



Monthly Council Meeting-Minutes
Wednesday, November 6th, 2024 @ 7:00 pm
CDC Boardroom, William Callbeck Centre

Present:

Mayor: Matthew Bowness

Councillors:

Karen Ashley-Neill (Deputy Mayor)

Barry Stewart

Nichola Arsenault

CAO: Kevin McKenna

Absent:

Councillors:

Robert Green

Derrick Blacquiere

Guests: Ron Rayner, Jaclyn Waite

- 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 Karen Ashley-Neill that Agenda be approved as presented. **Motion Carried.**
- 3. Determine Conflict of Interest:** Under New Business, topics related to the Bedeque and Area Recreational Centre, if discussed, Mayor Matthew Bowness acknowledged that he would remove himself from Council chambers. No other Conflict of Interest by any members present.
- 4. Presentation and Approval of 2023-2024 Financial Statements:** Jaclyn Waite from MRSB presented last years 2023-2024 Financial Statements in detail to all our Council Members. Copies of the Audited Financial Statements are attached to these minutes. Moved by Karen Ashley-Neill, seconded by Nichola Arsenault that Financial Statements be approved as presented. **Motion Carried.** Financials signed by Mayor Matthew Bowness and Deputy Mayor Karen Ashley-Neill.

5. **Review and Approval of Minutes from Previous Meetings:** Minutes from our last Regular Council Meeting on Thursday September 5th, 2024, were reviewed and presented by Mayor Bowness. Moved by Nichola Arsenault, seconded by Barry Stewart that the Minutes of the September 5th, 2024, meeting be approved as presented. **Motion Carried.**

6. **Business Arising from Previous Meeting:**

A) **Memorandum of Understanding for Warming Center – RMBAA and Baptist Church:**

CAO McKenna reported that a meeting was held on October 2nd, 2024, at the Bedeque Baptist Church to finalize the Memorandum of Understanding between both parties. Details of this Memorandum of Understanding to outline each parties' roles and their financial responsibilities under the agreement will be discussed under New Business.

B) **Memorandum of Understanding for Water Pump Shed Generator – RMBAA and Kinkora Fire Department:**

CAO Kevin reported that the final commissioning and testing for the Sommers Generator is not yet completed but progress has been made in contacting Cody Lidstone from Lidstone Electric. Further details will be provided under New Business.

C) **Canada Games Legacy Fund:**

CAO Kevin reported that the application deadline for this funding expired on September 30th, 2024. It was hoped that we would be able to obtain funding for building of a 70 X 120 Foot Sports Pad, along with playground equipment. Preliminary observations at this proposed location were completed by Ron Rayner and Kevin McKenna in September and both felt there is ample space for the Sports Pad, however parking alternatives must be looked into further. In discussions with Tina Harvey from Community of Kinkora, she indicated that the costs of this Sports Pad alone would be between \$ 110,000.00 to \$ 125,000.00. In addition, we would incur considerable earth removable and relocation costs for establishing the foundation at our proposed Sports Pad location behind the McKenna Field Scoreboard and the Trans-Canada Highway. Based on the above research we are not yet prepared to go ahead with these projects as more research is required and more financial funding avenues must be established. Therefore, we will investigate the Canada Games Legacy Fund application, along with potential Provincial Funding at a later date.

D) **Crosswalk – CDC Request on Behalf of Heritage Museum:** CAO Kevin reported that he was unable to establish a meeting with Stephen Yeo from Department of Highways to date. To continue to follow-up with Stephen and report back to Council accordingly.

7. Financials:

CAO Kevin McKenna presented the Cumulative Income Statement Spreadsheets as of October 31st, 2024, to Council for their review.

Balances in Bank Accounts as of October 31 st , 2024	
Main Account:	\$ 70,451.37
Gas Tax Account	\$ 834.50
Ball-Field Account	\$ 87,566.65
Contingency Savings	\$ 27,947.02
Emergency Management Plan Savings	\$ 1,297.04

Council reviewed the 2024-2025 Budget and compared figures with Cumulative Income Statements. Moved by Barry Stewart, seconded by Karen Ashley-Neill that we accept the October 31st, 2024, Financial Statements as presented. **Motion Carried**

8. New Business:

A) Update on By-Election dated for October 21st, 2024, PLUS Future Action:

CAO and assigned Municipal Electoral Officer (MEO) Kevin McKenna reported that the proposed By-election for Ward 1 Village of Bedeque, scheduled for October 21st, 2024, was cancelled. This By-Election didn't occur as there were no nomination applications received during the initial nomination period. We also failed to extend the Nomination Period for an additional week which was required by the Municipal Government Act. EMO Kevin reported this situation to Municipal Affairs on Friday October 18th, 2024, prior to the scheduled election. Municipal Affairs initially advised that we had 3 options: 1) Conduct another By-Election at a later established date 2) Minister of Municipal Affairs will appoint an outside Councillor for the specific term remaining or 3) Allow the present Council to operate with 5 out of 6 Councillors. Municipal Affairs informed us they would review our situation and get back to us with their recommendations within the next week. On October 30th, 2024, we received instructions from Municipal Affairs that we are required to hold another byelection to fill the vacated seat in Ward 1 Village of Bedeque.

Moved by Barry Stewart, seconded by Karen Ashley-Neill that we hold another By-Election on Monday December 16th, 2024. In addition, both Kevin McKenna and Ron Rayner are to remain as Municipal Electoral Officer and Deputy Municipal Electoral respectively. **Motion Carried.**

B) Annual Donation to McKenna Field – Maintenance Allocation: Council decided to move topic to January 2025 Council Meeting when full Council Membership is present.

- C) **Annual Donation to Bedeque and Area Recreational Centre:** Council decided to move topic to January 2025 Council Meeting when full Council Membership is present.
- D) **Update on CCBF (Gas Tax Fund) and CIP Application for Bedeque Recreational Centre:** CAO Kevin reported that we have yet to receive the 2024-25 Fiscal CCBF (Gas Tax Funding) allotments from the Province of PEI. These allotments over the next Five (5) Fiscal years were approved earlier this summer and are distributed semi-annually in June and December and total approximately \$ 9,500.00 annually. Kevin to follow-up with Curtis Lumsden at the Province of PEI to determine the delay. We require these allotments before we can apply for the Capital Investment Program (CIP) under the CCBF Funding. Kevin to report back to Council the status of these allotments and our next course of action with respects to the CIP application funding for the Bedeque Area Recreation Center Project.
- E) **Memorandum of Understanding- Bedeque Baptist Church:** CAO Kevin indicated that the Memorandum of Understanding was completed and signed by both parties on October 15th, 2024. Copies of the agreement were distributed to all Council Members and reviewed. It was suggested that we review the Reception Centre Plan document as soon as possible to finalize the list of names from both the Central Bedeque Baptist Church and the Rural Municipality of Bedeque and Area that are applicable to that Plan and updated annually with both parties.
- F) **Update on Bedeque Water Pump Generator Project:** CAO Kevin updated Council on his follow-up on this project as follows. Arrangements were made with Sommers Generator Systems to conduct their final on-site visit on Wednesday October 23rd, 2024, at 10:00 AM. Sommers were to deliver new keys and operating manuals for all generators and finalize the commissioning with our Electrician Cody Lidstone at Watershed Generator location. At the last-minute Cody Lidstone informed us that he has yet to have Maritime Electric conduct their work for the transfer switch, so Sommers Generator was cancelled until this work is completed by Maritime Electric and Lidstone Electric. This was to be completed by October 31st, 2024, but again broken promises with no progress to date. CAO to continue to follow-up to and finalize. Once completed we will have to establish training sessions with Kinkora Fire Department and initiate the Memorandum of Understanding between RMBAA and the Fire Department. Again, this MOU will have to be compiled following the meeting of both parties to establish who will be responsible for the ongoing maintenance and expenditures related to this new generator. On another note, Councillor Barry Stewart suggested that we should place membrane and crushed asphalt under the Propane Tanks to restrict grass and weeds from popping up under the tanks as weed eaters could damage the propane lines. Kevin to investigate potential work on this suggestion.

G) MCEG Application to Province of PEI – Five (5) Claims Submitted October 2024:
 CAO Kevin informed Council that he submitted Five (5) Separate claims for the Municipality under the Municipal Capital Expenditure Grant (MCEG) during October 2024. This grant represents the 10 Percent Sales Tax that is reimbursed from the Province for Capital Expenditures over the past two Fiscal Years. The breakdown of these five claims is as follows:

Fiscal 2023-24 McKenna Field Project Under CIP CCBF: 2 nd - 3 rd Quarter	\$ 2,173.91
Fiscal 2023-24 Bedeque Baptist Warming Centre Project 4 th Quarter	\$ 7,894.76
Fiscal 2023-24 Bedeque Watershed Generator Project 4 th Quarter	\$ 5,590.00
Fiscal 2024-25 Bedeque Watershed Generator Project 1 st Quarter	\$ 1,150.44
Fiscal 2024-25 Bedeque Baseball Fields Construction 1 st -2 nd Quarter	\$ 5,815.07
Total MCEG Funds	\$22,624.18

The portion of these funds that will be retained by the Rural Municipality of Bedeque and Area will be \$ 14,635.20 which relate to the Warming Center and the Watershed Generator Project. The balance of \$ 7,988.98 will be retained by our Joint Ballfield Account as it relates to capital expenditures related to Ballfield Projects. GST claims, submitted by our Auditor MRSB will be retained by RMBAA for all Projects.

9. Correspondence: No Correspondence presented at meeting. CAO Kevin has already distributed correspondence through group email that pertain to upcoming Workshops and Webinar's.

10. Open Floor: Ron Rayner once again requested that we recognize former Mayors and present Mayor with their pictures and periods served in those positions. He suggested that their individual pictures be placed on the walls outside the CDC Boardroom areas on the main wall facing Baba's Restaurant. Also, requested that Council consider looking into re-establishing Citizen of the Year Awards as in past years. Former recipients recognized were Kevin McKenna, Gardiner McDougall, and the Linkletter Sisters

11. Schedule Next Meeting Date: January 2nd, 2025 @ 7:00 PM

12. Adjournment: Moved by Karen Ashley-Neill that the meeting be adjourned at 8:55 PM

Kevin P. McKenna

Prepared By: CAO, Kevin P. McKenna

Matthew Bowness

Approved By: Mayor: Matthew Bowness