

Rural Municipality of Eastern Kings

Council Meeting Minutes Tuesday, February 09, 2021

In attendance:

Mayor Grace Cameron, Deputy Mayor Danelle Elliott, Councillor David Stewart, Councillor Bernadette McInnis, Councillor Arthur Baker and Chief Administrative Officer (CAO) Sonya Martin.

Regrets:

Councillor Bradley MacDonald and Councillor Anne McPhee

1. Call to Order

The meeting was called to order by Mayor Grace Cameron at 6:15 p.m. A quorum was present so the meeting could proceed.

2. Conflicts of Interest Declaration – Individual Councillors

Mayor Cameron asked if there were any conflicts of interest in regards to the Agenda. She noted that she and Councillor Bernadette McInnis would recuse themselves in regards to the approval of the January 21, 2021 Special Council Meeting minutes.

3. Agenda Approval

It was moved by Deputy Mayor Danelle Elliot and seconded by Councillor Bernadette McInnis that the Agenda be approved as presented. All were in favour and the motion was carried.

4. Minutes Approval

Mayor Cameron asked Council to review the January 12, 2021 Minutes for any errors or omissions. Hearing none, it was moved by Councillor David Stewart and seconded by Deputy Mayor Danelle Elliott to approve the minutes as presented. All were in favour and the motion was carried.

Mayor Cameron and Councillor Bernadette McInnis did not participate in the review of the January 21, 2021 Special Meeting minutes. Deputy Mayor Danelle Elliott asked Council to peruse those minutes for any errors or omissions. Hearing none, it was moved by Councillor Arthur Baker and seconded by Councillor David Stewart to approve the minutes as presented. All were in favour and the motion was carried.

5. Chief Administrative Officer (CAO) Report – see “Appendix A” for Expenditure Statement and Notes.

a) The CAO presented a Resolution regarding payment of legal fees going forward: It was resolved that the CAO be authorized to utilize the surplus funds which will not be used as intended to make payments for legal fees, as required. It was also resolved that the CAO be authorized to transfer funds from the Strategic Savings Account at the Souris Credit Union to the chequing account at the Souris Branch of the CIBC in an amount sufficient to make payments for legal fees, as and when required.

It was moved by Councillor David Stewart and seconded by Deputy Mayor Danelle Elliott to adopt the resolution as presented. All were in favour and the resolution was approved.

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b) The CAO reviewed handouts of updated versions of the Municipal Government Act and the Local Government Resource Handbook which she had obtained during recent training provided by the FPEIM; she also mentioned the tool kit the FPEIM had online.

6. Old Business

a) Final Approval of the Request for Proposal (RFP) for the Official Plan and Subdivision and Development Bylaw Review.

Mayor Cameron walked through the final version of the RFP, noting any changes since last review. The Provincial Procurement Office has agreed to post the RFP on their website once it is approved by Council. Two minor changes (spelling error and missing phone number) were noted and will be corrected before posting.

The Resolution was put forward: It was resolved that the Rural Municipality of Eastern Kings seek, via a Request for Proposal, submissions from qualified planning consultants for the provision of planning services to complete a review of the Municipality's 2013 Official Plan (Plan), its Subdivision and Development Control Bylaw and Zoning and Subdivision control Bylaws (Development Bylaw) and to review and/or develop the associated Administrative Resources, including but not limited to the fee structure, permit applications, approval/denial letter templates, process maps, etc.

It was moved by Councillor Bernadette McInnis and seconded by Deputy Mayor Danelle Elliott to adopt the resolution as presented. All were in favour and the resolution was approved.

b) The CAO updated Council on our Municipal Emergency Management Program. The EMO has approved the plan submitted on January 27, 2021 pending revisions as suggested by EMO. CAO provided a workable template for our Coordinator. Memoranda of Understanding for the two locations to be used as Reception Centre/Shelter Facilities at Eastern Kings Community Centre and Eastern Kings Fire Department have gone out for signatures.

The CAO then briefly updated Council on 7.b) Small Grants Bylaw and application form which is still being worked on but which will be ready for review at the next Council Meeting.

7. New Business

Budget review for fiscal year 2021-2022 – see “Appendix B”

Mayor Cameron commenced review of the Budget reviewing each column in turn. She highlighted potential revenues and reviewed expenses, noting that she would continue to update the estimated actuals, incurred up to year end March 31st and update the Property Tax Assessments revenue when we receive the Provincial Tax Roll early in March.

She noted specific expenses which can only be funded by reducing the amount budgeted for Small Grants funding; these include increase in rent for the Municipal Office and the hiring of a student to follow up on the Case Study recommendations from last summer.

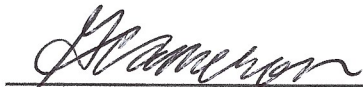
All Council were invited to discuss. It was determined at the end of the discussion that Council would like to hold another meeting in two weeks; the CAO will schedule this meeting and Mayor Grace will check on office space rent rates being charged in the local community and endeavour to get a more information on assessed property values to determine tax revenue.

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8. Adjournment

At 8:20pm, it was moved by Councillor Arthur Baker and seconded by Councillor Bernadette McInnis that the meeting be adjourned. All were in favour and the motion was carried.

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



Grace Cameron – Mayor



Date



Sonya Martin – Chief Administrative Officer



Date

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APPENDIX A

Chief Administrative Officer (CAO) Report – February 09, 2021

Bank Statement Reports:

CIBC – Souris

1.) CIBC – Cash Account:

Closing Bank Balance on January 31, 2021: **\$67,075.79**

Souris Credit Union

1.) Shares

Business Shares at January 31, 2021: **\$5.02**
Patronage (*interest on Jan 25/21 – 198.07*) at January 31, 2021 **\$253.83**

2.) Gas Tax (Restricted Funds)

Balance on January 31, 2021 **\$102,334.40**
Interest **\$78.22**
Closing Balance January 31, 2021 **\$102,412.62**

3.) *New Business Strategic Savings Acct 21-3

CIBC transferred Surplus Property Tax Revenues: **\$15,861.91**
Interest **\$10.78**
Closing Balance January 31, 2021 **\$15,872.69**

4. Term Certificates

GIC 2 YEAR TERM: Current Principal Balance 2nd year: **\$15,413.63**
Accrued Interest **304.26** | Closing Value: **\$15,717.89**
Maturity Date: '05/14/2021 | Interest rate 2.75%

GIC 3 YEAR TERM: Current Principal Balance 2nd year: **\$15,428.67**
Accrued Interest **315.63** | Closing Value: **\$15,744.30**
Maturity Date: '05/14/2022 | Interest rate 2.850%

Total Overall Value at January 31, 2021

Principal \$30,842.30 | Accrued Interest 619.89 | Closing Value: **\$31,462.19**

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NOTES:

Expenses for January 2021:

Legal Fees:

- 1.) Professional services rendered for final review/responses for J. Klein appeal - \$2,919.33
- 2.) Professional services rendered for PEI Energy Corporation Inc. appeal - \$17,195.90
- 3.) Other general expenses for the month include: GeoLinc (100.00) / Annual Website exp (322.00) / New expenses under the "Safe Restart Base Funding" - (325+500+1046 – EKCC/EKFD/Cleaner Wages)

MRSB Sage50 Software Review: January 21, 2021

MRSB - Linda Hicken – Training - 1-3:30 pm

Goal to decrease the number of strokes inputting data into Sage50

- ✓ Areas covered: Backups/Security
- ✓ Setup Shortcuts
- ✓ Setup new Tax Code and link accounts
- ✓ Transaction Details report
- ✓ Delete Linked accounts in the Chart
- ✓ Setup default bank account for payment of expenses
- ✓ Reports – save to "my reports", modify and save templates
- ✓ Recurring transactions – by account – re: payroll entries for remittances to be attached to cheque / setup templates
- ✓ Two ways to input Budget details into Sage50, develop comparative statements reports
- ✓ Clear Account Reconciliation Dates / Start a new year

FPEIM – CAO Education & Training Project

Module Topics Completed:

1. CAO and Council – Roles and Responsibilities – JAN 28, 2021
2. Effective Meetings, Public Engagement and Communication – FEB 04, 2021

Key activity on zoom are interactive group sessions, opportunities to ask for training tools and follow-up surveys on each module. We will be receiving a "self-assessment" tool for Councillors in the near future.

Gas Tax Projects- Municipal Notional Allocation of Funds

(As there was no activity for this fiscal year, our AER (Annual Expenditure Report) will not have to be audited this year again. I will have to fill out the Infrastructures normal paperwork for yearend.

1. Capital Investment Plan (CIP) Notional Allocation – deadline for project submissions – April 09 – 2021
2. Current Restricted Funds total - \$102,412.62
3. Fiscal year estimate of notional funds 2021-22 - \$21,262.00
4. Chatted with Curtis Lumsden on our gas tax projects on Friday. Our RFP Project with transferred funds total is \$125,420.04; so, if the quotes come in over the initial 55K allocated to the project we are ok.

Signage Project – 3 Companies for Quotes Re:5K+ Project

1. Shiny Paint Art Co.: 902.313.1313 E: ryan@shinypaint.ca – Montague PE
2. Sign Craft: 902.628.6282 E: nbeairsto@signcraftpei.com – Charlottetown PE
3. Sign City: 902.367.7100 E: sales@signcity.ca – Charlottetown PE

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APPENDIX B – DRAFT Budget for FY 2021-2022

Line Item	Approved April 1/2020- Mar 31/2021 Financial Plan	April 1/2020- Mar 31/2021 Actuals (Estimate)	DRAFT Financial Plan for FY 2021/2022 Scenario 1 @ .19	DRAFT Financial Plan for FY 2021/2022 Scenario 2 @ .20
Revenues:				
Residential Municipal Taxes	118,893	119,746	120,619	126,612
Farm Municipal Taxes	16,133	16,338	16,457	17,275
Other NonCommercial Municipal Taxes	49,471	50,477	50,845	53,371
Commercial Municipal Taxes	8,567	8,730	8,794	9,230
Turbine Municipal Taxes	22,993	24,505	24,683	25,910
Municipal Tax Credit	10,681	10,786	10,895	10,895
Bldg Permits/Dev. & Subdivision Fees	7,500	8,000	8,000	8,000
Refund of Previous Year's HST	0	3,074	0	0
Miscellaneous	1,000	0	0	0
Skills PEI COVID 19 Wage TopUp	0	2,200	0	0
Safe Restart Funding/Canada Summer Jobs	0	15,738	0	0
Total Revenues	235,238	259,594	244,388	255,388
Salary Expenses:				
Chief Administrative Officer	23,146	22,624	31,103	31,103
Development Officer/Consultant	12,152	11,559	13,888	13,888
Fly Program	34,185	36,272	34,185	34,185
Honourarium for Council Members	4,750	4,750	9,500	9,500
Canada Summer Jobs			6,930	6,930
Operations and Maintenance Expenses:				
Bank Service Charges	95	101	0	0
Office Space Lease	4,200	4,200	7,200	7,200
Other Space Rental (Include Student)	200	0	1,200	1,200
Insurance	3,800	3,951	4,000	4,000
Office Expenses	1,500	1,500	1,600	1,600
Legal Fees	9,950	30,115	10,000	10,000
Accounting Audit Fees	4,500	3,575	3,500	3,500
Telephone Utility	1,500	1,530	1,560	1,560
Bylaw Enforcement/Security	1,500	0	1,500	1,500
Advertising/Promotion	2,500	1,000	1,000	1,000
Training for Council/Staff	2,000	104	1,000	1,000
Memberships	2,000	1,350	2,000	2,000
Election	0	0	0	0
Workers Compensation Board	0	46	520	520
Computer Maintenance	0	375	250	250
CRA Arrears	0	200	0	0
Covid Expenditures Safe Restart		15,738	0	0
Fly Program Expenses (Not Incl. Salaries)				
Vehicle (Gas and Registration)	3,000	2,470	2,500	2,500
Vehicle (Repairs)	750	0	750	750
Mosquito Magnets Repair/Maintenance	1,000	1,444	500	500
Bacterial Products	14,000	13,924	15,000	15,000
Storage/Truck Wear and Tear	1,600	1,440	1,600	1,600
Grants and Subsidies:				
Eastern Kings Community Centre	7,800	7,800	7,800	7,800
Small Grants Program	16,000	13,925	8,000	16,000
Eastern Kings Fire Department	76,000	76,000	76,000	76,000
Donations	750	696	750	750
Contingent Expenditures (Potentially, EM Plan Costs)	5,360	1,100	0	0
Total Expenditures	235,238	257,789	243,836	251,836
Net Gain/Loss	0	1,805	552	3,552