CALLING THE COUNCIL TO ORDER
A regular meeting of the Council of the Town of Carman was held on Thursday, February 14, 2013, in the Council Chambers of the Memorial Hall. Mayor Robert J. Mitchell called the meeting to order at 7:30 p.m. Also present were Councillors Matt Gray, Brad Johnston, Brent Owen, Georges Picton, Connie Rose, Jane Swanton; Chief Administrative Officer Cheryl Young; Chief Financial Officer Judy Duthie; Economic Development Officer Tyler King; Public Works Superintendent Joe Richardson; Tara Funke-Friesen, CKMW. Delegation - Harold Kenyon, Muriel Derksen

CONFIRMATION OF MINUTES AS CIRCULATED
#14 Brad Johnston – Connie Rose
RESOLVED that the minutes of the planning meeting of January 10, 2013, the regular meeting of January 10, 2013 and the special meeting of February 5, 2013 be approved as circulated, all statutory requirements having been fulfilled. Carried

ADOPTION OF THE AGENDA
#15 Brent Owen – Matt Gray
RESOLVED that the agenda be approved with the following additions: By-law No. 13/1978 – being a by-law to designate The Boyne School; Closed – Personnel. Carried

ACCOUNTS
#16 Jane Swanton – Georges Picton
RESOLVED the accounts, as approved by the Finance and Administration Committee, be paid in the following amount: $305,530.86. Carried

RECEPTION OF DELEGATIONS
Habitat for Humanity Carman-Dufferin Chapter – 7:30 p.m. - Harold Kenyon and Muriel Derksen attended the meeting and presented the Habitat for Humanity Carman Dufferin Chapter business plan and informed Council on the program and the working and plans of the local chapter. Mayor Mitchell thanked the delegation for attending the meeting.

UNFINISHED BUSINESS
- None

BY-LAWS
By-Law No. 13/1977 – Being a by-law of the Town of Carman providing for the adoption of the estimates and setting out rates of levies for the year 2013.
#17 Matt Gray – Connie Rose
RESOLVED By-Law No. 13/1977, being a by-law of the Town of Carman to set rates and levies for the year 2013, be read a first time. Carried

By-Law No. 13/1978 – Being a by-law of the Town of Carman to designate The Boyne School as a Municipal Heritage Site.
#18 Brad Johnston – Jane Swanton
RESOLVED By-Law No. 13/1978, being a by-law of the Town of Carman to designate The Boyne School as a Municipal Heritage Site be read a first time. Carried
GENERAL BUSINESS
- None

COMMUNICATIONS
- None

RECEPTION OF DELEGATIONS/PUBLIC HEARING
- None

VARIATION BOARD
- None

REPORTS OF COMMITTEES
Executive Committee
- Written report – January 15, 2013
2013 Grants and Levies to Organizations –
Georges Picton – Brent Owen
#19
RESOLVED the Council of the Town of Carman approves the following grants and levies to the following organizations for the year 2013 – Carman Palliative Care - $5,000, Golden Prairie Arts Council - $13,325.00, Carman Family Resource Council - $3,500, Boyne Regional Library - $53,344.17 (operating), $1,000 (roof), Carman Dufferin Recreation Commission - $166,800.00 (operating), $20,500.00 (capital), Pembina Valley Humane Society - $1,000.00, Carman Dufferin Airport Commission - $1,000.00 (capital), $4,000 (operating), $3,500.00 (loan), $500.00 (runway loan), Safe Communities - $1,991.35, Carman Senior Resource Centre - $1,950.00, Carman Dufferin Municipal Heritage Committee - $1,500.00, Carman Community Pathway to Active Living - $1,500.00, Dufferin Historical Society - $4,000.00, Friendship Group - $450.00, The Back Door - $1,500.00, DAS Sponsorship - $1,000.00, Memorial Hall - $23,690.00 (operating), $400,000.00 (capital), Greenwood Cemetery - $14,420.00, Carman Dufferin Fire Department - $89,805.00 (operating/capital), St. Claude Emergency Responders - $1,500.00, Emergency Coordinator - $5,600.00, Economic Development Office - $68,152.00, Tempo Festival of the Arts - $300.00, Roseisle Community Recreation Group - $2,000.00, Carman Community Hall - $5,500.00, Carman Chamber of Commerce - $1,500.00, Carman Dufferin Planning District - $40,000.00. Carried

Work and Operation Committee
- Written report – January 22, 2013
Municipal Tendering & Procurement Policy –
Georges Picton – Matt Gray
#20
RESOLVED the Council of the Town of Carman adopts the Municipal Tendering & Procurement Policy. Carried

Manitoba Good Roads Association –
Matt Gray – Jane Swanton
#21
RESOLVED the Council of the Town of Carman approves the payment of the 2013 membership, in the amount of $150.00, to Manitoba Good Roads Association. Carried

Truck –
#22
Brent Owen – Georges Picton
RESOLVED the Council of the Town of Carman approves the purchase of a 2013 ½-ton truck from Carman Ford at a cost of $30,221.00, plus taxes, and
FURTHER BE IT RESOLVED the 2003 F-150 truck be traded in on this vehicle for $2,500.00. Carried

Community and Social Development Committee
Written report – January 22, 2013
Finance and Administration Committee
Written report – February 7, 2013

Kennel Permit –
#23
Brad Johnston – Connie Rose
RESOLVED the Council of the Town of Carman approves Kennel Permit #1/2013, applied for by Brian and Andrea Heembrock. Carried
Transfer to General Reserve

#24 Matt Gray – Brent Owen
RESOLVED the Council of the Town of Carman authorizes transferring $148,000.00 of 2012 Surplus to the General Reserve, and
FURTHER BE IT RESOLVED $10,780.25 be allocated to CDRC Campground project and the balance, $137,219.25, to be allocated to future capital projects of the Town of Carman. Carried
2012 Financial Statement –

#25 Georges Picton – Jane Swanton
RESOLVED the Council of the Town of Carman approves the financial statement for the year ended December 31, 2012. Carried

#26 Accutech Engineering Inc. –
Brent Owen – Connie Rose
RESOLVED the Council of the Town of Carman approves hiring Accutech Engineering Inc. to complete the engineering for the renovation of Memorial Hall, at a cost of $92,600, plus GST. Carried

#27 Mayors, Reeves and CAO Meeting –
Matt Gray – Brad Johnston
RESOLVED the Council of the Town of Carman approves Mayor Mitchell and CAO to attend the 2013 Mayors, Reeves & CAO’s meeting to be held on March 19 in Crystal City. Carried

#28 Boyne River Sports Subdivision –
Jane Swanton – Connie Rose
RESOLVED the Council of the Town of Carman approves the Plan of Subdivision, applied for by Boyne River Sports Inc. for Lots 1 & 2; Block 43; Plan 112, (file no. 4409-13-7084). Carried

#29 Tax Certificates -
Jane Swanton – Connie Rose
RESOLVED the Council of the Town of Carman sets the cost of issuing a tax certificate at $25.00, effective immediately. Carried

#30 Residential Development –
Brad Johnston – Matt Gray
RESOLVED the Council of the Town of Carman authorizes the Mayor and CAO to draft a Development Agreement with the Froese/Vanderveen Development group. Carried

#31 Protective Services Committee
- Written report – February 12, 2013

#32 Emergency Coordinator
Georges Picton – Connie Rose
RESOLVED the Council of the Town of Carman authorizes the Mayor and CAO to sign the Agreement with Bill Boskwick to provide Emergency Coordinator services to the Town of Carman and RM of Dufferin. Carried

Chief Administrative Officer Young
- Written report

Economic Development Officer King
- Written report
- Manitoba Horticultural Conference will be held in Carman in January 30 to February 1, 2014.
- Manitoba Net-Set hosted a Chamber luncheon to show what they have to offer for internet and phone service. They gave a $250 donation to The Back Door.

NOTICE OF MOTION
- None

#32 Bob Mitchell – Connie Rose
RESOLVED that the Council of the Town of Carman hereby goes into closed session, as per Section 16.13 of the Town’s By-Law 11/1968 regulating procedure and conduct such matters be kept in confidence. Carried
CLOSED SESSION
- Building Inspector
- Sharpe & Company Chartered Accountant Ltd.
- Personnel
- Residential Agreement

Georges Picton – Jane Swanton
RESOLVED that the Council of the Town of Carman hereby reconvenes its regular meeting. Carried

Auditor Services –

Connie Rose – Matt Gray
RESOLVED the Council of the Town of Carman appoints BDO as Auditor for the Town of Carman for the years 2012, 2013, and 2014, at a contract price of $23,050.00 plus partnerships for the year 2012, $24,100.00 plus partnerships for the year 2013, and $25,150.00 plus partnerships for the year 2014. Carried

Sharpe & Company Chartered Accountant

Jane Swanton – Connie Rose
RESOLVED the Council of the Town of Carman authorizes the payment of $256.90 to Sharpe & company Chartered Accountant Ltd for the balance of the 2011 audit. Carried

ADJOURNMENT

Connie Rose
RESOLVED that the Council of the Town of Carman adjourns its regular meeting of Council at 9:37 p.m. Carried

 signatures

Robert J. Mitchell, Mayor

Cheryl Young, Chief Administrative Officer
EXECUTIVE COMMITTEE

An Executive Committee meeting was held on Tuesday, January-15-13 at 1:00 p.m. in the Council Chambers of Memorial Hall. Those present at the meeting included Mayor Bob Mitchell, Deputy Mayor Jane Swanton, Reeve Shawn McCutcheon, Deputy Reeve George Gray, CAO Sharla Murray, EDO Tyler King, and CAO Cheryl Young.

RM of Dufferin provided lunch.

Reeve McCutcheon called the meeting to order at 1:15 p.m.

Memorial Hall – Reeve McCutcheon stated that we have not heard from Accutech Engineering regarding the Memorial Hall project. He stated that we still have not heard regarding funding from the Western Diversification program. He suggested we should move forward and get our plans in place to tender documents and then contact WD to see if funding would be available.

Carman Dufferin Planning District – Reeve McCutcheon thanked the Town of Carman for getting the office set up for the Planning District. Isabelle Waddell’s wage will be billed monthly to the Planning District.

Personal Care Home – The Steering Committee is up and running with a full complement of members. They have a number of things on the go at this time and the municipalities will be there for support only. The hope is by spring they would have a clear direction where this committee would want to go. They are also looking for membership on the PCH Advisory Committee.

Grant Meeting List – GPAC – A concern has been raised regarding the GPAC request. The committee felt that the organization should resubmit a new budget request once they are fully staffed and can nail down some actual budget numbers. A letter will go asking for updated information. Safe Communities – 3% increase needs to be added to the 2012 base amount. Chamber of Commerce – 2013 grant is $3,000, the same as last year.

Annexation – Tyler King provided a package of information regarding annexation proposals. Vanderveen property could likely proceed and be included under the existing Residential Tax Agreement. The Town could likely proceed with this annexation. Witt property and the abandoned rail line – This bare land annexation proposal could likely proceed. Highway #3 East – Reeve McCutcheon questioned whether Dufferin municipality could install the services and pay ongoing fees to the Town to use the sewer and water system. Reeve McCutcheon reported that it is very difficult to allow a developed area of the municipality to be annexed into town. South commercial annexation – This area is more difficult and will need extra work.

The Residential Tax Sharing Grant for the upcoming year is $2,689.98 and the committee would suggest that it be spent to finish the drainage at the campground.

Upcoming Meeting – Water Conservation in Winnipeg January 31st – Mayor Mitchell and Joe Richardson will be attending for the Town of Carman. Reeve McCutcheon advised that the provincial people will outline how the watershed was run last year. There will then be an opportunity to explain local projects that would ensure water supply for the community. Reeve McCutcheon advised he had hoped there would be an agenda sent out shortly.
EXECUTIVE COMMITTEE

Frequency of Meetings – Reeve McCutcheon questioned whether we need to meet on a monthly basis and asked if these meetings could be every other month or quarterly. The committee felt that it would try meeting every other month to see if it gave the committee enough meeting time. The next meeting of this committee will be held on Tuesday, March 12, 2013.

[Signatures]

Chairperson

CAO
A Work and Operation committee meeting was held on Tuesday, January 22, 2013 at 7:00 a.m. in the Council Chambers of Memorial Hall. Those present at the meeting included Brad Johnston, Jane Swanton, Matt Gray, Connie Rose, Georges Picton, Brent Owen, Joe Richardson, and Cheryl Young.

Chairman Johnston called the meeting to order at 7:00 a.m.

**Water Treatment Reports** – Water treatment reports for the month ended December 31, 2012 and the year of 2012. The committee also received from the Office of Drinking Water the Town of Carman Public Water Systems 2012 Annual Audit. This matter was received as information.

**Manitoba Infrastructure & Transportation** – The committee received the information for Grant-in-Aid Funding for the upcoming season. The Town of Carman has forwarded a joint request with the RM of Dufferin for dust control on the boundary road.

**Kevin & Kristi Peters** – The committee received an email regarding parking at Carman Elementary School and the need for handicap parking at the school. The committee felt that this request should be sent to the school division. Cheryl was asked to send an email asking for information once the school division has considered this request. The committee suggested that two handicap parking spots could be designated on 2nd Street SW.

**Municipal Tendering & Procurement Policy** – The committee received the final policy for review. The committee would ask Council to pass a resolution authorizing this policy.

**Budget Information from Joe Richardson** – Case Backhoe quote for motor - $5,949.71 (work has been done on this equipment in November; however it is still burning oil. PJ Trailer (14 foot dump trailer) - $8,825.04; Cordless Impact Drill – Piston Ring - $600; Carm Auto - $700; Sewer Flusher Pump - $8,000.00; Hood on Generator – Repairs required as someone backed into it. Also need to put some type of post to protect this equipment; Pipe for Campground Ditch - $16,500.

**Manitoba Good Roads Association** – A letter has been received asking Council to consider paying its 2013 membership fee to Manitoba Good Roads Association. The committee would ask that a resolution be passed authorizing this payment.

**CLOSED SESSION – Personnel Matters.**

**Emergency Coordinator** – Councillor Rose reported that the Protective Services Committee would recommend hiring Bill Boskwicz as the Emergency Coordinator for the community. A contract will be drawn up for this position.

Councillor Picton reported that the crosswalk signs at Carman Elementary School are down. Joe Richardson will contact the department of highways to have them installed.

Chairman Johnston excused himself from the meeting.
½ Ton Truck – The committee received two bids for the ½ ton truck for the public works department. The committee would ask that a resolution be passed authorizing the purchase of the 2013 ½ ton-truck from Carman Ford at a cost of $30,221, plus taxes. The 2003 F-150 Ford will be traded off in this deal with the town realizing $2,500.

Councillor Johnston returned to the meeting.

The meeting was adjourned at 8:00 a.m.

[Signatures]

Chairperson

CAO
TOWN OF CARMAN
MUNICIPAL TENDERING AND PROCUREMENT POLICY

1. PRINCIPLES

The following principles will guide the procurement practices of the Municipality and the process for the
sale of municipal capital assets.

- An open, fair and consistent process for the procurement of all goods, services, and construction
projects that will ensure the best value for dollar spent.
- Procurement processes that encourage competitive bidding for the supply of all goods and
services.
- An open, fair and consistent process for the sale of surplus capital assets that will ensure the
best value for capital assets sold.
- Accountability of the Municipality for the procurement of goods and services and the disposal of
surplus capital assets.

2. PREAMBLE

The purpose of this policy is to establish guidelines for the purchase of goods and services and for
construction projects undertaken by the Municipality and guidelines for the sale of municipal capital
assets.

3. DEFINITIONS

Bid means a competitive bid received from a supplier in response to a verbal or written Request for
Quotation, a Request for Proposal or an Invitation to Tender.

Bid Opportunity means a publicly advertised invitation for suppliers to submit bids for the provision of
goods or services through a Request for Quotation, a Request for Proposal or an Invitation to Tender.

Goods mean all types of services, including construction (consulting, engineering and design, accounting
and auditing services, legal services, maintenance, operation and repair of buildings, machines or
equipment, etc.).

4. SCOPE

The policy applies to the procurement of goods and services by purchase, lease, rental or other
agreement by the Municipality and the disposal of surplus capital assets by the Municipality.

5. PROCUREMENT GUIDELINES

The value of the goods and services in the total financial commitment resulting from the procurement,
including any premiums, fees, commissions, interest, duty, freight, and applicable taxes.

The following guidelines will be followed for the purchase of goods and services:
TOWN OF CARMAN
MUNICIPAL TENDERING AND PROCUREMENT POLICY

- **Up to $1,000** – The acquisition of goods and services with a value of up to $1,000 is considered minor purchases and municipal staff is expected to obtain price comparisons, however they are not responsible to provide these verbal quotes to Council. Funds must be included in the municipality’s financial plan.

- **More than $1,000 and less than $100,000** – For the acquisition of goods and services with a value of more than $1,000 and less $100,000, at least 2 written quotations will be required. These quotations shall be written except during a state of local emergency where due to immediate need and time constraints normal procurement methods cannot be followed.

- **More than $100,000** – For the acquisition of goods and services of more than $100,000, the municipality will provide a bid opportunity, using a procurement method identified in Section 6 of this policy.

  Bid opportunities will be posted on the municipality's website and advertised in *The Valley Leader*.

  The bid opportunity will also be posted on MERX and/or another system which is low cost, easy to use and readily accessible across Canada, in accordance with the Agreement on Internal Trade MASH Annex 502.4.

The municipality is not required to accept a bid if Council decides not to proceed with the purchase, if all bids are too high, or if none meet the needs of the municipality. The municipality retains the right to reject the lowest or any bid.

6. **METHODS AND PROCESSES OF PROCUREMENT**

The Municipality will use the following methods of procurement:

**Sole Source Purchases** – Sole source purchases will be used in the following circumstances:

- When there is only one available supplier of a required product or service that meets the needs of the Municipality.

- During a state of local emergency where due to immediate need and time constraints normal procurement methods cannot be followed.

**Request for Quotation** – The Municipality may obtain quotations for provision of goods and services for which there are specific requirements in the following manner:

- **By directly contacting known suppliers.** This method will be used for the procurement of minor goods and services such as standard office supplies, repairs, small tools, etc.
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Where possible, written quotations will be obtained from 2 suppliers.

The municipality will contact only local suppliers if it is determined that sufficient competition exists.

- **Through a written Request for Quotations (RFQ)** – an RFQ for the procurement of goods and services will be used where the goods and services have specific and detailed requirements, but are not considered to be “minor” and the cost of the good or service does not warrant the time and level of effort required for a formal tender process.

Suppliers will be invited to provide quotations for the sale of goods or services through a public advertisement (bid opportunities).

The award of a Request for Quotation will typically go to the lowest total cost bid received from a supplier.

- **Request for Proposal (RFP)** – an RFP will be used to acquire professional services such as auditors, planning consultants, engineering consultants, etc. regardless of the amount of anticipated procurement.

Potential suppliers will be asked to describe how their services, methods, equipment of products can address and/or meet the needs of the municipality.

An award of a contract will be given to the supplier whose proposal is determined to be the most advantageous to the municipality based on criteria for evaluation set out in the RFP and applied to all proposals.

- **Formal Tenders** – the Municipality will formally tender for competitive bids for the procurement of capital projects.

Detailed specifications and requirements will be provided in tender documents. The evaluation of tenders will be against detailed specifications and requirements.

A Formal Tender is a formal, competitive sealed bidding process.

Typically, the award of a tender goes to the lowest cost bid received from a supplier meeting the specifications and requirements of the tender.

7. **ADVERTISING BID OPPORTUNITIES**

All bid opportunities solicited through a Request for Quotation, Request for Proposals, or a Formal Tender will be advertised at least once in *The Valley Leader.*
TOWN OF CARMAN
MUNICIPAL TENDERING AND PROCUREMENT POLICY

All bid opportunities for the procurement of goods and services valued equal to or greater than $100,000 and construction projects valued equal to or greater than $250,000 will be advertised on Manitoba's electronic tendering system (MERX http://merx.com/) and/or another system which is low cost, easy to use and readily accessible across Canada.

8. AWARD OF CONTRACTS

Quotations, proposals and tenders will be awarded using the evaluation process that is specified in the procurement document. Generally, the Municipality will award contracts as follows:

- To the lowest total cost bid, in the case of quotations received from a supplier for the good or service.
- To the bidder whose proposal has met established evaluation criteria, in the case of proposals submitted to the municipality in response to a Request for Proposal.
- To the lowest total cost bid received from a supplier meeting the specifications and requirements of the tender.

The Municipality is not required to accept any bid if the Municipality decides not to proceed with the purchase.

When all factors are equal, in terms of price, quality, suitability, service and delivery, the municipality may give preference to a "local" supplier.

The Municipality may enter into a contract with the successful bidder. The form of the contract will be determined by the Municipality.

9. DELEGATION OF APPROVALS

Authority to approve procurements of a good or service is as follows:

- Up to $1,000 – Chief Administrative Officer or Designated Officer, as long as the low bid is accepted and the expenditure is identified in the municipality’s financial plan.
- Over $1,000 or where the low bid is not accepted – Council
- All contracts for professional service – Council

10. PROCUREMENT ACCOUNTING AND MANAGEMENT

Procurement Tracking System

The Chief Administrative Officer (CAO) will prepare accounts payable listings that include the supplier name, the good(s) and/or service(s) provided and the amount payable to each supplier.
TOWN OF CARMAN
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The accounts payable listing(s), supported by invoices that have been signed by the appropriate
department head(s), are to be submitted to Council at the first regular meeting of Council each month
for payment approval by resolution of Council.

The CAO will issue payment for all accounts payable authorized for the payment by resolution of Council
and to maintain adequate record of accounts payable listings, the corresponding invoices and cheque
registry information.

Procurement Reporting System

A monthly report may be provided to Council on contracts awarded under this policy.

11. PROCESS FOR SELLING SURPLUS CAPITAL ASSETS

Surplus capital assets will be disposed of in the following manner:

- Competitive bid process through a Request for Quotations
- Public Auction

Invitations to bid on capital assets offered for sale by the municipality will be:

- Published in at least one edition of The Valley Leader.

Contracts for sale of the capital asset to a bidder shall be awarded using the evaluation process that is
specified in the invitation to bid. The municipality is not required to accept a bid if Council decides not to
proceed with the sale, for example, if all bids are too low. The highest or any bid will not necessarily be
accepted.

The CAO, may with the approval of Council, award surplus capital assets without competition or auction
to any municipality in limited circumstances, as determined and approved by Council.
COMMUNITY AND SOCIAL DEVELOPMENT COMMITTEE

A Community and Social Development Committee meeting was held on Tuesday, January 22, 2013 at 8:00 a.m. in the Council Chambers of Memorial Hall. Those present at the meeting included Brad Johnston, Jane Swanton, Matt Gray, Connie Rose, Georges Picton, Brent Owen, Joe Richardson, and Cheryl Young.

Carman Dufferin Recreation Commission – Councillor Owen reported on the Facility meeting held on January 14, 2013. Campground – Wayne Waddell to finish up when the weather warms up. Looking at putting in a drop box in the wood shed to look after campers that come in after hours or camping before the pool house is open. Arena – Inner right front door is to be replaced shortly. The panic handle and door broke from use. Maintenance at arena this month included replacing limit switch in one of the boilers, replacing water float valve in the Zamboni room and front axle repair on the Zamboni.

Boyne Regional Library – Shannon Bergsma has advised that her 4-year term is up and she would ask Council to advertise for a volunteer replacement for this board. She advised that she enjoyed her term on the library board; however felt it was healthy to get new people to serve on the board.

Councillor Gray reported that February is “I Love to Read Month”. The Town of Carman will provide a coffee basket for a gift.

Community Pathway – Councillor Owen reported on the January 14th meeting. The committee is working on an updated version of the Pathway map to include the new areas. They are working with Angie Shindle on Green Team application for 2013 which has to be submitted prior to January 31. The committee discussed gravel and crushed rock priorities for 2013 along with pedestal placements.

Carman Community Seniors Resource Council – Councillor Picton reported on the January 17 meeting. They served 627 congregate meals for the month of December.

Memorial Hall – Cheryl Young reported that the Architect has forwarded a proposal for the professional fees for the project. The architect was asked to include a review of the roof and to include the RM of Dufferin in the proposal and resubmit it for consideration.

Dufferin Historical Society – Councillor Swanton reported that Boyne School should be moved to Kings Park by mid-February. They are getting quotes on a building a wheelchair ramp for the school. Plans are underway for their Multi-Cultural event. Bob McGregor gave a $5,000 donation to the Boyne School project just prior to Christmas.

Municipal Heritage Committee – Councillor Picton reported that the committee is working on getting their information on the Provincial website. The committee discussed the ramp required for the Boyne School. To meet the Building Code guidelines for a wheelchair ramp, it might be stuck out north of the building.

Healthy Communities – Councillor Picton reported that the December 14th meeting was attended by 12 people. The next meeting will be held this Friday at Carman United Place.
COMMUNITY AND SOCIAL DEVELOPMENT COMMITTEE

Chamber of Commerce – Councillor Rose reported on the January 15 meeting. Blizzard Fest was discussed and the Dog Sled races should have enough snow to run this year. The membership committee is going to contact businesses to pay their membership and also use the Chamber Insurance program. The AGM will be held with a wine tasting event again. The Chamber is looking at changing by-laws since the AGM meeting always falls at the wrong time. The Chamber’s normal golf tourney will be held in June and they are looking at holding a Pro-Am Golf Tourney in September. There are two provincial hockey tournaments scheduled for Carman in the first 10 days of March.

Dufferin Agricultural Society – Councillor Gray reported the last meeting was to discuss the grandstand cover. They have decided to proceed with canvas for the cover.

Golden Prairie Arts Council – Cheryl reported that GPAC has been requested to review their finances and then resubmit their budget once their hiring is complete.

Blizzard Fest – Councillor Rose forwarded the following written report. Sponsorship – The Recreation Office got flack for calling sponsors on behalf of the Chamber Members so they have now sent all the information they have collected to Nikki Bartley. Breakfast will consist of pancakes, sausages, slice of orange, coffee, and juice. Need to make sure that ID is checked and bracelets are put on to get liquor permit for the windup party on Saturday night. Need to confirm who the Olympian will be for the event. Confirm with Joe Richardson that the town will be clearing Boyne River for skating.
Councillor Rose reported that they will be also holding a supper on Saturday.

Carman Community Hall – No report.

Chairperson

CAQ
FINANCE AND ADMINISTRATION COMMITTEE

A Finance and Administration Committee meeting was held on Thursday, February 7, 2013 at 7:00 a.m. in the Council Chambers of Memorial Hall. Those present at the meeting included Jane Swanton, Brad Johnston, Brent Owen, Bob Mitchell, Georges Picton, and Cheryl Young.

Councillor Swanton called the meeting to order at 7:00 a.m.

RCMP – Community Consultative Meeting – Council is invited to attend the Community Consultative Meeting to be held on March 18, 2013 at the Carman Dufferin Fire Hall from 10:00 a.m. to 3:00 p.m. Mayor Mitchell, Councillor Owen, and Councillor Picton will attend this meeting.

Emergency Measures Organization – MEMO is holding the Manitoba Emergency Management course (2-day training course) on March 20 and 21, 2013 in Oak Bank. This matter was received as information.

Kennel Permit 1/2013 – Brian and Andrea Heembrock have applied for a kennel permit for their three dogs. The committee asked Council pass a resolution authorizing this kennel permit.

2012 Financial Statement – The General Operating fund has a surplus of $151,025.95 and the Utility surplus is $784.18. The committee would ask Council to pass a resolution to transfer some of the general operating surplus to the general reserve to be allocated to a future capital project. The committee would also ask Council to pass a resolution to release the allocation on the general reserve funds that were designated in the 2012 Financial Statement.

Accutech Engineering Inc. – The committee received a proposal for Engineering Services related to the renovation of Memorial Hall. The proposal has been received and both Councils are looking at the proposal. The committee asked Council to pass a resolution to proceed with this project.

2013 Mayors, Reeves & CAO’s Meeting – The Central District meeting will be held on Tuesday, March 19 in the Crystal City Community Hall. The committee would ask Council to pass a resolution authorizing Mayor Mitchell to attend this meeting.

Seniors & Healthy Aging Secretariat – Patti Chiappetta, Executive Director advising that applications will be received for awards for communities that have met the age-friendly milestones and encouraging our community to consider applying if we are close to achieving a milestone. This matter was received as information.

Carman-Dufferin Planning District – Notice of Public Hearing for the application for Conditional Use to allow Bare Land Unit Condominiums in a RM Zone in the Town of Carman. The Public Hearing will be held on Thursday, February 7, 2013 at 8:00 a.m. This matter was received as information.

Office of the Minister of Public Safety – The committee received a letter from the Hon. Vic Toews, Minister of Public Safety regarding the tabling of the 2013-2014 Federal Budget and asking Council to forward any pre-budget suggestions to him or our local Member of Parliament. This matter was received as information.

Deputy Minister of Local Government – The committee received a letter from Linda McFadyen, Deputy Minister regarding the amalgamation of municipalities. Mayor Mitchell advised that he plans on attending the event today in Carman regarding this matter.
FINANCE AND ADMINISTRATION COMMITTEE

Carman Youth Justice Committee – Marcia Vandenbos inviting members of Council to attend their Annual General Meeting to be held on Thursday, February 21, 2013 at 7:30 p.m. in Memorial Hall. Councillor Gray will be asked to attend this event.

Premier’s Volunteer Service Award 2013 – Invitation to submit nominations by February 22, 2013. This matter was received as information.

Alzheimer Society of Manitoba – Councillors Owen and Johnston will check their schedules to see if they are able to attend the event to bring greetings from the Town of Carman. The event is to be held at the Active Living Centre on Friday, February 22, 2013.

Business License - Ken Single has asked if he needs a business license if he only does charitable work. He either works for free or asks clients to make a charitable donation to a cause (828-3336). The committee felt that the by-law did not make any concessions for charitable work and that he would still be required to purchase a business license.

Budget – The committee received new financial information from GPAC. This is tabled to the next Council meeting. Other budget items - Carman Collegiate Theatre Project and STARS project – the committee felt that these were not projects that would be considered by Council for the upcoming budget.

Boyne River Sports Subdivision – The application should have read 0.2 acres. The committee asked Council to pass a resolution approving this subdivision.

Tax Certificates – The committee asked Council to pass a resolution to increase the cost of tax certificates to $25.00.

Human Resources – Closed Session matter – Blaine Skelton. This matter was received as information.

Residential Developments – The committee reviewed a plan for the Froese/Vanderveen subdivision. The committee would ask Council to pass a resolution authorizing the Town of Carman to enter into a Development Agreement with the developers.

Audit Tender – Tabled to next meeting of the committee.

Blaine Pederson – attended the meeting and discussed the following topics – Amalgamation, Bi-pole III, Residential development and his current portfolio with Manitoba government.

Mayor Mitchell, Deputy Mayor Swanton, and Councillor Johnston excused themselves from the meeting to attend the Carman Dufferin Planning District meeting. Councillor Rose entered the meeting during the discussion with Mr. Pederson.

Chairperson

CAO
PROTECTIVE SERVICES

A Protective Services Committee meeting was held on Tuesday, February 12, 2013 at 7:30 a.m. in the Council Chambers of Memorial Hall. Those present at the meeting included Connie Rose, Ben Vanderzwaag, George Gray, Brent Owen, Georges Picton, Bob Mitchell, Harvie Takvam, Sharla Murray, and Cheryl Young.

Chairperson Rose called the meeting to order at 7:30 a.m.

Fire Chief’s Report - Carman Dufferin Fire Department - Fire Chiefs Report - January 2013

Fire Dept Responses - For the month of January the CDFD responded to a total of 5 incidents – 4 MVC’s and 1 request for assistance from EMS.

Fire Dept Training - There were 2 training nights held in January. The first training night was used to review our responses to Hazardous Material Incidents. This was done via a table-top exercise. The second training night was used to perform Air Consumption Tests on CDFD Firefighters while using an SCBA. There was also a review of Pumping Operations for 201 and 202 Pumpers.

Fire Dept Purchasing - Equipment Purchases/Repairs made are as follows:
- Dewalt Saws-All
- Lighting & Water Level Gauge repairs to 201 Pumper
- Service & repair to Fire Hall Boiler
- Fire-Aid Foam

Meetings - A Mutual Aid Meeting was held at the Carman Dufferin Fire Hall on January 22. The meeting was attended by the Carman Dufferin Fire Chief and Deputy Chief. The Fire Chief attended a MB Association of Fire Chiefs meeting on Saturday - January 19.

Report Submitted by: Ben Vanderzwaag – Fire Chief - CDFD

Financial Statement and Expenditures – January 2013. The committee felt that it only needed to receive the summary of the expenditures compared to the budget numbers.

Proposal for Wild Land Fire Fighter/Quick Response Vehicle – Fire Chief Vanderzwaag removed this item from the agenda and advised he would provide the report in the upcoming week.

Emergency Coordinator Position – The recommendation of the interviewing committee is to hire Bill Boskwick and a contract has been drafted to be presented to Mr. Boskwick.

Frequency of Meetings – A proposal to meet every other month for the Protective Services Committee. Fire Chief Vanderzwaag will continue to meet with the subcommittee and forward monthly reports. The financial information will be provided to all committee members on a monthly basis. A committee meeting will be called if a matter requires immediate attention. The next meeting will be held on Tuesday, April 9, 2013 at 7:30 a.m.

Wayne Hiebert – The committee received a letter from Wayne Hiebert regarding the repairs to fire hall. This matter was received as information.

Other matters – Councillor Brent Owen reported that Matt Dedrick had called him to update the Emergency Plan and he asked him to contact Chairperson Rose. Chairperson Rose updated the committee on the plan to have Bill Boskwick to take over the Emergency Coordinator’s position.

Adjournment – Councillor Rose adjourned the meeting at 7:43 a.m.

Chairperson

CAO
REPORT TO COUNCIL

Thursday, February 14, 2013

Cheryl Young CAO

Aleidia Riedstra from Elm Creek is completing her practical training in the office. Aleida started her voluntary hours on Tuesday, February 5, 2013 and has 120 hours to fulfill her course. Aleidia has been working out very well.

Kel Giesbrecht had the meter company do a demonstration on the metering system that would allow the employees to record the readings electronically. This would avoid the mistakes made doing meter readings and would download automatically into the Diamond software. The existing readouts can be used initially with the existing gun and it would then be plugged into the dock system. The idea would be to gradually install radio transmitter boxes on all houses so that the meters could eventually be read without plugging the existing gun into readout. Kel will be getting the pricing for the reading dock. The existing meter system works with this reading package and if we decide to move forward with the electronic reading it works with the existing reading gun or as a drive by reading system. More information will be forthcoming regarding this matter.

I believe the Planning Office seems to be working well and Isabelle appears to be enjoying the work. She has found that she likely will need to add Mondays in the near future.

Judy has finished the 2011 year end entries and has developed PSAB accounts that she posted those entries to. It is hoped that this will help future audits with the town.
Economic Development Officer Report  
January 2013 Highlights

Some of my regular ongoing meetings I attended this month included the following groups and organizations: Town Council, RM Council, Carman Community Health Centre Board, Chamber of Commerce, Executive Committee, Carman-Dufferin Planning District and Pembina Valley Tourism Association.

Some of the ongoing projects and activities that I work on continuously include the following: Carman Manitoba Website Updates, Community Works Loan Program, Community Profile Updates, Tourism Display Upkeep and continued interaction with others in economic development and tourism, citizens and business owners.

I attended a Healthy Communities Meeting. I participated in a Personal Care Home Meeting and have been working with the Steering Committee on various tasks to keep the project moving forward. I provided information on land in the Town Industrial Park for a potential new tenant. I attended the Plains Processors ground breaking event. I talked to a local business person about a new idea they had to build their operation. I met with a new electrician in the region. I have assisted an automotive dealership with development related questions. I have answered questions from a couple of engineers related to the Planning District Request for Proposals. I have also spent lots of time answering and referring planning related items. I attended the joint planning meeting. I advertised for the Manitoba Youth Job Centre Office Manager position.

I processed a new loan application for the Community Works Loan Program. I attended a meeting with developers for a new housing development. I attended a Community Futures Conference Planning meeting. I finally received a response from MTS regarding various questions raised from a meeting in August and the original follow-up they had after that meeting. I have assisted Manitoba NetSet in establishing a plan to promote their services in the community. I provided the DAS with information on the community for their 2013 Fair Book. I spoke to another developer about some questions they had on housing development. I met with the Municipal Heritage Advisory Committee about websites. I spoke to the new owner of D&M Foods. I worked with Health Centre Board members on edits to their website. I attended an executive meeting for the Pembina Valley Tourism Association.

**Joint Promotion Funding**

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