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Monthly Council Meeting-Minutes

Thursday, May 2nd, 2024 @ 7:00 pm

CDC Boardroom, William Callbeck Centre

**Present: Absent:**

**Mayor:** Matthew Bowness

**Councillors: Councillors:**

Karen Ashley-Neill (Deputy Mayor) Robert Green

Barry Stewart

Derrick Blacquiere

Nichola Arsenault

**CAO:** Kevin McKenna

**Guests:** Matthew MacFarlane

1. **Call to Order and Attendance –** Meeting was called to order at 7:05 PM. Mayor Matthew Bowness welcomed all Councillors and Guests in attendance.
2. **Approval of Agenda:**  Moved by Derrick Blacquiere, seconded by Barry Stewart that Agenda be approved as presented. **Motion Carried**.
3. **Determine Conflict of Interest:**  No Conflict of Interest by any member present.
4. **Special Guest Introduction**: Mayor Matthew Bowness acknowledged and introduced local Green Party MLA Matthew MacFarlane representing our Electoral District’s of Kinkora and Borden-Carleton. MLA Matthew MacFarlane thanked Council for his invitation and outlined his platform as our representative in the provincial legislative assembly. MacFarlane stressed his main concerns in the legislature is to address the many concerns of Islanders including Health Care and the ongoing Housing shortages. He also stressed that he is here to support all Rural Municipalities under his District. Matthew also mentioned that he was very familiar with our Council Chambers as he served as a former Central Development Corporation Board Member for 4 years and felt right at home. Matthew wished to remain and participate in our Council Meeting this evening.
5. **Review and Approval of Minutes from Previous Meetings:**  Minutes from our last Regular Council Meeting on Wednesday March 13th, 2024, and also our Annual Budget Meeting on Thursday March 21st, 2024, were reviewed and presented by Mayor Bowness. Moved by Councillor Barry Stewart, seconded by Deputy Mayor Karen Ashley-Neill that the Minutes of both these meeting be approved as presented. **Motion Carried**.
6. **Business Arising from Previous Meetings:**
7. **Newsletter Distribution:** CAO Kevin McKenna indicated that with the ongoing projects at the Warming Center and the Water Pump Generator, he has been unable to compile a Newsletter to date but is hoping to have this distributed during the upcoming weeks and before the end of May. The newsletter will 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.
8. **Budget Presentation:** The Financial Plan presented at our March 21st, 2024, Annual Budget Meeting was finalized by CAO McKenna and submitted to the Province of PEI before the deadline of April 15th, 2024.
9. **Insurance on Water Pump Shed Generator:** CAO McKenna reported that insurance coverage on the generator was obtained through our insurance company Cooke Insurance on March 22nd, 2024, at an additional insurance premium of $ 148.00 per year. This was paid along with our annual insurance policy premium on April 18th, 2024.
10. **Memorandum of Understanding for Warming Center – RMBAA and Baptist Church:** CAO McKenna reported that our initial meeting with the Bedeque Baptist Church to discuss expenditures and responsibilities for both parties was held on April 15th, 2024, and was well received. Additional meetings will be setup to finalize the details and outline these items within an Appendix to our existing Memorandum of Understanding.
11. **Memorandum of Understanding for Water Pump Shed Generator – RMBAA and Kinkora Fire Department:** Councillor Barry Stewart reported that he was awaiting the completion of our new Water Pump Shed Generator installation before sitting down with Kinkora Fire Department and the Rural Municipality of Kinkora to establish a Memorandum of Understanding between all parties. This meeting will be conducted to also establish who will be responsible for the ongoing maintenance and expenditures related to this new generator. CAO McKenna is to obtain information from Sommers Generators on required maintenance schedules and the estimated maintenance costs for all these generators. Councillor Stewart also mentioned there are plans for building a new Fire Hall soon so there may well be increased fire dues forthcoming in future budgets.

**7) Financials:**

CAO Kevin McKenna presented the Cumulative Income Statement Spreadsheets as of April 30th, 2024, to Council for their review.

**Balances in Bank Accounts as of April 30th, 2024**

**Main Account: $ 51,057.30**

**Gas Tax Account $ 834.50**

**Contingency Savings $ 20,289.57**

**Emergency Management Plan Savings $ 600.89**

**Ball-Field Account $ 151,118.39**

1. **New Business:**
2. **New Reserve Fund By-Law:**

CAO McKenna reported that he had confirmed with the Province of PEI Municipal Affairs that we are within our rights under the MGA to reserve funds or allocate funds to contingency savings and other such accounts provided that we set up a Reserve Fund By-Law within our Council By-Laws giving us this authority. There also must be motions put forward at Regular Council Meetings to allocate such funds. CAO Kevin also confirmed with our Accountants MRSB that we can establish such reserves however they would be shown separately from regular operating expenditures in our year end Financial Statements.

Council was presented with our new By-Law # 2024-01 to Regulate Reserve Funds. Council reviewed the new By-Law and made suggestions to make changes to the Schedule A of that said By-Law and to reflect only Capital Reserve, Recreation and Facility Services and Warming Center as the designated Reserve Funds. Moved by Nichola Arsenault, seconded by Karen Ashley-Neill that the First Reading of this Reserve Funds By-Law, **By-Law# 2024-01**, be approved with the above changes to Schedule A as presented. **Motion Carried**

1. **By-Election Requirement:**

Mayor Bowness reported that Council had received a resignation letter from Counsellor Mitchell Arsenault on April 15th, 2024. As stated in the Municipal Government Act (MGA), we are required to have another By-Election within six months from that said resignation letter date. With this in mind Councillors were asked to come up with a potential candidate from the Village of Bedeque and perhaps swear in by acclamation. CAO Kevin is to check with Tina Harvey the requirements of establishing a Electoral Manager Officer (EMO) for this by-election if required.

1. **Grass Cutting Contract - 2024 Summer:** Mayor Matthew Bowness was approached by Kevin and Ian Schurman if the Municipality was interested in their grass cutting contract for the 2024 Summer season. The cost for cutting the Bedeque Rink Ballfield, the Bedeque Area Rec Center properties, and the Lucy Maude Montgomery Schoolhouse property would increase from $125.00 to $ 135.00 per cut. Council felt that their cost for services were reasonable, and their quality of work was above satisfactory last year. Moved by Barry Stewart, seconded by Derrick Blacquiere that we award the contract to Kevin and Ian Schurman accordingly. **Motion Carried.**
2. **Action on Run-Down Vacated and or Unsightly Properties:** Council was made aware on multiple occasions over these past two years of run-down and unsightly properties within our Municipality.There are vacated properties on Leard Mill Road and Victoria Road in the Village of Bedeque. In addition, we were made aware from Ron Rayner prior to our meeting that he had received complaints and recently reported run-down and unsightly property on Dunk River Road and on Callbeck Street in Central Bedeque.

MLA Matt MacFarlane had offered to investigate our options and what rights we have as a Municipality. He will also follow-up John MacDonald from the Province of PEI Building Permit Department to see if there is assistance from the Province.

1. **Correspondence:**
2. **Seacow Head Celebrations:** CAO Kevin reada letter from Tom Sherry, Chairman, Friends of the Seacow Head Lighthouse Inc., inviting all Council members to attend the Official Opening of the Seacow Cliffs Studio/Café and the 160th Anniversary celebrations of Seacow Head Lighthouse on Wednesday July 10th, 2024.
3. **Open Floor:** Council discussed the potential of establishing EV Station(s) at Central Development Corporation Building. This would be an extra attraction for local businesses. Kevin to check with CDC and advise Council of his findings.
4. **Schedule Next Meeting Date:** July 3rd, 2024 @ 7:00 PM
5. **Adjournment:** Moved by Nichola Arsenault that the meeting be adjourned at 8:45 PM

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