



Rural Municipality of St. Laurent
Regular Meeting
May 17, 2023

MINUTES

A Regular Meeting of Council was held on Wednesday May 17, 2023 in the Council Chambers, located at 16 St. Laurent Veterans' Memorial Road, St. Laurent, Manitoba.

Present: Reeve Richard Chartrand, Councillors Tom Johnson, Maurice Leclair, Yves Combot, Perry Gaudry and CAO, Billie Jean Oliver

Call to Order

Reeve Rick Chartrand called the meeting to order at 10:00 a.m.

Adoption of Agenda

Res #180/2023 Leclair - Combot

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

....Carried

Confirmation of Minutes

Res #181/2023 Johnson - Leclair

BE IT RESOLVED THAT the Minutes of:

- Regular Meeting – May 3, 2023
- Special Meeting- May 8, 2023

be hereby approved by Council as circulated.

.....Carried

Committee Reports:

CAO (Billie Jean Oliver)

- It has been a very busy couple of weeks. I attended Public Works and WTS meeting along with a special meeting on May 8th, 2023 to ensure the Financial Plan and Tax Levy By-law were passed before the deadline of May 18, 2023. All documentation has been uploaded to the MMO.
- Went to Caisse to switch over the signing authority.

- Had a brief meeting with Melissa Buors and Roger Gillis to discuss some invoices issued on behalf of the Fire department that currently remain outstanding.
- Attended a Zoom meeting with CDEM and our EDO to provide me with an update as to the financial involvement of CEDM and the Old Town Hall renovations and how the payment process works.
- Spent time reviewing previous files, by-laws that are being amended and emailed various correspondence as directed by Council. Reviewed the Procedures By-law and Organization By-laws to be reacquainted with the daily operations.
- Completed payroll. Reviewed the Employee By-law and will have council review; as it is quite outdated.
- Held first staff meeting and thought it went quite well.

Public Works/WTS (Donovan Boudreau, Ryan Gaudry)

- As attached

Fire Department (by Melissa Buors)

- As attached

EDO

- As attached

By-Law Officer

- As attached

Zoning and Subdivisions

Public Hearings:

Res # 182/2023

Gaudry – Combot

BE IT RESOLVED THAT Council adjourn into the scheduled public hearing.

.....Carried

The Chair (Reeve) read out the greetings and procedures.

Res #183/2023

Johnson – Leclair

BE IT RESOLVED THAT the public hearing close and that Council reconvene into regular meeting agenda.

.....Carried

Finance & Accounts

Res #184/2023

Gaudry – Combot

BE IT RESOLVED THAT Council Indemnities for May 2023 and Expenses for April 2023 be approved as follows:

	Richard Chartrand	Tom Johnson	Moe Leclair	Yves Combot	Perry Gaudry
Indemnity	1000.00	900.00	800.00	800.00	800.00
Hourly	362.50	212.50	162.50	237.50	675.00
Conference	750.00	(phone)50.00	500.00	500.00	0.00
Mileage	229.90	36.30	147.95	215.05	250.91
Blue Cross (BC)	-437.55	-437.55	-437.55	-437.55	-437.55
BC (paid by RM)	437.55	437.55	437.55	437.55	437.55
CPP Deduction	108.34	48.84	69.66	74.13	70.41
Fed/Prov Tax ded	280.78	0.00	57.06	75.25	60.09
Totals	1953.28	1149.96	1483.73	1603.17	1595.41

.....Carried

Res #185/2023

Johnson – Leclair

BE IT RESOLVED THAT the Accounts Payable to May 12, 2023 written under cheque numbers 33047 to 33096 and totaling \$159,364.03 hereby approved for payment.

.....Carried

Res #186/2023

Johnson – Leclair

WHEREAS charitable donations have been received by the R.M. of St. Laurent to be paid out as follows:

- a. From 3853897 Manitoba Ltd. in the amount of \$500.00 towards the St. Laurent Fire Department.
- b. From Jessica Chartrand in the amount of \$300.00 towards the St. Laurent Sports Club.

THEREFORE BE IT RESOLVED THAT Council approves the above payments be made.

.....Carried

Public Hearings Con't

Res #187/2023 Johnson – Combot

BE IT RESOLVED THAT By-law 04/2023, being a by-law to amend the Zoning By-law No. 5/05 (regarding apiary, hobby farms and shipping containers) be hereby given Second reading.

.....Carried

Res #188/2023 Leclair – Gaudry

BE IT RESOLVED THAT By-law 04/2023, being a by-law to amend the Zoning By-law No. 5/05 (regarding apiary, hobby farms and shipping containers) be hereby given Third reading.

.....Carried

RECORDED VOTE FOR:

Richard Chartrand, Tom Johnson, Perry Gaudry, Yves Combot, Maurice Leclair

Res #189/2023 Leclair – Gaudry

WHEREAS a Conditional Use application, CUSTL-02-23 was received from Glen and Tracy Hogan.

AND WHEREAS the said conditional use application is to allow “Special Events” on NW ¼ 6-17-3W and SW ¼ 6-17-3W, Road 18W, in the R.M. of St. Laurent.

THEREFORE BE IT RESOLVED THAT Council approve said conditional use subject to Part 3, Section 3.29(1) of the RM Zoning By-Law 5/05 (amended by RM by-law 2/2018), specifically:

1. That the applicant files a site plan with the RM showing details such as:
 - a. Emergency and service vehicle access routes;
 - b. Location of first aid and security booths;
 - c. On-site parking area;
 - d. Activity and washroom locations
 - e. Schedule/itinerary of events.
2. That all refuse/garbage be properly disposed of.
3. That security and first aid is arranged for and provided by the applicant.
4. That the applicant obtains and files with the RM proof of liability insurance.

5. That applicant provides proof of plan of sound mitigation, should there be music.
6. That between the hours of 11 p.m. and 7 a.m. the applicant considerably reduces sound emissions from the site.
7. That communication is filed with the RM that the RCMP, Fire Department and Ambulance Services have been advised of the event.
8. That the RCMP and any other emergency services vehicles and personnel are allowed access to the grounds in response to the dispatch of their duties.
9. As per the request of Manitoba Transportation & Infrastructure, "The applicant is required to obtain a permit for the intensification of use of the existing access connections to PR415. For permit information, please contact Erica Paulo @ 431-338-9897.

FURTHER BE IT RESOLVED THAT the effect of the event be monitored and that the RM may be at liberty to revise the conditions of this event, or similar event, if necessary if it reoccurs in the future.

.....Carried

Res #190/2023 Johnson – Leclair

WHEREAS Variation Application No. VSTL-01-23 was received from owner and applicant Donald Scott and Christine Scott in regards to property located at Lot 6, Block 5, Plan 392P, #159 Laurentia Beach RD N, in the R.M. of St. Laurent, Manitoba.

AND WHEREAS the said variation application is to vary from 19FT(REAR) AND 5FT(SIDE) TO 9FT (REAR) AND 4FT(SIDE) to allow the construction of a deck to comply with the zoning bylaw.

THEREFORE BE IT RESOLVED THAT Council approve said variation.

.....Carried

Regular Matters:

- None

Notices:

- None

Councillor Maurice Leclair

- Porta Potty's have been delivered to the parks.
- Regarding culvert permits, permits should be signed only after culverts are installed.

- I received the schedule for the WTS and Public Works staff.
- Requesting keys for public works shop and WTS.
- Dust Control, need the list for the roads.

Councillor Yves Combot

- Leak with the water tank
- Performing fire demonstrations at the schools.
- Control burns; Council will have to decide if there should be a charge, asked to do one.
- Fire department noticed road closure on Church Rd, fire department will need to know when there are road closures in case of emergency.
- Attended Community Futures Module 2 training session.

Councillor Tom Johnson

- Attended the ^{Planning} Watershed District Meeting.
- Attended the By-law meeting

Councillor Perry Gaudry

- Attended the Watershed District meeting regarding various programs that are available.
- Attended PCH meeting in Stonewall regarding fundraising committee.
- Met with various land owners regarding flooding issues and discussed remedies for flooding.
- Attended the By-law committee meeting.

Reeve Richard Chartrand

- May 4 – attended the By-law meeting and the Public Works Meeting.
- Was away on vacation from May 5 - May 13th. In my absence Councillors Gaudry and r Combot attended the Interlake Caucus meeting in Stonewall.
- May 13 – Councillors Gaudry and Combot attended the Manitoba Metis Federation Regional Interlake meeting in Selkirk. I would like to thank them for attending on my behalf and representing the RM of St. Laurent.
- May 15 – Myself and Councillor Combot and I attended the Community Futures Module 2 training session in Lundar.
- May 16- CAO, Billie Jean and I attended a meeting with administrative staff to discuss expectations of the CAO along with Council. It was a very positive meeting and all agreed that this should be held on a more regular basis.

DELEGATION

11:30 a.m. -WIWD- Kelsey Benson

Discussed the pollinator Garden project funding application. The goal is to implement 2 raised beds at sites across each of the 5 RM’s interested in participation as well as an interpretive sign explain the importance of pollinators or highlighting some native species within the garden. We hope to have the opportunity to use these sites for educational outings with local schools in the future.

TRANSPORTATION & PUBLIC WORKS

Res #191/2023 Gaudry – Combot

WHEREAS the R.M. of St. Laurent has been providing grading and snow clearing services to rate payers for their private driveways upon request.

AND WHEREAS the costs associated with providing these services are as follows:

Seniors:	\$30.00
Regular Driveway	\$60.00
Long Driveway	\$75.00
Business	\$200.00

AND FURTHER WHEREAS a Waiver of Liability has been signed by the property owners that are having their driveway cleared.

THEREFORE BE IT RESOLVED THAT Council approve the continuation of this service.

.....Defeated

Res #192/2023 Johnson – Leclair

WHEREAS the rate payers at Manitoba Housing on Louis Riel Drive and at Foyer Laurentia in the RM of St. Laurent have approached Council to have their garbage picked up weekly.

THEREFORE BE IT RESOLVED THAT Council approve the pickup of two bags of household garbage and two bags of recycling at Manitoba Housing on Louis Riel Drive and at Foyer Laurentia.

.....Carried

Discussion -Road Allowance -Dumping of Garbage-Roll No.114400-NE 26 16 4W

OTHER DEPARTMENTS, COMMITTEES AND BOARDS

- None

FIRE DEPARTMENT

- None

NEW AND UNFINISHED BUSINESS

Res #193/2023 Johnson - Gaudry

WHEREAS Billie Jean Oliver was granting signing authority for the RM of St. Laurent.

AND WHEREAS There are numerous bank accounts attached to the RM of St. Laurent.

AND FURTHER WHEREAS Caisse Financial has requested clarification on which accounts require a change in signing authority.

THEREFORE BE IT RESOLVED THAT the Caisse Financial remove Hilda Zotter from any and all accounts as it relates to the RM of St. Laurent; add Billie Jean Oliver to each account as it relates to the RM of St. Laurent.

FURTHER BE IT RESOLVED THAT the account for St. Laurent Youth Sport and Recreation be closed due to inactivity.

AND FURTHER BE IT RESOLVED THAT the account listed as RM of St. Laurent Park Fees be transferred to Public Works and subsequently closed.

.....Carried

Res #194/2023 Johnson – Leclair

WHEREAS the Portuguese Park in St. Laurent will be hosting its summer activities which consists of cultural events at the Portuguese Park and have asked permission for a liquor permit for the May long-weekend (May 19, 20 and 21).

THEREFORE BE IT RESOLVED Council declares this event as a community event and gives permission for a liquor permit application for this facility.

.....Carried

Res #195/2023 Gaudry – Combot

WHEREAS it is deemed necessary that Billie Jean Oliver as the CAO hold a Commissioner for Oaths to allowing signing of specific documents.

AND WHEREAS the application requires a fee of \$50.00.

THEREFORE BE IT RESOLVED THAT Council approves the application for Billie Jean Oliver.

.....Carried

Res #196/2023 Johnson – Leclair

BE IT RESOLVED THAT there be only one regular council meeting for each of the months of July and August namely:

- July 19, 2023 at 10:00 a.m.
- August 16, 2023 at 10:00 a.m.

.....Carried

Res #197/2023 Johnson – Gaudry

WHEREAS the RM administers the Green Team Program applied for by community organizations, namely, the St. Laurent and District Recreation Commission, St. Laurent Cooperative Recreation Centre and Twin Lakes Beach Association.

THEREFORE BE IT RESOLVED THAT Council approve the Green Team Hiring Committee to be Tammy Hiebert & Donovan Boudreau

.....Carried

Res #198/2023 Gaudry – Combot

WHEREAS the St. Laurent and District Recreation Commission and the St. Laurent Cooperative Recreation Centre have applied for, and successfully obtained, funding for the Green Team Program, which funding is covered 100% by the Province for the Green Team employees' wages and MERCS, based on minimum wage of \$14.15/hour.

AND WHEREAS a wage of \$_0_ per hour would attract more applicants and retain those hired and the RM has budgeted for contribution to a top up of the wages.

THEREFORE BE IT RESOLVED THAT Council approve the "topping up" of wages in the amount of \$_0__ per hour, plus 4% vacation pay and MERCS.

AND FURTHER BE IT RESOLVED THAT Council approves the RM attends to assignment of work and supervision of the Rec Commission and Rec Centre Green Team and approves the RM attends to payroll administration.

.....Carried

Res #199/2023 Johnson – Leclair

BE IT RESOLVED THAT By-law 10/2023, being a by-law to establish a minimum standard to regulate nuisances, derelict and unsightly property be hereby given second reading.

.....Carried

Res #200/2023 Johnson – Combob

BE IT RESOLVED THAT By-law 10/2023, being a by-law to establish a minimum standard to regulate nuisances, derelict and unsightly property be hereby given Third reading.

.....Carried

RECORDED VOTE FOR:

Richard Chartrand, Tom Johnson, Maurice Leclair, Perry Gaudry, Yves Combob

Correspondence/Information/Minutes from Others

Correspondence/Information:

- WIPD- Financial Statements – For the year ending December 31,2022
- AMM Interlake Director’s Update

Minutes from Others:

- None

.....Carried

Committee of the Whole in Camera

Res #2012023 Johnson –Gaudry

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

.....Carried

Res #202/2023 Johnson - Leclair

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

.....Carried

Res #203/2023 Gaudry – Combot

WHEREAS a contract between the RM of St. Laurent and Chief Administrative Officer, Billie Jean Oliver, was prepared and reviewed.

THEREFORE BE IT RESOLVED THAT Council approves the contract with Billie Jean Oliver, as Chief Administrative Officer, as reviewed.

.....Carried

Res #204/2023 Johnson – Gaudry

WHEREAS Lorna Hildebrandt, Administrative Assistant for the RM of St. Laurent has been employed since June 2021.

AND WHEREAS Lorna Hildebrandt has not received a formal review or an increase in pay in the last two years.

THEREFORE BE IT RESOLVED THAT Council approves the raise for Lorna Hildebrandt to \$27.00 per hour to be retroactive to May 1, 2023.

.....Carried

Adjourn

Res #205/2023 Johnson - Leclair

BE IT RESOLVED THAT this meeting now adjourn at 3:30 p. m.

.....Carried



Reeve



CAO

Report of the CAO
June 7, 2023

Spent sometime organizing the office and going through files.

Attended a FIPPA training, which was very informative. Worked with Sophie to draft a By-Law to appoint positions to the roles that are involved in the FIPPA process.

Finished working on updating the Employee By-law.

Attended various committee meetings.

I would like to explore the options Munisoft might have to learn the payroll process a little better.

Also, we have been having a lot of junk/spam emails coming through and I would like to upgrade our emailing system. This will also allow the RM to be unified amongst all departments, this way employees do not have use personal emails for RM business. I have received some information, but still working on it.

fin.rmstlaur@mymts.net

From: Donovan Boudreau <Donovanboudreau1993@outlook.com>
Sent: May 23, 2023 7:56 AM
To: fin.rmstlaur@mymts.net
Cc: cao.rmstlaur@mymts.net
Subject: Weekly report may15 may 19

May15

- brought picnic tables to the beaches.
- graded governor rd from 415 to #6 .
- installed big tree park sign on the deck @big tree .

May 16

- day off

May 17

- serviced porta potty's and delivered them to the beaches.
- hauled filing cabinet from welcome centre to rm office.

May 18

- Installed green sign @ 50 pickerel bay.
- helped fire department with the water tower, had to change out one holding tank due to leaking.

May 19

- cut grass at welcome centre and a,l,c

Thanks

Donovan

Stl Public works operator

#204-861-2623

#204-739-8163

fin.rmstlaur@mymts.net

From: Donovan Boudreau <Donovanboudreau1993@outlook.com>
Sent: June 6, 2023 1:24 PM
To: fin.rmstlaur@mymts.net
Cc: cao.rmstlaur@mymts.net
Subject: Weekly report may 22 may 26

may 22

- stat holiday

May 23

- met Moris Leclerc at laurentia beach to discuss where to build the parking pad .
- cut grass @ a,l,c .
- trimming at welcome centre.
- unlocked potty's at big tree park , someone locked them.

May 24

- brought handicap porta potty's to the parks.
- met up with Stan Flinta to show him where to dump two loads of 3/4 inch gravel.
- levelled a semi load of 3/4 inch limestone on GAUDRY rd with the case tractor.
- cut grass at big tree park .

May 25

- garbage pick up .

May 26

- worked waist transfer site alone as ray and roger were both off.

Thanks

Donovan

Stl Public works operator

#204-861-2623

#204-739-8163

Fire Department report to Council for June 7, 2023

Level 1 Firefighting Course

We continue to attend Level 1 training on Thursday evenings

Chad Malfait and Melissa Buors received confirmation from Manitoba Emergency Services College for Level 1 practical evaluation test and will be attending on June 11, 2023

Dispatched Calls

As of June 5, 2023 the FD is at call # 17 of this year.

Incident # 17-23 at Dump Rd (MVC) Motor Vehicle Collision. Vehicle was not located. 5 members attended assisted the RCMP with searching for the vehicle.

Pumper

Went into Fort Gary May 29, 2023 to have a tank to pump valve replaced. The service manager made an error and no loaner was available.

6 inch Inlet fittings need to be replaced. Fort Gary still waiting to receive inlets.

Pumper picked up on May 30, 2023 from Fort Gary. Tested gravity fill to fill pumper from water tank system, worked great.

Tanker

Pressure relief valve has been installed by Real. This should limit any further shaft failure.

Snuffer

Advised by Echo Bay Auto (Mike Siwicki) that Snuffer will not pass safety the floor is rusted out. The safety is due in December. We have decided not to spend any more money to repair the engine.

Drill Night

10 members attended

OG's (Operating Guidelines) booklets have been handed out, and acknowledgement letter have been signed by members that received copies of OG's

It was decided August 12, 2023 will be the open house from 11:00am – 3:00pm. This is due to the availability of the home fire escape house, and members work requirements.

The firefighters reviewed the Base radio located in fire hall. New microphone installed and working great.

VHS (Very High Frequency) handheld radios were reviewed

PSCS (Public Safety Communications Service) handheld radios were reviewed

We Tested Tanker relief valve and tested some firefighter hoses

EDO Report

June 6, 2023 Council meeting

Métis Heritage Centre

Still no news from the Green & Inclusive Community Buildings Program. We have advised the architects that a community meeting would be best in the fall and they have agreed to work with us to help make the project presentation and invite input from the community at large. Hopefully too, by then we may have received an approval.

Old Town Hall

The preparations for the concrete slab in the main floor area are complete, including vee-ing out of cracks and removing old, embedded screed boards and filling with concrete, installation of vapour barrier, bond break at the exterior walls, rebar, electrical conduits, etc. They expect to pour the concrete on Friday.

Due to difficulty in obtaining the vertical board and batten siding for the south addition, we have opted to go with horizontal siding, as closely matched in appearance as possible to the main building. The supplier had already missed two delivery dates in a month.

I have been obtaining pricing for applying spray foam insulation in the attic and roof deck areas, as we were made to realize that we cannot complete a roof replacement without first insulating and we cannot insulate without replacing the roofing because the two 4 ft strips of sloped ceiling on the 2nd level on either side of the building have to be accessed from above by removing the deck boards in that area and replacing after insulation has been applied.

BUILDING RESTORATION

Update on work completed to date:

- a. Foundation drainage, done last fall. (Public Works)
- b. Paint and removal by way of corn blasting, interior and exterior.
- c. Patch and paint of interior plaster walls, both levels.
- d. Finish sanding of all wood work and 30 to 40 % of staining, interior.
- e. Removal of deteriorated flooring in south addition, clearing of debris and excess soil in crawlspace and damp proofing.
- f. Construction of new floor assembly.
- g. Repair of door between main building and south addition. (b. to g. Lakeside Decorating)
- h. Electrical upgrade: The main panel was upgraded from 70 amp to 200 amp and Hydro has connected it. (H3 Electric)
- i. Two sump pits installed c/w pumps and discharge lines. (Norseman Mechanical)
- j. The north wall was drywalled and the new electrical service panel boxed in.
- k. Sanding and staining of hardwood floor at 2nd floor and remaining 60% of interior woodwork.
- l. New door installed to south addition and original door re-installed at main level.
- m. Rigid insulation and PWF plywood installed at south addition.
- n. New ceiling tile, insulation and vapour barrier at south addition ceiling.
- NEW ITEMS (in bold)**
- o. Preparation of old concrete for overlayer of new slab.**
- p. 50-60% of electrical upgrades, including lights, plugs and conduits for heaters.**
- q. Exterior painting completed**
- r. Installation of original wood panel door**

Municipal Emergency Coordinator

Report to council

June 7, 2023

The table top exercise appears to be a success,

Some of the outcomes:

- The FD public education Captain Susan Garreau is working on an introduction to “**shelter in place**” piece for posting and distribution by the FD and on social media sites
- We have started to address the deficiencies that we identified
 - The Base radio in the firehall has been repaired
 - A radio channel guide has been posted above the radio
 - A communications systems and paging system Operating Guideline (OG) is being drafted for the FD as time permits. This OG will dovetail with the emergency fan out system of the RM. (I’ve been in contact with the service provider; N3 Sales of Paging Unlimited and Dispatch Me , they are currently updating their Web site and information for inclusion in the OG) they will be in contact with me when they have completed the changes.
 - Training on the use of VHF and the Public Services Communication Services (PSCS) radios has started, Roger Leclair demonstrated some of the key features and the use of the radios at the last fire drill
 - A PSCS radio for the lead Fire truck that been removed from the rescue and will be installed in the pumper once the paperwork is completed with Bell. This radio was going to be installed in a box that would be easily transferable for use in the Emergency Operations Center (EOC) or the MEC’s vehicle. The issue with this is every PSCS radio must be identified as to location, owner, vehicle installation etc. These radios are highly technical and they include GPS location, a unit identification feature and an automatic open mic feature for emergencies. In order to move a radio contact must be made with BELL MTS and the unit location must be documented.
 - Higher level training information on our PSCS radios (specific to South Interlake) has just recently been received from the Office of the Fire Commissioner for distribution to the fire fighters in the OGs and inclusion in the Municipal Emergency plan
- The equipment from the RM office hall way closet and the Welcome stop crawl space has been collected and is currently in my garage. I believe has collected it all. It is being reviewed and inventoried. The siren driver is missing; however, as of yesterday Real Fontaine located one and is will be assisting me to hook it up to the portable vehicle roof mounted siren and public address system. Our CAO and staff in the office have procured desk top name plate holders that have interchangeable cards for use in the EOC. We are waiting for the flip chart paper for the EOC kit. The high vis-vests for the team were located inside the box of stuff. There a three large boxes of responder signage and supplies to go through and inventory.
- Long term storage for this equipment has been discussed. I am looking for shelving for the cold storage building in the RM yard, rather than a Shipping container. Just yesterday Sofie, Councillor

fin.rmstlaur@mymts.net

From: Tammy Hiebert <sld.recdirector@mymts.net>
Sent: May 29, 2023 9:20 AM
To: Hilda Zotter - CAO; fin.rmstlaur@mymts.net
Subject: timesheet

Good morning

Same weekly report as last pay period:

Community garage sale – taking registrations

Community soccer program

- Applying for grant for new community soccer nets

Arena - figure out what to do with contents

Basketball clinic started on the weekend

Trying to get community Friday night ball going

- So far looking like Recreation Centre will not approve. They want the Recreation Commission/RM to maintain the diamonds/park at the Recreation Centre including cutting grass, adding sand and making lines. Rec Commission has no \$ or time for this. What's your thoughts? Reach out for volunteers?

Community Winnipeg Goldeyes ticket give away (84 tickets) – facilitate giveaway

Also, I have a meeting Wednesday evening in Eriksdale with the Life Saving Society and ISA. I will be claiming mileage on the next timesheet for this trip.

Thanks

Tammy H.

Sent from Mail for Windows

By-Law Report

June 7, 2023

By-Law	Number of active files
Zoning By-Law	5
Unnecessary and Harmful Noise By-Law	1
Domestic Animal By-law	0
Unsightly Property By-Law	6
Derelict Building By-Law	4

- 1) Zoning By-law: All files revolve around properties with buildings or structures that have not obtained required permits to be in compliance with the Zoning By-law. The first property has been issued a Penalty Notice and is within the timeframe to request a review from the Screening Officer. The second will require the hiring of a private investigator to locate the property owner. The third property has been sent a Notice of Contravention and we are working with WIPD to discuss enforcement steps. The fourth file will be sent/has been sent an inspection notice. The fifth file will be sent/has been sent an inspection notice.
- 2) Unnecessary and Harmful Noise By-law: The active file has a history of on-going complaints. I have scheduled shifts in an effort to investigate the trend with the complaints.
- 3) Unsightly Property By-law: The first property has been issued a Notice of Contravention and has a follow-up inspection scheduled for June 8, 2023. The second property has been provided an inspection notice which is scheduled for June 8, 2023. The third property has been issued a notice of contravention, which has a follow-up inspection scheduled for July 12, 2023. The fourth property has worked on compliance and requested an extension to August 30, 2023 granted with terms. The fifth property is being issued a Notice of Contravention with compliance deadline into July. The sixth property will be sent an inspection notice to be coordinated with the Environment Officer.
- 4) Derelict Building By-law: The first property has begun working on rectifying the infractions. An extension of time has been provided with a final deadline of July 12, 2023. The second property is working with the Fire Department to schedule a burn of the derelict building to comply with the by-law. The third property is working towards compliance and has been issued a warning Notice of Contravention due August 10, 2023. The fourth property's owners have not obtained required demolition permit and will be issued a Preliminary Municipal Enforcement Order. The fifth property has obtained a demolition permit, which must be acted upon by October 21, 2023.