

Rural Municipality of McCreary

Special Joint Meeting of March 25, 2014
Held at the Rural Municipality of McCreary Council Chambers

Meeting was called to order at 7:30 p.m. by Reeve Larry McLauchlan.

Present:

Rural Municipality of McCreary

Reeve	Larry McLauchlan
Councillor	Allan Whyte
Councillor	Shawn Buchanan
Councillor	Dennis Battershell
Councillor	Gordon Evenson
Chief Administrative Officer	Margaret I. Roncin

Village of McCreary

Mayor	Linda Cripps
Councillor	Kelvin Code
Councillor	Sandra Deslauriers
Councillor	Jamie Hoskins
Municipal Administrator	Wendy Turko

Councillor Clayton Kohlman was unable to attend.

#1/JC Whyte - Hoskins.

BE IT RESOLVED THAT the Agenda for the Special Joint Meeting of March 25, 2014 be adopted as presented. CARRIED.

Municipal Amalgamation:

Office Tour: The Office was toured and discussed.

Office Layout: All Administration staff will have work space in the front portion of the office. Location of the McCreary Recreation Commission in the space currently occupied by the Village of McCreary Administration was discussed. Discussion was held regarding the Manitoba Youth Job Centre, Manitoba Public Insurance and Burrows Trail Arts Council possibly being located in the rear of the Village of McCreary Office Complex. Discussion was also held on providing the use of the board rooms in either building to existing users.

Computers (new): As it is necessary for both municipalities to replace computers in 2014 due to necessary operating system changes, the purchases will be coordinated with Munisoft, the software provider for both municipalities to ensure they will be compatible and able to accommodate 4 fully functional work stations. Retaining the current computers for use by Public Works, etc was discussed. Retaining current printers for use at individual work stations was also discussed, specific to function. Administration is to discuss and make a recommendation on which photocopier is to be retained. Cellular telephone use was also discussed.

Work Stations: Four work stations with full municipal programming will be necessary for Administration. Use of wireless router was discussed to ensure easy communication between all staff and council at various locations.

Office renovations: If Office renovations are determined to be necessary after the physical move planned for September 1, 2014, they may be considered during the 2015 financial planning.

Move: It was suggested that the Village of McCreary Administration move to the Rural Municipality of McCreary Office Complex by September 1, 2014.

Internet:

It was agreed that I-Net/NetSet be used as the internet service provider.

Staff Structuring:

The structure of the Administration Staff is suggested to include a Chief Administrative Officer, Assistant Administrator or Finance Officer and 2 Part-Time Office Clerks. Public Works was also discussed.

Blue Cross and MEBP Benefits:

Both Municipalities offer Blue Cross – Plan III Benefits. The levels of programs offered through the Municipal Employee Benefits Program differ. The pay structure differs between bi-weekly and semi-monthly pay periods. Other benefits such as vacation, bereavement etc. will be dealt with a later time. Notice to employees was discussed to allow time for adjustment of payment schedules for employees' personal financial commitments. Salaries/Wages will be dealt with during financial planning.

COR Health and Safety Programs:

COR Certification is currently ongoing by the Rural Municipality of McCreary as is a requirement for contracts with Manitoba Infrastructure and Transportation. Including the McCreary Volunteer Fire Department and sharing costs was discussed.

Auditors:

Currently the municipalities have different auditors with contracts to expire December 31, 2014 after completion of the fiscal year of 2014. Auditing services tendering after January 1, 2015 was discussed. Auditing costs for other community organizations was discussed with administration to research what would be recommended to reduce the auditing costs.

Administration is to work together, prepare recommendations and advise the individual Councils when meeting again to further discuss municipal amalgamation is appropriate.

2014 Budget Discussions:

Recreational facilities – request for operating funding was discussed.

Recreational facilities – fundraising was discussed.

Discussion held on having a large prize lottery as a community based fund raiser.

The 2014 Financial Planning process will proceed with further communications between both councils.

#2/JC

Code – Hoskins

BE IT RESOLVED THAT the Special Joint Meeting of March 25, 2014 does now adjourn.

Time: 9:25 p.m.

CARRIED.

THE RURAL MUNICIPALITY OF McCREARY

LARRY McLAUHLAN, Reeve

MARGARET I. RONCIN, Chief Administrative Officer