

MINUTES OF THE TOWN OF NEEPAWA REGULAR MEETING OF COUNCIL HELD TUESDAY NOVEMBER 7, 2017 AT 5:00 P.M. IN THE COUNCIL CHAMBERS, NEEPAWA MUNICIPAL OFFICE, 275 HAMILTON ST., NEEPAWA, MB

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

Guests: Jeremy Vogt – NACTV, Eoin Devereaux – Neepawa Banner & Press

Regrets: Councillors Cockburn and Dietrich

1. Approval of Agenda

Resolution No: 2017 233

Jarema/Gerrard

BE IT RESOLVED THAT the Council of the Town of Neepawa approve the Regular Meeting agenda for Tuesday, November 7, 2017.

CARRIED

2. In-Camera

Resolution No: 2017 234

Parrott/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 the following strategic planning, legal and personnel matters

CARRIED

Council recessed the In-Camera session @ 6:40 p.m. to allow for the regular meeting.

3. Approval of Minutes

Resolution No: 2017 235

Parrott/Jarema

BE IT RESOLVED THAT the Council of the Town of Neepawa approve the minutes of the Regular Meeting and Public Hearing held Tuesday, October 17, 2017 as circulated, posted and attached.

CARRIED

4. 6:40 p.m. - Annual Organizational Meeting

Council stayed the meeting to hold the annual organizational meeting; resuming at 7:00 p.m.

5. 7:05 p.m. Public Hearing - Variation (The Farmery)

Council stayed the meeting to hold the public hearing; resuming at 7:10 p.m.

6. New Business

6.1 Development Incentives

- Under the authority of *The Municipal Act*, over the course of the last year or more, Council have discussed establishing a financial assistance program as an investment and attraction tool to target large scale investment and multi-residential development. By-Law 3176-17 which will be debated for 1st reading later in the meeting was drafted to reflect a phased in approach for incremental assessment/taxes based for those development that qualify.

6.2 Policy AD-065 Security of Access Keys

- This proposed new policy sets forth a process for issuing and tracking access keys provided to employees and representatives of the Town of Neepawa who need access to various Town buildings and equipment.

6.3 Raffle Lottery License Application Form & Regulations

- Recent fundraising events within the community have led to an increased presence by Liquor and Gaming Authority personnel who want to ensure that the provincial raffle guidelines are being followed.
- Neepawa's procedure for issuing Lottery Licenses still reflects the old legislation and requires updating. A new procedure and application forms, mirroring Liquor and Gaming Authority regulations, will ensure a streamlined, simple process.
- The onus is on each respective organization to ensure that they are in compliance and to understand that **all raffles, draws, etc. will require a license.** The Town will endeavour to assist organizations with any questions they may have regarding the process.

6.4 MIT Snow Removal Agreement

- Annual snow removal agreement for compensation to clear Mountain Avenue and part of Commerce Street.
- Payment to be the same as previous years.

7. Council Committee Assignment Reports

Councillor Parrott – Community Clinic

- As they proceed with construction, the public needs to be attentive to the changes at the Community Clinic parking lot which restricts some of the parking area.

Councillor Gerrard – Regional Recreation Steering Committee

- Noted that the consultants obtained by the Recreation Steering Committee were in Town on November 2, 2017 to meet with the group and obtain information that will allow them to proceed.

8. Council Committee Reports

8.1 Finance & Administration Committee - Councillor Jarema

- The committee is currently preparing a pre-budget survey to release later this month to seek input from the public for 2018.

8.2 Community Development Committee - Councillor Parrott

- Highlighted some of the programming that has been taking place within the Recreation Services Department and noted all programs have been well received.

8.3 Strategic Initiatives Committee – Mayor de Groot

- By way of memo, Mayor de Groot summarized some preliminary information related to a requirement to works towards creating an Asset Management Plan for the Town of Neepawa.

9. Managers' Reports

9.1 CAO Colleen Sychyshyn

- An open house will be held on November 20, 2017 @ 6:00 p.m. to obtain public input into the creation of an Accessibility Plan.

9.2 Manager of Operations Denis Saquet

- Tenders for the new fire hall are still under review; staff have serviced the site with water and sewer
- North end water installation project is almost complete and a sewer main renewal completed on Brown Ave.

10. Correspondence

- **The Royal Winnipeg Rifles Foundation - requesting purchase of a Legacy Stone** - Received as information. Council inquired about the prices for various stones – Administration to follow up.

- **Westman Opportunities Leadership Group - Workshop Invitation** - Received as information. A resolution approving attendance to be brought forward.
- **Department of Municipal Relations & AMM - Asset Management** - Information and dates received on how the Province and AMM will assist municipalities in unrolling their Asset Management Plans.
- **October RCMP Report** - Received as information.

11. Mayors Report

- Noted that the Holiday Train will be stopping in Neepawa on December 3, 2017 from 3:30 p.m. – 4:00 p.m.

12. Resolutions

12.1 Approve Variation V-02-2017 (Farmery Inc.)

Resolution No: 2017 236

Parrott/Gerrard

BE IT RESOLVED THAT the Council of the Town of Neepawa approve Variation Application V-02-2017 of The Farmery Inc. affecting Lot E, Plan 4582 @ 480 PTH 5 North, to allow a reduction in the side yard setback from 12 feet to 3 feet and to increase the main structure height of approximately 25' 6 " to the proposed accessory use height of 36' 6". Such request made by Farmery Inc. to allow for the location of 3 grain storage buildings for business use.

CARRIED

12.2 Approve Policy AD-065 Security of Access Keys

Resolution No: 2017 237

Gerrard/Jarema

BE IT RESOLVED THAT the Council of the Town of Neepawa approve Policy AD-065 - Security of Access Keys.

CARRIED

12.3 Westman Opportunities Leadership Group Workshop

Resolution No: 2017 238

Parrott/Jarema

BE IT RESOLVED THAT the Council of the Town of Neepawa approve members of Council, as well as EDO Crewe, to attend the Soybean Building Opportunities Event to be held in Brandon on November 16, 2017.

CARRIED

12.4 Raffle Lottery License Regulation and Application Form

Resolution No: 2017 239

Jarema/Parrott

WHEREAS the Town of Neepawa has been instructed by the Liquor and Gaming Authority of Manitoba to provide licensing for all raffles within the Town of Neepawa;

AND WHEREAS it is in the best interest of Town of Neepawa to update the application forms and fee structure to be compliant with new legislation;

THEREFORE BE IT RESOLVED that the Council of the Town of Neepawa approve the new fee structure for Raffle Licenses as follows:

- Raffles with cumulative revenues between \$0 and \$250 shall be charged a license fee of \$5.
- Raffles with cumulative revenues between \$250 and \$1500 shall be charged a license fee of \$10.
- Raffles with cumulative revenues between \$1500 and \$3000 shall be charged a license fee of \$20.

BE IT FURTHER RESOLVED that the Council of the Town of Neepawa approve the use of the attached Raffle Lottery License Application Regulation and Forms, derived from the Liquor and Gaming Authority, as attached.

CARRIED

12.5 MIT Snow Removal Agreement

Resolution No: 2017 240

Parrott/Jarema

BE IT RESOLVED THAT the Council of the Town of Neepawa authorize Chief Administrative Officer Synchyshyn to sign the attached Snow Removal Agreement with Manitoba Infrastructure for 2017/18.

CARRIED

12.6 Muniware Software Support & Software License Agreement 2018

Resolution No: 2017 241

Gerrard/Parrott

BE IT RESOLVED that the Council of the Town of Neepawa authorize Chief Administrative Officer Synchyshyn to sign the Muniware Software Support Agreement and Muniware Software License Agreement for 2018.

CARRIED

12.7 Accept Tender - Accommodation Feasibility Study

Resolution No: 2017 242

Jarema/Stilwell

BE IT RESOLVED THAT the Council of the Town of Neepawa accept the tender of CBRE in amount of \$29,400.00, cost shared 2/3 Town of Neepawa and 1/3 Province of Manitoba under the Partners for Growth Program for a "Temporary and Seniors Accommodation Feasibility Study".

CARRIED

13 By-Laws

13.1 By-Law 3174-17 Reduced-Speed School Zones - 2nd Reading

Resolution No: 2017 243

Parrott/Gerrard

BE IT RESOLVED THAT By-Law No. 3174-17, being a By-Law of the Town of Neepawa to reduce the speed limit within a school zone on municipal highways and provincial highways in the Town of Neepawa, be now read for a second time.

CARRIED

Prior to third reading of the by-law, for the purposes of due diligence and ensuring that the speed zones reflect what is required, administration will invite the School Division to the next Council meeting to discuss the matter.

13.2 By-Law 3176-17 Development Incentives - 1st Reading

Resolution No: 2017 244

Jarema/Gerrard

BE IT RESOLVED THAT By-Law No. 3175-17, being a By-Law of the Town of Neepawa to provide for a development incentive program, be now read for a first time.

CARRIED

13.3 By-Law 3178-17 Zoning Amendment Lot 1, Plan 53475 - 1st Reading

Resolution No: 2017 245

Parrott/Gerrard

BE IT RESOLVED THAT By-Law No. 3178-17, being a By-Law of the Town of Neepawa to amend the Town of Neepawa Zoning By-Law, as amended, be now read for a first time.

CARRIED

14 Accounts and Financial Statements

14.1 October 2017 Cheque Register (all)

Resolution No: 2017 246

Jarema/Gerrard

BE IT RESOLVED THAT the Council for the Town of Neepawa approve the accounts for October 2017 totalling \$2,158,104.93, as reviewed by the Finance Chairman and representing cheques #201701921 to #201702179, excluding 201702157.

CARRIED

Councillor Gerrard declared a conflict for the following resolution & vacated the room, returning at the close of discussion and debate.

14.2 October 2017 Cheque Register (HH)

Resolution No: 2017 247

Parrott/Jarema

BE IT RESOLVED THAT the Council for the Town of Neepawa approve the accounts for October 2017 totalling \$398.53 as reviewed by the Finance Chairman and representing cheque 201702157.

CARRIED

14.3 September 2017 Financial Statement

Resolution No: 2017 248

Stilwell/Jarema

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

CARRIED

Council resumed the In-Camera portion of the meeting @ 8:30 p.m.

15 Out of In Camera

Resolution No: 2017 249

Jarema/Parrott

BE IT RESOLVED that the Council of the Town of Neepawa do now adjourn the "In-Camera" session at 8:56 p.m. and resume the Regular Meeting of Council.

CARRIED

16 Adjournment

Resolution No: 2017 250

Gerrard/Jarema

BE IT RESOLVED THAT The Council of the Town of Neepawa do now adjourn this Regular Meeting of Council at 8:57 p.m.

CARRIED

Mayor

Chief Administrative Officer