

MUNICIPALITY OF McCREARY

Minutes of the Regular Council Meeting of the Municipality of McCreary held on November 25, 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 7:36 p.m.

PRESENT:

<p>Reeve Deputy Reeve Councillor Councillor Councillor Councillor Councillor Chief Administrative Officer</p>	<p>Larry McLauchlan Linda Cripps Shawn Buchanan Clayton Kohlman Coreen Roy Dave Smith Allan Whyte Wendy Turko</p>
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#462/2015 BE IT RESOLVED THAT the Agenda for the November 25, 2015 Regular Meeting be adopted as prepared by the Chief Administrative Officer.

CARRIED.

#463/2015 BE IT RESOLVED THAT the Minutes of the November 10, 2015 Regular Meeting and the November 18, 2015 Special Meeting be approved as presented.

CARRIED.

DELEGATIONS and REPORTS:

None.

PETITIONS AND CORRESPONDENCE:

DATED	RECEIVED FROM	CONCERNING	HOW DEALT WITH
Nov 10/15	McCreary Mustangs Atoms Hockey Team	Request for Donation – COPIED;	Resolution #468/2015 Financial. Filed Requests.
Nov 13/15	McCreary Mustangs Novice Hockey Team	Request for Donation – COPIED;	Resolution #469/2015 Financial. Filed Requests.
Nov 19/15	McCreary and District History Book Committee	Request for Letter of Endorsement – COPIED;	Resolution #484/2015 General Business. Filed McCreary and District History Book Committee.
Nov 5/15	Ferme Saquet Inc.	Request Permission to Perform a Cleanout – COPIED;	Resolution #487/2015 Standing Committees, Transportation and Drainage. Filed Drainage Requests.
Nov 20/15	Munisoft	Renewal of Software Support Agreement and Equipment Maintenance Agreement – COPIED;	Resolution #470/2015 Financial. Filed Munisoft

**Municipality of McCreary Regular Meeting
November 25, 2015**

DATED	RECEIVED FROM	CONCERNING	HOW DEALT WITH
Nov. 2015	Neepawa-Gladstone Cooperative Limited	Membership Equity Statement – COPIED;	Filed Neepawa-Gladstone Cooperative Limited>
Nov 16/15	Brandon Tourism	Accommodations for 2017 Association of Manitoba Municipalities Convention – COPIED;	Council identified Hotels to be contacted on December 7, 2015. Filed AMM Convention Rooms 2017.
Nov, 2015	Neepawa Banner and Neepawa Press	Combined Christmas Edition Advertisement – COPIED;	Resolution #471/2015 Financial. Filed Requests.
Oct 27/15	Federation of Canadian Municipalities	2016/2017 Membership – COPIED;	Resolution #472/2015 Financial. Filed Federation of Canadian Municipalities.
Nov 23/15	Yellowhead Health Committee	Rural Health Care Crisis – COPIED;	Filed Yellowhead Health Committee.

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:

#464/2015 BE IT RESOLVED THAT the following accounts be paid from the General Operating Fund:

Environmental Waste Reduction & Management (Manitoba) Ltd.	Grinding Household Waste	\$ 2,231.25
Manitoba Municipal Government	2015 Levy Assessment	\$17,793.00
Municipalities Trading Company of Manitoba Ltd.	Tools Fuel	\$ 643.12 \$ 570.14 <u>\$ 1,213.26</u>
Parkland Source for Sports	Equipment Damaged – Arena Insurance Claim	\$ 9,673.05
Mountainview School Division	2015 Levy – First Payment	\$ 3,418.50
Public Schools Finance Board	2015 Levy – First Payment	\$ 19,497.75
Turtle River School Division	2015 Levy – First Payment	\$337,018.59

**Municipality of McCreary Regular Meeting
November 25, 2015**

#464/2015 CONTINUED:

Dave Smith	Neepawa Veterinary Board		
	Mileage and Per Diem	\$ 127.50	
	Riding Mountain Biosphere Board – Dauphin		
	Mileage and Per Diem	<u>\$ 142.50</u>	
		<u>\$ 270.00</u>	
Jillian Petillion	Registration Fee – 50%	\$ 50.00	
	Introductory Accounting for Municipal Managers – 50%	<u>\$ 282.50</u>	
		<u>\$ 332.50</u>	

CARRIED.

#465/2015 BE IT RESOLVED THAT the following accounts be paid from the Utility Operating Fund:

Hoes for Hire Ltd.	Sept 23 Sewer Repair	\$ 1,176.00
	Sept 24 Water Repair	\$ 1,160.25
	Sept 30 Water Repair	\$ 1,034.25
	Oct 1 Sewer Repair	\$ 1,900.50
	Oct 2 Water Repair Clean Up	<u>\$ 1,859.55</u>
		<u>\$ 7,130.55</u>

CARRIED.

#466/2015 BE IT RESOLVED THAT the General Operating Fund List of Accounts numbered #736 to #769 totalling \$26,435.28 and the Utility Operating Fund List of Accounts numbered #3443 to #3447 totalling \$524.15 be hereby approved.

CARRIED.

Outstanding Taxes as at November 20, 2015 total \$197,683.33 with \$24,569.18 owing for 2014 against 32 properties and \$173,114.15 owing for 2015 with interest now accumulating on all amounts outstanding at 1% per month until paid.

Outstanding Water and Sewer Utility Accounts as at November 20, 2015 total \$8,906.09 with 16 accounts outstanding totaling \$2,051.74 for the quarter ended May 31, 2015, \$6,594.24 outstanding for the quarter ended August 31, 2015 and \$260.11 owing for the current quarter.

#467/2015 BE IT RESOLVED THAT the Municipality of McCreary Draft Financial Statements as at March, 2015 be approved by Council as prepared by the Chief Administrative Officer on the understanding that these statements are subject to audit by Meyers Norris and Penny and do not include consolidated entities.

CARRIED.

Municipality of McCreary Regular Meeting
November 25, 2015

#468/2015 BE IT RESOLVED THAT a grant of \$100.00 be made to the McCreary Mustangs Atoms Hockey Team for its 2015 Home Tournament planned for November 28, 2015.

CARRIED.

#469/2015 BE IT RESOLVED THAT a grant of \$100.00 be made to the McCreary Mustangs Novice Hockey Team for its 2015 Home Tournament planned for December 11 and 12, 2015.

CARRIED.

#470/2015 BE IT RESOVLED THAT the Municipality of McCreary renew its Software Support Agreement with MuniSoft for the term January 1 to December 31, 2016 at a cost of \$4,016.00 plus taxes.

BE IT FURTHER RESOLVED THAT the Municipality of McCreary renew its Equipment Maintenance Agreement with MuniSoft for the term January 1 to December 31, 2015 at a cost of \$769.00 plus taxes.

CARRIED.

#471/2015 BE IT RESOLVED THAT the Municipality of McCreary proceed with an advertisement in the combined Christmas edition of The Neepawa Banner and The Neepawa Press to be published on December 18, 2015 at a cost of \$72.00 plus taxes.

CARRIED.

#472/2015 BE IT RESOLVED THAT the Municipality of McCreary renew its membership with the Federation of Canadian Municipalities for the term April 1, 2016 to March 31, 2017 at a cost of \$235.09.

CARRIED.

BY-LAWS:

#473/2015 BE IT RESOLVED THAT By-Law #15/2015 being a By-Law to govern the organization of the Municipality of McCreary and the Committees thereof be given first reading.

CARRIED.

#474/2015 BE IT RESOLVED THAT By-Law #15/2015 being a By-Law to govern the organization of the Municipality of McCreary and the Committees thereof be given second reading.

CARRIED.

#475/2015 BE IT RESOLVED THAT By-Law #16/2015 being a By-Law of the Municipality of McCreary to regulate the proceedings and conduct of the Council and the Committees thereof be given first reading.

CARRIED.

#476/2015 BE IT RESOLVED THAT By-Law #16/2015 being a By-Law of the Municipality of McCreary to regulate the proceedings and conduct of the Council and the Committees thereof be given second reading.

CARRIED.

UNFINISHED BUSINESS:

- a) **Insurance Claim – McCreary Centennial Arena:
Nothing new at this time.**
- b) **Association of Manitoba Municipalities Convention:
Attendance was discussed. Changes to regulations for Class III landfills requiring certified operators, etc. are in the works.**
- c) **Regional By-Law Review and Contract:
Nothing new at this time.**
- d) **Rain Event – July 28, 2015 – Disaster Financial Assistance:
Nothing new at this time.**
- e) **Contracts:**

McCreary Waste Disposal Site and Recycling Depot Controller Contract Renewal:

The renewal of the agreement has been completed.

Animal Control Officer and Pound Keeper Contract Extension:

The extension of the agreement has been completed.

Councillor Clayton Kohlman declared an interest in the following agenda item and left the meeting.

Councillor Allan Whyte declared an interest in the following agenda item and left the meeting.

Janitorial Services Contract Tender:

#477/2015 BE IT RESOLVED THAT the two tenders received for the Janitorial Services Contract be opened.

CARRIED.

#478/2015 BE IT RESOLVED THAT the tender submitted by Theresa Kohlman for the “Janitorial Services Contract”, which includes both 432 First Avenue and 436 Second Avenue, in the amount of \$500.00 per month on a self-employed contract basis for a term of January 1, 2016 to December 31, 2016 be hereby accepted.

BE IT FURTHER RESOLVED THAT the Chief Administrative Officer of the Municipality of McCreary be authorized to sign any and all documents necessary to complete this contract.

CARRIED.

Councillor Kohlman and Councillor Whyte were both invited to re-join the meeting and did so.

f) **Municipal Amalgamation:**
Nothing new at this time.

g) **I-Net Link Incorporated - Statutory Easement and Rental Agreement – COPIED:**

#479/2015 BE IT RESOLVED THAT the Municipality of McCreary enter a Statutory Easement Agreement with I-NetLink Incorporated granting I-NetLink Incorporated “right of way” upon the Northerly 521 feet of the Westerly 209 feet of the SW ¼ of 33-20-15 excepting all Mines and Minerals and known as Certificate of Title No. 2325743/5 on the conditions that:

1. **Annual rent of \$500.00 be paid to the Municipality of McCreary by I-Net Link Incorporated;**
2. **Free Internet Service, as per the Contra Internet Service and Rental Agreement dated June 12, 2014, will be provided to the Municipality of McCreary by I-NetLink Incorporated.**

AND BE IT FURTHER RESOLVED THAT the Chief Administrative Officer be hereby authorized to sign the said Statutory Easement on behalf of the Municipality of McCreary.

CARRIED.

h) **Christmas Gala:**
Those who are able to attend were confirmed.

i) **Internal and External Appointments to Committees and Organizations – COPIED:**

#480/2015 BE IT RESOLVED THAT the following members of Council be appointed to those Standing Committees of Council as indicated below for the term January 1, 2016 until December 31, 2016, as per Paragraph 4.2 of Organizational By-Law.

BE IT FURTHER RESOLVED THAT the CAO act as the Secretary of all Standing Committees:

**Municipality of McCreary Regular Meeting
November 25, 2015**

#480/2015 CONTINUED

STANDING COMMITTEE	CHAIRPERSON	APPOINTEES
Legislative, Finance, Personnel and Policy	Coreen Roy	1. Linda Cripps 2. Clayton Kohlman 3. Larry McLauchlan
Protective Services	Shawn Buchanan	1. Larry McLauchlan 2. Dave Smith
Transportation and Drainage	Shawn Buchanan	1. Linda Cripps 2. Larry McLauchlan 3. Dave Smith
Buildings	Clayton Kohlman	1. Larry McLauchlan 2. Allan Whyte
Environmental Health Services Landfill, Recycling	Larry McLauchlan	1. Shawn Buchanan 2. Allan Whyte
Public Health and Welfare Cemetery, Health Care	Allan Whyte	1. Dave Smith 2. Larry McLauchlan
Environmental Development Services Planning, Beautification, Weed Control	Coreen Roy	1. Linda Cripps 2. Larry McLauchlan
Economic Development Services Tourism, Vets, Watersheds	Coreen Roy	1. Larry McLauchlan 2. Dave Smith
Recreation, Culture, Parks and Playgrounds	Clayton Kohlman	1. Larry McLauchlan 2. Allan Whyte
Water and Sewer Utility	Linda Cripps	1. Clayton Kohlman 2. Larry McLauchlan 3. Coreen Roy

CARRIED.

#481/2015 BE IT RESOLVED THAT the following members of Council be appointed to those Organizations as set out below to sit on the Board of Directors for the term January 1, 2016 through December 31, 2016:

COMMITTEE	APPOINTEE	ALTERNATE
Planning District/Services	Larry McLauchlan	Allan Whyte
McCreary & District HandiVan	Linda Cripps	Coreen Roy
McCreary & District Library	Coreen Roy	Shawn Buchanan
Parkland Regional Library	Coreen Roy	Shawn Buchanan
McCreary Recreation Commission	Clayton Kohlman	Allan Whyte
Turtle River Watershed Conservation District #2 Sub-District #44 2 Ratepayers or 1 Council & 1 Ratepayer	Shawn Buchanan	Dave Smith

**Municipality of McCreary Regular Meeting
November 25, 2015**

COMMITTEE	APPOINTEE	ALTERNATE
Riding Mountain Liaison	Allan Whyte	Linda Cripps
Riding Mountain Biosphere	Dave Smith	Linda Cripps
Whitemud Watershed Conservation District, Big Grass River Sub-District 2 Ratepayers or 1 Council and 1 Ratepayer or 2 Council	Appointee Dave Smith	Appointee Allan Whyte
Inter-Ridge Veterinary Services 1 Member – Council or Ratepayer	Allan Whyte	Shawn Buchanan
Westlake Veterinary Services	Shawn Buchanan	Allan Whyte
Neepawa & Area Veterinary Services	Shawn Buchanan	Dave Smith

CARRIED.

#482/2015 BE IT RESOLVED THAT the following individuals be appointed or confirmed as Citizen Representative for the Municipality of McCreary to the Organization as indicated with the term to expire as indicated:

ORGANIZATION	APPOINTEE	EXPIRY
Turtle River Watershed Conservation District #2 Sub-District #44 2 Ratepayers Or 1 Council and 1 Ratepayer	Kelvin Code	December, 2016
Parkland Tourism	Vacant	December, 2016
Whitemud Watershed Conservation District, Big Grass River Sub-District 2 Ratepayers or 1 Ratepayer and 1 Council or 2 Council	Vacant	December, 2016

CARRIED.

#483/2015 BE IT RESOLVED THAT the Board of Revision for the Municipality of McCreary be hereby appointed as being all members of the Council plus the following two residents in accordance with subsection 35(1) of The Municipal Assessment Act and clauses 6.1 and 6.2 of the Organizational By-Law for a term to begin immediately and to expire December 31, 2016:

Joan Duchart	Resident	Board Member
Rene Saquet	Resident	Board Member

CARRIED.

9. **GENERAL BUSINESS:**

#484/2015 BE IT RESOLVED THAT the Municipality of McCreary provide a letter of endorsement in principle to McCreary and District History Book Committee to accompany its applications for funding to grant programs for the production of further copies of the “Memories and Milestones” Edition as well as publication of a New or Sequel Edition.

CARRIED.

10. **STANDING COMMITTEES OF COUNCIL:**

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

Weekend/On Call Coverage Policy: TABLED.

**Application for Certification:
Nothing new at this time.**

Performance Appraisals:

Documents are to be completed by the Operations Foreman and the CAO for use by the Personnel Committee and Council.

#485/2015 BE IT RESOLVED THAT THE Municipality of McCreary acknowledges the successful completion of the probationary period of employment by Jillian Petillion (nee Wasylynka), and hereby agrees to extend to Jillian Petillion (nee Wasylynka) the full benefit package in accordance with its Personnel Policy effective November 19, 2015 with approval of the providers being Municipal Employee Benefits Program and Western Financial Group.

CARRIED.

**Recognition:
This matter was discussed.**

**Medical Leave Policy – COPIED:
Confirmation of Medical Appointments are to be requested.**

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

There have been no new Development and Building Permit Applications received since the last regular meeting.

The Table Top Exercise of the Emergency Plan is scheduled for November 30, 2015 at McCreary School – Multi-Purpose Room.

Honorarium – Emergency Plan Coordinator:

#486/2015 BE IT RESOLVED THAT THE Municipality of McCreary pay an honorarium to Pat Blake, Volunteer Emergency Plan Coordinator, in the amount of \$1,000.00 in recognition of her time spent.

CARRIED.

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

Bridge Structure Crossing Norgate Drain:

There appears to have been some work done which is to be viewed for confirmation.

Highway Contract Subsidy for #462 – 10% Grant:

This project will be delayed until 2016. Filed 2016 Budget.

Back Lane Signs:

The “Children At Play” signs have been installed.

#487/2015 BE IT RESOLVED THAT the Municipality of McCreary give permission to Jean L. Saquet, Rene Saquet and Joel Saquet, operating as Ferme Saquet Inc., to perform a clean out on a municipal drain located North of the NE 13-21-16 on the understanding that:

- 1. The work be carried out by those listed above, or their contractor, at their cost;**
- 2. The work be performed to the satisfaction of the Municipality of McCreary;**
- 3. The work be performed in compliance with any necessary Drainage License;**
- 4. The property owners obtain any necessary Drainage License prior to proceeding with the work, on the understanding that a copy of the approved Drainage License be provided to the Municipality of McCreary prior to the work proceeding.**

CARRIED.

Supply of Written Concern Sheets is to be provided to each member of Council after approval of a renewed format by Council.

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

#488/2015 BE IT RESOLVED THAT the quote of Mike’s Woodworking to repair and install doors at 436 Second Avenue and 432 First Avenue be accepted in the amount of \$2,803.50 plus taxes.

CARRIED.

#489/2015 BE IT RESOLVED THAT the Municipality of McCreary proceed with a crime coverage insurance claim under is policy with respect to incidents that occurred on July 15, 2015 with a deductible of \$500.00.

CARRIED.

#490/2015 BE IT RESOLVED THAT the Municipality of McCreary agrees to provide

space for the McCreary Fitness Centre Inc. at the rear of 436 Second Avenue except Office #1 with the following terms:

#490/2015 CONTINUED:

1. On a month-to-month basis for a term to begin December 1, 2015 or January 1, 2016 with rent in the amount of \$200.00 to be 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 to the other party;
4. The costs of provision of telephone and/or internet services as well as furniture and 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 fees;
6. Insurance coverage will be responsibility of the tenant with the municipality to be included as a named additional insured;
7. The Municipality may increase the rent upon giving 120 days' notice in writing to the tenant of the new rental rate;
8. There are to be no structural changes to the building during 2016 to be reviewed prior to January 1, 2017.

CARRIED.

#492/2015 BE IT RESOLVED THAT the Municipality of McCreary authorize the Operations Foreman to obtain quotes to install 2 or 3 exterior electrical plugs and one exterior light on the West side of the office building at 432 First Avenue.

CARRIED.

- e) **Environmental Health, Landfill, Recycling (McLauchlan-Buchanan-Whyte):**
Much better results after shredding of garbage with only 4 teeth broken on the shedding equipment.
- f) **Public Health and Welfare, Cemetery, Health Care:**
(Smith-McLauchlan-Whyte):
Nothing to report.
- g) **Environmental Development, Planning, Beautification, Weed Control:**
(Roy-Cripps-McLauchlan):
Funds of the in-active McCreary Beautification Committee are to be researched and their return requested.
- h) **Economic Development, Tourism, Vets, Watersheds:**
(Roy-McLauchlan-Smith):
Nothing to report.
- i) **Recreation, Culture, Parks, Playgrounds (Kohlman-McLauchlan-Whyte):**
Nothing to report.
- j) **Water and Sewer Utility (Cripps-Kohlman-McLauchlan-Roy):**

Sewer Subsidy Back-Up Program: No applications received to date.

Conference Attendance: TABLED.

11. ORGANIZATIONS:

- a) **Planning District (McLauchlan-Whyte):**
A response has not been received to our request to join.
- b) **McCreary & District HandiVan (Cripps-Roy):**
Next meeting scheduled for December, 2015.
- c) **McCreary District Library (Roy-Buchanan):**
Water taps are in need of replacement. Usage numbers are declining.
- d) **Parkland District Library (Roy-Buchanan):**
Nothing new to report.
- e) **McCreary Recreation Commission (Kohlman-Whyte):**
Christmas Gala is planned for December 5, 2015. Zamboni at the arena has been repaired and is again operating.
- f) **Turtle River Watershed Conservation District #2 – Sub-District #44 (Buchanan-Smith):**
To meet next on December 17, 2015.
- g) **Riding Mountain Liaison (Smith-Cripps):**
General Meeting Minutes of November 5, 2015 were reviewed and filed.
- h) **Riding Mountain Biosphere (Smith-Cripps):**
Community Garden Project: TABLED.
- i) **Whitemud Watershed Conservation District – Big Grass Sub-District: (Smith-Buchanan):**
Nothing new to report.
- j) **Inter-Ridge Veterinary Services (Buchanan):**
Nothing new to report.
- k) **Westlake Veterinary Board (Buchanan-Whyte):**
To meet next week.
- l) **Neepawa & Area Veterinary Board (Buchanan-Smith):**
A meeting date has not been confirmed.
- m) **McCreary Golf Course Development (Roy-Kohlman):**
Nothing new to report.

Notice of Motion:

None.

**Municipality of McCreary Regular Meeting
November 25, 2015**

Remarks:

The next Regular Meeting is scheduled for December 16, 2015 at 7:30 p.m.

Committee of the Whole - Confidential - In Camera:

Nothing.

#492/2015 BE IT RESOLVED THAT this regular council meeting do now adjourn.

Time of Adjournment: 10:33 p.m.

CARRIED.

MUNICIPALITY OF McCREARY

LARRY McLAUHLAN, Reeve

WENDY L. TURKO, Chief Administrative Officer