

Rural Municipality of Breadalbane
Minutes of Council Meeting
Tuesday, March 15, 2022
7:00 pm

Council Members Present: Mayor Margo Dooks
Deputy Mayor Rahn
Councilors: David Ross, Irene Novaczek, Sharon Duncan,
John MacLeod

Regrets: Councilor Lyle Longuepee

Staff Members Present: Chief Administrative Officer, Julia Smith

Visitors: Darlene Howell

1. Calling of Meeting to Order

1.1 Mayor Dooks called the meeting to order at 7:09 PM and welcomed Council members and staff to the March 15th meeting of Rural Municipality of Breadalbane Council/Public meeting. No public attendees.

2. Disclosure of Conflict of Interest

2.1 Nil

3. Introductions

Mayor Dooks introduced Darlene Howell and Julia Smith to Council.

4. Approval of Tentative Agenda

It was moved by Councilor MacLeod and seconded by Councilor Novaczek to approve the agenda for the March 15, 2022 Council meeting of Rural Municipality of Breadalbane Council as circulated. **MOTION CARRIED.**

5. Approval of Minutes from Nov 30, 2021 (tabled for next Council Meeting)

Moved by Councilor MacLeod, seconded by Councilor Duncan to table the minutes from the November 30, 2021 regular meeting of Council until the next regular Council meeting. **MOTION CARRIED.**

6. Financial Report

6.1 Hiring of a Bookkeeper

Mayor Dooks welcomed Darlene Howell as the Bookkeeper. Discussion about using the remaining funds from the Rural Jobs Initiative to pay for Darlene's services (until funding is exhausted). This was approved by Kellie Mulligan (Rural Jobs Initiative Co-Ordinator) Darlene thanked everyone for the opportunity to work with Council. Darlene's start date was February 10, 2022. Darlene will train Julia Smith on how to use Quick Books and will continue on retainer to complete bank reconciliations and oversee that the finances are correct.

6.2 Financial Report – Darlene Howell

Darlene stated that Quick Books has been purchased via the online product. The 2021-22 finances have been entered with the starting point being the numbers from MRSB at year end 2021.

6.3 Draft Budget Financial Plan

The Projected Budget for fiscal year end March 31, 2023, was presented and reviewed. Discussion was held.

Discussion was held regarding any surplus money in the operating bank account upon the end of fiscal year. It was discussed that a new account should be opened up under the title of Capital Projects Reserve Fund.

Motion by Councilor Novaczek that once it is known what the amount of funds remaining in the Operating bank account is at the end of this fiscal year, that any excess funds be moved into a reserve fund for Capital Projects. This motion was seconded by Councilor MacLeod. **MOTION CARRIED**

It was brought to Council's attention that the year-end financial reports for the fiscal period ending March 31, 2021 were not audited by MRSB; but a review engagement.

Quotes have been received from various accounting firms. MRSB will be completing the audit for the current fiscal year ending March 31, 2022.

6.4 Open Floor Q&A regarding Draft Financial Statements

Discussion was held.

➤ *Darlene Howell left the meeting at 8:32 pm*

7. New Business

7.1 Hiring of CAO – Julia Smith

Mayor Dooks welcomed Julia Smith as the new interim Chief Administrative Officer. Her first day was February 1, 2022. Julia thanked everyone.

7.2 Recruit Cleaner for Centre

It was brought forward that there is a need to hire a cleaner for the Centre.

7.3 Meeting Dates for 2022

March 29, 2022

June 14, 2022

September 12, 2022

November 14, 2022

January 9, 2023

February 14, 2023

March 13, 2023

8. Committee Reports

8.1 Capital Projects Report

8.1.1 Capital Projects Report – Irene Novaczek provided committee minutes for the record

8.1.1(a) The committee met on February 9, 2022 to discuss the Capital Projects plan and heat pump quotes.

8.1.1 (b) The committee met on March 6, 2022 to review the revised Capital Projects plan.

8.1.2 (a) Irene provided updates on the various projects underway and stated that there are projects upcoming in the new fiscal year.

9. Future Meeting Dates

9.1 General Council Meeting – Tuesday, March 29, 2022

10. Open Floor

nil

11. Adjournment

Mayor Dooks adjourned the meeting at 9:06 PM.

Margo Dooks
Mayor, Rural Municipality of Breadalbane

Julia Smith,
CAO, Rural Municipality of Breadalbane