



Rural Municipality of St. Laurent
Regular Meeting
December 20, 2023

Minutes

A Regular Meeting of Council was held on Wednesday December 20, 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 #557/2023 Johnson - Gaudry
BE IT RESOLVED THAT the Agenda for today's date be hereby adopted as amended.

...Carried

Confirmation of Minutes

Res #558/2023 Gaudry - Combot
BE IT RESOLVED THAT the Minutes of:
Council Meeting – December 6, 2023

Be hereby APPROVED BY Council as circulated.

...Carried

Committee Reports:

CAO (Billie Jean Oliver)

- Worked at sending payroll information off to Payworks;
- Had a meeting with Mr. C. Buors re: road allowances and long-distance telephone calls;
- Had discussions with an IT company called MicroAge. They provide services surrounding cyber-security, hosting emails and email migration etc.;

- Had preliminary budget meeting with the FD and discussed possible grant opportunities with FD and EDO
- Conducted annual reviews of staff;
- Attended a zoom meeting with Reeve Chartrand and the Honourable Naylor (Minister of Transportation and Infrastructure);
- Received notification from Manitoba Transportation and Infrastructure that our DFA claim was successful. The amount that was claimed (less the mandatory RM cost sharing portion) was received. – job well done, Paul!
- The Consolidated Financial Statements are uploaded to the MMO – thank you, Bernice.
- Working with Bernice to facilitate the cross-over to the new Auditor;
- Attended a meeting with Age-friendly Manitoba to discuss possible projects and the potential to work together;
- Was away for part of the afternoon on Monday 18th (kids doctor appointments)
- Heading out early on the 20th – banked time
- Away on Thursday (21st) (taking kid to the orthodontist)
- Will be away on the afternoon only of the 22nd – banked time

Councillor Maurice Leclair

- Not much snow... the guys are doing some sanding.
- 5-ton truck converted to the PW sanding truck; the truck looks really good.
- Community Sign at Oak Point is all completed; looks really good.

Zoning and Subdivisions

Public Hearing:

Res # 559/2023

Johnson – Combot

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

...Carried

The chair (Reeve) read out the greetings and procedure.

Res # 560/2023

Johnson - Leclair

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

...Carried

Committee Reports Cont'd:

Councillor Yves Combot

- Attended fire department budget meeting along with Roger Gillis, Chad Malfait, Melissa Buors

- Attended Fire department meeting with the CAO and Chad Malfait, Roger Gillis.
- Community Future meeting— end of year; was unable to attend
- Attended the Staff Christmas party- it was a nice event.
- Phoenix Abraham wrote his Class 3 and passed.

Public Works/WTS (Foreman Report)- Not Currently

Fire Department & Standard Operating Guidelines (by Melissa Buors)

- See Attached

By-law Enforcement – Sophie Skierszkan

-See Attached

MEC (Roger Gillis)

- Roger Gillis has been working on the Emergency Plan and preparing it for the provincial Deadline December 31, 2023.

EDO – Report by Denise Allard

- See Attached

Rec Commission – Not Currently

Councillor Tom Johnson

- Attended the Christmas staff party; it was good.
- Attended the Planning meeting; Cherie will have a debit machine come January
- The permits price is going up a little.
- Air B&B's; planning will have nothing to do with that; will be up to Council.

Councillor Perry Gaudry

- Attended the AMM Convention in Brandon.
- The progress of Wilson Creek is going well, should be completed sometime today.
- Attended the Watershed Conference; very interesting, what other Watershed Districts are doing? Drainage, bigger projects on the west side of the lake.
- Zebra mussels are in Lake Manitoba; just mentioning if we want to post signs up at the beach to warn people about the zebra mussels. Zebra mussels also attach to floaters and tubes.
- Attended the Planning meeting.
- Missed the Senior Resource meeting; was not feeling well.

Councillor Reeve Chartrand

- Not much since last Council meeting
- Attended a Zoom meeting along with Billie Jean and the Honourable Naylor (Minister of Transportation and Infrastructure).

- Reviewed performance evaluations with Billie Jean.

Finance & Accounts

Res #561/2023 Johnson – Leclair
BE IT RESOLVED THAT Council Indemnities for **December 2023** and Expenses for **November 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	625.00	150.00	312.50	462.50	468.75
Conference	750.00	(phone)50.00	0.00	750.00	750.00
Mileage	427.90	36.30	143.55	293.15	407.77
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	123.96	45.12	48.84	102.39	102.76
Fed/Prov Tax ded	269.86	0.00	0.00	115.90	117.42
Totals	2409.08	1091.18	1207.21	2087.36	2206.34

...Carried

Res # 562/2023 Gaudry – Leclair
BE IT RESOLVED THAT the Accounts Payable to December 19, 2023 written under cheque numbers 33925 to 33996 and totaling \$734,610.28 hereby approved for payment

...Carried

Res #563/2023 Johnson – Gaudry
WHEREAS charitable donations have been received by the R.M. of St. Laurent to be paid out as follows towards the Christmas Hamper Drive 2023:

- a. From Karen Wylie – For \$200.00
- b. From Jim Ridley- For \$200.00
- c. From Karen Coutu -For \$30.00
- d. From Yvette Bruce (Belle Image) – For \$50.00
- e. From Jeff & Lorna Hildebrandt- For \$125.00
- f. From Tom & Lorna Johnson – For \$50.00

- g. From R. Cox – For \$75.00
- h. From Adrien Chartrand -For \$100.00

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

...Carried

Res #564/2023 Leclair – Combot

WHEREAS THE General Operating Fund Balance Sheet (Financial Statement) as at October 31, 2023 has been provided to Council for review.

THEREFORE BE IT RESOLVED THAT the General Operating Fund Balance Sheet (Financial Statement) as at October 31, 2023, be hereby approved.

...Carried

Delegation:

- None

Public Hearing Cont'd

CUSTL-24-23-Cherie read proposal and proof of notice. No written submissions. Applicant not present to speak on the proposal.

Res #565/2023 Johnson – Gaudry

WHEREAS a Conditional Use application, CUSTL 24-23, was received from owner/applicant(s) Ronald & Mona McLennan.

AND WHEREAS the said conditional use application is to allow “Travel Trailers/Recreational Vehicles on a site without a main dwelling building as a temporary use”, specifically Roll 67513, 146 Sandpiper Bay W, Lot 12, Block 4, Plan 13810 in the R.M. of St. Laurent, in Manitoba.

AND WHEREAS Council has reviewed the application in accordance with the Zoning By-Law and the RM’s Conditional Use of Travel Trailers Policy and has heard the proposal and any submissions.

THEREFORE BE IT RESOLVED THAT Council approve said conditional use on the conditions that:

1. Payment be made to the R.M. of St. Laurent in the amount of \$400.00 for each travel trailer/recreational vehicle unit on the property, within 30 days of the date of this resolution, with such payment to cover the period of December 20, 2023 up to and including December 20, 2024.
2. The Owner/applicant is to provide the RM with proof of lot survey staking within 12 rolling months of the date of this resolution.
3. Upon completion of the condition set out in 1. & 2. The property (s) must request a civic sign for the Property, if the Property does not currently have a civic sign.
4. The number of units reviewed under this application is 1; the maximum number of units allowed on this site is 2 (two).
5. None of the travel trailer/recreational vehicle unit (s) on the site are to be used as a primary residence and shall only be occupied on a seasonal basis from and including May 1st to October 30th.
6. All units on this lot must comply with all other applicable requirements in the Zoning By-law and all Derelict Building By-law and the Unsightly Property and Derelict Vehicle By-law.
7. All units must comply with Provincial Regulations for proper sewage disposal.

8. Non-compliance with any or all conditions stipulated may result in enforcement procedures and the revocation of the conditional use permit.

AND FURTHER BE IT RESOLVED THAT once payment of the fee set out in Condition No. 1 and No. 2 (number of units allowed) is received, arrangements will be made by RM staff to implement garbage collection at said location as scheduled by the R.M. between May 1 and October 30th, with the maximum of two bags of household garbage and two bags of recycling each week.

...Carried

To Be Tabled:

WHEREAS a Conditional Use application, CUSTL 25-23, was received from owner/applicant(s) Solidad Villarin, Gilda Cruz, & Serigo Sarceno.

AND WHEREAS the said conditional use application is to allow "Travel Trailers/Recreational Vehicles on a site without a main dwelling building as a temporary use", specifically Roll 68568, Oak Crescent, Lot 6, Plan 15104 in the R.M. of St. Laurent, in Manitoba.

AND WHEREAS Council has reviewed the application in accordance with the Zoning By-Law and the RM's Conditional Use of Travel Trailers Policy and has heard the proposal and any submissions.

THEREFORE BE IT RESOLVED THAT Council approve said conditional use on the conditions that:

1. Payment be made to the R.M. of St. Laurent in the amount of \$400.00 for each travel trailer/recreational vehicle unit on the property, within 30 days of the date of this resolution, with such payment to cover the period of December 20, 2023 up to and including December 20, 2024.
2. The Owner/applicant is to provide the RM with proof of lot survey staking within 12 rolling months of the date of this resolution.
3. Upon completion of the condition set out in 1. & 2. The property (s) must request a civic sign for the Property, if the Property does not currently have a civic sign.
4. The number of units reviewed under this application is 2; the maximum number of units allowed on this site is 2 (two).
5. None of the travel trailer/recreational vehicle unit (s) on the site are to be used as a primary residence and shall only be occupied on a seasonal basis from and including May 1st to October 30th.
6. All units on this lot must comply with all other applicable requirements in the Zoning By-law and all Derelict Building By-law and the Unsightly Property and Derelict Vehicle By-law.
7. All units must comply with Provincial Regulations for proper sewage disposal.
8. Non-compliance with any or all conditions stipulated may result in enforcement procedures and the revocation of the conditional use permit.

AND FURTHER BE IT RESOLVED THAT once payment of the fee set out in Condition No. 1 and No. 2 (number of units allowed) is received, arrangements will be made by RM staff to implement garbage collection at said location as scheduled by the R.M. between May 1 and October 30th, with the maximum of two bags of household garbage and two bags of recycling each week.

Survey has been completed – Progress is slowly being made towards this development- Until then this is Tabled.

**CUSTL-23-23-Cherie read proposal and proof of notice. No written submissions.
Applicant not present to speak on the proposal.**

Res # 566/2023 Johnson – Gaudry

WHEREAS a Conditional Use application, CUSTL 23-23, was received from owner/applicant(s) Hermano Cabral & Thomasina Guiboche.

AND WHEREAS the said conditional use application is to allow "Travel Trailers/Recreational Vehicles on a site without a main dwelling building as a temporary use", specifically Roll 005230, Governor Road, Lot 2, Plan 17946 in the R.M. of St. Laurent, in Manitoba.

AND WHEREAS Council has reviewed the application in accordance with the Zoning By-Law and the RM's Conditional Use of Travel Trailers Policy and has heard the proposal and any submissions.

THEREFORE BE IT RESOLVED THAT Council approve said conditional use on the conditions that:

1. Payment be made to the R.M. of St. Laurent in the amount of \$400.00 for each travel trailer/recreational vehicle unit on the property, within 30 days of the date of this resolution, with such payment to cover the period of December 20, 2023 up to and including December 20, 2024.
2. The Owner/applicant is to provide the RM with proof of lot survey staking within 12 rolling months of the date of this resolution.
3. Upon completion of the condition set out in 1. & 2. The property (s) must request a civic sign for the Property, if the Property does not currently have a civic sign.
4. The number of units reviewed under this application is 2; the maximum number of units allowed on this site is 2 (two).
5. None of the travel trailer/recreational vehicle unit (s) on the site are to be used as a primary residence and shall only be occupied on a seasonal basis from and including May 1st to October 30th.
6. All units on this lot must comply with all other applicable requirements in the Zoning By-law and all Derelict Building By-law and the Unsightly Property and Derelict Vehicle By-law.
7. All units must comply with Provincial Regulations for proper sewage disposal.
8. Non-compliance with any or all conditions stipulated may result in enforcement procedures and the revocation of the conditional use permit.

AND FURTHER BE IT RESOLVED THAT once payment of the fee set out in Condition No. 1 and No. 2 (number of units allowed) is received, arrangements will be made by RM staff to implement garbage collection at said location as scheduled by the R.M. between May 1 and October 30th, with the maximum of two bags of household garbage and two bags of recycling each week

...Carried

Survey has been Completed. Progress is slowly being made towards this development- Until then this is Tabled.

- Application for Conditional Use-CUSTL -21-23- Filipe & Darlen Cruz-Travel trailers/recreational vehicles on a vacant site as a temporary use.
- Application for Conditional Use-CUSTL-19-23-Richard & Jeanette Cueto-Travel trailers/recreational vehicles on a vacant site.

Regular Matters:

- None

Notices:

- None

TRANSPORTATION & PUBLIC WORKS

Res # 567/2023

Johnson - Leclair

WHEREAS the lease for the Public Works 2021 Chevrolet Silverado 3500HD one-ton garbage pick-up truck will mature on January 26, 2024.

AND WHERE AS the current mileage on the 2021 Chevrolet Silverado is 55,949 Kilometers.

AND WHEREAS Council has three (3) decisions to choose from that was emailed from Vickar Community Chevrolet regarding the lease on the truck.

1. Purchase of the vehicle-Buyout amount is \$36,164.14 plus GST and PST, would require a safety inspection on the vehicle at an added cost.
2. Return and lease new vehicle- To lease a brand- new truck similar to the current vehicle the cost would be around \$1905/month taxed in.
3. Returning the truck-There would be no cost to return the truck, only some paperwork to turn over the truck. There is about \$3000 in equity that would be made payable to the RM.

THEREFORE BE IT RESOLVED that Council approve Purchase of Vehicle.

...Carried

NEW AND UNFINISHED BUSINESS

Res #568/2023

Gaudry – Combot

WHEREAS a Tendering and Procurement is to clearly outline the procedures and practices for the tendering process and procurement of goods and/or services necessary, in a manner that allows the RM of St. Laurent to be fiscally responsible through a fair and non-discriminatory selection process.

...Carried

FIRE DEPARTMENT

Res #569/2023

Johnson – Gaudry

WHEREAS the St. Laurent Fire Department has previously adopted Operating Guidelines;

AND WHEREAS certain Sections have been amended, revised and added to as follows;

1. Creations of Job Description;
 - a. Deputy Fire Chief Administration

- b. Deputy Fire Chief Operations
- c. Training Officer
- d. Fire Safety Inspections Officer

2. New Operating Guidelines

- a. Theft
- b. Communications Dispatch me by Paging Unlimited
- c. Quick Reference to Radio
- d. Truck Fill System
- e. Shelter in Place.

THEREFORE BE IT RESOLVED that Council adopt the changes, revisions to the St. Laurent Fire Department Operating Guidelines.

...Carried

NEW & UNFINISHED BUSINESS CON'T

Res #570/2023 Johnson – Combot

WHEREAS an Errors on Penalty Notices Policy for errors on tickets is created in order to provide transparency with the public with the effect errors on a penalty notice shall be managed. This policy conforms with requirements set under the Municipal By-law Enforcement Act.

THEREFORE BE IT RESOLVED THAT Council approve the policy as presented.

...Carried

Res #571/2023 Leclair – Gaudry

WHEREAS Roll #167000 was part of a tax sale proceedings held on November 30, 2021 for any property taxes that were outstanding as of January 1st, 2019; and

WHEREAS the necessary documentation to transfer title to the successful bidder was rejected by the Winnipeg Land Titles Office; and

WHEREAS the administration has been working with the respective outside agencies to bring this matter to a satisfactory close; and

WHEREAS based on information from the Land Titles Office, a transfer of land will not be accepted at this time; and

WHEREAS the successful bidder has now requested a refund of the purchase price.

THEREFORE BE IT RESOLVED that Council approve the refund of \$23,147.25 back to the successful bidder.

...Carried

Res #572/2023

Johnson – Gaudry

WHEREAS the Municipality of St. Laurent and the Municipality of Coldwell intend to enter an agreement to outline the exchange of road maintenance between the two RM's as it relates to boundary roads and other roads deemed necessary.

AND WHEREAS a road agreement has been prepared and presented to both municipalities.

THEREFORE BE IT RESOLVED THAT the signing agreement between the Rural Municipality of St. Laurent and The Rural Municipality of Coldwell be hereby approved by Council as outlined on the attached copy.

...Carried

Res #573/2023

Leclair – Combot

WHEREAS the Municipality of St. Laurent and the Municipality of Woodlands agreement is intended to clarify the road exchange maintenance of Twin Lakes Beach Road South and other municipal roads between the RM of Woodlands and the RM of St. Laurent.

AND WHEREAS a road agreement has been prepared and presented to both municipalities.

THEREFORE BE IT RESOLVED THAT the signing agreement between the Rural Municipality of St. Laurent and The Rural Municipality of Woodlands be hereby approved by Council as outlined on the attached copy

...Carried

Res # 574/2023

Johnson – Combot

WHEREAS Municipal Emergency Coordinator, Roger Gillis, has updated the Municipal Emergency Plan.

AND WHEREAS the said Plan requires adoption by the RM of St. Laurent and submission to the Province of Manitoba.

THEREFORE BE IT RESOLVED THAT Council adopt the 2023 Emergency Plan.

... Carried

CDC MATTERS

Res #575/2023

Johnson- Leclair

BE IT RESOLVED THAT Council adjourn into CDC meeting.

...Carried

Res #576/2023

Johnson-Gaudry

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

...Carried

Res #577/2023

Johnson – Leclair

WHEREAS the Economic Development Officer, Denise Allard presented to the CDC Board and Council with a recommendation for renovations at the Welcome Centre to assist with the Economic Development initiatives.

THEREFORE BE IT RESOLVED THAT the CDC Board and Council approves the changes within the Welcome Centre.

...Carried

Correspondence/Information:

- Eco-West- Funding Bulletin
- RCMP Monthly Statistics Report

Minutes from Others:

- None

Committee of the Whole in Camera

Res #578/2023

Johnson – Leclair

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

...Carried

Res #579/2023

Johnson – Combout

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

...Carried

Res #580/2023

Leclair – Gaudry

WHEREAS a formal year-end review for the Assistant Chief Administrative Officer, Lorna Hildebrandt has been conducted for 2023; and

WHEREAS Lorna Hildebrandt has demonstrated skills and knowledge to perform her job in a proficient manner; and

WHEREAS Lorna Hildebrandt has received a wage increase during 2023, it is the recommendation of the Personnel Committee that Lorna receive an increase equal to the amount of the Manitoba Consumer Price Index as at September 2023 (cost of living) being 2.6%; and

WHEREAS Lorna has provided written request that the carry-over of her outstanding vacation days, being 20.52 days to 2024.

THEREFORE BE IT RESOLVED THAT Council approves the wage increase at the cost of living rate increase (2.6%), effective January 1, 2024; and

FURTHER BE IT RESOLVED THAT the request for the carry-over of the 2023 vacation days be approved with a requirement to utilize them by the end of March

...Carried

Res #581/2023 Combot – Leclair

WHEREAS a formal year-end review for Bernice Kitsch, who has been acting in the capacity of a Chief Financial Officer, has been conducted for 2023; and

WHEREAS Bernice Kitsch has demonstrated skills and knowledge to perform her job in a highly proficient manner; and

WHEREAS Bernice has not received a wage increase since 2021, it is the recommendation of the Personnel Committee that Bernice receive an increase equal to the amount of the Manitoba Consumer Price Index as at September 2023(cost of living) being 2.6%.

THEREFORE BE IT RESOLVED THAT Council approves the wage increase at the cost of living rate increase (2.6%), effective January 1, 2024; and

...Carried

Res #582/2023 Gaudry – Combot

WHEREAS a formal year-end review for the part-time Office Clerk, Paul Belair has been conducted for 2023; and

WHEREAS Paul Belair has demonstrated skills and knowledge to perform his job in a highly proficient manner; and

WHEREAS Paul Belair has not received a wage increase since April 2021; and

WHEREAS it is the recommendation of the Personnel Committee to provide an increase of \$2.00/hr.

THEREFORE BE IT RESOLVED THAT Council approves the wage increase for Paul Belair of \$2.00/hour, effective January 1, 2024.

...Carried

Res # 583/2023 Gaudry – Combot

WHEREAS a formal year-end review for By-Law Enforcement Officer, Sophie Skierszkan, has been conducted for 2023; and

WHEREAS Sophie Skierszkan has demonstrated skills and knowledge to perform her job in a highly proficient manner; and

WHEREAS Sophie has not received a wage increase since 2021, it is the recommendation of the Personnel Committee that Sophie receive an increase equal to the amount of the Manitoba Consumer Price Index as at September 30, 2023 being 2.6%; and

WHEREAS Sophie has requested a carry-over of 2023 vacation days, being 10 days.

THEREFORE BE IT RESOLVED THAT Council approves the wage increase as recommended by the Personnel Committee, effective January 1, 2024; and

FURTHER BE IT RESOLVED THAT the request for the carry-over of the 2023 vacation days be approved

...Carried

Res #584/2023 Johnson – Gaudry

WHEREAS a formal year-end review for the Recreation Director, Tammy Hiebert, has been conducted for 2023; and

WHEREAS Tammy Hiebert has demonstrated skills and knowledge to perform her job in a highly proficient manner; and

WHEREAS it is the recommendation of the Personnel Committee to provide a wage increase of \$1.00/hour.

THEREFORE BE IT RESOLVED THAT Council approves the wage increase as recommended by the Personnel Committee, effective January 1, 2024; and

...Carried

Res #585/2023 Leclair – Combout

WHEREAS a formal year-end review for Municipal Emergency Co-ordinator, Roger Gillis, has been conducted for 2023, by the Chief Administrative Officer; and

WHEREAS Roger Gillis has demonstrated skills and knowledge to perform his job in a highly proficient manner; and

WHEREAS it has been determined that 500 hours/year would be sufficient to perform all tasks required to provide this service; and

WHEREAS it is the recommendation of the Personnel Committee that an increase in wages be \$3.00/hour.

THEREFORE BE IT RESOLVED THAT Council approves the wage increase of \$3.00/hour, effective January 1, 2024; and

Res #586/2023 Johnson – Leclair

WHEREAS the six-month probationary period for the Public Works Foreman, Gilles Carrier ended on December 12, 2023; and

WHEREAS a formal review of the Public Works Foreman was completed by the Chief Administrative Officer as per the current Union Agreement; and

WHEREAS Gilles Carriere has displayed the skills and knowledge required to complete his job in a highly proficient manner, it is the recommendation of the Personnel Committee to have Gilles Carriere removed from probationary status and enroll him in the municipal benefits program; and

WHEREAS based on the current Union Agreement the successful completion of the probationary period a wage increase be implemented of \$1.00/hour.

THEREFORE BE IT RESOLVED THAT Council approves the recommendation of the Personnel Committee to acknowledge the successful completion of the probationary period for Gilles Carriere; and

FURTHER BE IT RESOLVED THAT Council approve the \$1.00/hour wage increase to be retroactive to December 12th, 2023

...Carried

Res # 587/2023 - Johnson – Leclair

BE IT RESOLVED THAT this meeting now adjourn at 2:20 p.m.

...Carried

Reeve

CAO

Report of the CAO
December 20, 2023

- Worked at sending payroll information off to Payworks;
- Had a meeting with Mr. C. Buors re: road allowances and long-distance telephone calls;
- Had discussions with an IT company called MicroAge. They provide services surrounding cyber-security, hosting emails and email migration etc.;
- Had preliminary budget meeting with the FD and discussed possible grant opportunities with FD and EDO
- Conducted annual reviews of staff;
- Attended a zoom meeting with Reeve Chartrand and the Honourable Naylor (Minister of Transportation and Infrastructure);
- Received notification from Manitoba Transportation and Infrastructure that our DFA claim was successful. The amount that was claimed (less the mandatory RM cost sharing portion) was received. – job well done, Paul!
- The Consolidated Financial Statements are uploaded to the MMO – thank you, Bernice.
- Working with Bernice to facilitate the cross-over to the new Auditor;
- Attended a meeting with Age-friendly Manitoba to discuss possible projects and the potential to work together;
- Was away for part of the afternoon on Monday 18th (kids doctor appointments)
- Heading out early on the 20th – banked time
- Away on Thursday (21st) (taking kid to the orthodontist)
- Will be away on the afternoon only of the 22nd – banked time

Fire Department report to Council for December 20, 2023

Operating Guidelines

The Fire department has created new OG's as follows:

Deputy Fire Chief Administration, Deputy Fire Chief Operations, Training Officer, Fire Safety Inspections Officer, Theft, and Organizational Chart

The remainder of the OG's have been edited by Billie-Jean, now all OG's have been edited to rectify the spelling errors and/or format errors.

Drill Night

On December 11 we reviewed and trained on dispatch me app on monitor, which has been installed on main floor. Fire fighters will now be able to monitor responding fire fighters and call status.

We are relocating 2 PSCS radios to the main floor to increase efficiency, response times and reduce costs for false alarms.

The fire fighters reviewed the operation of fire and life safety system in the Le Pchi Pwayson (MMF Daycare). They have installed a lock box for the fire department access 24/7.

Real has contacted ^{#1 Quality Repair} Highway 6 Service in Deer Horn for the safeties of the Tanker and Pumper. Tanker went for its safety inspection on Dec 19, 2023. Pumper will be later this week.

There will be no more purchases without a PO (Purchase Order) authorized by Fire Chief Chad to ensure the purchases are allocated to the correct GL (General Ledger)

Moe Leclair and Roger Gillis are communicating to have a truck for public works and fire department for Class 3 driver's license testing in Portage La Prairie for early February. Roger Gillis and Chad Malfait have made contact with Portage La Prairie drivers licensing division to get a tester to attend St. Laurent for written and practical air brake testing in February.

The Training Officer presented and trained on large volume water application for structure fires.

Mike Futros has relocated his explosive vault to a new location.

A few operating check lists have been created and have been used to ensure fire apparatus and equipment are inspected and tested at each drill night.

Susan attended and reported on the Public Education meeting. St. Laurent fire department has been requested to donate 2 gifts for next year annual Fire Safety Education Seminar which will be held on May 16, 2024 in Selkirk.

By-Law Report

December 20, 2023

By-Law	Number of active files
Zoning By-Law	23
Unnecessary and Harmful Noise By-Law	1
Domestic Animal By-law	1
Parks and Beaches	0
Unsightly Property By-Law	8
Derelict Building By-Law	1

- 1) Zoning By-law: There is 1 active file that has been issued an Inspection Notice. There are 17 active files that have been issued Notices of Violation. 5 active files have been issued a Penalty Notice.
- 2) Unnecessary and Harmful Noise By-Law: The active file has been issued a Final Notice.
- 3) Domestic Animal By-law: The active file has been issued two Penalty Notices, which are outstanding and have been mailed a Final Notice.
- 4) Unsightly Property By-law: The first file has an inspection scheduled for December 14, 2023. The following file has compliance deadline of June 19, 2024. The following file has a compliance deadline of June 19, 2024. The following file has final compliance deadline of April 17, 2024. The following file has a compliance deadline of December 19, 2023. The following file has a Municipal Enforcement Order due January 11, 2024. The following file has an Enforcement Order scheduled for May 8, 2024. The following file has an outstanding Municipal Enforcement Order that will have to be remedied in the spring.
- 5) Derelict Building By-law: The active file's property owner has been working on rectifying the infractions and has been provided July 17, 2024 deadline to comply.

Current by-laws we are working on reviewing and revising are the following:

1. Zoning By-Law: amendments to the structure of the by-law, removal of term "vacant site", amending officer title- in the process of being drafted by WIPD, expected to be submitted in the New Year.
2. Building By-Law: Working on amendments to structure of by-law and inclusion of Stop Work Order.
3. Policies: The Municipality is in the process of updating certain policies and creating new policies to better guide employees to expectations as it relates to matters such as licence refunds, the use of Municipal resources to bring properties into compliance, the tendering and procurement process, working alone, errors on Penalty Notices, some of which may be presented today.

MEC Report

Dec 19, 2023

The emergency plan is now complete and ready for submission to the Manitoba Emergency Measures branch of government.

Many conversations have taken place with Dwayne Hackinen from Manitoba Emergency Measures regarding the registration for the Municipal Climate adaptation conferences for Feb 2024.

I met with our EDO to discuss how the climate adaptation and other grants can be used to improve drainage and fire prevention and mitigation for the RM.

Several grants have been discussed with our CAO and our EDO and we are looking into a way to apply them to benefit our community.

- Perhaps the risks associated with the lagoon and flooding by improving drainage into the lake. Councillor Gaudry and I will be discussing this further.
- Increasing access to the areas around the Portuguese Park for emergencies, fire water hauling. The roads in the park are too narrow and extremely dangerous with a large truck.
- Fire breaks around the Waste Transfer site and the Portuguese park can possibly be addressed through these grants. On Dec 15 A Wawanesa Insurance grant for fire protection was recently applied for with the help of Denise and Councillor Leclair. It was a last minute notification so we hastily put an application together.
- The FD is looking at assistance from the Fire Fighters Burn Fund public education initiative for a training aid. Susan Gareau has drafted a letter in late August we are waiting for a decision.

Many hours have been put toward the restructuring of the FD human resources; all at a benefit to emergency management. Rewriting and updating the emergency plan and assisting with Class 4 and Class 3 drivers' licences and air brake endorsements are in the works and / or nearing completion. MPIC driver licencing from Portage la Prairie has agreed they will send out an examiner for the Air brake portion rather than have all of us travel to Portage or Selkirk. The practical driving portion will still require the candidates to travel to a licencing center.

Mike Futros has relocated his explosive magazine to an area that has been cleared of brush and vegetation. Roger L was advised of this after the fact. Further investigation into the impacts of the relocation are yet to be completed by the new Fire Chief and I.

C:mecrprtDec20,23