

**SOCIAL DEVELOPMENT & ADMINISTRATION
COMMITTEE MEETING, MAY 19, 2010 at 12:00 p.m.
REPORT**

PRESENT: Councilor Mike Iwanowsky
Councilor Terry Stover
Albert Meijering, Chief Administrative Officer
Roxanne Chan, Chief Financial Officer
Rebecca Allen, Executive Assistant

ALSO PRESENT: Councilor Louise Lawrie

1. CALL TO ORDER

Councilor Mike Iwanowsky called the meeting to order at 12:02 p.m. and advised that the meeting is being recorded.

2. APPROVAL OF AGENDA

The agenda was approved as presented with the addition of (6.2) Update of Staffing and (7.1) an In-Camera Session.

3. APPROVAL OF REPORTS

3.1 The minutes of the committee meeting of April 14, 2010 were reviewed and the action items discussed for updates.

There was discussion on the request to purchase land from Frontier North. The CAO stated that administration has been in contact with the assessment branch to give us a fair market value of the property in order to proceed with the process of tendering with a minimum bid requirement.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Approval of the accounts for the month ending April 2010

The accounts for the Town for period ending April 2010 were reviewed and the following items were noted:

Cheque #026948	Minister of Finance	Office of the Fire Commissioner
Cheque #026934	Pembina Valley Canvas	OTR Tent Rental
Cheque #026898	Manitoba Housing Authority	Rent

There was discussion on the payment to The Minister of Finance. . This is for the retainer to the Office of the Fire Commissioner to issue building permits and inspections for the town.

There was discussion on the payment to Pembina Valley Canvas. This is for the rental of the tent for the Olympic Torch Relay Celebration and is completely recoverable from the grant money.

There was discussion on the payment to Manitoba Housing Authority. This is for the rent for Andrew Sprunt, which he is paying the town back for. He now will be paying Manitoba Housing directly.

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Councilor Lawrie the opportunity to ask questions regarding the accounts for April 2010. Councilor Lawrie inquired about cheque #026902 for Heather Botelho. This was for expenses related to a Manitoba Hydro meeting and should be billed back to them for reimbursement. The CFO stated she would look into this matter and make sure it is billed back. Councilor Lawrie also inquired about cheque #026930 for Rod McKenzie. She stated that there needs to be accountability for what he is allocating his time towards on the town's behalf.

RECOMMENDED TO COUNCIL FOR APPROVAL

5. NEW BUSINESS

5.1 Issue Sheet – CGA Annual Dues

An issue sheet was presented for the CGA annual dues. The CFO currently holds a professional accounting designation; C.G.A. The annual dues must be paid to maintain membership or the professional designation will be revoked by the Association. The annual dues are \$871.50.

RECOMMENDED TO COUNCIL FOR APPROVAL

5.2 5TH Class Engineer – Stephen Palmer

Stephen Palmer, the engineer trainee for the town, has passed his 5th Class Power Engineer Exam and is now certified. He has been offered a position with the Town of Churchill in the Town Center and has accepted.

5.3 Full Time Security Officer – Ernest Azure

Ernest Azure has accepted the position of Full Time Security Officer with the Town of Churchill.

6. OLD BUSINESS

6.1 Churchill Tax Task Force

The CAO stated that the Churchill Tax Task Force Report was sent to committee from Regular Council to make a recommendation on how to proceed. Councilor Iwanowsky gave a background on the Churchill Tax Task Force Report. There was discussion on the recommendations that could be easily implemented and a recommendation of proceeding with Accommodation Tax has been brought forward to discuss with all of Council.

RECOMMENDED TO COUNCIL FOR DISCUSSION

6.2 Update of Staffing

The CAO gave an update on current staffing issues with the Town of Churchill. He stated that the security positions for the midnight shift for the complex have been posted. He indicated that the Facility Manager for the town centre is being posted again. The individual that was selected has declined the job offer. We are actively looking for a Chief Engineer as the current one for the town centre is due to retire in the near future. All other positions with the town are currently filled and each department has their maximum of four casuals that they can call on when needed. As soon as the new waste transfer attendant position is approved at the regular council meeting it will be posted and filled.



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in camera discussion at 12:25 p.m.

first in camera discussion at 12:40 p.m.

8. NEXT MEETING

8.1 June 16, 2010

9. ADJOURNMENT

The meeting adjourned at 12:41p.m.