

RURAL MUNICIPALITY OF MURRAY HARBOUR
MINUTES of REGULAR COUNCIL MEETING
February 5, 2020

Attending: Mayor Paul White (Chair), Deputy Mayor Glen White, Sandra Gordon, Paula MacLean, Marlene MacNeill, Margaret VanInderstine, Christine Jackson (CAO)

Regrets: Carol White

1. Call to Order

Mayor White called the meeting to order at 7 pm. People in the gallery and online viewers were welcomed.

2. Swearing-in of New Councillor

Paula MacLean read out and signed the Oath of Office, and she was officially welcomed as the new Council member for Murray Harbour.

3. Declaration of Conflict of Interest

No conflicts were declared.

4. Approval of Agenda

Moved by Deputy Mayor White and seconded by Cllr Gordon
that the agenda for the February 5, 2020 Council Meeting be approved as submitted. Motion carried.

5. Approval of Minutes

Moved by Cllr Gordon and seconded by Cllr VanInderstine
that Council hereby approve the minutes of the January 9, 2020 Regular Council Meeting as submitted. Motion Carried.

6. Business Arising from the Earlier Meetings

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

7. Delegations

None.

8. Correspondence

Annual Report from Library

See attached.

9. CAO Report

See report attached.

Regarding earlier inquiries about the library paying rent to the village, it was reported that under the *Public Libraries Act*, municipalities that host a library are responsible for all related expenses to house a library (e.g., space, heat, etc.). Deputy Mayor White noted that the *Act* also indicates that communities have a Library Board and suggested that this Council consider this in future.

Under the financial update, Christine reported that we are now caught up on transfers to the Fire Department, and with the Sewage Utility's resolution to pay the interest portion of the CWWF Sewage Extension project loan, the projected year-end deficit has been reduced to around \$13,000.

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

10. Reports of Committees

Planning

See report attached.

Finance and Infrastructure

See report attached.

Sewage Utility

See report attached.

EMO

See report attached. Regarding the updated MOU with local churches, the EMO Committee will review, finalize, and send for signature.

Beautification and Special Events

See annual 2019 report attached.

11. New Business

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

Moved by Cllr Gordon and seconded by Cllr MacNeill
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 second time.
Motion Carried.

Moved by Cllr VanInderstine 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 hereby approved, signed by the Mayor and CAO, and be engrossed in the bylaw book. *Motion Carried.*

Second Reading of Records Retention and Disposal Schedule Bylaw #122

Moved by Cllr MacNeill and seconded by Cllr Gordon
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 Gordon and seconded by Cllr MacLean
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, signed by the Mayor and CAO, and be engrossed in the bylaw book. *Motion Carried.*

Dept. of Highways/TIE 2020 Wishlist

Council members discussed priorities for road repair and maintenance in 2020; these remain the same as last year. Specifically, the Mill Road, Church Street, and the completion of Machon's Point Road. Priorities will be forwarded in a letter to the Province for consideration. The Honorable Darlene Compton will be copied on the letter.

Damage to Walls in Small Room of Community Centre

Cllr Gordon noted that there is damage to the walls where the chairs have been stacked in the small room. It was requested that Christine post a sign requesting that chairs not be stacked more than 6 high. A chair rail will be installed in future to minimize further damage.

50/50 Lottery Village Fundraiser

This idea has been deferred for discussion at the next Beautification and Special Events Committee meeting on February 12.

Speeding Limits within Municipal Boundaries

It has been suggested that the speed limit on Cape Bear Road (coming into the Village from Murray River) be increased from 50 km/hr to 60 km/hr. Christine indicated that she had a call into Highways to find out the process required to do this. Based on a conversation with RCMP, she suggested that if within Highway regulations, it might be more efficient to move the reduced speed sign closer to the Village. She will report back once she hears from Highways.

It was also suggested that the Village post signage to prohibit the use of jake brakes on large trucks in the Village. Christine will look into this.

Flooding the Village Rink

Mayor White indicated that Gordie Harris is willing to put together a volunteer group to prepare and maintain the rink surface. Christine will follow up with the Fire Department to flood the rink.

Other

Committees of Council

Deputy Mayor White suggested that now that we have a full compliment of Councillors that the portfolio of Committees be reviewed and populated accordingly. As per Procedural Bylaw #111, each Committee is expected to have a minimum of 3 members, including the Mayor. The existing Committees of Council document, which includes the Terms of Reference for each Committee will be reviewed and updated.

Community Centre Security

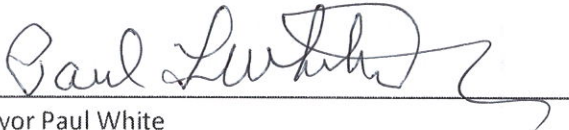
It was noted that the Community Centre is not consistently locked at night. Users will be reminded to check doors and lights before leaving the Centre.

12. Adjournment

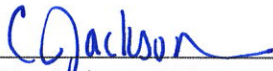
Moved by Cllr Gordon to adjourn at 8:35 pm.

The next regular meeting of Council will be on March 4, 2020 at 7 pm.

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Signed:



Mayor Paul White



Christine Jackson, CAO



Date

Murray Harbour Public Library

- ❖ 619 people have Murray Harbour library cards
- ❖ 463 children and adults attended library programming
- ❖ 3,931 books, DVDs, CDs, magazines, etc. were checked out
- ❖ 84 children attended the library's 2019 TD Summer Reading Club programming

*Stats from January 1 - December 31, 2019



CAO Report

February 5, 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:

- Filed T4s for Village staff
- Complete MEO duties as required for by-election
- Begin 2020/21 budget preparation
- Prepare employee grant applications (in progress)

Meetings

- Regular Council Meeting - January 9
- Special Meeting of Finance/Infrastructure Committee and Sewage Utility Board - January 15
- Planning Committee - January 22
- Understanding Financial Statements Workshop - January 24
- Finance/Infrastructure Committee - January 29

Items from Previous Meeting

Sewage Extension Loan Interest Costs

- The Sewage Utility Board has agreed by resolution to pay the interest component of the Cape Bear Sewage Extension Loan; they have reimbursed the Village for interest costs up to December 31, 2019 in the amount of \$7252. Future payments will be made on a monthly basis.

Quotes for Insurance

In response to Council's request for new quotes for insurance providers, I requested a survey of other municipalities via the Federation of PEI Municipalities. There were several responses from a variety of smaller communities. Results indicated that of the two primary providers, Hyndman (our current provider) was noted as a very good company to deal with and to provide slightly better rates. Based on this and in the interest of time/effort, I did not pursue additional quotes.

EMO Committee MOU with Church of Christ

See EMO Committee Report.

RCMP Speeding Patrols

The RCMP have been conducting periodic targeted patrols in the area over the past month, including extra traffic enforcement measures in Murray Harbour. The number of tickets issued specifically in the Village is not readily available. Residents are encouraged to contact the RCMP directly with complaints of speeding or other violations as they arise.

Library Book Drop

It is expected that the outdoor book drop for the library will be installed in early February.

		2019-20 APPROVED BUDGET	ADJUSTED BUDGET	YTD - Jan 31, 2020	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	\$ 8,118	86%	
11	Property Taxes (\$6883 x 12 + 25 (\$1660))	\$ 84,660	\$ 82,700	\$ 67,280	81%	Payments are \$6728/month
2	Fire District Fire Dues (\$4201 x 12)	\$ 50,400	\$ 47,484	\$ 39,570	83%	Payments are \$3957/month
	Hall Rentals	\$ 8,000	\$ 8,000	\$ 6,531	82%	
	Donations	\$ 1,000	\$ 3,000	\$ 4,611	154%	
3	Reserve Fund (\$550 x 12)	\$ 6,600	\$ -	\$ 5,500		For 2019/20, this is an expense only to pay off Gax Tax.
	MHU Office Rent	\$ 3,600	\$ 3,600	\$ 3,000	83%	
4	Reimbursements from MHSU & FD	\$ 8,470	\$ 21,670	\$ 19,376	89%	Includes SU Prop Taxes, WCB Fees, Paper, and Audit Expenses (for SU and FD); also \$13K from MHSU
5	CWWF Reimbursement	\$ 21,000	\$ 9,500	\$ 7,956	84%	** As of January 15, 2020 MHSU has agreed to pay interest component of loan.
6	Anticipated MCEG Grant	\$ 9,000	\$ -	\$ -		Unlikely we will be making any capital expenditures and therefore no grant.
	Jobs for Youth Grant		\$ 3,843	\$ 3,843	100%	
	Prov. EMO Disaster Assistance		\$ 343	\$ 343	100%	
	Sales' (Special Event Income)		\$ 8,500	\$ 7,694	91%	
	TOTAL INCOME	\$ 207,230	\$ 206,920	\$182,579	88%	
	Expenses					
7	Transfers to MHFD (\$5755 x 12)	\$ 70,000	\$ 70,000	\$ 54,170	77%	To January 2020
	Advertising and Promotion - Newsletter	\$ 2,500	\$ 1,500	\$ 1,431	95%	
	Bank Charges	\$ 1,000	\$ 1,400	\$ 837	60%	Includes \$1000 for Loan Admin Fees (\$500/bi-annual)
	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	\$ 1,336	61%	
	EMO Contingency	\$ 1,000	\$ 1,000	\$ 231	23%	
	Interest Expense - Community Centre Mortgage	\$ 2,570	\$ 2,570	\$ 2,226	87%	
8	Interest Expense - New CWWF Mortgage (Cape Bear)	\$ 10,000	\$ 10,000	\$ 7,956	80%	
	Janitorial - Waste disposal	\$ 1,000	\$ 1,050	\$ 674	64%	
	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	\$ 16,364	80%	Based on avg of \$761 biweekly for both positions
	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	\$ 4,231	85%	
9	Principal Payments - New CWWF Mortgage (Cape Bear)	\$ 11,000	\$ 11,000	\$ 10,085	92%	
10	Professional Fees - Insurance and Audit	\$ 25,000	\$ 25,000	\$ 13,335	53%	
	Repairs & Maintenance - Snow Removal and Grass Cutting	\$ 6,500	\$ 6,500	\$ 6,187	95%	
	Repairs & Maintenance - Other	\$ -	\$ 5,000	\$ 3,757	75%	
3	Reserve Fund	\$ 6,600	\$ 6,600	\$ 5,500	83%	To be used to pay off Gas Tax repayment
	Property Taxes	\$ 4,500	\$ 4,500	\$ 4,779	106%	
	Telephone and Internet (\$210 x 12)	\$ 2,500	\$ 2,500	\$ 2,022	81%	
	Training & Development Councillor & CAO	\$ 500	\$ 500	\$ 220	44%	
	Travel - CAO & Councillors' Allowance	\$ 500	\$ 250	\$ 85	34%	
	Utilities (\$2200 x 12)	\$ 27,000	\$ 27,000	\$ 22,581	84%	Includes Maritime Electric, generator diesel, and sewage
	Utility repayment (\$150 x 12)	\$ 1,800	\$ -			
	TOTAL CURRENT LIABILITIES	\$ 207,230	\$ 222,633	\$121,351	55%	
	NET INCOME	\$ -	-\$ 15,713			
	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.

Finance and Infrastructure Committee Report

February 2020

The Committee met on January 29, 2020. A preliminary budget for the 2020/21 fiscal budget was presented but additional information is needed to fine-tune the numbers. Requests have gone out to the various Committees to outline their expected annual budget needs. Other things, like Community Centre rental rates, property tax rates, and re-negotiation of loan administration fees and terms will also be explored. Deficits are currently projected for the current and upcoming fiscal years; the Committee will seek the advice of Municipal Affairs on how to deal with this. The next meeting is scheduled for February 7 at 10 am.

Planning Committee Report

February 2020

The Committee met on Jan 22, 2020. Overall progress has been slow but we are making inroads. We will prepare a RFP to engage a consultant to work with the Committee/Council to review/update the Official Plan and Land Planning by-law and to complete the implementation process. We hope the project will resume in April 2020. The next meeting will be on February 26 at 10 am in Council Chambers.

- Glen White, Chair

The Sewage Utility Board met Jan 6th, 2020

Five registered letters were sent out to delinquent accounts, 1 was returned, unopened. No reply from the other 4. Lora Ann contracted our lawyer who suggested a demand letter be sent from them to the customers, if no response, proceed with legal action against the accounts. The customer will be responsible for all legal fees.

Discussion regarding underline video assessment of old sewage lines & cost factors. Stephen was not in attendance to see if this was ever done.

Monitoring System is in the works.

New pump paid for by Gas Tax

Lora Ann & Derek to review job description for Sewage Utility Administrator & advise if any changes are needed.

Next Meeting April 7th, 2020

February 2020

EMO Committee Report

Submitted by Marlene MacNeill, Chair of Emergency Management Committee

Next EMO Meeting

I am planning an EMO Meeting for February but the exact date has not been decided. I have contacted Alana Green from the Red Cross to ask her when she is available to give a presentation. After she gets back to me with a date I will be contacting the EMO Committee members to see if the date is suitable for them.

Signing of the MOU Documents

The MOU draft received from the lawyer, Ewan Clark was revised by our CAO, Christine. I have forwarded the revised draft to the Provincial EMO asking them to review the document and to provide feedback as to its suitability for the purpose of establishing an agreement with the municipality and the alternative reception centers. The MOU to be extended to the Murray Harbour Church of Christ and the Murray River Memorial United Church (both buildings own a generator).

Review of Emergency Management Program Status .

There has been no change in the status of the 10 steps EMO Program. The following steps of the Program are still ongoing:

- The EMO team will continue to work on resources completing the list in appendix form.
- The first draft of the EMO Plan has been reviewed by the Provincial EMO and the completion of the appendices is ongoing.
- Further training is planned for 2020 and ways to educating the public is still under consideration.
- The committee will discuss a date for the annual table top exercise.

Beautification & Special Events Annual Report 2019

The B&S Committee would like to extend a heartfelt expression of gratitude for all the people who helped with our fundraising throughout 2019; the list is very long and worthy of praise and extends far beyond our municipal boundaries. Our local farmers, fishermen, vendors, residents, and council members all played a vital role to the success of our efforts. Of course, without the support of those who came out and enjoyed and supported our fundraisers our efforts would have been in vain; so thank you to our close-knit community residents (including Beach Point, High Bank, Abney, Gladstone, Guernsey Cove, and surrounding areas) for coming out and enjoying the fruits of our labour, your support really means a lot.

Note from Chair: As Chairperson of this committee I am excited to share this report to provide the community with a breakdown that shows specifically how your community support is recognized in the books. I apologize that the figures may not be 100% accurate; they are represented to the best of my ability. We are confident that our growing expertise in our annual events will only get better and thrive in the future. Council is excited to have started some new community traditions and we look forward to seeing more residents' involvement & presence in our celebrations! ☺

New volunteers and committee members are always appreciated and welcomed! Also, a new Facebook group - that is open to all - was formed for any who would like to join; please do extend invitations. It is called Municipality of Murray Harbour PE, please find it and feel free to be active and make posts. No rules really other than to be considerate to everyone with no slander or malicious talk or putting down of anyone; as well please refrain from posting of sales etc. Locals can of course offer flyers to their upcoming events etc! Thank you all for understanding, Councilor VanInderstine.

List of Events from 2019

Festival of Small Halls:

Our festival was *almost* lost to us in 2019 as we, the new council, did not get active with the application process before its annual deadline. These resulted in losing our Saturday night time slot. We are working on getting our Saturday evening back and our contact person from Small Halls, Debbie Atkinson, is doing everything in her power to accommodate in 2020 but we still may not have it; *tentative date is currently Tuesday June 16th*; but don't mark that in your calendars yet because Debbie is working on getting us back a Saturday night date. Keep your fingers crossed and we will keep you updated as soon as a date is finalized. Last year our portion of the proceeds - @20% of the total ticket sales - resulted in just under **\$300, net*** (*net refers to how much money is made after all the bills are paid). We felt this is a great success because the main point of this event is not to "make money" but to share community time by enjoying fellowship, music, and snacks. It's also great to get visitors to come and experience our culture in Murray Hbr., and hopefully come back again; this is great for our local businesses as well. ☺

Canada Day Celebration:

We held a two-day event; a Ceilidh with revenue of **\$200** on day one. The following day, July 1st, we held a celebration with games (we are planning to have a bigger variety in 2020; ideas are welcome), a dine-in luncheon offering wings or lobster as well as hotdogs and steamed mussels, **\$1030**. We hope to see more children in 2020. Our cake auction was a great success raising **\$900!!** Thank you to all the local residents and businesses who were kind enough to provide baked goods. In total our net profit was approximately **\$2130**. Thanks to everyone who helped out; so many were behind the scenes.. the volunteers, donors, *and of course the residents who supported by coming out and participating*, and of course our local businesses, farmers, fishermen (lobster donations are a huge act of giving); your generosity made this event possible. Also a special thanks to the baker of our CA Day cake which was enjoyed with icecream.

End of Summer Fun Day:

We held what we hope to become a tradition with a end of summer BBQ & CornBoil. We also used up the remaining mussels, which was donated by Montague Foodbank (they had a huge abundance and wanted them to get eaten); 50% of the proceeds from our mussel sales this year went back, as donation, to the foodbank.

The Fun Day landed on a really nice day in late August and while we were happy with the turn out we would love to see even more visitors and residents (and children please) to attend in 2020; we planned some games and will expand on them in upcoming years. Thanks again to the generosity of those who helped and all who supported! ☺ We earned approximately **\$90** from this event; however, this isn't about a profit but about a growing of community culture. Thanks to all who popped by and hung around. Many thanks also to our buskers, the Jackson brothers, Alex and Darren, who always come and play when asked. You may know them from the Farmer's Market.. so talented!! They do this for fun but it is nice that we can remember to reward them into their fiddle case; many thanks to those who brought and threw in their spare change. ☺

Fall Take-Out Fundraiser:

This fundraiser was possible thanks to the "left over" lobster we had from our CA Day celebration. We purchased/donated some turkeys to ensure we had enough meals to accommodate all those generous people who purchased the meals. 100% of the desserts were donated by local residents (and council). Almost everything was donated by locals. Special thanks to a local potato farmer who never stops giving to this community and provided 100% of the root vegetables for this event! No names will be mentioned as that would not be fair to all the other generous sponsors who we value as well, the list is long and you are not forgotten; you are all appreciated; as are the many volunteers who did so much work in preparing and serving these meals. Our expenses were very low (**~\$60**), our net profit was approximately **\$1270**.

Pancake Breakfast Fundraiser: This event was spearheaded by the gang from the Farmer's Market; many thanks for them and their generous aid to the community. The net received was **\$485**. In addition, **\$140** was donated to Emma's Cupboard for SKC's lunch program. Thanks again, and thanks for inviting Santa to stop by; memory serves that he was chauffeured in by our local Fire Dept!! ☺ Fun!!

Beach Point Christmas Banquet: This banquet was hosted by the village but held at the Northumberland Arena due to the size of the crowd (160 people). This banquet was originally one of the banquets that our mayor, Paul White, typically handles privately however due to the financial burdens that our "village" is under he generously gave the banquet to the village to host and to earn the income from. That is a huge donation, with many thanks, respect, and recognition deserved. BP Processing agreed with Paul that the village can host it for them. So many people helped to prep, serve, clean up, organize, etc etc.. many thanks to all! The final amount that was contributed to the village after all expenses (\$442) were covered was **\$3578!**

Summarized Fundraising Report for 2019

Fundraiser Activities:

	<u>Expenses:</u>	<u>Net Income:</u>
Small Halls	\$ 122	\$ 295
CA Day Celebration	740	1390
MH End of Summer Fun Day	230	90
Fall Take-out fundraiser	130	1200
Pancake Breakfast fundraiser	120	485
Beach Point Processing Christmas Banquet**	442	3578
Flower Baskets: In Memory of*	<u> x</u>	<u> 150</u>
Totals	\$1784	\$7188

*Many thanks to those who donated for the purchase of a memorial flower baskets for their loved ones.

The costs of the flowers were lumped in with the purchase of our flowers that were planted in the flowerbeds therefore the expenses associated with them are not included in the above because they are unknown.

Note: With the changing of the guard (aka, the change of CAO) we fear that possibly someone may have been overlooked, and if so, we humbly apologize and ask that you would please contact council so we can recognize your loved one in 2020 with a flower basket. Thanks for understanding.

In Memory of: Lucy MacNeill, Phyllis Harris, Terry Pickens, White family members, Edgar family members; and in special thanks to Howard Moore.