

*Community of Murray Harbour, PEI*

*Regular Council Meeting Minutes*

*#12 - DECEMBER 3<sup>rd</sup>, 2014 @ 7:00 pm*

**PRESENT:** Chairperson Faye Fraser

Councillor Shawn Landon

Councillor James Irving

Councillor Ed Young\*

Councillor Shelley Musil

Councillor Wendy Siebrands

Councillor Robin Davidson\*

\*Councillors Young and Davidson arrived at 7:30 and 7:40 respectively.

**ADMINISTRATOR:** Sylvain De Lafontaine

**ABSENT with regrets:** None

**GUESTS:** Stephen MacKay, Lillian Rourque, Joan Young

**MEETING DECORUM**

**1. CALL TO ORDER:**

Chairperson Faye Fraser called the meeting to order at 7:00 pm.

**2. OATH OF OFFICE AND CODE OF CONDUCT:**

The Chairperson, the Councillors and the Administrator were all sworn in by reading the Oath of Office before the Administrator, and then signing said document. Each then read the Code of Conduct, which they also then signed, all before the Administrator. All documents were then signed and sealed by the Administrator, and each Councillor received a signed and sealed copy of these documents.

**3. APPROVAL OF AGENDA:**

It was duly moved and seconded that the agenda be adopted as presented.

*Moved by Councillor Wendy Siebrands*

*Seconded by Councillor Shelley Musil*

**(2014-12-03) – CARRIED – (5-0)**

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**4. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**

- 4.1. Councillor Landon added that a financial meeting date should be set for the beginning of the new year.
- 4.2. Councillor Siebrands added that we should have a motion to repeal the Unsightly Property By-Law - #104.

**5. DISCLOSURE OF CONFLICT OF INTEREST : (Copy of Disclosure on table for meeting)**

- 5.1. *Declaration(s) – None*

**6. APPROVAL OF MINUTES FROM PREVIOUS MEETING (November 5<sup>th</sup>, 2014)**

*Moved by Councillor Shawn Landon*  
*Seconded by Councillor Wendy Siebrands*  
**(2014-12-03) – CARRIED - (6-0)**

**7. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS:**

- 7.1. Fire Service By-law #107: By-law was approved by Council October 1, 2014, and signed by Chairperson Faye Fraser on December 3<sup>rd</sup>, 2014. A signed and sealed copy of said by-law will be sent to the Minister of Finance, Energy and Municipal Affairs, c/o John Chisholm, within the next 7 days.
- 7.2. Electrician to complete kitchen project: Councillor Siebrands would like to see the project (heat pumps installation) finished, i.e. test and repair existing electrical outlets in the kitchen and in the main hall, and install some additional outlets in the kitchen. Joan Young mentioned that a recent email communication from John Arsenault was to the effect that replacing outlets in the kitchen cannot fall under the same grant application as the one covering the heat pumps, and can therefore not be paid off from the Gas Tax. Councillor Siebrands insisted that according to Darlene Rhodenizer, it should be covered since the new panel installation required re-wiring certain areas of the Community Center. Sylvain is to find out if the electrician (Lou Daoust) can finish the project, more specifically, rewire the faulty outlets in kitchen and main hall. Sylvain was asked to set up a meeting here with said electrician so we can clear this up.

**8. CORRESPONDENCE:**

None.

**9. PRESENTATIONS OR DELEGATIONS TO COUNCIL:**

None.

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## 10. REPORTS:

10.1. **Chairperson:** None

10.2. **Finance:** Presented by Joan Young. Joan mentioned that there are some deep issues involving the accounting, that many Journal Entries were, and are, needed to rectify the situation. Some payments were overdue, and there seems to be quite a bit of confusion as to where our Accounts Payables stand insofar as some of our accounts go. Sylvain has set a goal of migrating the whole "cleaned out" QuickBooks accounting to the newer version of the program on the other computer.

10.3. **Sewage Utility:** Presented by Councillor Siebrands. It was mentioned that the loan for the pumping stations will be paid in full at the end of this year. Hence, the \$300 fee charged for the Sewage Utility should be re-examined. IRAC should be contacted in 2015 to find out what we are to do with the extra money.

10.4. **Parks & Recreation:** Presented by Councillor Landon. He will be cutting the bicycle stand in 2, to make 2 smaller bicycle stands.

10.5. **Fire Department:** None.

10.6. **Friendly Circle Club:** Presented by Councillor Siebrands. It was mentioned that the Water Color Painting Class will soon end, and that it will then be followed by an Oral History Class.

10.7. **Administrator's Report:** Presented by Sylvain and Joan. Cheques over \$500 was presented by Sylvain, report annexed hereto.

## 11. NEW BUSINESS:

11.1. **Resolution to Remove Debbie Shea Carew As Signing Authority From All Village of Murray Harbour Bank Accounts at the Murray River CIBC.**

*Moved by Councillor Wendy Siebrands*

*Seconded by Councillor Shelley Musil*

**(2014-12-03) – CARRIED - (6-0)**

11.2. **Resolution to Add Sylvain De Lafontaine As Signing Authority To All Village of Murray Harbour Bank Accounts at the Murray River CIBC.**

*Moved by Councillor Shelley Musil*

*Seconded by Councillor James Irving*

**(2014-12-03) – CARRIED - (6-0)**

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- 11.3. Cover for the heat pumps and address noise issue emanating from heat pump fans:** Sylvain is to contact Lou Daoust about the noise issue. Sylvain is to find out if Howard still does odd jobs. Get him to do up an estimate, then check with Chairperson Fraser.
- 11.4. Infrastructure Asset Inventory:** This has to be done by mid-January. Received communication by Alex Delziel, with forms to be filled out to update our inventory. There is a copy of the old Infrastructure Asset Inventory in the 'insurance file', in the wooden box. Sylvain is to handle this.
- 11.5. By-Law #108: By-Law To Repeal By-Law #104: First Reading**  
(2014-12-03) – CARRIED - (6-0)
- 11.6. Contact With Our Long Range Planner:** Sylvain has set up a meeting with Phil Wood of PW&A for December 15<sup>th</sup>. Councillor Siebrands will also be present.
- 11.7. Committee Assignments:** Finance Committee Chair is Councillor Musil. Sewage Committee Chair is Councillor Young. Parks & Recreation Committee Chair is Councillor Landon. Library Committee Chair is Councillor Irving (and Councillor Landon (?)). Street Lights Committee Chair is Councillor Landon.
- 11.8. Budget review:** Councillor Siebrands mentioned that budget needs to be completed by April 2015. Councillor Landon suggested that we invite the community to a meeting where they would express ideas on what they would like to be done. Also suggested this should be done no later than mid-January. Other Councillors approved. Councillor Landon is to draft up 'invitation' and present it at the next meeting.
- 11.9. Gas tax expenditures:** Councillor Siebrands mentioned that a plan has to be presented. Sylvain is to obtain a list of eligible projects that are covered by the GT.
- 11.10. Audit timetable:** Councillor Siebrands stated that auditors would come in February. Town meeting is to be scheduled as late as possible in March, as per Chairperson Fraser. Councillor Siebrands also stated that it is vital that an approved budget be passed by March 31<sup>st</sup> in order to avoid a 'shutdown' of the Community, which would mean loss of all services.
- 11.11. Schedule with John Chisholm for orientations:** Sylvain is to contact John Chisholm to talk about scheduling an "Orientation Meeting" with him.
- 11.12. Scheduled maintenance for Community Center:** Councillor Siebrands expressed interest in knowing if there are any scheduled maintenance for our different systems, i.e. heat pumps, furnaces, etc...
- 11.13. Contract for snow removal:** Councillor Siebrands asked about status of a contract for snow removal in the parking area. Answer was that we do not have one, but do not need one either.
- 11.14. Report From the Federation and Recommendations By This Body:** Councillor Siebrands recommended reading the report from the Federation.
- 11.15. Contract Negotiations For New CAO:** Sylvain and guests were asked to leave the room while Council Members discussed Sylvain's salary. On Sylvain's return,

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Council offered him a salary of \$14 per hour, at 24 hours per week, plus any overtime hours worked when needed would also be paid at \$14 per hour. Sylvain countered with \$20 per hour at 24 hours per week, plus overtime hours when needed, but not paid, explaining that the maximum pay per week, until the new budget, would be \$480 per week, every week. Sylvain left the room again for the Council to examine counter-offer. Upon return, Chairperson Fraser informed Sylvain that the counter-offer had been accepted, moved and passed unanimously by Council.

*Moved by Councillor \_\_\_\_\_.*

*Seconded by Councillor \_\_\_\_\_.*

**(2014-12-03) – CARRIED - (6-0)**

**12. NEXT MEETING: Wednesday, January 7<sup>th</sup>, 2015 @ 7:00 pm.**

**13. ADJOURNMENT**

There being no further business the meeting adjourned at 9:00 pm.

*Moved by Councillor Wendy Siebrands*

*Seconded by Councillor Shawn Landon*

**(2014-12-03) – CARRIED - (6-0)**

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Signed by Faye Fraser, Chairperson

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Date

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Signed by Sylvain De Lafontaine, CAO

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Date

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**Administrator's Report for DECEMBER 3<sup>rd</sup>, 2014**

**Cheques over \$500 to be approved by council:**

**Community of Murray Harbour**

\$ 606.48	Island Office Solutions	#5841 – Toner
\$ 1,394.60	Minister of Finance	#5842 – Property Taxes – Third Installment
\$ 1,193.58	Island Office Solutions	#5843 – Printer Color Imaging Units
\$ 4,510.00	MHFD	#5854 – November 2014 Fire Dues
\$ 735.46	Joan Young	#5856 – November 2014 Wages – 65 hours @ \$15/hour
\$ 6,500.00	MHFD	#5858 – Jaws of Life Payment – Transferred from GIC

**Gas Tax**

None		

A motion was put forward to approve these payments.

*Moved by Councillor Shawn Landon*  
*Seconded by Councillor Shelly Musil*  
**(2014-11-05)-(4-0)**

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Signed by Faye Fraser, Chairperson

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Date

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Signed by Sylvain De Lafontaine, CAO

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Date