

Rural Municipality of Eastern Kings

Council Meeting Minutes

Tuesday, September 14, 2021 – 6:15 p.m.

In attendance:

Acting Mayor Danelle Elliott, Councillor Anne McPhee, Councillor Arthur Baker, Councillor Bernadette McInnis, Councillor Bradley MacDonald, Councillor David Stewart and Chief Administrative Officer (CAO) Sonya Martin.

1. Call to Order

The meeting was called to order at 6:17 p.m.

2. Agenda Approval

It was moved by Councillor Bradley MacDonald and seconded by Councillor Bernadette McInnis that the agenda be approved as presented. All were in favour and the motion was carried.

3. Conflicts of Interest Declaration – Individual Councillors

There were no conflicts of interest in regards to the agenda.

4. Minutes Approval

The July 13, 2021 Council Meeting Minutes were reviewed. It was moved by Councillor Anne McPhee and seconded by Councillor David Stewart to adopt the minutes as presented. All were in favour and the motion was carried.

The August 10, 2021 minutes were perused. It was moved by Councillor David Stewart and seconded by Councillor Bernadette McInnis to adopt the minutes as presented. All were in favour and the motion was carried.

5. Chief Administrative Officer Report

a.) See Appendix "A" – CAO Report

Council agreed by consensus to approve an extra week [Sept 27 – Oct 1st] of wages for the two Fly Program employees to ensure that the project treatments are finalized for the 2021 Season. (The extra heavy rains have generated more black fly larvae and not having the use of the buggy for three weeks, has also generated the need for the extension.)

b.) See Appendix "B" – Fly Program Report August 2021

c.) See Appendix "C" – Development Officer Report submitted for September 2021

6. Old Business – Fiscal 20-21 - Audit Approval

a.) Records Retention Bylaw – 2nd Reading – Resolutions (read, approve, adopt)

During the review, Acting Mayor Danelle Elliott questioned as to how the bylaw would apply to emails and what the retention periods would be and how are the Councillors to comply with the retention periods? It was also noted that the bylaw itself under #10. "Electronic and Microfilm" did not include "emails" as an electronic record and that the Schedule A also does not recognize Emails as a Record. The CAO will contact Municipal Affairs and ask them those specific questions. We will adjust our Bylaw accordingly with an understanding of how to manage email records; for the second reading in October.

b.) Upland Review Updates – A small info packet, including a flyer for the upcoming Upland Public Meeting [Sept. 23/21 6:15 p.m.] was perused. It was determined that there should be a focus on the terms (with clear wording) in the new Official Plan and Bylaws.

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7. New Business

a) By-Election information and discussion – See Appendix A – Council by consensus, will wait the six-month period before connecting with Minister Fox on the by-election.

The CAO read a prepared resolution for the resignation of Mayor Grace Cameron. Be it resolved that the Council of the Rural Municipality of Eastern Kings, regretfully hereby accepts, the written resignation of Mayor Grace Cameron on the date filed with the chief administrative officer and municipal affairs, August 27, 2021.

The resolution was moved by Councillor Bernadette McInnis and Seconded by Councillor David Stewart; all were in favour and the resolution was carried.

A discussion then ensued on the need for a Deputy Mayor as a requirement of Section 91. (1) and (2) of the *Municipal Government Act* (MGA) and also to provide a needed signing authority for the municipality.

The CAO read a prepared resolution. Be it resolved that the Acting Mayor of the Rural Municipality of Eastern Kings hereby appoint David Stewart (Councillor) as Deputy Mayor, for the period as outlined in 91. (2) of the *Municipal Government Act* (MGA) "Term".

The resolution was moved by Councillor Arthur Baker and seconded by Councillor Bradley MacDonald; all were in favour and the resolution was carried.

8. Adjournment

At 7:23 p.m., it was moved by Councillor Arthur Baker and seconded by Deputy Mayor David Stewart that the meeting be adjourned. All were in favour and the motion was carried.

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

 October 28, 2021
Danelle Elliott – Acting Mayor Date

 October 28, 2021
Sonya Martin – Chief Administrative Officer Date

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APPENDIX A

Chief Administrative Officer (CAO) Report – September 14, 2021

Bank Statement Reports:

CIBC – Souris

1.) CIBC – Cash Account:

Closing Bank Balance on **August 31, 2021:** **\$59,936.89**

Souris Credit Union

1.) Shares

Business Shares at **Aug. 31, 2021:** **\$5.02**
Patronage account at **Aug. 31, 2021** **\$252.67**

2.) Gas Tax (Restricted Funds)

Opening Balance on **Aug. 01, 2021** **\$122,991.30**
Official Cheque – Upland - Chq 3 #9572– Aug. 9, 2021 **(\$2,461.00)**
Official Cheque – Upland - Chq 4 #9625– Aug. 23, 2021 **(\$837.43)**
Deposit – One Time Payment CCBF Aug 12th **\$20,337.00**
Interest **\$88.40**
Closing Balance **Aug. 31, 2021** **\$140,118.27**

3.) *New Business Strategic Savings Account

GIC (2 year) Transferred to Savings: Opening Bal August 1/21 **\$16,748.71**
Interest **\$9.68**
Closing Balance **Aug. 31, 2021** **\$16,758.39**

4. Term Certificates

GIC 3 YEAR TERM:

Current Opening Principal Balance - as adjusted at May 31/21 at 2.850% **\$15,868.39**

Balance at August 31, 21 **\$15,868.39**
Accrued Interest at month end – **135.06** | Closing Value: **\$ 135.06**
Maturity Date: '05/14/2022 | Interest rate 2.850%

Total Overall Value at August 31, 2021

Principal \$15,868.39 | Accrued Interest 135.06 | Closing Value: \$16,003.45

CAO NOTES

(August 10, 2021 Council Meeting Follow-up):

1. Covid Warrior Coin Presentation – will be held at the Lt. Governors home as she is currently making a plan, selected Nominees will receive an invitation to attend.
2. CAO Vacation – Wednesday, Oct 13 to Tuesday, Oct 26, 2021 (next office day for CAO is Thursday Oct 28th, 2021).
 - ✚ Council, does someone(s) want to be in Tues & Thurs's (4 days=14-19-21-26)? We can find a volunteer to sit the office? or can we just post info of the four days closure? Michael will be in on Fridays.
3. Follow up email to Minister Myers regarding reimbursement of legal costs for appeals – no response to date.
4. Leo Cheverie will be putting his cheque through for the Small Grant Program, his accountant is on holidays and he is in the process of having the story boards developed.
5. Tammy White – final day was Sept. 10/21.
 - 100% complete – filing setup for records retention & Bylaw
 - EK Senior Supports information brochure.
 - Working on dev & sub permit paper archives & pulling info for the excel database.
6. New cheques ordered (using up the final few old chq's) – cost will be 179.00 + hst 26.85 = \$205.85 will come directly from our CIBC account as they are ordered through CIBC, most likely in Sept.
7. Council Approval for a two-drawer security filing cabinet with keys for lockup for the following items: Personnel files, payroll books and stubs, cheque book, seals, petty cash, and tax rolls. This gives us the bottom drawer we need in the lateral filing cabinet for the development and subdivide document retention; as our other two cabinets are full.
8. Bell Wifi (Tower) & Bell Aliant (telephone/internet) Information:
 - Current cost of telephone/internet monthly – \$134.32
 - For Wifi Tower the telephone – would be billed separately – 94.90+14.24 = \$109.14 monthly
 - Bell Tower on Munns Rd.- (Wifi) – one Svce fee – 59.95 (89.95+13.49= 103.44 monthly) 25mb dwn – 5 mb up / unlimited to 350 gigibites data at 351 goes to 10mb dwn – 2 mb up /// to compare - we are currently at 640 kb with a max. of 7 dwn.
9. HST Rebates Received + Interest:
 - 2440.50+989.52+1045.84+743.32 = **\$5,219.18**
 - includes all outstanding rebates from the 2018-2019 fiscal yearend.

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CAO To Do September & October:

MCEG Receivable

Final Trial Balance GL Entries for fiscal 2020-21

HST Receivable at end of Sept 2021

Skills PEI Post Secondary Student Employee - Final Claim – 20% of funding.

R.O.E's for all seasonal employees (records of employment) [ROE WEB setup]

Bylaw's to be completed: Code of Conduct Bylaw & Access to Information & Protection of Privacy

Policy: Workplace Harassment Policy

By-Election & Other information:

As Danelle is already Deputy Mayor; she will automatically adopt the position of "Acting Mayor". MGA 91.4(b) Acting Mayor & MGA 91.5(B) Term; clause 4.(b) continues only until a new mayor is declared elected.

MGA 60. By-election to fill vacancy

Where a vacancy occurs on a council, the council shall, subject to subsection (3), (1)

(a) declare a by-election to fill the vacancy; and

(b) set a date for election day *that is not later than six months after the vacancy occurred.*

Working six-month time frame from August 27, 2021 is February 27, 2022. This is 9 months before the municipal election in Nov 2022.

Exception - A council may hold a vacancy open until the next general election only if (3)

(a) the vacancy occurs in the last twelve months of the council's term; and

(b) despite the vacancy, council is able to maintain a quorum in accordance with section 113.

The best practice for recording all positions that resign. The requirement is to supply Municipal Affairs with the official date of receipt of the letter by the CAO. See MGA 83. Resignation from office.

Best practice for "noting the resignation" for the record. This can be accomplished at the first Council meeting following the resignation on "X" date as part of 'other business' so that it's recorded in your minutes.

Remuneration for a Council resignation. RMEK 2013 Bylaw states – "Where a Councillor, Deputy Mayor or Mayor does not serve a full 12 - month term, remuneration shall be prorated on a monthly basis for time served or part month thereof and those monies shall stay in the general fund of the municipality."

(The Provincial Template for Remuneration: 2. (4) Remuneration – statement is the same as above.)

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Appendix B

Fly Program Report August 2021

Throughout the first half of August, we saw above average temperatures, even for August. Some days reached humidity levels of over 40 degrees. This worked out to our advantage as we saw many of the Cattail mosquitos die off during this time. Any temperature over 30 degrees is too hot for them to survive while flying, as they dry out and die. Any regular mosquitos would have also diminished in these temperatures, as well.

We had two or three heavy rainfalls throughout this month that flooded many areas. After thoroughly checking, most were still able to dry up before any mosquito could be produced. As always, the areas along the Straight were able to remain flooded, with the help of the tides, so our focus is always to ensure will treat the millions of larvae that mature every two weeks in those areas.

As with previous years, the blackfly larvae is still remaining heavy. Many of the streams we checked (even this week) are still laden with blackfly larva. We feel due to the extra rain this summer along with the elevated temperatures throughout the end of August into the first of September, we will need to extend the program until September 30th, to ensure all of the blackfly larva is properly treated before the fall.

Another reason for this necessary extension is due to us not having the use of our buggy since mid-August. We have not missed any treatments of areas because of this, it is just taking us a little longer to reach them. We took the buggy in for service during the week of August 19th. It was ready for pick up on September 7th. Unfortunately, upon return, it is still not driveable. We have contacted David Stewart for further instruction. It seems we will have to proceed the rest of this season on foot. (Potentially a carburetor issue)

The mosquito magnets at Elmira and Mrs. McInnis's are still operational and collecting a few mosquitos. We have picked up the magnet at the East Point Lighthouse, as it had not collected any mosquitos since the week of Aug 24th.

As a side note, our last case of liquid will be arriving tomorrow. This will be the last product ordered for this season.

Thank you,

Vaughan Robertson & Lyndsie Prosser

Fly Program Team

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APPENDIX C



Rural Municipality of Eastern Kings

Address: 85 Munns Road, Rte. 301 Kingsboro PE C0A 2B0

Telephone: (902) 357 – 2894 | Email: cao.rmek@gmail.com |

Website: www.easternkings.ca

Council and Planning Board Submission – September 14, 2021

1. Permits- Approvals Issued

Permit No.	Date	Civic Address	Parcel #	Details
EKDP-21-2021	10/09/2021	5819 Northside Side Road	780924	Development Permit: To construct 240 square-foot storage shed (12ft. by 20 ft.)

2. Parcel No. 108415- Development Application

The Applicant wishes to construct a 768 sq. ft single-family dwelling. The Development Officer has advised the applicant to submit pending information (site suitability test (perc test), province septic registration form, and the application fee). The applicant plans to get the information to the Development Officer as soon as possible.

Recommendation: None. For Information Purposes Only.

3. Parcel No. 108837- Subdivision Application

The application for subdivision is being processed. The property is located close to a watercourse and the CAO has requested for comments from the Department of Environment and Climate Action. We will issue a preliminary approval once we receive a supportive comment from the Department of Environment and Climate Action.

Recommendation: None. For Information Purposes Only.

4. Parcel No. 923144- Subdivision Application

The application for subdivision is being processed and the Development Officer is awaiting comments from the Department of Environment and Climate Action and Department of Transportation and Infrastructure to make decision on preliminary approval.

Recommendation: None. For Information Purposes Only.

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5. Parcel No. 609188- Subdivision Application

The application for subdivision is being processed and awaiting comments from the Department of Environment and Climate Action. We will issue a preliminary approval once we receive a supportive comment from the Department of Environment and Climate Action.

Recommendation: None. For Information Purposes Only.

6. Other Applications, Inquiries, etc.

- **Parcel No. 788463-** An inquiry was made about the development permit process to develop an undersized lot. The inquirer intends to buy the lot if it is buildable. The DO advised the inquirer.
- **Parcel No. 688333-** The Development Officer followed up with a subdivision application that was submitted on August 12, 2020. The property is located at 60 Nelson Drive. The Applicant would soon submit pending information to continue the application process.
- **Parcel No. 112847-** The Applicant applied to construct a 1,200 square-foot two bedroom single unit residential home. The property is located at Lakeville Northside Road. The Development Officer has requested for more information.
- **Inquiry –** A resident picked application form to construct a storage building. The application would be processed once the form and all the required information are submitted.
- **Inquiry –** A land owner inquired about subdivision of his 1.9 Acres property located at Campbells Cove into two lots. The Development Officer advised the inquirer on the minimum lot area required for new subdivision.
- **Inquiry –** A resident submitted an application to add to his existing beach boardwalk located at 301 Red Point. The Boardwalk is located on a wetland. The Development Officer advised the applicant to submit Wetland/ Watercourse Development Permit from the Department of Environment and Climate Action in order to process the application.
- **Inquiry –** An inquiry was made regarding an application for tourism establishment to be located at 8670 Northside Rd. Priest Pond. The Development Officer has requested for more information.