

Cartwright-Roblin Municipality
(6) June 15, 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

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. (7:02 pm)

Agenda/ Minutes

#Jun-16-135

Hildebrand/ Pawich

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

1. Mather Rink
2. Library

Carried-Lovell

Reports

1. K. McLeod, APWF

- Bere's ditch discussed
- Montie Safety Program no longer funded by Association of MB Municipalities
- Culvert in Cartwright by KM Construction holding back runoff
- McRoof pricing sidewalk projects
- Recycling depot moved today... portable trailer coming end of July; Hydro service connection asap
- Re-claimer demo held June 3rd was very successful, new machine costs \$60,000 and Municipality of Louise owns one which they will rent out
- Trees located on property obtained through tax sale are desired by several people and organizations. Trees are available at cost to move & transplant, 'purchasers' are responsible for property cleanup. Art Harms will organize the project. It is noted that not all trees are to be removed. Councillor Burton will discuss details with A. Harms
- MB Good Roads School here June 29-30 \$350 per person
- 2016 projects reviewed
- Councillor Burton explained the situation of rain saturation of sand floor at Mather Rink

2. C. Mullin, CAO

Need input:

- Cartwright railway subdivision project is complete except for CRM cleanup
- Dress Down for Diabetes – donations gratefully accepted
- Canada 150 Community Infrastructure ideas
- Animal Control Officer services discussed
- McLennan water control works applications
- Kent Shewfelt Asst Spray Operator-Planning Inspector invoice May 9-June 15 \$430.00
- Mowing in Mather includes 1-4-145 which is hosting private play equipment – details to be sorted
- Federal Funding for Accessibility program info fwd to CDO Mymko re: distribution to halls, rinks, parks, etc. Requests may come for municipality to share the cost of such upgrades

Information:

- Applied for Ponderosa Days & Fall Festival as Community Events per Liquor & Gaming Auth of MB
- MB Infrastructure & Transport-Hwys & road signs removed is on hold for more info
- Confusion with MWWA Water Treatment 2 course – rescheduling for Fall 2016
- Copy of LR Weed Pesticide Use Permit
- Back air conditioner installed
- Updated Cartwright utility emergency plan (names/ contact info)
- NetSet internet equipment repairs
- Spruce trees on municipal property in Mather (former Froese lot)
- Lorraine Dousselaere concerned re: pest control for garbage set out the night before pickup
- Payments can be issued to Wawanesa Belmont for gravel program at any CRM meetings

3. HOC Lovell

- Park washroom project requires a committee to sort details
- Blacksmith Shop (owned by Historical Society) should be transferred to Cartwright-Roblin Municipality (CRM) to bring payment of costs in line with other museum buildings (owned by CRM)
- Missing or faded stop signs in Cartwright/ Mather need replaced as maintenance
- Flag poles on municipal office to be removed
- Blacksmith Shop, Mt Prospect School and MTS building need roof repairs

4. Councillor Daly

- Councillor Daly explained that Holmfield Colony had directional drilled a hydro power line through the municipal road between their two properties and MB Hydro had already approved the project without municipal consideration. ID signs are required as the power lines are not mapped by Hydro

5. P Burton

Submitted as attached

6. B Pawich

- Municipal vehicles need weekly washing as a matter of regular maintenance

7. B Decosse

- Growth & Prosperity Stakeholders Group Inc. will host public information meetings in communities and with colonies to explain the potential for natural gas expansion through the region comprising 10 municipalities in central Manitoba. Estimated benefits, savings, costs, tax revenue and charges will be provided in order to glean public interest.
- Louise Roblin Weed Control District proposes to separate planning and development services from weed control services. 23 West will meet with reps from Cartwright-Roblin Municipality and Municipality of Louise to discuss options for coverage of planning and development services. As for weed control services, Kent Shewfelt has agreed to resume LR Weed duties and responsibilities in addition to the Cartwright-Roblin Municipality and Municipality of Louise municipal roadside spray program for the remainder of the season until a new hire is determined. Kent has also agreed to cover planning services until arrangements can be made for another option.

8. V Hildebrand

- Pembina Valley Conservation District is surveying at Heritage Park in order to determine if a weeping tile project might be beneficial in that area

Delegations/ Petitions/ Hearings

8:05 pm Rod Pacik, Evolution & Training

Reviewed grader operator training program offered out of Saskatchewan

8:20 pm Corporal Beverage, RCMP

Reviewed area crime statistics January 2015 through June 2016 inclusive.

Communication was stressed as a priority; programs and staff changes were reviewed

Communications

<u>FROM</u>	<u>FILE</u>	<u>SUBJECT</u>
Association of MB Municipalities	#10	AMM Western Dist mtg June 22 (Wawanesa)
Southwood	Vault	Final invoice for subdivision project \$27,683.78
Growth & Prosperity Stakeholders Group	Vault	Financing mtg June 29 (Somerset)
Growing Forward 2	Vault	Farmland Beaver Damage Control program info
George & Lori Hildebrand	130	Offer to purchase property
MB Sustainable Development	Vault	WCW application NW 18-1-14w
MB Sustainable Development	Vault	WCW application NE 30-2-14w
MB Sustainable Development	Vault	WCW application SE 27-2-14w
MB Sustainable Development	Vault	Potential development NE 11-3-13w and conditions
Drinking Water Officer	Vault	Annual inspection report
Federation of Canadian Municipalities	#10	Newsletters & bulletins
Association of MB Municipalities	#10	Newsletters & bulletins
News Media Service	#280	News Release: Provincial budget
Christmas Light Guys	#355	Lighting for sale
MB Ombudsman	#280	Privacy breach survey
MB Infrastructure & Transportation	#7.1	Hwy Traffic Bd hearing June 29 (Bdn)
MB Emergency Measures Organization	Vault	Final payment from 2011 DFA \$24,174.87
Red River Basin Advisory	#330	Date change: South Chapter mtg now June 21 (Morris)
Cdn Union of postal Workers	#280	Input invited re: postal services
Community Futures	#365	News letter
Multi-Material Stewardship MB	#340	2015 Annual report
Canadian National Rail	#280	Annual report
Way To Go Consulting	Vault	Cartwright water & Sewer rate study
MB Municipal Government	Subd	Subd #4167-16-7517 conditional approval

Unfinished & General Business

None

Resolutions & By-Laws

#Jun-16-136 Decosse/ Burton

RESOLVED that cheques numbered #1491 through #1595, both inclusive, in the total amount of \$235,287.09 are hereby ratified and approved.

Carried-Lovell

#Jun-16-137 Decosse/ Daly

RESOLVED that Council authorize payments as follows:

\$1,585.07	Wawanesa Belmont Transfer	June 7 (5 lds, 61.5 miles) 8 (19 lds, 225 miles), 13 (8 lds, 185.2 miles) Gravel
\$2,306.66	Wawanesa Belmont Transfer	June 7 (11 lds, 196 miles) 8 (16 lds, 268 miles), 13 (10 lds, 222.5 miles) Gravel
\$1,653.46	Wawanesa Belmont Transfer	June 7 (12 lds, 218.7 miles) 8 (15 lds, 273.4 miles), Gravel
\$ 187.62	Petty Cash	to reimburse Petty Cash Postage
\$ 778.93	WSP	Services up to May 21/16-Subdivision
\$ 252.00	Municipality of Louise	Manhole Cover
\$ 430.00	Kent Shewfelt	Contract May 9-June 15, 2016
\$ 300.00	Red River Basin Commission	2016 grant

Carried-Lovell

#Jun-16-138 Daly/ Hildebrand

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

THEREFORE BE IT RESOLVED that Cartwright-Roblin Municipality disburse funds received by donations in the following manner:

<u>Amount</u>	<u>Rct #</u>	<u>Organization to Benefit</u>
\$100.00	160020-002	Cartwright Town & Country Golf Course
\$100.00	160021-003	Cartwright Town & Country Golf Course
\$100.00	160022-001	Cartwright Town & Country Golf Course
\$100.00	160023-012	Cartwright Town & Country Golf Course
<u>\$100.00</u>	160025-065	Cartwright Town & Country Golf Course
\$500.00		

Carried-Lovell

#Jun-16-139 Burton/ Pawich

WHEREAS the recycling program generates cash income from certain beverage containers;

AND WHEREAS this cash income has been historically granted to the Cartwright Community Independent School;

THEREFORE BE IT RESOLVED that Council authorizes payment to Cartwright Community Independent School in the amount of \$62.40 representing recent collections.

Carried-Lovell

#Jun-16-140 Pawich/ Daly

RESOLVED that Cartwright-Roblin Municipality (CRM) authorize the purchase of a portable recycling depot/ trailer at cost of \$4,042.58 including taxes as follows:

<u>1</u>	C5X10A13E	5' x 10' Express Series Cargo Trailer w/1-3500 lb spring axle	\$	2,620.00
		2,990lb GVW		Standard
		Dual side access doors (24"H x 32"W) as per diagram	\$	750.00
		Rear Barn doors split horizontally at 2' from bottom as per diagram	\$	200.00
		60" Interior Height		Standard
		White Exterior Colour		Standard
		Total before taxes and fees	\$	3,570.00
		Tire Disposal Fee	\$	7.50
		GST	\$	178.88
		PST	\$	286.20
		Total Cost FOB Cartwright MB	\$	4,042.58

Carried-Lovell

#Jun-16-141 Decosse/ Burton

RESOLVED that Council authorizes entering into an agreement with Growing Forward 2 in respect to Farmland Beaver Damage Control funding to a maximum of \$358.00 funding to offset eligible costs under the farmland beaver damage control program.

Carried-Lovell

Notice of Motion

None

Adjournment

#Jun-16-142 Daly/ Burton

RESOLVED that the meeting be adjourned (10:45 pm)

COUNCILLOR BURTON REPORT – 14/15 JUNE 2016

Parks

D Ellison contracted to paint slide, monkey bars, swing frame and round-a-bout @ Heritage Park. D Jones has sourced some top-up equipment needed for Badger Creek Park.

Mather Rink – 28 May 2016

Sand for the riding arena has been donated; group paying for haulage via Fdn grant.

South side of the bldg moisture appears to be running off the roof, under the wall and then onto the surface. Rain on the north side of the bldg. also seems to be getting in to the upstairs and then draining into the waiting room and kitchen area. APW Foreman has looked and suggested a contractor provide an estimate for the south wall remedy. Estimates sourced for remedial work are as follows :

Rogue Excavating (Pilot Mound) = \$6575.00 (exterior - strip and regrade south side of arena for proper ditch line; remove and reinstall culvert at proper grade, topsoil, etc. Interior – excavation of water affected area, installation of drain tile and catchment system, import granular base, compact and fill)

R Pogson - Penny, Had a better look at the Mather rink today. The biggest leak is coming under/ through the wall on the south side, heavier towards the east end. The roof also has a lot of leak points small and big. The heavy rain last night made it easy to see where all the minor and major leaks are.

Structurally it is still okay (ish). That being said there are structural issues mainly rot along the base of the building south side. The concrete footing is returning to its original gravel state slowly but surely and the bottom wood plates of the structure have started to rot. Most of the south side base is deteriorated to some degree ranging from a little bit of rot, to some rafters have rotted an inch or two shorter than original. There are a few repair options or patch options to get a couple more years out of the building but to actually "fix" it would require extensive work involving the landscaping, foundation, bottom wall plate, rafter repairs and a complete new roof. We can fairly economically improve the drainage outside and there are a few options each having varying advantages / disadvantages. Probably best to meet there and discuss options.

Sorry no prices for now, but a quick easy fix to keep the bulk of the water from running in under the wall could be done for less than a grand exterior grading only. Might be able to slow down some of the roof leaks economically to buy some time as well if desired.

Depending on the extent of work / repairs desired it could be 100k + to make it a solid and weatherproof building again some of the work it needs would likely require engineering / fire commissioner involvement depending how that building is viewed and classified for use insurance, and accessibility.

If it were an ag building for say livestock the repairs would be significantly cheaper and simpler and would keep the building usable for probably quite a few more years without half tearing it apart and starting over. As an Rm public access building I highly doubt it is going to pass any official inspections from a structural engineer or fire commissioner unless it's nice and dry during their visit and they don't look too close. Not great news but that's all I have for now. Ryan

Ideas from Council ?

K Hyslop has resigned as Sec Treas and S Yake has taken on the position and more Board recruitment is to take place. \$5567.98 is in the bank at present and the Board agreed to host the Steak Fry on 24 Sept at the Mather Festival.

Mather LUD

Have any **actions been taken** to get McRoof lined up for sidewalk instal by Divinitea ?

SSCMR

K Marion started her duties as Resource Coordinator on 16 May 2016. Laptop programs have been approved to be added to the equipment. Karly has been on Handivan Operating training offered by Killarney HV and has been spending time converting handwritten forms, etc onto computer generated ones. Brainstorming has begun regarding programming and the Alzheimer's Walk is/was 14 June 2016.

CDC

Ponderosa Days (including teen music entertainment, mobile laser tag and a dunk tank) and Mather FF (including town wide garage sales) event planning has started. T Livingstone **wondering if CRM** has a smaller, quieter generator that could be used for MFF bouncing castle ? Due to family matters, T Livingstone will scale back non essential hours but will continue with PD and MFF. 'Illegal signs' along the hyws – Rock Lake Beach sign, **CRM PW** have agreed to take down and store until another location can be found. Other signs in non-compliance at present are private business ones. Cartwright Hall has exercised its loan request for \$8,300 for sound remedial work. CDO Mymko is working on a Canada 150 infrastructure grant for the **HP bathrooms** with the future desire to add a walking track. Cartwright school report included the welcoming of Drew Haight as a new teacher and for the music room to be potentially changed into a 'cardio area'. Valdy concert was a success and Chase the Ace concluded for the time being. Settlement Services delighted that long awaited work permit has been awarded and family now working on PR application. CDC to add 'scenario planning' to their next agenda.

Reflections Park

Delayed until recycle shed moved. Need to know setbacks planters need to be from sidewalk and desired setback for snow blowing (spoke w/J Aitken, no problem). **Where** will black dirt be when it is need to be moved for install?

Library

Is it ok to go ahead and arrange for air conditioner install and decision clean carpet vs replace? What extra security measures do **CRM want** to take re back door locks? Estimate from McRoof is \$100 for purchase and install of deadbolt.

Planning conference – 19 and 20 May 2016

For information – excellent conference.

Envisioning Futures, Managing the Land, Scenario Planning – a good tool to build trust and stimulate communication so communities can be prepared for the unforeseen (ie what if...) and plan for the future accordingly. It is also good as a tool to unstick awkward situations. The goal is not to predict futures but to understand the deeper grasp of key drivers and key uncertainties. This type of planning is good to think about scenarios that stimulate population.

Public Health and Planning – encouraging the need to keep Health in mind when making decisions and bringing health to the table when making decisions. Example given of the cholera outbreak in London (siting of public water supply too near sewer outlet). Health can provide evidence to develop tools and provide health perspective on policy and have shared objectives of healthy communities.

Honouring Peguis First Nation's land entitlements – how planning and allocation can sometimes go wrong and the consequences of this. Information gleaned on how Peguis have appealed earlier decisions and the processes now in place to remedy.

Adapting to Change – how communities remain successful

MB Rural Economic Strategy – Outcomes and recommendations - need an agency to respond to municipalities. Need better training for EDOs (EDAM to take this role), need an agency to support entrepreneurs, coordinated marketing for rural, better job of regulation, need to modify programs for rural and reform educational regulations for rural.

Managing Hazards – How to plan for a 'Fort Mac', good to have a plan but it is easier to be content to ignore. Mitigation actions need to be done in planning a community. Quality of Life during evacuation is important. Cash is the answer for sending relief, not stuff. Embrace a fire smart strategy.

Planning for the new climate – global warming and communities should plan accordingly. Models forecast for the prairies is wet spring (40% more) and dry summers for July, Aug and Sept and the expectation of drought will go up. Tailor-made reports are available for municipalities at [climateatlas.ca / prairieclimatecentre.ca / wpegclimateguy](http://climateatlas.ca/prairieclimatecentre.ca/wpegclimateguy).

Zoning and Development Plan – intro to the new 3 guides which will be available to download.

Specialized Ag may need a business plan to support the application in the future.

Culture Counts – intro to City of Brandon's Culture Plan which tries to blend all the cultural events, businesses and locations together to try to bring everyone together for a common goal along with an inventory of assets. This plan is a municipal led process and indicators and measurable are essential.

Human Resources Seminar (MMAA) 16 May 2016

For information

Presenter – Tim Silversides, West Can Human Resources, Brandon

Good seminar and good learning

Performance management

Insperty Ultimate Employer software; \$278 one time licence

This should be a positive experience for an employee; an opportunity to say 'well done'. The purpose is to document actions, promote positive and address negatives; to identify training needs, career goals of EE and to set annual and long term goals along with a monitoring process. Regular (annual) appraisals are good. During the process an EE should be aware of their strengths and weaknesses and meeting should end on a positive note.

Evaluation tool – make the evaluation relative to the job. It allows for documented information and not memory. There is no benefit to not addressing problems and important to focus on performance not personality.

Motivating staff

Short questionnaire for staff

Ask EE what they find most rewarding and least challenging in the workplace along with what they would change for more efficiency and to make their job more enjoyable.

Engage staff; give them a reason to come to work, foster creativity, embrace change, empower staff, reward accomplishments.

Set expectations, encourage learning, create a career path and set an example.

Conflict resolution

Short questionnaire for staff to assess how they deal with conflict.

Accept that people have different opinions, try to come to a compromise, attack the problem not the person, focus on areas of common interest.

5 types of conflict resolution and collaboration is the best but all have their place.

Effective recruitment and retention

Evaluate opportunities and assess needs. Is this the opportunity to move existing staff around to accommodate consolidation or expansion? Review the existing job description.

Methods of recruitment include internet, newspapers, job sites, associations.

Preparing for the interview includes review resumes received and prioritize; a poor 'fit' is expensive and develop the questions based on the resumes and to assess 'fit'. Make the interview questions relevant to the job and include both behavioral and situational. Try to predict applicant questions (benefit pkg, etc.) and develop a signal between interview panel for a shortcut. Promote the organization and do not sugarcoat. Evaluate behavior and values and trust your gut. Testing process good when relevant.

Retention – orientation, delegate interesting work, involve in decision making, show respect and promote PD.

Succession Planning

MMAA succession planning worksheet

Why – helps to predict the future, identify key vacancies and staff to fill those spots. It is important to plan and can be a major impact if not planned. The process establishes leaders and creates motivation in EEs. It is good for existing knowledge to be transferred to EEs.

Needs to be Council led; includes training, development and performance management. Council should take the time to determine what the needs might be in 5, 10 and 15 years and then communicate the ideas of Council to staff.

Benefits include EEs understand their place in the long term goals of the organization and what is needed to be promoted; it decreases the negative impact of disruption and increases retention of staff.

Process; identify key positions, assess current bench strength and match existing EEs with the skills to the positions. The performance appraisal is the opportunity to discuss succession planning and good to make SP a part of the PA process.

EE career goals should be based on observation and assessment of staff and experience, not bias and assumptions.

Important to ensure staff are aware that EEs are not guaranteed the position.

Ongoing evaluation will allow Council to monitor and evaluate the strategies and it is designed to increase the talent pool of staff.