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Monthly Council Meeting-Minutes

Wednesday, March 13th, 2024 @ 7:00 pm

CDC Boardroom, William Callbeck Centre

**Present: Absent:**

**Mayor:** Matthew Bowness

**Councillors: Councillors:**

Karen Ashley-Neill (Deputy Mayor) Derrick Blacquiere

Barry Stewart Mitchell Arsenault

Robert Green Nichola Arsenault

**CAO:** Kevin McKenna

**Guests:** Caeley Currie, Manager Bedeque Area Historical Museum, Ronnie Rayner and Catherine Callbeck

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 Rob Green, seconded by Karen Ashley-Neill that Agenda be approved as presented. **Motion Carried**.
3. **Presentation By Caeley Currie – Bedeque Area Historical Society**: Caeley Currie, Operations Manager Bedeque Historical Museum, was welcomed by Mayor Matthew Bowness and presented their 2024 Business Plan. In that Business Plan Caeley outlined their Misson Statement, Business Background and Museum History, Museum Collections and Displays, Current Business Environment, Marketing and Pricing Strategies and their Five (5) Year Goals Plan complete with Balance Sheet. Caeley’s current position will expire the end of March 2024. It is hoped that additional funding will come through government funding Skills PEI with programs such as the Graduate Mentorship Program where they pay 50 % of the position’s salary. Mayor Bowness is to follow-up with his contacts to see if there is anything we can do to assist in keeping this position viable.

In addition, Caeley Currie spoke in detail about the Museums plan to expand their 2024 current calendar of events including the Edwardian Christmas Event as well as a Loyalist Festival being introduced for the first time on August 10th to August 11th, 2024. The Museum is requesting funding of $ 5,000.00 from the Community to make this Loyalist Festival happen this summer. Council to discuss this initiative further under New Business.

1. **Determine Conflict of Interest:**  No Conflict of Interest by any member present.
2. **Review and Approval of Minutes from Previous Meetings:**  Minutes from the January 4th, 2024, meeting was reviewed and presented by Mayor Bowness. Moved by Karen Ashley-Neill, seconded by Barry Stewart that the Minutes of the January 4th, 2024, meeting be approved as presented. **Motion Carried**.
3. **Business Arising from Previous Meetings:**
4. **The Nice Boys – Community Foundation of PEI:** CAO Kevin McKenna reported that we received a donation from the Community Foundation of PEI (CFPEI) in the amount of $200.00. These proceeds were initiated by Cody Dawson’s group named “The Nice Boys” with funds being allocated to go towards the cost of the Islander Day Family Skate held at the Bedeque Area Recreational Centre on February 19th, 2024. Councillor Barry Stewart reported that Councillors Derrick Blacquiere, Nichola Arsenault and himself were present to assist Cody Dawson in distributing hot drinks to all participants. There was a great crowd with well over 80 skaters in attendance. Thank you to Cody Dawson for organizing this initiative.
5. **Newsletter Distribution:** Council stressed that we should distribute our next Newsletter very soon as this was brough up at our last Council Meeting in January. The newsletter should include topics such as the New Website / New Lighted Walking Track / New EMP Warming Centre and the formation of Emergency Management Plan Contact List in the event of an emergency. In addition, it was suggested that we also provide details on the Bedeque Historical Museum being open to the public on Fridays and their plans to conduct a Heritage Festival in August 2024. CAO Kevin is to work on this Newsletter as soon as possible.

**7) 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 February 29th, 2024**

**Main Account: $ 75,156.46**

**Gas Tax Account $ 834.50**

**Contingency Savings $ 20,238.81**

**Ball-Field Account $ 149,766.01**

1. **New Business:**
2. **Central Bedeque Baptist Church Warming Centre: Updates on Progress and Funding:**

CAO Kevin reported that work is progressing well on the Bedeque Baptist Church Warming Centre. Lidstone Electric have installed additional charging station outlets, emergency lighting and emergency luminated exit signage inside the reception area. In addition, Lidstone’s have installed the new 20 KW Propane Generator which is being supplied by three (3) Propane tanks supplied and assembled by Noonan Petroleum. In addition, the disabled washroom renovations are nearing completion by contractors Paul Davis, who will also be commencing major work next week on the Bedeque Baptist Church attic and ceiling repairs caused from Fiona. As far as the Funding, except for the propane tanks, Atlantic Canada Opportunities Agency (ACOA) is funding 100 % of the Climate Control Project up to the full project cost of $ 73,213.00. The Province of PEI, under a new Rural Growth Initiative Program and Community Revitalization funding program have agreed to pay upwards to 75 % of the Propane Tanks being supplied and installed. All work for this project must be invoiced and paid before March 31st, 2024, in order to receive this funding. We are confident that these deadlines will be met.

1. **Bedeque Water Pump Project: Update on Progress and Funding:**

CAO Kevin reported that the original 50 KW Propane Generator ordered for this project was not available for this project until May 1st, 2024, due to manufacturing delays. With funding timeframe restraints being March 31st, 2024, we had to order a larger 60 KW Propane Generator which will be approximately $ 4,000.00 in additional cost. This Generator is expected to be delivered on Tuesday March 19th and installed by Lidstone Electric that same week. Noonan Petroleum will also be installing a 1000 Litre Propane Tank that same week. Additional costs of Generator will be absorbed by RMBAA and Lidstone Electric equally. Funding for this project will be provided by the Province of PEI through the Rural Growth Initiative Program and they will pay upwards to 75 % of the total Costs All invoicing and payments will have to be completed before March 31st, 2024.

1. **2023- 2024 Fiscal Year End Adjustments:**

It was felt by Council that various year end adjustments should be addressed before the next Fiscal Year Budget. The following topics were reviewed and actioned:

1. **Municipality Emergency Plan Fund:** With the introduction of our shared Emergency Management Plan (EMP) with Kinkora this past Fiscal Year, Council wanted to set aside funds to cover the cost of additional food supplies and other operating expenditures, such as propane and/or gas for our generators, in the event we should have to open a Warming Center during an Emergency situation like Fiona. It was agreed that we set aside $ 2.00 per person based on estimated population of 300 residents in both communities totaling $ 600.00 for 2023-2024 Fiscal. Moved by Barry Stewart, seconded by Robert Green that we open an additional savings account named Emergency Plan Fund and transfer $ 600.00 from our Main Chequing Account to new EMP Savings Account. **Motion Carried**
2. **Donation to Bedeque Area Minor Ball Association - McKenna Field Maintenance:** Mayor Matthew Bowness indicated that over the past several years we have usually donated funds towards the cost of maintaining McKenna Field for grass cutting and clay infield repairs if funds were available. Moved by Robert Green, seconded by Barry Stewart that we donate $ 1,500.00 to Bedeque Area Minor Ball Association, designated to McKenna Field for Field Maintenance. **Motion Carried.**
3. **Donation to Bedeque Area Historical Society – Heritage / Loyalist Festival:**

Council discussed the presentation made by Caeley Currie on behalf of the Bedeque Area Historical Museum. All Council Members were very impressed by Caeley’s presentation and strongly agreed to support the proposed Loyalist Festival planned by the Historical Society for August 10th to August 11th, 2024. Council felt that this type of Festival would show a great deal of support to our communities’ initiatives and assist local businesses involved our Island tourism industry. Moved by Karen Ashle-Neill, seconded by Barry Stewart that we donate the requested funding amount of $ 5,000.00 towards the 2024 Loyalist Festival in August 2024. **Motion Carried.**

1. **Expense Claims for Year End – Mileages:**

Mayor Bowness asked that all Council Members submit their Expense Claims, should they have any for mileage or miscellaneous expenses, to CAO Kevin McKenna within the next week to be reimbursed prior to March 31st, 2024, Fiscal Year end.

1. **Review of 2024-2025 Proposed Budget – Finalize and Establish Annual Public Budget:**

Mayor Matthew Bowness and CAO Kevin McKenna presented the Financial Plan that outlines our 2024-2025 Fiscal Year Proposed Balanced Budget. Municipal Taxes are to remain the same as the last number of years at 30 cents per $ 100.00 of Assessed Property Values. Moved by Robert Green, seconded by Karen Ashley-Neill that the finalized 2024-2025 Financial Plan be accepted as presented, with a Public Meeting being scheduled for Thursday March 21st, 2024 @ 7:00 PM for final approval. **Motion Carried**.

1. **Correspondence:**
2. **Catherine Callbeck House – Heritage Designation:**

CAO Kevin McKenna read to Council a letter from Corey Daigle, Minister responsible for Heritage Properties, indicating that the second and final letter was issued and obtained by the Rural Municipality of Bedeque and Area on February 16th, 2024. The letter also indicating if there were no further objections from the Rural Municipality of Bedeque and Area, then the Catherine Callbeck House will be finally designated as a Heritage Property and will be protected as such under those Heritage Property laws and regulations. No objections from Council were presented.

1. **Open Floor:**

Ron Rayner requested present Mayor Matthew Bowness and former Mayors Natalie MacDonald and Ron Rayner himself to have their pictures taken and placed on our Boardroom Walls in recognition of their time and efforts over their individual terms. We will investigate the feasibility of getting this done.

1. **Schedule Next Meeting Date:** March 21st, 2024 @ 7:00 PM for Annual Budget Review
2. **Adjournment:** Moved by Barry Stewart that the meeting be adjourned at 9:05 PM

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Prepared By: CAO, Kevin P. McKenna Approved By: Mayor: Matthew Bowness