

RURAL MUNICIPALITY OF MURRAY HARBOUR
MINUTES of REGULAR COUNCIL MEETING

November 6, 2019

Attending: Mayor Paul White (Chair), Deputy Mayor Glen White, Marlene MacNeill, Margaret Vanlderstine, Carol White

Regrets: Sandra Gordon

Staff: Christine Jackson (CAO)

1. Call to Order

Mayor White called the meeting to order at 7 pm.

2. Declaration of Conflict of Interest

Though not a voting member, Christine indicated that she would not comment on the application from Barry Jackson unless requested to do so. No other conflicts were declared.

3. Approval of Agenda

Two additional items were added to New Business: (1) dealing with downed trees from Dorian and (2) janitorial cleaning in the Community Centre.

Moved by Cllr White and seconded by Cllr MacNeill

that the agenda for the November 6, 2019 Council Meeting be approved as amended. Motion carried.

4. Approval of Minutes

Under the Parks and Recreation Committee report, the statement about the monument design was revised to read that "Council does not feel the Fishers Monument design from Powers Monuments is appropriate for the project."

Moved by Deputy Mayor White and seconded by Cllr Vanlderstine

that Council hereby approve the minutes of the October 2, 2019 Regular Council Meeting as amended. Motion Carried.

5. Business Arising from the Earlier Meetings

Building Code Act and Development Permits

Deputy Mayor White expressed concern about the upcoming requirement (as part of the revised Planning by-law) for the Village to oversee the administration of development permits stating that the Village has neither the money nor resources to fulfill this aspect of the by-law. Christine reported that Samantha Murphy at Municipal Affairs has indicated that this will be required of all municipalities and that costs might be offset by setting an appropriate fee structure, sharing a Development Officer with another municipality, or contracting the service out to a larger municipality like Three Rivers. Christine

suggested that more information is needed in order to fully understand the implications, options, and timeline around this requirement and is an issue that the Planning Committee can explore and advise on.

Lock on Shed Door

Deputy Mayor White reported that a lock has been put on the shed in the Community Centre parking lot to deter further vandalism.

6. Delegations

None.

7. Correspondence

Barry Jackson - Dealer Trad License (Class D)

As required by the Registrar of Motor Vehicles, Mr. Jackson submitted a letter requesting Council permission to obtain a Motor Vehicle Dealer Trade License (Class D) for his hobby motorcycle repair and sales activities. Deputy Mayor White indicated that this request was reviewed by the Planning Committee and the Committee recommends approval.

Moved by Deputy Mayor White and seconded by Cllr White
that Council hereby grant Barry Jackson permission to obtain a Motor Vehicle Dealer Trade License (Class D) in accordance with the Province's Registrar of Motor Vehicles requirements.
Motion Carried.

8. CAO Report

See report attached.

Municipal Credit Card

As part of her report, Christine noted that a number of online subscriptions (e.g., video camera accounts, anti-virus computer programs, etc.) had been set up on the former CAO's personal credit card, who was then reimbursed for any Village-related expenses. In order to streamline the process and improve transparency, Christine recommended that a municipal credit card be obtained.

Moved by Cllr VanInderstine and seconded by Deputy Mayor White
that Council hereby approve the CAO to obtain a Municipal credit card. *Motion Carried.*

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

9. Reports of Committees

Parks and Recreation

Cllr White reported:

- that a funding application has been submitted to Veterans Affairs Canada to cover the costs of moving three names from the back of the Cenotaph to the front.
- regarding the Fishers Memorial, she has been unable to reach Abe Waterman to get a quote on an engraved Island stone monument but has been told by others with similar structures that they are expensive and have a lifespan of only about 10 years. Cllr White will continue to explore options for this project.
- submissions for the next newsletter should be made to Faye White by November 20.

Planning

See report attached.

Finance & Infrastructure

See report attached.

Sewage Utility

See report attached.

EMO

Cllr MacNeill reported:

- the MOU (with Murray Harbour Church of Christ) and sample indemnification clause has been sent to Ewan Clarke at Cox & Palmer for legal review. This MOU will create an arrangement for the Church of Christ to serve as a back-up location during an emergency event. Mr. Clarke is providing this service at no cost.
- the Committee has developed volunteer schedules and task lists to improve efficiencies during emergency events. The Committee is still seeking more volunteers and several new members will be participating in basic emergency training next Spring.
- she will be researching strategies and resources for dealing with more extreme emergency events (e.g., when residents might require sleeping arrangements during prolonged power outages in cold weather).
- the Friendly Circle has sponsored the purchase of an exhaust fan for the Community Centre generator shed; it will soon be installed by Committee members.

Beautification and Special Events

- Cllr VanDerstine extended a thank you to all residents who purchased flower baskets this past summer. Their names will be included in the next newsletter.
- She also read a letter from Ida MacKenzie who would like to see flower planters installed on the bridge (like Montague). Council agreed that this would be a nice idea and that funds to purchase planters might be acquired through an amendment to the existing Gas Tax proposal for the Fishers Memorial or by community donations (e.g., a resident could purchase a planter with a small plaque dedicated to the memory of a loved one).

- Several fundraising events are planned in the next few months, including a dinner for Beach Point factory workers (Nov 23), a community breakfast (Nov 30), a family movie night (December), and an auction (February). Past events, including the Small Halls concert and take-out dinner raised more than \$1700.
- The old Community Centre sound system will be put up for sale.

10. New Business

By-Election

Moved by Cllr MacNeill and seconded by Cllr White
that a by-election to fill the vacancy for Councillor be held on February 3, 2020. Motion Carried.

Appointment of Municipal Electoral Officer (MEO) and Deputy MEO

Moved by Cllr VanInderstine and seconded by Cllr MacNeill
that Debbie Cuddy be appointed as the Municipal Electoral Officer for the February 3, 2020 by-election. Motion Carried.

A Deputy MEO has not been confirmed at this time; Council will conduct an electronic vote once a name has been put forward.

Appointment to Sewage Utility

Moved by Cllr VanInderstine and seconded by Cllr MacNeill
that Council hereby approve the appointment of Jaki Durocher to the Sewage Utility Board.
Motion Carried.

Remembrance Day Preparations

Christine will ask Shawn Landon if he will oversee moving the memorial crosses display to Butlers and flag protocols. She will also contact Rebecca Herring to ensure Village is included in the laying of wreaths list.

Indoor Pickle Ball

Because cleaning staff indicated that chalk lines applied to the floor for pickle ball were difficult to remove, lines are now made with tape. Tape will be left in place for the duration of the indoor playing season.

Available Grants

Christine indicated that there are two 'health and wellness' grants currently available -- Community Catalyst and Physical Literacy. Cllr White suggested that apply for funding for outdoor exercise equipment for seniors. Christine will look at options.

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Moved by Deputy Mayor White and seconded by Cllr VanInderstine
to extend the meeting to 9:10 pm. *Motion Carried.*

Downed Trees

There are several trees down in Railhead Park and on the Confederation Trail. Cllr VanInderstine would like to see these cleaned up and the wood given to residents. It was noted that the Village can deal with the trees at Railhead Park, but we do not have access to the Trail; trail staff will eventually see to the trees and the wood will likely given to residents (as done in the past).

Janitor Cleaning

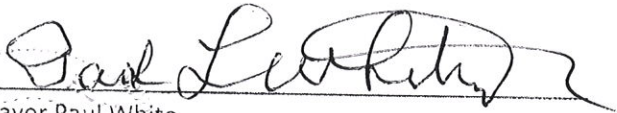
Cllr VanInderstine noted that the dressing room bathroom and side door entrance (behind stage area) should be included in the janitor's regular cleaning schedule. Christine will ask the janitor to include these areas in his schedule. It was also noted that the dehumidifier in the dressing room is not draining properly and needs to be placed on a raised platform to improve drainage.


Adjournment

Moved by Cllr White to adjourn at 9:10 pm.

The next regular meeting of Council will be on December 4, 2019 at 7 pm.

Signed:



Mayor Paul White

Christine Jackson, CAO

December 4, 2019

CAO Report

November 6, 2019

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:

- Completed application to Veterans Affairs Canada for funding to address updates to cenotaph
- Completed and submitted Disaster Financial Assistance application in the amount of \$343
- Filed two GST rebates (July 2018 - March 2019 and Apr - Sept 2019)
- Created list of key/code holders and updated Community Centre Security Codes
- Created an amended budget and 6-month cash flow forecasts
- Efforts to consolidate email accounts (currently 4 accounts), update email/account subscriptions, and track down 'auto-payment' accounts (on former CAO credit card)
- Updated website with new banner photos
- Created handouts for Being Connected Day at Montague Regional High

Meetings

- Sewage Utility Board - Oct 16
- Gas Tax/Asset Management Information Session - Oct 17
- Finance & Infrastructure Committee - Oct 24
- Ryan English (CIBC) - Oct 30
- Darlene Compton - Nov 1

Other

- Ewan Clarke at Cox & Palmer has agreed to review the MOU and Indemnification clause at no cost.
- Regarding diver activity at the bridge, I confirmed with Neil Lawless (provincial bridge engineer) that divers are wrapping the piles; this is part of the original project plan and is intended to enhance longevity of the structure.
- I confirmed that there is no requirement for councillors to submit a criminal records check.
- Regarding a book drop for the library, Grace Dawson has advised that she can arrange construction of an outdoor book drop at no cost to the village.
- Regarding interest on Gas Tax repayment, currently waiting for Darlene Rhodenizer to confirm end date for interest calculations.
- Meeting with Robert Arsenault scheduled for November 14 to review fire safety protocols and requirements
- Based on information provided by Alan Aitken, it is not feasible to re-designate Highfield St. as a public road.

Financial Update

I presented an amended budget (see attached) to the Finance & Infrastructure Committee that more accurately reflects our expected income and reduces expenditures to mostly 'essential' spending. I am currently forecasting a \$25K deficit for the 2019/20 fiscal year.

		2019-20 BUDGET	ADJUSTED BUDGET	YTD - Oct 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	\$ 5,682	60%	
11	Property Taxes (\$6883 x 12 + 25 (\$1660)	\$ 84,660	\$ 82,700	\$ 47,096	57%	Payments are \$6728/month
2	Fire District Fire Dues (\$4201 x 12)	\$ 50,400	\$ 47,484	\$ 27,699	58%	Payments are \$3957/month
	Hall Rentals	\$ 8,000	\$ 8,000	\$ 4,171	52%	
	Donations	\$ 1,000	\$ 3,000	\$ 2,638	88%	
3	Reserve Fund (\$550 x 12)	\$ 6,600	\$ -	\$ 3,850		For 2019/20, this is an expense only to pay off Gas Tax.
	MHU Office Rent	\$ 3,600	\$ 3,600	\$ 2,100	58%	
4	Reimbursements from MHSU & FD	\$ 8,470	\$ 21,670	\$ 18,845	87%	Includes SU Prop Taxes, WCB Fees, Paper, and Audit Expenses (for SU and FD); also \$13K from MHSU
5	CWWF Reimbursement	\$ 21,000	\$ -	\$ -		With the \$13K repayment from MHSU, there will be no further reimbursement.
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	\$ -	0%	
	Sales' (Special Event Income)		\$ 3,000	\$ 2,839	95%	
	TOTAL INCOME	\$ 207,230	\$ 191,920	\$ 127,520	66%	
	Expenses					
7	Transfers to MHFD (\$5755 x 12)	\$ 70,000	\$ 70,000	\$ 21,668	31%	To July 2019 (Aug, Sept, Oct still owing)
	Advertising and Promotion - Newsletter	\$ 2,500	\$ 1,500	\$ 686	46%	
	Bank Charges	\$ 1,000	\$ 1,400	\$ 697	50%	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	\$ 1,031	47%	
	EMO Contingency	\$ 1,000	\$ 1,000	\$ 231	23%	
	Interest Expense - Community Centre Mortgage	\$ 2,570	\$ 2,570	\$ 1,539	60%	
8	Interest Expense - New CWWF Mortgage (Cape Bear)	\$ 10,000	\$ 10,000	\$ 5,475	55%	
	Janitorial - Waste disposal	\$ 1,000	\$ 1,050	\$ 537	51%	~\$600 for IWMC, \$450 for Shannon (5 months)
	Janitorial - Supplies	\$ 500	\$ 500	\$ 365	73%	
	Special Events	\$ 1,000	\$ 2,000	\$ 1,616	81%	
	Office Supplies	\$ 1,000	\$ 1,000	\$ 1,042	104%	Includes \$450 for cheques
	Parks & Rec	\$ 2,000	\$ 500	\$ 111	22%	
	Payroll - CAO and Janitorial Staff	\$ 17,500	\$ 20,370	\$ 11,166	55%	Based on avg of \$761 biweekly for both positions
	Payroll - Groundskeeper and Student	\$ -	\$ 11,643	\$ 11,612	100%	
	Postage & Delivery - Newsletter	\$ 500	\$ 300	\$ 201	67%	
12	Principal Payments - Community Centre Mortgage	\$ 5,000	\$ 5,000	\$ 2,885	58%	
9	Principal Payments - New CWWF Mortgage (Cape Bear)	\$ 11,000	\$ 11,000	\$ 6,876	63%	
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%	
3	Reserve Fund	\$ 6,600	\$ 6,600	\$ 3,850	58%	To be used to pay off Gas Tax repayment
	Property Taxes	\$ 4,500	\$ 4,500	\$ 3,182	71%	
	Telephone and Internet (\$210 x 12)	\$ 2,500	\$ 2,500	\$ 1,392	56%	
	Training & Development Councillor & CAO	\$ 500	\$ 500	\$ 220	44%	
	Travel - CAO & Councillors' Allowance	\$ 500	\$ 250	\$ 85	34%	
	Utilities (\$2200 x 12)	\$ 27,000	\$ 27,000	\$ 14,587	54%	Includes Maritime Electric, generator diesel, and sewage
	Utility repayment (\$150 x 12)	\$ 1,800	\$ -	\$ -		
	TOTAL CURRENT LIABILITIES	\$ 207,230	\$ 217,633	\$ 111,283	51%	
	NET INCOME	\$ -	\$ 25,713	\$ 16,237		
	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 expected utility repayment to the Village (see notes #8 and #9).					
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 boundaries (Fire District). In addition, the Village pays the Fire Department \$1554/month out of property tax revenue.					
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.

Cash Flow Projections - October 2019 - March 2020

Updated Nov 1, 2019

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Starting Bank Balance	\$ 7,078	\$ 10,767	\$ 3,449	-\$ 2,819	-\$ 9,247	-\$ 10,098	-\$ 23,274
Monthly Income							
Equalization (Municipal Support Grant)	\$ 811	\$ 811	\$ 811	\$ 811	\$ 811	\$ 811	
Property Tax	\$ 6,728	\$ 6,728	\$ 6,728	\$ 6,728	\$ 6,728	\$ 6,728	
MHSU Rent	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	
Fire District Dues	\$ 3,957	\$ 3,957	\$ 3,957	\$ 3,957	\$ 3,957	\$ 3,957	
Hall Rent	\$ 150	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	
GST Rebate	\$ 8,880						
Other	\$ 1,300	\$ 450					
Total Income	\$ 22,126	\$ 12,496	\$ 12,046	\$ 12,046	\$ 12,046	\$ 12,046	
Monthly Expense							
Utilities	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	
Tel/Internet	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	
Payroll	\$ 2,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	
Property Tax	\$ 5,417	\$ 10,834	\$ 10,834	\$ 10,834	\$ 5,417	\$ 5,417	
Fire Dues Transfer	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	
Reserve Fund/Gas Tax Repayment	\$ 130	\$ 40	\$ 40	\$ 200	\$ 40	\$ 40	
Janitorial	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	
Waste/Supplies	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	
Loan Principals	\$ 450						
Loan Interests							
Office Supplies							
Insurance	\$ 530	\$ 30	\$ 30	\$ 30	\$ 30	\$ 11,825	
Bank/Loan Admin Fees	\$ 4,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
Other	\$ 18,437	\$ 19,814	\$ 18,314	\$ 18,474	\$ 12,897	\$ 25,222	
Total Expense	\$ 3,689	-\$ 7,318	-\$ 6,268	-\$ 6,428	-\$ 851	-\$ 13,176	
Net							

October 28, 2019

PLANNING COMMITTEE REPORT

We have completed a detailed review of our Planning and Land Use bylaw and can now send it to Charlottetown for review and preliminary acceptance.

As previously stated we have a number of additional steps to review before we can even begin to present this to the public.

Directly ahead of us is the need to address the responsibility for Development Permits which the province wishes to download to us prior to actual implementation of the above mentioned bylaw. More to follow on this item.

Our next meeting is scheduled for November 13/19 at 10a.m.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Glen White", is written diagonally across the bottom right of the page.

October 25, 2019

NOVEMBER REPORT—FINANCE AND INFRASTRUCTURE COMMITTEE

Since we are currently in a deficit situation, Christine, our CAO, reworked our fiscal budget and cut back on items that were more or less discretionary. The committee agreed with this action.

Even with this approach we are projected to be in arrears by fiscal year end by \$25,000.

The question is now how do we offset this deficit?

So, after much discussion it was decided we possibly have two sources of funds that could assist in alleviating this dilemma; i.e., additional fundraising ventures and /or a significant property tax increase for our next budget year.

Council will therefore be charged with this issue in an attempt to come up with other ways where we can receive additional positive cash flow.

Another item raised at our meeting was that we currently have a few contracts that require payment via a credit card. Presently our previous CAO has been paying these bills with his own credit card and they are then being billed back to us. We feel that we should have our own credit card so that we may better track and control these expenditures. Another Council decision to make.

Respectfully submitted,

W. Glen White_____

Sewage Utility.

Meeting was held Oct 16th 10AM.

Missing from Meeting Stephen Mackay.

Ciganda appeared.

Review of Customer Balance Summary.

Stephen was not present to speak
to the ~~new~~ new hole holes but
they have not been fixed yet.

~~Pumping station at Riverside~~
~~repaired.~~

Mark and Goka Cox will create a
letter to be sent to customers
in arrears.

Will be looking for a new director
to replace resignation of Alex

Shute

Discussion re what action ^{to take} on the
lengthy over due account of

XXX

Next meeting Jan 8th 10AM

SH.