

Cartwright-Roblin Municipality
(1) January 24, 2018 Special @ 9:00 am
Council Chambers, Cartwright, Manitoba

Council Members Present

Head of Council R Lovell
Councillors: J Daly, B Pawich, B Decosse V Hildebrand

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. (9.00 am)

Agenda/ Minutes

#Jan-18-21 Hildebrand/ Decosse

WHEREAS HOC Lovell called a special meeting for the following:

1. Finish January 16 agenda
2. New time-sensitive items

AND WHEREAS subject to unanimous agreement of all members of council, the agenda be adopted as presented with the following amendments:

3. Cartwright Hall phone

BE IT FURTHER RESOLVED that the following meeting minutes are adopted: January 16, 2018.

Carried-Lovell

Reports

1. APWF K. McLeod
2. CAO Mullin
3. Council

Delegations/ Petitions/ Hearings

None

Communications

<u>FROM</u>	<u>FILE</u>	<u>SUBJECT</u>
Action:		
Munisoft		Spring Refresher training Apr 20 (Bdn)
S/C Kinley		Extend WTS hrs to include Thurs

Unfinished & General Business

None

Resolutions & By-Laws

#Jan-18-22 Hildebrand/ Decosse

BE IT RESOLVED that Cartwright-Roblin Municipality authorize payments as follows:

\$400.00	Assiniboine Community College	Mar 14, Apr 11 Pesticide Workshops
\$250.00	Assiniboine Community College	Mar 21, Apr 18 Pesticide Exams
\$1,883.94	K&K Auto	Oct-Dec 2017 Fuel
\$5,673.68	Manitoba Hydro	Hydro
\$874.71	Mather Rink	Fwd'ing GST deposited into CRM account
\$25.00	Minister of Finance	Municipal Minor Water Control License
\$400.00	Kristy McDonald	January Office Janitorial

\$437.12	Melvin General Supply	December 2017 Fuel
\$300.00	Allen Mikolasek	January Hall Janitorial
\$480.00	MB Municipal Administrator's Assoc	C Mullin/K McDonald 2018 Memberships
\$800.00	Rob Reynolds	January Rink Contract
\$703.50	Southern Manitoba Review	Nov/Dec 2017 Advertising
\$762.75	Winkler Plumbing & Heating	MRCC Control Board Repair
\$3,579.76	Delco Automation Inc.	Repair Water Plant Computerized system
<hr/>		
\$16,570.46		

Carried-Lovell

#Jan-18-23 Pawich/ Decosse

BE IT RESOLVED that subject to section 252 of the Municipal Act and section 8 of schedule 'A' to by-law #236/04, the following overdue utility accounts are added effective January 31, 2018.

Roll #	Amount	205800 0000	\$102.18	220700 0000	\$ 93.05
200200 0010	\$ 76.62	208400 0010	\$ 62.79	220400 0080	\$ 67.91
201000 0000	\$ 37.16	210200 0010	\$ 68.13	220700 0000	\$107.81
201200 0020	\$133.10	212700 0040	\$ 71.42	222200 0000	\$101.04
201300 0010	\$147.06	Roll #	Amount	223600 0000	\$ 72.32
202400 0050	\$ 68.69	217900 0000	\$ 88.38	226600 0040	\$222.64
204000 0030	\$197.14	218900 0020	\$ 67.46	279350 0010	\$171.48

Carried-Lovell

#Jan-18-24 Decosse/ Pawich

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

- Munisoft Spring Refresher Apr 20 (Bdn) AAO

Carried-Lovell

#Jan-18-25 Pawich/ Decosse

BE IT RESOLVED that Cartwright-Roblin Municipality authorizes the purchase of the following items:

- Ryan Reykdal \$1,000
 - 200-gallon skid sprayer c/w
 - 5.5 hp pump
 - 50' hose reel with nozzle
- Northfork Ranch Supply \$1,060 plus taxes
 - Euro Quick Fit plate for skidsteer
- Melvin General Supply \$1,450 plus taxes
 - Remove old furnace
 - Supply & install new 'STILLPRO' furnace
 - 27 kw electric

Carried-Lovell

#Jan-18-26 Daly/ Pawich

WHEREAS Cartwright-Roblin Municipality Council has reviewed details of a no breaking, burning, cultivating, draining, degrading, converting or disrupting the lands Conservation Easement Agreement between Manitoba Habitat Heritage Corporation and Bonnie Kinley for the following properties:

1. NW 9-3-14 wpm (2 title numbers)
2. NE 9-3-14 wpm (2 title numbers)
3. NE 17-2-14 wpm
4. SE 17-2-14 wpm
5. SW 17-2-14 wpm

BE IT RESOLVED and noted that Cartwright-Roblin Municipality Council has no concerns with the conservation agreement.

Carried-Lovell

#Jan-18-27

Decosse/ Hildebrand

BE IT RESOLVED that Cartwright-Roblin Municipality reviews and sets the following policy:

Policy Name	Effective Date/ Last Reviewed Date
<i>Sick Leave</i>	<i>January 24, 2018/ October 2014</i>

Purpose

To define employee entitlements to paid sick leave and related procedures

Definitions

- **“Chief Administrative Officer”** (CAO) means the Supervisor of the Administrative Department who reports directly to Council and is responsible for overseeing the operations of the Corporation
- **“Council”** means the Head of Council (HOC) and Councillors of the municipality
- **“Employee”** means a person who works in the Administrative or Public Works Departments
- **“Family-immediate”** includes spouse (common-law or married), son, daughter, foster child, son-in-law and daughter-in-law
- **“Initial Review Period”** means the 3-month period starting on the first day of employment during which the employee is evaluated and extension of employment is granted. Either the Employer or the employee may terminate employment at any time during this period
- **“Public Works Foreman”** (**Foreman**) means the Public Works Supervisor for the municipal corporation(s) who reports directly to the CAO on matters relating to Public Works

Policy

Calculation/ Accruing of Sick Leave

- a) Upon completion of the 3-month initial review period, full time employees earn sick leave at a rate of 1½ days per month.
- b) Upon completion of the 3-month initial review period, permanent part-time employees earn sick leave pro-rated in accordance with their days-per-week employment (rounded up to the nearest ¼ day.)
- c) Upon completion of the 3-month initial review period, seasonal employees earn sick leave pro-rated in accordance with their actual days/ hours worked.
- d) Sick leave may accrue up to a maximum of 90 days per employee.

Unused Sick Leave

Unused sick leave is redeemable at end of employment which exceeds 10 years or more; an employee is issued payment equal to 10% of their accumulated sick leave at current rates of pay less applicable deductions.

General

- a) Absences with pay from work due to an employee’s own personal health appointments and illness are deducted from an employee’s accumulated sick leave.
- b) Absences with pay from work due to an employee’s immediate family member’s personal health appointments and illness are deducted from an employee’s accumulated sick leave to a maximum of five (5) individual instances not to exceed a total of five (5) work days.
- c) All absence requests for personal health appointments are subject to approval by the CAO and encouraged to be submitted via the employee’s Supervisor as soon as possible prior to the appointment;

- d) An employee who is absent from work due to personal or immediate family appointments or illness must notify their Supervisor before first hour of work. If the Supervisor is not available, the employee must notify the CAO as soon as the Municipal Office opens. When the Foreman is ill, he or she is responsible to notify the staff in the Public Works Shop and the CAO. When the CAO is ill he or she is responsible to notify the staff at the municipal office as soon as it opens.
- e) The CAO may disallow any absences claimed as sick leave that are determined not to be in accordance with policy e.g. if notice isn't given, time will/ may be taken from other banked time.
- f) Before notice of layoff or termination, if an employee is absent from work due to illness, they are entitled to the total number of accumulated sick leave benefits up to a maximum of ninety (90) days, (upon verification of the illness, and inability to perform any other function offered by the employer), by a physician. If, at the termination date, the actual total number of accumulated sick leave benefit days earned is less than 90, and if verified by a physician, the employee is entitled to the actual number earned.

Medical Doctor's Certificate

- a) In the event of a request or claim for paid sick leave, the CAO may require an employee to produce a doctor's certificate.
- b) In the event of repeated sick days or health appointment absences, the CAO may request a doctor's certificate that specifies the continued need and expected duration for repeated absences.
- c) After an illness, the CAO may require a doctor's certificate indicating the employee's fitness to resume work.

Compensation from the Worker's Compensation Board

The pay of an employee who is in receipt of compensation from the Worker's Compensation Board arising from the same incapacity for which sick leave or special leave is granted, shall be reduced by the amount paid by the Worker's Compensation Board.

Carried-Lovell

#Jan-18-28

Pawich/ Daly

BE IT RESOLVED that Cartwright-Roblin Municipality reviews and sets the following policy:

Policy Name	Effective Date/ Last Reviewed Date
<i>Years of Service Recognition</i>	<i>Jan 24, 2018/ none</i>

Purpose:

Formally recognize employees for years of service.

Definitions:

1. **Years of Service** for the purpose of determining service awards, shall be the calculation of total years worked with the Municipality. This may include service broken by termination, layoff, etc. For example, a seasonal employee, who has worked for the Town for 10 summers at 6 months each summer, would receive a 5 year service award.
2. **Christmas Dinner** is the annual event sponsored by the municipality for all staff to attend with their spouses.
3. **Community Bucks** is community currency obtained from Cartwright Roblin CDC redeemable at local businesses
4. Where an employee, who would be eligible to receive a service award, terminates their employment prior to the Christmas Dinner, they shall be presented with their award at their end of employment.
5. Administration to budget, procure and account for service awards and retirement gifts and ensure such is presented to eligible employees and to maintain records of cash awards.
6. Administration to plan and implement the arrangements in conjunction with the Christmas Dinner or other appropriate event.

Carried-Lovell

#Jan-18-29

Daly/ Hildebrand

BE IT RESOLVED that Cartwright-Roblin Municipality reviews and sets the following policy:

Policy Name	Effective Date/ Last Reviewed Date
<i>General Holidays/ Holiday Pay</i>	<i>January 24, 2018/ March 22, 2016</i>

Purpose

To define general holidays/ holiday pay subject to the Employment Standards Code and Municipal additions

Definitions

- **“Day Off”** in relation to a general holiday, means
 - (a) The day of the holiday, if the holiday falls on a day that would normally be a workday for the employee and the employee does not work that day; or
 - (b) Another day that the employee is given off subject to the Employment Standards Code;
- **“Eligible Employee”** means an employee who is eligible for holiday pay subject the Employment standards Code;
- **“Employee”** means a person who works in the Administrative or Public Works Departments
- **“Employer”** means the Council, Reeve and Councillors of the “RM of Roblin” or Mayor and Councillors of the “Municipality” as the case may be;
- **“General Holiday”** means any of the days defined in the Employment Standards Code plus others added by Council including:
 - New Year's Day (per Employment Standards Code)
 - Louis Riel Day (per Employment Standards Code)
 - Good Friday (per Employment Standards Code)
 - Victoria Day (per Employment Standards Code)
 - Canada Day (per Employment Standards Code)
 - Civic Holiday; (per Municipal policy)
 - Labour Day (per Employment Standards Code)
 - Thanksgiving Day (per Employment Standards Code)
 - Remembrance Day; (per Municipal policy)
 - Christmas Day (per Employment Standards Code)
 - Boxing Day (per Municipal policy)
 - any other day designated by Provincial regulation as a general holiday;
- **“Holiday pay”** means the wage payable by an employer to an eligible employee for a general holiday or for a day off in relation to a general holiday.

Policy

General Holidays

General Holidays are given in addition to an employee's annual vacation.

An employee is eligible for holiday pay in relation to a general holiday unless

- (a) The employee is absent on his or her first scheduled workday before or after the holiday without the employer's consent; or
- (b) The holiday falls on a day that would normally be a workday for the employee, and the employee
 - (i) is required or scheduled to work on the holiday, and
 - (ii) is absent on that day without the employer's consent.

Employer's Consent to Employee's Absence

An employer is deemed to have consented to the absence of an employee if the employee is absent on a leave to which he or she is entitled or which he or she has been given by the employer; or because he or she is ill.

Holiday Pay for Day Off

An eligible employee is entitled to holiday pay for a day off in relation to a general holiday.

Holiday During Vacation or Day of Rest

When a day designated as a general holiday coincides with an employee's day of rest, or during the employee's annual vacation, the employer shall grant the holiday with pay on:

- A working day preceding or following the day of rest, or
- The day following the employee's annual vacation, or
- Within 40 days of the general holiday unless otherwise agreed upon by the employee and employer.

General Holiday Pay for full-time employees

An eligible employee's holiday pay in relation to a general holiday is equal to their wage for regular hours of work on a normal workday in the pay period

- (a) in which the employee receives a day off in relation to the holiday; or
- (b) in which the holiday occurs, if the employee does not receive a day off.

General Holiday Pay for part-time employees

Part-time employees will be paid 4.62% of their basic pay in lieu of time off on General Holidays. Such holiday pay shall be included in each regular pay direct deposit.

General holiday pay earned in accordance with this policy shall be considered as paid hours for the purpose of accruing years of service.

Employee works on general holiday

An employee who works on a general holiday is entitled to be paid for the hours worked, at the overtime wage rate and holiday pay for that day unless another day is taken off in lieu of the general holiday. (regular wage x 2½)

Non-Monetary Bonus

In addition to Christmas Day, Boxing Day and New Year's Day and subject to work load, Council authorizes the CAO to close the Administrative and Public Works work places and allow employees to leave work at noon on Christmas Eve and New Year's Eve as a non-monetary bonus without loss of pay, accumulated vacation or accumulated extra hours. The CAO will ensure these hours are recorded on each employee's time sheets.

Carried-Lovell

#Jan-18-30 Decosse/ Pawich

WHEREAS Canada Post is proposing to modify Mather Post Office business hours in attempt to streamline services and reduce costs while maintaining the minimum public service hours per week currently in place;

WHEREAS Mather community is an agriculture based area, and commercial activity is higher during mornings than afternoons;

BE IT RESOLVED that Cartwright-Roblin Municipality appreciates and supports the modification of business service and continuation of existing operating hours per week at Mather Post Office as follows:

1. Provide consistent business service hours each day: Monday through Friday, inclusive
2. Increase from 22 to 22.5 hours per week which will accommodate daily business hours of 9:15am-1:45pm or 9am-1.30pm, respectively.

Carried-Lovell

#Jan-18-31 Pawich/ Daly

WHEREAS Eric McKay offered to purchase two parcels of NW 12-3-13w located in Cartwright-Roblin Municipality being 4.5 and 13.6 acres respectively, and owned by Tri Lakes Development Group (TLDG) for \$1000.00 per acre;

AND WHEREAS Cartwright-Roblin Municipality is a member of the TLDG;

AND WHEREAS the offer is subject to a development agreement between Cartwright-Roblin Municipality Council and Eric McKay which will outline details of the project including but not limited to:

1. Construction of access to public boat launch at Developer's cost
2. Construction of public roads/ lanes at Developer's cost
3. Installation of all utilities at Developer's cost
4. Closing and/ or opening of public roads/ lanes and drainage at Developer's cost
5. Legal fees and any other matter or action pertaining to the development project is the Developer's cost

BE IT RESOLVED that Cartwright-Roblin Municipality supports the sale to and development of the aforesaid properties by Eric McKay;

FURTHER BE IT RESOLVED that Council authorizes the Head of Council and/ or Chief Administrative Officer to sign related land transfer documents on behalf of the corporation.

Carried-Lovell

Notice of Motion

None

Adjournment

#Jan-18-32

Pawich/ Hildebrand

RESOLVED that the meeting be adjourned. (12.21 pm)

Carried-Lovell

Next Meeting(s)

January 30 @ 9:00 am 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. APWF K. McLeod

- 10 and 4 shift proposal
- Wages / bonus
- WTS hours
- Dan Mullin stone pile

2. CAO Mullin

- Waste Transfer Site
 - Operating hours (TABLED - budget)
 - Porta-potty (TABLED - budget)
 - AMM waste transfer operator course requested for Manitoba
- 2017 DFA – Wind Event (TABLED)
 - Need cleanup invoice from Daly's
- 2017 DFA – Flood Event
 - No further input received from EMO regarding R Lake cleanup invoice payment
- Sunrise street light relocation confirmed & waiting for Hydro (TABLED – wait for placement)
- DRAFT AR report billed month December:
 - Adjust Custom \$0
 - Adjust Other \$2,545
 - MMSM recycling \$0
 - Sale of Goods-culverts \$2,258
 - Sale of Goods - gravel \$11,001
 - Rentals \$4,000
 - Tipping \$135
 - Sale of Service \$170 (tandem truck)
 - Bulk water \$0
- DRAFT AR report billed year 2017:
 - Adjust Custom -\$745
 - Adjust Other \$9,181
 - MMSM recycling \$4774
 - Sale of Goods-culverts \$2,258
 - Sale of Goods - gravel \$11,067 (\$11,001 crushed +\$66 ballast)
 - Rentals \$4,000
 - Tipping \$135
 - Sale of Service \$1466 (\$175 grader +\$1046 absentee owners +\$245 tandem truck)
 - Bulk water \$987
- Regional Library agreement (rent increase proposed)
- Staff/ Contractors:
 - Hall & Rink contracts (TABLE – need info)
 - 2017 bank time review
 - 2018 rate review/ incentive proposal
 - Sick Leave policy (resolution)
 - Years of Service policy (resolution)
 - General (stat holiday) pay policy for part-time employees (resolution)
 - CDO sharing agreement (TABLE – need info)
 - First Aid training with L Klassen (TABLE – need dates)

- Accessibility Coordinator appointment (TABLE – budget)
- 2018 SEO contract (advertisement)
- 2018 MEC contract (advertisement)
- MMAA membership renewals (resolution)
- Notice sent to Westoba to process signing authority changes
- Digital ownership map will be ordered and shared with Council/ Staff/ Fire, etc.
- Municipality of Louise adjusted their reporting requirements for CW Hall & CW Rink and advised that CRM will no longer receive financial reports – CRM has no share in ownership of these facilities but still provides an operating grant in respect to grandfathered support
- Staff booked off/ (#days remaining):
 - Aitken: Jan 8-12, 22, 29-31, Feb 1-2, 5-9 (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 (31.1 days)
 - Vincent: none (19.5 days)

3. Councillor Daly

- Troubleshooting BellMTS account contacts and investigating possible phone charge options for Cartwright Centennial Auditorium