



**Special Meeting of Council  
Friday, November 30, 2018 at 12:15 PM  
Council Chambers, City Hall, 199 Queen Street**

**Deputy Mayor Mike Duffy Presiding**

**Present:**      **Councillor Melissa Hilton**                      **Councillor Eddie Rice**  
                         **Councillor Greg Rivard**                      **Councillor Terry Bernard**  
                         **Councillor Kevin Ramsay**                      **Councillor Bob Doiron**  
                         **Councillor Terry MacLeod**                      **Councillor Mitchell Tweel**

**Also:**            **Peter Kelly, CAO**                                      **Scott Messervey, DCAO**  
                         **Bethany Kaulzarick, AHRM**                      **Chantal Matheson, EA**  
                         **Cindy MacMillan, AA**                              **Steven Forbes, CS**  
                         **Tracey McLean, RMC**

**Regrets:**        **Mayor Clifford Lee**                                      **Councillor Jason Coady**

**1. Call to Order**

Deputy Mayor Duffy called the meeting to order.

**2. Declarations of Conflict of Interest**

There were no conflicts declared.

**3. Approval of Agenda**

Moved by Councillor Greg Rivard and Seconded by Councillor Kevin Ramsay that the agenda be approved as presented. Carried.

**4. Resolution & Bylaw Readings**

**Moved by Councillor Terry MacLeod**  
**Seconded by Councillor Bob Doiron**

**RESOLVED:**

That the City of Charlottetown approves the following draft Policies as attached:

- Domestic Violence Policy and Safety Plan
- Employee Criminal Record Check Policy
- Management and Non-union Compensation Policy

Concern was raised regarding Section 14.0 Clothing Allowance of the Management and Non-union Compensation Policy and why does it apply to just the Police Chief and Deputy Police Chiefs. Councillor MacLeod, Chair of Human Resources, Communications and Administration Committee indicated that this policy was reviewed and discussed at the most recent Committee

Meeting of Council and the consensus was that the clothing allowance remain in the policy.

**CARRIED 7-1**  
**Councillor Doiron was opposed**

**1<sup>st</sup> reading of the Conflict of Interest Bylaw (#2018-14)** – to establish a City of Charlottetown bylaw with respect to outlining procedures to be followed by a member of Council pursuant to the provisions of Section 97 of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay**  
**Seconded by Councillor Bob Doiron**

**RESOLVED:**

That the bylaw to establish the "CITY OF CHARLOTTETOWN CONFLICT OF INTEREST BYLAW" be read a first time.

Questions were raised once again asking if this bylaw is similar to what the Provincial MLAs adhere to and whether the City Solicitors reviewed it. The CAO indicated that the differences were outlined in an information sheet included in Council's meeting package and he further indicated that the City cannot dictate to the Province as there are differences in legislation and processes. It was also noted that the document was not reviewed by a Solicitor.

It was suggested that the bylaw be further reviewed and a deferral was requested. It was moved by Councillor Mitchell Tweel and seconded by Councillor Eddie Rice that the first reading of the Conflict of Interest Bylaw be deferred. Carried 8-0.

**1<sup>st</sup> reading of the Staffing Bylaw Amendment Bylaw (#2018-20-A)** - to amend the City of Charlottetown Staffing Bylaw as to establish fair and consistent practices for the recruitment and selection of staff.

**Moved by Councillor Kevin Ramsay**  
**Seconded by Councillor Bob Doiron**

**RESOLVED:**

That the bylaw to amend the "CITY OF CHARLOTTETOWN STAFFING BYLAW" be read a first time.

**Moved by Councillor Kevin Ramsay**  
**Seconded by Councillor Bob Doiron**

**RESOLVED:**

That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN STAFFING BYLAW" and that it be read a second time at the next Public Meeting of Council.

**CARRIED 8-0**

**1<sup>st</sup> reading of the Procedural Bylaw (#2018-19)** – to establish a City of Charlottetown bylaw with respect to the regulation of council proceedings pursuant to the provisions of Subsection 86(2)(e) of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay  
Seconded by Councillor Bob Doiron**

**RESOLVED:**

That the bylaw to establish the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW" be read a first time.

It was moved by Councillor Terry Bernard and seconded by Councillor Melissa Hilton that the Procedural Bylaw be amended by deleting Section 45 – Committees of Council below

45. Committees of Council

- 45.1. The Mayor may, by resolution, establish and appoint standing and/or ad hoc committees that will consider, discuss, and debate matters of Council interest before such matters are forwarded to Council for decision.
- 45.2. The mayor may also determine the committee's terms of reference and designate the committees mandate, term, council composition, objectives, tasks, duties and responsibilities, and appoint its members to deal with any matter.
- 45.3. The Mayor may also establish the eligibility criteria for membership and determine the events or circumstances that would result in a termination of a committee member.
- 45.4. The Mayor will by order, dissolve an ad hoc committee of Council upon completion of their specific mandate.
- 45.5. The CAO will designate certain employees of the City to be non-voting advisors to one or more committees, with the right and duties to attend their designated committee;

And be replaced with the following proposed amendment:

45. Committees of Council

- 45.1. Council shall, by resolution, establish a Council Advisory Committee which will recommend the terms of reference and Council appointments to any and all ad hoc or standing committees required or requested to consider, discuss or advise on matters of Council.
- 45.2. (a) The Council Advisory Committee shall consist of the Mayor, 2 members of Council (nominated and appointed by motion of Council) and the CAO in an advisory non-voting capacity (non-voting).  
  
(b) The Council Advisory Committee shall all establish all committee mandates, terms, objectives, tasks, duties and responsibilities on any matter of which Council has requested.

- 45.3. The Council committee shall establish the eligibility criteria for membership and determine the events or circumstances that would result in a termination of a committee member.
- 45.4. A Council ad hoc committee shall dissolve upon completion of their specific mandate.
- 45.5 The CAO shall designate certain employees of the City as may be required to be non-voting advisors to one or more committees, with the right to attend their designated committee.

**CARRIED 7-1**  
**Councillor Doiron opposed**

**Moved by Councillor Kevin Ramsay**  
**Seconded by Councillor Bob Doiron**

**RESOLVED:**

That the bylaw be now approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW" and that it be read a second time at the next Public Meeting of Council.

**CARRIED 7-1**  
**Councillor Doiron opposed**

**5. Adjournment**

Moved by Councillor Kevin Ramsay and Seconded by Councillor Greg Rivard that the meeting be adjourned. Carried.

**The meeting concluded at 12:45 PM**