

MUNICIPALITY OF McCREARY

Minutes of the Regular Council Meeting of the Municipality of McCreary held April 22, 2015 in the Municipality of McCreary Council Chambers located at 432 First Avenue in McCreary, Manitoba.

Reeve McLauchlan called this regular meeting to order at 7:30 p.m.

PRESENT:

<p>Reeve Councillor Councillor Councillor Councillor Operations Foreman Chief Administrative Officer</p>	<p>Larry McLauchlan Shawn Buchanan Linda Cripps Clayton Kohlman Coreen Roy Dave Smith Tyler McFadyen (7:45 – 8:05 p.m.) Wendy Turko</p>
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#202/2015 BE IT RESOLVED THAT the Agenda for the April 22, 2015 Regular Meeting be adopted as prepared by the Chief Administrative Officer. CARRIED.

#203/2015 BE IT RESOLVED THAT the Minutes of the April 8, 2015 Regular Meeting be approved as presented. CARRIED.

DELEGATIONS and REPORTS:

7:45 p.m. Tyler McFadyen, Operations Foreman, attended to provide the Public Works Report. The report was discussed and filed under Public Works – Reports to Council. Tyler was thanked for his report and he left at 8:05 p.m.

PETITIONS and CORRESPONDENCE:

DATED	RECEIVED FROM	CONCERNING	HOW DEALT WITH
Apr 7/15	Jeff and Tannis Tereck	Concern RE: Culvert at Back of 428 Second Avenue – COPIED;	The Operations Foreman is to be asked to inspect and repair as necessary. Filed Requests.
Apr 17/15	Lang and Lorraine Musgrave	Concern RE: Sewer Problem at 302 Aline Drive – COPIED;	Resolution #220/2015 Water & Sewer Utility. Filed Requests.
Apr 16/15	Murray Kopytko	Culvert West of Norgate Monument and Request 30 Foot Approach to and Remove 2 other Approaches – COPIED;	Mr. Kopytko is to be referred to Manitoba Infrastructure and Transportation as it is within its jurisdiction. Filed Requests.
Apr 19/15	Stewart and Amanda Zalluski	Request Signs for School Bus Stop – COPIED;	The site is to be viewed during the Tour. Filed Requests.
Apr 17/15	Cole Kopytko	Cutting Grass at Norgate Cairn- COPIED;	Under the new operational structure contract mowing is not required. Filed Grass Mowing – Norgate Cairn.

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DATED	RECEIVED FROM	CONCERNING	HOW DEALT WITH
Apr 1/15	Manitoba Infrastructure and Transportation	National Public Alerting System – Alert Ready – COPIED;	Filed Manitoba Emergency Measures Organization.
Apr 8/15	Manitoba Conservation and Water Stewardship	Waste and Wastewater Facility Operator Certification Program – COPIED;	Resolution #219/2015 Water & Sewer Utility. Filed Water & Wastewater Facility Operators Certificate.
Apr 8/15	Manitoba Municipal Government	2015 Municipal Road and Bridge Program – COPIED;	Possible projects are to be prepared for consideration by Council in 2015. No new applications for 2015. Filed Municipal Road and Bridge Program.
Mar 31/15	Honourable Drew Caldwell, Minister of Manitoba Municipal Government	2015 General Assistance Grant – Building Manitoba Fund – COPIED;	Filed Municipal Government – Building Manitoba Fund and 2015 Budget.
Mar 31/15	Honourable Drew Caldwell, Minister of Manitoba Municipal Government	2014 Mobility Disadvantaged Transportation Program- COPIED;	Resolution #204/2015 Financial. Filed McCreary & District Handi-Van.
Apr 7/15	Manitoba Municipal Government, Assessment Services	2016 Tax Impact Meeting – May 27/15, 7:00 p.m. – COPEID;	Filed Assessment.
Apr 8/15	Association of Manitoba Municipalities	District Director Elections – COPIED;	Filed Association of Manitoba Municipalities.
Apr 8/15	Association of Manitoba Municipalities	Survey RE: Negotiator on Staff to Assist Councils – COPIED;	Filed Association of Manitoba Municipalities.
Apr 13/15	Association of Manitoba Municipalities	Grasshopper Control on Public Lands – COPEID;	Filed 2015 Budget and Municipal Grasshopper Control Assistance.
Apr 14/15	Association of Manitoba Municipalities	Transport Canada Rail Safety – COPIED;	Filed Development Plan.
Apr 15/15	Association of Manitoba Municipalities	Burning Bans, Protect from Wildfires, Homeowner’s FireSmart Manual, FireSmart Your Farm – COPIED;	A copy of each manuals is to be placed the office library. Filed Burning Bans.
Mar 13/15	Manitoba Heavy Construction Safety Program	COR and SECOR Registration – COPIED;	Reeve McLauchlan reported on his discussion with Carey Conrad with respect to Safety Manuals. Filed COR/SECOR.

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DATED	RECEIVED FROM	CONCERNING	HOW DEALT WITH
Apr 10/15	The Thomas Sill Foundation Inc.	Cantin Family Recognition of Contribution to World War II – COPIED;	Reeve McLauchlan reported on his discussion with The Thomas Sill Foundation. This project will proceed with assistance of the McCreary Heritage Advisory Committee, Royal Canadian Legion – McCreary Branch, and the Cantin Family. Filed The Thomas Sill Foundation Inc.
Apr 14/15	Fire Underwriters Survey	Information to Update Public Fire Protection Classification – COPIED;	Resolution #215/2015 Protective Services. Filed Fire Underwriters Survey.
Mar 23/15	C N	List of Dangerous Goods Carried – COPIED;	Filed Rail Transportation of Dangerous Goods.
Apr 15/15	Parkland Regional Library	2014 Audited Financial Statements – COPIED;	Resolution #222/2015 Organizations – Parkland Regional Library. Filed Parkland Regional Library.
Apr 10/15	Mountainview Lakeshore Agassiz Planning Region	2015 Audited Financial Statements – COPIED;	Resolution #221/2015 Planning District. Filed Mountainview Lakeshore Agassiz Planning Region.
Apr 10/15	Turtle River Watershed Conservation District #2	2015 Culvert Tender – COPIED;	The Transportation, Drainage Committee is to finalize what is required after the tour. Operations Foreman is to obtain quote and place order.
Apr 9/15	Turtle River Watershed Conservation District #2	Bridge Structure Crossing Norgate Drain – COPIED;	Filed Turtle River Watershed Conservation District #2.
Apr 14/15	Ground Force	Motor Grader (Gravel Road Maintenance) Training – COPIED;	Resolution #216/2015 Transportation and Drainage. Filed Education.
Apr 20/15	McCreary Recreation Commission	2015 Fletcher Park Camping Discount – COPIED;	Resolution #218/2015 Recreation, Culture, Parks, Playgrounds. Filed McCreary Recreation Commission, Fletcher Park, McCreary Swimming Pool.

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The Chronological Correspondence File was made available for review with no questions raised or items brought forward.

The Information File Listing and Information File were provided for review by Council with no items brought forward for the attention of Council.

FINANCIAL:

#204/2015 BE IT RESOLVED THAT the following accounts be paid from the General Operating Fund:

Association of Manitoba Municipalities	March Diesel Fuel	\$ 917.02
Brandon Sun	Assistant CAO Advertisement March 21 & 28/15 Issues	\$ 975.12
GE VFS Canada	Quarterly Copier Rental	\$ 954.62
McCreary & District Handi-Van	2014 Mobility Grant from Province of Manitoba	\$7,394.62
Portage & District Recycling Inc.	March, 2015 Recycling: Curbside – 2 Trips Depot – 4 Trips	\$1,157.29 <u>\$2,514.46</u> <u>\$3,671.75</u>
Reit-Syd Equipment Ltd.	Mower Parts	\$2,151.60
Municipalities Trading Company	Office Supplies	\$ 704.79
Shawn Buchanan	Westlake Veterinary Board Apr 7/15 – Mileage & ½ Day Per Diem	\$ 135.50
Larry McLauchlan	AMM Workshop – Navigating Change - April 2/15 – Per Diem	\$ 125.00
Coreen Roy	AMM Workshop – Navigating Change - Apr 2/15 – Per Diem & Mileage	\$ 280.00
Dave Smith	AMM – Municipal Officials Seminar - Mar 17&18/15–Meals, Mileage & Per Diems	\$ 580.00

CARRIED.

#205/2015 BE IT RESOLVED THAT the General Operating Fund List of Accounts numbered #195 to #225 totalling \$28,271.85 and the Utility Operating Fund List of Accounts numbered #3349 to #3358 totalling \$28,739.95 be hereby approved.

CARRIED.

Outstanding Taxes as at April 17, 2015 total \$55,423.37, with \$14,102.77 outstanding for 2013, \$43,653.44 outstanding for 2014 and credits of \$2,332.84 applicable to 2015.

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Outstanding Utility Accounts as at April 17, 2015 total \$16,356.95, with \$2,181.97 being past due and the remaining \$14,174.98 due April 30, 2015.

**2014 Audited Financial Statements:
Further statements are not yet available.**

2015 Financial Planning and Public Hearing Date:

#206/2015 BE IT RESOLVED THAT in accordance with The Municipal Act the date and time to hold the Public Hearing to present the 2015/2016 Financial Plan be set for 7:00 p.m., May 26, 2015, in the Municipality of McCreary Council Chambers with notice to be published in two issues of the Neepawa Banner on or about May 8, 2015 and May 15, 2015 and with notice to be posted in the municipal office and the Canada Post Office on or before May 8, 2015.

CARRIED.

Tax Sale:

A further courtesy letter will be sent out after the May 1, 2015 interest is added to the 8 properties with arrears for 2013.

RBC Express Information – COPIED: TABLED.

BY-LAWS:

- a) #4/2015 – Terms and Conditions of Employment By-Law – COPIED:
The Personnel Policy is near completion. Education Cost Policy, Incident Report Form, and Annual Review Form are being reviewed.**
- b) Review of By-Law #1/2015 – COPIED:
Councillor Cripps would like to review further with respect to spending limit regulations.**
- c) Review of By-Law #7/2014 and Consideration of By-Law #10/2015:
Disposal of Waste at McCreary Waste Disposal Site – COPIED;**

#207/2015 BE IT RESOLVED THAT By-Law #10/2015 being a By-Law to establish fees and regulation for the disposal of waste at the McCreary Waste Disposal Site be given first reading.

CARRIED.

UNFINISHED BUSINESS:

- a) Insurance Claim – McCreary Centennial Arena:
This matter is ongoing.**
- b) Municipality of McCreary Signs:
Councillor Cripps volunteered to follow up on this matter. Electronic logos for the two amalgamation partners have been provided to Air Master Signs by the office as requested at the last regular meeting.**

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- c) **Municipal Land Leases – COPIED:**
Invoices for existing land leases are to be sent out as soon as possible with amended due dates. Follow up is to be sent for those properties that leases have not yet been confirmed for 2015.
- d) **2015 Graveling Program:**
Quarry Permits and Right of Entry are being followed up on. Contractors' confirmation of acceptance has not yet been received.
- e) **Dust Control Program:**

#208/2015 BE IT RESOLVED THAT the preparation of all dust control sites for 2015 be performed as follows:

1. For applicants as per request of the applicant;
2. For three railway crossings on P.R. #364 as per contract on either side of the crossing;
3. To control dust created on Road 122N and Road 79W near the PFRA Community Pasture Gravel Pit at yard sites affected;
4. On Road 87W Oak Ridge Meats Limited and at McCreary/Alonsa Health Centre;
5. On Rosamond Road from the Catholic Cemetery to Lindsay Avenue;
6. On Mountainview Drive from Jonasson Crescent to Railway Street;
7. On Jonasson Crescent.

CARRIED.

- f) **McCreary Swimming Pool:**
Elections were held as hosted by the Municipality of McCreary. A new Executive and full Board of Directors is in place. Councillor Kohlman and the Operations Foreman have been requested to attend an upcoming meeting to discuss services that the Municipality of McCreary is able to provide for the 2015 operating season of the pool. The condition of and maintenance of areas outside of the Pool Fence are maintained by the Municipality but may require guidance from the Pool Committee first due to material on site. Pumps are being worked on to see if replacement in 2015 is necessary. Chemical handling has been performed by the municipality in the past. The Operations Foreman is certified as an Aquatic Operator but it is suggested that the Pool Committee have a committee member or staff member certified as well.

GENERAL BUSINESS:

- a) **By-Election:**
The required by-election has been scheduled for June 17, 2015 and will be held in the Council Chambers at 432 First Avenue.
- b) **2015 Brush Control and Leafy Spurge Control Program – COPIED:**

#209/2015 BE IT RESOLVED THAT the Municipality of McCreary authorize proceeding with the 2015 Brush Spraying Program to be performed by Dauphin Ochre Weed District to a maximum cost of \$3,500.00 as per maps to be prepared for us by Dauphin Ochre Weed District.

CARRIED.

- c) **Retention and Disposition of Municipal Records:**
This is being worked on and will require a By-Law to Dispose of Records at a later date.

STANDING COMMITTEES OF COUNCIL:

- a) **Legislative, Finance, Personnel and Policy (Roy-Cripps-Kohlman-McLauchlan):**

Personnel Policy and Job Descriptions – See By-Law #4/2015:
The Personnel Policy is near completion. Education Cost Policy, Incident Report Form, and Annual Review Form are being reviewed.

Assistant Chief Administrative Officer Position:

#210/2015 BE IT RESOLVED THAT Jillian Wasylynka be offered the position of Assistant Chief Administrative Officer for the Municipality of McCreary as advertised at an hourly rate of pay of \$16.00 per hour with employment to begin on either May 11, 2015 or May 19, 2015 on the understanding that the first six months of employment will be considered to be a six month probationary period of employment with the Employee Benefit Package becoming available after successful completion of the probationary period of employment.

CARRIED.

#211/2015 BE IT RESOLVED THAT Joey Bond be authorized to use vacation time as amended as follows:

**June 25 and 26, 2015;
July 31, 2015;
August 4, 5 and 6, 2015;
August 25, 26, 27 and 28, 2015.**

CARRIED.

#212/2015 BE IT RESOLVED THAT the Letter of Resignation of John F. (Jack) Klapp be accepted with regret by the Municipality of McCreary effective immediately.

CARRIED.

#213/2015 BE IT RESOLVED THAT the hours of work for Joey Bond, Equipment Operator/Labourer #1 be changed to Summer Hours effective immediately.

CARRIED.

- b) **Protective Services (Buchanan-McLauchlan-Smith):**

Development and Building Permit Applications Review: TABLED.

#214/2015 BE IT RESOLVED THAT the 2015 membership of the McCreary Volunteer Fire Department be amended as follows:

- **Remove Ron Sonnenberg;**
- **Add Joey Bond;**

effective immediately.

CARRIED.

#215/2015 BE IT RESOLVED THAT the Municipality of McCreary proceed with the Community Information Update – Fire Protection Survey component as provided by Fire Underwriters Survey.

CARRIED.

c) Transportation and Drainage (Buchanan-Cripps-McLauchlan-Smith):

Municipal Road Improvement Program Grant:

No new applications will be made for 2015. The projects extended from the 2014 R.M. of McCreary applications will be considered further during financial planning.

Bridge Structure Crossing Norgate Drain:

This matter will be viewed during the tour.

Request to Install Driveway – 214 Fourth Avenue:

The Operations Foreman is to prepare a report for consideration by Council.

A possible road renewal Gas Tax project during 2015 for one mile of Road 112N between 83W and 84W was discussed. The cost is estimated at \$15,000.00. This matter will be considered further during financial planning.

A possible project on P.R. #462 as provided for in the contract the Manitoba Infrastructure and Transportation was discussed. This matter will be considered further during financial planning.

Councillor Buchanan volunteered to coordinate the municipal tour for early next week.

#216/2015 BE IT RESOLVED THAT Joey Bond be authorized to attend the Ground Force Motor Grader (Gravel Road Maintenance) Training on April 28, 2015 in Dauphin, Manitoba and one day hands-on in-seat training in McCreary on the understanding that registration fee of \$1,491.00, meals not included in the registration fee and mileage will be at the cost of the Municipality of McCreary.

CARRIED.

d) Buildings (Kohlman-McLauchlan):

436 Second Avenue:

The lease of office #1 has been completed. The lease of the remainder of the space in the rear portion of the building has not been completed at this time.

Telephone and Internet Services – COPIED:

This matter was discussed and will be attended to as time permits.

- e) **Environmental Health Services (McLauchlan-Buchanan):**
Environmental Waste Management has not yet confirmed the date for shredding of garbage.

#217/2015 BE IT RESOLVED THAT the services of Rick Scott be obtained to provide heavy equipment work at the McCreary Waste Disposal Site for the 2015 Season as required and only at the request of the Operations Foreman to a maximum of 15 hours.

CARRIED.

- f) **Public Health and Welfare Services (Smith-McLauchlan):**
No report at this time.
- g) **Environmental Development Services (Roy-Cripps-McLauchlan):**
The Operations Foreman is to obtain a quote for the 2015 Beautification Program for consideration by Council.
- h) **Economic Development Services (Roy-McLauchlan-Smith):**
No report at this time.
- i) **Recreation, Culture, Parks, Playgrounds (Kohlman-McLauchlan):**

#218/2015 BE IT RESOLVED THAT the Municipality of McCreary agrees to provide special camping rates for Fletcher Park for the 2015 Season to those registered to take swimming lessons at the McCreary Swimming Pool as follows:

1. **The discount will be offered per camp site and not per family or per registered person for swimming lessons;**
2. **The discount is applicable to a minimum four night stay;**
3. **The McCreary Swimming Pool will provide a “One Night Free” Fletcher Park Camping Coupon once swimming lessons are “paid and confirmed” regardless of the type of lessons being registered for;**
4. **The discount will not be applied over and above the current weekly rates and must be requested at the time of payment of camping fees. No refunds will be made;**
5. **The Coupon Certificate must be presented at the time of payment of camping fees;**
6. **The McCreary Swimming Pool will keep a written record of the person to whom the coupon is provided and provide the list to the Municipality of McCreary.**

CARRIED.

- j) **Water and Sewer Utility (Cripps-Kohlman-McLauchlan-Roy):**

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**Private Sewer Service 205 First Avenue:
The private line is to be viewed by the sewer camera.**

**Private Water Service 605 Rosamond Road:
This renewal will proceed at the request of the property owner.**

Operator in Training Application Requirements:

#219/2015 BE IT RESOLVED THAT Taylor Fletcher be registered as an Operator in Training for the McCreary Water and Sewer Utility at the cost of the Municipality of McCreary Utility.

CARRIED.

#220/2015 BE IT RESOLVED THAT the Operations Foreman be authorized to proceed with having the private sewer line servicing 302 Aline Drive viewed by a sewer camera with a written report and/or video record of the results to be provided by the sewer camera operator as soon as possible.

CARRIED.

ORGANIZATIONS:

a) Planning District (McLauchlan):

#221/2015 BE IT RESOLVED THAT the Municipality of McCreary acknowledges receipt of the 2014 Audited Financial Statements of Mountainview Lakeshore Agassiz Planning Region as approved and signed by Mountainview Lakeshore Agassiz Planning Region.

CARRIED.

**b) McCreary & District HandiVan (Cripps-Roy):
There were no meetings in April to report on. The next regular meeting is scheduled for May, 2015. Sandra Deslauriers will act as the dispatcher. New contact information will be posted.**

**c) McCreary District Library (Roy-Buchanan):
The table from the rear boardroom at 436 Second Avenue will be provided to the McCreary & District Library for its use.**

d) Parkland District Library (Roy-Buchanan):

#222/2015 BE IT RESOLVED THAT the Municipality of McCreary acknowledges receipt of the 2014 Audited Financial Statements of Parkland Regional Library Services as prepared by Zaplitney and Zamrykut as required by the Public Libraries Act and as approved and signed by the Parkland Regional Library Services.

CARRIED.

The next meeting is scheduled for April 27, 2015 in Dauphin, Manitoba.

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- e) **McCreary Recreation Commission (Kohlman):**
The Minutes of January 14, 2015 were received and filed.

Minutes from McCreary Community Centre were received and filed.

Minutes from McCreary Swimming Pool were received and filed.

McCreary Golf & Country Club Inc. Audited 2015 Financial Statements were received and filed.
- f) **Turtle River Watershed Conservation District #2 – Sub-District #44 (Buchanan-Smith):**
The Minutes of March 19, 2015 were received and filed.
- g) **Riding Mountain Liaison (Smith-Cripps):**
No report at this time.
- h) **Riding Mountain Biosphere (Smith-Cripps):**
No Report at this time.
- i) **Whitemud Watershed Conservation District – Big Grass Sub-District (Smith-Buchanan):**
No report at this time.
- j) **Inter-Ridge Veterinary Services (Kopytko-Buchanan):**
No report at this time.
- k) **Westlake Veterinary Board (Buchanan):**
No report at this time.
- l) **Neepawa & Area Veterinary Board (Buchanan-Smith):**
No report at this time.
- m) **McCreary Golf Course Development (Roy-Kohlman):**
No report at this time.

Notice of Motion:

None.

Remarks:

Financial Planning meeting is scheduled for May 7, 2015 at 7:00 p.m. The next regular meeting is scheduled for May 13, 2015.

Committee of the Whole - Confidential - In Camera:

Nothing further.

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#223/2015 BE IT RESOLVED THAT this regular council meeting do now adjourn.

Time of Adjournment: 10:35 p.m.

CARRIED.

MUNICIPALITY OF McCREARY

LARRY McLAUHLAN, Reeve

WENDY L. TURKO, Chief Administrative Officer