

## TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on July 18, 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#219-17 N. Dueck – J. Funk  
Camera BE IT RESOLVED that in accordance with Section 152(3) of the Municipal Act, that committee meet in camera.  
“Carried”
- Res#220-17 C. Wiebe – K.  
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, including legal matters relating thereto.  
“Carried”
- Res#221-17 N. Dueck – J. Funk  
Agenda BE IT RESOLVED that the agenda be approved subject to the following additions:  
10 a. New Business – Amend schedule for August 15, 2017 meeting.  
5 a. Referred Business – Remove C6-17 (application withdrawn)  
“Carried”
- Res#222-17 J. Funk – K. Stott  
Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on June 20, 2017 and Special Meeting held on June 27, 2017 be approved as presented.  
“Carried”

Roger Storoschuk, Assessment Officer with the Manitoba Indigenous and Municipal Relations Assessment Services delivered a report on the impact of reassessment 2018 for the Town of Niverville. Mr. Storoschuk presented an overview of the report, noting that for 2018, the assessed values of all properties will be updated to April 1, 2016 market values from April 1, 2014 market values. The taxable assessment for all residential properties has been reduced overall by 1.7% and the Farm/Commercial/Institutional/Railway and Recreational assessments have been reduced overall by 1%. An open house was held in the Town office on June 28, 2017 where ratepayers had the opportunity to meet with assessors to review their assessment notice. Ratepayers can receive additional information about Reassessment 2018 by accessing [www.gov.mb.ca/assessment](http://www.gov.mb.ca/assessment).

Barry Piasta and Lindsay Unrau presented Council with a petition requesting that Town Council embark on a feasibility study to determine the effectiveness of establishing its own police service as an alternative to utilizing the services of the RCMP. Mayor Dyck accepted the petition on behalf of Council and noted that Council is always re-evaluating policing services for the Town. The petition will be brought to the Ways & Means Committee for review and follow-up correspondence will be provided. It was also noted that the matter of policing services will be addressed during Council’s Annual Planning Session to be held on November 3<sup>rd</sup> and 4<sup>th</sup>, 2017.

A Public Hearing was held at 7:57 p.m. regarding Conditional Use C8-17, an application from Josh Friesen to allow a planned unit development in a R3 zone on Lot 11, Block 6, Plan 19956, civically known as 79 4<sup>th</sup> Avenue S., Niverville. Mr. Friesen was present and provided an overview of the proposal.

Res#223-17 K. Stott – J. Funk  
C8-17 WHEREAS a public hearing was held for Conditional Use C8-17, an application from Josh Friesen to allow a planned unit development in a Multi- Family R3 zone on Lot 11, Block 6, Plan 19956, civically known as 79 4<sup>th</sup> Avenue S.; AND WHEREAS Lot 11, Block 6, Plan 19956 is zoned R3 Multiple-Family Residential which permits multiple family dwellings and associated or compatible uses;  
AND WHEREAS the Conditional Use application was duly advertised, with letters of objection received and a number of residents present at the hearing to register their opposition;  
THEREFORE BE IT RESOLVED that Council approves Conditional Use C8-17, an application from Josh Friesen to allow a planned unit development in a Multi-Family R3 zone on Lot 11, Block 6, Plan 19956, civically known as 79 4<sup>th</sup> Avenue S. subject to the applicant entering into a Development Agreement with the Town.

“Carried”

The Conditional Use Application C6-17 from Von Ast Construction on behalf of Wm. Dyck & Sons to allow a new storage building on Lot 2, Plan 44409, civically known as 262 Main Street was withdrawn.

Res#224-17 N. Dueck – C. Wiebe  
HR1-17 BE IT RESOLVED that Council approves Social Media Policy HR1-17 which sets forth general guidelines with respect to utilization of social media sites for Town purposes, copy of which is attached hereto as Schedule “B”.

“Carried”

Res#225-17 J. Funk – K. Stott  
NFA Grant BE IT RESOLVED that Council authorizes a grant of \$6,000 to the Niverville Funeral Aid to cover their outstanding 2016 invoice from the Town for cemetery maintenance.

“Carried”

Res#226-17 C. Wiebe – N. Dueck  
CIB – signs BE IT RESOLVED that Council, in accordance with Niverville’s Zoning Bylaw 663-08, as amended, Section IV, 2.1.i., approves a request from Communities in Bloom (CIB) to permit the erecting of historical signage along Main Street. AND BE IT FURTHER RESOLVED THAT CIB approval is conditional on the organization being responsible for removal of graffiti should their signage experience this type of vandalism and that the Town will not be held liable for any damage or loss to signs.

“Carried”

Mayor Dyck commented that he attended the Eastern District AMM Meeting in Woodridge where the AMM passed motions to lobby the province for the items that they were requesting. Also, Mayor Dyck noted that the Communities in Bloom judges are scheduled to visit Niverville on July 26<sup>th</sup> to rank the Town on their beautification efforts. Special thank you to the Communities in Bloom

Committee for their hard work and inspiration to residents and businesses to improve the aesthetics of the Town.

- Res#227-17 J. Funk – C. Wiebe  
NHC Gala BE IT RESOLVED THAT Council purchase one table (8 tickets) for the Niverville Heritage Centre Gala to be held on November 4, 2017.  
“Carried”
- Res#228-17 J. Funk – C. Wiebe  
Accounts BE IT RESOLVED that cheque nos. 35124 to 35208 totalling \$471,656.02 be hereby approved for payment.  
“Carried”
- Res#229-17 N. Dueck – C. Wiebe  
Financial BE IT RESOLVED that the May 31, 2017 and June 30, 2017 Financial Statements be approved as presented.  
“Carried”
- Res#230-17 K. Stott – C. Wiebe  
BL 779-17 BE IT RESOLVED THAT Council hereby provides first reading to Bylaw 779-17, a bylaw to rezone the area generally described as all that portion of Parcel 1 Plan 9965 WLTO which lies to the South of a line drawn South of Parallel with and perp distant 807 feet from the Northern limit of said parcel in N ½ of NE ¼ of Section 30-7-4 EPM from “R2S” Small Lot Two Family Residential Zone and “OS” Parks and Open Space to “R3” Multiple Family Residential, civically known as 243 6<sup>th</sup> Avenue S.  
“Carried”
- Res#231-17 N. Dueck – J. Funk  
BL 776-17 WHEREAS Council proposes to spend a total of \$2,500,000 to build a new water source pipeline from the new wellfield in the R.M. of Hanover;  
AND WHEREAS the Manitoba Water Services Board is funding one-half of this project at an estimated value of \$1,250,000;  
AND WHEREAS the remaining funds will be supported with funds allocated from the Town’s Federal Gas Tax Reserve (\$550,000) and the General Reserve (\$100,000) with the balance of \$600,000 to be borrowed at an estimated interest rate of 6% over 6 years;  
AND WHEREAS the annual debenture repayment of \$122,017.58 will be paid by the allocation of Niverville’s annual Manitoba Hydro Bi-Pole III Grant Revenues thereto;  
AND WHEREAS there will be no tax increase applied to any property owner within the Town of Niverville for the funding of construction of a new water main pipeline to Niverville’s water treatment plant;  
AND WHEREAS the commencement of the project is subject to the Provincial environmental approvals process;  
THEREFORE BE IT RESOLVED that Council hereby gives second reading to Bylaw 776-17, being a bylaw to authorize spending a total of \$2,500,000 to construct upon approval by the Province of Manitoba a new water source pipeline from a new wellfield in the R.M. of Hanover.  
“Carried”
- Res#232-17 C. Wiebe – K. Stott  
BL 776-17 WHEREAS Council proposes to spend a total of \$2,500,000 to build a new water source pipeline from the new wellfield in the R.M. of Hanover;

AND WHEREAS the Manitoba Water Services Board is funding one-half of this project at an estimated value of \$1,250,000;

AND WHEREAS the remaining funds will be supported with funds allocated from the Town’s Federal Gas Tax Reserve (\$550,000) and the General Reserve (\$100,000) with the balance of \$600,000 to be borrowed at an estimated interest rate of 6% over 6 years;

AND WHEREAS the annual debenture repayment of \$122,017.58 will be paid by the allocation of Niverville’s annual Manitoba Hydro Bi-Pole III Grant Revenues thereto;

AND WHEREAS there will be no tax increase applied to any property owner within the Town of Niverville for the funding of construction of a new water main pipeline to Niverville’s water treatment plant;

AND WHEREAS the commencement of the project is subject to the Provincial environmental approvals process;

THEREFORE BE IT RESOLVED that Council hereby gives third reading and passes Bylaw 776-17, being a bylaw to authorize spending a total of \$2,500,000 to construct upon approval by the Province of Manitoba a new water source pipeline from a new wellfield in the R.M. of Hanover.

“Carried”

In Favour: M. Dyck, J. Funk, K. Stott, C. Wiebe, N. Dueck

Res#233-17 J. Funk – N. Dueck  
BL 780-17 BE IT RESOLVED THAT Council gives first reading to Bylaw 780-17, a bylaw to rezone the area generally described as Lots 55-76, and the east half of lot 77, Plan 53344 and Lots 83-85, Plan 50833 from “R1” Single Family Residential Zone to “R2” Two Family Residential Zone and Lots 78 and the west half of 77, Plan 53344 from “R1” Single Family Residential Zone to “R3” Multiple Family Residential Zone, civically known as Breckenridge Drive.

“Carried”

Res#234-17 J. Funk – K. Stott  
BL 781-17 BE IT RESOLVED that Bylaw 781-17, a bylaw for the purpose of opening and naming roads within the Niverville Business Park be given first reading.

“Carried”

Res#235-17 J. Funk – C. Wiebe  
Aug. 15 BE IT RESOLVED that Council approves a re-scheduling of the commencement  
Council of the August 15, 2017 Council meeting from 7:00 p.m. to 9:00 a.m. at the Niverville Heritage Centre, west ballroom to ensure all members of Council may be in attendance.

“Carried”

Res#236-17 N. Dueck – K. Stott  
Adjourn BE IT RESOLVED that the meeting be adjourned. (8:37 p.m.)

“Carried”

\_\_\_\_\_  
Mayor

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

## SCHEDULE "A"

Minutes of a Public Hearing regarding Conditional Use Application C8-17 from Josh Friesen to allow a planned unit development in a R3 zone on Lot 11, Block 6, Plan 19956, civically known as 79 4<sup>th</sup> Avenue S. All member of Council were present with Mayor Myron Dyck serving as chairperson.

1. The following letters of opposition were received:
  - a. Stephanie Penner, 162 1<sup>st</sup> Street S.
  - b. Scott & Janine Bucholz, 147 3<sup>rd</sup> Street S.
    - concerns noted were regarding property value, parking, safety and loss of trees
  - c. Kristen Fyfe, 168 1<sup>st</sup> Street S.
    - concerns noted were disruption of quiet neighbourhood and vast green space with mature trees/privacy
  - d. Randy Koop, 113 4<sup>th</sup> Avenue S.
    - concerns noted were for congested/increased traffic, parking, property values
  - e. Scott Bucholz, 147 3<sup>rd</sup> Street S.
    - concerns noted were traffic and neighbourhood aesthetic
  - f. Sherry & Joe Unrau, 150 1<sup>st</sup> Street S.
    - concern noted was privacy
  - g. Jason Fyfe, 168 1<sup>st</sup> Street S.
2. Kathy Klapprat, 161 4<sup>th</sup> Avenue S. submitted a letter noting concern regarding parking.
3. Kim Georgison, 205 2<sup>nd</sup> Street N. registered her objection with respect to traffic and safety of those travelling to/from schools.
4. Derrick Loepky, 51 Maplewood Crescent agreed with Kim's points on traffic and safety.
5. Janine Bucholz, 147 3<sup>rd</sup> Street S. registered her objection with respect to the loss of trees, traffic, school route and extra noise.
6. Jennifer Hyde, 33 Maplewood Crescent noted concern for safety of school route.
7. Kristen Fyfe, 168 1<sup>st</sup> Street S. noted concern for loss of privacy and mature trees as well as traffic.
8. Jason Fyfe, 168 1<sup>st</sup> Street S. concurred with Kristen's concerns.
9. Derrick Loepky, 51 Maplewood Crescent commented that current schools don't have enough room and this will contribute to the problem.

Hearing was adjourned at 8:16 p.m.

**SCHEDULE “B”**



**TOWN OF NIVERVILLE-HUMAN RESOURCES**

**POLICY NO. HR1-17:**      **SOCIAL MEDIA POLICY**  
**EFFECTIVE DATE:**      **July 18, 2017**                      **RESOLUTION# 224-17**  
**REVISION DATE:**      \_\_\_\_\_                      **RESOLUTION# \_\_\_\_\_**

**SOCIAL MEDIA POLICY & GUIDELINES**

**I. INTRODUCTION**

The Town of Niverville (the Town) permits the use of social media sites and social networking sites (collectively “social media sites”) as it recognizes the increasingly central role that social media plays in society today. The combination of rapidly evolving social media channels can be an incredible asset for the Town, helping us to build community with citizens, understand and address issues in real-time, create excitement around events and services, improve communications across a wider group of media, and build a more cohesive community.

Consequently, the Town has both an expectation and a responsibility regarding the integrity and presentation of information posted on its social media sites and the content that is attributed to the Town, its departments and its officials.

This policy sets forth general guidelines that must be adhered to with respect to utilization of social media sites for Town purposes. This policy may be amended from time to time, and is meant to be read in conjunction with all other applicable policies and procedures of the Town of Niverville.

**II. DEFINITIONS**

1. “Town” is the Town of Niverville
2. “Social media sites” and “social networking sites” refer to websites that facilitate user participation, networking, and collaboration through the submission of user generated content.
3. Social media in general includes tools such as: blogs, wikis, microblogging sites, such as Twitter; social networking sites, such as Facebook and LinkedIn; and video sharing sites, such as YouTube and Flickr.
4. A “social media identity” is a specific user identity or account that has been registered on a third party social media site.
5. A “blog” (an abridgement of the term web log) is a Town website with regular entries of commentary, descriptions of events, or other material such as graphics or video.
6. A “moderator” is an authorized Town employee, who reviews, authorizes and allows content submitted by the Town officials and employees to be posted to a Town social media site or sites.

**III. POLICY**

1. All Town social media sites shall be:
  - a) approved by the Town Manager; and
  - b) Published using approved social media platform and tools.

2. Departments have the option of allowing employees to participate in existing social media sites as part of their job duties, or allowing employees to create social media sites as part of their job duties. Department Heads may allow or disallow employee participation in any social media activities in their departments.
3. All Town social media sites shall adhere to applicable provincial, federal and other applicable Town policies.
4. Content once posted on a social media site should stay posted, unless it is removed for one of the reasons set forth below in paragraph Numbers 7 or 8, or it is changed to fix spelling, grammar errors, or is outdated.
5. All social media sites shall clearly indicate they are maintained by the Town and shall have the Town's contact information prominently displayed.
6. The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
7. Town social media content and comments containing any of the following forms of content shall not be allowed for posting:
  - a) Comments in support of, or opposition to, political campaigns, candidate or ballot measures;
  - b) Solicitation of commerce;
  - c) Comments or content not topically related to the particular site or blog article being commented upon;
  - d) Profane, obscene, or vulgar language or content;
  - e) Comments or content that promotes, fosters or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetic information, or active military status;
  - f) Comments or content that is threatening or harassing;
  - g) Sexual comments, content, or links to sexual content;
  - h) Conduct or encouragement of illegal activity;
  - i) Information that may tend to compromise the safety or security of the public or public systems;
  - j) Content that violates a legal ownership interest of any other party;
  - k) Protected health information;
  - l) Personnel information; or
  - m) Other information that is not public record or is otherwise privileged from public disclosure.
8. Town social media moderators shall be trained regarding the terms of this policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.
9. Employees representing the Town via social media sites must conduct themselves at all times as a representative of the Town and in accordance with all applicable rules, regulations, and policies (including personnel policies) of the Town.
10. See Section IV, Employee Guidelines for Use of Social Media Sites.
11. No Town or department social media site can endorse vendors, suppliers and clients.
12. Employees found in violation of this policy may be subject to disciplinary action.

#### **IV. EMPLOYEE GUIDELINES FOR USE OF SOCIAL MEDIA SITES**

1. **Electronic Communications and Computer Usage Policy.** All employees are responsible for understanding and following the Town's Handbook regulations on Internet and Computer use in addition to this Policy.

2. **Copyright Law.** Employees must abide by laws governing copyright and fair use of copyrighted material owned by others. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote an excerpt of someone else's work without acknowledging the source, and, if possible, provide a link to the original.
3. **Conflict of Interest.** Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the Town or any of its employees, as defined by C.C.S.M. c. M255.
4. **Protect Confidential Information.** Never post legally protected personal information that you have obtained from the Town or whose dissemination is restricted under applicable Federal or Provincial privacy laws or regulations. Ask permission to publish or report on conversations that occur within the Town. Never post information about policies or plans that have not been finalized by the Town, unless you have received explicit permission from your supervisor to post draft policies or plans on the department's social media sites for public comment.
5. **Consider Your Content.** As informal as social media sites are meant to be, if they are on a government domain or a government identity, they are official government communications. Social media sites will be sought out by mainstream media – so a great deal of thought needs to go into how you will use the social media in a way that benefits both the Town and the public. Employees should not comment about rumors, political disputes, or personnel issues.
6. **Handling Negative Comments.** Because the purpose of many social media sites, particularly department blogs and wikis, is to get feedback from the public, you should expect that some of the feedback you receive will be negative. Some effective ways to respond to negative comments include:
  - a) Providing accurate information in the spirit of being helpful;
  - b) Respectfully disagreeing; and
  - c) Acknowledging that it is possible to hold different points of view.
7. **Respect Your Audience and Your Coworkers.** Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in your department's workplace. Do not be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, threats of violence, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as party politics and religion. Do not use your department's social media presence to communicate among fellow Town employees. Do not air your differences with your fellow Town employees on your department's social media's sites.
8. **Use the Social Media Site or Identity Only to Contribute to your Department's Mission.** When you contribute to your department's social media site or identity, provide worthwhile information and perspective that contribute to your department's mission of serving the public. What you publish will reflect on the Town. Social media sites and identities should be used in a way that contributes to the Town's mission by:
  - a) Helping you and your co-workers perform their jobs better;
  - b) Informing citizens about government services and how to access them;
  - c) Making the operations of your department transparent and accessible to the public;
  - d) Creating a forum for the receipt of candid comments from residents about how government can be improved; and
  - e) Encouraging civic engagement.
9. **Media Inquiries.** Town or department social media identities or sites may lead to increased inquiries from the media. If you are contacted directly by a reporter, you should refer media questions to the Town Manager, or in his absence the department manager.
10. **Personal Comments.** Personal comments shall be strictly prohibited on any Town social media page. Any person authorized to post on any of the Town's social media sites shall



not express his or her own personal views or concerns through such posts. Posting shall only reflect the views of the Town.

**11. Employee or Official Profile.** If you identify yourself as a Town employee or official, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, residents and other stakeholders.

**12. Non-Official/Personal Use.** Town employees who use social media and social networking services and tools for strictly personal use outside of the workplace do not require approval to do so. However, the Town recognizes that these types of tools can sometimes blur the line between professional and personal interactions. Therefore, employees are reminded that as representatives of the Town the above rules and guidelines must be taken into consideration when participating in these services at any time. Particularly when identifying themselves as employees of the Town or when context might lead to that conclusion. Employees should use discretion and common sense when employing social media to help prevent inadvertently compromising professional, legal, or ethical standards. As well, employees must never imply that any personal social media sites are official Town sites, therefore; print media, town graphics, documents, text, or logos shall not be used on any personal social media sites.

### **SOCIAL MEDIA POLICY**

This acknowledges that I have received and reviewed the Social Media Policy, with attachments, of the Town of Niverville's ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding use of Social Media are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*To be included in employee's personnel file*