



MINUTES GEORGETOWN TOWN COUNCIL

Monday
December 21, 2015

Mayor Lewis Lavandier
Deputy Mayor Michael Gallant
Councillor Allan Gallant
Councillor Ronald Gallant
Councillor Faye McQuillan
Councillor Toby Murphy
Councillor Mark Stephen
CAO Tonya Perry



The regular monthly meeting of the Georgetown Town Council was held in the Council Chambers on 12/21/2015, at 7:00 p.m.

Council Attendance: Mayor Lewis Lavandier
Deputy Mayor Michael Gallant
Councillor Ronald Gallant
Councillor Faye McQuillan
Councillor Toby Murphy

Regrets: Councillor Allan Gallant
Councillor Mark Stephen

Gallery Attendants: None

1. Call to Order

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

2. Approval of Agenda: 12/21/2015

Moved for approval by Councillor M. Gallant.
Seconded by Councillor T. Murphy. Motion Carried.

2.1. Additions to Agenda – None

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.
None.

2.3. Be advised that we are recording these proceedings; If anyone else is recording we would ask that you please declare same. **None.**

3. Business/Presentations from the Floor: None.

4. Minutes:

Council Meeting(s):

- 4.1. November 16th, 2015 Regular Council Meeting;
- 4.2. Adoption and Business thereof.

- **Moved for adoption by Councillor M. Gallant that the minutes of the November 16th, 2015 Regular Council Meeting be adopted as presented, seconded by Councillor T. Murphy. Motion Carried.**
- 5. Financial Statements (Unaudited)**
- 5.1. General Operating Account-to November 30th, 2015
- **Moved for approval as presented by Councillor M. Gallant, Seconded by Councillor F. McQuillan. Motion Carried.**
- 5.2. Sewer Corporation-to November 30th, 2015
- **Moved for approval as presented by Councillor M. Gallant, Seconded by Councillor F. McQuillan. Motion Carried.**
- 6. Outstanding Expenditures (preliminary & supplementary list)**
- **Moved by Councillor M. Gallant for approval to pay all outstanding expenditures to December 21st, 2015 as funds become available, seconded by F. McQuillan. Motion Carried.**
- 7. List of Correspondence from November 17th to December 21st, 2015:**
- 7.1. Cooke Insurance re: Commercial property snow and ice removal checklist; **No Action Required.**
- 7.2. Wayne Chiasson re: email Syrian refugees; **Action Required. Councillor M. Gallant suggested we meet with the Newcomers Association and Minister Richard Brown, to meet with them and discuss to see what could happen, and see if we can get more informed. Perhaps we could have Minister Brown and Newcomers Association come down to Georgetown in the New Year to discuss it with Council.**
- 7.3. Recreation PEI re: Midseason Ice Maintenance Course; **No Action Required.**
- 7.4. Stewart McKelvey re: subdivision application-Estate of Darlene MacConnell; **Action Required. General discussion and agreement, before we proceed we have to get more information on ownership, and whether or not it has gone through probate court.**
- 8. Committee Reports**
- 8.1. **Finance, Government Relations - Mayor Lewis Lavandier, Chair:** Mayor Lavandier submitted the following written report:
Monthly Meeting – December 2015

7 communities Three Rivers Area Group meeting has taken place, we decided to release the report which has already been done. I am really proud of council on this and for looking at all of our options. We seem to be all on the same page on what we want to see happen in Georgetown, we certainly all want to see our

Town prosper. Thank you all for coming out and representing Georgetown at the last meeting on Tuesday December 8th, 2015 at Poole's Corner.

Thank you to Toby Murphy and her committee for a great job on the Christmas activities and tree lighting and wagon rides for the kids. It was a well-attended event.

We had a preview on Thursday Dec 17th at the King's Playhouse of our new bilingual website, we have put a lot of work into this and it is ready for launch on January 1st, 2016.

Kudos and Congratulations to the Three Rivers Sportsplex Board & Volunteers for their fundraising efforts on their recent ugly sweater dance and elimination draw.

Due to unavailability of Council members, I have spoken with Sue and we have arranged to have a New Year's meal – she will be getting back to us with a date.

*Respectively Submitted,
Lewis Lavandier, Mayor*

Mayor Lavandier thanked all the members of Council for all the work that they have done this year and generally discussed moving forward in the New Year.

Motion(s) from Report:

- ***Moved by Councillor M. Gallant to adopt Mayor Lavandier's report as presented, seconded by Councillor F. McQuillan. Motion Carried.***

8.2. *King's Playhouse, Seniors Affairs and Community Heritage - Councillor Faye McQuillan, Committee Chair:* Councillor McQuillan submitted the following verbal report:

King's Playhouse: I missed the last Playhouse meeting, due to recovery time from eye surgery. I don't have a report from Haley this month.

Seniors & Community Heritage: Very excited to report we did get the LEAP Program in the amount of \$2300 to start up on January 13 for the new program. Another community that was successful with their funding ended up backing out. I have 30 computers coming (from the computers for seniors program) for our local seniors from the Province. Note for Tonya and Dorothy that seniors can leave their names at the Town Hall.

*Respectively Submitted,
Faye McQuillan, Councillor*

Motion(s) from Report:

- ***Moved by Councillor F. McQuillan to adopt her own report as presented, seconded by Councillor M. Gallant. Motion Carried.***

8.3. Community Events & Promotion, Finance and Planning & Community Development - Committee Chair Councillor Michael Gallant: *Councillor M. Gallant submitted the following verbal and written report:*

REPORT FOR DECEMBER 2015

I would like to wish everyone a very Merry and Blessed Christmas Season, wishing you all the best in the New Year.

GADC: The Georgetown & Area Development Corporation did receive some new members. All members were voted in to be given new terms, so that means all members will have to be voted in and ratified tonight by Council. All the old members had previously taken a one year term. New terms to be appointed to Gerald MacKenzie, Kenny Aitken, Kelly Gray, Bobbi-Jo MacLean, Barb Mazzerolle, Patti King, Haley Zavo, Blair Joe MacConnell and Derrek Johnston be ratified by the Town to the GADC Board of Directors.

- ***Moved by Councillor M. Gallant that Gerald MacKenzie, Kenny Aitken, Kelly Gray, Bobbi-Jo MacLean, Barb Mazzerolle, Patti King, Haley Zavo, Blair Joe MacConnell and Derrek Johnston be accepted and ratified by the Town of Georgetown to the GADC Board of Directors, seconded by Councillor F. McQuillan. Motion Carried.***

Finance: I would like to get an early jump on budgets this year, as already mentioned I am asking all Committee and departmental budgets be in by January 15, 2016 for consideration.

I put forth in tonight's packages a proposed draft bylaw concerning honorariums and travel mileage in the Town of Georgetown. This will hopefully replace our existing bylaw, it does have definitions. I am looking for thoughts, ideas and possible amendments and will be giving notice of motion to give first reading. It is a lot more detailed than our existing bylaw, for example if someone was to die in office then the remaining monies should go to the estate. There will be performance and attendance based honorariums and deal with leave of absences.

I am giving notice of motion tonight to give first reading at next month's regular meeting, January 19th, 2016, of the proposed draft bylaw concerning honorariums.

Mayor Lavandier asked all members of Council to read over the draft and ask for clarification where needed, ask questions and give input.

I was going to wait until December 31st, but I am giving notice tonight that I will be announcing my resignation after budget.

*Respectfully Submitted,
Michael Gallant, Councillor.*

Proposed Bylaw Draft:

DRAFT COPY

**Pursuant to the Municipalities Act of Prince Edward Island _____
Be it Enacted by the Town of Georgetown**

A BYLAW RELATING TO HONOUARIUMS, MILEAGE AND OTHER EXPENSES FOR THE TOWN OF GEORGETOWN BYLAW 2016-1A

DEFINTIONS

- 1. “Town” shall mean Town of Georgetown, hereafter referred to as the “Town”**
- 2. “Mayor” shall mean the Mayor of the Town..**
- 3. “Deputy -mayor” shall mean the Councillor Appointed by the Mayor who shall hold all the Mayors powers ,responsibilities and obligations in his absence for the Town.**
- 4. Acting -mayor shall refer to a member of Town Council who has been appointed by the Mayor, or in his absence the Deputy-Mayor, who shall exercise the powers, responsibilities and obligations of the Mayor in the absence of the Mayor or Deputy Mayor.**
- 5. “Council” shall mean the Town Council of the Town.**
- 6. Councillor(s) shall mean a Councillor(s) of the Town.**
- 7. CAO shall mean the Chief Administrative Officer of the Town.**
- 8. Honorarium shall refer to a sum of money allotted for incidental expenses for the Mayor, Deputy Mayor, Acting Mayor or Councillor of the Town.**
- 9. Performance Allowance is defined as an amount of monies allotted in the Towns budget, and part of the honorarium and is based upon attendance at meetings of the Town.**

10. A Meeting: shall refer to a regular Monthly meeting , a special meeting, an in-camera meeting, an emergency meeting, a Standing Council Committee of the Town and to which members are physically present to participate in.

11. A “Municipal Entity” shall mean a department or board or group that operates under the jurisdiction of the Town.

12. Municipal expense form shall mean a form that outlines certain expenses that a member may claim and may be reimbursed by the Town in the performance of their duties on behalf of the Town.

REGULATIONS

1. Council may establish an honorarium for the Mayor, Councilors committees and municipal entities of the Town.

2. Council may allot certain monies in the Town’s General revenue or Sewerage Corporation budget to pay for honorariums.

3. Honorariums shall be composed of two parts; a base amount based upon a persons membership and a performance amount based upon an individual’s members attendance to meetings of the Town.

4. Council by resolution set a rate for the base honorarium and performance allowance for the Mayor and Councillor during the adoption of the Town’s annual budget.

A. The performance allowance shall comprise not less than 25% of the combined total base honorarium and performance allowance.

5. The base honorarium shall be prorated over the Town’s fiscal year and shall not be paid beyond the members actual service.

6. The performance allowance shall be paid normally once per year and calculated using the following formula;

A. Attendance at 80% or greater of all meetings shall be paid 100%’

B. Attendance at 61% to 80% of all meetings shall be paid 80%

C. Attendance at 50% to 59% of all meetings shall be paid 60%

D. Attendance less than 50% of all meetings shall be paid 25%

6.1 If a member is representing the Town at another function and is unable to attend a meeting then said absence shall not be calculated in the performance allowance.

7. Notwithstanding the generality of Section 6 of this Bylaw a Member who receives a leave of absence from Council and their duties pursuant to Section

15 subsection 4.2 of the Municipalities Act of P.E.I. shall not be entitled to receive the base amount honorarium or the performance allowance from the Town during the period of said leave of absence set by Council for the member.

8. In the absence of the Mayor, the Deputy Mayor or the Acting mayor in the absence of the Mayor or Deputy Mayor shall receive an honorarium equal to the Mayors honorarium if said absence is longer than ten calendar days.

9. In case of death of any member of Council, the CAO shall transfer to the estate of the deceased any monies not paid out in the deceased members honorarium or permanence allowance.

10. Expenses for meals, travel and other purchases shall use form 1A.

A. Mileage rate shall be equal to the Province of Prince Edward Island rate less two cents per kilometer and shall apply to the Town and its committees.

B. Any out of Province travel or overnight accommodation by any Member of Council or committee must receive approval of Council.

C. Notwithstanding the generality of section B in relation to overnight accommodation the conditions for approval shall be waived in case of an emergency or inclement weather conditions or unforeseen circumstances when the member is on municipal or municipal entity's business.

11. A municipal entity may establish an honorarium and expense policy for its members but such policy must be approved by Council and reviewed each year and said honorarium to be come from the municipal entity's annual operating budget.

12. By Law Relating to Honorariums ____ and all amendments thereto are hereby repealed.

13. This Bylaw shall come into effect on 2016.

Motion(s) from Report:

- ***Moved by Councillor M. Gallant to adopt his own report as presented, seconded by Councillor F. McQuillan. Motion Carried.***

8.4. Civic Center, E.P.E.I. Municipal Coalition, F.P.E.I.M., Three Rivers Heritage Committee and Three Rivers Sportsplex, Committee Chair– Councillor Allan Gallant, Committee Chair: Councillor A. Gallant sent his regrets and forwarded a report. Report read aloud by Councillor T. Murphy on his behalf:

I attended a meeting with the Three Rivers Sportsplex Management Board on Dec 9th/15.

We have another meeting scheduled for Dec.29th/15 @ 6p.m. @ the rink the purpose of this meeting is to do brainstorming. Members of my committee are welcome to attend.

I would to public-ally congratulate the fund raising group on a tremendous job with the Christmas House Tours on Nov 27th/15. The response from those attending was over whelming. I would also like to congratulate them on the tremendous job of selling all the tickets for this elimination draw to be held on Saturday, Dec 19/15 at the Sportsplex--Good Luck to anyone who purchased a ticket.

I attended a meeting on Dec 9th/15 with the Three Rivers Group, everyone in attendance seemed very positive about going forward with the 7 communities.

In closing, Wanda and I would like to wish you all a Very Merry Christmas and a Prosperous New Year.

If I 'am lucky, Santa may put me in his sleigh Christmas Eve and give me a ride home.

*Respectively Submitted,
Allan Gallant, Councillor.*

*Report Submitted by Sue Yoshikawa, Sportsplex Manager
Three Rivers Sportsplex Report December 2015:*

Ice rentals are steady with rentals coming in from Georgetown Minor Hockey, the Old Timers league and some weekly rentals of other minor hockey teams with unacceptable practice times out of their home rinks. Shinny rentals are down as most of the past renters have not been working consistently this past year.

We had to replace one of the glass panes behind the net at the entrance end of the rink. It was shattered by a puck. I was able to "borrow" one from Belfast but had to replace it and we now have a spare at our rink.

Holiday skates will again be under way. I have 3 sponsors and am seeking 2 more.

Our Boxing Day Tournament entry has grown from 5 last year to 8 for this Saturday. I am hoping for a great day of hockey and profit.

I have booked 3 out of the 5 weekends in January for tournaments. I am also working on a 4th weekend.

I am also looking at adding an ATM to the rink as there is only one in the Town now and when I have to direct people to that ATM we lose sales here at the rink. With the fundraising group planning more events, Cloggeroo, Summer Days etc. this would be a positive addition to the rink. Allan & I will discuss this further when he is home this holiday.

The Elimination Draw & dance was very successful. The new group has done some amazing things over a few short months and we have many plans in 2016 and want to keep the momentum in full swing. We are meeting with Georgetown Fire Department and will be discussing an exciting project TBA.

*Sue Yoshikawa, Manager
Three Rivers Sportsplex*

8.5. Civic Center, Storm Water Management and Utilities and Georgetown Fire Department – Committee Chair: Councillor R. Gallant submitted the following written and verbal reports:

Councillor Ronald Gallant – Report December 2015

Fire Department: Report from Fire Chief Mark Gotell:



Fire Report from December 1st 2014 - November 30th 2015

Fire Calls	EMS Calls	MVA Calls	Forestry Calls	Training	Meetings
18	46	3	1	8	12

Above is our Yearly Breakdown of Calls for 2015 we are up slightly over this time last year!

Mark Gotell, Fire Chief

Georgetown Volunteer Fire Department

I have asked Fire Chief Mark Gotell to advise what work will need to be done at the Fire Hall for the upcoming Budget.

Civic Center: The Civic Center needs some work on the entrance and also needs some touch up paint at the front of the building. I have asked Dorothy to get in touch with Susan Walsh to see what the library may need.

Utilities: The sewer lagoon UV Building needs a little bit of work with the installation of a new pump to help get rid of the water coming in around the foundation. Joe MacConnell is installing that pump for the cost of \$2300, it is in the list of bills. The fence around the gates needs to be fixed, they aren't closing right. I will be in touch with some contractors before spring. The net that divides the cells at the lagoon needs to be tightened up. Danny Perry had his sewer hooked up last week.

I would like to make a motion to pay \$60,000 on the Town's Sewer Loan for Lagoon Phase II work.

- ***Moved by Councillor R. Gallant moved to pay \$60,000 on the Town's Sewer Loan for Lagoon Phase II work from the Sewer Utility Account, seconded by Councillor M. Gallant. Motion Carried.***

There are some street lights out. I asked Tonya to phone about the one by Charlie MacConnells, there is another one flashing below the corner nearby Kenny Batchilders and they should be fixed they are dangerous by the intersections. Some of the storm drains by the United Church is up above the ground, it looks like the drain is plugged somewhere. They will need some attention in the Spring.

I would like to wish everybody a Merry Christmas and a Happy New Year.

*Respectfully Submitted,
Ronald Gallant, Councillor.*

Motion(s) from Report:

- ***Moved by Councillor M. Gallant to adopt Councillor R. Gallant's report as presented, seconded by Councillor F. McQuillan. Motion Carried.***

- 8.6. ***Beautification, Public Works and Georgetown & Area Development Corporation – Committee Chair:*** *Councillor M. Stephen sent his regrets and submitted the following notes:*

Seniors are asking him when the video may be available. Richmond & Fitzroy man hole cover replacement has been completed. There is a street light out at the corner of Fitzroy and Richmond Street.

General discussion of CAO and Councillor R. Gallant regarding various street lights out and calls made to Maritime Electric.

*Respectively submitted,
Mark Stephen, Councillor*

8.7. Community Events & Promotion, Georgetown School Parent Group and Youth & Recreation- Committee Chair Toby Murphy:

Council Report December 2015

Georgetown School Parent Group: December has been a crazy busy month in the G! Georgetown Elementary School has been bustling with activity. We started the month off with our Annual Christmas Fair on December 7th. The Home and School Association co-organized the event which was well attended, as usual. There was over \$2000 raised for the school. Many thanks to everyone who donated to this event. The students enjoyed many Christmas activities this past week. Dress up days, pizza lunches, a trip to the Confederation Center and my favourite, "Christmas Spirit Day: An Act of Kindness". The students put on a stellar performance at the King's Playhouse on December 17th for their Christmas concert. Next week they will be having a Christmas dinner on Monday, a school Christmas dance on Monday evening and then heading to the rink on Tuesday for a skate before their Christmas vacation. The students at Georgetown Elementary School are very fortunate. I can't express how proud I am of our little school!

Proposed Motion: I would like to make a motion that we release the final amount of \$500 to the Georgetown School/Parent Group. This is a budgeted item.

Community Events: Georgetown's 1st Annual Home Tour was held on Friday, November 27th. Georgetown surely came to life that night! The homes were beautiful and in turn had guests RAVING about our Town. There were over 150 visitors during the evening. Congratulations to Jane Simmons on working to make this amazing idea come to life. Also hats off to the Three Rivers Sportsplex, King's Playhouse and Georgetown Home and School Association. This night was truly an inspiring example of what we can do when we work together!

The annual Tree Lighting ceremony was held at the King's Playhouse on Sunday, December 6th. The event was well attended. Everyone seemed to enjoy the horse and wagon rides and the pizza was a hit. Thanks to Dorothy for all her help with this. Also thanks to Haley Zavo for leading the caroling and to

Mayor Lavandier for helping with the tree. It was a great evening for the community. It certainly put us into the Christmas spirit.

The dates for Georgetown Summer Days have been set. This year's event will take place from July 20-24th, 2016. These dates have been forwarded and will be included in the 2016 PEI Visitor Events Calendar. The first meeting for the committee will be held on Wednesday, January 13th. We have some exciting ideas for the summer and we can't wait to get started.

Stacy Toms from the Maroon Pig approached me about her interest in starting to provide meals for the seniors in Georgetown. This is something I would like to see get off the ground in the New Year. I would like to see a meeting scheduled with the local seniors to see if there is sufficient interest in this program. This meeting could also get confirmed numbers for the Rotary bus to begin their rotation of weekly trips to Montague and monthly trip to Charlottetown from Georgetown. * *

General discussion regarding meals for wheels. Councillor F. McQuillan will have Councillor T. Murphy attend an upcoming meeting to discuss with seniors. General discussion to send out an ad-mail/flyer beforehand.

Youth and Recreation: I met with Jacob Smith, Executive Director of the Eastern Region Sports and Recreation Council, to discuss partnering with him to bring some new recreational events to Georgetown. He was extremely helpful and excited to work together. Our first event we are working to bring in the New Year is "Try Snowshoeing". I think this will be a fun experience for our residents to try!

I am also working some other new activities for the residents of Georgetown. I am currently trying to organize weekly guitar classes for beginners. There is also an option for more advanced learners, depending on numbers. As well, I am in the process of trying to organize an 8 week fitness Boot Camp. I think it is important that we try to offer different types of affordable recreation for our residents. I am really excited about getting these programs off the ground.

I spoke with Kerri O'Brien about the Saturday evening Youth Group at rink. She said they are really struggling for volunteers. I am scheduled to attend their next meeting after Christmas to brainstorm possible solutions. I am confident we can continue to offer this wonderful opportunity to our youth.

7 Communities: I also attended the 7 Councils meeting on December 8th, at Pooles Corner. I was proud of how Georgetown was represented at the meeting. I think Mayor Lavandier spoke well on behalf of the Town. It was a very interesting meeting. It will be interesting to watch this process unfold.

Respectively Submitted,

Toby Murphy, Councillor

General discussion regarding opportunity / request for the tennis court, Mayor Lavandier to forward email re: same to Councillor T. Murphy.

Motions from report:

- ***Moved by Councillor T. Murphy Motion to release the final amount of \$500 to the Georgetown School/Parent Group as per budget, seconded by Councillor F. McQuillan. Motion Carried.***
- ***Moved by Councillor T. Murphy to adopt her own report as presented, seconded by Councillor M. Gallant. Motion Carried.***

8.8. Administrator's Report: Tonya Perry, Chief Administrative Officer:

Our bilingual website is ready to be launched now; we have set an official launch date of January 1st, 2016, but is in Bell Aliant's hands to be installed this week. We had a preview of the website at the King's Playhouse last Thursday night before the School Christmas Concert. The video seems to have gone over well.

I would like to thank Nikki MacConnell and Mayor Lavandier for all their input on the new bilingual website. Thanks to the local businesses for putting together some packages to offer on the website. Thanks to Haley Zavo and Council for their input as well. It was a long time in the making, I am proud of the work we put into it.

Our new sewer utility billing software is up and running, Dorothy Macdonald has done an outstanding review of every single account for water and sewer while manually inputting the information for each of our customers. I can't wait until we give our 1st billing a try in January. It's a very exciting time in the office. We will soon be able to print out collection letters for all customers over a certain amount in a timely manner.

Dorothy and myself would like to wish each and every one of you and your families a very Merry Christmas. We look forward to working with you again in the New Year.

A special note about the Christmas carrot cake here tonight, it was generously prepared for you from scratch by Dorothy, with a special note that if you aren't able to eat some tonight, please take some home with you.

Respectfully Submitted

Tonya Perry, Chief Administrative Officer (C.A.O)

- ***Moved by Councillor , seconded by Councillor T. Murphy. Motion Carried.***

9. New Business:

9.1. Motion from Chair of Finance to release Christmas Bonuses and yearly employee RRSP budgeted amounts.

- ***Moved by Councillor M. Gallant to release Christmas Bonuses and yearly employee RRSP amounts as per budget, seconded by Councillor R. Gallant. Motion Carried.***

9.2. General discussion and possible motion to go ahead with Welcome PEI Handbook 2 page ad as presented last month by Jon Locke in the amount of \$4,524 plus HST.

- ***Moved by Councillor T. Murphy to book the Welcome PEI Handbook 2 page ad as presented by Jon Locke last month in the amount of \$4,524, seconded by Councillor F. McQuillan. Motion Carried.***

10. Adjournment:

- ***Mayor Lavandier advised there is no further business, Councillor M. Gallant moved for the meeting to be adjourned.***

Minutes recorded and submitted by:
Tonya Perry, C.A.O.
January 18th, 2016

Lewis Lavandier, Mayor

Tonya Perry, C.A.O.