

TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held virtually on March 2, 2021 at 9:00 a.m. In attendance were Mayor Myron Dyck, Deputy Mayor John Funk, Councillors Kevin Stott, Chris Wiebe and Nathan Dueck.

- Res#48-21 K. Stott – C. Wiebe
Agenda BE IT RESOLVED that the agenda be approved as presented. “Carried”
- Res#49-21 J. Funk – C. Wiebe
Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on February 16, 2021 be approved as presented. “Carried”
- Res#50-21 C. Wiebe – N. Dueck
Road Repair BE IT RESOLVED that following the Town’s due tendering process, that the
Contract contract for the Town’s annual road repairs be awarded to Southwood Ventures Inc., who submitted the lowest overall bid of \$257,651.43 plus GST. “Carried”
- Res#51-21 J. Funk – K. Stott
HR1-19 BE IT RESOLVED that Council approves an amendment to the Operations
Amendment Clothing Policy HR1-19, copy of which is attached hereto as Schedule “A”. “Carried”
- Res#52-21 N. Dueck – C. Wiebe
Appoint BE IT RESOLVED that Council appoints Warren Britton as Niverville’s primary representative on the Crow Wing Trail Association.
AND BE IT FURTHER RESOLVED that Niverville Recreation Staff members are authorized to serve as the back up. “Carried”
- Res#53-21 J. Funk – C. Wiebe
Construction BE IT RESOLVED that Council approves updates to the Town’s Construction
Standards Standards, copy of the updates are attached as Schedule “B”. “Carried”
- Res#54-21 K. Stott – J. Funk
CU Fee BE IT RESOLVED that Council approves a Conditional Use renewal fee of \$100
For Renewal for home-based businesses, subject to compliance with all conditions and timelines for renewal applications. “Carried”

Mayor Myron Dyck conveyed a shout-out to teachers and Grade 9 students of Niverville High School. Mayor Dyck had recently participated as a judge in the Grade 9 proposals for making Canada better, and was both impressed with the presentations and reminded at the same time that the role of government should be to empower citizens.

Res#55-21 K. Stott – C. Wiebe
Accounts BE IT RESOLVED that cheque nos. 39761 to 39805 totalling \$571,100.72 be
hereby approved for payment.

“Carried”

Res#56-21 J. Funk – N. Dueck
BL 830-21 BE IT RESOLVED THAT Bylaw 830-21, a Bylaw to amend Niverville’s Zoning
Bylaw 795-18, as amended, to rezone areas in the Highlands South, be given first
reading and duly advertised.

“Carried”

Res#57-21 N. Dueck – C. Wiebe
Adjourn BE IT RESOLVED that the meeting be adjourned. (9:22 a.m.)

“Carried”

Mayor

Chief Administrative Officer

SCHEDULE "A"



TOWN OF NIVERVILLE-HUMAN RESOURCES

POLICY NO. HR1-19:	<u>Operations Clothing Policy</u>	
EFFECTIVE DATE:	<u>January 8, 2019</u>	RESOLUTION# <u>7-19</u>
REVISION DATE:	<u>May 7, 2019</u>	RESOLUTION# <u>137-19</u>
REVISION DATE:	<u>April 21, 2020</u>	RESOLUTION# <u>126-20</u>
REVISION DATE:	<u>March 2, 2021</u>	RESOLUTION# <u>51-21</u>

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).

Effective March 1, 2021 for Operations staff a \$20 allowance is available each year from initial purchase (staff must provide proof of purchase; this is a taxable benefit to the employee) for the purchase of gloves.

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

- i) T-Shirts (2)
- ii) Reflective Vest

CSA approved (Green Triangle) safety footwear (excluding rubber boots/hip waders) will be required effective May 1st, 2020 for all **seasonal** Operations staff. A \$100 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).

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:

- 1st Instance: verbal warning from Operations Manager
- 2nd Instance: written warning in permanent employment record
- 3rd Instance: sent home without pay
- 4th Instance: sent home without pay and placed on probation for six (6) months with no opportunity for pay increase or promotion during this period
- 5th 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”
2021 Town of Niverville Construction Standards

February 2021 Revision Summary

Change: Hydrant markers to be installed by the contractor at the time of hydrant installation.

Section: 2.1(f)

Reason for change: Traditionally town staff would install after the contractor finishes and charge the developer for the marker. If not installed right away the hydrant could get covered in snow and hydrant location may not be as clear to the fire department.

Change: Referenced City of Winnipeg vertical fitting thrust block detail

Section: 2.2(e)

Reason for change: Only horizontal thrust block detail was referenced before. Now both horizontal and vertical will be referenced.

Change: Added typical water and sewer service plan and profile drawings.

Section: 2.2(h)

Reason for change: Helps to visualize our wording, particularly for temporary marker requirements. We now show that we want curb stops 3m from the property line instead of in the middle 1/3 of the lot.

Change: Added water meter requirements and drawing detail

Section: 2.2(l)

Reason for change: Our utility staff often show up at new buildings to install water meters at the scheduled time and contractors are not ready for him to install the water meter. Now there is a detail to send to contractors to make them aware of all of our requirements.

Change: Added requirement for land drainage sewers to be televised. Sanitary sewer televising was already required.

Section: 5.1(g)

Reason for change: For town staff to be able to confirm underground land drainage systems are in good condition prior to taking ownership.

Change: Added requirement for land drainage sewers to have the same televised inspection as sanitary sewers.

Section: Section: 5.1(g)

Reason for change: To prevent excessive dips in piping causing reduced capacity.

Change: Added culvert installation drawing detail

Section: 5.1(a)

Reason for change: Show our culvert installation requirements. Very similar to manufacturer requirements.

Change: Consolidated two catch basin drawings (Frost heaving and roadside catch basin detail) into a single detail

Section: 5.1(d) to 5.1(f)

Reason for change: For clarity

Change: Added a Roadway Drainage section and drawing detail

Section: 5.1(f)

Reason for change: To require roadway base sub drains at particular locations to improve pavement structure drainage. Some developer engineers include a similar detail their drawings and some don't.

Change: Added that all flushing operations shall be completed by the Town or under the Town's supervision.

Section: 14.2

Reason for change: To ensure that all hydrants are being properly drained after flushing occurs and that flushing water drains away from the hydrant. Freezing of water in hydrants could permanently damage the hydrant.

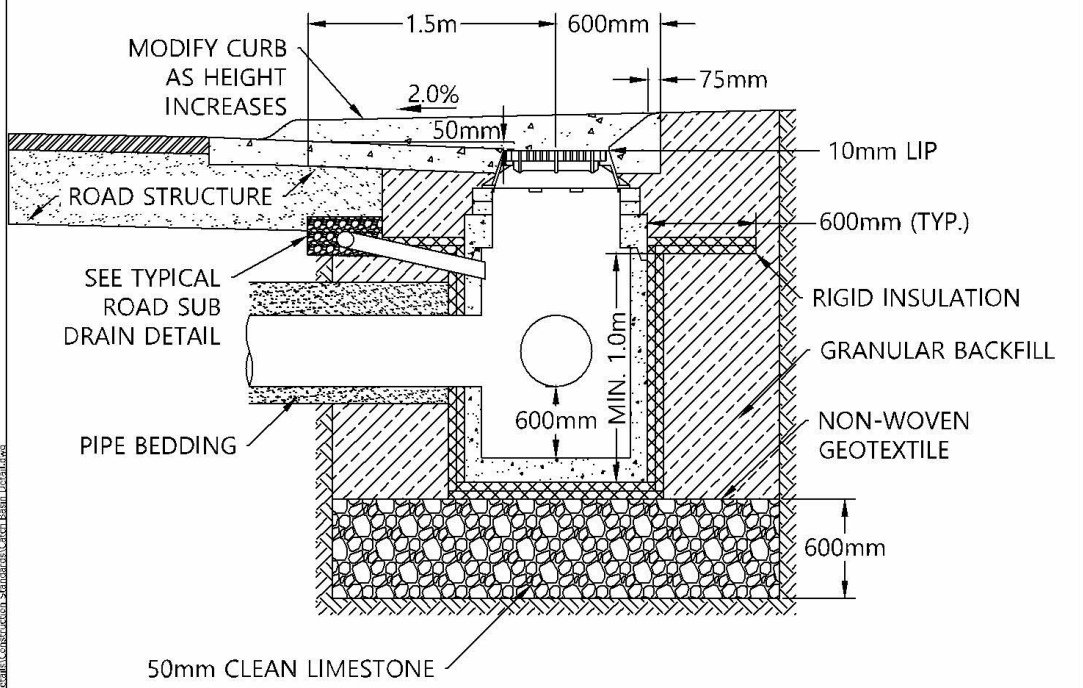
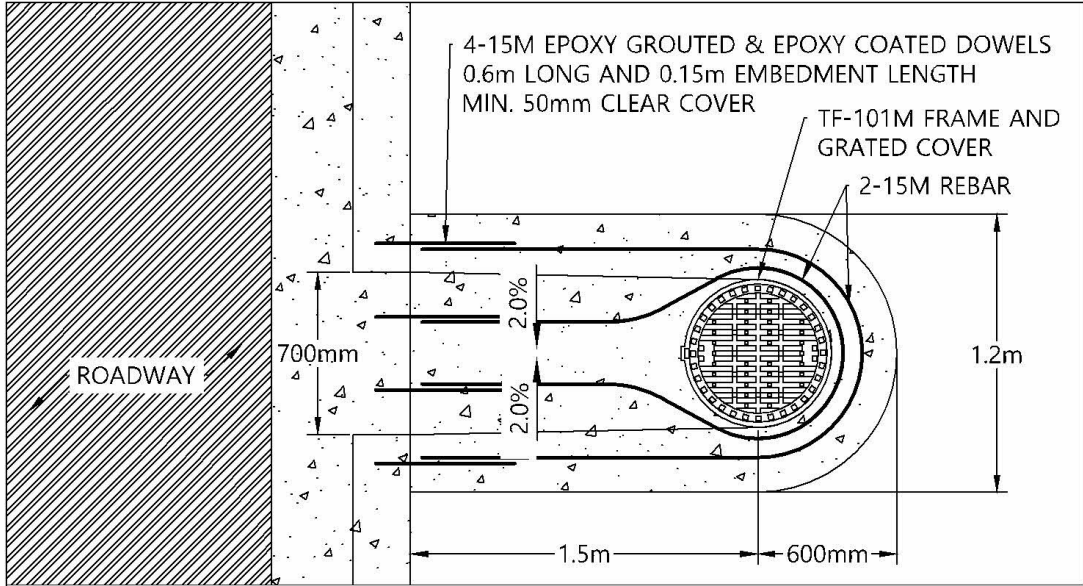
Change: Removed driveway width requirements and referenced the Zoning Bylaw for these requirements

Section: 6.7

Reason for change: To ensure that we only have one place where a standard needs to be changed in order to mitigate the risk of having standards that contradict.

Other minor changes:

- Section 6.5: Clarified geotextile overlap requirements
- Section 6.7: Changed to only require radii off of commercial and multi-family developments onto main thorough fairs but not residential lots
- Section 6.7: Revised epoxy dowel requirement to 15M bars instead of 20M bars for driveways. 20M bars are a special order for contractors and are therefore not readily available. 15M bars are sufficient.
- Section 6.7: Clarified that concrete driveways are to be reinforced concrete
- Section 7.1: Revised epoxy dowel requirement to 15M bars instead of 20M bars for sidewalks. 15M bars are sufficient.
- Section 13.2(c): Added clarification that wastewater design flows shall be calculated as per the City of Winnipeg wastewater flow estimation and servicing guidelines. There was an error in this section that referenced another section of that standards that was irrelevant to design flows.
- Formatting revisions for improved consistency throughout the document



**Town of
Niverville**

NO.	BY	DATE	DESCRIPTION
01	D.J.W.	2024.03.18	STANDARD DETAIL
SCALE:			
DESIGNED BY: D.WIEBE			
REVIEWED BY:			
APPROVED BY:			

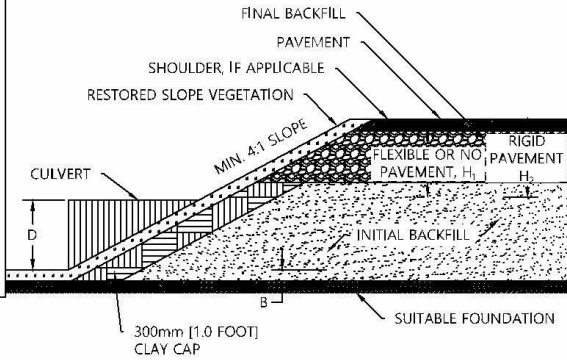
TOWN OF NIVERVILLE
CONSTRUCTION
STANDARDS

TYPICAL ROADSIDE
CATCH BASIN DETAIL

FILE NAME: G:\Infrastructure\Town of Niverville\Construction Standards\Catch Basin Detail.dwg

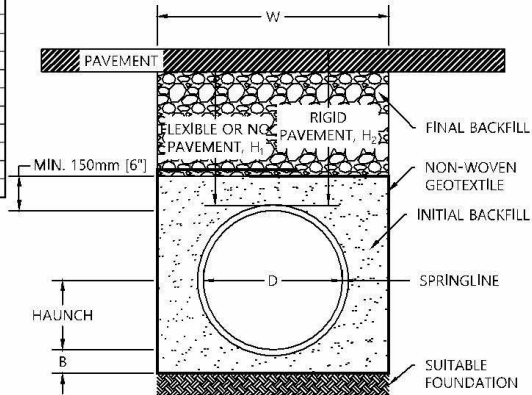
NOTES:

1. ADDITIONAL EXCAVATION AND BASE OR GEOSYNTHETICS SHALL BE USED TO STABILIZE THE TRENCH BOTTOM WHERE REQUIRED BY THE ENGINEER.
2. NON-WOVEN GEOTEXTILE SHALL BE USED TO LINE THE PIPE BEDDING AND INITIAL BACKFILL WHERE MIGRATION OF FINES IS POSSIBLE.
3. BEDDING IS TO BE COMPACTED ON EITHER SIDE OF THE PIPE BUT REMAIN LOOSE WHERE PIPE IS TO BE PLACED.
4. INITIAL BACKFILL SHALL BE TAMPED AROUND THE HAUNCHES OF THE PIPE AND FILL IN AROUND ALL PIPE CORRUGATIONS UP TO THE SPRINGLINE.
5. INITIAL BACKFILL SHALL BE WELL GRADED COMPACTED GRANULAR MATERIAL OR SAND AND REMAIN THE SAME MATERIAL TYPE THROUGHOUT THE INITIAL BACKFILL LAYER.
6. FINAL BACKFILL MUST BE GRANULAR IN ROADWAY APPLICATIONS, OTHERWISE IT MAY BE NATIVE FILL.
7. A CLAY CAP OF 300mm [1 FOOT] SHALL BE PROVIDED AT EACH END OF THE CULVERT.
8. DISTURBED AREAS AT CULVERT ENDS SHALL BE GRADED TO A MIN. SLOPE OF 4:1 AND GRASS RE-ESTABLISHED.
9. MANUFACTURER RECOMMENDED SOIL TIGHT OR BETTER PIPE CONNECTIONS SHALL BE UTILIZED WHERE JOINING SECTIONS OF PIPE.



**PROFILE VIEW
1:50**

PIPE DIAMETER, D		MIN. SLOPE	MIN. COVER H1 & H2		BEDDING, B		MIN. TRENCH WIDTH, W	
[mm]	[INCH]	[%]	[mm]	[INCH]	[mm]	[INCH]	[mm]	[INCH]
300	12	0.440	300	12	100	4	750	30
375	15	0.320	300	12	100	4	850	34
450	18	0.250	300	12	100	4	1000	39
600	24	0.170	300	12	100	4	1200	48
750	30	0.130	600	24	150	6	1400	56
900	36	0.100	600	24	150	6	1600	64
1050	42	0.082	600	24	150	6	1800	72
1200	48	0.069	600	24	150	6	2000	80
1500	60	0.051	600	24	150	6	2450	96



**CROSS SECTION VIEW
1:25**

FILE NAME: C:\Environment\Twpal_Peak\Culvert Detail.dwg



Town of Niverville

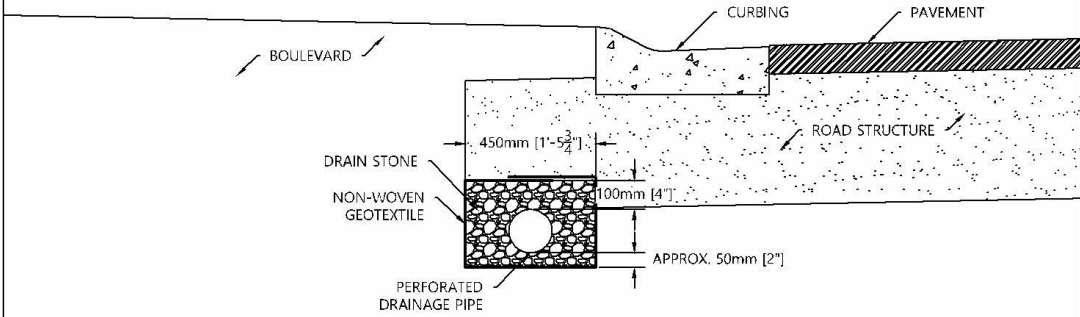
01	D.J.W.	2021.02.17	ISSUED FOR REVIEW
NO.	BY	DATE	DESCRIPTION
SCALE: VARIES			
DESIGNED BY: D.WIEBE			
REVIEWED BY:			
APPROVED BY:			

**TOWN OF NIVERVILLE
CONSTRUCTION
STANDARDS**

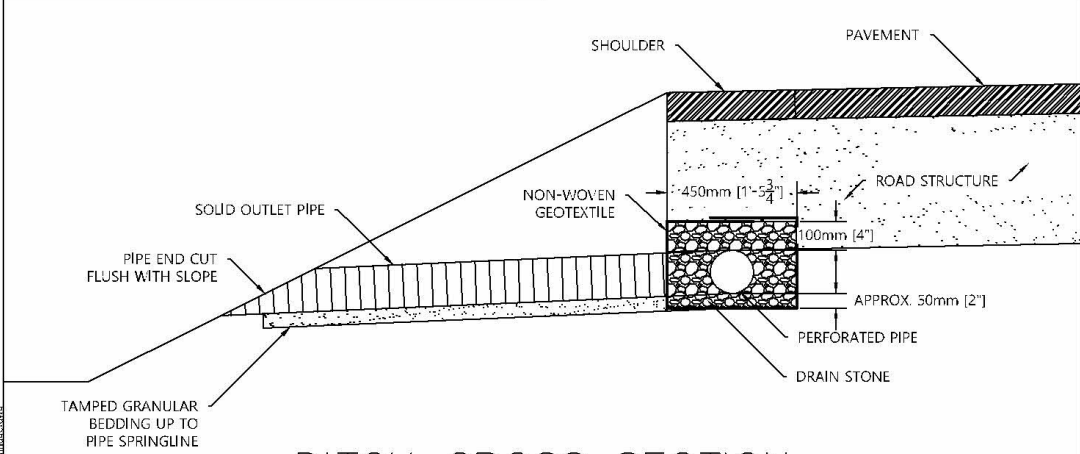
**TYPICAL CULVERT
DETAIL**

NOTES:

1. NON-WOVEN GEOTEXTILE SHALL COMPLETELY ENCLOSE THE DRAIN STONE AND SHALL OVERLAP ITSELF BY A MINIMUM OF 450mm [18"].
2. A LEVELING COURSE OF DRAIN STONE APPROXIMATELY 50mm [2"] SHALL BE PROVIDED FOR THE PIPE.
3. PERFORATED AND SOLID PIPE SHALL BE 100mm [4"] OR 150mm [6"] IN DIAMETER.
4. THE CROWN OF THE PERFORATED PIPE IS TO BE PLACED AT OR BELOW THE BOTTOM OF THE MAIN ROAD STRUCTURE SUBBASE AND SHALL FOLLOW THE LONGITUDINAL GRADE OF THE ROADWAY.
5. DRAIN STONE SHALL BE POORLY GRADED NATURAL ROUND OR CRUSHED ROCK FREE OF DELETERIOUS MATERIAL WITH LESS THAN 5% PASSING THE 12500 μ m [1/2"] SIEVE.
6. FOR CURB AND GUTTER STREETS, THE PIPE OUTLET SHALL PENETRATE THE CATCH BASIN BY A MINIMUM OF 50mm [2"] AND A WATER TIGHT SEAL SHALL BE PROVIDED AROUND THE PIPE PENETRATION. FOR STREETS WITH DITCHING, THE OUTLET PIPE SHALL BE SOLID AND CUT FLUSH WITH THE OUTLET SLOPE. THE TOP END OF THE DRAINAGE PIPE SHALL BE CAPPED.
7. ONLY PIPE FITTINGS OF 45° AND LESS WILL BE PERMITTED.
8. MANUFACTURER RECOMMENDED SOIL TIGHT OR BETTER PIPE CONNECTIONS/FITTINGS SHALL BE UTILIZED.



CURB AND GUTTER CROSS SECTION
1:20



DITCH CROSS SECTION
1:20

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**Town of
Niverville**

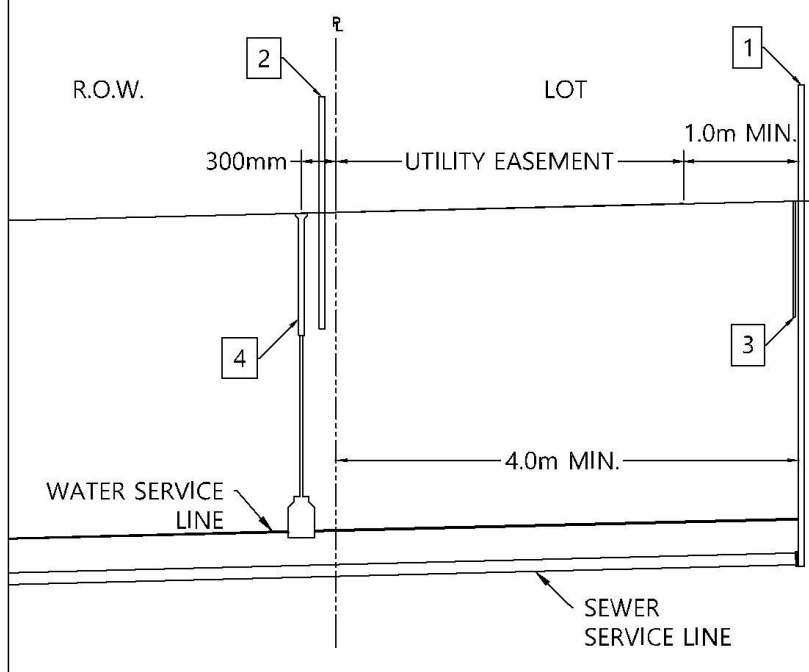
NO.	BY	DATE	DESCRIPTION
01	D.J.W.	2021.05.11	ISSUED FOR REVIEW

SCALE: 1:20
DESIGNED BY: D.WIEBE
REVIEWED BY:
APPROVED BY:

**TOWN OF NIVERVILLE
CONSTRUCTION
STANDARDS**

**TYPICAL ROAD SUB
DRAIN DETAIL**

- NOTES:
1. 50X100X3600 TREATED WOOD SERVICE PLUG MARKER. BLUE PAINTED TOP FOR WATER SERVICE AND GREEN PAINTED TOP FOR SEWER.
 2. 50X100X2000 TREATED WOOD MARKER CURB STOP BOX MARKER, BLUE PAINTED TOP.
 3. 1m LONG 20M REBAR DRIVEN FLUSH WITH GROUND BESIDE WOOD SERVICE PLUG MARKER.
 4. CURB STOP SERVICE BOX



FILE NAME: C:\Users\mca\OneDrive\Desktop\Water Services Connections Plan\View.dwg



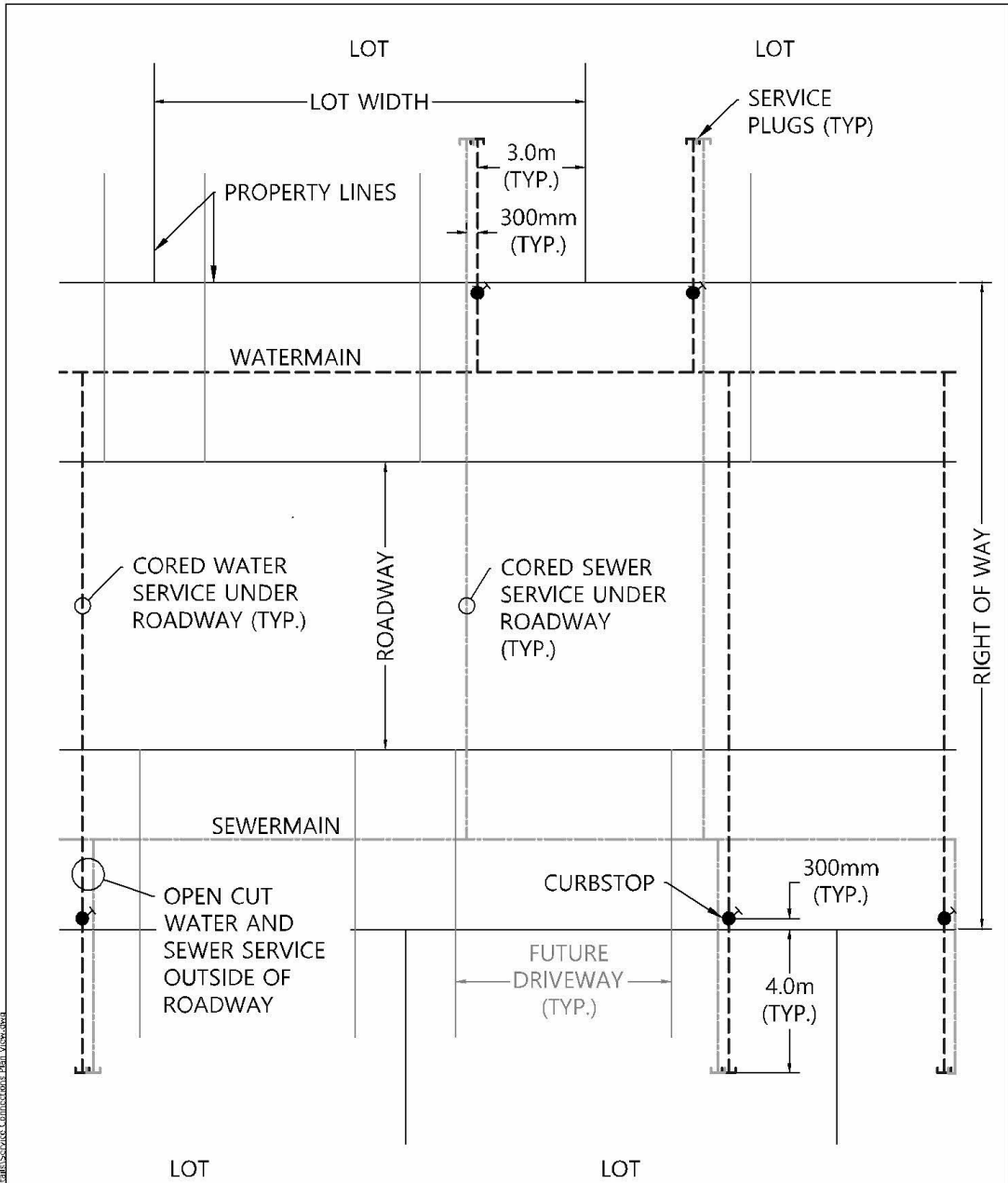
Town of Niverville

NO.	BY	DATE	DESCRIPTION
01	D.J.W.	2022.03.04	STANDARD DETAIL

SCALE: 1:50
 DESIGNED BY: D.WIEBE
 REVIEWED BY:
 APPROVED BY:

TOWN OF NIVERVILLE
 CONSTRUCTION
 STANDARDS

TYPICAL WATER AND SEWER
 SERVICES PROFILE VIEW



FILE NAME: C:\Users\mca\OneDrive\Documents\Projects\Watermain Connections Plan\Drawings



Town of Niverville

NO.	BY	DATE	DESCRIPTION
01	D.J.W.	2023.02.04	STANDARD DETAIL

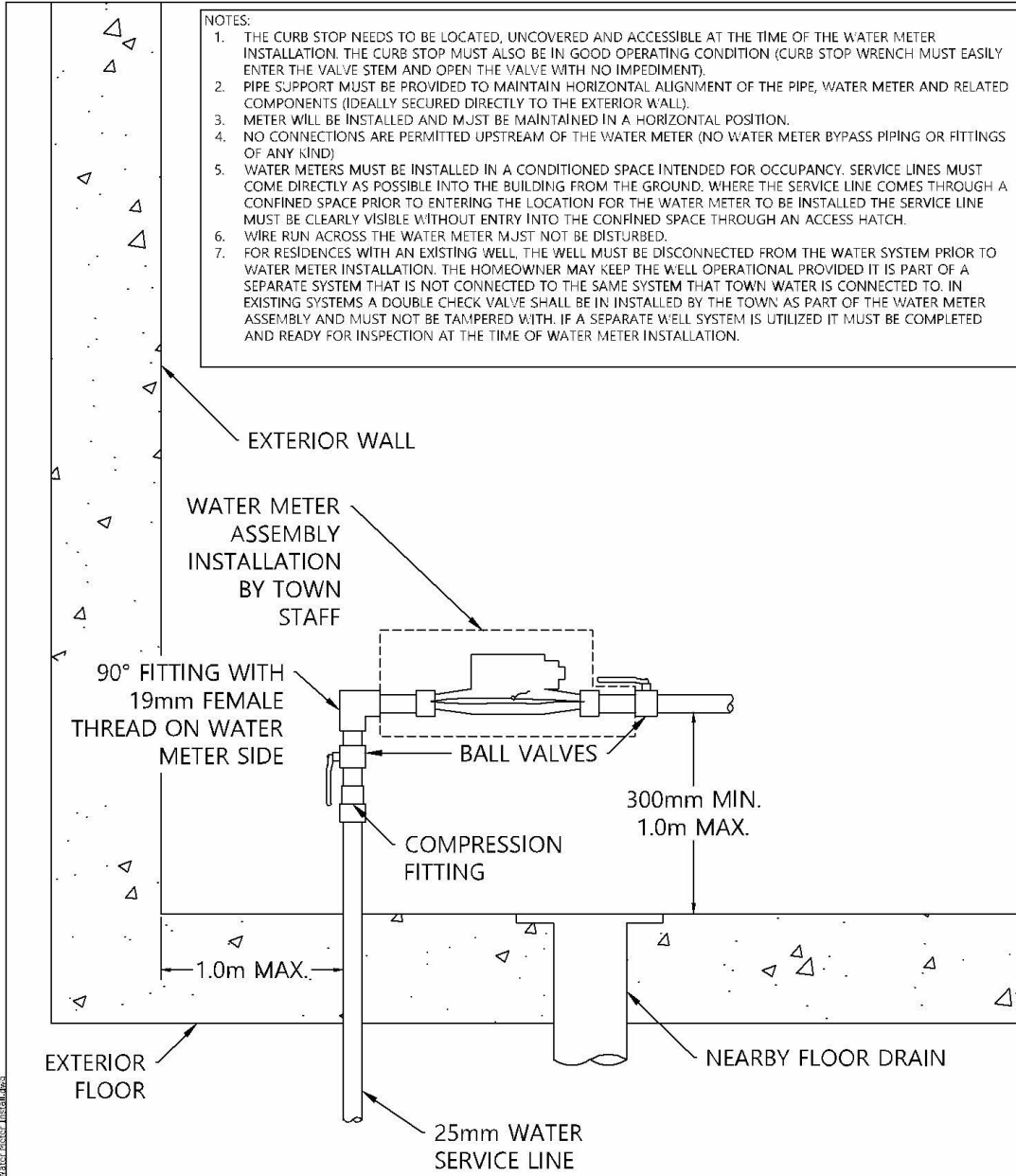
SCALE: 1:150
 DESIGNED BY: D.WIEBE
 REVIEWED BY:
 APPROVED BY:

**TOWN OF NIVERVILLE
 CONSTRUCTION
 STANDARDS**

**TYPICAL WATER AND SEWER
 SERVICES LAYOUT**

NOTES:

1. THE CURB STOP NEEDS TO BE LOCATED, UNCOVERED AND ACCESSIBLE AT THE TIME OF THE WATER METER INSTALLATION. THE CURB STOP MUST ALSO BE IN GOOD OPERATING CONDITION (CURB STOP WRENCH MUST EASILY ENTER THE VALVE STEM AND OPEN THE VALVE WITH NO IMPEDIMENT).
2. PIPE SUPPORT MUST BE PROVIDED TO MAINTAIN HORIZONTAL ALIGNMENT OF THE PIPE, WATER METER AND RELATED COMPONENTS (IDEALLY SECURED DIRECTLY TO THE EXTERIOR WALL).
3. METER WILL BE INSTALLED AND MUST BE MAINTAINED IN A HORIZONTAL POSITION.
4. NO CONNECTIONS ARE PERMITTED UPSTREAM OF THE WATER METER (NO WATER METER BYPASS PIPING OR FITTINGS OF ANY KIND)
5. WATER METERS MUST BE INSTALLED IN A CONDITIONED SPACE INTENDED FOR OCCUPANCY. SERVICE LINES MUST COME DIRECTLY AS POSSIBLE INTO THE BUILDING FROM THE GROUND. WHERE THE SERVICE LINE COMES THROUGH A CONFINED SPACE PRIOR TO ENTERING THE LOCATION FOR THE WATER METER TO BE INSTALLED THE SERVICE LINE MUST BE CLEARLY VISIBLE WITHOUT ENTRY INTO THE CONFINED SPACE THROUGH AN ACCESS HATCH.
6. WIRE RUN ACROSS THE WATER METER MUST NOT BE DISTURBED.
7. FOR RESIDENCES WITH AN EXISTING WELL, THE WELL MUST BE DISCONNECTED FROM THE WATER SYSTEM PRIOR TO WATER METER INSTALLATION. THE HOMEOWNER MAY KEEP THE WELL OPERATIONAL PROVIDED IT IS PART OF A SEPARATE SYSTEM THAT IS NOT CONNECTED TO THE SAME SYSTEM THAT TOWN WATER IS CONNECTED TO. IN EXISTING SYSTEMS A DOUBLE CHECK VALVE SHALL BE IN INSTALLED BY THE TOWN AS PART OF THE WATER METER ASSEMBLY AND MUST NOT BE TAMPERED WITH. IF A SEPARATE WELL SYSTEM IS UTILIZED IT MUST BE COMPLETED AND READY FOR INSPECTION AT THE TIME OF WATER METER INSTALLATION.



FILE NAME: C:\Users\mcs\OneDrive\Documents\Town of Niverville\Water Meter Installation



Town of Niverville

NO.	BY	DATE	DESCRIPTION
01	D.J.W.	2020.03.17	STANDARD DETAIL

SCALE: 1:7.5
 DESIGNED BY: D.WIEBE
 REVIEWED BY:
 APPROVED BY:

TOWN OF NIVERVILLE
 CONSTRUCTION
 STANDARDS

TYPICAL RESIDENTIAL WATER
 METER INSTALLATION