

Rural Municipality of Eastern Kings

Council Meeting Minutes Tuesday February 11, 2020

In attendance: Mayor Grace Cameron, Deputy Mayor Danelle Elliott, Councillors: Arthur Baker, David Stewart, Bernadette McInnis and Chief Administrative Officer Sonya Martin.

Regrets: Councillor Bradley MacDonald, Councillor Anne McPhee

1. Call to Order

The meeting was called to order by Mayor Grace Cameron at 6:17 p.m. A quorum was present so the meeting could proceed.

2. Conflicts of Interest Declaration – Individual Councillors

Mayor Grace Cameron and Councillor Bernadette McInnis declared conflicts of interest in regards to 7(d), In Camera Session in regards to *Government Municipal Act* 119(1)(e).

3. Agenda Approval

Mayor Grace Cameron noted a change to the Agenda. Item 7c. "Introduce Model Bylaw – Access to Information and Protection of Privacy" was removed to be reviewed at a future date. It was moved by Arthur Baker and seconded by Bernadette McInnis that the agenda be adopted as amended. All were in favour and the motion was carried.

4. Minutes Approval – January 14, 2020

It was moved by Bernadette McInnis and seconded by Danelle Elliott that the Minutes of January 14, 2020 be adopted as presented. All were in favour and the motion was carried.

5. Chief Administrative Officer (CAO) Report – See Appendix A

6. Old Business

a. Emergency Management Plan (Review and First Reading on Draft Bylaw)

Mayor Cameron introduced the Municipal Emergency Management Program Bylaw 2020-01 for First Reading:

- It was resolved that the Bylaw 2020-01 "Municipal Emergency Management Program Bylaw" be hereby read a first time at this Council meeting. The resolution was moved by Councillor David Stewart and seconded by Councillor Arthur Baker; all were in favour and the resolution was approved.
- The CAO and Deputy Mayor read the Emergency Management Plan Bylaw draft out loud, as required by Municipal Bylaw Processes.
- It was resolved that the Bylaw 2020-01 "Municipal Emergency Management Program" be hereby approved. The resolution was moved by Councillor Bernadette McInnis and seconded by Deputy Mayor Danelle Elliott; all were in favour and the resolution was approved.

Council reviewed the "Invitation to apply for Positions of Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator (Volunteer)"; general consensus was that it was appropriate to the task and it will be posted on the Municipal webpage and FaceBook page.

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b. Further Discussion on Development Officer / Process Requirements

Grace Cameron, Anne McPhee and Sonya Martin met with Mitch Underhay regarding a contract to write a step by step procedural document for the Municipality's Development Permits and Subdivision/Consolidation Permits. The requirements include:

- Develop standard operational procedures which outline, in detail, the steps required for officers of the Municipality to analyze and approve subdivision or consolidation applications or development permits; this may include process maps, checklists or Word documents as required to make the process clear and easily understood;
- Develop "How To" documents which outlines the steps required for constituents to apply for subdivision or consolidation applications or development permits; this may include process maps, checklists or documents required to make the process clear and easily understood;
- Present draft and/or final standing operating procedures to the Council or a Committee of Council for review and approval; and
- Make recommendations on improvements to the documents currently used to apply for subdivision or consolidation applications and development permits.

The contract would be for a total of \$2,875 including taxes; there was a consensus that the Council should move forward and enter into this contract with Mr. Underhay. Grace to move ahead with finalizing contract.

7. New Business

a. Eastern Kings Community Meet & Greet Discussion

Danelle Elliott introduced the concept of having a Meet and Greet for all residents of Eastern Kings. One such event was held by the previous Council and it was well received. After a discussion, all Councillors that we should move forward with such an event in 2020, possibly in early July 2020 and could feature a BBQ or corn boil.

Danelle will work with local groups and individuals to develop a Social Committee and will keep Council informed as the activity moves ahead.

b. Budget 2020-2021 Preview

Mayor Cameron opened a discussion on the Financial Plan for Fiscal Year 2020-2021. She noted that all areas of revenue would be reviewed and discussed including a potential increase in taxes as well as an increase in development permit fees. There should be sufficient income in this area to cover off the administrative expense for completing and approving permits. RMEK charges ten cents per square foot for a development fee vs. the Provincial rate which is twenty cents per square foot.

Additional items to look at include tax rates in other municipalities, calculation of tax rates based on current assessment values, potential expenses for a bylaw enforcement officer, additional insurance requirements as outlined in the FPEIM monthly newsletter and a potential increase to Fire Department funding.

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Mayor Grace Cameron and Councillor Bernadette McInnis recused themselves at 8:06 p.m. in regards to Conflicts of Interest on the In Camera Session.

Deputy Mayor Danelle Elliott assumed control of the meeting at 8:07 p.m. It was moved by David Stewart and seconded by Arthur Baker that the Council move to an in Camera Session; all were in favour and the motion was carried.

c. In Camera Session – *Municipal Government Act 119.(1) {e}* a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;

Deputy Mayor Danelle Elliott brought Council members up to speed on our current Legal activities and the costs associated with them.

10. Adjournment

It was moved by Arthur Baker and seconded by David Stewart to adjourn the meeting at 8:24 p.m. All were in favour and the motion was carried.

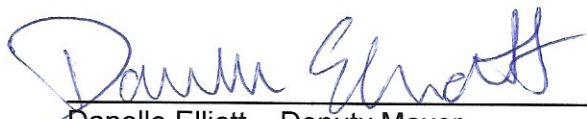
Signed in accordance
Municipal Government Act S.116(4)



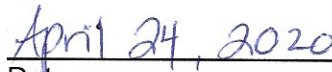
Grace Cameron – Mayor



Date



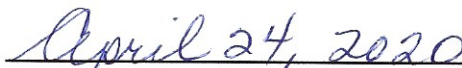
Danelle Elliott – Deputy Mayor



Date



Sonya Martin – Chief Administrative Officer



Date

APPENDIX A

COUNCIL MEETING CAO REPORT

CIBC Closing Bank Balance as of January 31, 2019: \$78,690.89

Souris Credit Union Closing Balance as of January 31, 2020: \$70,888.76 (includes \$114.21 interest)

GICs:

GIC 2 YEAR TERM: \$15,000.00 | Accrued Interest 296.10 | Closing Value: \$15,296.10

GIC 3 YEAR TERM: \$15,000.00 | Accrued Interest 306.86 | Closing Value: \$15,306.86

Total Overall Value \$30,000.00 | Accrued Interest 602.96 | Closing Value: \$30,602.96

Monthly Income Statement Ending JAN 31, 2020

- Regular Monthly Tax Installment: \$18,601.00 (changed by +1.00)
- *Short List* - FEB & MAR of Expenditures to date: Cash Flow at Yearend +22K-32K
 - ✚ Legal – 3 invoices totalling \$7,415.92 (everything up to Dec 31, 2019) + potentially another \$3,000.00 for Jan/Feb period.
 - ✚ WCB Premium – 1st installment due April 1st, 2020 \$427.65
 - ✚ Contractor Expense - \$2, 875.00

Sage 50 Update

New computer has been updated and we now have outlook express email, and 10 free email addresses through our account with Bell Aliant. I still have a few to setup. Each Council member can go through Bell to setup their webmail to access at home.

I've gotten a trial run of the fiscal yearend figures inputted on a test Sage programs and am now ready to input into the RMEK Sage software.

The RMEK Approved Financial Audit for 2018-19 and the MFIR (Permits Data) has been sent to the Finance Minister. (Note: that we will be looking for the full value of all building projects in the municipality on our Permits applications going forward; it is a requirement for Audit data and also gives the municipality current values.)