



## **CITY OF PRINCE ALBERT**

### **EXECUTIVE COMMITTEE SPECIAL MEETING**

# **MINUTES**

**MONDAY, SEPTEMBER 20, 2021, 4:02 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:** Mayor Greg Dionne  
Councillor Charlene Miller  
Councillor Terra Lennox-Zepp (Attended via video conferencing)  
Councillor Tony Head  
Councillor Don Cody  
Councillor Dennis Ogrodnick  
Councillor Blake Edwards  
Councillor Dawn Kilmer  
Councillor Ted Zurakowski

Sherry Person, City Clerk  
Jim Toye, City Manager  
Kris Olsen, Fire Chief (Attended via video conferencing)  
Wes Hicks, Director of Public Works  
Mitchell J. Holash, Q.C., City Solicitor  
Terri Mercier, Corporate Legislative Manager  
Cheryl Tkachuk, Director of Financial Services  
Kiley Bear, Acting Director of Corporate Services  
Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Councillor B. Edwards, Chairperson, called the meeting to order.

## **2. APPROVAL OF AGENDA**

0255. **Moved by:** 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**

## **5. DELEGATIONS**

## **6. CONSENT AGENDA**

## **7. REPORTS OF ADMINISTRATION & COMMITTEES**

### **7.1 Water Crane Hardware Replacement (RPT 21-384)**

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

0256. **Moved by:** Councillor T. Head

That the request for \$15,849 to purchase new hardware for the Water Crane be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.

**CARRIED UNANIMOUSLY**

### **7.2 Water Crane Rate Review (RPT 21-386)**

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

0257. **Moved by:** Councillor D. Kilmer

That the proposed 2022 Water Crane Rate increase from \$4.40 per cubic metres to \$4.84 per cubic metres be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.

**CARRIED**

7.3 Replacement of Mailroom Equipment (RPT 21-389)

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

0258. **Moved by:** Councillor C. Miller

That the following be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations:

1. The purchase of a replacement Folding Machine at a cost of \$20,500, which includes Provincial Sales Tax; and,
2. The purchase of a replacement Postage Machine at a cost of \$15,190, which includes Provincial Sales Tax.

**CARRIED**

7.4 Capital Asset Management Plan - Annual Consultant Cost (RPT 21-391)

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

0259. **Moved by:**

That the cost of \$50,000 for a consultant be contracted to assist an Asset Management Plan Working Group in the development of an Asset Management Plan be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.

**MOTION LOST WITHOUT MOVER**

7.5 Interfund Transfers - Utility Fund (RPT 21-398)

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

0260. **Moved by:** Councillor D. Cody

That the following be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations:

1. That the Street Sweeping allocation charged to the Utility Fund be removed and reallocated back to the General Fund; and,
2. That the salary allocation for one (1) full-time equivalent (FTE) Chief Clerk position in the Utility Fund be reallocated back to the General Fund.

**CARRIED**

7.6 Mobile App Budget Proposal (RPT 21-422)

PowerPoint Presentation was provided by Kiley Bear, Acting Director of Corporate Services.

0261. **Moved by:** Councillor T. Head

That the implementation of a Mobile Application at a cost of \$23,300 be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.

**CARRIED**

7.7 Corporate Records Management Program (RPT 21-394)

Verbal Presentation was provided by Sherry Person, City Clerk.

0262. **Moved by:** Councillor C. Miller

1. That the City undertake a Corporate Records Management Initiative Project, with two (2) distinct project outcomes, as follows:
  - a. Electronic Content Management Review; and,
  - b. Retention and Disposition of Corporate Non-Digital Records;
2. That one (1) non-permanent Clerk Steno be hired full-time for a four (4) month term each year over the next three (3) to five (5) years to complete retention and disposition duties for corporate non-digital records, located in the basement storage area; and,
3. That the \$16,100 cost to hire the term Clerk Steno be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.

**CARRIED**

7.8 Fire Dispatch Services Agreement - Amendment No. 1 - Saskatchewan Public Safety Agency (RPT 21-419)

Verbal Presentation was provided by Jim Toye, City Manager.

0263. **Moved by:** Mayor G. Dionne

That the increased cost of Amendment No. 1 to the Fire Dispatch Services Agreement be forwarded to the Budget Committee for consideration during the 2022 Budget deliberations.

**CARRIED**

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 5:23 P.M.

0264. **Moved by:** Councillor D. Kilmer

That this Committee do now adjourn.

**CARRIED**



COUNCILLOR BLAKE EDWARDS  
CHAIRPERSON



CITY CLERK

MINUTES ADOPTED THIS 4<sup>TH</sup> DAY OF OCTOBER, A.D. 2021.