

TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on September 18, 2018 at 7:00 p.m. at the Niverville Heritage Centre. In attendance were Mayor Myron Dyck and Councillors Kevin Stott and Nathan Dueck.

Res#289-18 N. Dueck – K. Stott
Excused BE IT RESOLVED that Deputy Mayor John Funk and Councillor Chris Wiebe be excused due to personal commitments.
“Carried”

Res#290-18 N. Dueck – K. Stott
Agenda BE IT RESOLVED that the agenda be accepted subject to the following additions:
10 a. Annual Meeting with RM of Ritchot Council
10 b. Declare Surplus Capital Asset
10 c. Supplementary Taxes dated September 17, 2018
10 d. Subdivision 4340-18-7999 St. Andrews Way
Table 9 c. August 31, 2018 Financial Statement
“Carried”

Res#291-18 K. Stott – N. Dueck
Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on September 4, 2018 be approved as presented.
“Carried”

Res#292-18 K. Stott – N. Dueck
Table BE IT RESOLVED that the Council meeting agenda be tabled and that
Agenda Council sit in accordance with *The Planning Act* to hold the Public Hearing for Conditional Use application C12-18; to allow an insulation supply and installation company on Lot 19 Plan 61759, civically known as 726 Schultz Avenue.
“Carried”

Res#293-18 N. Dueck – K. Stott
Resume BE IT RESOLVED that the Public Hearing for Conditional Use application C12-18 be closed and Council resume its former order of business (7:04 p.m.)
“Carried”

Res#294-18 K. Stott – N. Dueck
C12-18 WHEREAS a Public Hearing was held regarding Conditional Use C12-18, an application from Ben Bullert on behalf of Performance Insulation to allow an insulation supply and installation company on Lot 19 Plan 61759, civically known as 726 Schultz Avenue;
AND WHEREAS in accordance with *The Planning Act* the Conditional Use application was duly advertised;
AND WHEREAS there was no opposition received to the proposal;
THEREFORE BE IT RESOLVED that Conditional Use application C12-18, an application from Ben Bullert on behalf of Performance Insulation to allow an insulation supply and installation company on Lot 19 Plan 61759, civically known as 726 Schultz Avenue be approved subject to the applicant entering into a Development Agreement with the Town.
“Carried”

Res#295-18 Table Agenda	K. Stott – N. Dueck BE IT RESOLVED that the Council meeting agenda be tabled and that Council sit in accordance with <i>The Planning Act</i> to hold the Public Hearing for Conditional Use application C14-18; to allow for a fitness facility in a C2A, Restricted Highway Commercial Zone at SE 36-07-03E, civically known as 1789 Main Street. "Carried"
Res#296-18 Resume	N. Dueck – K. Stott BE IT RESOLVED that the Public Hearing for Conditional Use application C14-18 be closed and Council resume its former order of business (7:08 p.m.) "Carried"
Res#297-18 C14-18	N. Dueck – K. Stott WHEREAS a Public Hearing was held regarding Conditional Use C14-18, an application from Crystal Stott on behalf of Shop Gym Inc. to allow for a fitness facility in a C2A, Restricted Highway Commercial Zone at SE 36-07-03E, civically known as 1789 Main Street; AND WHEREAS in accordance with <i>The Planning Act</i> the Conditional Use application was duly advertised; AND WHEREAS there was no opposition received to the proposal; THEREFORE BE IT RESOLVED that Conditional Use C14-18, an application from Crystal Stott on behalf of Shop Gym Inc. to allow for a fitness facility in a C2A, Restricted Highway Commercial Zone at SE 36-07-03E, civically known as 1789 Main Street be approved subject to the following conditions: a) That any advertising signage requires the prior approval of Council; and b) That all exterior storage in the side and rear yards be enclosed within an opaque fence. "Carried"
Res#298-18 Table Agenda	K. Stott – N. Dueck BE IT RESOLVED that the Council meeting agenda be tabled and that Council sit in accordance with <i>The Planning Act</i> to hold the Public Hearing for Variation application V7-18; to permit 6 foot side yard fences to extend to the front property line and permit a staggered fence from 6 feet to 3 feet along the front property line on Lots 10 and 11, Block 6, Plan 19956, civically known as 71 and 79 4 th Avenue S. "Carried"
Res#299-18 Resume	N. Dueck – K. Stott BE IT RESOLVED that the Public Hearing for Variation application V7-18 be closed and Council resume its former order of business (7:13 p.m.) "Carried"
Res#300-18 V7-18	N. Dueck – K. Stott WHEREAS a Public Hearing was held regarding Variation application V7-18, an application from Luke Wiebe on behalf of 6135367 MB Inc. to permit 6 foot side yard fences to extend to the front property line and permit a staggered fence from 6 feet to 3 feet along the front property line on Lots 10 and 11, Block 6, Plan 19956, civically known as 71 and 79 4 th Avenue S.; AND WHEREAS in accordance with <i>The Planning Act</i> the Variation application was duly advertised; AND WHEREAS there was no opposition received to the proposal;

THEREFORE BE IT RESOLVED that Variation application V7-18, an application from Luke Wiebe on behalf of 6135367 MB Inc. to permit 6 foot side yard fences to extend to the front property line and permit a staggered fence from 6 feet to 3 feet along the front property line on Lots 10 and 11, Block 6, Plan 19956, civically known as 71 and 79 4th Avenue S. be approved subject to the frontage stepdown fence panels immediately adjacent to the access/egress being reduced from 3 feet to 2.5 feet for pedestrian safety purposes.

“Carried”

Res#301-18
HR1-18

N. Dueck – K. Stott

BE IT RESOLVED that Council approves policy number HR1-18 Operations On-Call Policy to manage staffing requirements and address remuneration for on-call shifts, copy of which is attached hereto as Schedule “A”.

“Carried”

Res#302-18
O1-18

N. Dueck – K. Stott

BE IT RESOLVED that Council approves policy number O1-18 Parade Policy, to establish the expectations of parade organizers and to direct that only one parade per year will be held in Niverville, which is to be in conjunction with the Fair, copy of which is attached hereto as Schedule “B”.

“Carried”

Res#303-18
A1-18

N. Dueck – K. Stott

WHEREAS the Town’s Administration office has an alarm system for security purposes;
AND WHEREAS select staff members are sanctioned to respond to calls upon receiving notification by the alarm company;
AND WHEREAS policy A1-18 provides directives to staff members on the response procedures and remuneration for responding to calls;
THEREFORE BE IT RESOLVED that Council approves the Town Office Alarm Policy A1-18 to provide directives to staff on the alarm response procedures for the Town Administration Office and remuneration for responding to calls.
AND BE IT FURTHER RESOLVED that due to the security nature surrounding this matter, policy A1-18 will not be available to the public.

“Carried”

Res#304-18
F3-16

K. Stott – N. Dueck

BE IT RESOLVED that Council approves an amendment to policy number F3-16 Convenience Fees to reflect a 2.85% user fee for all purchases using a credit card in the office, copy of which is attached hereto as Schedule “C”.

“Carried”

Mayor Dyck congratulated his fellow Council members on their acclamation to another 4-year term of service and noted that it was a privilege to work with them as well as an honor and privilege to serve the Town of Niverville.

Res#305-18
Accounts

K. Stott – N. Dueck

BE IT RESOLVED that cheque nos. 36613 to 36667 totalling \$389,792.15 be hereby approved for payment.

“Carried”

Council concurred that a meeting will be arranged with the RM of Ritchot Council (post election) to discuss matters of mutual interest.

Res#306-18 K. Stott – N. Dueck
Surplus Asset WHEREAS the Town's Tendering and Procurement Policy (2012) sets out principles to guide the procurement practices of the Town and the process for the sale of Town capital assets;
AND WHEREAS the process for disposing of surplus capital assets requires a competitive bid process through a Request for Quotations or public auction;
THEREFORE BE IT RESOLVED that the Town hereby declares that Lot A, Plan 59119, civically known as 303 Main Street is a surplus capital asset.
AND BE IT FURTHER RESOLVED that the Town will engage the disposal process for Lot A, Plan 59119 through a competitive bid process as posted on the Town's website and on MERX.
AND BE IT FURTHER RESOLVED that as per the Tendering and Procurement Policy (2012), the Town is not required to accept a bid should Council decide not to proceed with the sale.

“Carried”

Res#307-18 K. Stott – N. Dueck
Added Taxes BE IT RESOLVED that in accordance with Section 326 of *The Municipal Act*, that supplementary taxes as provided by the Manitoba Assessment Services dated September 17, 2018 are hereby added to the Tax Roll.


“Carried”

Res#308-18 K. Stott – N. Dueck
Subdivision BE IT RESOLVED that Council approves subdivision application File no. 4340-18-7999 for Pt. Lot 2, Block 3, Plan 44819 and Block 6, Plan 44819 SE ¼ 25-7-3 EPM, registered owner Sunset Estates Ltd., subject to the following:
1) That the Developer enter into a Development Agreement with the Town; and
2) That a variance order be obtained to vary the minimum site area and minimum site width of each proposed lot.

“Carried”

Res#309-18 N. Dueck – K. Stott
Adjourn BE IT RESOLVED that the meeting be adjourned. (7:32 p.m.)

“Carried”



Mayor



Chief Administrative Officer

SCHEDULE "A"



TOWN OF NIVERVILLE-HUMAN RESOURCES

POLICY NO. HR1-18: Operations On-Call Policy
EFFECTIVE DATE: September 18, 2018 **RESOLUTION#** 301-18
REVISION DATE: _____ **RESOLUTION#** _____

Background: The Town has historically had their Operations Manager on-call from Monday to Friday to deal with Town emergencies during the work week. In addition, on the weekend there would have been one Operations and one Utility staff on-call to address weekend emergencies for the Town and its residents.

Compensation and fairness for staff and their families has become a concern and the Town requires a new policy to meet the needs of the residents while correcting the imbalance in the work-life relationship for staff.

Policy:

Scheduling: In November of every year, the Operations Manager with the approval of the Chief Administrative Officer (CAO), will publish an on-call schedule for the following calendar year.

If an on-call staff member would like to make a change to the schedule, they must make arrangements for a shift exchange with another approved on-call staff member a minimum of four (4) weeks in advance and must concurrently submit the request in writing to the Operations Manager. The Operations Manager will review the request and in conjunction with the CAO, either approve or deny the schedule change.

Rotation: Each approved on-call staff member will be responsible to be on-call for one week out of every four weeks. *Note: The schedule is subject to change pending fluctuations to the number of approved on-call staff.* A week(shift) is defined as starting at 16:00 Tuesday evening and ending at 07:00 the following Tuesday morning.

Response Time: The on-call employee must respond to any phone call or voicemails within twenty (20) minutes of receipt. All calls received must be logged and include details regarding the response that was required. When an on-site response is required, the on-call staff member must be on-site within sixty (60) minutes of the original call / voicemail. During the week that a staff member is on-call, they must be prepared to respond at any time and cannot be under the influence of alcohol or any legal or illegal narcotics. Should an on-call staff member take sick during their scheduled shift or be unable to respond due to a personal emergency, they must immediately contact the Operations Manager to make arrangements for a substitute.

Failure to respond within the specified timeframes to phone calls/voicemails, on-site requirements or contacting the Operations

Manager when unable to respond due to sickness or personal emergency, will be addressed under the following guidelines:

- 1st Instance: meeting with Operations Manager and CAO
- 2nd Instance: written warning in permanent employment record and dock in pay by one-week of on-call premium
- 3rd Instance: removal from approved on-call staff list, deduction of one-week on-call premium and placed on probation for six (6) months with no opportunity for pay increase or promotion during this period

Compensation:

Each on-call week (shift) will consist of 123 hours. Compensation for 2018 and 2019 will be set at \$2.00 per hour or \$246.00 per week on-call. Compensation for subsequent years will be addressed in the Town's remuneration bylaw. When a statutory holiday falls during an on-call week, the staff member will be entitled to an \$18.00 premium. On-call staff will not be paid for any hours where they are unable to respond, whether due to sickness or a personal emergency.

Any responses within a twenty-four (24) hour period (defined as midnight to midnight) that require less than thirty (30) minutes cumulatively to respond, are considered to be reimbursed for within the on-call compensation pay structure.

Any responses that require on-site work more than thirty (30) minutes in a twenty-four (24) hour period (defined as midnight to midnight) would fall in line with overtime* or time-in-lieu compensation rules as approved by Operations Manager and CAO. *The Operations Manager has the right to adjust the day time working hours to accommodate hours worked during the on-call response thereby not incurring any overtime.

Approved Staff:

All on-call staff must be capable of addressing routine utility and operation challenges and must be approved by the CAO.

SCHEDULE "B"



TOWN OF NIVERVILLE-OPERATIONS

POLICY NO. <u>01-18:</u>	<u>Parade Policy</u>	
EFFECTIVE DATE:	<u>September 18, 2018</u>	RESOLUTION# <u>302-18</u>
REVISION DATE:	_____	RESOLUTION# _____

Background: The Town receives requests for street closures for various parades throughout the year. However, Town Council will only authorize one parade per year which is to be in conjunction with the Niverville Fair.

Purpose: To establish a parade policy for expectations of organizers of parades within Niverville.

Policy: The Town must receive a request for a parade to be held a minimum of six (6) weeks before the intended parade. If the closure is for a Provincial Road (311 or 5th Avenue South) it is recommended to be a minimum of two (2) months prior as approval will also need to come from Manitoba Infrastructure. If approved organizer will be required to notify Town emergency services (fire and police).

The Town will provide barricades and staffing for the Town's approved contributions to the parade provided the parade organizers submit their needs with the closure request. Any additional efforts would be completed by the one member of the Operations department on staff for the Saturday of the Fair. If additional resources are required they must be made in advance with closure request (this includes times when items are needed and are needed to be removed). Maximum staff levels without Council approval are one permanent Operations department staff member and two summer students.

All parade organizers must have a security plan in place for the crowds including immovable barricades on routes that vehicles can get up to speed on. These barricades may be requested and must be done at least six (6) weeks in advance.

All plans and staffing are subject to final approval by the Town's Operation Manager.

SCHEDULE "C"



TOWN OF NIVERVILLE-FINANCE

POLICY NO. F3-16:	<u>CONVENIENCE FEES POLICY</u>	
EFFECTIVE DATE:	<u>March 1, 2016</u>	RESOLUTION# <u>74-16</u>
REVISION DATE:	<u>April 18, 2017</u>	RESOLUTION# <u>123-17</u>
REVISION DATE:	<u>September 18, 2018</u>	RESOLUTION# <u>304-18</u>

Purpose: In 2016 the Town of Niverville will be upgraded their accounting software to TownSuite, an accounting program which will allow residents the option to use credit card payments either online or in person. This policy requires the following fees to be charged to the user to offset the costs incurred by the Town in providing these services.

In 2017, the Town will be opening an online eServices platform that will allow residents the ability to pay bills directly online. The policy is amended to reflect a separate structure for online payments.

In 2018, the policy was amended to reduce the number of fee categories to simplify administration of in-office payments by credit card.

Rules: The Town will apply the following fees to transactions made via our new online payment portal and to payments made in office with Mastercard, VISA or Interac (fees apply to online only).

There are NO exceptions for the fees being waived as these fees are being charged to improve the customer / resident experience for which costs exist.

The following matrix will be in effect for 2018 and will be reviewed annually to ensure fees are fair and equitable.

In Office Payments:

Category	\$ Value	Fee
Programs & Services	ALL	2.85 % of Total Cost
Property Taxes	ALL	2.85 % of Total Payment
Utility Bills	ALL	2.85 % of Total Payment

Online Payments:

Category	\$ Value	Fee
Online Credit Card Payments	ALL	2.85 % of Total Payment
Online Debit Payments	ALL	\$ 1.50 per payment

Minutes of the Public Hearing held on September 18, 2018 at 7:03 p.m. with respect to Conditional Use C12-18; an application from Ben Bullert on behalf of Performance Insulation to allow an insulation supply and installation company on Lot 19, Plan 61759, civically known as 726 Schultz Avenue. The proposal was duly advertised as per Section 169 of *The Planning Act*. Mayor Myron Dyck served as chairperson, with Councillors Kevin Stott and Nathan Dueck in attendance.

Eric King, CAO for the Town of Niverville provided an overview of the proposal. There was no opposition received to the proposal.

The Public Hearing was closed at 7:04 p.m.

Minutes of the Public Hearing held on September 18, 2018 at 7:06 p.m. with respect to Conditional Use C14-18; an application from Crystal Stott on behalf of Shop Gym Inc. to allow for a fitness facility in a C2A, Restricted Highway Commercial Zone at SE 36-07-03E, civically known as 1789 Main Street. The proposal was duly advertised as per Section 169 of *The Planning Act*. Mayor Myron Dyck served as chairperson, with Councillors Kevin Stott and Nathan Dueck in attendance.

Eric King, CAO for the Town of Niverville provided an overview of the proposal. There was no opposition received to the proposal.

The Public Hearing was closed at 7:08 p.m.

Minutes of the Public Hearing held on September 18, 2018 at 7:12 p.m. with respect to Variation V7-18, an application from Luke Wiebe on behalf of 6135367 MB Inc. to permit 6 foot side yard fences to extend to the front property line and permit a staggered fence from 6 feet to 3 feet along the front property line on Lots 10 and 11, Block 6, Plan 19956, civically known as 71 and 79 4th Avenue S. The proposal was duly advertised as per Section 169 of *The Planning Act*. Mayor Myron Dyck served as chairperson, with Councillors Kevin Stott and Nathan Dueck in attendance.

Ed Hiebert on behalf of the Developer, provided an overview of the proposal. There was no opposition received to the proposal.

The Public Hearing was closed at 7:13 p.m.