



Monthly Council Meeting-Minutes
Thursday, November 2nd, 2023
7:00 pm
CDC Boardroom

Present:

Mayor: Matthew Bowness

Councillors:

Karen Ashley-Neill (Deputy Mayor)
Nichola Arsenault
Derrick Blacquiere
Barry Stewart

CAO: Kevin McKenna

Guests: Rev. Steven Townsend, Matthew Murphy, Jeremy Oakes, Ron Rayner, and Catherine Callbeck

Absent:

Councillors:

Mitchell Arsenault
Robert Green

- 1. Call to Order and Attendance** – Meeting was called to order at 7:00 PM. Mayor Matthew Bowness welcomed all Councillors and Guests in attendance.
- 2. Approval of Agenda:** Moved by Barry Stewart, seconded by Derrick Blacquiere that Agenda be approved as presented. **Motion Carried.**
- 3. Presentation By Matthew Murphy:** Matthew Murphy, Administrative Assistant with the Rural Municipality of Kinkora presented Council with a review of our Joint Emergency Management Plan (EMP) which Kinkora had adopted on September 25th, 2023. The purpose of the presentation was to allow our Council Members to address any questions or concerns on the Joint Plan before our final review and adoption. Council was also asked to review the present Resource Lists in the EMP and come up with additional names and contacts after our adoption and approval of the EMP.

4. **Presentation By Jeremy Oakes Province of PEI:** Jeremy Oakes, who is a Safety Officer with the Province of PEI made his presentation to Council concerning our potential Reception Centre / Warming Centre at the Central Bedeque Baptist Church. Jeremy outlined his offices requirements for a Reception Center under the Emergency Management Plan. In addition, he informed Council that his office has conducted their Initial Assessment of the Baptist Church proposed location on Wednesday October 25th, 2023. Before the Final Designation Letter will be issued by the province, they will require 1) Memorandum of Understanding signed between RMBAA and the Central Bedeque Baptist Church. 2) Full Fire Marshal's Report and Capacity Certificate 3) Completed Staffing Plan and Floor Plan for the Reception Centre Plan Application submitted for final approval. CAO Kevin McKenna is working closely with Jeremy Oakes in finalizing the Reception Centre Plan application. The Reception Centre Plan will be finalized within the next couple of weeks.

Rev. Steven Townsend was also in attendance representing Central Bedeque Baptist Church. Steven informed Council he received an email from Deputy Fire Marshal John Chisholm, who conducted his inspection of the Reception/Warming Centre on Wednesday November 2nd, 2023. The Fire Marshals' Report outlined the requirements needing our attention, being designated exits being well marked, illuminated exit signs above doorways, emergency lighting established, ample flashlights, regular inspected fire extinguishers, and finally an evacuation plan that is communicated as necessary. In addition to the report the Fire Marshal's Office provided a Permanent Capacity Certificate for Central Bedeque Baptist Church indicating a Total Capacity of 85 Persons for the building. Steven is to seek approval from the Baptist Church Committee if they wish to provide this service at their next Council meeting on November 13th, 2023 (Originally scheduled on Saturday November 4th, 2023) .

5. **Determine Conflict of Interest:** No Conflict of Interest by any member present.
6. **Review and Approval of Minutes from Previous Meetings:** Minutes from the September 7th, 2023, meeting were reviewed by Mayor Bowness. Moved by Barry Stewart, seconded by Derrick Blacquiere that the Minutes of the September 7th, 2023, meeting be approved as presented. **Motion Carried.**
7. **Business Arising from Previous Meetings:**
- A) **Sommers Generators:** CAO Kevin arranged meetings with Sommers Generators representative Harrison Trenholm and local electrician Cody Lidstone on Tuesday October 17th, 2023. Site visits were conducted to review three (3) options. 1) Baptist Church location as Warming Center 2) Fire Pump location only and 3) Combined Quote for Fire Pump and Bedeque Recreational Center (Rink) as Alternate Warming Center. Determined that Baptist Church is the best option for a Warming Centre as Rink option too costly a venture. Cody Lidstone was to provide us with recommendations and quotes prior to our Council meeting tonight. After two failed follow up attempts Kevin will continue to follow up for quotes and distribute to Council once received.

- B) New Website Platform: Options / Potential Funding:** CAO Kevin reported that he attempted to obtain funding through two Provincial government funding programs. The first option under Web Presence Assistance wasn't successful as we didn't qualify under that program as a Municipality. The second option was under Rural Development Program known as the Rural Growth Incentive Program. We have applied through Kellie Mulligan's office for total funding of \$ 3,000.00 that would cover the Webpage and a small printer. Applications have yet to be reviewed by Province of PEI Executive Council. Kevin will follow-up and advise.
- C) Emergency Management Plan:** Kevin reported that he has been working on the Shared Emergency Management Plan (EMP) with the Rural Municipality of Kinkora and revising the Plan to reflect our Council Contacts that come under the Rural Municipality of Bedeque within that document. The signed Memorandum of Understanding (MOU) has also been added to that EMP document. These changes have been accepted by the Rural Municipality of Kinkora. We will review and approve the EMP under New Business.
- D) Speeding Issues:** Kevin reported that RCMP Traffic Enforcement Team have indicated that they will continue to provide regular patrolling within the Village of Bedeque and Central Bedeque communities.
- E) Bedeque Bridge Update:** Mayor Matthew Bowness has indicated that the Bridge construction has been completed. Councillor Derrick Blacchiere has also inspected the work and reported that reconstruction of carrying beams and main bridge supports are solid. Paving has yet to be completed but is expected shortly .
- F) Resolutions/Rules/Guidelines:** CAO Kevin has investigated and followed up with Municipal Affairs to obtain copies of all our By-Laws that are presently in force. New By-Laws and Revisions to existing By-Laws, as required under the Municipal Government Act (MGA). All By-Laws will be reviewed at this evenings meeting under New Business

8) Financials: New Business:

CAO Kevin McKenna presented the Cumulative Income Statement Spreadsheets to Council earlier in the week and prior to the meeting for their review.

Balances in Bank Accounts as of October 31st, 2023

Main Account:	\$ 80,263.13
Gas Tax Account	\$ 5,850.25
Contingency Savings	\$ 20,138.48
Ball-Field Account	\$ 160,591.73

9) New Business:

- A) Bedeque Park – Playground Equipment/Outdoor Multi-Use Sports Facility:** CAO Kevin informed Council that he met with William Callbeck on Sunday October 29th, 2023 to discuss Mr. Callbeck's wishes to perhaps sell / transfer approximately 4.25 acres of land, adjacent to the McKenna Baseball Field, to the Rural Municipality of Bedeque and Area. This lot of land could potentially be used for a Playground Area and Multi-Sport Outdoor Playing Pad. He would entertain the potential charitable donation receipt for the transaction. I informed William that we would be able to provide such a donation receipt in lieu of an actual funds transaction. His only stipulation was that the Park be named The Callbeck Family Community Park. Former Mayor Ron Rayner interceded and made a presentation to the group showing the proposed land in question. It was agreed by Council that we proceed with looking into a potential Right of Way from Callbeck Street, the legality of providing such a Charitable Donation Receipt, along with the potential cost absorption for surveying the property.
- B) Emergency Management Organization (EMO) Training:** Councillor, Barry Stewart had nothing to report on this Training. He suspects that training will resume over the upcoming winter months. Will report accordingly when details are available.
- C) Sommers Generators: Update on Quotes following Site Visit and Recommendations:** CAO Kevin reported that this update was already covered under previous meeting items. He had arranged meetings with Sommers Generators representative Harrison Trenholm and local electrician Cody Lidstone on Tuesday October 17th, 2023. Kevin will continue to follow up for quotes and distribute to Council once received.
- D) New Website Platform: Update on Government Funding:** This was also discussed under Business Arising from Previous Meeting. CAO Kevin has applied under Rural Development Program known as the Rural Growth Incentive Program. Application was submitted through Kellie Mulligan's Rural Development office for total funding of \$ 3,000.00 that would cover the Webpage and a small printer. Applications have yet to be reviewed by Province of PEI Executive Council. Kevin will follow-up and advise.
- E) Review of Present By-Laws / Presentation of New By-Laws Required:** CAO Kevin reported that he had contacted Municipal Affairs and obtained a listing of all our existing By-Laws and the By-Laws requiring revisions and updating. The By-Laws requiring our attention are as follows:

By-Law 2023-01: By-Law to Regulate Access to Information and Protection of Personal Information: Moved by Karen Ashley-Neill, Seconded by Derrick Blacquire : **Motion Carried**

By-Law 2023-02: By-Law to Manage and Dispose of Records: Moved by Barry Stewart, Seconded by Nichola Arsenault: **Motion Carried**

By-Law 2023-03: By-Law to Provide for a Code of Conduct for Members of Council. **(Repeal of Existing By-law# 2018-05 Code of Conduct Bylaw)** and all amendments: Moved by Derrick Blacquiere, Seconded by Nichola Arsenault: **Motion Carried**

By-Law 2023-04: By-Law to Regulate the Proceedings of Council. **(Repeal of Existing By-law# 2018-04 Procedural Conduct Bylaw)** and all amendments: Moved by Karen Ashley-Neill, Seconded by Derrick Blacquiere: **Motion Carried**

By-Law 2023-05: By-Law to Regulate the Municipal Emergency Management Plan: Moved by Nichola Arsenault, Seconded by Karen Ashley-Neill: **Motion Carried**

The second reading of the above five (5) By-Laws will be passed at a special meeting on Thursday December 7th, 2023 or next regular scheduled meeting on January 4th, 2024.

F) Bedeque Area Recreational Centre: Rink Donation: The annual donation request from the Bedeque Area Recreational Centre was presented by Mayor Matthew Bowness. There are ample funds in the Budget to distribute funds to this ongoing community project. Moved by Derrick Blacquiere, Seconded by Nichola Arsenault that we donate our Annual Donation of \$ 500.00. **Motion Carried**

G) Emergency Management Plan: Moved by Barry Stewart, Seconded by Derrick Blacquiere that we accept the EMP as presented: **Motion Carried**

10) Correspondence: FPEIM are looking for East Prince Municipal representative; Barry Stewart offered and accepted position on the committee to represent our Council.

11) Open Floor: Barry Stewart; suggested that another Newsletter be produced to inform residents of Reception Centre and provide list of Email and Phone Number Contact Info.

12) Schedule Next Meeting Date: January 4th, 2024 @ 7:00 PM

13) Adjournment: Moved by Karen Ashley-Neill that the meeting be adjourned at 9:02 PM

Prepared By: CAO, Kevin P. McKenna

Approved By: Mayor: Matthew Bowness