



CITY OF PRINCE ALBERT

MANAGEMENT COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, FEBRUARY 14, 2022, 3:32 P.M.
CONFERENCE ROOM, 3RD FLOOR, CITY HALL**

PRESENT: Mayor G. Dionne
Councillor D. Cody
Councillor T. Zurakowski

Councillor D. Kilmer

Sherry Person, City Clerk
Jim Toye, City Manager

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0001. **Moved by:** Councillor Zurakowski

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

0002. **Moved by:** Councillor Cody

That the Minutes for the Management Committee Public and Incamera Meetings held November 4, 2021 and Incamera Meeting held November 8, 2021, be taken as read and adopted.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Update to Management Committee from Communications Subcommittee (RPT 21-577)

6.1.1 Update from Communications Subcommittee January 26, 2022 Meeting (RPT 22-60)

Verbal Presentation was provided by Councillor D. Kilmer, Chair, Communications Subcommittee.

0003. **Moved by:** Councillor Zurakowski

1. That the City Manager's Office schedule a Communications Strategic Planning Session at the Ches Leach Lounge from 1:00 – 5:00 p.m. on February 24, 2022, or alternately a date in March; and, that the Strategic Planning Session include City Council, Department Heads and the Communications Division; and,
2. That the City Clerk and Communications Manager review the current "Communication and/or Announcement Plan" Section of the Report Approval Template attached to the Report Approval Policy to determine whether it is feasible to include a graph template showing the following for inclusion by report writers, as outlined in RPT 21-577:
 - a. Purpose;
 - b. Target Audience;
 - c. Type of Communication or Activity;
 - d. Key Dates; and,
 - e. Key Messages;

3. That the Communications Division and Public Works Department review operational items associated with the Utility and add educational information to the back of the Utility Bill and/or create an additional insert for inclusion with the Utility Bill;
4. That the Communications Division and Public Works Department develop a Communication Plan that includes celebrating the decommission of the current Raw Water Facility and the staff who worked there;
5. That the City Manager's Office work with the Public Works Department to clearly identify operationally sensitive versus public matters in the daily bullet points provided to members of Council regarding Snow Operations; and,
6. That the Financial Services Department prepare a report to City Council regarding the Snow Reserve that is clear and concise including the use and history of the reserve, and figures on how the base tax collected does not cover all snow costs.

CARRIED

6.2 Positive Story Telling Marketing Strategy (RPT 22-26)

0004. **Moved by:** Councillor Cody

That Management Committee provide a report forwarding recommendations for the Positive Story Telling Marketing Strategy for consideration at a Management Committee meeting in September, 2022.

CARRIED

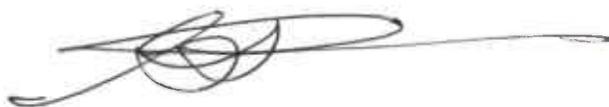
7. UNFINISHED BUSINESS

8. ADJOURNMENT – 3:56 P.M.

0005. **Moved by:** Councillor Zurakowski

That this Committee do now adjourn.

CARRIED



MAYOR GREG DIONNE
CHAIRPERSON



ACTING CITY CLERK

MINUTES ADOPTED THIS 22ND DAY OF AUGUST, A.D. 2022.