

Cartwright-Roblin Municipality
(11) November 7, 2016 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
(arrived @ 8:15pm)

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-16- Daly/ Hildebrand

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

1. Approach policy
2. Mather Cemetery
3. Subdivision landscaping

FURTHER BE IT RESOLVED that the following meeting minutes are adopted: October 25, 2016.

Carried-Lovell

Reports

1. K. McDonald, AAO (7-7:10 pm)

- Cheque list reviewed
- Financial statement reviewed

2. K. McLeod, APWF (7:10-7:45 pm)

- Lil Badger to start subdivision landscaping Tues Nov 8, pending weather and ground conditions
- Potentially three (3) beaver dams in Provincial drains within the boundaries of Cartwright-Roblin Municipality; Province of MB staff plan to remove these along with others in SW MB this fall
- A few beavers and dam have been removed from municipal drains on private property as well as along the side of Rock Lake road
- Volvo grader is currently waiting for repairs
- Finished flushing lines at ball diamond in cooperation with ball club members who are blowing out the sprinkler system
- Preparing to work on Mather lagoon fence next week
- Preparing to install snow equipment on machines next week
- Preparing to install snow fence
- Rock Lake road reconstruction project near complete
- Work requests need water stewardship input regarding ditch maintenance approvals
- G/S Gardiner access near complete
- Municipal Shop printer needs to be replaced
- Amended sanitation schedule implemented Nov 1... main changes are one-day residential pickup in Cartwright, all-day Tues open waste transfer site and no Thurs open waste transfer site
- Reviewed waste transfer site provincial inspection report
- Graveled waste transfer site access road & plan culvert install in 2017
- Discussed collection of aerosol cans and household batteries as household hazardous wastes (along with oil filters/ jugs, fluorescent light bulbs, etc); all items are shipped to the appropriate end destination
- Preparing to install Rene Dousselaere equalizer culvert this fall

- Reviewed Approach & Road Allowance policy
 - Re-shingling/ tinning planned at waste transfer site in 2017
3. CAO Mullin
- Action required:
- Review Council statements of assets and interests at Nov 30 mtg
 - Various animal control comments
 - Copies of Procedures and Organization by-laws sent for Council review – if you wish to propose any changes please advise
 - Offer to purchase 7.5 acres for lagoon expansion: Assessment suggests \$900-1200 per acre based on local sales up to and including April 1, 2016
 - Cartwright-Roblin Municipality Christmas celebration supper
- Information:
- Reminder to Daly & Decosse – 23 West mtg in Belmont Friday Nov 4 @ 9:30 am
 - Status of updated ownership maps & civic addressing info from Repromap – still waiting
4. HOC Lovell
- Subdivision landscaping
5. Councillor Burton
- As attached and status of tile drainage work at Mather Rink is that the floor has dried greatly APWF McLeod will inquire with Rogue Excavating as to drainage licensing for any 2017 work
 - Mather Hall water source is being shock chlorinated and tested
 - Mowbray Farms still planning a grain bin relocation as discussed previously
6. Councillor Daly
- Use of road allowance property between Holmfield Colony & Randy Dousselaere continues to cause concern; Councillor Daly will meet to clarify the circumstances
 - 23 West Planning District regular business meeting in Belmont
7. Councillor Decosse
- Pembina Valley Conservation District Badger Creek and Crystal Cypress sub districts reviewed activities: capped 13 wells, Clearwater weir, McIntyre dam, Drewry winter watering, Cwt Ponderosa Days parade distributed 140 trees, drainage tile continues to be discussed
8. Councillor Hildebrand
- Mather Cemetery building and plot maintenance near complete
 - MRCC Skating Rink had APHgeo in to repair a circuit board and price filters for the ice system
9. Councillor Pawich
- None
10. Other
- MEC C. Wiebe (as attached)

Delegations/ Petitions/ Hearings

8:15-8:45 pm Lorna Wall – Animal Control by-law

Presented a collection of suggestions and information in respect to the draft CRM animal control by-law and requested a copy of the previous Village of Cartwright animal control by-law

8:50 pm Michael Dyck Conditional Use hearing was held according to legislation

Communications

<u>FROM</u>	<u>FILE</u>	<u>SUBJECT</u>
MB Conservation & Water Stewardship	Vault	Waste Transfer Station inspection report & warning
Souris-Glenwood Municipality	#10	Preliminary interest in AMM bonspiel
TMSD #44	#4	Budget meeting Nov. 9 @ 7pm (Klny)
Larry Maguire, MP	#280	Referendum on election voting
Ducks Unlimited Canada	Vault	D Wilm conservation agreements
Sustainable Development-Drinking Water	Vault	Follow-up actions required at Cwt water plan
Federation of Canadian Municipalities	#10	Fall fiscal update: northern and remote communities
MH Law	#230	Statement of account \$247.22
Association of MB Municipalities	#10	2015 AMM Convention minutes & f. statements
Red River Basin Commission Wpg	#330	Election info
Vet Services Commission	#430	Annual mtg Nov. 21 @ 5:30 (Wpg)
Prairie Mountain RHA	#345	Oct Report to Communities
Federation of Canadian Municipalities	#10	Oct 28 & Nov 4 news & October Presidents report
Federation of Canadian Municipalities	#10	Oct 25 Community Leaders report
Brandon RHC	#280	Foundation donations accepted
Pembina Valley Conservation District	#330	August 17 minutes & mtg date changes
Municipalities Trading Company of MB	#10	Rebate \$1827.52 received
Association of MB Municipalities	#10	Nov 7 news bulletin
MB Indigenous and Municipal Relations	#8	2014 Statistical Information report

Unfinished & General Business

None

Resolutions & By-Laws

#Nov-16- Burton/ Daly

RESOLVED that Cartwright-Roblin Municipality Council hereby authorizes and ratifies cheques numbered #2002 through #2091, both inclusive, in the total amount of \$246,171.30.

Carried-Lovell

Time: 8:50 pm

#Nov-16- Daly/ Burton

WHEREAS R. Lovell, P. Burton, J. Daly, B. Decosse, V. Hildebrand, B. Pawich are present;

AND WHEREAS no member is absent;

THEREFORE BE IT RESOLVED that Cartwright-Roblin Municipality opens a public hearing for the purposes of #4-Conditional Use application (Michael Dyck)

Carried-Lovell

Time: 8:50 pm

#Nov-16- Hildebrand/ Decosse

RESOLVED that the Head of Council closes the public hearing

Carried-Lovell

#Nov-16-

Pawich/ Decosse

RESOLVED that Council sets the following Board Order:

UNDER THE AUTHORITY OF THE PLANNING ACT

Order No. 4-2016 Conditional Use

Whereas **Michael Dyck**, applicant and owner of property legally described as SE ¼ 15-2-13 WPM MLTO in Cartwright-Roblin Municipality, has applied for approval of a conditional use under the RM of Roblin Zoning by-law #301-04 as amended. The application is to provide for the operation of an implement repair shop including Welding and Assembly and 4500+ kg semi-truck safeties as a conditional use within the “AG” Agricultural General Zone of Cartwright-Roblin. After careful consideration of the application and any representations made for or against it at the hearing held Monday November 7, 2016, the Cartwright-Roblin Municipality Council, in meeting duly assembled **APPROVES** the said application.

Approval is subject to the following conditions:

- 1) Any developments or improvements to the properties shall meet other requirements of the Rural Municipality of Roblin Zoning By-law or be subject to a new application.

Carried-Lovell

#Nov-16-

Pawich/ Burton

WHEREAS the LUD of Mather recommends Cartwright-Roblin Municipality enter into an agreement with Ryan Pogson Construction (RPC) for snow removal service (subsequent to municipal equipment); **THEREFORE BE IT RESOLVED** that Cartwright-Roblin Municipality (CRM) enter into an agreement with Ryan Pogson Construction (RPC) for snow removal service for the period ending April 30, 2017;

FURTHER BE IT RESOLVED that rates and services are as follows:

- Case 410 Series 3 skid steer, 61 hp gross, 74” buckets \$80.00/hr + GST (Maximum)
- Incl:
 - Clear windrows left by street clearing equipment
 - Clear 2 main street sidewalks
 - Clear back lanes in smaller snowfalls
 - General maintenance between snowfalls eg: drifted areas between actual snowfalls
 - Machine mostly parked inside, heated, ready to work
 - Liability insurance
 - Operated by Ryan Pogson or RPC employee covered by WCB
 - Time billed in tenths of an hour working, no warm up time to be billed
 - Term of agreement: from acceptance until April 30 2017
 - Subject to minimum 1-hour notice prior to the streets being cleared ensure prompt mobilization behind the street clearing
 - Communication will be direct between RPC and CRM Public Works

Carried-Lovell

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

With reference to Resolution – Cancelled Taxes – James Daly property access 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.

#Nov-16-

Decosse/Pawich

WHEREAS Cartwright-Roblin Municipality office staff requested Manitoba Indigenous and Municipal Relations – Assessment to undertake lot consolidation within the 2016 assessment roll for the purpose of reducing the amount of taxes paid by individual owners on multiple lots in respect to curbside garbage and recycling pickup service;

AND WHEREAS Manitoba Indigenous and Municipal Relations – Assessment advised that certain lots

would not be consolidated for 2016;

AND WHEREAS Manitoba Indigenous and Municipal Relations – Assessment proceeded to consolidate additional lots within the 2017 assessment roll;

AND WHEREAS John D Daly has applied for cancelled taxes of \$58.00 each on roll #'s 101550, 102700 and 102750, respectively on the basis of lot consolidation within the 2017 assessment roll;

THEREFORE BE IT RESOLVED that Cartwright-Roblin Municipality Council authorizes the cancellation of taxes and refund of payment to John D Daly as follows:

#101550..... \$58.00 #102700..... \$58.00 #101550..... \$58.00

Carried-Lovell

10:45 pm Councillor Daly returned to the meeting

#Nov-16- Decosse/ Hildebrand

WHEREAS Cartwright-Roblin Municipality Council has reviewed details of a Conservation Easement Agreement between Ducks Unlimited and Donna Wilm for the following properties:

1. N 1/2 10-1-15 WPM (Occasionally Cultivated Wetland & Rejuvenation Clause)
2. SE 3-1-15 WPM (No Break, No Drain)
3. NE 9-1-15 WPM (No Break, No Drain)

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

Carried-Lovell

#Nov-16- Hildebrand/ Daly

RESOLVED that Cartwright-Roblin Municipality Council authorize payments as follows:

\$ 300.00 Kent Shewfelt Boom Spraying

Carried-Lovell

#Nov-16- Pawich/ Decosse

RESOLVED that Cartwright-Roblin Municipality (CRM) enter into a contract agreement with Cal McKay Construction for construction of Grant & Shirley Gardiner access to SW 12-3-13w at a cost not exceeding \$1400.00 + GST;

FURTHER BE IT RESOLVED that Cartwright-Roblin Municipality (CRM) enter into a contract agreement with Cal McKay Construction for cleanup of 2 gravel stockpile pads at a cost not exceeding \$1000.00 + GST per pad;

FURTHER BE IT RESOLVED that project work is subject to:

- Final approval of CRM Public Works staff and Council
- Holdback fee of \$0.00

Carried-Lovell

#Nov-16- Hildebrand/ Burton

RESOLVED that Cartwright-Roblin Municipality (CRM) enter into a contract agreement with Lil Badger for landscaping town property from Broadway street west to Duffy's Electric/ P. Suderman property at a cost not exceeding \$5,675.00 + GST;

FURTHER BE IT RESOLVED that project work is subject to:

- Final approval of CRM Public Works staff and Council
- Holdback fee of \$0.00

Carried-Lovell

#Nov-16-

Pawich/ Decosse

Resolved that Cartwright-Roblin Municipality Council adopts the following policy:

Work in Municipal Road Allowance

Purpose

To set conditions for construction, improvement and removal of approaches and/ or water control works 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)
- **“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. If remedial works are required to be done by or at the request of the municipality to rectify a drainage project that does not comply with the Manitoba Water Stewardship License and this policy as approved, the costs of such works will be the responsibility of the landowner.

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.

8. 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 cost being shared on a 50% landowner 50% municipality basis, 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.

- 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 under #7 above.

Carried-Lovell

Notice of Motion

None

Adjournment

#Nov-16-

Daly/ Burton

RESOLVED that the meeting be adjourned. (11.08 pm)

Next Meeting(s)

Nov 30 @ 7:00 pm

Rod Lovell, Head of Council

Colleen Mullin, Chief Administrative Officer

CARTWRIGHT ROBLIN MUNICIPALITY - COUNCILLOR REPORT – 7 NOV 2016

Attended a Public Hearings (under the Planning Act) workshop on 14 October 2016

Senior Services

Agreement with Prairie Mountain Health has been signed to reflect the adjustment to a 20 hour per week position

Discussion regarding executive role within associated groups

Flu clinic planned for 3 November 2016; 11am – 7pm with chili, bun, coleslaw & dessert

Resource Coordinator attended annual conference and learned much.

Book/catalogue to be ordered which gives program outline for food and exercise programming.

Mather Meal have requested (and it is approved) to separate financially from SSCMR

Roblin-Cartwright CDC

CDELC not interested in pursuing the reusable shopping bag project; CDC request other ideas from CRM as to avenues to pursue.

Website repairs following hacking are ongoing, time consuming and lengthy but a good opportunity to review content.

Rock Lake Beach sign; no progress thus far.

GST rebate (unclaimed ??) received

Sports Day in Cartwright planned for 19 November, 3 games and skatathon planned

Mather FF questionnaire revealed very positive feedback with few suggestions as to ideas

Halloween night @ Mather a good success – 45 kids or so attending.

All CDC loans are current

EDO Mymko will prepare a list of CRM projects he has done to discuss versus Settlement \$s

Who owns / where is the property line re teacher parking ? Nasty and wet; any consideration for gravel / drainage tile for excess water into the ditch – feedback as to potential for 2017 budget ?

LUD of Mather

Unable to attend.

Emergency Preparedness

C Wiebe attending BEST conference

Website preparation

Library

Chairman and Administrator attended a MB Library Trustees meeting in Winnipeg who are discussing proposal to form an umbrella group but with each organization retaining independence.

Staff evaluations were approved and will be carried out

Book reading and signing, author Craig Russell, hosted on 19 Oct

Administrator and Librarian attending a training/workshop hosted in Baldur

Canadian Honours and Awards books received and will be added to the collection

A grant has enabled the purchase of a new computer and some Ikea furniture has arrived.

Stats – September – 681 items circulated, avg 15 patrons per day, year to day items circulated 6,500 and 2620 people.

Article in The Leader.

General information

Accepting nominations for Christmas Cheer please.

Carol Wiebe

MEC Timesheet for September & October 2016

Sept 29 2016	made updates to the emergency manual	1.25
Oct 12	worked on information for the Community website	1.5
Oct 15	worked on the Community website project	1.25
Oct 17	worked on the Community website articles	2.5
Oct 24	updated all emergency kits handouts – contents and prices; emergency kits information will be included as part of the content on the website	1.5
Oct 25	continued working on emergency kits for the website	1.75
Oct 26	worked on three articles for the website	3.0
Oct 27	worked on more articles for the website	1.5
Oct 29	did a couple more articles	2.75
	Total	17.0