

Rural Municipality of St. Laurent

Regular Meeting

August 17, 2016

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AMENDED AGENDA

1. Call to Order
2. Adoption of the Agenda
3. Confirmation of Minutes
  - Minutes of July 20, 2016 Regular Meeting
4. Finance & Accounts
  - Accounts Payable to August 17, 2016
  - Financial Statements ending July 31, 2016
  - Council Indemnities and Expenses
  - Donation Payout
  - Assisted Living Centre – request for next installment payment per 2016 budget.
  - EDO training opportunity
  - First Responders' kits – supply purchase
  - Laurentia Beach Association – Corn Roast Event – Liability Insurance Coverage
5. Committee Reports
  - Tom Johnson
  - Monte Carrier
  - Frank Bruce
  - Laurent Kerbrat
  - Cheryl Smith
  - Media Report
  - CAO Report
  - MEC Report
  - EDO Report
  - Public Works report
  - Fire Department report
6. Zoning & Subdivisions

None

7. Delegations

- 7:00 p.m. – CDEM – project presentation
- 7:15 p.m. – Jean Allard – road construction – unable to attend
- ~~— 7:30 p.m. – Highway Asphalt Contractor~~

8. Transportation & Public Works

- ~~— Support for Asphalt Plant~~
- Sandbag Debris Removal Re-tender
- Allard Road repair

9. New & Unfinished Business

- R.M. of Woodlands – Water Treatment Facility – Feasibility Study support request

10. Correspondence/Minutes from Others

Correspondence:

- Letter of Invitation to attend Corn Roast – Laurentia Beach Association – August 20, 2016
- Letter – R.M. of Woodlands – July 27, 2016 - Water Treatment Facility Partnership

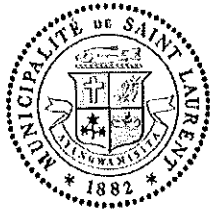
Minutes:

- West Interlake Planning District – Meeting Minutes – June 23, 2016

11. Committee of the Whole in Camera

- Legal
- Personnel

12. Adjourn



Rural Municipality of St. Laurent  
Regular Meeting  
August 17, 2016

**MINUTES**

A Regular Meeting of Council was held on Wednesday, August 17, 2016 in the Council Chambers, located at 16 St. Laurent Veterans' Memorial Road, St. Laurent, Manitoba.

Present: Reeve Cheryl Smith, Councillors Frank Bruce, Tom Johnson and Monte Carrier, and CAO Hilda Zotter.

Absent: Laurent Kerbrat

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

**Call to Order**

Res #291/2016                      Johnson - Bruce  
BE IT RESOLVED THAT the Agenda for today's date be hereby adopted as amended.

....Carried

**Adoption of Minutes**

Res #292/2016                      Johnson - Carrier  
BE IT RESOLVED THAT the Minutes of the July 20, 2016 Regular Meeting be hereby adopted as circulated.

....Carried

**Finance & Accounts Payable**

Res #293/2016                      Bruce - Carrier  
 BE IT RESOLVED THAT accounts payable to August 17, 2016 written under cheque numbers 24737 to 24835 and totaling \$136,949.19 be hereby approved for payment.

....Carried

Res #294/2016                      Johnson - Carrier  
 BE IT RESOLVED THAT the Financial Statements dated July 31, 2016 be adopted as presented.

....Carried

Res #295/2016                      Johnson - Bruce  
 BE IT RESOLVED THAT Council Indemnities for August 2016 and expenses for July 2016 be approved as follows:

	Cheryl Smith	Tom Johnson	Frank Bruce	Laurent Kerbrat	Monte Carrier
Monthly Indemnity	480.00	375.00	375.00	375.00	375.00
Meetings/ Meals	250.00	200.00	250.00	550.00	300.00
Hourly Conferences	135.00	-	270.00	-	-
Mileage	-	62.10	400.05	458.10	155.25
Deductions	-21.20	-9.08	-22.69	-	-11.06
Reimburse/ adjust	-	-	-	-	-
Totals	\$843.80	\$628.02	\$1,272.36	\$1,383.10	\$819.19

....Carried

Res #296/2016                      Carrier - Bruce  
 WHEREAS a charitable donation has been received by the RM of St. Laurent to be paid to the following organization:

- a. From an Anonymous Donor to the St. Laurent Minor Hockey Committee in the amount of \$5,000.00 to be applied to the St. Laurent Arena for repairs and renovations.

THEREFORE BE IT RESOLVED THAT Council approves the above payment to the said organization.

....Carried

Res #297/2016                      Bruce - Carrier

WHEREAS provisions have been made in the 2016 budget in anticipation of the financial needs of the Assisted Living Centre.

THEREFORE BE IT RESOLVED THAT Council authorize the CAO to release budgeted funds to the Assisted Centre from time to time as needed.

....Carried

Res #298/2016                      Bruce - Carrier

WHEREAS the RM has budgeted funds to be applied to the operating needs of the Assisted Living Centre.

AND WHEREAS it has been determined by the Administrator of the ALC and the CAO, that the operating needs at this time are in the amount of \$4,000.00.

THEREFORE BE IT RESOLVED THAT Council authorize the disbursement to the ALC of \$4,000.00 from the ALC budget line.

....Carried

Res #299/2016                      Carrier - Bruce

WHEREAS ongoing training for staff is a benefit and asset to the RM, and builds the capacity of the RM's staff.

AND WHEREAS the Beausejour Brokenhead Development Corporation is hosting a 2 day training session for economic development from November 29 to 30, 2016 at the South Beach Casino, at a cost of \$450.00.

AND FURTHER WHEREAS the cost of the hotel room would be \$87.00 per night. THEREFORE BE IT RESOLVED THAT Council authorize Tiffany Desjarlais attend the training session and authorize disbursement of the above costs.

....Carried

Res #300/2016                      Johnson - Bruce

WHEREAS the RM of St. Laurent has now been granted permission by the Province of Manitoba to conduct and maintain an Emergency Medical Response System.

AND WHEREAS the EMR Rescue Van is in need of stocking of supplies to carry out proper function.

AND FURTHER WHEREAS the cost of such supplies is approximately \$1,500.00.

THEREFORE BE IT RESOLVED THAT Council authorize the purchase of supplies from various suppliers in the amount of \$1,500.00.

....Carried

Res #301/2016                      Johnson - Carrier

WHEREAS Laurentia Beach Association is holding their annual corn roast on Saturday August 20, 2016, at the Laurentia Park.

AND WHEREAS the Laurentia Beach Association has requested insurance coverage for this event.

THEREFORE BE IT RESOLVED THAT Council authorize the CAO to forward the letter of request to the insurance company to have this event covered under the RM's liability insurance policy.

....Carried

### Committee Reports

#### Councillor Tom Johnson's Report

- Attended Planning District Meeting – a lot of permits being issued. WIPD in need of internet service – possible to share RM internet?
- Contacted by Conservation from Lundar regarding fish remains. To have a meeting with Environment Officer to determine best solution.
- Handivan Meeting – having trouble filling unit as it is too large. It also has a lot of mechanical issues. Possibly looking at getting a smaller unit with the help of some grant monies.
- Attended meeting with Minister Clarke in Winnipeg.
- Meeting with Ministry of Infrastructure today – still same plan as years ago brought forward for curve straightening through town.

#### Councillor Monte Carrier's Report

- CDC and Community Futures meetings will start again in September. Tiffany will be attending those meetings.
- Attended the announcement made in Gimli about changes to fisheries. A lot of people from this area attended. The Province has opted out of the Fresh

Water Fish Marketing Board to allow for broader opportunities to market fish. Now the fish plant project can be fast-tracked.

- The Municipal By-law Enforcement Act has now come into effect. This will give our by-law enforcement more bite.
  - The RM is to consult with its lawyers and review by-laws.

#### Councillor Frank Bruce's Report

- Dealt with a few remaining dust control applications and additional gravelling. We will have to increase the budget for road maintenance next year. Dust control schedule is a little behind because of contractor schedule.
- Attended meeting with MIT. Showed foreman, Dallas Moman, some critical areas of Vet's Memorial Road that need work. They are to do a bit of brush cutting and patching – they have a very limited budget as well. Curve straightening of Highway 6 not even in 5-year radar apparently. Start working with MLA and Minister.
- Attended meeting with Minister Clarke in Winnipeg.

#### Councillor Laurent Kerbrat's Report

- None at this time - Absent

#### Reeve Cheryl Smith's Report

- Spending a lot of time communicating with office on a daily basis.
- Heritage Centre project – a few meetings coming up soon – August 23<sup>rd</sup> (Committee only), September 15<sup>th</sup> (Committee only) and September 24<sup>th</sup> (Community Consultation)
- Metis Days Parade was well-attended. Good opportunity to speak with Minister Clarke about the community and plans we have for improving and rebuilding. Talked about schools, bilingual centre, community diversity. Besides Minister Clarke, James Bezan, Derek Johnson and David Chartrand were also present.
- Attended meeting with Minister Clarke to talk about expansion to the Assisted Living Centre, building of Heritage Centre and future of Bilingual Centre. Minister Clarke also got invitation from the RM to attend opening ceremonies of the 2017 Canada 150 Celebrations.
- Meeting to be set up with Paul Chartrand and Fishers and Trappers Associations regarding the Lake Francis and Delta basins. Possible meeting in early to mid September to present concerns and to give possible solutions.

- Meeting with Ministry of Infrastructure regarding Highway 6 curve straightening through town and possible repairs to Vet's Memorial and Twin Beach Road.

#### Media Report (Reeve Smith)

- Spoke with Portage Online about the Metis Days event.

#### CAO report

- The Municipal By-Law Enforcement Act has come into force, so we finally have the backing we will need to enforce our by-laws. There is a lot of work to be done to prepare and should be done very soon to get our by-laws on track for anticipated hire of a by-law officer.
- As we are identifying and cleaning up some public accesses, we are becoming more and more aware of people using RM land, public accesses and road allowances for their own personal use – structures, pads, gardens, storage, etc.
- Arranging and attending meetings, quotes, DFA submission work. We are nearing the end of DFAable matters. I will work on getting extensions for work not yet completed.
- Attended meeting with Minister Clarke yesterday at the Legislature along with Frank, Tom, Cheryl and Louis Allain.

#### MEC report:

- We have been approved for our First Responders licence. There is a bit more prep work needing to be done before we go live.
- Continued work with civic addressing – setting up meeting with Peter of Data Link and will be GPSing, ordering and installing signage in one area at a time.
- Work on getting a few more public accesses open to the beach and installation of signs. Some signs got either moved or stolen so this is reported to the RCMP.
- Had meeting with Disaster Management of IERHA to understand that their role is and what MEC role is with them.
- Meeting with Loretta of Fire Department to determine what supplies are needed for the Rescue Van.
- Worked on Municipal Emergency Plan.
- Working on renewal of MFR licence for the 2017 year.



EDO report:

- Attached hereto and forming part of these Minutes.

Public Works report (Dean Appleyard):

- It is working out very well to have another full-time operator. He is doing a very good job. Roads are shaping up and mowing is getting done.
- Hauled scrap TVs to Urban Mine. Have another four or five loads to go.
- Got recycling baler going this week. Easy to run and will cut transport costs significantly. Getting a quote to fix old baler.
- Put no parking signs at the end of Venice North. Vets Memorial signs will be put up.
- Looking at changing garbage pickup times – that out East be done on Wednesdays rather than Mondays – too much with beach run. So East and Town would be done on Wednesday.
- Meindl Park gate is broken – looks like someone drove through it. Will need a portable welder. Will get someone out.

Fire Department Report:

- Pressure tank replaced by Marko and he also fixed the toilet at the Fire Hall – he only charged for the material and not the labour which is very much appreciated.
- Rescue van failed safety because of a special bulb – is going to Keewatin Truck Service to fix etc.
- To go look at water tanker truck in Saskatoon. Talk to MPI regarding safety and transport insurance.
- Looking at getting a water rescue course for the Fire Department members through OFC.
- Noticed that there is a lot of dumping of leaves, branches and debris in ditches, road allowances, and marsh sides of road along lake roads. Not only is this unsightly and illegal, but it is a fire hazard.

**Zoning & Subdivisions**

None

**Delegations**

7:00 p.m. – CDEM – Delegation absent

7:15 p.m. – Jean Allard – Unable to attend

**Transportation & Public Works**

Res #302/2016                      Carrier - Bruce

WHEREAS sandbags and geo-textile and related debris have been hauled to the Waste Transfer Site for further removal and hauling to a landfill registered and holding permit to accept such material under the authority of *The Environment Act*.

AND WHEREAS a call for quotes for cost of removal had been forwarded to contractors throughout the RM, quotes were received and reviewed at the Regular Council Meeting of July 20, 2016, and a Resolution to accept tender was made as Resolution No. 278/2016.

AND WHEREAS it has since been determined that the call for tender published was insufficiently worded and left room for misinterpretation and misunderstanding of its intent, that the tender had to be re-published with more specific information inserted.

AND FURTHER WHEREAS the revised call for tender was redistributed to contractors throughout the RM, and three quotes were received and submitted to DFA for their review, and further reviewed by Council.

AND FURTHER WHEREAS DFA has made recommendation to accept the quote by Dumont Bros. Contracting Ltd. in the amount of \$56,437.50, which includes applicable taxes.

THEREFORE BE IT RESOLVED THAT Council approve DFA's recommendation.

....Carried

Res #303/2016                      Johnson - Bruce

WHEREAS Ludovic Road and Chartrand Road are in need of Seal Coat Patching.

AND WHEREAS provisions have been made for such repair in the 2016 Budget.

AND FURTHER WHEREAS a call for tender has been posted and published and the only quote received was from Man Can 2007 (Chabot) in the amount of \$15,010.00 for repair to Ludovic Road, and \$18,160.00 for repair of Chartrand Road (both amounts do not include GST).

THEREFORE BE IT RESOLVED THAT Council approve the quote from Man Can 2007 in the total amount of \$33,170.00, not including GST.

....Carried

Res #304/2016                      Bruce - Carrier

WHEREAS the edge of a section of Allard Road sustained damages by way of cracks from placement of super sandbags in flood prevention efforts in the 2014 Heavy Rains Event.

AND WHEREAS an Invitation for Quotes was given to contractors equipped for such repair.

AND WHEREAS three quotes have been received and forwarded to DFA for their review.

AND FURTHER WHEREAS DFA has made recommendation to accept the quote by Maple Leaf Construction Ltd. in the amount of \$25,350.00, plus applicable taxes.

THEREFORE BE IT RESOLVED THAT Council approve DFA's recommendation.

....Carried

### New & Unfinished Business

Agenda item of R.M. of Woodlands' request for our R.M. support for feasibility study of Water Treatment facility is tabled until further meeting with Woodlands' CAO and economic development officer.

### Correspondence/Minutes from Others

#### Correspondence:

- Letter of Invitation to attend Corn Roast – Laurentia Beach Association – August 20, 2016
- Letter – R.M. of Woodlands – July 27, 2016 – Water Treatment Facility Partnership

#### Minutes:

- West Interlake Planning District – Meeting Minutes – June 23, 2016

Committee of the Whole in Camera

Res #305/2016

Bruce - Carrier

BE IT RESOLVED THAT Council resolve itself into a Committee of the Whole in Camera.

....Carried

Res #306/2016

Johnson - Bruce

BE IT RESOLVED THAT this Committee rise and that Council reconvene once again.

....Carried

Res #307/2016

Carrier - Bruce

WHEREAS a one-year performance evaluation has been completed by the CAO for Financial Clerk, Andrea McKay.

AND WHEREAS the said performance evaluation has been reviewed by the Chair of Personnel, Reeve Smith.

AND FURTHER WHEREAS a wage increase of \$1.00 per hour is recommended, retroactive to July 31, 2016.

THEREFORE BE IT RESOLVED THAT Council authorize a wage increase for Andrea McKay of \$1.00 per hour retroactive to July 31, 2016.

....Carried

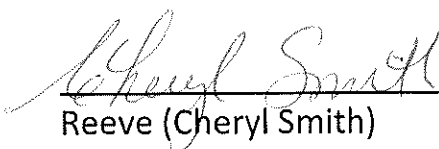
Adjourn

Res #308/2016

Johnson - Carrier

BE IT RESOLVED THAT this meeting now adjourn at 8:00 p.m.

....Carried

  
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Reeve (Cheryl Smith)

  
\_\_\_\_\_  
CAO (Hilda Zotter)

## EDO Report

August 17<sup>th</sup>, 2016 council meeting

**Household Hazardous Waste:** I was looking into doing a drop off day like the one they had in Warren on Aug 13<sup>th</sup>. There was no real need for this since the community can drop off their hazardous waste at the WTS. Spoke with Dean and he informed me that the waste is just stock piling at the WTS. So I have been in contact with Randy the Manitoba Program Coordinator for Product Care Association. We are currently setting up a pick up date where they will come out to the WTS and pick up all our Household Hazardous Waste and haul it away for free!! The date has not yet been set.

**Wheel Chair Ramp and Signage:** The agreement has been signed. We are waiting on getting the Trail head sign in order so then I can have a invoice for that to receive the funding from Community Futures that we were approved for. One problem I ran into was that the sign was going to cost double what I had originally anticipated. I spoke with CDEM and they informed me of the priority project program where they know off 1,000.00. Even with that discount the structure itself was going to put us over budget. So I found a gentlemen that is going to donate his time to build the structure for the sign with RM paying for materials, that will bring us right on budget.

Original Cost of Sign/structure from start to finish: \$3,352

Price with Discounted Trailhead sign: \$2,352

Price with donated labour, discounted Trailhead sign, and structure: \$1,200

**Economic Development Incentive:** I have been doing some research on RM incentives. I have a meeting on the 22<sup>nd</sup> with Eriksdale EDO Diane Gosselin to talk about their program and how it is benefiting their community. Looking into different incentive programs and how they would if at all benefit our community.

**Water Treatment Facility:** I have met with Renee the EDO at Woodlands. She did not know a lot about the facility so she advised me to set up a meeting with their CAO Adam when he gets back from holidays to get more information about it.

**Senior Resource:** I met with Janine a couple of times to help her with a grant application she applied for.

**Metis Heritage Centre:** We have a few meetings coming up in August and Sept since the feasibility study is coming close to being finished. We have a meeting on the 23<sup>rd</sup> to talk about exhibit design, then on Sept 15<sup>th</sup> to talk about the Drawings, then the consultant will be attending the Sept 21<sup>st</sup> council meeting to present the study. Then we have a community consultation meeting on the 24<sup>th</sup> of Sept to present the plans to the community.

**Free Press:** The article of me was run in the July 27<sup>th</sup> Free Press!!! I really like it.

I have also been researching a couple of grants that were brought to my attention

I.e: New Canada Building Fund and the Museum Assistance Program



## Rural Municipality of St. Laurent

### Special Meeting

Thursday, August 25, 2016 – 6:00 p.m.

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### AMENDED AGENDA

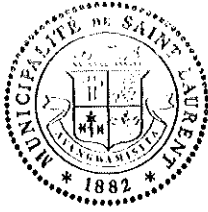
1. Call to Order

2. Adoption of Agenda

3. Finance & Accounts

- Fire Department Water Tanker Truck Purchase
- Reserve Funds Transfer – Fire Department Equipment
- ~~- Rescue Van Repair~~
- Auditor Appointment for 2016 Fiscal Year
- St. Laurent & District Recreation Commission Audit Payment
- Feasibility Study – third fee installment payment
- Municipal Roads Improvement Program
- Small Communities Fund

4. Adjournment



Rural Municipality of St. Laurent  
Special Meeting  
Thursday, August 25, 2016

**MINUTES**

A Special Meeting of Council was held on August 25, 2016 in the Council Chambers, located at 16 St. Laurent Veteran's Memorial Road, St. Laurent, Manitoba. The main purpose of the meeting was to discuss water truck purchase, transfer reserve funds for same, appoint auditor for 2016 fiscal year, approve payments for Rec Commission audit and feasibility study installment, and to approve MRIP and SCF program applications.

Present: Reeve Smith, Deputy Reeve Frank Bruce, Councillors Tom Johnson and Laurent Kerbrat, and CAO, Hilda Zotter.

Absent: Councillor Monte Carrier

**Call to Order**

With Reeve Smith in the Chair the meeting was called to order at 6:00 p.m.

**Adoption of Agenda**

Res #309/2016

Johnson - Bruce

BE IT RESOLVED THAT the Agenda for today's date hereby be adopted as amended.

....Carried

**Finance and Accounts**

Res #310/2016

Johnson - Bruce

WHEREAS the RM is seeking to purchase a 4000 gallon water truck for use by the Fire Department.

AND WHEREAS a 2002 Mack CH613 is available at Saskatoon Truck Parts Ltd. in Saskatoon, Saskatchewan, for the amount of \$22,500.00 plus GST.

THEREFORE BE IT RESOLVED THAT Council approve the purchase of the 2002 Mack CH613 Truck with 4,000 gallon tank in the amount of \$22,500.00 plus GST in the amount of \$1,125.00, for a total of \$23,625.00.

AND FURTHER BE IT RESOLVED THAT Council approve the payment of same by transfer of \$22,500.00 from the Fire Department Equipment Reserve Fund.

....Carried

Res #311/2016

Bruce - Kerbrat

WHEREAS Section 184(1) of *The Municipal Act* requires that Council appoint an Auditor and Section 184(3) of *The Municipal Act* requires Council to inform the Minister of same.

AND WHEREAS the RM's current auditor, Robert Weighell, was appointed in October, 2015, and Council wishes to continue with his services.



AND FURTHER WHEREAS Mr. Weighell has provided a quote for audit services for the 2016 fiscal year in the amount of \$12,625.00 plus GST.

THEREFORE BE IT RESOLVED THAT Council authorize the appointment of Robert W. Weighell as Auditor for the 2016 fiscal year in the amount of \$12,625.00 plus GST.

....Carried

Res #312/2016 Johnson - Kerbrat

WHEREAS the St. Laurent & District Recreation Commission had retained the services of Sensus for audited financial statements from April 1, 2013 to March 31, 2014.

AND WHEREAS the Rec Commission has received an invoice from Sensus in the amount of \$3,267.43, including applicable taxes, and is requesting the RM's assistance for payment of same.

THEREFORE BE IT RESOLVED THAT Council approve payment of the Sensus invoice in the amount of \$3,267.43, which includes applicable taxes.

....Carried

Res #313/2016 Johnson – Bruce

WHEREAS the Rural Municipality of St. Laurent has retained the services of Wendy Molnar of Cultural Visions for a feasibility study and business plan for the proposed Metis Heritage Centre.

AND WHEREAS the project is progressing very well and in a timely manner, and the third fee payment is now due in the amount of \$8,400.00, which includes GST.

THEREFORE BE IT RESOLVED THAT Council approve payment of the invoice from Cultural Visions for the Third Fee Payment in the amount of \$8,400.00 which includes GST.

....Carried

Res #314/2016 Bruce – Kerbrat

WHEREAS the Province of Manitoba has announced the new Municipal Roads and Bridges Program with the grant for the Municipal Road Improvement Program being on a 50/50 cost-share basis.

AND WHEREAS Council has identified Ludovic Road and Chartrand Road as roads to be rehabilitated under this program.

AND FURTHER WHEREAS the application of dust control to roads and various sections of roads is also to be submitted under the Municipal Road Improvement Program (MRIP).

THEREFORE BE IT RESOLVED THAT Council authorize the CAO to apply for funding under said program for the above-noted projects.

....Carried

Res #315/2016 Bruce - Kerbrat

WHEREAS The Government of Canada and the Province of Manitoba have announced the Small Community Fund (SCF)

AND WHEREAS the share of the funding is one-third Federal, one-third Provincial and one-third Municipal.

AND FURTHER WHEREAS Council has identified the storage room construction of the proposed Metis Heritage Centre to be funded by the SCF.

THEREFORE BE IT RESOLVED THAT Council authorize the above-noted project.

AND FURTHER BE IT RESOLVED THAT Council authorize EDO Tiffany Desjarlais to apply for funding for this project under the Small Community Fund

....Carried

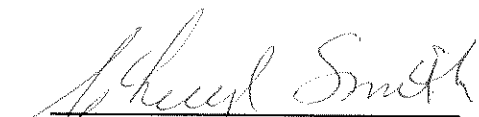
**Adjournment**


Res #316/2016

Johnson - Kerbrat

BE IT RESOLVED THAT this meeting now adjourn at 6:18 p.m.

....Carried

  
\_\_\_\_\_  
Reeve (Cheryl Smith)

  
\_\_\_\_\_  
CAO (Hilda Zotter)