

Rural Municipality of Eastern Kings

COUNCIL MEETING MINUTES Wednesday, March 27, 2019

In attendance: Mayor Grace Cameron, Councillors Bernadette McInnis, Danelle Elliott, David Stewart, Anne McPhee, Chief Administrative Officer Ron Coffin

Regrets: Councillors Bradley MacDonald, Arthur Baker

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.
2. Conflict of Interest Declaration – Regarding item 7(d) on the Agenda, a conflict of interest was declared by Bernadette McInnis and Danelle Elliott as they are, respectively, a director and an employee of the Community Centre.
3. Agenda Approval – It was moved by David Stewart and seconded by Anne McPhee that the Agenda be approved as presented; all were in favour and the motion was carried.
4. Approval of Minutes from the February 26 and the March 13, 2019 meetings – The CAO Report is to be appended to the February 26 Minutes and the page number corrected on same. It was moved by Danelle Elliott and seconded by David Stewart that the Minutes of both meetings be approved as amended; all were in favour and the motion was carried.

Business Arising – it was noted that the Municipality cannot direct Gas Tax Funding to the Fire Department so the Capital Investment Plan (CIP) cannot include Parking Lot Repaving; the two other projects need to be reworked slightly and will then move forward for approval. It was also noted that the Letter of Support for Elliott's General Store had been forwarded to the PEI Liquor Control Commission and the cheque for the Souris Seahawks sponsorship had been forwarded.

5. Chief Administrative Officer's Report – See Appendix 'A'. Regarding the Development Permit for East Point Potato, the CAO will contact Boyd Rose and amend the originally approved permit so that sufficient time is allowed for property owners within 150 meters to respond. There was also significant discussion over how the permits would be posted so that they are available for public viewing and it was determined that the permits would be posted in their entirety on the bulletin board in the Community Centre Lobby. CAO to action.

CAO Ron is in the proceed of finalizing the books for the 2018-2019 fiscal year; since a motion had not been passed yet to hire an accounting firm to do the audit for 2018-2019, CAO was asked to solicit three firms to complete the work and report back at the next Council Meeting.

CAO also asked about recording the meetings, strictly for the use of the CAO in preparing minutes; once minutes are approved, the recording would be destroyed. There was general consensus that this would be a useful tool and Ron could explore an appropriate way to do this.

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6. Old Business:

7. Second Reading and Formal Adoption of Bylaw 2019-01 A Bylaw to Regulate the Proceedings of Council -
 - a) Motion to read Bylaw 2019-01 a second time moved by Danelle Elliott, seconded by Anne McPhee; all in favour and the resolution was carried;
 - b) Motion to Approve Bylaw 2019-01 a second time was moved by Bernadette McInnis and seconded by Danelle Elliott; all in favour and the resolution was carried;
 - c) Motion to Formally Adopt Bylaw 2019-01 was moved by Anne McPhee seconded by Danelle Elliott; all in favour and the resolution was carried.
8. Web site design update – meeting to be scheduled with Eastern Media to further complete the process. Tabs for the EMO and the Fly Program to be included on the Home page of the website.

9. New Business:

10. The Proposed Budget for 2019-2020 was reviewed and it was noted that it had been presented at a public meeting two weeks prior; a resolution to adopt the proposed budget was moved by Anne McPhee and seconded by Bernadette McInnis. All were in favour, the resolution was carried and the budget has been adopted.
11. The Term Deposits held in reserve were discussed. The Municipality currently holds \$65K in term deposits at the CIBC, three of which are due to mature in early April. The discussion quickly turned to using some of these funds for a project at the Eastern Kings Fire Department and so David Stewart excused himself from the meeting due to a conflict. Discussion continued regarding using funding from the 2018-2019 surplus and from one of the term deposits to support the Fire Department and it was tentatively decided to direct approximately \$40,000 to that cause. More information will be obtained at the Fire Department Annual General Meeting on April 1 so any resolution will be finalized at the next meeting on April 9. At this point, David returned to the meeting.

In addition, rates to reinvest the remaining funds will be solicited from the Souris Credit Union and the CIBC with a rate comparison to be completed by the CAO and presented at the April 9 meeting.

12. GEOLink will be investigated as resource for the municipality in dealing with Development and Subdivision/Consolidation Permits. CAO to Investigate and report to Council.
13. Prior to Council discussing the possibility of further funding from the Capital Investment Plan for the Community Centre Heat pump project, Bernadette McInnis and Danelle Elliott excused themselves from the meeting. The heat pump project has come in at approximately \$5K more than the funding originally provided. Given the other commitments in the CIP, it was determined that no amendment would be made to the CIP.
14. Adjournment – It was moved by Danelle Elliott and seconded by David Stewart that the meeting be adjourned at approximately 8:15 pm. All were in favour and the motion was carried.

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


Grace Cameron – Mayor

30 April 2019
Date


Ron Coffin – Chief Administrative Officer

Oct 8 2015
Date

APPENDIX A – CAO Report

Balance regular chequing account – 58,487.96

Balance Gas Tax Account – 39,729.66

Full financial reporting for the year ended March 31, 2019, in a format to go to Audit should be completed April. This should reduce the expense of audit fees from the actual 2017 year end. The financial reporting and general ledger, balance sheet, income statements will reflect the current structure of the 2019/20 budget. 2019/20 financial reports will be in the format of balance sheet, income statement, bank reconciliation, and comparison actual to budget once an appropriate cash flow has been developed. Development and Subdivision Permits – Subdivision and consolidation permits were finalized and delivered East Point Potato along with a permit for development, awaiting delivery of similar documents to the Mr. & Mrs. Bruce, Subdivision permit for James Campbell was completed, this resulted in revenues from permit fees \$788.00 for the month. There is a further development permit awaiting finalization and delivery for the building of a replacement cottage \$60 Jessica Meisner on Snake Rd..

In processing documents it was noted that we need a couple of new stamps reflecting the change of the municipality name, Rural Municipality of Eastern Kings. An approval stamp for subdivision/consolidation notes of surveys, and a new bank endorsement stamp.

Copies of Minutes are in place for signature from September 2018 for signature and file in the Municipality Minutes Book.

I received a note regarding capital applications for Gas Tax Grants.... No funding is available for anything to do with Fire Departments. The other two applications I need to make amendments to, and prepare them into the new version of the application form supplied by the Infrastructure Secretariat. They should be able to move forward.

The completion of the Community Centre Heat Pump project resulted in a final bill of \$25,850. Our original approved application was for an estimated \$21,000, this amount has been forwarded to the Community Centre. The council can chose to fund the balance of \$4,850 by completing the amendment attached here, the project is approved and we have sufficient funds in the Gas Tax bank account to allow the expenditure.