

RURAL MUNICIPALITY OF MURRAY HARBOUR
MINUTES of REGULAR COUNCIL MEETING
July 8, 2020

In Attendance: Mayor Paul White, Chair; Deputy Mayor Glen White , Cllr Sandra Gordon,
Cllr Carol White. Absent Paula MacLean, Regrets: Marlene MacNeill
Staff: Margaret VanInderstine (CAO)
Gallery: Gary MacKay, John Robertson, Darcy Norman

1. Call to Order: 7:08pm

2. Declaration of Conflict of Interest

No conflicts were declared.

3. Approval of Agenda

Moved by Cllr Gordon and seconded by Cllr White
that the agenda for the July 8, 2020 Council Meeting be approved with the addition of two
items in Old Business. *Motion carried.*

4. Approval of Minutes

Moved by Cllr Gordon and seconded by Cllr White
that Council hereby approve the minutes of the June 10, 2020 Regular Council Meeting as
submitted. *Motion Carried.*

5. Business Arising from the Earlier Meetings

6. Delegations

None.

7. Correspondence

Email correspondences: Fire Chief of the Year Nominations (forwarded to council); 211 PEI –
connecting people to the social, government and non-urgent health services they need quickly and
easily; Community Navigator Steering Committee Members (CBDC) (forwarded to council); Linda
Nicholson (card players in Ch'town guidelines; forwarded to council). CAO to forward the emails to
council.

8. CAO Report

Budget to date report

9. Reports of Committees

Parks and Recreation

Cllr White provided updates on a number of activities:

- Pickleball activities continues with COVID-19 guidelines in place 10- 12 participants. We will supply hand sanitizers.
- Cards will continue twice weekly (Tuesday and Fridays) in large room for social distancing space.
- Chair White will have a plan in place to present by next meeting; having no responses to her telephone calls to Powers Monument.
- Chair White discussed designs asked of Power's Monument.
- Need the runoff from the bridge fixed before. CAO to set up meeting with Mayor and Dep Mayor to discuss.
- John Robertson offered suggestions for verbiage and repairs to the Monument.
- Cenotaph completed this summer.

Planning

Dep Mayor G White provided a summary of the committees' activities indicating that the committee has narrowed their choice and are meeting again on July 15th further discussion and possibly reach a decision. Decisions regarding going ahead with the plan and finalize the need of an inspector as soon as possible. More information needed. CAO is awaiting replies to emails from Municipal Affairs and island communities who have been through the process. Cllr's White and Gordon voted yes to the project; but then more info was requested; suggestion was made by Chair White to attend the next meeting.

EMO

Tentative meeting set for ~~July 18th~~. *Sept 19 @ 10:00 am*

Sewage Utility Board

Cllr Gordon reported on the July 7th meeting.

Discussion regarding the classification the Utility as an independent corporation; no consensus to join the Sewage to RMMH.

Monitoring system in the works Job Description for the Sewage Admin will be presented at the next sewage meeting.

Discussed bringing the sewage covers up to grade to prevent rain runoff entering the sewage system.

Discussed the overdue accounts and the procedures in place.

Discussion re the video assessment of the old sewage lines; agreed to get a 2nd quote.

Questions brought forward: Does Ch'town cover their sewage covers to prevent storm run off from filling the sewage system? Does GTF cover costs to repair covers?

Beautification and Special Events

Discussion of YardSale (pending info on date of Cape Bear Lighthouse's yardsale. John Robertson offered to inquiry of their date). Agreed to make our's a Stand-alone yardsale (I.e., we will not sell tables).

Summer staff will be asked to set up; Volunteers offered to help tear down after the sale. Will be announced in the News letter.

Strawberry Picking for upcoming take out event; Mayor White agreed to spearhead for volunteers and perhaps take summer staff to help.

News and Communications:

Newletters will be handled by Faye White; all submissions to be sent directly to her. CAO will send you her email once we get a confirmation of CapeBear's Yard sale date. Then we will decide when to publish the next news letter.

Covid-19 Operations Plan

Uncertainty who is on this planning group.

HR

Documents re Funding for student scanned and submitted on July8th. - CAO to submit.

10. Old Business

- **Senior Housing – deferred to another meeting; council wants an in-depth analysis before making a decision (Glen agreed to do this huge task).**
- **RMMH Yardsale was agreed to be a stand alone sale (not selling tables) but we may see about doing it the same day as Cape Bear; John Roberston will inquire about their date. We will use our summer employees to set up; volunteers will be taking down (stairs) any unsold items.**
- **RMMH Paul will pick up labels for the lottery.**
- **Highway wish list and contact with ALec Blue regarding run off problems at the bridge. Meeting to be set up by CAO.**
- **Port Authority – not reached yet. CAO will try to contact John Ferguson.**
- **Playground fence fixed. Request made to get more wire for more repairs needed.**
- **ATV access: Trail for ATVs is still open. Objective: to keep ATVs off our landscaped grass. Fencing is being placed in the dog park area in an attempt to keep all motorized vehicles off the landscaped portion of that area.**

11. New Business

- **Grounds-Keeper watering method - CAO will make up a short contract to cover any possible liability issues if an injury occurs.**
- **Wood from Railhead – rather than try to sell the wood council agreed to donate to the wood to Shannon Penny.**
- **Maintenance re Garbage – John Robertson (and his assistant, Chef Gordon R.) kindly agreed to tend to the garbage at the Wharf Look-Out. Mayor White agreed to tend to the other garbage (Railhead and Dog Park) on a regular basis.**
- **Memorial baskets – deferred this year due to COVID-19.**
- **Council Regular Meeting Reports – Due to CAO by the Thursday prior to the meeting to allot for preparation of Agenda time needed.**
- **Harassment calls to village office – Suggested by council to record the calls.**
- **Janitorial Contract – to be made by CAO; one year term.**

- CAO contact method – no home contact regarding business (unless of an urgent matter).
- CAO appointment approval – motioned and carried
- Budget Report – to be more clearly presented for council's viewing.
- Hall Calendar entries – to be checked before agreeing to residents for rental.
- WCB Harassment Regulations – to be tended to by CAO
- WCB Assessment for JFY Program – to be submitted by CAO.
- Repairs – Council acknowledged with gratitude the work done by John Robertson, Chef Gordon R., Scott MacNeill (Librarian's spouse), Corey VI.
- Upcoming events: Picking strawberries on a volunteer basis.

12. Adjournment

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

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Paul Whitehead

mayor

Anne Barnes

CAO

September 2, 2020

Date

RURAL MUNICIPALITY OF MURRAY HARBOUR



YEAR-TO-DATE - 2020/2021 OPERATIONAL CASH FLOW Budget

Updated June 30, 2020

Income					
Equalization Payments	\$ 10,487	\$ 10,487	\$ 3496	33%	\$873.92/month
Property Taxes	\$ 97,998	\$ 104,551	\$ 24514	23%	\$8893/month beginning May 2020
Fire District Fire Dues	\$ 47,484	\$ 48,834	\$ 12117	25%	\$4080/month beginning May 2020
Hall Rentals	\$ 7,000	\$ 7,000	\$ -	0%	
Donations and Fundraising	\$ 5,000	\$ 5,000	\$ -	0%	
Reserve Fund	\$ 6,600	\$ 6,600	\$ 1,100	17%	
MHSU Office Rent @ \$300/month	\$ 3,600	\$ 3,600	\$ 900	25%	
Reimbursements from MHSU & FD	\$ 11,100	\$ 11,100	\$ -	0%	Includes Prop Taxes (SU); WCB Fees (SU); Office Supplies (SU); Insurance and Audit Expenses (for SU and FD)
MHSU Cape Bear Ext. Loan Interest Pay'ts	\$ 8,800	\$ 6,000	\$ 1413	24%	
Anticipated MCEG Grant	\$ 3,120	\$ 3,120	\$ -	0%	
Employment Grants (Groundskeeper and Student)	\$ 13,630	\$ 13,630	\$ -	0%	
Sales (Special Events)	\$ 8,000	\$ 8,000	\$ -	0%	
TOTAL INCOME	\$ 222,819	\$ 227,922	\$ 43540	19%	
Expenses					
Transfers to MHFD (\$5417/month)	\$ 65,000	\$ 71,527	\$ 22106	31%	
Advertising and Promotion	\$ 600	\$ 600	\$ 147	24%	
Postage and Delivery	\$ 200	\$ 200	\$ -	0%	
Bank Charges/Loan Admin Fee	\$ 1,100	\$ 900	\$ 179	20%	
Capital Expenditures	\$ 1,200	\$ 1,200	\$ -	0%	
Committee - Beautification & Special Events	\$ 2,000	\$ 2,000	\$ 269	13%	Not up to date; CA Day to be entered
Committee - Parks & Recreation	\$ 500	\$ 500	\$ -	0%	
Committee - Communications (Newsletter x 4)	\$ 900	\$ 900		0%	
Committee - EMO (Training, Reception Centre)	\$ 1,000	\$ 1,000	\$ -	0%	
Donations & Sponsorships	\$ 500	\$ 500	\$ -	0%	
Dues & Subscriptions	\$ 1,000	\$ 1,000	\$ 776	78%	Fed. of PEI Municipalities, Security Cameras

Election Costs	\$ 1,200	\$ 1,200	\$ -	0%	
Loan Principal - Community Centre	\$ 5,000	\$ 2,272	\$ 763	34%	
Loan Interest - Community Centre	\$ 2,400	\$ 1,650	\$ 386	23%	
Loan Principal - Cape Bear Sewage Ext.	\$ 12,000	\$ 8,296	\$ 2,758	33%	
Loan Interest - Cape Bear Sewage Ext.	\$ 8,800	\$ 6,000	\$ 890	15%	
Janitorial - Supplies and Waste Disposal	\$ 1,100	\$ 1,100	\$ 174	16%	
Office Supplies	\$ 1,200	\$ 1,200	\$ 352	29%	
Payroll - CAO	\$ 18,400	\$ 18,400	\$ 3867	22%	Minus \$100 allocated below
Payroll - Janitor	\$ 5,800	\$ 5,800	\$ 1488	26%	
Payroll - Groundskeeper	\$ 9,355	\$ 9,355	\$ 1205	13%	
Payroll - Student	\$ 4,725	\$ 4,725	\$ -	0%	No pay in June
Professional Fees - Insurance, Audit, Legal	\$ 43,231	\$ 43,231	\$ 3,318	8%	Insurance payments paid in installments of \$1658/month
Repairs & Maintenance - Snow Removal and Grass Cutting	\$ 6,600	\$ 6,600	\$ 1798	27%	Sidewalk Snow Removal to be paid in 3 installments
Repairs & Maintenance - Other	\$ 5,000	\$ 5,000	\$ 47	1%	Water testing for Kitchen License; plus
Reserve Fund	\$ 6,600	\$ 6,600	\$ 1,100	17%	
Repayment on Gas Tax	\$ 6,500	\$ 6,500	\$ -	0%	Approx. \$6500/year to March 2024; may be paid from Reserve Fund if no other funds available

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	2020-21 BUDGET	2020-21 BUDGET ADJUSTED	YTD - May 2020	% of Approved Budget	Notes
Property Taxes	\$ 4,800	\$ 4,800	\$ 1593	33%	
Telephone and Internet	\$ 2,550	\$ 2,550	\$ 590	23%	
Training & Development - Councillor & CAO	\$ 250	\$ 250	\$ 100	40%	Removed from wage figures above
Travel - CAO & Councillors' Allowance	\$ 100	\$ 100	\$ -	0%	
Utilities	\$ 27,540	\$ 27,540	\$ 5,205	19%	Maritime Electric, generator diesel, propane, sewage, etc.
TOTAL EXPENDITURES	\$ 247,151	\$ 243,496	\$ 49111	20%	
NET INCOME	\$ -24,332	\$ -15,574	\$ -5571		
Notes:					