

Rural Municipality of Eastern Kings

Council Meeting Minutes

Tuesday, March 22, 2022 - 6:15 p.m.

Attendance:

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

Regrets: Deputy Mayor David Stewart and Councillor Bernadette McInnis

1. Call to Order

The meeting was called to order at 6:19 p.m.

2. Agenda Approval

It was moved by Councillor Anne McPhee 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

Conflicts of interest on agenda items were noted. Acting Mayor Danelle Elliott on item 6.(e); Councillor Bradley MacDonald items 6.(c and d); Councillor Arthur Baker items 6. (c and d).

4. Minutes Approval

a) The February 08, 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.

b) The March 08, 2022 Public Meeting Minutes for the Financial Plan Presentation were reviewed by Council. It was moved by Councillor Anne McPhee and seconded by Councillor Bradley MacDonald to approve the minutes with an edit to the draft. All were in favour and the motion was carried.

5. Chief Administrative Officer (CAO) Report

a) The income statement as at February 28/22 was reviewed by the CAO.
See Appendix A

b) The CAO went over the Development Report noting the approved permits, new files and pending recommendations to be put forward to Council on specific client files. See Appendix B

c) The Development Officer, Michael Olubiyi tendered a verbal resignation March 18, 2022. His last day worked will be Friday April 01, 2022. CAO to advertise in both the Guardian and Eastern Graphic, posting the details for the Development Officer position on our website and also with Career Development Services in Souris.

6. Business

a) Adopt 2022-2023 Financial Plan by Resolution & Schedule of Permit & Admin Fees. (Council decided that the Fee Schedule should be reviewed at another meeting.)

Whereas Section 150 of the MGA requires that a Council, on or before March 31 in each year, adopt by resolution a Financial Plan for the upcoming fiscal year and that a public meeting be held in respect of the Plan; and whereas the required public meeting was held on March

Rural Municipality of Eastern Kings

8/22; Be it resolved that the attached Financial Plan for fiscal year 2022-2023 be hereby formally adopted effective April 01, 2022. See Appendix C

The resolution was moved by Councillor Bradley MacDonald and seconded by Councillor Anne McPhee; all were in favour and the resolution was approved.

b) Appointment of auditor for fiscal 2021-2022. The CAO reviewed quotes for the audit with Council.

Whereas Section 172 of the MGA requires that the Council appoint an auditor to conduct annual audits of the finances of the municipality;

Be it resolved that MRSB Chartered Professional Accountants Inc. be engaged to perform the mandated audits of the finances of the Rural Municipality of Eastern Kings for the 2021-22 fiscal year.

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

c) Eastern Kings Fire Department Annual Remuneration (fire & first responder services).

Whereas the MGA Section 14 requires that municipalities continued under the Act shall provide fire protection for all areas of the Municipality; And whereas the approved and adopted Financial Plan for fiscal year 2022-2023 allows for a total of \$76,000.00 remuneration for fire and first responder services;

Be it resolved that, for the fiscal year 2022-23, the Eastern Kings Fire Department be paid in monthly installments as per attached Schedule A, for a total of \$76,000.00

The resolution was moved by Councillor Anne McPhee and seconded by Acting Mayor Danelle Elliott; all were in favour and the resolution was approved.

d) Eastern Kings Fire Department Grant for fiscal 2022-23

Whereas subsection 158(1) of the MGA enables Council to provide, by Bylaw for the issuing of annual grants for any purpose that the Council considers to be in the best interests of the municipality; And whereas the Eastern Kings Fire Department has written a letter requesting an increase from their current remuneration of \$76K per annum to \$90K per annum to support increases in insurance, fuel prices, equipment updates and maintenance of trucks, from RMEK Council; And whereas the EK Grants Bylaw #2021-01, 10.(1) states "actual amounts allocated for Grants will be based upon funds available in that particular fiscal year"; And whereas the EK Grants Bylaw #2021-01, 11.(1) states "'Municipal Grant funding to any individual, organization or event in any one year will be based on available funds recognized and approved during the annual budget process. Council has the discretion to increase the Grant budget for extraordinary, one-of-a-kind projects";

Be it resolved that the approved and adopted Municipal Financial Plan for fiscal year 2022-2023 allows for the transfer of the previous year's surplus and budgeted funds in the total amount of \$14,000.00 in Grant funding. This will be paid to the Eastern Kings Fire Department in monthly installments as per attached Schedule A, for a total of \$14,000.00

The resolution was moved by Councillor Anne McPhee and seconded by Acting Mayor Danelle Elliott; all were in favour and the resolution was approved.

Rural Municipality of Eastern Kings

e) Eastern Kings Community Centre Grant (EKCC) for fiscal 2022-23

Whereas the Community of Eastern Kings has assisted in funding the EKCC via grants since at least 2017; and Whereas the Rural Municipality of Eastern Kings has, since 2017, entered into a contract with EKCC to provide space for the council office; and whereas the approved Municipal budget for fiscal year 2022-23 allows for a total of \$7,800.00 for a Grant to the EKCC;

Be it resolved that, for the fiscal year 2022-23, the EKCC be paid in twelve monthly installments, each in the amount of \$650.00 for a total of \$7,800.00

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

f) UPLAND – Draft Documents

The CAO ensured that Council had copies of the “draft official plan and bylaws” to be reviewed against the current 2013 documents. Council concurred that it would take some time to complete individual reviews. Once the first step is done, Council will decide on a meeting to go over the details. It was decided not to set a date for an Upland presentation until this particular step is accomplished.

g) Xplornet Business Internet Service & Rental Agreement.

The details of this agreement were put before Council, noting that the cost of the new service is very close to 200.00 a month. CAO noted that the office equipment is performing reasonably well and we can still save money with our current provider. Once the service is in the community, and we can determine how well it is functioning for everyone, we can revisit.

h) Souris Sea Hawks request for donation.

The CAO read a letter from the Souris Sea Hawks who are hosting the Minor Hockey Tier 2 Provincials in Souris, April 22-24/22.

CAO noted that there are funds available in the budget to support this request. A motion was made by Councillor Arthur Baker and seconded by Councillor Bradley MacDonald, to provide a donation of 200.00. All were in favour and the motion was carried.

i) New Word Press Platform for RMEK Website

The CAO had received a link from our website provider which was sent to Council to view the “new” overlay of the Word Press Site. It was sporting drone ariel footage of Eastern King’s top tourist sites and the format was discussed. CAO will connect with their office again to discuss the concerns of Council.

j) Amendment to RMEK Grants Bylaw #2022-02 First Reading & Approval by Resolution.

Whereas Section 158.(1) of the *Municipal Government Act* (MGA) enables Council to provide by Bylaw, for the issuing of Annual Grants for any purpose that the Council considers to be in the best interests of the municipality; Be it resolved that the Amended Bylaw #2022-02, “A Bylaw to Establish Grant Programs” be hereby read a first time. (Schedule A attached) The resolution was moved by Councillor Anne McPhee and seconded by Councillor Bradley MacDonald; all were in favour and the resolution was approved.

Rural Municipality of Eastern Kings

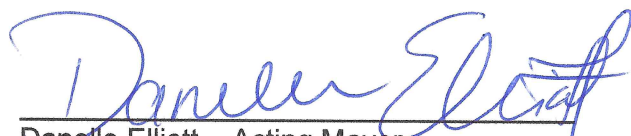
Whereas Section 158.(1) of the *Municipal Government Act* (MGA) enables Council to provide by Bylaw, for the issuing of Annual Grants for any purpose that the Council considers to be in the best interests of the municipality; and whereas the Amended Bylaw #2022-02 "A Bylaw to Establish Grant Programs" was read a first time at this Council Meeting.

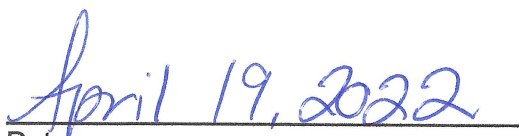
Be it resolved that the Amended Bylaw #2022-02, "A Bylaw to Establish Grant Programs" be hereby **approved**. The resolution was moved by Councillor Arthur Baker and seconded by Councillor Anne McPhee; all were in favour and the resolution was approved.

7. Adjournment


At 7:38 p.m. it was moved by Councillor Arthur Baker and seconded by Councillor Anne McPhee 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 – March 22, 2022

Bank Statement Reports:

CIBC – Souris

1.) CIBC – Cash Account:

Closing Bank Balance on February 28, 2022: **\$84,477.24**

Souris Credit Union

1.) Shares

Business Shares at Feb. 28, 2022: **\$5.05**
Patronage account at Feb. 28, 2022 **\$279.05**

2.) Gas Tax (Restricted Funds)

Opening Balance on Feb. 01, 2022 **\$120,902.73**
Official Cheque #10186- UPLAND Feb 7, 2022 **\$(8,038.50)**
Interest 28 Feb. 2022 **\$101.76**
Closing Balance Feb. 28, 2022 **\$112,965.99**

3.) *New Business Strategic Savings Account

GIC (2 year) Transferred to Savings: Opening Bal Feb. 1/22 **\$16,810.88**
Interest rate 1.000% 28 Feb 2022 **\$13.46**
Closing Balance Feb. 28, 2022 **\$16,824.34**

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 – 359.32: **\$ 359.32**
Maturity Date: '05/14/2022 | Interest rate 2.850%

Total Overall Value at Feb. 28, 2022

Principal **\$15,868.39** | Accrued Interest **359.32** | Closing Value: **\$16,227.71**

Rural Municipality of Eastern Kings

CAO NOTES: To Do List(s) Up to March 31, 2022

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

Snap-shot up to March 31/22:

Continuous Budget Updating & planning for the Public Meeting for Financial Plan Presentation.
Completed: February 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).
Gas Tax Annual Expenditure Report (AER) – Curtis Lumsden review Statement & backup data for Auditor
Follow up for EKFD dedicated funding for fiscal 2022-23 – AMEND BYLAW 2021-01
Completed: Xplornet Public Meeting – FEB 17th 6:30 to 7:30 p.m. at EKCC Main Room for both Towers.
Completed: Personnel Evaluation for RMEK Development Officer
Black History Symposium (FPEIM) Zoom – Feb15/22 Take aways: 1. Develop a corporate culture in each work place. 2. Economic necessity to have diversity and inclusion in communities. 3. Municipal bylaw for “Inclusion & Diversity” – completed their Survey.
Municipal Affairs Lunch & Learn – Feb 18/22 Take aways: 1. New Graphics on Roles 2. Steps towards Economic Growth: 1. Innovation PEI might be a good place to get background information and a “step by step” process for Economic Development. I would suggest a summer student to do the legwork. It is good to get background for council to make decisions on.

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 – Review existing 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. Payroll packages for 2022 season: TD, TD1, job descriptions**

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

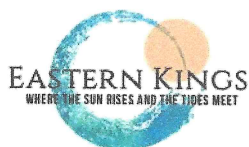
Daily| Weekly | Monthly CAO Tasks

[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 - Public Service Body Rebates

Rural Municipality of Eastern Kings

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 |
Website: www.easternkings.ca

Council and Planning Board Submission –March 22, 2022

Permits- Approvals Issued (FEB & MAR 2022)

- **EKDP01-2022 PID 107771** To change the roof and renovate the exterior of an existing building. 2237 East Point Road, Red Point PE. 25/02/2022
- **EKDP02-2022 PID 499319** to install 15m wooden pole for providing high-speed internet (xplornet) East Point Road, Red Point PE. 04/03/2022
- **EKDP03-2022 PID 857631** to install 45m self support telecommunications tower (xplornet) and 6 x 8 sq ft shelter, Tarantum Road, Elmira PE. 04/03/2022
- **EKDP04-2022 PID 407320** to construct a new 2479 sq ft modular home with attached garage + 340 sq ft deck and rv pad, 5958 Northside Road, North Lake PE 18/03/2022

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.112987** – Some movement on this file. DO will make a recommendation to Council.

3. 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. **The client has provided an engineer's report for the septic system Feb 17/22.**

Recommendation: DO to make a recommendation to Council.

4. Parcel No. 923144- Subdivision Application

Rural Municipality of Eastern Kings

The application for subdivision is in the process stage. 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..."

On March 18, 2022

The Development Officer reviewed the Lot to be subdivided with the client. He advised the client to provide a NEW 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 and a Perc Test.

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. The Following Client Applications have been recently received:

PID 902619 – Accessory Bldg – Work Shop

PID 1009265 – Accessory Bldg – Work Shop/Storage Shed

PID 693564 - Detached Car Garage

PID 901637 - Cahill Construction – new home at Dry Gulch, Red Point

PID 112938 – Subdivision

Rural Municipality of Eastern Kings

APPENDIX C



RMEK Financial Plan
for FY 2022/2023
Tax Rate @ .19/100

REVENUE

Municipal Tax Assessment Revenue

Residential Municipal Taxes	130,448
Farm Municipal Taxes	15,648
Other NonCommercial Municipal Taxes	51,433
Commercial Municipal Taxes	4,951
Turbine Municipal Taxes	28,055
<i>Municipal Tax Credit or Balances Owed at Dec.31st</i>	12,475
<i>Subtotal Tax Assessment Revenue</i>	243,010

Other Revenue

Building Permits/Subdivision/Consolidation Fees	7,500
Refund of Previous Year's HST	2,898
Miscellaneous	300
SkillsPEI or CSJ Program(s) - Wage Funding	1,644
<i>Surplus Transfers: 2020-21 \$1,610 2021-22 \$12,390</i>	14,000
<i>Subtotal Other Revenue</i>	26,342

TOTAL REVENUE

\$269,352

EXPENDITURES

Wage and Contract Expense

Chief Administrative Officer Wages	31,768
Development Officer Wages	14,189
Contractor/Consultant Fees	0
Fly Program Technician Wages	36,233
Honourarium for Council Members	8,950
Employee Benefits ie. Mileage/Meals	0
SkillsPEI & CSJ Program Funding - Wages	2,629
WCB (Workers Compensation Board Premium)	559
<i>Subtotal Wage Expense</i>	94,328

Rural Municipality of Eastern Kings

Administration Expense

Bank Service Charges	0
Office Space Lease	4,680
Other Space Rental [Election + other]	500
Insurance (E&O + Tenant)	4,668
Office Expenses [Election]	2,000
Legal Fees	9,500
Accounting Audit Fees	5,300
Telephone Utility	1,621
Bylaw Enforcement/Security	1,500
Advertising/Promotion [Election]	1,400
Training for Council/Staff	650
Memberships - FPEIM & GeoLinc	1,600
Election	5,000
Computer Maintenance	350
Subtotal Administration Expense	38,769

Black Fly Program Expense (less wages)

Vehicle (Gas and Registration)	3,520
Vehicle (Repairs)	300
Mosquito Magnets Repair/Maintenance	300
Bacterial Products	15,575
Storage/Truck Wear and Tear	1,760
bug supplies - gloves & spray	50
Subtotal Fly Program Expense	21,505

Grants and Subsidies

Eastern Kings Community Centre	7,800
RMEK Small Grants Program	10,800
Eastern Kings Fire Department	76,000
2022-23 EK Fire Department Grant	14,000
Donations	750
<i>Municipal Community Activities - ie. Earth Day</i>	300
<i>Economic Development - ie. Consulting</i>	1,500
Emergency Management - Training & Plan expense	300

Rural Municipality of Eastern Kings

<i>Subtotal Grants & Subsidies Expense</i>	111,450
Contingent Expense	
Contingent - Other	2,500
TOTAL EXPENDITURE	\$268,552
Net Surplus/Deficit	\$800