

**Cartwright-Roblin Municipality**  
**(11) November 22, 2017 CRM Special @ 7:00 pm**  
**Council Chambers, Cartwright, Manitoba**

**Council Members Present**

Head of Council R. Lovell  
Councillors: J. Daly, 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**

#Nov-17-194 Hildebrand/ Decosse

**RESOLVED** that the agenda be adopted as presented with the following amendments (if all present/ unanimous):

1. None

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

Carried-Lovell

**Reports**

1. CAO Mullin
2. Council

**Delegations/ Petitions/ Hearings**

7:00 pm Councillor Pawich/ CDO Mymko – Health Task Force local committee

The Sub-Committee requests specific recommendations for Cartwright-Roblin: government funded First Responder program and guarantee of continued operations at Davidson Memorial until Assisted Living is in place area. Community meetings & attendance as follows: Deloraine – 100 people; Cartwright – 100 people; Killarney – 20 people; Melita – 250 people; Boissevain – 350 people.

**Communications**

FROM	FILE	SUBJECT
Association of MB Municipalities	#10	Made in MB Climate and Green Plan
Richmond Land Surveying	Vault	Notice of 13-monument restoration
Tri Lakes Group	Vault	East End R Lake Development proposal
Association of MB Municipalities	#10	Cannabis regulation information
Association of MB Municipalities	#10	People First HR Service
Association of MB Municipalities	#10	Prov-Mun Justice Advisory Committee
Association of MB Municipalities	#10	Asset Management Plan
Community Planning (Bdn)	Vault	Subd (B/A Ganske)
MB Weed Supervisors Assoc	#355	Weed School Dec 6-8 (Wpg)
P Burton	#75	Resignation
Association of MB Municipalities	#10	Speech from the throne recap

**Unfinished & General Business**

1. Amendment proposed to purchasing policy re: DFA remediation projects
2. Health Task Force updates per Pawich/ Mymko report
3. Richmond Land Surveying notice of 13-monument restoration
4. Councillor resignation in 12 months prior to election decision: By-Election or No By-election

**Resolutions & By-Laws**

#Nov-17-195

Daly/ Pawich

**WHEREAS** the Chief Administrative Officer received written resignation from Councillor Penny Burton on Wednesday November 22, 2017;

**AND WHEREAS** section 104(2) of the Municipal Act, provides that a resignation is effective and a vacancy on the council occurs at the time the resignation is given to the chief administrative officer despite any other date set out in the resignation, and the resignation may not thereafter be revoked;

**AND WHEREAS** section 105(1) of the Municipal Act provides that Subject to section 102 (vacancy after election), a council must hold a by-election to fill a vacancy on the council as soon as is reasonably possible unless

- (a) the vacancy occurs in the six months before the next general election; or
- (b) the vacancy occurs in the 12 months before the next general election and the remaining members
  - (i) are a majority of the number of members comprising the council, and
  - (ii) decide not to hold a by-election.

**THEREFORE BE IT RESOLVED** that Cartwright-Roblin Municipality Council accepts the resignation of Penny Burton and advises Brian Law, Senior Election Official that the remaining members decided not to hold a by-election.

Carried-Lovell

#Nov-17-196

Decosse/ Hildebrand

**RESOLVED** that effective immediately the following appointments are made:

1. Standing Committee Appointments of Council

Committee of the Whole Council All council members

2. Other Bodies - Municipal Boards (affects Roblin plus other Municipalities)

23 West Planning District c/o G Wright Brian Decosse/ Jack Daly

Killarney-Turtle Mountain Vet c/o Iris Krahn Jack Daly

Pembina Valley Vet c/o P Burton Brent Pawich

3. Other Bodies – Community Boards

Age Friendly Council (Municipality is member) c/o K Marion Senior Services Board

Cartwright & Area Foundation Inc. (endorse 4+) c/o B Bramwell C. Schram, B. Bramwell, V. Wallace, T. Mowbray, D. Wallace

Cartwright Centennial Auditorium c/o M Hayward Jack Daly

Cartwright Curling Club Inc. c/o C Bridges Vic Hildebrand

Cemeteries (Cartwright & Mather) c/o J Robinson + F Janzen Vic Hildebrand

Cartwright Roblin Recreation Comm. c/o K Marion Brent Pawich/Lynn Froese (at large)/ Dixie Gardiner (school)

Denise Wallace (at large)/ Pam Enns/ Mark Schram

Cartwright Roblin Volunteer Fire c/o L Klassen + G Dousselaere Jack Daly

Lakeland Regional Library c/o V Bull Vic Hildebrand/ Terry Vincent (at large)

Mac Robinson Community Centre (Skating) c/o K Marion Vic Hildebrand/ Brian Decosse

Mather Hall & Mather Rink c/o A. McLeod + S Yake Rod Lovell

Pembina Valley Conservation (Crystal Cypress) c/o PVCD Brian Decosse Nov '19 Don McIntyre Nov '18 (max 1Councillor)

Pembina Valley Conservation (Badger Creek) c/o PVCD Wendall Krahn Nov '18 Jack Daly Nov '18

**vacant** Nov '19 Gerald Black Nov '19 (max 1Councillor)

Roblin Cartwright Community Development Corp c/o D Mymko Brent Pawich

Senior Services of CMR-Handi-van (CRM is parent) c/o K Marion Rod Lovell

South West Rock Lake Resort Assoc. c/o Janet Humes Brian Decosse (SWRLRA aka Rock Lake Cottagers Assoc)

Tri-Lakes Develop Group (Pelican/Rock/ Swan) c/o PVCD Jack Daly

→ Pelican Lake Advisory c/o PVCD Same above

→ Rock Lake Advisory c/o PVCD Same above

2. Other Appointments of Council

Local Assistant to the Fire Commissioner c/o OFC, L. Klassen Fire Chief/ Deputy Fire Chief

Poundkeepers (large animals) Mark Taylor/ Randy Pawich/ Robert Drewry/ Blake Marchant

Poundkeepers (small animals) **vacant**

Rural Area Reps Range 13 & 14 Brian Decosse (and Rock Lake)

Range 14 & 15 Jack Daly

LUD of Mather Brian Decosse

Board of Revision All Council Members (Secretary is CAO or AAO)

Deputy Reeve Jack Daly

Building Inspector/ Development Officer Per 23 West Planning appointment (Kevin Cameron)

Cartwright Roblin Municipal Emergency Coordinator  
Cartwright Roblin Volunteer Fire - Chief  
Cartwright Roblin Volunteer Fire - Deputy Chief  
Solicitor (self-insured)

per by-law appointment (Carol Wiebe)  
Laurence Klassen  
Gerry Dousselaere  
vacant

Carried-Lovell

#Nov-17-197                      Daly/ Pawich

**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: 7:50 pm Carried-Lovell

#Nov-17-198                      Decosse/ Hildebrand

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

Time: 8:10 pm Carried-Lovell

#Nov-17-199                      Decosse/ Daly

**TENDER AND PURCHASING POLICY**

**Purpose**

To establish guidelines that ensure an open, fair and consistent process is followed for the purchase of goods and services and for construction projects undertaken by the corporations by way of purchase, lease, rental or other agreement as well as for the sale of municipal capital assets, with the exception of remediation works falling within the scope of Emergency Measures Organization/ Disaster Financial Assistance program where time is of the essence to repair the site and that all procurement follows the provisions within the Provincial Agreement on Internal Trade MASH Annex.

**Definitions**

- **“Bid”** means a competitive bid received from a supplier in response to a verbal or written request for Quotation, Request for Proposal or an Invitation to tender;
- **“Bid Opportunity”** means a publicly advertised invitation for suppliers to submit bids for the provision of goods or services through a Request for Quotation, Request for Proposal or Invitation to Tender via the municipal website;
- **“Capital Asset”** means all tangible property which cannot easily be converted into cash and which is usually held for a long period, including real estate, equipment, etc.
- **“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;
- **“Goods”** means all types of personal property (machinery, gravel, office supplies, computer hardware, land, etc.)
- **“Management”** means CAO, Foreman or in the absence of CAO or Foreman, the respective department assistant
- **“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;

- **“Request for Quotation”** means specific supplier(s) is provided with details of the good/ service required and invited to quote
- **“Request for Quotation/ Proposal”** means specific supplier(s) is provided with details of the good/ service required and invited to quote based on the request or provide an alternate proposal describing how the services, methods, equipment or products can address and/ or meet the needs of the corporation
- **“Sole Source Purchase”** means only one available supplier that meets the needs of the municipal corporation
- **“Services”** means all types of services including construction (consulting, engineering and design, accounting and auditing, legal, maintenance, operation and repair of buildings, machines or equipment, etc.)
- **“Tender”** means all types of personal property (machinery, gravel, office supplies, computer hardware, land, etc.)
- **“Value”** means the total financial commitment including any premiums, fees, commissions, interest, duty, freight, applicable taxes and prior to any trade-in allowance or rebates;

## **Policy**

Declared State of Emergency deemed exempt from this policy.

Municipality is not required to accept a bid if Council decides not to proceed with the purchase, if all bids are too high or if none meets the needs of the Corporation.

Only authorized persons may purchase goods/ services/ supplies in the name of Cartwright-Roblin Municipality. No employee whose regular duties do not include purchasing may incur any expense on behalf of Cartwright-Roblin Municipality unless specifically delegated to them by management.

- Value less than \$2,500.00: CAO or Foreman approval provided the expenditure is consistent with typical operating expenditures of the municipal corporation
- Value more than \$2,500.00 but less than \$25,000.00 (if included in municipal financial plan): CAO approval
- Value more than \$2,500.00 but less than \$25,000.00 (if NOT included in municipal financial plan): Council approval
- Value more than \$25,000.00: Council approval subject to consideration of at least 3 quotes/ proposals (unless deemed sole source purchase) and advertised on the municipality website
- Professional Services: Council approval (includes auditor, consultant, engineer, etc.)

## **Method of Purchase/ Lease/ Rental**

- Sole Source Purchase – for any good or service
- Request for Quotation/ Proposal – for any good or service not considered minor including professional services e.g. auditors, consultants, engineers, purchases/ projects valued at over \$50,000.00, etc.
- Tender – for capital projects. Detailed specifications and requirements to be provided in tender documents.

**Award of Contracts**

- Generally, the municipal corporation will award contracts to the bidder with the lowest total cost
- The Municipality may give preference to a ‘local’ bidder.
- The Municipality may enter into a contract with the successful bidder; the form of the contract to be determined by the municipal corporation.

**Process for Selling Surplus Capital Assets**

- Value less than \$2,500.00: publish at least once in a newspaper having local coverage and also on the municipal website
- Value more than \$2,500.00: publish at least once in a newspaper having local coverage and also on the municipal website or public auction

Carried-Lovell

#Nov-17-200                      Daly/ Pawich

**RESOLVED** that Council authorizes the Head of Council and CAO to sign a service agreement with Municipal Waste Management Environmental respecting collection and delivery of wastes and recycling from the waste transfer site and recycling bin sites at Cartwright and Mather to the end waste disposal site(s) and recycling depot(s) for the three-year period December 1, 2017-2020.

Carried-Lovell

#Nov-17-201                      Decosse/ Pawich

**RESOLVED** that Cartwright-Roblin Municipality authorize participation as follows with expenses paid in accordance with municipal by-laws or policies: MWSA Fall School (Wpg) Dec 6-8McLeod

Carried-Lovell

#Nov-17-202                      Pawich/ Daly

**WHEREAS** warranty timeline and details became unclear between Cartwright-Roblin Municipality and Westcon Equipment in respect to the 2012 Volvo G946B motor grader;  
**AND WHEREAS** warranty repairs were completed after the expiration of warranty coverage;  
**AND WHEREAS** Westcon offered to cost-share the repairs with Cartwright-Roblin Municipality;  
**BE IT RESOLVED THAT** Council authorize payment in the amount of \$21,971.58 plus taxes to Westcon Equipment representing the municipality’s share of repair costs;  
**FURTHER BE IT RESOLVED THAT** Westcon Equipment credit the municipality’s account for the full residual balance estimated at \$7,921.61 plus taxes.

Carried-Lovell

#Nov-17-203                      Hildebrand/ Pawich

**WHEREAS** Cartwright Roblin Municipality budgeted in their 2017 budget to transfer the cost of Grader Repairs from the Equipment Replacement Reserve Fund to the General Operating Fund;  
**AND WHEREAS** the total cost of the Westcon Equipment repair is \$23,729.29 + GST;  
**THEREFORE BE IT RESOLVED** that Council authorizes a transfer in the amount of \$23,729.29 from the Equipment Replacement Reserve Fund to the General Operating Fund.

Carried-Lovell

#Nov-17-204                      Decosse/ Hildebrand

**RESOLVED** that Cartwright-Roblin Municipality authorize payments for gravel (crushed and pit run), sand, clay, black dirt and ballast used in municipal works as per rates current municipal rates and reports submitted by Public Works for the year 2017 as follows:

D Hyslop Pit Run Gravel (New Stock Pile crushed 2016)	CR 0238-25	11716.00	2.10	24603.60	1230.18	25833.78
D Hyslop Pit Run Gravel (Dug out)	CR 0238-25	1437.00	2.10	3017.70	150.89	3168.59
M Bourns Pit Run Gravel (Crushed winter of 2017)	CR0238-30	5088.00	2.10	10684.80	534.24	11219.04
M Bourns Pit Run Gravel (dug Out)	CR0238-30	1324.00	2.10	2780.40	139.02	2919.42
5752630 Ballast	CR 0238-13	90.00	6.00	540.00	27.00	567.00

F Schram Sand	CR 0238-57	84.00	2.00	168.00	8.40	176.40
J Belbas Clay	CR 0238-05	<u>108.00</u>	<u>2.00</u>	<u>216.00</u>	<u>10.80</u>	<u>226.80</u>
		<b>19847.00</b>		<b>41626.50</b>	<b>2081.33</b>	<b>\$43707.83</b>
						Carried-Lovell

#Nov-17-205 Hildebrand/ Decosse

WHEREAS Cartwright-Roblin Municipality authorize payments as follows:

\$200.00	Kerianne Seaman	Recreation-Winter Art Class
\$567.00	5752630 Manitoba Ltd	2017 Ballast Pymt
\$226.80	Jim Belbas	2017 Clay Pymt
\$14,688.46	Mark Bourns	2017 Gravel Pymt & 1 Stockpile Lease
\$966.00	Cal McKay Construction	Gravel for Bowles
\$30,102.37	Darren Hyslop	2017 Gravel Pymt & 2 Stockpile Leases
\$3,205.06	Manitoba Hydro	Hydro
\$73.50	Manitoba Weed Supervisors	KMcLeod-Fall Seminar
\$180.00	Jim Marchant	3 Beavers @ 18-1-14/19-1-14
\$2,580.00	Tyson Martens	Install Civic Address Posts
\$400.00	Kristy McDonald	November Janitorial-Office
\$300.00	Allen Mikolasek	November Janitorial-Hall
\$800.00	Robert Reynolds	November MRCC Contract
\$176.40	Fraser Schram	2017 Sand Pymt
\$31,958.83	Wawanesa Belmont Transfer	DFA
\$2,005.76	Western Financial Group	Benefits
\$24,827.90	Westcon Equipment Rentals	Volvo Grader Repairs

Carried-Lovell

#Nov-17-206 Daly/ Pawich

WHEREAS Cartwright-Roblin Municipality facilitated communication with and has been invoiced by Municipal Waste Management in respect to the cost of on-site construction dumpster(s) supplied to Church of God in Christ Mennonite (Sunrise Apartments renovation project);

THEREFORE BE IT RESOLVED that Cartwright-Roblin Municipality authorizes the invoicing of respective costs to Church of God in Christ Mennonite (Sunrise Apartments) \$940.52 + taxes.

Carried-Lovell

#Nov-17-207 Decosse/ Daly

WHEREAS Cartwright-Roblin Municipality received documentation and mapping from Richmond Land Surveying and Geomatics in respect to survey monument restoration works exceeding 6 monuments and/or \$6,000.00 along with request for authority to proceed with the project as it relates to a subdivision and notice of cost to be invoiced to the municipality estimated at \$8,610.00 plus applicable taxes;

AND WHEREAS Cartwright-Roblin Municipality has begun to invoice subdivision project applicants/ land owners for the cost of monument restorations required as part of a subdivision;

AND WHEREAS funding up to 50% may be available through the Property Registry Monument Restoration Program;

THEREFORE BE IT RESOLVED that Cartwright-Roblin Municipality authorizes Richmond Land Surveying and Geomatics to proceed with the restoration of approximately 13 survey monuments in conjunction with a proposed subdivision in 27-2-14 WPM;

FURTHER BE IT RESOLVED the cost, net of grants received (if any) and GST reclaimable are to be invoiced to the applicant and/ or landowner.

Carried-Lovell

#Nov-17-208

Hildebrand/ Pawich

**RESOLVED** that Council approves subdivision **Subd #4167-17-7862 S 10-01-14w Brian+Audrey Ganske** with the following conditions:

1. Submit application for licensing under the Water Rights Act for all water control works (drains, culverts, dykes, dams, etc.) which impact municipal roads and rights-of-way, if any

**FURTHER BE IT RESOLVED** that applicant will be invoiced for all net municipal survey costs remaining after Survey Monument Restoration Program grants, if any.

Carried-Lovell

#Nov-17-209

Pawich/ Hildebrand

**RESOLVED** that Cartwright-Roblin Council give first reading to by-law #27-2017 providing for a regional library.

Carried-Lovell

**Notice of Motion**

1. None

**Adjournment**

#Nov-17-210

Daly/ Pawich

**RESOLVED** that the meeting be adjourned. (9:35 pm)

**Next Meeting(s)**

At the call of the Head of Council

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Rod Lovell, Head of Council

Colleen Mullin, Chief Administrative Officer

**Attachment(s):**

1. CAO Mullin

Action:

- HR update
- Library agreement
- Staff Christmas supper
- Review Council compensation
- Review Council Oath of Office
- Rec job ad drafted and forwarded to Southern MB Review
- Municipal Waste Container – Sunrise Apts \$940.52 + taxes to be invoiced

Information:

- Staff vacations booked:
  - Aitken: Nov 22, 24, 27-Dec 1 (0 days)
  - Barber: Dec 1, 8, 15, 18-22 (4.2 days request to carry over)
  - Marion: (3 days)
  - Martens: Nov 14-17, 20-21, 23 (2 days)
  - McDonald: (3.8 days)
  - McLeod: Nov 20, 21, Dec 27-29 (1.5 days)
  - Mullin: Dec 20-22, 27-29 (3.5 days)
  - Sutton: (3 days)
  - Vincent: (2 days)

2. HOC Lovell

- None

3. Councillor Burton (submitted Nov 15/17)

Senior Services

Flu clinic – 9 November 2017. Age Friendly reorganizational meeting planned.

Roblin-Cartwright CDC

Land rent has been received and expenses to reinstall the Rock Lake Beach sign have been paid.

A review of the Community Development Assistant vacancy will take place in January 2018.

A certain type of work permit being applied for by an immigration agency which results in some newcomers coming to Cartwright does not offer health coverage. Private medical insurance is required. CDA report of Mather Fall Festival proved it to be a great success but a financial loss by \$800 with 101 hours worked (funded by CDC).

Ponderosa Days financial show a profit of \$1378

EDO working with IRCC to ensure EAL class rental is paid to the School.

Treasurer reported \$65,300 is 'working' in CDC loans and there are \$660 in outstanding community bucks.

Unfortunately, the Miss Rodeo sign has got broken; resolution to remedy is being sought.

Lakeland Regional Library

Administrator evaluation carried out. Interviews for Admin Assistant appointed.

Replacement insurance coverage for inventory is being finalized.

Is there a MB Hydro grant available for a 'business' only open for a few hours – might it be applicable for Cartwright library?

Provincial funding will be as previous but utilizing the 2016 census figures.

Budget planning meeting planned and policy review temporarily on hold so as to include Accessibility.

New process NNELS being researched (online library of books to assist with print disability clients)



### LUD of Mather

Majority of tasks have been completed. Local bus drivers have requested that some road repairs be done to potholes near Harms Seeds Chemical shed.

Financials look to be on target at present.

Budget 2018 items include curbstops near Thody's.

### Mather Arena Board

A number of renovation jobs have been completed including new thermostat in kitchen area, bathroom renovations, etc. Financials show a \$107 profit from the Pitchfork Fondue evening and \$646 from the Mather Fall Festival. Annual membership income \$640 and the sign in book indicates 200+ uses from Nov 2016 to Oct 2017. Mather 4H Horse Club have expressed an interest in using the arena. Main expense, \$3046 is hydro and brainstorming done trying to cut back on use. The waterline to the kitchen area is going to be stopped for the winter months and potential for insulation was discussed. A MB Ag Days grant is to be applied for which will include these measures along with a safety door install, emergency exit lights and a furnace. The east big doors are going to be filled in to ease snow load.

### General information

- Stones and rocks in ditches
- Library agreement

#### 4. Councillor Daly

- Tri Lakes Development Group received proposal information from Eric McKay in respect to a potential development at the east end of Rock Lake. Council will request certain points clarified by way of a development agreement addressing:
  - installation of utilities
  - construction of roads, lanes, private accesses and drainage
  - closure of public road and opening new public road
  - public boat launch/ dock
  - project at private cost – no municipal investment

#### 5. Councillor Decosse

- None

#### 6. Councillor Hildebrand

- None

#### 7. Councillor Pawich

- The local Sub-Committee for the Health Task Force requests specific recommendations for Cartwright-Roblin:
  - government funded First Responder program
  - guarantee of continued operations at Davidson Memorial until Assisted Living is in place area

Community meetings & attendance as follows: Deloraine – 100 people; Cartwright – 100 people; Killarney – 20 people; Melita – 250 people; Boissevain – 350 people.