



# Municipality of WestLake-Gladstone

**2021 Newsletter**

**Edition 3**

[www.westlake-gladstone.ca](http://www.westlake-gladstone.ca)

## Reminders & Announcements

### Taxes

Reminder! Taxes are **DUE** October 29th, 2021. Interest charges will be applied at 1.25% for any outstanding balance after the due date. Payments can be made at the office by cash, cheque, or debit. You can also pay through online banking with most financial institutions.

Supplementary Taxes are **DUE** December 31st, 2021. Interest will be applied January 1st, 2022 for any outstanding balance.

### Dust Control

Concerns were brought forward to council about the current 2020-09 Dust Control Policy. Council will review the policy this fall to reflect the Municipality assuming the role of organizing the dust control application process for 2022 and future years. If you have questions or would like to sign up for dust control, please contact the Municipal office in March 2022.

### School Zones

School is back in session!!

School zones are designated areas near schools that alert drivers to ensure the safety of children crossing the roadway. Please watch your speed, and always drive cautiously in and near school zones.

Be watchful and prepared to stop suddenly.

**Looking for a career change?  
We have job opportunities available!**

-Utility Operator In Charge Position  
-Public Works Labourer Position  
-Trac Hoe Operator Position  
-Recreation & Leisure Administrator Position  
-EMO Coordinator  
Submit resume to [info@westlake-gladstone.ca](mailto:info@westlake-gladstone.ca)  
Deadline Monday September 27th 2021 9am

### Office Closures

September 30-National Day for Truth &  
Reconciliation  
October 11 - Thanksgiving Day  
November 11 - Remembrance Day



Contact the Municipal Office if you would like  
Municipal Newsletters emailed to you.

Municipal Contact Information: 204-385-2332 or [info@westlake-gladstone.ca](mailto:info@westlake-gladstone.ca)

# Mayors Message

Happy Fall

Development is upon us! Over the past few months the municipality has finalized sales on approximately 9 residential properties within our communities, along with multiple calls to purchase land for more housing development. These include both multi family and single family dwellings. We have also seen multiple applications for animal operations for expansion at current farms, as well as potential retail operations. This is exciting to see!

Many of you will have noticed that paving and sidewalk replacements are nearing completion, this is a step in the right direction for our communities.

In regards to the pool, council has determined the location and layout for the new pool. We hope to have drawings available for the public to view in the near future. With one grant secured, we anticipate hearing about a second large grant that we applied for.....finger crossed. If all goes to plan, we hope to see shovel in the ground by next fall.

With school back in I would like to remind the motoring public to be aware of kids on the street, and with harvest in full swing, please watch for equipment on the roads.

As a reminder, the municipality offers "service tracker" on the municipal website. This can be used for all types of requests that you may have.

Wishing you all the best,

Mayor Kinley

## Covid-19 Municipal Update

As leaders of the community, council is implementing specific vaccination requirements to enter all Municipal owned buildings. Mayor, Councillors, Municipal Staff, and peoples entering any Municipal building **MUST** be fully vaccinated for Covid – 19. Effective September 28, 2021, everyone entering a Municipal Building will be required to show proof of vaccination via a QR Code or card issued from Manitoba Health.

As well, you must wear a mask and sanitize your hands upon entry. Please do not enter if you're feeling ill and/or experiencing any of the following symptoms: cough, fever, shortness of breath, runny nose/ congestion, sore throat, diarrhea, loss of taste and/or smell, sore muscles not related to overexertion or exercise. Please help keep our communities safe.

## Library Hours

### **Gladstone**

Tuesday, Wednesday, Friday:  
11:30am - 4:30pm

Saturday: 10:00 am - 2:00 pm



### **Langruth**

Monday to Friday 9:30 am - 5:00 pm

## Respect

Our Staff have the right to work in a safe environment and are here to help you. We will not tolerate verbal or physical abuse towards our staff. We reserve the right to take further action against anyone acting inappropriately towards staff members.

Most of our customers respect this right. THANK YOU FOR BEING ONE OF THEM.

# Municipal 101

## Your Guide to Local Government

### Municipal Right Of Ways

Municipal Right of Way – means lands owned by the Municipality of WestLake-Gladstone as opened or unopened road allowances, or for the purposes of operating a public highway under the *Municipal Act*, a public walkway, municipal services, or public utilities. If you are farming this area, please be aware that the Municipality can enter these right of way lands and perform works in that area at any given time. If you plant your crop on Municipal lands, there is a chance that it may be dug up or driven through for all kinds of reasons as we continue to survey ditches throughout the municipality.

### Municipal Q & A

**Q. Could you explain the decision making process that resulted in levying the grader, instead of using reserve money to fund the purchase? Rate payers are very curious.**

A. Council chose to levy the grader through borrowing for various reasons, including the low interest rate to borrow short term, however, levying the total amount of the purchase in one year would've brought a substantial increase to taxes compared to levying the annual payment of the debenture over 4 years. We didn't want to drain the equipment reserve for one piece of equipment, knowing other equipment will need to be replaced in the near future. We welcome you to join us at our annual public consultation budget meeting in the spring, in which council can answer any of your budgetary questions and hear any concerns you may have. Participation from the community at these meetings is the best way to hear ideas from our municipal residents.

Looking for Meeting Agendas, Minutes, Municipal Notices, By-Laws and much more? Visit our Website at <https://westlake-gladstone.ca/>

Agendas: <https://westlake-gladstone.ca/p/council-meeting-agendas-minutes>

Minutes: <https://westlake-gladstone.ca/p/council-meeting-agendas-minutes>

Notices: <https://westlake-gladstone.ca/p/local-notices>

By-Laws: <https://westlake-gladstone.ca/p/documents-forms>



### **Prepayment of Taxes**

#### **Discount Rates**

January	2.0%
February	1.5%
March	1.0%
April	0.75%
May	0.50%



### Utilities

#### **E-Billing - Go Green and Help Conserve the Environment**

To receive your water bill by email please send an email to [info@westlake-gladstone.ca](mailto:info@westlake-gladstone.ca) with your name, civic address and account number.

We now accept etransfers for payment of Utility Bills! To ensure your etransfer payment is receipted to the correct account you **MUST** include your account number in the "note" section. We also offer Preauthorized debit. Please contact the office to sign up.

If you're purchasing or renting a property, please remember to contact the office to set-up or move your account. If you are selling your property please call and request a final bill.

# Board Of Revision

## **Public Notice: Board of Revision**

Public notice is hereby given that the 2022 Assessment Roll for the Municipality of WestLake-Gladstone has been delivered to the Municipal Office at 14 Dennis Street E, Gladstone, Manitoba, and is open for public inspection during regular business hours. Applications for revision may be in accordance with sections 42 and 43 of the Assessment Act:

### **APPLICATION FOR REVISION:**

42(1) A person whose name property has been assessed, a mortgage in possession of property under section 114(1) of The Real Property Act, an occupier of premises who is required under the terms of a lease to pay the taxes on the property, the authorized agent of the person, mortgagee or occupier, or the assessor may make application (*fillable form on [www.westlake-gladstone.ca](http://www.westlake-gladstone.ca)*) (Click on Municipal\Tax Information\Board of Revision) for the revision assessment roll with respect to:

- Liability to taxation;
- Amount of an assessed value;
- Classification of property; or
- A refusal by an assessor to amend the assessment roll under subsection 13(2)

### **APPLICATION REQUIREMENTS:**

43(1) An application for revision must

Be made in writing (visit [www.westlake-gladstone.ca](http://www.westlake-gladstone.ca) for fillable form)

Set out the roll number and legal description of the assessable property for which a revision is sought;

Set out which of the matters referred to in subsection 42(1) are at issue, and the grounds for each of those matters; and

Be filed by

- (i) Delivering it or causing it to be delivered to the office indicated above, or
- (ii) Serving it upon the secretary, at least 15 days before the scheduled sitting date of the board as indicated in the public notice

Applications sent electronically must confirm appeal received by municipal office.

### **FEES**

A minimum filing fee of \$50.00 must accompany your application form (on website) with an additional fee of \$10.00 for each \$50,000 of assessed value of the property to a maximum of \$300. The filing fee is refundable in the case where an appeal is reached prior to the Board of Revision sitting. The filing fees are non-refundable if a decision cannot be made at the Council level and the property owner chooses to file an appeal to the Municipal Board.

The Board of Revision will sit at the WestLake-Gladstone Municipal Office on October 20<sup>th</sup>, 2021 at 9:30 a.m. to hear applications. The final date on which applications must be received by the Secretary of the Board is October 4<sup>th</sup>, 2021 between regular office hours (8:30 am- 4:30 pm)

Prior to filing a complaint against the liability to taxation, amount of an assessed value, or classification of property, you are encouraged to discuss the matter with the Provincial Municipal Assessment Branch; phone 204-239-3320.

Dated this 13<sup>th</sup> day of September, 2021.

Coralie Smith, CMMA  
Chief Administrative Officer

# Communication Corner

## Railway Safety Week—September 21-27, 2021

Railway Safety Week encourages Manitobans to increase awareness and understand the importance of safe practices around railways. Most rail accidents are preventable, basic rail safety includes staying off the tracks, follow all railway signs and signals, and stay alert when you're behind the wheel of your vehicle

## FIRE PREVENTION WEEK - OCTOBER 3 - 9, 2021

### LEARN THE SOUNDS OF FIRE SAFETY

The 2021 Fire Prevention Week focuses on the different sounds and alerts that safety devices make when there is a fire or carbon monoxide hazard. Knowing the unique noises the alarm makes – a beeping sound or a chirping sound – means it is time to take action! Don't forget to check the batteries in your detectors, they should be replaced every 6 months.

## Responsible Pet Owners

The Municipality receives several complaints about animals defecating (pooping) on properties, both public and private. These complaints are for horses, dogs, cats, etc. We kindly encourage you to please clean up after your pet on all properties, pathways, sidewalks, streets, lanes, etc. All dogs must be on a leash at all times!

## Community Survey

We are interested in hearing from you about how to plan for your library's future and your community.

Please visit the Municipal Office or the Library to complete a short survey.

Surveys will be accepted until mid-October.

## You Can Advertise Here!

Have information you would like to put into the Municipal Newsletter?

Visit <https://westlake-gladstone.ca/p/newsletters-1> to view the fee schedule and fill out your application to advertise!

## Eco Centre Summer Contest Winners!!

Those who recycled used oil at one of our WDG this summer were entered to win prizes, sponsored by M.A.R.R.C.

Stay tuned for 2022's Summer Oil Recycling Promotion!

- Kevin Clark (Gladstone)- Lounge/Patio Set (\$1300 Value)
- Gerry Small (Gladstone) - Wood Pellet Grill ( \$650 Value)
- A Craik (Langruth) - Wood Grain Cooler ( \$180 Value)
- Anna Walsh (Langruth) - Jarvis/Smile Pinoy Foods (\$300 Gift Certificate)
- David Reiner (Plumas) - Mac's Auto (Rescue Portable Power Pack \$200 Value)
- Murray Johanson (Langruth) - Heart & Soul Balance Gift Basket (\$200 Value)
- Reg Dobchuk (Gladstone) - Plumas Inn Gift Certificate (\$150 Value)
- Shana Thrones (Gladstone)- Plumas Stop & Shop Gift Certificate (\$150 Value)
- Wayne Olsen (Langruth) - MJ Stop & Shop Gift Certificate (\$150 Value)
- Kevin McPherson (Plumas) - Gladstone Bakery & Eatery Gift Certificate (\$100 Value)
- E Wilson (Gladstone) - Diane's Hair Company Gift Basket (\$100 Value)
- Stephen Soos (Langruth) - Co-op Grocery Store Gift Card (\$100 Value)



# Communication Corner Cont.

## Coming Soon

By-Laws will be implemented soon for the following:

- Unsightly Property and Structures (Litter or rubbish, unused vehicles, trailers, or other machinery or parts)
- Derelict Buildings
- By-Law Enforcement
- Provincial Offences By-Law

**Please do your part and clean up your properties. Help keep your communities looking their best!**

## Building Inspector:

David Bueckert

(204)857-1896 or (204)685-2247



## **What is a Building Permit?**

A building permit is a document that provides legal authorization to begin construction of any type of building or structure.

## **Why is a Building Permit Required?**

A building permit is required in order to protect the health and safety of the public. After the application is filed the Assistant CAO and Building Inspector review the project design **before** construction begins to ensure compliance with Building Codes and Zoning By-Law regulations. A **Development** Permit is required for any change in land use or site development.

Permits **REQUIRED** for:

- Finishing unfinished spaces in a home (basement, attics, etc.)
- Repairing of foundations
- Installation of Wood Stoves or Fireplaces
- Installation of pools holding over 24 in. water
- Enclosure of open deck.
- Grain Bins & Machine Shops
- Construction of attached or detached garage or carport
- Demolition, removal or partial removal of building or structures
- Construction of open decks
- Construction of a detached accessory building

Permits **NOT REQUIRED** for:

- Replacement of stucco, siding, or shingles
- Replacement of doors when the opening is not enlarged or reduced in size
- Replacement of an open landing and stairs
- Construction of Fences (under 6ft in rear 3ft in front)
- Patching, Painting, & Decorating
- Installation of cabinets and shelves



# Municipal Services

Winter Hours Effective September 7, 2021

## Gladstone WDG

Wednesday	9:00 am - 5:00 pm
Friday	9:00 am - 5:00 pm
Saturday	9:00 am - 5:00 pm

## Plumas WDG

Tuesday	9:00 am - 2:00 pm
Thursday	10:00 am - 4:00 pm
Saturday	9:00 am - 12:00 Noon

## Westbourne WDG

Sunday	9:00 am - 5:00 pm
Thursday	9:00 am - 5:00 pm

## Langruth WDG (Closed from 12-1)

Tuesday	10:00 am - 5:00 pm
Thursday	1:00 pm - 5:00 pm
Saturday	9:00 am - 12:00 Noon

## Tipping Fees - All Waste Disposal Grounds

### Public Tipping Fees - \$10.00 per item

Tipping fees are applicable, but not inclusive to the following items:

Water softeners, hot water tanks, dishwashers, stoves, fridges, washers, dryers, freezers, air conditioners, couches, chairs, tables, mattresses, and box springs.

**Commercial Tipping Fees- \$20 per Half Ton / \$40 per Single Ton / \$114 per Single Axle 3 Ton  
\$385 per Tandem Axle 7.5 Ton / \$523 per Semi-Truck 14 Ton**

**Please report illegal dumping!**



# Garbage & Recycling MWM

Reminder, please have your carts out for 7:00am. Make sure that the wheels are against the curb, or along the grass line if no curb is available. Have the front of the cart towards the road. Leave an arms length of space between the cart and any other object. Don't place the cart under an overhead obstruction.

Only waste **INSIDE** the cart will be collected.

All recyclables in one cart means no sorting or bagging: place all material loose in the cart except for, shredded paper, newspapers, flyers, inserts, & junk mail - please bag those items in a clear or blue bag & tie it. Please be aware the glass food and beverage containers are also to be placed in the bins.

Medical Assist Program is available for those needing assistance in getting their cart to the curb.

Any questions or concerns, contact MWM (204) 483-3986 or email [info@MWMEnviro.ca](mailto:info@MWMEnviro.ca)



# Communication Corner Cont.

## Cyber Fraud Update

Council received a petition from several municipal residents requesting the following:

What has happened to the funds?

What measures have taken place to replace them and to prevent further loses?

The Municipality's internal control system helps to assure that public funds are administered and expended in compliance with applicable statues and regulations; those funds are used for purposes for which they were authorized and intended; and that there is accurate reporting regarding the use of those funds. The municipal administrative teams are set up in a way to segregate duties, which promotes accuracy and limits opportunities to commit fraud, so no single individual performs all related elements of an individual transaction. There separation of duties includes the following:

Bank Deposits are completed by a Finance Clerk who does not issue receipts.

Bank Reconciliation is performed by an someone who is not involved in the cash receipt or cash disbursement process nor the accounts payable process.

Accounts Payables are processed by the Finance Clerk and reviewed by the Chief Administrative Officer prior to council reviewing and approving for payment. All expenditures are supported by invoices and other related documents.

Voided cheques are accounted for, cheques are held in a vault, all cheques require two signatures.

Receivables (taxes, utilities and general items) are reviewed and balanced by a second Finance Clerk

Utility Billings – we have four utility systems which are invoiced by different staff members

### **Computer Records & Controls:**

The Municipality has a large server where all of the municipal data is stored. The server is backed up to a cloud base program daily which ensures that our financial data is secured.

Since the funds were released from the municipality's Stride Credit Union bank account the following internal controls have been strengthened:

Changed banking institutions from Stride Credit Union to Bank of Montreal (one of the world's 50 safest banks) which offers higher security settings. BMO has a robust online banking for business platform that meets our security needs and online banking needs. It allows the administrators to manage and set controls on access for individual administrative staff needs and set dollar limits on payments. Password resets, two authorized users are required to execute payments and Biometric ID are all features that we have to protect our taxpayers' funds.

KnowB4 Training – training for all staff and councillors on how to view emails carefully before clicking on them to open.

Sentinel One – is ransomware insurance and system protection.

DDL West legal firm filed a Statement of Claim against Stride Credit Union on March 9, 2021. There has been no court date received yet.



# Stride Hall Updates

## Rates

Meeting Room/Lounge and Kitchen \$60.00

Kitchen Only \$30.00

Meeting Room Only \$20.00

Lounge Room Only \$30.00

Entire Hall - Large Event (over 50 people) \$300.00 with \$500.00 damage deposit (includes small sound system)

Entire Hall - Small Event (under 50 people) \$125.00 with \$500.00 damage deposit (includes small sound system)

Entire Hall Wedding and Social (2 days) \$500.00 with \$500.00 damage deposit

Additional Options:

Additional day \$100.00 pre or post event

Reserve the Hall (as back up facility) for outdoor event \$150.00



## Thank You

The Gladstone Cemetery Board would like to thank Catherine Smith for her many years of service on the Gladstone Cemetery Board as Chairperson. They would also like to thank Laura and Calvin Loomis for the donation of the portable washroom and maintenance of it!

The Municipality of Westlake-Gladstone would like to thank the Summer Staff for all your hard work this summer. Best of luck with your future endeavors.

## Stay Tuned

### Zoning Public Hearing:

The Municipality has been working hard on finalizing the newly amalgamated Zoning By-Law with Dillion Consulting. This by-law has been given first reading and has been sent to Community Planning for review. The next step is to hold a public hearing to allow the public to provide input, comments and suggestions prior to sending to the province for final approval and passing the by-law. Notification of date and time will be mailed to all property owners.

Derelict Buildings, Unsightly Property and Structures and By-Law Enforcement by-laws are currently being reviewed. After first reading is given a public hearing will be held to inform the public on the process of by-law enforcement and what constitutes unsightly and derelict. Notification of date and time will be mailed to all property owners.