

LUD OF HAYWOOD
Minutes of May 24, 2011

The Committee of L.U.D. of Haywood met on May 24, 2011 at 7:15 pm
In Attendance: Chair Maurice Rouire, Committee Member Jean Souque, Councillor Douglas Middleton and Secretary Jill Stafford

Agenda

D.Middleton/J. Souque

Resolved that the Agenda for May 24, 2011 be adopted. – Carried -

Minutes

J.Souque/D.Middleton

Resolved that the Minutes of April 12, 2011, be accepted as read. – Carried -

Financial

No Report

GENERAL BUSINESS

1. **Resignation of Committee Member:** The Committee received notice of Robert derocquigny's resignation from the municipal office. His resignation was effective April 18, 2011. The Committee appreciated the time and commitment given by Robert to the LUD of Haywood. The R.M. of Grey Council will look at appointing another member to the LUD of Haywood Committee.
2. **Playground Equipment:** The Committee heard a presentation by Judith Robidoux representative of the Haywood Parks and Playground Committee. This group would like to donate approximately \$1,580 towards the costs of replacing swing seats, chains and any other items to upgrade the play area. The Committee will Table this item for the next meeting. Jill will get an estimate of what these items cost. - **TABLED**
3. **Summer Student Ad-** Jill received 4 application from the municipal office by the deadline date of May 11th:
Daegan Dheilily, Marina Cewick, Mariah Rouire, and Jonathon Cormier

One application was received after the deadline and therefore was not considered in the application process. The Secretary will write a letter of thanks to all applicants for their submissions.

J.Souque/D.Middleton

Resolved that the LUD of Haywood Committee hire Daegan Dheilily for the summer student position, to begin upon as soon as possible on a as-needed-basis. – Carried -

4. Duties and Responsibilities of the summer student.

The Committee reviewed the duties and responsibilities for the summer student position. A copy will be provided to the municipal office, summer student and all committee members.

5. Unsightly Lots in Haywood: The Committee reviewed a number of lots that need to be cleaned up.

J.Souque/D.Middleton

Resolved that the LUD of Haywood Committee request the municipal office send letters to the following residence who own property in Haywood, asking them to clean up their lots as follows:

- 1) Henry Twiss owner of Lots 5 to 8, Blk 2, Plan 777, clear yard of grass cuttings, bales, and dead trees;
- 2) Albert Richard owner of Lots 35/36, Plan 1004, mow yard;
- 3) George McIvor owner of Lots 17-21, Blk 5, Plan 777, mow yard;
- 4) Roger Vaillant owner of Lots 18/19, Plan 1004, mow yard;
- 5) Justin Twiss owner of Lots 22-24, Blk 5, Plan 777, mow yard;

AND FURTHER resolved that if the work is not carried out as soon as possible the work will be done by the municipality and charged to the property owner.

- Carried -

D.Middleton/J.Souque

Resolved that the LUD of Haywood request the municipal office clear Lot 1-3, Blk 3, Plan 777 of all concrete to allow the summer student access to the property to maintain and mow the yard. - Carried -

The Committee also discussed the problem of excessive gravel that was scrapped off the road in the winter, and is now in the ditches, yards and sidewalks. It would be good to avoid this happening next year.

6. 58 Cartier – Roll No. 172200

The Committee has concern about the abandoned trailer on property at 58 Cartier, Lot 13-16, Blk 5, Plan 777. There is a community safety issue. Doug will bring this forward at the Council level to find out what can be done.

Adjourn:

D.Middleton/J.Souque

Resolved that meeting be adjourned – 8:45 pm. - Carried

Next Meeting Tuesday, June 14, 2011, at 7:00 p.m.

Chair

Secretary

**VILLAGE OF HAYWOOD
STUDENT PROGRAM**

LIST OF DUTIES 2011

The student will work under the supervision of the following:

**Day time: Paul Slobodian 379-2756
Doug Middleton (home) 436-2543
(cell) 745-0043**

Evenings/Weekends: Jean Souque 379-2558

The student will perform the following duties:

- Meet with supervisor or alternate as required to review work schedule.
- Mow grass, use trimmer to clear around trees, fences, and buildings.
- Maintain and keep storage shed in a neat and orderly condition.
- Maintain good conduct when communicating and meeting the public.
- Maintain park and playground equipment. Duties to include mowing, weeding, pick up garbage, and general maintenance duties, as assigned by the supervisor. Playground equipment in need of repair should be reported to supervisor immediately.
- Other general duties as may be assigned from time to time by supervisor. (Replacing festive lights on town ornaments.)
- Contact Paul Slobodian if any equipment requires maintenance.
- Work hours will be Monday to Friday 8:30 a.m. to 4:30 p.m. (1 hr. for lunch without pay) based on a 7 hr/day and 35 hrs/week. Actual work hours may vary subject to supervisor approval. Work hours exceeding 8 hrs/day or 40 hrs/week must be approved by supervisor and will either be paid out or banked at the equivalent of time and a half. If banked, a signed agreement of employee is required.

PAYROLL INFORMATION:

- Keep record of hours worked and have supervisor sign work sheets.
- Payroll is done for the middle (15th) and end (30th) of the month. The process is by electronic deposit, therefore it is important to have your hours into the office **2 days before payroll**. A void cheque (or bank information) is required.
- Please remember that if your work sheets are not signed by the Supervisor or his alternate, you will not receive your pay cheque.
- Please advise supervisor if for any reason you are unable to work.

SAFETY ON THE JOB:

- The summer student must adhere to safety regulations at all times.
- Must review the Safety CD provided by Manitoba Greenteam before beginning work.
- Must wear safety vest at all times while on the job.
- Must wear appropriate footwear. No sandals or other open toe footwear.
- Wear protective eye glasses when using the grass trimmer.
- Wear protective ear plugs when operating grass trimmer.
- Drive the tractor mower at a safe speed.
- Do not drive the tractor mower on Highway.
- NO RIDERS on mower.

NOTE: If you do not follow these safety procedures you may be sent home without pay, by a the supervisor or member of the the L.U.D. of Haywood Committee, the C.A.O or any employee of the municipality.

The L.U.D. of Haywood Councillors have full authority, that should you continue to violate these safety regulations, you will be dismissed from your position permanently.