

**TOWN OF CARBERRY
REGULAR MEETING OF COUNCIL
JANUARY 14, 2020 (7:00 P.M.)
MINUTES**

The Council of the Town of Carberry met on Tuesday evening, January 14, in the council chambers of the Municipal Office, with Mayor Olmstead in the chair, and all members present (Councilor Sudak attending by phone). Also present were CAO Stephenson and Development Officer McEntee.

1. CALLING MEETING TO ORDER

Res #1-20 BE IT RESOLVED THAT the meeting be convened at 7:04 p.m. with Mayor Stuart Olmstead in the Chair.

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

Carried: X **Lost:** ___

2. ADOPTION OF AGENDA

Res #2-20 BE IT RESOLVED THAT the agenda for the regular meeting of January 14, 2020 be adopted as circulated.

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

Carried: X **Lost:** ___

3. ADOPTION OF MINUTES

Res #3-20 BE IT RESOLVED THAT the minutes for the regular meeting of December 10th and the joint meeting of December 2, 2019 be adopted as circulated.

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

Carried: X **Lost:** ___

4. DELEGATIONS

a. 7:05 – Ken Waddell & Kate Jackman-Atkinson – Neepawa Banner

Atkinson went over the ways in which the *Banner* can be of assistance to council. She pointed out that with no subscription revenue, the paper lives by its advertisements. A placement in the paper is seen by 9,000 readers, so though not inexpensive, it's effective.

b. 7:20 – Bruce McCallum & Ryan Robson - CCI

Principal Bruce McCallum and Vice-Principal Ryan Robson had been invited to discuss a possible project to interest and involve students in local government.

The City of Portage la Prairie has developed a "student councilor" program that involves student representatives in council meetings. McCallum and Robson were asked whether they thought that some such program could be developed here in Carberry. With growing excitement, council and the educators discussed details of how this might be made to work.

5. PLANNING MATTERS

a) 233 Selkirk Street – Rubin Hoffmann development

Rubin Hoffman has been suggesting putting a two-story duplex on a 50' lot. By itself, this would have several issues, with the setbacks and lot width requiring variation orders.

Hoffman is looking to get the best return from his investment, but is not set on the format presented. He will come before council when he has studied his further options.

b) Brown subdivision proposal

The Brown development on the west side of town was discussed at length. The complexities of a 57-unit development at the limits of the existing sewer

system are enough that it will be necessary to get professional help to estimate the costs that the town will have to face servicing the lots. The most sensible thing will be to get an engineer's development plan to cover the plumbing, the drainage, paving, lighting, fire suppression, and green space to be able to estimate the costs and timing for all features, the improvements in the sewer system in particular.

c) Development Plan/Zoning Bylaw Update – BSC Grant

Cypress Planning District's Development Plan is still with the province, but is expected shortly. Once it arrives, the zoning by-law, which dates from 1983, will need to be carefully updated. This will be a major undertaking, and McEntee urged that all the by-laws under the district should be drawn up by the same consultant; it will make for greater clarity and predictability. There is funding from the Building Sustainable Communities Grants to provide half the cost. An application has gone in for a maximum of \$40,000 consultancy, though the actual cost should be less.

6. FINANCE AND ACCOUNTS

Res #4-20 BE IT RESOLVED THAT the Financial Statement for December 2019 be referred to Council.

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

Carried: X **Lost:** ___

Res #5-20 BE IT RESOLVED THAT the accounts, cheque no. 11555 to cheque no 11595 totaling **\$697,548.22** and direct withdrawals of **\$31,608.13** be approved for payment.

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

Carried: X **Lost:** ___

7. BY-LAWS

a) MBEA – Commissionaires

The by-laws that will be enforced by the Commissionaires, and the by-law that empowers them to do so under the Manitoba By-law Enforcement Act are still in preparation.

b) Debenture – Fire Hall

A by-law will be prepared to issue a debenture for the Fire Hall Expansion Project, once the absolute final expense is known, after deducting the fundraising efforts and grants that have been applied for come through.

c) Speed Limit – TTMA

A bylaw needs to be developed to cover the speed limits within the Town.

8. UNFINISHED BUSINESS

a) 33 Main Street – Old Bank Building

The Old Bank was discussed and a meeting with the current owner will be set up to discuss the progress and ongoing issues.

b) Boulevard Trees – Limit per property

The linden trees chosen for boulevard installation grow to a considerable size. Council agreed that no more than one should be planted per property, unless on a corner lot. They will be placed by the Public Works staff, and the location will be at their discretion, giving due attention to the sightlines that may be required at corners.

c) Tax Adjustment – 221 Fanny Street

Councilor Muirhead declared a conflict and left council chambers.

Res #6-20 BE IT RESOLVED THAT due to a miscommunication, and sufficient evidence provided in support of such, Council agree to cancel the 2018 Supplementary taxes in the amount of \$3299.44, on the property listed as 221 Fanny Street, Roll number 041700 000 in the name of Raymond and Lorna Muirhead,

AND FURTHER BE IT RESOLVED THAT Council also cancel all interest charged on the balance, in the amount of \$61.44, for a total tax cancellation of \$3360.88.

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

Carried: X **Lost:** ___

Councilor Muirhead returned to the meeting.

d) Mid-Plains Lease

Council discussed the lease they will offer to Mid-Plains Implements for the 5½ acre site behind their property on Highway 5.

e) WOLG – Update

Mayor Olmstead, who represents the town on the Westman Opportunities Leadership Group, gave an update on their efforts to attract a major soya bean processing plant to the area.

f) Daughter on Call – Update

Council will be asking the Daughters on Call project for an update on their efforts to create and run an elder care facility for the area. They would like clear information on how it is progressing.

g) Lagoon Upgrade – Update

The plan to enlarge the sewage lagoon has been costed by the consulting engineers at around \$5.6 Million, much of which is expected to come from the Investing In Canada Infrastructure Program (ICIP), which is a federal initiative.

h) 1Life Safety

Any move to accept the quote of 1Life Safety for their Health and Safety software was tabled until the joint meeting, when it will be known if North Cypress-Langford will be participating.

i) 351 Speed Zone Change

Continuing to work with MIT on the speed zone change on PR 351 in the West end of Carberry.

j) 2018 Audit

Res #7-20 BE IT RESOLVED THAT Council approves the 2018 Audited Financial Statement as presented by auditors MNP LLP Inc. on January 14, 2020.

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

Carried: X **Lost:** ___

9. GENERAL BUSINESS

a) Circulation of Council Reporter Minutes.

Council discussed how the reporter's minutes of the council meeting will be distributed now that publishing in the News-Express is not an option. At a minimum, it will be posted to the town web site, and sent as a .pdf file to all who ask to be put on the distribution list, but council will further look into the possibility of printing it out and having it inserted in all Carberry mail boxes along with the *Banner*.

b) CAO to attend Leading Practices in Municipal Government, January 30th

Res #8-20 BE IT RESOLVED THAT Council approve CAO Grady Stephenson and Councillor John Anderson to attend the Leading Practices in Municipal Government Seminar in Winnipeg on January 30th, 2020, at a cost of \$200 each, plus GST, mileage and meals.

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

Carried: X **Lost:** ___

c) CAO to attend Subdivision 101, March 10th

Res #9-20 BE IT RESOLVED THAT Council approve CAO Grady Stephenson to attend the free Subdivision 101 Seminar in Brandon on March 10th, 2020.

AND FUTHER BE IT RESOLVED THAT Council pay the standard mileage rate to Brandon, MB.

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

Carried: X **Lost:** ___

d) CAO to attend Planning & Subdivision Workshop, February 21st

Res #10-20 BE IT RESOLVED THAT Council approve CAO Grady Stephenson to attend the Planning and Subdivision Course with the MMAA in Brandon on February 21st, 2020, at a cost of \$249, plus mileage and meals.

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

Carried: X **Lost:** ___

e) Adoption of 2020 Interim Operating Budget

Res #11-20 WHEREAS in accordance with Section 163 of the Municipal Act, the Council of the Town of Carberry has made an Interim Operating Budget for all operating and capital expenditures of the Town for the period of January 1, 2020, until the adoption of the 2020 Financial Plan,

NOW THERFORE BE IT RESOLVED That the following Interim Operating Budget be adopted:

General Government Services	\$150,000.00
Protective Services	\$100,000.00
Transportation Services	\$200,000.00
Environmental Health Services	\$50,000.00
Public Health and Welfare Services	\$40,000.00
Environmental Development Services	\$20,000.00
Economic Development (CDC)	\$15,000.00
Recreation and Cultural Services	\$200,000.00
Fiscal Services	\$20,000.00
Capital Requirements	
Borne by Reserves	\$27,534.56

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

Carried: X **Lost:** ___

f) 351 Crosswalk, School Board meeting

Meetings are ongoing with the School Board, RCMP, and MIT in regards to the speed adjustment and bus service cancellation within a couple of areas of Town.

g) Main Street Revitalization

Res #12-20 BE IT RESOLVED THAT Council, in cooperation with CDC Tricia Zander, commit to developing a program to assist with development, promote new and existing business, and attempt to revitalize and improve the appearance of the downtown Main Street area of the Town of Carberry.

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

Carried: X **Lost:** ___

h) Assistance Policy

Res #13-20 BE IT RESOLVED THAT Council develop a bylaw to outline the ability of the Town of Carberry to provide tax incentives, development grants, and other forms of assistance to businesses and developers that want to open businesses or new developments within the Town of Carberry.

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

Carried: X **Lost:** ___

- i) Budget meeting dates: Set a budget meeting for February 6, 2020.
- j) Resignation of Teresa Fiskel

Res #14-20 BE IT RESOLVED THAT Council accept the resignation of Teresa Fiskel as Administrative Assistant, effective December 31, 2019, with regrets.

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

Carried: X **Lost:** ___

k) Committee Positions – discussion

l) Hall Board

The Hall Board is in need of members, with two recent retirements. If no one comes forward, Council is strongly considering absorbing the Board's duties into the Buildings Committee, which would be a smooth fit.

m) Cemetery Perpetual Care Trust amounts

The Perpetual Care Trust amounts will have to be transferred from the Town's general account to the Cemetery Board's account. A motion with the exact amount will be prepared for the next meeting.

n) CPCC Renovations/Improvements

With the CPCC receiving a reasonable life expectancy from the engineering assessment, and the impending provincial curling championships, it is a good time to do some renovations and improvements to it.

o) Simon Ryan Development Agreement

The development agreement signed with Simon Ryan is partially complete, but some of the new lots he has been working on are not covered by it. It will be necessary to reopen the agreement to properly cover them.

p) Blue Cross options

The CFO has received a proposal from a third-party insurer to offer a reduction in the premium for employee benefits. AMM, through whom the town now sources their benefits have warned that this offer might be coming, and might not be as sustainable as the services AMM is offering. In addition, the AMM insurance rebate from the plan more than made up for the difference in any savings offered.

q) Spud City Building Damage

During the heavy early snowfall in October, an operator did some damage to Spud City's building. The work will have to be done and paid for, but there was no report of the damage at the time it happened.

r) Complaint

Ratepayer complaints were received, and Council was brought up to speed on the nature and status of these complaints.

s) Hydro Rate Class Switch at Pump Shack

The Pump Shack’s hydro bill has been unexpectedly high. It was determined that it has been on the industrial system, billing on a demand basis measured by the highest draw. This means that the pump, which spends most of its time idle, is being billed as though it was constantly using its high draw. A change to a billing by use should generate a \$5000 saving.

t) Payroll Duties

In the changes to the staffing of the Municipal Offices, it would be a great help if Teresa Fiskel were to assist in the payroll of town employees as she did when she was a joint employee. It has been calculated that if she were to give and be paid for half a day per week, the problems would be covered, and the rural municipality has agreed to this. Council instructed the CAO to bring forward the necessary motion.

u) Gas Tax Reserve Account

Federal government regulation requires that a separate bank account be maintained for monies from the Gas Tax. A motion was passed approving the opening of a sub account at the Credit Union.

Res #15-20 BE IT RESOLVED THAT Council approve the opening of a Gas Tax Reserve sub account at Westoba Credit Union under Reserve Account number 8028011.

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

Carried: X **Lost:** ___

v) Investment of Reserve amounts

Discussion was had around the investment of some of the reserve accounts held by the Town. Options will be explored to find a suitable investment option, which will provide greater return on town coffers.

w) CAO Agreement/Flex

The CAO’s contract has been wrote to allow for flexible time, as the duties can be well beyond office hours. Details of what constitutes overtime and how it is paid or banked will be settled and a contract will be drawn up for signature.

10. COMMUNICATIONS

From
Carberry Vet Clinic
Hudson Bay Route Assoc.

Subject
Cat Spay/Neuter & Vaccination Program
2020 Membership Request

Res #16-20 BE IT RESOLVED THAT Council agree to support the Hudson Bay Route Association with a membership for 2020 in the amount of \$100.

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

Carried: ___ **Lost:** X

Ronald McDonald House Charities **2020 Sponsorship Request**
Ronald McDonald House Charities has written to ask for council’s continued support in 2020.

Bell MTS **PSCS Radio Schedule**
Bell MTS has sent details on the changeover from FleetNet to the Public Safety Communications Service (PSCS) system. In cooperation with the Office of the Fire Commissioner, it has been agreed that to have the least disruption, all units that must work together are to be changed simultaneously. It is being organized by Mutual Aid District. After radios are ordered and personnel trained, the changeover should take place between September and November of this year.

MMSM **2020 Municipal Payments**
Multi-Material Stewardship Manitoba (MMSM), who coordinate recycling programs in Manitoba, advise that this year Carberry will receive \$45,309.65 in four equal installments, in consideration of 139.43 tonnes of recyclables at \$334.22 per tonne. This does not include the newspaper portion of our recycling, as the newspaper industry stewards are not at the

moment in compliance with MMSM. Their portion of the town's payment would be a further \$1,289.31.

MWSA

Municipal Issues Day

On March 18 The Manitoba Weed Supervisors Association will hold a Municipal Issues Seminar in Carberry. Participants will learn about municipal responsibilities under the Manitoba Noxious Weed Act, the role of the Weed Supervisor, and about particular threats in the area.

Minster of Sport, Culture, Heritage

Heritage Resource Conservation Program

The Minister of Sport, Culture and Heritage advises that the new \$15 million Heritage Resources Conservation Grant program will replace the Designated Heritage Building Grant program, and includes some new categories to encourage best practices, such as research and training.

City of Portage la Prairie

Youth Councilor Info

The City of Portage la Prairie sent details of their Youth Councilor program that was mentioned to the delegation from Carberry Collegiate.

AMM

Insurance Update Meeting

AMM sent a notice of an insurance update meeting, to be held February 6 in Brandon.

11. ADDED TO THE AGENDA

12. IN CAMERA

RES #16-20 BE IT RESOLVED THAT COUNCIL MOVE TO "IN CAMERA" TO DISCUSS PERSONNEL ISSUES.

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

Carried: X **Lost:** ___

RES #17-20 BE IT RESOLVED THAT COUNCIL MOVE OUT OF "IN CAMERA" AND BACK INTO THE REGULAR MEETING.

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

Carried: X **Lost:** ___

RES #18-20 BE IT RESOLVED THAT COUNCIL APPROVE A PAY INCREASE OF \$.70 FOR WILLI SIPPEL, EFFECTIVE JANUARY 1, 2020.

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

Carried: X **Lost:** ___

13. AROUND THE TABLE

Councilor Muirhead noted that the Western Manitoba Regional Library Board had requested that the town waive the rental on the library's building. The request had been declined.

He also asked that where there are complaints, the official complaint form should be filled out and signed as close to the offence as possible; longstanding problems that have no recorded complaint are hard to act on in a timely manner.

He recorded that the dumpsters at the south of town were particularly unsightly and misused over the Christmas season. He feels that *something* ought to be done, even to the point of removing them entirely for a period.

Councilor Tolton reported that the Museum Board is actively considering a monument commemorating the Carberry CATP Air Base. They will have to raise in the neighborhood of \$25,000 to get what they have planned, though it can be done in stages. They would particularly like to have something substantial in place for May 8, 2020, which will be both Manitoba's 150th year, and the 75th anniversary of VE (Victory in Europe) Day.

Councilor Anderson asked for an update on a house that was located on a flag shaped lot on Fanny Avenue and was advised the house was being moved within the next few weeks onto a foundation.

Mayor Olmstead mentioned that the staff at the Hospital and Care Home were doing an outstanding job and urged friends and family of those in care to visit them when they have a moment to spare. It does both parties a world of good.

CAO Stephenson announced that the new Fire Hall Extension should be ready for use by January 31; a tribute to persistence and hard work. A grand opening will be held in late winter/early spring.

He also mentioned that Manitoba Hydro have concerns about the gas service to 41 Main Street. In the event of engineering work or in the worst case a collapse, the gas line may be damaged. He was instructed to let Manitoba Hydro remove the service entirely. He was asked what provisions the town has to insure 41 Main, and will find out and report.

14. ADJOURNMENT

Res #19-20 BE IT RESOLVED THAT the regular meeting of council now adjourns at 11:45 pm.

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

Carried: X **Lost:** ___

Stuart Olmstead
Mayor

Grady Stephenson
CAO