

## TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on February 7, 2017 at 9:00 a.m. at the Niverville Heritage Centre. In attendance were Mayor Myron Dyck, Deputy Mayor John Funk, Councillors Kevin Stott, Chris Wiebe and Nathan Dueck.

Res#30.1-17 J. Funk – N. Dueck  
In Camera BE IT RESOLVED that in accordance with Section 152(3) of the Municipal Act, that committee meet in camera.  
“Carried”

Res#30.2-17 J. Funk – C. Wiebe  
Resume BE IT RESOLVED that the meeting of the committee held in camera be adjourned;  
AND BE IT FURTHER RESOLVED that the Council while in camera discussed matters in the preliminary stages respecting long term plans for the development of the community.  
“Carried

Res#30.3-17 N. Dueck – J. Funk  
Agenda BE IT RESOLVED that the agenda be approved subject to the following additions under New Business:  
10 e) PMCR Firefighting Equipment Purchasing Group  
10 f) PMCR Firefighting Reporting System  
10 g) PMCR \$3,000 Contribution  
“Carried”

Res#31-17 C. Wiebe – J. Funk  
Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on January 17, 2017 and Special Council meeting held on January 26, 2017 be approved.  
“Carried”

At 9:22 a.m. Joëlle Saltel-Allard, Director of Municipal Relations – Eco-West, made a presentation to Council highlighting the 5 milestone program of the Climate Change Local Action Plan survey for the reduction of greenhouse gases. Council was encouraged to review each action item listed and assign responsibility/amend as required. Ms. Saltel-Allard also advised that various funding opportunities are available and the Town can receive recognition for items already initiated. Council will be bringing this plan back to the Ways & Means Committee for review.

At 9:33 a.m. Staff Sgt. Rheal Gravel reviewed the 3<sup>rd</sup> Quarter (October – December 2016) RCMP stats with Council.

Res#32-17 N. Dueck – C. Wiebe  
Waste Levy WHEREAS the Town of Niverville needs to update the Waste Levy to prepare the 2017 property tax bills;  
AND WHEREAS analysis has been completed on the 2016 costs of operating the new automated bin garbage collection system;  
AND WHEREAS the analysis reported that Niverville experienced a 5% increase in the amount of tonnage collected in 2016;

AND WHEREAS the cost per tonne of garbage increased by 13% since 2015 to an estimated \$68.86 per tonne in 2017;

AND WHEREAS the Town has the authority to increase the levy to a rate not to exceed \$150.00 per parcel as per By-law 681-10;

THEREFORE BE IT RESOLVED that the 2017 Waste Levy be increased from \$110.23/annum to \$118.04/annum per single family dwelling to maintain a cost recovery basis of the Waste Management System for Niverville residents.

“Carried”

Res#33-17 N. Dueck – C. Wiebe

Policy F1-17 BE IT RESOLVED that Council approves Security Camera Grant Policy F1-17 attached hereto as Schedule “A”, which represents an incentive grant to encourage commercial businesses and institutions to partner with the Town to improve outdoor security monitoring of public spaces.

“Carried”

Res#34-17 K. Stott – J. Funk

Policy A2-17 BE IT RESOLVED that Council approves Video Surveillance Policy A2-17 attached hereto as Schedule “B”, which sets the standards and policies to be followed by the Town of Niverville with respect to video surveillance of Town property and assets.

“Carried”

Res#35-17 C. Wiebe – J. Funk

Policy F2-17 BE IT RESOLVED that Council approves Cheque Replacement Policy F2-17 attached hereto as Schedule “C”, which provides clarity to the residents of Niverville on where responsibility lies with respect to the fees incurred by the Town with respect to replacing stale dated or lost cheques.

“Carried”

Council concurred to table the Damaged Waste & Recycling Cart Policy A3-17 and the RFP – Transportation Access/Egress Functional Design Study to permit further review and amendments.

Res#36-17 J. Funk – C. Wiebe

SeaCans BE IT RESOLVED that Council authorizes the purchase of three – 40 foot long SeaCans for storage purposes at a total cost of \$6,600 delivery included.

“Carried”

Res#37-17 C. Wiebe – N. Dueck

Policy O1-17 BE IT RESOLVED that Council approves Sewer & Water Service Connection Repair Policy O1-17 (effective April 1, 2017) attached hereto as Schedule “D”, which provides clarity to the residents of Niverville on where responsibility rests with respect to the maintenance and repairs relating to utility service connections to a property.

“Carried”

Res#38-17 J. Funk – K. Stott  
Festive BE IT RESOLVED that Council authorizes an amendment to Resolution #336-  
Event 12 and 337-12 to permit an increase in the funds allocated to staff and Council  
Funding members who attend a Festive Season social event;  
AND BE IT FURTHER RESOLVED that the amount per staff/Council member  
will be set at \$110 for 2017, with an annual 2% increase to be applied effective  
2018;  
AND BE IT FURTHER RESOLVED that the funds authorized for the purchase  
of gift certificates for contracted Town of Niverville service providers be  
increased by 2% in 2017, with an annual 2% increase to be applied effective  
2018.

“Carried”

Res#39-17 N. Dueck – C. Wiebe  
Policy R1-17 BE IT RESOLVED that Council approves Facility Fee Rebate Policy R1-17  
attached hereto as Schedule “E”, which amends an existing policy for  
requests to waive rental fees.

“Carried”

Res#42-17 J. Funk – K. Stott  
Donation WHEREAS a request was received from the Niverville Community Resource  
Coordinator (Service to Seniors) for a donation to help sponsor healthy coffee  
breaks during the 2017 Annual Provincial Resource/Meals Coordinators  
Conference in Winnipeg;  
AND WHEREAS Council is supportive of the services that are provided through  
the Community Resource program;  
THEREFORE BE IT RESOLVED that Council approves a \$100 donation to help  
sponsor healthy coffee breaks during the 2017 Annual Provincial Resource/Meals  
Coordinators Conference in Winnipeg.

“Carried”

Mayor Dyck reported that he had recently attended the Capital Region meeting as  
well as a meeting with individuals to review the marketing needs for the  
community. The Mayor also noted that the Town is now on Twitter  
(@TONiverville) as a means to augment communication efforts with the  
community.

Res#43-17 N. Dueck – C. Wiebe  
Accounts BE IT RESOLVED that cheque nos. 34684 to 34735 totalling \$417,121.18 be  
hereby approved for payment.

“Carried”

Res#44-17 C. Wiebe – N. Dueck  
Advertise BE IT RESOLVED that Council authorizes a full page advertisement in the  
Southeast Homes & Communities insert at a total cost of \$2,600 plus applicable  
taxes.

“Carried”

Res#45-17 K. Stott – J. Funk  
2017 Fair WHEREAS the Niverville Olde Tyme Country Fair has requested permission to  
host the Niverville Fair from June 9<sup>th</sup> through June 11<sup>th</sup>, 2017;  
AND WHEREAS the Town extends its support to the Niverville Olde Tyme  
Country Fair Committee for their initiative to host 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 9<sup>th</sup> and June 10<sup>th</sup>, 2017;
2. That approval to the request for Main Street closure is provided from June 8<sup>th</sup> through June 11<sup>th</sup>, 2017 subject to the following conditions:
  - a. That the Niverville Fair Committee notify in writing all businesses along Main Street of their intentions to close the 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; and
3. That the Town of Niverville hereby services 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 9<sup>th</sup> to June 11<sup>th</sup>, 2017 within the Town of Niverville.

“Carried”

Res#46-17 C. Wiebe – N. Dueck

Mould Board BE IT RESOLVED that Council approves the purchase of a used mould board for the Volvo Grader at a cost of \$4,550 plus shipping.

“Carried”

Res#47-17 J. Funk – K. Stott

Purchasing BE IT RESOLVED that the Town of Niverville will join the Partnership of the Group Manitoba Capital Region (PMCR) coordinated fire services purchasing group for a two year term beginning January 1, 2017.

“Carried”

Council concurred to table the following items to permit time for clarification and further review:

- a) Purchase of a regional Recording and Reporting System at a cost of \$6,500 plus GST for 2017 and \$1,700 plus GST for 2018; and
- b) A \$3,000 contribution for Phase 2 of the Emergency Response Services Project.

Res#48-17 C. Wiebe - K. Stott

Reimburse WHEREAS the property owner (5584796 Manitoba Ltd.) of 226 Main Street responded to a sewer issue on Thursday January 19, 2017;  
AND WHEREAS the Town was notified of the issue by the property owner at 2:15 p.m. on January 19, 2017 and the repair was completed on January 23, 2017;  
AND WHEREAS the request for repayment of costs incurred by the property owner has been requested of Council totaling \$1,348.59;  
AND WHEREAS invoice #55127962 for \$303.34 from Mr. Rooter Plumbing of Winnipeg occurred after the Town had completed repairs on the connecting sewer line;  
THEREFORE BE IT RESOLVED that the Town reimburse 5584796

Manitoba Ltd. for the Boulet Sewer & Drain invoices #34743 (\$706.25) and #34746 (\$339.00) for a total of \$1,045.25;  
AND BE IT FURTHER RESOLVED that the Town not reimburse 5584796 Manitoba Ltd. for invoice #55127962 (\$303.34) as this expenditure was not Town authorized.

“Carried”

Res#49-17 J. Funk – C. Dueck  
In Camera BE IT RESOLVED that in accordance with Section 152(3) of the Municipal Act, that committee meet in camera.

“Carried”

Res#50-17 N. Dueck – J. Funk  
Resume BE IT RESOLVED that the meeting of the committee held in camera be adjourned;  
AND BE IT FURTHER RESOLVED that the Council while in camera discussed matters in the preliminary stages respecting long term plans for the development of the community.

“Carried”

Res#51-17 N. Dueck – J. Funk  
Adjourn BE IT RESOLVED that the meeting be adjourned. (12:20 p.m.)

“Carried”

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Mayor

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Town Manager

**SCHEDULE “A”**



**TOWN OF NIVERVILLE-FINANCE**

<b>POLICY NO. F1-17:</b>	<b><u>Security Camera Grants</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>February 7, 2017</u></b>	<b>RESOLUTION# <u>33-17</u></b>
<b>REVISION DATE:</b>	<b>_____</b>	<b>RESOLUTION# _____</b>

Background: The Town of Niverville (the “Town”) recognizes the important role it performs in developing and providing a safe community. In order to enhance the quality of security services the Town has decided to provide an incentive grant to encourage commercial businesses and institutions (Churches, Schools) to partner with them to improving outdoor security monitoring of public spaces.

The Security Camera Grant (SCG) will offer a \$200 annual financial operational incentive to businesses / institutions whose property has a field of view to public spaces and when required, the security camera’s footage is accessible to designated Town employees (the “employee”). The SCG may be applied to a single camera for up to a maximum of five years.

In order to be eligible for the grant, the following camera specifications must be met:

- a) The security camera must be capable of continuously actively recording 24/7 with a field of vision capturing a minimum of fifty (50) percent of public owned space (not private property)
- b) Camera must be capable of recording up to six (6) megapixels (3072 x 2048 resolution)
- c) Provide a minimum of seven (7) days of storage capacity
- d) Night lenses or Infra-Red lighting if local lighting is insufficient
- e) Operate outdoors without additional heating or cooling (sufficient operating range of -30° C to 50° C & humidity of 95 % or less)
- f) Fisheye camera lens (where appropriate)
- g) License Plate recognition cameras (where appropriate)
- h) Must include recording on motion detection
- i) Protection class IP66 and vandal resistant
- j) Camera must be capable of updating as technology improves

**Terms & Conditions:**

1. SCG eligible for a maximum of 50 cameras per year;
2. Annual proof of security footage quality, camera’s working order, and video recording to be submitted and reviewed by the Employee prior to awarding of SCG;

Definitions:

A) *Application process:*

- i) Applicant purchases security camera that meets or exceeds Town standards
- ii) Applicant requests inclusion in the program for the calendar year
- iii) Applicant works with the Employee to ensure access to footage and recordings
- iv) Applicant completes and returns application form with supporting documentation (including camera specifications) and passwords to Town Office.
- v) Depending on eligible funding limits, Town approves/denies request and provides basis for decision;
- vi) IF:
  - a. Approved – Town will contact Applicant to work out details of the Letter of Agreement. Town will provide approved grant by October 30<sup>th</sup> annually;
  - b. Denied – Applicant has option to request review by Council; must submit letter to Council within fifteen (15) days of notice of denied application with reasoning for additional consideration.

**SCHEDULE “B”**



**TOWN OF NIVERVILLE-ADMINISTRATION**

**POLICY NO. A2-17:**            **VIDEO SURVEILLANCE POLICY**  
**EFFECTIVE DATE:**        **February 7, 2017**                    **RESOLUTION# 34-17**  
**REVISION DATE:**        \_\_\_\_\_                    **RESOLUTION# \_\_\_\_\_**

**Purpose:** To set standards and policies to be followed by the Town of Niverville (the “Town”) with respect to video surveillance of Town property and assets.

**1. Rationale & Purpose of Surveillance System**

Over time the Town has experienced various acts of break& enters and/or vandalism. The purpose of the video surveillance network is to provide a higher-level safeguarding of Town assets, improve the community safety, discourage criminal activity and assist law-enforcement officials when a crime has occurred.

**2. Location & Field of Vision**

- a. Camera locations will be chosen with applicable field of vision to monitor publicly owned property. Cameras will not intentionally be focused on monitoring private property.

The following are identified surveillance locations:

- 1. South-east side of Arena facing South
- 2. West side of Arena facing West
- 3. Arena Entrance
- 4. South side of Curling Rink facing South
- 5. South-east side of Picnic Shelter facing North-east
- 6. North-east side of Picnic Shelter facing South-west
- 7. East side of Circle Drive entrance facing East
- 8. South side of Splash Pad Building facing South
- 9. West side of Kiosk facing West
- 10. East side of Kiosk facing East
- 11. North side of Spruce Drive (Water Treatment Plant) facing South
- 12. Opa’s Park
- 13. North side of Town Office facing North
- 14. South side of Town Office facing South
- 15. South-east side of Town Shop facing South

**b. Purpose of Locations / Fields of Vision Selected**

Locations have been selected based on their potential to meet objectives stated in para. 1.



### 3. Equipment Capabilities / Standards

Effective January 1, 2017 – the Town of Niverville will require their security cameras to meet these minimum standards:

- Camera Resolution                    3 Megapixel
- Screen Resolution                    2048 x 1536
- Video Quality                            High
- Frames per Second                    4 (must be capable of 15 fps minimum)
- Sound Recording                      No
- Zoom                                        Yes
- Facial Recognition                    Yes (where applicable)
- Night-Vision                             Yes (where applicable)

Standards will be reviewed every three years with a video surveillance consultant to ensure effective security standards.

### 4. Authorized Personnel

The following identified Town employee positions and the Town's video surveillance consultant are authorized to have access to the security cameras and storage system. Employee positions are: Town Manager, Finance Administration Manager, Operations Manager, and Utilities Technician. Each user of the system will be assigned a unique login and password to appropriate tracking of user access to the system.

### 5. Hours of Operation

All security cameras will operate twenty-four hours a day, seven days a week, year-round.

### 6. Video Storage Location / Access

#### a. Monitoring Location

Recording can either be internally stored within each camera or in a centrally located recording device, that shall only be accessible by those personnel designated in Section 4.

#### b. Management of Video Recordings

##### i. Security

Access to the video recordings will be on computers with software installed and only accessible using a unique login and password for each person allowed to access as per Section 4. Ideally, the workstation will be in a closed room to ensure no viewing of security footage except by those persons authorized under Section 4 of this policy. Footage may be accessed by Smartphone App by authorized personnel under Section 4 using their Town of Niverville issued phone which is protected via passcode in addition to authentication required by app.

##### ii. Use

The use of the footage from the locations is restricted for the following purposes:

- 1) Documentation of an attempted or alleged crime and/or by-law offence; and
- 2) A request from law enforcement officials regarding footage capture during a time of a suspected crime.

##### iii. Disclosure

Other than viewing by identified employees as per Section 4, camera footage may be shown to law enforcement officials and/or Council members while meeting in camera.

In the instance of an alleged crime being captured by video surveillance the Town may release the camera footage to the RCMP who may choose to release select portions thereof as per RCMP policy to the media, and the general public.

iv. Retention

The Town will retain security camera footage for a minimum period of seven (7) days.

v. Disposal

The Town will install a program within the surveillance system to automatically delete security camera footage over seven (7) days old.

**7. Process for Handing over Personal Information Captured**

a. RCMP

Upon written request by a RCMP member on a Town approved form, any employee authorized in Section 4 shall release whatever security camera footage requested by whatever medium deemed appropriate.

b. Private Business and Personal Requests

Under no circumstances will authorized employees under Section 4 release security footage directly to the public. All requests must be referred to the RCMP who will follow due process. If RCMP refuses to investigate, the Town is under no obligation to release security camera footage.

**8. Process for Dealing with Unauthorized Access**

a. Sanctions Against Employees

Town employees suspected of misuse of video surveillance or unauthorized access to video surveillance will be subject to the guidelines of discipline as per the Niverville Employee Handbook.

b. Sanctions Against Contractors

Misuse or unauthorized access by the Town's surveillance contractor will result in at minimum written warning and/or removal from the position.

c. Challenges against Unauthorized Access policy

Challenges to any potential misuse or unauthorized access of security camera footage and/or cameras by any person authorized under Section 4 shall be made in writing to the Town's Privacy Compliance Officer, being a person appointed by Council to hear privacy complaints.

**9. Privacy Compliance Officer Address**

Privacy Compliance Office  
Town of Niverville  
P.O. Box 267  
Niverville, MB R0A 1E0

SCHEDULE "C"



TOWN OF NIVERVILLE-FINANCE

<b>POLICY NO. F2-17:</b>	<b><u>Cheque Replacement Policy</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>February 7, 2017</u></b>	<b>RESOLUTION# <u>XXX-17</u></b>
<b>REVISION DATE:</b>	<b>_____</b>	<b>RESOLUTION# _____</b>

**Purpose:** To provide further clarity to the residents of Niverville on where responsibility lies with respect to the fees incurred by the Town with respect to replacing stale dated or lost cheques.

**Rules:** With respect to fees for reprinting a stale dated cheque and for a lost cheque there will be two categories, staff and non-staff.

Non-staff:

Stale Dated Cheque: Stop Payment Fee plus \$ 10 re-print administrative charge; if cheque has been delivered to Town Office stop payment fee can be waived.

Lost Cheque (Non-Stale): Stop Payment Fee plus \$ 10 re-print administrative charge.

Staff:

Stale Dated Cheque: \$ 10 re-print administrative charge; if original cheque is cashed payroll will be deducted in next pay period. If original cheque is returned staff and a councillor will change and initial date of cheque.

Lost Cheque (Non-Stale): \$ 10 re-print administrative charge; if original cheque is subsequently cashed payroll will be deducted in next pay period.

Stop payments will not be applied to any employee currently and consistently on the payroll for the Town of Niverville as the Town retains the ability to garnish wages in the instance where duplicate cheques are cashed. Should the employee no longer be on the payroll of the Town of Niverville when a lost or stale dated cheque is discovered, they will fall under non-staff category. To be deemed an employee of the Town under this program the individual must receive at minimum one paycheque a month for a period of three months.

SCHEDULE "D"



TOWN OF NIVERVILLE-OPERATIONS

<b>POLICY NO. 01-17:</b>	<b><u>Sewer &amp; Water Service Connection Repair Policy</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>April 1, 2017</u></b>	<b>RESOLUTION# <u>37-17</u></b>
<b>REVISION DATE:</b>	<b>_____</b>	<b>RESOLUTION# _____</b>

**Purpose:** To provide clarity to the residents of Niverville on where responsibility rests with respect to the maintenance and repairs relating to utility service connections to a property.

**Rules:** The Town of Niverville operates two utilities - sewer and water. Serviced properties may either have water service connection, sewer service connection or both services.

The Town Office has a list of all approved contractors permitted to work on the utility service connections within the Town of Niverville. No work may be completed by a contractor on Town utilities unless first authorized by the Town's Operations Manager.

The following rules regarding responsibility for **WATER SERVICE CONNECTIONS:**

- i. Immediately contact the Town Office at 204-388-4600 (**during regular office hours**) or **after hours** contact Operations at 204-388-4600 ext 111 and leave a message including call-back telephone number. Within a reasonable time frame, a staff member will initially call back confirming the matter and then complete a site inspection.
- ii. If the utility line on private or Town property (i.e. the service line from the house to the Town's water main) has been damaged due to any reason including but not limited to construction issues and/or freezing, the responsibility to cover the repair cost rests entirely with the property owner. Town Operations will coordinate the repair work by a Town approved contractor at the expense of the property owner. The Town will then invoice the property owner for the repair work, with payment due and payable within 30 days. Failure to pay on time will result in the outstanding invoice being applied to the land's real property taxes in accordance with Section 252(2) of The Municipal Act.

The following rules regarding responsibility for **SEWER SERVICE CONNECTIONS:**

- i. Immediately contact the Town Office at 204-388-4600 (**during regular office hours**) or **after hours** contact Operations at 204-388-4600 ext. 111 and leave a message including call-back telephone number. Within a reasonable time frame, a staff member will initially call back confirming the matter and then complete a site inspection.
- ii. If it is determined that the problem is not a Town sewer main issue, the Town recommends the property owner contact a sewer service company to

unplug the connecting sewer line. If unsuccessful it is recommended to continue to step three. The cost of this work is the full responsibility of the property owner.

- iii. It is recommended that the property owner contact a company to televise the sewer line. This will help to determine the source of the problem (e.g. a tree root problem or a sewer service connection collapse). This cost is the responsibility of the property owner.
- iv. If the sewer connecting line has collapsed or is deemed in need of repair due to movement/deterioration of the line, Town Operations will coordinate the repair work. A Town approved contractor will be engaged at the expense of the property owner. The Town will then invoice the property owner for the repair work, with payment due and payable within 30 days. Failure to pay on time will result in the outstanding invoice being applied to the land's real property taxes in accordance with Section 252(2) of The Municipal Act.

Some insurance providers may provide insurance to property owners for these types of repairs. It is recommended property owners research their options with their insurance provider if they are concerned about these costs.

SCHEDULE "E"



TOWN OF NIVERVILLE-RECREATION

<b>POLICY NO. R1-17:</b>	<b><u>Facility Fee Rebate</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>February 7, 2017</u></b>	<b>RESOLUTION# <u>39-17</u></b>
<b>REVISION DATE:</b>	_____	<b>RESOLUTION# _____</b>

**Purpose:** To amend an existing policy whereby requests to waive rental fees had required rental fees to be paid upfront by the organization and then subsequently granted back by resolution of Council. This policy allows for requests to be made prior to the fees being paid.

**Rules:** Council will consider resident's requests to waive a rental fee on facilities for events that are open to the community and benefit Town residents.

To be considered, the renting party must submit a written request to Council at least one month in advance of the event. The damage deposit (as required under the rental contract) must be taken at time of booking the facility to ensure protection of the Town's assets.

Council will weigh the benefits of the event during a regularly scheduled Council meeting and shall pass a resolution if they approve the request. Council reserves the right to decline the request and that decision will be final.