

## TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on May 16, 2017 at 7:00 p.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#149-17 J. Funk – C. Wiebe  
Camera BE IT RESOLVED that in accordance with Section 152(3) of the Municipal Act, that committee meet in camera.  
“Carried”
- Res#150-17 N. Dueck – K. Stott  
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#151-17 J. Funk – N. Dueck  
Agenda BE IT RESOLVED that the agenda be approved subject to the following amendment:  
10 b. Hanover School Division Rental Policy - Tabled  
“Carried”
- Res#152-17 C. Wiebe – J. Funk  
Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on May 2, 2017 be approved as presented.  
“Carried”
- Res#153-17 K. Stott – J. Funk  
Policy R3-17 BE IT RESOLVED that Council approves Seasonal Washroom Facilities in Hespeler Park Policy R3-17 attached hereto as Schedule “A”, which ensures the availability of washroom facilities in Hespeler Park when spring recreational programs commence.  
“Carried”
- Res#154-17 C. Wiebe – K. Stott  
Directive BE IT RESOLVED that the Operations Department is requested to paint the cinder blocks in the picnic shelter bathrooms and research installation of heaters therein together with the storage room to prolong the availability of washrooms for an extended season.  
“Carried”
- Res#155-17 C. Wiebe – N. Dueck  
Policy R4-17 BE IT RESOLVED that Council approves Facility Preparation Policy R4-17 attached hereto as Schedule “B”, which sets guidelines for the seasonal opening and closing dates of the Splash Pad in Hespeler Park.  
“Carried”

- Res#156-17 K. Stott – C. Wiebe  
BE IT RESOLVED that a decision on a directive to the Operations Department to have staff available during baseball tournaments to assist in diamond maintenance be tabled until further research on the cost can be completed.  
“Carried”
- Res#157-17 N. Dueck – J. Funk  
Directive BE IT RESOLVED that Council directs Niverville’s Recreation Manager to begin advertising the Town’s summer program options in February/March of each year.  
“Carried”
- Res#158-17 J. Funk – C. Wiebe  
Waive Fees BE IT RESOLVED that Council waives the administrative fees required for a test group to perform a trial run of Niverville’s online portal payment system.  
“Carried”
- Res#159-17 N. Dueck – K. Stott  
F3-17 BE IT RESOLVED that Council approves the Town Credit Card Use Policy F3-17 to provide clarity to staff on regulations for use of a Town authorized credit card.  
“Carried”
- Res#160-17 C. Wiebe – J. Funk  
Chairs BE IT RESOLVED that Council approves the purchase of 17 chairs for the Civic Office committee room and office staff at a cost of \$9,035.10 (plus applicable taxes), with funds coming from the General Reserve.  
“Carried”
- Res#161-17 J. Funk – N. Dueck  
Security WHEREAS Council has made increasing community security a priority for 2017  
Camera through the strategic installation of security cameras;  
AND WHEREAS as a central tenant to this priority is a server system that collects data which will be installed at the Civic office;  
THEREFORE BE IT RESOLVED that Council approves the purchase of an alarm system for the Civic Office up to a maximum cost of \$1,000.00 plus applicable taxes.  
“Carried”
- Res#162-17 C. Wiebe – J. Funk  
WHEREAS Council is in the process of establishing a Health Services Task Force to carefully develop a strategy to ensure Niverville continues to provide the region with high level health care services;  
THEREFORE BE IT RESOLVED that Council tables the appointments for the Town’s Health Services Task Force until all candidates have provided their confirmation to be members of the Task Force.  
“Carried”
- Res#163-17 C. Wiebe – N. Dueck  
NHC BE IT RESOLVED that Council approves the request from the Niverville Heritage Centre to extend their patio occupancy hours from 11 p.m. to 2 a.m. on June 28, 2017 to accommodate an exclusive smoking area for the Niverville Safe Grad event.  
“Carried”

Res#164-17 K. Stott – J. Funk  
Street Closure BE IT RESOLVED that Council approves the Niverville Olde Tyme Country Fair committee’s request to close First Street N. between 3<sup>rd</sup> Avenue N. and 4<sup>th</sup> Avenue N. on June 9<sup>th</sup> between 5 p.m. and 11:30 p.m. to ensure safety parameters are in place to accommodate the Fair fireworks display.  
“Carried”

Res#165-17 C. Wiebe – J. Funk  
Academic Award BE IT RESOLVED that the Town sponsor a \$1,000 Academic Award for a deserving Niverville Collegiate (NCI) Graduate, with the selection process to be determined by NCI staff.  
“Carried”

Mayor Dyck commented that he and the Town Manager had recently attended a Partnership of the Manitoba Capital Region meeting where economic development as a regional initiative was presented with a proposal on this initiative to be forth coming from the PMCR for Council’s consideration.

Res#166-17 K. Stott – J. Funk  
Accounts BE IT RESOLVED that cheques nos. 34983 to 35030 totalling \$145,314.58 be hereby approved for payment.  
“Carried”

Res#167-17 K. Stott – C. Wiebe  
CIB Funding BE IT RESOLVED that a request from the Communities in Bloom Committee (CIB) for additional greenery to be added to Town planters be approved with the additional cost of \$800 coming from the approved CIB budget funding as recorded in the 2017 Financial Plan.  
“Carried”

Res#168-17 C. Wiebe – K. Stott  
Water Bottles BE IT RESOLVED that a request from the Niverville Preschool, a non-profit organization, for a donation of 100 water bottles for their May 31<sup>st</sup> annual Summer Fun Day be approved.  
“Carried”

Res#169-17 N. Dueck – C. Wiebe  
Adjourn BE IT RESOLVED that the meeting be adjourned. (7:30 p.m.)  
“Carried”

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Manager

SCHEDULE "A"



**TOWN OF NIVERVILLE-RECREATION**

<b>POLICY NO. R3-17:</b>	<b><u>SEASONAL WASHROOM FACILITIES IN HESPELER PK</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>May 16, 2017</u></b>	<b>RESOLUTION# <u>153-17</u></b>
<b>REVISION DATE:</b>	_____	<b>RESOLUTION# _____</b>

**Purpose:** To ensure availability of washroom facilities in Hespeler Park during the spring season.

The Town will ensure that upon the commencement of Niverville's outdoor spring seasonal recreational programming in Hespeler Park, that washroom facilities will be available for participants. Weather dependent, permanent facilities will be open. However, in the event that the permanent facilities are not available, the Town will ensure that temporary facilities will be available for the participants in the spring recreational programs.

SCHEDULE "B"



**TOWN OF NIVERVILLE-RECREATION**

<b>POLICY NO. R4-17:</b>	<b><u>FACILITY PREPARATION POLICY</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>May 16, 2017</u></b>	<b>RESOLUTION# <u>155-17</u></b>
<b>REVISION DATE:</b>	_____	<b>RESOLUTION# _____</b>

**Purpose:** To set guidelines for the seasonal opening and closing dates of facilities in Hespeler Park.

That the Splash Pad at Hespeler Park be operationally ready effective May 15<sup>th</sup> of each year with the understanding that weather conditions will determine the actual date that the Operations Manager determines it advisable to open for the seasonal use by the general public.

SCHEDULE "C"



**TOWN OF NIVERVILLE-FINANCE**

**POLICY NO. F3 -17:**            **Town Credit Card Use Policy**  
**EFFECTIVE DATE:**        **May 16, 2017**                            **RESOLUTION#** **159-17**  
**REVISION DATE:**        \_\_\_\_\_                            **RESOLUTION#** \_\_\_\_\_

**Purpose:**        To provide further clarity to Town staff regarding the use of a Town authorized credit card.

**Rules:**

1. Purchases made using a Town credit card must be pre-approved by a member of the Finance Department to ensure that the credit limit is not exceeded.
2. Purchases must be for items included in the budget or items that have prior written approval from the Town Manager or Finance Administration Manager.
3. Cards are only to be used for approved Town purchases; no charging of personal items. If the card is inadvertently used in error for a personal purchase, the Finance Department will set up an accounts receivable to recoup the cost.
4. Items purchased using a Town credit card that are out of authorization would be recouped through the staff member who completed the purchase transaction.
5. Itemized receipts must be provided for all purchases. If the original receipt has been lost, the staff member who completed the purchase transaction will be responsible to pay the fee required to acquire a duplicate receipt from the credit card company. If no receipt can be provided from the credit card company, the staff member who completed the purchase transaction will be responsible for the payment of the item(s) purchased. An accounts receivable will be set up from the staff member to collect the duplicate receipt fee or where no receipt provided, the total value of the item(s) purchased.