

Council Meeting
Community of Warren Grove
Thursday, April 1st, 2021 at 7:00 p.m.

PRESENT: Mayor Diane Crozier
Michel Arsenault - Recording Secretary in CAO's absence
Destiny Arsenault
Janet Howes

Absent: Judy Duffy, CAO
Tim Keizer
Lyndon Mayhew

1. **CALL TO ORDER:** Mayor Crozier called the meeting to order at 7:05 p.m.

2. **APPROVAL OF AGENDA**

Moved that the meeting agenda be approved as presented with the following items added to New Business

- a. Annual Meeting Schedule
- b. CAO salary increase
- c. Playground Equipment Maintenance
- d. Funding application for building renovations

Moved by Councillor J. Howes
Seconded by Councillor D. Arsenault

Motion Carried

Councillor M. Arsenault indicated that we should ensure the template for our meeting agenda includes all pertinent headings from the Order of Business as outlined in section 14.4 of Bylaw #2019-04, *A Bylaw to Regulate the Proceedings of Council*. The Adoption of Minutes was also added to the agenda.

3. **ADOPTION OF MINUTES**

Moved that the Minutes of the February 4, 2021 Council Meeting be adopted as presented with the following amendments:

- a. Removal of Councillor J. Howes name as being present
- b. Addition of point 4.2.e "Councillors T. Keizer and L. Mayhew will discuss the above points with the CAO and a potential increase in pay of \$75 per month."

Moved by Councillor M. Arsenault
Seconded by Councillor D. Arsenault

Motion Carried

Moved that the Minutes of the March 4, 2021 Council Meeting be adopted as presented with the following amendments:

- a. Addition to indicated Administrator Judy Duffy was present
- b. Correction of typo "version" to "verge"
- c. Removal of the wording "and less than minimum wage"

- d. Removal of NOTES on CAO salary (information brought to this meeting, 4.6 below), meeting minutes and financial report
- e. Removal of motion on next meeting presented after meeting adjournment

Moved by Councillor D. Arsenault
Seconded by Councillor M. Arsenault

Motion Carried

4. BUSINESS :

4.1 Final Reading of the Budget

Moved that budget be accepted as it was presented at the Budget Meeting on March 4, 2021

Moved by Councillor J. Howes
Seconded by Councillor M. Arsenault

Motion Carried

4.2 Monthly Financial Report

The Financial report provided by the CAO was reviewed. Short discussion around the need for expenses to be approved by Council prior to being paid out, as per the resolution passed at the February 4, 2021 meeting. If monthly financial reports are provided, there may be no need for the approval process suggested. Mayor Crozier suggested that the discussion be brought to the May 6, 2021 meeting.

4.3 Active Transportation Lane

- a. M. Arsenault provided an update on the progress of discussions around the active transportation lane along North York River Rd - Rte. 248. Informal discussions and contacts have been made with Bike Friendly Charlottetown, the Charlottetown Mayor's Taskforce on Active transportation, the Dept. of Transportation's Active Transportation working group, the Town of Cornwall, MLA for District #14 Gordon McNeilly around the Upton Park/West Royalty Trail, among others.
- b. Focus will be on pursuing a protected active transportation lane, separate from the road with a buffer separating vehicles and those using the lane.

Whereas: Speeding by motor vehicles and commercial vehicles, in combination with slow moving farming vehicles and equipment, is frequent on the North York River Rd - Rte. 248,

And Whereas: There has been a noticeable increase in the number of cyclists, joggers etc. frequenting the North York River Rd - Rte. 248,

And Whereas: There is currently no paved shoulder along the North York River Rd - Rte. 248,

Therefore, be it Resolved: That the Rural Municipality of Warren Grove seek official endorsements/support in principle from neighboring communities and interest groups, including but not limited to the Town of Cornwall, the Rural Municipality of Miltonvale Park, and the City of Charlottetown for a protected active transportation lane along the North York River Rd - Rte. 248.

And be it further Resolved: that the Rural Municipality of Warren Grove explore all options of funding for the project at the Provincial and Federal levels, including the Provincial Active Transportation Fund.

And be it further resolved: that Councillor Michel Arsenault act as official Municipal representative in seeking endorsements from neighboring communities and interest groups, and exploring funding options.

**Moved by Councillor M. Arsenault
Seconded by Councillor J. Howes**

Motion Carried

- c. Community member June Sanderson expressed support for the project to M. Arsenault. She also mentioned that the pass between the Molyneaux Rd and the Jewell Rd is public and should be maintained as such for those who walk or bike “the block”. Council is unsure if it is still a public pass.
 - i. Mayor Crozier will ask Derek French to clarify
 - ii. M. Arsenault will make sure our Municipal Plan is posted on the website
- d. The proposed active transportation map will be posted to the Facebook page and website for community members to comment. A survey will also be posted to gauge potential use of an active transportation lane.
- e. Depending on how the project evolves, a committee will be formed including M. Arsenault, D. Arsenault and potentially T. Keizer.

4.4 Playground Maintenance

- a. D. Arsenault indicated that the playground equipment appears to be in need of some maintenance - staining of wood, bolts to be tightened etc. And that we should plan for annual maintenance ongoing in the spring
- b. Mayor Crozier suggested we could include it as part of upcoming request for funding

4.5 Amalgamation and CAO

- a. On March 11, 2021 Councillors T. Keizer, M. Arsenault, L. Mayhew, J. Howes and Mayor Crozier met with Minister Fox and other staff from the Department of Fisheries & Communities at the Municipal Hall.
- b. All in attendance at that meeting agreed that the best option would be to explore sharing the services of a CAO in order to meet the requirements of the Municipal Government Act. The option of Amalgamating with neighboring communities has never been the preferred option, and can be avoided if we can share the services of a CAO.
- c. T. Keizer was in touch with Alan Miller, Mayor of Kingston and reported the following by email to Council: Kingston is currently exploring options for their CAO and would be open to sharing services. Mayor Miller will bring it to Kingston Council at their next meeting.
- d. Mayor Crozier has the contact information of an individual who contacted the Department of Fisheries & Communities and is interested in providing CAO services for several municipalities
 - i. Mayor Crozier will contact the individual to discuss potential options, where they are located, etc.
 - ii. A follow up will then be made with Mayor Miller to discuss next steps

4.6 CAO Salary Increase

Following the March Budget meeting, the CAO provided the following information to Council: Salary \$316.66 prior to February 2021 - \$316.66 divided by 31 days = \$10.21 per hour @ 1 hr. per day. An additional \$57 is paid towards CAO's personal cell phone as it is the advertised contact number for the Municipality. Council does not cover any portion of the internet or electricity costs for this position; these expenses are incurred personally by the CAO.

Moved that, as was previously discussed at the February 4, 2021 meeting of Council, **the** salary of the CAO for the Rural Municipality of Warren Grove be increased by \$75 per month, effective February 2021.

Moved by Councillor J. Howes

Seconded by Councillor D. Arsenault

Motion Carried

4.7 Annual Schedule of Meetings

M. Arsenault indicated that in accordance with sections 5, 6, and 7 of Bylaw #2019-04, *A Bylaw to Regulate the Proceedings of Council*, Council should have an annual schedule of meetings posted for the public. He further suggested that the February meeting should be our Budget meeting in order to have the Financial Plan adopted by resolution at the March meeting of Council. Mayor Crozier suggested that we set the annual schedule at the May 6, 2021 meeting of Council.

4.8 Funding application for building renovations

Members of Council present took a look at the basement prior to calling the meeting to order and were impressed by the work done by the TAJ group to clean out the basement. The following "wish list" of renovations and purchases was presented by TAJ and members of Council:

- a. New Lights and Plugs
- b. Heater
- c. Shop Vac
- d. Window/Hatch as an exit
- e. Box in Sump Pump
- f. Shelving unit built to suit needs (store large bins)
- g. Wall to close off furnace area
- h. Curtains for upstairs hall area
- i. Runners for basement floor
- j. Paint for basement walls

Prior to getting estimates for basement renovations, Mayor Crozier will contact PEI Mutual Insurance to confirm requirements of using the basement as a functional space.

ADJOURNMENT

Moved - that there being no further business, the meeting adjourned at 8:35PM.

Moved by Councillor J. Howes

Seconded by Councillor D. Arsenault

Motion Carried

Signed Diane Crozier, Mayor

Dated

Signed Michel Arsenault
Recording Secretary

Dated