TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on September 23, 2025, at 7:00 p.m. at the Niverville Community Resource and Recreation Centre. In attendance were Mayor Myron Dyck, Deputy Mayor Chris Wiebe, and Councillors Nathan Dueck, Bill Fast, and Meghan Beasant.

Res#232-25 Agenda

M. Beasant – N. Dueck
BE IT RESOLVED that the agenda be approved subject to the following addition:
New Business: 10 b. Supplementary Taxes dated September 23, 2025
"Carried"

Res#233-25 Minutes

B. Fast – M. Beasant
BE IT RESOLVED that the minutes of the regular Council meeting held on September 9, 2025, be approved as presented.
"Carried"

Res#234-25 F2-17 Amended

B. Fast – N. Dueck
BE IT RESOLVED that Council approves an amendment to Policy F2-17, currently titled the *Cheque Replacement Policy*, to be renamed the *Payment Replacement Policy*. The amended policy includes new clarification regarding incomplete or returned Electronic Funds Transfer payments, along with other minor revisions, as detailed in the attached Schedule "A".
"Carried"

Res#235-25 Subdivision

N. Dueck – C. Wiebe
BE IT RESOLVED that Council approves subdivision File no. 4340-25-9153 for Lots 1 & 2, Parcels A & B Plan 66192 WLTO in SE ¼ 36-7-3 EPM, to create one additional lot for commercial development, and a bare land condominium for multi-family residential development, subject to the following:

1) That variance orders be obtained as necessary to ensure compliance with the Zoning By-law; and
2) That a Declaration of Right of Way be obtained for the proposed shared driveway.

"Carried"

Mayor Myron Dyck advised that he would be attending the Truth and Reconciliation Event on September 30, 2025 (Niverville Community Fellowship Church), where he will offer official greetings.

Res#236-25 Accounts

C. Wiebe – B. Fast
BE IT RESOLVED that the following cheques and electronic fund transfers are approved for payment:

Accounts Payable EFT	$ 203,422.52
September 19, 2025 Payroll EFT	$ 80,331.87
Accounts Payable Cheques 45301 to 45312	$ 29,759.13
Online Banking-BKAP	$ 53,513.36
Total	$ 367256.88

"Carried"

Res#237-25 Aug. F.S.	M. Beasant – C. Wiebe BE IT RESOLVED that the August 31, 2025, Financial Statement is approved as presented. "Carried"
Res#238-25 BL 881-25 2nd Reading	C. Wiebe – M. Beasant WHEREAS Section 130 of *The Municipal Act* provides that Council may by by-law establish one or more designated officer positions to carry out the powers, duties and functions of a designated officer under the authority of a municipal by-law or provincial legislation; THEREFORE BE IT RESOLVED that Council gives second reading to Bylaw 881-25, being a bylaw to create the positions of designated officers for the Town of Niverville. "Carried"
Res#239-25 BL 881-25 3rd Reading	M. Beasant – C. Wiebe WHEREAS Section 130 of *The Municipal Act* provides that Council may by bylaw establish one or more designated officer positions to carry out the powers, duties and functions of a designated officer under the authority of a municipal bylaw or provincial legislation; THEREFORE BE IT RESOLVED that Council gives third reading and passes Bylaw 881-25, being a bylaw to create the positions of designated officers for the Town of Niverville. "Carried" In Favour: M. Dyck, C. Wiebe, N. Dueck, B. Fast, M. Beasant
Res#240-25 Designated Officers	N. Dueck – C. Wiebe BE IT RESOLVED THAT Council appoints the following staff members to the noted designated officer positions, with authority as outlined in By-law 881-25: Eric King – Chief Administrative Officer Jenna Patterson – Director of Finance and Projects Ryan Dyck – Director of Operations Audrey Neufeld – Director of Planning and Development Dawn Penner – Manager of Finance "Carried"
Res#241-25 BL 862-24 2nd Reading	N. Dueck – B. Fast WHEREAS By-law 862-24, a by-law to establish revised water rates for the Niverville public water utility, has been reviewed by the Manitoba Public Utilities Board, which recommended minor revisions; THEREFORE BE IT RESOLVED that By-law 862-24, being a bylaw to establish revised water rates for the Niverville public water utility, be given second reading, subject to the incorporation of the recommended minor amendment. "Carried"
Res#242-25 BL 862-24 3rd Reading	B. Fast – C. Wiebe BE IT RESOLVED that Bylaw 862-24, being a by-law to establish revised water rates for the Niverville public water utility, as amended, be given third reading and passed. "Carried" In Favour: M. Dyck, C. Wiebe, N. Dueck, B. Fast, M. Beasant

Res#243-25 BL 870-24 Update	M. Beasant – C. Wiebe BE IT RESOLVED that Schedule "A" - Form A of Building By-law 870-24 be amended to include the pit and pipe inspection, a copy of which is attached hereto as Schedule "B". "Carried"
Res#244-25 Added Taxes	N. Dueck – M. Beasant BE IT RESOLVED that in accordance with Section 326 of *The Municipal Act*, that supplementary taxes as provided by Manitoba Assessment Services dated September 23, 2025, are hereby added to the Tax Roll. "Carried"
Res#245-25 Adjourn	B. Fast – M. Beasant BE IT RESOLVED that the meeting be adjourned. (7:18 p.m.) "Carried"

Mayor

Chief Administrative Officer

Schedule "A"

Town Of Niverville-Finance

Policy No. F2-17:	**Payment Replacement Policy**	
Effective Date:	**February 7, 2017**	**Resolution# 37-17**
Revision Date:	**September 23, 2025**	**Resolution# 234-25**

Purpose: To provide further clarity on where responsibility lies with respect to the costs incurred by the Town with respect to replacing stale dated or lost cheques issued by the Town of Niverville and incomplete/returned Electronic Funds Transfer (EFT) payments due to incorrect banking information provided or change of banking information without prior notice.

Note: if Town staff enter banking information incorrectly resulting in a chargeback, no fees would apply.

Rules: With respect to fees for reprinting a stale-dated or lost cheque, there will be two categories: staff and non-staff. With respect to returned EFT's, there is no difference between staff and non-staff. With respect to stale dated cheques, if the original cheque is returned, the cheque can be re-dated and initialled to make it valid, therefore no fees would apply.

Fees: **Cheques:**

Non-staff:

Stale Dated Cheque: Stop Payment Fee, Fee Schedule item A180 plus re-print administrative charge, Fee Schedule item A181; if cheque has been delivered to Town Office stop payment fee can be waived.

Lost Cheque (Non-Stale): Stop Payment Fee (A180) plus re-print administrative charge (A181).

Staff:

Stale Dated Cheque: Re-print administrative charge (A181); if original cheque is cashed payroll will be deducted in next pay period.

Lost Cheque (Non-Stale): Re-print administrative charge (A181); if original cheque is subsequently cashed payroll will be deducted in next pay period.

Stop payments will not be applied to any employee currently and consistently on the payroll for the Town of Niverville as the Town retains the ability to garnish wages in the instance where duplicate cheques are cashed. Should the employee no longer be on the payroll of the Town of Niverville when a lost or stale-dated

Schedule "B"

BY-LAW 870-24

SCHEDULE "A" – FORM A

Inspection Requirements

24 Hour Notice (except for Final/Occupancy inspection,
which requires a minimum of 7 business days' advance notice)

	1	2	3	4	5	6	7	8	9	10	11
Houses & Duplexes	●	●	●	●	●	●	●	●	●	●	●
Attached Garage		●		●				●	●		●
Detached Garage				●				●	●		●
Accessory Buildings								●			
Additions	●	●			●		●	●	●	●	●
Renovations								●			●
Basement Development								●			
Ready To Move							●	●	●		●
Repairs											●
Repair Garages/Workshops	●	●		●			●	●	●		●
Warehouse		●		●			●	●	●		●

1. **FD-Foundation** – prior to pouring concrete and all steel in place.
2. **GB-Grade Beam** – prior to pouring and all steel in place.
3. **P&P-Pit & Pipe** – Prior to pouring, pipes should slope 4-6 inches to the pit or ¼ inch per foot.
4. **GF-Garage Floor** – prior to pouring and all steel in place.
5. **BMF-Basement Floor** – drain pipe installed, base prepared and poly in place.
6. **LP-Plumbing in Basement** – underground plumbing complete prior to covering up pipes.
7. **UP-Plumbing on Main Floor** – prior to insulating.
8. **FR-Framing** – when framing is complete and prior to insulating.
9. **VB-Insulating and Poly** – insulation installed and poly caulked prior to covering walls
10. **BF-Back Fill Inspection.**
11. **FL-Final/Occupancy – inspection requires a minimum of 7 business days advance notice** – when all work is complete prior to occupancy.

Please contact the Building Inspector if discrepancies are found in the elevation information. Any change in elevation requires prior approval from the Building Inspector.

Building Inspector
Ben Funk
204-371-6636 (cell – text preferred) or funkben@gmail.com

cheque is discovered, they will fall under the non-staff category. To be deemed an employee of the Town under this program, the individual must receive at a minimum one paycheque a month for a period of three months.

Electronic Funds Transfers (EFT):

Returned EFT:	Banking chargeback Fee (Fee Schedule item A182), plus reprocessing administrative fee, (Fee Schedule item A183).