

Local Urban District of Mather
(11) November 7, 2018 Regular @ 7:00 pm
Harms Seeds, Mather, Manitoba

Members Present

A. Harms, C. Lees, R. Pogson
Council Appointee Vacant

Also Present

CAO C. Mullin
APWF K. McLeod

Absent

Oath of Office/ Disclosure of Personal Interests

Members completed required forms

Call to Order

With a quorum present, the meeting was called to order. (7.06 pm)

Appoint Chairman/ Secretary

LUD #Nov-18-10 Pogson/ Lees

RESOLVED that Art Harms is appointed as Chairman of the Local Urban District of Mather

Carried

LUD #Nov-18-11 Lees/ Pogson

RESOLVED that municipal administrative staff is appointed as Secretary (and alternate) of the Local Urban District of Mather.

Carried

Agenda/ Minutes

LUD #Nov-18-12 Pogson/ Lees

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

1. None

BE IT FURTHER RESOLVED that the following meeting minutes are adopted as amended:
July 4, 2018.

Carried

General Business

1. Financial statement @ September 30, 2018

2. 2018 service plan

- Engage MB Infrastructure to patch pothole (Railway & 2nd St) – Kevin will meet MI
- Rebuild Howard St (north exit from Mather) – mowing helped, table to 2019 service plan
- Repair sidewalk fronting R Melvin yard - table to 2019 service plan
- Replace faded traffic signs – stop signs done, yield yet to do
- Harrow/ seed ditches where work was done – Third street yet to do, table to 2019 service plan
- Fix park, climbing pole – Kevin will check on pole grinding

3. Other:

- Snow clearing contract is RPC Construction for 2018-19 season
- Unsightly properties – CRM received re-submitted complaint which was then circulated to LUD.
Recommendation to CRM Council:
 - Do not engage the Fire Inspector at this point
 - Remove or burn trees in old crawl space, encourage cleanup of concrete & fire safe property
 - Age shouldn't impact which campers can or can't be stored in Mather
 - Assist property owner with sale of items and encourage fire safe property
 - Table matter to allow for new Council Appointee to be apprised of circumstance and conditions, including thoughts that many properties in and outside LUD of Mather could be deemed as unsightly but have not been reported by the concerned citizen
- Review Rules of Procedure

LUD #Nov-2018-13

BE IT RESOLVED that the LUD of Mather Committee Rules of Procedures be adopted effective November 7, 2018

Carried

Notice of Motion

None

Adjournment

LUD #Nov-18-14 Lees

RESOLVED that the meeting is adjourned (7.55 pm)

Carried

Next Meeting(s)

February 6 @ 7pm (Harms Seeds) or at the call of the Chairman

**LUD OF MATHER
RULES OF PROCEDURES**

Section 114(1) of *The Municipal Act* provides that the committee of a Local Urban District must by resolution establish rules of procedure and every committee must review the resolution at least once during its term of office.

TITLE

- 1.1 These rules shall be known as the LUD of Mather rules of procedure
- 1.2 The following rules shall be observed by the Committee

DEFINITIONS

- 2.1 In these rules,
 - a) “Agenda” means the agenda for a regular or special meeting of the committee
 - b) “Act” means *The Municipal Act CCSM CM225*
 - c) “Chair” means the person presiding at the meeting of the committee
 - d) “Communication Facility” means speaker phone, Skype, FaceTime, etc.
 - e) “LUD” means the Local Urban District of Mather

SUSPENSION

- 3.1 Any rule contained herein may be suspended by a vote of the majority of the members present unless the Municipal Act or any other Act of Legislature prohibits.

QUORUM

- 4.1 A majority of the members constitutes a quorum. A quorum of the committee shall be 3.
- 4.2 Lack of quorum – if no quorum is present within 30 minutes after the time scheduled for a meeting, the LUD shall stand adjourned and the Secretary shall enter into the minutes the names of the members present at the meeting.

COMMUNICATION FACILITY

- 5.1 Any member participating in a meeting of the LUD by means of a communication facility shall do so only with prior approval of the LUD and on terms and conditions set by them.
- 5.2 Members participating in a meeting of the LUD by means of a communication facility are deemed to be present at the meeting. In the case of the Chair (or Deputy Chair) participating in a meeting conducted by means of a communication facility, a member attending in person will chair the meeting.

AGENDA

- 6.1 A draft agenda of each regular meeting of the LUD, as prepared by the Secretary, and with copies of supporting materials shall be available to the members, or sent by electronic means, at least 2 days preceding the meeting.
- 6.2 All items to be placed on the agenda of the regular meeting of the LUD must be provided to the secretary at least 48 hours prior to the scheduled time of the meeting.
- 6.3 Items may be added to the agenda at a regular meeting of the LUD by a majority vote of the members present, prior to adopting the final agenda.
- 6.4 In preparing the agenda, the Secretary shall state the business for consideration in accordance with the following order of business:
 - Call to Order
 - Agenda/ Minutes
 - Delegations/ Petitions/ Hearings
 - General Business
 - Notice of Motion
 - Adjourn/ Next Meeting

- 6.5 Notwithstanding the provisions under 6.4, it shall always be in order for the LUD to vary the order in which business on the agenda shall be dealt with by a majority vote of the members present.

REGULAR MEETING

- 7.1 Meetings of the LUD shall be held in each of the months of February, March, July, October at 7:00 pm (ending 9:00 pm or sooner) on the first Wednesday or at the call of the Chair and held at Harms Seeds Ltd in Mather.
- 7.2 The Chairman may vary the date and time or cancel a regular meeting as circumstances may require with notice to be given verbally within twenty-four hours of the new meeting date, time or place.
- 7.3 All meetings of the LUD shall be chaired by the LUD Chair or in his absence the LUD Vice Chair.
- 7.4 At the hour set for a meeting to commence, and providing that a quorum is present, the Chair shall call the meeting to order.
- 7.5 The LUD shall hold its meetings openly and no person shall be excluded, except for in camera or improper conduct.

PUBLIC PARTICIPATION/DELEGATION AT MEETING

- 8.1 A delegation may contact either the municipal office or a member of the LUD committee to attend a meeting as a delegation.
- 8.2 The delegation to be included on the meeting agenda.
- 8.3 The delegation shall appoint one person to speak at the meeting and shall be allowed 15 minutes to present their information to the LUD. At the discretion of the Chair the delegation may be extended.

SPECIAL MEETINGS OF THE LUD

- 9.1 A special meeting of the LUD may be called at any time by the Chair.
- 9.2 The notice of the special meeting will be conveyed to all members and may be oral, in electronic or written form.

CLOSED MEETINGS

- 10.1 An LUD committee may close a meeting to the public to discuss:
- a) an employee, including the employee's salary, duties and benefits and any appraisal of the employee's performance,
 - b) a matter that is in its preliminary stages and respecting which discussion in public could prejudice a municipality's ability to carry out its activities or negotiations,
 - c) the conduct of existing or anticipated legal proceedings,
 - d) the conduct of an investigation under, or enforcement of, an Act or by-law,
 - e) the security of documents or premises, or
 - f) a report of the Ombudsman received by the head of the council under clause 36(1)(e) of The Ombudsman Act;
- 10.2 All matters discussed during closed meetings are to be kept confidential until the committee passes a resolution that allows the matter to be discussed publicly.

VOTING

- 11.1 Each committee member has one vote.
- 11.2 If an equal number of members vote for and against a resolution, the resolution is defeated.
- 11.3 Any member of the LUD may, prior to the taking of a vote on any matter, require a recorded vote to be taken. The Secretary must record in the LUD meeting minutes the names of the members present, the vote or abstention of each member.

RESOLUTIONS

- 12.1 The LUD committee may act only by resolution.

CHAIR TAKING PART IN DEBATE

13.1 If the Chair desires to move or second a motion, or participate in debate, he or she can do so without leaving the chair.

CONDUCT

- 14.1 When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first.
- 14.2 When the Chair is called on to decide a point of order or practice, he or she shall do so without comment unless requested to do so.
- 14.3 When the Chair is calling a vote a question, no member shall leave his chair.
- 14.4 Discussion shall be limited to the question in debate.
- 14.5 A 'motion to adjourn' takes precedence over all others and may be moved at any time, but the vote cannot be taken while the committee is engaged in debating or voting on another matter.
- 14.6 Immediately before calling a vote, the Chair shall have the privilege of summarizing the debate, but no new matter shall be introduced.
- 14.7 Where at a LUD meeting, a person other than a member is, in the opinion of the Chair, conducting himself in a disorderly or improper manner, the Chair may require that person to leave the meeting and if that person fails to do so, may cause that person to be removed.
- 14.8 Where at a LUD meeting a member is conducting himself in a disorderly or improper manner, the committee may, by a resolution passed by the majority of the other members present, require the member to leave the meeting, and if the member fails to do so, may cause the member to be removed.

INDEMNITY

15.1 LUD committee members (not including the Council appointed member) receive remuneration of \$250.00 per year paid as of June 30th and November 30th.

November 7, 2018 Meeting Date