

**Rural Municipality of Wellington
Council Meeting –June 1, 2020**

Meeting Minutes

Present: Alcide Bernard, Mayor, Council Members: Albert Arsenault, Shawn Bernard, Jeannette Gallant, Irene MacCaull, Moira McGuire, Kelly Richard and Imelda Arsenault, CAO

1. Call meeting to order

Mayor Bernard called the meeting to order.

2. Fire Department report

No report at this time.

Approval of agenda

It was moved and seconded that the agenda be approved with the following item added, storm sewer issue.

Motion carried 6/6-(2020-25)

3. Approval of meeting minutes –April 16, 2020

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

Motion carried. 6/6-(2020-26)

4. Declaration of conflict of interest

None declared

5. Business arising from the minutes

a. Insurance for junior firefighters

The Wellington Fire Department will purchase the insurance coverage for \$ 750.00 with more details to be provided by Cooke Insurance.

b. Official Plan

Upland sent the draft to Municipal Affairs for their review. CAO will communicate with Ian to check if the municipalities' comments were added before it was sent to government.

c. Community Immigration Project

A virtual meeting was held on the project. The funding program is not signed yet. No updates on the appointment of the new coordinator. Diane has been rehired until a new person is hired.

d. Mill Road storm sewer invoice update

There is no settlement of the invoice. Work is to be done this week on the remainder of the work. AJL has been hired to complete the work which includes the driveway issue for a resident, fixing the steep slope at some homes, fix the issue for one resident experiencing water issues due to change in sewer system, and some grass to be sown.

e. Covid-19

i. Operational Plan

CAO presented the operational plan for the Vanier Centre, Barlow's Mill and playgrounds.

Vanier: It is decided to remain closed until the number of people included in gatherings increases. The decision to reopen will be re-evaluated at the next Council meeting. If all continues to go well, it may go up to 50 after June 26. It is important to have all sanitizer stations and signage posted before the Vanier is opened.

The Municipal Office will remain closed and customers wishing to pay their sewer bills in cash need to call the office during opening hours to make payment arrangements. A note will be added in the letter being sent to residents on the payment options.

ii. Barlow's Mills

A plexiglass window will be installed in the Interpretive Center. The center employees will be informed of the operational plan and will be required to follow the guidelines on the plan. Signage will be setup at the playground and at the tennis court. A maximum of 10 people can play on the playground at one time and no cleaning and disinfection will be done on the playground. The playground will open on June 9th when the signs are ready.

The gazebo at Le Bel Age park will be closed. A sign will be added on the gazebo.

f. Bylaws – final copy and registrations

A final copy of Access to personal information Bylaw should be sent to Council members. CAO will check on the bylaws that are registered with Municipal Affairs and work with Shawn to add them to the municipalities' website.

g. New Development Permit

CAO is working on a new form and will post it on the website when it is ready.

h. Grass Cutting

Ernest will continue to do the grass cutting this year at \$ 35.00/hr including his use of equipment. CAO to advise him of the bike park grass cutting area.

i. Summer students

The first student was hired and will start on June 8th. The second student will start on June 28th. The center hours will be reduced this summer due to the Covid-19 and will be re-evaluated as the summer progresses. The province will not provide any training this year. The first student hired will work for 12 weeks while the second student will work 8 weeks.

The students will also work on the Retention of Records project and the Asset Management Project, if approved.

j. Energy Sustainability Project

The province put the project on hold due to the Covid-19 project. The Municipality will keep the request in and see what will take place. In the meantime, the summer students can do some work on the keeping track of the litres of oil used, the electrical information on watts used, etc.

k. Bike Park Fence

The potential buyer is not interested in keeping the fence so it will remain in place until the land is sold.

l. Bricks

All bricks were sold to three interested parties. The municipality collected \$ 560.00 for the total lot.

m. Doctor's Office

The renovations are almost complete. In communication with the Minister's staff, it does not appear in certainty that the doctor will be coming to Wellington so not certain what will take place. More updates to come.

6. Financials YTD

The financial reports were presented.

Bursary: There is a graduate from Wellington at École Évangéline and CAO will check with Three Oaks and Westisle.

The amount for sewer receivables should be added monthly to the Sewer YTD report.

7. Committee Reports

Sewer& Municipal services:

An urgent issue with the seeping of sewage happened recently with a small crack in a pipe and Ron's Plumbing was called in to fix the issue. There is a concern with the billing on this work so the Mayor will discuss with the provider.

The operator decided not to increase his monthly charges this year.

Assessment on some assets:

- Some sidewalk sections need to be replaced. Two quotes were requested and no response yet. CAO to discuss with Ernest on fixing the minor repairs to the sidewalk sections.
- The posts on the boardwalk are ok for another few years and need to be painted. The plastic on these posts need to be cut. The lights were repaired.
- Bridge ok
- Platform to be fixed.

Finance – no report.

Tourism and Recreation – no update.

Bingo, Club and Social Services – no report.

EMO, Fire and Security – Thirty gift cards were provided to the WFD for distribution.

Technology and Communication: Ongoing updates are made when required

Planning Board: The April 27th report is accepted.

Welcome/Bienvenue – no report

Asset Management – The Municipality would like to submit a project to the Asset Management Funding Program from the Federation of Canadian Municipalities.

Council Resolution - Asset Management FCM Funding Application

Be it resolved that the Rural Municipality of Wellington directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Infrastructure Inventory, Prioritization and Strategy.

Be it therefore resolved that the Rural Municipality of Wellington commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

Activity 1: Phase I - Prepare and complete an inventory of the major assets

Activity 2: Phase II - Asset prioritization (Identify critical assets), and

Activity 3: Phase III - Capital and operational strategies

Be it further resolved that the Rural Municipality of Wellington commits **\$5000.00** from its budget toward the costs of this initiative.

Motion carried 6/6 (2020-27)

Health Services – no update.

8. New Business

a) Records Backup Policy

CAO presented a draft backup policy.

It was moved and seconded that the Records Backup Policy be approved.

Motion carried 6/6 (2020-28)

b) Preparation of park

Council members who can attend are asked to be at the park at 9:00 am on Saturday, June 6th.

c) Procurement Policy

CAO presented a draft policy. It is suggested to change the tender amount to \$ 12 000 from \$ 20 000 and remove the section on the provincial tendering process.

It was moved and seconded that the Procurement Policy be approved.

Motion carried 6/6 (2020-29)

d) Campfire Policy

CAO shared the existing provincial policy and an example of the guidelines provided in some municipalities. It is suggested to add a section on the website indicating this area and adding the links to the provincial guidelines.

9. Other items

10. Next meeting: June 25, 2020.

11. Adjournment

It was moved that the meeting be adjourned at 10:10 pm