

Town of Carberry Council, January 14, 2020

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.

There were two delegations this evening; the first was from the Neepawa Banner, represented by publisher Ken Waddell and Managing Editor Kate Jackman-Atkinson. Waddell opened with a lament for the passing of the Carberry News-Express, a paper with over a century of history here in town. In addition to FP Publications closing the News-Express, he pointed to the recent closure of the Westman (formerly Wheat City) Journal by Glacier Publications of Vancouver. Both publications were subscription based, and as the number of subscriptions declined, their claim to a significant reach in their communities declined as well, further reducing their advertising revenue. Waddell favours the free distribution model, and claims full coverage of his territory. Here in the Carberry area he now covers all 1400 of Carberry's mail boxes, as well as Brookdale, Justice, Wellwood, Edrans, the Austin rural routes, and the Sidney store. He introduced Atkinson to go 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. On the news side, they have a staff of reporters and photographers, and will moreover accept submissions from others. There is a page devoted to news of the Carberry area, to which Gladwyn Scott contributes, and anyone else with local interest stories. A third possibility is the availability of directed inserts. A flyer may be prepared for insertion in a particular group of mail boxes at a per piece rate well below that of Canada Post. The Banner also does all manner of commercial printing, and can for example lay out and print a flyer for insertion in a selected area.

Waddell and Atkinson closed by reminding council that their survival depends on their advertising, and it can be really effective, but it is important to get it placed in time enough for readers to react. They also noted that they would be happy to place papers in Carberry stores, but do not have a delivery in this direction, so they would like to find someone who would ferry the papers down each week.

Council thanked them, and wished them well. The next delegation was from Carberry Collegiate; 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 "World Café" that was held at Links' recently showed that there are students who care about the community, and among the suggestions generated was that opportunities be sought to involve youth in the process of local government, revitalizing the town and finding reasons for them to remain and strengthen the community. 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. The students' Community Service credit would serve as a format to reward their hours of involvement; the school's Social Studies teacher would be very likely to support the idea. On the town's side, it would be best to draw up a by-law outlining the duties and privileges of a 'student councilor,' though there is nothing to stop anyone from attending a council meeting as a spectator, or for that matter as a delegation. Selection of a student is done in Portage by a competitive essay; that makes sure that the student is sufficiently interested to produce the essay and gives council a chance to understand whom they are inviting. The selection process here might look a bit different because of the different size of the community. The selection might come through the school — the Student Advisory Committee or the staff might be the source of the appointment. Council and the educators agreed that the ideal outcome would be an exchange of information between the town council and the student council, with information and suggestions passing both ways. As to when this would take place, the consensus was that it would be practical to try for a start with the 2020-21 school year in fall. Developing the program and selecting participants could start immediately.

McCallum and Robson were thanked for their interest and support, and the meeting returned to business.

Planning Matters:

Mayor Olmstead had prepared a drawing of a plan of subdivision he intends to submit. It breaks the parcel he owns, which comprises eight of the old 25' lots along Selkirk Street into three irregular lots which would average to about 67' frontage. As this is a permissible change, it will not have to come before council but be approved directly. Olmstead only brought the plan forward to ensure that everything was transparent.

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. The problem is that the two sides of the duplex each have a secondary suite in the basement. In effect, he is creating four suites on a 50' lot, and a 4plex is only a conditional use in the zone, and the required setbacks and lot width are a much greater variation. Though the province is generally in favour of secondary suites, the definition of such a suite is that it is in a single family home, owned by the resident. The complication of selling the duplexes, severed, to a single owner who would rent out the secondary to help him with his mortgage is getting beyond what's practical. The resulting two-unit building on a 25' lot could be considered adding density to the point of crowding. 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.

Marcus Fast has presented a subdivision application to build a duplex of two 900 square foot halves on a 50' lot severed from his dwelling on the southwest corner of Stickle and Ottawa, opposite the Personal Care Home. The variations required are small.

Councilor Sudak raised the question of how many of the plans coming before council are duplexes. McEntee reported that of the ten plans approved in

2019, six were single-family, four were duplexes. Duplexes, as infill, increase the density and increase the tax base, but at the cost of congestion. There is also the worry that at the end of the building's life, the lot size is reduced to an impractical size. Finally though, a duplex is a big improvement over an undeveloped lot. No objection was presented to Fast's 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. Quite early it will be necessary to put in a lift station, which can be very costly. The cost ideally should be spread over the entire development, rather than cripple the early lots. The question about who will pay for the study is at least part of the initial negotiations. Brown is out of the country until spring, but it should be possible to set up a conference call or Skype to do some initial negotiations.

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.

Finance and Accounts:

The December 2019 Financial Statement was referred to Council, and cheques totaling \$697,548.22 and direct deposits of \$31,608.13 were approved for payment.

By-laws:

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.

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.

The effort to lower the speed limits and improve safety along Hwy 351 westward from town still hasn't been fruitful. The Manitoba Infrastructure authority on the subject has made recommendations that Council have a hard time agreeing with, and who also have the backing of Corporal Peters. Lobbying will continue to try and make an improvement under the Traffic and Transport Modernization Act. If it could be established that the highway saw 1500 vehicles per day, and a pedestrian crossing count of 15 per hour, the crosswalk would be installed free, but otherwise the installation will be at town expense. A town hall type meeting will be called with Peters, the Infrastructure

and Traffic official, the secretary-treasurer of the school board, and local residents that are affected by the school bus service cancellation.

Unfinished Business:

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

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.

Councilor Muirhead left the room while Council discussed the miscommunication that had resulted in his being charged the full amount of his assessment on one of his properties while it was still unfinished and unrentable. The resulting supplementary taxes were canceled, and Muirhead was recalled and so informed.

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

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.

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.

The plan to enlarge the sewage lagoon has been costed by the consulting engineers at around \$7 Million, much of which is expected to come from the Investing In Canada Infrastructure Program (ICIP), which is a federal initiative.

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.

The 2018 Audit was finally presented to council by Myers Norris Penny LLP prior to the meeting and was accepted by motion.

General Business:

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.

Council approved CAO Stephenson and Councilor Anderson to attend a seminar given in Winnipeg on January 30 by the AMM on Leading Practises in Municipal Government. They also approved Stephenson to attend a free seminar in Brandon titled "Subdivision 101" that will be held on March 10

There will also be a course given in Brandon by MMAA on February 21, which Stephenson was approved to attend.

In compliance with the Municipal Act, Council adopted an interim budget to cover the period from January 1 until the adoption of the 2020 Financial Plan.

A motion was passed committing to develop a program to assist with development, and to promote new and existing businesses, with a view to revitalize and improve the appearance of the downtown Main Street area of the town. Speaking to the motion, Muirhead stated that though the problem is not unique to Carberry, that is no reason to give in to the slow decline. One failing building is more than enough for the town to acquire through tax sale.

Council also passed a resolution to start developing a by-law to cover the ability of the Town to offer incentives, grants, and other forms of assistance to businesses and developers seeking to operate within the Town.

Council agreed to hold a Budget Meeting on February 6, 2020.

Council accepted with regret the resignation of Teresa Fiskel as Administrative Assistant, effective December 31. She has accepted the ACAO post at NCL.

As the year starts, it was timely to examine the council's representation on the various committees. As a result, Councilor Tolton will be taken from the Archives, whose daytime meetings he can no longer attend, and will be assigned to the Library Board. Mayor Olmstead will take up the Archives position, and the Cemetery Board. Councilor Muirhead will leave the Library Board, and the Public Works committee, which Councilor Sudak will now assume. Motions to effect these decisions will be presented at the next meeting.

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.

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.

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. New viewing glass and a replacement of the lobby's ceiling tiles, plus bathroom and accessibility upgrades are being looked at, which may range between \$350,000 to \$500,000. Various grants and capital budgeting funds may be accessed and used for the updates.

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.

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.

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.

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.

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.

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.

The CAO's contract has been written 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.

Communications:

Carberry Small Animal Vet Clinic sends details of their offer to sterilize, vaccinate and deworm stray animals such as those found at the golf course.

The Hudson Bay Route Association asks to be supported in their bid to keep Manitoba's only tidewater port in operation. Council discussed and voted against membership at this time.

Ronald McDonald House Charities has written to ask for council's continued support in 2020.

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.

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.

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.

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 practises, such as research and training.

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

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

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 neighbourhood 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.

With that, the council went in camera to discuss personnel issues.