

***Regular Council Meeting***  
***Rural Municipality of Warren Grove***  
***Thursday, September 1, 2022 at 7:00 p.m***

**PRESENT:** Mayor Diane Crozier  
John MacAllar  
Noemie Wheatley  
Laurie Turner  
Janet Howes  
Destiny Wells-Arsenault (by phone)  
Michel Arsenault (by phone)

Tony Carroll, CAO

Two members of the public were present.

1. **CALL TO ORDER:** Mayor Crozier called the meeting to order at 7:00 p.m.

2. **APPROVAL OF AGENDA**

**Moved by Councillor Howes, and Seconded by Councillor Wheatley**

That the agenda be approved as presented .

**Motion Carried**

3. **ADOPTION OF MINUTES**

**June 9, 2022 - Regular Council Meeting**

**Moved by Councillor M Arsenault and Seconded by Councillor MacAllar**

That the Minutes of June 9, 2022, Regular Council Meeting be approved as corrected.

**Motion Carried**

4. **BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

4.1. **Cemetery**

A letter had been sent to Andrew and Carolyn Aiken inviting them to attend this Council meeting to discuss the project of cleaning up and making the cemetery accessible. Although they were not present at the meeting, they did call the CAO in response to the letter, and indicated that the cemetery is on their property and that they have liability concerns with members of the public on their property.

Councillor N. Wheatley discussed the issue with Steve Dowling, Director of Justice and Public Safety with the Province. If a church does not take responsibility for a cemetery, a municipality can do so. In addition, the Ancient Burial Grounds Act of PEI grants permission to individuals, who in good faith want to visit or enter burial grounds surrounded by privately owned lands.

Dana Harvey had started to clear a path to the cemetery without Council's knowledge. Council indicated that no more work should proceed on the project until further notice.

A request will be made to PEI Records to obtain the survey of the municipal lot.

**4.2. Financial Report**

CAO presented income and expenses for May, June, July and August 2022.

Request was made to add additional details for email money transfers, including a breakdown specifying purpose of expenses and classifying expenses as year to date expenditures listed by budget categories.

**4.3. Pest Management**

CAO will return to Council with costs and schedules for ongoing pest management services.

**4.4. JSB Contract**

**Extension of JSB contract**

**Moved by Councillor N. Wheatley**

**Seconded by Councillor J. MacAllar**

**Whereas:** the initial contract with JSB Property Maintenance was for 3 months for maintenance and cleaning of the hall, and with the upcoming general municipal election;

**Therefore, Be it Resolved:** that the contract with JSB be extended to January 31, 2022

**Motion Carried**

**Build Shelves and Painting of Cabinets**

**Moved by Councillor L. Turner**

**Seconded by Councillor J. MacAllar**

**Whereas:** JSB has provided an estimate totalling \$956.80 for the painting of the new shelving unit under the chalk board and building additional shelves;

**Therefore, Be it Resolved:** that JSB be approved to proceed with the quoted work.

**Motion Carried**

Going forward, Councillor N. Wheatley will act as a single point of contact between Council and JSB. Items will be brought to other Councillors, based on areas of responsibility, or Council as a whole, as needed.

A list of contractors (plumber, electrician, etc.) will be compiled for regular maintenance of the building.

**5. NEW BUSINESS**

**5.1. Hall Expenses and TAJ Contract**

Summary of expenses associated with the maintenance and running of the building from November 2021 to present was reviewed. The daily hall rental by TAJ adds wear and tear on the building. There is a need to prepare a more detailed contract with more specific expectations around the use and state of the building. Carried forward to October meeting.

## **5.2. Craft Fair**

A Community member requested the use of the hall for a holiday craft fair. Council agreed that, as it would be of benefit to the community and bring people into the hall, that the hall could be used at no charge for this purpose.

## **5.3. Follow-up for speeding on North York Road**

Although improvements have been made (speed limit signs and reflectors), speeding and safety around our roads remain a constant issue.

CAO indicated that the RCMP is aware of speeding and continues to monitor the situation in the area. Speeding and racing appear to be taking place on the Mill Rd.

CAO to contact Dept of Transportation and Infrastructure to discuss other potential solutions, get put on a list for signs, requirements for speed bumps, and potential funding support for a radar sign.

## **5.4. CAO contract**

Based on the clauses in the CAO's contract, a performance review is to be conducted in October. Given that the Council has not taken part in a performance review with past CAOs it is important for both the Council and CAO to know what is expected and how it will proceed.

There is also a need to develop a proper, permanent job description. The one currently used was intended to be temporary (prepared when we intended to hire a CAO for 20hrs/week based on MGA requirement) and based on examples provided by the FPEIM from other municipalities.

Committee set up to establish performance review criteria and develop a permanent CAO job description. Members of the Committee - Councillor M. Arsenault, Councillor J. MacAllar, Councillor N. Wheatley

## **5.5. Girl Guides**

Although they have not reached out

Coordinate meeting night so they do not have to have an outing

### **Hall Rental for Girl Guides**

**Moved by Councillor N. Wheatley**

**Seconded by Councillor L. Turner**

**Whereas:** the Girl Guides are a non-profit and have struggled to find funding to pay the hall rental fee;

**Therefore, Be it Resolved:** that if they choose to use the Hall again this year that the rental fee be waived.

### **Motion Carried**

## **ADJOURNMENT**

**Moved** - that there being no further business, the meeting adjourned at 8:45 p.m.

Signed Diane Crozier, Mayor

Dated

Signed Michel Arsenault, CAO

Dated