

## Town of Niverville

Minutes of the regular meeting of the Niverville Town Council held on December 1, 2020 at 9:00 a.m. held virtually. In attendance were Mayor Myron Dyck, Deputy Mayor John Funk, Councillors Kevin Stott, Chris Wiebe and Nathan Dueck.

Res#322-20 J. Funk – C. Wiebe  
 Agenda BE IT RESOLVED that the agenda be approved as presented.  
“Carried”

Res#323-20 N. Dueck – K. Stott  
 Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on November 17, 2020 be approved as presented.  
“Carried”

Res#324-20 C. Wiebe – N. Dueck  
 Interim BE IT RESOLVED that the following interim budget be adopted for 2021:  
 Budget

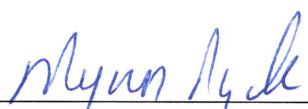
General Government Services	\$381,000	
Protective Services	216,000	
Transportation	466,000	
Environmental Health	118,000	
Public Health and Welfare Services	20,000	
Environmental Development Services	40,000	
Economic Development Services	38,000	
Recreation and Cultural Services	2,367,000	
Fiscal Services	<u>407,000</u>	
<i>Sub-Total</i>		\$4,053,000
Water Utility	130,000	
Sewer Utility	<u>112,000</u>	
<i>Sub-Total</i>		\$ 242,000
Reserves:		
Machinery	86,000	
Protective Equipment	162,000	
Capital Development	237,500	
Recreation Development	207,500	
Office	50,000	
Road Reconstruction	150,000	
General	375,000	
Community Resource Centre	--	
Gas Tax	450,000	
Sewer	262,000	
Water	<u>610,000</u>	
<i>Sub-Total</i>		\$2,590,000
<b>TOTAL INTERIM</b>		<b><u>\$6,885,000</u></b>

AND BE IT FURTHER RESOLVED that the Chief Administrative Officer or his designate be authorized to pay all regular recurring expenses.  
“Carried”

Res#325-20 J. Funk – C. Wiebe  
 Emerg. Plan BE IT RESOLVED that Council approves Niverville’s 2021 Emergency Plan as presented at Planning Session.  
“Carried”

Res#326-20 Appointments	<p>C. Wiebe – K. Stott</p> <p>BE IT RESOLVED that the 2021 Council committee and board appointments be accepted as presented, copy of which is attached hereto as Schedule "A".</p> <p style="text-align: right;">"Carried"</p>
Res#327-20 Fire Exec. 2021	<p>J. Funk – N. Dueck</p> <p>WHEREAS the terms of appointment to leadership positions within the Niverville Fire and Emergency Services will expire on December 31, 2020 for Keith Bueckert, Brad Wasilinchuk and Stan Hiebert;</p> <p>THEREFORE BE IT RESOLVED that Council re-appoints Keith Bueckert as Fire Chief for a one-year term beginning January 1, 2021;</p> <p>AND BE IT FURTHER RESOLVED that Council re-appoints Brad Wasilinchuk and Stan Hiebert as Deputy Fire Chiefs for a one-year term beginning January 1, 2021.</p> <p style="text-align: right;">"Carried"</p>
Res#328-20 Council Indemnity	<p>J. Funk – N. Dueck</p> <p>WHEREAS Bylaw 816-19 provides for a daily indemnity to Council for any meeting outside of the corporate boundaries of Niverville;</p> <p>AND WHEREAS due to Covid-19, Council's 2021 Planning Session was held in Niverville on November 20 &amp; 21, 2020;</p> <p>THEREFORE BE IT RESOLVED that Council authorizes the daily indemnity rate to be paid to Council for attendance at the 2021 Planning Session, which was held in Niverville on November 20 &amp; 21, 2020.</p> <p style="text-align: right;">"Carried"</p> <p>Mayor Myron Dyck thanked Council for their time and efforts during Planning Session and noted he is looking forward to next year. A press release with highlights from Planning Session has gone out.</p>
Res#329-20 Accounts	<p>K. Stott – J. Funk</p> <p>BE IT RESOLVED that cheque nos. 39453 to 39497 totalling \$463,582.06 be hereby approved for payment.</p> <p style="text-align: right;">"Carried"</p>
Res#330-20 BL 826-20 1 <sup>st</sup> Reading	<p>J. Funk – N. Dueck</p> <p>BE IT RESOLVED THAT Council gives first reading to By-law No. 826-20, a by-law to establish a rate for the collection and disposal of waste as a special service for all single family, duplexes and multiple family dwelling of three residential units or less.</p> <p style="text-align: right;">"Carried"</p>
Res#331-20 BL 827-20 1 <sup>st</sup> Reading	<p>C. Wiebe – J. Funk</p> <p>BE IT RESOLVED that Bylaw 827-20, being a Council Remuneration bylaw for 2021 is given first reading.</p> <p style="text-align: right;">"Carried"</p>
Res#332-20 BL 828-20 1 <sup>st</sup> Reading	<p>N. Dueck – K. Stott</p> <p>BE IT RESOLVED that Bylaw 828-20, being a Staff Remuneration bylaw for 2021 is given first reading.</p> <p style="text-align: right;">"Carried"</p>

Res#333-20 BL 801-18 Update	K. Stott – N. Dueck BE IT RESOLVED that Schedule B of Bylaw 801-18 Traffic and Parking be updated to add more streets, copy of which is attached hereto as Schedule “B”. “Carried”
Res#334-20 Weed Inspector	C. Wiebe – J. Funk BE IT RESOLVED that Council appoints Mike Lawrence, Bylaw Enforcement Officer for the Town through the Commissionaires, as Niverville’s Municipal Noxious Weeds Inspector effective March 1, 2021 to February 28, 2022. AND BE IT FURTHER RESOLVED that the Municipal Noxious Weeds Inspector will be responsible to enforce The Noxious Weeds Act within Niverville’s boundaries and ensure that the Act’s provisions are complied with. “Carried”
Res#335-20 Heritage Wall Project	C. Wiebe – N. Dueck WHEREAS citizens have donated funds to the Town of Niverville for the Heritage Wall Project as overseen by the Niverville Communities in Bloom Committee; AND WHEREAS the donations for the Heritage Wall Project have now been receipted; THEREFORE BE IT RESOLVED that a grant of \$10,755.00 less a \$40.00 Administrative fee, representing donations received for the Heritage Wall Project, be provided to the Niverville Communities in Bloom Committee to assist in the completion of the Heritage Wall. “Carried”
Res#336-20 HR1-18	C. Wiebe – J. Funk BE IT RESOLVED that Council approves an amendment to Operations On-Call Policy HR1-18, copy of which is attached hereto as Schedule “C”. “Carried”
Res#337-20 Adjourn	N. Dueck – C. Wiebe BE IT RESOLVED that the meeting be adjourned. (9:24 a.m.) “Carried”

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

## **SCHEDULE “A”**

### **Council Organization – December 1, 2020**

**Deputy Mayor** – John Funk

#### **Niverville Community Development Corporation**

Myron Dyck – President

Directors – John Funk, Kevin Stott, Chris Wiebe, Nathan Dueck

Treasurer – Dawn Penner

Secretary – Eric King

#### **Niverville Health Task Force**

Nathan Dueck

#### **Niverville Health Care Services Inc.**

Nathan Dueck – President

Directors – Myron Dyck, John Funk, Kevin Stott, Chris Wiebe

Secretary – Eric King

#### **Steering Committee with RM of Ritchot** (review joint opportunities)

John Funk

#### **Niverville Business Park Inc.**

Chris Wiebe – President

Directors – Myron Dyck, John Funk, Kevin Stott, Nathan Dueck

#### **Niverville Recreation Committee**

John Funk – President

Directors – Myron Dyck, Chris Wiebe, Kevin Stott, Nathan Dueck

#### **Seine Rat River Conservation District**

Kevin Stott - member

John Funk – alternative delegate

#### **Community Futures Triple R Development**

Greg Fehr – member

Myron Dyck – alternative delegate

#### **Council Committee**

Myron Dyck – Chairperson

Spokesperson for:

Recreation - John Funk

Residential Development – Chris Wiebe

Business Development – Chris Wiebe

Operations – Kevin Stott

Administration/Finance/Protective – Myron Dyck

Communications Liaison (website/marketing) – Nathan Dueck

Medical Services – Nathan Dueck

#### **Board of Revision**

Myron Dyck – Chairperson

Eric King – Secretary

#### **Steering Committee for RSR Wastewater Cooperative**

Myron Dyck



**SCHEDULE "B"**  
**BYLAW 801-18**  
**Updated Oct. 15, 2019**  
**Updated Feb. 4, 2020**  
**Updated Dec. 1, 2020**

During the period of November 1<sup>st</sup>, through April 1<sup>st</sup>, a Street Parking Ban (between the hours of 6 a.m. and 6 p.m.) will be in effect.

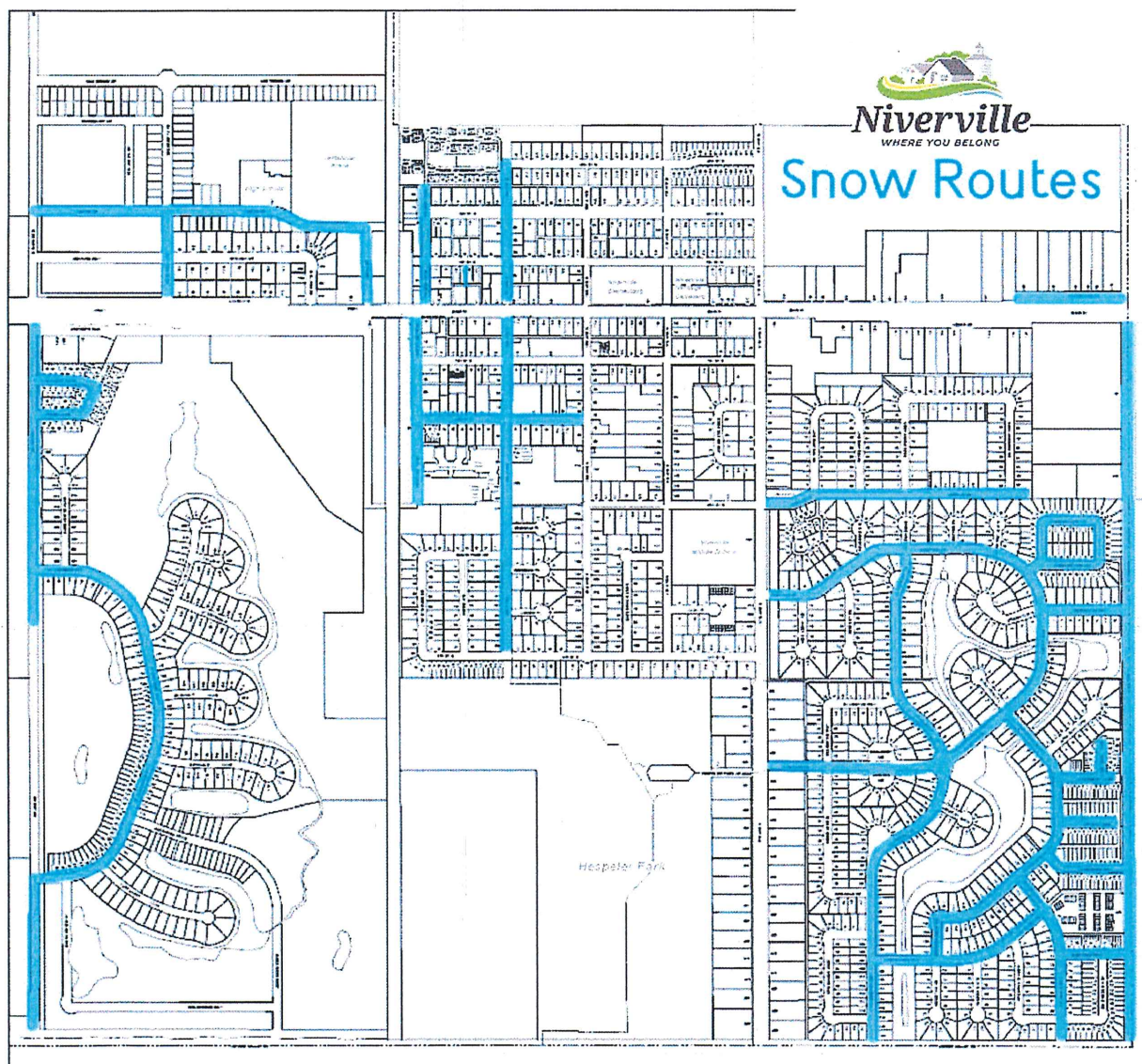
After a snowfall has occurred where snow clearing is required, Town Staff will begin their initial clearing operation at 5:00 a.m. and will plow around any vehicles that are parked on the streets. The following day, the Street Parking Ban will be in effect between the hours of 6 a.m. and 6 p.m. and vehicles will not be permitted to park on the designated snow routes to enable Town Staff to complete snow clearing operations.

Vehicles (including trailers), that are parked on the streets identified as the designated snow route on the second day (and any subsequent days needed) when a Street Parking Ban has been implemented, will be ticketed and towed.

Notices indicating when the parking ban will be in effect and when it is lifted will be posted on the Town's website [www.wheretheybelong.ca](http://www.wheretheybelong.ca) and the Town's Facebook page.

The areas highlighted below specify the Town's designated snow routes.

**PLEASE NOTE THAT DURING A SNOW BAN, ALL REGULATIONS UNDER BYLAW 801-18 ARE STILL IN EFFECT.** *Residents are asked to note in particular that Section 2.2 of Bylaw 801-18 states that no person shall park in a public street or lane to obstruct the performance of scheduled or emergency maintenance work on the street or lane. Section 7.2 – The Town may order a vehicle to be towed away when such a vehicle is parked in a non-compliant manner, the costs or fees of which are the responsibility of the registered owner. These regulations help to ensure that the Town can have all streets accessible for emergency vehicles.*



2nd Avenue S.

2nd Avenue N.

6th Avenue S.

Breckenridge Drive

Cambridge Way

Claremont Drive

Cobblestone Court

Dochart Gate

Errington Way

Foxdale Way

Hampton Drive

Hawthorne Way

Heritage Trail

Kipling Lane

Landsbury Lane

Landsbury Terrace

Sheffield Way

Spruce Drive

St. Andrews Way

Tweed Lane

*\*New streets added for 2020\**

*\*Arena Road*

*\*Centre Street*

*\*Back Lane behind 41 Main Street*

*\*Bronstone Drive*

*\*Extension of 2<sup>nd</sup> Avenue N.*

*\*Mulberry Avenue*

*\*Prairie Trail*



## SCHEDULE "C"



### TOWN OF NIVERVILLE-HUMAN RESOURCES

<b>POLICY NO. HR1-18:</b>	<b><u>Operations On-Call Policy</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>September 18, 2018</u></b>	<b>RESOLUTION# <u>302-18</u></b>
<b>REVISION DATE:</b>	<b><u>September 1, 2020</u></b>	<b>RESOLUTION# <u>250-20</u></b>
<b>REVISION DATE:</b>	<b><u>December 1, 2020</u></b>	<b>RESOLUTION# <u>336-20</u></b>

**Background:** The Town has historically had their Operations Manager on-call from Monday to Friday to deal with Town emergencies during the work week. In addition, on the weekend there would have been one Operations and one Utility staff on-call to address weekend emergencies for the Town and its residents.

Compensation and fairness for staff and their families has become a concern and the Town requires a new policy to meet the needs of the residents while correcting the imbalance in the work-life relationship for staff.

#### **Policy:**

**Scheduling:** The Operations Manager will publish an on-call schedule for staff quarterly.

If an on-call staff member would like to make a change to the schedule, they must make arrangements for a shift exchange with another approved on-call staff member a minimum of four (4) weeks in advance and must concurrently submit the request in writing to the Operations Manager. The Operations Manager will review the request and in conjunction with the CAO, either approve or deny the schedule change.

**Rotation:** Each approved on-call staff member will be responsible to be on-call for one week out of every four weeks. *Note: The schedule is subject to change pending fluctuations to the number of approved on-call staff.* A week(shift) is defined as starting at 16:00 Tuesday evening and ending at 07:00 the following Tuesday morning.

**Response Time:** The on-call employee must respond to any phone call or voicemails within twenty (20) minutes of receipt. All calls received must be logged and include details regarding the response that was required. When an on-site response is required, the on-call staff member must be on-site within sixty (60) minutes of the original call / voicemail. During the week that a staff member is on-call, they must be prepared to respond at any time and cannot be under the influence of alcohol or any legal or illegal narcotics. Should an on-call staff member take sick during their scheduled shift or be unable to respond due to a personal emergency, they must immediately contact the Operations Manager to make arrangements for a substitute.

Failure to respond within the specified timeframes to phone calls/voicemails, on-site requirements or contacting the Operations Manager when unable to respond due to sickness or personal emergency, will be addressed under the following guidelines:

1<sup>st</sup> Instance: meeting with Operations Manager and CAO

2<sup>nd</sup> Instance: written warning in permanent employment record and dock in pay by one-week of on-call premium

3<sup>rd</sup> Instance: removal from approved on-call staff list, deduction of one-week on-call premium and placed on probation for six (6) months with no opportunity for pay increase or promotion during this period

**Compensation:** Each on-call week (shift) will consist of 123 hours. Compensation will be set out in the Staff Remuneration Bylaw, currently in effect. On-call staff will not be paid for any hours where they are unable to respond, whether due to sickness, a personal emergency or a personal commitment.

Any responses within a twenty-four (24) hour period (defined as midnight to midnight) that require less than sixty (60) minutes cumulatively to respond, are considered to be reimbursed for within the on-call compensation pay structure.

Any responses that require on-site work more than sixty (60) minutes in a twenty-four (24) hour period (defined as midnight to midnight) would fall in line with overtime\* or time-in-lieu compensation rules as approved by Operations Manager and CAO. \*The Operations Manager has the right to adjust the day time working hours to accommodate hours worked during the on-call response thereby not incurring any overtime.

**Approved Staff:** All on-call staff must be capable of addressing routine utility and operation challenges and must be approved by the CAO.