

TOWN OF RIMBEY

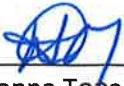


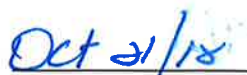
ORGANIZATIONAL MEETING AGENDA

AGENDA FOR THE ORGANIZATIONAL MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY OCTOBER 26, 2015 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1.	Call to Order	
2.	Agenda Approval and Additions	1
3.	Schedule	
	3.1 Council Meeting Dates and Times	2
4.	Appointments	
	4.1 Auditor	3-4
	4.2 Assessor	5
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	4.4 Bank.....	8-9
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	4.6 Surveyors	12-13
	4.7 Deputy Mayor & Signing Authority	14-15
	4.8 Bylaw & Policy Committee	16-17
	4.9 Cemetery Committee	16-17
	4.10 Blindman Youth Action Society	16-17
	4.11 CAEP Board	16-17
	4.12 Chamber of Commerce	16-17
	4.13 Disaster Services Committee.....	16-17
	4.14 FCSS Board	16-17
	4.15 Fire Commission	16-17
	4.16 F.O.I.P. Coordinator	16-17
	4.17 Historical Society Board	16-17
	4.18 Interagency Committee	16-17
	4.19 Library Board.....	16-17
	4.20 Parkland Regional Library.....	16-17
	4.21 Neighbourhood Place.....	16-17
	4.22 Rimoka Housing Foundation Board	16-17
	4.23 Wellness Committee Board.....	16-17
	4.24 West Central Planning Agency	16-17
	4.25 Subdivision and Development Appeal Board	16-17
	4.26 Assessment Review Board	16-17
5.	Adjournment	



TOWN OF RIMBEY REQUEST FOR DECISION


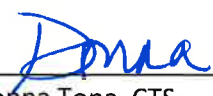
Council Agenda Item	3.1
Council Organizational Meeting Date	October 26, 2015
Subject	Council Meetings and Dates
For Organizational Meeting Agenda	Public Information
Background	<p>Council has previously held Regular Council meetings every second and fourth Monday of the month commencing at 7:00 pm, excepting 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.</p> <p>Council had previously set Committee of the Whole Meeting dates every second month commencing in January 2015 for the last Friday, commencing at 9:00 am.</p>
Discussion	
Relevant Policy/Legislation	MGA 192(1) MGA 193 (1), (2), (3)
Options/Consequences	Special Council meetings may be called as required.
Desired Outcome(s)	For Council to determine dates and times for their Regular Council Meetings.
Financial Implications	N/A
Follow Up	Administration will post a notice at the Town of Rimbey Administration Office of the dates and times of the Regular Council Meetings as determined by Council.
Attachments	
Recommendation	<ol style="list-style-type: none"> Administration recommends Council to determine dates and times for their Regular Council Meetings. Administration recommends Council not schedule any Committee of the Whole Meetings and eliminate them completely.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Donna Tona, CTS Interim 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;">  _____ Donna Tona, CTS Interim Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>



Council Agenda Item	4.1
Council Organizational Meeting Date	October 26, 2015
Subject	Auditors
For Organizational Meeting Agenda	Public Information
Background	<p>In 2012, a Request for Proposal (RFP) was sent out for auditing services for a three year period. The Town received 8 responses of which all met the RFP requirements. The cost range was between \$16,875 and \$32,500. The RFP was awarded to Seniuk & Company at a cost of \$16,875 for the audit services of the year ending 2012 and \$16,900 for the audit services for the year ending 2013 and for audit services of the year ending 2014. This cost did not include the LAPP audit which was \$1,000 for 2012, \$1,050 for 2013 and \$1,200 for 2014. The total audit costs (including travel expenses) for the three year contract were as follows:</p> <p>2012 - \$19,175 2013 - \$18,475 2014 - 18,650</p>
Discussion	<p>The three year contract ended with the 2014 audit and the Town must appoint an auditor for the audit services of the year ending 2015. We have received a proposal from Seniuk & Company to continue auditing services for an additional three or five year period. The all inclusive cost for each year (excluding travel expenses) is as follows:</p> <p>2015 - \$18,450 2016 - \$18,500 2017 - \$18,550 2018 - \$18,600 2019 - \$18,650</p> <p>Administration is pleased with the audit services we have received from Seniuk & Company over the past three year contract and believe that the proposal is reasonable.</p>
Relevant Policy/Legislation	MGA 280(1)
Options/Consequences	<ol style="list-style-type: none"> 1. To appoint Seniuk & Company as auditors for 5 years. 2. To appoint Seniuk & Company as auditors for 3 years. 3. To not appoint Seniuk & Company and send out an RFP for auditing services for the 2015 and subsequent years.
Desired Outcome(s)	To appoint an auditor for the 2015 and subsequent years.
Financial Implications	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.




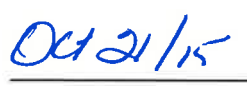


TOWN OF RIMBEY REQUEST FOR DECISION



Follow Up	Letter to Seniuk & Company or new RFP as determined by Council.	
Attachments		
Recommendation	Administration recommends we appoint Seniuk & Company as auditors for the Town of Rimbe for the years 2015 through 2019.	
Prepared By:	 _____ Lori Hillis, CPA CA Acting Chief Administrative Officer	<u>Oct 21/15</u> Date
Endorsed By:	 _____ Donna Tona, CTS Interim Chief Administrative Officer	<u>Oct 21/15</u> Date



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	4.2
Council Organizational Meeting Date	October 26, 2015
Subject	Assessor
For Organizational Meeting Agenda	Public Information
Background	Mr. Don Sheridan of Municipal Property Consultants was appointed as the Assessor for the Town of Rimbey.
Discussion	By way of Motion 072/13, Council accepted Municipal Property consultants (2009) letter and approved the five year contract renewal from 2014 to 2018 for the Assessment Services Contract.
Relevant Policy/Legislation	<p>As per requirements of Alberta Municipal Affairs, Sections 210 and 284 of the MGA and the Qualifications of Assessor Regulation (AR233/2005), municipalities must establish the position of assessor as a designated officer and by bylaw or by resolution, appoint a qualified person to that position.</p> <p>The Town of Rimbey Bylaw 786/05 is a bylaw to establish the position of Designated Officer. Item #2, indicates that the Chief Administrative Officer shall point an individual to the position of Assessor.</p>
Options/Consequences	
Desired Outcome(s)	
Financial Implications	As per their contract.
Follow Up	None
Attachments	
Recommendation	To accept the notification of Municipal Property Consultants Services Agreement as previously appointed, as information.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Donna Tona, CTS Interim 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;">  _____ Donna Tona, CTS Interim Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>



Council Agenda Item	4.3
Council Organizational Meeting Date	October 26, 2015
Subject	Engineers
For Organizational Meeting Agenda	Public Information
Background	Tagish Engineering has been involved with the Town of Rimbey for many years. This year we have had the opportunity to work very closely with them, access their expertise and in turn they have helped us out tremendously on many short notice issues. They were able to facilitate the concrete remedies from Olds Concrete and they have provided great advice on planning issues and reservoir concerns this year.
Discussion	<p>The 2015 year's assessment RFD was critical of Tagish's services and in working with them this year, administration found that we expected them to provide services for which administration could and should perform. If council notices, their updates are smaller as we are actually doing our job and thereby freeing them up so that they can provide the proper service to us.</p> <p>Tagish understands our infrastructure, are appropriate in their billing, generous with their advice and are pleased that they can now provide engineering services instead of public works and administrative services.</p>
Relevant Policy/Legislation	
Options/Consequences	
Desired Outcome(s)	Administration recommends that Tagish be appointed to the Municipality for a three year term with option for extension and with a status update from administration to Council every 6 months.
Financial Implications	If administration were to recommend a new engineering firm our costs would increase as they became familiar with our infrastructure, quirks, and issues. In the review of Tagish's billing, they are certainly reasonable and acceptable.
Follow Up	
Attachments	
Recommendation	In order to have safety and security for the residents of Rimbey, we require a professional engineering firm. Administration recommends Tagish Engineering.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Donna Tona, CTS Interim Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>



TOWN OF RIMBEY REQUEST FOR DECISION

Endorsed By:

Donna



Donna Tona, CTS
Interim Chief Administrative Officer

Oct 21/15

Date



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	4.4
Council Organizational Meeting Date	October 26, 2015
Subject	Bank
For Organizational Meeting Agenda	Public Information
Background	<p>In 2012 a Request for Proposal (RFP) was sent out for banking services to Rimbey's three local banks. All banks responded. All met the RFP requirements.</p> <p>After careful review, Administration found ATB Financial offered the best value for the Town of Rimbey and recommended to Council the Town of Rimbey banking services stay with the current provider – ATB Financial.</p> <p>At the Organizational meeting held October 27, 2014 Council passed a motion to continue with our current banking services provider ATB Financial however should put out an RFP for banking services. To date an RFP has not been prepared.</p>
Discussion	Administration received a proposal from Servus however this has not yet been compared in depth to the services provided by our current provider, ATB Financial. We have only looked at the GIC rates provided by both banks and ATB Financial's rates are higher.
Relevant Policy/Legislation	
Options/Consequences	<ol style="list-style-type: none"> 1. To keep the Town of Rimbey banking services with the current provider – ATB Financial. 2. To change banking service providers.
Desired Outcome(s)	
Financial Implications	
Follow Up	
Attachments	
Recommendation	Administration recommends keeping the Town of Rimbey's banking services with the current provider – ATB Financial.
Prepared By:	
 Per _____ Lori Hillis, CPA CA Acting Chief Administrative Officer	 _____ Date



TOWN OF RIMBEY REQUEST FOR DECISION

Endorsed By:

Donna



Donna Tona, CTS
Interim Chief Administrative Officer

Oct 21/15

Date



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	4.5
Council Organizational Meeting Date	October 26, 2015
Subject	Legal
For Organizational Meeting Agenda	Public Information
Background	<p>This past administrative year, Administration has required services of Legal on a more frequent basis. We have successfully used SIRRS for our contract law and HR Law and will use them to vet our new HR policies and we have been pleased with their billing and support. As well SIRRS are our legal representative when we have Town Bylaw Tickets that go to court.</p> <p>As well, we have had to use the services of Brownlee LLP for development issues and other matters that require high level expertise and we have been pleased with their work and billing practices. They provided stellar support to the SDAB during their deliberations on an appeal matter.</p>
Discussion	Administration believes that a combination of legal expertise is needed to facilitate the issues the municipality may come across. There are certain matters that we can refer to a local law firm and move our planning and development matters to Brownlee LLP>
Relevant Policy/Legislation	
Options/Consequences	
Desired Outcome(s)	
Financial Implications	We are prepared to provide a higher amount in the budget for these services based on what we have spent to date and what we anticipate. The 12,000 within the Peace Officer's budget will not change from year to year unless our stats indicate otherwise. The billing for the STAB from Brownlee was 5500 and SIRRS has billed us 5000 for services thus far regarding opinions, HR duty to care and other contract matters.
Follow Up	
Attachments	
Recommendation	Council appoint Brownlee LLP and SIRRS as the Legal Teams for the Municipality
Prepared By:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <hr/> Donna Tona, CTS Interim Chief Administrative Officer </div> <div style="text-align: center;">  <hr/> Date </div> </div>



Endorsed By:

Donna





Donna Tona, CTS
Interim Chief Administrative Officer

Oct 21/15

Date



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	4.6
Council Organizational Meeting Date	October 26, 2015
Subject	Surveyors
For Organizational Meeting Agenda	Public Information
Background	New West Geomatics has surveyed the municipality and provided services for us for over 40 years. They not only survey but in the last set of Bylaws are knowledgeable on the wording, procedure and what is required for success at Land Titles. This is an added service and one that has proven valuable. In the past we have sent out the geomatics to the lowest bidder and New West has by far the best service and additional expertise. Its owner Len Olson is an expert witness in Court and has over 40 years' experience.
Discussion	New West proved to Administration regarding the Rimoka Bylaws how qualified they were not only with the process but with the registration service. They were able to teach administration the nuances of this procedure and indicated that in the future they have the proper wording for the documents that they are pleased to provide to save time for Administration and make sure it's right the first time.
Relevant Policy/Legislation	MGA
Options/Consequences	New West has been instrumental in assisting administration and we are very pleased to work with them.
Desired Outcome(s)	In bidding for the lowest bidder, the Town receives survey services but really nothing more.
Financial Implications	
Follow Up	
Attachments	
Recommendation	Administration recommends Council appoint New West Geomatics as the Town's surveyor.
Prepared By:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  _____ Donna Tona, CTS Interim Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  _____ Donna Tona, CTS </div> <div style="text-align: center;">  _____ Date </div> </div>





Interim Chief Administrative Officer



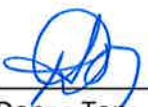
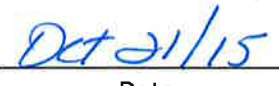


Council Agenda Item	4.7
Council Organizational Meeting Date	October 26, 2015
Subject	Deputy Mayor and Signing Authorities
For Organizational Meeting Agenda	Public Information
Background	<p>The Municipal Government Act states:</p> <p>Signing or authorization of municipal documents</p> <p>213 (1) Minutes of council meetings must be signed by</p> <ul style="list-style-type: none"> (a) the person presiding at the meeting, and (b) a designated officer. <p>(2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by</p> <ul style="list-style-type: none"> (a) the person presiding at the meeting, and (b) a designated officer. <p>(3) Bylaws must be signed by</p> <ul style="list-style-type: none"> (a) the chief elected official, and (b) a designated officer. <p>(4) Agreements and cheques and other negotiable instruments must be signed or authorized</p> <ul style="list-style-type: none"> (a) by the chief elected official or by another person authorized by council to sign them, and (b) by a designated officer, <p>or by a designated officer acting alone if so authorized by council.</p> <p>(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.</p> <p style="text-align: right;">1994 cM-26.1 s213</p>
Discussion	Previously Council used a rotation system whereby the Deputy Mayor rotated on a six (6) month schedule.
Relevant Policy/Legislation	MGA 213 (1) (2) (3) (4) (5)
Options/Consequences	Council may choose to maintain the status quo and utilize a six (6) month schedule. Council may choose to create a new schedule.
Desired Outcome(s)	To ensure documents and instruments are signed by the appropriate officials.
Financial Implications	
Follow Up	



TOWN OF RIMBEY REQUEST FOR DECISION

Attachments		
Recommendation	Administration recommends Council use a rotational system whereby the Deputy Mayor rotates on a six (6) month schedule.	
Prepared By:	 _____ Donna Tona, CTS Interim Chief Administrative Officer	<u>Oct 21/15</u> Date
Endorsed By:	 _____ Donna Tona, CTS Interim Chief Administrative Officer	<u>Oct 21/15</u> Date



Council Agenda Item	4.8 to 4.26
Council Meeting Date	October 26, 2015
Subject	Board Appointments
For Organizational Meeting Agenda	Public Information
Background	Council Members sit on various Boards throughout the community.
Discussion	
Relevant Policy/Legislation	Not applicable.
Options/Consequences	Council may choose to appoint members to the same community boards they were on last year. Council may choose to appoint members to new community boards.
Desired Outcome(s)	To provide a Council Member for Community Boards as required.
Financial Implications	Not applicable.
Follow Up	Administration will notify each of the Community Boards with their Board Appointments.
Attachments	Schedule A Committee/Boards October 2015-2016
Recommendation	For Council to review and appoint Council Members to the various Community Boards.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Donna Tona, CTS Interim 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;">  _____ Donna Tona, CTS Interim Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>



Town of Rimbey

SCHEDULE A Committee / Boards October 2015 – 2016

	Committees / Boards	Mayor Pankiw	Councillor Jaycox	Councillor Payson	Councillor Godlonton	Councillor Webb	Dev. Officer Liz Armitage	Interim CAO Donna Tona	Acting CAO Lori Hillis
4.7	Deputy Mayor (6 month term proposed)		Nov 1 2016 – Apr 30, 2017	May 1, 2017 – Oct 31, 2017	Nov 1, 2015 – Apr 30, 2016	May 1, 2016 – Oct 31, 2016			
4.7	Signing Authorities (6 month term proposed)		Nov 1 2016 – Apr 30, 2017	May 1 2017 – Oct 31, 2017	Nov 1, 2015 – Apr 30, 2016	May 1, 2016 – Oct 31, 2016			
	<i>Council Internal Committees</i>								
4.8	Bylaw & Policy Committee (3)								
4.9	Cemetery Committee (2)								
	<i>Council Community Committees</i>								
4.10	Blindman Youth Action Society (1)								
4.11	CAEP								
4.12	Chamber of Commerce (1)								
4.13	Disaster Services Committee(3)								
4.14	FCSS Board (1)								
4.15	Fire Commission (1)								
4.16	F.O.I.P. Coordinator								
4.17	Historical Society Board (1)								
4.18	Interagency Committee (2)								
4.19	Rimbey Municipal Library Board (1)								
4.20	Parkland Regional Library Board (1)								
4.21	Neighborhood Place (1)								
4.22	Rimoka Foundation Board (2)								
4.23	Wellness Committee (1)								
4.24	West Central Planning Agency								
4.25	Subdivision and Development Appeal Board Members(5) SDAB Board Member SDAB Board Member SDAB Board Member SDAB Board Member SDAB Board Member	Rob Rondeel vacant vacant Kathy Pfau vacant	November 1, 2015 – October 31, 2018 November 1, 2015 – October 31, 2018 November 1, 2015 – October 31, 2018 November 1, 2015 – October 31, 2017 November 1, 2015 – October 31, 2017						
4.26	Assessment Review Board		Regional Assessment Review Board						

**Mayor ex officio to all Committees