</p> <table border="0"> <tr> <td>Chairman</td> <td>Bob Stevenson</td> </tr> <tr> <td>Committee Member</td> <td>Melvin Durand</td> </tr> <tr> <td>Committee Member</td> <td>Duane Adams</td> </tr> <tr> <td>Committee Member</td> <td>Steffon Olsen</td> </tr> <tr> <td>Committee Member</td> <td>Steven Schrader</td> </tr> <tr> <td>Committee Member</td> <td>Tony Delyster</td> </tr> <tr> <td>Committee Member</td> <td>Derrick Nordstrom</td> </tr> </table>	Chairman	Bob Stevenson	Committee Member	Melvin Durand	Committee Member	Duane Adams	Committee Member	Steffon Olsen	Committee Member	Steven Schrader	Committee Member	Tony Delyster	Committee Member	Derrick Nordstrom
Chairman	Bob Stevenson														
Committee Member	Melvin Durand														
Committee Member	Duane Adams														
Committee Member	Steffon Olsen														
Committee Member	Steven Schrader														
Committee Member	Tony Delyster														
Committee Member	Derrick Nordstrom														
Discussion	<p>Bylaw 897/15 states:</p> <p>4. All Committee members will be appointed to the Committee on a continuous basis or until such time that:</p> <p>a) The Council passes a resolution to cancel the appointment of one or more Committee members, which it may do so at any time, for any reason; or</p> <p>b) The Council determines that the mandate of the Committee is complete and passes a resolution to cancel all Committee member appointments and/or enacts a bylaw to rescind this bylaw.</p>														
Relevant Policy/Legislation															
Options/Consequences	<ol style="list-style-type: none"> 1. To accept the Committee Members as previously appointed. 2. To make changes to the Committee appointments. 3. To terminate the Committee and request Administration to bring forth a bylaw to rescind the bylaw. 														
Financial Implications															
Attachments															
Recommendation	Administration recommends Council to determine a course of action for the Rimbey Business Sector Sustainability Advisory Committee.														



Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 18/16

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 18/16

Date