

**MINUTES
REGULAR MEETING OF COUNCIL**

November 9, 2011
9:00 a.m.

A meeting of the Council was held in the Council Chambers of the Rural Municipality of Hanover Office, 28 Westland Drive, on Wednesday, November 9, 2011 commencing at 9:00 a.m.

The following members of Council were present: Reeve Stan Toews Councillors: P. Hiebert, B. Stahn, B. Brandt, D. Barkman, C. Bakx and H. Funk.
Chief Administrative Officer: Douglas E. Cavers
Executive Assistant: Gaylene Mehling

All members of Council must complete the following:

1. Oath of Office
2. Declaration of Qualification
3. Disclosure or Personal Assets and Interests
4. Statement of the CAO of Interests and receipt of funds.

Ballots for Deputy Reeve – B. Stahn

P. Hiebert – H. Funk

BE IT RESOLVED that the Council of the Rural Municipality of Hanover authorize the destruction of the ballots.

Unanimously Carried

I. Call to Order

Reeve S. Toews calls the meeting to order at 9:00 a.m.

II. Invocation Councillor B. Stahn

Councillor B. Stahn conducts the invocation.

III. Adoption of Minutes

- a. Regular Council Meeting – October 26 , 2011

P. Hiebert – H. Funk

1. BE IT RESOLVED that the Council of the Rural Municipality of Hanover adopt the minutes of the regular meeting of Council dated October 26, 2011.

Unanimously Carried

VI. Chief Administrative Officer's Report

VII. Committee Reports

- a) Finance, Administration & Risk Management Committee – November 3, 2011
Accounts – November 2, 2011

B. Brandt – C. Bakx

2. BE IT RESOLVED that the Council of the Rural Municipality of Hanover authorize the payment of the following accounts payable listing;

| | | | |
|----|------------------|------------|--------------|
| a) | General Accounts | Nov. 2/11 | \$697,631.50 |
| b) | Payroll Accounts | Oct. 28/11 | \$37,326.71 |
| c) | Payroll Accounts | Nov. 4/11 | \$42,929.97 |
| | Total | | \$778,888.18 |

Unanimously Carried

H. Funk – P. Hiebert

3. BE IT RESOLVED that the Council of the Rural Municipality of Hanover accept the proposal received from The Exchange Group Chartered Accounts to provide audit services to the Municipality of Hanover, the Hanover Community Centre Boards and the Hanover Community Development Corporation for the period ending December 31, 2011 for the fee(s) specified in their letter dated October 25, 2011;

And to further recommend that The Exchange Group Chartered Accountants be appointed as auditors of The Municipality of Hanover for the period ending December 31, 2011 by resolution of Council.

B. Brandt – H. Funk

4. BE IT RESOLVED that the Council of the Rural Municipality of Hanover receive the Finance Committee meeting minutes dated November 3, 2011 and adopt the recommendations therein.

Unanimously Carried

III. Adoption of Agenda

B. Stahn – D. Barkman

5. BE IT RESOLVED that the agenda be adopted with following additions:
- Resolution to authorize Finance Committee to approve the accounts end of Nov. 2011
 - Planning, Economic Development and Enviro. Services Committee – Nov. 8, 2011
 - Thank you Greendale Estates – grant
 - Oral Thank you – Ed Laing – property tax on cemeteries.

Unanimously Carried

- b) Planning, Economic Development and Enviro. Services Committee – November 8, 2011

C. Bakx – B. Brandt

6. BE IT RESOLVED that the Council of the Rural Municipality of Hanover receive the Planning, Economic Development and Enviro. Services Committee dated November 8, 2011 and adopt the recommendations therein.

Unanimously Carried

- c) Works and Operations Committee
- d) Hanville Industrial Park
- e) Steinbach- Hanover Joint Action Committee
- f) LUD Minutes - Mitchell –

- Blumenort –
- Grunthal -

- h) Triple R. Community Futures
- i) Red River Basin Commission
- j) Seine Rat River Cons. District –
- k) Sub-committee's of Hanover –
Blumenort Recreation Assoc. – October 1, 2011

B. Brandt – P. Hiebert

7. BE IT RESOLVED that the Council of the Rural Municipality of Hanover receive the Blumenort Recreation Committee meeting minutes dated October 2, 2011.

Unanimously Carried

V. Delegations

10:00 a.m. - RCMP St. Pierre report

Present is Staff Sergeant Ron Poirier from the St. Pierre RCMP detachment, presenting the quarterly report to Council. Ron reviews the reports and updates Council on trends within the community.

VII. Correspondence

| <u>Received from</u> | <u>Topic</u> | <u>Disposition</u> |
|-------------------------|-----------------------------------|--------------------|
| a. South Eastman Health | – Call for Board Nominations 2011 | noted to Council |

X. By-law

- a. By-law no. 2263 – 2012 Procedures of Council – 2nd and 3rd reading

B. Stahn – H. Funk

8. BE IT RESOLVED that the Council of the Rural Municipality of Hanover give second reading to By-Law no. 2263 being the 2012 Procedural By-law of Council.

Unanimously Carried

D. Barkman – P. Hiebert

9. BE IT RESOLVED that the Council of the Rural Municipality of Hanover give third reading to By-Law 2263.

AND FURTHER BE IT RESOLVED that the Council authorize the Reeve and CAO to execute the necessary documents to enact the by-law.

In Favour – S. Toews, P. Hiebert, B. Stahn, B. Brandt, D. Barkman, C. Bakx and H. Funk
Opposed - none

Unanimously Carried.

- b. By-law no. 2264 – 2012 Organizational of Council – 2nd and 3rd reading.

P. Hiebert – D. Barkman

10. BE IT RESOLVED that the Council of the Rural Municipality of Hanover give second reading to By-Law no. 2264 being the 2012 Organizational By-law of Council.

Unanimously Carried

B. Stahn – H. Funk

11. BE IT RESOLVED that the Council of the Rural Municipality of Hanover give third reading to By-Law 2264.

AND FURTHER BE IT RESOLVED that the Council authorize the Reeve and CAO to execute the necessary documents to enact the by-law.

In Favour – S. Toews, P. Hiebert, B. Stahn, B. Brandt, D. Barkman, C. Bakx and H. Funk
Opposed - none

Unanimously Carried

H. Funk – B. Stahn

12. BE IT RESOLVED that the Council of the Rural Municipality of Hanover move to an “In Camera” Committee of the Whole to discuss personnel and legal matters.

Unanimously Carried

D. Barkman – B. Brandt

13. BE IT RESOLVED that the Council of the Rural Municipality of Hanover move from an “In Camera” Committee of the Whole back into a regular session of Council.

Unanimously Carried

VIII. Public Hearings

- a. 11:00 a.m. – V.O. 11-31 – Joshua Friesen – to allow a reduction to the site width, area and setback requirements for the following lots related to the proposed subdivision of an existing 4 unit multi-family building. The minimum requirements are a rear yard of 25 feet, side yard of 15 feet (reduced to 10 feet under C.U. 09-12), a site width of 30 feet and a site area of 5,000 square feet. Proposed Lot 1: a west side yard of 7.9 feet, rear yard of 24.6 feet and site area of 2,775.5 square feet.
Proposed Lot 2 & 3: a site width of 20 feet, rear yard of 24.6 feet and site area of 1,980 square feet.
Proposed Lot 4: a rear yard of 24.6 feet and a site area of 3,362.5 square feet –
- 11 Spruce Street. - 21-5-5E.
- Present Joshua Friesen to answer any questions of Council.
- Reeve S. Toews closes the hearing.

H. Funk – B. Stahn

14. BE IT RESOLVED that the Council of the Rural Municipality of Hanover approve V.O. 11-31 on behalf of Joshua Friesen to allow a reduction to the site width, area and setback requirements for the following lots related to the proposed subdivision of an existing 4 unit multi-family building. The minimum requirements are a rear yard of 25 feet, side yard of 15 feet (reduced to 10 feet under C.U. 09-12), a site width of 30 feet and a site area of 5,000 square feet.

Proposed Lot 1: a west side yard of 7.9 feet, rear yard of 24.6 feet and site area of 2,775.5 square feet. Proposed Lot 2 & 3: a site width of 20 feet, rear yard of 24.6 feet and site area of 1,980 square feet. Proposed Lot 4: a rear yard of 24.6 feet and a site area of 3,362.5 square feet located at 11 Spruce Street in Grunthal.

Unanimously Carried

- b. 11:04 a.m. – C.U. 11-36 – Trustees of the Reinland Mennonite Church – to allow a proposed 1,656 square foot sanctuary expansion to an existing church on a 2.4 acre parcel in the “R” Rural Zone – NW 33-5-5E.
- Present is Harry Bergen to answer any questions of Council.
 - Reeve S. Toews closes the hearing.

H. Funk – B. Brandt

15. BE IT RESOLVED that the Council of the Rural Municipality of Hanover approve C.U. 11-36 on behalf of Trustees of the Reinland Mennonite Church to allow a proposed 1,656 square foot sanctuary expansion to an existing church on a 2.4 acre parcel in the “R” Rural Zone on property located on the NW 33-5-5E, with the following conditions:
- a. That a drainage plan be submitted to the municipality to the satisfaction of the engineering manager.

Unanimously Carried

- c. 11:02 a.m. – C.U. 11-35 – Heinrich Heinrichs – to allow for a contractors establishment, namely a plumbing and heating business in a proposed 2,400 square foot shop on a 3.5 acre parcel in the “R” Rural Zone. This application is to replace approval of C.U. 10-10 which expired due to inactivity – NE ¼ 4-7-6E
- Present is Heinrich Heinrichs to answer any questions of Council.
 - Reeve S. Toews closes the hearing.

B. Brandt – P. Hiebert

16. BE IT RESOLVED that the Council of the Rural Municipality of Hanover approve C.U. 11-35 on behalf of Heinrich Heinrichs to allow for a contractors establishment, namely a plumbing and heating business in a proposed 2,400 square foot shop on a 3.5 acre parcel in the “R” Rural Zone on property located on the NE ¼ 4-7-6E, with the following condition:
- a. That the applicant obtain a Development Permit.

Unanimously Carried

XI. Other Business

- a. Resolution to authorize Finance Committee to approve the accounts – end of November 2011

P. Hiebert – H. Funk

17. WHEREAS the Council of the Rural Municipality of Hanover will be attending the annual AMM convention in November 2011.
THEREFORE BE IT RESOLVED that the Council of the Rural Municipality of Hanover authorize the Finance Committee of Council to ratify the accounts for the November 2011.

Unanimously Carried

- b. Thank you Greendale Estates – grant - noted to Council
- c. Thank you Ed Laing – cemetery taxes – noted to Council

Delegation R. S. Toews – Regional Wastewater meeting Wpg. November 15, at Dillon offices

B. Stahn – H. Funk

18. BE IT RESOLVED that the Council of the Rural Municipality of Hanover authorize the delegation for Reeve Stan Toews on November 15, 2011 to attend the Regional Wastewater meeting at Dillon Consulting in Winnipeg.

Unanimously Carried

XII. Notice of Motion

XIII. Adjourn

B. Brandt – B. Stahn

19. BE IT RESOLVED that this meeting adjourn at 11:20 a.m.

Unanimously Carried

RURAL MUNICIPALITY OF HANOVER

REEVE

CAO

Finance & Administration Committee

November 3, 2011
7:30 a.m.

Minutes of the Finance & Administration Committee meeting held in the offices of the Rural Municipality of Hanover on November 3, 2011.

In attendance were Councillor Bob Brandt, Chair, Councillor Henry Funk, Chief Administrative Officer Doug Cavers, Finance Administrator Don Dowle and Finance & Administration Manager Mel Schroeder.

Call to Order

Councillor Bob Brandt called the meeting to order at 7:27 a.m.

I) Adoption of the Agenda

Bob Brandt

1. To adopt the agenda as presented.

Motion Carried.

II) Items for Consideration

Henry Funk

2. To recommend approving payment of the following accounts:

| | | |
|---------------------|------------------|--------------|
| a) General Accounts | November 2, 2011 | 697,631.50 |
| b) Payroll Accounts | October 28, 2011 | 37,326.71 |
| c) Payroll Accounts | November 4, 2011 | 43,929.97 |
| Total | | \$778,888.18 |

Motion Carried.

Committee members noted the following invoices on the accounts payable report:

| | | |
|-------------------------------|-----------------------|-------|
| a) Tristar Dairy Centre Ltd. | no invoices to report | 00.00 |
| b) Crickside Enterprises Ltd. | no invoices to report | 00.00 |

Committee members reviewed the invoice received from Kleefeld Construction Ltd. and noted the additional charges that had not been approved by Council. The additional charges will require clarification prior to payment. The balance of the invoice approved by Council will be subject to the standard 7.5% holdback and will be released after an inspection by the Municipal Building Inspector and issuance of a completion certificate.

Bob Brandt

3. To recommend paying the following additional invoices:
- a) Kleefeld Construction Ltd. Kleefeld Park Wash Construction \$48,123.25

Motion Carried.

Committee members discussed and/or reviewed the following issues:

- a) Various governance issues pertaining to the operation of the Municipality.
b) Purchasing issues that will be addressed with Local Urban District Committees and Community Centre Boards.
c) Province of Manitoba advance of funds under the Disaster Financial Assistance Program.
d) Tax collection statistics prepared by Don Dowle.

Henry Funk

4. To recommend adjusting the added taxes calculated on Roll Mo. 68810 and adding an additional \$1,271.72 to reflect the completion date.

Motion Carried.

Bob Brandt

5. To recommend cancelling and/or adjusting the following accounts:

| | | |
|--------------------|-------------------------------------|--------|
| a) Roll 68812 | assessment adjustment house removed | 850.33 |
| b) Roll 230250.018 | adjust 2009 taxes/assessment | 988.00 |
| c) Roll 230250.018 | adjust 2010 taxes/assessment | 825.44 |
| d) Roll 230250.018 | adjust 2011 taxes/assessment | 854.43 |

Total 3,518.20

Motion Carried.

Henry Funk

6. To recommend not approving the tax cancellation request for Roll No. 228976 as this is a legal matter resulting from the sale of and transfer of property.

Motion Carried.

Bob Brandt

7. To recommend accepting the proposal received from The Exchange Group Chartered Accounts to provide audit services to the Municipality of Hanover, the Hanover Community Centre Boards and the Hanover Community Development Corporation for the period ending December 31, 2011 for the fee(s) specified in their letter dated October 25, 2011;
And to further recommend that The Exchange Group Chartered Accountants be appointed as auditors of The Municipality of Hanover for the period ending December 31, 2011 by resolution of Council.

Motion Carried.

Committee members discussed potential revisions and/or clarifications to the Council Indemnity By-Law. Various samples have been received from other jurisdictions and a questionnaire of potential amendments will be prepared and circulated for input by all members of Council.

Henry Funk

8. To recommend not reimbursing members of council for cell phone use if the general public and municipal staff do not have access to a council members cell phone number.

Motion Carried.

Bob Brandt

9. To recommend conducting a special Board of Revision hearing as part of the December 14, 2011 regular meeting of Council for two appeals resulting from supplementary tax notices mailed on September 19, 2011.

Motion Carried.

Committee members were advised as follows:

- a) Royal Bank of Canada approval of the lease arrangement for the Blumenort Lagoon aeration equipment.
- b) Receipt of grant of \$14,351.17 from the Province of Manitoba for the mapping system project initiated under the Joint Emergency Preparedness Program.
- c) Projected costs to complete all of the Grunthal utility infrastructure projects.

Henry Funk

10. To recommend preparing a revised local improvement plan to provide for the borrowing of additional funds required to complete all of the utility infrastructure construction required in the community of Grunthal;
And further recommend circulating the public notice of the public hearing pursuant to Subsection 318(1) of The Municipal Act of Manitoba.

Motion Carried.

Committee members discussed the following:

- a) Purchasing Policy No. 01-105 will be reviewed with Russell Rudy and Rob Driedger prior to being presented to Council for approval.
- b) Memo received from Bev Friesen regarding convention and/or accommodation bookings for council members and municipal staff indicating that a lot a time is being spent as a result of last minute cancellations and/or requests for alternative accommodation.
- c) Report from senior staff regarding meeting with Mike Stevens of The Exchange Group to amend the timeline for the implementation of the Information Technology Strategic Plan. Doug Cavers left the meeting at 9:54 a.m. due to another commitment.
- d) Doug Caver's draft of the task management plan for the Municipality.
- e) Correspondence from Agriculture in the Classroom regarding membership dues for 2011.

- f) Correspondence from Canada Revenue Agency pertaining to the registration of the Kleefeld and Area Community Centre as a separate branch of the Municipality of Hanover. Committee members indicated that a meeting with all Community Centre Boards and their respective treasurers be arranged to discuss governance and financial matters.
- g) Letter of thanks from the Friedensfeld Community Centre Inc. for a grant from the Municipality.
- h) Letter from Manitoba Infrastructure & Transportation regarding the advance of funds to the Municipality of Hanover under the Disaster Financial Assistance Program. Noted that an advance of funds has been received.
- i) Request from PPP Canada for permission to release information pertaining to the Southeast Manitoba Regional Water Treatment Cooperative.

Bob Brandt

- 11. To recommend approving payment of the \$500.00 annual membership fee to Agriculture in the Classroom.

Motion Carried.

Henry Funk

- 12. To recommend authorizing the Chief Administrative Officer to release information pertaining to the Southeast Manitoba Regional Water Treatment Cooperative at his discretion.

The items noted under unfinished business on the agenda were briefly discussed.

III) Other Business

No other business was presented to the Committee for consideration.

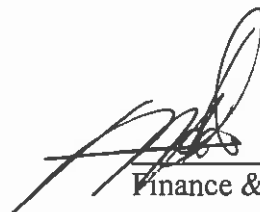
IV) Adjournment

Bob Brandt

- 13. That the meeting adjourn at 10:08 a.m.

Motion Carried.

Chairman of Committee



Finance & Administration Manager

**Planning Committee Meeting
Minutes**

November 8, 2011
1:30 pm

A Meeting of the Rural Municipality of Hanover Planning Committee was held at the Council Chambers of the Rural Municipality of Hanover Office, 28 Westland Drive on Tuesday, November 8, 2011 commencing at 1:48 p.m.

Members of Council Present: C. Bakx – Chair; Reeve S. Toews, Councillor P. Hiebert.
Planning Officer Jeremy Neufeld attended the meeting.

I) Minutes

October 18, 2011

S. Toews

1. That the Minutes of the October 18, 2011 Planning Committee Meeting minutes be adopted as read.

Unanimously Carried

II) Adoption of the Agenda

P. Hiebert

2. That the agenda be adopted as presented.

Unanimously Carried

III) Matters for Discussion

IV) Other Business

a) Letter from Gerhard Ens re: additional dwelling

The Committee discussed the request from Gerhard Ens to have a second dwelling on a 67 acre parcel to be used as a hobby farm. The Committee will discuss this matter again at the next meeting.

b) Notice

i RM of La Broquerie

The Committee noted that La Broquerie has a transition zone proposed against the City of Steinbach for a 2 mile distance. Although the Committee did not want to make a formal comment, the Planning Committee notes the potential for future conflict with neighbouring municipalities about transition zones, as it is different than the Hanover buffer zone with Steinbach.

c) LUD of Grunthal request re: mobile homes

The Committee discussed the request from the LUD of Grunthal to establish criteria for the age of mobile homes allowed in the community trailer park and generally in the Municipality. Samples from other neighbouring municipalities on how they deal with minimum age and state of general repair of mobile homes will be brought back once fully investigated.

d) LUD of Mitchell delegation- 2:00pm

The LUD of Mitchell Committee representatives Ed Esau, Dick Penner, Councillor Bernie Stahn and Manager of Municipal Engineering Rob Driedger attended the meeting at 2:00 p.m. to discuss servicing requirements in their residential developments and to encourage additional commercial and industrial zoning.

The group discussed the need to document the updated standards, expectations and claw backs when dealing with developments that provide potential services to future neighbouring developments.

V) Adjournment

S. Toews

3. That the meeting be adjourned at 3:00 p.m.

Unanimously Carried.

Chair

CAO