



Monthly Council Meeting-Minutes  
Thursday, March 2<sup>nd</sup>, 2023  
7:00 pm  
CDC Boardroom

**Present:**

**Mayor:** Matthew Bowness

**Councillors:**

Karen Ashley-Neill

Nichola Arsenault

Barry Stewart

**CAO:** Kevin McKenna

**Absent:**

**Councillors:**

Mitchell Arsenault

Robert Green

Derrick Blacquiere

**Guests:** Ron Rayner, Catherine Callbeck, and Jaclyn Waite from MRSB

- 1. Call to Order and Attendance** – Meeting was called to order at 7:05 PM. Mayor Matthew Bowness welcomed all Councillors and Guest in attendance including our Auditor Jaclyn Waite from MRSB, who was invited to present our latest audited financial statement, under a separate agenda item.
- 2. Approval of Agenda:** Moved by Barry Stewart, Seconded, by Karen Ashley-Neill that Agenda be approved as presented. **Motion Carried.**
- 3. Audit Presentation 2021-2022 Fiscal Year End by MRSB:** Jaclyn Waite from MRSB presented in detail our latest audited Financial Statement for the period covering April 1<sup>st</sup>, 2021, to March 31<sup>st</sup>, 2022. Operating deficit of \$ 14,457.00 was recorded, however if we remove the amortization of tangible capital assets of \$ 20,135.00 from expenditures, we would have actually recorded an operating surplus of \$ 5,561.00. Net financial assets for period ending March 31<sup>st</sup>, 2022, were recorded at \$ 33,328.00. CAO Kevin McKenna thanked Jaclyn for her presentation. Moved by Barry Stewart, Seconded by Nichola Arsenault that the Financial Statements be approved as presented. **Motion Carried.** Following the motion Mayor Matthew Bowness and Deputy Mayor Karen Ashley-Neill signed and sealed all required copies of the Approved Financial Statements.

4. **Determine Conflict of Interest:** No Conflict of Interest by any Member Present.
5. **Review and Approval of Minutes from Previous Meetings:** Minutes from the January 5<sup>th</sup>, 2023, meeting was reviewed by Mayor Bowness. Moved by Karen Ashley-Neill, seconded by Barry Stewart that the Minutes of the January 5<sup>th</sup>, 2023, meeting be approved as presented. **Motion Carried.**
6. **Business Arising from Previous Meetings:**
  - **Down Trees at Old School-House:** Rob Green and Matthew Bowness were to cut down and remove all fallen trees from the property following Fiona. This work will be completed in the coming months.
  - **Web-Site WordPress / Word Spere:** CAO Kevin reported that he is making progress on re-establishing access to the Web-Page. Our Domain Name is called **bedequeandarea.ca** and is administered by Canadian Web Hosting. Payments for renewal of our Domain Name as well as our **LITE** (Webpage) Renewal period ending on January 18<sup>th</sup> each year were paid in January 2023 for another full year. Nichola Arsenault was added as an Administrator to our Canadian Web Hosting account. Further work is required to gain access to our Webpage controlled by Word Press. Once established, Nichola Arsenault can administer and assist with revising our Web Page.
  - **Mosquito Control Program:** Following our last Council Meeting in January, CAO Kevin arranged an Information Session on Wednesday January 25<sup>th</sup>, 2023 at our CDC Boardroom and invited all residents within the Municipality to attend. Guest Speaker Shawn Schofield, from the Province of PEI Department of Environment, outlined multiple common practices for controlling mosquitoes, what methods worked and what methods didn't work. Shawn also provided some recommendations for future Mosquito Control. The well attended meeting of approximately 40 residents were informed that Council will further analyze our options and make a decision. **NOTE: Mayor Matthew Bowness recommended that our decision on this program should be discussed at our next Council Meeting with a full slate of Council Members in attendance.**
  - **FPEIM Semi-Annual Meeting February 11<sup>th</sup>, 2023:** - CAO Kevin McKenna attended this meeting on our behalf. He found the meeting very informative and suggested that he discuss some topics arising from that FPEIM meeting be addressed at a future council meeting when time permitted.
  - **Establishment of Municipal Office:** Mayor Matthew Bowness outlined that CAO Kevin had worked on two options in establishing our Municipal Office. Kevin met with Kinkora Municipality in January. They indicated that there would be a significant cost for room rental and providing a shared officer to handle inquiries from the public. Kinkora would not entertain a room rental at this time as construction on their new Day-Care Facility would not be completed until late 2024.

- **Establishment of Municipal Office ( Continued):** Our second option was to seek an office within our own community boundaries. Kevin spoke with Barb Weeks, Manager of Central Central Development Corporation in Central Bedeque and negotiated a Room and Storage Area rental fee for \$ 200.00 per month. CDC would also provide us the service of taking inquires from municipal residents and relaying messages to our CAO. This would also satisfy Municipal Affairs requirement to have our Municipal office open to the public 20 hours each week. CDC Receptionist would be provided with a Standard Information Sheet outlining Contact Information for Rural Municipality of Bedeque and Area. All Phone inquiries would also go to the CDC Main Receptionist, and they would relay all messages to our CAO. A lease agreement would be established effective April 1<sup>st</sup>, 2023, and reviewed on an annual basis. This appeared to be our best option. Moved by Karen Ashley-Neill, Seconded by Nichola Arsenault that we establish our future Municipal Office at Central Development Corporation in Central Bedeque. **Motion Carried.**

## 7. New Business:

- **Municipal Administrative Support Program (MASP):** Mayor Bowness advised Council that an application for additional funding to cover administrative expenses for smaller rural municipalities became available last November 2022 through Province of PEI Municipal Affairs. CAO Kevin applied for this funding called the Municipal Administrative Support Program (MASP). Basically the allocation of funds are to cover such expenses as Insurance, Auditor (MRSB), CAO Salary, Office Supplies and Equipment, and Municipal Dues and Fees up to a maximum \$ 15,000.00. We are pleased to report that we qualified for the full amount of funding provided we can provide receipts covering expenditures for the 2022-2023 Fiscal Year ending March 31<sup>st</sup>, 2023. To fulfill our goal of \$ 15,000.00 in expenses we will need to spend an additional amount in Office Expenses by \$1,650.00 and an additional expense of \$ 800.00 in CAO salary. We are proposing to obtain a laptop and/or printer for our new office totaling \$ 1,650.00 (3 Quotes to be obtained) . In addition Mayor Bowness suggested that we pay our CAO an additional \$ 800.00 in overtime for his additional time spent in November and December 2022 to get the financial records back up to date. Moved by Barry Stewart, seconded by Nichola Arsenault that we accept the MASP as presented and cover additional expenses of \$ 1650.00 for office equipment, and \$ 800.00 in Overtime to CAO. **Motion Carried.**
- **Bedeque Area Minor Ball Association: Donations For 2022 Season– Rink Field Plus McKenna Field:** Mayor Bowness indicated that this topic has been outstanding for some time now. Council has been awaiting confirmation and communication from the Bedeque Area Minor Ball Association as to when sponsorship funds were last advanced to the program, which directly assisted the Bedeque Rink Ballfield. Sponsorship letter request, dated January 25<sup>th</sup>, 2021 was received from Ryan McKenna, Director of Public Affairs, for the Bedeque Area Minor Ball addressing the matter. Last annual sponsorship funds were received on March 4<sup>th</sup>, 2021, in the amount of \$ 200.00, covering the 2020 season.

**Bedeque Area Minor Ball Association: Donations For 2022 Season– Rink Field Plus McKenna Field: (Continued)**

With the lapse in time from our last sponsorship, coupled with the damages sustained from Hurricane Fiona last year it was felt that we would donate an Annual Silver Sponsorship amount of \$500.00 effective 2022 Ball Season to cover repairs and upkeep of the Bedeque Rink Ballfield. Moved by Karen Ashley-Neill, seconded by Barry Stewart.

**Motion Carried.**

In addition, Mayor Bowness addressed the fact that Council had debated the idea of perhaps donating a portion of the 2022-2023 Budgeted Funds under Repairs & Maintenance (Grass Cutting) towards the new McKenna Ball Field last summer. With our grass bill being expensed at \$ 2,160.00, with our Budgeted Amount of \$ 5,000.00 we could perhaps donate additional funds for grass cutting expenses at McKenna Field with funds being deposited into the Joint Ballfield Account for the 2022 Ball Season. Moved by Nichola Arsenault, seconded by Karen Ashley-Neill that we donate \$1,000.00 towards McKenna Field for 2022 Season. Future donations to be reviewed each summer for consideration based on available funds. **Motion Carried.**

- **Chief Administrative Officer - Wages:** Topic was discussed of potential increase in CAO annual salary for next Fiscal Year. It was suggested that the weekly salary be increased to new amount being \$ 120.00 per week. Councillor Barry Stewart suggested that this topic should be addressed and presented in the Annual Budget. If the Budget is approved with any proposed increase, then any salary increases would be approved as well. Councillors agreed to address this under the proposed new Fiscal Year 2023-2024 Budget.
  
- **Canada Community Building Fund-Capital Investment Plan Application:** Council was informed that the Canada Community Building Fund (CCBF), formally known as the Gas Tax Fund, is comprised of various Projects which the Municipality has funded over these past number of years. Funds not yet allocated towards a designated project are retained under Project named the **Official Plan**. Mayor Bowness advised Council that Annual Allocations received from the Province under CCBF will end this Fiscal 2023-2024. Also, funds not spent on Eligible Projects will have to be paid back to the Province if the CCBF is not extended past next Fiscal Year. We were advised by the Province on February 16<sup>th</sup>, 2023, that the deadline for submitting any new Eligible Projects for this upcoming Fiscal Year under the Capital Investment Plan (CIP) Application was February 17<sup>th</sup>, 2023. Kevin arranged CCBF documentation to decommit 50 % of the Official Plan (Approx \$ 18,000.00) and then followed up by preparing the CIP Application titled “McKenna Ball Field Recreational Facilities Project” and submitted the application before the February 17<sup>th</sup>, 2023 deadline. With this new proposed CIP Application, we are required to obtain Council Approval and submit to CCBF for final approval. Moved by Nichola Arsenault, seconded by Karen Ashley-Neill that the CIP Application be submitted to Province of PEI CPEI-Infrastructure for consideration and approval. **Motion Carried.**

**8. Financials:**

CAO Kevin McKenna presented changes to the Cumulative Income Statement spreadsheet format which now provides an additional page for the main chequing accounts bank reconciliation and full details for the Joint Ballfield Account. Council was also provided with the January 2023 and February 2023 monthly financial changes for the following accounts.

**Balances in Bank Accounts as of February 28<sup>th</sup>, 2023**

<b>Main Account:</b>	<b>\$ 42,727.93</b>
<b>Gas Tax Account</b>	<b>\$ 15,327.50</b>
<b>Ball-Field Account</b>	<b>\$ 91,411.22</b>

**9. Budget 2023-2024 Fiscal Year:** Mayor Bowness and CAO Kevin presented the Financial Plan figures for the 2023-2024 Fiscal Year showing Total Revenues at \$81,660.00 and Total Expenditures at \$ 81,885.00 for a deficit of \$ 225.00. Details and justification were presented for each revenue and expenditure line item. Kevin was to confirm with Municipal Affairs to determine if Revenue reported under Government Transfers (Equalization Grants) would decrease or remain the same for next Fiscal Year. Under Expenditures Council felt that slight changes to Fire Dues, Professional Fees, Repairs and Maintenance, and removal of Election Fees are required before final presentation and approval. Council agreed that we would hold our next Council meeting in two weeks time on Wednesday March 15<sup>th</sup>, 2023 to conduct our Annual Budget Approval. Kevin is to confirm next Meeting night and arrange to advertise this public meeting by Facebook and local media advertising.

**10. Correspondence:** No new correspondence was presented.

**11. Open Floor:** Mayor Bowness thanked all Councillors and Guests for their time and commitment covering a significant amount of business this evening. It was suggested that Agenda Items not covered this evening be moved to our next Regular Council Meeting following the Annual Budget Approval Meeting.

**12. Schedule Next Meeting Date:** Next Meeting – Wednesday March 15<sup>th</sup>, 2023 @ 7:00 PM

**13. Adjournment:** Moved by Barry Stewart that the meeting be adjourned at 9:10 PM

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Prepared By: CAO, Kevin P. McKenna

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Approved By: Mayor: Matthew Bowness