

~~DRAFT~~ Approved: - Feb 12, 2024.

Rural Municipality of Breadalbane
Council Meeting
Monday January 8, 2024
7:00pm
Breadalbane Community Hall

Council Present:

Irene Novaczek, Rebecca MacLeod, Jessica Stewart, Kent MacLennan, Lisa MacLennan,
Bev Fowler

Regrets:

David Ross

Minutes:

Rob Cameron, CAO

Others in attendance:

none

1. Meeting was called to order by the Mayor at 7:00 pm

2. Disclosure of Conflict of Interest:

There was no councilor in Conflict of Interest of Agenda items.

3. Approval of Agenda for Monday January 8, 2024:

A motion to approve the agenda was moved Councilor Jessica Stewart and seconded by Councilor Lisa MacLennan. Motion was approved, all voted in favor.

4. Adoption of Minutes from Council Meeting November 13, 2023:

The minutes of the regular meeting of Council on November 13, 2023 were reviewed. A motion to approve the minutes was made by Councilor Rebecca MacLeod. Councilor Stewart seconded the motion. The minutes were approved. All voted in favor.

5. Business arising from Minutes of November 13, 2023:

Mayor Novaczek noted that the small shed was not moved to park as previously discussed. To do this Council would have fund the work for electrician and plumber as well as for the cost of the move of the building. Councilor MacLeod confirmed that John MacLeod would be able to move the building for us as originally discussed. The Mayor clarified that the gas tax funds could be used to pay the costs for this move; only for new infrastructure. The Mayor mentioned that another option would be a purchasing a new prebuilt multi purpose building at the park. This would allow us to use gas tax to

top up provincial funding to cover 100% of costs. Councilor Bev Fowler clarified that there is currently \$22,500 in the gas tax account and \$10,000 of that has already been allocated to installing solar panels on the Annex.

Councilor Fowler also mentioned that we would have to consider on going maintenance costs of a new building.

Councilor Stewart stated that we should consider restoring the water and electricity infrastructure at the park to permit more use of the park and building by the younger population.

Other ideas in conjunction with a multi purpose building at the park were discussed including flooding the tennis courts for a rink in the winter. It was highlighted that such activities will require significant volunteer efforts.

Mayor Novaczek will contact Curtis at CCBF to see if there are additional Gas Tax funds that are owed to us, and the item will be discussed again at a future meeting.

6. Reading of Correspondence:

No correspondence was received for the meeting; however, it was mentioned that we need to update the EMO plan and Councilor Kent MacLennan would look at that as well as the EMO training email that was received.

7. Reports from Standing and ad hoc Committees:

7.1 Capital Projects Committee

7.1.1 Update/Report

Councilor Lisa MacLennan mentioned that she is still trying to track down the roofer Todd MacPhee to look at the flashing, that may have been installed incorrectly. Lisa would try him one more time and she would look at other contractors and come back to Council with the prices/plan. Councilors MacLeod and Stewart mentioned the names of some contractors she might want to contact if Mr. MacPhee cannot be reached.

CAO mentioned to Lisa that he has contacted Matt Eye to refresh the quote for solar panels for the Annex and would send that to her committee once received.

7.2 Finance Committee

7.2.1 Update/Report

Councilor Fowler reviewed and explained financial statements from Dec. 31st. He reviewed our revenue and expense information and what our financial situation is. He went on to further discuss the timelines involved in finalizing our budget for 2024/25 as the timelines are tight. We need Council's input on estimated

costs; and we need Finance committee to use the input to propose a budget to council for approval. We need to have a public meeting on that budget. The Tax Rate Certificate has to be filed with the Property Tax Department by March 31 and the Financial Plan with Municipal Affairs by April 15.

Therefore, he reviewed the budget worksheet that was included and asked that all of Council review the budget worksheet by January 19 and send feedback and questions and numbers to CAO by that date.

7.3 Planning Committee

7.3.1 Update/Report

Update involves sustainability and Council Fowler will raise this later in the agenda under "New Business. The meetings held with Municipal Affairs and FPEIM on sustainability will be discussed.

7.4 EMO Committee

7.4.1 Update/Report

Mayor Novacek mentioned that funding is available for warming centres but we need to have an updated EMO plan submitted before we can be considered for this funding. The funding could be used for equipment and renovations required for accessibility to different levels of the Hall.

Councilor Kent MacLennan will review and update the EMO plan sent by CAO and they will work together to finalize it.

Kent also mentioned possible issues with battery for the generator. There was a discussion on moving the generator to the new shed. Kent will investigate that.

8 CAO Report:

CAO reviewed a number of activities that he has been involved with since the last meeting.

- Councilor Fowler and CAO attended Quick Books Online Training.
- All bills are paid and QBO is updated. Councilor Fowler and CAO were able to provide financial statements to Council for the periods ending September and December.
- Attended a meeting with Municipal affairs regarding their future plans for small municipalities.
- Brought the QBO update to date, created financial statements as of Sept 31 and Dec 31
- Submitted our annual reporting to Municipal affairs.
- Website is up to date, and CAO is in the process of adding a bylaws section.
- HST claim and MCEG claim filed in December; next is end of March.
- well underway in transitioning the old CAO laptop files into a usable structure on the new laptop.

- new CAO email address was required for the new laptop. Website has been updated with that email.
- just starting on the organization of the paper files in the office.
- CAO mentioned that code of conduct declarations are in the meeting packages; please sign them tonight.
- CAO proposed that if we convert Gas tax account from chequing to savings, we could earn about \$40-50 a month interest.

Therefore, Councilor Fowler made the motion to approve the CAO to talk to the Credit Union to change the gas tax account type from chequing to savings. Councilor Kent MacLennan seconded the motion. It was approved; all voted in favor.

9 New Business:

9.1 Housing project

We have \$24,000 from a grant to start community consultations for seniors housing in the community. There is a team of consultants ready to start the consultation to assess the requirements of the community. There is no funding for land surveys, engineer or design inputs at this point, so we will apply for more funding for this while the consultations are ongoing. This proposal will include the initial support required on the planning and next steps for an eventual building project. There was a meeting in January with the consultants, but a number of key people cancelled at the last minute therefore a follow-up meeting has been scheduled for January 23rd. The funding was provided by a grant from the Donnelly Foundation and we will be working with the non-profit housing group Kings Square to move this forward.

Questions and discussions from council were centered around the needs of seniors in Breadalbane; whether we need to look at housing requirements for other levels people in the community. What happens to the assets if we build on Community land and we need to dissolved the Municipality in the future? It was agreed that there are other site options in the community that need to be explored. This consultation process will provide more information for Council to make decisions.

9.2 Seniors Secretariat grant:

Mayor Novaczek updated Council on the Seniors project. The coordinator position was advertised, and 2 individuals were interested. One has since withdrawn; therefore, Wanda Naylor will lead this initiative for us. Council was asked to assist Wanda in identifying seniors and youth who may be interested in participating. There will be a social event in March where we will celebrate the many seniors who have contributed to the wellbeing of the community.

9.3 Basement Repairs:

Mayor Novaczek mentioned that we did receive a grant to repair the damage in the basement after the water leakage caused by Fiona. The funding will cover 75% of the costs. We still need to connect with the roofer to ensure the flashing is fixed before proceeding. We have a quote from Barlow Constructions to repair the water damage, seal other leaks and the basement floor, and replace the baseboards. A small amount of water came up from the middle of the floor this fall that was not related to the flashing; this may indicate that more than paint will be needed to seal the floor. We canvassed for quotes and Barlow was the only response and the grant approved was based on this quote.

Councilor Lisa MacLennan made a motion that we proceed with Barlow construction to make the basement repairs as quoted, once the roofer has repaired the flashing, with the understanding that any additional costs to seal the basement floor will come back to Council for approval. Councilor Fowler seconded the motion, and it was approved as all voted in favor.

9.4 Sustainability Update:

Councilor Fowler updated Council on two meetings held recently concerning the future sustainability of small Municipalities such as ours. One meeting was with Municipal Affairs. Their message is that they are waiting for a larger plan from the Provincial government and that they understand we are financially not sustainable in the long term without action being taken. The second meeting was with the Federation of Municipalities, where the group recommend that we write a letter to the Minister encouraging them to move forward with province wide incorporation, sooner rather than later. A 2nd letter will go to Municipal Affairs, detailing what funds we need going forward, with supporting financial documents provided. This support is urgently required by us while the province is making decisions. We need to know if they are going to support us and what level of support they will be providing. We should give them 2 or 3 funding scenarios; and raise the subject of dissolving our municipality and the impact this would have on our community and its assets.

It was agreed by all that we have nothing lose to move forward on sending the letter to Minister right away. The 2nd letter will have to wait until later in February when we will be further into the budget process. Councilor Fowler will lead this and send copies of the proposed letters to Council.

9.5 Christmas Events:

Councillor Jessica Stewart suggested that in future, we combine the hall and park Christmas events rather than having two separate events. Having one event may help bring the community together. There was discussion around the table that the two events have different types of residents participating, with seniors and people with small babies preferring an indoor activity rather than being in the park.

At the end of the discussion, Councillor Stewart made a motion to create a committee to look into, and make suggestions on, how we could create and coordinate a single Christmas event.

Councillor Rebecca MacLeod seconded the motion and all voted in favour.

10 Inquiries by Members of Council:

none for this meeting

11 Introduction and Reading of Bylaws:

none for this meeting

12 Appointments to Committees:

12.1 Review Committee Membership List and Mandates

A committee membership list was provided, and committee mandates were distributed via email. These will be revisited at an upcoming meeting.

13 Public Presentations/Petitions/Delegations:

none for this meeting

14 Meeting was adjourned at 9:02 pm

Minutes Approved on

February 12, 2024



[Handwritten Signature]

Mayor

[Handwritten Signature]

CAO