



**Council Meeting
January 19, 2024 at 9:00 a.m.
Council Chamber, Wawanesa, MB.**

CALL TO ORDER – 9:00 a.m.

ADOPTION OF THE AGENDA

BE IT RESOLVED that the agenda for the January 19, 2024 meeting be accepted as presented.

CONFIRMATION OF MINUTES

BE IT RESOLVED that the minutes of the December 15, 2023 regular meeting of Council be hereby approved as circulated.

FINANCE

General Account

BE IT RESOLVED that the January 9, 2024 general accounts payables, being cheque #'s 6956 to 6963, 6965 to 6970, 6972 to 6987, and 6989 to 7058, in the amount of \$264,271.33 be hereby approved.

BE IT RESOLVED that general accounts payables cheques # 6964, 6971 and 6988 payable to Mike Fisher, Bob McDonald and Mike Fisher in the amounts of \$30.60, \$153.00 and \$145.00 be hereby approved.

BE IT RESOLVED that Direct Deposit 299, being staff payroll for the period December 11 to December 22, 2023 in the amount of \$12,032.51 be hereby approved.

BE IT RESOLVED that Direct Deposit 300, being year end staff payouts in the amount of \$8,573.93 be hereby approved.

BE IT RESOLVED that Direct Deposit 301, being staff payroll for the period December 25, 2023 to January 5, 2024 in the amount of \$12,245.64 be hereby approved.

BE IT RESOLVED that Direct Deposit 298, being Council indemnities for the month of December, 2023 in the amount of \$7,545.61 be hereby approved.

Utility Account

BE IT RESOLVED that the January 9, 2024 utility accounts payable, being cheque #'s 1096 to 1112 in the amount of \$15,747.38 be hereby approved.

Statement of Revenues and Expenditures

BE IT RESOLVED that the Statement of Revenues and Expenditures report to December 31, 2023 be received as presented.

Bank Reconciliations

BE IT RESOLVED that the bank reconciliations for the month of December, 2023 be approved as previously circulated.

DELEGATIONS

Chris Kennedy – RFNow Update

BE IT RESOLVED that the presentation by RFNow related to an update on fibre optic installation be received.

PUBLIC HEARINGS

None

COMMUNICATIONS

Association of Manitoba Municipalities – December 8
Association of Manitoba Municipalities – December 8
Association of Manitoba Municipalities – December 13
Association of Manitoba Municipalities – December 22
Association of Manitoba Municipalities – December 22
Association of Manitoba Municipalities – January 5
Brandon Neighbourhood Renewal Corporation – Call for Participation
Construction Association of Rural Manitoba – Construction Based Grant
Eco-Quest – Disaster Mitigation Workshops
Environment and Climate Change Canada – Species at Risk
Federation of Canadian Municipalities – Communique – December 11
Federation of Canadian Municipalities – Communique – December 18
Federation of Canadian Municipalities – Communique – January 8
Manitoba Accessibility Office – Celebrating the Successes of 2023
Manitoba Crime Stoppers – Signage
Manitoba Health, Seniors and Long-Term System – Medical First Responder License
Manitoba Senior Communities – First Link Client Support Program

Sensus Chartered Professional Accountants Ltd. – Interim Audit
Thank You – Nesbitt Community Club

BE IT RESOLVED that the above noted communications be received.

COMMITTEE REPORTS

South Zone Report (Ward 3)

Councillor Fisher
Councillor Jones

North Zone Report (Ward 2)

Councillor Hatch – see written report
Councillor Rome

Wawanesa Zone Report (Ward 1)

Councillor McDonald – see written report
Councillor McGregor – see written report

Head of Council's Report – see written report

Chief Administrative Officer Report – see written report

Finance Officer Report – see written report

Public Works Report – see written report

Fire Chief's Report – see written report

BE IT RESOLVED that the verbal and written reports be received.

BY-LAWS

By-law No. 36-2023 – Being a By-law to Amend Fees and Charges By-law No. 08-2020

2nd and 3rd Readings

BE IT RESOLVED that By-law No. 36-2023, being a by-law to amend Fees and Charges By-law No. 08-2020, be read a second time.

BE IT RESOLVED that By-law No. 36-2023 be read a third and final time.

**By-law No. 37-2023 – Being a new Procedure By-law
Amendment, 2nd and 3rd Readings**

BE IT RESOLVED that By-law No. 37-2023, being a new Procedure By-law, be amended by adding in Clause 3.17, immediately following “Call to order”, the words “Land Acknowledgement”;

and by making the necessary changes in Clauses 3.3, 3.14, 3.15, 4.7, 4.8, 4.23 and 4.37 to reflect meeting days as times as (whatever Council decides at the meeting)

BE IT RESOLVED that By-law No. 37-2023, as amended, be read a second time.

BE IT RESOLVED that By-law No. 37-2023 be read a third and final time.

**By-law No. 38-2023 – Being a new Organizational By-law
Amendment, 2nd and 3rd Readings**

BE IT RESOLVED that By-law No. 38-2023, being a new Organizational By-law, be amended by deleting in Clause 4.3(c), the word “three” and replacing therefor with the word “four”;

And in Clause 5.1 by deleting the word “year” and replacing therefor the word “term”.

BE IT RESOLVED that By-law No. 38-2023, as amended, be read a second time.

BE IT RESOLVED that By-law No. 38-2023 be read a third and final time.

UNFINISHED BUSINESS

2024 Council Meetings

BE IT RESOLVED that Council meetings in 2024 be held on the third (what day and time) of each month as follows:

January 19	July
February	August
March	September
April	October
May	November
June	December

GENERAL BUSINESS

RFNow Proposed Fibre Path Addition – Rds 46N and 109W in NE 23-8-19 WPM

BE IT RESOLVED that the proposed fibre path for the north side of Road 46N and the west side of Road 109W located in NE 23-8-19 WPM as outlined on the map attached to correspondence dated December 21, 2023 from RFNow be approved subject to the terms and conditions of the installation agreement dated October 26, 2023.

Installation of Phase 3 Hydro Service for Irrigation Service along S 26-8-17 WPM along North side of Road 46N (Manitoba Hydro)

BE IT RESOLVED that the application by Manitoba Hydro for installation of hydro services to feed an irrigation service along the south of 26-8-17 WPM, north of Road 46N, be approved.

Cybersecurity Training – Year End Report 2023

BE IT RESOLVED that the Cybersecurity Training Year End Report for 2023 as prepared by Kelty Business Solutions and previously circulated, be received.

Establishment of Public Works Office

WHEREAS disposition of surplus office furnishings was tabled at the December 15, 2023 meeting until a determination is made related to establishment of a public works office;

AND WHEREAS there is one desk that could be utilized in a public works office that could be retained;

AND WHEREAS the remainder of the furnishings are surplus to the needs of the Municipality unless Council decides that a satellite office is going to be opened;

THEREFORE BE IT RESOLVED that the remainder of the surplus furnishings be made available for purchase following a public tender process.

Appointment of Deputy Head of Council (dependent upon BL decision)

BE IT RESOLVED that _____ be appointed as Deputy Head of Council for 2024 to assume the role of Head of Council in his absence.

Disposition of Municipal Records

WHEREAS The Municipal Act legislates the retention and disposal of municipal records;

AND WHEREAS the file system for the Municipality has been established based on those requirements;

NOW THEREFORE BE IT RESOLVED that municipal records having surpassed their required retention period be disposed of in the manner outlined in Regulation 53/97.

NOTICE OF MOTION

None

ADJOURNMENT

BE IT RESOLVED that this meeting does now adjourn (time) to meet again on (what day), **February _____, 2024** at (what time) at Municipal Office in Wawanesa.

Dave Kreklewich, Head of Council

Joni Swidnicki, Chief Administrative Officer

**Council Meeting
December 15, 2023 at 9:00 a.m.
Council Chamber, Wawanesa, MB.**

The Council of the Municipality of Oakland-Wawanesa met in the Council Chamber in Wawanesa, Manitoba on Friday, December 15, 2023 at 9:00 a.m. Members Present: Mike Fisher, Craig Hatch, Frank Jones, Brett McGregor and Dennis Rome. Head of Council Kreklewich presided.

Member absent: Bob McDonald

Staff in attendance: Chief Administrative Officer Joni Swidnicki, Finance Officer Elaine McGregor, Public Works Manager Chelsea Long and Videographer Cheryl Fraser.

The meeting was open to the public.

CALL TO ORDER – 9:00 a.m.

ADOPTION OF THE AGENDA

Fisher-McGregor

455 BE IT RESOLVED that the agenda for the December 15, 2023 meeting be accepted as presented. CARRIED.

IN-CAMERA

456

McGregor-Hatch

BE IT RESOLVED that this regular meeting now adjourns to an “in-camera” meeting to discuss a matter in its preliminary stages as per Subsections 152(3)(b)(iii) of The Municipal Act, and all matters discussed in-camera are confidential until discussed in an open meeting as per Section 83(1)(d) of The Municipal Act. CARRIED.

Fisher-McGregor

457 BE IT RESOLVED that this “in camera” meeting does now resume back to a regular meeting. CARRIED.

Apology

Prior to commencement of the formal meeting, Head of Council Kreklewich apologized to Council, staff and ratepayers for his actions at the previous meeting.

CONFIRMATION OF MINUTES

McGregor-Hatch

458 BE IT RESOLVED that the minutes of the November 17, 2023 regular meeting of Council be hereby approved as circulated. CARRIED.

FINANCE

General Account

McGregor-Fisher

459 BE IT RESOLVED that the December 6, 2023 general accounts payables, being cheque #'s 6882 to 6955, in the amount of \$2,095,124.23 be hereby approved. CARRIED.

Hatch-McGregor

460 BE IT RESOLVED that Direct Deposit 295, being staff payroll for the period November 13 to November 24, 2023 in the amount of \$12,710.66 be hereby approved. CARRIED.

Fisher-Jones

461 BE IT RESOLVED that Direct Deposit 296, being staff payroll for the period November 27 to December 8, 2023 in the amount of \$12,367.68 be hereby approved. CARRIED.

Hatch-Fisher

462 BE IT RESOLVED that Direct Deposit 297, being Council indemnities for the month of November, 2023 in the amount of \$6,392.15 be hereby approved. CARRIED.

Utility Account

Fisher-Hatch

463 BE IT RESOLVED that the December 6, 2023 utility accounts payable, being cheque #'s 1091 to 1095 in the amount of \$6,772.65 be hereby approved. CARRIED.

Statement of Revenues and Expenditures

Fisher-Hatch

464 BE IT RESOLVED that the Statement of Revenues and Expenditures report to November 30, 2023 be received as presented. CARRIED.

Bank Reconciliations

Hatch-McGregor

465 BE IT RESOLVED that the bank reconciliations for the month of November, 2023 be approved as previously circulated. CARRIED.

DELEGATIONS

Neil Zalluski – Central Assiniboine Watershed District

McGregor-Jones

466 BE IT RESOLVED that the presentation by Neil Zalluski related to the Central Assiniboine Watershed District be received. CARRIED.

Patricia Warburton – Building Capacity for Community Participation

467 Rome-Jones
BE IT RESOLVED that the presentation by Patricia Warburton related to building capacity for community participation be received. CARRIED.

PUBLIC HEARINGS

None

COMMUNICATIONS

Age Friendly Manitoba – November Newsletter
Association of Manitoba Municipalities – November 17
Association of Manitoba Municipalities – November 20
Association of Manitoba Municipalities – November 28
Association of Manitoba Municipalities – December 6
Enbridge – Land Use Planning and Development near Enbridge Pipelines
Federation of Canadian Municipalities – Communique – November 13
Federation of Canadian Municipalities – Communique – November 20
Federation of Canadian Municipalities – Communique – November 27
Federation of Canadian Municipalities – Communique – December 4
Government of Canada – Prime Minister’s Awards
Dean Kachur – Cutting Firewood Update
Manitoba Good Roads Association – 2023 Awards
Minister of Municipal and Northern Relations – Rural Strategic Infrastructure Funding
MuniSoft Client Care – Community Initiative Draw and Annual Billing Information

468 Fisher-Hatch
BE IT RESOLVED that the above noted communications be received. CARRIED.

COMMITTEE REPORTS

South Zone Report (Ward 3)

Councillor Fisher – advised he had nothing to report

Councillor Jones – see written report

North Zone Report (Ward 2)

Councillor Hatch – see written report

Councillor Rome provided a verbal report related to Lake Clementi meetings and concerns, a meeting regarding ward issues, snow plowing and attendance at the AMM convention.

Wawanesa Zone Report (Ward 1)

Councillor McDonald – see written report

Councillor McGregor added to his written report to advise he had spoken with a resident related to Lake Clementi concerns.

Head of Council's Report – see written report

Chief Administrative Officer Report – see written report

Finance Officer Report

The Finance Officer added to her written report to advise that Sensus Accountants had been on site to conduct the interim audit.

Public Works Report – see written report

Fire Chief's Report – see written report

Jones-Fisher

469 BE IT RESOLVED that the verbal and written reports be received. CARRIED.

BY-LAWS

By-law No. 36-2023 – Being a By-law to Amend Fees and Charges By-law No. 08-2020

1st Reading

McGregor-Fisher

470 BE IT RESOLVED that By-law No. 36-2023, being a by-law to amend Fees and Charges By-law No. 08-2020, be read a first time. CARRIED.

By-law No. 37-2023 – Being a new Procedure By-law

1st Reading

Hatch-McGregor

471 BE IT RESOLVED that By-law No. 37-2023, being a new Procedure By-law, be read a first time. CARRIED.

By-law No. 38-2023 – Being a new Organizational By-law

1st Reading

Fisher-Jones

472 BE IT RESOLVED that By-law No. 38-2023, being a new Organizational By-law, be read a first time. CARRIED.

UNFINISHED BUSINESS

Lake Clementi – Permanent Drainage

Jones-McGregor

473 BE IT RESOLVED that the correspondence from Donna McIntosh and Henry Carels with respect to a permanent drainage solution on Lake Clementi be received. CARRIED.

Jones-Fisher

474 BE IT RESOLVED that the Administration be directed to consult with the RM of Cornwallis with respect to a joint meeting, including affected property owners, prior to a final drainage solution being determined. CARRIED.

Misinformation related to 2022 Budget

McGregor-Hatch

475 BE IT RESOLVED that the report from the Finance Officer dated December 7, 2023 related to the misinformation regarding to the 2022 budget, as discussed at the November 17, 2023, meeting be received. CARRIED.

GENERAL BUSINESS

Proposal to Subdivide – Part of SE 1-8-19 WPM (Jackson/Penner)

Jones-McGregor

476 BE IT RESOLVED that Subdivision Application No. 4157-23-8563 as submitted by Aaron and Trista Jackson and Willi and Taylor Penner to subdivide part of SE ¼ 1-8-19 WPM be approved subject to:

1. a Variation Order being obtained to reduce the minimum required site area for Lot 1 from 80 acres to 43.98 acres;
2. a Variation Order being obtained to increase the maximum allowable site area for proposed Lot 2 from 10 acres to 47.82 acres as necessary to ensure compliance with the Zoning By-law; and
3. a conditional use order being obtained for the non-farm dwelling site of Lot 2, if one has not already been obtained. CARRIED.

Invitation for Municipal Services Officers to Attend Council Meeting

Fisher-Hatch

477 BE IT RESOLVED that an invitation be extended to Municipal Services Officers to attend the January 19, 2024 meeting of Council to provide information on attendance at citizen meetings vs. ward meetings vs. special meetings of Council. CARRIED.

Updated Accessibility Plan

Hatch-McGregor

478 BE IT RESOLVED that the Accessibility Plan updated in November 2023 be adopted.
CARRIED.

Appointments to Boards and Committees

Fisher-Hatch

479 BE IT RESOLVED that appointments be made to boards and committees as outlined below with terms of office to expire on December 31, 2024 unless otherwise noted:

Outside Organizations

Assiniboine Delta Aquifer Management Advisory Board – Councillor Rome
Central Assiniboine Watershed District
 Little Souris Subdistrict – Citizens Jeff Elder and Mitchell McPherson
 Oak Creek Subdistrict – Citizen Chelsea Long
 Souris River Subdistrict – Councillor Mike Fisher and citizen Chelsea Long
GSOW Handi Van – Councillor McDonald; Citizens Shirley McBurney & Tannis Rathwell
Souris and District Vet Board – Councillor Jones
Souris River Recreation Commission – Citizen Cody Moore and Councillor McGregor
Wawanesa Museum - Citizen Neil Bok
Wawanesa Valley Lodge – Citizen Ron Seafoot or designate and Councillors McDonald and Fisher

Internal Committees and Appointments

Board of Revision – Head of Council Kreklewich and Councillors Fisher and Rome
Legislative and Finance Committee – All members of Council
Personnel and Policy Committee – Councillors McGregor, Jones and Hatch
Public Works and Transportation Services Committee – Councillors Hatch, Jones, McDonald and Rome
Building Feasibility Ad Hoc Committee – Councillors Hatch, Jones, McDonald and Rome
Weed Supervisor – Councillor Hatch
CARRIED.

Attachment for Kubota Tractor

Fisher-Jones

480 BE IT RESOLVED that the report of the Public Works Manager be received. CARRIED.

McGregor-Fisher

481 BE IT RESOLVED that Administration be instructed to update insurance related to the Kubota tractor accordingly. CARRIED.

2024 Interim Budget

Hatch-Jones

482 WHEREAS Section 163 of The Municipal Act provides as follows: “A council may adopt an interim budget to have effect only until the council adopts the operating budget for the fiscal years”;

THEREFORE BE IT RESOLVED that council adopt the following interim budget for 2024:

OPERATING REQUIREMENT:

General Government Services	\$298,000
Protective Services	83,300
Transportation Services	382,500
Environmental Health Services	67,000
Public Health and Welfare Services	13,000
Environmental Development Services	3,000
Economic Development Services	26,000
Recreation and Cultural Services	55,600
Fiscal Services	290,700
Water and Wastewater Services	166,200

CARRIED.

Tax Sale

Hatch-McGregor

483 WHEREAS Section 365(2) of The Municipal Act provides that Council may in any year designate the immediately preceding year, or any earlier year, as the year for which properties, the taxes in respect of which are in arrears for the year, must be offered for sale by auction to recover the tax arrears and costs;

THEREFORE BE IT RESOLVED THAT the Designated Year for which properties in arrears be offered for sale by auction, be 2023 (meaning all properties with outstanding taxes from the year 2022 or prior); and

BE IT FURTHER RESOLVED THAT in accordance with s. 363 (1) of the Municipal Act, “costs” shall be the actual costs incurred by the municipality for each parcel listed for the tax sale plus an administration fee of \$50.00 per roll as set forth in Manitoba Regulation 50/97 and

BE IT FURTHER RESOLVED THAT the tax sale be held at a date and time to be determined in September, 2024 at 1:30 p.m. at the Municipality of Oakland-Wawanesa Council Chambers, 106 Fourth St., Wawanesa MB. CARRIED.

2024 Council Meetings

Jones-Rome

484 BE IT RESOLVED that the matter of 2024 Council Meetings be tabled pending 3rd Reading of the Procedure By-law. CARRIED.

Asset Management and CGIS Agreement

McGregor-Hatch

485 BE IT RESOLVED that a three-year agreement be entered into with the Centre for Geographic Information Systems, commencing January 1, 2024 at a cost of \$400 per month plus annual National Consumer Price Index increases, and GIS Technician Services at a rate of \$95/hour, to be expensed from the Asset Management line item. CARRIED.

IN-CAMERA SESSION

Jones-Hatch

486 BE IT RESOLVED that this regular meeting now adjourns to an “in-camera” meeting to discuss a legal matter as per Subsections 152(3)(b)(ii), (iv) and (v) of The Municipal Act, and all matters discussed in-camera are confidential until discussed in an open meeting as per Section 83(1)(d) of The Municipal Act. CARRIED.

McGregor-Jones

487 BE IT RESOLVED that this “in camera” meeting does now resume back to a regular meeting. CARRIED.

RCMP Quarterly Policing Report

Jones-Hatch

488 BE IT RESOLVED that the July 1 to September 30, 2023 RCMP Policing Report as previously distributed be received. CARRIED.

Transfer of Utility Arrears to Tax Roll

Jones-Fisher

489 WHEREAS in accordance with Section 252(2) of The Municipal Act, the amount of all outstanding charges for water and sewer service are a lien and charge upon the land serviced, and shall be collected in the same manner in which ordinary taxes upon land are collectible, and with like remedies;

AND WHEREAS in accordance with By-Law No. 16-2021, being the Water and Sewer Rates By-law, due notification has been given to customers with outstanding balances of greater than 90 days;

THEREFORE BE IT RESOLVED that the outstanding balances indicated on the Transfer Utilities Arrears to Tax Roll report dated December 14, 2023 be added to taxes for the respective properties, unless other arrangements have been made with the Municipality. CARRIED.

PHIA Breach

Discussion only.

Offer to Purchase Surplus Office Furnishings

Rome-Jones

490 BE IT RESOLVED that the offer to purchase surplus furnishings be tabled, with the exception of the board room table, until a determination is made related to the establishment of a public works office. CARRIED.

Personnel and Policy Committee Report

Hatch-Jones

491 BE IT RESOLVED that the Personnel and Policy Committee Report dated November 17, 2023 be received. CARRIED.

McGregor-Jones

492 BE IT RESOLVED that increases be provided to staff in accordance with information previously circulated to Council. CARRIED.

Jones-Fisher

493 BE IT RESOLVED that staff members be authorized to carry forward into 2024, and going forward, a total of five days in vacation and/or banked time whereby the remainder of time as indicated on the report of the CAO dated December 13, 2023, be paid out in 2023;

AND FURTHER that it be confirmed that staff be encouraged to utilize vacation and/or banked time in the year it is accrued, with all overtime being approved in advance. CARRIED.

NOTICE OF MOTION

None

ADJOURNMENT

Jones-Hatch

494 BE IT RESOLVED that this meeting does now adjourn (11:42 a.m.) to meet again on **Friday, January 19, 2024** at 9:00 a.m. at Municipal Office in Wawanesa. CARRIED.

Dave Kreklewich, Head of Council

Joni Swidnicki, Chief Administrative Officer

Report Date
1/09/2024 2:34 PM

Municipality of Oakland-Wawanesa
List of Accounts for Approval
As of 1/09/2024
Batch: 2023-00302 to 2024-00002

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL BANK ACCOUNT					
Computer Cheques:					
6956	12/07/2023	Marc Bellon Dec 2023	Fire Calls - 14 hours	214.20	214.20
6957	12/07/2023	Brown, Rob Dec 2023	Fire Call - 4 hrs	61.20	61.20
6958	12/07/2023	Brown, Dustin Dec 2023	Fire/MFR calls- 30 hrs.	459.00	459.00
6959	12/07/2023	Cullen, Jason Dec 2023	Fire calls- 14 hrs.	214.20	214.20
6960	12/07/2023	Dawson Cullen Dec 2023	Fire calls 8 hours	122.40	122.40
6961	12/07/2023	Avery Cullen Dec 2023	Fire Calls - 12 hours	183.60	183.60
6962	12/07/2023	Danners, Dave Dec 2023	Fire Calls- 6 hrs	91.80	91.80
6963	12/07/2023	Evan Durnin Dec 2023	Fire Calls - 16 hours	244.80	244.80
6964	12/07/2023	Mike Fisher Dec 2023	MFR Calls 2Hrs	30.60	30.60
6965	12/07/2023	Green Acres Colony Dec 2023	Fire/MFR calls- 162 hrs.	2,478.60	2,478.60
6966	12/07/2023	Gullett, Dennis Dec 2023	Fire/MFR Calls 57 Hours	872.10	872.10
6967	12/07/2023	Ryley Gullett Dec 2023	Fire Calls - 36 hours	550.80	550.80
6968	12/07/2023	Johnston, Dustin Dec 2023	Fire/MFR calls 25 hours	382.50	382.50
6969	12/07/2023	Lane, David Dec 2023	Fire/MFR Calls 11 Hours	168.30	168.30
6970	12/07/2023	Lockhart, Brady Dec 2023	Fire Calls - 7 hours	107.10	107.10
6971	12/07/2023	McDonald, Bob Dec 2023	Fire call 10 hours	153.00	153.00
6972	12/07/2023	McDougall, Kyle Dec 2023	Fire Calls- 6 hrs.	91.80	91.80
6973	12/07/2023	McDonald, Tanner Dec 2023	Fire Calls- 10 hours	153.00	153.00
6974	12/07/2023	McGregor, Derek Dec 2023	Fire/MFR Calls- 26 hrs.	397.80	397.80
6975	12/07/2023	Cody Moore Dec 2023	Fire Calls - 19 hours	290.70	290.70

Report Date
1/09/2024 2:34 PM

Municipality of Oakland-Wawanesa
List of Accounts for Approval
As of 1/09/2024
Batch: 2023-00302 to 2024-00002

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
6976	12/07/2023	Muheljic, Enes Dec 2023	Fire/MFR Calls 13 Hours	198.90	198.90
6977	12/07/2023	Simpson, Mike Dec 2023	Fire calls 10 hours	153.00	153.00
6978	12/07/2023	Austin Simpson Dec 2023	Fire calls - 10 hours	153.00	153.00
6979	12/07/2023	Trowbridge, Steve Dec 2023	Fire/MFR calls 24 Hours	367.20	367.20
6980	12/07/2023	Wilton, Darcy Dec 2023	Fire/MRF calls- 42 hrs.	642.60	642.60
6981	12/07/2023	Jason Wilkinson Dec 2023	Fire Calls 18 hour	275.40	275.40
6982	12/07/2023	Wilton, Taylor Dec 2023	Fire Calls - 14 Hours	214.20	214.20
6983	12/12/2023	Bell Mobility INC 12122023	RTK Survey Data	11.88	11.88
6984	12/12/2023	Brandon Bearing Ltd. 01112682	Grease gun kit	434.56	434.56
6985	12/12/2023	Karen Ellis 11272023	Library Services	50.00	50.00
6986	12/12/2023	Fastenal MBBRA189477 MBBRA189665	shop supplies shop supplies	206.91 89.98	296.89
6987	12/12/2023	Andrew Finnegan 12072023	supplies	40.00	40.00
6988	12/12/2023	Mike Fisher 23543	Paramedic Insurance	145.00	145.00
6989	12/12/2023	Gibb's Tactical 0425	Original Swat	232.95	232.95
6990	12/12/2023	Baldur-Glenboro Gazette 15124	envelopes	296.80	296.80
6991	12/12/2023	Heritage Co-Op (1997) Ltd. 12072023 12072023	Fuel & supplies Supplies & Fuel	443.32 6,838.92	7,282.24
6992	12/12/2023	Inland Radiator Works Ltd. 376114	cylinder repair	386.78	386.78
6993	12/12/2023	Manitoba Hydro 12072023 12072023 12072023 12072023 12072023 12062023	319 Main St. 315 Main St. Wawa Outdoor Light. SE 11-8-19 WTS Nesbitt Outdoor light. NE 2-8-18 Treesbank Well Nesbitt shop	552.48 107.15 1,091.20 95.48 145.49 32.04 765.36	

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		12062023	Carroll Outdoor Light.	140.32	
		12062023	120 Commercial St.	199.11	
		12062023	106 Fourth St.	365.16	3,493.79
6994	12/12/2023	MASTER PLAN PLUMBING &			
		01769	replace hot water tank	946.40	946.40
6995	12/12/2023	Mazergroup Brandon			
		P20421	Def. fluid	325.68	325.68
6996	12/12/2023	Meighen Haddad LLP			
		105184	Transfer of Land Heritage Coop	235.55	235.55
6997	12/12/2023	Muheljic, Enes			
		23143	Paramedic Insurance	145.00	145.00
6998	12/12/2023	David Paddock			
		12122023	2023 Bursary recipient	500.00	500.00
6999	12/12/2023	Judy Podobni			
		JP1405	labour & mileage	537.88	537.88
7000	12/12/2023	cancelled chq			
7001	12/12/2023	Reliant Action			
		855579	Hydro test of cylinder	598.65	598.65
7002	12/12/2023	Rocky Mountain Equipment			
		P67345	cover	118.56	118.56
7003	12/12/2023	Rusty Bucket Auto			
		13608	oil change	130.95	130.95
7004	12/12/2023	Simpson, Mike			
		22962	Paramedic Insurance	145.00	145.00
7005	12/12/2023	Westman Communications Group			
		12072023	internet & phone	315.84	315.84
7006	12/12/2023	Shane Wilton			
		1333-6617	Paramedic Insurance	73.83	73.83
7007	12/12/2023	Wilton, Darcy			
		23540	Paramedic Insurance	145.00	145.00
7008	12/12/2023	Workers Compensation Board			
		11072023	late charges	21.69	21.69
7009	12/12/2023	World of Water			
		58426	Office supplies (water)	42.90	42.90
7010	12/12/2023	International Union			
		Nov 2023	Union - Nov 2023	273.40	273.40
7011	12/12/2023	Investia Financial			
		Nov 2023	RRSP #N337111749	457.56	457.56
7012	12/12/2023	MEBP			
		Nov 2023	Nov 2023 Remittance	4,204.48	4,204.48
7013	12/12/2023	Receiver General			
		Nov 2023	Nov 2023 Remittance	10,920.62	10,920.62
7014	12/21/2023	AMM Trading Company Ltd.			

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Municipality of Oakland-Wawanesa
List of Accounts for Approval
As of 1/09/2024
Batch: 2023-00302 to 2024-00002

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		41153	convention/expenses	3,780.00	3,780.00
7015	12/21/2023	Bell MTS			
		12182023	208 824-2666	308.09	
		12182023	204 824-2602	62.84	370.93
7016	12/21/2023	Wilma Boulanger			
		12152023	Library membership	15.00	15.00
7017	12/21/2023	Boyd Brenda			
		10262023	Library Services	50.00	50.00
7018	12/21/2023	Brandon School Division #40			
		12132023	2nd payment	16,782.96	16,782.96
7019	12/21/2023	Brandon Sun			
		BSI12574	Board of Revision Sept.9/23	154.46	154.46
7020	12/21/2023	Canadian Linen & Uniform			
		5503206859	mat	102.68	102.68
7021	12/21/2023	Christie's Office Plus			
		150224-00	Office supplies	561.34	561.34
7022	12/21/2023	Gold Business Solutions			
		55M1358400	photocopier charges	147.53	147.53
7023	12/21/2023	Gullett, Dennis			
		12062023	supplies	30.23	30.23
7024	12/21/2023	Lucy's Flowers And Gifts			
		12152023	Council meal	161.28	161.28
7025	12/21/2023	Province of Manitoba-PSFB			
		12132023	2nd payment	17,517.89	17,517.89
7026	12/21/2023	Murray's Fire Extinguishers			
		C-4418	test & recharge pumper	44.80	44.80
7027	12/21/2023	MWM Environmental			
		78347	Green Acres Colony	159.52	
		78346	Wawa Post Office	159.52	
		78345	Nesbitt	159.52	
		78344	Carroll	159.52	
		78343	Waste & Recycling Wawa	5,091.22	
		78342	Waste & Recycling Oakland	3,604.30	9,333.60
7028	12/21/2023	Off the Wall			
		30877	Supply & install billboard	9,340.80	9,340.80
7029	12/21/2023	7290226 Manitoba Ltd.			
		042329	Flat deck trailer repair	327.32	327.32
7030	12/21/2023	Wendy Petersen			
		11242023	Animal Control	130.00	
		12152023	Animal Control	50.00	180.00
7031	12/21/2023	PrairieMobile Communications			
		BRMANIN8475	Pagers	1,146.88	1,146.88
7032	12/21/2023	Pumps & Pressure			
		773037	hose/fittings	99.35	99.35

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Municipality of Oakland-Wawanesa
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount	
7033	12/21/2023	Souris River Recreation Comm. 12152023	Donation estate of Donna Clark	10,000.00	10,000.00	
7034	12/21/2023	Southwest Horizon School Div. 12132023	2nd payment	67,725.81	67,725.81	
7035	12/21/2023	Westech Contracting Inc 2022154	kubota 60" sweeper	1,199.99	1,199.99	
7036	12/21/2023	XPLORE INC. 50469309	Internet	128.79	128.79	
7037	12/31/2023	Bell Mobility INC 12312023	PW Cell Phone	136.33	136.33	
7038	12/31/2023	BellMTS 12312023	Acct. 40486199	28.00	28.00	
7039	12/31/2023	Canadian Linen & Uniform 5503224829	mat	104.16	104.16	
7040	12/31/2023	incorrect invoice				
7041	12/31/2023	Manitoba Hydro 12302023	NW 19-8-19	60.48		
		12302023	Wawa. Outdoor Lighting	1,091.20		
		12302023	NE 2-8-18	26.74		
		12312023	315 Main St.	52.98		
		12312023	319 Main St.	504.88		
		12312023	106 Fourth St.	424.65		
		12312023	SE 11-8-19	101.84		
		12312023	Carroll Outdoor lighting	140.32		
		12312023	Shop	161.52		
		12312023	Nesbitt Outdoor Lighting	145.49	2,710.10	
7042	12/31/2023	RBC Royal Bank 12312023	CAO Visa Convention/staff appr	3,309.52		
		12312023	PW Visa	221.67	3,531.19	
7043	12/31/2023	Sensus B231238	Interim Audit Jan.-Oct.2023	3,920.00	3,920.00	
7044	12/31/2023	Souris River Recreation Comm. 12312023	donation to SRR	100.00	100.00	
7045	12/31/2023	Tessa Burney 07	Office Cleaning	238.18	238.18	
7046	12/31/2023	Traffic Logix Corporation SIN23278	Blue tooth Radio module	199.75	199.75	
7047	12/31/2023	Wawanesa Foods 03172023	supplies	54.35		
		08092023	supplies	31.34	85.69	
7048	12/31/2023	Westman Communications Group 12312023	106 Fourth St.	70.78		
		12312023	Internet & phone	105.12	175.90	
7049	12/31/2023	Wilton, Drew				

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Municipality of Oakland-Wawanesa
List of Accounts for Approval
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Batch: 2023-00302 to 2024-00002

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		12312023	47 hrs filling holes/snow plow	1,480.50	1,480.50
7050	12/31/2023	Gibb's Tactical 0461	clothing items	4,460.59	4,460.59
7051	12/31/2023	Gullett, Dennis 12312023	Fire supplies	1,502.50	1,502.50
7052	12/31/2023	International Union Dec 2023	Union - Dec 2023	276.09	276.09
7053	12/31/2023	Investia Financial Dec 2023	RRSP #N337111749	457.56	457.56
7054	12/31/2023	MEBP Dec 2023	Dec 2023 Remittance	4,713.57	4,713.57
7055	12/31/2023	Receiver General Dec 2023	Dec 2023 Remittance	16,795.33	16,795.33
7056	12/31/2023	Reliant Action 855809	45 min. cylinder (stubby)	5,355.00	5,355.00
7057	1/04/2024	Minister Of Finance - Manitoba 3081238	WTS Crown Land	241.50	241.50
7058	1/04/2024	Perry Cline 01042024	purchase 120 Commercial Street	36,666.67	36,666.67
				Total for AP:	264,461.93

ROYAL BANK
REPORT NO.: 0106-00000 0555470000
RUN DATE: 2023 DEC 21
RUN TIME: 07:05:39

PAYMENT DISTRIBUTION SERVICE
FILE INPUT PAYMENT CONFIRMATION REPORT

PAGE: 1
BUSINESS DATE: 2023 DEC 21

MUNICIPALITY OF OAKLAND-WAWANE 055547-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1001585

FILE CREATION NUMBER: 0299

FILE CREATION DATE: 2023 DEC 20

DUE DATE	VALUE DATE	SELECT DATE	NUMBER OF PAYMENTS	TOTAL AMOUNT
2023 DEC 22	2023 DEC 22	2023 DEC 21	10	12,032.51CR
VALID TRANS FOR	055547		10	12,032.51CR
REJECTED TRANS FOR	055547		0	0.00CR
T-ERROR TRANS FOR	055547		0	0.00CR
GRAND TOTAL FOR	055547		10	12,032.51CR

Staff Payroll Dec 11 to Dec 22, 2023

ROYAL BANK
REPORT NO.: 0106-00000 0555470000
RUN DATE: 2023 DEC 21
RUN TIME: 07:14:10

PAYMENT DISTRIBUTION SERVICE
FILE INPUT PAYMENT CONFIRMATION REPORT

PAGE: 1
BUSINESS DATE: 2023 DEC 21

MUNICIPALITY OF OAKLAND-WAWANE 055547-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1001585

FILE CREATION NUMBER: 0300

FILE CREATION DATE: 2023 DEC 21

DUE DATE	VALUE DATE	SELECT DATE	NUMBER OF PAYMENTS	TOTAL AMOUNT
2023 DEC 22	2023 DEC 22	2023 DEC 21	7	8,573.93CR
VALID TRANS FOR	055547		7	8,573.93CR
REJECTED TRANS FOR	055547		0	0.00CR
T-ERROR TRANS FOR	055547		0	0.00CR
GRAND TOTAL FOR	055547		7	8,573.93CR

Year End Payouts Dec 22, 2023

ROYAL BANK
REPORT NO.: 0106-00000 0555470000
RUN DATE: 2024 JAN 04
RUN TIME: 06:30:36

PAYMENT DISTRIBUTION SERVICE
FILE INPUT PAYMENT CONFIRMATION REPORT

PAGE: 1
BUSINESS DATE: 2024 JAN 04

MUNICIPALITY OF OAKLAND-WAWANE 055547-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1001585

FILE CREATION NUMBER: 0301

FILE CREATION DATE: 2024 JAN 03

DUE DATE	VALUE DATE	SELECT DATE	NUMBER OF PAYMENTS	TOTAL AMOUNT
2024 JAN 05	2024 JAN 05	2024 JAN 04	10	12,245.64CR
VALID TRANS FOR	055547		10	12,245.64CR
REJECTED TRANS FOR	055547		0	0.00CR
T-ERROR TRANS FOR	055547		0	0.00CR
GRAND TOTAL FOR	055547		10	12,245.64CR

Staff Payroll Dec 25, 2023 to Jan 5, 2024

ROYAL BANK
REPORT NO.: 0106-00000 0555470000
RUN DATE: 2023 DEC 20
RUN TIME: 07:11:38

PAYMENT DISTRIBUTION SERVICE
FILE INPUT PAYMENT CONFIRMATION REPORT

PAGE: 1
BUSINESS DATE: 2023 DEC 20

MUNICIPALITY OF OAKLAND-WAWANE 055547-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1001585

FILE CREATION NUMBER: 0298

FILE CREATION DATE: 2023 DEC 20

DUE DATE	VALUE DATE	SELECT DATE	NUMBER OF PAYMENTS	TOTAL AMOUNT
2023 DEC 31	2024 JAN 02	2023 DEC 29	7	7,545.61CR
VALID TRANS FOR	055547		7	7,545.61CR
REJECTED TRANS FOR	055547		0	0.00CR
T-ERROR TRANS FOR	055547		0	0.00CR
GRAND TOTAL FOR	055547		7	7,545.61CR

December Indemnities

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: UT - UT-ACCOUNTS PAY					
Computer Cheques:					
1096	12/07/2023	Bell Mobility INC Dialer Nov/23	Dialer Alert 761-5629	120.90	120.90
1097	12/07/2023	Cleartech Industries Inc. INV1083761 INV1090489 INV1094594	Sodium Hypochlorite Sodium Hypochlorite Sodium Hypochlorite	1,035.22 1,035.47 1,778.11	3,848.80
1098	12/07/2023	Heritage Co-Op (1997) Ltd. Sep Statement	Water/Sewer expenses Sep 2023	208.70	208.70
1099	12/07/2023	Manitoba Hydro 6522379 Nov/23 6775321 Nov/23 6744702 Nov/23 6543450 NOV/23	Pole 4B Water St. New well Lot 0 BI 2 PI 95 301 Park St.	211.25 265.01 175.72 885.36	1,537.34
1100	12/13/2023	ALS Labratory Group 3311367424-01	Water Samples	59.85	59.85
1101	12/13/2023	Cleanflow Utility Supply Compa DAL1915	Water hardware supplies	895.86	895.86
1102	12/13/2023	Gardewine North 5518968020-00	cleartech freight	732.40	732.40
1103	12/21/2023	AL Turner Consulting 00-895	Leak detection servicesDec7/23	495.60	495.60
1104	12/21/2023	D B Express 8898	water sample frieght	287.75	287.75
1105	12/21/2023	Harold's Electric Service 2661	pump for water plant	611.13	611.13
1106	12/21/2023	Wilton, Drew Dec 2023	December 2023	4,032.13	4,032.13
1107	12/31/2023	ALS Labratory Group 3311417440	Water Samples	59.85	59.85
1108	12/31/2023	Bell Mobility INC Dialer Dec/23	Dialer Alert 761-5629	40.30	40.30
1109	12/31/2023	G & R Electric 21880	Check Power at Lift Station	327.02	327.02
1110	12/31/2023	Manitoba Hydro 6775321 Dec/23 6528337 Dec/23 6522379 Dec/23 6744702 Dec/23 6543450 Dec/23	New well Euclid Pole 4B Water St. Lot 0 BI 2 PI 95 301 Park St.	107.37 80.87 271.82 179.76 797.08	1,436.90
1111	12/31/2023	Wilton, Drew 06/2023	Mileage 5 trips to BDN	340.00	340.00

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Municipality of Oakland-Wawanesa
List of Accounts for Approval
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Batch: 2023-00301 to 2024-00002

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
1112	12/31/2023	Wolseley Canada Inc. 8649298	supplies	712.85	712.85
				Total for UT:	15,747.38
				Grand Total:	316,036.78

Certified Correct This January 9, 2024

Mayor

Administrator

MUNICIPALITY OF OAKLAND-WAWANESA
GENERAL OPERATING FUND REVENUES AND EXPENDITURES
For the Period Ending December 31, 2023

	<u>Actual</u>
REVENUES	
Other Revenues	734,084.97
640-100-110 - Transfer from Replacement Reserve	43,617.88
640-100-122 - Transfer from Gas Tax Reserve - O	19,765.00
640-100-123 - Transfer from Gas Tax Reserve - W	74,525.00
TOTAL REVENUES:	<u>871,992.85</u>
EXPENDITURES	
Basic Expenditures	
510-000-000 - General Gov't Services	595,215.65
520-000-000 - Protective Services	152,317.56
530-100-000 - Transportation Services	731,184.10
540-100-000 - Environmental Health Services	132,522.90
550-100-000 - H&W - Wages & Benefits	26,053.41
560-100-000 - Environmental Development Services	1,762.90
570-100-000 - Economic Development Services	44,353.75
580-100-000 - Recreation & Culture	152,105.00
590-700-700 - FS - Debenture Debt	168,199.19
590-990-000 - TF-Transfers & Surplus Appr	682,922.25
Total Basic Expenditures:	<u>2,686,636.71</u>
TOTAL EXPENDITURES:	<u>2,686,636.71</u>
NET OPERATING SURPLUS/(DEFICIT)	<u><u>(1,814,643.86)</u></u>

MUNICIPALITY OF OAKLAND-WAWANESA
GENERAL OPERATING FUND - REVENUES & TRANSFERS
For the Period Ending December 31, 2023

	Budgeted	Actual	Variance	Var %
OTHER REVENUES				
Added Taxes				
410-100-110 - Taxes Added to Roll - O	30,000.00	31,431.27	1,431.27	5
410-100-111 - Taxes Added to Roll - W	10,000.00	5,995.50	(4,004.50)	40-
Licenses, Permits & Fines				
450-100-100 - Licenses - Business & Lottery	150.00	221.50	71.50	48
450-100-120 - Development	7,000.00	3,600.00	(3,400.00)	49-
450-100-122 - Approaches Permits	300.00	300.00		
450-100-130 - Key Charges	200.00	300.00	100.00	50
450-100-145 - Aggregate Transport Fees	5,000.00	10,272.61	5,272.61	105
450-100-190 - Grazing Leases	705.24	705.24		
450-100-192 - Animal Control Fines	300.00	2,880.85	2,580.85	860
Protective Services				
440-100-125 - Donations to Fire Department		2,500.00	2,500.00	
440-100-126 - Donations to Emergency Medical Response		18,827.16	18,827.16	
450-100-165 - Fire Calls	10,000.00	8,479.40	(1,520.60)	15-
450-100-168 - Fire Department Agreements	6,276.50	6,276.50		
Environmental				
450-100-150 - MMSM & WRARS Payments	32,000.00	33,524.87	1,524.87	5
450-100-158 - Waste Disposal - Tire Recycling	500.00	111.50	(388.50)	78-
450-100-160 - Waste Disposal - Shingles	1,000.00	1,210.00	210.00	21
450-100-162 - Waste Disposal - Scrap Metal	6,000.00	4,851.84	(1,148.16)	19-
450-100-163 - Recycling Contracts - Green Acres	1,805.44	1,805.44		
Sales of Service				
420-100-130 - Sales of Service - Transportation		26,380.00	26,380.00	
420-100-140 - Sales of Service - WTS	10,750.00	10,750.00		
Sales & Rentals				
420-100-185 - Tax Certificate Revenue	4,000.00	2,050.00	(1,950.00)	49-
420-100-190 - Sales of Goods (Maps, Pins)	600.00	767.40	167.40	28
420-100-200 - Rentals/Lease	1,200.00	1,200.00		
420-100-210 - Mobile Home Rentals	9,600.00	9,600.00		
450-100-170 - Sale of Land		12,296.25	12,296.25	
Interest & Penalties				
410-100-120 - Tax and Redemption Penalties	18,000.00	21,249.63	3,249.63	18
460-100-102 - Investment Income	9,000.00	22,796.40	13,796.40	153
460-100-110 - Patronage Dividends	2,200.00	2,494.00	294.00	13
Other Income				
490-100-100 - Sundry - Miscellaneous Revenue	2,500.00	21,535.39	19,035.39	761
490-100-103 - SRR Portion of Shared Staff	10,434.00	6,522.00	(3,912.00)	37-
490-100-104 - SRR Contribution to Office Expenses	500.00	500.00		
Grants & Donations				
430-100-100 - Unconditional Grants - Municipal Operati	238,000.00	238,105.47	105.47	0
440-100-110 - Conditional Grants	14,881.00	44,192.90	29,311.90	197
440-100-115 - Charitable Donations/Grants Received		50,400.00	50,400.00	

MUNICIPALITY OF OAKLAND-WAWANESA
GENERAL OPERATING FUND - REVENUES & TRANSFERS
 For the Period Ending December 31, 2023

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>	<u>Var %</u>
Federal Gov't Grants				
430-100-130 - Canada Community Building Fund - O	66,145.33	66,145.34	0.01	
430-100-135 - Canada Community Building Fund - W	33,072.67	33,072.66	(0.01)	
TRANSFERS				
640-100-110 - Transfer from Replacement Reserve	53,200.00	43,617.88	(9,582.12)	18-
590-900-900 - Transfer from Fire Reserve	40,000.00	30,733.85	(9,266.15)	23-
640-100-122 - Transfer from Gas Tax Reserve - O	130,000.00	19,765.00	(110,235.00)	85-
640-100-123 - Transfer from Gas Tax Reserve - W	120,000.00	74,525.00	(45,475.00)	38-
640-100-124 - Transfer from Emergency Mitigation Reser	2,000.00		(2,000.00)	100-
TOTAL OTHER REVENUES & TRANSFERS:	877,320.18	871,992.85	(5,327.33)	1-

MUNICIPALITY OF OAKLAND-WAWANESA
GENERAL OPERATING FUND - EXPENDITURES
For the Period Ending December 31, 2023

	Budgeted	Actual	Variance	Var %
EXPENDITURES				
GENERAL GOVERNMENT SERVICES				
Legislative				
510-100-100 - GG - Legislative - Head of Council	13,638.14	13,729.90	(91.76)	1-
510-100-101 - GG - Councillors	66,426.30	64,043.69	2,382.61	4
510-100-102 - GG - Other Leg. Services - Mileage	5,000.00	1,663.27	3,336.73	67
510-100-104 - GG - Ward Meetings	1,000.00	1,000.00	1,000.00	100
Total Legislative:	86,064.44	79,436.86	6,627.58	8
General Administrative				
510-100-108 - GG - CAO	89,250.00	89,250.20	(0.20)	
510-100-109 - GG - Finance Officer	72,170.87	81,701.80	(9,530.93)	13-
510-100-113 - GG - Admin. Salaries	34,998.11	35,749.25	(751.14)	2-
510-100-114 - GG - Admin Assistant	42,408.48	43,753.98	(1,345.50)	3-
510-100-116 - GG - Green Team - Office	6,650.00	7,036.48	(386.48)	6-
510-100-222 - GG - Clerk & Staff Training & Education	2,500.00	2,446.06	53.94	2
510-110-120 - GG - Admin & Employee Benefits	32,800.00	34,005.73	(1,205.73)	4-
510-200-200 - GG - Office Contract Services	300.00	2,329.92	(2,029.92)	677-
510-200-201 - GG - Mileage - Office	300.00	41.45	258.55	86
510-200-210 - GG - Legal Contract Services	7,000.00	11,316.59	(4,316.59)	62-
510-200-220 - GG - Audit Contract Services	15,000.00	13,904.65	1,095.35	7
510-200-230 - GG - Assessment Contract Services	38,500.00	37,482.00	1,018.00	3
510-200-240 - GG -Taxation (Municipal Properties)	22,262.64	23,714.95	(1,452.31)	7-
510-200-260 - GG - Photocopier Charges	2,400.00	1,917.96	482.04	20
510-200-300 - GG - Meals	400.00	477.25	(77.25)	19-
510-200-360 - GG - Building Maint/Renovation	1,000.00	1,186.64	(186.64)	19-
510-200-366 - GG - Computers and Software	37,700.00	37,944.53	(244.53)	1-
510-200-370 - GG - Newspaper Advertising	4,000.00	1,745.02	2,254.98	56
510-300-200 - GG - Hydro -Office	4,000.00	3,763.99	236.01	6
510-300-202 - GG - Phone & Internet	10,500.00	8,086.41	2,413.59	23
510-400-200 - GG - Office Supplies	15,000.00	11,925.38	3,074.62	21
510-400-201 - GG - Postage	6,200.00	6,773.48	(573.48)	9-
Total General Administrative:	445,340.10	456,553.72	(11,213.62)	3-
Other General Government				
510-400-310 - GG - Elections	2,000.00	2,906.19	(906.19)	45-
510-400-320 - GG - Conv. & Training Registrations	4,000.00	3,305.00	695.00	17
510-400-321 - GG - Convention Daily Indemnities	3,475.00	1,986.24	1,488.76	43
510-400-322 - GG - Convention/Seminar Mileage	1,200.00	1,044.19	155.81	13
510-400-323 - GG - Convention Expense	6,000.00	3,944.49	2,055.51	34
510-400-330 - GG - Damage Claims & Liability Insurance	32,500.00	35,347.17	(2,847.17)	9-
510-400-350 - GG - Membership Fees	5,200.00	5,168.60	31.40	1
510-400-360 - GG - Other General Government -Sundry	800.00	3.02	796.98	100
510-500-500 - GG - General Govt. Grants	6,500.00	6,270.00	230.00	4
510-500-510 - GG - Library Services	1,500.00	1,215.00	285.00	19
510-900-910 - GG - Health Care Spending Account	10,000.00	8,734.63	1,265.37	13
510-900-930 - GG - Bank Charges & Interest	2,700.00	5,500.54	(2,800.54)	104-
510-900-950 - Recoveries (Deduct) Utilities	(16,200.00)	(16,200.00)		
Total Other General Government:	59,675.00	59,225.07	449.93	1
TOTAL GENERAL GOVERNMENT SERVICES:	591,079.54	595,215.65	(4,136.11)	1-

MUNICIPALITY OF OAKLAND-WAWANESA
GENERAL OPERATING FUND - EXPENDITURES
For the Period Ending December 31, 2023

	Budgeted	Actual	Variance	Var %
PROTECTIVE SERVICES				
Fire				
520-200-165 - PS - FIRE - Retainer Fees-Bdn/Souris	23,000.00	21,668.75	1,331.25	6
520-300-102 - PS - Renumeration, Drills, Fires	16,500.00	15,831.94	668.06	4
520-300-104 - PS - Building Operation and Maintenance	3,000.00	3,374.36	(374.36)	12-
520-300-106 - PS - Repairs and Replacement, Tools	12,000.00	8,195.83	3,804.17	32
520-300-108 - PS - Insurance	22,900.00	12,710.12	10,189.88	45
520-300-110 - PS - Fire - Utilities	11,000.00	7,380.08	3,619.92	33
520-300-112 - PS - Fire Fighting Gear and Equipment	24,800.00	25,728.70	(928.70)	4-
520-300-113 - PS - FF Gear purchased from Donations		2,500.00	(2,500.00)	
520-300-114 - PS - Fuel	4,000.00	3,576.68	423.32	11
520-300-116 - PS - Fire Hydrant Rentals	4,750.00	4,750.00		
520-400-110 - PS - Fire - Materials & Supplies Misc.	5,000.00	5,084.69	(84.69)	2-
520-500-110 - PS - Flood Protection & Prevention	2,000.00		2,000.00	100
Total Fire:	128,950.00	110,801.15	18,148.85	14
Emergency Measures				
520-200-120 - PS - 911 Agreement	8,332.92	8,332.92		
520-200-130 - PS - Emergency Measures Organization	3,000.00	1,102.50	1,897.50	63
520-200-132 - PS - EMR/First Response Renumeration	2,500.00	826.20	1,673.80	67
520-200-133 - PS - EMR/First Response Training	1,500.00	521.88	978.12	65
520-200-134 - PS - EMR/First Response Supplies	5,275.00	3,863.11	1,411.89	27
520-200-135 - PS - Paramedic Association Memberships	5,600.00	4,397.33	1,202.67	21
520-200-136 - PS - EMR Equip purchased from Donations		18,827.16	(18,827.16)	
Total Emergency Measures:	26,207.92	37,871.10	(11,663.18)	45-
Other Protection				
520-200-210 - PS - Building-Fire-Plumb Inspections	6,760.00		6,760.00	100
520-200-260 - PS - Animal & Pest Control	4,800.00	3,645.31	1,154.69	24
Total Other Protection:	11,560.00	3,645.31	7,914.69	68
TOTAL PROTECTIVE SERVICES:	166,717.92	152,317.56	14,400.36	9

TRANSPORTATION SERVICES

Public Works Employees & Benefits

530-100-110 - TS - PW Foreman Wages	78,113.00	72,495.14	5,617.86	7
530-100-111 - TS - PW Operators Wages	61,019.00	63,124.91	(2,105.91)	3-
530-100-112 - TS - PW Operators Wages	57,799.00	62,995.13	(5,196.13)	9-
530-100-113 - TS - PW Operator	52,647.00	26,693.64	25,953.36	49
530-100-114 - TS - PW Seasonal	18,000.00	14,115.65	3,884.35	22
530-100-115 - TS - PW Seasonal - (Green Team)	7,000.00	6,548.68	451.32	6
530-100-116 - TS - Equip Operators Allowances	3,000.00	2,680.63	319.37	11
530-100-117 - TS - Workers Compensation & Safety	4,500.00	6,243.40	(1,743.40)	39-
530-100-130 - TS - Dust Control	4,000.00	1,289.51	2,710.49	68
530-110-120 - TS - Employee Benefits	36,000.00	37,017.29	(1,017.29)	3-
530-110-125 - TS - Employee Training & Education	1,000.00	225.00	775.00	78
530-200-116 - TS - Equipment Insur & Registration	27,000.00	33,223.32	(6,223.32)	23-
530-200-135 - TS - Road Main. Gravel Trucking	40,000.00	39,340.68	659.32	2
530-200-136 - TS - Road Maintenance		15,580.37	(15,580.37)	
530-300-100 - TS - Street Lighting-Carroll & Nesbitt	3,200.00	3,254.76	(54.76)	2-
530-300-110 - TS - Street Lighting - Wawa	13,200.00	12,433.36	766.64	6
530-300-115 - TS - Manager's Cell Phone	1,510.00	1,449.28	60.72	4

MUNICIPALITY OF OAKLAND-WAWANESA
GENERAL OPERATING FUND - EXPENDITURES
For the Period Ending December 31, 2023

	Budgeted	Actual	Variance	Var %
530-300-116 - TS - Nesbitt & Wawa Shops Utility	10,800.00	6,688.49	4,111.51	38
530-400-110 - TS - Equip Repairs - Flat Deck Trailer		316.70	(316.70)	
530-400-111 - TS - Equipment Fuel	117,000.00	84,864.83	32,135.17	27
530-400-114 - TS - Equip Repairs - Mower Attachments		2,079.06	(2,079.06)	
530-400-115 - TS - Equip Repairs & Maint - Misc	3,500.00	3,153.77	346.23	10
530-400-116 - TS - Work Shop & Yard Operations	35,000.00	34,184.05	815.95	2
530-400-117 - TS - Equip. Repairs - Shulte Mower	3,000.00	5,859.17	(2,859.17)	95-
530-400-118 - TS - Equip. Repairs NH Loader - W	1,500.00	3,137.98	(1,637.98)	109-
530-400-119 - TS - Equip. Repairs - Loader	3,000.00	7,078.03	(4,078.03)	136-
530-400-120 - TS - Equip Repairs-Loader Attachments		117.29	(117.29)	
530-400-121 - TS - Equip. Repairs - Graders	20,000.00	24,930.29	(4,930.29)	25-
530-400-122 - TS - Equip Repairs - CASE IH Tractor	2,500.00	1,608.55	891.45	36
530-400-123 - TS - Equip. Repair - Gravel Trailer	3,000.00	3,894.46	(894.46)	30-
530-400-125 - TS - Equip Repairs - Backhoe	2,000.00		2,000.00	100
530-400-126 - TS - Equip Repairs - F550	3,500.00	774.99	2,725.01	78
530-400-127 - TS - Equip Repairs - 2011 GMC Truck	1,500.00	2,080.10	(580.10)	39-
530-400-128 - TS - Equip Repairs - 2019 GMC Sierra	1,500.00	1,892.14	(392.14)	26-
530-400-129 - TS - Equip Repairs - Kenworth Tandem	1,000.00	4,219.36	(3,219.36)	322-
530-400-131 - TS - Road Main. Gravel Crushing	66,300.00	40,493.41	25,806.59	39
530-400-133 - TS - Road Mtce - Wawa Sand & Salt,Gravel	2,000.00	5,898.00	(3,898.00)	195-
530-400-134 - TS - Truck Rental	30,000.00	31,100.71	(1,100.71)	4-
530-400-150 - TS - Sidewalks & Boulevards	3,000.00	600.00	2,400.00	80
530-400-160 - TS - Bridges, Culverts & Drainage - W	15,000.00	13,577.84	1,422.16	9
530-400-161 - TS - Bridges, Culverts & Drainage - O		30,440.79	(30,440.79)	
530-400-162 - TS - Ditching & Mulching		4,340.00	(4,340.00)	
530-400-190 - TS - Snow & Ice Removal Materials - W		1,410.00	(1,410.00)	
530-400-191 - TS - Snow & Ice Removal - O	3,000.00		3,000.00	100
530-400-220 - TS - Traffic Services - O	4,000.00	7,038.31	(3,038.31)	76-
530-400-225 - TS - Traffic Services - W	2,000.00	10,437.78	(8,437.78)	422-
530-400-310 - TS - Asset Management	3,100.00	257.25	2,842.75	92
Total Public Works Employees & Benefits:	745,188.00	731,184.10	14,003.90	2
TOTAL TRANSPORTATION SERVICES:	745,188.00	731,184.10	14,003.90	2
ENVIRONMENTAL HEALTH SERVICES				
Environmental Health Services				
540-100-110 - EH - WTS - Wages - W	14,500.00	13,444.92	1,055.08	7
540-110-120 - EH - Employee Benefits - WTS-W	2,100.00	1,178.65	921.35	44
540-200-100 - EH - Wages - WTS - Staff - O	16,400.00	15,942.02	457.98	3
540-200-109 - EH - WTS Hydro - O	1,650.00	869.14	780.86	47
540-200-110 - EH - WTS - Municipal Waste Management	65,100.00	66,414.27	(1,314.27)	2-
540-200-112 - EH - WTS - Maintenance - O	1,000.00	2,272.37	(1,272.37)	127-
540-200-113 - EH - WTS - Maintenance - W	1,000.00	998.64	1.36	0
540-200-130 - EH - Municipal Wells - Treesbank	1,500.00	1,147.69	352.31	23
540-200-135 - EH - Municipal Wells - Hayfield	1,500.00	(259.45)	1,759.45	117
540-200-150 - EH - Recycling	27,125.00	27,828.05	(703.05)	3-
540-200-160 - EH - WTS Improvements	2,500.00	1,391.00	1,109.00	44
540-210-120 - EH - Employee Benefits - WTS-O		1,295.60	(1,295.60)	
Total Environmental Health Services:	134,375.00	132,522.90	1,852.10	1
TOTAL ENVIRON HEALTH SERVICES:	134,375.00	132,522.90	1,852.10	1

MUNICIPALITY OF OAKLAND-WAWANESA
GENERAL OPERATING FUND - EXPENDITURES
For the Period Ending December 31, 2023

	Budgeted	Actual	Variance	Var %
PUBLIC HEALTH & WELFARE SERVICES				
550-200-180 - H&W - Social Welfare Assistance	1,800.00	1,753.41	46.59	3
550-500-500 - H&W - Cemeteries	5,000.00	5,000.00		
550-500-510 - H&W - Grants to Hospitals	3,000.00	3,000.00		
550-500-521 - H&W - Handi Transit	15,000.00	15,000.00		
550-500-525 - H&W - Senior Independent Services	1,300.00	1,300.00		
TOTAL PUBLIC HEALTH & WELFARE SERVICES:	26,100.00	26,053.41	46.59	0
ENVIRONMENTAL DEVELOPMENT SERVICES				
560-200-100 - ED - Planning & Zoning (Rest of Mon)	4,000.00		4,000.00	100
560-200-136 - ED - Other Beautification - Flowers, etc	2,000.00	1,762.90	237.10	12
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES:	6,000.00	1,762.90	4,237.10	71
ECONOMIC DEVELOPMENT SERVICES				
570-100-120 - EC - Destruction of Pests	1,500.00	880.00	620.00	41
570-100-170 - EC - Conservation District	7,470.44	7,470.44		
570-200-140 - EC - Weed Control	40,000.00	33,094.75	6,905.25	17
570-200-160 - EC - Veterinary Services	932.00	913.92	18.08	2
570-200-210 - EC - Tourism	549.00	549.00		
570-500-185 - EC - Staff Appreciation	2,000.00	1,445.64	554.36	28
TOTAL ECONOMIC DEVELOPMENT SERVICES:	52,451.44	44,353.75	8,097.69	15
RECREATION & CULTURAL SERVICES				
580-400-140 - R&C - Skating Rinks & Arenas - Materials	5,100.00		5,100.00	100
580-500-101 - R&C - Rec Comm (Waterpk, Camp, Baseball)	49,165.00	49,165.00		
580-500-110 - R&C - Community Centres & Halls	12,780.00	12,780.00		
580-500-120 - R&C - Grants re Water to facilities	4,500.00		4,500.00	100
580-500-140 - R&C - Skating Rinks & Arenas	39,260.00	39,260.00		
580-500-170 - R&C - Museums	500.00	500.00		
580-500-175 - R&C - Charitable Donations/Grants		50,400.00	(50,400.00)	
TOTAL RECREATION & CULTURAL SERVICES:	111,305.00	152,105.00	(40,800.00)	37-
FISCAL SERVICES				
Transfer to Capital				
590-990-987 - TF - Transfer to Capital - Building	13,346.42	14,727.92	(1,381.50)	10-
590-990-991 - TF - Transfer to Capital - PW	328,200.00	171,181.83	157,018.17	48
590-990-992 - TF - Transfer to Capital - Fire	20,000.00	20,000.00		
Total Transfer to Capital:	361,546.42	205,909.75	155,636.67	43
Contributions to Reserves				
590-990-984 - TF-Contribution to Emergency Mitigation	14,881.00	14,481.00	400.00	3
590-990-986 - TF-Contribution to WTS Decommissioning	1,000.00	1,000.00		
590-990-990 - TF-Contribution to LT Service Reserve	1,450.00	1,450.00		
590-990-993 - TF - Contribution to General Reserve	129,000.00	129,000.00		
590-990-994 - TF - Contribution to Building Reserve	45,000.00	45,000.00		
590-990-995 - TF - Gas Tax Reserve Provision - O	66,145.33	33,072.67	33,072.66	50
590-990-996 - TF - Gas Tax Reserve Provision - W	33,072.67	41,508.83	(8,436.16)	26-

MUNICIPALITY OF OAKLAND-WAWANESA
GENERAL OPERATING FUND - EXPENDITURES
For the Period Ending December 31, 2023

	Budgeted	Actual	Variance	Var %
590-990-997 - TF - Contribution to Fire Reserve	70,000.00	70,000.00		
590-990-999 - TF - Contribution to Replacement Reserv	109,500.00	141,500.00	(32,000.00)	29-
Total Contributions to Reserves:	470,049.00	477,012.50	(6,963.50)	1-
Debentures Debt				
590-700-703 - Interest on Bank Loan #3	1,018.29	60.48	957.81	94
590-700-706 - Interest on Bank Loan #4	1,199.99	1,199.99		
590-700-707 - Interest on Bank Loan #5	7,470.71	7,470.72	(0.01)	
Total Debentures Debt:	9,688.99	8,731.19	957.80	10
Other Fiscal Services				
590-700-750 - FS - Deficit Recovery	150,000.00	159,468.00	(9,468.00)	6-
Total Other Fiscal Services:	150,000.00	159,468.00	(9,468.00)	6-
 TOTAL FISCAL SERVICES:	 991,284.41	 851,121.44	 140,162.97	 14
 TOTAL EXPENDITURES:	 2,824,501.31	 2,686,636.71	 137,864.60	 5

MUNICIPALITY OF OAKLAND-WAWANESA
UTILITY REVENUES AND EXPENDITURES
For the Period Ending December 31, 2023

	Budgeted	Actual	Surplus (Deficit)	Var %
REVENUES				
Water and Sewer Charges				
750-100-100 - Water Consumer Sales	179,450.00	182,444.50	2,994.50	2
Total Water and Sewer Charges:	179,450.00	182,444.50	2,994.50	2
Other Revenues				
750-100-115 - Property taxes	110,591.46	110,591.46		
750-100-130 - Penalties	1,650.00	1,627.12	(22.88)	1-
750-100-140 - Hydrant Rentals	4,750.00	4,750.00		
750-100-150 - Installation Service	5,000.00	1,633.50	(3,366.50)	67-
750-100-170 - Provincial Grants	10,000.00		(10,000.00)	100-
750-100-180 - Other Revenue		502.25	502.25	
750-200-100 - Investment Income	1,000.00	2,060.40	1,060.40	106
780-100-110 - Transfer from General Reserve - Utility	20,000.00		(20,000.00)	100-
Total Other Revenues:	152,991.46	121,164.73	(31,826.73)	21-
TOTAL REVENUES:	332,441.46	303,609.23	(28,832.23)	9-
EXPENDITURES				
Water supply				
760-100-100 - UT - Administration-office	8,100.00	8,500.00	(400.00)	5-
760-200-000 - UT - Water/Wastewater contractor	22,750.00	23,356.79	(606.79)	3-
760-200-010 - UT - Training & Education (Water)	1,000.00	2,491.44	(1,491.44)	149-
760-200-120 - UT - Water Treatment Plant	3,500.00	17,581.30	(14,081.30)	402-
760-200-150 - UT - Transmission & Distribution	24,000.00	27,633.76	(3,633.76)	15-
760-200-160 - UT - Other Water Supply Costs - Contract	2,000.00	1,774.81	225.19	11
760-200-170 - UT - Water Connections - Contract Serv	1,000.00		1,000.00	100
760-300-130 - UT - Wells - Utilities	10,000.00	11,868.77	(1,868.77)	19-
760-400-120 - UT - Water Treatment Plant-Supplies	15,000.00	9,248.83	5,751.17	38
760-400-150 - UT - Transmission & Distribution - Mater	1,000.00	5,976.01	(4,976.01)	498-
760-400-160 - UT - Other Water Supply Costs - Material		40.50	(40.50)	
760-300-160 - UT - Handheld Water Reader	500.00		500.00	100
Total Water supply:	88,850.00	108,472.21	(19,622.21)	22-
Sewage Collection and Disposal				
770-000-100 - UT - Sewer Administration - office	8,100.00	8,100.00		
770-200-000 - UT - Water/Wastewater contractor	22,400.00	23,171.21	(771.21)	3-
770-200-010 - UT - Training & Education (Sewage)	1,000.00	1,355.70	(355.70)	36-
670-200-130 - UT - Sewage Collection System - Contract	6,800.00	5,065.08	1,734.92	26
770-200-130 - UT - Insurance (Sewage)	4,500.00	4,542.04	(42.04)	1-
770-400-120 - UT - Sewage Lift Station - Materials & S	200.00	627.86	(427.86)	214-
Total Sewage Collection and Disposal:	43,000.00	42,861.89	138.11	0
790-100-105 - UT - Transfer to Capital - Utility	30,000.00		30,000.00	100
790-100-110 - UT - Transfer to Reserves	60,000.00		60,000.00	100
730-500-110 - Debenture Unmatured Wawanesa Lagoon	(82,138.94)	82,138.94	(164,277.88)	200-
760-700-700 - UT - Interest on Debentures	28,452.52	28,452.52		
TOTAL EXPENDITURES:	168,163.58	261,925.56	(93,761.98)	56-

MUNICIPALITY OF OAKLAND-WAWANESA
UTILITY REVENUES AND EXPENDITURES
For the Period Ending December 31, 2023

	<u>Budgeted</u>	<u>Actual</u>	<u>Surplus (Deficit)</u>	<u>Var %</u>
NET OPERATING SURPLUS/(DEFICIT)				
Revenues	332,441.46	303,609.23	(28,832.23)	9-
Expenses	168,163.58	261,925.56	(93,761.98)	56-
Net Surplus (Deficit)	164,277.88	41,683.67	(122,594.21)	75-

COMMITTEE REPORT FOR Ward 2 (name of committee)

COUNCIL MEETING DATE January 19, 2024

SUBMITTED BY Councillor Hatch

I would like to report the following:

Attended the December council meeting

Responded to RM emails

Investigated and sourced quote for spray rig for RM

Attended meeting with Public Works in Hartney to do with spraying

Discussed upcoming budget concerns

Drove roads prior to Christmas to check on grading concerns

Checked on tree growing under hydro wires in northwest with Public Works

COMMITTEE REPORT FOR Ward 1 (name of committee)

COUNCIL MEETING DATE January 19, 2024

SUBMITTED BY Councillor McDonald

I would like to report the following:

- I attended the Staff/Council Christmas appreciation luncheon
- I reviewed Emails from Staff/Head of Council/Councillors/Public Works Manager
- I reviewed Bank Reconciliations
- I attended Valley Lodge throughout the month and met with the Secretary Treasurer/Treasurer/Residents to address questions and concerns
- I met with the Secretary Treasurer of the Handi Van to go over things and sign papers and cheques

Anything else I will bring up at the meeting.

Councillor Ward 1

Bob McDonald

COMMITTEE REPORT FOR: WARD 1

COUNCIL MEETING DATE: January 19, 2024

SUBMITTED BY: BRETT MCGREGOR

I would like to report the following:

- **Responded to emails and text messages and phone calls from ratepayers and office on municipal matters.**
- **Reviewed material for regular council meeting.**
- **Reviewed emails from office staff, AMM, FCM, ratepayers.**
- **Reviewed bank reconciliations.**
- **Further work on ice plant for grants, legal and closing the project off.**
- **Completed final grant application and received final payment from Province of \$120,000 out of \$300,000 total for ice plant.**
- **Participated in budget meeting and personnel discussions.**

COMMITTEE REPORT FOR HEAD OF COUNCIL

COUNCIL MEETING DATE January 19, 2024

SUBMITTED BY Dave Kreklewich

I would like to report the following:

- **Attended the Municipal office on various occasions to review matters with the CAO as well as reviewing invoices and signing cheques.**
- **Received and reviewed emails from ratepayers and Councillors.**
- **I chaired the initial 2024 budget meeting December 15.**
- **Worked with the Western Caucus executive to develop the January meeting agenda.**
- **Meeting with the AMM executive January 18.**

CHIEF ADMINISTRATIVE OFFICER'S REPORT – January 2024

Provincial Conference Calls

This month's call took place on January 11th. It provided information on grant updates, 2024 tax production systems, water and waste water training opportunities, and included power point presentations from Public Health and Manitoba Transportation and Infrastructure.

The next call will be February 8th.

Property Matters

Property matters included a rejection by the Minister of the subdivision application approved by Council in December. I believe the applicant is appealing the decision to The Municipal Board.

There were 24 development permits issued in 2023 for an estimated value of \$2,104,684.50 compared with 31 permits in 2022 with an estimated value of \$12,144,906.90.

Meetings with Members of Council

Discussions continue with members of Council either in person, over the phone, or by email.

Municipal Emergency Coordinator

I have not heard back from Cornwallis with respect to continuing to share this position. The current coordinator has provided the name of a graduate of the Emergency Planning Course who would be interested in the position.

Budget Preparation

Members of the Administration prepared a draft budget for Council's initial consideration.

Meetings and Conferences

Participated in the AMM meeting at the Municipal Office on January 18, 2024.

J. Swidnicki
Chief Administrative Officer

FINANCE OFFICER'S REPORT – January 2024

- Bank reconciliations were completed for the month of December for the General, and the Utility accounts.
- I updated our Tax Program so that it is now up to date as of the end of December 2023 with LTO/Transfer of Land and other information from the MMO site.
- Monthly Multi-Material Stewardship Manitoba (MMSM) reporting was completed for December. The Municipality reported a total of 7,125 kg in recyclables (down from 7,580 kg in December 2022).
- As of December 31, 2023, 96.8% (2022 96.9%, 2021 97.2%) of property taxes have been paid. The final installment of School Tax Levies will be paid by the end of January. Even though not all of the property taxes have been collected, 100% of school taxes must be remitted.
- Calculations for the grants for the water used by the Community Pool and the Wawanesa and District Rec Centre will be calculated this month and letters sent out informing them of their grant amounts. The budget total was \$4,500.00.
- Utility accounts with arrears 90 days or more at year end had the balance transferred to their tax account. There were 21 accounts totalling \$8,219.98.
- Work on the preliminary budget for 2024 continues.
- Year end work continues.
- Final Notice letters were mailed out the beginning of January to rate payers that had arrears owing from 2022, advising them that their property would be subject to Tax Sale unless payment or suitable arrangements for payment were made before the 12th of January 2024. There were 20 properties with total arrears of \$30,665.37. To date, six have paid their arrears and two have entered into payment agreements. One property, located in Carroll, is going to be let go for Tax Sale.

Elaine McGregor
Finance Officer



Agenda Meeting: January 19th, 2024
Submitted by: Chelsea Long
January 19th, 2023

Public Works On-Going

- Staff are staying busy doing repairs and snow clearing.
- Trees were trimmed on municipal property that were interfering with rate payer's hydro.
- Had meeting with the Weed District in Hartney
- DFA claim completed.
- Met with gravel crushing company to discuss plan for 2024.
- Budget discussions

GRAVEL CRUSHING: Consideration

Would like council to consider crushing more gravel than planned as our rate is low at \$4.75/yard and the current rate is at \$6.75/yds
We have 12,000 yards in contract (last year) to be crushed.

Comparison

\$4.75 x 12,000yds = \$57,000
\$6.75 x 12,000yds = \$81,000 Difference of \$24,000

\$4.75 x 30,000yds = \$142,500
\$6.75 x 30,000yds = \$202,500 Difference of \$60,000

Municipal Water Wells

- Pump repair for Euclid Street lift station
- Water leak outside water plant being repaired.

Transfer Stations

- No issues

Equipment

- Water pump sent to be fixed.
- New battery installed in Seirra.
- Ford F-550 going in for list of repairs.

Oakland-Wawanesa Fire Dept Mounthly Report 2023

Jan

Call#	Date	Time	Function/Event/Practise	Location	Personnel	Equipment
23-01	2023-01-09	13:28:00	Medical/ Gas leak	south Cypress	8	4 Units
	2023-01-10	19:00:00	Equipment checks	Fire hall	7	
	2023-01-12	19:00:00	Fire training (Rink)	Fire hall		

Feb

23-02	2023-02-01	09:47:00	Medical assist	Wawanesa	1	1 Unit
	2023-02-01	13:30:00	MFR Meeting	Fire hall	1	
	2023-02-06	19:00:00	Training	Fire hall	1	
	2023-02-08	08:00:00	Mutual Aid Meeting	Brandon	1	
	2023-02-13	19:00:00	Equipment checks	Fire hall	6	

March

	2023-03-01		Raffle Start Date		30	
	2023-03-01	19:00:00	CPR Training	Fire hall	14	
	2023-03-02	19:00:00	CPR Training	Fire hall	12	
	2023-03-04	09:00:00	Trauma Training	Fire hall	5	
	2023-03-08	19:00:00	First Aid Training	Fire hall	12	
	2023-03-09	19:00:00	First Aid Training	Fire hall	14	
	2023-03-11	16:00:00	Equipment checks	Fire hall	7	
23-03	2023-03-14	14:53:00	MVC #2 & rd 105	Oakland	14	5 Units
	2023-03-16	20:00:00	Mutual Aid Hockey	Wawanesa	16	
23-04	2023-03-17	18:36:00	MVC #2 & PTH 530	south Cypress	12	5 Units
23-05	2023-03-29	18:54:00	Vehicle Fire 2&10	Oakland	12	5 Units

April

	2023-04-12	19:00:00	Fire Training Ice Rescue	Wawanesa		
23-06	2023-04-16	12:49:00	MCV	Oakland	14	5 Units
	2023-04-17	19:00:00	Equipment checks	Fire hall	7	
	2023-04-19	08:00:00	Safety unit #2	Wawanesa	1	1 Unit
	2023-04-19		MFR Agreement Signed			
23-07	2023-04-28	17:56:00	Grass fire	Glen/Cypress	19	6

May

	2023-05-05	09:00:00	Fire Inspection Wee Care	Wawanesa	1	
	2023-05-11	19:00:00	MFR Training night	Fire hall		
	2023-05-15	16:30:00	MFR station Inspection	Fire hall	2	
23-08	2023-05-19	22:10:00	Gas smell hospital	Wawanesa	2	
23-09	2023-05-20	13:25:00	Dump Fire Nesbitt	Oakland	2	
23-10	2023-05-22	11:38:00	MFR Lodge	Wawanesa	2	
	2023-06-01	15:00:00	Fire chiefs conference	Stienbach	2	3 Days
23-11	2023-06-02	16:11:00	MVC 4 th st	Wawanesa	12	5 Units

Sheet1

June

	2023-06-06	19:00:00	MFR Training night	Wawanesa	16	
	2023-06-12	19:00:00	Fire Training	Wawanesa	19	
23-12	2023-06-17	14:21:00	Grass Fire	South Cypress	8	5 Units
	2023-06-20	19:00:00	MFR Training night	Wawanesa	18	

July

	2023-07-03	09:00:00	MFR In service Date	OWFD	2	
	2023-07-08	06:00:00	PPP breakfast & events	Wawanesa	16	
23-13	2023-07-11	21:04:00	MFR Response	Wawanesa	2	1 Unit
	2023-07-13	19:00:00	Sod laying Tower	Wawanesa	14	
	2023-07-17	19:00:00	MFR Training night	Fire hall	16	
23-14	2023-07-26	13:53:00	Garaage fire	Wawanesa	15	5 Units
23-15	2023-07-30	04:18:00	MVC#2 & 18 &MFR	Oakland	10	5 Units

Aug

23-16	2023-08-06	13:43:00	MVA False Alarm& MFR	Oakland	10	5 Units
23-17	2023-08-13	21:17:00	MFR 316 main st	Wawanesa	2	1 Unit
	2023-08-22		Unit 1 repairs	Acres	1	
23-19	2023-08-20	10:38:00	Mfr 303 Water st	Wawanesa	2	1 Unit
23-18	2023-08-22	12:13:00	Fire Alarms	Oakland	11	5 Units
23-20	2023-08-30	18:11:00	Combine fire	Oakland	14	5 Units

Sept

23-21	2023-09-18	13:30:00	MFR 312 Main st	Wawanesa	2	1 Unit
	2023-09-19	21:00:00	Fire Mfr training	Wawanesa	21	

Oct

23-22	2023-10-03	09:55:00	MFR Rd 38 oakland	Oakland	2	1 Unit
23-23	2023-10-05	19:00:00	MFR 2 nd street	Wawanesa	3	2 Units
23-24	2023-10-07	20:37:00	structure fire treesbank rd	Oakland	16	5 Units
	2023-10-17	19:00:00	Training	firehall	18	
	2023-10-18	19:00:00	Truck checks	Firehall	7	
23-25	2023-10-18	14:33:00	MFR Acres	Oakland	2	1 Unit
23-26	2023-10-18	19:34:00	Grass fire	Oakland	11	5 Units
23-27	2023-10-28	09:00:00	2 Vehicle MVC	Oakland	4	2 Units
23-28	2023-10-29	11:31:00	Single Vehicle MVC	Oakland	14	5 Units

Nov

23-29	2023-11-06	08:38:00	MFR Tower Rd	Oakland	2	1 Unit
	2023-11-14	19:00:00	Fire training	Fire hall	22	
23-30	2023-11-25	10:38:00	MFR Community Hall	Wawanesa	3	1 Unit

Dec

23-31	2023-12-08	19:00:00	MFR #2 hwy	Oakland	4	2 Units
23-32	2023-12-09	14:10:00	MFR Oakland	Oakland	2	1 Unit
	2023-12-04	19:00:00	Fire training	firehall	21	
	2023-12-17	17:00:00	Christmas Parade	Wawanesa	14	5 Units
	2023-12-18	19:00:00	Equipment checks	firehall	8	

Municipality of Oakland-Wawanesa

By-Law No. 36-2023

BEING a by-law of the Municipality of Oakland-Wawanesa to amend Fees and Charges By-law No. 08-2020.

WHEREAS in accordance with Section 232 (2)(d) of *The Municipal Act*, a municipality may, in a by-law, establish fees or other charges for services, activities or things provided or done by the Municipality.

AND WHEREAS it is deemed necessary and expedient to include in one by-law, the fees and charges payable to the Municipality for various services and activities provided by the Municipality of Oakland Wawanesa.

AND WHEREAS it is deemed necessary to amend the fees and charges payable to the Municipality.

NOW THEREFORE the Council of the Municipality of Oakland-Wawanesa duly assembled, enacts as follows:

1. THAT Schedule "D" Transportation Services Fees and Schedule "F" Utility Fees be deleted in their entirety and replaced therefor with the attached Schedules "D" and "F".

DONE AND PASSED by the Council of the Municipality of Oakland-Wawanesa duly assembled this day of 2024.

Dave Kreklewich
Head of Council

Joni Swidnicki
Chief Administrative Officer

Read a first time this 15 day of Dec, 2023.

Read a second time this day of , 2024.

Read a third time this day of , 2024.

Schedule "D" to By-Law No. 08-2020

TRANSPORTATION SERVICES FEES SCHEDULE

Dust Control	\$25.00 per application plus costs
Shingles	\$100.00 per house load \$30.00 per load for smaller load \$300.00 per commercial load
Sale of Salvage	\$5.00 for used blades, other salvage by tender/bid
Water Control Works License	\$100.00 administrative fee plus Provincial application fee (currently \$500)
Water Control Works Certificate	\$50.00 administrative fee plus Provincial application fee (currently \$100)
Approach Application Fee	\$100.00
*Culvert Procurement (if required)	\$100.00 plus costs
**Temporary Approach Deposit	\$1,000.00
Approaches Built Without Approval	\$1,000.00
<p>* Culvert pricing to be determined when license approval is received from Manitoba Sustainable Development. Culvert Price is FOB Nesbitt, applicant is responsible to pick up culvert from Nesbitt Municipal yard.</p> <p>** Refundable if removed within the time duration specified in the application.</p>	
Pitrun	\$3.25 per yard
Stripping	\$1.35 per yard
Aggregate Hauling License	\$100.00 plus transport fees as set out by MB Regulation 48/97

Schedule "F" to By-Law No. 08-2020

UTILITY FEES SCHEDULE

Connection and Disconnect water (at owners' request) \$50.00

For connection to the Wawanesa sewer and water system with 10% increases/year

Municipality will:

- supply materials required for new service connection from the water and sewer mains to the property line up to a maximum of 40m;
- supply and install the water meter;
- make the final connection to the water main

2021	2022	2023	2024	2025
\$1,350.00	\$1,485.00	\$1,633.50	\$1,796.85	\$1,976.54

All other costs to be at the owner's expense.

Lagoon Tipping Fees

Effective January 1, 2023	\$30.00 per 1,000 gallons
Effective January 1, 2024	\$35.00 per 1,000 gallons
Effective January 1, 2025	\$40.00 per 1,000 gallons

MUNICIPALITY OF OAKLAND-WAWANESA

BY-LAW NO. 37-2023

Being a by-law to regulate the proceedings and conduct of the council and the committees thereof and repeal Procedure By-law No. 06-2018.

WHEREAS Section 149(1) of The Municipal Act provides that a council must establish by by-law rules of procedure and review the by-law at least once during the term of office.

THEREFORE BE IT RESOLVED that the council of the Municipality of Oakland-Wawanesa, in open meeting assembled, enacts as follows:

PART ONE: PURPOSE AND DEFINITIONS

Title

- 1.0 This by-law may be referred to as the "Municipality of Oakland-Wawanesa Procedure By-law".
- 1.1 The following rules and regulations shall be observed in council, and in all committees thereof.

Definitions

- 1.2 In this by-law:

"Act" means The Municipal Act S.M. 1996 c.58.

"Agenda" means the agenda for a regular or special meeting of council or committee of council.

"CAO" means the Chief Administrative Officer of the Municipality of Oakland-Wawanesa or his/her designate.

"Chair" means the person presiding at the meeting of council or committee.

"Committee" means a committee or other body established under the Municipality of Oakland-Wawanesa Organizational By-law but does not include a committee of the whole council or Local Urban District.

"Committee of the Whole Council" means a committee of all members present at a council meeting sitting as a committee. It is a procedural device that permits council greater freedom of debate.

"Council" means the duly elected Head of Council and Councillors of the Municipality of Oakland-Wawanesa.

"Council Meeting" means a regular meeting or special meeting of the council.

"General Holiday" means each Saturday and Sunday, and includes such days as New Year's Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Terry Fox Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day (when it falls on a work day) Christmas Day, Boxing Day, and any other day declared a holiday by the Provincial or Federal Government.

"In Camera" means in private or to the exclusion of the public.

"Inaugural Meeting" means the organizational meeting of Council held immediately following a general election.

"Members" means, when referring to the council, the Councillors and the Head of Council of Council.

"Public Hearing" means a meeting of council or that portion of a meeting of council, which is convened to hear matters required by:

- (1) The Municipal Act;
- (2) The Planning Act;
- (3) any other Act; or
- (4) council.

PART TWO: GENERAL PROVISIONS

General Rule

- 2.0 In all proceedings coming before council and any established committee of council, the rules set out herein must be observed subject to any Act of the Manitoba Legislature and, in particular, The Municipal Act.

Reference Source

- 2.1 When any matter relating to proceedings arises which is not covered by a provision of this by-law, the matter must be decided by reference to the current edition of Robert's Rules of Order, where applicable.

In the event of any conflict between the provisions set out in this by-law and those contained in the reference source, the provisions of this by-law will apply.

Internal Regulation

- 2.2 Procedure is a matter of internal regulation and any ruling of the Head of Council or Committee Chairperson will prevail subject to the appellate jurisdiction of council or the committee.

Suspension of Rules

- 2.3 Any rule contained in this by-law may be suspended by a vote of the majority of the members present, except in cases where the Act or by this by-law, some other vote is required.

Review of Rules

- 2.4 Each council must at least once during its term of office review the rules of procedure contained and set out in this by-law.

PART THREE: MEETINGS OF COUNCIL

General Powers

- 3.0 The general powers of council must be exercised by a resolution passed by the council except where such public business is specifically required to be exercised by the passage of a civic bylaw. A by-law or resolution that is inconsistent with any Act of the Manitoba Legislature, or with any regulations made pursuant to such an Act, has no validity.

Inaugural Meeting

- 3.1 Following a general election, the Head of Council must call the Inaugural Meeting of Council within 30 days of such election.
- 3.2 Every member of council must be given written notice of the day and time of the inaugural meeting and such notice must include a statement of the subjects to be taken into consideration at the meeting and be posted within the municipal office(s) at least 48 hours prior to the meeting.

Regular Meeting

- 3.3 Regular meetings of council shall be held on the 3rd Friday of each month at the hour of 9:00 a.m. Location of council meetings will be at the Council Chamber, 106 Fourth Street, Wawanesa, MB. A notice prior to the first council meeting each year shall be posted in the municipal office(s) and on the municipal website outlining the regular meeting schedule for that year.
- 3.4 All meetings of council shall be chaired by the Head of Council, or in his absence, by the Deputy Head of Council. If the Head of Council or Deputy Head of Council is not present at the time scheduled for a meeting, the members present may, if they constitute a quorum, appoint one of its members to chair the meeting.
- 3.5 If the day fixed for a regular meeting of council is a general holiday, the meeting shall be held at a day set by council resolution at a previous regular meeting of council.
- 3.6 Council may by resolution vary the date and time of a regular meeting as circumstances may require.

- 3.7 Notice of any change of day or time of a regular meeting of council must be posted in the municipal office(s) at least 120 hours (5 days) before the regularly scheduled date of the meeting.
- 3.8 At the hour set for a meeting to commence, and providing that a quorum is present, the Head of Council shall take the chair and shall call the meeting to order.
- 3.9 The council shall observe a curfew whereby the item on the agenda under discussion at 12:00 p.m will be the last item dealt with on that day unless by majority vote the council decide to extend the time of adjournment. In any case, only a one-half hour extension is allowed.
- 3.10 Council shall hold its meetings openly and no person shall be excluded, except for improper conduct.
- 3.11 Despite clause 3.10 of this by-law, council or council committee may close a meeting to the public if:
- a) the members decide during the meeting to meet as a committee of the whole to discuss a matter, and
 - b) the decision and general nature of the matter are recorded in the minutes of the meeting; and
 - c) the matter to be discussed relates to:
 - i) municipal assistance
 - ii) an employee, including the employee's salary, duties and benefits and any appraisal of the employee's performance;
 - iii) a matter that is in its preliminary stages and respecting which discussion in public could prejudice the municipality's ability to carry out its activities or negotiations,
 - iv) the conduct of existing or anticipated legal proceedings,
 - v) the conduct of an investigation under, or enforcement of, an Act or by-law,
 - vi) the security of documents or premises, or
 - vii) a report of the Ombudsman received by the head of the council under clause 36(1)(e) of The Ombudsman Act.
- 3.12 No resolution or by-law may be passed at a meeting that is closed to the public, except a resolution to reopen the meeting to the public.
- 3.13 A video recording may be made of each regular meeting and if made, will be posted on the website and retained for a minimum period of six months from the date of the meeting.

Agenda

- 3.14 A draft agenda of each regular meeting of council, as prepared by the CAO, together with copies of supporting materials shall be available to the members of council on Friday, 7 days prior to the meeting of council. A copy of the draft agenda and supporting materials shall be posted on the municipal website at the same time and be available in hard copy at the municipal office(s).
- 3.15 All items to be placed on the agenda of the next regular meeting of council must be provided to the CAO 9 days prior to the scheduled time of the regular meeting.
- 3.16 Items may be added to the agenda at a regular meeting of council by a majority vote of the members present, prior to adopting the final agenda for the regular meeting of council.
- 3.17 In preparing the council agenda, the CAO shall state the business for consideration in accordance with the following order of business:
- Call to order
 - Adoption of Agenda
 - Presentations & Recognitions of Guests
 - Confirmation of Minutes
 - Accounts/Finance
 - Delegations
 - Public Hearings
 - Communications & Petitions
 - Council, Committee and Staff Reports
 - By-laws
 - Unfinished Business
 - General Business
 - Giving of Notice
 - Adjournment

- 3.18 Notwithstanding the provisions under 3.17, it shall always be in order for the council to vary the order in which business on the agenda shall be dealt with by a majority vote of the members present.

Special Meetings

- 3.19 A special meeting of council may be called at any time by the Head of Council, and must be called by the Head of Council, if the Head of Council receives a written request from at least two members of council stating the purpose. A copy of the written request must also be served on the CAO.
- 3.20 Should the Head of Council not call a special meeting within 48 hours of receiving written request by two members of council, the CAO must call the meeting in accordance with the manner provided in this by-law.
- 3.21 The notice of the special meeting to all members of council may be oral, in electronic or written form, and must state the purpose of the meeting, and must be provided to all members of council and posted in the municipal office(s) and the municipal website at least 48 hours before the scheduled time of the meeting.
- 3.22 Should the Head of Council be unavailable, the Deputy Head of Council may call a special meeting only if requested in writing by two members in accordance with this by-law.
- 3.23 Any member of council may waive the right to be given notice by giving written notice to the CAO and having done so shall be deemed to have been given notice of a special meeting of council.
- 3.24 At a special meeting, no subjects or matters, other than those mentioned in the notice calling the meeting, shall be taken into consideration, unless all members of council are present, and the members unanimously agree by resolution to adding of items to the agenda.
- 3.25 A video recording may be made of each special meeting and if made, will be posted on the website and retained for a minimum period of six months from the date of the meeting.

Special Emergency Meetings, Civil Disaster or Emergency

Special Emergency Meetings

- 3.26 Special emergency meetings may be called with less than 48 hours' notice, if, in the opinion of the Head of Council or at the request from at least two members of council, a meeting is required to deal with an item of importance that must be decided without the opportunity to provide 48 hours' notice. Such special emergency meetings may be called after giving such notice as is considered reasonable in the circumstances.

Disaster or Emergency

- 3.27 Where a state of emergency is declared under an Act of the Legislature or an Act of Parliament or, where in the opinion of the Head of Council, a disaster or emergency exists or is imminent, a special emergency meeting of council may be called by the Head of Council after giving such notice as is considered reasonable in the circumstances.

Items of Business

- 3.28 Only such business as arises out of, or is incidental to, the special emergency, civil disaster or other emergency may be transacted at this meeting and, council must cause to be recorded in the minutes of the proceedings, the manner in which notice of the meeting is given.

PART FOUR: ORDER OF BUSINESS

Call to Order

- 4.0 At the date and time determined, the Head of Council, Deputy Head of Council or such other member as determined at the meeting shall call the meeting to order.

Adoption of the Agenda

- 4.1 The agenda, as circulated shall be adopted by resolution. No new items of business shall be added to the agenda without the support of a majority of members, or in the case of a special meeting, by support of all members of council.

Presentation & Recognition of Guests

4.2 Giving or Receiving Presentations

Presentations are to allow an opportunity for an individual or group to make to or receive from Council any form of presentation relating to a gift, award or similar honour.

4.3 Recognition of Guests

Recognition of guests is an opportunity for any member of council to give recognition to certain special guests (either individuals or groups) who are seated in the public gallery. A member of council wishing to recognize any visitor in the Council Chamber should, if possible, advise the Head of Council of such guests prior to the meeting being called to order.

Confirmation of Minutes

4.4 The minutes must be presented to council for a motion to confirm the minutes as circulated.

4.5 Any member may make a motion requesting that the text of the minutes be amended to correct any inaccuracy or omission, and if such motion is passed, council must adopt the minutes as amended. The reconsideration, alteration or rescinding of any motion passed at a previous meeting of council shall be in accordance with The Municipal Act.

Accounts/Finance

4.6 Reports related to the General Account, the Utility Account and the Statement of Revenue and Expenses will be provided to council monthly for adoption by resolution.

Delegations

4.7 A delegation seeking permission to address a meeting of council on a subject, the matter of which appears on the agenda of that meeting, shall inform the CAO no later than 12:00 noon, 3 days prior to the meeting.

4.8 A delegation seeking permission to address a meeting of the council on a subject, the matter of which does not appear on the agenda, shall provide to the CAO no later than 12:00 Noon, 9 days prior to the meeting a written submission outlining the topic and desire of the delegation.

4.9 A delegation seeking permission to address council which has not advised the CAO prior to the meeting shall, subject to the approval of the majority of council members present, be permitted to address council.

4.10 The Chair may limit the time taken by a delegation to 10 minutes. The delegation must appoint a spokesperson. All questions shall be channeled through the Chair.

4.11 There shall not be a limit to the number of delegations included on the agenda of a council meeting, but the CAO is granted authority to schedule delegations deemed appropriate.

4.12 The public shall not participate in the discussion at a council meeting, unless by unanimous consensus of the members present, or if necessary, a majority vote of council, the public is asked for their participation.

Public Hearing

4.13 Each member of council must attend a public hearing called by council unless the member:

- a) is excused by the other members from attending the hearing;
- b) is unable to attend owing to illness;
- c) is required under The Municipal Council Conflict of Interest Act to withdraw from the hearing.

4.14 For public hearings held under The Municipal Act, council has the right to limit the time taken by a person to 10 minutes, after which council may wish to ask questions of the person. All questions must be channeled through the chair of the hearing.

4.15 Council may decline to hear further presentations, questions or objections where it is satisfied that the matter has been addressed at the public hearing.

- 4.16 Council may decide which presenters will be heard, if it is satisfied that presentations are the same or similar.
- 4.17 Where at a public hearing, any person(s) other than a member of council is, in the opinion of the council, conducting himself in a disorderly or improper manner, council may, through the chair, require that person(s) to leave the meeting and if that person(s) fails to do so, may cause that person(s) to be removed.
- 4.18 Where at a public hearing, a member of council is conducting himself in a disorderly or improper manner, the council may, by a resolution passed by the majority of the other members present, require the member to leave the meeting, and if the member fails to do so, may cause the member to be removed.
- 4.19 If a public hearing is adjourned, the council shall provide a public notice of the date, time and place of the continuation of the hearing, unless information is announced at the adjournment of the hearing.

Communications & Petitions

- 4.20 Where a person or a group of persons wishes to bring any matter to the attention of council or to have any matter considered by council, a written letter, a non-statutory petition or other communication may be submitted to the CAO. Such communication or non-statutory petition must:
 - (a) be printed, typewritten or legibly written;
 - (b) clearly set out the matter at issue and the request made of council;
 - (c) be temperate and respectful;
 - (d) be signed (electronic signature acceptable); and
 - (e) provide the name and mailing address of the writer or spokesperson for the group submitting the petition.
- 4.21 On the receipt of a communication intended for council, the CAO may do the following:
 - (a) include it as an item on the agenda for the next regular meeting of council in full or in summary form; or
 - (b) refer it to the Administration for a report to council or the appropriate committee; or
 - (c) refer it to the Administration for action and/or reply, with a copy of such response being sent to council; or
 - (d) refer it to the Head of Council for direct reply, with a copy of such response being sent to council; or
 - (e) circulate it to the members of council individually as information if it does not require any further action by council.
- 4.22 Any matter required to be brought to council by way of statutory petition must be supported by a petition that meets the statutory provisions of The Municipal Act or other applicable legislation.

Council/Committee/Staff Reports

- 4.23 All council/committee/staff reports shall be submitted in writing to the Municipal Office not later than 12:00 noon, 9 days prior to the council meeting.

By-Laws

- 4.24 Every by-law being presented to council for enactment must have a by-law number assigned to it and be given a concise title indicating the purpose of the by-law.
- 4.25 Every proposed by-law must be given three separate readings, and each reading must be put to a separate vote.
- 4.26 Council may not give a proposed by-law more than two readings at the same council meeting.
- 4.27 A reading may be given to a by-law at a special meeting of council.

- 4.28 Only the title or an identifying number must be read at each reading of a proposed by-law.
- 4.29 Each member present at the meeting at which first reading is to take place must be given, or have had, the opportunity to review the full text of the proposed by-law before the by-law receives first reading.
- 4.30 All by-laws must be introduced for first reading by a motion that the by-law, specifying its number and short title be read a first time and council must vote on the motion for first reading without amendment or debate.
- 4.31 If at first reading of a by-law, a member does not elaborate on the subject matter of the by-law or phrase his or her question so as to indicate an opinion for or against the by-law, notwithstanding the above, he or she may ask a question or questions concerning the by-law.
- 4.32 If second reading is not being given at the same meeting, a member must specify the number and title of the by-law at the time it is being re-introduced and if no amendment is made to the by-law, this motion must then be put to a vote.
- 4.33 After a member has made a motion for second reading of a by-law, council may:
- (a) debate the substance of the by-law; and
 - (b) propose and consider amendments to the by-law.
- 4.34 Each member present at the meeting at which third reading is to take place must, before the proposed by-law receives third reading, be given, or have had, the opportunity to review the full text of the proposed by-law and any amendment passed after first reading.
- 4.35 The minutes of a meeting at which council votes on third reading to a by-law must show the name of each member present, the vote or abstention of each member and the reason for any abstention.

Unfinished Business

- 4.36 Items that have been tabled from previous meetings or are of an on-going nature may be considered under "Unfinished Business".

General Business

- 4.37 All new items of business shall be brought forward by correspondence, report or request for resolution under General Business and shall be submitted to the Nesbitt Office by 12:00 noon, 9 days prior to the council meeting.

Giving of Notice

- 4.38 Council may reconsider a decision after it is made providing:
- (a) at the same meeting at which the decision is made, all members who voted on the decision are present; or
 - (b) a member gives written notice to council from at least one regular meeting to the next regular meeting of the intent to move a motion of reconsideration.
- 4.39 A decision of council may not be reconsidered more than once during its term of office unless a further reconsideration is supported by not less than a two-thirds (2/3) majority of its members present at the meeting at which the reconsideration is being put forward.

Adjournment

- 4.40 A motion to adjourn the meeting may be made at any time and if seconded, the motion must be put immediately without debate. If the motion is passed by a majority of the members present, the meeting must stand adjourned.

PART FIVE: PROCEEDINGS IN COUNCIL

Commencement

- 5.0 As soon as there is a quorum present and the commencement time for the meeting has arrived, the Head of Council will call the members to order. In his or her absence, the Deputy Head of Council or such other member as determined at the meeting must chair the meeting.

- 5.1 A member of council may participate in a meeting of council virtually by means of a speaker phone or other similar device.
- 5.2 Members of council participating virtually in a meeting of council are deemed to be present at the meeting.

Quorum

- 5.3 A majority of the members of council constitutes a quorum subject to The Conflict of Interest Act. A quorum of council for the Municipality of Oakland-Wawanesa shall be four members.
- 5.4 If a position on council is vacant, the quorum will be the majority of the remaining members of council provided that the minimum number for a quorum cannot be less than three members.
- 5.5 Lack of quorum - If no quorum is present within 30 minutes after the time scheduled for a meeting, the council shall stand adjourned, and the CAO shall enter into the minutes the names of the members present at the meeting.
- 5.6 Where, by reason of withdrawals from a meeting under the provisions of The Municipal Council Conflict of Interest Act, the number of members remaining is not sufficient to constitute a quorum, the said Act provides that the number of members still remaining, if not fewer than two, is deemed to constitute a quorum of council.

Voting

- 5.7 Council may act only by resolution or by-law.
- 5.8 No motion shall be debated or put unless it is in writing or read verbally and is seconded, excepting only a motion to adjourn which need not be in writing.
- 5.9 A member of council has one vote each time a vote is held at a council meeting at which the member is present.
- 5.10 The minutes of a meeting at which council votes on the third reading of a by-law must show the name of each member present, the vote or abstention of each member, and the reason given for any abstention.
- 5.11 The CAO must record in the minutes the name of any member who exercise the right to abstain from voting on any resolution.
- 5.12 If an equal number of members vote for and against a resolution or by-law, the resolution or by-law is defeated.
- 5.13 Council may not reconsider or reverse a decision of council (a council resolution) within one year after it is made unless:
 - (a) at the same meeting at which the decision is made, all the members who voted on the original resolution are present and agree to reconsider and vote again; or
 - (b) a member gives written notice to the council, from at least one regular meeting to the next regular meeting, of a proposal to review and reverse the decision.
- 5.14 When council reconsiders and reverses a decision, the minutes must show the original decision and the decision made on reconsideration.
- 5.15 Any member of council may, prior to the taking of a vote on any question put, require a recorded vote to be taken. The CAO must record in the minutes of the meeting of council the names of the members present, the vote or abstention of each member.

Conduct

- 5.16 Every member previous to his speaking shall address the Chair.
- 5.17 When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first.
- 5.18 When the Chair is called on to decide a point of order or practice, he shall do so without comment unless requested to do so.
- 5.19 When the Chair is putting a question, no member shall leave his chair.

- 5.20 Discussion shall be limited to the question in debate.
- 5.21 No member shall speak to the question or in reply for longer than five minutes without approval of council.
- 5.22 Where at a council meeting a member of council is conducting himself in a disorderly or improper manner, the council may, by a resolution passed by the majority of the other members present, require the member to leave the meeting, and if the member fails to do so, may cause the member to be removed.
- 5.23 Where at a council meeting, any person other than a member of council is, in the opinion of the council, conducting himself/herself in a disorderly or improper manner, council may, through the Chair, require that person to leave the meeting and if that person fails to do so, may cause that person to be removed.
- 5.24 A motion to adjourn takes precedence over all others and may be moved at any time, but the question cannot be received after another question is actually put and while council is engaged in voting.
- 5.25 Immediately before putting the question, the Chair shall have the privilege of summarizing the debate, but no new matter shall be introduced.
- 5.26 Persons in the council chambers are not permitted to display signs or placards to applaud participants in debate or to engage in conversation or other behaviors which may disrupt council proceedings.
- 5.27 Council may limit the number of persons allowed in the council chambers.
- 5.28 The public and media may audio/video tape meeting proceedings, including public hearings, providing that said taping does not interfere with Council's ability to record the meeting.
- 5.29 A member must keep in confidence a matter that is discussed at a meeting closed to the public under subsection 152(3) of The Act until the matter is discussed at a council meeting conducted in public.
- 5.30 A member who breaches the requirement of confidentiality under clause 5.29 is subject to the Code of Conduct for Council Members By-law.
- 5.31 All points of order and procedure not resolved by rules provided in this by-law shall be resolved by a majority decision of council.

PART SIX: REPEAL OR AMENDMENT

6.0 By-law No. 06-2018 is hereby rescinded.

DONE AND PASSED as a by-law of the Municipality of Oakland-Wawanesa this day of , 2024.

Dave Kreklewich
Head of Council

Joni Swidnicki
Chief Administrative Officer

Read a first time this 15 day of Dec, 2023.

Read a second time this day of , 2024.

Read a third time this day of , 2024.

IF MTG'S GO
BACK TO TUES

MUNICIPALITY OF OAKLAND-WAWANESA

BY-LAW NO. 37-2023

Being a by-law to regulate the proceedings and conduct of the council and the committees thereof and repeal Procedure By-law No. 06-2018.

WHEREAS Section 149(1) of The Municipal Act provides that a council must establish by-law rules of procedure and review the by-law at least once during the term of office.

THEREFORE BE IT RESOLVED that the council of the Municipality of Oakland-Wawanesa, in open meeting assembled, enacts as follows:

PART ONE: PURPOSE AND DEFINITIONS

Title

- 1.0 This by-law may be referred to as the "Municipality of Oakland-Wawanesa Procedure By-law".
- 1.1 The following rules and regulations shall be observed in council, and in all committees thereof.

Definitions

- 1.2 In this by-law:

"Act" means The Municipal Act S.M. 1996 c.58.

"Agenda" means the agenda for a regular or special meeting of council or committee of council.

"CAO" means the Chief Administrative Officer of the Municipality of Oakland-Wawanesa or his/her designate.

"Chair" means the person presiding at the meeting of council or committee.

"Committee" means a committee or other body established under the Municipality of Oakland-Wawanesa Organizational By-law but does not include a committee of the whole council or Local Urban District.

"Committee of the Whole Council" means a committee of all members present at a council meeting sitting as a committee. It is a procedural device that permits council greater freedom of debate.

"Council" means the duly elected Head of Council and Councillors of the Municipality of Oakland-Wawanesa.

"Council Meeting" means a regular meeting or special meeting of the council.

"General Holiday" means each Saturday and Sunday, and includes such days as New Year's Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Terry Fox Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day (when it falls on a work day) Christmas Day, Boxing Day, and any other day declared a holiday by the Provincial or Federal Government.

"In Camera" means in private or to the exclusion of the public.

"Inaugural Meeting" means the organizational meeting of Council held immediately following a general election.

"Members" means, when referring to the council, the Councillors and the Head of Council of Council.

"Public Hearing" means a meeting of council or that portion of a meeting of council, which is convened to hear matters required by:

- (1) The Municipal Act;
- (2) The Planning Act;
- (3) any other Act; or
- (4) council.

PART TWO: GENERAL PROVISIONS

General Rule

- 2.0 In all proceedings coming before council and any established committee of council, the rules set out herein must be observed subject to any Act of the Manitoba Legislature and, in particular, The Municipal Act.

Reference Source

- 2.1 When any matter relating to proceedings arises which is not covered by a provision of this by-law, the matter must be decided by reference to the current edition of Robert's Rules of Order, where applicable.

In the event of any conflict between the provisions set out in this by-law and those contained in the reference source, the provisions of this by-law will apply.

Internal Regulation

- 2.2 Procedure is a matter of internal regulation and any ruling of the Head of Council or Committee Chairperson will prevail subject to the appellate jurisdiction of council or the committee.

Suspension of Rules

- 2.3 Any rule contained in this by-law may be suspended by a vote of the majority of the members present, except in cases where the Act or by this by-law, some other vote is required.

Review of Rules

- 2.4 Each council must at least once during its term of office review the rules of procedure contained and set out in this by-law.

PART THREE: MEETINGS OF COUNCIL

General Powers

- 3.0 The general powers of council must be exercised by a resolution passed by the council except where such public business is specifically required to be exercised by the passage of a civic bylaw. A by-law or resolution that is inconsistent with any Act of the Manitoba Legislature, or with any regulations made pursuant to such an Act, has no validity.

Inaugural Meeting

- 3.1 Following a general election, the Head of Council must call the Inaugural Meeting of Council within 30 days of such election.
- 3.2 Every member of council must be given written notice of the day and time of the inaugural meeting and such notice must include a statement of the subjects to be taken into consideration at the meeting and be posted within the municipal office(s) at least 48 hours prior to the meeting.

Regular Meeting

- 3.3 Regular meetings of council shall be held on the 3rd Tuesday of each month at the hour of 9:00 a.m. (or evening depending on Council decision) Location of council meetings will be at the Council Chamber, 106 Fourth Street, Wawanesa, MB. A notice prior to the first council meeting each year shall be posted in the municipal office(s) and on the municipal website outlining the regular meeting schedule for that year.
- 3.4 All meetings of council shall be chaired by the Head of Council, or in his absence, by the Deputy Head of Council. If the Head of Council or Deputy Head of Council is not present at the time scheduled for a meeting, the members present may, if they constitute a quorum, appoint one of its members to chair the meeting.
- 3.5 If the day fixed for a regular meeting of council is a general holiday, the meeting shall be held at a day set by council resolution at a previous regular meeting of council.
- 3.6 Council may by resolution vary the date and time of a regular meeting as circumstances may require.

- 3.7 Notice of any change of day or time of a regular meeting of council must be posted in the municipal office(s) at least 120 hours (5 days) before the regularly scheduled date of the meeting.
- 3.8 At the hour set for a meeting to commence, and providing that a quorum is present, the Head of Council shall take the chair and shall call the meeting to order.
- 3.9 The council shall observe a curfew whereby the item on the agenda under discussion at 12:00 p.m will be the last item dealt with on that day unless by majority vote the council decide to extend the time of adjournment. In any case, only a one-half hour extension is allowed.
- 3.10 Council shall hold its meetings openly and no person shall be excluded, except for improper conduct.
- 3.11 Despite clause 3.10 of this by-law, council or council committee may close a meeting to the public if:
- a) the members decide during the meeting to meet as a committee of the whole to discuss a matter, and
 - b) the decision and general nature of the matter are recorded in the minutes of the meeting; and
 - c) the matter to be discussed relates to:
 - i) municipal assistance
 - ii) an employee, including the employee's salary, duties and benefits and any appraisal of the employee's performance;
 - iii) a matter that is in its preliminary stages and respecting which discussion in public could prejudice the municipality's ability to carry out its activities or negotiations,
 - iv) the conduct of existing or anticipated legal proceedings,
 - v) the conduct of an investigation under, or enforcement of, an Act or by-law,
 - vi) the security of documents or premises, or
 - vii) a report of the Ombudsman received by the head of the council under clause 36(1)(e) of The Ombudsman Act.
- 3.12 No resolution or by-law may be passed at a meeting that is closed to the public, except a resolution to reopen the meeting to the public.
- 3.13 A video recording may be made of each regular meeting and if made, will be posted on the website and retained for a minimum period of six months from the date of the meeting.

Agenda

- 3.14 A draft agenda of each regular meeting of council, as prepared by the CAO, together with copies of supporting materials shall be available to the members of council **on Friday, prior** to the meeting of council. A copy of the draft agenda and supporting materials shall be posted on the municipal website at the same time and be available in hard copy at the municipal office(s).
- 3.15 All items to be placed on the agenda of the next regular meeting of council must be provided to the CAO **6 days** prior to the scheduled time of the regular meeting.
- 3.16 Items may be added to the agenda at a regular meeting of council by a majority vote of the members present, prior to adopting the final agenda for the regular meeting of council.
- 3.17 In preparing the council agenda, the CAO shall state the business for consideration in accordance with the following order of business:
- Call to order
 - Land Acknowledgement**
 - Adoption of Agenda
 - Presentations & Recognitions of Guests
 - Confirmation of Minutes
 - Accounts/Finance
 - Delegations
 - Public Hearings
 - Communications & Petitions
 - Council, Committee and Staff Reports
 - By-laws
 - Unfinished Business
 - General Business
 - Giving of Notice

Adjournment

- 3.18 Notwithstanding the provisions under 3.17, it shall always be in order for the council to vary the order in which business on the agenda shall be dealt with by a majority vote of the members present.

Special Meetings

- 3.19 A special meeting of council may be called at any time by the Head of Council, and must be called by the Head of Council, if the Head of Council receives a written request from at least two members of council stating the purpose. A copy of the written request must also be served on the CAO.
- 3.20 Should the Head of Council not call a special meeting within 48 hours of receiving written request by two members of council, the CAO must call the meeting in accordance with the manner provided in this by-law.
- 3.21 The notice of the special meeting to all members of council may be oral, in electronic or written form, and must state the purpose of the meeting, and must be provided to all members of council and posted in the municipal office(s) and the municipal website at least 48 hours before the scheduled time of the meeting.
- 3.22 Should the Head of Council be unavailable, the Deputy Head of Council may call a special meeting only if requested in writing by two members in accordance with this by-law.
- 3.23 Any member of council may waive the right to be given notice by giving written notice to the CAO and having done so shall be deemed to have been given notice of a special meeting of council.
- 3.24 At a special meeting, no subjects or matters, other than those mentioned in the notice calling the meeting, shall be taken into consideration, unless all members of council are present, and the members unanimously agree by resolution to adding of items to the agenda.
- 3.25 A video recording may be made of each special meeting and if made, will be posted on the website and retained for a minimum period of six months from the date of the meeting.

Special Emergency Meetings, Civil Disaster or Emergency

Special Emergency Meetings

- 3.26 Special emergency meetings may be called with less than 48 hours' notice, if, in the opinion of the Head of Council or at the request from at least two members of council, a meeting is required to deal with an item of importance that must be decided without the opportunity to provide 48 hours' notice. Such special emergency meetings may be called after giving such notice as is considered reasonable in the circumstances.

Disaster or Emergency

- 3.27 Where a state of emergency is declared under an Act of the Legislature or an Act of Parliament or, where in the opinion of the Head of Council, a disaster or emergency exists or is imminent, a special emergency meeting of council may be called by the Head of Council after giving such notice as is considered reasonable in the circumstances.

Items of Business

- 3.28 Only such business as arises out of, or is incidental to, the special emergency, civil disaster or other emergency may be transacted at this meeting and, council must cause to be recorded in the minutes of the proceedings, the manner in which notice of the meeting is given.

PART FOUR: ORDER OF BUSINESS

Call to Order

- 4.0 At the date and time determined, the Head of Council, Deputy Head of Council or such other member as determined at the meeting shall call the meeting to order.

Adoption of the Agenda

- 4.1 The agenda, as circulated shall be adopted by resolution. No new items of business shall be added to the agenda without the support of a majority of members, or in the case of a special meeting, by support of all members of council.

Presentation & Recognition of Guests

4.2 Giving or Receiving Presentations

Presentations are to allow an opportunity for an individual or group to make to or receive from Council any form of presentation relating to a gift, award or similar honour.

4.3 Recognition of Guests

Recognition of guests is an opportunity for any member of council to give recognition to certain special guests (either individuals or groups) who are seated in the public gallery. A member of council wishing to recognize any visitor in the Council Chamber should, if possible, advise the Head of Council of such guests prior to the meeting being called to order.

Confirmation of Minutes

4.4 The minutes must be presented to council for a motion to confirm the minutes as circulated.

4.5 Any member may make a motion requesting that the text of the minutes be amended to correct any inaccuracy or omission, and if such motion is passed, council must adopt the minutes as amended. The reconsideration, alteration or rescinding of any motion passed at a previous meeting of council shall be in accordance with The Municipal Act.

Accounts/Finance

4.6 Reports related to the General Account, the Utility Account and the Statement of Revenue and Expenses will be provided to council monthly for adoption by resolution.

Delegations

4.7 A delegation seeking permission to address a meeting of council on a subject, the matter of which appears on the agenda of that meeting, shall inform the CAO no later than 12:00 noon, **1 days prior** to the meeting.

4.8 A delegation seeking permission to address a meeting of the council on a subject, the matter of which does not appear on the agenda, shall provide to the CAO no later than 12:00 Noon, **6 days prior** to the meeting a written submission outlining the topic and desire of the delegation.

4.9 A delegation seeking permission to address council which has not advised the CAO prior to the meeting shall, subject to the approval of the majority of council members present, be permitted to address council.

4.10 The Chair may limit the time taken by a delegation to 10 minutes. The delegation must appoint a spokesperson. All questions shall be channeled through the Chair.

4.11 There shall not be a limit to the number of delegations included on the agenda of a council meeting, but the CAO is granted authority to schedule delegations deemed appropriate.

4.12 The public shall not participate in the discussion at a council meeting, unless by unanimous consensus of the members present, or if necessary, a majority vote of council, the public is asked for their participation.

Public Hearing

4.13 Each member of council must attend a public hearing called by council unless the member:

- a) is excused by the other members from attending the hearing;
- b) is unable to attend owing to illness;
- c) is required under The Municipal Council Conflict of Interest Act to withdraw from the hearing.

4.14 For public hearings held under The Municipal Act, council has the right to limit the time taken by a person to 10 minutes, after which council may wish to ask questions of the person. All questions must be channeled through the chair of the hearing.

4.15 Council may decline to hear further presentations, questions or objections where it is satisfied that the matter has been addressed at the public hearing.

- 4.16 Council may decide which presenters will be heard, if it is satisfied that presentations are the same or similar.
- 4.17 Where at a public hearing, any person(s) other than a member of council is, in the opinion of the council, conducting himself in a disorderly or improper manner, council may, through the chair, require that person(s) to leave the meeting and if that person(s) fails to do so, may cause that person(s) to be removed.
- 4.18 Where at a public hearing, a member of council is conducting himself in a disorderly or improper manner, the council may, by a resolution passed by the majority of the other members present, require the member to leave the meeting, and if the member fails to do so, may cause the member to be removed.
- 4.19 If a public hearing is adjourned, the council shall provide a public notice of the date, time and place of the continuation of the hearing, unless information is announced at the adjournment of the hearing.

Communications & Petitions

- 4.20 Where a person or a group of persons wishes to bring any matter to the attention of council or to have any matter considered by council, a written letter, a non-statutory petition or other communication may be submitted to the CAO. Such communication or non-statutory petition must:
- (a) be printed, typewritten or legibly written;
 - (b) clearly set out the matter at issue and the request made of council;
 - (c) be temperate and respectful;
 - (d) be signed (electronic signature acceptable); and
 - (e) provide the name and mailing address of the writer or spokesperson for the group submitting the petition.
- 4.21 On the receipt of a communication intended for council, the CAO may do the following:
- (a) include it as an item on the agenda for the next regular meeting of council in full or in summary form; or
 - (b) refer it to the Administration for a report to council or the appropriate committee; or
 - (c) refer it to the Administration for action and/or reply, with a copy of such response being sent to council; or
 - (d) refer it to the Head of Council for direct reply, with a copy of such response being sent to council; or
 - (e) circulate it to the members of council individually as information if it does not require any further action by council.
- 4.22 Any matter required to be brought to council by way of statutory petition must be supported by a petition that meets the statutory provisions of The Municipal Act or other applicable legislation.

Council/Committee/Staff Reports

- 4.23 All council/committee/staff reports shall be submitted in writing to the Municipal Office not later than 12:00 noon, **6 days** prior to the council meeting.

By-Laws

- 4.24 Every by-law being presented to council for enactment must have a by-law number assigned to it and be given a concise title indicating the purpose of the by-law.
- 4.25 Every proposed by-law must be given three separate readings, and each reading must be put to a separate vote.
- 4.26 Council may not give a proposed by-law more than two readings at the same council meeting.
- 4.27 A reading may be given to a by-law at a special meeting of council.

- 4.28 Only the title or an identifying number must be read at each reading of a proposed by-law.
- 4.29 Each member present at the meeting at which first reading is to take place must be given, or have had, the opportunity to review the full text of the proposed by-law before the by-law receives first reading.
- 4.30 All by-laws must be introduced for first reading by a motion that the by-law, specifying its number and short title be read a first time and council must vote on the motion for first reading without amendment or debate.
- 4.31 If at first reading of a by-law, a member does not elaborate on the subject matter of the by-law or phrase his or her question so as to indicate an opinion for or against the by-law, notwithstanding the above, he or she may ask a question or questions concerning the by-law.
- 4.32 If second reading is not being given at the same meeting, a member must specify the number and title of the by-law at the time it is being re-introduced and if no amendment is made to the by-law, this motion must then be put to a vote.
- 4.33 After a member has made a motion for second reading of a by-law, council may:
 - (a) debate the substance of the by-law; and
 - (b) propose and consider amendments to the by-law.
- 4.34 Each member present at the meeting at which third reading is to take place must, before the proposed by-law receives third reading, be given, or have had, the opportunity to review the full text of the proposed by-law and any amendment passed after first reading.
- 4.35 The minutes of a meeting at which council votes on third reading to a by-law must show the name of each member present, the vote or abstention of each member and the reason for any abstention.

Unfinished Business

- 4.36 Items that have been tabled from previous meetings or are of an on-going nature may be considered under "Unfinished Business".

General Business

- 4.37 All new items of business shall be brought forward by correspondence, report or request for resolution under General Business and shall be submitted to the Nesbitt Office by 12:00 noon, 6 days prior to the council meeting.

Giving of Notice

- 4.38 Council may reconsider a decision after it is made providing:
 - (a) at the same meeting at which the decision is made, all members who voted on the decision are present; or
 - (b) a member gives written notice to council from at least one regular meeting to the next regular meeting of the intent to move a motion of reconsideration.
- 4.39 A decision of council may not be reconsidered more than once during its term of office unless a further reconsideration is supported by not less than a two-thirds (2/3) majority of its members present at the meeting at which the reconsideration is being put forward.

Adjournment

- 4.40 A motion to adjourn the meeting may be made at any time and if seconded, the motion must be put immediately without debate. If the motion is passed by a majority of the members present, the meeting must stand adjourned.

PART FIVE: PROCEEDINGS IN COUNCIL

Commencement

- 5.0 As soon as there is a quorum present and the commencement time for the meeting has arrived, the Head of Council will call the members to order. In his or her absence, the Deputy Head of Council or such other member as determined at the meeting must chair the meeting.

- 5.1 A member of council may participate in a meeting of council virtually by means of a speaker phone or other similar device.
- 5.2 Members of council participating virtually in a meeting of council are deemed to be present at the meeting.

Quorum

- 5.3 A majority of the members of council constitutes a quorum subject to The Conflict of Interest Act. A quorum of council for the Municipality of Oakland-Wawanesa shall be four members.
- 5.4 If a position on council is vacant, the quorum will be the majority of the remaining members of council provided that the minimum number for a quorum cannot be less than three members.
- 5.5 Lack of quorum - If no quorum is present within 30 minutes after the time scheduled for a meeting, the council shall stand adjourned, and the CAO shall enter into the minutes the names of the members present at the meeting.
- 5.6 Where, by reason of withdrawals from a meeting under the provisions of The Municipal Council Conflict of Interest Act, the number of members remaining is not sufficient to constitute a quorum, the said Act provides that the number of members still remaining, if not fewer than two, is deemed to constitute a quorum of council.

Voting

- 5.7 Council may act only by resolution or by-law.
- 5.8 No motion shall be debated or put unless it is in writing or read verbally and is seconded, excepting only a motion to adjourn which need not be in writing.
- 5.9 A member of council has one vote each time a vote is held at a council meeting at which the member is present.
- 5.10 The minutes of a meeting at which council votes on the third reading of a by-law must show the name of each member present, the vote or abstention of each member, and the reason given for any abstention.
- 5.11 The CAO must record in the minutes the name of any member who exercise the right to abstain from voting on any resolution.
- 5.12 If an equal number of members vote for and against a resolution or by-law, the resolution or by-law is defeated.
- 5.13 Council may not reconsider or reverse a decision of council (a council resolution) within one year after it is made unless:
 - (a) at the same meeting at which the decision is made, all the members who voted on the original resolution are present and agree to reconsider and vote again; or
 - (b) a member gives written notice to the council, from at least one regular meeting to the next regular meeting, of a proposal to review and reverse the decision.
- 5.14 When council reconsiders and reverses a decision, the minutes must show the original decision and the decision made on reconsideration.
- 5.15 Any member of council may, prior to the taking of a vote on any question put, require a recorded vote to be taken. The CAO must record in the minutes of the meeting of council the names of the members present, the vote or abstention of each member.

Conduct

- 5.16 Every member previous to his speaking shall address the Chair.
- 5.17 When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first.
- 5.18 When the Chair is called on to decide a point of order or practice, he shall do so without comment unless requested to do so.
- 5.19 When the Chair is putting a question, no member shall leave his chair.

- 5.20 Discussion shall be limited to the question in debate.
- 5.21 No member shall speak to the question or in reply for longer than five minutes without approval of council.
- 5.22 Where at a council meeting a member of council is conducting himself in a disorderly or improper manner, the council may, by a resolution passed by the majority of the other members present, require the member to leave the meeting, and if the member fails to do so, may cause the member to be removed.
- 5.23 Where at a council meeting, any person other than a member of council is, in the opinion of the council, conducting himself/herself in a disorderly or improper manner, council may, through the Chair, require that person to leave the meeting and if that person fails to do so, may cause that person to be removed.
- 5.24 A motion to adjourn takes precedence over all others and may be moved at any time, but the question cannot be received after another question is actually put and while council is engaged in voting.
- 5.25 Immediately before putting the question, the Chair shall have the privilege of summarizing the debate, but no new matter shall be introduced.
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- 5.27 Council may limit the number of persons allowed in the council chambers.
- 5.28 The public and media may audio/video tape meeting proceedings, including public hearings, providing that said taping does not interfere with Council's ability to record the meeting.
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- 5.30 A member who breaches the requirement of confidentiality under clause 5.29 is subject to the Code of Conduct for Council Members By-law.
- 5.31 All points of order and procedure not resolved by rules provided in this by-law shall be resolved by a majority decision of council.

PART SIX: REPEAL OR AMENDMENT

6.0 By-law No. 06-2018 is hereby rescinded.

DONE AND PASSED as a by-law of the Municipality of Oakland-Wawanesa this day of , 2024.

Dave Kreklewich
Head of Council

Joni Swidnicki
Chief Administrative Officer

Read a first time this 15th day of December, 2023.

Read a second time this day of , 2024.

Read a third time this day of , 2024.

MUNICIPALITY OF OAKLAND-WAWANESA

By-law No. 38-2023

Being a by-law to govern the organization of Municipality of Oakland-Wawanesa and the committees thereof and to repeal Organizational By-law No. 07/18.

WHEREAS Section 148(1) of The Municipal Act provides that a council must establish by by-law an organizational structure for the municipality and review the by-law at least once during its term of office.

THEREFORE BE IT RESOLVED that the Council of the Municipality of Oakland-Wawanesa, in open meeting assembled, enacts as follows:

TITLE

1.0 This by-law may be referred to as the "Municipality of Oakland-Wawanesa Organizational By-law."

ROLE OF COUNCIL

- 2.0 Council is responsible
- a) for developing and evaluating the policies and programs of the municipality;
 - b) for ensuring that the powers, duties and functions of the municipality are appropriately carried out; and
 - c) for carrying out the powers, duties and functions expressly given to the council under this or any other Act.

GENERAL DUTIES OF MEMBERS

- 3.0 Each member of a council has the following duties:
- a) to consider the well-being and interests of the municipality as a whole and to bring to the council's attention anything that would promote the well-being or interests of the municipality;
 - b) to participate generally in developing and evaluating the policies and programs of the municipality;
 - c) to participate in meetings of the council and of council committees and other bodies to which the member is appointed by the council;
 - d) to keep in confidence a matter that is discussed at a meeting closed to the public under subsection 152(3) and that the committee decides to keep confidential until the matter is discussed at a meeting of the council or of a committee conducted in public;
 - e) to perform any other duty or function imposed on the member by the council or this or any other Act.

COMMITTEES

- 4.0 The general duties of committees shall be as follows:
- a) To report from time to time on all matters connected with the duties imposed on the committee and to recommend such action as may be deemed necessary.
 - b) To prepare and introduce to council all such by-laws as may be necessary to give effect to the reports of recommendations that are adopted by council.
 - c) To consider and report respectively on any and all matters referred to them by council.
- 4.1 The following committees are hereby established as the Standing Committees of council:
- a) Legislative and Finance Committee
 - b) Personnel and Policy Committee
 - c) Public Works and Transportation Services Committee
- 4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:

a) Legislative and Finance Committee

- (1) To supervise all contracts, orders, reports, recommendations and proceedings involving all expenditure of municipal funds.
- (2) To supervise all accounts, expenditures and outlays all sums payable under contract before any monies are paid; and no account, claim or demand not expressly authorized to be paid by a statute, by-law or resolution of Council, shall be paid by the CAO until the same has been authorized by the Legislative and Finance Committee.
- (3) To annually review and recommend to Council the types, rates and conditions of payments to be made to or on behalf of members of the Council and Council committees, as compensation and for expenses incurred while attending to municipal business, and for any other purpose relating to municipal business that the council considers appropriate.

b) Personnel and Policy Committee

- (1) To consider salary and wage negotiations
- (2) To consider requests for benefits
- (3) To assist with interviewing of new Chief Administrative Officer
- (4) To review and draft personnel polity
- (5) To review and draft job descriptions
- (6) To review and consider grievances of employees

c) Public Works and Transportation Services Committee

The Public Works and Transportation Services Committee shall be responsible in part for providing recommendations to the Council of the Municipality of Oakland-Wawanesa on all issues related to the daily operations of public works and transportation issues in the municipality and

- (1) To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisitions, maintenance and disposal;
- (2) To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance;
- (3) To recommend to council at the beginning of each year such projects, works and matters under its control as it considers essential to be carried out during the year, together with their detailed cost;
- (4) To undertake such actions and decisions on behalf of the Committee as approved by Council;
- (5) To review and recommend to Council any changes deemed necessary with respect to all equipment and machinery of the municipality.

The Public Works and Transportation Services Committee shall have the authority to acquire and/or authorize the purchase of any equipment and/or machinery to the maximum amount of \$5,000.00 with respect to an emergency under The Emergency Measures Act or for emergency public safety.

4.3 Committee Membership:

Standing Committees shall be composed of the following number of council members:

- a) Legislative and Finance Committee – all members
- b) Personnel and Policy Committee – three members of council
- c) Public Works and Transportation Services Committee – three members of council
- d) The Head of Council is an ex-officio member of all committees

4.4 Committee Appointments

- a) At the first regular council meeting in each year, the council must consider the recommendations for appointments to Standing Committees and other bodies of council submitted by the Head of Council.
- b) All appointments to Standing Committees and other bodies of council, including naming of a chairperson, must be approved by resolution of Council.
- c) Special committees of council may be appointed by resolution of council at any time specifying the business to be dealt with by the committee.
- d) An appointment to any committee of council may be repealed only by a resolution of the council.

4.5 Committee Meetings

- a) Regular meetings of the Standing Committees may be held as determined by each Standing Committee.
- b) Special meetings of Standing Committees may be called by the chairperson or by two members of the committee in the same manner as provided in the Municipality of Oakland-Wawanesa Procedures By-law.
- c) Any member of council not a member of a committee has the right to attend committee meetings but shall not be allowed to vote. With the permission of the majority of the members of the committee, a visiting member of council may be allowed to take part in any discussions.

HEAD OF COUNCIL

- 5.0 The head of council for the Municipality of Oakland-Wawanesa is to have the title of Head of Council.
- 5.1 At the first regular meeting of council in each year, council must by resolution, appoint a councillor as Deputy Head of Council, who shall act in place of the Head of Council when he is unable to carry out the powers, duties and functions of the Head of Council.
- 5.2 In addition to performing the duties of a member of a council, the Head of Council has a duty
 - a) to preside when in attendance at a council meeting, except where the procedures by-law or this or any other Act otherwise provides;
 - b) to provide leadership and direction to the council; and
 - c) to perform any other duty or function assigned to a Head of Council or by this or any other Act.

BOARD OF REVISION

- 6.0 At the first regular council meeting in each year, council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 6.1 The Board of Revision shall consist of three members of the Municipality of Oakland-Wawanesa council. The council shall appoint a member of the Board of Revision to serve as presiding officer of the Board.

SIGNING AUTHORITY

- 7.0 Agreements and cheques and other negotiable instruments must be signed or authorized by any two of the following:
 - a) the Head of Council, or the Deputy Head of council; and
 - b) The Chief Administrative Officer or the Finance Officer

AMENDMENT AND REPEAL

8.0 That By-law No. 07/16 be repealed.

DONE AND PASSED as a by-law of the Municipality of Oakland-Wawanesa this 15th day of January, 2019.

Dave Krelewich
Head of Council

J. Swidnicki
Chief Administrative Officer

Read a first time this 15th day of December, 2023.

Read a second time this day of January, 2024.

Read a third time this day of January, 2024.

a) Legislative and Finance Committee

- (1) To supervise all contracts, orders, reports, recommendations and proceedings involving all expenditure of municipal funds.
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- (3) To annually review and recommend to Council the types, rates and conditions of payments to be made to or on behalf of members of the Council and Council committees, as compensation and for expenses incurred while attending to municipal business, and for any other purpose relating to municipal business that the council considers appropriate.

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- c) Public Works and Transportation Services Committee – **four** members of council
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- 5.2 In addition to performing the duties of a member of a council, the Head of Council has a duty
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 - b) The Chief Administrative Officer or the Finance Officer

Calendar for Year 2024 (Canada)

January

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2024 Holidays for Canada

Jan 1 New Year's Day
 Feb 2 Groundhog Day
 Feb 14 Valentine's Day
 Mar 17 St. Patrick's Day
 Mar 29 Good Friday
 Mar 31 Easter Sunday

May 12 Mother's Day
 May 20 Victoria Day
 Jun 16 Father's Day
 Jul 1 Canada Day
 Aug 5 Civic Holiday
 Sep 2 Labour Day

Sep 30 National Day for Truth and Reconciliation
 Oct 14 Thanksgiving
 Oct 31 Halloween
 Nov 11 Remembrance Day
 Dec 25 Christmas Day
 Dec 26 Boxing Day

Joni Swidnicki

From: Ashley Bell <ashleybell@rfnow.net>
Sent: Thursday, December 21, 2023 11:08 AM
To: Joni Swidnicki
Subject: RFNow Inc. - Proposed Path Addition - Brandon S
Attachments: 2023.12.21 RFNow Inc. - Proposed Path Addition - Brandon S - Z2-17902.pdf

Good Morning Joni

Please see the attached map for a Proposed path addition for Brandon South to service a customer in NE 23-8-19W. (Rd 46N + Rd 109W)

Let me know if you have any question or concerns, or if this path can be approved. Please advice of any water or sewer lines in the area as well.

Thanks,

Ashley Bell | Civil Planner | [RFNOW Inc.](#)
PO Box 448, 297 Nelson Street, Virden, MB R0M 2C0
Phone: (204) 821-6997
Email: ashleybell@rfnow.net
Connect on: [Twitter](#) | [Facebook](#)



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no issues as
per Chelsea



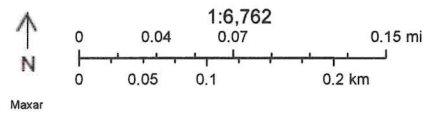
RFNow Inc. - Proposed Path Addition - Brandon S - Z2-17902

Ad-109w

d. 46N



Offset of Fibre distribution and Handhole Vaults are 3m (unless otherwise specified) from adjacent property line within ROW
 Hand hole Vaults are 2 ft by 3ft and are flush with ground level.
 Cable to be installed at a depth of 1m along ROW, 1.5m under road crossings and 2m under all wetlands and 3m under water runs.
 Where the fibre optic cable crosses provincial roads, municipal roads, turning lanes, private access lanes, field crossings, wetland areas and water runs, RFNOW Inc. shall install the cable by means of directional bore;
 Conduit (38mm) installed with trenchless method
 Distribution fiber direct buried method
 1m separation vertical or horizontal around existing underground utilities.
 Marker posts 5 per km or at each Handhole vault
Location of proposed path is approximate and not a perfect scale on PDF drawings



Joni Swidnicki

From: Norma Will
Sent: Monday, January 8, 2024 9:02 AM
To: Joni Swidnicki
Subject: FW: Manitoba Hydro Project
Attachments: 1-04502-DE-50000-0826.pdf

Norma Will

Administrative Assistant
Municipality of Oakland-Wawanesa
106 Fourth St. Box 278
Wawanesa, MB R0K 2G0
Phone: (204) 824-2666
Email: adminassist@oakland-wawanesa.ca
Web: www.oakland-wawanesa.ca

Rd 46 N



Confidentiality Warning: This email and any attachments may be privileged and/or confidential. Any distribution, use or copying of this email or the information it contains by other than an intended recipient is unauthorized. If you received this email in error, please advise the sender (by return email or otherwise) immediately.

From: Deleau, Darryl <dmdeleau@hydro.mb.ca>
Sent: Friday, January 5, 2024 11:32 AM
To: Norma Will <adminassist@oakland-wawanesa.ca>
Subject: Manitoba Hydro Project

RM Wawanesa-Oakland,

Manitoba Hydro plans on building 1.0 mile of new three phase along the south of 26-8-17w to feed an irrigation service.

Attached is a copy of the drawing for your reference.

If you have any questions or concerns, please feel free to contact me.

Thanks

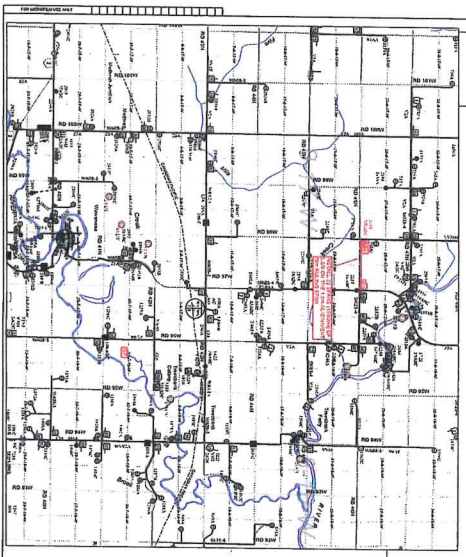
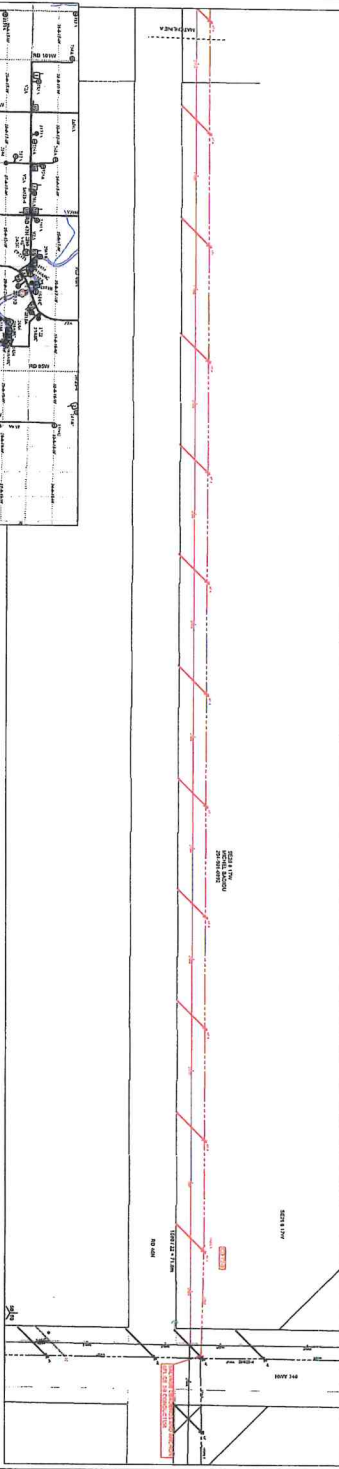
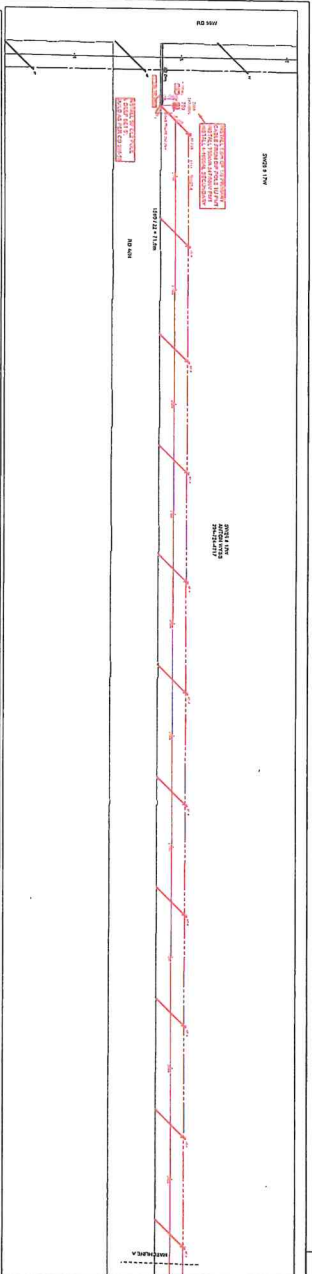
Darryl Deleau
Manitoba Hydro
204-741-0262

No Issues
Chelsea Long

1-04502-DE-50000-0428

NOTES:

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
 5. THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE AND EROSION CONTROL MEASURES THROUGHOUT THE PROJECT.



NO.	DESCRIPTION	QUANTITY	UNIT	AMOUNT
1	GRAVEL	1000	CU YD	1000
2	CONCRETE	500	CU YD	500
3	PIPE	100	LINEAL FT	100
4	BRICK	10000	SQ YD	10000
5	CEMENT	1000	TONS	1000
6	IRON	100	TONS	100
7	STEEL	100	TONS	100
8	WOOD	1000	CU YD	1000
9	LABOR	10000	HOURS	10000
10	EQUIPMENT	1000	HOURS	1000

1-04502-DE-50000-0428



NO.	DESCRIPTION	QUANTITY	UNIT	AMOUNT
1	GRAVEL	1000	CU YD	1000
2	CONCRETE	500	CU YD	500
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7	STEEL	100	TONS	100
8	WOOD	1000	CU YD	1000
9	LABOR	10000	HOURS	10000
10	EQUIPMENT	1000	HOURS	1000

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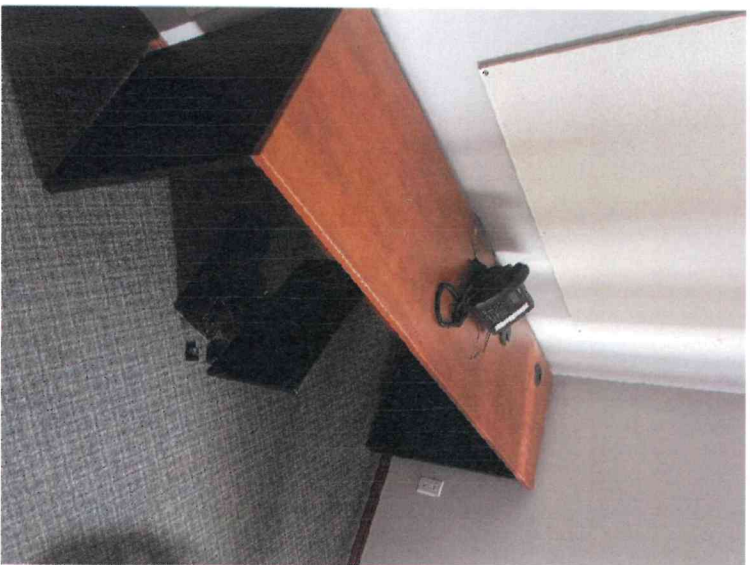
Establishment of Public Works Office

WHEREAS disposition of surplus office furnishings was tabled at the December 15, 2023 meeting until a determination is made related to establishment of a public works office;

AND WHEREAS there is one desk that could be utilized in a public works office that could be retained;

AND WHEREAS the remainder of the furnishings are surplus to the needs of the Municipality unless Council decides that a satellite office is going to be opened;

THEREFORE BE IT RESOLVED that the remainder of the surplus furnishings be made available for purchase following a public tender process.

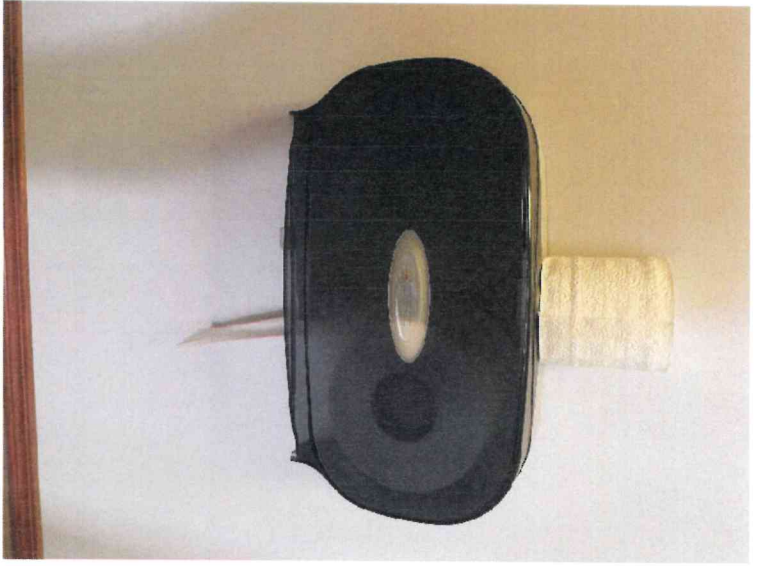
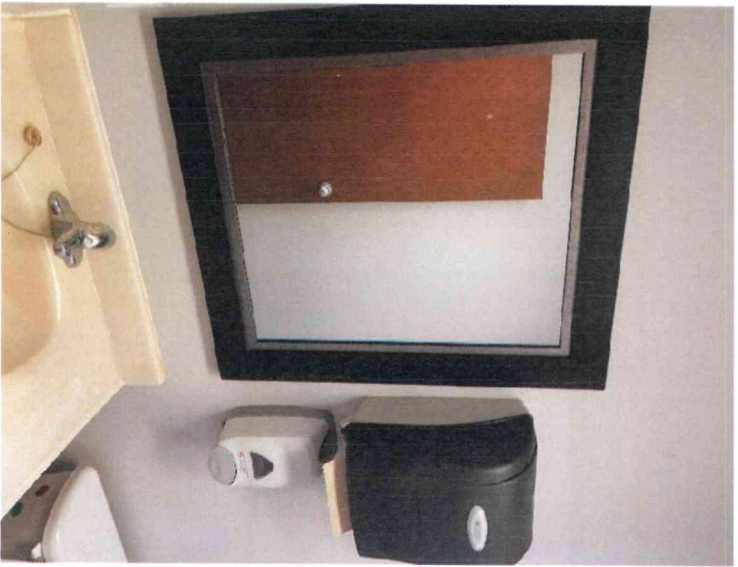


Chosen as Public Works Desk

Furniture in Nesbitt Office











Disposition of Municipal Records

WHEREAS The Municipal Act legislates the retention and disposal of municipal records;

AND WHEREAS the file system for the Municipality has been established based on those requirements;

NOW THEREFORE BE IT RESOLVED that municipal records having surpassed their required retention period be disposed of in the manner outlined in Regulation 53/97.