

RURAL MUNICIPALITY OF WHITEMOUTH

Minutes of the regular meeting of Council held on February 12, 2019, at 6:00 pm, in the Council Chambers of the Rural Municipality of Whitemouth.

Present: Reeve Amerongen, Deputy Reeve Sikkenga, Councillors Bachman, Honke, and Malkoske, and Chief Administrative Officer Johnson

Also Present: Recording Secretary Marion

Reeve Amerongen called the meeting to order at 6:00 p.m.

Adoption of Agenda:

Moved by Honke and seconded by Sikkenga

32/19 **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

Reading and Confirming of Minutes:

Moved by Honke and seconded by Amerongen

33/19 **WHEREAS** the minutes of the regular and Budget meeting held on January 22, 2019 and of the Budget meeting held on February 6, 2019, have been submitted to Council for their review;

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

For: All Against: None

CARRIED

Financial:

1. Payment of accounts:

Moved by Bachman and seconded by Malkoske

34/19 **WHEREAS** the following items have been submitted for approval of payment: Cheque No. 21320 to 21361 and Electronic Payments EFT 1889 to 1928

NOW THEREFORE BE IT RESOLVED THAT payments be approved for an amount not to exceed \$673,295.13, of which \$524,407.88 are school payments.

For: All Against: None

CARRIED

Moved by Malkoske and seconded by Bachman

35/19 **WHEREAS** the following items have been submitted for approval of payment:

Electronic Payments EFT 1929 & 1930 to

NOW THEREFORE BE IT RESOLVED THAT payments be approved for an amount not to exceed \$2,142.50.

For: All Against: None

CARRIED

Prior to any discussion on Resolution 35/19 Reeve Amerongen and Councillor Honke requested permission to be excused from all discussions. They vacated their chairs and did not return until the resolution was completed.

Reports of Committees:

- Police Reports from January 23 to 29, 2019;
- Whitemouth Reynolds North Whiteshell Waste Management Facility minutes of December 6, 2018;
- North Eastern Regional Municipal Lobby Committee minutes of December 17, 2018.

Verbal reports were provided by Councillor Sikkenga regarding Child Care and the Health Authority; Councillor Honke on Waste Management; Councillor Malkoske on Community Futures Winnipeg River; and Reeve Amerongen on the Outdoor Show and Fire Suppression requirements for the Personal Care Home.

Public Works – minutes of February 5, 2019

Delegation:

6:30 p.m. Michael Becker attended to advise Council that he has concerns with road maintenance on both Homestead and Waterline Roads and provided a map marking the affected areas. Administration was directed to provide copies of this map for the Public Works Committee to discuss at their next meeting.

Communications:

1. Municipal Emergency Coordinator Dowbyhuz re: back up power at card lock inquiry. Coop will endeavour to include or add this additional plug to accommodate plugging in the generator in an emergency situation. Tabled.

2. Carolyn Giles re: copy of communications to the Public Utilities Board regarding RM of Lac du Bonnet Board Order. Noted.

3. Whitemouth Reynolds Planning District – request for half 2019 Levy. Moved by Honke and seconded by Sikkenga

36/19 **WHEREAS** the Whitemouth Reynolds Planning District has requested half of their 2019 Grant/Levy from the Rural Municipality of Whitemouth;

THEREFORE BE IT RESOLVED THAT the \$3,500.00 requested being fifty percent of their total 2019 Grant/Levy be hereby approved for payment.

For: All Against: None

CARRIED

4. Whitemouth River Recreation Commission – request for partial 2019 Levy.

Moved by Honke and seconded by Bachman

37/19 **WHEREAS** the Whitemouth River Recreation Commission has requested a portion of their 2019 Grant/Levy from the Rural Municipality of Whitemouth to assist with expenditures required to operate;

NOW THEREFORE BE IT RESOLVED THAT the \$7,500.00 requested from the 2019 Grant/Levy be hereby approved for payment.

For: All Against: None

CARRIED

5. Tim Horton Camp Whiteshell – Invitation to Open House on May 5, 2019.

Moved by Sikkenga and seconded by Honke

38/19 **WHEREAS** an invitation has been received to attend Tim Horton Camp Whiteshell for their Open House on May 4, 2019;

NOW THEREFORE BE IT RESOLVED THAT Council be hereby approved to attend same;

AND BE IT FURTHER RESOLVED THAT they be reimbursed as per municipal policies.

For: All Against: None

CARRIED

6. Boreal Shores Art Tour – request for 2019 Sponsors. Noted.

7. Sturgeon Bay Resort re: lagoon capacity inquiry. Mr. Tines will be advised once we have received funding information from the Manitoba Water Services Board.

8. Roadside Statue/Monument – article. Noted. Councillor Bachman offered to acquire additional information and pricing in this regard.

Unfinished Business:

1. Bell MTS – update that we are in BellMTS's plan. It was confirmed that we are on the construction schedule to receive a new Tower in 2020. Reeve Amerongen will discuss with MLA Smook and Administration to keep on the agenda quarterly for updates.
2. Terry and Pauline Kuhn re: Sandy Lane – update from Deputy Reeve Sikkenga and Councillor Honke & Surveyor input. Tabled to in camera discussion later on this meeting.

3. Noise By-Law No. 687/19. Third and final reading.

Moved by Honke and seconded by Amerongen

39/19 **BE IT RESOLVED THAT** By-Law No. 687/19 being a by-law to regulate noise in the Rural Municipality of Whitemouth be hereby given third and final reading.

For: All Against: None

CARRIED

4. Water Agreement with the RM of Lac du Bonnet – Tabled for additional information.
5. Development Officer Ruta – request for direction on peat moss removal/ development permits. Additional information received. Tabled.
6. Culvert Policy – information from 2010. Councillor Malkoske will provide a draft for review including the discontinuation of providing a culvert per parcel of land.

7. Utility Tenders –

Moved by Honke and seconded by Amerongen

40/19 **WHEREAS** works on tender requests for utility installations have been completed with input from Council, Administration, Public Works and Utility representatives;

AND WHEREAS format, content and intent for same has been agreed upon;

NOW THEREFORE BE IT RESOLVED THAT this document be utilized with minor alterations for each utility installation request.

For: All Against: None

CARRIED

Moved by Honke and seconded by Malkoske

41/19 **WHEREAS** Allan Kropelnicki, a property owner in the Rural Municipality of Whitemouth has requested authorization to hook onto municipal water;

AND WHEREAS Mr. Kropelnicki's property is located at 64077 Brickyard Road, being Lot 1, of Block 1 of Plan No. 16123 WLTO, in a portion of the NE quarter of Section 35, Township 11, Range 11 East of the Principal Meridian in Manitoba;

NOW THEREFORE BE IT RESOLVED THAT this request is hereby approved;

AND BE IT FURTHER RESOLVED THAT he pay the appropriate fees in full to the municipality prior to installation of the connection.

For: All Against: None

CARRIED

8. Dedication/Development Fee By-Law No. 689/19 – second reading.

Moved by Sikkenga and seconded by Amerongen

42/19 **BE IT RESOLVED THAT** By-Law No. 689/19 being a by-law to establish fees for Approval of Subdivisions and Capital Development Fees be hereby given second reading.

For: All Against: None

CARRIED

9. CP Director Government Affairs re: meeting date to be determined. Tabled.
10. Al Besel – request for bylaw to ban all peat moss burning. Administration was directed to provide Mr. Besel the peat moss information available once the research has been finalized.

11. Elma Community Centre – request to use Hotsy Pressure Washer in the Spring.

Moved by Sikkenga and seconded by Honke

- 43/19 **WHEREAS** a request has been received from the Elma Community Club to utilize the Public Works Hotsy Pressure Washer to remove paint off the outside of their building this spring as weather permits;
NOW THEREFORE BE IT RESOLVED THAT this request is hereby denied due to safety concerns.

For: All Against: None

CARRIED

12. Tendering Policy

Moved by Honke and seconded by Amerongen

44/19 Rural Municipality of Whitemouth

P 4.



PURCHASING/PROCUREMENT POLICY

Policy Introduction

As the Rural Municipality spends large sums of money purchasing goods and services, it is necessary to establish a policy to govern how such goods and services are purchased. The purpose of this policy is to provide guidelines for the purchase of goods and contracting for services by the Rural Municipality of Whitemouth.

1. Policy

- 1.1 All purchases shall be authorized by Council, either through the budget approval process or a motion passed in an open meeting of Council.
- 1.2 The purchase of goods and services less than \$500 that are within the budget of the department shall be made with the written approval of the department head.
- 1.3 For purchases or service contracts from \$500 to \$5,999.99, quotations shall be obtained, as per the quotation procedures outlined below.
- 1.4 For purchases of and in excess of \$6,000.00, tenders or requests for proposals shall be used, as per the procedure outlined below.
- 1.5 The CAO shall ensure that funds are available in the Municipal budget, or as a result of the cancellation of projects or savings in various areas.
- 1.6 The purchase of goods and services shall be from the supplier that can provide the required quality of good(s) or service(s) at the lowest cost to the Municipality, except as noted in subsection below.

2. Quotations

- 2.1 For purchases or expenditures under \$1,000.00 the department head shall, if possible, obtain a minimum of two written quotations. The purchaser should also ensure that there are sufficient funds available in the department budget for the purchase.

- 2.2 For purchases or expenditures from \$1,000.00 to \$5,999.99, the department head shall, where possible, obtain a minimum of two written quotations, CAO approval, and ensuring that sufficient funds are available in the department budget.
- 2.3 Notwithstanding Emergency Situations.

3. Tendering or Calls for Proposals

- 3.1 Tenders shall be called for all expenditures of or in excess of \$6,000.00, at the discretion of Council, and the recommended bidder shall be subject to approval by Council.
- 3.2 If funds for the purchase are not allocated in the budget, alternate funding sources are to be determined.
- 3.3 Tender calls shall be advertised at least once in the appropriate newspaper(s) not less than ten days prior to the closing date.
- 3.4 Tenders are to be opened in the Municipal Office on the date and at the time specified in the tender documents.
- 3.5 Tender openings shall be open to the public and be conducted by Council.
- 3.6 Tenders that do not meet the terms, conditions and specifications set out in the tender package shall be rejected.
- 3.7 Tenders received after the set date and time of closing shall be returned unopened.
- 3.8 No alteration shall be made to a tender after opening.

4. Tenders by Invitation

- 4.1 Tenders shall be called for all expenditures of or in excess of \$6,000.00, at the discretion of Council, and the recommended bidder shall be subject to approval by Council.
- 4.2 If funds for the purchase are not allocated in the budget, alternate funding sources are to be determined.
- 4.3 Tenders are to be opened in the Municipal Office on the date and at the time specified in the tender documents.
- 4.4 Tender openings shall be open to the public and conducted by Council.
- 4.5 Tenders that do not meet the terms, conditions and specifications set out in the tender package will be rejected.
- 4.6 Tenders received after the set date and time of closing shall be returned unopened.
- 4.7 No alteration shall be made to a tender after opening.

5. Tenders shall be awarded to the lowest bidder, which shall take into account:

- 5.1 The bidder's ability to provide the good or service as specified within the time specified without delay or interference.
- 5.2 The documented quality of previous goods and services provided to the Municipality;
- 5.3 The ability of the bidder to provide future maintenance and service.

In consideration to the above;The Municipality reserves the right to reject any or all bids, to waive irregularities and informalities therein, and to award the project in the best interest of the municipality in its sole discretion.In cases where criteria other than those established in subsection above are used to award tenders, these criteria shall be clearly stated in the tender documents. Information on tenders received will be made available to all bidders.

Accepted as Policy on February 12, 2019, by Resolution No. 44/19

13. Water System Connection Policy – Discussed. Tabled.

New Business:

1. By-Law No. 684/18 Development Agreement – First Reading
Moved by Sikkenga and seconded by Amerongen

45/19 **BE IT RESOLVED THAT** By-Law No. 684/19 being a by-law to enter into Development Agreement for property described by Civic Address being 73141 Brookfield Road in the North ½ of Section 16, Township 13, Range 11 EPM held under Certificate of Title # 2666144, Municipality Roll No. 166100 and 166000;
NOW THEREFORE BE IT RESOLVED THAT By-Law No. 684/19 be hereby given first reading.

For: All Against: None

CARRIED

2. Building/Demolition Permit Report – document distribution. Administration was directed to acquire the information and place under reports of committees monthly.

3. Financial Reviews for Community Organizations hiring.
Moved by Bachman and seconded by Sikkenga

46/19 **WHEREAS** services are required to provide independent/unbiased financial review on some of their community organization accounting books;
AND WHEREAS this opportunity has been circulated with a closing date of February 4, 2019;
NOW THEREFORE BE IT RESOLVED THAT the submission from Adelene Schultz to perform this service in the amount of \$85.00 per organization annually per hereby accepted.

For: All Against: None

CARRIED

4. Tax Incentive By-Laws – Tabled to August 13, 2019.

5. Provisional Estimates –
Moved by Sikkenga and seconded by Bachman

47/19 **WHEREAS** in accordance with Section 163 of The Municipal Act requires that an interim operating budget be completed to have effect from January 1, 2019, until the adoption of the operating budget fiscal year;

NOW THEREFORE BE IT RESOLVED THAT the following interim operating budget be adopted:

Operating Requirements:	
General Government Services	\$200,000.00
Protective Services	\$ 50,000.00
Transportation Services	\$200,000.00
Environmental Health Services	\$ 20,000.00
Public Health and Welfare Services	\$ 10,000.00
Environmental Development	\$ 20,000.00
Economic Development	\$ 20,000.00
Recreational and Cultural	\$ 4,000.00
Fiscal Services	\$100,000.00
Capital Requirements	
Borne by Reserves	\$100,000.00
Capital	\$250,000.00

\$974,000.00

For: All Against: None

CARRIED

6. Education Property Tax Credit, Provincial Changes – Information to be finalized by Administration and Deputy Reeve Sikkenga and included as an insert with the 2019 Tax Statement mailings.

7. Caveat Removal –

Moved by Honke and seconded by Amerongen

48/19 **WHEREAS** caveat # 1755636/1 was registered on the property, Certificate of Title #1341491, and described as Roll # 173500 located in the NW ¼ of Section 21 Township 13 Range 11EPM dated January 7, 1994;

AND WHEREAS this caveat is no longer required;

NOW THEREFORE BE IT RESOLVED THAT Administration be hereby directed to have this caveat removed from the property through The Property Registry located at 276 Portage Avenue in Winnipeg, Manitoba;

AND FURTHER BE IT RESOLVED THAT the cost of this transaction be borne by the current landowner/s.

For: All Against: None

CARRIED

8. Whitemouth School re: invitation to participate at their Career Fair. The consensus of Council was to participate as available.
9. Wellness Posters – request for direction on certain requests. Referred to the discretion of the Web Site Administrator and the Chief Administrative Officer.
10. Kim Saxler re: bi-monthly newsletter concern. Administration to advise this is presently on a 6 month trial basis.
11. Whitemouth Cheerleaders receive Bronze in Florida. Congratulations will be placed on our Municipal Website and a suggestion that this be incorporated into the school Career Fair activities.

In Camera:

Moved by Sikkenga and seconded by Honke

49/19 **BE IT RESOLVED THAT** Council recess the Regular meeting and go into "In Camera" as per Section 152(3) of The Municipal Act to discuss the following item: Personnel & Legal

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 Malkoske and seconded by Amerongen

50/19 **BE IT RESOLVED THAT** as per Section 152(4) of The Municipal Act Council does now re-open the meeting to the public.

For: All Against: None

CARRIED


Council directed an employee be terminated with cause, and that further discussion on UB) 2 be held at the Budget 2019 meeting tomorrow.

Adjournment:

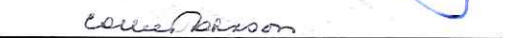
Moved by Bachman and seconded by Sikkenga

51/19 **BE IT RESOLVED THAT** the regular business has concluded and this meeting does hereby adjourn at 8:35 p.m.

CARRIED



Reeve



Chief Administrative Officer