



The Municipality of WestLake-Gladstone would like to share more information regarding processes and policies that are most commonly inquired about. At anytime, we ask that if you have questions about anything Municipal related, please contact a member of Council or the Municipal Office before trusting the information being spread from indirect sources.

info@westlake-gladstone.ca
(204) 385-2332

Tendering and Procurement

The Municipality adopted the Tendering and Procurement Policy 2016-001 in 2016 and is reviewed regularly as provincial tendering requirements change. The Municipality consults legal advice when reviewing and amending the policy to ensure compliance with legislation including current free trade agreements.

What is the purpose of the tendering and procurement policy?

Establish guidelines for purchasing goods/services to ensure that financial resources of the Municipality are managed effectively & that purchases are made in a cost-effective manner.

The policy also determines tendering/quote guidelines for different spending levels.

What is the Municipal Tendering Process?

1. When required, quotes will be requested either by the Public Works Foreman, Chief Administrative Officer, or other designated staff.
2. Quotes, Tenders and Request for Proposals will be posted on the Municipality of Westlake-Gladstone website and MERX (Provincial tendering platform), if required.
3. Tenders and request for proposals will be delivered to the Municipality sealed, by mail or in person, unless otherwise stated in the tender document and opened and awarded at a meeting of council.
4. All applicable legislation is to be observed, including but not limited to The Municipal Act and the Freedom of Information and Protection of Privacy Act (FIPPA.)

AMM CANOE Procurement Program

All Manitoba Municipalities belong to the Association of Manitoba Municipalities (AMM). AMM has completed the tendering process on behalf of all Municipalities for a variety of suppliers accessible to Municipalities. If the Municipality chooses to use one of the suppliers listed as part of the AMM CANOE procurement program, the Municipality can request a quote from a supplier and purchase the good or service **without** having to go through the Municipal Tendering Process. The CANOE Procurement Group of Canada is trade compliant and is used by Municipalities across Manitoba and Western Canada. This program saves time as well as ensures that Municipalities receive "Municipal Pricing" for purchases.

A few examples of suppliers included in the CANOE procurement group include:

John Deere, Case IH, Armtec Culverts, Staples, and many more.

For more information and a full list of suppliers included in the CANOE program, visit:

https://canoeprocurement.ca/programs/?search=&posts_per_page=20&sortby=&loc=2553

Drainage Maintenance Program Update

“How does the Municipality gather this data?”

A part of the licensing requirement is that a survey be undertaken of the ditch(es) in question, and detailed profiles be produced from the survey data showing the stationing (distance), elevation profiles of the existing ditch bottom, existing culvert bases, plus the prairie (field edge) and road top elevations.

The Municipality has contracted Northern Plains Drainage, who specialize in elevation surveys and data acquisition, surface and tile drainage design and licensing, drainage equipment, machine control and RTK technologies, to provide this information to ease the process. The Municipality is also working with Northern Plains Drainage to provide “Mango Maps” a geographic information system (GIS) that captures, stores, checks and displays the data Northern Plains Drainage collects. As of October 2021, Northern Plains Drainage has completed a total of 306 miles of ditch surveying.

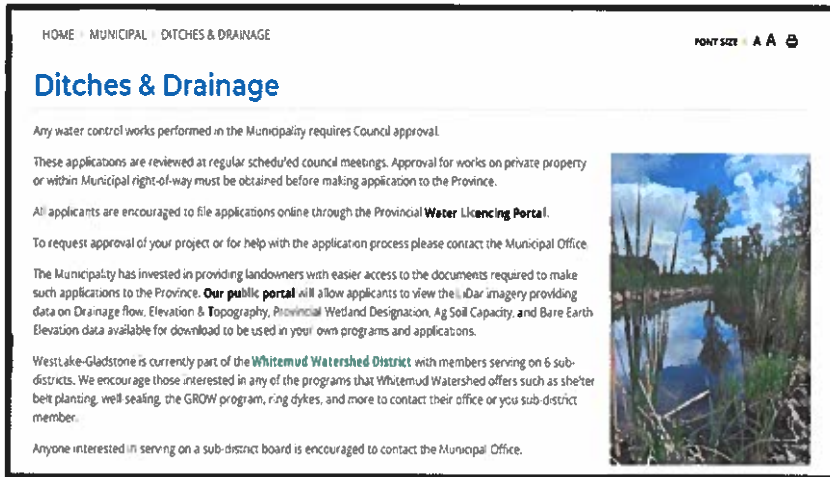


Figure 1: . Visit www.westlake-gladstone.ca and search for the Ditches & Drainage page. From there, you can click on “Our Public Portal”, and you can view the data collected so far.



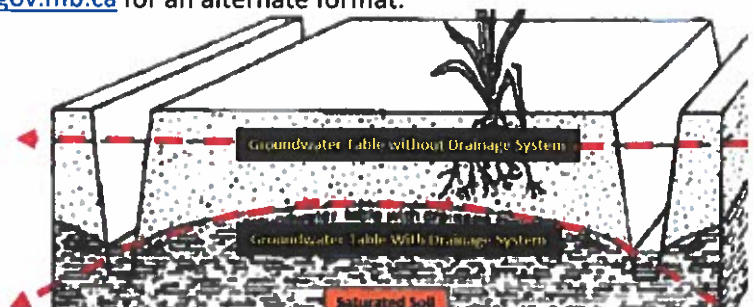
Figure 2: . Municipality of WestLake-Gladstone Map and Data Portal

“How do I go about applying for drainage licensing?”

Please visit the Province of Manitoba’s website, at www.gov.mb.ca. From there, you can search for Drainage Licencing. Click on Conservation and Climate, and it will bring you to a page with a drop-down option on How to Apply. Once you click this, it will give you step by step instructions on how to apply for licensing, including a video to walk you through the process. The landowner is also required to make written application to the municipality with respect to drainage improvement plans and requests that involve the movement of water onto, through or along municipal right-of-way. To view a copy of the Municipal Drainage Policy, please visit our website or contact the municipal office to pick up a copy.

“That sounds nice, but what is this Water Licencing Portal and Map that is recommended to me in order to apply?”

Submission of applications using the Water Licensing Portal is strongly encouraged for faster delivery times. The Province of Manitoba’s Water Licensing Portal Map Viewer can be used to identify the location of Water Control Works and Water Use authorizations issued under the Water Rights Act. You may contact the Registrar at drainage@gov.mb.ca for an alternate format.



Conflict of Interest

What is Conflict of Interest?

Conflict of Interest occurs when the personal interest of a council member conflicts with the public interest or with their duty as a public official **WITHOUT** following the disclosure procedure. Conflict can be pecuniary (financial) or non-pecuniary.

Enforcement

The Court of Queen's Bench can determine if a council member has a conflict of interest. An elector or a council can apply to the court if they believe that a council member has violated the Municipal Council Conflict of Interest Act. If the court decides that the member of council has violated the Act, the member could be disqualified from council and would have to immediately resign.

Types of Conflict

Council members are in conflict if they:

- ◇ Participate in a matter before Council where they, or their spouse, or dependent children, have a direct or indirect pecuniary (financial) interest. Council members are required to disclose the interest, withdraw from the meeting without voting and not participate in the discussions;
- ◇ Use "insider" information that is not available to the public for personal gain or the gain of any other person;
- ◇ Receive compensation for any person, business organization for the services they provide as a council members, or received compensation to influence another council member.

Statement of Assets & Interests

The Act requires each elected official (including LUD members) to file a Statement by November 30th each year. It must be kept up to date and any changes noted within 30 days. The statement is kept on file by the CAO of the municipality. Council members have an obligation to accurately disclose their assets and interests; the CAO does NOT verify the accuracy of the statement. Any person can examine the Statement upon request at the municipal office. The statement cannot be photocopied or publically distributed.

How does disclosure work?

If a member of council has a pecuniary interest with respect to council related business, they must disclose the general nature of the interest and withdraw from the meeting **WITHOUT** voting on or discussing the matter. Council members must refrain from attempts to influence any decision on the matter. The CAO or recording secretary must record the nature of the disclosure and the council members withdrawal from the meeting.

What is **NOT** Conflict?

Council Conflict of Interest is NOT:

- Submitting a quote in response to a Request for Quote issued by the Municipality;
- Owning/Operating a business in the Municipality while being an elected official;
- The same for staff as it is for elected officials.

More Information can be found:

1. Conflict of Interest Act
2. Manitoba Ombudsman; and
3. Council Conflict of Interest By-Law.

Did you know that we have a new Curbside Recycle Program in the Municipality?



MWM is our new recycling provider. Collection is on every other Wednesday. Please have your carts out for 7:00am and leave out all day or until you have visually checked that it's been collected. 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 arm's length of space between the cart and any other object. Don't place the cart under an overhead obstruction. Only recycling **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. Any questions or concerns, contact MWM (204) 483-3986 or email info@MWMEnviro.ca

Did you know that the Gladstone Waste Disposal Grounds is now an official Product Care Collection Site? Manitoba Household Hazardous Waste Program.

You can drop off paint, fluorescent light bulbs or fluorescent tubes to be recycled.



When dropping off your paint remember:

- Paint must be in it's original container, tightly sealed with the labels affixed.
- Do not mix different types of paint products together.
- We cannot accept paint that has been mixed with other products.
- You can bring up to 10 containers of paint or 50 spray cans at a time (no larger than 25 litres for paint or 680g/24oz for aerosols).

When dropping off your fluorescent lights remember:

- You can return up to 16 light bulbs or tubes at once. (any combination up to 16)
- Compact fluorescent light bulbs (CFLs) all types and shapes of CFLs, including pin-type sockets, screw types, and covered CFLs.
- Fluorescent tubes – all types, including all sizes (such as 4' or 8') and shapes (such as T5s, T8s, t12s, curved, and circular). Maximum acceptable length is 8ft.
- Broken compact fluorescent lights (CFLs) & Fluorescent tubes in sealed bags.

Please visit [productcare recycling at www.productcare.org](http://www.productcare.org) for a complete list of accepted items.

Waste Disposal Grounds - Winter Hours of Operation

Gladstone: Wednesday, Friday, & Saturday 9am-5pm **Westbourne:** Sunday, & Thursday 9am-5pm

Langruth: Tuesday 10am-12pm & 1pm-5pm, Thursday 1pm-5pm, & Saturday 9am-12pm

Plumas: Tuesday 9am-2pm, Thursday 10am-4pm, & Saturday 9am-12pm