

***Regular Council Meeting***  
***Rural Municipality of Warren Grove***  
***Monday, January 9, 2023 at 7:00 p.m***

**PRESENT:** Mayor Laurie Turner  
Shelley Harvey  
John MacAllar  
David Maloney  
Coady Tawil  
Destiny Wells-Arsenault  
Noemie Wheatley

Michel Arsenault, CAO

One member of the public was present.

**1. CALL TO ORDER:**

Mayor Turner welcomed the new Council for the first meeting of the new term and called the meeting to order at 7:05 p.m.

**2. DECLARATIONS OF CONFLICT OF INTEREST**

Councillor D. Wells-Arsenault indicated a potential conflict of interest for items related to CAO contract etc.

Councillor C. Tawil indicated a potential conflict of interest for items related to TAJ contract etc.

**3. APPROVAL OF AGENDA**

**Moved by Councillor D. Wells-Arsenault, and Seconded by Councillor J. MacAllar**

That the agenda be approved as presented.

**Motion Carried**

**4. ADOPTION OF MINUTES**

**December 1, 2022 - Regular Council Meeting**

**Moved by Councillor D. Wells-Arsenault and Seconded by Councillor N. Wheatley**

That the Minutes of the December 1, 2022, Regular Council Meeting of Council be adopted as presented.

**Motion Carried**

**5. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

**5.1. Capital Projects**

CAO informed Council of work to identify the best source of funding for the upcoming projects (including purchase of a generator, waterproofing the basement and purchase of a Speed Radar Sign). CAO will continue to explore options for funding and prepare for the February 17 deadline for CCBF-CIP.

## **5.2. Annual Schedule of Meetings**

### **2023 Schedule of Regular Meetings of Council**

**Moved by Councillor N. Wheatley**

**Seconded by Councillor D. Wells-Arsenault**

**Whereas:** The Municipal Government Act and the Rural Municipality of Warren Grove Procedural Bylaw require that, by resolution, a schedule of regular meetings be established;

**Therefore, Be it Resolved:** That Regular Meetings of Council be held at 7pm at the Municipal Hall on the 2nd Monday of each month, excluding July and August, and that the meetings in April and October be held at 7pm on the 3rd Monday of the month. (The schedule for 2023 be established as follows: January 9, February 13, March 13, April 17, May 8, June 12, September 11, October 16, November 13, December 11)

### **Motion Carried**

## **5.3. Provincial approval of 2016 Official Plan**

An email was sent from Mayor Turner to Minister Fox from Mayor, as per the motion at the December 1st meeting of Council. CAO has been working with Derek French and Municipal Affairs to work out what the issues are. A meeting has been set with Municipal affairs for January 16 to discuss further.

## **5.4. Road Crew use of building and area around hall**

The Department of Transportation was contacted, have not heard of any additional issues since. The Dept of Transportation also indicated that they would keep the area around the approach to the new bridge and temporary road free from ice and adequately salted/sanded through the winter months.

## **5.5. Hampshire**

CAO has reached out to Municipal Affairs, but not yet been able to clarification around the status of Hampshire as a municipality. Council indicated that although there could be an opportunity to increase the size of the municipality, it is unclear what the implications are. The CAO was asked to obtain more information and report back to Council.

## **5.6. TAJ Hall Rental Agreement**

### **One Month Extension of TAJ Rental Agreement**

**Moved by Councillor N. Wheatley**

**Seconded by Councillor D. Maloney**

**Whereas:** The current letter of agreement with TAJ ends on January 31, 2023 and a more detailed commercial lease agreement has not yet been prepared;

**And, Whereas:** The current state of the basement area is a safety concern as it pertains to everyday usage;

**Therefore, Be it Resolved:** That the letter of agreement with TAJ be extended to end on February 28, 2023 before which time a more detailed commercial lease agreement will be prepared and put in place;

**And, Be it Further Resolved:** That the basement area not be used, other than for storage, until the planned renovations have been completed and the safety concerns of Council have been resolved.

**Motion Carried** (Councilor C. Tawil did not participate in the discussion or the vote)

#### **5.7. Internet at the Municipal Hall**

##### **Installation of Internet at the Hall**

**Moved by Councillor D. Wells-Arsenault**

**Seconded by Councillor S. Harvey**

**Whereas:** Providing access to the internet at the Municipal Hall for renters of the Municipal Hall and residents of the Municipality is deemed to be of value and will be an added value to eventual users of the reception center at the Municipal Hall;

**Therefore, Be it Resolved:** That the Municipality install and provide access to the internet in a way that ensures easy access and limited liability.

**Motion Carried**

#### **5.8. Play Structure Refund**

CAO informed Council that the refund for the play structure has been received into the Municipal Operating Account. Still looking to confirm if it should be placed into the Playground Account or returned to the Province and will be made available for CCBF projects.

#### **5.9. Contract with JSB Concluded**

JSB completed their final cleaning of the building on December 24, and the contract has now ended. Will need to assess if there is need for ongoing cleaning of the building.

#### **5.10. Shared Municipal Office**

Miltonvale Park has agreed to share an office with us in order to meet the Municipal Government Act requirement of 20 hours a week. Agreed to \$300/month trial period of 6 months starting January 2023. Will need to pass a Shared Services Bylaw.

#### **5.11. CAO - Payment of additional hours worked**

##### **Payment of Additional CAO Hours Worked**

**Moved by Councillor N. Wheatley**

**Seconded by Councillor J. MacAllar**

**Whereas:** the hours required to be worked by the CAO in order to get caught up in the administrative tasks of the Municipality and to prepare for the annual audit continue to exceed the 20 hours per month intended;

**Therefore, Be it Resolved:** That the additional hours worked by the CAO be paid at the rate of \$20/hour until February 28, 2023.

**Motion Carried** (Councillor D. Wells-Arsenault did not participate in the discussion or the vote)

## **6. CORRESPONDENCE**

### **6.1. FPEIM Semi-Annual Meeting**

Short discussion on representatives (likely Mayor and CAO) attending the FPEIM Annual Meeting in the spring. Decided not to attend the semi-annual meeting.

## **7. REPORTS FROM COMMITTEES**

No reports. Short discussion on the requirements for Committees (Chair, Co-Chair, CAO to be present and take minutes, need to advertise), and what is not a Committee.

## **8. REPORT FROM CAO**

8.1. Review of financial statement for December 2022 and Operating Budget

8.2. Planning and permits.

8.3. No applications for funding currently in process, but several are being explored.

## **9. NEW BUSINESS**

### **9.1. Areas of Responsibility of Councillors**

The following areas of responsibility have been assigned to each Councillor:

S. Harvey - Events

J. MacAllar - Planning and Permits

D. Maloney - Capital Projects

C. Tawil - Communications

D. Wells-Arsenault - Parks and Recreation

N. Wheatley - Emergency Measures

### **9.2. Deputy Mayor**

Mayor Turner indicated that she has appointed Councillor D. Wells-Arsenault as Deputy Mayor, and also informed Council that signing authority on the bank account has been granted to Councillor J. MacAllar (as backup).

### **9.3. Road Sign**

#### **Increased Visibility of Road Sign**

**Moved by Councillor D. Wells-Arsenault**

**Seconded by Councillor D. Maloney**

**Whereas:** the Municipal announcement sign is positioned parallel to the direction of the flow of traffic, and is not the most visible to those driving by;

**Therefore, Be it Resolved:** That options be examined and presented to Council to make the sign more visible and communication with residents more efficient.

#### **Motion Carried**

### **9.4. Highlight Municipal Businesses**

Discussion was held around spotlighting businesses that operate in the Municipality through the Municipal Facebook Page, Website and Newsletter. All were in agreement to proceed, and potentially start with TAJ in the next Newsletter in the spring.

The CAO will again explore options other than door to door for the delivery of the Newsletters.

## **10. INTRODUCTION AND READING BYLAWS**

### **10.1. Shared Services Bylaw**

#### **First Reading**

**Moved by Councillor N. Whearley**

**Seconded by Councillor J. MacAllar**

That “A Bylaw to provide for entering into an Agreement regarding Shared Services, Bylaw # 2023 – 01” be read a first time.

**Motion Carried**

**Approval of Bylaw, First Reading**

**Moved by Councillor J. MacAllar**

**Seconded by Councillor D. Wells-Arsenault**

That “A Bylaw to provide for entering into an Agreement regarding Shared Services, Bylaw # 2023 – 01” be approved as read a first time.

**Motion Carried**

**11. APPOINTMENTS TO COMMITTEES**

**11.1. Municipal Hall Grounds Planning Committee**

**Establishing the Municipal Hall Grounds Planning Committee**

**Moved by Councillor N. Wheatley**

**Seconded by Councillor D. Wells-Arsenault**

**Whereas:** Several projects have been brought forward by Council and residents of the Municipality that would see capital funds invested in the area around the Municipal Hall, including, but not limited to: a new play structure, a multi-use sports pad/pickleball court, access to and cleaning up the heritage cemetery adjacent to the Municipal Hall lot;

**Therefore, Be it Resolved:** That a Committee be established to gather information and propose options to Council;

**And, Be it Further Resolved:** That the Committee be Chaired by Councillor D. Wells-Arsenault, and Co-Chaired by Councillor N. Wheatley, with Councillors D. Maloney and C. Tawil as members of the Committee.

**Motion Carried**

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:25 p.m.

Next Regular Meeting of Council - February 13, 7PM

Signed Laurie Turner, Mayor

Dated

Signed Michel Arsenault, CAO

Dated