



Town of Altona

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

**TUESDAY, April 9<sup>th</sup>, 2019 at 3:30 P.M.**

**In the Town of Altona Council Chambers**

Minutes of the Committee of the Whole meeting held on Tuesday, April 9<sup>th</sup>, 2019 at 3:30 p.m. at the Altona Civic Centre Council Chambers.

Present were: Mayor Al Friesen, Councillors: Joel Pankewich, Donna Rosling-Wolters, Harv Schroeder, Curt Letkeman and Jordan Siemens and Youth Representative Jossie Yan.

Administration: CAO Dan Gagné, Public Works Manager Clint Derksen, Fire Chief Greg Zimmerman, Recreation Services Manager Ron Epp and Community Development Officer Sarah Radmore.

Absent: Deputy Mayor Glen Robinson and Finance Manager Terry Fehr

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

**MOTION: Donna Rosling-Wolters moved and Curt Letkeman seconded** THAT the agenda be approved as presented.

**CARRIED.**

3. Review of Previous Minutes  
3.1 Minutes of March 26<sup>th</sup>, 2019

**MOTION: Jordan Siemens moved and Harv Schroeder seconded** THAT the minutes of March 26<sup>th</sup>, 2019 be approved as circulated.

**CARRIED.**

4. Business Arising from the Minutes  
4.1 AMM June District Meeting Resolutions  
C.A.O. Dan Gagné reminded Committee members that any resolutions for consideration at the upcoming AMM June District meetings need to be submitted by June 1<sup>st</sup>.

5. Delegations – none

6. C.A.O.

6.1 C.A.O. Report

C.A.O. Dan Gagné reviewed the report and discussed a recent request from a person looking to support a local organization. After discussing the CRA tax rules preventing the Town from flowing through donations to local organizations with the auditors, there may be an alternate way to accept donations and make them available through a grant application process. Committee members requested additional information before considering any changes to current practice.

C.A.O. Dan Gagné reported that the strategic planning session was set for June 11 and 12 causing the need to re-schedule the June 11<sup>th</sup> regular meeting.

**RECOMMENDATION: Donna Rosling-Wolters moved and Joel Pankewich seconded** to recommend approval of the following resolution:

WHEREAS it is deemed necessary to change the meeting schedule in June to accommodate the strategic planning session being held on June 11<sup>th</sup> and 12<sup>th</sup>;

THEREFORE BE IT RESOLVED THAT the Committee of the Whole and Council meetings on June 11<sup>th</sup> be re-scheduled to June 4<sup>th</sup> as reviewed and recommended by Committee of the Whole.

**CARRIED.**

6.2 Follow-up Action List

For information only

6.3 Governance Review Priority List

For information only.

***Councillor Jordan Siemens declared a conflict of interest and left Council Chambers.***

6.4 Valley Fiber agreements

C.A.O. Dan Gagné presented the most recent payment plans discussed with Valley Fiber to address concerns raised about the release of payment for construction prior to completion of the installation of the Valley Fiber network throughout the Town of Altona. It was also confirmed that the service level

agreement would not include internet services and Administration was not under the impression that it would.

**RECOMMENDATION: Curt Letkeman moved and Joel Pankewich seconded** to recommend approval of the following resolution:

THEREFORE BE IT RESOLVED THAT the following four agreements between the Town of Altona and Valley Fiber Ltd. be approved as reviewed and recommended by Committee of the Whole:

- Development Agreement;
- Rights-of-Way Consent and Access Agreement;
- Indefeasible Right of Use and Rights-of-Way Agreement; and
- Service Level Agreement;

AND FURTHER BE IT RESOLVED THAT the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the Town of Altona.

**CARRIED.**

***Councillor Jordan Siemens returned to Council Chambers for the rest of the meeting.***

#### 6.5 Moto Park X 2018 grant request

C.A.O. Dan Gagné informed Committee members that a grant recommended by the Shared Services Committee in 2018 was never brought to Committee of the Whole and Council for ratification due to Administration’s oversight. The issue came to light recently and the request is being brought forward now. Committee members requested a report from the Moto Park X Committee once the grant funds were used for track improvements.

**RECOMMENDATION: Harv Schroeder moved and Donna Rosling-Wolters seconded** to recommend approval of the following resolution:

THEREFORE BE IT RESOLVED THAT Moto Park X be granted \$1,250 as reviewed and recommended by the Committee of the Whole.

## 7. Works & Operations

### 7.1 Public Works

#### 7.1.1 Monthly report

Public Works Manager Clint Derksen reviewed the report and responded to questions concerning dust control activities set to begin

in June. A review of some of the crack filling work completed in Fall 2018 will be conducted as it appears there may be some issues.

7.2 Altona/Rhineland Fire Department

7.2.1 Monthly report

Fire Chief Greg Zimmerman reviewed the report and responded to questions about how emergency services are dispatched to motor vehicle accidents.

7.3 Emergency Management – no report

7.4 Animal Control Report – no report

8. Community & Social Development

8.1 Recreation Services

Recreation Services Manager Ron Epp reviewed changes to how the funding from the Recreation Opportunities – Partners in Leisure program are being distributed. Committee members agreed that this issue should be referred to the next Shared Services Committee meeting for further discussion.

8.2 Council Youth Representative

Youth Representative Jossie Yan reported on the following W.C. Miller Collegiate activities:

- Into The Woods musical being presented on April 24 through 27
- Badminton season winding down
- Track season starting up
- School council election to be held soon
- Youth in Philanthropy will soon be accepting grant applications
- Grad hoodies were received this week

9. Finance & Administration

9.1 Planning

9.1.1 March 2019 report

C.A.O. Dan Gagné reviewed the development report from the RPGA Planning District.

9.1.2 Conditional use application no. A-01-2019

C.A.O. Dan Gagné reviewed the report outlining the need to hold a public hearing to hear representations from the public about an application to allow for single family dwellings in an area zoned as multi-family district.

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

WHEREAS Section 105 of the Planning Act states that Council must give notice and hold a public hearing, in respect of a conditional use application;

AND WHEREAS the Town of Altona has received an application for a conditional use (file no. A-01-2019-CU);

THEREFORE BE IT RESOLVED THAT a public hearing to receive representations from any person on the above application be held on April 23, 2019 starting at 6:00 pm.

**CARRIED.**

9.1.3 Building Permit By-Law No. 1773/2019

C.A.O. Dan Gagné reviewed the need to repeal the Town's existing building by-law and delegate authority to the RPGA Planning District for administering and enforcing the building by-law and for inspecting properties.

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

THEREFORE BE IT RESOLVED THAT Building Permit By-law 1773/2019 be given first reading.

**CARRIED.**

9.1.4 Zoning Amendment By-Law No. 1774/2019

C.A.O. Dan Gagné reviewed the need to proceed with a re-zoning application to re-zone property at the corner of 10<sup>th</sup> Avenue NW and 2<sup>nd</sup> Street NW repeal the Town's existing building by-law and delegate authority to the RPGA Planning District for administering and enforcing the building by-law and for inspecting properties.

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

THEREFORE BE IT RESOLVED THAT Zoning Amendment By-law 1774/2019 be given first reading.

AND FURTHER BE IT RESOLVED THAT a public hearing to receive representations from any person on the above by-law be held on May 14, 2019 starting at 6:00 pm.

**CARRIED.**

9.2 Finance & Administration

9.2.1 Accounts Payables Cheques

**RECOMMENDATION: Curt Letkeman moved and Joel Pankewich seconded** to recommend approval of the following resolution:

THEREFORE BE IT RESOLVED THAT the Town of Altona accounts payable cheques #5971 - #6003 in the amount of \$22,528.19 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 and indemnities from March 10 to March 23, 2019 in the amount of \$92,383.25 as reviewed and recommended by Committee of the Whole.

**CARRIED.**

10. New Business

10.1 Altona Community Foundation Debenture Partnership

Committee members discussed the idea to undertake more significant road improvement projects in an upcoming fiscal year which would require debenture financing. At an upcoming Altona Community Foundation meeting, the Town is invited to discuss the possibility of the Altona Community Foundation investing in municipal infrastructure projects.

11. Correspondence – none

12. In-Camera – none

13. Adjournment – 4:43 p.m.

**MOTION: Donna Rosling-Wolfers moved and Joel Pankewich seconded** THAT this meeting is now adjourned and the next regular meeting of the Committee of the Whole be held on Tuesday, April 23<sup>rd</sup> at 3:30 p.m.

**CARRIED.**