

**Municipality of Souris-Glenwood**  
REGULAR COUNCIL MEETING - MINUTES  
Tuesday, December 13<sup>th</sup>, 2022

The Council for the Municipality of Souris-Glenwood held its Regular Meeting duly assembled in the Council Chambers of the Municipality of Souris-Glenwood on Tuesday, December 13<sup>th</sup>, 2022 at 7:00 p.m.

**Members Present:** Mayor Duane Davison, Councillors Bruce Apperley, Blake Denbow, Kim Eissner, Darcy Gerow, Todd Walker, and CAO Charlotte Parham  
**Regrets:** Councillor Donald Brown

**Access TV:** Present

**1. Call to Order**

**2. Adoption of the Agenda**

**Resolution No. 2022-239**

Moved by Councillor B. Apperley: Seconded by Councillor B. Denbow

**BE IT RESOLVED** that the agenda be adopted as presented.

**CARRIED**

**3. Adoption of the Minutes**

a. Regular Meeting – November 8<sup>th</sup>, 2022

**Resolution No. 2022-240**

Moved by Councillor T. Walker: Seconded by Councillor K. Eissner

**BE IT RESOLVED** that the minutes of the Regular Meeting of Council held November 8<sup>th</sup>, 2022 be adopted as circulated.

**CARRIED**

**5. Matters Arising from the Minutes**

**6. Hearings**

**7. Delegations**

a. 7:00 p.m. Sharla Dillabough – Community Planning – Planning 101

Sharla Dillabough, Regional Manager, Community Planning, attended the meeting to make presentation to Council on Planning 101. Municipal Development Plans are to be reviewed every 5 years. The Souris-Glenwood Plan was approved in 2008 and needs updating. There is funding available through the Building Sustainable Communities Grant program up to \$75,000 on a 50% basis to assist with the rewriting of the plan. Community Planning can assist with the process. It is important to have a Development Plan that corresponds with the municipality's zoning bylaw and for future subdivision applications. Mayor Davison thanked Sharla for her presentation and information.

b. 7:30 p.m. Rose White – Utility Billing Concern

– *scheduled delegation did not attend meeting*

**8. Finance**

a. Approval of Accounts to December 13<sup>th</sup>, 2022

**Resolution No. 2022-241**

Moved by Councillor B. Apperley: Seconded by Councillor D. Gerow

**BE IT RESOLVED** that the Council for the Municipality of Souris-Glenwood approve for payment list of accounts:

- a. to December 13<sup>th</sup>, 2022 represented by Cheque Nos.
- |  |    |              |
|--|----|--------------|
| 100009698 to 100009834   | \$ | 2,713,458.04 |
| b. Payroll Deposits November 18 <sup>th</sup> , 25 <sup>th</sup> , and December 2 <sup>nd</sup> , 2022 | \$ | 81,855.55    |
| for a total of   | \$ | 2,795,343.59 |

**CARRIED**

b. Financial Statement – October 31<sup>st</sup>, 2022

**Resolution No. 2022-242**

Moved by Councillor D. Gerow: Seconded by Councillor K. Eissner

**BE IT RESOLVED** that the Council for the Municipality of Souris-Glenwood accept the Financial Statement as of October 31<sup>st</sup>, 2022 as circulated.

**CARRIED**

c. 2023 Interim Operating Budget

**Resolution No. 2022-243**

Moved by Councillor D. Gerow: Seconded by Councillor B. Denbow

**WHEREAS** in accordance with Section 163 of The Municipal Act, the Council for the Municipality of Souris-Glenwood has prepared estimates of all operating and capital expenditures of the said Municipality for the period January 1st, 2023 until adoption of the Annual Financial Plan;

**THEREFORE BE IT RESOLVED**, that the Council for the Municipality of Souris-Glenwood adopt the following Interim Operating Budget for the period January 1st, 2023 until the Annual Financial Plan:

General Operating Fund

General Government Services	\$220,000.00
Protective Services	\$150,000.00
Transportation Services	\$500,000.00
Environmental Health Services	\$100,000.00
Public Health & Welfare Services	\$ 10,000.00
Environmental Development Services	\$ 50,000.00
Economic Development Services	\$ 20,000.00
Recreation & Cultural Services	\$450,000.00
Fiscal Services	\$100,000.00
Contribution to Capital	<u>\$400,000.00</u>
	<u>\$2,000,000.00</u>

Utility Operating Fund

Utility Operating	\$150,000.00
Contribution to Capital	<u>\$200,000.00</u>
	<u>\$350,000.00</u>

**CARRIED**

d. 2021 Draft Consolidated Financial Statement

**Resolution No. 2022-244**

Moved by Councillor D. Gerow: Seconded by Councillor B. Denbow

**BE IT RESOLVED** that the Council for the Municipality of Souris-Glenwood approve the draft Consolidated Financial Statement for the year ending December 31, 2021 as prepared by municipal audit firm, MNP LLP.

**CARRIED**

**9. Correspondence**

a. AMM – *information*:

- 1) News Bulletin – November 25<sup>th</sup> and December 9<sup>th</sup>, 2022

b. Manitoba Crime Stoppers

**Resolution No. 2022-246**

Moved by Councillor B. Apperley: Seconded by Councillor B. Denbow

**BE IT RESOLVED** that Council approve a contribution of \$0.25 per capita to the Manitoba Crime Stoppers.

**CARRIED**

c. Enbridge – Blanket Crossing & Approach Consent

**Resolution No. 2022-246**

Moved by Councillor B. Apperley: Seconded by Councillor B. Denbow

**BE IT RESOLVED** that the request by Enbridge Pipelines Inc. for a temporary access blanket agreement for Enbridge’s integrity dig program throughout 2023 be approved; **AND FURTHER BE IT RESOLVED** that the CAO be authorized to acknowledge that terms and conditions proposed by Enbridge are acceptable to the municipality.

**CARRIED**

d. Ronald McDonald House Charities

e. Manitoba Métis Federation

f. MMSM News: November 2022

**10. Building/Development Permits**

a. Building Permit

1) 30-2022 SW ¼ 23 – 08 – 22W Construction of Farm Shed

**Resolution No. 2022-247**

Moved by Councillor B. Denbow: Seconded by Councillor B. Apperley

**BE IT RESOLVED** that the Council of the Municipality of Souris-Glenwood approves the following building permit as recommended by the Building Inspector:

030-2022 – SW ¼ 23 – 08 – 22 W

Construction of a farm use storage shed

**CARRIED**

**11. By-Laws**

**12. In-Camera**

**Resolution No. 2022-248**

Moved by Councillor T. Walker: Seconded by Councillor K. Eissner

**BE IT RESOLVED** that Council sit as a “Committee of the Whole” in camera to discuss the following matters:

a. Personnel Matters

**AND FURTHER BE IT RESOLVED** that all matters discussed in camera be kept confidential until such matters are discussed in an open council meeting.

**CARRIED**

**Resolution No. 2022-249**

Moved by Councillor B. Apperley: Seconded by Councillor B. Denbow

**BE IT RESOLVED** that the Council resume the regular meeting.

**CARRIED**

**13. General Business**

a. Policies

b. Reports

i. Public Works Report – December 8<sup>th</sup>, 2022 meeting reviewed

1) Placement of Handi-cap Parking Signage

**Resolution No. 2022-250**

Moved by Councillor B. Apperley: Seconded by Councillor B. Denbow

**WHEREAS** the Public Works Committee has reviewed the following locations which require traffic control:

a) “Handi-cap Parking Only ” sign for one parking spot on 1<sup>st</sup> Street South between the Pembina Co-Op Food Store and Minary Homestyle Bakery

**THEREFORE BE IT RESOLVED** that the Council for the Municipality of Souris-Glenwood authorize the placement of the above signage.

**CARRIED**

ii. Committee Reports

Council members reported on various Boards and Committees which each represent as members of Council. Reports included the following:

- Souris Glenwood Airport Commission
- Souris Glenwood Community Development Corp
- Department of Parks & Recreation – Roof Repairs
- Watershed District
- AMM Convention
- Western Caucus meeting

1) 2023 Employee Salary Amendments

**Resolution No. 2022-251**

Moved by Councillor T. Walker: Seconded by Councillor B. Apperley

**WHEREAS** Council for the Municipality of Souris-Glenwood agreed to review staff salaries annually;

**BE IT RESOLVED** that the Council for the Municipality of Souris-Glenwood authorize the salaries to be paid to Municipality of Souris-Glenwood staff effective January 1<sup>st</sup>, 2023 as per recommendations of the Personnel Committee as attached;

**AND FURTHER BE IT RESOLVED** that the Personnel Committee will review of all salaries for the year of 2024 prior to December 31<sup>st</sup>, 2023.

**CARRIED**

2) Board Administration

**Resolution No. 2022-252**

Moved by Councillor B. Apperley: Seconded by Councillor K. Eissner

**BE IT RESOLVED** that Council deems it necessary that the position of Secretary-Treasurer for the Souris-Glenwood Cemetery be assigned to Municipal Office staff; And that all records be retained and archived at the Municipal Office.

**CARRIED**

**Resolution No. 2022-253**

Moved by Councillor B. Apperley: Seconded by Councillor K. Eissner

**BE IT RESOLVED** that Council deems it necessary that the position of Secretary-Treasurer for the Souris Airport Commission be assigned to Municipal Office staff; **AND** that all records be retained and archived at the Municipal Office.

**CARRIED**

iii. CAO Report

1) 2022 Christmas Hours

**Resolution No. 2022-254**

Moved by Councillor K. Eissner: Seconded by Councillor T. Walker

**BE IT RESOLVED** that the Council for the Municipality of Souris-Glenwood authorizes the following for Christmas Hours:

Municipal Office and Public Works Departments

Monday, December 26<sup>th</sup>, 2022            Closed

Tuesday, December 27<sup>th</sup>, 2022        Closed

Monday, January 2<sup>nd</sup>, 2023            Closed

Transfer Site

Saturday, December 24<sup>th</sup>, 2022        *Open 10 a.m. to 1:00 p.m.*

Sunday, December 25<sup>th</sup>, 2022        Closed

Monday, December 26<sup>th</sup>, 2022        Closed

Saturday, December 31<sup>st</sup>, 2022        *Open 10 a.m. to 3:00 p.m.*

Sunday, January 1<sup>st</sup>, 2023            Closed

Monday, January 2<sup>nd</sup>, 2023            *Open Regular hours 7:00 a.m. to 11:00 a.m.*

All other days between Christmas and New Years are regular hours.

**CARRIED**

2) Office Closure – Year end Procedures

**Resolution No. 2022-255**

Moved by Councillor K. Eissner: Seconded by Councillor T. Walker

**BE IT RESOLVED** that Council authorize that the Municipal Office be closed to the public on Tuesday, January 3<sup>rd</sup>, 2023 to allow staff to carry out yearend procedures.

**CARRIED**

3) 2023 Council meeting dates

**Resolution No. 2022-256**

Moved by Councillor B. Denbow: Seconded by Councillor B. Apperley

**WHEREAS** the Municipality of Souris-Glenwood By-Law No. 02-2015 requires a schedule for Regular Council meetings to be posted for each year;

**AND WHEREAS** the Municipality of Souris-Glenwood regular Council meetings shall be scheduled on the 2nd and 4th Tuesday of each month;

**AND WHEREAS** regular meeting dates of Tuesday November 28<sup>th</sup> and December 26<sup>th</sup>, 2023 will be cancelled;

**THEREFORE BE IT RESOLVED** that the following dates will be posted as regular scheduled Council meeting dates for the Municipality of Souris-Glenwood for 2023 are:

Tuesday January 10 <sup>th</sup>	Tuesday January 24 <sup>th</sup>	Tuesday February 14 <sup>th</sup>
Tuesday, February 28 <sup>th</sup>	Tuesday March 14 <sup>th</sup>	Tuesday March 28 <sup>th</sup>
Tuesday April 11 <sup>th</sup>	Tuesday April 25 <sup>th</sup>	Tuesday May 9 <sup>th</sup>
Tuesday May 23 <sup>rd</sup>	Tuesday June 13 <sup>th</sup>	Tuesday June 27 <sup>th</sup>
Tuesday July 11 <sup>th</sup>	Tuesday July 25 <sup>th</sup>	Tuesday August 8 <sup>th</sup>
Tuesday August 22 <sup>nd</sup>	Tuesday September 12 <sup>th</sup>	Tuesday September 26 <sup>th</sup>
Tuesday October 10 <sup>th</sup>	Tuesday October 24 <sup>th</sup>	Tuesday November 14 <sup>th</sup>
Tuesday December 12 <sup>th</sup>		

**AND FURTHER BE IT RESOLVED** that the Organizational By-law be reviewed and amended to read that the 1<sup>st</sup> meeting of each month will be called to order at 8:00 a.m. and the second meeting of each month will be called to order at 7:00 p.m.

**CARRIED**

**13. Unfinished Business**

**14. Notice of Motion**

**15. Adjournment**

**Resolution No. 2022-257**

Moved by Councillor B. Denbow: Seconded by Councillor B. Apperley

**BE IT RESOLVED** that the regular meeting of Council does now adjourn at 9:43 p.m. to meet again Tuesday, January 10<sup>th</sup>, 2023 at 8:00 a.m.

**CARRIED**

\_\_\_\_\_  
Mayor Duane Davison

\_\_\_\_\_  
CAO Charlotte Parham