



APPROVED MINUTES FROM REGULAR COUNCIL MEETING

MONDAY, JANUARY 11, 2016

The regular council meeting was held Monday, January 11, 2016 at 7:00 P.M. with Mayor Murphy presiding and Councillors Cahill, Bernard, Curtis, Tremblay and Duggan present also Frances Ready, Tom Murphy, Ray Millman, Melissa Heald - West Prince Graphic, and staff Susan Wallace-Flynn. Councillor Williams was absent due to work and Jamie Perry, RCMP, sent his regrets.

Mayor Murphy called the meeting to order.

The motion was made by Councillor Cahill, seconded by Councillor Bernard and carried for the approval of the agenda.

DISCLOSURE OF CONFLICT OF INTEREST

Nil

The motion was made by Councillor Bernard, seconded by Councillor Duggan and carried for the approval of the minutes from the regular council meeting held December 14, 2015.

BUSINESS ARISING FROM THE MINUTES

Nil

PRESENTATIONS/DELEGATIONS TO COUNCIL

Nil

CORRESPONDENCE

A letter was received from Alberton Community Development Corporation Ltd. requesting funding. It will be considered at budget time. A letter was received from Western Community Curling Club for a grant and this will also be considered at budget time.

BUSINESS LICENSES AND/OR PROPERTY DEVELOPMENT APPLICATIONS

Nil

COMMITTEE REPORTS

RECREATION

Councillor Bernard read the attached report.

The motion was made by Councillor Bernard, seconded by Councillor Cahill and carried to approve \$2,000.00 up to \$5,000.00 for the winter carnival.

FIRE AND POLICE

Councillor Curtis read the police report for December. There were 283 hours of policing services including 27 calls for service: 2-Persons Reported Missing, 1-Robbery, 1 Break, Enter & Theft/Residence, 1-Traffic Complaint, 1-Theft, 1-Impaired Driving, 1-Driving While Suspended, 1-Fail to Stop at Accident Scene, 1-Operating a Motor Vehicle While Being Pursued, 1-Assistance to General Public, 1-Assistance to Provincial Agency, 1-Mental Health Act, 1-Suspicious Person, 1-Person Welfare Check, 1-Liquor Control Act, 2-Fire Prevention Act, 2-Items Lost and Found, 3-911 Act and 4-False Alarms.

Councillor Curtis said that the fire report was not available but will be here the following day. The fire chief gave a verbal report that there were 13 calls, 8 medical, 1 flu, 1 motor vehicle, 1 alarm, 1 structure and 1 vehicle fire. There were 131 calls during 2015.

STREETS, SIDEWALKS & STREET LIGHTS

Councillor Tremblay said that everything was fine, no snow. She talked about a storm coming and wants the maintenance man to call a contractor. She also said that the CAO's phone number and cell phone number should be on the answering machine.

ECONOMIC DEVELOPMENT

Councillor Duggan read the attached report.

FINANCE

The motion was made by Councillor Cahill, seconded by Councillor Curtis and carried to pay bills in the amount \$134,391.40.

ENVIRONMENT AND SEWER UTILITY

Councillor Williams was absent and her report was not available.

CAO Susan Wallace-Flynn read her report which is attached.

NEW BUSINESS

The invoice for the parking lot at the ball field was discussed.

The motion was made by Councillor Tremblay, seconded by Councillor Curtis and carried to pay Preston Murphy Trucking for the work completed at the parking lot at the ball field.

The tender for the official plan review which is due every 5 years was discussed.

The motion was made by Councillor Cahill, seconded by Councillor Tremblay and carried to contact Phillip Wood and get prices on an Official Plan review.

Mayor Murphy reported the library is completed and the recreation director is planning a grand opening.

The motion was made by Councillor Bernard, seconded by Councillor Cahill and carried to go to a committee of the whole.

Councillor Williams arrived at the meeting.

The motion was made by Councillor Tremblay, seconded by Councillor Duggan and carried to return from a committee of the whole.

The motion was made by Councillor Duggan, seconded by Councillor Cahill and carried to adjourn the meeting.

Recreation Report – January 11th, 2016

The Elf Workshop ran on Dec. 18th. 12 children participated and the workshop received positive reviews.

The Teens Hit the Gym Program has concluded and our Teen Challenge success story may be viewed on the Participaction/Coca-Cola website.

Houses were judged for the Christmas Lights Decorating Contest on Dec. 21st. 1st Prize of 75\$ went to Pam and Wilson Corrigan. 2nd Prize of 50\$ went to Hilary and Lenny Skerry. 3rd Prize of 25\$ went to Frances and Wayne Corrigan.

An article on the Pace Car Program will be in the West Prince Graphic. There will be an information table set up about the program on Tuesday, January 12th and Tuesday, January 19th at the Independent Grocer from 10:30am to 12pm. There will also be an info session on the Pace Car Program on Wednesday, January 20th, at Town Hall at 6pm.

The Recreation Department will assist with the Memorial Hockey Tournament which will take place from January 15th-17th.

The Alberton Walking Club continues to walk indoors at Alberton Elementary each day from 4pm to 5pm. The Recreation Department is working with the Western Recreation Council to apply for a small grant of 100\$ for the walking group through GO!PEI. If successful, the grant will be used for advertising costs as well as a small celebration.

A Ladies Craft Night will run on January 22nd at 7pm at the Town Hall. Participants will make mosaic style paper crafts using paint chips. The cost of the program is 5\$.

The gymnasium at Alberton Elementary is currently being used for basketball and badminton. As a result, the After School Program will not begin again until early spring. The recreation department will, instead, assist with the Junior Curling program which runs Tuesdays after school. Occasional After School events will be offered at alternative locations.

Councillor, Rosetta Tremblay, voiced concern that Bingo had been cancelled at the Phillips Residence on December 11th while Recreation Director, Amanda Jendrick, was substitute teaching. When Amanda was hired it was made clear that she would occasionally substitute teach and make up lost hours by working over the weekend or in the evening. The Bingo was not cancelled but had been rescheduled with the Executive Director at the Phillips Residence, Colleen Parker. It was also Amanda's understanding that the Bingo would not be greatly missed

on that particular day as there was already a musical event in the afternoon. Councillor Tremblay called Amanda personally to apologize for the misunderstanding. Amanda will continue to visit the Phillips residence 2 days a week, though not necessarily on Mondays and Fridays as the After School Program now no longer interferes with other afternoons. Some community residents have expressed interest in a Fancy Dress Skate for the winter carnival. However, Lorraine Kinch complained about the declining popularity of this event. She instead suggested that the event be combined with the school skate which will take place January 22nd. Alberton Elementary students would be encouraged to wear costumes and prizes would be given out for the best ones. This way, the town would not have to pay additional money for ice time when attendance at the event cannot be guaranteed.

Planning is underway for the Winter Carnival which will take place over the long weekend in February from February 11th to February 15th. Hypnotist, Ed Rottel, will perform on February 13th at the Community Center. The cost of this show is \$800 while hall rental fees will be \$250.

Tickets will be sold for the show at the cost of 5\$-7\$ to offset the cost of the event. The recreation department is also planning a skate on the town pond, a scavenger hunt, and outdoor activities for the entire family. The Recreation Department is seeking approval of a \$2000 budget for the event. As the event is to take place in 2016 any funds approved for the event in 2015 no longer apply and what funds are available must be reassessed.

Economic Development Report

January 2016

The Canadian Dollar store is under renovations and I am not sure of an opening date.

The meeting I had requested last month discussing Strategic planning for Alberton did not come together.

I want to request Mayor Murphy call a public meeting to discuss the strategic plan for the town.

I would also ask Mayor Murphy to have a committee meeting to look at the present tax exemption bylaw on new residential construction.

**CAO REPORT
DECEMBER 15, 2016 TO JANUARY 11, 2016**

First I will follow up from the requests from the council reports at the December council meeting. I assume both councillors did not realize they were asking me to do things I did not have the authority to do.

In the December council meeting Councillor Tremblay asked me to have a meeting with the maintenance men regarding snow removal and to email the minutes to council. As per the information sheets handed out by Samantha Murphy, Manager of Municipal Affairs at the December training session individual councillors cannot give direction individually to staff and may not direct the activities of the Administrator. I had already had a staff meeting on December 7th and addressed the snow removal issue.

Further to Councillor Duggan's request and telephone call to have the CAO arrange a meeting to develop a strategic plan I explained that one councillor cannot create a committee. I was unable to arrange the meeting as per the Municipalities Act (see below) also the town already has an Integrated Community sustainability Plan in place that was prepared by planner P. Wood & Associates. The town also already has a Planning Board in place and the names have been filed with the Province.

Municipalities Act

COMMITTEES 22. (1) The mayor or chairperson may appoint standing committees from among the members of the council for such purposes as he may determine. (2) The council may by resolution appoint special committees, chaired by a council member, for any particular purpose which shall report to the council on the matters committed to them.

Finalized last details regarding the library opening including electrical, flooring, roof, telephone and internet connections.

Preparation for 2016 accounting and year end preparations for MRSB audit with 3 days set aside for the audit. I am also completing Schedules as requested by the auditors.

I prepared the annual sewer report and sewer invoices for the first billing of 2016. I am very pleased to report the sewer invoices have already been mailed out.

I had meetings with Maritime Electric regarding the relocation of poles on Prince William Street in relation to the location of sewer lines.

I completed paperwork for the final claim for the grant from ACOA.

I completed the BSF-SCF Ultimate Expenditures and Cash Flow Update Report.

Information Sheet – Roles & Responsibilities

Individual councillors cannot	Chairperson cannot	Chief Administrative Officer cannot
<ul style="list-style-type: none"> • Directly implement bylaws, policies, services and programs • Make decisions individually on behalf of Council or give direction individually to staff; Council must do these things as a group at a properly convened meeting open to the public. • Be involved in staff-like duties such as public works, administrative, etc. • Grant special privileges or immunities to individuals or corporations, give land away, or grant tax reductions or exemptions. • May not direct the activities of the Administrator and do not perform any duties of the municipality. 	<ul style="list-style-type: none"> • Vote (except to break a tie) • Speak to matters under discussion or make motions, unless they temporarily step down as the chair and assign someone else to that role • Veto decisions, or motions of Council 	<ul style="list-style-type: none"> • Participate in council discussions unless information is requested by the Chair

- Most Council, Chairperson, and Chief Administrative Officer duties are set out in the *Municipalities Act*, but it is advisable for all municipalities to have a procedural bylaw and a policy outlining the terms of reference and job description for positions.
- **Other Staff**
 - ✓ It is advisable that there be terms of reference for each position, with a clear job description
 - ✓ All staff, contract or otherwise, report to the CAO and if the employee is not a permanent employee, there should be a contract in place (permanent employees can be either full or part-time)
- **Guiding Principles**
 - ✓ **DECISIONS** – Are made by resolution or by bylaw at a public meeting of council, by all of council.
 - ✓ **SPECIAL MEETINGS OF COUNCILS** – Any meeting that falls outside of the regular schedule of meetings must be advertised in accordance with section 55(3) of the *Act*.
 - ✓ **COMMITTEE OF THE WHOLE** – Must be open to the public unless closed by council resolution. No decisions can be made here, and in-camera (closed) meeting should be governed by a principle of confidentiality.
- **Conflict of Interest**
 - ✓ Council members with any association with outside organizations such as the fire department, NGO's, community service organizations, local business organizations, etc., **should not** be present for, or participate (formally or informally) in, any topics that touch on their organization. Common municipal examples include:
 - Contracts
 - Land Transactions
 - Summer Employment
 - Fire Departments
 - Indirect – family benefits

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