

# REGULAR COUNCIL MEETING

December 11, 2019

Present: Mayor Eric Gavin; Councillors Darrel Wood, Joey Dumville, Judy MacIsaac, Kevin Maynard and Valene Gallant; Reporters from West Prince Graphic and Journal; and CAO Bev Shaw.

Regrets: Deputy Mayor Darren MacKinnon

## **1. MEETING TO ORDER:**

Mayor Gavin called the meeting to order at 5:30 pm and declared a quorum present.

The agenda was approved with addition of 1. Surplus firetruck; and 2. Town FaceBook page. *Moved by V. Gallant, seconded by J. Dumville and carried.*

## **2. CONFLICT OF INTEREST DECLARATIONS:**

nil

## **3. MINUTES**

The November 13, 2019 regular council meeting minutes reviewed for errors and omissions. *Moved by V. Gallant, seconded by K. Maynard and carried* that council meeting minutes be approved.

## **4. BUSINESS ARISING FROM MINUTES**

The sink hole at corner of Gaspe and Main and inquired about at last meeting is a Provincial Transportation issue being a storm drain that has collapsed. They are looking after it.

Nothing in place yet for the monitoring system at the lift station. A company, The Panel Shop, in Nova Scotia is working on a proposal for us.

## **5. FINANCIAL BUSINESS:**

Financial reports circulated to Council. In Darren's absence Bev reviewed the reports. Bank balances as follows: November 30/2019 for general account - \$199,852.32 and for sewer - \$10,246.99. Expenses for November, 2019 for general totaled \$97,942.65 and for sewer \$29,175.89. Revenue for November, 2019 for general - \$134,852.32; for sewer \$794.58. *Moved by K. Maynard, seconded by D. Wood and carried* that financial reports, paid bills for November 2019 and bank balances be approved.

## **6. NEW BUSINESS**

*A. Mayor's report* - Eric reported meeting with West Prince Mayors regarding bylaw enforcement and with contractors and funders for low income housing project.

*B. Administrator's report* - Bev reported that community endorsement meetings are ongoing with meetings scheduled for December 18<sup>th</sup> and January 29<sup>th</sup>. No word yet on the funding application for the sewer project. Several positive remarks heard about the new Christmas banners and power for the cenotaph should be turned on shortly. Seniors Cooperative have moved

into the spare recreation office and Jordan MacDonald has been hired. HST audit is being handled by BDO. Garth Davey offered to plant all the tulip bulbs the Town received at the Rural Beautification awards banquet and Town to get him a little gift. Gifts for the retired firefighters are to be picked up at the office by someone attending their Christmas party on December 14<sup>th</sup>. Bev attended the Meet your Neighbour Night hosted by the library as well as the Christmas parade and the dinner theatre.

Building permits - nil. Business permit - nil.

Bev's overtime at 30 hours and 1 week left of vacation time; Dale's hours unavailable and vacation time used; and Andrew's hours are at 66 and he is planning time off at Christmas and a trip in February.

### ***C. Reports from departments -***

***Properties (Kevin)*** - Kevin advised that he had nothing new to report.

***Streets & Sidewalks (Valene)*** - Valene mentioned the Gaspé/Main corner sink hole and the banners saying she also heard compliments on them. She is also going to check into a lead on solar powered decorations.

***Newcomers/Recruitment/Community Endorsements (Judy)*** - Judy reported that community endorsement meetings are time consuming and noted that she's met with 46 clients since August. Tammy Rix, who helps with the client interviews, was hoping to find time to obtain some information on this process and how the Town and/or Chamber of Commerce could be reimbursed. Judy attended a Community Navigator committee meeting this morning, noted that the O'Leary Library Meet your Neighbour Night was a great success, and that they are planning a larger event for West Prince on February 8<sup>th</sup>. The Town has been asked for a donation towards this event's expenses plus offered an opportunity to have a booth featuring the Town of O'Leary. ***Moved by K. Maynard, seconded by J. Dumville and carried*** that the Town donate \$250.00 to February 8<sup>th</sup> Neighbour 2 Neighbour event to be held at Westisle School. The Seniors Cooperative are meeting monthly and are working on the designs for the facility. Shareholder applications are available.

***Recreation (Joey)*** - Joey highlighted the monthly report from Andrew saying Christmas events were quite successful although the tree lighting could be improved. Andrew has been mentoring a Transitions student, researching flag football for O'Leary, attended the Softball PEI AGM, and watching for various softball events that we may be eligible to host. Upcoming events - levee and Winter Carnival - are in planning stage.

***Police/Fire Department (Darrel)*** - Darrel reviewed the monthly RCMP report stating hours on O'Leary business were at 201 for November with 21 calls for service. Local MADD chapter assisted the RCMP with a traffic check stop and educational information provided to the drivers. The Fire Chief's report noted response to 15 calls in November - 2 structure fires, 1 flue fire, 1 vehicle fire, 3 flare ups, 1 vehicle collision and 6 medical calls. This totals 112 calls for the year to date. Darrel advised that new firefighter, Mitchell Arsenault, has completed his probationary period. Reminder of December 14<sup>th</sup> Christmas party. Bev supplied Darrel and Fire Chief with a draft bylaw for code of conduct for Fire Department members advising that penalties for non compliance to the bylaw need to be added. Hoping to get some feedback before

presentation to Fire Department and Council.

**Sanitation & Community Development (Eric)** - Eric reported attending the meeting with WSP about the lagoon project, as did most of the Councillors, and hopes everyone was able to get their questions answered. One new connection to the sewer at Joey Carragher's new construction on Main Street. Nothing new on community development.

***D. Fire Department bylaw amendment 1<sup>st</sup> reading -***

WHEREAS the O'Leary Volunteer Fire Department members wish to increase their membership and potential members living within the regulated 10 km of the O'Leary Fire hall are few; AND WHEREAS advice from the Fire Marshal's Office, other Island fire departments and the O'Leary Fire Chief indicate that minimal concerns would arise with an expansion to the regulation to make 75% of total membership be living within the current 10 km radius of the fire hall and 25% of total membership may be living outside the 10 km radius but within the O'Leary Area Fire District;

THEREFORE BE IT RESOLVED that the following amendment be considered for first reading at the O'Leary Town Council meeting held on December 11, 2019:

Section 3.B to read: Each member shall (I) be a Canadian citizen; (II) be at least nineteen years of age, (III) be physically and mentally fit and be of good reputation; (IV) hold a valid drivers' license (Class 3A license would be an asset); (V) reside within the O'Leary Area Fire District with a minimum of 75% of members residing within ten (10) kilometers of the O'Leary Fire Hall; and (VI) have his/her employer's consent to participate (by mutual agreement and understanding).

AND ALSO BE IT RESOLVED that Section 3. B of the Fire Department Bylaw # 12 be deleted and replaced with the above amendment.

***Moved by J. Dumville, seconded by D. Wood and carried.***

WHEREAS the Fire Department Bylaw # 12 Amendment # 2 was read a first time at this Council meeting;

BE IT RESOLVED that the Fire Department Bylaw # 12 Amendment # 2 be hereby approved.

***Moved by J. MacIsaac, seconded by D. Wood and carried.***

***E. 2<sup>nd</sup> reading Conflict of Interest Bylaw # 2019-04 -*** Conflict of Interest Bylaw # 2019-04 presented for review and second reading.

WHEREAS the Municipal Government Act requires a bylaw to outline a procedure to be followed by a member of Council if the member believes or suspects that they may have a conflict of interest or if a complaint is received by Council that a member has a conflict of interest;

BE IT RESOLVED that Town of O'Leary Conflict of Interest Bylaw # 2019-04 be hereby read a second time.

***Moved by Joey Dumville, seconded by Judy MacIsaac and carried.***

WHEREAS the Municipal Government Act requires a bylaw to outline a procedure to be followed by a member of Council if the member believes or suspects that they may have a conflict of interest or if a complaint is received by Council that a member has a conflict of interest;

AND WHEREAS the Town of O'Leary Conflict of Interest Bylaw # 2019-04 was read a first time at the November 13, 2019 council meeting and read a second time at this Council

meeting;

BE IT RESOLVED that the Town of O'Leary Conflict of Interest Bylaw # 2019-04 be hereby approved.

***Moved by Judy MacIsaac, seconded by Joey Dumville and carried.***

***F. Liens on properties re sewer accounts*** - Council agreed to table this matter until next meeting as information from solicitor was not available.

***G. Confirm donation of \$4000 to curling club*** - ***Moved by J. Dumville, seconded by J. MacIsaac and carried*** that donation of \$4000 be made to the Maple Leaf Curling Club to assist with the replacement of their brine pump as previously approved by email.

***H. Confirm BDO engagement for HST audit*** - ***Moved by J. Dumville, seconded by V. Gallant and carried*** that BDO Accountants be engaged to deal with the Canada Revenue Agency HST audit for the year 2018 as previously approved by email.

***I. Confirm \$250 donation to Feed the Family campaign*** - ***Moved by D. Wood, seconded by J. MacIsaac and carried*** that \$250 donation be made to the turkey drive, Feed the Family campaign as previously approved by email.

***J. Confirm purchase of 2 more Christmas banners*** - ***Moved by V. Gallant, seconded by D. Wood and carried*** that two more Christmas banners for the streetlights be purchased as previously approved by email.

***K. Confirm acceptance of \$834.03 quote for cenotaph power*** - ***Moved by J. Dumville, seconded by D. Wood and carried*** that quote for \$834.03 from Maritime Electric to install power at the cenotaph enabling the Town to light the Christmas tree and the streetlight be accepted as previously approved by email.

***L. UV panel at lagoon disinfection system*** - As per email from WSP regarding repair/replacement of UV cabinet/electronics panel, Council discussed whether to repair at \$16,483 + tax with no warranty or replace the panel at \$28,981 + tax with full warranty. ***Moved by J. MacIsaac, seconded by V. Gallant and carried*** that Council agree with WSP recommendation to purchase new UV panel with full warranty for \$28,981 and order as soon as the funding application is approved as it takes 14 weeks for delivery.

***M. Chamber of Commerce Gala & proposed amalgamation of sponsorships*** - ***Moved by D. Wood, seconded by J. MacIsaac and carried*** that Town donate \$500 towards the Chamber's 3<sup>rd</sup> Annual Business Excellence Awards Gala for now as we've already paid the other items we usually support in this budget year. The other payments to the Chamber include the annual membership fee of \$100 and the Annual Golf Outing sponsorship of \$150. In the next fiscal year will consider paying the three items in one payment.

***N. Other business & correspondence:***

**Surplus firetruck** - ***Moved by D. Wood, seconded by J. MacIsaac and carried*** that Town explore the options of sale of the surplus firetruck.

**Facebook** - Council considered creating a FaceBook account for the Town. To gather more information and discuss at the next council meeting.

*Moved by J. Dumville, seconded by D. Wood* that Council adjourn to committee of the whole session at 6:45 pm. Motion was withdrawn by J. Dumville and D. Wood when realized we needed to discuss another matter.

Eric summarized his meeting with the West Prince Mayors regarding hiring of a **Bylaw Enforcement Officer**. The Enforcement Officer has 10 years experience and currently serves Stratford and Montague. The Officer recommended they be hired for one day (8 hours) per week but unsure of whether that includes travel time from Charlottetown at \$30.00 per hour. No matter how much work is done for each municipality, the rate would be split three ways. Discussion held on how we currently deal with unsightly properties and dogs which rarely occur according to reports and complaints at the Town Office. Eric from Journal advised that Tignish Town Council decided not to participate and Alberton said they would if O’Leary and Tignish does. Council’s final comment, “Council is undecided and unprepared to hire a bylaw enforcement officer at this time”.

## **7. COMMITTEE OF THE WHOLE**

*Moved by J. Dumville, seconded by D. Wood and carried* that Council adjourn to committee of the whole session at 7:15 pm.

*Moved by V. Gallant, seconded by J. MacIsaac and carried* that regular meeting reconvene at 8:15 pm.

### **Results from Committee of the Whole:**

Council agreed to advertise firetruck for sale by tender per earlier motion in this meeting.

Christmas bonuses for staff discussed.

Award nominations for New Year Levee discussed.

## **8. ADJOURNMENT**

Meeting adjourned at 8:20 pm on a *motion by V. Gallant, seconded by D. Wood and carried.*