

**Cartwright-Roblin Municipality
(05) May 9 2017 Regular @ 7:00 pm
Council Chambers, Cartwright, Manitoba**

Council Members Present

Head of Council R. Lovell
Councillors J. Daly, P. Burton, B. Decosse, V. Hildebrand, B. Pawich

Council Members Absent

None

Also Present

Chief Administrative Officer C. Mullin

Call to Order

With a quorum present, HOC Lovell called the meeting to order. (7:00 pm)

Agenda/ Minutes

#May-17-76 Burton/ Pawich

RESOLVED that the agenda be adopted as presented with the following amendments:

1. Dousselaere/ Hutterite Fence

FURTHER BE IT RESOLVED that the following meeting minutes are adopted: None.

Carried-Lovell

Reports (attached)

- | | |
|--------------------|-----------------------|
| 1. AAO K. McDonald | 4. HOC Lovell |
| 2. APWF McLeod | 5. Councillor Burton |
| 3. CAO Mullin | 6. Councillor Decosse |

Delegations/ Petitions/ Hearings

8:10 pm Chantel Colli – chickens met with Council to apprise them the benefits of incorporating the Baby Chicks program into the CDELC summer curriculum.

Communications

<u>FROM</u>	<u>FILE</u>	<u>SUBJECT</u>
Action:		
Central Region Recreation	#235	Summer Leader Training May 27 (Morden)
Association of MB Municipalities	#10	District mtg June 15 (Carberry)
South West Rock Lake Resort Assoc	Vault	Group does not want boat parking pad
Craig Bere		Request to close & convey portion of road #73
Eric McKay	#375	East Rock Lake proposal
JD Spraggs	Vault	Insurance claim work
Information:		
Louise-Roblin Weed Control District	#240	Payout majority of assets \$42,529.08 to CRM
MB Assoc for Resource Recovery	#340	2016 Annual report

Unfinished & General Business

10:40 pm Municipal Conflict of Interest Act - MA 5(1)

With reference to Mowing Contracts – Rock Lake arising at a meeting of Cartwright-Roblin Municipality, Councillor John (Jack) Daly disclosed a personal interest in the matter before Council and withdrew from the Council Chamber, without further participation in the matter under discussion.

1. Mowing contracts were reviewed

10:45 pm Councillor Daly returned to the meeting

Resolutions & By-Laws

#May-17-77

Pawich/ Daly

RESOLVED that cheques numbered #2488 through #2569, both inclusive, and online payments #9-18, both inclusive, in the total amount of \$226,799.44 are hereby ratified and approved.

Carried-Lovell

#May-17-78

Decosse/ Hildebrand

WHEREAS Cartwright-Roblin Municipality has received donations from various individuals or organizations way of a general receipt;

THEREFORE BE IT RESOLVED that Cartwright-Roblin Municipality disburse funds received by donations in the following manner:

<u>Amount</u>	<u>Organization to Benefit</u>	<u>Receipt #</u>
\$100.00	Cartwright Town & Country Golf Course	170014-005
\$100.00	Cartwright Town & Country Golf Course	170022-001
\$100.00	Cartwright Town & Country Golf Course	170022-010
\$100.00	Cartwright Town & Country Golf Course	170030-004
\$100.00	Cartwright Town & Country Golf Course	170030-017
\$100.00	Cartwright Town & Country Golf Course	170030-012
\$100.00	Cartwright Town & Country Golf Course	170030-019
\$100.00	Cartwright Town & Country Golf Course	170034-002
\$100.00	Cartwright Town & Country Golf Course	170034-003
\$100.00	Cartwright Town & Country Golf Course	170038-007
\$100.00	Cartwright Town & Country Golf Course	170038-034
\$100.00	Cartwright Town & Country Golf Course	170049-003
\$100.00	Cartwright Town & Country Golf Course	170049-010
\$100.00	Cartwright Town & Country Golf Course	170059-013
\$100.00	Cartwright Town & Country Golf Course	170059-012
\$100.00	Cartwright Town & Country Golf Course	170059-011
\$100.00	Cartwright Town & Country Golf Course	170059-024
\$100.00	Cartwright Town & Country Golf Course	170067-001
\$100.00	Cartwright Town & Country Golf Course	170072-004
\$100.00	Cartwright Town & Country Golf Course	170072-001
\$100.00	Cartwright Town & Country Golf Course	170072-006
\$100.00	Cartwright Town & Country Golf Course	170072-009
\$100.00	Cartwright Town & Country Golf Course	170072-011
\$100.00	Cartwright Town & Country Golf Course	170078-001
\$100.00	Cartwright Town & Country Golf Course	170072-039
\$100.00	Cartwright Town & Country Golf Course	170072-038
\$100.00	Cartwright Town & Country Golf Course	170072-023
\$100.00	Cartwright Town & Country Golf Course	170078-006

\$100.00	Cartwright Town & Country Golf Course	170078-010
<hr/> \$2,900.00 <hr/>		

\$75.00	Mather Hall	170078-009
\$200.00	Mather Hall	170082-001
<hr/> \$275.00 <hr/>		

\$3,175.00

Carried-Lovell

#May-17-79 Pawich/ Burton

WHEREAS the Cartwright-Roblin Municipality annual financial plan included levy and grant payments to various organizations and groups;

THEREFORE BE IT RESOLVED that payments are authorized as scheduled:

HALLS

Cartwright Hall	\$4,900.00
Mather Hall	\$4,500.00
Merry Makers	\$0.00

RINKS

MRCC Skating	\$4,900.00
MRCC Curling	\$1,000.00
Mather Skating	\$1,800.00

OTHER LEVIES & GRANTS

#1350 CDC - Ponderosa Days	\$3,000.00
#1350 CDC - Fall Festival	\$1,000.00
#1350 Kidsport	\$200.00
#1350 Stars Helicopter	\$500.00
#5200 SSCMR (van \$4000/ SSCMR \$1000)	\$5,000.00
#6100 23 West Planning District	\$18,779.64
#7125 PV Vet	\$ 5,276.53
#7125 TM Vet	\$ 3,167.26
#7130 PV Conservation	\$ 8,018.00
#7400 CDC	\$40,000.00
#8140 Golf Club	\$ 4,000.00
#8240 Historical Society	\$ 1,500.00
#8240 Merry Makers (volunteer hrs)	\$ 250.00
#8250 Library	\$43,080.52

Carried-Lovell

#May-17-80 Pawich/ Decosse

WHEREAS Cartwright Roblin Recreation programs are offered through Cartwright-Roblin Municipality;

THEREFORE BE IT RESOLVED that payments are hereby authorized in respect to the Fairy Garden program as follows:

- Cost of instructor fees estimated at \$15 x approximately 12 participants
- Refund actual cost of supplies included in participant fees per receipt

Carried-Lovell

#May-17-81 Pawich/ Hildebrand

WHEREAS Cartwright Roblin Recreation programs are offered through Cartwright-Roblin Municipality;

THEREFORE BE IT RESOLVED that payments are hereby authorized in respect to the Mini Twins Active Start soccer/ baseball program as follows:

- Cost to purchase a set of nets and protective gear for each participant out of registration fees to a maximum of \$700.00

Carried-Lovell

#May-17-82 Burton/ Daly

WHEREAS Recreation Coordinator K. Marion carried out interviews and provided recommendation for seasonal staff hires;

THEREFORE BE IT RESOLVED that Cartwright-Roblin Municipality Council hires Maddison Hutchinson as Summer Activity Coordinator and Erika Sterkel as Play Leader for the summer student positions;

FURTHER BE IT RESOLVED that details of the position including start date and rate of pay are as set out in the employment agreement letter;

AND FURTHER BE IT RESOLVED that both staff are hereby authorized to attend the Play Leader training program May 27, 2017 with expenses paid in accordance with municipal by-laws or policies.

Carried-Lovell

#May-17-83 Pawich/ Burton

RESOLVED that pursuant to section 152(3) of the Municipal Act, Cartwright-Roblin Municipality Council adjourns the regular meeting and convenes into a Committee of the Whole to meet in camera to discuss:

- | | | | |
|-------------------------------------|--------------------------|--------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Personnel Matters | <input type="checkbox"/> | Security of documents or property |
| <input type="checkbox"/> | Preliminary discussions | <input type="checkbox"/> | Ombudsman report |
| <input type="checkbox"/> | Unresolved legal matters | <input type="checkbox"/> | Municipal Assistance |

Time: 10:50 pm Carried-Lovell

#May-17-84 Pawich/ Decosse

RESOLVED that the Committee of the Whole adjourn from in camera and resume the open meeting.

Time: 11:10 pm Carried-Lovell

#May-17-85 Hildebrand/ Pawich

RESOLVED that Cartwright-Roblin Municipality (CRM) enter into an agreement with Mark and Lorette Bourns for the purchase of approximately 20,000 cubic yards of gravel as follows:

- Bourns Pit NE 4-1-15w \$2.10/ cu yd. + GST
- Annual payment to be issued based on gravel removed for municipal purposes until depletion
- CRM responsible for any processing costs (stripping, crushing, scalping, stockpiling)
- CRM responsible for provincial rehabilitation levy

Carried-Lovell

#May-17-86 Pawich/ Hildebrand

Purpose

To set conditions for construction, improvement and removal of approaches within municipal road allowances in the Municipality

Definitions

- **“Approach”** means access from road to private property
- **“Council”** means the Reeve and Councillors of the Municipality;
- **“License”** means water control work or municipal minor water control work document approved by MB Conservation & Water Stewardship (CWS)
- **“Necessary”** means 1 (one) approach per ½ mile
- **“Water Control Works” (WCW)** means any dyke, dam, surface or subsurface drain, drainage, natural waterway, canal, tunnel, bridge, culvert, borehole or contrivance for carrying or conducting water temporarily or permanently altering the flow or level of water including but not requiring change in flow direction of water
- **“Unnecessary”** means 2nd or subsequent approach per ½ mile unless deemed as ‘necessary’ by Council
- **“Work”** means any activity having an impact on the municipal road allowance
- **“Written Approval of Municipality”** includes:
 - Resolution approved by municipal Council (copy to be forwarded to CWS), or
 - Signature of Chief Administrative Officer of Head of Council on a CWS license, or
 - Signature of Public Works Foreman (in the case of new approach without culvert)

Policy

1. ALL work in a municipal road allowance requires prior written municipal approval and is subject to license issued by CWS as follows:
 - a. New approach with culvert = Water Control Works license
 - b. All culvert amendments (diameter or height placement) = Water Control Works license
 - c. Same for Same culvert = Municipal Minor Water Control Works license
 - d. New approach without culvert = Public Works Foreman written approval
 - e. Remove approach without culvert = Public Works Foreman written approval
 - f. Remove approach with culvert = Municipal Minor Water Control Works license or potential Water Control Works license (depending on culvert size and on impacts to downstream lands)
2. ALL work in a municipal road allowance is to be completed by the municipality or by a contractor of the municipality’s choice and subject to supervision and final approval of the municipality;
3. Council may remove approaches deemed by Council and landowner to be unnecessary at municipal cost.
4. Landowners/ renters are encouraged to mow/ swath approaches during haying or harvest;
5. This policy is subject to restrictions and/or regulations imposed by any other Government body (i.e. CWS, DFO, etc.) and does not relieve the landowner and/or applicant from having to comply with the requirements;
6. That the cost of constructing/ improving approaches is as defined below.

7. Approach Application:

- a. What to include:
 - i. Completed and signed application form
 - ii. Aerial photo or Google Earth photo or hand-drawn sketch with indication of:
 1. Existing approaches within the half mile
 2. Preferred location for new approach
 - iii. Note if culvert is requested
- b. Upon receipt of a written application signed by the landowner and applicant (if different), Council will provide one approach per ½ mile to a minimum 25 foot top width, location to be approved by Foreman, cost to be borne by the municipality, construction to be carried out by the municipality or by a contractor of the municipality's choice and subject to supervision and final approval of the municipality.
- c. Upon receipt of a written application signed by the landowner and applicant (if different), Council will construct *additional* approaches to a minimum 25 foot top width with the cost being borne by the landowner, construction to be carried out by the municipality or by a contractor of the municipality's choice and subject to supervision and final approval of the municipality.
- d. Upon receipt of a written application signed by the landowner and applicant (if different), Council will maintain, repair or widen existing approaches to a minimum 25 foot top width with the applicable costs set out below, construction to be carried out by the municipality or by a contractor of the municipality's choice and subject to supervision and final approval of the municipality.
 - i. Widen necessary approach to land owner with culvert \$700.00
 - ii. Widen necessary approach to land owner without culvert \$450
 - iii. Widen additional or unnecessary approach with culvert \$1400
 - iv. Widen additional or unnecessary approach without culvert \$900

 - v. New necessary approach to land owner with culvert \$0.00
 - vi. New additional or unnecessary approach to land owner with culvert \$2100
 - vii. New additional or unnecessary approach to land owner without culvert \$1600
- e. Approach Approvals:
 - i. Public Works Foreman will assess the application and if no culvert is required, approve (with or without changes) or reject.
 - ii. Should a culvert be deemed necessary, a WCW application is required and will be processed.

Carried-Lovell

#May-17-87 Decosse/ Daly

Purpose

To set conditions for construction, improvement and removal of approaches within municipal road allowances in the Municipality

Definitions

- **“Approach”** means access from road to private property
- **“Council”** means the Reeve and Councillors of the Municipality;
- **“License”** means water control work or municipal minor water control work document approved by MB Conservation & Water Stewardship (CWS)
- **“Necessary”** means 1 (one) approach per ½ mile
- **“Water Control Works” (WCW)** means any dyke, dam, surface or subsurface drain, drainage, natural waterway, canal, tunnel, bridge, culvert, borehole or contrivance for carrying or conducting water temporarily or permanently altering the flow or level of water including but not requiring change in flow direction of water
- **“Work”** means any activity having an impact on the municipal road allowance
- **“Written Approval of Municipality”** includes:
 - Resolution approved by municipal Council (copy to be forwarded to CWS), or
 - Signature of Chief Administrative Officer of Head of Council on a CWS license, or
 - Signature of Public Works Foreman (in the case of new approach without culvert)

Policy

1. ALL work in a municipal road allowance requires prior written municipal approval and is subject to license issued by CWS as follows:
 - a. New approach with culvert = Water Control Works license
 - b. All culvert amendments (diameter or height placement) = Water Control Works license
 - c. Same for Same culvert = Municipal Minor Water Control Works license
 - d. New approach without culvert = Public Works Foreman written approval
 - e. Remove approach without culvert = Public Works Foreman written approval
 - f. Remove approach with culvert = Municipal Minor Water Control Works license or potential Water Control Works license (depending on culvert size and on impacts to downstream lands)
 2. ALL work in a municipal road allowance is to be completed by the municipality or by a contractor of the municipality’s choice and subject to supervision and final approval of the municipality;
 3. Council may remove approaches deemed by Council and landowner to be unnecessary at municipal cost.
 4. Landowners/ renters are encouraged to mow/ swath approaches during haying or harvest;
 5. This policy is subject to restrictions and/or regulations imposed by any other Government body (i.e. CWS, DFO, etc.) and does not relieve the landowner and/or applicant from having to comply with the requirements;
 6. That the cost of constructing/ improving approaches is as defined below.
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7. WCW or MMWCW Application:
- a. Where the benefactor is municipality, the municipality is the applicant; where benefactor is private, the landowner/ renter is the applicant
 - b. Requirements:
 - i. Completed and signed application form
 - ii. Application fee (funded by applicant)
 - iii. Aerial photo indicating:
 1. Drain(s) – red line with arrow indicating flow direction
 2. Dam or raised area – blue line with arrow indicating flow direction
 3. Culvert(s) – green circle with line indicating flow direction
 4. Tile Drainage Network(s) – black circle indicating outlet and black blocked area indicating tile drainage network
 - c. WCW Approvals:
 - i. CWS will assess the application and provide Council with a recommendation to approve (with or without changes) or reject. A draft license will accompany an assessment report from CWS for Council’s review and decision.
 - ii. Council will consider the CWS draft license and assessment report and may require a survey or information, and a meeting of applicant, Public Works Foreman and CWS. Lastly, Council will consider a resolution to approve with or without changes or reject. If approved, the license is signed and returned to CWS.
 - d. MMWCW Approvals:
 - i. A draft license from CWS for Council’s review and decision.
 - ii. Council will consider the CWS draft license and may require a survey or information and a meeting of applicant, Public Works Foreman and CWS. Lastly, Council will consider a resolution to approve with or without changes or reject. If approved, the license is signed and returned to CWS.

Carried-Lovell

#May-17-88 Burton/ Hildebrand

WHEREAS Cartwright-Roblin Municipality (CRM) requested and reviewed proposals for various mowing contracts within the municipality;

THEREFORE BE IT RESOLVED that Cartwright-Roblin Municipality (CRM) enter into mowing service agreements as follows:

Bison Drop & Old Cartwright – Tracy Wohlgemuth

- Bison Drop ride-on, push mower & trimmer \$20.00/ mow
- Old Cartwright ride-on, push mower & trimmer \$40.00/ mow

Mather LUD – Debbie Argue

- 48” cut riding lawn mower \$35.00/ hr
- Push mower \$27.00/ hr
- Motorized trimmer \$12.00/ hr

Mather Cemetery – Cathy Thiessen

- CRM equipment & fuel \$2000.00/ 2017 mowing season

Rock Lake Public Parks & Reserves – Yet to be determined

Carried-Lovell

#May-17-89 Hildebrand/ Burton

WHEREAS Cartwright & District Early Learning Centre (CDELC) requested approval to run a “Baby Chicks” trial project incorporating the hatching of incubated eggs and raising of chicks through to August 31, 2016;

AND WHEREAS Cartwright Zoning By-law did not address poultry and livestock within the institutional zone;

AND WHEREAS Cartwright-Roblin Municipality Council supported the proposal in past;

AND WHEREAS CDELC again, requested approval to run the Baby Chicks” project through to September 4, 2017;

AND WHEREAS Cartwright-Roblin Municipality joined 23 West Planning District effective January 1, 2017;

THEREFORE BE IT RESOLVED that Cartwright-Roblin Municipality Council supports “Baby Chicks 2017” including egg incubating/ hatching and chick raising up to and including September 4, 2017 by which time the poultry is to removed;

FURTHER BE IT RESOLVED that support is given subject to additional approvals provided by MB Early Learning & Child Care and MB Health departments and 23 West Planning District, respectfully, for the year 2017.

Carried-Lovell

#May-17-90 Hildebrand/ Burton

RESOLVED that subject to section 252 of the Municipal Act and Section 8 of schedule “A” to by-law #236/04, the following overdue Account Receivable (Custom) is added to taxes if not paid by May 31, 2017.

Roll #	Amount
DEA100Custom	\$267.76
EST100Custom	\$477.50

Carried-Lovell

#May-17-91 Burton/ Pawich

RESOLVED that Cartwright-Roblin Council give second reading to by-law #23-2017 setting the tax levy rates for 2017.

Carried-Lovell

#May-17-92 Burton/ Pawich

RESOLVED that Cartwright-Roblin Council give third reading to by-law #23-2017 setting the tax levy rates for 2017.

Name	In Favor	Opposed	Abstained & Reason
Lovell	x		
Burton	x		
Daly	x		
Decosse	x		
Hildebrand	x		
Pawich	x		

Carried-Lovell

#May-17-93 Daly/ Burton

RESOLVED that Cartwright-Roblin Council give first reading to by-law #24-2017 setting rates of remuneration for employees and contractors.

Carried-Lovell

Notice of Motion

None

Adjournment

#May-17-94

Daly/ Hildebrand

RESOLVED that the meeting be adjourned. (11.30 pm)

Carried-Lovell

Next Meeting(s)

May 25 @ 5:30 pm Special (various business)

Rod Lovell, Head of Council

Colleen Mullin, Chief Administrative Officer

Attachment(s):

1. AAO K. McDonald (7-7:10 pm)
 - Cheque List, Late Payments, Financial Statement, etc.
2. APWF K. McLeod (7:10-8 pm)
 - Water stewardship meeting with Ginette
 - Approach / Work request policy
 - Request for tenders
 - Custom haul gravel program
 - Mather road re-construction
 - Mile 1 road re-construction (Larry Martens-2016 MRBP)
 - Lawrence Mason low level crossing (discuss concrete options-2016 MRBP)
 - Mather and Cartwright ditch cleaning/ culvert setting (Menary, Gimby @ L. Wall, 1st street Mather, and Andy Melvin)
 - Playground inspections
 - 2017 Road project options
 - Household Hazardous Waste inspection next week
 - Scrap steel pickup by 2 & 10
 - JD mower motor replacement
 - Cwt Utility reject pump replacement
 - Residual recycling to haul & ewaste to ship
3. CAO Mullin

Action:

 - Stump grinding
 - DFA admin & operations managers
 - Gravel agreements
 - Clothing allowance clarification
 - Yard waste pickup
 - 23 West Planning news bulletin
 - Who cuts the grass @ Reflection Park
 - CR Rec staffing
 - CR Rec ROP funding
 - Lagoon bio chemical source
 - Approve minutes by June meeting
 - In kind work request for school playground project
 - Mather Rink potential name change, improvement grants

Information:

 - Cancelling Municipal World magazine subscriptions
 - Reminder that CR Rec program revenues/ expenses will flow through CRM
 - Curling Rink building repairs being headed up by Cheryl Bridges
 - Staff vacations booked:
 - Marion: May 17-19, 23-24
 - Martens: May 2, 12
 - Mullin: May 19, 26, 29-31, June 1-2
4. HOC Lovell
 - Historical Society planning 2017 project work for caboose

5. Councillor Burton

CARTWRIGHT ROBLIN MUNICIPALITY - COUNCILLOR REPORT – MAY 2017

Senior Services

None

Roblin-Cartwright CDC

Mather Fall Festival slated for 23 September 2017.

Opening balance approx. \$2,701. Agreed more funds to be spent on advertising. Street again to be blocked off please. Petting zoo to be hired and laser tag to be researched. 4H to host drink availability, SSCMR luncheon and Mather Events Committee (a newly formed group who organize the Christmas tree lights and Halloween Dance) to discuss potential of hosting a supper.

Agreed that childrens' events will commence after lunch with the am being utilized for sausage pancake breakfast, garage sales and Drill Team demonstration.

2 loan applications discussed at most recent meeting. Miss Rodeo Canada sign was also discussed but no decision made. CDO busy with settlement services locally and in Killarney where he is assistant a non-english speaking refugee family. It is proposed to hold a meeting with german newcomer families to forge a good communication process so that he can plan accordingly. CDO attended a SRDC seminar and has had continuing communication with MB Housing regarding chronically vacant MB Hsg property in Cartwright. School rep advised of proposed playground upgrades following successful grant application for Canada 150.

Have Public Works got a suitable axle that could be used for the CDC Rock Lake Beach sign ?

LUD of Mather

What happens to the emptying of the garbage/recycling container at Mather Park?

Mather Hall Board

Successful steak fry, approx. 160 steaks plus hamburgers

Mather Rink Board

Mather Pitchfork Fondue celebrations scheduled for 22 July 2017.

Chairman Harms will follow up with Rogue excavating re tile drainage water outlet.

Safety repairs as indicated in ? 2016 – should we be following up and, if necessary, making other arrangements for repair as there are anticipated to be a lot of attendees to the July celebration. Also, for Mather FF, it is anticipated the facility will be used for the Prairie Riders along with hosting laser tag in the evening. PB has been in touch with R Pogson Construction as he had agreed to carry out essential safety repairs as per 2016 inspection. He will advise accordingly.

Emergency Preparedness

C Wiebe proposes to attend the EMO conference.

Library

Hosted very well attended author evening.

General information

Playgrounds – Volunteer Doll Jones had had a look at HP and BCP. Some TLC and tidying up is needed but again there is a broken chain on a swing at HP – could public works please repair this correctly. Is it acceptable for a work bee to be organized with volunteers ? T Martens has completed the safety inspections at all 3 locations.

6. Councillor Daly
 - None
7. Councillor Decosse
 - 23 West admin position advertised
8. Councillor Hildebrand
 - None
9. Councillor Pawich
 - None