



Town of Altona

**STANDING COMMITTEE/COMMITTEE OF THE WHOLE MEETING
TUESDAY, March 26th, 2019 at 3:30 P.M.
In the Town of Altona Council Chambers**

Minutes of the Committee of the Whole meeting held on Tuesday, March 26th, 2019 at 3:30 p.m. at the Altona Civic Centre Council Chambers.

Present were: Mayor Al Friesen, Deputy Mayor Glen Robinson, Councillors: Joel Pankewich, Donna Rosling-Wolters, Harv Schroeder, Curt Letkeman, Jordan Siemens and.

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

Absent: Public Works Manager Clint Derksen and Youth Representative Jossie Yan.

1. Call to Order – Head of Council
Mayor Al Friesen called the meeting to order at the appointed time.
2. Review of Agenda

MOTION: Harv Schroeder moved and Curt Letkeman seconded THAT the agenda be approved as presented.

CARRIED.

3. Review of Previous Minutes
3.1 Minutes of March 12th, 2019

MOTION: Donna Rosling-Wolters moved and Glen Robinson seconded THAT the minutes of March 12th, 2019 be approved as circulated.

CARRIED.

4. Business Arising from the Minutes
5. Delegations – none

6. C.A.O.

6.1 C.A.O. Report

C.A.O. Dan Gagné reviewed the report.

6.2 Follow-up Action List

For information only

6.3 Governance Review Priority List

For information only.

6.4 Strategic Planning Facilitation

C.A.O. Dan Gagné reviewed the report. Committee members discussed the previous strategic planning session, the returning Council members' experience with Way To Go Consulting, experience with Andres Consulting and what Council is trying to accomplish through this process.

RECOMMENDATION: Glen Robinson moved and Harv Schroeder seconded to recommend approval of the following resolution:

WHEREAS Council deems it in the Town of Altona's best interests to create a strategic plan;

AND WHEREAS Administration has received consultant proposals for strategic planning facilitation;

NOW THEREFORE BE IT RESOLVED that the strategic planning facilitation contract be awarded to Andres Consulting as reviewed and recommended by the Committee of the Whole.

CARRIED.

6.5 Community Development Officer position

C.A.O. Dan Gagné summarized the report and the need to approve the new job description and formally appoint Sarah Radmore as the Community Development Officer.

RECOMMENDATION: Curt Letkeman moved and Glen Robinson seconded to recommend approval of the following resolution:

WHEREAS the position of Assistant Chief Administrative Officer / Community Development Officer has been vacated;

AND WHEREAS the position has been redefined and renamed Community Development Officer;

THEREFORE BE IT RESOLVED THAT the job description and salary grid for the position of Community Development Officer be approved;

AND BE IT FURTHER RESOLVED THAT Sarah Radmore of Altona, Manitoba be appointed as the Community Development Officer, effective April 9, 2019 as reviewed and recommended by Committee of the Whole.

6.6 Valley Fiber agreements

C.A.O. Dan Gagné responded to Committee member questions about the various agreements. There was concern about the release of payment for construction prior to completion of the installation of the Valley Fiber network throughout the Town of Altona. Committee members also wondered if the service level agreement could include internet services. Administration was instructed to contact Valley Fiber to discuss these two points and bring the agreements back to the next meeting.

7. Works & Operations

7.1 Public Works

7.1.1 Drainage Feasibility Study Report

Mayor Al Friesen thanked Clint Derksen for providing the valuable background information to help Committee members understand the issue.

7.2 Altona/Rhineland Fire Department – no report

7.3 Emergency Management

7.3.1 March 11, 2019 Flood Preparedness Seminar Report

For information only.

7.4 Animal Control Report – no report

8. Community & Social Development

8.1 Recreation Services

8.1.1 Monthly report

Recreation Services Manager Ron Epp reviewed some of the report highlights.

8.1.2 Pool & Campground Rates

8.1.3 Aquatic Centre

Recreation Services Manager Ron Epp reviewed the comparative rate information provided and the rationale for the proposed 2019 rates. Committee members discussed the cancellation policy for group reservations and rates for unserviced sites.

RECOMMENDATION: Joel Pankewich moved and Curt Letkeman seconded to recommend approval of the Pool, Campground and Aquatic Centre rates as presented.

Recreation Services Manager Ron Epp will prepare a proposed resolution for Council's consideration at the April 9th, 2019 regular meeting.

8.2 Council Youth Representative – no report

9. Finance & Administration

9.1 Planning – no report

9.2 Finance & Administration

9.2.1 Accounts Payables Cheques

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

THEREFORE BE IT RESOLVED THAT the Town of Altona accounts payable cheques #5897 - #5970 in the amount of \$150,732.51 be approved as reviewed and recommended by Committee of the Whole.

CARRIED.

9.2.2 Payroll & Indemnities

RECOMMENDATION: Curt Letkeman moved and Harv Schroeder seconded to recommend approval of the following resolution:

THEREFORE BE IT RESOLVED THAT the Town of Altona approve payroll from February 24 to March 9, 2019 in the amount of \$83,618.15 as reviewed and recommended by Committee of the Whole.

CARRIED.

9.2.3 Tax levy By-law no. 1772/2019

RECOMMENDATION: **Curt Letkeman moved and Glen Robinson seconded** to recommend approval of the following resolution:

THEREFORE BE IT RESOLVED THAT Bylaw 1772/2019 for the 2019 Municipal Property and Education Tax Levy be given first reading.

CARRIED.

9.2.4 Municipal Operating Grant confirmation
For information only.

10. New Business

10.1 2019 Municipal Officials Seminar

Committee members who attended shared thoughts on the 2019 Municipal Officials Seminar.

11. Correspondence

11.1 Manitoba Justice – New Home Warranty Legislation

For information only.

11.2 Way To Go Consulting Inc. – Disaster Financial Assistance claims

For information only.

11.3 Association of Manitoba Municipalities – 2019 Provincial Budget

For information only.

11.4 Association of Manitoba Municipalities – News Bulletin

For information only.

11.5 Manitoba Enhanced Operating Funding Announcement

For information only.

12. In-Camera - none

13. Adjournment – 4:50 p.m.

MOTION: **Joel Pankewich moved and Jordan Siemens seconded** THAT this meeting is now adjourned and the next regular meeting of the Committee of the Whole be held on Tuesday, April 9th at 3:30 p.m.

CARRIED.