

Council Meeting
Community of Warren Grove
Thursday, September 2nd, 2021 at 7:00 p.m.

PRESENT: Mayor Diane Crozier
Destiny Arsenault
Michel Arsenault
Janet Howes
Judy Duffy, CAO

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 addition of “Adoption of Minutes” as item 3.

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

Motion Carried

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* so as to not miss items such as the adoption of minutes.

3. **ADOPTION OF MINUTES**

Moved that the Minutes of the May 6, 2021 Council Meeting be adopted as presented with the following amendment:

Under “5. ROUTE 248 - Provincial Government Paving”, the addition of “A trail separate from the road will no longer be pursued by Council.”

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

Motion Carried

4. **BUSINESS ARISING/OLD BUSINESS:**

4.a. Amalgamation/Shared CAO Update

Mayor Crozier provided an update on discussions with the Mayor of Kingston and the sharing of a CAO. There is interest on their part to further pursue sharing of an office and CAO. It will be brought up at their next Council Meeting. M. Arsenault indicated that he could work with Mayor Crozier to meet with Kingston Council and move the shared CAO position forward. One option available for an office is at Clow's store. The price is \$500/month including heat and lights. It

was also suggested that the CAO salary be shared 1/3--2/3 with Kingston given that they have a much larger population and therefore tax base, it will need to be further discussed with Kingston going forward.

4.b. Renovation Update

Other than the curtains which should be done shortly, everything else has been purchased or completed. There was a quote submitted for an electric heater for the basement, however there is no room left in the hall's electrical panel. It was suggested to add ducting to the forced air furnace and have it vent to the basement, but there would be no thermostat downstairs. Another proposed option was that the heat pump be replaced by a dual-head heat pump, with one head in the basement and one upstairs. M. Arsenault suggested that we might sell the current unit and use the 2020-2021 one-time supplement of \$10,212 to the Canada Community Building Fund (previously called the Gas Tax Fund). That option will have to be further evaluated.

4.c. EMO Update

M. Arsenault heard from Kingston in June that they wanted to complete their EMO plan alone, North Wiltshire indicated that they would like to work with us on a shared plan. Following a comment from Mayor Crozier, further confirmation from Kingston will be sought as to how they would like to proceed. PEI EMO has been in touch and offered to assist in putting things in place to the extent needed. The by-law will need to be passed. If we will be proceeding with a shared plan, in addition we will need to pass a shared services by-law and put in place a shared services agreement. A warming/welcome center will also need to be identified or set up in the community. Once the vacant seats on council have been filled, we can look at EOC team members and alternates as part of a shared plan. Must be completed before the end of 2021.

5. NEW BUSINESS

5.a. By-election

Moved that the by-election be held on October 4, 2021 to fill the 3 vacant councillor positions. With the nomination period being September 8 to September 17, 2021

Moved by Councillor D. Arsenault

Seconded by Councillor J. Howes

Motion Carried

Moved that David Sanderson be appointed the Returning Officer for the Municipal by-election.

Moved by Councillor D. Arsenault

Seconded by Councillor M. Arsenault

Motion Carried

Moved that Judy Duffy, CAO be appointed the Municipal Electoral Officer for the Municipal by-election.

Moved by Councillor M. Arsenault

Seconded by Councillor J. Howes

Motion Carried

5.b. Review Financial Statement

D. Arsenault questioned the balance of the “Playground Energy” account, what it can be used for and why we are trying to pinch pennies if we have such a large sum allocated to the playground. J. Duffy indicated that she did not have any further information on it, other than the accountants indicating a sum of money to be transferred into the account following the audit.

D. Arsenault also questioned who fixed the downspouts on the building. Mayor Crozier indicated that Blair Crozier had done the work and also tightened the screws on the playground. M. Arsenault questioned if there was not a conflict of interest in hiring the Mayor’s husband. D. Arsenault stated that by email prior to the meeting two councillors had indicated that no work should be completed until it is discussed at this Council meeting. J. Duffy indicated that she had consulted with Municipal Affairs and that she had informed Mayor Crozier that it was not a conflict of interest. M. Arsenault suggested it would be good to receive some training on conflicts of interest from Municipal Affairs or other.

M. Arsenault inquired if we knew how much the tax revenue would increase with the new builds this past year and the recent sale of several homes. As discussions continue around sharing the services of a CAO in order to meet the requirement of the Municipal Government Act (having an office open 20 hours a week), it would also be helpful to know how much money is needed in the operating bank account in order to ‘float’ our financial year.

5.c. MGA and Council by-laws

M. Arsenault wanted it noted that even though we are a small municipality, we should still be doing our best to follow the procedures set out in the Municipal Government Act (MGA) and our own municipal by-laws. Too much energy is spent deciding or avoiding things that are already clearly laid out such as: timeline for passing the budget, by-elections, conflicts of interest, and annual schedule of regular Council meetings. M. Arsenault also indicated he was not sure about the annual Council meal in December, but that he hoped that public funds were not being used to purchase alcohol, as per our by-law.

ADJOURNMENT

Moved - that there being no further business, the meeting adjourned at 8:40PM.

Moved by Councillor J. Howes

Seconded by Councillor D. Arsenault

Motion Carried

Signed Diane Crozier, Mayor

Dated

Signed Administrator

Dated