

RURAL MUNICIPALITY OF MURRAY HARBOUR
MINUTES of REGULAR COUNCIL MEETING
March 11, 2020

This meeting was originally scheduled for March 4, 2011.

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

Regrets: Marlene MacNeill

1. Call to Order

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

2. Declaration of Conflict of Interest

No conflicts were declared.

3. Approval of Agenda

Three items were added to the agenda under New Business:

- Making up Missed Community School Classes
- Committee Assignments
- Village Players Agreement

Moved by Cllr Gordon and seconded by Cllr VanInderstine
that the agenda for the March 11, 2020 Council Meeting be approved as amended. Motion carried.

4. Approval of Minutes

Moved by Cllr Gordon and seconded by Cllr VanInderstine
that Council hereby approve the minutes of the February 5, 2020 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 (see attached).

6. Delegations

None.

7. Correspondence

None.

8. CAO Report

See report attached.

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

9. Reports of Committees

Parks and Recreation

Cllr White expressed disappointment that the community lost out on the chair yoga classes. Efforts will be made to bring new activities to the village.

Planning

See report attached. Dep. Mayor White noted that the Committee would be reviewing the draft RFP for a planning consultant and the Senior Housing issue on March 13.

Finance and Infrastructure

Dep. Mayor White expressed frustration at the village's current financial situation. He stated that Councillors did not sign on to be fundraisers and that the focus on finances detracts work on bigger picture issues to enhance village life. However, fundraising will be a significant part of efforts to address shortfalls; he noted that we need to think outside the box for ways to involve the community and to find other sources of income. Increased municipal taxes need to be part of Council's response.

Beautification and Special Events

Cllr VanInderstine reported that she attended the Small Halls 2020 launch and received the posters and tickets (30) to promote the village's event on June 16. She noted that tickets sold in person are not subject to taxes or fees (as indicated on the poster). She also reported that she attended an Economic Roundtable hosted by MRSB where local businesses, municipalities, etc. brainstormed about ways to enhance the local economy. The group will meet again in a month's time. Further to this, Cllr VanInderstine said that the Wood Islands and Area Development Corp. is exploring economic development opportunities in the area; Christine noted that there is already an existing group (Southern Kings CBDC) that is trying to coordinate efforts in the region. Lastly, Cllr VanInderstine stated that she emailed Lt. Governor Perry's office about her potentially attending an event to honour a long-time community volunteer; she was asked to provide event details as they become available.

10. New Business

Village 50/50 Lottery

Council discussed holding a weekly 50/50 draw (similar to the Rotary's) at local businesses. Mayor White, who is leading the initiative, indicated that Butler's Grocery and the St. Peters Road gas station have already agreed to have boxes placed at their businesses; a request will also be made to the Murray River gas station. The lottery will be administered by Mayor White and Jaki Durocher. Council agreed to run the lottery for a six month trial to see how it goes over.

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Moved by Cllr Gordon and seconded by Cllr MacLean
that Council hereby approve an on-going 50/50 lottery to raise funds for Village operations.
Motion Carried.

Signing Authority on Soldier Monument Account

Moved by Dep. Mayor White and seconded by Cllr VanInderstine
that Council hereby remove Mark Tiller and Margaret VanInderstine as a signing authorities on the Soldier Monument account and add Christine Jackson and Carol White as a signing authorities to the Soldier Monument account. *Motion Carried.*

Christine and Cllr White will meet with Michelle Irving at CIBC to sign the appropriate forms when Cllr White returns from Florida.

Gas Tax Projects - Closures, Withdrawals, and 20/21 Projects

In an effort to clean up outstanding projects, Christine recommended that an older sidewalk project be withdrawn. Instead, funds might be re-directed to other projects like video surveillance of the original sewer lines.

Moved by Cllr Gordon and seconded by Dep. Mayor White
that Council hereby agree to withdraw Gas Tax project 15.4.6 - Sidewalk Construction on Main Street and reallocate the funds to other priority project(s). *Motion Carried.*

Christine also indicated that the Community Playground project would be closed out as it is now complete.

Draft 2020-2021 Budget and Set Date for Special Meeting to approve Budget

Moved by Cllr Gordon and seconded by Cllr MacLean
that Council hereby agrees to retain Arsenault Best Cameron Ellis as auditors for the 2019/20 fiscal year audit. *Motion Carried.*

Christine reviewed the draft 20/21 budget. Two versions were presented:

- The 'MGA requirements' version (as per the advice of Danny Jenkins at Municipal Affairs) does not require loan principal payments to be included (as per accounting practices where these are viewed as payment against debt liability). In this case, there is no shortfall and therefore no requirement to obtain Ministerial permission to operate in a deficit situation.
- The 'cash flow' version shows forecasted deficits based on actual expected income and expenditures.

Both versions show outcomes with a 10% (\$0.05) increase to the municipal tax rates and at status quo. After lengthy discussion, Council acknowledged that an increase to the tax rate was required to address

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the current financial situation. Council agreed to hold a Special Meeting on Thursday, March 19 to review/approve the 2020-21 budget. The meeting will be open to the public.

Municipal Property Tax Increase Recommendation

As per the earlier discussion:

Moved by Cllr VanInderstine and seconded by Cllr MacLean
that Council accept the recommendation of the Finance & Infrastructure Committee to increase municipal tax rates (commercial and non-commercial) by 10% (to \$0.57 and \$0.54, respectively) for 2020. Motion Carried.

RCMP Survey - Village Public safety and Crime Reduction Priorities

Christine reported that the RCMP is seeking input from municipalities regarding priorities for their 2020-2021 Annual Performance Plan. Council members indicated that traffic enforcement (e.g., speeding, 4 wheelers on roadways) and regular RCMP presence (via patrols) in the community are key issues for Murray Harbour. Christine will share these with the RCMP.

Making up Missed Community School Classes

Two classes missed two sessions during the Community School season and would like to make them up. Council agreed to permit this. Cllr MacLean will ask Lori Chapman to post classes to the Community Centre calendar to avoid conflict with other events.

Committee Assignments

Now that Cllr MacLean is on board, Dep. Mayor White stepped down as Chair for the Planning Committee; Cllr MacLean will take over that role. Dep. Mayor White will stay on as a member.

Village Players Agreement

Regarding the Village Players and the proposed arrangement to hold plays at the Community Centre this year, Council agreed that a 25% portion of ticket sales (the same arrangement that the Players have with Murray River) is appropriate. Christine will send a letter to the Players confirming this.

12. Adjournment

Moved by Cllr VanInderstine to adjourn at 8:40 pm.

The next regular meeting of Council will be on April 1, 2020 at 7 pm.

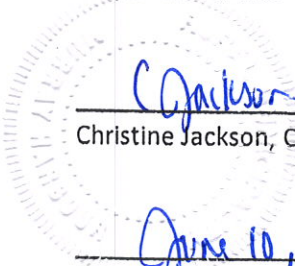
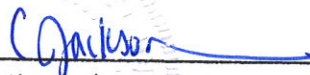
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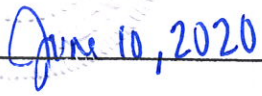
Signed:



Mayor Paul White

Christine Jackson, CAO



Date

CAO Report

March 4, 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:

- Submit employee (groundskeeper, student) grant applications
- Filed the *Access to Information and Protection of Personal Information and Records Retention and Disposal Schedule* bylaws with the Province
- Draft Request for Proposal for Planner for Official Plan and Development Bylaw
- 2020-2021 Budget Planning

Meetings

- Regular Council - February 5
- Beautification/Special Events Committee - February 12
- Village Players - February 14
- Finance/Infrastructure Committee (with Danny Jenkins, Municipal Affairs) - February 14
- Tyler Sellars, Hyndman Insurance (via phone) - February 19
- Ryan English, CIBC (via phone) - February 21
- Finance/Infrastructure Committee - February 27

Items from Previous Meeting / Information Updates

Lowering/Moving Speed Limit Signage and Jake Brake Signage

I spoke with Kevin Campbell on March 4; he indicated that he would consult with the traffic engineer regarding shortening the 50 km/hr zone on the western entry to the Village; if agreed, this will be a priority for this spring. Regarding prohibition of jake brakes, Mr. Campbell does not think signage is required as the use of jake brakes is already prohibited by law in areas of 50 km/hr or less. He suggests that if this is an on-going issue, we should take note of any specific company trucks and contact Highway Safety to deal with offenders.

Library Book Drop

We have received the book drop but it requires some modifications for weatherproofing. Scott MacNeill has volunteered to do this in the near future.

Village Players

Paul White, Glen White, and Christine met with Linda Palmer and Donna Penny from the Village Players on Feb 14 to discuss the possibility of the group putting on plays at the Community Centre in future. The players typically put on two plays per year (April and November). They will consider putting on the fall play here and possibly a summer event. It was agreed that Murray Harbour is willing to have the same arrangement as what the Players have with Murray River (25% of ticket sales). This information will be discussed by both respective groups before an agreement is finalized.

Expression of Interest - Seniors Housing Units

McQuaid Construction has expressed interest in building several seniors housing units in the village. This will be initially discussed by the Planning Committee and will be subject to determining if there is enough demand and appropriate land available in proximity to Butler's Grocery, the post office, etc.

Insurance Cost Increase

Hyndman Insurance has advised that insurance policy costs will increase by 9.7% for 2020/21. This is primarily due to increases in market values.

Flyer Box Program

As part of the process to install flyer boxes, the Guardian is currently collecting address information; once that is complete, a letter will be sent to residents to advise them that flyers will be available via the boxes (rather than end-of-driveway delivery). The program is expected to be up and running by April 1 and boxes will be located at Butler's and at the post office.

Year-to-Date Budget 2019-2020						
Updated Feb 28, 2020						
	2019-20 APPROVED BUDGET	ADJUSTED BUDGET	YTD - Feb 28, 2020	March 2020 Forecast	YTD % of Adjusted Budget	Notes
Income						
GST Rebate	\$ 5,100	\$ 8,880	\$ 8,757	\$ 8,757	99%	
1 Equalization Payments (\$811.75/month)	\$ 9,400	\$ 9,741	\$ 8,929	\$ 9,741	92%	
11 Property Taxes (\$6883 x 12 + 25)	\$ 84,660	\$ 80,736	\$ 75,126	\$ 81,854	93%	Payments are \$6728/month
2 Fire District Fire Dues (\$4201 x 12)	\$ 50,400	\$ 47,484	\$ 43,527	\$ 47,484	92%	Payments are \$3957/month
Hall Rentals	\$ 8,000	\$ 8,000	\$ 6,556	\$ 6,800	82%	
Donations	\$ 1,000	\$ 3,000	\$ 4,611	\$ 5,000	154%	
3 Reserve Fund (\$550 x 12)	\$ 6,600	\$ -	\$ -			For 2019/20, this is an expense only to pay off Gax Tax.
MHU Office Rent	\$ 3,600	\$ 3,600	\$ 3,300	\$ 3,600	92%	
4 Reimbursements from MHSU & FD	\$ 8,470	\$ 21,670	\$ 19,762	\$ 25,433	91%	Includes SU Prop Taxes, WCB Fees, Paper, Insurance and Audit Expenses (for SU and FD); also \$13K from MHSU
5 CWWF Reimbursement	\$ 21,000	\$ 9,500	\$ 8,657	\$ 9,500	91%	** 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	\$ 3,843	100%	
Prov. EMO Disaster Assistance		\$ 343	\$ 343	\$ 343	100%	
Sales' (Special Event Income)		\$ 8,500	\$ 7,694	\$ 7,694	91%	
TOTAL INCOME	\$ 207,230	\$ 205,297	\$ 191,105	\$ 210,049	93%	
Expenses						
7 Transfers to MHFD (\$5755 x 12)	\$ 70,000	\$ 65,000	\$ 59,587	\$ 65,000	92%	To January 2020
Advertising and Promotion - Newsletter	\$ 2,500	\$ 1,500	\$ 1,431	\$ 1,500	95%	
Bank Charges	\$ 1,000	\$ 1,400	\$ 1,052	\$ 1,100	75%	Includes \$1000 for Loan Admin Fees (\$500/bi-annual)
Beautification	\$ 2,000	\$ 1,000	\$ 541	\$ 541	54%	
Computer and Internet Training & Website Maintenance	\$ 1,260	\$ 500	\$ 209	\$ 209	42%	
Donations & Sponsorships	\$ 500	\$ 250	\$ 205	\$ 205	82%	
Dues & Subscriptions	\$ 1,000	\$ 1,000	\$ 907	\$ 907	91%	
Election Costs	\$ 1,000	\$ 2,200	\$ 1,451	\$ 1,451	66%	
EMO Contingency	\$ 1,000	\$ 1,000	\$ 231	\$ 231	23%	
Interest Expense - Community Centre Mortgage	\$ 2,570	\$ 2,570	\$ 2,419	\$ 2,570	94%	
8 Interest Expense - New CWWF Mortgage (Cape Bear)	\$ 10,000	\$ 9,500	\$ 8,657	\$ 9,500	91%	
Janitorial - Waste disposal	\$ 1,000	\$ 1,050	\$ 674	\$ 700	64%	
Janitorial - Supplies	\$ 500	\$ 500	\$ 365	\$ 450	73%	
Special Events	\$ 1,000	\$ 2,000	\$ 2,191	\$ 2,191	110%	
Office Supplies	\$ 1,000	\$ 1,000	\$ 1,579	\$ 1,650	158%	
Parks & Rec.	\$ 2,000	\$ 500	\$ 111	\$ 111	22%	
Payroll - CAO and Janitorial Staff	\$ 17,500	\$ 20,370	\$ 17,999	\$ 20,500	88%	Based on avg of \$761 biweekly for both positions
Payroll - Groundskeeper and Student	\$ -	\$ 11,643	\$ 11,643	\$ 11,643	100%	
Postage & Delivery - Newsletter	\$ 500	\$ 300	\$ 201	\$ 250	67%	
12 Principal Payments - Community Centre Mortgage	\$ 5,000	\$ 5,000	\$ 4,615	\$ 5,000	92%	
9 Principal Payments - New CWWF Mortgage (Cape Bear)	\$ 11,000	\$ 11,900	\$ 11,001	\$ 11,918	92%	
10 Professional Fees - Insurance and Audit	\$ 25,000	\$ 25,000	\$ 13,335	\$ 32,233	53%	Insurance (for 20/21) is due in March and will increase by 9.7%
Repairs & Maintenance - Snow Removal and Grass Cutting	\$ 6,500	\$ 6,500	\$ 6,525	\$ 6,500	100%	
Repairs & Maintenance - Other	\$ -	\$ 5,000	\$ 4,078	\$ 4,500	82%	
3 Reserve Fund	\$ 6,600	\$ 6,600	\$ 6,050	\$ 6,600	92%	To be used to pay off Gas Tax repayment
Property Taxes	\$ 4,500	\$ 4,500	\$ 4,779	\$ 4,779	106%	
Telephone and Internet (\$210 x 12)	\$ 2,500	\$ 2,500	\$ 2,219	\$ 2,500	89%	
Training & Development Councillor & CAO	\$ 500	\$ 500	\$ 220	\$ 220	44%	
Travel - CAO & Councillors' Allowance	\$ 500	\$ 250	\$ 85	\$ 85	34%	
Utilities (\$2200 x 12)	\$ 27,000	\$ 27,000	\$ 24,997	\$ 27,000	93%	Includes Maritime Electric, generator diesel, and sewage
Utility repayment (\$150 x 12)	\$ 1,800	\$ -				
TOTAL CURRENT LIABILITIES	\$ 207,230	\$ 218,033	\$ 189,357	\$ 222,044	87%	
NET INCOME	\$ -	\$ 12,736	\$ 1,748	\$ 11,995		
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					
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					
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

February 20, 2020

The Planning Committee has requested assistance from Minister Jamie Fox relative to funding for this project if/ when it becomes the prime responsibility of the M Hbr Rural Municipality. Generally, it seems that his feeling is that this is our responsibility and therefore ours to effectively manage. Our Planning Committee will discuss this item at our upcoming scheduled meeting and attempt to come up with some plan of action.

Respectfully submitted,

W. Glen White
Chair

Fire Department 2019 Update

In 2019 the fire Dept was called out on 29 emergency calls (15 medical 2 motor vehicle accident 12 fire). Currently have 20 members. The only major purchase in 2019 was a replacement rescue truck. There were no increase in fire dues in 2019. We have ongoing training and meetings throughout the year.

- Chief Stephen MacKay

March 3, 2020

