

**TOWN OF CARBERRY  
REGULAR MEETING OF COUNCIL  
DECEMBER 10, 2019 (7:00 P.M.)  
MINUTES**

The council of the Town of Carberry met on Tuesday evening, December 10 in the council chambers of the Municipal Office. Mayor Olmstead was in the chair, and CAO Stephenson and Councilors Tolton and Muirhead were present. Councilor Anderson was on an emergency call, and Councilor Sudak was at work.

**1. CALLING MEETING TO ORDER**

**Res #1** BE IT RESOLVED THAT the meeting be convened at 7:00 p.m. with Mayor Stuart Olmstead in the Chair.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

**2. ADOPTION OF AGENDA**

**Res #2** BE IT RESOLVED THAT the agenda for the regular meeting of December 10, 2019 be adopted as circulated.

**Moved by:** R. Muirhead **Seconded by:** M. Tolton

**Carried:** X **Lost:** \_\_\_

**3. ADOPTION OF MINUTES**

**Res #3** BE IT RESOLVED THAT the minutes for the regular meeting of November 12th and the Special Meeting of November 20th be adopted as circulated.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

**4. DELEGATIONS**

**A. 7:05 – FIRE INSPECTOR STEVE DENTON**

Denton, who is the Fire Inspector, came before council to remind them of their responsibilities under the Fires Prevention and Emergency Response Act. It is the responsibility of the local authority to enforce the fire code, including the provision that certain classes of building must be inspected at specified intervals. For example: an elder care centre, a child care centre, a hospital, or a care home must be inspected annually, and schools, recreation centres, hotels, licensed premises and certain restaurants must be inspected every 36 months. The local authority should keep an inventory of such buildings, and keep a record of the results of the inspections.

It was agreed that Town Staff would build a database, fee structure, and adopt a bylaw for fire inspections.

**5. PLANNING MATTERS**

**A. RUBIN HOFFMANN – 233 SELKIRK STREET**

Rubin Hoffman is proposing a building on a 50' lot on Selkirk that stretches the zoning limitations of the street. In an area where quadriplexes are not an approved development, he is proposing to build a 'duplex with secondary dwellings' — basement apartments with separate entrance, two bedrooms, kitchen and bath. The advantages of the higher density layout are many, but this is not an RHD Residential High Density neighbourhood. Council must decide whether to accept this workaround, or call this a quadriplex and refuse it, or rezone to suit. The question was tabled.

## 6. FINANCE AND ACCOUNTS

**Res #4** BE IT RESOLVED THAT the Financial Statement for November 2019 be referred to Council.

**Moved by:** R. Muirhead **Seconded by:** M. Tolton

**Carried:** X **Lost:** \_\_\_

**Res #5** BE IT RESOLVED THAT the accounts, cheque no. 11521 to cheque no 11554, totaling \$ 192,591.57 and direct deposits be approved for payment.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

**Res #6** BE IT RESOLVED THAT the following invoices be added to the taxes of their respective roll numbers:

**Invoice #2019-00082, for \$67.27, to roll number 43600**

**Invoice #2019-00083, for \$139.91, to roll number 83020**

**Invoice #2019-00081, for \$102.24, to roll number 28300**

**Moved by:** R. Muirhead **Seconded by:** M. Tolton

**Carried:** X **Lost:** \_\_\_

**Res #7** BE IT RESOLVED THAT invoice number 2018-0004, in the amount of \$30, be cancelled and removed from accounts receivable.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

## 7. BY-LAWS

CAO Stephenson raised the issue of by-law enforcement. He will be meeting shortly with the commissionaires, and needs to get council's direction about the priorities he should ask them to enforce. He will also be getting direction from the commissionaires about what changes in the by-laws will be necessary to ensure they are enforceable. Council can look forward to spending quite a bit of time going over the by-laws in detail to reflect the needs of the community and the commissionaires. Councilor Muirhead suggested that councilors be given a printout of all the existing by-laws to enable them to study the details in advance of such meetings. Stephenson gave a breakdown of the costs that enforcement will incur, and the budget allowed, to be considered when selecting priorities.

## 8. UNFINISHED BUSINESS

- a) Brown Subdivision – Cost Estimates  
Cost estimates were provided to Council in regard to the infrastructure needed to develop the proposed area. This will give Council an idea what they are looking at when they begin negotiations for a development agreement.
- b) 221 Fanny Street – Tax Cancellation  
More information required.
- c) Forbes – 33 Main Street Summary  
A revolving heritage project fund was discussed as an option to fund projects of this magnitude. Policies and guidelines were discussed, and with much to think about, it was tabled to a future meeting.

*Councilor Anderson returned from his emergency call.*

- d) 41 Main Street Proposals  
Some discussion was had around the six proposals that were received, and that one proposal had given some estimate numbers for the short-term catastrophic failure

remediation (\$68,000), as well as demolition and support of the party walls (\$97,000). Councils would like to firm up a few things, but will likely go with demolition.  
e) Resolutions from Carberry/NCL Joint Meeting

**Manager of Leisure Services and Manager of Parks, Facilities, & Sanitation**

**Res #8** BE IT RESOLVED THAT Council authorize the CAO's to advertise for the positions of Manager of Leisure Services and Manager of Parks, Facilities, & Sanitation,

AND FURTHER BE IT RESOLVED THAT the costs of advertising be shared 50/50 with the Municipality of North Cypress-Langford.

**Moved by:** R. Muirhead **Seconded by:** J. Anderson

**Carried:** X **Lost:** \_\_\_

**Resignation of Nolan Imlach**

**Res #9** BE IT RESOLVED THAT Council accept the resignation of Nolan Imlach, Parks and Recreation Laborer, as of November 27, 2019, with regrets.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

**Art Sear Park Fundraising Committee**

**Res #10** BE IT RESOLVED THAT Council support the formation of a community fundraising committee for the further development of a play structure at Art Sear Park, at First Avenue and Fanny Street.

**Moved by:** J. Anderson **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

**Resignation of Grady Stephenson**

**Res #11** BE IT RESOLVED THAT Council accept the resignation of Grady Stephenson as Manager of Parks, Facilities, & Sanitation, effective November 10, 2019.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

**Resignation of Trish Fraser**

**Res #12** BE IT RESOLVED THAT Council accept the resignation of Trish Fraser as Assistant CAO, effective December 2, 2019.

**Moved by:** M. Tolton **Seconded by:** J. Anderson

**Carried:** X **Lost:** \_\_\_

**Tournament of Champions Ad**

**Res #13** BE IT RESOLVED THAT Council agree to support Carberry Minor Hockey Tournament of Champions by placing a full-page advertisement at a cost of \$100,

AND FURTHER BE IT RESOLVED THAT cost be shared 50/50 with the Municipality of North Cypress-Langford.

**Moved by:** M. Tolton **Seconded by:** J. Anderson

**Carried:** X **Lost:** \_\_\_

**Office Computer Purchase**

**Res #14** BE IT RESOLVED THAT Council purchase 3 new computers for the office under the quote from B. Kissock Computer Repair, at a total cost of \$4,401.50, including taxes,

AND FURTHER BE IT RESOLVED THAT the costs be shared 50/50 with the Municipality of North Cypress-Langford.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

**Fire Hall Backup Generator**

**Res #15** BE IT RESOLVED THAT Council accept the quote from Sandhills Electric of \$12,507.21 plus taxes to supply and install a backup generator and necessary equipment for the fire hall expansion project,

AND FURTHER BE IT RESOLVED THAT the costs be included in the project budget,

AND FURTHER BE IT RESOLVED THAT the costs be shared 50/50 with the Municipality of North Cypress-Langford.

**Moved by:** J. Anderson **Seconded by:** M. Tolton

**Carried:** X **Lost:** \_\_\_

**Cemetery Perpetual Care Trust Opinion**

**Res #16** BE IT RESOLVED THAT Council agree to pay an invoice from Meighan Haddad LLP, in the amount of \$678.13, for the purposes of an opinion on the Perpetual Care Trust for the Carberry Plains Cemetery,

AND FURTHER BE IT RESOLVED THAT the costs be shared 50/50 with the Municipality of North Cypress-Langford.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

**9. GENERAL BUSINESS**

- a) Circulation of Council Reporter Minutes  
Council discussed how to distribute the report of the council’s meetings once the News-Express is no longer published. It will be on the town web site, but for those who wish, it will be sent out by e-mail as a .pdf to whomever gives their address to the town office. Copies will also be run off and available at the office. Other options and approaches were discussed, but that would be the minimum.
- b) All-Net Connect  
All-Net Connect is a firm that offers a sophisticated communications system to municipalities. It would replace Code Red for emergency communication, but would also serve as a general broadcast system for community news and announcements. The pricing starts around \$4 thousand, comparable to Code Red. A demonstration and proposal will be asked to be brought to council.
- c) P. Buhler proposal – used auto sales

**Res #17** BE IT RESOLVED THAT the Council of the Town of Carberry authorize Mr. P. Buhler to operate a used automobile sales business as a secondary use at the property located at 331 Anson Street in the Town of Carberry,

AND FURTHER that Mr. Buhler conform to the stipulations set forth in the letter of authorization provided by the Town.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead  
**Carried:** X **Lost:** \_\_\_

- d) Municipal Act – Division 5: Grants, Tax Credits and Tax Increment Financing (MNP)  
 Tabled, no more information available.
- e) Tax Sale Date

**Res #18 WHEREAS** Section 365(2) of The Municipal Act provides that Council may in any year designate the immediately preceding year, or any earlier year, as the year for which properties, the taxes in respect of which are in arrears for the year, must be offered for sale by auction to recover the tax arrears and costs;

**BE IT RESOLVED THAT** the Designated Year for which properties in arrears be offered for sale by auction, be 2019 (meaning all properties with outstanding taxes from the year 2018 or prior); and

**BE IT FURTHER RESOLVED THAT** in accordance with s. 363 (1) of the Municipal Act, “costs” shall be the actual costs incurred by the municipality for each parcel listed for the tax sale [plus an administration fee of \$50.00 per roll as set forth in Manitoba Regulation 50/97; and

**BE IT FURTHER RESOLVED THAT** the tax sale be held October 6, 2020 at 10 am at the Town of Carberry council chambers.

**Moved by:** M. Tolton **Seconded by:** J. Anderson

**Carried:** X **Lost:** \_\_\_

- f) Interest on Accounts

**Res #19 BE IT RESOLVED THAT** Council adjust their interest rate on A/R accounts from 2.5% to 1.25%, to reflect the maximum rate allowed under Section 252(2) of the Municipal Act.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

- g) Appointment to Whitemud Watershed Board

**Res #20 BE IT RESOLVED THAT** the Council of the Town of Carberry re-appoint Councillor John Anderson to the Whitemud Watershed Board.

**Moved by:** R. Muirhead **Seconded by:** M. Tolton

**Carried:** X **Lost:** \_\_\_

- h) 2020-2021 Federation of Canadian Municipalities Membership

**Res #21 BE IT RESOLVED THAT** the Council of the Town of Carberry renew its membership with the Federation of Canadian Municipalities for 2020-2021, with a total cost of \$557.64.

**Moved by:** J. Anderson **Seconded by:** M. Tolton

**Carried:** X **Lost:** \_\_\_

- i) MIT Snow Removal Agreement – 2019/20

**Res #22 BE IT RESOLVED THAT** Council accept the proposal from Manitoba Infrastructure, Engineering and Operations Division, for snow removal on Main Street at a value of \$61.42 per centimeter, based on a five year average snowfall of 133.2 cm.

**Moved by:** M. Tolton **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

j) S. Ryan Road Expense

**Res #23** BE IT RESOLVED THAT Council agree to pay Invoice #891040 from B. Ray Mitchell Sand & Gravel in the amount of \$6,720 plus GST for the building of Bretell Road,

AND FURTHER BE IT RESOLVED THAT Council take the money from the Gas Tax Reserve.

**Moved by:** M. Tolton **Seconded by:** J. Anderson

**Carried:** X **Lost:** \_\_\_

k) 1Life Safety  
Tabled, more information required.

l) Public Works Employee Cell Phones

**Res #24** BE IT RESOLVED THAT Council agree to pay a cellular phone supplement to full-time public works employees in the amount of \$25 per month.

AND FURTHER BE IT RESOLVED THAT Council implement this program as of January 1, 2020.

**Moved by:** J. Anderson **Seconded by:** R. Muirhead

**Carried:** X **Lost:** \_\_\_

m) TwinRix Vaccinations

**Res #25** BE IT RESOLVED THAT Council approve Public Works staff to receive TwinRix vaccinations for added protection against diseases potentially encountered in their regular duties,

AND FURTHER BE IT RESOLVED THAT Council cover 100% of the costs incurred in receiving these vaccinations.

**Moved by:** J. Anderson **Seconded by:** M. Tolton

**Carried:** X **Lost:** \_\_\_

**10. COMMUNICATIONS**

<u>From</u>	<u>Subject</u>
Roger & Mary Anne Gosselin	Response to CPD Letter
FCM	Membership Information
CBCRA	Annual Report
Alliance Accounting Group	Municipal Financial Consulting Services
CN Rail	Crossing Info Not Completed
Camp Bridges	Update
CPD	Anderson Feedlot
BPSD	Bus Service Cancellation
Taxervice	Status of Title
WMRL	Proposal for Reduction/Cancellation of Rent

**Res #26** BE IT RESOLVED THAT the Council of the Town of Carberry agree to reduce the rental charge for the Western Manitoba Regional Library by one-half for the year 2020,

AND FURTHER BE IT RESOLVED THAT Council agree to reduce the rent to zero dollars for the years 2021 and forward.

**Moved by:** R. Muirhead **Seconded by:** M. Tolton

**Carried:** \_\_\_ **Lost:** X

**11. ADDED TO THE AGENDA**

**12. IN CAMERA**

**RES #27** BE IT RESOLVED THAT COUNCIL MOVE TO IN CAMERA FOR THE PURPOSE OF DISCUSSING FINANCIAL MATTERS.

**Moved by:** R. Muirhead **Seconded by:** J. Anderson

**Carried:** X **Lost:** \_\_\_

**RES #28** BE IT RESOLVED THAT COUNCIL MOVE OUT OF IN CAMERA AND RETURN TO THE REGULAR MEETING.

**Moved by:** J. Anderson **Seconded by:** M. Tolton

**Carried:** X **Lost:** \_\_\_

**13. AROUND THE TABLE**

Councilor Anderson asked whether it will be necessary to have an Assistant CAO. Will it be possible to borrow North Cypress-Langford's when Grady is absent, or will that stir up trouble with the RM? Where it is simply a case of having someone available to make decisions during an absence or sickness of the CAO, can the Financial Officer stand in? It was decided to consult with the FO, and bring the answer to the joint meeting.

Councilor Muirhead asked if the drywall and tools that have remained in the office for so long will be removed. The CAO replied that the tools will soon be gone, but the final shape of the offices is still in doubt, so the drywall will remain a bit longer.

Mayor Olmstead congratulated the participants on a fine Santa Claus Parade, and commended the Fire Department for an excellent Firemen's Ball, the greatest turnout ever. He mentioned that the speeches (particularly that of Councilor Anderson) were inspiring.

CAO Stephenson spoke of the need to get all expense forms in to the office before December 19. He also noted that all the rooms at the Delta for AMM next year were already booked, and that he had reserved rooms at the Radisson instead, despite the extra cost. Olmstead advised him that AMM may have group codes for the Radisson as well, and gave him a contact at the AMM office to check with.

Stephenson also suggested that councilors may wish to expense their cell phones once for the year, to avoid delays and confusion with monthly bills. He announced that the monthly expense forms will be due on the fifth of the next month so that the cheques can be prepared for the day of the meeting.

**14. ADJOURNMENT**

**Res #29** BE IT RESOLVED THAT the regular meeting of council now adjourns at pm.

**Moved by:** J. Anderson **Seconded by:** M. Tolton

**Carried:** X **Lost:** \_\_\_

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Stuart Olmstead  
Mayor

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Grady Stephenson  
CAO