

**Rural Municipality of Warren Grove**  
**Regular Council Meeting**  
**MINUTES**  
**Monday, January 8, 2024 7pm**

Present: Mayor Laurie Turner  
Deputy Mayor Dave Maloney  
Noemie Wheatly  
Coady Tawil  
John MacAllar  
CAO Kyle Dudley

**1. CALL TO ORDER**

- Mayor Laurie Turner opened the meeting at 7pm, welcoming all present
- 3 members of the public were present

**2. DECLARATIONS OF CONFLICT OF INTEREST**

- No conflicts declared based on the contents/topics of the agenda

**3. APPROVAL OF THE AGENDA**

- Motion moved by Councillor C. Tawil
- Seconded: Councillor N. Wheatley

**4. ADOPTION & APPROVAL OF PREVIOUS MINUTES**

4.1. November 13, 2023 - Regular Meeting

- There were two identified areas discussed
  - 1. Section 10.3 at the end
    - a. It was stated that the section identifying Councillor D. Arsenaault was not entirely representative of the discussion that was had regarding this topic of the roles and responsibilities of each member of council.
    - b. It was agreed that it will be noted here, that this topic and concern raised by former Councillor D. Arsenaault (resignation in December 2023) was valid and that council will take measures in this new year to rectify those identified challenges
  - 2. Missing items around discussion and motion to move play structure to Councilor Arsenaault
    - a. It was also identified that there was a portion of the meeting that was not documented as it pertained to the discussion surrounding the former community hall play structure, its relocation, and the debate that centered around this
    - b. At the conclusion of the debate/discussion, a motion was put forward to which the vote was as follows:
      - In Favor: Councillor J. MacAllar, Councillor S. Harvey
      - Against: Councillor C. Tawil
      - Abstain: Councillor N. Wheatley, Councillor D. Malone

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5. PRESENTATION AND DISCUSSION

5.1 Moase Siding Property: follow up discussion from public meeting

- Mayor L. Turner provided council with an overview of the public meeting held in December
- It was reiterated that there were no objections presented to the proposed development
- Currently Council is awaiting a letter of recommendation from Derek French to finalize and issue the permit

Action Item:

- CAO Dudley to follow up with Derek French for this letter
- A motion was read to council to approve the proposed permit pending written recommendation from Derek French

**Topic for Motion:** Black Oak development of the Moase Property

**Moved by Councillor:** N. Wheatley

**Seconded by Councillor:** C. Tawil

**WHEREAS**, Black Oak has provided council with a proposal to develop a property siding Moase Rd,

**AND WHEREAS**, there was a public meeting held on December 20, without objections noted,

**THEREFORE, BE IT RESOLVED**, that the council for the rural municipality of Warren Grove approve the Major Project, proposed by Black Oak, for the development of the identified property.

**Motion Carried**

6. BUSINESS ARISING FROM THE MINUTES

6.1. EMO Official Reception Center - council decision pending

- Councillor N. Wheatley: to date we have only had 2 volunteers who would assist the community if it were to open the center as a warming center
- As there is not a large interest, it is recommended to put this on the backburner for now
- If it were designated, the Advantage to us: access to funding for generac and other key items to be installed within our community hall
- This deferment does not mean we won't be a warming center in the future, but with not much interest within the community to support and volunteer, it's hard to push this as a priority:
- It was agreed that this concept would be revisited in March /24

Action Item:

- CAO Dudley: to reach out to Municipal Affairs, Marley MacRae, to see how best to proceed as it had previously been suggested to combine the EMO with our Hall funding

6.2. Larger Shed for Storage: Bluefield Carpentry Program

Action Item:

- CAO Dudley: follow up regarding availability and cost for a shed
- It was also noted that Ch'town rural also constructs sheds however council was reminded that the purpose to use Bluefield was to keep the funds within the community

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- 6.3. Potential Candidate for APM Board of Directors - one more public call
- Mayor L. Turner has spoken to Donna: 3 meetings per year
  - Councillor N. Wheatley has been on this board in the past
    - Noted that the email correspondence can be quite heavy at times
  - Mayor L. Turner has accepted the position and will represent the community on the APM Board of Directors

7. CORRESPONDENCE

- East Wiltshire donation \$340 (from craft fair for families in need)
- Deep Roots donation \$401 (fundraising for grounds program)
- The Grove further donated the apples that went towards the fundraiser

8. REPORTS FROM COMMITTEES

- Currently there are no committees

9. REPORT FROM CAO

9.1. Financials

- In reviewing the financials (and not being able to reconcile with the bank yet) there were a couple of questions and/or observations for council
  - Revenue:
    - Property Taxes: significantly below budget
      - Is there a reason for this?
    - Previous Year Surplus: confirmed \$30,000 was carried over
  - Expenses
    - CAO will see a savings to budget by approx. \$2,500
    - Travel/Meetings will see a savings to budget by approx. \$1,000
    - Advertising to see savings of approx \$1,000
    - Community activities saving to budget expected \$1,500
    - Office Supply saving to budget expected \$ 500
    - Total savings to budget \$6,500**

**Action Item:**

- CAO Dudley: to complete minutes for virtual approval to enable them to be provided to Provincial Credit Union to change the signatories and allow K. Dudley access to the accounts
- CAO Dudley: investigate the Property tax shortfall and share with council why the discrepancy between actual and budget

9.2. Planning and Permits

- No items to discuss

9.3 Project Status and Updates

- EMO project (covered above by Councillor N. Wheatley)
- Hall Project
  - CAO Dudley to reach out to M. Arsenault to be provided with budget and funding agreements for project
  - Current expenditures
 

1. Sports Pad Paving	\$ 39,675.00
2. Play Structure deposit	\$ 18,189.55
3. Sport Pad Fencing	\$ 16,988.50
4. Tree Clearing	\$ 10,925.00
<b>Total Spend to Date:</b>	<b>\$ 85,778.05</b>

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- Next Steps
  - Submit receipts to Province to trigger second payment
  - Apply for extension to the project from March 31/24 until July 31/24
  - Confirm status of items orders
    - Net, painting of lines
    - Basketball net and install
  - Determine final budget and spend to date to determine if install can be added to play structure

10. INTRODUCTION OF NEW BUSINESS

10.1. Set Council Meetings - 2024

- Council reviewed the set of dates provided based on the regular pattern: 2nd Monday of the month
- A couple of conflicts were noted
- The final list of meetings agreed to are:

January	08	7pm
February	12	7pm
March	11	7pm
April	17	7pm
May	13	7pm
June	10	7pm
July	08	7pm
August	12	7pm
September	09	7pm
October	14	7pm
November	18	7pm
December	09	7pm

10.2. Hall Grounds expenditures - purchase of play structure, etc.

10.2.1. Trees around the sports pad

- Mayor L. Turner shared that the remaining trees have been removed

10.2.2 Budget vs. Actual

- CAO Dudley to continue to research to provide a clear picture of budget, spend to date, and total cost of this project

10.3 EMO Update

- Councillor N. Wheatley reviewed this as business arising from the previous minutes

10.4 Website and Facebook:

- Councillor C. Tawil shared that our website administrator is currently Michel Arsenault and that the community has two Facebook accounts of which former Councillor D. Arsenault is the administrator of
- It was noted that these administration rights should be transitioned to current CAO Dudley
  - Councillor C. Tawil will work with CAO Dudley to ensure a smooth transition and so that there is no gap in service provision
- It was also decided that for a small community, there isn't the need for two Facebook pages
  - We will retain the Municipality of Warren Grove page and delete the Community of Warren Grove page

Action Item:

- CAO Dudley to initiate this administrator handover through correspondence with Michel Arsenault

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11. INQUIRIES BY MEMBERS OF COUNCIL

11.1 Election of new councilors - need to hold byelection before end of May

- Through a discussion among council, it was agreed that we would aim to hold an election for the two new council members in April
  - This will provide the current councilors an opportunity to discuss with fellow community members
  - There is an opportunity to promote the work of council, the new community offerings, etc. to entice members to run
  - Utilize the newsletter as a tool to deliver this message as well as social media

12. INTRODUCTIONS, MOTIONS, AND READING BYLAWS

12.1. Motion: Appoint G. Kyle Dudley as new CAO

**Topic for Motion:** Appoint G. Kyle Dudley as the new CAO following the selection process

**Moved by Councillor:** N. Wheatley

**Seconded by Councillor:** C. Tawil

**WHEREAS**, the rural municipality requires a part-time CAO to oversee the day to day and operational items as outlined in the municipal act,

**AND WHEREAS**, G. Kyle Dudley was the successful candidate following a recruitment process by a panel of three,

**THEREFORE, BE IT RESOLVED**, that G. Kyle Dudley will be hired, effective today, as the CAO of our rural municipality of Warren Grove.

**Motion Carried**

12.2 Motion: Appoint Signatories of bank account

**Topic for Motion:** Appoint signatories for the municipality

**Moved by Councillor:** D. Maloney

**Seconded by Councillor:** C. Tawil

**WHEREAS**, there is required to be, at minimum, three signatories on the municipal bank account, of which the Mayor and the CAO are two,

**AND WHEREAS**, with the recruitment and hiring of a new CAO, the approved signatories for the municipal account, at the Credit Union, will need to be updated.

**THEREFORE, BE IT RESOLVED**, that the bank account will remove the previous CAO, Michel Arsenault, and replace him with G. Kyle Dudley, and that any other previous signatories who may not be councilors or otherwise approved, are removed. Further, that Councillor John MacAllar be approved as the third signatory.

**Motion Carried**

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12.3 Motion: Motion to set schedule of council meetings for 2024

**Topic for Motion:** A calendar of Council meeting dates are established for the year

**Moved by Councillor:** N. Wheatley

**Seconded by Councillor:** J. MacAllar

**WHEREAS**, there is a need for a set number of meetings annually as a municipality - typically the second Monday of each month,

**AND WHEREAS**, we are now entering a new calendar year,

**THEREFORE, BE IT RESOLVED**, that council will set the monthly meetings (days and times) for the year to which will be posted on the community's website.

**Motion Carried**

13. APPOINTMENTS TO COMMITTEES

13.1 Parks and Rec Committee, Events Committee vacancy

13.1.1 Does council wish to appoint new representatives or wait following new election of councilors

- Councillor N. Wheatley shared that as previously raised at council, she shared that if council members were to be provided titles or responsibilities, there needs to be some defined responsibilities and deliverables
- In the past, some of the assigned duties were not followed up on
- Agreed that we will remain as status quo until after the next election and new members are added to council

14. PUBLIC PRESENTATIONS / PETITIONS / DELEGATIONS

15. ADJOURNMENT: NEXT REGULAR MEETING: 7PM February 12, 2024

Approved:

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Mayor L. Turner

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CAO G. Kyle Dudley

Copy of virtual approval of minutes [Approval of Minutes](#)