

F. POLICY

TOWN OF MINITONAS POLICY MANUAL

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F. POLICY

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A. ADMINISTRATIVE

A1. CONDOLENCES AT BEREAVEMENT

In the expression of condolences at the time of bereavement the following shall apply:

• **MEMBERS OF COUNCIL AND MUNICIPAL EMPLOYEES**

In the death of a current or past member of Council and in the death of a current or past municipal employee:

- **The immediate family shall be sent our condolences along with either a floral arrangement, meat tray, fruit tray or other appropriate expression of sympathy.**

• **FAMILIES OF COUNCIL AND MUNICIPAL EMPLOYEES**

In the death of a member of the immediate family of a current member of Council or a past member of council residing within the community, and in the death of a member of the immediate family of a current employee, or a past employee residing within the community:

- **The bereaved councilor or employee shall be sent our condolences along with either a floral arrangement, meat tray, fruit tray or other appropriate expression of sympathy.**

Immediate family shall include: Spouse, Children, Brothers/Sisters, and Parents (Including In-Laws)

Delivery of flowers to the Funeral Chapel or Family Home shall be at the discretion of the Mayor and/or the Chief Administrative Officer.

(1989/03/05, R2004/09/01)

A2. PURCHASING GUIDELINES

All single items shall be purchased according to the following guidelines:

- **\$30.00 - \$100.00 - approved by respective Committee or Head of Council.**
- **\$100.01 - \$300.00 - general approval of Council.**
- **Over \$300.00 - by resolution of Council.**
- **Where expedient and cost effective, Council shall obtain more than one price quote.**
- **For the supply of major capital items such as equipment vehicles, or machinery, Council shall call for tenders.**
- **The purchase of used equipment shall not require a call for tenders.**
- **Preference shall be to purchase locally provided that cost and quality are comparable.**
- **All fuel purchases shall be at the discretion of Council.**

(1997/05/07 R 2004/09/01)

A3. RECORD OF ORDERS AND PURCHASES

Town Public Works staff shall list on the “Record of Purchase” form any purchases made or materials and supplies ordered in excess of \$100.00, and turn such completed form into the Municipal Office within 24 hours.

The form shall contain the following information:

- **Date ordered or purchased**
- **Vendors name**
- **Detailed description of items ordered or purchased**
- **Value of items ordered or purchased (if available)**
- **Shipping Instructions**
- **Intended Use of material**
- **Authorization**

Public Works staff may retain a copy of the designated form for their records.

(1997/12/01, R 2004/09/01)

A4. BUSINESS LICENSES

By-law No. 1/2000 sets the requirements for Business Owners inside and outside of the Town and R.M. of Minitonas

A5. JOINT OFFICE AGREEMENT

This agreement regulates the operation of the joint Minitonas Municipal Office. It provides that the R.M. shall pay the salary directly to joint staff, and also provides the Town shall reimburse the R.M. for 34% of the salaries and the costs of office operations on September 30th and December 31st annually.

The agreement also calls for a joint meeting of both Councils in December of each year to determine any change in salary or benefits to be granted to joint staff for the coming year.

Within the agreement the procedure for hiring of the Chief Administrative Officer, Assistant Chief Administrative Officer and Office Clerk is detailed, as well as a process for resolving disagreements between Councils as they relate to office operations.

(1997/05/07, R 2010/02/03)

A6. PAYMENT OF ACCOUNTS

All accounts, for which invoices are received by noon on the Monday immediately before the monthly council meeting, shall be authorized for payment at the regular meeting of council. Invoices received after the deadline may not be paid until the next regular meeting of Council where accounts are considered for payment.

(2004/03/03, R2004/09/01)

E. EMPLOYEES

E1. LEAVES

1. SICK LEAVE

- All permanent Town staff shall accumulate sick leave at a rate of one and one half days per month of employment, effective from the first day of employment, up to a maximum entitlement of ninety days. Sick leave shall not accumulate during periods of layoff.
- For the care of immediate family members, up to three days may be used each calendar year.
- Medical appointments within the Swan Valley may be considered as sick leave. Referrals outside the Swan Valley shall be considered as sick leave only when the employee's physician makes such a referral.
- In all cases sick leave beyond three consecutive days shall require a Doctor's certificate.
- Sick leave credits will not be accumulated for the purpose of pay-out or for use as vacation days.

(1999/02/03, R 2004/09/01, R 2008/03/05, R 2009,04,08)

2. BEREAVEMENT LEAVE

An employee shall be granted up to three (3) days leave of absence without loss of pay in case of a death of a parent, spouse, brother, sister or child, father-in-law, mother-in-law or grandparents. All other bereavement leave shall be at loss of pay, and shall be granted at the discretion of the Head of Council.

(1999/08/04, R 2004/09/01)

3. COMPENSATORY LEAVE

- Overtime hours shall be compensated at a rate of 150% and may either be taken as compensatory time or paid out. The pay out of such time in any given month must be approved by council at the regular monthly meeting and shall be included with the first salary payment of that month.
- All leave for compensatory time must be approved by Head of Council
- Public Works Staff shall not be entitled to leave during the Spring and Fall Clean Up Weeks or peak workload periods.

(1999/02/03, R 2004/09/01, R 2009/01/07)

4. VACATION LEAVE

- **All vacation time must be used in the year in which it was earned. Only in exceptional cases, and with the prior approval of Council, may vacation days be carried over into another year.**
- **In no case will the Town pay out an employee's outstanding vacation entitlement.**
- **All vacation leave of a week or more in duration must be approved by Council thirty days in advance of the proposed leave.**

(1999/02/03, R 2004/09/01, R 2009,04,08)

5. EMPLOYMENT STANDARDS ACT / CODE OF CONDUCT

- **The granting of leave and compensation shall be made in accordance with the Employment Standards Act.**
- **All employees of the municipality shall receive and review the 'Town of Minitonas – Municipal Employee Code of Conduct'. The last page must be signed by the employee to acknowledge that they agree to abide by the conditions and any changes set by council in the future.**

(2009/01/07, R 2010/01/03)

E2. GOLD WATCH UPON 25 YEARS OF SERVICE

Permanent Town Employees shall receive a Gold Watch upon completion of 25 years of employment with the Town.

This policy does not apply to, or include service gained as a member of Council, Volunteer Fire Fighters, etc. (1995/12/06, R 2004/09/01)

E3. SERVICE PINS

Council and staff shall be awarded service pins in intervals of five years, i.e. 5,10,15,20,25 etc. (2004/01/07, R2004/09/01)

E4. HIRING OF STAFF

All Town of Minitonas staff shall be hired through open competition, and Council shall consult the R.M. of Minitonas where applicable to joint operations. (1999/03/03, R 2003/09/01)

E5. EMPLOYEE POSITION DESCRIPTIONS AND AGREEMENTS

E5.1 TOWN MAINTENANCE FOREMAN POSITION DESCRIPTION

FUNCTION OF JOB

Under the direction of the Mayor, related committee or Municipal Administrator, to be responsible for the maintenance of Town owned buildings and properties, streets and sidewalks, equipment, water and sewer facilities, and all other municipal infrastructure.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

A. WATER & SEWER - REPORTS TO WATER & SEWER COMMITTEE

- Inspect Lift Station daily.
- Clean and flush manholes at least twice yearly, (spring & fall).
- Flush and check fire hydrants at least twice yearly, (spring & fall).
- Release lagoon as required by Manitoba Conservation and cut grass on a regular basis.
- Read Water meters quarterly.
- Make regular deposits of bulk water sales to the Municipal Office.
- Be responsible for all water and sewer extensions, installations, connections and repairs.
- Keep inventory of material and equipment on hand.
- Operate and maintain Water Treatment Plant.

B. PUBLIC WORKS - REPORTS TO PUBLIC WORKS COMMITTEE

- Keep all gravel roads in good condition.
- Repair all surfaced streets as required.
- Keep sidewalks free of ingrown ground and grass, overhanging hedges, etc.
- Install culverts, supervise road construction, etc.
- Collect and dispose of garbage each Monday commencing 8:30 A.M. with the exception of a holiday occurring on a Monday, garbage shall be collected on the next business day.
- Responsible for opening & closing graves at cemetery.

C. TOWN PROPERTIES - REPORTS TO PROPERTY COMMITTEE

- Keep Town Hall and grounds in clean condition; keep sidewalks and steps free of snow, cut grass regularly.
- To be responsible for locking & unlocking of Town Hall doors, controlling heat, etc.
- To be responsible for complete maintenance of all Town owned buildings.
- Keep Town lots in neat condition.
- Cut grass on Town owned properties on a regular basis.

D. PROTECTIVE - REPORTS TO PROTECTIVE SERVICES COMMITTEE

- Keep Fire Hall free of snow, have grass cut regularly.
- Co-operate and assist Fire Department as required.

E. OTHER

- Three business days prior to each semi monthly pay period, turn in time sheet for the previous weeks, along with a log of all compensatory time.
- The committee under whose jurisdiction the related work falls must authorize all hiring of additional labour including call back of part time staff.
- Town Maintenance Foreman shall report repairs and deficiencies to Council and make recommendations relative thereto.
- Town Maintenance Foreman shall attend all regular monthly meetings of Council as well as special meetings as required.
- Submit monthly progress reports at each regular meeting of Council.
- Town Maintenance Foreman shall make frequent visits or calls to the Municipal Office to receive information that may be pertinent to his employment.
- The Foreman shall contact the Chair of each committee as needed.
- Hours of duty - 8:00 A.M. - 5:00 P.M. - 40 hour week.
- Overtime rate of 1.5.
- Public Works vehicles & equipment to be stored in Public Works Garage when not engaged on Town business.
- Be familiar & comply with Town policies.
- Deal with Council members, employees and residents in a respectful manner.
- Perform other duties as assigned.

F. BENEFITS AND WAGES

- Salary to be reviewed in December of each year.
- Two weeks holidays up to five years, 3 weeks up to 10 years and 4 weeks thereafter to be approved by Council one month prior to annual leave.
- Benefits:
 - M.E.B.P. Pension Plan
 - M.E.B.P. Group Life Insurance.
 - Blue Cross Semi-private, ambulance and extended health plan on 50-50 basis.
 - Sick Leave as per policy.

READ AND UNDERSTOOD

.....
Town Maintenance Foreman

.....
Mayor

Date:.....

**E5.2 ASSISTANT TOWN MAINTENANCE FOREMAN
POSITION DESCRIPTION**

FUNCTION OF JOB

Under Supervision of the Town Maintenance Foreman, perform all duties as assigned as it relates to the maintenance of Town owned buildings and properties, streets and sidewalks, equipment, water and sewer facilities.

The Assistant Maintenance Foreman shall assume the duties of the Town Maintenance Foreman during absences of the Foreman.

OTHER

- Normal hours of duty: 8:00 A.M. - 5:00 P.M. - 40-hour week. Depending on seasonal and workload factors, the Assistant Maintenance Foreman may be required to work additional hours with compensatory time to be taken in lieu of over time at a rate of 1.5.
- Be familiar and comply with all Town policies.

BENEFITS AND WAGES

- Salary to be reviewed in December of each year.
- Two weeks holidays up to five years, 3 weeks up to ten years, and 4 weeks thereafter. Vacation schedule to be approved by Town Maintenance Foreman and Town Council one month prior to annual leave.
- In addition to the normal salary, a rate of \$120.00 per week shall be paid when the foreman is absent for five or more consecutive days.
- Benefits:
 - M.E.B.B. Pension Plan
 - M.E.B.B. Group Life Insurance
 - Sick Leave as per policy.

(R. 2006/12/22)

AGREED AND UNDERSTOOD:

Assistant Maintenance Foreman

Mayor (or designate)

Date

E5.3 OVERTIME AGREEMENT

- **Non - Urgent overtime is to be prior approved by the Head of Council, or by the Chair of the committee under whose jurisdiction the work falls.**
- **Weekly time sheet and a record of overtime worked or compensatory time taken shall be turned in each Monday for the previous week.**
- **Council reserves the right to reschedule the daily hours of work so overtime does not occur.**
- **Overtime shall be banked as compensatory time, at the prescribed rate of time and a half.**
- **Compensatory time shall be granted for earned overtime, to be taken at the discretion of Council.**
- **Requests for the taking of banked overtime must be prior approved by the Head of Council.**
- **Council in its discretion may require that banked overtime be taken during slow work periods.**
- **In all cases, banked overtime must be taken within the time period set out in the Employment Standards Code, currently three months.**
- **For any employee conducting a non-business day inspection of the Sewage Lift Station, one hour per day of overtime shall be granted in cases where the actual work done is less than one half hour in duration.**

READ AND UNDERSTOOD:

Employee

Mayor (or designate)

Date

E5.4 ANIMAL CONTROL OFFICER AGREEMENT

This agreement made in duplicate this ____ day of, _____ 2010,
between

Town of Minitonas
(hereinafter referred to as the Town)

And

(hereinafter referred to as the Animal Control Officer)

A. TERMS OF EMPLOYMENT

- As part of the monthly retainer the following duties will be carried out:
- To perform the Animal Control Officer duties, primarily related to dogs, as outlined in the Town of Minitonas Animal Control By-Law No. 5/2002.
- To operate a pound for the Town of Minitonas in accordance with By-Law No. 5/2002 and the Animal Care Act.
- To supply all materials and requirements for pound operation.
- To conduct periodic patrols of the Town of Minitonas, respond to complaints regarding dogs, and transport dogs to the Veterinary Clinic as required.
- To be on call on a 7 day a week and 24 hour per day basis.
- To prepare and submit a monthly report, including activity and invoicing, at least 2 days prior to the regular meeting of council for approval and payment. (Council meets on the first Wednesday of each month)

B. REMUNERATION AND COMPENSATION

- The Animal Control Officer/Pound keeper shall be paid the following remuneration subject to monthly reporting, invoicing and approval of Council
- A monthly retainer of \$_____.00.
- Travel allowance for the transporting of dogs to the Veterinary Clinic at the town mileage rate.
- Pounding keeping Fee - \$15.00 /day.
- Fee for feeding of dogs - \$5.00/day/dog

C. EQUIPMENT

- The Town shall supply a dog trap and animal control pole.

D. TERMINATION AND RENEWAL

- It is agreed that this agreement may be terminated by either party without notice for:
 - Any material breach of the provisions of this agreement;
 - Failure to substantially perform your duties in accordance with the By-Laws of the municipality
- It is further agreed that this agreement may be terminated by either party by providing two months notice in writing.
- It is further agreed that this agreement continues in effect unless a 30 day written notice is given by either party to change the terms of the agreement.

The parties hereto by the signature of their proper and respective Officers hereby agree to the terms and conditions of this agreement. This is strictly a contract agreement, NOT an employee / employer agreement.

Town of Minitonas

Mayor

Chief Administrative Officer

Animal Control Officer

E5.5 NUISANCE GROUND ATTENDANT POSITION DESCRIPTION

FUNCTION OF JOB

Under the supervision of the Mayor, Public Works Committee or Chief Administrative Officer, supervise and maintain the nuisance grounds during hours when it is open to the public.

A. CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Inspect all garbage that a member of the public wishes to dispose, and provide instructions as to where such garbage shall be deposited.
- Promote Recycling & Composting. Discourage disposal of recyclable materials and request that residents sort out recyclables and deposit such items in the recycling trailer.
- Monitor Recycling Trailer and report to Municipal Office when Full.
- Maintain a log of all garbage disposed by the public, and turn such log into the Municipal Office at the end of each month. Designate Town and R.M. users.
- Clean and tidy the nuisance grounds as necessary by picking up loose debris, litter, and other similar items.
- Burn combustible products as per policy.

B. OTHER:

- Normal Hours of duty:

Winter (November 1st – March 31st)

Monday: 8:00 am – 5:00 pm
Wednesday: closed
Saturday: 8:00 am – 12:00 pm

Summer (April 1st - October 31st)

Monday: 8:00 am – 5:00 pm
Wednesday: 6:30 pm - 8:30 pm
Saturday: 8:00 am – 4:00 pm

- Be Familiar and comply with all Town policies as they relate to the operation of the nuisance grounds.
- All recycling revenue is payable to the Town of Minitonas.

C. WAGES:

- Hourly wage to be paid on the 15th and 30th of each month.

AGREED AND UNDERSTOOD: _____

Date

Nuisance Ground Attendant

Mayor

2. RESPONSIBILITIES OF USER:

- Returning hall key by the next business day at the latest.
- Cleaning the kitchen if used. This would include such things as the stove/oven, fridges, sinks, cupboards, counters, etc. if used.
- Emptying all garbage cans and placing them in the designated spot.
- Clearing and wiping all tables.
- Sweeping floor of all debris.
- Removing all decorations without damaging the walls, ceilings, etc.
- Assist in setting up tables and chairs.

3. TOWN RESPONSIBILITIES:

- Supplying all cleaning supplies and equipment.
- Washing floors.
- Assist in setting up tables and chairs.
- Inspect Hall and inform Office of condition immediately after use.
(1987/04/02, R-2004/09/01, R-2006/07/05)

4. MINITONAS MARKETPLACE:

The following shall regulate the use off the Marketplace:

1. RENTAL:

- Full Day Rate (8:00 a.m. – 10:00 p.m.) \$30.00
- Daytime Rate (8:00 a.m. – 5:00 p.m.) \$20.00
- Morning Rate (8:00 a.m. – Noon) \$10.00
- Afternoon Rate (Noon – 5:00 p.m.) \$10.00
- Evening Rate (5:00 p.m. – 10:00 p.m.) \$10.00

2. RESPONSIBILITIES OF USERS:

- Renter is responsible for any damages to the premises resulting from their activities.
- Leave the premises clean and free of debris
- Ensure washrooms are clean and no water is running.
- Ensure any articles left behind for future bookings are stored neatly in the old vault (unless your rental is for consecutive days).
- Turn off all lights and unplug any electrical appliances (except the vacuum)
- Turn heater to the off position (as indicated on the dial)
- Ensure BOTH doors are securely locked when leaving.

3. RESPONSIBILITIES OF THE MUNICIPALITY:

- Ensure the premises is clean prior to arrival of renters
- Provide cleaning supplies & vacuum
- Assist in supplying Tables & Chairs
- Inspect Premises after each booking and report to Office

(2008/12/03)

P2. LIBRARY HOURS

Library hours at the Minitonas Library shall be:

Monday **CLOSED**
Tuesday **2:00 p.m. – 5:00 p.m.**
Wednesday **10:00 a.m. – Noon**
 2:00 p.m. - 5:00 p.m.
Thursday **CLOSED**
Friday **2:00 P.M. - 8:00 P.M.**

(1987/11/04, R-2004/09/01, R-2008/12/03)

P3. ENCROACHMENTS ON TOWN PROPERTY

Where shrubs, trees, hedges, fences and the like, encroach on Town owned property and for redevelopment purposes, public safety and other reasons, the Town of Minitonas reserves the right to order the removal of any encroachment.

The Council shall inform the resident prior to any commitment of work.

(1990/03/01, R 2004/09/01)

P4. UNSIGHTLY PREMISES

By-Law No. 2/2007 prohibits property owners from keeping unsightly premises and provides authority for the Town to clean up unsightly premises and charge costs to the owner. These costs shall be added to the property taxes if left unpaid.

(1987/11/04, R. 2008/12/03)

P5. DWELLING STANDARDS WITHIN THE LOCAL IMPROVEMENT DISTRICT

By – law 332/82 requires that all homes within the Water and Sewer Local Improvement District be connected to the Town water and sewer system. Buildings not meeting this standard will be placarded as unfit for human habitation. Owners will be notified in writing.

(1987/11/04)

PS. PROTECTIVE SERVICES

PS1. FIRE FIGHTERS REMUNERATION

- **Members of the Town & R.M. of Minitonas Fire Department shall be paid semi-annually, on June 15th and December 15th.**
- **The Fire Chief shall attend a meeting of Council as requested, to report on the activities of the Department for the preceding period.**
- **The rate of pay for members of the Fire Department shall be set by resolution of Council on an annual basis.**
- **The Fire Chief shall be eligible for payment of his regular hourly rate for the conducting of fire inspections.**
- **The Fire Chief or the Deputy Fire Chief shall be paid the regular hourly rate and mileage for attendance at Mutual Aid meetings.**
- **The rate of pay for fire practice for members of the Fire Department shall be set by resolution Council on an annual basis. Fire Practice shall be limited to twelve (12) times per year.**
- **Volunteer Fire Fighters are entitled to a meal after attending a fire call that has exceeded four or more hours, one of which was a meal hour. The Fire Chief at his discretion is authorized to approve such meals.**
- **Volunteer Fire Fighters shall be entitled to be reimbursed for mileage and meals while attending extra-ordinary training courses as follows:**
 - **Courses in Minitonas: Noon Meal only, No mileage shall be paid.**
 - **Courses elsewhere in the Swan Valley Mutual Aid District: Noon Meal and Mileage for no more than four vehicles.(attempt to car pool)
Attendance at these courses must be prior approved by the Fire Chief to qualify for reimbursement.**
 - **Courses outside of the Swan Valley Mutual Aid District and attendance at Annual Conference to be approved by Council. Requests for attendance at training courses to be made to the Fire Committee.
(1998/10/07, R 1999/02/02, R 2004/09/01)**

PS2. SERVICE AT FIREHALL

Any member of the Minitonas Volunteer Fire Department may at anytime enter the Fire hall to provide routine service to the fire truck and equipment with prior approval of the Fire Chief or Deputy Fire Chief.

(1992/10/07, R 2004/09/01)

PS3. RESPONSE TO MOTOR VEHICLE ACCIDENT

The Minitonas Fire Department shall be authorized to respond to motor vehicle accidents within the Town of Minitonas and any other Municipality with which the Town has a Protective Services Agreement and in the Duck Mountain Park up to the general vicinity of Wellman and Glad Lakes.

(2004/09/01)

PS4. OPERATION OF MINITONAS VOLUNTEER FIRE DEPARTMENT

By - law 4/2003 governs the operation of the Minitonas Fire Department, and grants the Fire Chief certain specific authority. It also grants Council the power to regulate the operations of the Department including the right to hire, discipline and remove all members, including the Chief.

This by-law also permits the burning of grass without a permit, but requires that a permit be obtained and approved by Council before any structure is burned.

PS5. FIRE PROTECTION AGREEMENT WITH RM OF MINITONAS

This agreement outlines the sharing of costs and operation of the Minitonas Volunteer Fire Department. The Town holds the authority and responsibility of the legislative and fiscal management.

PS6. FIRE PROTECTION AGREEMENT WITH TOWN OF SWAN RIVER

By-law 7/90 and the agreement provides authority for the Town of Swan River Fire Department to respond to fire alarms within the Town of Minitonas on a fee for service basis, when the Minitonas Fire Department is responding to alarms outside the Swan Valley Mutual Aid District (i.e. Cowan)

PS7. FIRE PROTECTION AGREEMENT WITH RM OF MOUNTAIN

By-law 17/90 and the agreement outline the costs and terms of providing fire protection to the RM of Mountain.

PS8. ANIMAL CONTROL OFFICER

In connection with the duties of the Animal Control Officer, as set out in By-law 5/2002, the Town of Minitonas shall provide the remuneration as per the Agreement with Animal Control Officer.

The Animal Control Officer shall prepare a monthly report and submit it to Council prior to the first Wednesday of the following month.

The Animal Control Officer's remuneration shall be paid following this meeting.

The Town of Minitonas shall provide traps. The Animal Control Officer shall be responsible for housing any impounded dogs.

(1998/02/04, R 2004/09/01)

PS9. ANIMAL CONTROL REGULATION

By-Law 5/2002 regulates the keeping dogs within the Town and details the requirement for all animals to be licensed.

This by-law also prohibits anyone from keeping a breed of dog known as a "Pit Bull" within Town limits.

PS10. HALLOWEEN CURFEW

By-Law 334/82 imposes a 9:00 pm curfew on October 31 of each year and provides authority for apprehension of violators and return to home of their parents. Authority is given to prosecute and fine for subsequent violations.

PW. PUBLIC WORKS

PW1. GARBAGE COLLECTION

- Garbage shall be placed for collection no earlier than 6:00 A.M. and no later than 8:00 A.M. on the days specified in the garbage collection calendar.
- Garbage collection will generally be a one-man operation, except in circumstances where the Maintenance Foreman or Town Council deems it expedient for two men to collect garbage.
- Garbage shall be placed in garbage bags so that the weight of each bag does not exceed 23 kg per bag. (50 Lb.)
- Garbage bags may be placed in garbage cans, provided that there is no loose garbage in the can.
- Where it is impractical to use either a garbage bag or can, refuse such as broken glass, which could tear a garbage bag, may be placed in a small cardboard box.
- Garbage shall be placed on the side of the street immediately in front of the residence.
(1999/02/03, R2004/09/01)

PW2. NUISANCE GROUND OPERATION

The following shall regulate the operation of the Minitonas Nuisance Grounds:

- Nuisance Grounds shall be open for public use under supervision during these periods:

Winter (November 1st – March 31st)

Monday: 8:00 am – 5:00 pm

Wednesday: closed

Saturday: 8:00 am – 12:00 pm

Summer (April 1st - October 31st)

Monday: 8:00 am – 5:00 pm

Wednesday: 6:30 pm - 8:30 pm

Saturday: 8:00 am – 4:00 pm

- If Monday is a Statutory Holiday, the Nuisance Grounds will be open on Tuesday.
- It shall be locked at all other time.
- All combustible materials shall be burned when the attendant is present.
- The Town backhoe shall be taken to the Nuisance Grounds weekly to cover the trench and pile refuse as necessary.
- The log sheet shall be kept; recording the name of each person using the facility (whether they are Town or RM residents) and the description of refuse hauled.
- Public Works Staff working at the Nuisance Grounds shall:
 - Clean and tidy the facility
 - Sort and rearrange the piles as necessary
 - Pick up litter and debris
 - Burn combustible material
 - Record use of the facility.
 - Ensure that all refrigerated appliances (refrigerators, freezers,

air conditioners, etc.) are certified as having their refrigerant removed before allowing deposit in facility. Should an uncertified item be discovered in the facility, it shall immediately be reported to the Municipal Office.

- Report all break-ins to the facility to the Municipal Office and the Office will notify the RCMP.
- Public Works Staff are not to go into the trench to remove materials to be relocated elsewhere in the facility
- Tipping fees for Demolished Buildings and Concrete shall be charged according to Schedule A.

SCHEDULE A
TIPPING FEES AT NUISANCE GROUNDS

<u>REFUSE</u>	<u>TANDEM</u>	<u>SEMI</u>
Demolished Buildings and Concrete	\$10.00	\$20.00

(1999/02/03, R 2004/09/01)

PW3. NUISANCE GROUND KEY

- The key to the Nuisance Grounds shall be made available by Municipal Office Staff in accordance with these regulations:
- Any contractor wishing access to the Nuisance Grounds key must first sign the appropriate form indicating the type of refuse to be disposed. The form shall also record the time the key was taken and the time it was returned. The form shall also designate Town and R.M. users.
- Key must be returned within 2 hours or by 4:30 P.M. which ever comes first.
- Key may not be taken out overnight or on weekends.
- Key will not be given out on Monday, as the facility is open that day.
- Key may be taken out for waste disposal only and not for scavenging.
- Under no circumstances shall any other Town personnel make the key available.
- Any violators of this policy will forfeit their right to the key until the next meeting of the Town Council where the loss of privilege will be reviewed. Council may choose to reinstate the privilege, continue the suspension for a designated period of time, or permanently revoke the privilege.
- In exceptional and unusual circumstances, the Chief Administrative Officer may make arrangements other than provided herein, and shall report such exceptions to Council at its next regular meeting.

(1997/12/01, R.2004/09/01, R.2007/12/05)

PW4. DISPOSAL OF WASTE BY LOUISIANA-PACIFIC

Louisiana-Pacific shall be entitled to dispose of non-domestic waste at the Minitonas Nuisance Grounds on the following conditions:

- **Non-Hazardous materials only.**
- **Prior written approval must first be received from Manitoba Conservation authorizing the waste to be deposited in the Nuisance Grounds.**
- **Louisiana-Pacific shall adhere to all operating regulations for the Nuisance Grounds.** *(1996/06/05, R 2004/09/01)*

PW5. SPRING AND FALL CLEAN UP WEEKS

The following rules shall apply to Spring and Fall Clean Up Weeks:

- **All loads are to be easily manageable. Large items, such as tree limbs etc. shall be cut down to a more suitable size or they will not be removed.**
- **All loads are to be placed in a reasonably accessible area, and placed as close as possible to a street or lane.**
- **All requests for service shall be made through the Municipal Office.** *(1990/12/05, R 2004/09/01)*

PW6. SNOW REMOVAL

- **The priority of the Town shall be to remove accumulated snow from the downtown area after a heavy snowfall.**
- **Remove snow from all sidewalks in the downtown area.**
 - **-Main Street from 1st Ave. to 7th Ave.**
 - **-2nd Avenue from PR 366 to 1st St. West**
- **Open all back lanes in the downtown area.**
- **The Town shall remove snow from driveway approaches in cases where a snowplow has left a ridge of snow on the approach.**
- **The Town will not remove snow from residential sidewalks.**
- **In cases of extraordinary snow fall or other situations, the Public Works Committee may hire outside equipment to aid in the clean up of the community.**
- **Main Street from 1st Ave to 3rd Ave and 2nd Ave from Learners to 1st St. West is the responsibility of Manitoba Highways and Transportation. If Highways is not able to respond readily, the Town may remove snow from this area and charge Highways for costs incurred.**

(1999/03/03, R 2004/09/01)

PW7. DAMAGE TO SIDEWALKS

Property owners or their agents, shall ensure adequate safe guards are taken to prevent damage to Town sidewalks where it is necessary for heavy equipment to cross a sidewalk to access private property.

If damage is caused to a Town sidewalk, the cost of repairs shall be the responsibility of the property owner. If default of payment occurs, the cost shall be added to the taxes. *(1990/12/05, R 2004/09/01)*

PW8. EQUIPMENT RENTAL RATES Rental of Town equipment as follows:

<u>EQUIPMENT</u>	<u>RATE</u>
Case Backhoe	Heavy Construction Rate
Public Works Trucks	\$25.00/hour plus \$1.00 per km.
Street Sweeper	\$120.00/hour
Steam Boiler	\$25.00/hour plus Truck Rental
P.A.T. Thawing Unit	\$20.00/hour plus Truck Rental.
Manual Thawing Unit	\$10.00/per day.
J.D. Tractor & Mower	\$50.00/hour
Riding Mower	\$30.00/hour
Liquid Asphalt Sprayer (Tar pot)	\$30.00/hour plus Truck Rental.
Excavation Cage	\$20.00 per day.
Push Mower	\$20.00/hour
Packer	\$30 for 1 st two hours or:
Rentals over 5 days reverts to weekly	\$50 / day \$250 / week
Drain Cleaner	\$50.00/hour plus Truck Rental
Elgin Street Sweeper	\$100.00/hour

Minimum of one hour will be charged for all rentals.

All equipment shall include the operator except the Manual Thawing Unit.

Travel allowance applies outside of Town Limits.

(1999/02/03,R2004/09/01,R2007/12/05,R2008/05/07, R2009/06/03)

PW9. CEMETERY

The following shall regulate operations at the Minitonas Cemetery:

<u>OPENING AND CLOSING</u>	<u>RATE</u>
Traditional	\$300.00
Cremation Urns	\$150.00

Should Town Public Works Staff be required to work in preparation of opening or closing a grave on holidays, weekends, or after hours, a surcharge of \$100.00 in addition to the regular fee for opening and closing a traditional grave, shall be levied. *(1999/11/08, R 2004/09/01)*

OPENING AND CLOSING OF GRAVES AT RURAL CEMETERIES

If no other contractor is available, the Town will open and close a grave at Rural Cemeteries that are located within 16 kilometers of Minitonas, if it is a Town resident who is to be buried.

The fee for this service will be the Town's actual costs based on hourly equipment rental, hourly employee rates and materials used.

Council of the Town of Minitonas must approve any exceptions to this policy. This policy does not apply to the Minitonas Cemetery.

(1996/03/06, R2004/09/01)

WS WATER AND SEWER

WS1. WATER AND SEWER CONNECTIONS

Anyone applying to connect a property to the water and sewer utility system shall do so using the Water and Sewer Utility System Connection Form.

The rate for a water and sewer connection using a 3/4" water line shall be:

Connection Fee: \$1000.00
Property Line to Dwelling \$30.00 per foot

Council shall determine the rate for a water and sewer connection for any other size of water and sewer line.

The Connection Fee must be paid as a deposit and accompany the application for connection.

(1999/12/01, R 2004/09/01, R2007/05/02)

WS2. RESTORING PAVEMENT WHEN DOING A W & S CONNECTION

In addition to the regular connection charge, any property owner connecting to the water and sewer utility shall be responsible for all costs related to restoring any asphalt that must be excavated to facilitate the connection.

(1995/07/05, R2004/09/01)

WS3. WATER RECONNECTIONS / BILLING CUSTOMER CHANGES

A Water/Sewer Reconnection charge of \$25.00 must be paid prior to the reconnection of any property to the Water/Sewer System.

To ensure no potential water loss and/or building damage occurs the Landlord/Tenant must accompany the Town Employee at the time the physical reconnection occurs.

A \$25 administration fee will be charged on all new Water/Sewer Billing Accounts. This includes tenants who move into rental properties.

(1990/07/02, R 2003/02/05, R2004/09/01, R2008/11/05)

WS4. BLOCKED SEWER LINES

When the Town is notified of a blocked sewer line, the Town will attempt to clear the blockage if at all possible. If the blockage is found to be within the dwelling, the property owner shall be billed for the Town's costs. If the blockage is found beyond the main clean-out, the Town shall absorb the costs.

Under no circumstances will the Town be responsible for any costs to open a blocked sewer line that is not in conformance with this policy, or performed without prior authorization from the Town Foreman.

(1996/03/06, R 2004/09/01, R 2010,01,06)

WS5. INTERIOR PLUMBING

The Town of Minitonas shall provide a water meter and a meter valve (at cost) for any building connected to the utility system. All other plumbing beyond the meter is the sole responsibility of the property owner.

In instances where pipes and valves are plumbed in a manner that prevents the Town from servicing the water line (i.e. thawing frozen supply lines), the plumbing shall first be altered to the satisfaction of the Town at the expense of the property owner.

Should the water meter and/or the frost plate be damaged due to frozen water lines, the tenant and/or property owner shall be responsible for the cost to replace the damaged equipment (including parts & labor).

(1999/02/03, R 2004/09/01, R2009/03/04, R 2009/12/21)

WS6. READING WATER METERS

Town Public Works staff shall read water meters at the end of each quarter and at any other time when requested to do so.

Averaging water readings shall be done on an exceptional basis and only when no other alternative is available. No meter shall be averaged more than once in any two quarters. *(1995/09/04, R 1999/02/03, R 2004/09/01)*

WS7. WATER AND SEWER BILLINGS

- Accounts shall be due and payable on the last business day of the month in which they are issued.
- Pursuant to By – Law 8/96, all accounts 30 days in arrears are subject to disconnection in accordance with the Conditions Precedent approved by the Public Utilities Board (made available for inspection to ratepayers on request).
- All accounts 30 days in arrears shall be issued a warning letter allowing an additional 14 days to pay the account.
- At the end of the 14th day, those accounts still in arrears shall receive either a personal visit or a telephone call advising that service will be disconnected on the following day.
- On the next day, all accounts, which are 45 days in arrears without having made satisfactory arrangements to pay the account, shall be disconnected.

Sample schedule:

March 10	Bill Issued
March 31	Bill Due
April 30	30 Day Warning Letter Issued
May 14	Personal Visit of Phone Call
May 15	Disconnections

- Where water and sewer is part of a rent, the landlord must notify the Office of the Director of Consumer and Corporate Affairs Residential Tenancies Branch, before water can be disconnected.

- **Delinquent Water and Sewer bills are ultimately the liability of the property owner and can be added to taxes if unpaid.**
(1994/03/01, R2004/09/01, R2008/11/05)

WS8. PROPERTIES OUTSIDE TOWN LIMITS

All properties located in the R.M. of Minitonas and connected to the Town's water and sewer system shall pay an annual fee consisting of two mills per year, plus the annual mill rate for water and sewer debenture repayment.
(1999/03/31, R2004/09/01)

WS9. PLANNED WATER SHUTOFF

When maintenance to waterlines requires the shutoff of services to certain areas or the entire town, the Town Foreman is responsible to notify the staff at the Municipal Office prior to the discontinuation of water services. The office staff will be responsible to alert the affected households and/or businesses (where possible) allowing them the opportunity to collect water prior to the planned shutoff. If a Town-wide shutoff is necessary, or there is an emergency situation, the Town Foreman will notify the office staff, and they will send an announcement request to GX94 and FOXX FM for broadcast via radio.
(2004/10/06)

WS10. SEPTIC TANKS

Residents of the Town of Minitonas shall be entitled to have the contents of their septic tanks deposited in the Minitonas Lagoon at no charge. Any residents outside the Town Boundary shall be responsible to make their own arrangements for disposal of sewage. Valley Water & Septic Service shall be supplied with a list of the residents of the Town of Minitonas who qualify for no-charge dumping.
(2005/09/07)

T. TOURISM

T1. TOURISM WITHIN THE TOWN

Tourism will be encouraged within the Town and its surrounding area in ways that will attract more tourists, increase their lengths of stay, increase the amounts of money they spend here and ensure that any adverse social, economic, and/or environmental effects are minimized as a result of activities to promote tourism.

(1999/10/06,R2004/09/01)