



MINUTES GEORGETOWN TOWN COUNCIL

MONDAY,
December 21, 2009

Mayor Lewis Lavandier
Deputy Mayor Wade Williams
Councillor Allan Gallant
Councillor Ronnie Gallant
Councillor Peggy King
Councillor Faye McQuillan
Councillor Craig Murphy
CAO Tonya Cameron



The regular monthly meeting of the Georgetown Town Council was held in the Council Chambers on 12/21/2009, at 7:00 p.m.

Council Attendance: Mayor Lewis Lavandier
Deputy Mayor Wade Williams
Councillor Allan Gallant
Councillor Ronnie Gallant
Councillor Peggy King
Councillor Faye McQuillan
Councillor Craig Murphy

1.0 Call to Order

Mayor Lewis Lavandier called the meeting to order at 7:00 p.m.

2.0 Approval of Agenda: 12/21/2009

Moved for approval by Councillor W. Williams.

Seconded by Councillor A. Gallant. Motion Carried.

2.1 Additions to Agenda

Nil

2.2 Conflict of Interest Provision

Part V1, Section 23 of the *PEI Municipalities Act*, which maintains that no member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.

2.3 Declaration – None Declared.

3.0 Business/Presentations from the Floor:

3.1 Presentation from Toby Murphy, President of the Georgetown Home & School Association. Requesting the Town of Georgetown to assist in receiving / managing funds for new playground equipment for the school. After a recent inspection, there is now a strong need for the playground equipment to be replaced. The Home & School Association are trying to access funding through various programs and fundraising efforts for the required new playground equipment. Most funding available requires 100% of the costs to be born upfront with up to an 80% reimbursement as they are claims based funded projects (30 day turn around after claims are submitted for payment). New playground equipment will show development at the school and support activities for all of the youth of the community – it may also help our school stay off future closure lists. They are requesting to join forces with the municipality to benefit the community.

Mrs. Murphy also gave an up-to-date progress report to Council with respect to the Friend's of Georgetown School's efforts as well as efforts of the Georgetown Home & School to increase after school usage of the facility by the community. Including, an adult fitness program (with an instructor from Atlantic Fitness East), badminton club, drama program (which takes in children from all over King's County) and the Home & School obtained Schlaque boards from the local Carpentry class. They are proud to announce that the school is being used now more than ever. As well, she reported an increase in fundraisers (they have raised \$3,200 since September 2009). All of the monies raised go towards the children's education – this year they went to see Canada Rocks at the Confederation Centre of the Arts. The Home & School Association has been meeting bi-weekly and are looking into various other funding opportunities to offer a part-time enhanced drama/arts program as well as other opportunities to benefit the community.

General Agreement of Council to review request for the Town of Georgetown to temporarily fund the Georgetown Home & School's new playground equipment initiative on the basis that the Town will be reimbursed via funding secured by the Georgetown Home & School through awarded projects, fundraising efforts and in-kind service.

4.0 Minutes

Council Meeting: November 16, 2009 Regular Meeting and business thereof.

4.1 Adoption

Moved by Councillor W. Williams.

Seconded by Councillor A. Gallant. Motion Carried.

4.2 Business from Town Council Minutes

Councillor A. Gallant suggested that there should be a new policy in place with respect to the depleted recreation budget specifically relating to donations. General agreement of Council to put a new policy in place for the New Year 2010.

5.0 Financial Statements (Unaudited)

5.1 General Account-to November 30, 2009

Moved for approval as presented by Councillor A. Gallant

Seconded by Councillor W. Williams. Motion Carried.

5.2 Sewer Corporation-to October 31, 2009

Moved for approval as presented by Councillor A. Gallant,

Seconded by Councillor R. Gallant. Motion Carried.

6.0 Outstanding Expenditures (preliminary & supplementary list)

Moved for approval to pay as presented by Councillor C. Murphy, with the addition of a recent oil bill for the Town's property at 293 Kaye's Road in the amount of \$306.72, and with the exception of removing a double entry for Christmas light invoice, seconded by Councillor A. Gallant. Motion Carried.

7.0 List of Correspondence November 17, 2009 – December 21, 2009:

- 7.1** Mike Currie from the Office of the Leader of the Opposition: excerpt from PEI Legislative Assembly November 25/09; **No action required.**
- 7.2** Festivals & Events PEI: re: request for Georgetown to become a member of Festivals & Events PEI; **Councillor F. McQuillan to look into working with them.**
- 7.3** Hilary & Alex Spencer: re: request to have a discount on their taxes due to inconvenience of having to use other lot as driveway during Water Street Upgrade; **After discussion and review, there was a general agreement of Council to deny request. Response to be sent via correspondence, Tonya to draft as per Council's notes and final review by Mayor Lavandier.**
- 7.4** Premiers' Office: congratulatory letter to Mayor Lavandier on his election win; **No action required.**
- 7.5** Tourism PEI: invitation to a brain storming session for Island Welcome Centre's; **No action required.**
- 7.6** FPEIM: semi-annual meeting; **General discussion regarding the importance for Council to take in these meetings and to be involved as much as possible with representation present.**
- **Moved by Councillor A. Gallant that those wishing to attend will advise Tonya Cameron, CAO in the next couple of days so that she may register them before the January 4, 2010 deadline, seconded by Councilor F. McQuillan. Motion Carried.**
- 7.7** FPEIM: proposed change to FPEIM membership dues; **No action required.**
- 7.8** Communities, Cultural Affairs & Labour: re: tangible capital assets; **No action required.**
- 7.9** Justine Lewis-Infrastructure Secretariat: re: Phase II of the Environmental Outcomes Report for Gas Tax fund is underway; **No action required.**
- 7.10** PEI Senior Citizens' Federation Inc.: letter of acceptance to the Learning Elders Arts Program; **No action required.**
- 7.11** Environment, Energy & Forestry: oil spill, vehicle accident on Victoria Street-soil report; **No action required.**
- 7.12** Official Opposition Members' Office: copy of letter sent to Mr. John MacDonald of Highway Safety Division concerning gravel trucks without tarps; Mayor **Lavandier reported that he already has Constable MacDougald looking into this problem.**

- 7.13 Island Trails: request for renewal of membership to Island Trails which expires on December 31st, 2009;
- **Councillor C. Murphy moved to renew the Town of Georgetown's membership to Island Trails for 2010, seconded by Councillor F. McQuillan. Motion Carried.**
- 7.14 King's Playhouse Theatre: request to have a street light installed at the King's Playhouse Theatre parking lot. **Councillor King is to advise the Playhouse Board to remove the barriers for now and work on it again in the spring.**

8.0 Committee Reports

8.1 ***Finance, Government Relations -Mayor Lewis Lavandier, Chair:***

Mayor Lavandier gave the following written report:

Municipal Orientation Session – Tonya, Lisa, Councillors Allan Gallant, Craig Murphy and I attended the Municipal Orientation Session in Kinkora, PE. It was very informative and gave us a chance to see how municipal government is supposed to work. It also gave us the opportunity to meet people from other municipalities as well as different government departments that we will be working with during our term in office. After speaking with Mayor Collins from Montague & Mayor Macdonald from Souris, we have agreed to work together going forward to try to make things better for our respective communities.

Sewer Lagoon – Tonya, Councillor Craig Murphy and I met with Daryl Fisher, Morley Foy and a number of government reps to try to resolve some of the issues concerning the sewer lagoon upgrades. We are still trying to find a way to begin the next phase of the project. I will keep council advised as to how things are progressing.

Playhouse Thank You - I would just like to commend Melvin and the Theatre Board for a job well done on the George Canyon concert, also the Christmas Concert for the school – we are getting a lot of positive feedback in regards to both events.

Respectfully Submitted,
Mayor Lewis Lavandier

8.2 ***Public Works, Property, Main Street Programs, Sewer & Water Utilities-Councillor Williams & Community Heritage and Beautification, Committee Chair:***

Councillor Wade Williams gave the following written reports:

Public Works, Property, Main Street Programs, Sewer & Water

Water St. Upgrades: Final work to be completed next construction season. Any inefficiencies will be addressed. New lighting is on, Maritime Electric removed some of the overhead lighting. Int. West St./Water St.,

Kent St./Water St. and Victoria St./Water St. were left to see if the lighting was enough. If council feels that they could be removed in future they could be.

Steel Grate Request – Request for steel grate on East St./Richmond St. culvert was not warranted. It is open at both ends. It was hooked to storm sewer system with no escape they are placed.

Street Signs – New street signs have been installed on Water St. – Points East signs will be installed next spring.

Sewer Lagoon – Lagoon upgrades are on hold for the moment. A request for extending the funding has been asked for. Costs for installations, blocked laterals and on going maintenance are constantly on the rise and rate changes may have to be looked at in future.

Overdue Sewer Accounts – I will be looking at what kind of service a collection agency may be able to provide and will report back.

Community Heritage & Beautification

Town Sign - Looking at cost to install flood lights on Town entrance sign. Right now it looks very dark at night and with some lighting it would enhance the sign. With some plugs you could decorate it up during special occasions.

Street Lamp Banners - Looking at a theme and design for street lamp banners next year. If anyone has any suggestions please give input. Approximately 20 banners.

I would like to wish Residents, Staff, Fire Department, Mayor & Council a very Merry Christmas & Happy New Year.

Respectfully Submitted,
Councillor Wade Williams

General discussion of Council with respect to the grate requested on East St./Richmond St. safety was a concern, reasons for not applying a steel grate to one side due to another safety issue were discussed. Councillor R. Gallant to advise the residents of the pros and cons of a grate placement as per request. Council to review and consider same and revisit again in future.

- 8.3 Friends of Georgetown School, King's Playhouse Theatre & Three Rivers Sportsplex: Councillor King, Committee Chair:**
Councillor King gave the following written reports:

Friends of Georgetown School Committee

The parent's council committee has been very active and busy since school began in September. The parents council has had various fundraising activities going on including a bake sale, selling of apple pies (all of which were made from scratch by the parent council members and other volunteers in the community) as well as a fudge sale at the recent George Canyon shows at the King's Playhouse. These events generated around \$2,000 in sales. Parent council committee teamed up this year with the teaching staff at the Georgetown Elementary School to put on the Christmas Fair. Total raised was \$3,159.00 which was \$900 more than last year's total. Parent council president Toby Murphy made a presentation at the monthly meeting of the Eastern School District updating them on everything that was happening in Georgetown Elementary since our school remained open. She received very positive feedback. Toby made a couple of requests to the board:

1. More information on the mentoring program, which is happening at the school now.
2. More information on how Georgetown School could acquire an enhanced arts program (drama based program). The Eastern School Board members were very receptive to both requests.

In the upcoming year 2010, parent's council is focusing their efforts on a new play ground for the school.

Three Rivers Sportsplex

Operations at the Sportsplex running smoothly. Rink Manager, Mark Murphy, is away on Christmas holiday from the Sportsplex (Dec. 15 to Jan. 5, 2010). Councillor Craig Murphy has generously offered to oversee the booking of ice rentals, scheduling and collecting of the monies from ice rentals. Ice maker Sam Wight has also agreed to work extra hours and do anything she can to help. There are several tournaments booked over the next few months in 2010. Mike LaVie was awarded the tender for snow removal and salting of the Sportsplex for the 2009-2010 season. The bid came in at \$2,500. The board is hoping to get a few more names to come on the board in the New Year.

Respectfully Submitted,
Councillor Peggy King

King's Playhouse Monthly Report (prepared by Manager Melvin Ford) – submitted by Councillor King

With the year finally coming to an end, the Playhouse can now say that we just encountered one of the busiest years in the history of the theatre.

The month of December is one we are not soon to forget, with George Canyon playing to over 900 people in three nights. Without a doubt, this show was the biggest in the history of the theatre. The word from him is that he will be back in the New Year, hopefully with a surprise artist.

Along with the three sold out shows, the theatre also played host to The Truth About Christmas which was attended by 70 people and then over 100 people took part in the Georgetown Christmas Event held on Sunday. We also played host to the Vernon River Consolidated School Christmas Concert last Tuesday, December 15, 2009 and then Georgetown Elementary School on December 17th, 2009. Both of these events saw standing room only for the most part, and while doing this, we have had people in the facility that never were here before. Today, we hosted the Georgetown School again for a movie day for the school break, and tomorrow we will host CAFÉ, the French organization from Souris, where over 120 kids will be bussed here to see a French movie. This is all in keeping with the hope of attracting many more schools to use our facility on a more permanent basis.

As for financially, the Playhouse as figured, is forecasting a budget loss this year in the amount of \$15,000. We are certain that with all the planning and forecasting that we are doing for next year, we will be able to turn this figure around to a much more positive number as the next year closes. The good news is that the Playhouse is also able to look after this amount on it's own, with no help from the Town of Georgetown. The Playhouse currently operates with a line of credit at the local Credit Union and will not be asking the Town for any help with this debt.

Currently, the Board of Directors is looking for new active members to serve with them for the following year. We are in the process of recruiting a Board member who can act as treasurer for the organization, and we will be looking at hiring a book keeper who will come in once a month to help with the accounting. This has not been done in the past due to lack of money, but it is something we are working in to our next year's budget. The Board also feels that with all the events that have taken place here this year, this amount is a very small loss for our organization to incur.

The Board is meeting on December 29th for the day to work on grant applications for the new year. As of today, I have applied on behalf of the Board, for 4 positions posted under Skills PEI. These applications have a deadline of Wednesday this week, and after some talk today, we feel that there is a good chance that we will be able to find funding for a few new employees this year. (one position is for an accounting assistant, as well as a box office clerk, a promotions person and also a backstage/hospitality manager).

As for the work on the building, it is progressing along quite well now. The floor will be completed today, and all of the dressing rooms in the facility are now completely renovated. The lumber has arrived today for the walls, and that work will be starting tomorrow. When all is said and done, we will have a wonderful new facility that everyone in Town will be very proud of.

On behalf of all the Board of Directors for the King's Playhouse, we would like to express to each and every one of you, our sincere thanks for all the support you have given to us over the past year. With your help, we will continue to grow and offer to all of PEI and Canada, a world class venue that we can be proud of.

On behalf of myself and all of my family, we wish you a holiday season filled with much love and laughter, a time for family and friends to celebrate another wonderful year.

Merry Christmas!!

Respectfully Submitted,
Councillor Peggy King

Mayor Lavandier directed Councillor King to pass a message on to the Board on his behalf, he is very happy with the work they are doing and feels they are really doing a great job of getting the Playhouse name out there in a very positive manner.

8.4 Community & Media Relations & Seniors Affairs: Councillor McQuillan, Committee Chair:

Councillor McQuillan gave the following written reports:

Community & Media Relations

Christmas Tree Lighting – We had our annual Christmas Tree Lighting, about 25 people in attendance. Hot Chocolate and Apple Cider for everyone. We also had a visit from Santa Claus. Thanks to everyone who helped in any way.

Seniors

Christmas Dinner - We had our annual Christmas Dinner on December 18th. Lots of great food, entertainment and a visit from Santa. Everyone had a great time.

Senior's Grants – We received news the other day that we are getting \$7,500.00 from the Seniors New Horizons Program. This is very exciting news. We also received a grant from the LEAP Program. This is money to on a play and hire a director, etc. Dawn Sadoway is going to direct this

for us. The seniors are very excited. This will start in early January with the final performance booked for March at the King’s Playhouse Theatre. I will keep you informed on this. If any of you would like to be in the performance, please let Dawn or myself know.

At this time, I would like to wish you a Very Merry Christmas and a Happy New Year.

Respectfully submitted,
Councillor Faye McQuillan.

Mayor Lavandier thanked Councillor McQuillan for her great job with the Seniors Group.

8.5 Civic Centre & Georgetown Volunteer Fire Department, Councillor Ronnie Gallant, Committee Chair: *Councillor Ronnie Gallant gave the following written reports:*

Civic Centre

We are still having ongoing problems with the old furnace. We have also received some estimates on roof repairs.

I would like to wish all Councillors, Tonya and Lisa a very Merry Christmas and a Happy New Year. I would also like to wish his Worship and Family a very Merry Christmas and Best Wishes for the New Year.

Fire Department

I would like to congratulate the Fire Department for the awards they received. I would also like to thank Fire Chief Mark Gotell for all his hard work and dedication to the Fire Department.

Respectfully submitted by
Councillor Ronnie Gallant.

The following written report submitted by Fire Chief Mark Gotell:

Fire Chief’s Report for December 2009

Fire Calls	EMS Calls	MVA Calls	Forestry Calls	Training	Meetings
2	0	0	0	3	1

I am pleased to report that we had a very nice Annual Meeting and Banquet at on November 27th. In attendance was Deputy Mayor Wade

Williams, Councilor Ronald Gallant, Provincial Fire Marshal David Blacquiere, and Bill Gourley of the PEI Firefighters Association and PEI Fire School. During the evening presentation were made as follows:

5 Year Pin Gordon Leger – with 7 years, Cheryl Perry – with 6 years, Shelly Jenkins – with 5 years, Vicki Publicover – with 5 years

10 Year Pin John Hebert – with 11 years

15 Year Pin Wilson Wong – with 15 years

20 Year Prov. Medal Derek Johnson – with 20 years, Blair (Joe) MacConnell – with 21 years, Harold Publicover – with 20 years, Scott Lavandier – with 21 years, Mark Gotell – with 21 years

20 Year Federal Medal Scott Lavandier – with 21 years, Paul Gotell – with 24 years

Level 1 Fire Fighting Certificates were presented to Aaron Blackett, Gordon Leger, and Don Stephen.

Best attendance 2009 was presented to Mark Stephen with 90% attendance.

We also held our elections for the year 2010 – 2011 I would like submit the following names for council's approval as follows Fire Chief – Mark Gotell, Deputy Chief #1 - Allan Gallant, Deputy Chief #2 - Roy Wood, Captains – Randy Chiasson, John Hebert, Mark Stephen, William Perry. I am pleased the Department has put their trust in me to continue serving the Town as Fire Chief; I look forward to the coming years to continue to guide and train our Department to be one of the best Departments in Eastern PEI.

I would like to take this opportunity to wish all members of council, town workers and the residents a Very Fire Safe Holiday Season!

Yours in Fire Safety
Mark G. Gotell
Fire Chief

Mayor Lavandier thanked Councillor R. Gallant for his report and welcomed him back, as well as wishing him a very speedy recovery.

- 8.6 *Planning and Community Development & Youth and Recreation: Councillor Craig Murphy, Committee Chair.*** Councillor Murphy gave the following written reports:

Planning & Community Development

It has been a somewhat quiet month compared to the last six months in Georgetown since the contractors on Water St. have packed up for the Winter. Councillor W. Williams can not be thanked enough in my opinion for the amount of work he has contributed in seeing this project through to the end.

The Development Committee has approved the application of two building permits this month, one being the moving of a building from the Ultramar site with the intention of installing a new concrete slab with weather permitting. The other is the approval of the much anticipated addition to Holland College with an estimated value of \$1,000,000.00, although our tax base will not increase with this project due to their tax exemption, we will receive an increase of approximately 40 students with the addition of the Iron Worker Program. With these additional students it will allow them the opportunity to experience this great Town and what it has to offer. And who knows? It may become a future home for some of them.

Youth & Recreation

I have made inquiries to Minister Bertram for Community and Cultural Affairs about possible funding for energy upgrades to the Three Rivers Sportsplex. At this point these are only inquiries and I will keep you updated as things progress.

I would like to wish everyone here and their families a Merry Christmas and a safe and Happy New Year.

Respectfully submitted,
Councillor Craig Murphy

Mayor Lavandier thanked Councillor C. Murphy for his report.

8.7 Finance & Georgetown and Area Development Corporation: Councillor Allan Gallant, Committee Chair

Councillor A. Gallant gave the following written reports:

Finance Committee – Met to discuss ongoing financial needs of the Town in regards to upcoming infrastructure payments.

Revised Expense Form – It should be considered to revise the municipal expense form in the new year. The changes should reflect either a 30 or 60 day requirement for submitting expenses, this will ensure accuracy with respect to remaining budget for the year.

GADC – attended the regular monthly meeting.

Municipal Orientation – attended the Municipal Elected Official Orientation Conference in Kinkora, PE. I noted at this meeting that there is no advantage to having a vacant properties turned over to us, as the Province continues to pay the Town for the property taxes on same, which is why they have a lien on them.

Councillor A. Gallant made several motions (please refer to section 9.1) under New Business.

Respectfully submitted,
Councillor Allan Gallant

Mayor Lavandier thanked Councillor A. Gallant for his report.

8.8 Administrator's Report: Tonya Cameron, Chief Administrative Officer:

Tonya Cameron, CAO gave the following report:

- Online Back Up – we have been experiencing some ongoing difficulties with our on-line backup with Aliant PC Backup. We have uninstalled and reinstalled the software about 5 times now and with Aliant's help desk's support we have managed to rectify the situation and our on-line daily backup of our systems is working well again.
- Sewer Back Flow Prevention Device - Our Engineer has approved our Notice To Residents pertaining to shut off valves. Once Council has reviewed and approved same, we will be looking at sending it out in the Spring.
- EISI Agreement Amendment – EISI has sent us an amendment to our Agreement that is requiring us to carry \$2,000,000 in liability insurance coverage for them to work on our system. After many months of discussions with our insurer and EISI we are finally able to provide this service to Environmental Industrial Services Inc. at no additional charge to us through our insurer. I am seeking your permission to sign this amendment agreement.
- Meetings
 - o Attended the Municipal Training Seminar with Mayor Lavandier, Councillor A. Gallant, Councillor C. Murphy and Lisa MacKenzie.
 - o Mayor Lavandier, Councillor Murphy and I attended a meeting in Charlottetown the first week of December with our Engineer – Darrell Fisher, Morley Foy, Kandace MacEntee and Darlene Rhodenizer to review the current Sewer Phase II start

dates. Mayor Lavandier followed the meeting up with a request to the Minister for an extension of our MRIF funding deadline so that we may start the physical work in the spring, if we are able to obtain approval from local fishermen and environmental certificates by that time.

- o I have been in discussions with IRAC to review procedures.

- o GIS Based Asset Solution with VueWorks - Met with the Chief Administrative Officers for Borden/Carleton, Kensington, Montague and Souris in Charlottetown on December 15, 2009 for a presentation at the Atlantic Technology Centre with John Allen who the Director of GEONet and teleconference with VueWorks regarding a potential computer software package that will help us keep track of our infrastructure in a very organized and highly accessible and beneficial manner. The goal of the software is to keep your municipality operating more efficiently with fewer resources – i.e. Showing details of pipe work value and dates of purchase, etc. for PSAB.

The actual technology is expensive and the owners are putting together an option that will allow smaller communities to benefit from the software by jointly purchasing it (approximately 5 licenses for the group). The Chief Administrative Officers of Kensington and Montague are currently looking at applying for the technology upgrade through a joint Capacity Building Project Funding Application. Stratford is already using this new technology. This technology can assist municipalities to avoid situations where there may be a small retiring workforce that keep a lot of vital information in their heads about their infrastructure such as shut off valve locations as well as previous work orders, camera images, etc. The software can also estimate the current infrastructure values which are newly required information under PSAB, as well, as estimating replacement costs and keeping track of maintenance that may be needed on sewer lines, sidewalks, furnaces, buildings, fire trucks, manholes, etc. If we scan all of our maps and input all maintenance records, old current and future, we can access all information pertaining to a parcel or street with the touch of a button – thereby eliminating situations where one person who may not be employed with the Town any longer has all the knowledge needed in restarting the lift station by simply hitting the button on the left panel and kicking it twice. Anytime a camera is used in the sewer lines this too may be uploaded and may prevent a future call to have the video done where there is a sewer backup, etc. because it is already known where the cracks, weak spots and/or trouble areas are in this particular area. Anyone with an internet connection, that has been added to our list, can access this software as it will be hosted by the owners. The only drawback is the number of licenses (being approximately 5) will have to be

shared by the communities involved in this application; therefore, ideally no more than 5 users will be logged in at once. There is a potential for more licenses, this is still being reviewed.

My recommendation to council would be to pursue this software now during this one-time opportunity with potential funding through CBF, as long as the annual costs are such that would be feasible to include in future budgets. If the CBF funding is not available after the application has been submitted, then to decline pursuing this software at that time. I have also attended webinars for other similar software suites and there are more affordable options available that give similar results should CBF funding not be available. Additional start up costs for building the dataset and scanning the original documents may fall between \$5,000 to \$10,000 for our Town; this is in addition to the actual software purchase costs but will be part of the funding application through CBF.

Council must keep in mind that there will be an annual cost for the software which will not be included in the CBF funding application. A cost breakdown will be emailed to Council for their review in the near future to assist you in your decision.

- EDA Contracts – all contracts for the year have been finalized with the exception of the Public Works 2nd contract. One of the employees left half way through the contract and we were lucky to retain another employee's services to finish out same. In order to get the required number of weeks to meet EI eligibility criteria for the employee, we were able to get an extension of weeks for this contract and it will be completed now in mid-January.
- Community Internship Program Application – Mayor Lavandier and I completed and submitted an application for a Recreation Director and we are hoping that we are awarded an employee under this program for a period of 6 months. If awarded, this program subsidizes both the employee's wages and the employer's share. The Town will benefit greatly from this experience, while the employee will be gaining valuable knowledge and management skills for their future career.
- Senior's New Horizon's – currently working on closing report for New Horizon's 2008 contract. Soon I will be working on 2009's closing report as well.
 - o We received a couple of phone calls on 2010's application. The first phone call was to report that we have been awarded \$7,500; The 2nd phone call to advise that the money we have been awarded can only be used for new items – therefore \$1,000 can be

used for materials purchased for the senior's (as long as it isn't for anything we are currently doing for them or they are already doing on their own) and the remaining \$6,500 can be used for bus transportation on Prince Edward Island only. I fear that this funding opportunity is coming to a close due to lack of new ideas for the seniors that meet the eligibility criteria and we welcome any and all input from the Senior's Committee and the rest of Council to start thinking about funding ideas for 2011. Off Island trips and foot care are not eligible, we also tried this year to get funding to bring in guest speakers and this was not available.

Card play, board games, theater group, dance, meeting with youth in the community, ceilidghs, travel to most mainstream Island destinations and trips on the water are all activities that already have been or will be covered this year through the New Horizons for Senior's program. Unfortunately, none of the activities may be duplicated in the new applications. I have spoken with representatives from New Horizons and told them what a great service to the Senior's of our Town their program has been and is, they understand that with some senior's having disabilities there are only so many different items that they can get involved with that meet their eligibility criteria. While they admit they have had similar reports and conversations with many other groups, their criteria will not be changing anytime soon. It is in place to help disburse their funding to as many different groups as possible.

Our senior's group has been very fortunate to have been awarded this excellent program 3 years in a row and I will continue to keep applying for as many new services as will be agreeable to the Senior's as possible.

- CapSite Final Claim – currently working on the CapSite's final claim which is due the end of December. The CapSite had a very successful year, we were able to spend \$2,000 on a part-time employee and \$2,000 on new equipment (including signs) for the capsite through this program.
- Storm Water Management – I have spoken with Darrell Fisher, Engineer of ADI – for the most part the Storm Water Management Plan is completed, there are still a couple of finishing details he is awaiting re: Water St. Upgrades and should soon have a hard copy for Council's review.
- Year End and PSAB – Lisa MacKenzie has been keeping the day-to-day book-keeping entries up-to-date and we hope to have a smooth year end audit. The newly required PSAB asset lists are coming along, we hope to have the fire dept.'s and the Playhouse items shortly, Lisa will be assisting the Sportsplex with theirs on Tuesday Dec. 22/09. Public Works and AA Gardens are already completed. All entries will be on an

excel spreadsheet which is to be sent to the Accountants for addition to our year end financial statement.

- Day-to-day operations – As we are wrapping up the year, I would like to report that the day-to-day operations have been running smoothly and productive. Lisa MacKenzie who was hired in June has done a fantastic job of keeping the financials up-to-date in our accounting systems, as well, she has been very helpful with last minute items, mail outs and very friendly and helpful in dealing with the public. For the most part our equipment has been functioning adequately, but I would like to request that Council consider putting a new computer in next year's budget for the accounting software. The computer that Lisa is currently working with is out dated and is in bad need of a replacement. My suggestion to council would be to keep running the old system for the utility billing software and purchasing a new computer for her day-to-day needs as well as running the Simply Accounting Software. It has been a great year working with all of you and both Lisa and I wish each of you a Merry Christmas and Happy New Year.

Respectfully Submitted,
Tonya Cameron, CAO

Mayor Lavandier thanked Tonya Cameron for her report. Councillor F. McQuillan also thanked Tonya Cameron for her work on the LEAP Program Application.

9.0 New Business:

9.1 Gratuities

- **Councillor A. Gallant moved for budgeted gratuity amounts for staff members to be paid out as directed, seconded by Councillor F. McQuillan. Motion Carried.**

9.2 Day-to-day operating expenses until new 2010 Budget comes down.

- **Councillor A. Gallant moved to allow Tonya Cameron, CAO to continue to pay the day-to-day operating expenses until we have a budget in place for 2010, seconded by Councillor F. McQuillan. Motion Carried.**

9.3 Auditor & Legal Counsel

- **Councillor A. Gallant moved to keep MacPherson Roche Smith & Associates as the Town of Georgetown's accountants/auditor and to keep Tom Matheson of Matheson & Murray as the Town's legal counsel for the upcoming year 2010 until the annual meeting, seconded by Councillor F. McQuillan. Motion Carried.**

10.0 Adjournment

Moved: by Councillor A. Gallant.

Second: by Councillor W. Williams. Motion Carried.

Minutes recorded and submitted by:
Tonya Cameron, CAO

Approved, January 18, 2010

Lewis Lavandier, Mayor

Tonya Cameron, CAO