



Town of Altona

**STANDING COMMITTEE/COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 23RD, 2018 AT 3:30 P.M.
In the Town of Altona Council Chambers**

Minutes of the Committee of the Whole meeting held on Tuesday, January 23RD, 2018 at 3:30 p.m. at the Altona Civic Centre Council Chambers.

Present were: Mayor Melvin Klassen, Deputy Mayor Al Friesen, Councillors: Terry Wiebe, Glen Robinson, Tim Fast, Ann Kroeker and Donna Rosling-Wolters.

Administration: CAO Dan Gagné, Recreation Services Manager Ron Epp, Public Works Manager Clint Derksen, Fire Chief Greg Zimmerman and Finance Manager Terry Fehr.

Regrets: Assistant CAO Delores Loewen

1. Call to order – Head of Council
Mayor Melvin Klassen called the meeting to order at the appointed time.
2. Review of the agenda:
Addition to the Agenda:
7.3 Waste Diversion Project Engineering Services Contract
8.3 ACCESS Field Letter of Support
9.2.5 Tax Sale Property Reserve Bid
10.3 Adult & Teen Challenge Sponsorship Request

MOTION: Donna Rosling-Wolters moved and Glen Robinson seconded to approve the agenda with the above noted additions.

CARRIED.

3. Review of the minutes – January 9th, 2018

MOTION: Al Friesen moved and Tim Fast seconded that the minutes of January 9th, 2018 be approved as presented.

CARRIED.

4. Business Arising from the Minutes
 - 4.1 Premier's Volunteer Service Award 2018
C.A.O. Dan Gagné reported that three names were submitted since the last COTW meeting. Recreation Services Manager Ron Epp indicated that based on the success rate of past nominations, the criteria for successful nominations appears to favour individuals with endeavours with broader impact (regionally or provincially). The Committee agreed to hold off making a nomination this year.
5. Delegation – none.
6. C.A.O.
 - 6.1 C.A.O. report
C.A.O. Dan Gagné reviewed the report. A final review of the draft 2018 Financial Plan would be appreciated to allow for Administration to prepare the final package for public review. Committee members agreed to meet on Friday, January 26th at 9 AM to finalize the draft and to discuss the following additional topics:
Valley Fiber
Update from the Regional Economic Development Committee
Ongoing development opportunities
Policies on receiving gifts, vacation/leave
 - 6.2 AMM Leadership Seminar
For information only.
 - 6.3 Emergency Management Quarterly Report
For information only.
 - 6.4 Member Advisory – Local Vehicle for Hire Act
For information only.
 - 6.5 Manitoba EMO Staff changes
For information only.
7. Works & Operations
 - 7.1 Public Works – no report.
 - 7.1.1 2017 Annual Compliance Audit
For information only.
 - 7.2 Altona/Rhineland Fire Department – no report.

7.3 Waste Diversion Project Engineering Services Contract

Works & Operations Chair Glen Robinson reported that at the most recent Shared Services Committee meeting, a recommendation was made to award the engineering services contract to J.R. Cousin Consultants for the Waste Diversion Project at the landfill. Public Works Manager Clint Derksen provided background on the benefits of introducing a waste diversion area at the landfill.

RECOMMENDATION: Glen Robinson moved and Al Friesen seconded to recommend approval of the following resolution:

WHEREAS the Town of Altona and the Municipality of Rhineland were awarded a grant of \$100,000 through the Investing in Canada – Small Communities Fund (SCF) for the Waste Diversion project;

AND WHEREAS it is in both municipalities best interests to initiate the project as soon as possible;

NOW THEREFORE BE IT RESOLVED THAT the proposal for engineering services for the Waste Diversion Project from J.R. Cousin Consultants Inc. in the amount of \$30,045 plus taxes be accepted and approved as reviewed and recommended by the Shared Services Committee.

8. Community & Social Development

8.1 Recreation Service – monthly report

Recreation Services Manager Ron Epp reviewed the monthly report. The Altona Curling Club reported a successful Manitoba Canola Growers Junior Tournament with Councillor Al Friesen reporting an approximate \$28,000 profit. A portion of the profits will go to Curl Manitoba and to the Altona Community Foundation.

The Province of Manitoba has announced a cut in funding to the Manitoba Community Services Council. A letter was sent to MLA Cliff Graydon and Recreation Services Manager Ron Epp recommended that a letter from Council be sent to the Minister responsible and to the Premier. Committee members supported the idea of sending a letter on behalf of Council.

8.2 Winter Carnival

For information only.

8.3 ACCESS Field Letter of Support

Mayor Klassen reviewed an opportunity for Altona Minor Baseball (AMB) to secure grant funding from the Jays Care Foundation for lights at ACCESS Field. AMB has requested a letter of support from the Town of Altona and has organized a rally to occur on Friday, January 26th, 2018 at the ACCESS Field park.

Committee members discussed the current terms of reference document and requested estimated electricity costs associated with lights. Recreation Services Manager Ron Epp indicated that the costs are highly dependent on the type of lights and how the service is classified by Manitoba Hydro. In reviewing potential electricity costs with a supplier, the hourly costs were estimated as follows:

\$21.76 for metal halide

\$15.54 for high performance metal halide

\$12.19 for LED

The supplier cautioned that while LED appears to be much cheaper, when factoring the original capital outlay for LED, the difference over the life of the bulb may not be as significant. The decision will rest with the ACCESS Field Committee and AMB. Committee members agreed with providing a letter of support but wanted to review the terms of reference and explore facility policies to regulate the use of lights and recovery of costs.

9. Finance & Administration

9.1 Planning – no report.

9.2 Finance & Administration

9.2.1 A/P Cheques #3870 - #3975 in the amount of \$754,767.86

RECOMMENDATION: Terry Wiebe moved and Al Friesen seconded to recommend approval of the following resolution:

THEREFORE BE IT RESOLVED THAT the Town of Altona accounts payable cheques #3870 to #3975 in the amount of \$754,767.86 be approved as reviewed and recommended by Committee of the Whole.

CARRIED.

9.2.2 Payroll & Indemnities – December 31st – January 13th - \$88,113.06

RECOMMENDATION: Glen Robinson moved and Donna Rosling-Wolters seconded to recommend approval of the following resolution:

THEREFORE BE IT RESOLVED THAT payroll and council indemnities from December 31st, 2017 – January 13, 2018 in the amount of \$88,113.06 be approved as reviewed and recommended by Committee of the Whole.

CARRIED.

9.2.3 Public Utilities Board Order No. 5/18

Finance Manager reviewed report and Committee members discussed implications of rate approval.

RECOMMENDATION: Tim Fast moved and Al Friesen seconded to recommend approval of the following resolution:

WHEREAS the Public Utilities Board has issued Order No. 5/18 approving the water and sewer rates requested by the Town of Altona on By-Law No. 1753/2016 effective January 1, 2018;

NOW THEREFORE BE IT RESOLVED THAT By-Law no. 1753/2016 to establish water and sewer rates “as amended” be given third reading.

CARRIED.

9.2.4 Borrowing By-Law No. 1761/2017

Finance Manager Terry Fehr reviewed the report recommending the finalizing of the borrowing by-law for Phase 3 of the lagoon expansion project. The by-law was approved by the Municipal Board and upon 3rd reading of the by-law, the Town will be able to receive the debt proceeds from RBC Life Insurance Company.

RECOMMENDATION: Tim Fast moved and Glen Robinson seconded to recommend approval of the 2nd and 3rd readings of Borrowing By-Law No. 1761/2017 at tonight’s Council meeting.

CARRIED.

9.2.5 Tax Sale Property Reserve Bid

Finance Manager Terry Fehr reviewed the report recommending that the minimum reserve bid be set to cover all arrears and costs of the tax sale process.

RECOMMENDATION: Terry Wiebe moved and Glen Robinson seconded to recommend approval of the following resolution:

WHEREAS pursuant to s 372 of the Municipal Act a municipality may set a reserve bid in the amount of the tax arrears and costs in respect of the property;

NOW THEREFORE BE IT RESOLVED THAT the Town of Altona place a reserve bid on all properties in the amount of all arrears and costs in respect of each property as recommended by the Committee of the Whole.

CARRIED.

10. New Business

10.1 Manitoba Electoral Divisions Boundaries Commission news release
For information only.

10.2 Manitoba Agricultural Hall of Fame
For information only.

10.3 Adult & Teen Challenge Sponsorship request
For information only.

11. Correspondence – none.

12. In-Camera – not required.

13. Adjournment – 4:35 p.m.

MOTION: Terry Wiebe moved and Al Friesen seconded the following resolution:

THEREFORE BE IT RESOLVED THAT this meeting is now adjourned and the next regular meeting of the Committee of the Whole be held on Tuesday, February 13th, 2018 at 3:30 p.m.

CARRIED.