

Rural Municipality of Eastern Kings

COUNCIL MEETING MINUTES Tuesday, October 08, 2019

In attendance: Mayor Grace Cameron, Deputy Mayor Danelle Elliott, Councillors: Arthur Baker, David Stewart, Bradley MacDonald, Anne McPhee, and Chief Administrative Officer Sonya Martin

Regrets: Councillor Bernadette McInnis

1. Call to Order

The meeting was called to order by Mayor Grace Cameron at 6:15 pm. A quorum was present so the meeting could proceed. Mayor Cameron took a moment to welcome and introduce the new CAO, Sonya Martin to the Council and constituents attending the meeting.

2. Conflict of Interest Declaration

Mayor Cameron declared a conflict on Item 7b - the reading of the PEI Energy Corp.'s written update.

3. Agenda Approval

It was moved by Anne McPhee to adopt the Agenda as presented and seconded by David Stewart. All were in favour and the motion was carried.

4. Approval of Minutes

Councillors reviewed the minutes from September 10th, 2019 for errors or omissions. It was noted under 4a. that the time should be changed from 7:50 p.m. to 6:50 p.m. and under 8. Old Business - 3rd paragraph ending with "the Land Development and Control" that the word "Bylaw" should be inserted after "Control" to finish the sentence.

It was moved by Bradley MacDonald and seconded by Arthur Baker to approve the minutes of the September 10 meeting, as amended. All were in favour and the motion was carried.

New Business

a. Anne McPhee introduced the development of a Council Newsletter/Greetings noting this had been done previously, twice a year by delivering to residents mailboxes to save the mail out cost. All agreed that a greeting/update from the Municipality just prior to Christmas would be appropriate. A template would be submitted by the CAO for review at the December Council meeting. Folding if required, can be done at the Town of Souris for 0.03/per flyer.

b. The Municipal Government Act Code of Conduct Regulations preliminary discussion was led by Mayor Cameron who asked the CAO what information she had received from Natalie Doyle, at Municipal Affairs; two items appear of most interest to us as a rural municipality.

4.(1)(a) the chief administrative officer of the municipality shall arrange for training to be provided to the member on the code of conduct for members of council; and

5.(a) pursuant to subsections 107(3) and (4) of the Act, a fine that does not exceed \$500.00; Ms. Doyle indicated that the province's intent in the matter of training was to provide municipalities with materials and/or on-line resources for Council members. She advised

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that municipalities should wait to see what the Province will put forward. Council noted that online training would be excellent. On the fines for Council members, she advised strongly to provide as much input as possible on their website on all areas of the Code of Conduct as it is in the early stages and all areas of the code do not meet the needs of rural municipalities.

Mayor Cameron sought approval, which was granted, to submit the following as commentary on the Regulations prior to the due date of October 25, 2019:

The requirement for the CAO to be the one to arrange the training is yet one more duty added to the duties of what is, in most small municipalities, a part-time or even volunteer role and that this training should be something that the Province could provide to ensure that it is consistent across all Councils. Also, the implication here is that the Council would pay if it's the CAO that is arranging.

Also, the imposition of a fine of up to \$500 or the reduction or suspension of a Council Member's compensation seems rather draconian given that many, if not most, Councillors and Mayors are either doing the job for a pittance or on a volunteer basis entirely.

5. Chief Administrative Officer's Report – See Appendix 'A'.

The CAO reviewed her two weeks which started on 24th Sept.

The Financial Report included updates on the Municipality's Year End Audit (behind schedule), bank balances and income statement. Mayor Cameron noted that there were expenses that needed to be reviewed for accuracy (Council Member Honorariums) and that a mini audit on the Fly Program will be done. New office controls were put into place and an overview of document retention and shredding, along with off-site storage were noted.

The CAO outlined the benefits to the Municipality of using a standardized accounting system that tracks all activity in the books and provides real time reports for meetings and projects etc. The CAO read a prepared Resolution to purchase the Sage50 Software at a cost of \$230 plus tax. It was moved by Bradley MacDonald and seconded by David Stewart that the Rural Municipality of Eastern Kings approve the purchase of the Sage50 Accounting Software. All were in favour and the motion was carried.

The CAO advised of the upcoming Semi Annual meeting of the Federation of PEI Municipalities, of which we are now a member, which is being held in Souris on October 26, 2019. It was determined that Grace, Anne, Danelle and Sonya would attend the meeting.

The upcoming Appreciation Dinner being held on November 2, 2019 was discussed. This is an occasion to celebrate the contributions of the Members of the Eastern Kings Fire Department, the Board of Directors and staff of the Eastern Kings Community Centre, the Eastern Kings Senior Neighbour's Club and the Municipal Council. It was moved by Bradley MacDonald and seconded by Arthur Baker that Council funds would cover the cost of the meal (\$22 per person) for attendees from Council (Anne, Grace, Sonya, Bernadette and) Logo winner Christine Gowland plus their guests.

It was moved by David Stewart and seconded by Danelle Elliott that the floor be opened for Charlie MacDonald to provide some additional detail on the Appreciation Dinner. All were in

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favour and the motion was carried. Charlie noted that each organization is taking care of the cost of the meals for their participants; Cathy McInnis is the caterer and local clergy and politicians (Provincial & Federal) have been invited. Numbers will be required one week prior to the dinner..

6. Old Business

- a.) Procedural Bylaw – Mayor Cameron made note that although the Procedural Bylaw had gone through the approval process of first and second readings (26th Feb & 27th Mar 2019 respectively) and final approval, that it had not been signed, sealed and sent to the Province. With all due haste the Procedural Bylaw will be finalized and sent to the Province and then uploaded to the RMEK website.

Mayor Grace Cameron recused herself at 7:24 p.m. re: 7(b) update from the PEI Energy Corp.

- b.) PEI Energy Corp – Email Update – see Appendix B

The email update from PEIEC was read by Deputy Mayor, Danelle Elliott.

Discussion ensued on some points as follows:

- The submission of a completed development application by Oct 14-18th
- The Environment Impact Assessment to regulators by Oct 14-18th
- PEIEC to attend RMEK Council meetings.
- PEIEC still looking for office space in Eastern kings.
- No PEIEC meeting date will be set by Council at this Oct meeting.
- No meeting would take place with PEIEC before our Council meeting of Nov 12, 2019.

- c. In Camera Session – Human Resources

119. Closed meetings. (1) Despite subsection 118(1), a council or council committee may, by resolution, close all or part of a meeting to the public, either in advance or at the meeting, where the matter to be discussed is, in relation to any of the following, confidential:
(d) Human resource matters;

A motion was put forth to move to an “In Camera Session” on the matter of Human Resources under section 119(e) of the *Municipal Government Act*, council moves to have a closed meeting. It was moved by Arthur Baker and seconded by Anne McPhee at 7:40 p.m. to move to the in camera session. All were in favour and motion was carried.

In this session, Council confirmed the decision of the September meeting to proceed with a short term contract for a Development Officer.

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8. Adjournment

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

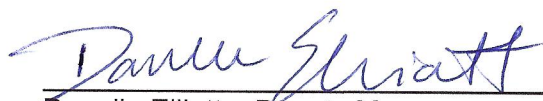
Signed in accordance
Municipal Government Act S. 116(4)



Grace Cameron – Mayor

10 Dec 2019

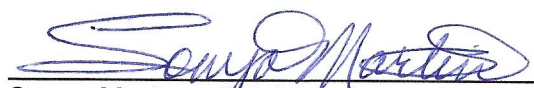
Date



Danelle Elliott – Deputy Mayor

December 10, 2019

Date



Sonya Martin – Chief Administrative Officer

Dec 10, 2019

Date

APPENDIX A

COUNCIL MEETING CAO REPORT

The CAO Employment Contract for Sonya Martin was signed & work commenced on the 24th Sept. 2019.

2 week Highlights for CAO include reviews of: Agenda & Minutes | Financial | ongoing reviews of MGA – Official Plan – Bylaw & Regulations | Permits | Projects & Programs.

Financial Reporting

- i. Fitzpatrick & Co. | 127 St. Peters Rd., Suite 201 | Robert Horne, CPA, CA Senior Manager
 - a. Audit 2018-2019 Fiscal year end Quote: \$2700.00 +450-750 inputting docs.
 - b. Year-end Audit information dropped at Fitzpatrick Oct 7, 2019.
 - c. AER Tax Audit completed by Robert Horne & sent to the Province last week of Sept.
- ii. CIBC Closing Bank Balance on Sept 30, 2019: \$44,923.81
 - a. Souris Credit Union – Gas Tax Balance on Sept 30, 2019: \$40,024.66
- iii. Income Statement for month ending Sept 30, 2019 with Comparative to Fiscal Budget 19/20 attached.
- iv. To help tighten up office controls I will be locking up the Seal, Cheque & Deposit Books, Bank Statements, and Payroll. A new password will be setup on the email account.
- v. After we review previous year's documents, we will box them for storage and retention or organize to have them shredded. We should consider an off-site storage.
- vi. Accounting Software

This past fiscal year financial accounting was recorded on excel spreadsheets and by utilizing CRA online forms with excel backup. Although excel is an excellent add-on for tracking certain information; it is my recommendation that the Municipality should consider a fully controlled software system.

A win-win software for the Municipality would be "Sage50" which is a more standardized system used by many municipalities.

Four money saving points to consider after reviewing our excel tracking are the following:

1. Accurate tracking of employee payroll information.
 - i. The program collects the data automatically ie. Employers costs for CPP & EI and tracks the total remittance payment to CRA; so deadlines won't be missed and no penalties to pay.
 - ii. Last year we underpaid CRA by 1300.00 by using one time CRA calculators and then not tracking the remittances in excel.

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- iii. This program would help us meet CRA deadlines, gathers information for T4's & Summaries and will give us real time information on wages.
 - iv. The program has options to hold-back (for permanent employees, like myself) or pay-out (seasonal or temporary employees, like Fly Program) their vacation pay. It is an automatic function that will apply and track taxes etc.
- 2. Get financial reports in real time. Click a few buttons and get an income statement or a balance sheet.
 - 3. Setup and Account to automatically track the HST Receivable. Saves time for CPA review.
 - 4. This software will make year-end paper trail quick. It is compatible with the CPA's software and meets audit standards. Savings on Annual Audit: We will save from 500.00-800.00 on year-end bookkeeping as noted in #1 Year-end Quote.

Current Price for Sage 50 – 1 User:

Staples – 229.99+taxes (on sale now , reg. 324.99) | \$324.99 at Best Buy
Resolution to be read.

Federation of PEI Municipalities (Training)

Upcoming Training | Please advise Sonya if you would like to attend #2 by Oct 17/19.

- 1. Three Rivers: Advancing Equity & Inclusion for Municipalities Workshop
Wednesday Oct 9, 2019
6:00 p.m. – 8:30 p.m.
Kaylee Hall (2316 Pooles Corner)
Cost: FREE

To Register email: peiwomeningovernment@gmail.com

- 1. Semi-Annual Meeting | Learn. Network. Share.
Royal Canadian Legion, Town of Souris
Saturday, October 26th
9:30 a.m. to 3:00 p.m.
Cost: 86.25 per person (members) tax included

What:

FPEIM Resolutions/business, FCM programs, New Procurement Program, Planning & Cyber security for humans.

Local Events:

Appreciation Dinner | Nov 2, 2019 | Eastern Kings Community Centre | 6:00 p.m.

APPENDIX B

PEIEC EMAIL UPDATE

PEI Energy Corp. Email Update Oct 7, 2019 at 8:55 a.m. – Read to Council by Danelle Elliott

In the interest of being completely transparent, feel free to share this email correspondence at tomorrow's Council Meeting. We just wanted to provide you with a few updates from your last meeting with Heather in September and coordinate a next in-person meeting.

PEIEC Meeting w/EKCC

We were tentatively planning to be available Friday October 11th but that will be challenging for Heather and I as we get back from Calgary that day @ noon. Tuesday Oct 15th is also pretty busy at this point. Are there any other days that work for you folks? Our goal would be to review the structure and format of the Permit Application which we are assembling currently and answer any questions in general on the project.

2020 Wind Farm Development Application:

- PEIEC tentatively planning on submitting completed development application October 14-18.
- Will another public meeting be required from EKCC once our complete application is submitted or has that requirement been met with our July 31st public meeting?

Environment Impact Assessment:

- PEIEC suggests late October/Early November for EIA public meeting. Minimum waiting period of 14 days after the submission of the EIA.
- PEIEC anticipates an EIA submission to Provincial/Federal regulators October 14-18

General Notes:

- PEIEC is requesting EKCC meeting Minutes from September when available (action: Ron) **outstanding**
- PEIEC intends to attend EKCC meetings on a go forward basis (as an interested party, not to formally participate unless requested). **Unable to attend October meeting. Available for November Council meeting.**
- Discussion regarding PEIEC having space within EK Community Centre to meet with public (action: Heather to contact Danelle as Manager) – **Community centre board has decided against leasing space to PEIEC until after council decides on the development application.**
- PEIEC is preparing to start **Geo Technical** work in November @ proposed turbine bases/sections of access road and are in the process of contacting landowners currently to review the work description and ensure they have approved of any work by PEIEC. We will provide council with a separate email including necessary permits and scope of work description provided to the department of environment.

As always, let us know if you have any questions or concerns.
Spence Long – Engineering Project Manager – PEI Energy Corp.

DEFINITION FOR “GEO-TECHNICAL”:

Geo technical work is to assess soil conditions at the proposed locations of the seven turbines. This is required for foundation design. In order to get test equipment to the seven locations, a small amount of clearing will be required.

We have obtained appropriate permission from Dept of Environment and from affected landowners. We will send RMEK details prior to commencing this work.