

Rural Municipality of Eastern Kings

Council Meeting Minutes Tuesday January 14, 2020

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

Regrets: Councillor Bradley MacDonald

1. Call to Order

The meeting was called to order by Mayor Grace Cameron at 6:16 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 8e, In Camera Session in regards to *Government Municipal Act 119(1)(e)(f)*.

3. Agenda Approval

It was moved by Arthur Baker and seconded by David Stewart that the agenda be adopted as presented. All were in favour and the motion was carried.

4. Minutes Approval –

- a. **December 04, 2019 Special Public Meeting Minutes-** It was moved by Danelle Elliott and seconded by Anne McPhee that the minutes be approved as presented. All were in favour and the motion was carried.
- b. **December 10, 2019 Council Meeting Minutes -** It was moved by Anne McPhee and seconded by David Stewart that the minutes be approved as presented. All were in favour and the motion was carried.

Mayor Cameron took a moment at this time to recognize our guest speaker, Mayor Pat O'Connor of Souris West and welcomed residents and other attendees.

5. Chief Administrative Officer (CAO) Report – See Appendix A - A review of the Quarterly installments to the Fire Department will be done by the CAO to ensure payments were made as required.

6. Planning & Development Committee Report – Anne McPhee (Chair) See Appendix B

7. Old Business

a. **Vision East Update** - Mayor Pat O'Connor of Souris West. Mayor O'Connor outlined where the regional talks are to this point with a quick review of all inputs from other areas involved. He noted that there was approved funding available to hire a consultant when needed. He asked Council after a Question and Answer period if they were still interested in moving forward with the talks. Mayor Grace Cameron and attending Councillors agreed that they would like to move forward with the next round of talks.

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b. Fiscal Year 2018-19 Audit Approval – (Resolution)

Mayor Grace Cameron noted that the changes and breakdowns requested from the December Council meeting were updated in the final draft of the Audit. A resolution was moved by Danelle Elliott and seconded by David Stewart that the Financial Statements for Fiscal Year 2018-2019, audited by Fitzpatrick & Co. as at March 31, 2019, be formally approved. All were in favour and the resolution was carried.

8. New Business

a. Discussion on Current Annual Gas Tax Project Review 2014-2015 to 2018-2019 | Overview of final 4 years including carry-over from 2019-2020 to 2023-2024 | Public Call for Ideas.

CAO provided Council with a quick Gas Tax Project outline. **See Appendix C.** At the end of the review a motion to increase the project values as presented by the CAO was put forward. It was moved by Arthur Baker and seconded by Bernadette McInnis to allocate the top-up and installment funding to two existing projects:

- \$20,337.00 to be allocated to project #40.2.2 "Land Use & Panning Bylaw Review"
- \$10,168.50 to be allocated to project #40.2.1 "Community Signage Project"

All were in favour and the motion was carried.

It was decided that a public call for ideas would be a good way to get some thoughts on where the municipality could allocate future Gas Tax Funds which will be received over the coming four years. The CAO quickly outlined some of the funding categories.

b. Face Book Business Page Launch | Updated Website Agenda & Minutes Page

The current FB page should be replaced by a business page for the municipality so that it is consistent with FaceBook rules. A Business Page has been created and all friends on the current page can be invited to like the new page. It was agreed to move ahead with the the new business page. The official Website Agenda and Minutes page has been updated with documents from January 2019; older documents are available at the Municipal Office.

c. Emergency Management Plan Discussion.

Mayor Cameron opened the discussion on the emergency management planning bylaw. The two key items identified by Council were the following:

- Council decided that an Emergency Management Standing Committee was not necessary and would move forward with an Emergency Management Planning Committee only.
- The duties outlined in the sample Bylaw for the Standing Committee will be the responsibility of the Emergency Management Planning Committee.

In order to solicit interest in the roles of Municipal Emergency Coordinator and Municipal Emergency Deputy Coordinator, Mayor Cameron will review the duties as outlined in the sample bylaw and develop an advertisement for FaceBook and our webpage. She will rework the sample bylaw to reflect the decisions as noted above and bring to the next meeting for First Reading.

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d. Human Resource – Development Officer (DO) Discussion.

The CAO noted that the permits were coming in fairly steadily and she was looking at potential candidates for a part time DO. She has connected with Municipal Affairs to help with the search and ideas for a qualified candidate. Potentially we could hire other Municipality DOs for short term. Council agreed that a part time “qualified” Development Officer could be hired on until fiscal year end March 31, 2020 and that we need to crunch some numbers to see how much we can afford.

At 8:02 p.m. Mayor Grace Cameron and Councillor Bernadette McInnis recused themselves from the meeting due to conflicts of interest.

At 8:05 p.m. Deputy Mayor Danelle Elliott assumed control of the meeting and informed the public that there would be an “In Camera Session”.

9. In Camera Session Municipal Government Act 119. Closed Meetings

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 municipalities ability to carry out its negotiations; (f) the conduct of existing or anticipated legal proceedings.

Deputy Mayor Danelle Elliott opened a discussion with Councillors on if and when the RMEK should bring in legal council or obtain expertise on Municipal matters that require outside input.

10. Adjournment

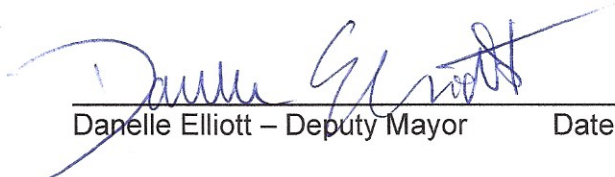
It was moved by Arthur Baker and seconded by David Stewart to adjourn the meeting at 8:22 p.m. All were in favour and the motion was carried.

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


Grace Cameron – Mayor

Date

13 Feb 2020


Danelle Elliott – Deputy Mayor

Date

13 Feb 2020


Sonya Martin – Chief Administrative Officer

Date

February 13, 2020

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APPENDIX A

COUNCIL MEETING CAO REPORT

CIBC Closing Bank Balance as of December 31, 2019: \$69,526.00

Souris Credit Union Closing Balance as of December 31, 2019: \$70,774.55

Gas Tax Balance as of December 31, 2019: **\$ 30,531.62** (includes \$531.62 Interest)

GIC 2 YEAR TERM: \$15,000.00 | Accrued Interest 261.06 | Closing Value: \$15,261.06

GIC 3 YEAR TERM: \$15,000.00 | Accrued Interest 270.55 | Closing Value: \$15,270.55

Total Overall Value \$30,000.00 | Accrued Interest 531.62 | Closing Value: \$30,531.62

Monthly Income Statement Ending DEC 31, 2019

- Regular Monthly Tax Installment: \$18,600.00
- Total Permit Revenue for the month of Dec: \$836.60
- *Short List* of Expenditures for the month of December:

- ✚ 19,000 – Fire Dept. Quarterly Installment
- ✚ 3,010 – CAO wages + Ron's final
- ✚ 4,750 – Honorariums
- ✚ 2,370 – computer(120.00 savings)|office supplies| Donation \$500
- ✚ 1,000 – rent and small grant

Total: \$30,130.00

Thank you note from the Souris Lions Club Christmas Boxes Project

Thank you all so much for the donation to Souris Lions Christmas Boxes project. With support such as yours and the large support from through-out the community we help over 120 families from Annandale to East Point.

To one and all have a Merry Christmas and a safe, healthy New Year!!!

Sincerely,

Peter Boertien

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APPENDIX B

Planning Committee Meeting Jan. 07, 2020

Attending: Grace Cameron, Danelle Elliott, Arthur Baker, Judy Burke, Sonya Martin, and Chair Anne McPhee.

Committee reviewed several development applications, subdivision applications, as well as other correspondence concerning a provincial matter over which this municipality has no jurisdiction. No final decisions were made on applications.

There is ongoing discussion on revising our development and subdivision application forms, as well as creating a user-friendly guide to completing applications.

The primary focus of the meeting was discussion related to engaging an experienced individual to fill the position of development officer. That individual would assist the municipality in dealing with all of the above-mentioned matters. A potential candidate has been identified and this will be followed up.

It was noted that our Official Plan and Bylaw Review needs to be initiated very soon.

Respectfully submitted,
Anne McPhee

APPENDIX C

GAS TAX FUNDING – QUICK PROJECT UPDATE January 14, 2020

YEAR(S)	Total Funds & Carry Forward For the past 5 Year Period
FROM: 2014-2015 TO: 2018-2019	\$87,359.85
(2 Projects completed: \$87,359.85 - \$26,333.00 - \$21,000.00 = \$40,026.85)	

THE 2018-2019 BALANCE FORWARD:

\$40,269.05 + \$20,337.00 (top-up for fiscal 2019/20) + \$10,168.50 (1st install. 2019-20)
BALANCE of Gas Tax Funds to date: \$70,774.55 (includes \$531.62 interest)

Allocation of the top-up and installment funds must be allocated this spring into projects.

A recommendation is to assign the additional funds noted above to the following projects; which will be updated and sent to the Province CPEI-Infrastructure Secretariat for Approval.

\$20,337.00 be allocated to project #40.2.2 Land Use & Planning Bylaw Review

\$10,168.50 be allocated to project #40.2.1 Community Signage Project