

Rural Municipality of Wellington

Council Meeting – March 19, 2020

Meeting Minutes

Present by telephone: Alcide Bernard, Shawn Bernard, Kelly Richard, Moira McGuire

In person: Albert Arsenault, Jeannette Gallant, Irene MacCaull, Imelda Arsenault, CAO

1. **Call meeting to order**

Mayor Bernard called the meeting to order and acknowledged his appreciation of all participants joining as a result of the new reality with the Covid-19 situation.

2. **Covid-19**

a) Impact on the community

Councillors gave an update on their individual situation since the social distancing has been announced. Mayor Bernard participates on the EMO meetings when possible. There are daily calls organized for municipalities. Information is shared on what is open/closed and an update on the situation. In Wellington, the Vanier Centre (including Municipal office) and Club are closed to the public. Municipal office hours will remain as current so that residents can contact CAO during these hours. The Wellington Coop, Wellington Service Station and the Pharmacy are open.

A message will be posted on the Website and Facebook to inform the public of the Covid-19 situation and to follow the PEI Public Health Office Direction.

b) Measures required

Financial pressures: It is certain that some residents will face financial pressures with many layoffs from various businesses. The annual sewer bills will be sent in May instead of April. The interest on existing receivables will be waived and no disconnections will move forward at this time.

3. **Approval of agenda**

It was moved and seconded that the agenda be approved.

Motion carried 6/6-(2020-11)

4. **Approval of meeting minutes –February 20, 2020**

It was moved and seconded that the meeting minutes be approved.

Motion carried 6/6-(2020-12)

5. **Declaration of conflict of interest**

None declared

6. **Business arising from the minutes**

a. Official Plan

The work continues with the Official Plan. There is a delay on the presentation of the draft documents which was planned for March. Upland is looking for possible dates in the latter part of April. As a result of the situation, no public meetings will be held. CAO will check with Upland on the plan to move forward with the Covid-19 situation.

b. Mill Road Storm Sewer Invoice

The Municipality received the final invoice with an amount a bit higher than expected @ \$ 208 282.90. The higher cost was a result of work done near the Senior Citizen's Home as the curb had to be removed and redone. A well, an extra manhole was added and a catch basin on near R. Gallant's property.

Mayor will look for a credit for the crushed asphalt and is in discussion with the Department of Transportation, Infrastructure and Energy to discuss further.

The invoice is due by March 31 and a short-term loan will be required to pay the invoice until we receive the Gas Tax Funds from the province.

Resolution – Short term loan to cover the cost of the Mill Road Storm Sewer Project

Whereas, Council approved on March 21, 2019 the 2019-2020 Capital Budget which included the Mill Road Storm Sewer Project;

Whereas, as a result of extra Gas Tax Funding of \$ 100 000 for 2019-2020, Council approved at the April 21, 2019 Council Meeting, a motion to proceed with the total project of the Mill Road Storm Sewer Project in 2019-2020 which was previously proposed to be completed over two years, 2019-2020 and 2020-2021;

Whereas, the invoice received from the Government of PEI February 20, in the amount of \$ 208 282.90 which is to be paid by March 31, 2020;

Whereas, the loan amount will not cause the Municipality to exceed its debt limit;

And Whereas the funds as of March 20 in the savings account totals \$ 159 500.00

It is moved and seconded that the Municipality sign a short-term loan of \$ 50 000, proposed interest between 4% to 6%, with the Evangeline Central Credit Union to pay for the remaining balance of \$ 50 000 for the \$ 208 292.00 invoice regarding the Mill Road Storm Sewer project. The amount borrowed is to be repaid during the current year.

7. **Financials YTD**

No report presented.

8. **Committee Reports**

Sewer& Municipal services:

Following a conversation with the operator, he will be sending in a new contract requesting an increase which will include the generator monitoring. The reason for the increase is the higher cost for the labor.

Generator check-in on Saturdays -

- Tri Tech gets an automated call that the generator started.
- Operator wants a text to confirm that it started

Finance – No report.

EMO, Fire and Security –A special meeting of the WFD was held to prepare for the existing Covid-19 situation. A few firefighters are presently in isolation having returned from vacation so Leon Perry is appointed as Fire Chief and Rick Arsenault is the Deputy Fire Chief.

The members went through the supplies to make sure they have those needed for emergency calls related to Covid-19 situations. They confirmed that they are ready.

The EMO committee is preparing a bulletin to send out on important facts if an emergency is to occur. If and when the EMO plan is put in place, it is important to identify a phone number **that** people can call. The number to call should be 854-3573. CAO will check with Bell so that calls can be forwarded. As well, CAO to check if the EMO plan was sent to Charlottetown.

9. **New Business**

a) Budget 2020-2021

The 2020 Tax Roll is in. It does not show M. Gallant's property because it has not made its way to tax records yet. It will be added when it is recorded.

The taxes for Le Chez Nous were assessed in November and after discussing with a property tax official, they confirmed that the work has not been completed yet. The tax revenues will be added in when available.

The Sewer will remain the same. The office needs to confirm the apartments for one residence as there are conflicting reports on the occupancy.

It is moved and seconded that the 2020-2021 budget be approved as presented.

Motion carried. 6/6 (2020-14)

b) Capital Budget

The Capital Budget was presented.

It is moved and seconded that the 2020-2021 Capital Budget be approved as presented.

Motion carried. 6/6 (2020-15)

c) 2020-2021 Tax Rates

There are no increases to the tax rates for 2020-2021. The existing rates are .49 cents for non-commercial properties and .82 cents for commercial properties.

It is moved and seconded that the 2020-2021 Tax Rates of .49 cents for non-commercial and .82 cents for commercial properties be approved.

Motion carried. 6/6 (2020-16)

d) Capital purchases

It is moved and seconded that the Municipality purchase a Laser Printer at a cost of \$ 379.99 + HST and a Special Needs swing for the park at a cost of \$ 689.00 + HST.

Motion carried. 6/6 (2020-17)

e) Record Retention Bylaw

Changes to bring to the Bylaw:

Section 7 - 48 hours to 7 days

Section 8- CAO is responsible and not Council.

Section 12 – to be deleted.

It is important to prepare a policy regarding electronic files and where these files are located. A draft policy will be presented by CAO at the May 2020 meeting.

It was moved and seconded that the bylaw be read a second time.

Motion carried 6/6 (2020-18)

It was moved and seconded that the bylaw be approved

Motion carried 5/5 (2020-19)

f) Bylaws

Bylaw 2020-02 - Access to information and Protection of Personal Information

Council went through the wording on this bylaw and suggested various changes in the attached.

It is moved and seconded that Bylaw 2020-02 – Access to information and Protection of Personal Information be read a first time.

Motion carried 6/6 (2020-20)

10. Other items

- Gardens Together Program
 - o A \$ 1000.00 grant is available to communities to plant flowers. CAO will check if the municipality is eligible.
 - o Hand wipes – it is discussed regarding the damage wipes and paper towels can have on a sewer system when flushed as they are slow to decompose. It is suggested that a note be added to the letter which will go out with the sewer bills regarding the check valve.

11. **Next meeting**: April 16, 2020.

12. **Adjournment**