

Regular Council Meeting
Rural Municipality of Warren Grove
Monday, October 5, 2023 at 7:00 p.m

PRESENT: Mayor Laurie Turner
Shelley Harvey
David Maloney
John MacAllar
Noemie Wheatley
Michel Arsenault, CAO

Two members of the public were present.

REGRETS: Destiny Wells-Arsenault
Coady Tawil

1. CALL TO ORDER:

Mayor Turner welcomed all present and called the meeting to order at 7:00 p.m.

2. DECLARATIONS OF CONFLICT OF INTEREST

Mayor Turner declared a potential conflict of interest for item 10.2 - *Generator Maintenance Plan - Potentially DSR.*

3. APPROVAL OF AGENDA

Moved by Councillor D. Maloney and Seconded by Councillor J. MacAllar

That the agenda be approved as presented.

Motion Carried

4. ADOPTION OF MINUTES

September 11, 2023 - Regular Council Meeting

Moved by Councillor N. Wheatley and Seconded by Councillor D. Maloney

That the Minutes of the September 11, 2023 Regular Council Meeting be adopted as presented.

Motion Carried

5. PRESENTATION AND DISCUSSION

5.1. Council Training - Bylaws

CAO gave brief training using the October 2022 PEI Local Government Resource Handbook and overview of Municipal Bylaws. It was noted that certain bylaws are in need of review and updating (ex. 2003 Zoning and Subdivision Control Bylaws). There are also others required by the MGA that Council has not yet established for the Rural Municipality of Warren Grove, such as the Access to Information and Protection of Personal Information Bylaw; Procurement Bylaw; and a review of the Code of Conduct Bylaw. Brief discussion followed, including the challenges associated with enforcing bylaws without an enforcement officer.

6. BUSINESS ARISING FROM THE MINUTES

6.1. Purchase of BBO Supplies, lock, propane tank

It was decided that the newly purchased BBQ will be kept outside year round. A lock and chain will be purchased now. A propane tank will be purchased in Spring 2024.

6.2. November 2023 Newsletter

Items for the upcoming newsletter were confirmed. The newsletter will again be mailed out and will also include the “Leaky Toilet” pamphlet and test strips. The idea of highlighting community members and businesses was again discussed.

6.3. CAO Performance Evaluation

The CAO again highlighted the request that a Performance Evaluation take place before the end of the calendar year for the benefit of both Council and the CAO. The CAO will prepare a template for the evaluation based on the CAO Performance Evaluation Toolkit from the Canadian Association of Municipal Administrators. Council will aim to meet at 6pm on November 13, 2023, prior to the next regular meeting of Council to hold a CAO Performance Evaluation.

6.4. CAO Job Posting

The CAO will prepare a job posting for the position of CAO based on current responsibilities and requirements. Will also combine with example postings shared from other municipalities to present to Council at the next meeting. A selection committee will also be established at the next Council meeting and the ad for the job posting will be posted as soon as it is reviewed and approved by Council.

6.5. Craft Fair

Mayor Turner gave an update on preparations for the Craft Fair. It will be held 9am-4pm on Saturday November 18th to coincide with other craft fairs in the area. Entrance will be \$2 at the door or a donation of non-perishable food items.

6.6. Christmas Event

Council discussed the event that will be held at the Hall on December 2nd, 2023 from 6pm-8pm. Assignments were taken on for preparations, decorating, etc.

7. CORRESPONDENCE

Nil

8. REPORTS FROM COMMITTEES

Dissolution of the Hall Grounds Planning Committee

Moved by Councillor N. Wheatley

Seconded by Councillor D. Maloney

WHEREAS, The Municipal Hall Grounds Planning Committee (the Committee) was established on 9 January, 2023;

AND WHEREAS, There was a need to develop and establish a plan for the development of the Community Hall Grounds. The Committee was charged with preparing and planning the erection and development of a Play Ground, a Multiuse Sport Pad and the Revitalization of the Cemetery;

AND WHEREAS, The Committee was charged with the responsibility of defining the scope of the projects, identify and document project milestones, obtaining financial estimates for projects cost, establishing and meeting deadlines, regularly presenting project updates to council and hold regular committee meetings to reach the definition of completed;

AND WHEREAS, The Committee has completed the planning phase of the projects (Playground, Multiuse Sport Pad and Cemetery Revitalization);

AND WHEREAS, The projects have entered the implementation stage and will no longer fall under the scope of Land Planning;

THEREFORE, BE IT RESOLVED, That the Municipal Hall Grounds Planning Committee be dissolved and new individual Project Execution Working Groups be established in its place for each segment of the project; Playground, Multiuse Sport Pad and Cemetery Revitalization;

AND, BE IT FURTHER RESOLVED, That each segment of the project be divided between three different project managers making it easier for each project leader and their team to establish clearly defined project execution requirements and goals. Consequently, making it easier to monitor and manage individual projects' lifecycles.

Motion Carried

9. REPORTS FROM CAO

9.1. Financials

9.1.1. PEI Disaster Financial Assistance Program Rebate

An application to the rebate program is in progress in order to help cover the costs of cutting and removing the trees impacted by Fiona. Council discussed the further removal of trees further back in the woods that can now be seen following the clearing of trees adjacent to the parking lot. Although it has an unsightly appearance, they are less of a safety concern. A few Councilors offered to volunteer to cut the trees in question and simply leave them in the woods.

9.1.2. Annual Audit

CAO informed Council that, to his knowledge, everything has now been submitted to the auditor and is now being reviewed and finalized.

9.2. Planning and Permits

Nothing to report.

9.3. Funding Applications/Allocation for Capital Projects

9.3.1. CRP Funding

CAO informed that the Community Revitalization Funding, totaling up to \$90,477, has now been approved and finalized.

9.3.2. CCBF Allocation Funding

CAO informed that the first payment of the Canada Community Building Fund allocation was received at the end of September.

Paving of the Multi-use Sports Pad
Moved by Councillor N. Wheatley
Seconded by Councillor S. Harvey

WHEREAS, The Community Revitalization Funding has now been approved, and a rebate from the PEI Disaster Financial Assistance Program is in progress;

AND WHEREAS, A revised quote for the paving of the multi-use sports pad has been obtained from M&M Resources Inc, which includes an additional \$7,153 to prepare the ground for paving and totalling \$39,675;

THEREFORE, BE IT RESOLVED, That the Rural Municipality of Warren Grove proceed with the paving of the Multi-use sports pad by M&M Resources Inc.

Motion Carried

With the Hall Grounds Planning Committee now being dissolved, Councillor N. Wheatley put her name forward to lead the Playground Working Group, with Councillors D. Maloney and J. MacAllar members of the working group as well.

10. INTRODUCTION OF NEW BUSINESS

10.1. Generator Maintenance Plan

Mayor Turner was not present for the discussion.

The Rural Municipality of Warren Grove received two generators from the North River Fire Department. In order to ensure that they remain in good working order, they will require yearly maintenance (oil and filter change, test run, etc.). It would be most logical and convenient to use Dave's Snowmobile Repair for the yearly maintenance, however prior to making an informed decision, the CAO will obtain 3 quotes for yearly maintenance, including one from Dave's Snowmobile Repair.

10.2. Snow removal at the Hall - Walkway and stairs

With TAJ no longer renting the Municipal Hall, the CAO will follow up with Gordon Crozier (who currently clears the snow at the Hall) to see what he would charge to keep the walkway, stairs and ramp clear of snow and salted for the winter.

ADJOURNMENT

There being no further business, the Regular Meeting of Council adjourned at 9:05PM

Next Regular Meeting of Council - November 13, 7PM

Signed Laurie Turner, Mayor

Dated

Signed Michel Arsenault, CAO

Dated