



Town of Altona

**STANDING COMMITTEE/COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, July 17<sup>th</sup>, 2018 AT 2:30 P.M.**

**In the Town of Altona Council Chambers**

Minutes of the Committee of the Whole meeting held on Tuesday, July 17<sup>th</sup>, 2018 at 2:30 p.m. at the Altona Civic Centre Council Chambers.

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

Administration: CAO Dan Gagné, Assistant CAO Delores Loewen, Finance Manager Terry Fehr, Recreation Services Manager Ron Epp and Fire Chief Greg Zimmerman.

Absent: Councillor Donna Rosling-Wolters and Public Works Manager Clint Derksen.

Delegations: Ian Hyslop and David Ross from Exchange Group, Altona Police Chief Perry Batchelor on behalf of the Altona Police Board.

Gallery: Joel Pankewich.

1. Call to Order – Head of Council  
Mayor Melvin Klassen called the meeting to order at the appointed time.
2. Review of Agenda  
Addition:  
5.2 Altona Police Board

**MOTION: Tim Fast and Ann Kroeker seconded** THAT the agenda be approved with the above noted addition.

**CARRIED.**

3. Review of Previous Minutes
  - 3.1 Minutes of June 26<sup>th</sup>, 2018

**MOTION: Al Friesen moved and Tim Fast seconded** THAT the minutes of June 26<sup>th</sup>, 2018 be approved as circulated.

**CARRIED.**

4. Business Arising from the Minutes - none.

5. Delegation

- 5.1 Exchange Group at 2:30 p.m.

Mayor Melvin Klassen welcomed Ian Hyslop and David Ross from Exchange Group to the meeting. Ian Hyslop reviewed the 2017 Audit Report, noting that the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Altona as at December 31<sup>st</sup>, 2017. The results of its operations, change in net financial assets, and cash flows for the year ended December 31, 2017 are all in accordance with Canadian Public Sector Accounting Board (PSAB) Standards.

The general operating fund financial statement prepared under the Municipal Act rules (cash basis) indicated a deficit of \$1,462.00. Mr. Hyslop advised Council to focus on the Statement of Change in Net Financial Assets which highlights a depletion of the Town's cash position or net financial assets due to the capital purchases in 2017. Mr. Hyslop pointed out that the Town's practice of drawing from reserves to fund capital purchases or projects instead of borrowing has decreased the Town into a net financial deficit position. In looking specifically at the Town of Altona's ratio of reserves to total assets, the Town's ratio (6%) is on the lower end of the scale as compared to other municipalities audited by Exchange Group. Council was advised to increase their ratio to a more acceptable range (between 10% to 12 %).

Mayor Klassen thanked Exchange Group for their presentation.

- 5.2 Altona Police Board at 3:30 p.m.

Mayor Melvin Klassen welcomed Chief Perry Batchelor to the meeting. Chief Batchelor indicated he would present the report on behalf of the Altona Police Board because none of the Board members were available to come to today's meeting. Chief Batchelor thanked Council for allowing the addition to the agenda on short notice. Chief Batchelor reviewed the correspondence sent by Board Chair Adam Mace. Mr. Mace noted that the Altona Police Service is a member of the Regional Support Tactical Team

(RSTT) together with the police services from Winkler and Morden. The RSTT has been given the opportunity to purchase four fully out-fitted support vehicles from the Winnipeg Police Service (WPS) which can better accommodate the extra equipment and needs of the RSTT members in comparison to the existing police service vehicles. The RSTT team leader, Jonathan Goertzen recommended that the three police services each purchase one of the vehicles (two Ford Explorers and one GMC Suburban) so that they would be available for use by the team. The fourth WPS vehicle would not be purchased.

Assuming the subject vehicles are in good condition, this opportunity represents a chance for the Altona Police Service and the RSTT to acquire vehicles that would otherwise not be affordable as the cost of a similar new and fully out-fitted vehicle would be \$60,000 to \$70,000 or more.

The cost to the Altona Police Service for one of the vehicles will be approximately \$6,000. With respect to carrying costs, an estimated \$1,300 will be needed for insurance and registration. The acquisition cost will be covered by the \$7,000 currently in the 2018 Capital Budget for Police Equipment. The Board has unanimously voted to recommend the purchase of one of the vehicles.

**RECOMMENDATION: Glen Robinson moved and Ann Kroeker seconded** to recommend approval of the following resolution:

THEREFORE BE IT RESOLVED that the Town of Altona approve the purchase of a support vehicle from the Winnipeg Police Service in the amount of \$6,000.00 as reviewed and recommended by Committee of the Whole.

**CARRIED.**

Mayor Melvin Klassen thanked Chief Batchelor for the presentation.

6. C.A.O.

6.1 C.A.O. Report

CAO Dan Gagné reported that the Public Works Manager and the CAO recently met with Jason Cousin of J.R. Cousin Consultants (JRCC) to review the deficiencies at the Wastewater Treatment Plant. There are essentially three areas of the plant (sand filtration, diagnostic centre, ultra violet treatment) that still require some fine-tuning by the contractor before they are fully operational. The sand filtration appears to be operating at capacity but the contractor will be monitoring this on site on a weekly basis and

conducting tests to ensure they are achieving the most effective chemical dosing.

## 6.2 Legalization of Cannabis

C.A.O. Dan Gagné noted that in anticipation of the legalization of cannabis, the Town of Altona needs to implement zoning by-law changes to regulate the location of cannabis-related uses (retail, commercial cultivation and commercial processing) and to establish a by-law concerning public consumption.

**RECOMMENDATION: Ann Kroeker moved and Terry Wiebe seconded** to recommend approval of the following resolution:

WHEREAS the Federal Government has passed legislation to legalize recreational cannabis in Canada;

AND WHEREAS the Province of Manitoba has given municipalities authority over the location of retail and commercial cannabis locations within municipalities;

THEREFORE BE IT RESOLVED THAT the Administration draft the necessary by-laws to regulate the location of cannabis-related uses and to regulate public consumption as reviewed and recommended by Committee of the Whole.

**CARRIED.**

## 6.3 MSTW proposal to renew contract to administer Part 3 inspections

C.A.O. Dan Gagné noted that the Town of Altona has received a proposal from the Morden, Stanley, Thompson, Winkler (MSTW) Planning District to renew its contract to administer Part 3 inspections for the Town of Altona.

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

WHEREAS THE Morden Stanley Thompson Winkler Planning District (MSTW) has administered Part 3 inspections for the Town of Altona since 2016;

AND WHEREAS MSTW has proposed a renewal of the original agreement;

THEREFORE BE IT RESOLVED THAT the Chief Administrative Officer be hereby authorized to endorse a renewal agreement with MSTW to remain in place until December 31, 2020 as reviewed and recommended by Committee of the Whole.

**CARRIED.**

6.4 Administrative Penalty Scheme By-law

C.A.O Dan Gagné reported that the Town of Altona needs to enact a by-law that provides for an administrative penalty scheme for the enforcement of its by-laws.

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

THEREFORE BE IT RESOLVED THAT By-law No. 1760/2018 to establish a new Administrative Penalty Scheme By-law be given first reading

**CARRIED.**

7. Works & Operations

7.1 Public Works – monthly report

Committee members reviewed report.

7.1.1 SCADA Project for Water Reservoirs

The 2018 Capital Budget included an upgrade to the motor control centre (MCC) in the North Reservoir as well as a supervisory control and data acquisition (SCADA) system between the two water reservoirs.

**RECOMMENDATION: Tim Fast moved and Terry Wiebe seconded** to recommend approval of the following resolution:

WHEREAS the 2018 Financial Plan allocated up to \$91,000 for the installation of a monitoring system for the north and south water reservoirs;

WHEREAS the two following proposals were received to complete the work:

- Brian Automation quoted \$66,309.00, plus taxes
- Manco Control Systems quoted \$83,722.28, plus taxes

NOW THEREFORE BE IT RESOLVED THAT the aforementioned capital expenditure is hereby approved;

AND FURTHER BE IT RESOLVED THAT the contract for the installation of a monitoring system for the north and south water reservoirs be awarded to Brian Automation in the amount of \$66,309.00 plus taxes as reviewed and recommended by Committee of the Whole.

**CARRIED.**

7.1.2 10<sup>th</sup> Avenue Road Construction Project

This year's major road construction project was to focus on a deteriorated portion of 10<sup>th</sup> Avenue NW between 2<sup>nd</sup> Street NW and 3<sup>rd</sup> Street NW. In speaking with JRCC, the portion of 10<sup>th</sup> Avenue NW was not designed as a truck route and it is lacking in structural design which escalated the estimated costs. In addition to the increased costs, uncompetitive bidding resulted in the project falling well beyond the authorized budget. Administration does not recommend proceeding with the full completion of the 10<sup>th</sup> Avenue NW project.

**RECOMMENDATION:** Terry Wiebe moved and Tim Fast seconded to recommend approval of the following resolution:

WHEREAS the 2018 Financial Plan allocated \$320,805, which factored in the approval of a \$100,000 Manitoba Road Improvement Program grant, for street overlays and repairs based on the Town of Altona's priority roads report;

AND WHEREAS J.R. Cousin Consultants, on behalf of the Town of Altona, called for tenders for the partial reconstruction of 10<sup>th</sup> Avenue NW;

AND WHEREAS two tenders were submitted as follows:

- Borland Construction \$523,945 plus taxes
- Maple Leaf Construction \$539,845 plus taxes

NOW THEREFORE BE IT RESOLVED THAT the tender for the partial reconstruction of 10<sup>th</sup> Avenue NW not be awarded to any company due to budgetary restrictions as reviewed and recommended by Committee of the Whole.

**CARRIED.**

Administration requested to have the above noted resolution presented at tonight's Council meeting.

Administration presented an alternative road construction plan to the 10<sup>th</sup> Avenue NW project. The recommendation was for the Town of Altona to proceed with spending up to \$200,000 in 2018 on the following road construction projects:

- a. Main Street (approximately \$105,000); and
- b. 5<sup>th</sup> Avenue NW (\$28,000)
- c. the balance of the \$200,000 budget to be spent on general crack sealing throughout Altona.

**RECOMMENDATION:** **Al Friesen moved and Ann Kroeker seconded** to recommend approval of the following resolution:

WHEREAS the 2018 Financial Plan allocated \$320,805, which factored in the approval of a \$100,000 Manitoba Road Improvement Program grant, for street overlays and repairs based on the Town of Altona's priority roads report;

AND WHEREAS budgetary restrictions have eliminated the possibility of completing the originally planned 10<sup>th</sup> Avenue NW project;

AND WHEREAS the Minister of Infrastructure has agreed to negotiate a cost-sharing agreement for the renewal of the provincially-owned section of Main Street;

NOW THEREFORE BE IT RESOLVED THAT subject to approval of the MRIP grant and reallocation to other projects, the Town of Altona proceed with spending up to \$200,000 on the following street repairs, in order of priority:

1. Main Street renewal;
2. 5th Avenue NW; and
3. General crack sealing throughout Altona.

**CARRIED.**

Administration requests to have the above noted resolution presented at tonight's Council meeting.

#### 7.2 Altona/Rhineland Fire Department – monthly report

Fire Chief Greg Zimmerman reviewed the Altona Fire Department report. The 29 Dräger SCBAs (air packs) have arrived. The RM of Brokenhead Fire Department have purchased the 10 G1 MSAs for \$55,000.00. The new tanker saw its first call on July 7<sup>th</sup> and exceeded expectations with its performance. Membership in the department is stronger than it's ever been with 27 responding members, 18 of which are able to respond during the day. The list does not include 1 member on extended leave, the Chaplain or the 5 cadets.

Fire Chief reported that they are considering having the new ladder truck transported up to Minneapolis and from there drive the truck up to Altona.

#### 7.3 Emergency Management – no report

7.4 Animal Control Report – quarterly report  
For information only.

8. Community & Social Development

8.1 Recreation Service – monthly report  
Recreation Services Manager Ron Epp reviewed the monthly recreation report. Access Credit Union is sponsoring a free swim day on August 21<sup>st</sup>, 2018.

9. Finance & Administration – *Chaired by Tim Fast*

9.1 Planning – monthly report.  
For information only.

9.1.1 Reminder – Altona Fringe Secondary Plan Public Hearing  
For information only.

9.1.2 Subdivision File no. 4400-18-7767

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

THEREFORE BE IT RESOLVED THAT the proposed Subdivision File No. 4400-18-7767 to subdivide a portion of a lot to be consolidated with an adjacent lot be hereby approved with no conditions as reviewed and recommended by Committee of the Whole.

**CARRIED.**

Administration requested to have the above noted resolution presented at tonight's Council meeting.

9.2 Finance & Administration

9.2.1 A/P Cheques #4615 to #4804 in the amount of \$1,005,023.65

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

THEREFORE BE IT RESOLVED THAT the Town of Altona accounts payable cheques #4615 to #4804 in the amount of \$1,005,023.65 be approved as reviewed and recommended by Committee of the Whole.

**CARRIED.**

9.2.2 Payroll from June 17<sup>th</sup> - 30<sup>th</sup>, 2018 in the amount of \$127,296.04

**RECOMMENDATION: Terry Wiebe moved and Ann Kroeker seconded** to recommend approval of the following resolution:

THEREFORE BE IT RESOLVED THAT the payroll and indemnities from June 17<sup>th</sup> – June 30<sup>th</sup>, 2018 in the amount of \$127,296.04 be approved as reviewed and recommended by Committee of the Whole.

**CARRIED.**

9.2.3 June 2018 Financial Statements

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

THEREFORE BE IT RESOLVED THAT the financial statement for June 2018 be approved as reviewed and recommended by Committee of the Whole.

**CARRIED.**

9.2.4 2017 Draft Audit Report Approval

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

THEREFORE BE IT RESOLVED THAT the Draft Audited Consolidated Financial Statements for the year ended December 31, 2017 be approved as reviewed and recommended by Committee of the Whole;

AND BE IT FURTHER RESOLVED THAT we agree to sign the Representation Letter authorizing The Exchange Chartered Professional Accountants to proceed with producing the final Audited Consolidated Financial Statements for the year ended December 31, 2017.

**CARRIED.**

9.2.5 Solid Waste Collection Fee Cancellation – Red Sunflower

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

THEREFORE BE IT RESOLVED THAT the following Solid Waste Collection Fee cancellation be approved as reviewed and recommended by Committee of the Whole.

<b>Roll #</b>	<b>Business/Property Owner Name</b>	<b>Reason &amp; Amount to be Cancelled</b>
5000	Ronald & Evelyn Davis / Red Sunflower Restaurant	closed in 2016 cancel 2018 Solid Waste Collection Fee of \$310.00

**CARRIED.**

9.2.6 Pembina Valley Water correspondence  
For information only.

10. New Business

10.1 Board of Revision for 2019 Assessment Roll on Tuesday, October 9<sup>th</sup>, 2018 at 6:00 p.m.  
For information only.

11. Correspondence

11.1 AMM Member Advisory  
For information only.

11.2 Manitoba Chapter – Bill 218 – The Prompt Payments in the Construction Industry Act  
For information only.

12. In-Camera

13. Adjournment – 5:00 p.m.

**MOTION:** **Terry Wiebe moved and Ann Kroeker seconded** the following motion:

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, August 21<sup>st</sup>, 2018 at 3:30 p.m.

**CARRIED.**