

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

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 pm. Online viewers and members of the gallery were welcomed.

2. Declaration of Conflict of Interest

No conflicts were declared.

3. Approval of Agenda

A request regarding catering was added to the agenda.

Moved by Cllr Gordon and seconded by Deputy Mayor White
that the agenda for the December 4, 2019 Council Meeting be approved as amended. *Motion carried.*

4. Approval of Minutes

Moved by Cllr VanInderstine and seconded by Cllr MacNeill
that Council hereby approve the minutes of the November 6, 2019 Regular Council Meeting as submitted. *Motion Carried.*

5. Business Arising from the Earlier Meetings

No business arising.

6. Delegations

None.

7. Correspondence

Daylight Saving Survey (Wendy Siebrands)

Wendy Siebrands requested that Council consider asking the PEI Federation of Municipalities to lobby the Province to conduct a survey of Islanders on whether they would like to continue Daylight Savings Time. Council supported this idea, and Christine will reach out to the Federation for more information (e.g., process for making a formal request, next meeting date, coordination with other Atlantic provinces, etc.)

Flyer Box Program (Ron Lund, The Guardian)

The Guardian is looking to install four flyer boxes in locations around the municipality. Once installed, residents will no longer receive bagged flyers in their driveways; rather, they will pick them up from the boxes. The program seeks to reduce single use plastic and litter. Council supported these objectives but would like to know more about the employment impact on individuals who currently deliver the flyers. Christine will inquire about this and will reach out to various business owners (Canada Post, Butlers', etc.) on whether they would be willing to have a flyer box on their properties.

8. CAO Report

See report attached.

Regarding the recent Community Centre walk-through with the fire inspector (Robert Arsenault), Christine will get confirmation on banquet-style seating capacity as well as overall building capacity (and how it relates to the requirement for panic bars on doors).

Regarding changes to the Cenotaph and our funding application to Veterans Affairs, it has been learned that the granite benches are not eligible and that the fund will only cover 50% of re-lettering, leaving the Village responsible for approximately \$570. On behalf of The Friends of Murray Harbour, Faye Fraser will donate \$565 toward that project. There was additional discussion regarding donations to the Cenotaph. Since 2017, it appears that annual donations from the Beach Point Women's Institute (\$50/year) have gone into general revenues. Moving forward, these donations will be tracked and distributed appropriately to upkeep of the Cenotaph.

Regarding repayment of the sewage extension loan, Christine will determine if interest costs were factored into dollars received/borrowed from the Sewage Utility (approximately \$150) in recent years and was determined by the auditor to cover the Utility's portion of the loan. If not, Council may approach the Utility to determine if it will pay the interest costs associated with the loan.

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

Cllr White had an appointment and left the meeting at this point.

9. Reports of Committees

Planning

See report attached.

Finance & Infrastructure

See report attached.

Sewage Utility

Cllr Gordon reported that the Board recently met to discuss its strategy to deal with delinquent accounts. This will include a series of letters that will communicate escalating actions against unpaid accounts (e.g., delayed payment charges, forwarding account to a Collection Agency, liens on properties, and/or legal action).

EMO

Cllr MacNeill reported:

- Ewan Clarke has provided an updated draft of the MOU (with Murray Harbour Church of Christ) which includes an indemnification clause. The Committee will review and update the draft as needed.
- She has made inquiries with the Red Cross regarding resources for dealing with more extreme emergency events; a Red Cross representative has offered to attend the next Committee meeting to provide more information.
- She will get an update regarding the installation of the exhaust fan for the Community Centre generator shed (paid for by the Seniors Friendly Circle).
- She would like to create a list of vulnerable people in the area to ensure that they are checked on during storms or other emergency events; a call out for the names of individuals who would like to be included on that list will be placed in the next newsletter.

Beautification and Special Events

Cllr VanDerstine:

- Publicly thanked Mayor White for donating the recent catering job for the Beach Point Factory Christmas Banquet from his own personal business to the Village; this event netted a profit of approximately \$3500 to the Village.
- The Movie Night, originally planned for December, will be postponed until January.
- The Brehaut/Stewart family has requested catering for Lynn Stewart's memorial reception on December 21; a meeting will be held to determine reception numbers, pricing, and volunteers.
- Cllr VanDerstine was recently told that walkers were not permitted access to the Confederation Trail over the winter. Christine will contact Trails PEI to determine if there are any access restrictions.

10. New Business

Appointment of Municipal Electoral Officer (MEO) and Deputy MEO

After a conversation with Dianne MacDonald who served as MEO for Murray River's recent by-election, it was decided that it is more practical (in terms of office hours and administrative work) that the CAO serve as MEO. As such:

Moved by Cllr Gordon and seconded by Deputy Mayor White
that Council hereby rescind the November 6, 2019 motion to appoint Debbie Cuddy as the Municipal Electoral Officer for the February 3, 2020 by-election. Motion Carried.

Minutes of Regular Council Meeting
December 4, 2019

Moved by Deputy Mayor White and seconded by Cllr Gordon
that Council hereby appoint Christine Jackson as the Municipal Electoral Officer and Debbie Cuddy as the Deputy Municipal Electoral Officer for the February 3, 2020 by-election. Motion Carried.

Date of January 2020 Meeting


Moved by Cllr MacNeill and seconded by Cllr Gordon
That, due to the fact that the next regular meeting of Council falls on New Year's Day, that the next meeting be scheduled for January 8, 2020. Motion Carried.

Adjournment

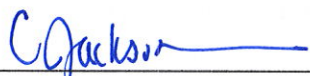
Moved by Cllr VanInderstine to adjourn at 8:55 pm.

The next regular meeting of Council will be on January 8, 2020 at 7 pm.

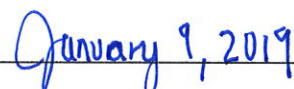
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Signed:



Mayor Paul White



Christine Jackson, CAO



Date:

CAO Report

December 4, 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:

- Retrieved and wiped laptop donated by Joan & Peter Young
- Researched and communicated with various Provincial employees re Planning requirements (e.g. Official Plan, maps, etc.)
- Researched election process and upcoming MGA requirements
- Assisted with editing/layout of newsletter

Meetings

- Stephen Pigott - TIE - Nov 5
- Robert Arsenault - Fire Marshall's Office - Nov 21
- Jesse MacDougall and Darlene Rhodenziez (call) - Nov 29
- Samantha Murphy (call) – Municipal Affairs – Dec 2

Other

- After Debbie Cuddy discussed the role of Municipal Electoral Officer (MEO) with Dianne MacDonald (CAO for Murray River and MEO for their recent by-election), it was decided that it makes more sense for me, as CAO, to take over the role as significant office time/activities are required.
- At the meeting with Stephen Pigott, we discussed flooding on Harbourview Ct, wastewater drainage in front of the Fire Dept., drainage coming off the bridge (and into the overlook area); and getting a lock for the cabinet at the bridge; TIE will consider/address these issues as resources become available.
- Regarding Gas Tax repayment, Tara Wheeler has calculated interest on our 2019/20 payment at \$263.33 for a total repayment of \$6736. This first payment is to be made in March 2020.
- The Fire Marshall has identified several issues that need to be addressed; a workplan and budget will be developed. Mr. Arsenault did not indicate any urgent issues at present.
- Charlie MacNeill has agreed to find a temporary fix for the back door (where the lock plates sometimes slip) and to fix the door sill and casing for the generator shed for minimal cost.
- A new lock has been installed on the front door, but it still does not seem to work properly.
- Re VAC application: we misunderstood that the VAC program only covers 50% of eligible costs; to move 3 names from the back of the cenotaph to the front will cost the Village approx. \$570; it is recommended that our VAC application be withdrawn and the project postponed until a later date.
- A credit card application has been submitted to CIBC; the card will have a \$3000 credit limit and a \$20/year fee (waived the first year).

Financial Update

See attached an updated budget (approved and amended) to Nov 30, 2019; I am currently forecasting a \$25K deficit for the 2019/20 fiscal year.

		2019-20 BUDGET	ADJUSTED BUDGET	YTD - Nov 30, 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	\$ 6,494	69%	
11	Property Taxes (\$6883 x 12 + 25 (\$1660))	\$ 84,660	\$ 82,700	\$ 53,824	65%	Payments are \$6728/month
2	Fire District Fire Dues (\$4201 x 12)	\$ 50,400	\$ 47,484	\$ 31,656	67%	Payments are \$3957/month
	Hall Rentals	\$ 8,000	\$ 8,000	\$ 5,811	73%	
	Donations	\$ 1,000	\$ 3,000	\$ 3,149	105%	
3	Reserve Fund (\$550 x 12)	\$ 6,600	\$ -	\$ -	#DIV/0!	For 2019/20, this is an expense only to pay off Gas Tax.
	MHU Office Rent	\$ 3,600	\$ 3,600	\$ 2,400	67%	
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	\$ -	\$ -		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	\$ 343	100%	
	Sales' (Special Event Income)		\$ 8,500	\$ 7,209	85%	
	TOTAL INCOME	\$ 207,230	\$ 197,420	\$ 142,862	72%	
	Expenses					
7	Transfers to MHFD (\$5755 x 12)	\$ 70,000	\$ 70,000	\$ 32,502	46%	To Sept 2019
	Advertising and Promotion - Newsletter	\$ 2,500	\$ 1,500	\$ 858	57%	
	Bank Charges	\$ 1,000	\$ 1,400	\$ 794	57%	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	\$ 1,032	47%	
	EMO Contingency	\$ 1,000	\$ 1,000	\$ 231	23%	
	Interest Expense - Community Centre Mortgage	\$ 2,570	\$ 2,570	\$ 1,738	68%	
8	Interest Expense - New CWWF Mortgage (Cape Bear)	\$ 10,000	\$ 10,000	\$ 6,189	62%	
	Janitorial - Waste disposal	\$ 1,000	\$ 1,050	\$ 650	62%	~\$600 for IWMC; \$450 for Shannon (5 months)
	Janitorial - Supplies	\$ 500	\$ 500	\$ 365	73%	
	Special Events	\$ 1,000	\$ 2,000	\$ 2,006	100%	
	Office Supplies	\$ 1,000	\$ 1,000	\$ 1,141	114%	Includes \$450 for cheques and \$100 for stamps
	Parks & Rec.	\$ 2,000	\$ 500	\$ 111	22%	
	Payroll - CAO and Janitorial Staff	\$ 17,500	\$ 20,370	\$ 13,500	66%	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	\$ 3,462	69%	
9	Principal Payments - New CWWF Mortgage (Cape Bear)	\$ 11,000	\$ 11,000	\$ 8,251	75%	
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	\$ 4,400	67%	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	\$ 1,590	64%	
	Training & Development Councillor & CAO	\$ 500	\$ 500	\$ 220	44%	
	Travel - CAO & Councillors' Allowance	\$ 500	\$ 250	\$ 85	34%	
	Utilities (\$2200 x 12)	\$ 27,000	\$ 27,000	\$ 17,394	64%	Includes Maritime Electric, generator diesel, and sewage
	Utility repayment (\$150 x 12)	\$ 1,800	\$ -	\$ -	#DIV/0!	
	TOTAL CURRENT LIABILITIES	\$ 207,230	\$ 222,633	\$ 136,163	61%	
	NET INCOME	\$ -	\$ 25,213	\$ 6,699		
	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.

PLANNING COMMITTEE REPORT

Next meeting will be held on Dec 05/19, 10am, in Council Chambers.

Items to be discussed include By Law Status; Official Plan status; processes needed to allow for implementation of these two documents; memo from Joshua Collins (chief building standards officer).

- W. Glen White, Chair

FINANCE AND INFRASTRUCTURE COMMITTEE REPORT

Last meeting held on Nov 20, 2019.

We reviewed our financial status , cash flow situation and our overall fiscal strategy.
Our next meeting has not yet been scheduled .

- W. Glen White, Chair