

Rural Municipality of Eastern Kings

Council Meeting Minutes

Tuesday, February 08, 2022 - 6:15 p.m.

Attendance:

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

Attendance by Zoom: Councillor Anne McPhee and Councillor Bernadette McInnis

Guests: Development Officer (DO) Michael Olubiyi and Michelle Burge – MRSB Group

1. Call to Order

The meeting was called to order at 6:28 p.m.

2. Agenda Approval

It was moved by Deputy Mayor David Stewart and seconded by Councillor Bradley MacDonald to approve the agenda 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 January 11, 2022 Meeting Minutes were reviewed by Council. It was moved by Councillor Bradley MacDonald and seconded by Councillor Arthur Baker to approve the minutes as presented. All were in favour and the motion was carried.

5. RMEK Annual Budget 2022-2023

The draft budget for 2022-23 was presented by Michelle Burge from MRSB Group. The Budget was highlighted as an “Operational Budget” (Revenue & Expense Review) which is the only budget that the municipality delivers to Municipal Affairs.

The Budget indicated no raise in taxes this fiscal year. A three percent increase in revenue for the municipality was deemed reasonable based on the reassessment values of properties by the province.

Specific expenditures for this fiscal year were reviewed; including the municipal election and possibly upgrading the EK Fire Departments equipment, if no grant money can be found.

The Small Grants Program funding will increase and there has been funding set aside for “Municipal Community Activities” and a new “Economic Development” category.

Gas Tax Funding will be audited this year as the municipality completed its new signage project and a portion of the Official Plan and Bylaws Review by UPLAND Planning + Design, completion date projected for April – May 2022.

The municipality will end this fiscal year 2021-2022 with a net surplus which can be reallocated to the new budget. The Final Draft Budget will be presented at a public meeting held March 08, 2022 at the Eastern Kings Community Centre main room at 7:00 p.m.

An updated schedule of fees for Administration, Development and Subdivisions was submitted for Council review.

6. Chief Administrative Officer Report

a.) The Income Statement as at Jan 31/22 was reviewed. CAO report - See Appendix A

b.) Development Report – Presented by DO Michael Olubiyi See Appendix B.

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APPENDIX A

Chief Administrative Officer (CAO) Report – February 08, 2022

Bank Statement Reports:

CIBC – Souris

1.) CIBC – Cash Account:

Closing Bank Balance on **January 31, 2022:** **\$68,050.84**

*Increase in Assessment Revenue by 1.00 – 19,571.00 starting January 2022

Souris Credit Union

1.) Shares

Business Shares at **Jan. 31, 2022:** **\$5.02**
Patronage account at **Jan. 31, 2022** **\$279.05***

2.) Gas Tax (Restricted Funds)

Opening Balance on **Jan. 01, 2022** **\$120,762.62**
Interest 27 Jan 2022 **\$51.60**
Interest 31 Jan 2022 **\$88.51**
Closing Balance **Jan. 31, 2022** **\$120,902.73**

3.) *New Business Strategic Savings Account

GIC (2 year) Transferred to Savings: Opening Bal Jan. 1/22 **\$16,794.83**
Interest rate 1.000% 27 Jan 2022 **\$5.17**
Interest rate 1.000% 31 Jan 2022 **\$10.88**
Closing Balance **Jan. 31, 2022** **\$16,810.88**

4. Term Certificates

GIC 3 YEAR TERM:

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

Accrued Interest at month end – 324.63: **\$ 324.63**

Maturity Date: '05/14/2022 | Interest rate 2.850%

Total Overall Value at Jan. 31, 2022

Principal \$15,868.39 | Accrued Interest 324.63 | Closing Value: \$16,193.02

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CAO NOTES: To Do List(s) February 2022 – March 31, 2022

“**Priority Items Being Worked On**” | “Items completed Daily/Weekly/Monthly”

Snap-shot up to JAN 31/22:

January 25/22 – MRSB meeting to review budget for 22-23 and discuss presentation to Council. Code of Conduct Bylaw – 2nd reading for approval & adoption. Document to Municipal Affairs for approval.

Continuous Budget Updating & planning for the Public Meeting for Financial Plan Presentation. February 28 deadline for T-4's & Summary

Year End Docs and files in order / Reorganize 2021 & Setup 2022 Annual Files on Desktop
Municipal Affairs Election Bylaw Review (Instructional/Overview). I have a Deputy MEO lined up. Follow up for EKFD in regards to gas tax funds for generator & paving of the lot with PEI Infrastructure.

Xplornet Public Meeting – FEB 17th 6:30 to 7:30 p.m. at EKCC Main Room for both Towers.

Personnel Evaluation for RMEK Development Officer

WCB Premium and Stats Can Survey

UPLAND Planning + Design – Official Plan & Bylaws Edits

Bylaws – Prioritized

- 1. Election Bylaw Review (Instructional/Overview by Municipal Affairs)**
2. Access to Information and Protection of Privacy
3. Procurement Bylaw (169)

Employee

- 1. Biting Black Fly Program – Job Description & Policy**

Finance

1. **Budget Prep for 2022-23** & adoption of Financial Plan
2. **Year End** – Quotes & Appoint Auditor – AMIR reports to Municipal Affairs

Gas Tax Projects (Tracking – Audit 21-22)

- 1. Track two Gas Tax Projects for Year End Audit (Municipal Signage & Upland Planning & Design)**

Payroll

- 1. T4's & T4 Summary by Feb 28/22**

Policy – Prioritized

- 1. Code of Conduct Policy for Employees (s 86-2f)**
- 2. Terms and Conditions of Employment (s 95) Orientation Pkg**
3. Workplace Harassment Policy
4. Prevention of Workplace Violence
5. Procurement Policy – purchasing

Daily| Weekly | Monthly CAO Tasks

[Communications – Development – Payroll – Banking - Accounting]

Monthly website posting of: Agenda's and Minutes, Bylaws, Permits, Upland Project etc.

Daily email (3 addresses), files & records, and office sanitizing

Coordinate with Development Officer, create files, scan docs, email & post Permits, update

IRAC website and spreadsheet on active files, collate/coordinate monthly reports for Council.

Monthly Income Statement – Sage50 Accounting – Banking – Cheque writing & mailouts

Biweekly Payroll into Sage50/Greenbook | stubs | Excel | Setup Annual Payroll Docs Jan-Dec 22'. Quarterly Remittance Installments to Canada Revenue Agency, HST rebates

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APPENDIX B



Rural Municipality of Eastern Kings

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

Council and Planning Board Submission – FEBRUARY – 2022

There were no Development Permits Issued in January 2022.

Permit No.	Date D/M/Y	Civic Address	Parcel – PID #	Details
S01-2022	07/01/2022	Basin Head Rd., PE C0A2B0	108399	Preliminary approval to subdivide one lot (Lot 2021-4)

1. Parcel No. 688333- Subdivision Application

The Development Officer followed up with a subdivision application submitted on August 12, 2020. The property is located at 60 Nelson Drive. The Applicant has forwarded a copy of the survey drawing. The application will be processed when we receive all the pending information.

Recommendation: None. For Information Purposes Only.

2. Parcel No. 788463- Development Application

An applicant submitted a new application for a 40 ft. by 30 ft. cottage. The Applicant intends to get a development permit before purchasing the property. The property owner has given their consent to the Applicant to apply for a development permit on the property. The property is located at 27 Gilbride, Red Point. Due to the size of the lot (0.3 acres), and as required by Section 5.29 of the Eastern Kings Subdivision and Development Control Bylaw, the owner would need to provide an engineer's report for the septic system.

5.29. Undersized Lots

Existing approved undersized lots may be used for the purpose of developing a single family dwelling, subject to the following:

"a) all existing lots that are below the current provincial minimum lot size shall have a site plan prepared by a licensed professional engineer;

b) the lot is serviced by an on-site sewage system designed and construction certified by a professional engineer or by a municipally owned or approved sewer system."

The application would be sent to the Council to decide when the pending information is submitted.

Recommendation: None. For Information Purposes Only.

3. Parcel No. 110817- Subdivision Application

The Applicant applied to subdivide two lots off their property (PID #110817) located at Northside Road, North Lake. The Development has requested for highway safety driveways permit. Preliminary approval would be granted when pending information is received.

Recommendation: For Information Purposes Only.

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4. Parcel No. 923144- Subdivision Application

The application for subdivision is being processed. The Development Officer has advised the Applicant to submit a survey drawing as requested by the Department of Environment and Climate Action and the Department of Transportation and Infrastructure.

Recommendation: None. For Information Purposes Only.

5. Parcel No. 854935- Subdivision Application

The Applicant applied to subdivide two lots off their property (PID #854935) fronting on the beach. We have received comments from the Department of Environment and Climate Action regarding the property. The Development Officer has reviewed the proposed subdivision application located at East Point.

There is a concern that the developer may not have enough developable land for the subdivision given the buffer zone and setbacks requirement from the top of the bank adjacent to the beach. The Development Bylaw only allows severance of lands that could be developed. According to Eastern Kings Development Bylaw on Watercourse and Coastal Areas, developers are required to maintain 50 metres (164 feet) setback measured from the top of the bank adjacent to the beach or watercourse.

Subsection 14.5.3 (a)(i) of the 2013 Eastern Kings Development Bylaw (Special Requirements Watercourse Areas and Coastal Areas);

"a) Where a subdivision is located along a coastal area or watercourse, the subdivision shall include the following: i) where adjacent to a beach or a sand dune, a buffer having a minimum width of 50 metres (164 feet), measured from the top of the bank adjacent to the beach or watercourse or from the inland boundary of the sand dune..."

The Development Officer sent has advised the applicant to provide a survey drawing designed by a registered PEI land surveyor showing the delineation lines for the buffer zone, required setbacks, 1-acre minimum lot requirement, and development standard.

Recommendation: None. For Information Purposes Only.

6.Parcel No. 609188- Subdivision Application

The Applicant proposes to subdivide two lots from the northern portion of PID # 609198. Based on the comments received from the Environmental Assessment Officer from the Department of Environment and Climate Action, the Applicant needs to provide us with a detailed survey drawing by a licensed surveyor showing the proposed lot(s). This would help us determine if there is sufficient developable land area outside the wetland land and buffer zone.

Recommendation: None. For Information Purposes Only.

7. (Xplornet), Parcel No. 857631- Development Application

The Applicant applied to install a 45m steel self-support telecommunications tower and 6ft x 8ft shelter on Parcel No. 857631, located at Tarantum Rd, Elmira. The property is owned by R A Rose & Sons Ltd (Myles Rose). The Development Officer informed the Applicant that a public meeting would be required as part of the application processing. The Applicant is in discussion with the CAO to arrange the public meeting process as requested by Council. The day and time are yet to be finalized.

Recommendation: None. For Information Purposes Only.

9. Premier Homes, Parcel No. 407320 - Application for Development Permit

The Applicant applied for a development permit for a building. The proposed application is located at 595 B Northside Drive, North Lake. The Development has advised the applicant to provide proof of driveway access from the Department of Transportation and infrastructure to make a final decision.

Recommendation: For Information Purposes Only.

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7. Business

“A Bylaw to provide for a Code of Conduct for Members of Council” – Second Reading, Approval and Adoption by Resolution.

Whereas Section 107 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap.M-12.1., provides that Council must establish a Code of Conduct Bylaw to govern the conduct of members of Council;

Be it resolved that the Rural Municipality of Eastern Kings Bylaw #2022-01, “A Bylaw to Provide for a Code of Conduct for Members of Council” be hereby **read** a second time. The resolution was moved by Councillor Bradley MacDonald and seconded by Deputy Mayor David Stewart; all were in favour and the resolution was carried.

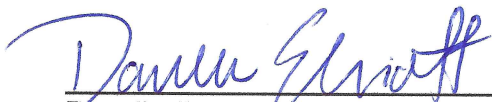
Whereas the Bylaw #2022-01 was read a second time at this Council meeting; Be it resolved that Bylaw #2022-01, “A Bylaw to Provide for a Code of Conduct for Members of Council” be hereby **approved** as amended. The resolution was moved by Councillor Arthur Baker and seconded by Deputy Mayor David Stewart; all were in favour and the resolution was carried.

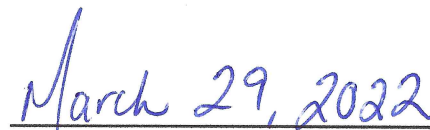
Therefore, be it resolved that the Rural Municipality of Eastern Kings Bylaw #2022-01 “A Bylaw to Provide for a Code of Conduct for Members of Council” be hereby **adopted**. The resolution was moved by Councillor Bradley MacDonald and seconded by Deputy Mayor David Stewart; all were in favour and the resolution was carried.

8. Adjournment


At 8:23 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)


Danelle Elliott – Acting Mayor


Date


Sonya Martin – Chief Administrative Officer


Date