

TOWN OF LAC DU BONNET

Minutes of the regular meeting of the Town Council of Lac du Bonnet held in the Council Chambers of the Town of Lac du Bonnet on January 14, 2010 @ 6:00 p.m.

**Present:** Mayor Paul Chapman  
 Councillors Roger Lavoie  
 Ken Lodge  
 Bill Campbell

Office Assistant Twila Stamler

**Excused:** Councillor Norman Plato, Chief Administrative Office Colleen Johnson

**Absent:** Youth Member Williams

**Conditional Use Hearing:**

Conditional Use Hearing 7:00 p.m. re: Tom Johnston (TAJ Lanco) applicant re: Order 10-09. In attendance was Tom Johnston in support of the application. No objections were received, at this time the Order was approved.

TOWN OF LAC DU BONNET

UNDER THE PLANNING ACT

CONDITIONAL USE ORDER NO. 10-09

WHEREAS T.A.J. Landco Inc./Tom Johnson - Owner/Applicant, has made application for property described as Lot 4, Plan 8927, PR #317 (Roll #50600) in the Town of Lac du Bonnet, for approval of a Conditional Use under the Town of Lac du Bonnet Bylaw #53-06 and amendments thereto, in order to allow for residential uses in a "GC" Commercial Zone, and after careful consideration of the application and any representations made for or against it.

The Council of the Town of Lac du Bonnet, in meeting duly assembled this 14<sup>th</sup> day of January, 2010 have:



SUBJECT TO (if applicable):

1. Applicant/Owner to obtain a building permit from the Lac du Bonnet Planning District.

THIS ORDER SHALL EXPIRE IF NOT ACTED UPON WITHIN 12 MONTHS OF THE DATE OF MAKING.

Chairman

Chief Administrative Officer

**Conditional Use Hearing**

Resolution 12/10

Moved by Councillor Campbell

Seconded by Councillor Lodge

**BE IT RESOLVED THAT** Council go into Condition Use Hearing after regular Council meeting and adjourn hearing at 7:10 p.m.

**“CARRIED”**

**Delegations:**

6:30 p.m. Jill Whitford re: Multiple Sclerosis (no show)

**Adoption of Minutes**

Resolution 01/10

Moved by Councillor Lodge

Seconded by Councillor Campbell

**BE IT RESOLVED THAT** the minutes from the regular meeting of December 17, 2009 be adopted as circulated;

**AND BE IT FURTHER RESOLVED THAT** the agenda for the regular meeting of January 14, 2010 be accepted as prepared by the Chief Administrative Officer.

**“CARRIED”**

**Reports of Committees:**

Mayor Chapman	December 22, 2009 January 1, 2010 January 13, 2010	Community Futures WR (JUST) New Years Levee (LdB Legion) Lac du Bonnet Chamber of Commerce
Councillor Lavoie	December 27, 2009	Manitoba Housing
Councillor Lodge	January 4, 2010 January 6, 2010 January 7, 2010 January 12, 2010 January 13, 2010	Lac du Bonnet Arena Board Medical Health Care Committee Arena (Community Services Consultants) Lac du Bonnet Community Centre Lac du Bonnet Youth Centre AGM
Councillor Campbell	January 6, 2010 January 11, 2010 January 12, 2010 January 13, 2010	Lac du Bonnet Regional Library Fire'n Water EMO Management Course EMO Management Course

**Communications:**

1. Manitoba Local Government – Requirement for Employee Code of Conduct. Resolution 02/10.
2. Lac du Bonnet Community Centre – request permission to locate geothermal on Town land. Report from on-site with PWS Molinski and Councillor Preston, large amount of land would be required. Noted.
3. Manitoba Model Forest – Canadian newsletter. File.
4. Frontier Centre – healthcare frontiers project. File.
5. Association of Manitoba Municipalities re: implementation of Campaign Contributions and Expenses by-law. By-Law No. 101/10 First Reading. Resolution 03/10.

6. Fire & Water Music Festival – newsletter. File.
7. Lakers Ski Club – final monetary donation for recreation received. Noted.
8. Office of the Fire Commissioner re: local assistant ID cards. EMO Coordinator Rimmer advised that he is already in receipt of same and suggested that one be acquired for PWS Molinski for the water treatment plant aspect. Noted.
9. Canadian Red Cross re: Letter of Understanding – request for agreement. Resolution 04/10.
10. North Eastman Health Association – minutes of November 23, 2009. File.
11. Minister of Health – confirmation of receipt of support for the RM of Reynolds to maintain ambulance service. File.
12. Eastman Selects 2009/2010 – thank you. Noted.
13. EMO Coordinator Caron – notification that the JEPP grant for the ARGO was denied and other funding alternatives are being researched. File.
14. Manitoba Community Places Program – notice that applications will be received until February 15, 2010. File.
15. Lac du Bonnet Planning District – minutes and financial. File.
16. Tax Service – services available for tax sale procedures (no clients currently in this position). File.
17. Manitoba Infrastructure and Transportation re: Grant in Aid program – already submitted with Resolution 270/09 in October, 2009. File.
18. Lac du Bonnet Planning District – photocopy of information to Mr. Phaneuf for conditional approval of his subdivision application (former fitness centre). Noted.
19. Hudson Bay Route Association – request for membership. Resolution 05/10.
20. Minister of Labour and Immigration & Minister of Entrepreneurship, Training & Trade – receipt of Town correspondence. File.
21. Rural Municipality of St. Clements re: Solid Waste Fee Policy. File.
22. RM of St. Andrews requesting we join FCM. Resolution 06/10.
23. Community Futures Manitoba Report. File.
24. Vic Toews would like to invite Mayor Chapman to a Roundtable discussion. Resolution 07/10.

**Employee Code of Conduct**

Resolution 02/10

Moved by Councillor Campbell

Seconded by Councillor Lodge

**MUNICIPAL EMPLOYEE CODE OF CONDUCT**

**PRINCIPLES:**

The Town of Lac du Bonnet strives to maintain a high level of public trust and confidence in the integrity, objectivity and impartiality of the municipality.

As our most valuable and significant resource, our employees are expected to maintain high standards of personal and professional conduct, demonstrate integrity and impartiality at all times, and perform their duties and responsibilities in a manner that recognizes a commitment to the well-being of the community.

**PREAMBLE:**

This Code of Conduct operates in addition to other policies, regulations and administrative directives for employees, as may be determined from time to time by Council or the Chief Administrative Officer.

Where any provision of this Code is inconsistent with a collective agreement or employment contract that applies to that employee, the provision of the collective agreement or employment contract applies.

**DEFINITIONS:**

**Assets** include, but are not limited to, municipal buildings and land, equipment, supplies, vehicles, materials, electronic networks, and financial assets.

**Chief Administrative Officer ("CAO")** means the Chief Administrative Officer of the municipality, and includes his or her designate.

**Code** means the Municipal Employee Code of Conduct established and approved by Council.

**Confidential information** means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

**Dependant** means the spouse or common-law partner of an employee, and any child, natural or adopted, residing with the employee, and has the same meaning as in The Municipal Council Conflict of Interest Act.

**Employee** means any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full time, part time, contract, or casual employees, including volunteers.

**Municipality** means the Town of Lac du Bonnet.

**SCOPE:**

This code applies to all employees of the municipality.

**USE OF CONFIDENTIAL INFORMATION:**

Employees may have access to confidential information during the course of their duties and responsibilities.

Employees are expected to keep information confidential, until the information is available to the general public.

Employees must not use confidential information concerning the affairs of the municipality to advance their personal interests, their dependants' interests, or the interests of any other person.

**USE OF INFLUENCE:**

The municipality strives to ensure fairness and objectivity in its decision-making process. Employees must not use their positions to give anyone preferential treatment that would advance their own interests, or that of any member of the employee's family, friends or business associates.

Employees who have a financial interest in a municipal contract, sale or other transaction, or knowingly have family members, friends (individual with whom the employee has a close personal relationship) or business associates with such interests, must not participate in any discussion, evaluation or recommendation with respect to the matter.

**ACCEPTANCE OF GIFTS:**

Citizens' perception of the integrity of the municipality and its employees is important. Employees must avoid real or perceived appearances of impropriety with organizations or businesses that do business with the municipality.

Employees must not accept gifts, favors or other benefits (eg. hospitality or entertainment) that are connected directly with the performance of their duties or responsibilities, from any person who is directly or indirectly involved in any business relationship with the municipality.

Gifts, favors or benefits that are part of a normal exchange between persons doing business or part of a public function are permitted.

**USE OF MUNICIPAL PROPERTY AND ASSETS:**

Municipal property and assets belong to the community as a whole and must only be used by an employee to perform work related duties and responsibilities, or for community activities that are authorized by council or the Chief Administrative Officer.

Personal use of municipal property and assets by an employee are permitted only if authorized by the Council or Chief Administrative Officer. Generally, personal use of municipal property and assets will only be permitted if they are also available to be used by the public.

Municipal property and assets in the care of an employee must be protected and kept secure at all times.

**POLITICAL AND COMMUNITY ACTIVITIES:**

All employees have the right to take part in political and community activities. Employees need to ensure that participation in such activities does not place them in a real or perceived conflict of interest.

Employees may only participate in political activities (eg. actively campaign or solicit funds for a political party or candidate) outside work hours and without using municipal property, assets or resources.

Employees engaged in community activities must continually assess their involvement and expected decision-making responsibilities in light of their employment with the municipality.

**FAMILY AND PERSONAL RELATIONSHIPS:**

The municipality strives to be fair, objective and transparent at all times. Municipal employees must ensure that their family and other personal relationships and their official duties are independent of each other.

As with all other areas of municipal business, it is expected that all hiring, promotions, performance appraisals or discipline will be undertaken in an objective and impartial manner. At times, this may require reporting relationships to be revised to ensure employees are not supervised directly or indirectly by a close family member.

Employees must not give preferential treatment to family or any other person with whom the employee has a personal relationship.

**OUTSIDE WORK OR BUSINESS ACTIVITIES:**

Employees are committed to ensuring the municipality's success in delivering services to citizens effectively and efficiently, and must act in the best interests of the municipality.

Employees must ensure that they avoid any outside employment or business activities:

- that interfere with the performance of an employee's duties;
- in which the employee has an advantage or appears to have an advantage as a result of their employment with the municipality;
- that will or might appear to influence or affect the employee in carrying out their municipal duties;
- that requires or involves use of municipal property or assets;
- that is contrary to the interests of the municipality.

**PROCEDURES:**

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the CAO if they are unsure whether their behavior, circumstances or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- his or her direct supervisor, in the case of any employee. The supervisor must immediately advise the CAO.
- council or the Personnel Committee in the case of the CAO

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

An employee who fails to disclose an actual or potential conflict may be subject to discipline.

**REVISIONS:**

Council may, at its discretion and by resolution, amend the Code.

**"CARRIED"**

**1<sup>st</sup> Reading By-Law 101/10**

Resolution 03/10

Moved by Councillor Lavoie

Seconded by Councillor Campbell

**BE IT RESOLVED THAT** By-Law 101/10 to govern campaign expenses and contributions be given first reading.

**"CARRIED"**

**LOU Agreement**

Resolution 04/10

Moved by Councillor Lodge

Seconded by Councillor Campbell

**WHEREAS** the Canadian Red Cross – Manitoba Region has requested a new Letter of Understanding (LOU) Agreement be signed in duplicate;

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Lac du Bonnet do hereby approve the above.

**“CARRIED”**

**FCM Membership**

Resolution 05/10

Moved by Councillor Lodge

Seconded by Councillor Campbell

**WHEREAS** the Rural Municipality of St. Andrews has requested that the Town of Lac du Bonnet become a member of the Federation of Canadian Municipalities (FCM);

**AND WHEREAS** the cost of the annual membership is two hundred and twenty-six dollars and thirteen cents (\$226.13) per year;

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Lac du Bonnet do hereby approve the above.

**“CARRIED”**

**Toews invite to Mayor re: Roundtable Discussion**

Resolution 06/10

Moved by Councillor Campbell

Seconded by Councillor Lavoie

**WHEREAS** Vic Toews, MP for Provencher would like to invite Mayor Chapman to a Roundtable discussion, to be held January 25, 2010 from 1 p.m. to 2 p.m. at the Days Inn, Hwy.12 in Steinbach;

**AND WHEREAS** the Roundtable will be open to discussion where Reeves and Mayors will be able to share their thoughts on the federal government's upcoming budget and suggestions will be forwarded on to Minister Flaherty;

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Lac du Bonnet do hereby approve the attendance of the above.

**“CARRIED”**

**Unfinished Business:**

1. Lac du Bonnet Community Centre – geothermal engineered stamp.  
Resolution 07/10.
2. Grading and Elevation By-Law – as per submitted by Town Solicitor Currie. Tabled.
3. Seniors Housing – update from CAO's meeting with Mr. Wruck File.

**Geothermal stamp**

Resolution 07/10

Moved by Councillor Lavoie

Seconded by Councillor Lodge

**WHEREAS** the Council of the Town of Lac du Bonnet has authorized the Community Centre to extend the term of the existing loan of approximately \$52,000;

**AND WHEREAS** the Community Centre is investigating geothermal heat installation in order to reduce operating costs;

**AND WHEREAS** to apply for Government grants to assist with the costs of installation of geothermal heat an engineer stamp design is required and the cost for the design is approximately \$7,000.00;

**AND WHEREAS** a meeting of the joint councils was held on December 15, 2009 and this request was reviewed and the consensus of both Councils was to approve same;

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Lac du Bonnet approve adding an additional \$7,000.00 to the existing loan balance that is being extended with the refinancing not to exceed the current outstanding balance plus \$7,000.00 to cover the cost of the engineer stamped design.

**"CARRIED"**

**New Business:**

1. Payment of accounts – Resolution 09/10. Conflict of interest was identified by Councillor Campbell. He left the Chambers and did not return until the discussion and resolution were completed. Resolution 08/10.
2. Creation of Airport Reserve – By-Law No.100/10. First Reading. Resolution 10/10.
3. Incident Report now utilized submitted for Council information. Council unanimously concurred with report.
4. Snowmobilers – Councillor Campbell. Consensus of Council was that residents with complaints are to call the RCMP.
5. NEHA Strategic Plan on website still states that there will be a new ambulance station in Brookfield but after administration contacted NEHA it was stated that it would be taken off their website in the next update.

Accounts

Resolution 08/10  
Moved by Councillor Lodge  
Seconded by Councillor Lavoie

**WHEREAS ACCOUNTS** for the period ending January 14, 2010 have been reviewed by Council;

**THEREFORE BE IT RESOLVED THAT** the following be hereby approved for payment:

Cheque No.  
2495  
2527  
Total Amount for all cheques listed inclusive - \$1,438.22

**"CARRIED"**

Accounts

Resolution 09/10  
Moved by Councillor Lavoie  
Seconded by Councillor Lodge

**WHEREAS ACCOUNTS** for the period ending January 14, 2010 have been reviewed by Council;

**THEREFORE BE IT RESOLVED THAT** the following be hereby approved for payment:

Cheque No.  
2491 - 2494  
2496 - 2526  
2528 - 2561  
  
Total Amount for all cheques listed inclusive - \$60,870.25

**"CARRIED"**

**1<sup>st</sup> Reading By-Law 100/10**

Resolution 10/10

Moved by Councillor Lavoie

Seconded by Councillor Campbell

**BE IT RESOLVED THAT** By-Law 100/10 to provide for an Airport Reserve Fund and to establish deposit procedures to the fund be given first reading.

**"CARRIED"**

**Adjourn Meeting**

Resolution 11/10

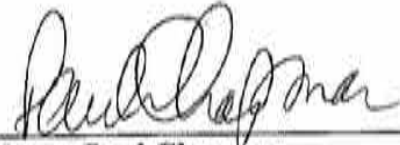
Moved by Councillor Campbell

Seconded by Councillor Lodge

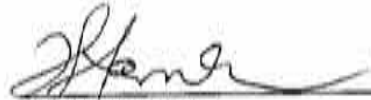
**BE IT RESOLVED THAT** this meeting does now adjourn at 7:00 p.m. The next regular Council Meeting is scheduled for January 28, 2010 in the Town Council Chambers.

**"CARRIED"**

**TOWN OF LAC DU BONNET**



**Mayor Paul Chapman**



**Twila Stamler  
Office Assistant  
(subject to errors and omissions)**