

**MINUTES OF THE TOWN OF NEEPAWA REGULAR MEETING OF COUNCIL HELD TUESDAY NOVEMBER 21, 2017 AT 5:00 P.M. IN THE COUNCIL CHAMBERS, NEEPAWA MUNICIPAL OFFICE, 275 HAMILTON ST., NEEPAWA, MB**

Present: Mayor de Groot, Deputy Mayor Jarema, Councillors Dietrich, Cockburn, Gerrard, Parrott & Stilwell; CAO Colleen Synchyshyn, Manager of Operations Denis Saquet, EDO Marilyn Crewe, Development Officer Jeff Braun

Guests: Rebecca Walmsley – NACTV, Eoin Devereaux – Neepawa Banner & Press

**1. Approval of Agenda**

**Resolution No: 2017 257**

**Cockburn/Dietrich**

BE IT RESOLVED THAT the Council of the Town of Neepawa approve the Regular Meeting agenda for Tuesday, November 21, 2017.

**CARRIED**

**2. In-Camera**

**Resolution No: 2017 258**

**Cockburn/Jarema**

BE IT RESOLVED that the Council of the Town of Neepawa do now sit as a “Committee of the Whole In-Camera” to discuss strategic planning matters.

**CARRIED**

**3. Out of In Camera**

**Resolution No: 2017 259**

**Dietrich/Cockburn**

BE IT RESOLVED that the Council of the Town of Neepawa do now adjourn the “In-Camera” session at 6:32 p.m. and resume the Regular Meeting of Council.

**CARRIED**

**4. Approval of Minutes**

**Resolution No: 2017 260**

**Cockburn/Jarema**

BE IT RESOLVED THAT the Council of the Town of Neepawa approve the minutes of the Regular Meeting, Organizational Meeting and Public Hearing held Tuesday, November 7, 2017 as circulated, posted and attached.

**CARRIED**

**5. Old Business**

**5.1 Tenders for New Fire Hall**

- Manager of Operations Denis Saquet, summarized the tender information for Council - ten bids received ranging from \$2.592 million to just over \$3.0 million. Construction to start in May 2018.

**6. New Business**

**6.1 Accessibility Plan (Draft)**

- As per legislation, the Town is required to have an Accessibility Plan in place by December 31, 2017.
- Council to review the plan with the intention of passing same at the next meeting of Council.

**6.2 Human Resource Policies: AD-005 Classification of Positions & AD-030 Pay Practices**

- New policies have been drafted to lay the foundation for classifying positions; provide classification specifications, and set out a formal system for pay practices. Such policies to assist in guiding human resource matters and provide consistency for all employees.

## **7. Council Committee Assignment Reports**

### **Councillor Parrott – NADCO**

- Amy Spring, Fueled by Adventures, attended NADCO to receive her award.

### **Councillor Gerrard**

- Congratulated EDO Crewe for recent provincial recognition for “What’s the Big Idea” event.

### **Deputy Mayor Jarema - Evergreen Environmental**

- The 2018 budget is complete. Currently discussing the ability to accept additional recycled products.

## **8. Council Committee Reports**

### **8.1 Finance & Administration Committee – Councillor Gerrard**

- Pre-budget survey to be released in paper format & electronic (email and social media) on November 22.

### **8.2 Strategic Initiatives Committee – Deputy Mayor Jarema**

- Addressed Council about the importance of hosting Committee meetings at least twice annually.

## **9. Correspondence**

- **Darren Graham** – Letter regarding perpetual care - Received as information and will be placed on the file.

## **10. Mayors Report**

- Mayor de Groot extended appreciation to Joan Enns and Cecil Pittman for their dedication on setting up the Christmas village display in the Town Office window as well as the one for Remembrance Day.

## **11. Resolutions**

### **12.1 Accept Fire Hall Tender**

**Resolution No: 2017 261**

**Cockburn/Parrott**

BE IT RESOLVED that the Council of the Town of Neepawa hereby accept the tender from Crane Steel Structures in amount of \$2,592,000.00 plus GST for the construction of a new fire hall.

**CARRIED**

### **12.2 Ratification of Collective Agreement - CUPE Local 1735-01**

**Resolution No: 2017 262**

**Gerrard/Jarema**

BE IT RESOLVED THAT upon receipt and validation of the final documents representing the collective bargaining affecting the period January 1, 2017 - December 31, 2020, the Council of the Town of Neepawa agree in principle to the terms of the agreement and only upon final validation of same, authorize the Mayor and CAO to sign the collective agreements with CUPE Local 1735-01.

**CARRIED**

### **12.3 Approve HR Policies AD-005 Classification of Positions & AD-030 Pay Practices**

**Resolution No: 2017 263**

**Cockburn/Dietrich**

BE IT RESOLVED THAT the Council of the Town of Neepawa approve Policy AD-005 related to the Classification of Positions, and Policy AD-030 related to Pay Practices, the purpose of such policies and supporting documents to serve as the basis for a formalized system and procedure for the management of human resources for the Town of Neepawa.

**CARRIED**

## **12.4 Cemetery Petunia Tender**

**Resolution No:** 2017 264

**Gerrard/Dietrich**

BE IT RESOLVED that the Council of the Town of Neepawa accept the tender from Vanstone Nurseries for the supply and delivery of petunias to Neepawa Riverside Cemetery for 2018 at a cost of \$11,136.15 (taxes included); with the option to extend the contract for an additional two years at a cost of \$11,424.87 for 2019 and \$11,442.75 for 2020.

**CARRIED**

## **12. By-Laws**

### **13.1 By-Law 3176-17 Development Incentives - 2nd Reading**

**Resolution No:** 2017 265

**Cockburn/Jarema**

BE IT RESOLVED THAT By-Law No. 3176-17 being a By-Law of the Town of Neepawa to provide for a development incentive program, be now read for a second time.

**CARRIED**

### **13.2 By-Law 3176-17 Development Incentives - 3rd Reading**

**Resolution No:** 2017 266

**Cockburn/Dietrich**

BE IT RESOLVED THAT By-Law No. 3176-17, being a By-Law of the Town of Neepawa to provide for a development incentive program, be now read for a third time and passed.

For: Mayor de Groot, Councillors Cockburn, Dietrich, Jarema, Parrott, Stilwell

Against: nil Abstain: nil

**CARRIED**

## **13. Accounts & Financial Statements**

### **14.1 October 2017 Financial Statement**

**Resolution No:** 2017 267

**Cockburn/Jarema**

BE IT RESOLVED THAT the Council of the Town of Neepawa approve the October 2017 Financial Statement.

**CARRIED**

## **14. Other Business**

- Councillor Parrott expressed appreciation to Ineke Mack for supporting pop up businesses in her store.
- Councillor Gerrard thanked both administration and union representation for their hard work towards achieving a collective agreement in a respectful manner.

## **15. Adjournment**

**Resolution No:** 2017 268

**Cockburn/Dietrich**

BE IT RESOLVED THAT The Council of the Town of Neepawa do now adjourn this Regular Meeting of Council at 7:56 p.m.

**CARRIED**

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Mayor

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Chief Administrative Officer