

RURAL MUNICIPALITY OF MURRAY HARBOUR
MINUTES of REGULAR COUNCIL MEETING
January 9, 2020

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

Staff: Christine Jackson (CAO)

1. Call to Order

Mayor White called the meeting to order at 7:10 pm. Online viewers were welcomed. He also expressed a sincere thank you to all the volunteers who helped with Village activities in the past year.

2. Declaration of Conflict of Interest

No conflicts were declared.

3. Approval of Agenda

An item regarding flooding the rink was added to the agenda.

Moved by Cllr Gordon and seconded by Deputy Mayor White
that the agenda for the January 9, 2020 Council Meeting be approved as amended. *Motion carried.*

4. Approval of Minutes

Moved by Cllr Gordon and seconded by Deputy Mayor White
that Council hereby approve the minutes of the December 4, 2019 Regular Council Meeting as submitted. *Motion Carried.*

5. Business Arising from the Earlier Meetings

Business arising from the previous meeting are addressed in the CAO's Report (attached).

6. Delegations

None.

Cllr VanInderstine mentioned that a resident had asked about maintaining the property on the corner of Main St. and Machon Point Road. This property is not owned by the Village. No action will be taken.

7. Correspondence

John Robertson

Mayor White shared an email from Mr. Robertson which wished Council members a happy new year and thanked them for their work. Mr. Robertson also indicated that the pump station at the corner of Main St. and Riverside Dr. is in need of some repair and that he would look after that when he returns.

Shawn Landon

Christine mentioned that Shawn Landon had placed a letter to the editor in the January 8 edition of the *Graphic* in which he thanked Council members for their efforts. Council extended sincere thanks to Mr. Landon for his kind words.

8. CAO Report

See report attached.

Daylight Saving Survey (Wendy Siebrands)

Christine reported that in order to move this request forward, the Federation of PEI Municipalities indicated that Council would need to submit a formal resolution request to its Resolutions Committee for consideration at its April 2020 meeting; the Federation's Executive Director indicated that the challenge would be to define how this is a municipal issue. Council decided to take no further action. Christine will advise Wendy on this decision.

Flyer Box Program

Moved by Cllr VanInderstine and seconded by Cllr Gordon

that Council hereby supports The Guardian's Flyer Box Program for residents within municipal boundaries. Motion Carried.

Generator Shed Exhaust Fan

Christine reported that Mike Vanesse has installed the exhaust fan and that the Friendly Circle Seniors Club has reimbursed the Village for the total project cost (\$616.41).

Regarding finances, there was a general discussion about getting sound advice from a financial planner. However, with no dollars available to hire a planner or to invest on the Village's behalf at this time, the focus will be on managing existing debt and ensuring the Village budgets, in future, according within its available means.

Regarding the 2020/2021 budget, Committees are asked to meet in advance of the February Council meeting to discuss projects they would like to carry out and provide estimated costs for budgeting consideration.

Council members requested that Christine seek out additional quotes from insurance providers to determine if we could get a more cost-effective option.

Moved by Cllr Gordon and seconded by Cllr White
that the CAO's Report be received as information. *Motion Carried.*

9. Reports of Committees

Planning

See report attached.

EMO

See report attached. Christine will proofread the updated draft of the MOU with the Church of Christ; Cllr MacNeill will send it to the Church of Christ. Christine will also obtain a copy of the signed MOU with Memorial United Church.

10. New Business

First Reading of Access to Information and Protection of Personal Information Bylaw #121

Moved by Cllr White and seconded by Cllr Gordon
that Bylaw #121, being a by-law to establish Access to Information and Protection of Personal Information directives for the Rural Municipality of Murray Harbour, be read a first time. *Motion Carried.*

Moved by Cllr Gordon and seconded by Cllr VanDerstine
that Bylaw #121, being a by-law to establish Access to Information and Protection of Personal Information directives for the Rural Municipality of Murray Harbour, be hereby approved. *Motion Carried.*

First Reading of Records Retention and Disposal Schedule Bylaw #122

Moved by Cllr Gordon and seconded by Cllr MacNeill
that Bylaw #122, being a by-law to establish a Records Retention and Disposal Schedule for the Rural Municipality of Murray Harbour, be read a first time. *Motion Carried.*

Moved by Cllr VanDerstine and seconded by Cllr MacNeill
that Bylaw #122, being a by-law to establish a Records Retention and Disposal Schedule for the Rural Municipality of Murray Harbour, be hereby approved. *Motion Carried.*

Letter to Hon. Jamie Fox

Moved by Cllr MacNeill and seconded by Cllr Gordon
that Council hereby approve the letter, as drafted, to the Honorable Jamie Fox regarding Council's concerns about administration of land use planning in the community. *Motion Carried.*

Minutes of Regular Council Meeting

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Village Credit Card Limit

Moved by Cllr Gordon and seconded by Cllr White
that Council hereby approve a credit limit of \$3000 on the village credit card. *Motion Carried.*

Speeding within Village Limits

In response a recent complaint from a resident regarding speeders within the Village limits, Christine will contact the RCMP to request sporadic patrols in the area; she will also inquire with the Province about getting a speed radar sign to set up in the Village.

Dept. of Highways/TIE 2020 Wishlist

Council members are asked to forward their suggestions for road repair and maintenance in 2020 by the next Council meeting. Priorities will be forwarded in a letter to the Province for consideration. The Honorable Darlene Compton will be copied on the letter.

Flooding the Village Rink

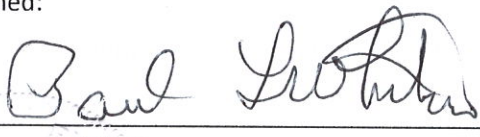
Gordie Harris has inquired about flooding the rink this winter. Council members agreed that if Mr. Harris would be willing to put together a volunteer group to prepare and maintain the surface, the Village would ask the Fire Department to flood the rink. Mayor White will discuss this with Mr. Harris.

Adjournment

Moved by Cllr Gordon to adjourn at 8:45 pm.

The next regular meeting of Council will be on February 5, 2020 at 7 pm.

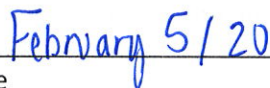
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Signed:

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Mayor Paul White

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Christine Jackson, CAO

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Date

CAO Report

January 8, 2020

General Activities

In addition to regular office operations (bookkeeping, payroll, general administration, drafting minutes, etc.), I've completed the following activities over the past month:

- Review of Gas Tax projects (commitments/expenditures) from 2014 - 2019 (required by PEI Infrastructure Secretariat)
- MEO/Election duties - enlist RO, draft/submit Nomination notice, organize task calendar, create candidate packages, create webpage, etc.
- Drafted letter to Jamie Fox, re administration of Planning/Land Development
- Follow-up with Jim Evans and Derek French, re Planning maps
- Drafted *Access to Info* and *Records Retention* bylaws
- Begin 2020/21 budget planning
- Follow-up with Tara Wheeler, re interest on Sewage Extension loan
- Office organization (e.g., indexing bylaws, resolutions, minutes, etc.)

Meetings

- Regular Council Meeting - December 4
- Planning Committee - December 5
- Debbie Cuddy and Natalie White, re Election Declarations - December 16

Items from Previous Meeting

Daylight Savings Survey

- Re a request to the Federation of PEI Municipalities to lobby the Province to conduct a survey of Islanders on whether they would like to continue Daylight Savings Time, Executive Director John Dewey indicated that the challenge with this is identifying how changing the time is a municipal issue, as required by the Federation's Resolutions Policy. To proceed, we will need to submit a formal resolution request to FPEIM by Feb 27.

Flyer Box Program

- The program coordinator has indicated that the program will not affect earnings for the delivery person as they are paid by the piece, not on an hourly basis.
- Originally, the request to install boxes was intended for the village as well as surrounding communities; as we are not in a position to speak for residents outside of village boundaries, the coordinator indicated we could restrict the program to village residents.
- The Post Office has indicated that there are very few individuals within village limits who receive mail delivery; the vast majority have PO boxes, so the program would work well within the village.
- Butler's has agreed to have a box on their property; it is assumed that the Guardian will make arrangements with Canada Post to have a second box at the Post Office.

Community Centre Capacity

- Waiting for response (from a Dec 5 email) from Robert Arsenault regarding banquet-style seating capacity and overall building capacity

CAO Report

January 8, 2020

Sewage Extension Loan Interest Costs

- At current funding levels, the Village is not able to cover this loan; the Finance/Infrastructure Committee will meet with the Auditor and Sewage Utility Board to make a go-forward plan.

Confederation Trail Winter Access

- Province has confirmed that the Trail is leased to the Snowmobilers Association during the winter months and walkers/skiers are not permitted on the trail during this time. Individuals who do use the trail during this period are cautioned to use appropriate safety measures.

Other

By-Election Update

- Natalie White has agreed to serve as Returning Officer/Deputy Returning Officer
- Debbie Cuddy will serve as Deputy Municipal Electoral Officer and Elections Clerk
- Nominations are open January 8 - 17

Soldiers Monument Account

- A bank account for donations to the soldiers' monument still exists (currently dormant) with a balance of \$2192.15; currently corresponding with Michelle Irving to re-activate account.
- Once re-activated, any donations (e.g., from Beach Point Women's Institute) that were not previously deposited to this account will be transferred
- Faye Fraser has indicated that her earlier donation of \$565 for the cenotaph re-lettering project can now be reallocated to general village operations.

Sidewalk Snow Clearing for 2020

- AE MacKay's quote for sidewalk snow clearing is \$2200 + HST (based on approx. 10 events)
- Salting/Sanding not included - Geraldine to provide quote
- Have a new (proper) sidewalk clearing machine; does a much 'cleaner' job

Gas Tax - Sewage Utility Monitoring Units

- The Sewage Utility's current monitoring service provider, Omni Site, is no longer operating in Canada and its existing 3 monitoring units must be replaced with new units from the new service provider, The Panel Shop, by January 19.
- The cost of equipment and installation expenses is \$13,224.20. The PEI Infrastructure Secretariat (Gas Tax Office) has advised that this expense is eligible under gas tax funds, so it will be claimed under Project 15.4.4 - Sewage Infrastructure; this will leave a project balance of \$78,007.40.

Gas Tax - Project Approvals

- The Infrastructure Secretariat has approved the following Direct Allocation Capital Investment Plan (2019 - 2024) projects:
 - 15.5.1 - Memorial Park for Those Lost at Sea
 - 15.5.2 - Community Centre Green Energy Project
 - 15.5.3 - Sewage Lagoon Access Road and Fencing
 - 15.5.4 - Public Washroom Facility for Tourists

CAO Report
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- 15.5.5 - Village Walking/Biking Trails
- 15.5.6 - Outdoor Electronic Sign for Tourist Attractions and Events
- 15.5.7 - Community Centre Improvements
- 15.5.8 - Murray Harbour Community Garden
- 15.5.9 - Residential Street Development with Sewer Network

	2019-20 BUDGET	ADJUSTED BUDGET	YTD - Dec 31, 2019	YTD % of Adjusted Budget	Notes
Income					
	GST Rebate	\$ 5,100	\$ 8,880	\$ 8,757	99%
1	Equalization Payments (\$811.75/month)	\$ 9,400	\$ 9,400	\$ 7,306	78%
11	Property Taxes (\$6883 x 12 + 25 (\$1660)	\$ 84,660	\$ 82,700	\$ 60,552	73%
2	Fire District Fire Dues (\$4201 x 12)	\$ 50,400	\$ 47,484	\$ 35,613	75%
	Hall Rentals	\$ 8,000	\$ 8,000	\$ 6,031	75%
	Donations	\$ 1,000	\$ 3,000	\$ 3,994	133%
3	Reserve Fund (\$550 x 12)	\$ 6,600	\$ -	\$ 4,950	For 2019/20, this is an expense only to pay off Gas Tax.
	MHU Office Rent	\$ 3,600	\$ 3,600	\$ 2,700	75%
4	Reimbursements from MHSU & FD	\$ 8,470	\$ 21,670	\$ 19,376	89%
5	CWWF Reimbursement	\$ 21,000		\$ -	Includes SU Prop Taxes, WCB Fees, Paper, and Audit Expenses (for SU and FD); also \$13K from MHSU
6	Anticipated MCEG Grant	\$ 9,000	\$ -	\$ -	With the \$13K repayment from MHSU, there will be no further reimbursement.
	Jobs for Youth Grant		\$ 3,843	\$ 3,843	100%
	Prov. EMO Disaster Assistance		\$ 343	\$ 343	100%
	Sales' (Special Event Income)		\$ 8,500	\$ 7,209	85%
	TOTAL INCOME	\$ 207,230	\$ 197,420	\$160,674	81%
Expenses					
7	Transfers to MHFD (\$5755 x 12)	\$ 70,000	\$ 70,000	\$ 43,336	62%
	Advertising and Promotion - Newsletter	\$ 2,500	\$ 1,500	\$ 933	62%
	Bank Charges	\$ 1,000	\$ 1,400	\$ 797	57%
	Beautification	\$ 2,000	\$ 1,000	\$ 541	54%
	Computer and Internet Training & Website Maintenance	\$ 1,260	\$ 500	\$ 209	42%
	Donations & Sponsorships	\$ 500	\$ 250	\$ 205	82%
	Dues & Subscriptions	\$ 1,000	\$ 1,000	\$ 907	91%
	Election Costs	\$ 1,000	\$ 2,200	\$ 1,032	47%
	EMO Contingency	\$ 1,000	\$ 1,000	\$ 231	23%
	Interest Expense - Community Centre Mortgage	\$ 2,570	\$ 2,570	\$ 2,032	79%
8	Interest Expense - New CWWF Mortgage (Cape Bear)	\$ 10,000	\$ 10,000	\$ 7,252	73%
	Janitorial - Waste disposal	\$ 1,000	\$ 1,050	\$ 662	63%
	Janitorial - Supplies	\$ 500	\$ 500	\$ 365	73%
	Special Events	\$ 1,000	\$ 2,000	\$ 2,191	110%
	Office Supplies	\$ 1,000	\$ 1,000	\$ 1,141	114%
	Parks & Rec.	\$ 2,000	\$ 500	\$ 111	22%
	Payroll - CAO and Janitorial Staff	\$ 17,500	\$ 20,370	\$ 14,785	73%
	Payroll - Groundskeeper and Student	\$ -	\$ 11,643	\$ 11,643	100%
	Postage & Delivery - Newsletter	\$ 500	\$ 300	\$ 201	67%
12	Principal Payments - Community Centre Mortgage	\$ 5,000	\$ 5,000	\$ 3,846	77%
9	Principal Payments - New CWWF Mortgage (Cape Bear)	\$ 11,000	\$ 11,000	\$ 9,168	83%
10	Professional Fees - Insurance and Audit	\$ 25,000	\$ 25,000	\$ 12,322	49%
	Repairs & Maintenance - Snow Removal and Grass Cutting	\$ 6,500	\$ 6,500	\$ 6,045	93%
	Repairs & Maintenance - Other	\$ -	\$ 5,000	\$ 2,792	56%
3	Reserve Fund	\$ 6,600	\$ 6,600	\$ 4,950	75%
	Property Taxes	\$ 4,500	\$ 4,500	\$ 4,779	106%
	Telephone and Internet (\$210 x 12)	\$ 2,500	\$ 2,500	\$ 1,786	71%
	Training & Development Councillor & CAO	\$ 500	\$ 500	\$ 220	44%
	Travel - CAO & Councillors' Allowance	\$ 500	\$ 250	\$ 85	34%
	Utilities (\$2200 x 12)	\$ 27,000	\$ 27,000	\$ 19,515	72%
	Utility repayment (\$150 x 12)	\$ 1,800	\$ -		
	TOTAL CURRENT LIABILITIES	\$ 207,230	\$ 222,633	\$110,746	50%
	NET INCOME	\$ -	\$ 25,213	\$ 49,928	
NOTES (from original budget)					
1	Each municipality in the province gets a subsidy payment based on size and what infrastructure is in place.				
2	A provincial payment to support the fire department. This is an accounting in-and-out (see note #7).				
3	New this year, Council is required to open a reserve fund to cover un-budgeted contingencies.				
4	The sewage utility and fire department reimburse the Village for their share of the audit and insurance costs (see note #10).				
5	Although a liability of the sewage utility, the new mortgage for the Cape Bear Road sewage project has to be paid through the Village account; this is the				
6	Municipal Capital Expenditures Grant - the Village gets a 10% rebate on the pre-tax amount of any capital expenditures				
7	Regarding note #2, the Province pays the Village \$4201/month which is passed on to the Fire Department; this covers the properties outside the village				

8	Regarding note #5, this is the new interest expense of \$10,000 for the Cape Bear Sewer Project.
9	Regarding note #5, this is the new principal payment of \$11,000 for the Cape Bear Sewer Project.
10	Regarding note #4, the total cost of our required annual audit (\$8000) and insurance premiums (\$17,000).
11	This 2% increase is the first increase since 2011.
12	This is the existing mortgage for the Community Centre construction.

Planning Committee Report

December 31, 2019

The Committee met on December 05, 2019. Our immediate mandate is to review the Official Plan for The Municipality of Murray Harbour, which was prepared by the planning consultant team of P. Wood and Associates in 2016. Considerable time has passed since the Plan was prepared, and it was felt by the committee that a review is necessary. We then will attempt to refer both the Plan and the planning bylaw to another consulting firm for final review before public consultation and submission to the Province for their overview and general concurrence.

In the meantime, a letter to the Honourable Jamie Fox, which addresses our concerns about the overall administrative challenges of planning requirements, has been drafted for Council approval; it suggests that support from the Province would help us in the Plan's implementation."

Our next meeting will be held on January 22 at 10 am in Council Chambers.

- W. Glen White, Chair

EMO Report Jan. 8, 2020

Submitted by Marlene MacNeill, Chair of Emergency Management Committee

Generator Vent

On Jan. 2/20 I spoke with Mike and Ken regarding the installation of the vent. Mike plans to pick up the supplies and will get back to Ken when he is ready to do the installation. Mike will be on vacation from Jan. 6 to Jan. 25/20.

Next EMO Meeting

I am planning an EMO Meeting between Jan. 27 and Feb 4/20. Alana Green from Red Cross has offered to give a presentation. I will wait until Mike returns from his vacation to set the exact date for the meeting.

Signing of the MOU Documents

I will be giving an update at the Council Meeting regarding the use of the clause for the MOU.

Review of Emergency Management Program Status .

We will review what has been accomplished with regard to 10 steps process recommended by the Emergency Guidelines.

1. Passed a by-law to establish an Emergency Management Organization and register by-law with Municipal Affairs
2. Appointed an Emergency Management Standing Committee • One or two members of Council to oversee program completion
3. Appointed a Municipal Emergency Coordinator, Deputy and a Planning Committee • Developed Emergency Plan • Reviewed positions in Plan
4. Established an Emergency Operations Center and Team • Reviewed and assigned team responsibilities
5. Conducted a Hazard/Risk Assessment

Ongoing

6. Develop a Resource Inventory • EOC Team members complete their own resource lists within the plan
The EMO team will continue to work on resources.
7. Complete the Plan
The first draft has been reviewed by the Provincial EMO and the completion of the appendices is ongoing.

8. Participated in Training and Education • Trained the EOC Team • Educated the public

Further training is planned for 2020 and ways to educating the public is still under consideration.

9. Exercise the Plan • Discussion based exercise annually • Operational based exercise every five years

The committee will discuss a date for the annual table top exercise and discuss how and when to conduct a functional based exercise (long range plan is by in November 2024). The Prov. EMO will be working with our committee in conducting theses exercises.

10. Maintain the Program • Update the plan • Ongoing training and exercising • Public Awareness

Ongoing



Rural Municipality of Murray Harbour

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January xx, 2020

Hon. Jamie Fox
Department of Fisheries and Communities
548 Main Street - PO Box 1180
Montague, PE COA 1R0

Dear Minister Fox,

Thank you for your letter of October 23 that acknowledged the challenges that some municipalities are facing in their efforts to implement the *Municipal Government Act*. As a Council, we recognize the importance of bringing greater accountability, transparency, and consistency to community governance across the Island. However, we feel that certain aspects of the *Act* set out unrealistic expectations for small municipalities.

Specifically, our Council has serious concerns about the administration of the Official Plan and land planning bylaw. We acknowledge that these are important tools for building a strong community with vision and direction, and our Planning Committee is working hard to develop these documents. But as a community of less than 260 residents with limited financial resources, we believe that administering this aspect of the *Act* will cause genuine hardship for our community.

Development Officers have a specialized role, and we've been advised that these positions often employ individuals with professional planning backgrounds. That level of experience and knowledge typically comes with a significant price tag. Municipal Affairs staff have suggested several ways to finance this position including administrative fees, resource-sharing with other municipalities, or contracting the role out to a larger municipality. But as a small community with limited vacant land and fairly static property development, there is little expectation that any meaningful revenue can be earned through development-related fees. Furthermore, we are already struggling to maintain the staff needed to provide essential community services; we are not in a position to cost-share or to contract out this role.

Our Council asks the Province to remove the onus of land planning administration from small municipalities. We believe that the Province is in the best position to ensure land planning is carried out consistently and effectively in accordance with municipal plans and bylaws, either through provincial-municipal agreements like that done for the *Building Code Act* or through a model like New Brunswick's regional land planning service commissions.

I hope you will give this issue serious consideration. While I can only speak for the residents of Murray Harbour, I have no doubt that other small municipalities are experiencing the same concerns. We look forward to working with you and your department to create a solution that ensures responsible land planning without negatively affecting PEI's small rural communities.

Sincere regards,

Mayor Paul White

cc: Honourable Darlene Compton