

MB Municipal Relations	#8	2018 Election guides, etc.
MB Infrastructure: EMO	#7.2	2017 DFA Wind Event funding denied
Pembina Valley Conservation District	#330	2018 levy with approx. 1.12% increase
Canada Post	#280	Potential changes to Mather pickup schedule
MB Community Services Council News	#160	Provincial funding cuts
Larry Maguire, MP	#280	Pre-budget consultation Jan 16 @ 7pm (P.Mnd)
MB Municipal Relations	#8	Reminder of election duties

Information:

MB Assoc for Resource Recovery	#340	Ensure proper management of hazardous wastes
R McDonald House	#280	Consider making a donation for 2018
Federation of Canadian Municipalities	#10	Dec 8 Voice
MB News Releases	#280	Funding support for community development
MB Municipal Relations	#8	Premiers Volunteer Service Awards 2018
Federation of Canadian Municipalities	#10	Canada infrastructure bank goes live
TAXervice	Vault	Automatic renewal & update of changes
MB News Releases	#280	Funding support for heritage projects
Workers Compensation Bd	#455	December newsletter
Association of MB Municipalities	#10	Local Vehicles for Hire act
Federation of Canadian Municipalities	#10	Dec President's Corner
Federation of Canadian Municipalities	#10	Dec 22 Voice
MB Sus.Dev. Environmental Stewardship	#445	Removal of total coliform standard for wastewater
Larry Maguire, MP	#280	Hosting budget consultation in Pilot Mound
MB Infrastructure: EMO	#7.2	Exemplary service award applications
Hudson Bay Route Ass'n	#280	Membership invitation \$300
Prairie Mountain RHA	#345	Jan Health Plus
Association of MB Municipalities	#10	Jan 9 news
Southwest Regional Development Corp	#365	Winter news
Munisoft	#65	2018 spring webinars
23 West Planning	Vault	Jan 10 minutes
Service Canada	Vault	Canada Summer Jobs student employment
Federation of Canadian Municipalities	#10	Jan 12 Voice
Pembina Valley Conservation District	#330	2018 levies

Unfinished & General Business

None

Resolutions & By-Laws

#Jan-18-02 Pawich/ Hildebrand

RESOLVED that cheques numbered #3100 through #3176, both inclusive, and online payments #162-179 both inclusive, in the total amount of \$166,202.41 are hereby ratified and approved.

Carried-Lovell

#Jan-18-03 Hildebrand/ Decosse

WHEREAS Section 163 of the Municipal Act provides that Council may adopt an interim operating budget to have effect only until the council adopts the operating budget for the fiscal year;

BE IT RESOLVED that the interim operating and capital budgets (below) for the period until the current year's operating budget for the current year is adopted:

General Government Services	450,000.00
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Protective Services	70,000.00
Transportation Services	1,300,000.00
Environmental Health Services	165,000.00
Public Health & Welfare Services	24,000.00
Environmental Development Services	50,000.00
Economic Development Services	87,000.00
Recreational & Cultural Services	147,000.00
Fiscal Services	576,000.00
TOTAL General Operating	\$2,869,000
TOTAL Utility Water/ Sewage Supply	215,000.00
TOTAL Capital Expenditures	\$100,000.00

Carried-Daly

#Jan-18-04 Decosse/ Hildebrand

WHEREAS Cartwright-Roblin Municipality authorize payments as follows:

\$71.28	Jim Aitken	Blue Cross Rebate
\$71.28	Stan Barber	Blue Cross Rebate
\$413.68	Federation of Cdn Municipalities	2018 Membership
\$5,042.00	JK Insurance	2018 Autopac
\$9,005.50	Lakeland Regional Library	1st quarter levy
\$1,453.87	Manitoba Hydro	Street Lighting
\$357.00	MB Assoc of Fire Chiefs	LKlassen/GDousselaere 2018 Memberships
\$110.26	Dolores Marchant	Blue Cross Rebate
\$71.28	Tyson Martens	Blue Cross Rebate
\$179.22	Kristy McDonald	Blue Cross Rebate
\$179.22	Kevin McLeod	Blue Cross Rebate
\$1,002.71	Bell MTS	Phones, Internet, Fleetnet
\$179.22	Colleen Mullin	Blue Cross Rebate
\$6,449.11	Munisoft	2018 Software/Equpt Maint, Receipts&Utility Notices
\$23,658.24	Prairie Spirit School Division	Final Payment-School Taxes
\$1,405.20	Province of Manitoba-PSFB	Final Payment-School Taxes
\$81.44	Purolator Inc	Shipment of Server Hard Drive to Munisoft- Repair
\$2,628.95	Q Collaborations	December 2017 hours
\$4,478.26	RM of Argyle	Intermunicipal Road Maintenance
\$194.32	SOCAN	Recreation-2018 dues
\$4,511.70	Turtle Mountain School Division	Final Payment-School Taxes
\$179.22	Terry Vincent	Blue Cross Rebate
\$446.25	Canada Post	Stamps
\$6,373.50	Richmond Surveys	Monument restoration related to 34-2-14wpm
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\$68,542.71		

Carried-Daly

#Jan-18-05 Hildebrand/ Decosse

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

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>
\$250.00	Cartwright-Roblin Historical Society (Edom House)	170272-030
\$50.00	Ponderosa Days Committee (Fireworks)	170272-031
\$300.00		

Carried-Daly

#Jan-18-06 Pawich/ Hildebrand

BE IT RESOLVED that Council authorizes a transfer effective December 31, 2017 from the General Fund to the General Reserve representing donations made to the Cartwright and Mather cemeteries as well as cemetery plots sales for the Cartwright and Mather cemeteries throughout the fiscal year 2017.

Carried-Lovell

#Jan-18-07 Pawich/ Decosse

BE IT RESOLVED that Cartwright-Roblin Municipality accepts the budget and levy amounts set by Pembina Valley Conservation District for the upcoming fiscal year;

FURTHER BE IT RESOLVED that Cartwright-Roblin Municipality authorizes payment of annual levy totaling \$8,986.00 as follows:

- \$4,493.00 due April 1, 2018
- \$4,493.00 due October 1, 2018

Carried-Daly

#Jan-18-08 Pawich/ Hildebrand

BE IT RESOLVED that Cartwright-Roblin Municipality authorizes application to MB Sustainable Development Water Rights Licensing Branch for a Municipal Minor Water Control Works license covering 25 individual locations as required for projects completed in 2016-17.

Carried-Daly

#Jan-18-09 Decosse/ Hildebrand

BE IT RESOLVED that Cartwright-Roblin Municipality authorize participation as follows with expenses paid in accordance with municipal by-laws or policies:

- | | | | |
|--------|-----------------------------------|--------------------|----------------------|
| • AMM | Managing Leadership | Feb 16 (Portage) | Council/ CAO |
| • MMAA | Communications: Reports, Policies | Feb 23 (Bdn) | CAO |
| • MWWA | Annual Conference | Feb 25-28 (Bdn) | 1 MWWA member |
| • AMM | SEO webinar or 1-day seminar | Mar13-22 (various) | SEO/ CAO |
| • MMAA | Customer Service | March 16 (Wpg) | 1-2 MMAA members |
| • MWSA | Municipal Issues meeting | Mar (TBA) | Council/ APWF |
| • MWSA | Spring Seminar | Apr (TBA) | APWF or P. Wks Staff |
| • AMM | Mayors, Reeves, CAOs meeting | Apr 10 (Bdn) | HOC/DHOC & CAO |
| • AMM | Leadership Difference | Apr 10 (Bdn) | Council/ CAO |
| • AMM | MTCML Trade Show | Apr 11 (Bdn) | Council/CAO/ P. Wks |
| • AMM | Municipal Officials Seminar | Apr 11-12 (Bdn) | Council/CAO |
| • MMAA | Annual Conference | April 22-26 (Wpg) | 1-2 MMAA members |
| • AMM | Western District meeting | June 14 (TBA) | Council/ CAO |
| • MMAA | District 2 meeting | Sept 28 (TBA) | 1-2 MMAA members |
| • AMM | Annual Convention/ Pre-Seminar | Nov 26-28 (Wpg) | Council/ CAO |
| • MWSA | Fall School | Dec (TBA) | APWF or P.Wks Staff |

Carried-Daly

#Jan-18-10 Pawich/ Hildebrand

BE IT RESOLVED that Cartwright-Roblin Municipality Council authorizes the HOC and/ or CAO to sign contracts and authorize payments as follows:

• **Office Janitorial**

- Kristy McDonald
- \$4,800 per year paid at the rate of \$400 per month
- Effective January 1, 2018

Carried-Daly

#Jan-18-11 Decosse/ Pawich

BE IT RESOLVED that Cartwright-Roblin Municipality hires Kara Hildebrand for the 1-year term Recreation Direction position;

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

Carried-Daly

#Jan-18-12 Pawich/ Decosse

BE IT RESOLVED that the signing authorities for Cartwright-Roblin Municipality are as follows:

- all cheques, agreements and other instruments of the corporation shall be signed on its behalf by Head of Council or Deputy Head of Council (in the Head of Council’s absence) **and** countersigned by the Chief Administrative Officer or Assistant Administrative Officer (in the CAO’s absence) except in the event where only one signature is required, in which case it may be either the Chief Administrative Officer or Assistant Administrative Officer (in the CAO’s absence)
- Safety deposit box and any safekeeping requires only one signature and shall be signed on its behalf by any of Chief Administrative Officer, Assistant Administrative Officer, Office Assistant or Admin-Rec Clerk

Head of Council – Rod Lovell
 Deputy Head of Council – John Daly
 Chief Administrative Officer – Colleen Mullin
 Assistance Administrative Officer – Kristy McDonald
 Office Assistant – Teresa Vincent

Carried-Daly

#Jan-18-13 Decosse/ Pawich

BE IT RESOLVED that Cartwright-Roblin Council give second reading to by-law #28-2017 providing for the procedures of Council and Committees.

Carried-Daly

#Jan-18-14 Hildebrand/ Decosse

BE IT RESOLVED that Cartwright-Roblin Council give third reading to by-law #28-2017 providing for the procedures of Council and Committees.

Name	In Favor	Opposed	Abstained & Reason
Lovell	X		
Vacant			
Daly	X		
Decosse	X		
Hildebrand	X		
Pawich	X		

Carried-Lovell

#Jan-18-15 Pawich/ Hildebrand

WHEREAS the hour of 12 noon has been reached and the business on the agenda of the meeting has

not been completed;

BE IT RESOLVED that the meeting be extended for up to one full hour (until one o'clock pm) as per the Procedural By-law.

Carried-Lovell

#Jan-18-16 Pawich/ Hildebrand

WHEREAS Cartwright-Roblin Municipality employees who qualify for Blue Cross coverage are automatically enrolled and fund a portion of the cost of coverage;

WHEREAS Cartwright-Roblin Municipality received in December 2017 a rebate from Municipalities Trading Company of MB for Blue Cross premiums;

BE IT RESOLVED that the rebate be extended on a pro rata basis to qualified employees as of December 31 2017.

Carried-Lovell

#Jan-18-17 Pawich/ Hildebrand

WHEREAS T Olfrey requested water shut-off October 18, 2017 at 280 Veteran Drive;

AND WHEREAS Cartwright-Roblin Municipality staff were unable to located the curbstop and successfully shut-off the service;

AND WHEREAS T Olfrey advised the service would be put into use again effective December 2017;

AND WHEREAS T Olfrey advised the service would be taken out of use again January 9, 2018;

BE IT RESOLVED that Cartwright-Roblin Municipality Council authorizes the cancellation of account for the period October 18-December 22, 2017, inclusive;

BE IT FURTHER RESOLVED that Cartwright-Roblin Municipality Council authorizes the cancellation of account for the period January 8-end of quarter (February 28, 2018);

BE IT FURTHER RESOLVED that the amounts owing for the periods Sept 1-October 18, 2017 and December 22, 2017- January 8, 2018 be hereby confirmed as due and payable.

Carried-Lovell

#Jan-18-18 Daly/ Decosse

BE IT RESOLVED that Cartwright-Roblin Municipality supports the Federal Government in providing funding for the Red River Basin Commission and its partners to dredge the mouth of the Red River and use the sediment to restore the Netley-Libau Marsh with engineering and environmental approvals in order to improve water quality in Lake Winnipeg, restore marsh habitat, enhance navigation and reduce the risk of flooding along the Red River.

Carried-Lovell

#Jan-18-19 Pawich/ Daly

WHEREAS many rural and northern communities access the Manitoba Community Services Council (MCSC) grant program to assist with community projects;

AND WHEREAS after 34 years of operations, MCSC has received notice that effective April 1, 2018 provincial funding will not be provided to cover administrative costs;

BE IT RESOLVED that Cartwright-Roblin Municipality supports and encourages the Provincial Government to reinstate funding to offset the administrative costs of the Manitoba Community Services Council grant program, effective immediately.

Carried-Lovell

Notice of Motion

None

Adjournment

#Jan-18-20 Pawich/ Decosse

RESOLVED that the meeting be adjourned. (1:10 pm)

Next Meeting(s)

January 24 @ 9am or at the call of the Head of Council

January 30 @ ? or at the call of the Head of Council

February 13 @ 9:00 am or at the call of the Head of Council

R Lovell, Head of Council

Colleen Mullin, Chief Administrative Officer

Attachment(s):

1. AAO K. McDonald

- Cheque List, Late Payments, Charitable Donations
- Financial Statement and yearend (including sub-organizations) will be presented once yearend closing tasks are complete
- Transfer Cartwright & Mather Cemetery donations to reserves

2. APWF K. McLeod

- Adaptor for compactor HLA from North Fork \$1,060 for skidsteer
- Environment-friendly acid alternative to clean mineral deposits from reject water line cost approx. 1.5 times but worth a try
- Roadside Spray Program:
 - Used sprayer for ½ ton \$1000
 - Spray operator proposal
- Civic signs update & M Warkentin road # sign
- Waste Transfer Site:
 - WTS hours
 - Toilet at WTS (frame in a room insulate install dry flush toilet?) Laveo delivered with refills for \$1083 ca or used porta-potty \$1200
- New chainsaw one went missing this summer (Makita at Borderview good price and parts available through Borderview) using to cut trees out of road allowance ditches
- Ditching done by former Art Steel place requires follow-up with contractor as it does not meet the requirements of the provincial WCW license
- Working on minor works license application (25 sites)
- Holmfield Hutterite culvert upgrade, impacted neighbor letter and WCW license application
- Snow removal update (roads & urban plow ridges)
- Stone pile stored on Dan Mullin land for Badger Creek bridge & bank stabilization
- MRCC
 - Skating Board, CRM P.Wks Dept and Councillor Hildebrand pooled efforts/ skills and repaired most of non-working ice surface lights, front building lights and roof vent hood at MRCC
 - No parking signs for entry area
 - Operating hours
 - Porta-potty
- Municipal maps for project work (digital copy <\$80+tax for municipal use without max limit)
- Water meters estimated for December 2017 = 27 (confirmation read not complete)
- Contec visit to lagoon pumps as one is triggering alarm
- MWWA conference & trade show Feb 25-28 (Bdn)
- More tree cleanup to do at R Lake from wind event June 9/17
- Staff:
 - Jim Aitken & status of Water Distribution System Operation & Maintenance
 - Wages / bonus
 - 10 and 4 shift proposal
- P.Wks cell phone failed & contract expired – purchase new \$0 with TELUS Canada-USA plan
- Gravel truck box is removed for repairs
- Need to trim tree and straighten street sign near Ken Livingstone (Cwt)
- 2018 budget
 - Skidsteer quick-attach for compactor

- Purchase trial of acid alternative & reject line maintenance
- WTS toilet
- Place stones on bank near BC Park
- Culvert @ Rock Lake (Maple St) and straighten Maple
- Boat launch
- Sidewalk repairs cwt “unistone” and curbs
- Pad for waste transfer container @ Rock Lake
- Bridge repairs
- Frost boils by Stan Enns and on 79 north of hwy #3
- Davidson Drive
- Brogden Road
- Spray program & applicator’s license fees
- Schulte mower
- Kubota mower
- T Olfrey curbstop 280 Veteran Drive (Cwt)

- Beverage containers to recycle
- Snow ridge clearing in Cartwright

3. CAO Mullin

- Waste Transfer Site
 - Operating hours
 - Porta-potty
- 2017 DFA – Wind Event
 - Input requested from EMO regarding claim application
- 2017 DFA – Flood Event
 - Input requested from Tosh and EMO regarding R Lake cleanup invoice payment
 - Cal McKay invoices clarified
- Damaged culvert replaced Oct 27/17 not yet billed out (trouble securing proper cost of culvert)
- Sunrise street light relocation
- Southwest MB Health and Long Term Care Task Force
- PV Vet confirmed they are required to continue to obtain an annual audit and provide a copy of the report to member Councils
- Municipal Asset Management
 - 2017 Status Report submitted online
 - Further program requirements & training to come during 2018
- Verbal notice received of committee appointee resignation
- Regional Library agreement
- Procedures by-law 2nd & 3rd reading resolutions
- 2018 AMM convention hotel rooms
- 2018 Budget:
 - Levy requirements from sub-orgs beginning to come in
- Signing authorities (resolution)
- Council reports: email notes to me and I will add them to the agenda
- Staff/ Contractors:
 - Thank you to Council from Staff for Christmas/ Years of Service supper and gifts
 - Municipal Office Janitor (resolution)

- Hall & Rink (Cwt & Mather) agreements defining municipal and sub-organization committee expectation
- 2017 bank time review
- 2018 rate review/ incentive proposal
- Policy: Sick Leave (resolution)
- Policy: Years of Service (resolution)
- Policy: General (stat holiday) pay for part-time employees (resolution)
- CDO sharing agreement with CDC
- First Aid training with L Klassen
- Accessibility Coordinator appointment
- K Marion scheduled leave @ March 1
- K Hildebrand as Recreation Director (resolution)
- K McDonald completed Municipal Law (2 courses left)
- 2018 SEO contract (advertisement)
- Setting up new email addresses for REC and SSCMR term coordinators
- Blue Cross premium increasing
- Staff booked off/ (#days remaining):
 - Aitken: Jan 8-12, 22-26, 29-31, Feb1-2 (17.9 days)
 - Barber: none (22.7 days)
 - Marion: none (1.1 days)
 - Martens: none (17.6 days)
 - McDonald: none (15.6 days)
 - McLeod: none (14.5 days)
 - Mullin: none (31.2 days)
 - Vincent: none (19.5 days)

4. HOC Lovell

- WTS toilet options

5. Councillor Daly

- Municipal Waste Management potential community BBQ and provide waste & recycling info
- Cwt Centennial Auditorium
 - Paid off CDC siding loan in full
 - Pleased with janitorial service
 - Investigating phone bill for potential reduction of plan or removal of phone
 - Hall walking program sees lots of users
 - Still investigating remediation of floor finish due to cleaner damage
- 23 West Planning
 - Modular home park being developed
 - Stop work order issued
 - Consolidating Cartwright-Roblin, Argyle and Prairie Lakes zoning and development plans into one set for the whole area
 - Language will be drafted for the new zoning by-law requiring structural engineer assessments prior to placement of solar panels on existing buildings/ structures as per other Municipalities, Planning Districts, Office of Fire Commissioner and Province

6. Councillor Decosse

- 23 West Planning
- LUD of Mather is pleased that CRM snow plows were promptly through the community

7. Councillor Hildebrand

- Potential replacement of lights at MRCC skating and curling with LED fixtures

8. Councillor Pawich

- Southwest MB Health and Long Term Care Task Force will cease now that recommendations were submitted
- Roblin Cartwright CDC wished Tricia Livingstone well as she departed the Community Development Assistant position