

## TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on May 7, 2019 at 9:00 a.m. at the Niverville Heritage Centre. In attendance were Mayor Myron Dyck, Deputy Mayor John Funk, Councillors Kevin Stott, Chris Wiebe and Nathan Dueck.

Res#128-19 N. Dueck – C. Wiebe  
Agenda BE IT RESOLVED that the agenda be approved subject to the following additions:  
New Business: 10 a. Appoint Noxious Weed Inspector  
10 b. HR1-19 Clothing Policy Revision  
10 c. Award Parking Lot Contract  
10 d. Award Parking Lot Lighting Contract  
10 e. Award CRC Drainage System Contract  
10 f. Award CRC Financing Contract  
10 g. Waiving of Alzheimer’s Walk Fees  
10. h. Approval of 2019 Outdoor Facility Fees  
“Carried”

Res#129-19 C. Wiebe – J. Funk  
Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on April 16, 2019 be approved as presented.  
“Carried”

Mayor Dyck noted the following:

- next Council meeting will be on May 28, 2019, at 7:00 p.m., as staff and Council will be away on May 21<sup>st</sup>;
- the Town Administration Office moved to its new location at 329 Bronstone Drive and has re-opened to the public today; and
- Sparkle Fundraising Gala for the Community Resource Centre will be held on Friday, May 10<sup>th</sup>.

Res#130-19 J. Funk – C. Wiebe  
Parking WHEREAS Bylaw 801-18 provides for the regulation of traffic and parking of vehicles in the Town of Niverville;  
AND WHEREAS traffic control and parking regulations may be posted as per Schedule “A” of subject Bylaw and can be amended from time to time by resolution of Council;

AND WHEREAS Council deems it necessary to amend Schedule “A” of subject by-law to update the no-parking regulations for the Town;  
THEREFORE BE IT RESOLVED that Schedule “A” of By-law 801-18 is hereby amended to reflect a 2-hour parking limit on the north side of 2<sup>nd</sup> Street S. between 3<sup>rd</sup> Avenue S. and Heritage Trail between the hours of 6 a.m. to 6 p.m., Monday through Friday.

“Carried”

Res#131-19 K. Stott – C. Wiebe  
Table BE IT RESOLVED that the Council meeting agenda be tabled and that  
Agenda Council sit in accordance with The Planning Act to hold the Public Hearing for the closing of a portion of Public Lane Plan 19955.

“Carried”

Res#132-19 J. Funk – C. Wiebe  
Resume BE IT RESOLVED that the Public Hearing for the closing of a portion of Public Lane Plan 19955 be closed and Council resume its former order of business (9:22 a.m.).

“Carried”

Res#133-19 K. Stott – N. Dueck  
BL 807-19 WHEREAS Bylaw 807-19 is a bylaw for the purpose of closing all that portion of  
2<sup>nd</sup> Reading Public Lane Plan 19955 WLTO, shown as Parcel A on a Plan prepared by Kerry R. Holberg, Manitoba Land Surveyor, and sworn to by him on the 19<sup>th</sup> day of March 2019 and deposited in the Winnipeg Land Titles Office as Deposit No. 0425/2019, in the SW1/4 31-7-4 EPM;  
AND WHEREAS Bylaw 807-19 also includes the sale of the closed road to 4631782 Manitoba Ltd.;  
AND WHEREAS Council desires to amend Bylaw 807-19 to remove the sale of the closed road to 4631782 Manitoba Ltd.;  
THEREFORE BE IT RESOLVED that Council gives second reading to Bylaw 807-19 to close all that portion of Public Lane Plan 19955 WLTO, shown as Parcel A on a Plan prepared by Kerry R. Holberg, Manitoba Land Surveyor, and sworn to by him on the 19<sup>th</sup> day of March 2019 and deposited in the Winnipeg Land Titles Office as Deposit No. 0425/2019, in the SW1/4 31-7-4 EPM, as amended to remove sale of the closed road to 4631782 Manitoba Ltd.

“Carried”

Res#134-19 J. Funk – K. Stott

BL 807-19 BE IT RESOLVED that Council gives third reading and passes Bylaw 807-19, a  
3<sup>rd</sup> Reading bylaw to close all that portion of Public Lane Plan 19955 WLTO, shown as  
Parcel A on a Plan prepared by Kerry R. Holberg, Manitoba Land Surveyor, and  
sworn to by him on the 19<sup>th</sup> day of March 2019 and deposited in the Winnipeg  
Land Titles Office as Deposit No. 0425/2019, in the SW1/4 31-7-4 EPM.

“Carried”

In Favour: M. Dyck, J. Funk, K. Stott, C. Wiebe, N. Dueck

Res#135-19 K. Stott – C. Wiebe  
Accounts BE IT RESOLVED that cheque nos. 37402 to 37473 totalling \$468,661.05 be  
hereby approved for payment.

“Carried”

Res#136-19 K. Stott – C. Wiebe  
Appoint BE IT RESOLVED that Council appoints Ryan Dyck as Niverville’s Municipal  
Noxious Weeds Inspector until February 29, 2020.  
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#137-19 C. Wiebe – J. Funk  
HR1-19 BE IT RESOLVED that Council approves an amendment to policy number HRI-  
19 Operations Clothing Policy, copy of which is attached hereto as Schedule  
“A”.

“Carried”

Res#138-19 C. Wiebe – J. Funk  
Parking Lot BE IT RESOLVED that following the Town’s due tendering process, that the  
Contract contract for the Community Resource Centre Parking Lot be awarded to Fast  
Brothers (1978) Ltd., who submitted the lowest bid of \$1,287,965.39 (plus  
applicable taxes).

“Carried”

Res#139-19 C. Wiebe – K. Stott  
Parking Lot BE IT RESOLVED that following the Town’s due tendering process, that the  
Lighting contract for the Community Resource Centre Parking Lot Lighting be awarded to

Contract Trotco Electric Inc., who submitted the lowest bid of \$51,341.96 (plus applicable taxes).  
“Carried”

Res#140-19 C. Wiebe – J. Funk  
Drainage BE IT RESOLVED that following the Town’s due tendering process, that the  
Contract contract for the Community Resource Centre Drainage System be awarded to  
Taillieu Construction Ltd., who submitted a bid to Fifth Avenue Estates of  
\$121,258.00 (plus applicable taxes), of which the Town’s portion is \$30,087.00  
(plus applicable taxes).  
“Carried”

Res#141-19 K. Stott – C. Wiebe  
Financing BE IT RESOLVED that following the Town’s due tendering process, that the  
Contract contract for the Community Resource Centre Construction Line of Credit and  
Mortgage be awarded to Niverville Credit Union Ltd.  
“Carried”

Res#142-19 N. Dueck – K. Stott  
Waive Fees WHEREAS the Town’s Facility Fee Rebate policy R1-17 allows for residents to  
request rental fees to be waived for events that are open to the community and  
benefit Town residents;  
AND WHEREAS a request has been received from Damien Gagne, Niverville’s  
Service to Seniors Coordinator, to waive the rental fees for the use of the Hespeler  
Park picnic shelter on June 1, 2019 in support of their Alzheimer’s Awareness and  
fundraising event;  
AND WHEREAS Council recognizes that members of the community who are  
sufferers of dementia and their families may receive support from the Alzheimer’s  
Society of Manitoba;  
THEREFORE BE IT RESOLVED that Council waives the rental fees for the  
for the use of the Hespeler Park picnic shelter on June 1, 2019 in support of the  
Niverville Service to Seniors Alzheimer’s Awareness and fundraising event.  
“Carried”

Res#143-19 J. Funk – C. Wiebe  
BE IT RESOLVED that Council approves the Outdoor Facility Fee schedule,  
copy of which is attached as Schedule “B”.  
“Carried”

Res#144-19 N. Dueck – J. Funk

Adjourn BE IT RESOLVED that the meeting be adjourned. (9:40 a.m.)

“Carried”

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Mayor

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Chief Administrative Officer

## SCHEDULE "A"



### TOWN OF NIVERVILLE-HUMAN RESOURCES

<b>POLICY NO. HR1-19:</b>	<b><u>Operations Clothing Policy</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>January 8, 2019</u></b>	<b>RESOLUTION# <u>7-19</u></b>
<b>REVISION DATE:</b>	<b><u>May 7, 2019</u></b>	<b>RESOLUTION# <u>137-19</u></b>

**Background:** The Town provides all staff in the Operations department a uniform when they start their employment with the Town of Niverville. It is expected that all the Operations department employees will wear the items provided during work hours to provide a standard level of appearance. The policy that follows sets the guidelines and expectations for Operations department staff.

#### **Policy:**

**Uniform:** At the beginning of **permanent** (non-seasonal / fixed schedule) employment with the Town, each employee would be given the following articles:

- i) Coveralls (2)
- ii) Hoodie
- iii) T-Shirts (3)
- iv) Rain Suit
- v) Winter Jacket

All standard issue articles (excluding T-shirts) must be returned to the Town upon termination of employment relationship with the Town. Failure to return articles may result in deduction from final pay.

Where a specific article of clothing is provided as part of the uniform, no other substitute article shall be worn during work hours.

CSA approved (Green Triangle) safety footwear (excluding rubber boots/hip waders) will be required effective July 1, 2019 for all Operations staff. A \$200 allowance will be available every two (2) years from initial purchase (staff must

provide proof of purchase and CSA certification to Town; this is a taxable benefit to the employee).

At the beginning of **seasonal** employment with the Town each employee would be given the following articles:

- i) T-Shirts (2)

**Replacement Rotation:** Each item within the uniform will be replaced at the following intervals:

- i) Coveralls Five (5) Years
- ii) Hoodies Three (3) Years
- iii) T-Shirts Three (3) Years
- iv) Rain Suit Ten (10) Years
- v) Winter Jacket Five (5) Years

The employee may purchase additional clothing items from the Town at their own cost.

**Appearance:** The uniform must be up-kept in a clean, professional and presentable manner (free of holes or tears). Shorts (minimum inseam 7") may be worn by those operating riding mowers, however, staff are then required to have long pants available in case their task changes. The Operations Manager has the authority to send any Operations staff member home without pay upon arrival at work in his or her uniform in sub-standard condition.

**Substandard Appearance:** Failure to maintain the uniform will result in the following discipline process:

- 1<sup>st</sup> Instance: verbal warning from Operations Manager
- 2<sup>nd</sup> Instance: written warning in permanent employment record
- 3<sup>rd</sup> Instance: sent home without pay
- 4<sup>th</sup> Instance: sent home without pay and placed on probation for six (6) months with no opportunity for pay increase or promotion during this period
- 5<sup>th</sup> Instance: termination (must have had three instances in last 12 months)

Employees who have had a period of twelve (12) months with no instances will move back one level for each year with no incidents.





## SCHEDULE “B”

### BASEBALL DIAMONDS

Group	Rates	Group	Rates
<b>Local Youth-Prime Time</b>	\$10/hr +GST	<b>Local Youth – Non Prime Time</b>	\$5/hr +GST
<b>Local Adult -Prime Time</b>	\$20/hr +GST	<b>Local Adult – Non Prime time</b>	\$10/hr +GST
<b>Non-Local Prime Time</b>	\$25/hr +GST	<b>Non Local- Non Prime Time</b>	\$12.50/hr +GST
<b>Local Tournament</b>	\$150/ Day +GST	<b>Non- Local Tournament</b>	\$250/ Day +GST
<b>Off Season Rental*</b>	\$53 +GST	<b>Off Season Rental As is</b>	\$12.50/hr +GST

\*Off-season rental includes cost of preparing fields & lines

Note: Diamonds 5 & 6 are \$2.50/hr + GST (only grass cut; no dragging or lines painted)

Diamonds 1-4 are the rates above /hr +GST

### SOCCER FIELDS

Group	Rates	Group	Rates
<b>Local Youth-Prime Time</b>	\$10/hr +GST	<b>Local Youth – Non Prime Time</b>	\$8/hr +GST
<b>Local Adult -Prime Time</b>	\$20/hr +GST	<b>Local Adult – Non Prime time</b>	\$10/hr +GST
<b>Non-Local Prime Time</b>	\$25/hr +GST	<b>Non Local- Non Prime Time</b>	\$12.50/hr +GST
<b>Local Tournament</b>	\$150/ Day +GST	<b>Non- Local Tournament</b>	\$250/ Day +GST
<b>Off Season Rental*</b>	\$75 +GST	<b>Off Season Rental As is</b>	\$12.50/hr +GST

\*Off-season rental includes cost of preparing fields & lines

Note: Mini Fields are \$2.50/hr + GST (only grass cut; no lines painted)

Field Size	Rate Multiplier	Youth Prime Time/Fee/hr <small>(EXAMPLE)</small>	Adult Prime Time/Fee/Hr <small>(EXAMPLE)</small>
<b>Mini-Fields</b>	0.25	\$10 X .25 = \$2.5/hr	\$20 X .25 = \$5
<b>Small Size (E/F)</b>	1.0	\$10 X 1 = \$10/hr	\$20 X 1 = \$20
<b>Medium Size (C/D)</b>	1.75	\$10 X 1.75 = \$17.50/hr	\$20 X 1.75 = \$35
<b>Full Size (A/B)</b>	2.5	\$10 X 2.5 = \$25/hr	\$20 X 2.5 = \$50