



Monthly Council Meeting-Minutes
Wednesday, March 22nd, 2023
7:00 pm
CDC Boardroom

Present:

Mayor: Matthew Bowness

Councillors:

Karen Ashley-Neill

Nichola Arsenault

Mitchell Arsenault

Derrick Blacquiere

Barry Stewart

CAO: Kevin McKenna

Absent:

Councillor:

Robert Green

Guests: Ron Rayner and Debbie Murray-MacKay

- 1. Call to Order and Attendance** – Meeting was called to order at 7:02 PM. Mayor Matthew Bowness welcomed all Councillors and Guests in attendance including Village of Bedeque resident Debbie Murray-MacKay to participate in this Special Meeting called to present our Annual Budget.
- 2. Approval of Agenda:** Moved by Derrick Blacquiere, Seconded, by Mitchell Arsenault that Agenda be approved as presented. **Motion Carried.**
- 3. Budget Presentation: Financial Plan 2023-2024 Fiscal Year:** Mayor Matthew Bowness, along with CAO Kevin McKenna presented in detail our Financial Plan for the upcoming 2023-2024 Fiscal Year. The Budget showed Projected Revenue of \$ 81,660.00 and Projected Expenditures of \$ 81,540.00 resulting in a small surplus of \$ 120.00 for the upcoming fiscal year. Mayor Bowness provided details on new expenditures surrounding our new Municipal Office requirement by Municipal Affairs. Lease agreement with Central Development Corporation will be implemented effective April 1st, 2023. Projected Rental cost of \$2,400.00, along with office supplies and equipment at \$ 1600.00 are expected.

Other major expenditures on the budget include Fire Dues and the Mosquito Control Program. Fire Dues are projected to increase slightly to \$ 21,730.00 based on increased taxable property assessments within our Municipality. The tax rate charged by Municipality of Kinkora for fire dues will remain the same at 0.12 / \$100.00 of Assessable Property Value. The Mosquito Control Program cost of \$ 17,825.00 will remain the same as last year as confirmed with Dale Wood. Council decided to leave this item on the Budget until further discussion is held and determine the feasibility on it's future. Mayor Bowness suggested that we place a news article in the County Line Courier to advise residents within the community of our Projected Balanced Budget and that Municipal Tax Rates will remain the same as last year being 30 Cents / \$100.00 of Taxable Assessable Property Value. CAO Kevin indicated that he would compile the news article and arrange for publication. Moved by Barry Stewart, seconded by Karen Ashley-Neill that Budget be approved as presented. **Motion Carried.**

**** Following the Annual Budget Presentation Council decided to conduct their Regular Council Meeting to discuss a few outstanding issues that required immediate attention.**

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 March 2nd, 2023, meeting were reviewed by Mayor Bowness. Moved by Nichola Arsenault, seconded by Derrick Blacquiere that the Minutes of the March 2nd, 2023, meeting be approved as presented. **Motion Carried.**
6. **Business Arising from Previous Meetings:**
 - **Down Trees at Old Schoolhouse:** Matthew Bowness indicated that the fallen trees, surrounding the Lucy Maude Montgomery Schoolhouse property, still need to be cut down and removed following Fiona. This work will be completed in the coming months.
 - **Mosquito Control Program:** This topic has been well discussed over the last number of Council Meetings going back to our December 8th, 2022 and January 5th, 2023 meetings. On Wednesday January 25th, 2023 we conducted an Information Session and invited guest speaker Shawn Schofield, from the Province of PEI Department of Environment. Shawn outlined multiple common practices for controlling mosquitoes and provided some recommendations for future Mosquito Control other than our present method.

Councillor Barry Stewart recommended that we scrap the present Dale Wood Mosquito Control Program and use a portion of those funds (\$3,000.00 - \$4,000.00) to educate all residents on how they can control mosquitoes on their individual properties. Barry suggested advertising in the County Line Courier our new initiative and distributing Flyers through Canada Post, our Web Page, and our Facebook accounts. Barry also presented a sample of this Information Flyer for Council to review which could be used by our Summer

Student and have this Information Package hand delivered to all Municipal residents. In addition Barry suggested that we look into areas within the community where still water exist such as the shale pit behind PEI Bag Company owned by Robert Linkletter. Council could approach Robert Linkletter to perhaps arrange to level the shale pit and eliminate the still water areas. Council members also suggested that the balance of funds remaining (Approximately \$15,000.00) from the Mosquito Control Program could be deposited into a separate Contingency Savings Account for future recreational facilities or playground equipment areas. CAO Kevin is to investigate possible new CCU Savings Accounts and rates on GIC's available. Moved by Derrick Blacquiére, seconded by Barry Stewart that we proceed in this direction of abolishing the Dale Wood Mosquito Program and look at the alternatives presented. **Motion Carried.**

7. New Business:

- A) Future Communications to Municipality

With the establishment of our new Municipal Office effective April 1st, 2023, at the Central Development Corporation location we are required to establish Office Hours, Main Council Contacts and Awareness to Residents.

Office Hours: Council determined that our open Office Hours requirement of 20 hours per week would be best covered by establishing the same office hours as the Central Development Corporation itself.

Main Council Contacts: We have arranged with CDC to use their main office phone number and have all inquires on municipal issues be channeled through our CAO Kevin McKenna who will determine the best course of action on all issues presented. Mayor and Councillors did not wish to have their email and phone contact information distributed to the general municipal residents.

Awareness to Residents: To make all Municipality residents aware of our Office Hours and physical location it was though that we draft up a letter and advertise through the County Line Courier. Another alternative is to produce a flyer to all Municipality residents using the Canada Post distribution method. CAO Kevin is to establish all the above requirements.

- **B) Media Options:** Council determined that our best media options were already discussed under our "Awareness to Residents" topic above. Production of letters could be advertised through our local newspaper being the County Line Courier. Flyers or Information packages would be best handled through Canada Post distribution or hand delivered by a Summer Student.
- **C) Contingency Plan – Future Development:** Topic already discussed earlier. Council to establish Savings Accounts for future Recreational Facilities projects or Playgrounds.

- **D) Annual Expenditure Report – Audited Report Due May 15th, 2023:** This report is to be worked on by CAO Kevin and presented to our Auditors for their final review and presentation to the Province of PEI Municipal Affairs before May 15th, 2023. It is hoped that we can reduce the expenditure amounts previously paid to our auditors MRSB.

8. Financials:

CAO Kevin McKenna presented the Cumulative Income Statement spreadsheets to Council. Although final figures for the month of March 2023 are not yet finalized the following balances are projected to reflect the Bank Account as of March 22nd, 2023. Finalized figures for fiscal year ending March 31st, 2023 will be distributed later.

Balances in Bank Accounts as of March 22nd, 2023

Main Account:	\$ 51,119.29
Gas Tax Account	\$ 15,327.50
Ball-Field Account	\$ 92,411.22

9. **Correspondence:** CAO, Kevin presented emails received by FPEIM asking for nominations for Prince County Municipalities representatives on FPEIM Board. Also asked for Council Members to attend 2023 AGM on Monday April 24th, 2023, in Souris. No Council Members expressed interest as this AGM is held on a working day and no one was able to attend.

10. **Open Floor:** No Topics Discussed

11. **Schedule Next Meeting Date:** Next Meeting – May 4th, 2023 @ 7:00 PM

12. **Adjournment:** Moved by Karen Ashley-Neill that the meeting be adjourned at 8:45 PM

Prepared By: CAO, Kevin P. McKenna

Approved By: Mayor: Matthew Bowness