

**TOWN OF CARBERRY  
REGULAR MEETING OF COUNCIL  
March 14, 2023 (7:00 p.m.)  
MINUTES**

**1. Calling Meeting to Order**

**Res #58-23** BE IT RESOLVED THAT the meeting be convened at 7:05 p.m. with Mayor Raymond Muirhead in the Chair.

**Moved by:** W. Kalinowich **Seconded by:** E. Denton

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

**2. Roll Call**

|            | <u>Present</u> | <u>Regrets</u> |
|------------|----------------|----------------|
| Muirhead   | X              |                |
| Kalinowich | X              |                |
| Anderson   | X              |                |
| Denton     | X              |                |
| Sudak      | Via Zoom       |                |

**3. Adoption of Agenda**

**Res #59-23** BE IT RESOLVED THAT the agenda for the regular meeting of **March 14th, 2023** be adopted as circulated.

**Moved by:** E. Denton **Seconded by:** J. Anderson

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

**4. Adoption of Minutes**

**Res #60-23** BE IT RESOLVED THAT the minutes for the regular meeting of February 21st, the Joint Committee Meeting of February 27<sup>th</sup>, and Committee of the Whole Meeting of March 9<sup>th</sup>, be adopted as circulated.

**Moved by:** J. Anderson **Seconded by:** W. Kalinowich

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

**5. Delegations**

7:05 Sharon Rimmer – Mental Health Fundraiser Idea

Ms. Rimmer presented an idea to council as a fundraiser for mental health in Carberry and area. To ensure the money stays in the area, funds would flow through and be kept with the Town of Carberry. Council was enthusiastic about the idea, and will support it however they can.

7:20 Kyle Adamski – Sirius Protection By-law Enforcement

Mr. Adamski presented a plan for several properties in Carberry that require attention. They plan to start enforcement action in the next couple of weeks.

**6. Planning matters**

7:35 Rachel Andrews – Part 3 Authorization

Development Officer Andrews attended the meeting to discuss the future of the CPD and Part 3 Authorization. She has taken the necessary training, and

now requires mentorship to complete the certification. The member municipalities will need to decide if they want to follow through. Council will consider their options.

She also updated on the Zoning By-law update. It is back from the consultant, and is being reviewed. Following her review, it will go back to CRP for approval.

**7. Finance and Accounts**

- a. **Res #61-23** BE IT RESOLVED THAT the Financial Statement for February 2023 be approved as recommended by the Finance Committee.

**Moved by:** W. Kalinowich **Seconded by:** J. Anderson

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

- b. **Res #62-23** BE IT RESOLVED THAT the accounts, cheque no. 13939 to cheque no. 13991 totaling **\$91,095.02** and direct withdrawals of **\$86,010.04** be approved for payment, as recommended by the Finance Committee.

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

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

**8. Public Hearings**

None

**9. By-laws (5 mins)**

- a. *Council Indemnity*

**Res #63-23** BE IT RESOLVED THAT By-law 14/2022, the Town of Carberry Council Indemnity By-law, hereby be given second reading and referred to Council.

**Moved by:** E. Denton **Seconded by:** W. Kalinowich

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

**Res #64-23** BE IT RESOLVED THAT By-law 14/2022, the Town of Carberry Council Indemnity By-law, hereby be read a third time and signed and sealed by the Mayor and CAO, and become law.

**Moved by:** M. Sudak **Seconded by:** E. Denton

**Recorded Vote:**

|               | <b>For:</b> | <b>Against:</b> |
|---------------|-------------|-----------------|
| Muirhead, R   | X           |                 |
| Kalinowich, W | X           |                 |
| Anderson, J   | X           |                 |
| Denton, E     | X           |                 |
| Sudak, M      | X           |                 |

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

**10. Unfinished Business**

- a. *Resolutions from Joint Committee*

**Arts Director**

**Res #65-23** BE IT RESOLVED THAT the joint committee agree to hire Tamara Flett as the Arts Council Director, with the details outlined in the employment agreement.

**Moved by:** J. Anderson **Seconded by:** W. Kalinowich

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

b. *Office Staff Salary Increase*

**Res #66-23** BE IT RESOLVED THAT Council agree to the following terms for salary increases for office staff for the year 2023:

- COLA increases of 7.8% for the CAO, ACAO, EDO, and Administrative Assistant
- Title Change from Administrative Assistant to Office Administrator
- Increase of \$500 in annual salary to the Office Administrator per CMMA course completed (max 2 in 2023)
- Increase of \$300 in annual salary per EDAM module for the EDO (max 3 in 2023)

**Moved by:** E. Denton **Seconded by:** J. Anderson

**Recorded Vote:**

|               | <b>For:</b> | <b>Against:</b> |
|---------------|-------------|-----------------|
| Muirhead, R   |             | X               |
| Kalinowich, W |             | X               |
| Anderson, J   | X           |                 |
| Denton, E     | X           |                 |
| Sudak, M      | X           |                 |

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

**11. General Business**

a. *Sports Gala Support*

**Res #67-23** BE IT RESOLVED THAT Council support the Carberry and Area Parks and Recreation Board 3<sup>rd</sup> Annual Sportsman’s Gala by purchasing a full table at an amount of \$600.00.

AND FURTHER BE IT RESOLVED THAT the table be made available to all Town and Joint staff, and a draw be completed if more staff are interested than there are seats.

**Moved by:** J. Anderson **Seconded by:** W. Kalinowich

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

b. *Municipal Funding Increases*

CAO Stephenson informed council of the funding increase announced by the province in the past couple of weeks. It will amount to an additional \$103,000.00 in revenue for the Town of Carberry.

c. *Cleaning Tender*

**Res #68-23** BE IT RESOLVED THAT Council accept the tender of Annette McNeill for the cleaning of the Town of Carberry Office Building, to begin with a three-month trial term.

**Moved by:** E. Denton **Seconded by:** J. Anderson

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

d. *Recreation Accounts*

**Res #69-23** BE IT RESOLVED THAT Council merge the Manager of Leisure Services wage, benefit, and operating accounts to the Town of Carberry ledger for the purposes of budgeting, revenue, and expenditures;

AND FURTHER BE IT RESOLVED THAT the Manager of Leisure Services programming and fundraising accounts be moved to the Carberry Plains Community Center accounts for the purposes of budgeting, revenue, and expenditures;

AND FURTHER BE IT RESOLVED THAT the Revenue and expenses be shared 50/50 with the Municipality of North Cypress-Langford;

AND FURTHER BE IT RESOLVED THAT the Recreation operating account 20106225 at Westoba Credit Union be closed, and any funds be transferred to the Town of Carberry General Operating account 8026003;

AND FURTHER BE IT RESOLVED THAT the funds in the Fundraising #1 sub account under 20106225 be transferred to the CPCC operating account 20106183;

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

**Moved by:** E. Denton **Seconded by:** W. Kalinowich

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

e. *2022 Unaudited Financials*

**Res #70-23** BE IT RESOLVED THAT Council approve the 2022 Draft Financial Statements, as recommended by the Finance Committee.

**Moved by:** W. Kalinowich **Seconded by:** J. Anderson

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

f. *Reserve Investments – Westoba*

**Res #71-23** BE IT RESOLVED THAT Council approved the investment of the following reserve amounts in GIC's at Westoba Credit Union:

- General Reserve: \$192,000.00 laddered in 5 investments of \$38,400.00 each for 1-to-5-year terms, with rates as presented.

**Moved by:** M. Sudak **Seconded by:** E. Denton

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

g. *Reserve Investments – BMO*

**Res #72-23** BE IT RESOLVED THAT Council approved the investment of the following reserve amounts in GIC's at BMO:

- Fire Safety Reserve: \$190,000.00 for 18 months at 5% interest
- Fire Truck Reserve: \$85,000.00 for 18 months at 5% interest, and \$85,000.00 for 23 months at 5% interest
- Sewer Reserve: \$150,000.00 for 18 months at 5% interest

**Moved by:** E. Denton **Seconded by:** W. Kalinowich

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

h. *Attendance at Trade Shows*

**Res #73-23** BE IT RESOLVED THAT Council authorize the attendance of members at trade shows to assist the EDO with booth staffing, with reimbursement for necessary mileage and meals.

**Moved by:** J. Anderson **Seconded by:** E. Denton

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

i. *Sewer Utility Deficit*

**Res #74-23** BE IT RESOLVED THAT Council agree to draw-down the Accumulated Surplus for the Sewer Utility in the amount of \$21,300.00 to cover the revenue deficit for the year 2022.

**Moved by:** W. Kalinowich **Seconded by:** M. Sudak

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

j. *MCBF Asset Management Plan*

**Res #75-23** BE IT RESOLVED THAT Council engage Way to Go Consulting to submit an application to the Municipal Capacity Building Fund for the creation of an Asset Management Plan;

AND FURTHER BE IT RESOLVED THAT the fee of \$2,925.00 be taken from the Gas Tax Reserve.

**Moved by:** J. Anderson **Seconded by:** E. Denton

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

## **12. Reports**

a. *Youth Councillor Report – as presented*

b. *CAO Report – as presented*

c. *ACAO Report – as presented*

d. *Economic Development Report – as presented*

e. *Public Works Foreman Report – as presented*

f. *Committee Reports*

i. *Protective Services: Anderson/Muirhead*

- *Met with RCMP at joint committee*
- ii. *Public Works: Sudak/Kalinowich*
  - *Did walk through Monday*
  - *Meeting tomorrow*
- iii. *Buildings: Muirhead/Kalinowich*
  - *Lights completed on buildings*
  - *Looking at hall lights*
  - *Quotes to replace more windows at 122 Main*
  - *Considering a portable generator for power outages at buildings*
- iv. *Waste Management: Kalinowich/Sudak*
  - *New by-law for fees at transfer station*
  - *Looking into new building for transfer station*
- v. *Archives: Muirhead/Anderson – no meeting*
- vi. *Arts Council: Muirhead/Anderson*
  - *New director started*
  - *New board members coming on*
- vii. *Cemetery: Muirhead/Kalinowich*
  - *New mower delivered*
  - *Flowers ordered*
  - *Hiring summer help*
- viii. *Museum: Anderson/Sudak*
  - *Mayor Muirhead attended AGM*
- ix. *Handivan/Seniors: Denton/Sudak*
  - *Audit is complete*
  - *Drafting rental agreement for van*
  - *Recruiting board members*
- x. *Library: Denton*
  - *Establishing policy regarding public behavior*
  - *Indigenous collection*
  - *Bike rack coming in spring*
- xi. *Health Action: Kalinowich/Denton*
  - *Recruitment packages mailed*
  - *Tub and shower room project ongoing*
  - *Community letters being signed and sent to Min. Gordon*
- xii. *Planning: Muirhead/Kalinowich*
  - *Per DO Andrews delegation*
- xiii. *Rec Board: Kalinowich/Muirhead*
  - *Meeting coming up*

xiv. *Whitemud: Anderson/Sudak*

- Meeting in April/May

**Res #76-23** BE IT RESOLVED THAT Council accept all reports, as presented.

**Moved by:** E. Denton **Seconded by:** M. Sudak

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

### **13. Communications**

| <u>From</u>          | <u>Subject</u>                                      |
|----------------------|-----------------------------------------------------|
| a. RCMP              | Quarterly Report - <i>Filed</i>                     |
| b. Rec Board         | Sports Gala Support – <i>as above</i>               |
| c. Western Financial | Abuse Policy Update – <i>to CAO</i>                 |
| d. AMM               | June District Resolutions – <i>Next agenda</i>      |
| e. NCL               | Old Town Shop - <i>filed</i>                        |
| f. Manitoba          | Regulated Health Prof. Amendment Act – <i>filed</i> |
| g. Manitoba          | \$10 per day childcare – <i>filed</i>               |
| h. WMRL              | Rev. & Exp. By Location – <i>filed</i>              |
| i. Manitoba          | Budget 2023 – <i>filed</i>                          |
| j. Manitoba          | Amendment to CPSM Gen. Regulation – <i>filed</i>    |

### **14. Added to the Agenda**

None

### **15. Around the Table**

#### Mayor Muirhead

- Thank you to all that were involved in planning and running the mental health evening
- Asked Youth Councilor Downey to pass on thanks to the students that helped
- In watching other council meetings, he noticed that many pass a resolution to receive delegations/presentations. Asked to have that added to agendas going forward
- Thanks to all for working with the new rules of order, it went well

#### Deputy Mayor Kalinowich

- Nothing to add

#### Councilor Anderson

- Main street ridge needs removed
- Questioned if public works had placed snow from the back lane on his property. CAO will discuss with staff
- Could his occupational therapist attend a meeting to observe? Yes, apart from “In Camera”
- Has not heard anything on possible NDP representation
- Was not aware of boards he was on

#### Councilor Denton

- Asked about the water testing program, what the plan is
- Advise public as to what is already available
- Would like to plan and implement a drop curb and crosswalk mid-block between second and third avenue on Main
- Appreciated the Committee of the Whole meeting, very beneficial

- Would like meetings scheduled as far in advance for committees

Councilor Sudak

- Need to bring personal concerns with operations to the staff, not around the table at council

**16. In Camera**

**Res #77-23** BE IT RESOLVED THAT Council move in camera under Section 152(3)(b)(ii) of the *Municipal Act* to discuss personnel matters.

**Moved by:** E. Denton **Seconded by:** W. Kalinowich

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

**Res #78-23** BE IT RESOLVED THAT Council move out of in-camera and resume the regular meeting.

**Moved by:** J. Anderson **Seconded by:** W. Kalinowich

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

**17. Adjournment**

**Res #79-23** BE IT RESOLVED THAT the regular meeting of council now adjourns at 9:36 pm.

**Moved by:** J. Anderson **Seconded by:** E. Denton

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

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Raymond Muirhead  
Mayor

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Grady Stephenson  
CAO