

TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on February 16, 2016 at 7:00 p.m. at the Niverville Heritage Centre. In attendance were Mayor Myron Dyck, Deputy Mayor John Funk and Councillors John Falk, Kevin Stott and Chris Wiebe.

Res#46-16 C. Wiebe – J. Funk
Agenda BE IT RESOLVED that the agenda be approved subject to the following addition:
New Business – Development Agreement with Sunset Estates
“Carried”

Res#47-16 J. Falk – C. Wiebe
Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on February 2, 2016 be approved as presented.
“Carried”

Mayor Myron Dyck on behalf of Town Council and Jenifer Bardardson on behalf of the Niverville Chamber of Commerce were pleased to award the Volunteer Appreciation Award for the month of February 2016 to Cory Ellis, Dylan Butler, and Dylan Asmundson. These three high school students organized a bingo fundraiser in support of the Nickel family.

A public hearing was held regarding Conditional Use Application C1-16, an application from Pamela Stoesz to allow a home-based daycare in a R1 Single Family Residential Zone on Lot 11, Block 4, Plan 8431, civically known as 223 4th Street S. Pamela Stoesz was present and provided an overview of her business proposal. There was one letter of opposition brought forward to the proposal.

Res#48-16 J. Falk – J. Funk
C1-16 WHEREAS a public hearing was held for Conditional Use C1-16, an application from Pamela Stoesz to allow a home-based daycare in a R1 Single Family Residential zone on Lot 11, Block 4, Plan 8431, civically known as 223 4th Street S.;

AND WHEREAS the application was duly advertised and one letter of concern was received;

THEREFORE BE IT RESOLVED that Conditional Use C1-16, an application from Pamela Stoesz to allow a home-based daycare in a R1 Single Family Residential zone on Lot 11, Block 4, Plan 8431, civically known as 223 4th Street S., be approved subject to the following conditions:

- 1) That the applicant obtains an annual business license from the Town;
- 2) That the applicant installs a solid wood fence by June 1, 2017 either:
 - a. On the west side yard of the residence (running perpendicular to the front of the residence and continuing to the rear yard) or
 - b. in the rear yard,in order to shield evidence of the home-based business from street view;
- 3) That parking for the business patrons is accommodated during all seasons on private property; and
- 4) Hours of operation are as approved by the Province of Manitoba regulatory body.

AND BE IT FURTHER RESOLVED that subject to the Operations Manager ascertaining whether it is feasible, that the Town is prepared to install a culvert within the drainage easement north of the solid wood fence on the lot's west side so as to permit the side yard to effectively be used as a play area.
“Carried”

Councillor Kevin Stott declared a conflict of interest in the following item of business and asked to be excused.

Res#49-16 J. Falk – J. Funk
Excused BE IT RESOLVED that due to a conflict of interest, that Councillor Kevin Stott be excused from the next order of business.
“Carried”

Res#50-16 J. Funk – C. Wiebe
BL 731-14 BE IT RESOLVED that By-law 731-14, being a by-law to amend the Town of
3rd Reading Niverville Zoning By-law 663-08, whereby the area legally described as being Lots 24, 25, and 26 of Block 6, Plan 19956 WLTO, be rezoned from “R1” *Single Family Residential Zone* to “R3” *Multiple Family Residential Zone*, be given third reading, signed and sealed.
“Carried”

In Favor: M. Dyck, J. Funk, J. Falk, C. Wiebe
Absent: K. Stott

Councillor Stott rejoined the meeting.

Res#51-16 J. Funk – K. Stott
Write-off BE IT RESOLVED that Council approve an Account Write-Off policy (attached
Policy hereto as Schedule A) standardizing the amount and timing of account write-offs for outstanding balances.
“Carried”

Res#52-16 J. Falk – C. Wiebe
Invoice Pmt. BE IT RESOLVED that Council approve an Invoice Payment policy (attached
Policy hereto as Schedule B) standardizing payment of invoices/cheque runs to bi-weekly tasks.
“Carried”

Res#53-16 J. Falk – K. Stott
Vehicle BE IT RESOLVED that Council approve a Vehicle Benefits policy (attached
Benefits hereto as Schedule C) in accordance with Canada Revenue Agency’s regulations
Policy for the personal use of a company vehicle.
“Carried”

Res#54-16 J. Falk – C. Wiebe
Niv. Fair WHEREAS the Niverville Olde Tyme Country Fair has requested permission to host the Niverville Fair from June 10th through June 12th, 2016;
AND WHEREAS the Town wishes to convey its support to the Niverville Olde Tyme Country Fair Committee for the activities planned for this event;
THEREFORE BE IT RESOLVED that the Town authorizes the following:
1. That in accordance with Bylaw No. 655-07, sub-paragraph 3.1.6, that Council hereby provides permission to create a noise nuisance to 1:30 a.m. on June 10th and June 11th, 2016;
2. That approval to the request for Main Street closure is provided from June 9th through June 12th, 2016 subject to the following conditions:
a. That the Niverville Fair Committee in writing notify all businesses along Main Street of their intentions to close Main Street and to address any concerns raised by business owners;

- b. That all conditions as requested by Manitoba Infrastructure and Transportation are met by the Niverville Fair Committee;
 - c. That names and phone numbers of individuals who may be contacted should an emergency arise and it becomes necessary to access Main Street be provided to the Town;
 - d. That a map be provided to the Town's Operations Manager outlining the detour route including locations for detour signs and clearly indicating alternative routes;
3. That the Town of Niverville hereby serves notice to the Province of Manitoba that the Town, through its insurance broker, will continue the practice of saving harmless the Province of Manitoba from and against all claims, liabilities, losses or suits which may arise from vehicles using the designated detour routes which will result from the closing of Main Street from June 19th to June 12th, 2016 within the Town of Niverville;
4. That the Fair Committee provide the Town with a copy of their 2016 Budget as well as a copy of their audited 2015 Financial Statements; and
AND BE IT FURTHER RESOLVED that Council authorizes the following payment to the Niverville Olde Tyme Country Fair:
- i. Purchase of advertising in the Niverville Fair magazine of \$9,000, subject to the Town receiving 100 free copies of the magazine for distribution by the Town;
 - ii. An operating grant of \$25,000 which is to be included as a revenue item under the Fair's 2016 budget; and
 - iii. That to ensure the financial sustainability of the Fair, that a 10% operating surplus be included in the Fair's 2016 budget.

“Carried”

Res#55-16 K. Stott – C. Wiebe
 2008 UTV BE IT RESOLVED that Council authorizes the purchase of a 2008 UTV having
 Purchase 100 operational hours for Public Works staff transportation, at a cost of \$8,000
 plus applicable taxes and shipping.

“Carried”

Res#56-16 C. Wiebe – J. Falk
 Damage WHEREAS the Centennial Arena is regularly used for tournaments and special
 Deposit occasions which involves utilizing the Meeting Room and furnishings;
 AND WHEREAS on occasion furnishings are damaged and the meeting room
 requires in excess of normal janitorial services to clean;
 THEREFORE BE IT RESOLVED that Council amends the ice allocation policy
 to include the requirement of a damage deposit of \$500 per tournament and
 special event occasions effective September 1, 2016.

“Carried”

Res#57-16 J. Funk – C. Wiebe
 Adult WHEREAS Adult Slo-Pitch League and the Recreation Director are
 Baseball fees recommending a change in the fee structure for the 2016 baseball diamond rental
 season;
 THEREFORE BE IT RESOLVED that Council authorizes the pricing structure
 and rate for adult baseball fees for the 2016 season is set at \$240.00 plus
 GST/team.

“Carried”

Res#58-16 J. Falk – C. Wiebe
 Advertising/ WHEREAS Council supports various community advertising/promotional

Promotional services and events throughout the year, a service it is committed to continue in
Budget 2016;
THEREFORE BE IT RESOLVED that Council approves a total 2016 operating
budget of \$50,000 for its collective advertising/promotional initiatives.
“Carried”

Council concurred to the following:

- 1) To hold an informal meeting with Hanover School Division pending scheduling availability for a suitable date.
- 2) That approval for the December 31, 2015 Financial Statement be tabled to the March 1, 2016 Council meeting to allow time for council review.
- 3) That the first reading for Bylaw 756-16 be tabled to allow additional time for dialogue and research on the most effective funding formula for a local improvement permitting installation of a waterline along 5th Avenue South and Main Street.
- 4) That the requirement for registration of a Caveat for the Old Drover’s Golf Course Liquor Conditional Use be tabled and included as a clause in an anticipated future Development Agreement with Sunset Estates.

Res#59-16 K. Stott – J. Funk
Accounts BE IT RESOLVED that cheques nos. 33314 to 33375 totalling \$128,921.05 be hereby approved for payment.
“Carried”

Res#60-16 K. Stott – J. Funk
Authorize BE IT RESOLVED that Council authorizes payment for the Mayor’s December 2015 Expenses.
“Carried”

Council took a short recess to meet with the press.

Res#61-16 K. Stott – C. Wiebe
In Camera BE IT RESOLVED that in accordance with Section 152(3), that Council meet as committee of the whole in camera.
“Carried”

Res#62-16 J. Funk – C. Wiebe
Resume BE IT RESOLVED that the meeting of the committee of the whole in camera be adjourned and that Council resume its former order of business.
AND BE IT FURTHER RESOLVED that the Council while in camera discussed (1) personnel matters and (2) matters in the preliminary stages respecting long term plans for the development of the community.
“Carried”

Res#63-16 J. Funk – C. Wiebe
Multiplex BE IT RESOLVED that Council provides its approval in principle to the job
Secretary description for the position of Multiplex Committee Fundraising secretary, copy of which is attached hereto as Schedule “D”.
“Carried”

Res#64-16
Adjourn

C. Wiebe – J. Falk
BE IT RESOLVED that the meeting be adjourned. (10:10 p.m.)

“Carried”

Mayor

Town Manager

SCHEDULE B



TOWN OF NIVERVILLE-FINANCE

POLICY NO. F2-16:	<u>INVOICE PAYMENT POLICY</u>	
EFFECTIVE DATE:	<u>February 16, 2016</u>	RESOLUTION# <u>52-16</u>
REVISION DATE:	_____	RESOLUTION# _____

Purpose: To standardize the payment of invoices / cheque runs to bi-weekly.

Rules: The Town will only run cheques that are due before the next subsequent Council meeting.

The Town will push for ALL contracts to have terms of 30 days after RECEIPT of invoice. Accounting clerk will notify providers of invoices that have been delayed in their receipt and provide them with the accounts@whereyoubelong.ca should they wish to submit invoices to the Town electronically.

Should the Town not have a contract with a certain provider, the Town will accept the Terms on the invoice; however if no Terms are noted on the invoice, the terms will revert to standard of 30 days after receipt.

Should the terms on invoice deviate from those within the contract between provider and the Town; the contractual terms are those that will be adhered to unless prior approval given by the Finance Administration Manager or Town Manager.

The Accounting Clerk at the Town will manage the Town's epost account and will attempt to receive as many invoices as possible electronically in order to reduce the number of bills coming in by paper to improve the Town's footprint within the environment.

During 2016 the Town will work with Niverville Credit Union on online payment / EFTs to pay bills following the development of an approval procedure to obtain audit trail for approval by Council (Mayor) and Signing Authorities.

SCHEDULE C



TOWN OF NIVERVILLE-HUMAN RESOURCES

POLICY NO. HR1-16: **VEHICLE BENEFITS POLICY**
EFFECTIVE DATE: **February 16, 16** **RESOLUTION# 53-16**
REVISION DATE: _____ **RESOLUTION# _____**

Purpose: To standardize the vehicle benefits and driver policy for Town vehicles.

Rules:

Driver Eligibility: In order to drive a Town owned vehicle at any time, the Town must have a copy of the user's driver's license on file. Should you lose or have your license suspended by Manitoba Public Insurance, it is the driver's responsibility to immediately report this to his / her manager, Town Manager and Human Resources Officer. When reporting a change of your eligibility to management, please include the reason for such change (i.e. medical, financial, charges, etc.).

Taxable Vehicle Benefits: Canada Revenue Agency deems an employee to have received a taxable benefit when having access to an employer-owned vehicle for personal use. As such, the Town has developed a pre-authorized deduction policy to remove the effect of the taxable benefit on each paycheque in order to avoid the driver facing a penalty on their T4.

The policy has two classes of vehicles:

Operations: This policy has four different levels of acceptable mileage allowance and associated payroll deductions. This form is acceptable for vehicles with an approximate purchase price of \$15,000. Any operations employee who uses the vehicle outside of normal working hours (unless on call, emergencies or approved overtime) for non-business use is subject to these payroll deductions.

Administration: This policy has three different levels of acceptable mileage allowance and associated payroll deductions. This form is acceptable for vehicles with an approximate purchase price of \$30,000. Any driver who uses the vehicle outside of normal working hours (unless on call, emergencies or approved overtime) for non-business use is subject to these payroll deductions.

Further details of the rules surrounding these classes can be found on the second page of deduction request form (terms & conditions).

SCHEDULE D

TOWN OF NIVERVILLE

<i>Section</i> Personnel	<i>Classification</i> Policy
<i>Subject</i> Multiplex Committee Secretary Job Description	<i>Pages</i> 3
<i>Authority</i> TOWN MANAGER	<i>Effective Date</i>
<i>Approved (date and resolution number)</i>	<i>Index Number</i> PER-A02

POSITION TITLE:	Multiplex Committee Secretary
REPORTS TO:	Town Manager. Town manager will defer to Finance Manager within parameters described herein.

POSITION SUMMARY

The Committee secretary as part of the Administration department will provide support to Town management and the Multiplex Committee (the "Committee") in the administrative operations relating to the fundraising for the Niverville Multiplex project (the "Project").

PRIMARY ACCOUNTABILITIES

1. Serves as an administrative resource to the Project:
 - a. Schedules appointments and meetings for the Committee and/or representatives of the Committee.
 - b. Serves as the primary point person for the Committee.
 - c. Responds to information and requests for assistance or forwards to the appropriate responsible person or department manager for response.
 - d. Prepares agendas, supporting information packages and records minutes for the Committee and sub-committee meetings. Prepares presentations and general correspondence dealing with the Project. Responsible for general administration and clerical duties.
 - e. Provides support and information to the Committee, Town Manager, and where applicable department managers of details affecting administrative processes.

2. Working with Town staff, ensures:
 - a. Correspondence relating to the Project is processed in a timely manner;
 - b. Develops and maintains a master volunteer list; and
 - c. Assists in fundraising research and financial matters as directed by the Town's Finance Manager.

3. Prepares bi-weekly written reports for the Council's Ways & Means committee with a copy of the report filed with the Committee.
4. In consultation with the Committee and the Town Manager, is responsible for ensuring Project public communication is completed in a timely manner, including where applicable town newsletter and social media.
5. Other duties as may be assigned in keeping with the role of committee secretary.

PRIMARY QUALIFICATIONS:

1. Positive outgoing personality with experience working with volunteers on community projects.
2. Self-motivated individual and a team player who believes in delivering the best customer service, enjoys helping others and is always looking for the next thing to do.
3. Following completion of post-secondary training with a certificate/diploma in office administration, business administration or related field, a minimum of five years progressively responsible experience providing executive level secretarial support.
4. Preference will be given to applicant having strong exposure to administrating a fund raising environment;
5. Above average office technology training (Microsoft Office – Word, Excel, PowerPoint and Outlook) with strong verbal and written communication skills.
6. Proven organizational skills with an aptitude to detail and accompanied with a strong deadline orientation, ability to prioritize workload.
7. Experience in handling inquiries in a comprehensive and confidential manner in accordance with Freedom and Protection of Privacy Act.

CORE COMPETENCIES:

The core competencies for the applicant to successfully complete the tasks include: customer service, teamwork and cooperation, effective communication, self-initiative and development, valuing diversity, personal integrity and building trust; achieving quality results and technical/professional knowledge relating to the task.

GENERAL:

Employee can expect to work flex-hours (hours will vary but not greater than 20 hours per week without the prior written authorization of the Town Manager or his designate). Committee meetings can be expected to be held either at 7:00 a.m. or during evening hours. Employment and regular committee meetings will be located at the Civic Office, 86 Main Street.

COMPENSATION

Contract Remuneration Range: \$16.13 to \$18.27/hr. Cell phone reimbursement will be as per Town policy with supporting office equipment being provided by the Town.

PROBATION PERIOD

The employee shall have a 3 month probation period.

PLACE OF WORK

Work location: Civic Office/Home office (to be defined)

DURATION OF CONTRACT

Term: Effective when position is awarded and ending August 31, 2017.