

# Rural Municipality of Eastern Kings

## Council Meeting Minutes

Tuesday, January 11, 2022 - 6:15 p.m.

### Zoom Meeting Attendance:

(The Council Meeting was held online via Zoom due to Covid 19 concerns.)

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

Regrets: Councillor Bradley MacDonald

### 1. Call to Order

The meeting was called to order at 6:34 p.m.

### 2. Agenda Approval

It was moved by Councillor Bernadette McInnis and seconded by Deputy Mayor David Stewart 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 December 14, 2021 Meeting Minutes were reviewed by Council. It was moved by Deputy Mayor David Stewart and seconded by Councillor Anne McPhee to adopt the minutes. All were in favour and the motion was carried.

### 5. Chief Administrative Officer Report

- a.) The Income Statement as at Dec 31/21 was reviewed. CAO report - See Appendix A
- b.) Development Report - See Appendix B.

### 6. New Business

#### a.) "A Bylaw to provide for a Code of Conduct for Members of Council" – First Reading & Approval 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 first time. The resolution was moved by Councillor Anne McPhee and seconded by Deputy Mayor David Stewart; all were in favour and the resolution was carried.

Whereas the Bylaw #2022-01 was read a first 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 Deputy Mayor David Stewart and seconded by Councillor Arthur Baker; all were in favour and the resolution was carried.

# Rural Municipality of Eastern Kings

**b.) Municipal “Challenges & Sustainability” round table discussion.**


Topics included: Difficulties in finding staff with necessary skills and training | Local Expertise in Planning & Development and associated costs etc | Education of Municipal Council and constituents | Connecting to our available Resources – Municipal Affairs/FPEIM | Needing Contingency Budgets for unexpected costs related to Expertise | Economic growth – collaboration and cooperation with the Province of PEI, Municipal Affairs and Tourism.

**8. Adjournment**


At 8:50 p.m. 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)

  
Danelle Elliott – Acting Mayor

  
Date

  
Sonya Martin – Chief Administrative Officer

  
Date

# Rural Municipality of Eastern Kings

## APPENDIX A

### Chief Administrative Officer (CAO) Report – January 11, 2022 Bank Statement Reports:

#### CIBC – Souris

##### 1.) CIBC – Cash Account:

Closing Bank Balance on **December 31, 2021:** **\$57,364.44**

#### Souris Credit Union

##### 1.) Shares

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

##### 2.) Gas Tax (Restricted Funds)

Opening Balance on **Dec. 01, 2021** **\$128,981.89**  
**Official Cheque #10001 – Upland#10 - \$667.00 Dec 8/21** **(667.00)**  
**Official Cheque #10058 – Sign City#11 - \$7632.55 Dec 21/21** **(7632.55)**  
Interest **\$80.28**  
Closing Balance **Dec. 31, 2021** **\$120,762.62**

##### 3.) \*New Business Strategic Savings Account

GIC (2 year) Transferred to Savings: Opening Bal Dec. 01/21 **\$16,785.56**  
Interest **\$9.27**  
Closing Balance **Dec. 31, 2021** **\$16,794.83**

##### 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 – **286.22:** **\$ 286.22**  
Maturity Date: '05/14/2022 | Interest rate 2.850%

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##### **Total Overall Value at Dec. 31, 2021**

**Principal \$15,868.39 | Accrued Interest 286.22 | Closing Value:** **\$16,154.61**

# Rural Municipality of Eastern Kings

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

“Items Being Worked On” | “Items completed Daily/Weekly/Monthly” | “Completed items”

### **Snap-shot up to DEC 31/21:**

MCEG – Insurance requirements for rebate program (updated costs) & Agreement with Province & Auditor input  
WCB – New “Experience Rating Program” & rebate 353.03  
Q4 Remittance – Payroll (Oct/Nov/Dec 2021)  
Budget Review with MRSB – Tuesday January 25/22 – 3:00 p.m.  
Black Pond Bridge Letter/Action  
CSJ (Canadian Summer Jobs) application sent – deadline January 25<sup>th</sup>, 2022 – submitted Dec 31/21  
RMEK – Book Resources

### **Bylaws - Prioritized**

1. A Bylaw to Provide for a Code of Conduct for Members of Council in tandem with Policy #1
2. Access to Information and Protection of Privacy
3. Procurement Bylaw (169)
4. Conflict of Interest (rewrite if required)

### **Communications - Daily**

1. Monthly website posting of: Agenda’s and Minutes, Bylaws, Permits, Upland Project etc.
2. Face Book – municipal activities
3. Daily email (3 addresses), files & records, and office sanitizing

### **Council**

1. “Round Table” (Challenges | Sustainability | Economic Growth) Discussion for January 2022 Meeting
2. Review of Elections Bylaw – Elections Information Package from Municipal Affairs
3. January 2022 – Municipal Affairs - Resident Education on Municipal Benefits & Costs

### **Development**

1. Coordinate with Development Officer, create files, scan docs, email & post Permits, update IRAC website and spreadsheet on active files, collate monthly reports for Council.

### **Employee**

1. Biting Black Fly Program – Job Description & Policy
2. Employee Orientation Package & Terms and Conditions Policy

### **Finance**

1. Monthly Income Statement – Sage50 Accounting - Banking
2. MCEG Receivable
3. Public Service Bodies Rebate – HST receivables
4. Year end Trial Balance & GL entries – fiscal 20-21
5. Budget Prep for 2022-23 & adoption of Financial Plan
6. 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. Biweekly payroll into Sage50/Greenbook | stubs | Excel | Setup Annual Payroll Docs Jan-Dec 22’
2. T4’s & T4 Summary by Feb 28/22
3. Quarterly Remittance Installments to Canada Revenue Agency

### **Policy – Prioritized**

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

February 8<sup>th</sup> – MRSB Budget Review/Presentation to Council

March 8<sup>th</sup> – RMEK Budget & RMEK Small Grant Program Presentations

## APPENDIX B



### Rural Municipality of Eastern Kings

Address: 85 Munns Road, Rte. 301 Kingsboro PE C0A 2B0  
Telephone: (902) 357 – 2894 | Email: [cao.rmek@gmail.com](mailto:cao.rmek@gmail.com) |  
Website: [www.easternkings.ca](http://www.easternkings.ca)

## Council and Planning Board Submission – DECEMBER - 2021

### 1. Permits- Approvals Issued

Permit No.	Date	Civic Address	Parcel #	Details
EKDP-25-2021	05/11/2021	33 Cranberry Lane, Red Point, PE C0A 2B0	108092	To erect a new 308 square-foot deck
EKDP26-2021	10/12/2021	2022 E Point Rd-Rte 16, Red Point. PE, COA 2B0	788992	Rooftop Solar Panel Installation
EKDP27-2021	10/12/2021	2580 E Point Rd - Rte 16, Kingsboro. PE, COA 2B0	696195	Rooftop Solar Panel Installation
S08-2021	24/12/2021	(North Lake Harbour) #7 Miffy's Road, North Lake, PE COA2B0	406835	Preliminary approval to consolidate PID# 406835 (Lot#1 and Lot #2) into one lot.