

TOWN OF RIMBEY

ORGANIZATIONAL MEETING AGENDA

AGENDA FOR THE ORGANIZATIONAL MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY, OCTOBER 27, 2020 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA

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|    |   |       |
|----|---|-------|
| 1. | <b>Call to Order</b>  |       |
| 2. | <b>Agenda Approval and Additions</b>                              | 1     |
| 3. | <b>General Items</b>  |       |
|    | 3.1 Council Meeting Dates and Times .....                         | 2     |
| 4. | <b>Appointments</b>   |       |
|    | 4.1 Auditors .....  | 3-5   |
|    | 4.2 Deputy Director of Emergency Management .....                 | 6     |
|    | 4.3 Council Committee/Board Appointments .....                    | 7-9   |
|    | 4.4 Family and Community Services Board Member Appointments ..... | 10-13 |
|    | 4.5 Bylaw Committee Board Member Appointments .....               | 14    |
| 5. | <b>Adjournment</b>  |       |



TOWN OF RIMBEY REQUEST FOR DECISION

|  |   |
|--|---|
| <b>Council Organizational Agenda Item</b>  | 3.1   |
| <b>Council Organizational Meeting Date</b> | October 27, 2020  |
| <b>Subject</b>                             | Council Meeting Dates and Times   |
| <b>For Public Agenda</b>                   | Public Information  |
| <b>Background</b>                          | Council has previously held Regular Council Meetings every second and fourth Tuesday of the month commencing at 5:00 pm with the exception of December whereas Council held only one meeting on the second Tuesday and July and August of the following year on the fourth Tuesdays of each month.                |
| <b>Relevant Policy/Legislation</b>         | MGA 192(1)<br>MGA 193 (1), (2), (3)   |
| <b>Recommendation</b>                      | <ol style="list-style-type: none"> <li>1. Administration recommends Council determine dates and times for their Regular Council Meetings.</li> <li>2. Administration recommends Council determine the dates and times for their Regular Council Meetings in December 2020 and July and August of 2021.</li> </ol> |

**Prepared By:**

*Lori Hillis*

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

**Endorsed By:**

*Lori Hillis*

\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date



REQUEST FOR DECISION

|  |   |
|--|---|
| <b>Council Agenda Item</b>                 | 4.1   |
| <b>Council Organizational Meeting Date</b> | October 27, 2020  |
| <b>Subject</b>                             | Auditors  |
| <b>For Public Agenda</b>                   | Public Information  |
| <b>Background</b>                          | <p>Seniuk &amp; Company has been providing audit services for the Town of Rimbey since 2012. The first three year contract ended with the 2014 audit and the Town re-appointed Seniuk &amp; Company for an additional five year period ending with the 2019 audit. Since the initial year annual fees have been as follows:</p> <p style="padding-left: 40px;">2012 - \$19,175<br/>2013 - \$18,475<br/>2014 - \$18,650<br/>2015 - \$18,900<br/>2016 - \$19,000<br/>2017 - \$18,718<br/>2018 - \$18,768<br/>2019 - \$18,650</p> <p style="padding-left: 40px;">Annual fees include all travel and meal expenses.</p>   |
| <b>Discussion</b>                          | <p>The Town has received a proposal from Seniuk &amp; Company to continue auditing services for an additional five year period. The proposed cost for each year is as follows:</p> <p style="padding-left: 40px;">2020 - \$18,750<br/>2021 - \$18,875<br/>2022 - \$19,000<br/>2023 - \$19,100<br/>2024 - \$19,250</p> <p>Seniuk &amp; Company have not charged in the past (or will in the future) for any consulting/queries from the Town during the year for as long as the Town remains their client.</p> <p>Administration is pleased with the audit services we have received from Seniuk &amp; Company over the past five year contract and believe that the proposal is reasonable.</p> |
| <b>Relevant Policy/Legislation</b>         | MGA 280(1)  |



REQUEST FOR DECISION

|  |   |
|--|---|
| <b>Options/Consequences</b>  | <ol style="list-style-type: none"><li>1. To appoint Seniuk &amp; Company as auditors for 5 years.</li><li>2. To not appoint Seniuk &amp; Company and tender a Request for Proposal for auditing services for the 2020 and subsequent years.</li></ol> |
| <b>Financial Implications</b>  | As above, however if a new auditor is appointed the costs will likely be higher especially in the first year as there is no continuity from year to year.   |
| <b>Attachments</b>   | Audit Fee Quote 2020-2025   |
| <b>Recommendation</b>  | Administration recommends Council appoint Seniuk & Company as auditors for the Town of Rimbey for the years 2020 through 2024.  |
| <b>Prepared By:</b><br><br><p style="text-align: center;"><u><i>Wanda Stoddart</i></u> _____ <u>October 20, 2020</u><br/>Wanda Stoddart Date<br/>Director of Finance</p>             |   |
| <b>Endorsed By:</b><br><br><p style="text-align: center;"><u><i>Lori Hillis</i></u> _____ <u>October 20, 2020</u><br/>Lori Hillis, CPA, CA Date<br/>Chief Administrative Officer</p> |   |

May 13, 2020

Town of Rimbey  
Box 350  
Rimbey AB T0C 2J0

**Attention: Ms. Lori Hillis, CAO**

Dear Ms. Hillis:

**RE: AUDIT FEE QUOTE 2020 - 2025**

We appreciate the opportunity to provide with you a fee quote for an additional term. We have appreciated our mutually beneficial association and wish our relationship to continue.

We propose audit fees for the next five years commencing with the December 31, 2020 year-end as follows:

**2020** - \$17,250 reflects 0.5% increase from the 2019 fiscal year (for inflation) and \$1,500 for the LAPP audit to completed for a total of **\$18,750**;

**2021** - \$17,375 reflects a 0.5% increase from the 2019 fiscal year (for inflation) and \$1,500 for the LAPP audit to completed for a total of **\$18,875**;

**2022** - \$17,500 reflects a 0.5% increase from the 2019 fiscal year (for inflation) and \$1,500 for the LAPP audit to completed for a total of **\$19,000**;

**2023** - \$17,600 reflects a 0.5% increase from the 2019 fiscal year (for inflation) and \$1,500 for the LAPP audit to completed for a total of **\$19,100**;

**2024** - \$17,750 reflects a 0.5% increase from the 2019 fiscal year (for inflation) and \$1,500 for the LAPP audit to completed for a total of **\$19,250**.

Please note, we have not charged in the past (or will in the future) for any consulting/queries from the Town during the year for as long as the Town remains our client.

If you have any questions regarding this proposal, please contact me any time.

Yours very truly,



Laura Marcato CPA, CA



TOWN OF RIMBEY REQUEST FOR DECISION

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|--|--|
| <b>Council Organizational Agenda Item</b>  | 4.2  |
| <b>Council Organizational Meeting Date</b> | October 27, 2020   |
| <b>Subject</b>                             | Deputy Director of Emergency Management  |
| <b>For Public Agenda</b>                   | Public information   |
| <b>Background</b>                          | Bylaw 893/14 Municipal Emergency Management Bylaw states that Council shall, by resolution, appoint a Director of Emergency Management and Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence. Council appointed the position of Chief Administrative Officer as the Director of Emergency Management by Motion 468/16 on November 19, 2016. |
| <b>Discussion</b>                          | In discussions with our Regional Director of Emergency Management and our AEMA field officer, Elected Officials cannot be named as either Director of Emergency Management or Deputy Director of Emergency Management. Administration is recommending Council appoint the position of Peace Officer as the Deputy Director of Emergency Management.  |
| <b>Recommendation</b>                      | To appoint the position of Community Peace Officer as the Deputy Director of Emergency Services.   |

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date



TOWN OF RIMBEY REQUEST FOR DECISION

|  |  |
|--|--|
| <b>Council Organizational Agenda Item</b>  | 4.3  |
| <b>Council Organizational Meeting Date</b> | October 27, 2020   |
| <b>Subject</b>                             | Committee/Board Appointments   |
| <b>For Public Agenda</b>                   | Public information   |
| <b>Background</b>                          | Council Members sit on various Committees and Boards throughout the community.                 |
| <b>Discussion</b>                          | Council reviews the Committees and Board Appointments at the Organizational Meeting Each year. |
| <b>Relevant Policy/Legislation</b>         | Council Procedural Bylaw 939/18, Part XXIV   |
| <b>Attachment</b>                          | Committees/Boards 2020-2021<br>Council Procedural Bylaw 939/18, Part XXIV                      |
| <b>Recommendation</b>                      | To accept the appointments of Councillors to the Boards and Committees, as presented.          |

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date



## Committee / Boards October 2020 – 2021 Schedule A

| Committees / Boards | Mayor Pankiw | Councillor Coulthard   | Councillor Curle       | Councillor Rondeel     | Councillor Payson      | CAO Lori Hillis |
|---------------------|--------------|------------------------|------------------------|------------------------|------------------------|-----------------|
| Deputy Mayor        |              | Oct 25/20 to Jan 16/21 | Jan 17/21 to Apr 24/21 | Apr 25/21 to Aug 14/21 | Aug 15/21 to Oct 23/21 |                 |
| Signing Authorities | X            | X                      | X                      | X                      | X                      | X               |

**Council Internal Committee Appointments**

|                 |  |  |  |  |  |  |
|-----------------|--|--|--|--|--|--|
| Bylaw Committee |  |  |  |  |  |  |
|-----------------|--|--|--|--|--|--|

**Council Community Committee Appointments**

|                                     |  |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|--|
| Beatty Heritage House Society       |  |  |  |  |  |  |
| Blindman Youth Action Society (1)   |  |  |  |  |  |  |
| Chamber of Commerce (1)             |  |  |  |  |  |  |
| Citizens on Patrol Society (1)      |  |  |  |  |  |  |
| FCSS Board (1)                      |  |  |  |  |  |  |
| Fire Commission (1)                 |  |  |  |  |  |  |
| F.O.I.P. Coordinator                |  |  |  |  |  |  |
| Historical Society Board (1)        |  |  |  |  |  |  |
| Interagency Committee (2)           |  |  |  |  |  |  |
| Municipal Library Board (1)         |  |  |  |  |  |  |
| Parkland Regional Library Board (1) |  |  |  |  |  |  |
| Neighborhood Place (1)              |  |  |  |  |  |  |
| Rimoka Foundation Board (2)         |  |  |  |  |  |  |
| Physician Retention Committee (1)   |  |  |  |  |  |  |

\*\*Mayor ex officio to all Committees

**Members from the Town of Rimbey at large appointed by Council**

| Board                                 | Member at Large   | Dates                                |
|---------------------------------------|-------------------|--------------------------------------|
| Family and Community Support Services | Faith Pilgrim     | October 27, 2020 to October 26, 2021 |
| Family and Community Support Services | MaryAnn Josephson | October 27, 2020 to October 26, 2021 |
| Family and Community Support Services | Bill Coulthard    | October 27, 2020 to October 26, 2021 |
| Bylaw Committee                       | Janet Carlson     | October 27, 2020 to October 26, 2021 |
| Bylaw Committee                       | Jack Webb         | October 27, 2020 to October 26, 2021 |
| Bylaw Committee                       | Connor Ibbotson   | October 27, 2020 to October 26, 2021 |





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

**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 to return prior to the adjournment, shall so 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.



TOWN OF RIMBEY REQUEST FOR DECISION

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|--|---|
| <b>Council Organizational Agenda Item</b>  | 4.4   |
| <b>Council Organizational Meeting Date</b> | October 27, 2020  |
| <b>Subject</b>                             | FCSS - Members at large from the Town of Rimby  |
| <b>For Public Agenda</b>                   | Public information  |
| <b>Background</b>                          | Bylaw 668/97 and attached agreement between the Town of Rimby and Ponoka County establishes the number of board members appointed to the Family and Community Support Services Board. The agreement states that three (3) members from the Town at large are appointed annually by Town Council.              |
| <b>Discussion</b>                          | Administration received correspondence on September 8, 2020 from the Executive Director of Rimby FCSS who has indicated she has spoken to each of the current Town of Rimby Members at Large representatives on the FCSS Board and all have indicated they are willing to stay on the Board for another year. |
| <b>Relevant Policy/Legislation</b>         | Bylaw 668/97  |
| <b>Attachment</b>                          | Bylaw 668/97  |
| <b>Recommendation</b>                      | To appoint Faith Pilgrim, MaryAnn Josephson and Bill Coulthard to the Rimby Family and Community Support Services Board for the period of October 27, 2020 to October 26, 2021.   |

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

October 20, 2020

Date

Bylaw #668/97

*A bylaw of the Town of Rimbey in the Province of Alberta to amend Town of Rimbey bylaws #446/82, and #664/97.*

WHEREAS bylaw #664/97 establishes the number of members of the Board responsible for the operation and administration of the Family and Community Support Services program;

AND WHEREAS Rimbey Town Council desires to increase the membership of the Board from six (6) members to eight (8) members:

AND WHEREAS Rimbey Town Council desires to replace the existing agreement authorized by Town of Rimbey bylaw #446/82 with a more up-to-date agreement;

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

THAT bylaw #664/97 be amended by the change of the following membership clause:

"The Parties agree to form a board, which shall be the body responsible for the operation and administration of the Family and Community Support Services Program, consisting of eight (8) members appointed as follows:

- ( a ) One (1) member of County Council, appointed by County Council
- ( b ) One (1) member of Town Council, appointed by Town Council
- ( c ) Three (3) members from the County at large appointed by County Council
- ( d ) Three (3) members from the Town at large appointed by Town Council"

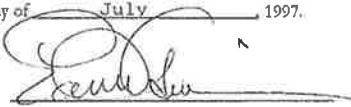
AND THAT the existing FCSS agreement between the Town of Rimbey and the County of Ponoka as authorized by bylaw #446/82 be repealed and replaced by the attached agreement, which shall be approved and attached to this bylaw as Schedule A.

AND THAT this bylaw shall come into effect on the date of final passage thereof.

Read a first time this 5th day of June, 1997.

Read a second time this 8th day of July, 1997.

Read a third time this 8th day of July, 1997.



Mayor



Secretary-Treasurer



This Agreement made this 23 day of July, 1997:

BETWEEN:

The County of Ponoka No. 3, a body corporate in the Province of Alberta

AND

The Town of Rimbey, a body corporate in the Province of Alberta.

WHEREAS the parties have authorized entering into this Agreement with each other for joint Family and Community Support Services programs;

NOW THEREFORE, in consideration of these premises and the covenants contained therein, the parties agree as follows;

1. The Town of Rimbey, on behalf of all parties to this Agreement, shall enter into an Agreement with the Minister in accordance with present legislation.
2. The Parties agree to form a board which shall be the body responsible for the operation and administration of the Family and Community Support Services Program, consisting of six (6) members appointed as follows:
  - (a) One (1) member of County Council appointed by County Council
  - (b) One (1) member of Town Council appointed by Town Council
  - (c) ~~Two (2)~~ members from the County at large appointed by County Council
  - (d) ~~Two (2)~~ members from the Town at large appointed by Town Council  
*Three (3)*
3. The term of office of each member of the Board shall be for a period of one full calendar year. Any member may be re-appointed at the discretion of the respective Councils. In the event that a vacancy occurs during the year, the Parties agree that they will appoint a replacement in an expeditious manner.
4. A majority of the Board shall constitute a quorum for meetings.
5. The Parties agree that any member who is absent for three consecutive regular meetings of the Board, without due cause, shall automatically forfeit office and a replacement shall be appointed in accordance with Clause 2.
6. Any member may resign from the Board by notifying the appointing Council in writing and forwarding a copy to the F.C.S.S. Coordinator.
7. The Board shall annually elect a Chairman and a Vice-Chairman from its membership. The Board has the right of removing either the Chairman or the Vice-Chairman by a simple resolution.

8. The Board shall hold regular meetings at such times and places as it deems necessary.
9. The Boards' responsibilities shall include:
  - (a) to administer the fiscal policies of the Rimbey and District Family and Community Social Services programs in accordance with a budget which must be approved by the Town of Rimbey and County of Ponoka.
  - (b) to employ staff to operate the programs and to set salaries and policies as required within the budget approved.
10. The Town agrees to receive grants in accordance with existing legislation on behalf of the Board. The Town further agrees to requisition the County for its share of the local contribution.
11. The Parties to this Agreement agree to annually share the local contribution on an equal 50/50 basis.
12. All members of the Town and County Councils shall receive copies of the Board meeting minutes.
13. This Agreement may be amended with mutual consent of the Parties.
14. Either Party may terminate this Agreement by advising the other Party, in writing, by September 30 of the current year that the Agreement will be terminated by December 31 of the same year.
15. This Agreement is effective June 1, 1997.

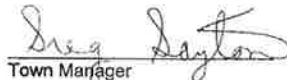
IN WITNESS THEREOF the Parties have affixed their corporate seals, as attested by the signatures of their duly authorized signing officers.

TOWN OF RIMBEY

  
Mayor

COUNTY OF PONOKA

  
Reeve

  
Town Manager

  
County Administrator



TOWN OF RIMBEY REQUEST FOR DECISION

|  |  |
|--|--|
| <b>Council Organizational Agenda Item</b>  | 4.5  |
| <b>Council Organizational Meeting Date</b> | October 27, 2020   |
| <b>Subject</b>                             | Bylaw Committee - Members at large from the Town of Rimbey   |
| <b>For Public Agenda</b>                   | Public information   |
| <b>Background</b>                          | Bylaw 972/20 Bylaw Committee bylaw states up to three (3) members at large from the Town of Rimbey are appointed annually at the Council Organizational Meeting.<br><br>Motion 235/20 appointing Janet Carlson, Jack Webb and Connor Ibbotson to the Bylaw Committee as members at large was passed on September 21, 2020  |
| <b>Discussion</b>                          | Administration advised the applicants they had been appointed to the Bylaw Committee for the period September 21, 2020 to October 27, 2020 and further advising their names would be brought forth for the annual appointment at the Organization Meeting on October 27, 2020 for an additional one year term from October 27, 2020 to October 26, 2021.<br><br>Administration is recommending the appointment of Janet Carlson, Jack Webb and Connor Ibbotson to the Bylaw Committee as members at large for a further one year term from October 27, 2020 to October 26, 2021. |
| <b>Relevant Policy/Legislation</b>         | Bylaw 972/20   |
| <b>Recommendation</b>                      | Motion by Council to appoint Janet Carlson, Jack Webb and Connor Ibbotson to the Bylaw Committee from October 27, 2020 to the Organizational Meeting scheduled for October 26, 2021.   |

**Prepared By:**

Lori Hillis \_\_\_\_\_ October 20, 2020 \_\_\_\_\_  
 Lori Hillis, CPA, CA Date  
 Chief Administrative Officer

**Endorsed By:**

Lori Hillis \_\_\_\_\_ October 20, 2020 \_\_\_\_\_  
 Lori Hillis, CPA, CA Date  
 Chief Administrative Officer