

TOWN OF RIMBEY

ORGANIZATIONAL MEETING AGENDA

AGENDA FOR THE ORGANIZATIONAL MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY OCTOBER 27, 2014 AT 6:30 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1. **Call to Order Regular Council Meeting & Record of Attendance**
2. **Agenda Approval and Additions**
3. **Schedule**
 - 3.1 Council & Committee of the Whole Meetings Dates and Times 2
4. **Appointments**
 - 4.1 Auditor..... 3-4
 - 4.2 Assessor 5-6
 - 4.3 Engineers..... 7-8
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 - 4.6 Deputy Mayor & Signing Authority 12-13
 - 4.7 Blindman Youth Action Society 14-16
 - 4.8 Bylaw & Policy Committee..... 14-16
 - 4.9 CAEP Board 14-16
 - 4.10 Cemetery Committee..... 14-16
 - 4.11 Chamber of Commerce 14-16
 - 4.12 Disaster Services Committee 14-16
 - 4.13 FCSS Board..... 14-16
 - 4.14 Fire Commission..... 14-16
 - 4.15 F.O.I.P. Coordinator 14-16
 - 4.16 Historical Society Board 14-16
 - 4.17 Interagency Committee 14-16
 - 4.18 Library Board (including Regional Parkland)..... 14-16
 - 4.19 Neighbourhood Place 14-16
 - 4.20 Rimoka Foundation Board..... 14-16
 - 4.21 Wellness Committee..... 14-16
 - 4.22 West Central Planning Agency..... 14-16
5. **Adjournment**



Town of Rimbey Request for Decision – to Council Organizational Meeting

Council Meeting Date: October 27, 2014

Subject: Council & Committee of the Whole Meetings Dates and Times

Confidential: No

Recommendation: Council to determine the dates and times of the Regular Council Meetings and the dates and times of the Committee of the Whole Meetings.

History: Council 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 meeting in December on the second Monday of the month.

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences

Desired
Outcome(s)

Financial:

Follow Up:

Attachments:

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



Town of Rimby Request for Decision – to Council Organizational Meeting

Council Meeting Date: October 27, 2014

Subject: Auditor

Confidential: No

Recommendation: To accept the notification of Seniuk & Company as previously appointed auditors, as information.

History: 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 - \$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 of the year ending 2013 and for audit services of the year ending 2014.

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences

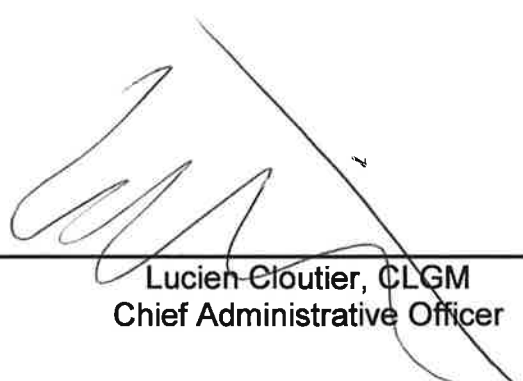
Desired
Outcome(s)

Financial:

Follow Up:

Attachments:

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Oct 23/14

Date

Endorsed by:

Lucien Cloutier, CLGM

Date

Chief Administrative Officer



Town of Rimbey Request for Decision – to Council Organizational Meeting

Council Meeting Date: October 27, 2014

Subject: Assessor

Confidential: No

Recommendation: To accept the notification of Municipal Property Consultants Services Agreement as previously appointed, as information.

History: 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/** 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.

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.

**Options/
Consequences**

**Desired
Outcome(s)**

Financial:

Follow Up:

Attachments:

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Oct 21/14

Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Oct 21/14

Date



Town of Rimbey Request for Decision – to Council Organizational Meeting

Council Meeting Date: October 27, 2014

Subject: Engineers Services

Confidential: No

Recommendation: To appoint Tagish Engineering as the main Engineering Consultants for the Town of Rimbey for the 2015 fiscal year, and to extend the 2014 Engineering Services Agreement accordingly.

History: Tagish Engineering has been the Town of Rimbey's Engineers for the past several years.

In 2014, Tagish Engineering has implemented an Engineering Services Agreement.

This agreement has been constructed to formalize a contractual relationship between Engineer and Client, for Tagish Engineering Ltd. To provide engineering services to the Town of Rimbey.

This agreement was initiated on January 1, 2014 and is in effect for one year and it can be extended by mutual agreement.

Sections of the agreement include, Introduction to Engineering Services Agreement, Supplemental Conditions, Engineering Agreement between Client and Engineer, Overall Engineering Scope of Services, Overall Engineering Fee Basis, Insurance, Safety Certificate and WCB Clearance Letter.

Discussion: The Town of Rimbey has had a generally positive, on-going relationship with Tagish Engineering and, at this time, we are recommending to continue using their services for the 2015 fiscal year. We believe that we should use 2015 as a review year in which to evaluate their services, with an aim to present Council with a recommendation in October 2015, for 2016 and beyond. Such a recommendation may suggest that a proposal call be made for engineering services or provide for the continuation of Tagish's services for a

specified period.

Relevant Policy/
Legislation/

Options/
Consequences

To appoint Tagish Engineering as the Town of Rimbey Engineers and execute a 2015 Tagish Engineering Services in January of 2015.

To explore alternative engineering service providers.

Desired
Outcome(s)

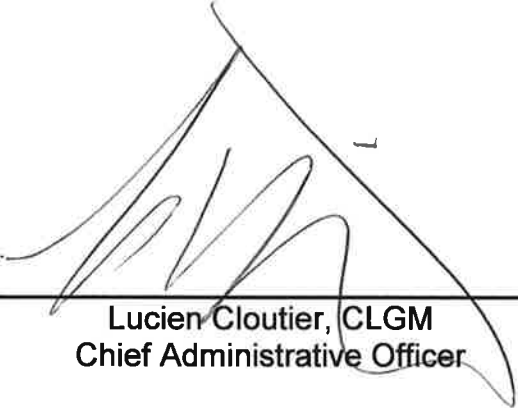
To ensure the safety of the Town of Rimbey residents by hiring qualified and reliable engineering personnel.

Financial:

Follow Up:

Attachments:

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Oct 23/14

Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



Town of Rimbey Request for Decision – to Council Organizational Meeting

Council Meeting Date: October 27, 2014

Subject: Banking Services

Confidential: No

Recommendation: The Town of Rimbey's banking services stay with the current provider, ATB Financial.

History: 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.

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.

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences

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:

Follow Up:

Attachments:

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Oct 23/14

Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



Town of Rimbey Request for Decision – to Council Organizational Meeting

Council Meeting Date: October 27, 2014

Subject: Legal Services

Confidential: No

Recommendation: To retain Chapman Riebeek LLP as legal counsel for the Town of Rimbey.

History: The Town of Rimbey has for the past several years, utilized Chapman Riebeek LLP of Red Deer, Alberta as legal counsel.

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences

Desired
Outcome(s)

Financial:


Follow Up:

Attachments:

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



Town of Rimbey Request for Decision – to Council Organizational Meeting

Council Meeting Date: October 27, 2014

Subject: Deputy Mayor and Signing Authority

Confidential: No

Recommendation: Council to use a rotational system whereby the Deputy Mayor rotates on a six (6) month schedule as follows: Councillor Jaycox Oct 27, 2014 to April 30, 2015, Councillor Payson May 1, 2015 to October 31, 2015, Councillor Godlonton November 1, 2015 to April 30, 2016, and Councillor Webb May 1, 2016 to October 31, 2016.

The Chief Administrative Officer to administer the Oath of Deputy Mayor to each Councillor as their term for Deputy Mayor commences.

History:

Discussion:

Relevant Policy/
Legislation/

The Municipal Government Act states:

Signing or authorization of municipal documents

- 213 (1) Minutes of council meetings must be signed by
- (a) the person presiding at the meeting, and
 - (b) a designated officer.
- (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
- (a) the person presiding at the meeting, and
 - (b) a designated officer.
- (3) Bylaws must be signed by
- (a) the chief elected official, and
 - (b) a designated officer.
- (4) Agreements and cheques and other negotiable instruments must be signed or authorized
- (a) by the chief elected official or by another person authorized by council to sign them, and
 - (b) by a designated officer, or by a designated officer acting alone if so authorized by council.
- (5) A signature may be printed, lithographed or

Options/
Consequences

1. Use a six (6) month rotation for the term of Deputy Mayor.
2. Determine an alternate rotation schedule for the Term of Deputy Mayor.

Desired
Outcome(s)

To ensure documents and instruments are signed by the appropriate officials.

Financial:

Follow Up:

Attachments:

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date

Agenda Item:

4.7- 4.22



Town of Rimbe Request for Decision – to Council Organizational Meeting

Council Meeting Date: October 27, 2014

Subject: Committee/Board Appointments

Confidential: No

Recommendation: Council to appoint members to Committees and Boards.

History:

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences

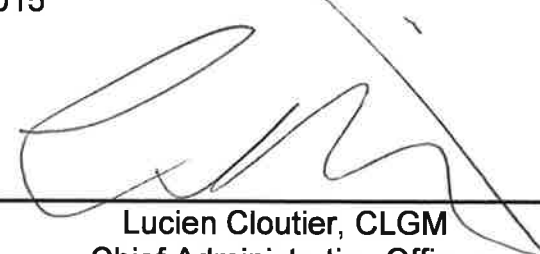
Desired
Outcome(s)

Financial:

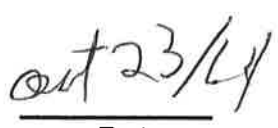
Follow Up:

Attachments: Town of Rimbe Schedule A, Committee/Boards Oct 2014 – 2015

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



Town of Rimbey

SCHEDULE A Committee / Boards October 2013 – 2014

Committees / Boards	Mayor Pankiw	Councillor Webb	Councillor Olsen	Councillor Jaycox	Councillor Payson	CAO Tony Goode	Assist. CAO Melissa Beebe
		1	2	3	4		
Deputy Mayor (6 month term proposed)		Oct 29 2013 – Apr 2014	May 2014 – Oct 2014	Nov 2014 – Apr 2015	May 2015 – Oct 2015		
Signing Authorities (6 month term proposed)		Oct 29 2013 – Apr 2014	May 2014 – Oct 2014	Nov 2014 – Apr 2015	May 2015 – Oct 2015		
Blindman Youth Action Society (1)			X				
Bylaw & Policy Committee (3)	X	X		X			
CAEP Board (2)		X		X			
Cemetery Committee (2)	X	X					
Chamber of Commerce (1)	X						
Disaster Services Committee(3)			X	X	X		X
FCSS Board (1)		X					
Fire Commission (1)					X		
F.O.I.P. Coordinator						X	X
Historical Society Board (1)		X					
Interagency Committee (2)	X		X				
Library Board (includes Parkland Library Board) (1)					X		
Neighborhood Place (1)					X		
Recreation Board (2)			X		X		
Rimoka Foundation Board (2)	X			X			
West Central Planning Agency(2)			X	X		X	
Subdivision and Development Appeal Board (5) Term - 2013	Rhonda Tarney	Rob Rondeel	Bob Johnston	Tim Buist	Kathy Pfau		
Assessment Review Board (3)	Central Alberta Regional Assessment Review Board						

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



Town of Rimbey

SCHEDULE A Committee / Boards October 2014 – 2015

Committees / Boards	Mayor Pankiw	Councillor Jaycox	Councillor Payson	Councillor Godlonton	Councillor Webb	CAO Lucien Cloutier	Assist. CAO Lori Hillis
		1	2	3	4		
Deputy Mayor (6 month term proposed)		Oct 27 2014 – Apr 2015	May 2015 – Oct 2015	Nov 2015 – Apr 2016	May 2016 – Oct 2016		
Signing Authorities (6 month term proposed)		Oct 27 2014 – Apr 2015	May 2015 – Oct 2015	Nov 2015 – Apr 2016	May 2016 – Oct 2016		
Blindman Youth Action Society (1)							
Bylaw & Policy Committee (3)							
CAEP Board (2)							
Cemetery Committee (2)							
Chamber of Commerce (1)							
Disaster Services Committee(3)							
FCSS Board (1)							
Fire Commission (1)							
F.O.I.P. Coordinator							
Historical Society Board (1)							
Interagency Committee (2)							
Library Board (includes Parkland Library Board) (1)							
Neighborhood Place (1)							
Rimoka Foundation Board (2)							
Wellness Committee (1)							
West Central Planning Agency(2)							
Subdivision and Development Appeal Board (5) Term – 2013-2015.	Rhonda Tarney	Rob Rondeel	Bob Johnston	Tim Buist	Kathy Pfau		
Assessment Review Board (3)	Central Alberta Regional Assessment Review Board						

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