

**Minutes from the Regular Meeting of the  
Duck Bay Community Council held on  
Thursday October 13, 2011 at 4:30 PM**

<b>Attendance:</b>	Elaine Ferland	Mayor
	Julian Boucher	Deputy Mayor
	Charlene Chartrand	Councillor
	Keith Sanderson	Councillor
	Matthew Parenteau	CAO
<b>Absent:</b>	Charlotte Boucher	Councillor
	Louie Genaille	Councillor
	John Parenteau	Councillor

**Meeting Called To Order – Elaine Ferland – Chair – 4:46 PM**

**Resolution #281 – 11/12**

**Approval of Agenda**

**Moved By:** Charlene Chartrand

**Seconded By:** Julian Boucher

**Whereas:** The agenda for today's meeting has been presented and reviewed.

**Be It Resolved That:** The agenda has approved as presented without any additions or omissions.

**Carried.**

**Resolution #282 – 11/12**

**Approval of Minutes from Last Meeting(s)**

**Moved By:** Elaine Ferland

**Seconded By:** Keith Sanderson

**Whereas:** Council has read and reviewed the minutes from last meetings on; September 12, and 28.

**Be It Resolved That:** The minutes have been approved as were circulated.

**Carried.**

### **Business Arising from Minutes**

- Discussion on resolution for Leonard Thompson's land application. Resolution needs to be sent to CLAPA and attached with covering letter.

### **Delegation – Laurie Maynard – MDC**

- Laurie is away sick today and is unable to attend the meeting.

### **Financial Report**

- Questions with regards to how much money was being held back in trust from ANA.
- Next financial report must include direct deposit log and Petty Cash Fund report

### **Resolution #283 – 11/12**

#### **Financial Report – October 2011**

**Moved By:** Julian Boucher

**Seconded By:** Charlene Chartrand

**Whereas:** Financial statements including; balance sheet, trial balance, income statement, cash flow to month end, and cheque log have been reviewed and presented.

**Be It Resolved That:** Financial statements have been approved as presented.

**Further Be It Resolved That:** Next month's financial report will include petty cash fund report and direct deposit log.

**Carried.**

### **Resolution #284 – 11/12**

#### **Recurring Bills**

**Moved By:** Charlene Chartrand

**Seconded By:** Keith Sanderson

**Whereas:** Council has incurred \$597.57 in bills of a recurring nature.

**Be It Resolved That:** The recurring bills have been approved for payment to all corresponding vendors as per attached list.

**Carried.**

### **Resolution #285 – 11/12**

#### **New Bills**

**Moved By:** Elaine Ferland

**Seconded By:** Keith Sanderson

**Whereas:** Council has incurred \$7166.94 in expenses in the daily operation of Council business

**Be It Resolved That:** The new have been approved for payment to all corresponding vendors as per attached list.

**Carried.**

### **Resolution #286 – 11/12**

#### **Water Treatment Plant**

**Moved By:** Julian Boucher

**Seconded By:** Charlene Chartrand

**Whereas:** The Duck Bay Community Council has requested assistance for an invoice from Keywin Industries in the amount of \$8,555.50.

**And Whereas:** Aboriginal and Northern Affairs have not responded to this request.

**Be It Resolved That:** Duck Bay Community Council requires an immediate response in their request for financial assistance that exceeds amounts provided for in the O & M budget.

**Further Be It Resolved That:** Due to ongoing concerns Duck Bay Community Council needs to discuss a plan of action with ANA to resolve this issue.

**Carried.**

## **Resolution #287 – 11/12**

### **Community Reservoir**

**Moved By:** Charlene Chartrand

**Seconded By:** Julian Boucher

**Whereas:** Council has been unable to fill the community reservoir.

**And Whereas:** Based on the levels in the reservoir and the unavailability of equipment to do so, this issue needs to be considered priority.

**Be It Resolved That:** Council is requesting to ANA to deal with this issue as emergency and assistance is needed.

**Carried.**

## **Resolution #288 – 11/12**

### **Waste Disposal Site – Job Description**

**Moved By:** Charlene Chartrand

**Seconded By:** Julian Boucher

**Whereas:** ANA has drafted a job description for an employee who would carry out maintenance and site supervision at the waste disposal site.

**Be It Resolved That:** Council has agreed to include the job description into the Public Works Employee – Delmar Kipling's job description.

**Carried.**

## **Resolution #289 – 11/12**

### **Waste Disposal Site – Dumping By-Law**

**Moved By:** Elaine Ferland

**Seconded By:** Charlene Chartrand

**Whereas:** The Duck Bay Community Council intends to enact a by-law to provide for dumping at the waste disposal site.

**Be It Resolved That:** The Duck Bay Community Council requests to the minister of Aboriginal and Northern Affairs to enact a by-law to provide for dumping at the waste disposal site.

**Further Be It Resolved That:** The Council will give three readings and where required by the *Northern Affairs Act* hold a public meeting for this by-law.

**Carried.**

- Need to prepare a price list on how much materials will cost to build enclosures for waste and the waste disposal site.

### **Resolution #290 – 11/12**

#### **Robert Boucher – Water Services**

**Moved By:** Charlene Chartrand

**Seconded By:** Elaine Ferland

**Whereas:** Mr. Robert Boucher has approached Council to have his water bill change from his wife's name to his.

**Be It Resolved That:** Council approves the transfer of the billing between the individuals.

**Further Be It Resolved That:** All outstanding amounts on the billing will be carried over to his name and correspondence will be sent to him informing of the transfer and to make payment arrangements.

**Carried.**

### **Resolution #291 – 11/12**

#### **Robert Boucher – Land Application**

**Moved By:** Keith Sanderson

**Seconded By:** Charlene Chartrand

**Whereas:** An application for land on Lot 39 Plan 1939 DLTO has been received from Crown Lands and Property Agency.

**Be It Resolved That:** The application has been approved.

**Further Be It Resolved That:** A letter will be sent to CLAPA indicating that water services have already been hooked up and no sewer lines were hooked up to the house.

**Carried.**

**Resolution #292 – 11/12**

**First Aid & CPR Training**

**Moved By:** Julian Boucher

**Seconded By:** Charlene Chartrand

**Whereas:** There is a need to decide on when First Aid and CPR training will be held for Council employees.

**Be It Resolved That:** Training for all employees that are recertification's will be on October 17<sup>th</sup> at 4:30 PM, and for new certification's will be the weekend of October 22, and 23<sup>rd</sup> at 9:00 AM.

**Carried.**

**Resolution #293 – 11/12**

**To Move In Camera**

**Moved By:** Elaine Ferland

**Seconded By:** Charlene Chartrand

**Whereas:** There is a need to move the meeting in camera to discuss personal information regarding an employee.

**Be It Resolved That:** The meeting will now move in camera.

**Carried.**

**In Camera Discussion**

**Resolution #294 – 11/12**

**To Move Out of In Camera**

**Moved By:** Elaine Ferland

**Seconded By:** Charlene Chartrand

**Whereas:** The meeting needs to move out of in camera to resume.

**Be It Resolved That:** The meeting will now move out of in camera.

**Carried.**

**Resolution #295 – 11/12**

**Loretta Lamirande – Resignation**

**Moved By:** Keith Sanderson

**Seconded By:** Charlene Chartrand

**Whereas:** Ms. Loretta Lamirande-Recreation Director has submitted a letter of resignation to Council from her position.

**Be It Resolved That:** Council accepts Ms. Lamirande resignation as outlined in her letter.

**Carried.**

**Resolution #296 – 11/12**

**Position Advertisement**

**Moved By:** Julian Boucher

**Seconded By:** Charlene Chartrand

**Whereas:** There is a need to advertise for the position of Recreation Director.

**Be It Resolved That:** Matthew will draft advertisement and it will be posted on Monday October 17<sup>th</sup> for a two week period.

**Carried.**

**Resolution #297- 11/12**

**Jackie Ferland – Position Extension**

**Moved By:** Julian Boucher

**Seconded By:** Keith Sanderson

**Whereas:** Due to the resignation of the Recreation Director Loretta Lamirande there is a need to have someone conduct the recreation program in the interim.

**Be It Resolved That:** Jackie Ferland, temporary assistant, will fill in the position of Recreation Director until November 8<sup>th</sup> or until a new director is hired.

**Carried.**

## **Resolution #298 – 11/12**

### **Jackie Ferland – Workshop**

**Moved By:** Charlene Chartrand

**Seconded By:** Keith Sanderson

**Whereas:** Correspondence has been forwarded by Jackie Ferland to attend the Parkland Area Aboriginal Sport Forum in Dauphin on November 4<sup>th</sup>.

**Be It Resolved That:** All costs for expenses to attend the workshop will be covered in the amount of \$136.85.

**Carried.**

\*\* Jackie must provide a report upon completion of the workshop.

- Jackie has informed Council that she has received a grant in the amount of \$1,500.00 for nutrition classes to be held at the School. When grant is received it will be recorded in Simply Accounting as; 4105 – Recreation Program (for Revenue), and 5610 – Rec. Fund Operational (for expenses).

### **Recreation Program**

- Need to write letter to Faron Cook and c.c. – Freda Albert, and Karen Barker indicating that we are not getting information on time, and no assistance from programs, for grant applications is being given, and that Faron is showing up in the community unannounced.

## **Resolution #299 – 11/12**

### **Northern Links Workshop**

**Moved By:** Julian Boucher

**Seconded By:** Charlene Chartrand

**Whereas:** Council is requesting information as to when the Northern Links Workshop.

**Be It Resolved That:** A letter will be written to ANA requesting this information and indicating the lack of services being provided by the Recreation Consultant.

**Carried.**

## **Resolution #300 – 11/12**

### **Northern Harvest Forum**

**Moved By:** Julian Boucher

**Seconded By:** Charlene Chartrand

**Whereas:** Councillor John Parenteau will not be able to attend the Northern Harvest Forum.

**And Whereas:** There is a need to rescind resolution # 268-11/12 to send John Parenteau to the Northern Harvest Forum.

**Be It Resolved That:** Resolution #268-11/12 has been rescinded therefore, Mayor Elaine Ferland will attend the Forum on behalf of Council.

**Carried.**

### **Resolution #301 – 11/12**

#### **Dog Catcher Forms**

**Moved By:** Julian Boucher

**Seconded By:** Charlene Chartrand

**Whereas:** Concerns have been expressed with the dog catcher not submitting the appropriate paper work for payment.

**Be It Resolved That:** Dog catcher forms need to be filled out. Amounts will be allocated to the outstanding amounts owed on water bill, in lieu of payment, when proper papers are filled out and brought in.

**Carried.**

### **Resolution #302 – 11/12**

#### **Purchase of Tables and Chairs**

**Moved By:** Julian Boucher

**Seconded By:** Charlene Chartrand

**Whereas:** A grant has been received from the Manitoba Community Services Council Inc. in the amount of \$6,000 for the purchase of tables and chairs.

**And Whereas:** A quote has been received from Grand & Toy and Accent Group.

**Be It Resolved That:** Council has approved the quote from Accent Group to purchase and pay for the tables and chairs in the amount of \$6,631.52.

**Further Be It Resolved That:** Upon receipt of the tables and chairs Public Works will mark them, inventory them, and there will be absolutely no lending of them by anyone.

**Carried.**

### **Resolution #303 – 11/12**

#### **Request to ANA**

**Moved By:** Charlene Chartrand

**Seconded By:** Julian Boucher

**Whereas:** Duck Bay Community Council does not have furniture to use in the new administration building.

**Be It Resolved That:** Council is requesting to Aboriginal and Northern Affairs to use any leftover monies from the building project for this purpose.

**Carried.**

### **Resolution #304 – 11/12**

#### **Vehicle Registrations**

**Moved By:** Elaine Ferland

**Seconded By:** Charlene Chartrand

**Whereas:** Council vehicles need to be registered and the fire truck needs to be sent in for a safety inspection.

**Be It Resolved That:** Vehicles will be registered and fire truck will be sent in to Winnipegosis for a safety inspection.

**Carried.**

### **Resolution #305 – 11/12**

#### **Backup Generator Capital Application**

**Moved By:** Julian Boucher

**Seconded By:** Elaine Ferland

**Whereas:** A capital application has been written by ANA for a backup generator at the Water Treatment Plant.

**Be It Resolved That:** The application has been approved for submission.

**Carried.**

### **Resolution #306 – 11/12**

#### **Community Places Program**

**Moved By:** Keith Sanderson

**Seconded By:** Elaine Ferland

**Whereas:** The Community Places Program grant application has been received and application ideas are needed.

**Be It Resolved That:** The application will be used to apply for repairs to the drop in centre and a cost share request will be submitted to ANA.

**Carried.**

### **Fire Chief**

- Suggestion to have fire chief designation delegated.
- Need to invite all fire department members to a meeting with Council on October 24<sup>th</sup> at 4:00 PM.

### **Resolution #307 – 11/12**

#### **Halloween Security**

**Moved By:** Elaine Ferland

**Seconded By:** Julian Boucher

**Whereas:** Due to the high amount of vandalism that is occurring to infrastructure in the community and the absence of the Community Constable there is an increased need for security on Halloween night when vandalism is high.

**Be It Resolved That:** The flood team will provide security on the night of Halloween from 10 PM to 7 AM, and the Fire Department will be kept on call at the Fire Hall from 9 PM to 2 AM.

**Carried.**

**Resolution #308 – 11/12**

**Flood Team Equipment Rental**

**Moved By:** Julian Boucher

**Seconded By:** Charlene Chartrand

**Whereas:** Council is in receipt of an invoice from Adelard Delaronde for the use of his truck, trike, and trailer by the Youth Flood Team.

**Be It Resolved That:** Adelard will be reimbursed \$125 per week for 4 weeks as, outlined in the invoice, for the rental of his equipment.

**Carried.**

**Correspondence:**

- Letters from ANA – Morley/Freda: In response to the letter in regards to the Water Treatment Plant; needs to be indicated that Council still requires assistance and that there has been motions passed that have not been addressed, also that the reservoir is still low and that the training was not complete.
- Employee Health and Dental Benefits: Speak to staff and find out who would be interested and provide response to Karen Barker.
- Canadian Heritage: Application for funding has been received and is currently under review.

**Resolution #309 – 11/12**

**Adjournment: 7:20 PM**

**Moved By:** Charlene Chartrand

**Seconded By:** Keith Sanderson

**Whereas:** Council has met and dealt with all agenda items.

**Be It Resolved That:** The meeting was adjourned at above noted time and Council will meet again at the scheduled **Special Meeting on Monday October 24<sup>th</sup> at 4:00 PM.**

**Carried.**

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Signature of Mayor / Deputy Mayor

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Signature of Administrator