

MUNICIPALITY OF McCREARY

Minutes of the Regular Council Meeting of the Municipality of McCreary held March 11, 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:

Reeve	Larry McLauchlan
Councillor	Shawn Buchanan
Councillor	Linda Cripps
Councillor	Clayton Kohlman
Councillor	Coreen Roy
Councillor	Dave Smith
Chief Administrative Officer	Wendy Turko

#144/2015 BE IT RESOLVED THAT the Agenda for the March 11, 2015 Regular Meeting be adopted with the following addition:

1. Use of Community Centre for Rally as (k) – Unfinished Business.

CARRIED.

#145/2015 BE IT RESOLVED THAT the Minutes of the February 25, 2015 Regular Meeting be approved as presented.

CARRIED.

DELEGATIONS and REPORTS:

The written reports from Public Works employees were received and filed.

PETITIONS and CORRESPONDENCE:

DATED	RECEIVED FROM	CONCERNING	HOW DEALT WITH
Feb 23/15	Pam Little	Economic Development Board – COPIED.	This information has been received and responded to previously. Filed McCreary & District Economic Development Board.
Feb 24/15	Joe & Loretta Longtin	Sewer Line 205 First Ave. – COPIED.	Resolution #159/2015 Water and Sewer Utility. Filed Sewer and Water Utility and 2015 Budget.
Feb 25/15	Manitoba Municipal Administrators' Association	Administration and Enforcement of By-Laws Seminar – Mar. 20/15 Brandon, MB – COPIED.	The By-Law Enforcement Officer is attending. Filed Education.
Feb 26/15	Riding Mountain Biosphere Reserve – Ray Frey, Chair	Requesting a meeting – COPIED.	Council is unable to meet at this time. Filed Riding Mountain Biosphere Reserve.
Feb 25/15	Municipal Finance and Advisory Services	Municipal Road and Bridge Program – COPIED.	Resolution #154/2015 Transportation & Drainage Filed Municipal Road and Bridge Program 2014 and 2015 Budget.

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DATED	RECEIVED FROM	CONCERNING	HOW DEALT WITH
Feb 24/15	Parkland Regional Library	2015 Budget – COPIED.	Filed Parkland Regional Library and 2015 Budget.
Feb 27/15	Dennis Battershell	Letter of Resignation – COPIED.	Resolution #148/2015 General Business. Filed Council, Elections and 2015 Budget.
Feb 27/15	Manitoba Municipal Assessment Services	2015 Assessment Levy – COPIED.	Filed Assessment and 2015 Budget.
Mar 3/15	Association of Manitoba Municipalities	Multi-Material Stewardship Manitoba – COPIED.	Filed Multi-Material Stewardship Manitoba, Association of Manitoba Municipalities and 2015 Budget.
Mar 3/15	McCreary Recreation Commission	2015 Budget – COPIED.	Filed McCreary Recreation Commission and 2015 Budget.
Mar/15	Municipality of Ste. Rose	Notice of Public Hearing Mar.11/15 – COPIED.	Filed Zoning.
Feb 27/15	Manitoba Conservation and Water Stewardship	Operating License – Public Water System – COPIED.	The license has been renewed in the name of the Municipality of McCreary. Diarized for renewal June, 2019. Filed Water System – Operating License.
Feb 27/15	Manitoba Conservation and Water Stewardship	2014 Audit – COPIED.	All operations of the public water system were compliant. Filed Water System – Operating License.
Mar 7/15	Hudson Bay Route Association	2015 Membership – COPIED.	Filed Hudson Bay Route Association.

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:

#146/2015 BE IT RESOLVED THAT the following accounts be paid from the General Operating Fund:

Manitoba Hydro	Rural Grader Shed	\$ 1,041.27
Manitoba Hydro	Outdoor Lighting	\$ <u>987.22</u>
		\$ 2,028.49
 CNH Capital	 Lease Payment – New Holland Tractor	 \$12,074.50

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#146/2015 CONTINUED:

Municipalities Trading Company of Manitoba Ltd.	February, 2015 Fuel	\$ 1,509.66
Whitemud Watershed Conservation District	1st 2015 Levy Payment	\$ 1,261.83
Federation of Canadian Municipalities	Membership Fee for April 1/15-March 31/16	\$ 232.44
Parkland Source for Sports	Replacement Hockey Sticks - Arena Insurance Claim	\$ 3,886.36
Mowat's Diesel Repair	Repair of Kubota Tractor Blade	\$ 1,672.40

CARRIED.

#147/2015 BE IT RESOLVED THAT the General Operating Fund List of Accounts numbered #92 to #129 totalling \$24,213.25 and the Utility Operating Fund List of Accounts numbered #3333 to #3336 totalling \$1,540.63 be hereby approved.

CARRIED.

- c) Draft Financial Statements:
None available at this time.**
- d) Outstanding Taxes as at March 5, 2015 total \$155,176.67 with \$18,517.12 owing for 2013, \$138,382.39 owing for 2014 And credits of \$1,722.84 applicable to 2015.**
- e) Outstanding Utility Accounts as at March 5, 2015 total \$43,726.84 with \$4,425.27 being past due and \$38,301.47 being due April 30, 2015 for the quarter December 1, 2014 to February 28, 2015.**
- f) 2014 Audits – Village of McCreary and Rural Municipality of McCreary:
The former Village of McCreary audit is scheduled for March 16 through 19, 2015 and the former Rural Municipality of McCreary audit is scheduled for March 23, 2015.**
- g) 2015 Financial Planning and Public Hearing Date:
This will be discussed at the next regular meeting.**
- h) Tax Sale:
Twelve properties qualify for tax sale. Another courtesy letter will be sent shortly.**

BY-LAWS:

- a) #4/2015 – Terms and Conditions of Employment By-Law:
Job descriptions are being worked on for inclusion in the Personnel Policy prior to this by-law being given third reading.**

UNFINISHED BUSINESS:

- a) **Auditing Services:**
This matter will be dealt with prior to August, 2015.
- b) **Lane Closure and Land Consolidation – McCreary Centennial Arena:**
Nothing new at this time.
- c) **Insurance Claim – McCreary Centennial Arena:**
This claim will not be finalized until flooring has been completed after the season has ended.
- d) **Municipality of McCreary Signs:**
Quotes for signs received from Airmaster Sales Ltd. were received and discussed. Including the logos of both amalgamation partners on the new signs, color and size of signs was discussed. New quotes are to be requested for consideration during financial planning.
- e) **Municipal Land Lease:**
A follow up letter is to be sent.
- f) **Pesticide Use Permit:**
The required advertisement has been completed and the Application for Permit for the Municipality of McCreary has been submitted.

Obtain Services of Dauphin Ochre Weed District:

Dauphin Ochre Weed District has agreed to provide the Municipality of McCreary with services.

Implementation of Integrated Pest Management Program: TABLED.

- g) **Agassiz Road Maintenance Contract – Riding Mountain National Park of Canada:**
The agreement has not been received from Riding Mountain National Park.
- h) **Association of Manitoba Municipalities:**

Convention – Brandon – Accommodations:

We are included on the waiting list for accommodations for the November, 2015 Annual Convention with nothing new to report at this time.

Midwestern, Northern, Parkland and Western Mayors, Reeves and CAO's Meeting – March 16/15 1:00 to 3:30 p.m. – Agenda:

Reeve McLaughlan will attend on behalf of the Municipality of McCreary.

Municipal Officials Seminar and Tradeshow – March 17 and 18, 2015:

Reservation confirmation, registration confirmation and the agenda were copied to those members of Council who are able to attend.

Costs of municipal amalgamation have not yet been tabulated.

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- i) Quotes for 2015 Graveling Program:**
Requests for quotes have been sent as directed by Council and the Committee. Quotes are to be received no later than 4:00 p.m. on March 31, 2015.

- j) Quotes for Dust Control:**

#148/2015 BE IT RESOLVED THAT the quote for Dust Control Applications for 2015 received from Fort Distributors in the amount of \$0.30 per litre plus Goods and Services Tax for the supply and application of 30% magnesium chloride be hereby accepted by the Municipality of McCreary and that services be obtained for completion by June 12, 2015.

AND BE IT FURTHER RESOLVED THAT the Municipality of McCreary set the rate for the 2015 Dust Control Program for private yard site frontage on municipal roads at \$0.43 per litre applied.

CARRIED.

The deadline for requests from property owners is to be May 22, 2015.

Invoices charged out for the dust control program are to be compared to the costs incurred for future reference. Requirements for dust control under contracts was discussed.

- k) Use of Community Centre for Rally – ADDITION:**
Larry McLauchlan, Reeve, disclosed a personal interest in this matter vacated the chair, and left the Council chambers.

Linda Cripps, Deputy Reeve assumed the Chair.

Reconsidering Resolution #129/2015 passed on February 25, 2015, agreeing to be responsible for the costs of providing the McCreary Community Centre for the Mount Agassiz Ski Hill Rally held on February 21, 2015, was discussed.

Payment is not to be made. See Notice of Motion.

Reeve McLauchlan was invited to rejoin the meeting. Deputy Reeve Cripps vacated the Chair and Reeve McLauchlan resumed the Chair.

GENERAL BUSINESS:

#149/2015 BE IT RESOLVED THAT the written resignation received by the Chief Administrative Officer on February 27, 2015 from Dennis Battershell resigning from his position of Councillor for the Municipality of McCreary be hereby acknowledged by the Council of the Municipality of McCreary as being effective February 27, 2015.

AND BE IT FURTHER RESOLVED THAT the Council of the Municipality of McCreary requests Reba Keele, Senior Election Official for the Municipality of McCreary, to hold a by-election to fill the now vacant position of Councillor for the Rural Ward of the Municipality of McCreary.

CARRIED.

STANDING COMMITTEES OF COUNCIL:

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

Personnel Policy and Job Descriptions:

The job description for the Assistant Chief Administrative Officer is being worked on for advertising to coincide with the retirement of Margaret Roncin.

Employee Evaluations will be completed in November, 2015. Committee recommendations for rates of pay will be considered further at a later date.

Mileage for employees' use of their private vehicles for work purposes will continue as is with payment requiring the approval of Council. Use of municipally owned vehicles and the condition of existing municipally owned vehicles is being reviewed.

- #150/2015 WHEREAS the Municipality of McCreary would like to compensate employees who use personal cellular telephones as their contact during working hours and/or for the purposes of the Municipality of McCreary;**

THEREFORE BE IT RESOLVED THAT the Municipality of McCreary pay \$25.00 per month to employees as an expense allowance as compensation for this personal expense.

CARRIED.

- #151/2015 BE IT RESOLVED THAT Tyler McFadyen be offered the position of Operations Foreman for the Municipality of McCreary as advertised at an hourly rate of pay of \$24.00 per hour with employment to begin on April 7, 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.

Assistant Chief Administrative Officer:

The advertisement and job description is being worked on.

- #152/2015 BE IT RESOLVED THAT a Committee of the Whole of the Municipality of McCreary go in camera for the purpose of discussing an employee or employees.**

CARRIED.

- #153/2015 BE IT RESOLVED THAT the Municipality of McCreary close its in camera discussion and re-open the meeting to the public.**

CARRIED.

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

Development and Building Permit Applications Review:

The 2014 Annual Report has not been received from the Office of the Fire Commissioner.

Fire Prevention Inspections: TABLED.

2015 Fire Department Budget:

The fire department has no pressing issues and an equipment budget will be provided as soon as possible.

The Animal Control Contract renewal has been sent out.

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

Drainage Licenses/Projects:

These will be discussed during financial planning.

Quote – culvert – SE 8-20-15W – COPIED:

This will be discussed during financial planning.

#154/2015 BE IT REQUESTED THAT the Municipality of McCreary request an extension for projects approved under the Rural Municipality of McCreary 2014 Municipal Road Improvement Program Grant, subject to authorization upon approval of the 2015 Financial Plan of the Municipality of McCreary.

CARRIED.

Reeve McLauchlan was unable to attend the Flood Preparedness Seminar.

The condition of existing pumps was discussed.

d) **Buildings (Kohlman-Battershell-McLauchlan):**

Use of 436 Second Avenue:

The McCreary Recreation Commission has accepted Council's offer of space in the former Village of McCreary office space.

All Village of McCreary items will be removed from 436 Second Avenue tomorrow.

Service Canada has advised that the Outreach Program in McCreary will end March 31, 2015 with the last visit being March 18, 2015.

#155/2015 BE IT RESOLVED THAT Municipality of McCreary confirms that leases for office space located at 436 Second Avenue will be as follows:

- 1. On a month-to-month basis, with rent paid monthly and due on the first day of each month;**
- 2. That a damage deposit of one month's rent will be required at commencement of the term and will be returned upon the end of the lease agreement if there are no damages;**
- 3. The Lease may be terminated by either the municipality or the tenant upon 90 days written notice the other party;**

#155/2015 CONTINUED

4. The costs of provision of telephone and/or internet services as well as furniture and/or office equipment for use in the space will be that of the tenant;
5. Janitorial services will be provided by the municipality and are included in the monthly rental fee;
6. Rental rates will be at rates set as per Resolution #137/2015 until December 31, 2015.

CARRIED.

Telephone and Internet Services for 436 Second Avenue as well as overall services and operations of the Municipality of McCreary were discussed.

Janitorial Contracts for both 436 Second Avenue and 432 First Avenue have been renewed.

Photocopier:

The photocopier will be kept for use as necessary.

Manitoba Youth Job Centre:

Use of the former Council Chambers has been discussed. Hiring will be completed at the next regular meeting following closing on March 13, 2015.

Repairs as necessary to prevent water from entering the rural shop was referred for inclusion in the 2015 financial plan.

#156/2015 BE IT RESOLVED THAT Municipality of McCreary obtain the services of Roncin Electric to repair the Bulk Water Equipment at 432 First Avenue.

CARRIED.

- e) **Environmental Health Services (McLauchlan-Battershell-Buchanan):**
All conditionals of the Improvement Order and Inspection Report have been complied with.

The concerns of Portage & District Recycling Inc. have been discussed with the Controller.

Encouraging recycling was discussed. Public education was discussed.

#157/2015 BE IT RESOLVED THAT the Municipality of McCreary request a Shredding of Household Garbage at the McCreary Waste Disposal Site as per our contract with Environmental Waste Reduction & Management (Manitoba) Ltd. during its Spring, 2015 Schedule.

CARRIED.

- f) **Public Health and Welfare Services (Smith-Battershell-McLauchlan):**
Nothing to report at this time.

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- g) Environmental Development Services (Roy-Cripps-McLauchlan):
Nothing to report at this time.**
- h) Economic Development Services (Roy-McLauchlan-Smith):
Nothing to report at this time.**
- i) Recreation, Culture, Parks, Playgrounds (Kohlman-Battershell-McLauchlan):

The 2015 McCreary Recreation Commission Budget has been received for consideration during financial planning.

Internet services available at 436 Second Avenue were discussed.**
- j) Water and Sewer Utility (Cripps-Kohlman-McLauchlan-Roy):**

#158/2015 BE IT RESOLVED THAT the Municipality Of McCreary hereby accepts the quote of Contec Projects Limited as follows:

Lift Station #2 – Jonasson Crescent Lift Station	\$23,809.00
Remove Old and Install New Barnes Pumps, chains, guide bars, holders, etc.	

plus taxes with work to be completed as soon as possible.

BE IT FURTHER RESOLVED THAT this emergency project be funded from the Utility Reserve Fund T-Bill #8173205, having a balance of \$114,914.98 effective January 1, 2015.

CARRIED.

#159/2015 BE IT RESOLVED THAT the Acting Public Works Foreman be authorized to proceed with having the private sewer line servicing 205 First Avenue viewed by a sewer camera with a written report of the results or a video record to be provided by the sewer camera operator as soon as possible.

CARRIED.

ORGANIZATIONS:

- a) Planning District (McLauchlan-Battershell):

Future of Planning Services:
A further report will be available at the next regular meeting.

Mountainview Lakeshore Agassiz – Jan/Feb, 2015 Report:
The report was received and filed. Funding will be considered further during financial planning.

Outstanding permits were discussed.**
- b) McCreary & District HandiVan (Cripps-Roy):
A meeting is scheduled for March 17, 2015. Attendance is not possible due to the Municipal Officials Seminar in Winnipeg.**

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- c) McCreary District Library (Roy-Buchanan):
Nothing new to report at this time.**
- d) Parkland District Library (Roy-Buchanan):
The Director's Report as of February 21, 2015 was received and filed.**
- e) McCreary Recreation Commission (Kohlman-Battershell)
The move to the new office space will begin shortly.**
- f) Turtle River Watershed Conservation District #2 – Sub-District #44
(Buchanan-Smith):
A meeting is scheduled for next week.**
- g) Riding Mountain Liaison (Smith-Cripps):
The Constitution is being reviewed as it has been in place since 1980. Bison
at Lake Audy are being discussed. Packhorse Trail was discussed.**
- h) Riding Mountain Biosphere (Smith-Cripps):
Funding is a topic of concern. Buffer zones or transition areas were
discussed.**
- i) Whitemud Watershed Conservation District – Big Grass Sub-District
(Smith-Buchanan):
A meeting is planned for April, 2015.**
- j) Inter-Ridge Veterinary Services (Kopytko-Buchanan):
No report at this time.**
- k) Westlake Veterinary Board (Battershell-Buchanan):
The alternate will now plan to attend.**
- l) Neepawa & Area Veterinary Board (Buchanan-Smith):
Nothing new to report.**
- m) McCreary Golf Course Development (Roy-Kohlman):
Nothing new to report.**

Notices of Motion:

Deputy Reeve Linda Cripps gave her Notice of Motion in accordance with Subsection 139(1)(b) of The Municipal Act to review and reverse Resolution #129/2015 and for Council to reconsider the matter of being responsible for the costs of providing the use of the McCreary Community Centre for the Mount Agassiz Ski Hill Rally held in McCreary on Saturday, February 21, 2015.

Remarks:

The next regular meeting is scheduled for March 25, 2015.

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**Committee of the Whole - Confidential - In Camera:
Nothing further.**

#160/2015 BE IT RESOLVED THAT this regular council meeting do now adjourn.

Time of Adjournment: 10:50 p.m.

CARRIED.

MUNICIPALITY OF McCREARY

LARRY McLAUHLAN, Reeve

WENDY L. TURKO, Chief Administrative Officer