

Community of Murray Harbour, PE

Regular Council Meeting Minutes

#1 – January 7th, 2015 @ 7:00 pm

PRESENT: Chairperson Faye Fraser

Councillor Shawn Landon
Councillor James Irving
Councillor Ed Young*

Councillor Shelley Musil
Councillor Robin Davidson

*Councillor Young arrived at 7:40.

ADMINISTRATOR: Sylvain De Lafontaine

ABSENT with regrets: Councillor Wendy Siebrands

GUESTS: Allan Glover, Lillian Rourque

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 Robin Davidson

Seconded by Councillor Shawn Landon

(2015-01-07) – CARRIED – (4-0)

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

4.1. None.

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** (December 3rd, 2014)

*Moved by Councillor Shelley Musil
Seconded by Councillor Robin Davidson
(2015-01-07) – CARRIED - (4-0)*

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

7.1. Fire Service Bylaw #107: Bylaw #107 was approved, signed and sealed at the December meeting. Copy of said bylaw was sent to Municipal Affairs PEI on December 6th, and was filed according to section 60(c) of the Municipalities Act by that department on December 15th, 2014.

7.2. Electrician to complete kitchen project: It was indicated by Jim Finlayson of Refrigeration Specialists that they are not authorized to do any electrical work other than that directly related to the installation of heat pumps. Charlie Knox has been contacted by Sylvain and will come by shortly to look at the work to be done and to give an estimate.

7.3. Cover for Heat Pumps and Noise Emanating From Heat Pump Fans Issue: After trying rubber dampeners under the compressor legs to see if it helped, it was decided that a new support was to be installed and would rest on the ground, in order to take the weight of the completely off the wall. The height of the compressor will remain the same in order to avoid additional costs to replace existing wiring and plumbing. The total cost for this should be around \$200. As for the heat pump 'covers', Sylvain spoke to Howard. He and Mr. Penny will build a small high-pitched roof over each heat pump, within the next few days. The cost of these is not known yet. These 2 repairs will be part of the GTF.

7.4. Contact With Our Long Range Planner: Councillor Siebrands and Sylvain met on December 15th with Phil Wood. Next step is to send Darlene Rhodenizer 1.- A list of firms who replied to the tender and how much each bid on the job, 2.- A council resolution awarding the contract to the successful bidder, and 3.- Proof of insurance from the firm awarded the contract, with the Province of Prince Edward Island added as an additional insured. The first 2 items were completed, and the 3rd item will be completed shortly, as per Phil Wood.

7.5. Gas Tax Expenditures: As requested, Sylvain has provided Council with a list of projects eligible under the GTF, which is attached hereto.

7.6. Audit Timetable: Sylvain has initiated contact with Sarah Doyle. GT quote was done up, copy of which has been distributed to Council, and attached hereto.

Quote was approved and signed by each Councillor. First audit meeting is tentatively set for mid-February.

7.7. Schedule With John Chisholm For Councillor Orientations: Sylvain spoke with Mr. Chisholm, is ready to come down any time, at the Council's convenience, after the Municipal Orientation session. January 20th was proposed by Council. Sylvain will contact John Chisholm to find out if he is available.

7.8. Bylaw #108: A Bylaw to Repeal Bylaw #104 – Unsightly Properties Bylaw: Second reading and adoption of bylaw was done. It will be sent to Municipalities PEI for filing.

8. CORRESPONDENCE:

8.1. Municipalities PEI Letter: From John Chisholm, 2nd letter relating our failure to produce 2014 Approved Budget. Remedied, budget sent in December 29th.

8.2. Farmer's Market Letter: Presented and read by Allan Glover. Letter attached hereto.

8.3. Small Halls Festival Registration: From Debbie Atkinson. Council confirmed our participation. Form will be completed and sent in.

8.4. Norsemen Memorial Tournament: From Shirley Irving, asking if we are Program Sponsors again this year, at a cost of \$50.

*Moved by Councillor James Irving
Seconded by Councillor Ed Young
(2015-01-07) – CARRIED – (5-0)*

9. PRESENTATIONS OR DELEGATIONS TO COUNCIL:

None.

10. REPORTS:

10.1. Chairperson: None

10.2. Finance: Presented by Sylvain. Account balances: Business Operating Account has \$55,963, but includes 2nd Gas Tax Fund Installment of \$50,000, which needs to be transferred to that account; Sewage Utility Account has \$19,528; GTF Account has \$61,636 – plus \$50,000 to be transferred.

10.3. Sewage Utility: None.

10.4. Parks & Recreation: None.

10.5. Fire Department: See attached report from Allan Glover.

10.6. Friendly Circle Club: Luncheon scheduled for January 8th.

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

11. NEW BUSINESS:

- 11.1. **Canada Summer Jobs:** Application for 2 students sent in.
- 11.2. **Lawn Mowing Contract:** Keep status quo.
- 11.3. **Outdoor Space Use:** Ideas presented by Sylvain, will continue research.
- 11.4. **Municipal Orientation Session:** Saturday January 10th. Shelley and Sylvain to represent MH.
- 11.5. **Custodian Contract:** Bernice Young tendered resignation. Sylvain offered to take it on, approved by Council.
- 11.6. **Newsletter:** Councillor Davidson will get together with Sylvain and help with its content.
- 11.7. **Flood Hazard Conference:** Apply for funding, someone might go.
- 11.8. **Backup Drive:** SU hard drive has stopped working. Sylvain proposed to do online backup through Microsoft One Drive. Approved by Council for Village, and approved by Council for Sewage. Cost is \$5 per month per user.
- 11.9. **Procedure For Storm Days:** If schools are cancelled, Community School is cancelled, if PEI Government offices are closed, library and office closed.
- 11.10. **Access to Premises for Robbie:** Council determined it is not necessary, and in light of the fact that all the locks recently had to be changed, we should restrict as much as possible who gets keys to the centre.

12. NEXT MEETING: Wednesday, February 4th, 2015 @ 7:00 pm.

13. ADJOURNMENT

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

*Moved by Councillor Shelley Musil
Seconded by Councillor Shawn Landon
(2015-01-07) – CARRIED - (5-0)*

Signed by Faye Fraser, Chairperson

Date

Signed by Sylvain De Lafontaine, CAO

Date