

## Town Of Niverville

Minutes of the regular meeting of the Niverville Town Council held on October 6, 2020 at 9:00 a.m. at the Niverville Centennial Arena (South End). In attendance were Mayor Myron Dyck, Deputy Mayor John Funk, Councillors Kevin Stott, Chris Wiebe and Nathan Dueck.

Res#272-20 N. Dueck – C. Wiebe  
Agenda BE IT RESOLVED that the agenda be approved subject to the following additions:  
New Business: 10 a. Building Permit Extension for 161 St. Andrews Way  
10 b. Building Permit Extensions for 158 and 159 St. Andrews Way  
10 c. SRRCD Board Appointment  
10 d. Subdivision File 4340-20-8261 (revision) Fifth Avenue Estates  
10 e. Demolition Grant Policy D2-17 Update  
10 f. Conditional Use, Variation and Zoning Amendment Application Refund Policy

“Carried”

Res#273-20 J. Funk – K. Stott  
Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on September 15, 2020 be approved as presented.

“Carried”

S/Sgt. Guy Landreville of the St-Pierre Jolys Detachment was present for a delegation with Council. Mayor Myron Dyck noted that the D.A.R.E. program (drug awareness) is currently being reviewed; Council acknowledges that this is a good program and the Town is working together with the RCMP to see how this program can be provided for Niverville’s middle school students. S/Sgt. Landreville stated that while they (RCMP) wanted to reduce property offences for the year, they don’t feel like they may reach that goal. Councillor Nathan Dueck pointed out that stats are lower overall this quarter with the exception of crimes of mischief and questioned whether the Town’s security cameras enhanced the RCMP’s enforcement. S/Sgt. Landreville commented that the cameras are definitely beneficial with fantastic quality that allows for recognition of small details and added that footage was used to solve a case this summer. Mayor Dyck provided a word of explanation for why the Town chose to invest in cameras with a high resolution, being that the footage could be used as evidence in court. S/Sgt. Landreville also remarked that community education in schools is a great way to deter young people from getting involved with crime; communicating that we care, everyone cares.

Res#274-20 C. Wiebe – N. Dueck  
Table BE IT RESOLVED that the Council meeting agenda be tabled and that Council  
Agenda sit in accordance with *The Planning Act* to hold a Public Hearing for Variation application V19-2020.

“Carried”

Res#275-20 C. Wiebe – J. Funk  
Resume BE IT RESOLVED that the Public Hearing for Variation application V19-2020 be closed and Council resume its former order of business. (9:12 a.m.)

“Carried”

- Res#276-20 J. Funk – C. Wiebe  
V19-2020 WHEREAS a Public Hearing was held regarding Variation application V19-2020, an application from Nathan Dyck on behalf of Plautdietsch Projects Ltd. to vary the size of permitted identification signage from 313.59 sq. ft. to 838.56 sq. ft. and vary the number of identification signs from 12 to 14 on Lot 11 Block 1 Plan 64322, civically known as Unit 4-40 Drovers Run;  
AND WHEREAS the application was duly advertised;  
AND WHEREAS there was no opposition received to the proposal;  
THEREFORE BE IT RESOLVED that Council approves Variation application V19-2020, an application from Nathan Dyck on behalf of Plautdietsch Projects Ltd. to vary the size of permitted identification signage from 313.59 sq. ft. to 838.56 sq. ft. and vary the number of identification signs from 12 to 14 on Lot 11 Block 1 Plan 64322, civically known as Unit 4-40 Drovers Run.  
“Carried”
- Res#277-20 K. Stott – J. Funk  
Table BE IT RESOLVED that the Council meeting agenda be tabled and that Council  
Agenda sit in accordance with *The Planning Act* to hold a Public Hearing for Variation Application V20-2020.  
“Carried”
- Res#278-20 C. Wiebe – K. Stott  
Resume BE IT RESOLVED that the Public Hearing for Variation Application V20-2020 be closed and Council resume its former order of business. (9:13 a.m.)  
“Carried”
- Res#279-20 N. Dueck – C. Wiebe  
V20-2020 WHEREAS a Public Hearing was held regarding Variation application V20-2020, an application from 10030881 Manitoba Ltd. (O/A Heritage Lane Builders) to vary the following: driveway length from 23 feet to no less than 20 feet, side yard setback from 15 feet to no less than 5 feet 5 inches and increase permitted driveway width by 20% for Lots 7 to 10, for Lots 6 to 11 Plan 64322, civically known as 20-30 Dochart Gate;  
AND WHEREAS the application was duly advertised;  
AND WHEREAS there was no opposition received to the proposal;  
THEREFORE BE IT RESOLVED that Council approves Variation application V20-2020 from 10030881 Manitoba Ltd. (O/A Heritage Lane Builders) to vary the following: driveway length from 23 feet to no less than 20 feet, side yard setback from 15 feet to no less than 5 feet 5 inches and increase permitted driveway width by 20% for lots 7 to 10, for Lots 6 to 11 Plan 64322, civically known as 20-30 Dochart Gate.  
“Carried”
- Res#280-20 N. Dueck – C. Wiebe  
NPS Report WHEREAS in response to concerns regarding the water quality and vegetation growth in the Fifth Avenue Estates lakes, the Town commissioned Native Plant Solutions (NPS) to conduct a review and provide a report including recommendations on how to improve water quality in the lakes;  
AND WHEREAS NPS conducted a visual inspection of the lakes on August 10, 2020 and August 21, 2020 as well as a water quality sampling campaign on August 21, 2020;  
AND WHEREAS NPS forwarded a report dated September 3, 2020 with the results and summary of their assessment and general recommendations on how to improve water quality in the Fifth Avenue Estates lakes;

THEREFORE BE IT RESOLVED that Council accepts the report dated September 3, 2020 from NPS, which details the results and summary of their assessment and general recommendations on how to improve water quality in the Fifth Avenue Estates lakes.

“Carried”

Res#281-20 N. Dueck – J. Funk  
BL 825-20 BE IT RESOLVED that Council gives first reading to the Code of Conduct for  
1<sup>st</sup> Reading Council Members Bylaw 825-20.

“Carried”

Res#282-20 J. Funk – C. Wiebe  
Subdivision BE IT RESOLVED that Council approves Subdivision application 4340-20-8343, which proposes to reconfigure the 14 existing bareland condominium units by reducing it from 14 to 10 units (in a planned unit development).

“Carried”

Res#283-20 C. Wiebe – K. Stott  
A1-2020 BE IT RESOLVED that Council approves Advertising Policy A1-2020, which establishes the guidelines that ensure communication about the Town’s programs, services, projects and initiatives to residents and the surrounding community is effective, consistent, timely and all inclusive, copy of which is attached as Schedule “A”.

“Carried”

Mayor Dyck expressed his appreciation to school staff for their part in ensuring children are receiving an education as safe as possible, along with a thank you to residents who are following the guidelines given to us during Code Orange. Also, with respect to a recent story on recycling concerns, a reminder to residents to only include recyclable items in their recycling cart, to prevent the contamination of a whole load of recycling.

Res#284-20 C. Wiebe – K. Stott  
Accounts BE IT RESOLVED that cheque nos. 39237 to 39294 totalling \$1,276,321.92 be hereby approved for payment.

“Carried”

Res#285-20 J. Funk – K. Stott  
Aug. F.S. BE IT RESOLVED that the August 31, 2020 Financial Statement be accepted as presented.

“Carried”

Res#286-20 C. Wiebe – N. Dueck  
Permit WHEREAS the Town’s policy on refunds for building permit security deposits  
Extension states that the time limit on refunds expires after a period of 2 years from the date of the permit;  
AND WHEREAS a request was received from Kyle Vouriot and Breanna Stashko for an extension to the security deposit refund for building permit B2128 for 161 St. Andrews Way originally dated November 5, 2018;  
THEREFORE BE IT RESOLVED that Council approves an extension to November 5, 2021 to the time limit allowed for the security deposit refund request for 161 St. Andrews Way (original permit #B2128 dated November 5, 2018).

“Carried”

Res#287-20 C. Wiebe – J. Funk  
Permit WHEREAS the Town’s policy on refunds for building permit security deposits  
Extensions states that the time limit on refunds expires after a period of 2 years from the date  
of the permit;  
AND WHEREAS a request was received from Connection Homes for extensions  
to the security deposit refund for building permit numbers B2129 for 158 St.  
Andrews Way originally dated October 30, 2018 and B2130 for 159 St. Andrews  
Way originally dated November 5, 2018;  
THEREFORE BE IT RESOLVED that Council approves an extension to October  
30, 2021 for 158 St. Andrews Way (original permit dated October 30, 2018) and  
an extension to November 5, 2021 for 159 St. Andrews Way (original permit  
dated November 5, 2018) to the time limit allowed for the security deposit refund  
request.

“Carried”

Res#288-20 J. Funk – C. Wiebe  
SRRCD BE IT RESOLVED that Council appoints Councillor Kevin Stott as  
Appointment Niverville’s representative on the Seine Rat River Conservation District board for  
a one-year term ending November 2021.

“Carried”

Res#289-20 C. Wiebe – J. Funk  
Subdivision BE IT RESOLVED that Council approves revised subdivision file no. 4340-20-  
Breckenridge 8261, Lots 55-78 Plan 53344 (Breckenridge Drive), a revision of the original  
application to redesign of 24 existing lots to create a total of 40 lots and one  
public reserve by removing the originally proposed public reserve separating the  
proposed residential lots and the retention pond by extending proposed Lots 17-40  
to the retention pond boundary.

“Carried”

Res#290-20 C. Wiebe – N. Dueck  
D2-17 BE IT RESOLVED that Council approves an amendment to Demolition Grant  
Policy D2-17, copy of which is attached hereto as Schedule “B”.

“Carried”

Res#291-20 C. Wiebe – J. Funk  
F2-20 BE IT RESOLVED that Council approves Conditional Use, Variation and  
Zoning Amendment Application Refund Policy F2-20, copy of which is attached  
hereto as Schedule “C”.

“Carried”

Res#292-20 N. Dueck – C. Wiebe  
Adjourn BE IT RESOLVED that the meeting be adjourned. (9:44 a.m.)

“Carried”

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Mayor

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Chief Administrative Officer



**TOWN OF NIVERVILLE-ADMINISTRATION**

**POLICY NO. A1-20:**                    **ADVERTISING & COMMUNICATION POLICY**  
**EFFECTIVE DATE:**                **October 6, 2020**                    **RESOLUTION# 283-20**  
**REVISION DATE:**                \_\_\_\_\_                    **RESOLUTION# \_\_\_\_\_**

**ADVERTISING AND COMMUNICATION POLICY & GUIDELINES**

**I. INTRODUCTION**

The purpose of this policy is to establish guidelines that ensure communication about the Town’s programs, services, projects and initiatives to residents and the surrounding community is effective, consistent, timely and all inclusive. This is a living document which may be amended from time to time to meet the demands of rapidly evolving communication matters, to address issues in real-time, create excitement around events and services and build a more cohesive community. This policy is meant to be read in conjunction with all other applicable policies and procedures of the Town of Niverville.

**II. POLICY**

1. All Town advertising and social media posts shall be:
  - a) Approved by the Chief Administrative Officer or their designate in writing; and
  - b) Communicated using methods and tools approved by the Chief Administrative Officer or their designate in writing.
  
2. All Town advertising whether in print, on social media or otherwise, shall not do the following, unless specifically provided for herein:
  - a) include discriminatory content;
  - b) include any profane, obscene, or vulgar language or content;
  - c) include comments or content that promotes, fosters or perpetuates discrimination on the basis of race, colour, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, parental leave, genetic information, or active military status;
  - d) include comments or content that is threatening or harassing;
  - e) include sexual comments, sexual content, or links to sexual content;
  - f) conduct or encourage of illegal activity;
  - g) information that may tend to compromise the safety or security of the public or public systems;
  - h) include content that violates a legal ownership interest of any other party;
  - i) include personnel information protected under FIPPA;
  - j) include other information that is not public record or is otherwise privileged from public disclosure;
  - k) include personal views on a subject; and
  - l) be non-compliant with applicable laws and other applicable Town policies.
  
3. The Town reserves the right to advertise to a specific gender or age group (eg. Women’s hockey or Youth Cooking Course) with the understanding that the programs are open to those who would identify with that gender or consider themselves non-gender specific.

4. All advertising must not include references that single out a welcome to specific groups to ensure that all feel welcome.
5. The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
6. The Town reserves the right to deny, accept and edit content submitted for the newsletter. The newsletter is produced only when a need exists to communicate Town generated information. Its purpose is not to serve as a communication tool for all activities occurring in the community. The Town may consider requests from community organizations for including notices in the next available newsletter, however, the Town reserves the right to deny, accept and edit content of any submission.
7. Advertising of programming options will not include the name of the instructor or their business name unless there is no cost to the user and no revenue to the sponsor.

Schedule “B”



**TOWN OF NIVERVILLE-DEVELOPMENT**

<b>POLICY NO. D2-17:</b>	<b><u>Demolition Grant</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>June 20, 2017</u></b>	<b>RESOLUTION# <u>208-17</u></b>
<b>REVISION DATE:</b>	<b><u>December 17, 2019</u></b>	<b>RESOLUTION# <u>367-19</u></b>
<b>REVISION DATE:</b>	<b><u>October 6, 2020</u></b>	<b>RESOLUTION# <u>290-20</u></b>

Background: The Town of Niverville (the “Town”) recognizes the vital role infill development plays in refreshing and keeping the Town vibrant, through the redevelopment of aged residences. To enhance the availability of high-density multi-family housing, the Town will provide an incentive grant to encourage property owners and developers to partner with the Town in increasing density on multi-family residential zoned properties. To encourage the development of Commercial Main Street properties by removal of residential residences and development of new commercial buildings along Main Street between the CPR tracks and 5<sup>th</sup> Avenue, the Town will provide an incentive grant to remove the aged existing residences and replace them with a commercial building.

The Demolition Grant (DG) will offer a \$10,000 one-time per lot incentive to property owners and developers whose property is in a Residential High Density Zone (RHD) and has entered into a Development Agreement or an existing residential property in the CMS Commercial Main Street Zone, on Main Street between the CPR tracks and 5<sup>th</sup> Avenue. The purpose of the grant is to reduce the financial burden on owner(s) to remove existing buildings and prepare the site for construction. The property on which demolition occurs must see the building density increase to a minimum of four residential units per lot or construction of a commercial building (Main Street).

**Terms & Conditions:**

1. DG eligibility up to a maximum of 5 properties in a given year for all RHD development and Commercial re-development of existing residential properties in the CMS Commercial Main Street Zone on Main Street between the CPR tracks and 5<sup>th</sup> Avenue in the Town;
2. Grant is payable to the registered property owner at the time of demolition;
3. All receivables whether property taxes, accounts receivables and utilities must be paid to current (i.e. no arrears on any property owned by the property owner);
4. Property owner must have an executed (signed by owner and Town) a Development Agreement prior to demolition of existing buildings;
5. Property owner must have obtained from the Town a demolition permit, prior to demolition, and a new Building Construction permit for the subject property before being eligible for DG;

6. The construction of a new multi-family building or commercial building must be completed and all fees as per terms of the Development Agreement paid within two years of issuance of the building or development permit for the site. Should new building construction completion not occur as per these defined conditions, the DG will be repayable back to the Town. The building permit holder, subject to appeal to Council whose decision will be final and non-appealable, will lose their refundable building permit deposit to be applied to the repayable DG and any outstanding balances will be added to property taxes.

**Application process:**

- i) Applicant enters into negotiations with Town on a Development Agreement
  - a. Applicant must request in writing during negotiations their desire to receive the DG.
- ii) Applicant provides full drawings to Town for development:
  - a. Approved Development Agreement – applicant moves on to Step iii.
  - b. Failure to reach Development Agreement – applicant moves back to Step i or proceeds without DG.
- iii) Applicant requests Building or Development Permit & Demolition Permit from Town.
- iv) Town reviews and rejects/approve permits requested
- v) IF:
  - a. Approved – Applicant must pay in full the fees associated with Demolition and Building Permit
    - i. Once Approved – owner will receive a letter notifying them of acceptance of DG when picking up permits.
  - 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.
- vi) Town processes payment on DG within thirty (30) days of Demolition being completed to satisfaction of Town.



Schedule “C”



**TOWN OF NIVERVILLE-FINANCE**

<b>POLICY NO. F2-20:</b>	<b><u>Conditional Use, Variation and Zoning Amendment Application Refund Policy</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>October 6, 2020</u></b>	<b>RESOLUTION# <u>291-20</u></b>
<b>REVISION DATE:</b>	<b>_____</b>	<b>RESOLUTION# _____</b>

A request for refund of an application fee for Conditional Use and Variation Orders must be received at the Town Administration Office at the latest by 5:00 p.m. on the Thursday before the day of the proposed hearing (scheduled for the following Tuesday). A refund of the application fee, less a \$35 administration charge, will be provided. Any requests for refunds submitted after 5:00 p.m. on the Thursday before the day of the proposed hearing (scheduled for the following Tuesday) will not be granted.

A request for refund of Zoning By-law amendment application fee, less a \$100.00 administration charge, will only be provided if the request is received by 5:00 p.m. on the Monday of the week prior to the scheduled first reading of the bylaw on the Tuesday of the following week.

Applicants cancelling and requesting a refund must submit their request in writing to the Planning Officer. Any one of the following options for contacting the Planning Officer will be considered valid:

- i. Mail to Town of Niverville, Attention Planning Officer, Box 267, Niverville, R0A 1E0;
- ii. Fax the request to 204-388-6110;
- iii. Provide the request in person at 329 Bronstone Drive; or
- iv. Email to [planning@whereyoubelong.ca](mailto:planning@whereyoubelong.ca).

The date and time that a request is received at the Town Administration Office will be used to calculate whether request is eligible for a refund.