

RURAL MUNICIPALITY OF MURRAY HARBOUR
MINUTES of REGULAR COUNCIL MEETING
September 4, 2019

Attending: Mayor Paul White (Chair), Deputy Mayor Glen White, Sandra Gordon Marlene MacNeill, Debbie Shea, Margaret VanInderstine Carol White

Staff: Christine Jackson (CAO)

1. Call to Order

Mayor White called the meeting to order at 7 pm.

2. Declaration of Conflict of Interest

No conflicts were declared.

3. Approval of Agenda

Moved by Cllr Gordon and seconded by Cllr VanInderstine
that the agenda for the September 4, 2019 Council Meeting be approved as submitted. Motion carried.

4. Approval of Minutes

Moved by Cllr White and seconded by Cllr Gordon
that Council hereby approve the minutes of the August 7, 2019 Council Meeting as submitted. Motion Carried.

5. Appointment of the CAO

Moved by Cllr Gordon and seconded by Cllr MacNeill
that Council hereby approve the appointment of Christine Jackson as Chief Administrative Officer effective August 14, 2019 in accordance with the contract mutually agreed to. Motion Carried.

6. Business Arising from the Earlier Meetings

Liquor License for Community Centre

While Council approved the application of a permanent liquor license for the Community Centre, it was agreed that we would hold off until the Village's finances are more stable.

Moved by Deputy Mayor White and seconded by Cllr Gordon
that Council agrees to defer the application for a liquor license until the Village's financial position is secure. Motion Carried.

Tree for Life Program

Maritime Electric has advised by letter that Murray Harbour was not selected for this year's program. Christine will contact Maritime Electric to find out if the program is delivered on a first-come, first-serve basis or whether we did not meet the program's criteria.

Library Book Drop-Off Box

CLlr White will contact the Montague library to determine how the cost for a drop-off box is covered and the process for installation.

7. Delegations

None.

8. Correspondence

Building Code Enforcement Agreement

Christine advised that the Department of Agriculture and Land have extended an offer to continue to oversee the enforcement of building code regulations on behalf of the municipality. Council agreed that the village does not have the capacity to oversee the administration and enforcement of building codes. Christine will contact the Department to get more information about enforcement issues; this will be referred to the Planning Committee for action.

Reserve Fund By-Law

The Province has advised that the Reserve Fund by-law #119 (adopted April 3, 2019) has been filed in accordance with the Municipal Government Act.

Canadian Union of Postal Workers – Election Issues

The CUPW is encouraging all municipalities to get a clear response from federal election candidates with regard to the future of Canada Post. Christine will provide a copy of the letter to each Councillor for information and personal action if desired.

9. CAO Report

Christine reported that much of her focus to date has been on getting up to speed on office operations and resolving older issues such as dollars owing between the Sewage Utility and the Village and to the Gas Tax fund. She reviewed action items from the last meeting indicating that there has been no action to date on the Highfield Street issue and that a response on required actions for the Fire Certificate for the Community Centre is pending from the Fire Inspector. She recommended that gas tax project submissions and a five-year capital infrastructure plan (due at the end of September) be referred to the Finance and Infrastructure Committee for immediate action.

While no formal budget report was provided, she advised that with the exception of the unbudgeted groundskeeper position, the budget is largely on target at this point, but there are concerns regarding cash flow; the village has to regularly use its overdraft to cover expenses. She recommended that spending be restricted to essential items and that the cash flow issue be referred to the Finance and

Infrastructure Committee to develop a strategy to ensure that the use of the overdraft is the exception rather than the norm for village operations.

10. Reports of Committee

Parks and Recreation

Cllr White reported that:

- an application for funding to cover the cost of moving the names of three soldiers to the front of the War Memorial monument will be submitted to Veterans Affairs; a quote is pending from Powers Monuments
- all Councillors are encouraged to participate in Jackie Doiron's historic walk of the village
- a notice will be placed in the upcoming newsletter seeking volunteers for a clean-up day of the Community Centre
- she would like to pursue a campaign for Murray Harbour to host the 2020 55+ Summer Games
- Farmers Market organizers have agreed to provide a table to help the village recruit volunteers
- The Union Jack flag be flown on Remembrance Day to recognize the 150th anniversary of the homecoming of WWI veterans
- Mark Edgar has agreed to build a hatch on the storage hut
- Several carpenters have looked at building a kitchen by-pass (connecting the large and small rooms); it will be expensive and will be placed on the 'wish list'
- She would like a formal letter of thanks to go out to Charlie MacNeill for his recent improvements to the backstage area of the Community Centre
- A quote to incorporate an anchor into the design of the Lost at Sea Memorial is pending from Powers Monuments

Communications

Cllr Shea reported that the deadline for the Fall edition of the newsletter is September 20. Due to other commitments, Christine will no longer put the newsletter together but will provide a template to Cllr Shea. It was suggested that in order to reduce printing and mailout costs that there be more promotion around digital newsletter subscriptions and distribution via social media and/or moving to a one-page (double-sided) format. Deputy Mayor White will also approach Wendy Siebrands to see if the Friendly Circle group might sponsor the printing and mailout costs for the fall issue. Other sponsors or advertisers might also be considered.

Planning

Deputy Mayor White indicated there was no new information at this time. The next meeting is scheduled for later in September.

Sewage Utility

Cllr Gordon reported that the Sewage Utility Board met with the auditor; based on the auditor's 2018 report, it was confirmed that the Utility owes the village approximately \$13,000. Once paid, the village will be solely responsible for the remaining balance (principal and interest payments) on the Cape Bear Sewage Extension loan. She also reported that there are several delinquent accounts on the Cape Bear Extension which will be discussed at the October 16 meeting of the Board.

EMO

Cllr MacNeill reported on several outstanding tasks that must be completed to comply with the new Municipal Government Act, including the development of a resource inventory and a table-top exercise (to be discussed at the next meeting of the committee). With regard to the MOU with the Church of Christ as back-up emergency centre location and appropriate indemnification clauses, she noted there was no response to an information request that was sent out to other municipalities via the PEI Federation of Municipalities; however PEIFM noted that as part of our membership, we can access a half-hour of free legal advice on this matter.

Beautification and Special Events

Cllr VanDerstine reported there was about \$90 profit from the August cornboil event (after expenses and an \$80 donation to the Food Bank). The Committee will look at using Facebook to advertise and promote future events. She noted that the Committee is considering a take-out cold plate dinner in October to use up leftover lobster and a movie and pizza night in December. Other Christmas-time events such as a tree lighting or a Christmas tree made of donated lobster traps were also suggested. There was no action on painting the fishhouses over the summer, though there is paint available; a roster of volunteers will be needed for this next year. It was stressed that in order to be successful, every project needs a champion.

11. New Business

Second Reading of EMO By-law #120

This draft by-law has been publicly available for review for several months, so a line-by-line reading is not required.

Moved by Cllr MacNeill and seconded by Cllr Gordon
that Bylaw 120, being a bylaw to establish a Municipal Emergency Management Program for the Rural Municipality of Murray Harbour, be read a second time. *Motion Carried.*

Moved by Cllr White and seconded by Cllr Gordon
that Bylaw 120, being a bylaw to establish a Municipal Emergency Management Program for the Rural Municipality of Murray Harbour, be hereby approved, signed by the Mayor and CAO, and engrossed in the bylaw book. *Motion Carried.*

Finance and Infrastructure Committee

Moved by Cllr MacNeill and seconded Cllr Gordon
that Council establish a Finance and Infrastructure Committee to oversee operational and project-related financial decision-making and that Council approve the membership of this Committee as: Mayor White (ex officio), Deputy Mayor Glen White (Chair), Cllr Shea, volunteer Derek Squirrel, and CAO Christine Jackson (ex officio). *Motion Carried.*

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Repayment to the Gas Tax Fund

As the result of the misallocation of funds from a Gas Tax GIC in 2018, the Village owes approximately \$31,000 to the Gas Tax Fund. The PEI Infrastructure Secretariat has recommended a five-year repayment plan of approximately \$6200/year plus interest (to be calculated by our auditor). Until an agreement is in place, gas tax funding will be withheld.

Moved by Cllr Gordon and seconded by Cllr VanInderstine
that Council hereby accept and approve the Gas Tax repayment schedule as provided by the PEI Infrastructure Secretariat (Department of Transportation, Infrastructure & Energy) and that payment be taken from the Reserve Fund. Motion Carried.

Balancing the Intercompany Account between the Village and the Sewage Utility

As noted in Cllr Gordon's report, the 2018 audit revealed that the Sewage Utility owes the Village \$13,841 (after outstanding expenses owing to the Utility).

Moved by Cllr Gordon and seconded by Cllr White
that Council approve the Auditor's recommendation to balance the intercompany account between the Village and the Sewage Utility by accepting a payment of \$13,841 from the Utility. Council also accepts that on receipt of payment, the Village will be responsible for the balance of the loan for the Cape Bear Sewage Extension project. Motion Carried.

Moved by Dep. Mayor White and seconded by Cllr Gordon
to extend the meeting to 9:15 pm. Motion Carried.

Group Access to Closet in the Small Room

Regarding renovations that are currently being carried out by the Friendly Circle group to add shelving and to lower the ceiling in the closet, Cllr Shea noted that the space is intended to be a multi-use closet for all groups (rook, pickleball, the village, etc.) and that renovations should not be undertaken without permission of Council. Mayor White provided documentation showing that the Friendly Circle did have permission from the previous Council to add shelving to the closet as part of a funding application, but it is unclear how the work to lower the ceiling was included. In order to make the most of the space, it is strongly suggested that the new ceiling include a hatch to provide additional storage space. Faye Fraser will address this with Wendy Siebrands.

Community Centre Access and Security

This issue will be addressed at the October meeting of Council.

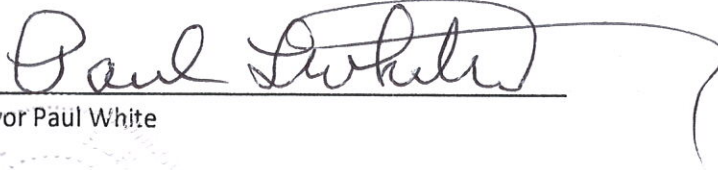
12. Adjournment

Moved by Cllr Gordon to adjourn at 9:15 pm.

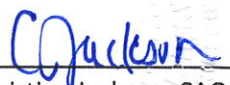
The next regular meeting of Council will be on October 2, 2019 at 7 pm.

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Signed:



Mayor Paul White



Christine Jackson, CAO

October 2, 2019