



**MINUTES
GEORGETOWN
TOWN COUNCIL
SPECIAL
BUDGET
MEETING**

**Monday
March 25th, 2013**

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



The Special Budget Meeting of the Georgetown Town Council was held in the Council Chambers on 3/25/2013, at 6:00 p.m.

Council Attendance: Mayor Lewis Lavandier
Deputy Mayor Wade Williams
Councillor Michael Gallant
Councillor Ronnie Gallant
Councillor Faye McQuillan
Councillor Mark Stephen
Absence: Councillor Allan Gallant, (on L.O.A.)

Gallery Attendants: Nicole Feviancek, the Eastern Graphic

1. Call to Order

Mayor Lewis Lavandier called the meeting to order at 6:00 p.m.

2. Approval of Agenda: 3/25/2013

2.1. Additions to Agenda

- **Moved for approval by Councillor F. McQuillan.
Seconded by Councillor M. Stephen. 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 2013 Annual Budgets

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

Mayor Lavandier called upon Councillor Michael Gallant to submit the budget on behalf of the finance Committee. Councillor M. Gallant submitted the following written budget report:

BUDGET 2013

Your Worship, Members of Council and my fellow Georgetownians,

It is my duty to present for your consideration the budgetary measures for the Town of Georgetown's General Revenue Account and Sewage Utility Account for the fiscal year 2013. I

should like to thank members of the Finance Committee and the Chief Administrative Officer for their work in preparing this budget; a task that was not without its challenges and difficulties. The Budget is the major policy tool for the Municipality and as such will provide direction on how the Municipal Corporation will be able to invest in itself and the services it tries to provide.

This year's Budget will be difficult. With falling revenue sources, increased costs for operations, the ramifications with the implementation of the HST and our ability to do things that our citizenry expects us to do, this Budget has concentrated on funding those areas which are the core services. Every department, committee or board will be affected by this year's lower finances and as such all will have to share in these challenges.

While revenues appear to be similar as 2012 in reality certain expenditures that were made in that year were done but certain grant sources finally came through in this fiscal year. Further revenues from the Gas tax will be lower and monies that were granted for the rink's chiller unit while reflected in 2013 were spent in 2012.

People are being pinched for their hard earned money from many sectors. Many of our citizens are on fixed incomes and as such struggle to keep ahead of the bill collectors. They have to re-arrange their finances, delay certain projects, use borrowed money as a last effort and cut back their overall spending. The Town is no different. This Budget reflects that reality

On a positive note the Town of Georgetown's property tax rate and sewage rates will not increase and will remain the same as in 2012. The Municipal Grant from the Province will be the same as 2012. However to meet out budget targets the following are reflected in this Budget:

- * \$15,000 will be transferred from GIC's from the Breedon Estate to fund A.A. MacDonald Garden Operations.
- * There will be no increase in Council Honorariums or staff wages for 2013
- * Funding for Mayor's promotion, donations, Georgetown School, travel, bylaw enforcement, legal, planning, seniors, special events and Fire Department have been reduced.
- * Fireworks for Summer Days are not reflected in this budget.
- * Recreation which was budgeted \$10,000 in 2012 will be reduced to \$5,000
- * Street and sidewalk maintenance will see a reduction of almost 50%
- * Town beautification was reduced by \$1,000
- * The Municipal Events Rental Offset of \$3,000 to the Kings Playhouse has been eliminated for 2013 as to assist the Town funding a \$13,000 anticipated roof repair for the facility.

* Administration will be asked to look at measures that could further save money such service providers for telephone, internet, and others to see if savings can be realized.

In 2014 the Town will pay off its loan in its legal fight to keep Georgetown Elementary School open. This amount of over \$18,000 per year will be re-invested in municipal operations in 2015. Further this budget does not incorporate any new loans to cover operational activities or capital projects. Our limit and ability to borrow money will be done on a case per case basis and reviewed carefully if it is within the Town's capacity.

In 2012 Annabel Crane notified she will not be sponsoring the Lea Crane award for Georgetown's Citizen of the Year. We thank her for her kindness and dedication to this effort. However we believe that it is important to recognize the efforts of these citizens who make Georgetown a good place to live and grow. Therefore there will be established the Georgetown Award which recognize the contributions of either an individual or group that have made significant contribution to municipal life.

The Georgetown Conference which brings experts from around the globe to discuss what makes communities strong, sustainable, and how to nurture growth will be held later this year in our historic Town. \$5,000 has been set aside for this event and I trust that this gathering will showcase our Community and give it positive exposure to a wide audience. But like conferences of this type the real benefit and challenge is to employ, engage, explore and implement ideas that are presented to make communities more vibrant and sustainable.

Your Worship, my Council Colleagues and People of Georgetown, this budget has been difficult to prepare and to present. Some measures will not be received well. Difficult choices had to be made now for us to meet present needs and to have some future flexibility. I am asking all members of Council, Staff, Boards and Committees to be cautious of their spending and if possible to be creative in realizing savings or revenue generation. I now submit the Budgetary Estimates for the Town of Georgetown General Revenue and Sewer Corporation for the fiscal year 2013.

I thank you.

Respectfully Submitted

Michael Gallant, Councillor

Mayor Lavandier thanked Councillor M. Gallant for his presentation and thanked the finance committee for their efforts with the budget this year as it was such a difficult year and a tough budget. We are going to have

to be creative with funding for the Town, we are going to have to watch our spending.

- **Councillor Michael Gallant moved that his report be adopted as read, seconded by Councillor W. Williams. Motion Carried.**

2013 Annual Budgets for Revenue and Expenditures:

4.1 Acting Chair of Finance Committee, Councillor Michael Gallant tabled : Town of Georgetown -2013 Budget–General Revenue Account and the Town of Georgetown – 2013 Sewer Budget; and, made the following motions:

4.2

- **Moved by Councillor M. Gallant that the Town of Georgetown -2013 Budget–General Revenue Account Budget and the Town of Georgetown – 2013 Sewer Corporation Budget be adopted as presented, seconded by Councillor W. Williams. Motion Carried.**
- **Moved by Councillor M. Gallant that the tabled financial statements for the Town of Georgetown General Financial Statement 2012 be adopted as presented, seconded by Councillor W. Williams. Motion Carried.**
- **Moved by Councillor M. Gallant that Council gives the Finance Committee the authority to review and to accept the Municipal Financial Information Return for the Town of Georgetown 2012 when presented to the Town, be adopted as presented, seconded by Councillor F. McQuillan. Motion Carried.**
- **Moved by Councillor M. Gallant that the tax rate on residential properties for 2013 be set at \$0.85 per \$100.00 of assessment, as per previous year, seconded by Councillor F. McQuillan. Motion Carried.**
- **Moved by Councillor M. Gallant that the tax rate on commercial properties for 2013 be set at \$1.70 per \$100.00 of assessment, as per previous year, seconded by Councillor W. Williams. Motion Carried.**
- **Moved by Councillor M. Gallant that the Sewer tax rate for the billing period of January 1 through to December 31, 2013 be set at \$233.64 for the year, frontage charges be set at \$1.49 per foot per year, same as the final rate increases as set out and last year and approved by IRAC., seconded by Councillor W. Williams. Motion Carried.**
- **Moved by Councillor M. Gallant that 2013 building permits be set at \$25 for residential and \$100 for commercial, same as per previous year, seconded by Councillor M. Stephen. Motion Carried.**

4.3 NEW POLICIES

Firefighters Honorarium Policy 2013-1

Firefighter's Honorarium

Effective January 1st 2013 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 2013 Georgetown Fire Department's Fire Chief shall receive a yearly honorarium in the amount of \$2178, 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.

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- **Moved by Councillor M. Gallant that the policy for Firefighters Honorarium Policy 2013-1 be deemed as read and adopted as presented, seconded by Councillor W. Williams. Motion Carried.**

Training Compensation

Policy 2013-2

Training Courses

Effective January 1st 2013 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 2013 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 2013-3

Effective January 1st 2013 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
2013-4**

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 Training Compensation 2013-2 Training Courses, Motor Vehicle Accident(s) Cost Recovery Billing 2013-3 and Other Volunteer Honorarium Policy 2013-4 be adopted as read and presented, seconded by Councillor F. McQuillan. 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 15, 2013

Lewis Lavandier, Mayor

Tonya Cameron, C.A.O.

Attached:

Schedule A -Town of Georgetown -2013 Budget-General Revenue and Expenditures

Schedule B -Town of Georgetown – 2013 Budget –Georgetown Sewer Corporation

TOWN OF
GEORGETOWN
—2013 BUDGET—

GENERAL REVENUE

DATED: MARCH 25, 2013

**TOWN OF GEORGETOWN BUDGET
2013 GENERAL REVENUE ACCOUNT**

RECEIPTS

Account #

4010 Municipal Grant	\$305,387.00
4020 Rural Fire Tax	\$23,000.00
4030 Recreation Facility Grant	\$9,000.00
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 & Multi. Cult. Grant	\$1,500.00
4150 Photocopy/Fax Charges	\$250.00
4160 Property Tax	\$184,019.90
4170 Water Administration Fee	\$2,460.00
4245 Summer Days Grant (estimate)	\$12,500.00
4110 GADC Admin Fee	\$5,511.84
1360 GST Refund from 2012	\$18,976.00
1360 GST Refund from 2011	\$13,817.00
4190 AVR from 2012 and Internal Recovery	\$24,584.31
4190 Property Tax Credit Refund	\$0.00
4241 Seniors LEAP Program	\$1,303.71
5445 Queens Diamond Jubilee	\$0.00
4271 ICF & ACOA Refrig. Rink Upgrades	\$54,900.00
4235 ICF Fire Dept. Upgrades	\$15,600.00
4235 From Fire Dept. Re ICF Upgrades	\$4,041.40
AA Gardens GIC loan to 5710	\$15,000.00
Total Revenue 2013	<u>\$698,476.16</u>

**TOWN OF GEORGETOWN BUDGET
2013 GENERAL REVENUE ACCOUNT**

EXPENDITURES

Account #

General Government

2020 A/P Year End 2012	\$0.00
2010 Operating Line of Credit a/p 2012	\$75,000.00
5000 Municipal Election	\$0.00
5002-5008 Mayor & Councillors Honorarium	\$18,434.00
5015 Interest Bank Charges	\$3,150.00
5016 HST Adjustments	\$10,456.39
5151 Employee Liability	\$200.00
5018 Insurance Municipal Liability	\$10,750.00
5018 Insurance Adjustments	\$4,000.00
5020 Supplies	\$1,600.00
5025 Postage	\$900.00
5030 Office Equipment	\$2,100.00
5031 Photocopier Service Charge	\$775.00
5040 Administrator Salary	\$40,462.52
5045 RRSP Administrator	\$1,660.00
5041 Employers CPP	\$1,908.72
5042 Employers EI	\$1,067.24
5050 WCB	\$10,600.00
5055 Administrative Assistant Salary	\$26,337.10
5058 Administrative Asst. RRSP	\$500.00
5056 Employers CPP	\$1,151.90
5057 Employers EI	\$684.09
5060 Telephone	\$5,500.00
5401 Gratuities	\$1,850.00
5065 Travel	\$1,200.00
5070 Admin. Misc.	\$500.00
5075 Advertising	\$8,000.00
5160 Property Tax	\$2,945.00
5080 Local Donations	\$1,000.00
5081 Mayor Promotion/Entertainment	\$1,400.00

Total General Government	\$234,131.96
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Civic Centre

5155 Heat	\$7,200.00
5156 Insurance	\$2,300.00
5157 Lights	\$4,500.00
5158 Maintenance	\$7,500.00
5159 Sewer & Water Tax	\$3,300.00
5161 Janitor/Supplies	\$2,500.00
5163 Library Art Craft Supplies	\$200.00
5090 Library Phone	\$500.00

Total Civic Centre	\$28,000.00
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**TOWN OF GEORGETOWN BUDGET
2013 GENERAL REVENUE ACCOUNT**

EXPENDITURES

Account #

Three Rivers Sportsplex

5205 Town & Recreation Facility Grant	\$12,000.00
(includes \$9,000 Grant)	
5206 install compressor	\$0.00
new # Refridgeration Chiller Unit	\$18,000.00
5210/5215 Insurance Fees	\$8,500.00
5205 Book Keeping Fees	\$10,712.00
5160 Property Tax	\$500.00
5510 Audit Fees	\$5,300.00
2012 sportsplex short-term loan	
Total Three Rivers Sportsplex	\$55,012.00

King's Playhouse

5255 Subsidy Grant	\$12,000.00
Municipal Events Rental Offset	\$0.00
5255 Book Keeping Fees	\$10,712.00
5260 Playhouse Insurance	\$4,900.00
5160 Property Tax	\$1,400.00
5510 Audit fees	\$3,300.00
? Roof Repair	\$13,000.00
? Panic Hardware Doors	\$1,500.00
? Patio Door Hardware/Repair	\$500.00
Total King's Playhouse	\$47,312.00

Fire Department

5305 Truck Insurance	\$4,800.00
5305 Insurance Members	\$3,200.00
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	\$2,500.00
5350 Supplies & Equipment	\$5,000.00
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	\$0.00
5361 Chief's Honorarium	\$2,178.00
New ICF Fire Dept Upgrades	\$27,462.58
Total Fire Department	\$85,240.58

**TOWN OF GEORGETOWN BUDGET
2013 GENERAL REVENUE ACCOUNT**

EXPENDITURES

Account #

Municipal Promotions

5448 Georgetown Award	\$275.91
5701 Canada Day, Heritage & Multicultural Day	\$1,500.00
5437/5- Summer Days/Centennial Festivals (includes grant monies)	\$14,000.00
5420 Town Pins/Cards	\$500.00
5446 Promotional Brochures	\$3,000.00
5432 Remembrance Day	\$500.00
5436 Christmas	\$1,200.00
5441 Other Community Events	\$1,500.00
5447 2013 Georgetown Conference (Lobster Supper)	\$5,000.00
5445 Queen's Diamond Jubilee	\$0.00
Total Municipal Promotions	<u>\$27,475.91</u>

Other Municipal Services/Events

Account

5415 Waste Watch	\$2,200.00
5460 Halloween Patrol	\$450.00
5443 Georgetown School/Parent Group	\$1,200.00
5470 Security & Bylaw	\$2,000.00
5725 S.O.S.5 yr Term Loan Int & payment	\$18,000.00
5730 Beach House Insurance	\$110.00
5720 Beach House Upkeep	\$5,200.00
Total Municipal Services/Events	<u>\$29,160.00</u>

Professional Services & Memberships

Acco 5510 Audit & PSAB requirements	\$10,700.00
5515 Other Memberships	\$200.00
5520 FPEIM/FCM	\$2,500.00
5535 Planning	\$1,000.00
5525 Legal	\$4,500.00
Total Prof. Services & Memberships	<u>\$18,900.00</u>

**TOWN OF GEORGETOWN BUDGET
2013 GENERAL REVENUE ACCOUNT**

EXPENDITURES

Account #

Public Works/Beautification

5610 Maintenance Streets/Sidewalks	\$20,000.00
5605 Storage Rental	\$5,000.00
5615 Snow Removal	\$36,500.00
5113 Long Term Capital Exp Water St	\$26,500.00
5603 Demolition former Boudreau Prop	\$0.00
5630 Street Lights	\$22,000.00
5711 West St. Beach Electric	\$500.00
5635 Town Sign Expense	\$400.00
5640 Street Signs	\$600.00
5660 Wages	\$22,600.00
5661 cpp joe	\$1,100.00
5662 ei joe	\$650.00
5664 RRSP for P.W. Supervisor	\$500.00
5601 Public Works General (Fuel, Rentals, Small Equipment)	\$8,040.00
5410 Beautification	\$4,000.00
5710 A.A. MacDonald Gardens (*includes \$50 insurance)	\$15,000.00
5627 Storm Water Management	\$0.00
Total Public Works/Beautification	\$163,390.00

Recreation & Parks

Acco 5735 Recreation & Youth	\$5,000.00
5735 Skatepark Insurance	\$400.00
5728 Outlooks Insurance	\$150.00
5704 LEAP (Senior's Art) (100% grant)	\$1,303.71
5705 Seniors (*prior to 2012 included grant now does not)	\$3,000.00
Total Recreation & Parks	\$9,853.71

TOWN OF GEORGETOWN BUDGET
2013 GENERAL REVENUE ACCOUNT

Town of Georgetown
Summary Receipts & Expenditures
General Account Budget 2013

Receipts **\$698,476.16**

Proposed 2013

Expenditures

General Government	\$234,131.96
Civic Centre	\$28,000.00
Sportsplex	\$55,012.00
Kings Playhouse	\$47,312.00
Fire Department	\$85,240.58
Municipal Promotion	\$27,475.91
Other Municipal Services/Events	\$29,160.00
Professional Services	\$18,900.00
Public Works	\$163,390.00
Recreation & Parks	<u>\$9,853.71</u>

Total Expenditures **\$698,476.16**

Surplus/Deficit **\$0.00**

Schedule "B"

TOWN OF GEORGETOWN
-2013 BUDGET-

GEORGETOWN SEWER
CORPORATION

DATED: MARCH 25, 2013

**TOWN OF GEORGETOWN BUDGET 2013
SEWER REVENUE ACCOUNT**

REVENUE

Account	4100 Sewer Taxes	\$	97,407.93
	4100 Accounts Receivable from 2012	\$	12,460.75
	Total Revenue	\$	109,868.68

EXPENDITURES

Account	5020 Administration	\$	7,000.00
	2200 a/p from 2012	\$	3,075.57
	5030 Doubtful Accounts	\$	1,000.00
	5010 Long Term Capital Expense *New Phase II Work	\$	17,500.00
	(*note will be \$1,038.68 plus int. of prime + 1% for 12 months)		
	5040 Professional Services (Legal & Engineering)	\$	10,000.00
	5060 Maintenance – General	\$	55,093.11
	5110 Check lift Stations	\$	2,500.00
	5120 Outfall Assessment	\$	1,000.00
	5130 Power Assessment	\$	7,500.00
	5140 Regulatory Assessment	\$	1,200.00
	5620 Sewer Extensions	\$	2,000.00
	5180 Audit	\$	2,000.00
	Total Expenditures	\$	109,868.68

Surplus (Deficit)

\$	-
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