



MINUTES GEORGETOWN TOWN COUNCIL

Monday,
March 19, 2012

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



The Special Budget Meeting of the Georgetown Town Council was held in the Council Chambers on 3/19/2012, at 6:30 p.m.

Council Attendance: Mayor Lewis Lavandier
Councillor Michael Gallant
Councillor Ronnie Gallant
Councillor Faye McQuillan

Regrets: Councillor Allan Gallant (L.O.A.)
Councillor Craig Murphy
Councillor Wade Williams

Gallery Attendants: David Macdonald

1. Call to Order

Mayor Lewis Lavandier called the meeting to order at 6:30 p.m.

2. Approval of Agenda: 3/19/2012

2.1. Additions to Agenda

Tabling of the 2011 Town of Georgetown Financial Statement.

Tabling of the 2011 Town of Georgetown Municipal Financial Information Return.

- **Moved for approval by Councillor M. Gallant.
Seconded by Councillor F. McQuillan. Motion Carried.**

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.

3. Presentation of the 2012 Annual Budgets

Finance Committee: Councillor Allan Gallant, Committee Chair Leave of Absence:

Mayor Lavandier submitted the following written report:

The Chair of the Finance Committee has asked me to present the budget in his absence. I will now turn the floor over to Councillor Michael Gallant to act as Deputy Mayor and run the Budget

Presentation portion of the meeting, as the Deputy Mayor is absent this evening.

Acting Chair, Councillor Michael Gallant acknowledged His Worship Mayor Lewis Lavandier as Acting Chair of the Finance Committee to present the budgetary matters for the Town of Georgetown for 2012:

Some of the highlights on the General Revenue Side of the 2012 Budget:

In these difficult times it becomes harder each year for Municipal Councils to balance budgets and this year is no different. With decreases in Municipal funding and continuing increases in our costs to provide essential services, tax increases are becoming difficult to avoid, having said that, I am pleased to present the budgetary forecasts for the General Revenue Account and the Sewer Corporation Account for the Town of Georgetown 2012 Fiscal Year.

We were able to roll over enough money from last year's budget to clean up a derelict property that was turned over to us from the Province and install a much needed new compressor at the Three Rivers Sportsplex.

Our municipal grant has been reduced by 3% but due to the fact that we have seen an increase in population of 6.5%, we have received an increase of \$13,000 this year.

We have also received a grant of \$47,200 for our Centennial Celebrations this year.

As well as a grant of \$6,261 for the Queen's Diamond Jubilee.

In General Government:

The Civic Centre maintenance has been set at \$19,000 to offset the cost of painting & shingles, etc.

The Three Rivers Sportsplex has been set at \$61,383.91 to offset the cost of installing a compressor & also some assistance for a refrigeration chiller unit.

The Georgetown Volunteer Fire Dept. will receive \$64,980, which was the amount requested by the Fire Dept.

\$10,000 has been allocated to the Recreation & Youth to cover costs of adding new components to the skate park & to replace fencing at the ball field.

These are some of the highlights of this year's budget and I am pleased to announce that there will be no increase in our tax rate on Residential or Commercial properties for the year 2012.

2012 Annual Budgets for Revenue and Expenditures:

4.1 Acting Chair of Finance Committee, Mayor Lewis Lavandier tabled: Town of Georgetown -2012 Budget-General Revenue Account; and, made the following motions:

- **Moved by Mayor Lewis Lavandier that the tax rate on residential properties be set at \$0.85 per \$100.00 of assessment, seconded by Councillor R. Gallant. Motion Carried.**
- **Moved by Mayor Lewis Lavandier that the tax rate on commercial properties be set at \$1.70 per \$100.00 of assessment, seconded by Councillor R. Gallant. Motion Carried.**
- **Moved by Mayor Lewis Lavandier that the financial statements for the Town of Georgetown 2011 be adopted as presented, seconded by Councillor R. Gallant. Motion Carried.**
- **Moved by Mayor Lewis Lavandier that the Municipal Financial Information Return for the Town of Georgetown 2011 be adopted as presented, seconded by Councillor F. McQuillan. Motion Carried.**

4.2 Acting Chair of Finance Committee, Mayor Lewis Lavandier tabled: 2012 Budget Georgetown Sewer Corporation, for Council's review and consideration.

Acting Chair of the Finance Committee, Lewis Lavandier gave the following report:

Monies have been allocated to complete Phase II of the three phase upgrades required at the Sewer Treatment Lagoon.

This is the final sewer rate increase to offset the cost of the Phase II upgrades required at the Sewerage Treatment Lagoon.

Sewage rates will have increases in 2012 on an incremental basis as follows:

- January 2012 – 30% increase.
- May 2012 - 20% increase.

Mayor Lewis Lavandier made the following motions:

- **Moved by Mayor Lewis Lavandier that the Sewer tax rate for the billing period of January 1 through to April 30, 2012 be set at \$64.90 for this billing period and prorated for additional bathrooms as in 2011, frontage charges be set at \$0.41 per foot, seconded by Councillor R. Gallant. Motion Carried.**
- **Moved by Mayor Lewis Lavandier that the Sewer tax rate for the billing period of May 1 through to August 31, 2012 be set at \$77.88 and prorated for additional bathrooms, frontage charges be set at \$0.49 per foot seconded by Councillor F. McQuillan. Motion Carried.**
- **Moved by Mayor Lewis Lavandier that building permits be set at \$25 for residential and \$100 for commercial, seconded by Councillor R. Gallant. Motion Carried.**
- **Moved by Mayor Lewis Lavandier that the 2012 Budgets for the Town of Georgetown General Account and the Town of Georgetown Sewage Corporation be adopted as presented, seconded by Councillor F. McQuillan. Motion Carried.**

Mayor Lavandier thanked the finance Committee, the Council and assisting staff for their work towards making a balanced budget for 2012.

Acting Chair, Councillor Michael Gallant returned the floor/Chair to Mayor Lewis Lavandier for the remainder of the meeting.

4.3 NEW POLICIES

Firefighters Honorarium **Policy 2012-1** **Firefighter's Honorarium**

Effective January 1st 2012 Members of the Georgetown Fire Department will be paid a flat rate of \$10.00 per call for attending any particular call. Honorariums will be calculated from December 1st to November 30th of the following year and payable in December of that same year.

Honorariums will only be paid in full when and if the firefighter has attended at least 50% of their required training. Firefighters who do not attend 50% of their required training will have their paid on call amount reduced to half.

Fire Chief's Honorarium

Effective January 1st 2012 Georgetown Fire Department's Fire Chief shall receive a yearly honorarium in the amount of \$1980, then increasing at a rate of 10% each year until such time as it reaches a cap of \$2500. The honorarium may be paid yearly or on

a quarterly basis. The Fire Chief shall be excluded from receiving paid on call Honorarium.

Training Compensation
Policy 2012-2
Training Courses

Effective January 1st 2012 Firefighters who attend day long training courses (excluding in house training) will be paid a flat rate of \$50.00 per day plus mileage, meals will be the responsibility of the individual Firefighter. Mileage will be at the rate per kilometer used by the Town of Georgetown.

Level 1 or 2 Training

Effective January 1st 2012 Firefighters who enroll in either Level 1 or Level 2 Firefighting, shall be paid a lump sum of \$300.00 upon successful completion of either course. Firefighters will also be paid mileage when attending each module of the course including field training.

Motor Vehicle Accident(s) Cost Recovery Billing
Policy 2012-3

Effective January 1st 2011 the Georgetown Fire Department shall invoice all Insurance Companies of Motor Vehicles involved in a Motor Vehicle Accident in the Georgetown and Area Fire District, so as to recover the cost associated with responding to said accident; The said monies are to be forwarded to the Town of Georgetown upon receipt and to be used for departmental operations.

Other Volunteer Honorarium Policy
2012-4

The Town of Georgetown shall allow the King's Playhouse Board of Directors and the Three Rivers Sportsplex Board of Directors to develop a policy relating to the honorarium(s) and or gratuity(s) for their own board members and/or staff, such policy(s) pertaining to the same must be reviewed and approved first by the Georgetown Town Council.



The aforementioned policies shall be reviewed by Town Council, on an annual basis before the presentation of the Town Budget, with input from the various departments.

- **Councillor Michael Gallant moved for the adoption of the new 2012 policies to be adopted as presented, seconded by Councillor R. Gallant. Motion Carried.**

4.4 Other Business: None.

5.0 Moved: by Councillor M. Gallant that the meeting be adjourned as there is no further business, Seconded: by Councillor F. McQuillan. Motion Carried.

Minutes recorded and submitted by:
Tonya Cameron, C.A.O.
April 16, 2012

Lewis Lavandier, Mayor

Tonya Cameron, C.A.O.

Attached:

Schedule A -Town of Georgetown -2012 Budget-General Revenue and Expenditures

Schedule B -Town of Georgetown – 2012 Budget –Georgetown Sewer Corporation

Schedule "A"

TOWN OF
GEORGETOWN
—2012 BUDGET—

GENERAL REVENUE

DATED: MARCH 19, 2012

**TOWN OF GEORGETOWN BUDGET
2012 GENERAL REVENUE ACCOUNT**

RECEIPTS

Account #

4010 Municipal Grant	\$305,387.00
4020 Rural Fire Tax	\$23,000.00
4030 Recreation Facility Grant	\$10,000.00
4040 Building Permits	\$500.00
4050 Dog Permits	\$50.00
4060 Sewer Admin Fee	\$5,775.00
4070 Rentals & Sundry	\$300.00
4100 Canada Day Grant	\$1,000.00
4150 Photocopy/Fax Charges	\$250.00
4160 Property Tax	\$185,037.35
4170 Water Administration Fee	\$2,460.00
4245 Summer Days Grant (estimate)	\$47,200.00
4110 GADC Admin Fee	\$5,400.00
1360 GST Refund from 2011	\$12,350.06
4190 A/R from 2011 and Internal Recovery	\$74,939.44
4190 Property Tax Credit Refund	\$6,796.00
4241 Seniors LEAP Program	\$2,860.00
new Queen's Diamond Jubilee	\$6,261.00
Total Revenue 2012	<u>\$689,565.85</u>

**TOWN OF GEORGETOWN BUDGET
2012 GENERAL REVENUE ACCOUNT**

EXPENDITURES

Account #

General Government

2020 A/P Year End 2011	\$0.00
2010 Operating Line of Credit a/p 2011	\$0.00
5000 Municipal Election	\$3,000.00
5002-5008 Mayor & Councillors Honorarium	\$19,097.00
5015 Interest Bank Charges	\$3,000.00
5151 Employee Liability	\$250.00
5018 Insurance Municipal Liability	\$9,500.00
5020 Supplies	\$2,200.00
5025 Postage	\$1,500.00
5030 Office Equipment	\$3,000.00
5031 Photocopier Service Charge	\$750.00
5040 Administrator Salary	\$40,462.52
5045 RRSP Administrator	\$1,660.00
5041 Employers CPP	\$1,850.00
5042 Employers EI	\$1,051.00
5050 WCB	\$8,500.00
5055 Administrative Assistant Salary	\$26,337.10
new# Administrative Asst. RRSP	\$500.00
5056 Employers CPP	\$1,147.35
5057 Employers EI	\$669.00
5060 Telephone	\$5,000.00
5401 Gratuities	\$2,000.00
5065 Travel	\$1,500.00
5070 Admin. Misc.	\$500.00
5075 Advertising	\$7,500.00
5160 Property Tax	\$6,254.97
5080 Local Donations	\$1,500.00
5081 Mayor Promotion/Entertainment	\$2,000.00
5018 Insurance Adjustments	\$4,000.00
Total General Government	\$154,728.94

Civic Centre

5155 Heat	\$6,500.00
5156 Insurance	\$2,650.00
5157 Lights	\$4,400.00
5158 Maintenance	\$19,000.00
5159 Sewer & Water Tax	\$3,000.00
5161 Janitor/Supplies	\$2,500.00
5613 Library Art Craft Supplies	\$200.00
5090 Library Phone	\$800.00
Total Civic Centre	\$39,050.00

**TOWN OF GEORGETOWN BUDGET
2012 GENERAL REVENUE ACCOUNT**

EXPENDITURES

Account #

Three Rivers Sportsplex

5205 Town & Recreation Facility Grant (includes \$10,000 Grant)	\$12,000.00
5206 Install Compressor new # Refridgeration Chiller Unit	\$9,671.91 \$15,500.00
5210/5215 Insurance Fees	\$8,000.00
5205 Book Keeping Fees	\$10,712.00
5160 Property Tax	\$500.00
5510 Audit Fees	\$5,000.00
Total Three Rivers Sportsplex	\$61,383.91

King's Playhouse

5255 Subsidy Grant	\$12,000.00
Municipal Events Rental Offset	\$3,000.00
5255 Book Keeping Fees	\$10,712.00
5260 Playhouse Insurance	\$4,800.00
5160 Property Tax	\$700.00
5510 Audit fees	\$3,100.00

Total King's Playhouse	\$34,312.00
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Fire Department

5305 Truck Insurance	\$4,900.00
5305 Insurance Members	\$3,500.00
5310 Water Purchase	\$1,000.00
5315 Maintenance	\$2,500.00
5320 Recharge Extinguishers	\$200.00
5330 Communication	\$7,000.00
5335 Travel	\$500.00
5340 Medical Training Expense	\$1,200.00
5345 Training	\$3,500.00
5350 Supplies & Equipment	\$6,500.00
5355 Vehicle Operation	\$1,500.00
5360 Honorarium	\$4,000.00
5325 Truck Payment	\$21,000.00
5365 Advertising & Association Dues	\$1,200.00
5370 Turnout Gear	\$4,500.00
5361 Chief's Honorarium	\$1,980.00

Total Fire Department	\$64,980.00
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**TOWN OF GEORGETOWN BUDGET
2012 GENERAL REVENUE ACCOUNT**

EXPENDITURES

Account #

Municipal Promotions

5448 Citizen of the Year	\$200.00
5701 Canada Day	\$1,500.00
5431 Summer Days/Centennial Festivals (includes grant monies)	\$65,000.00
5420 Town Pins/Cards	\$1,000.00
5446 Promotional Brochures	\$0.00
5432 Remembrance Day	\$1,000.00
5436 Christmas	\$2,000.00
5441 Other Community Events	\$1,000.00
new# Queen's Diamond Jubilee	\$6,261.00
5710 A.A. MacDonald Gardens (*includes \$50 insurance)	\$13,250.00
Total Municipal Promotions	<u>\$91,211.00</u>

Other Municipal Services/Events

Account

5415 Waste Watch	\$2,000.00
5460 Halloween Patrol	\$450.00
5443 Georgetown School/Parent Group	\$3,000.00
5470 Security & Bylaw	\$4,000.00
5725 S.O.S.5 yr Term Loan Int & payment	\$18,900.00
5730 Beach House Insurance	\$100.00
5720 Beach House Upkeep	\$3,800.00
Total Municipal Services/Events	<u>\$32,250.00</u>

Professional Services & Memberships

Acco 5510 Audit & PSAB requirements	\$10,700.00
5515 Other Memberships	\$200.00
5520 FPEIM/FCM	\$4,000.00
new Planning	\$2,500.00
5525 Legal	\$5,500.00
Total Prof. Services & Memberships	<u>\$22,900.00</u>

**TOWN OF GEORGETOWN BUDGET
2012 GENERAL REVENUE ACCOUNT**

EXPENDITURES

Account #

Public Works/Beautification

5610 Maintenance Streets/Sidewalks	\$38,900.00
5605 Storage Rental	\$5,000.00
5615 Snow Removal	\$36,500.00
5113 Long Term Capital Exp Water St	\$25,000.00
new Demolition former Boudreau Prop	\$6,500.00
5630 Street Lights	\$20,500.00
5711 West St. Beach Electric x 2 invoices monthly	\$600.00
5635 Town Sign Expense	\$700.00
5640 Street Signs	\$600.00
5660 Wages	\$22,600.00
cpp joe	\$1,000.00
ei joe	\$550.00
new RRSP for P.W. Supervisor	\$500.00
5601 Public Works General (Fuel, Rentals, Small Equipment)	\$8,040.00
5410 Beautification	\$5,500.00
5627 Storm Water Management	\$0.00
Total Public Works/Beautification	\$172,490.00

Recreation & Parks

Acco 5735 Recreation & Youth	\$10,000.00
5735 Skatepark Insurance	\$400.00
5704 LEAP (Senior's Art) (100% grant)	\$2,860.00
5705 Seniors (*prior to 2011 included grant now does not)	\$3,000.00
Total Recreation & Parks	\$16,260.00

**TOWN OF GEORGETOWN BUDGET
2012 GENERAL REVENUE ACCOUNT**

**Town of Georgetown
Summary Receipts & Expenditures
General Account Budget 2012**

Receipts	\$689,565.85
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Expenditures

General Government	\$154,728.94
Civic Centre	\$39,050.00
Sportsplex	\$61,383.91
Kings Playhouse	\$34,312.00
Fire Department	\$64,980.00
Municipal Promotion	\$91,211.00
Other Municipal Services/Events	\$32,250.00
Professional Services	\$22,900.00
Public Works	\$172,490.00
Recreation & Parks	<u>\$16,260.00</u>

Total Expenditures	\$689,565.85
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Surplus/Deficit	\$0.00
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Schedule "B"

TOWN OF GEORGETOWN -2012 BUDGET-

GEORGETOWN SEWER CORPORATION

DATED: MARCH 19, 2012

**TOWN OF GEORGETOWN BUDGET 2012
SEWER REVENUE ACCOUNT**

REVENUE

Account	4100 Sewer Taxes	\$	94,775.00
	4100 Accounts Receivable from 2011	\$	143,149.00
	4110 PEI/Canada Infrastructure Grant - Phase II	\$	133,333.00
	Gas Tax 2011/12 Sludge Removal	\$	33,333.00
	Total Revenue	\$	<u>404,590.00</u>

EXPENDITURES

Account	5020 Administration	\$	7,000.00
	2200 a/p from 2011	\$	-
	5030 Doubtful Accounts	\$	1,000.00
	5010 Long Term Capital Expense *New Phase II Work	\$	20,400.00
	(*note will be \$1,038.68 plus int. of prime + 1% for 12 months)		
	5010 Long Term Capital Expense *New Phase II Work	\$	143,990.00
	(*anything remaining to be paid back to Phase II bank loan)		
	5015 Phase II Expenses	\$	200,000.00
	5040 Professional Services (Legal & Engineering)	\$	10,000.00
	5060 Maintenance – General	\$	12,000.00
	5110 Check lift Stations	\$	1,200.00
	5120 Outfall Assessment	\$	1,000.00
	5130 Power Assessment	\$	3,000.00
	5140 Regulatory Assessment	\$	1,000.00
	5620 Sewer Extensions	\$	2,000.00
	5180 Audit	\$	2,000.00
	Total Expenditures	\$	<u>404,590.00</u>

Surplus (Deficit) 0