



## **CITY OF PRINCE ALBERT**

### **EXECUTIVE COMMITTEE REGULAR MEETING**

# **MINUTES**

**MONDAY, FEBRUARY 11, 2019, 4:01 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

Mayor Greg Dionne  
Councillor Charlene Miller  
Councillor Terra Lennox-Zepp  
Councillor Evert Botha  
Councillor Don Cody  
Councillor Dennis Ogradnick  
Councillor Blake Edwards  
Councillor Dennis Nowoselsky  
Councillor Ted Zurakowski

Sherry Person, City Clerk  
Jim Toye, City Manager  
Mitchell J. Holash, City Solicitor  
Corey Rodgers, Deputy Fire Chief  
Wes Hicks, Director of Public Works  
Ken Leclair, Director of Corporate Services  
Jody Boulet, Director of Community Services  
Cheryl Tkachuk, Director of Financial Services  
Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Councillor T. Zurakowski, Chairperson, called the meeting to order.

## 2. APPROVAL OF AGENDA

0037. **Moved by:** Councillor C. Miller

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

**CARRIED**

## 3. DECLARATION OF CONFLICT OF INTEREST

## 4. ADOPTION OF MINUTES

0038. **Moved by:** Councillor T. Lennox-Zepp

That the Minutes for the Executive Committee Public and Incamera Meetings held January 14, 2019, be taken as read and adopted.

**CARRIED**

## 5. DELEGATIONS

5.1 Canada Day Celebration 2019 (CORR 19-17)

Verbal Presentation was provided by Michelle Hassler, Acting Executive Director, Prince Albert Multicultural Council

0039. **Moved by:** Councillor T. Lennox-Zepp

That CORR 19-17 be referred to the Community Services Department, along with a request for funding options from the Federal Government for the Canada Day Celebrations, for review and report for consideration at the April 15, 2019 Executive Committee Meeting.

**CARRIED**

## 6. CONSENT AGENDA

6.1 International Making Cities Livable Conference – June 17-21, 2019 (CORR 19-18)

That CORR 19-18 be received as information and filed.

6.3 Solution to Address Graphic Aborted Fetus Imagery in Prince Albert (CORR 19-20)

That CORR 19-20 be received as information and filed.

6.6 2018 Asphalt Paving Program Year End Report (RPT 19-60)

That RPT 19-60 be received as information and filed.

6.8 Miscellaneous Funds – Financial Report – November 2018 (RPT 19-17)

That RPT 19-17 be received as information and filed.

6.9 General Fund – Financial Report – November 2018 (RPT 19-16)

That RPT 19-16 be received as information and filed.

0040. **Moved by:** Mayor G. Dionne

That the Consent Agenda Item Nos. 6.1, 6.3, 6.6, 6.8 and 6.9 be received as information and referred, as indicated.

**CARRIED**

6.2 Appointments to the Board of Police Commissioners (CORR 19-19)

0041. **Moved by:** Councillor D. Ogrodnick

That CORR 19-19 be received and a response provided as discussed at the meeting.

**CARRIED**

6.4 Requesting The City Issue an Overpayment Refund for 2017 Taxes for 2799 – 16<sup>th</sup> Avenue West (CORR 19-23)

0042. **Moved by:** Councillor E. Botha

That CORR 19-23 be received and referred to the Financial Services Department for review and report.

**CARRIED**

6.5 Telephone Etiquette Audit Report (RPT 19-43)

0043. **Moved by:** Councillor B. Edwards

That RPT 19-43 be referred back to Administration for review every two (2) years with a review to take place immediately and the results to be forwarded to members of Council at an upcoming meeting.

**CARRIED**

6.7 Boulevard Repair – Seed vs. Sod (RPT 19-51)

0044. **Moved by:** Councillor E. Botha

That RPT 19-51 be referred to the Community Services Department for review and report regarding providing additional options for replacing sod on boulevards or property due to infrastructure work.

**CARRIED**

6.10 November 2019 Accounts Payable Summary (RPT 19-18)

0045. **Moved by:** Councillor E. Botha

That the Financial Services Department forward a report providing the details of Payables for the following, for consideration by members of Council at an upcoming meeting:

1. Vendor No. 174 – 101299842 Saskatchewan Ltd. – \$1,890;
2. Vendor No. 202 – 626963 Saskatchewan Ltd. – \$1,481.85; and,
3. Vendor No. 46 – McDougall Auctioneers Ltd. – \$13,597.50.

**CARRIED**

6.11 December Bylaw Unit Activity Report (RPT 19-62)

0046. **Moved by:** Councillor E. Botha

That RPT 19-62 be received as information and filed.

**CARRIED**

## 7. REPORTS OF ADMINISTRATION & COMMITTEES

### 7.1 Administration Matters and Bylaw Review (RPT 18-525)

Verbal Presentation was provided by Sherry Person, City Clerk.

0047. **Moved by:** Mayor G. Dionne

1. That the City Clerk be directed to draft proposed amendments to the Administration Bylaw for consideration by City Council as follows:
  - a. to refer to a Policy defining requisite authorities for Department Heads to expend approved project budget contingencies;
  - b.
    - i. to delegate authority to the City Manager to approve specified emergency situations and limited unbudgeted expenditures and, if required, to authorize the Mayor and City Clerk to execute an Agreement/Contract in regards to same; and,
    - ii. to require that the City Manager report any such emergency situations and limited unbudgeted expenditures to City Council as soon as possible following the approval;
  - c. outline more clearly that the approval of spending authorities for Managers and Department Heads excludes the authority to execute Agreements/Contracts associated with that spending;
  - d. delegate the Director of Public Works, or designate, to approve requests and drawings for use of streets and City owned land for distribution lines based on standards approved by City Council;
  - e. delegate authority to the City Manager to approve standardized Easement Agreements and authorize the Mayor and City Clerk to execute same;
  - f. upon Administration's lawful approval of a development permit that is subject to entering a Landscape Agreement, to delegate authority to the City Manager to approve Landscape Agreements in consultation with the Director of Community Services and City Solicitor, and authorize the Mayor and City Clerk to execute same;
  - g. amalgamate the Legal Documentation Policy within; and,

- h. reference a Policy defining standards and procedures for performance monitoring of the City Manager, City Clerk and City Solicitor;
2. That City Council Resolution No. 0049 dated January 22, 2018 regarding project budget contingencies be developed by Administration into a Policy for consideration by members of Council;
3. That Administration amend the Purchasing Policy for consideration by members of Council, if required as follows:
  - a. to ensure that sections regarding authorities for specific emergency situations and limited unbudgeted expenditures are clarified and in line with the amendment to the Administration Bylaw; and,
  - b. to outline more clearly that the approval of spending authorities for Managers and Department Heads within the Purchasing Policy excludes authority for those individuals to execute Agreements/Contracts associated with that spending; and,
4. That Administration develop a Policy for consideration by members of Council that satisfies the requirements regarding performance monitoring for the City Manager, City Clerk and City Solicitor.

**CARRIED**

7.2 Prince Albert Regional Economic Development Alliance Memorandum of Understanding – Final Approval (RPT 19-47)

Verbal Presentation was provided by Craig Guidinger, Director of Planning and Development Services.

0048. **Moved by:** Mayor G. Dionne

That the following be forwarded to an upcoming City Council meeting for consideration:

1. That the Memorandum of Understanding, formally establishing the Prince Albert Regional Economic Alliance between The City, the Rural Municipality of Prince Albert, the Rural Municipality of Buckland, the Town of Shellbrook, Muskoday First Nation, and Peter Ballantyne Developments LP, be approved; and,

2. That the Mayor and City Clerk be authorized to execute the Memorandum of Understanding on behalf of The City, once prepared.

**CARRIED**

7.3 Financial Reporting (RPT 19-59)

Verbal Presentation was provided by Cheryl Tkachuk, Director of Financial Services

0049. **Moved by:** Councillor B. Edwards

That the following be forwarded to an upcoming City Council meeting for consideration:

1. That the audited 2018 Year-End Financial Statements be accepted in lieu of the December 31, 2018 Monthly Financial Report;
2. That a quarterly Financial Statement as of March 31, 2019 be accepted; and,
3. That Financial Services bring forward a Plan for a new reporting structure for Financial Statements.

**CARRIED**

**8. UNFINISHED BUSINESS**

**9. ADJOURNMENT – 5:13 P.M.**

0050. **Moved by:** Mayor G. Dionne

That this Committee do now adjourn.

**CARRIED**

  
COUNCILLOR TED ZURAKOWSKI  
CHAIRPERSON

  
CITY CLERK

MINUTES ADOPTED THIS 4<sup>TH</sup> DAY OF MARCH, A.D. 2019.