

RURAL MUNICIPALITY OF WHITEMOUTH

Minutes of the regular meeting of Council held on May 9, 2023, at 1:00 p.m., in the Council Chambers of the Rural Municipality of Whitemouth.

Present: Reeve Amerongen, Deputy Reeve Honke, Councillors McDougald, Staerk, Stead and Chief Administrative Officer Johnson

Reeve Amerongen called the meeting to order at 1:00 p.m.

Reading and Confirming of Agenda and Minutes:

Moved by Stead and seconded by Staerk

127/23 **WHEREAS** the agenda for this regular meeting has been reviewed by Council;

NOW THEREFORE BE IT RESOLVED THAT the agenda shall be adopted as amended.

For: All Against: None **CARRIED**

Moved by Honke and seconded by Stead

128/23 **WHEREAS** the minutes of their regular meeting and special meetings/ hearings held on April 25, 2023, have been submitted to Council for their review;

NOW THEREFORE BE IT RESOLVED THAT these minutes be adopted as presented.

For: All Against: None **CARRIED**

Financial:

1. Payment of accounts:

Moved by Stead and seconded by Staerk

129/23 **WHEREAS** the following items have been submitted for approval of payment: Cheque No. 24102 to 24142

Electronic Payments EFT 7058 to 7082

NOW THEREFORE BE IT RESOLVED THAT payments be approved for an amount not to exceed \$148,987.65.

For: All Against: None **CARRIED**

Moved by Stead and seconded by Staerk

130/23 **WHEREAS** the following items has been submitted for approval of payment: Electronic Fund Transfers 7083 & 7084

NOW THEREFORE BE IT RESOLVED THAT payments be approved for an amount not to exceed \$2,532.14.

For: All Against: None **CARRIED**

Prior to any discussion on Resolution 130/23, Reeve Amerongen and Deputy Reeve Honke requested permission to be excused from all discussions. They left and did not return to the meeting until the resolution was completed.

Moved by Honke and seconded by Staerk

131/23 **WHEREAS** the following items has been submitted for approval of payment: Electronic Fund Transfers 7085 to 7101

NOW THEREFORE BE IT RESOLVED THAT payments be approved for an amount not to exceed \$7,607.36.

For: All Against: None **CARRIED**

Prior to any discussion on Resolution 131/23, Councillor Stead requested permission to be excused from all discussions. He left and did not return to the meeting until the resolution was completed.

2. Financial Statements

Moved by McDougald and seconded by Honke

132/23 **WHEREAS** the financial statements ending April 30, 2023, have been reviewed by Council;

NOW THEREFORE BE IT RESOLVED THAT these financial statements are accepted as presented.

For: All

Against: None

CARRIED

Activity Coordinator: April 2023 Report

Senior Utility Operator: April 2023 Report

Reports of Committees:

- Whitemouth Reynolds North Whiteshell Waste Management Facility re: minutes of March 1, 2023.

Verbal Reports of Committees:

Reeve Amerongen reported on the Whitemouth Emergency Response Team and Councillor Staerk on the Parent Advisory Committee.

Delegations:

- 1:05 p.m. Larissa Sveinson, Regional Manager from the Community Planning Branch in Beausejour, for Manitoba Municipal Relations attended to provide Council an overview of information and procedures for zoning and planning scheme requirements and processes. She was available to answer questions from Council and/or ratepayers.
- 2:00 p.m. Building Inspector Ruta re: Stop Work Order. Referred to In Camera discussion.

Communications:

1. Penner Underground – offer to purchase 2 lots at \$25,000.00 each.

Moved by Stead and seconded by Staerk

133/23 **WHEREAS** an offer to purchase vacant lands, complete with security deposit has been received for Lots 1 and 2 of Block 1, of Plan No. 50832, in the Whitemouth Industrial Park;

NOW THEREFORE BE IT RESOLVED that Administration be hereby directed to have the required documents executed to complete these transfer of lands.

For: All

Against: None

CARRIED

2. Senior Utility Operator Campbell re: utility compliance reports. Administration was directed to pursue still acquiring these reports.

3. Whitemouth Docks – offer to purchase 2 lots at \$25,000.00 each.

Moved by Honke and seconded by McDougald

134/23 **WHEREAS** an offer to purchase vacant lands, complete with security deposit has been received for Lots 3 and 4 of Block 1, of Plan No. 50832, in the Whitemouth Industrial Park;

NOW THEREFORE BE IT RESOLVED that Administration be hereby directed to have the required documents executed to complete these transfer of lands.

For: All

Against: None

CARRIED

4. Rural Municipality of Lac du Bonnet re: golf tournament on July 6, 2023, save the date poster. Noted.

5. Dueck's Mechanical – offer to purchase lots in an alternate form. Referred to In Camera discussion

6. Manitoba Hydro re: street lighting agreement.

Moved by Honke and seconded by Stead

135/23 **WHEREAS** an Electric Service Agreement has been received from Manitoba Hydro for the installation of a street light along Regan Avenue in Elma at a cost of \$990.15;

NOW THEREFORE BE IT RESOLVED THAT Chief Administrative Officer Johnson be hereby directed to complete the Electric Service Agreement on behalf of the Rural Municipality of Whitemouth.

For: All

Against: None

CARRIED

7. Community Futures Winnipeg River re: North Eastman Municipal Forum on May 8, 2023.

Moved by Honke and seconded by Staerk

136/23 **WHEREAS** Rural Forum will be held in Beausejour, Manitoba, on May 8, 2023;

NOW THEREFORE BE IT RESOLVED THAT all members of Council and the Chief Administrative Officer be hereby authorized to attend same;

AND BE IT FURTHER RESOLVED THAT they be reimbursed as per municipal by-laws.

For: All

Against: None

CARRIED

8. Canadian Nuclear Laboratories re: Temporary safety stand down at CNL Whiteshell. Noted.

9. Association of Manitoba Municipalities re: Eastern District Meeting in the Rural Municipality of St. Anne on June 16, 2023, and resolution.

Moved by Stead and seconded by Staerk

137/23 **WHEREAS** the Association of Manitoba Municipalities will be held in St. Anne, Manitoba, on June 16, 2023;

NOW THEREFORE BE IT RESOLVED THAT all members of Council and the Chief Administrative Officer be hereby authorized to attend same;

AND BE IT FURTHER RESOLVED THAT they be reimbursed as per municipal by-laws.

For: All

Against: None

CARRIED

10. Municipal Emergency Coordinator Dowbyhuz re: Open House recap, Member Update, and request for attendance at Manitoba Association of Municipal Emergency Coordinators conference.

Moved by Honke and seconded by McDougald

138/23 **WHEREAS** the Manitoba Association of Municipal Emergency Coordinators Association will be holding their convention in Winnipeg, Manitoba;

NOW THEREFORE BE IT RESOLVED THAT three members of the Whitemouth Emergency Response Team be hereby authorized to attend same;

AND BE IT FURTHER RESOLVED THAT they be reimbursed as per municipal by-laws.

For: All

Against: None

CARRIED

11. Canadian Nuclear Laboratories re: Leaders meeting for restoration and their future plans.

Moved by McDougald and seconded by Honke

139/23 **WHEREAS** the Canadian Nuclear Laboratories will be hosting a Leaders meeting on site at their Whiteshell Labs on May 30, 2023;

NOW THEREFORE BE IT RESOLVED THAT Councillor Stead, Councillor Staerk and Reeve Amerongen be hereby authorized to attend same;

AND BE IT FURTHER RESOLVED THAT they be reimbursed as per municipal by-laws.

For: All

Against: None

CARRIED

12. Manitoba Emergency Measures Organization re: Pilot Project for Emergency Management Portal. Noted.

13. Rural Manitoba Economic Development Corp. re: Eastern Region Meeting. Noted

14. Manitoba Emergency Measures Organization re: Wildfire Preparedness Seminars. Noted.

15. Brokenhead River Planning District re: notice of public meeting. Noted.

Unfinished Business:

1. Lagoon update – request month for community meeting, tentative date will be November 7, 2023, at 6:00 p.m. Tabled.
2. Whitemouth Childcare Pilot Project re: Financial Assistance Agreement update and fire hydrant information. Noted. Tabled.
3. Twin Rivers Church – request to connect to municipal water. Report from our Public Works and Utility Department and request for direction

4. Policy for Complaints

Moved by Stead and seconded by McDougald

140/23 **BE IT RESOLVED THAT** the following be hereby adopted as the Rural Municipality of Whitemouth Complaint Policy:

POLICY FOR COMPLAINTS

PURPOSE

The purpose of this policy is to provide guidelines for Staff (referring to municipal staff and all staff providing service under a service agreement) to process and to prioritize complaints filing by both internal and external customers in order to maintain the level of service while managing the existing workload. This policy is put in place to afford staff the opportunity to respond to complaints within a reasonable timeframe more efficiently and effectively, and, at the same time, to best utilize valuable and limited resources by creating clear expectations for both staff and the public.

There is a wide array of issues that can lead to complaints. Those of a public nature such as grading roads, cutting grass, plowing snow, etc.; as well as potential disputes between or among neighbours such as fences, retaining walls, property maintenance, noise, trees, pets, road games and construction projects. However, such issues are often reported as complaints or repeated complaints that are outside the purview of this municipality and result in unnecessary use of municipal resources and enforcement actions in an attempt to resolve concerns of a public nature, or disputes between neighbours. This policy intends to help the municipality to prioritize issues that are deemed hazardous to public health, life and safety and how to respond to complaints. The policy does not provide procedural information on how to process complaints.

POLICY

A. This policy applies to complaints filed through the municipality.

B. Priority will be given to those complaints that are deemed a threat to the public's health, life and safety.

C. No enforcement action will be taken unless the complaint meets the following criteria:

- i. To avoid hearsay, all complaints must be filed in writing to the municipal office. No verbal complaints via telephone or in person will constitute formal complaints.
- ii. All complaints filed against a property must pertain to the relevant section(s) in the municipality's applicable By-Law.
- iii. An Order or incident report must accompany any complaint(s) filed by internal departments.

D. Documentation or evidence may be required from the complainants in order to substantiate the complaints.

Procedures/Responsibilities

Staff

- In order to take formal action, or to investigate a complaint, a staff member must require the complainant to file the complaint in writing, either using the complaint form, in writing or through electronic messages.
- A staff member must ensure the written complaint to include the following items:
 - i. complainant's name, address and contact information
 - ii. the nature of the complaint
 - iii. the address of the property in question

If there is a concern from the complainant on the release of personal information to the public, staff should explain that all disclosure of information filed with the municipality will be subject to compliance with the Freedom of Information and Protection of Privacy Act (FIPPA).

- A staff who first receives the complaint must acknowledge upon receipt of the written complaint by contacting the complainant within 48 business hours, and to collect any missing information on the written complaint at that time.
- The intent to not accept a verbal complaint is to avoid hearsay and to eliminate potential frivolous complaints being filed through the municipality; however, staff must exercise sound judgment to determine whether or not the complaint is legitimate, and most importantly, whether the issues as identified in the complaints pose any threats to the health, life and safety of the general public prior to dismissing the verbal complaint.
- Depending on the nature of the complaints, staff may require a meeting with the complainant in order to better understand the nature of the complaint prior to further actions. Due to lack of sufficient information, the department may dismiss the complaint should the complainant refuses to meet in person.
- Upon receipt of a formal complaint, staff should communicate with the appropriate department to make sure the same complaint has not been filed through another department, and to make sure there are no outstanding issues on the property in question.
- If the staff is unsure about which department should be involved in handling the complaint, or believe multiple departments may need to be involved, the staff should contact the department(s) first to confirm prior to forwarding the complaint and its incident report to the other department(s).
- If a by-law or policy is not available for a certain complaint, Administration is to advise Council of same.

For: All

Against: None

CARRIED

5. By-Law No. 744/23 for Budget/Financial Plan 2023. Third and final reading. Moved by Honke and seconded by McDougald

141/23 **WHEREAS** By-Law No. 744/23, being a by-law to levy taxes for 2023, has been reviewed by Council and a public hearing held;
NOW THEREFORE BE IT RESOLVED THAT By-Law No. 744/23 be hereby given third and final reading.

For: All

Against: None

CARRIED

6. Wild Skies re: response from the Whitemouth Reynolds Planning District. Tabled.

7. Fire Inspector information

Moved by Honke and seconded by Staerk

142/23 **BE IT RESOLVED THAT** Administration be hereby directed to contact the Town of Beausejour to request an Agreement to hire the services of their Fire Inspector.

For: All

Against: None

CARRIED

New Business:

1. Public Works Employee advertisement and Employment Agency information. Referred to Administration to acquire information for Council.
2. Thompson Dorfman Sweatman re: Provincial Offences Act draft by-law inquiries. Tabled for listing of by-laws that may be included. Tabled.
3. Valley Fiber re: update to be received by the Rural Forum. Tabled.

4. Fire Department By-Law Amendment By-Law No. 703/20. First reading. Moved by Honke and seconded by Staerk

143/23 **WHEREAS** an amendment was required to change the amount of fire fighters for our Whitemouth Fire Department By-Law No. 703/20; **NOW THEREFORE BE IT RESOLVED THAT** By-Law No. 742/23 being a by-law to amend the number of fire fighters to be included on the Fire Department is hereby given first reading.

For: All

Against: None

CARRIED

5. Information from the Rural Municipality of Reynolds on their development tax and incentives program as well as their offer and agreement to purchase document. Referred to Councillor McDougald and Administration to prepare Schedule "A" for the Offers to Purchase for the proposed residential lots in the Whitemouth Industrial Park.

In Camera:

Moved by Stead and seconded by Staerk

144/23 **BE IT RESOLVED THAT** Council recess the Regular meeting and go "In Camera" as per Section 152(3) of The Municipal Act to discuss the following item: Personnel and Negotiations

AND BE IT FURTHER RESOLVED THAT all matters discussed are to remain confidential as per Section 83(1)(d) of The Municipal Act.

For: All

Against: None

CARRIED

Moved by McDougald and seconded by Stead

145/23 **BE IT RESOLVED THAT** as per Section 152(4) of The Municipal Act Council does hereby now re-open the meeting to the public.

For: All

Against: None

CARRIED

Administration was directed to advise Mr. Dueck that in Block 2, lot 3 is not for sale and that lots 1 and 2 are \$25,000.00 each.

Moved by Stead and seconded by Staerk

146/23 **BE IT RESOLVED THAT** Administrative Staff, excluding the Chief Administrative Officer be hereby given a fifty cent per hour increase; **AND BE IT FURTHER RESOLVED THAT** this take effect as of June 1, 2023.

For: All

Against: None

CARRIED

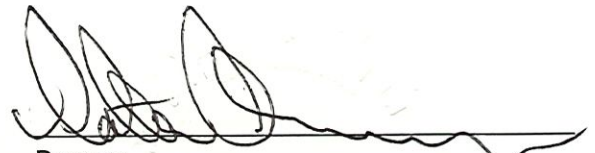
Adjournment:


Moved by
147/23 **BE IT RESOLVED THAT** the regular business has concluded and this
meeting does hereby adjourn at 4:03 p.m.

For: All

Against: None

CARRIED


Reeve


Chief Administrative Officer