

Feb 12 | Municipal Council Meeting

Attendees: **David Maloney** **Laurie Turner** **Noemie Wheatley** **Coady Tawil** **John MacAllar**
CAO, Kyle Dudley

Guests: 1 member from the community (Paul Moleneaux)

Rural Municipality of Warren Grove
AGENDA and MINUTES
Regular Council Meeting
Monday February 12, 2024 at 7:00 p.m.

1. CALL TO ORDER

2. DECLARATIONS OF CONFLICT OF INTEREST

3. APPROVAL OF THE AGENDA

4. ADOPTION & APPROVAL OF PREVIOUS MINUTES

4.1. Virtual unanimous approval completed via survey January 13

4.1.1 In person: Move:

Second:

5. PRESENTATION AND DISCUSSION

5.1 n/a

6. BUSINESS ARISING FROM THE MINUTES

6.1. Moose Siding Property: confirm letter fr. D. French, issue permits

6.2 Community Warming Centre: Kyle to reach out to Marley re: funding changes

6.3 Storage Shed: Kyle to f/u re: cost and availability from Bluefield - **See Motion**

6.4 Financials: Kyle to reach out to Michel re: property tax shortfall to budget

6.5 Minutes: Kyle to distribute minutes electronically for virtual approval

6.6 Signatories: Kyle to work with Credit Union to ensure timely change to signatories

6.7 Municipal Facebook: Kyle to retrieve sign on credentials from Michel

6.8 Hall Grounds Project: Kyle to submit report and receipts to Mun. Affairs to trigger
2nd payment

7. CORRESPONDENCE

7.1 Jan 10: Fed of Municipalities newsletter [Newsletter copy](#)

7.2 Jan 12: APM Capital Reserve Fund request [copy email request and letter](#) **See Motion**

7.3 Jan 19: Municipal Affairs Newsletter [Newsletter copy](#)

7.4 Jan 19: Laura Radanovich, missing Building Permit reports (see below)

7.5 Jan 24: Federation of PEI Mun. AGM - call for resolutions and nominations [email link](#)

7.6 Jan 24: Derek French business name change to Sandstone Surveying and Engineering

7.7 Jan 26: Proposed changes to Fire Safety Act [Link to Fire Safety Act proposal](#)

7.8 Jan 31: Clean Leadership Summit Internship Program [Clean Leadership Intern Program](#)

8. REPORTS FROM COMMITTEES / STAFF

- 8.1 Rental payment: Jan 15 payment - \$120
 - 8.1.1 ARK (3 rentals: Jan 15, 21, future date in Feb TBD)

9. REPORT FROM CAO

9.1. Financials

9.1.1 Financial forecast to end of year (vs. actual to budget) [Financial Report YTD to end Jan '24 2024 02 12 Financial Commentary.docx](#)

9.1.3 Fiscal 24/25 Budget [Draft v.01 budget](#)

9.2. Planning and Permits

9.3 Project Status and Updates - to investigate and update (updated budget)

9.4 Other

10. INTRODUCTION OF NEW BUSINESS

10.1. Community Hall: repairs and maintenance

10.1.1 Cleaning of Hall by third party

10.1.2 Gutter repair or replacement

11. INQUIRIES BY MEMBERS OF COUNCIL

12. INTRODUCTIONS, MOTIONS, AND READING BYLAWS

13. APPOINTMENTS TO COMMITTEES

14. PUBLIC PRESENTATIONS / PETITIONS / ELEGATIONS

15. ADJOURNMENT:

NEXT REGULAR MEETING: 7PM March 11 , 2024

MINUTES:

1. Meeting was Called to Order by Mayor L. Turner at 7:05pm

2. No Conflicts of Interest were declared

3. Approval of Agenda:

Moved by: Councillor J. MacAllar

Seconded: Councillor N. Wheatley

4. Approval of previous Meeting Minutes

Moved by: Councillor N. Wheatley

Seconded: Councillor D. Maloney

5. Presentations / Discussions

No one presented at this meeting

6. Business Arising from the Minutes

6.1 confirmed support and permit compliance

6.2 confirmed that we will be putting off a decision until the fall

6.3 Storage shed: Discussion occurred with the direction provided to CAO Dudley to source quotes for a shed of at least 8'x10' in dimension

- 6.4 Financials: CAO Dudley confirmed revenues were actuals to date only
- 6.5 virtual approval of minutes completed
- 6.6 Signatories updated with CAO K. Dudley and Councillor J. MacAllar Added
- 6.7 Facebook log in credentials: CAO K. Dudley pursuing admin credentials from Michel and/or Destiny
- 6.8 Hall Grounds Project - receipts submitted to ensure second payment is triggered for release prior to end of March

7. Correspondence

- 7.2 council passed motion to approve the payment / support to the APM Capital Fund for \$1,206
- 7.4 through working with Sandstone Surveying, the missing 7 months of reports were submitted to Laura R in the Dept Finance
- 7.8 Discussed the Internship Program, Council agreed that there was no need for an Intern for our community

8. Reports from Committees / Staff

- 8.1 We received payment for 3 rentals, each ½ day, from ARK
 - 8.1.1 Received \$120, ARK requested consideration for a discounted rate going forward
 - It was decided that a rate of \$40/part day was a reasonable rate

9. Report from CEO

- 9.1 Financials

Revenue:

- Total Revenue forecasted to exceed budget by \$3,000
 - main factor is \$3,500 YTD in permits vs. budgeted \$700

Expenses:

- Expenses to YE are forecasted at \$58,114 vs. a budget of \$68,256
 - a savings of just over \$9,000

The areas where a saving was achieved was:

| | |
|---|---------|
| - Landscaping, Maintenance, Consumables | \$4,500 |
| - CAO / Administration | \$3,000 |
| - Communications | \$1,000 |
| - Community Activities | \$1,600 |
| - Park Maintenance | \$ 800 |

An area where we exceeded our budgeted totals was in Municipal Affairs

| | |
|---|---------|
| - Fire Dues (did not account for annual increase) | \$2,200 |
| - Planning Services (due to increased permits) | \$6,000 |

Profit / Loss:

- Based on the current forecast, revenues and expenses, we are projecting a surplus
 - \$ 425.93

Unexpected expenses that may impact this:

- unexpected equipment purchase for Hall
- unexpected repair or maintenance
- As there is approx. 45 days left in the year, there is a limited risk of these occurring

9.1.2 Draft Budget for 24/25

- Provided an initial draft of next years fiscal budget
 - Qualified that we will await the updated taxation data to accurately budget revenues for next year
 - Mayor L. Turner confirmed that next meeting, March 11, will consist of the review and approval of the budget
- Budget must be reviewed and approved prior to March 31/24

9.3 Capital Project(s)

Community Hall Grounds

- of note, on the digital copy of the financials, the blue values under “actual” are based on quotes and are to date, forecasted expenditures only

Funding:

Submitted receipts to receive the second payment from Community Revitalization fund

Expenses:

| | |
|------------------------------|------------------------------|
| Spend to date: | \$79,927 |
| Playground equipment deposit | \$18,189 |
| Paving | \$39,675 |
| Fencing | \$16,988 |
| Tree Removal | \$ 4,000 (of \$11,000 total) |

Amendment to modify date to July 31 2024 and to remove references to the Community Hall serving the community as a Warming Center:

Submitted by Kellie Mulligan on February 12 to CAO Kyle Dudley
Returned, signed, on February 12 to Kellie Mulligan

10. New Business

10.1 Community Hall repairs and maintenance

- Mayor L. Turner has requested quote(s) on repairs and upgrades to the Hall gutters and downspouts
- Cleaning person for the Hall
 - Wage: \$15/hr
 - Estimate: up to 8 hrs per month
 - Tues nt following crokinole (sand)
 - Weekend full clean
 - Post on FB first, broader second

11. Inquiries by Members of Council

12. Introductions, Motions, and Reading of Bylaws

Topic of Motion: approve the annual contribution / support to the APM Center

Moved By Councillor: Noemie

Seconded by Councillor: John

Whereas, the community of Warren Grove is a partner with the APM Center, and Mayor Laurie Turner is a member of the board of directors,

And Whereas, there is a annual request of the partner communities to provide a capital fund for the APM Center, of which the Rural Municipality of Warren Grove has been requested to provide it's portion equal to \$1,206

Therefore, be it resolved that the Council for the Rural Municipality of Warren Grove approve the capital contribution to the APM Center in the amount of \$1,206

- Motion Carried

Topic of Motion: approve the spending of up to \$300 for items for Hall

Moved By Councillor:

Seconded by Councillor:

Whereas, the community of Warren Grove is the owner/operator of the Community Hall in which we have rental clients, and there is a need for basic items of which include blue bins, basic kitchen equipment, a kettle, and two lg coffee urns,

And Whereas, there is a potential to increase our annual revenues through the rental of the Hall, where the Hall is equipped with the appropriately required items,

Therefore, be it resolved that the Council for the Rural Municipality of Warren Grove approve the expenditure of up to \$300 for these necessary items

- Motion Carried

13. Appointments to committees

14. Public Presentations / Petitions / Delegations

15. Adjournment

- Meeting concluded at 7:55pm

Action items

- CAO K. Dudley
 - Source local pricing on shed for Hall - size of 8 x 10
 - Confirm snow clearing on accessible ramp and around bins with contractor George
 - Confirm Administration Login credentials for Facebook
 - Remove both Destiny and Michel from admin profile
 - Purchase supplies for the Community Hall
 - List drafted with Mayor L. Turner
 - Approved Payment of up to \$300
 - Using standardized format, create a sign to inform renters of the Hall that they are required to clean up after themselves and take out the garbage

