

## Rural Municipality of Mount Stewart Minutes, July 12, 2023

The regular meeting of the Rural Municipality of Mount Stewart was held on July 12th, 2023 at 6:30pm with the following Council members present:

**Councillors:** Chad Poirier, Kevin Lloyd, Beverly Campbell, Julie MacKay, Amanda Myers

**Staff:** CAO Katharine MacDonald

**Delegations:** Shirley Affleck, Vance Glover

1. Call to Order – CAO called the meeting to order at 6:31pm
2. Declaration of Conflict of Interest of Council Members, Mayor, and CAO: None.
3. Approval of Agenda - **Moved** by: Chad, **Seconded** by: Kevin
4. Adoption of Minutes - Council Meeting May 31st 2023 - **Moved** by Julie, **Seconded** by Bev
5. Monthly Report of the Mayor: Spencer was absent for the meeting and no Report of the Mayor was provided. Katharine explained most of what likely would have been covered will be discussed throughout the meeting's agenda.
6. Staff Reports:
  - a. Report of CAO and the Financial Update for June were approved, **Moved** by Amanda, **Seconded** by Kevin
    - i. Katharine explained each week of June, from Christine's last week, to the following first weeks with Katharine in office. Aside from the day to day and other recurring task load, Katharine expressed the need for a more concerted reorganization of the office, including sorting the decades' worth of files. Several councilors noted that files older than seven years (kept for tax purposes) should be stored properly or, depending on the documents, discarded. Chad suggested having so many older files could present privacy risks. Kevin and Julie suggested looking into shredding some of the older documents. Kevin suggested our Summer Student, if they have the right skills, could help with organizing the space.
    - ii. Katharine explained that, as it is her first month, the Accounts and Journal Entries are not perfect yet, and while she has been learning quickly and numbers are generally starting to even out, it may take time to ensure everything makes sense when contained into a monthly report. That being said, she noted that the accounts are overall healthy, as they have been, but that next meeting we will see the cost of our Canada Day celebrations, which she is still in the process of paying out.
    - iii. Chad requested the "customer aged" accounts for the Sewer for next meeting. Katharine agreed and said she forgot they are usually at the meeting for review and will have them printed going forward.
  - b. General and Sewer Accounts were approved, **Moved** by Julie, **Seconded** by Kevin
  - c. General and Sewer Journal Entries were approved, **Moved** by Chad, **Seconded** by Kevin
  - d. Report of Sewer Operator - Monthly Report for June, 2023 – was approved, **Moved** by Amanda, **Seconded** by Kevin
7. Unfinished Business:

- a. Summer Student
    - i. Katharine explained that the previous choice could not be hired due to ineligibility for the program and circulated all the resumes we have collected. Julie said that her and Kristine Crann had previously done interviews with summer students. Amanda asked if we could involve Olivia as it would be great to have their supervisor on hand. Julie said it should be council, not staff, running the interview. Kevin said he liked Mooney and Fleming's resumes and Chad and Julie agreed. Chad suggested we contact those two for interviews and contact the rest thanking them for submitting their resumes and that they were great.
  - b. Committees Meetings: Community Development, Community Sewer – skipped as Spencer was not present.
  - c. 2023 Summer Work Projects
    - i. Julie would like the windows in the Banquet hall improved, and a deep clean of the kitchen, including all of the dishware and inside cupboards. Kevin and Amanda asked if we will be painting the blue wall in the Eco-Centre museum. Julie said that as the librarian at the Eco-Centre is regularly asked visitors' centre-type questions, it would be ideal to have a staff person at the museum space for that. Amanda and Julie agreed that the student should be available on weekends to work shifts at the museum. Amanda and Bev said that the lighting in the Eco-Centre needs to be looked at, with some lights out and balusters needing to be replaced. Kevin said we can't just replace light bulbs if that's the case, the light fixtures themselves will need to be replaced then.
  - d. Community Revitalization application
    - i. Katharine circulated the motion for Council to review, and was approved – **Moved** by Julie, **Seconded** by Kevin. Katharine explained the two proposed phases of the project and explained that CCBF (formerly gas tax) funds need to be spent by end of fiscal year 2024-25.
  - e. Market at Eco-Centre – skipped as Spencer was not present.
  - f. Solar projects
    - i. Katharine read out the motion to Council and it was approved, **Moved** by Chad and **Seconded** by Amanda. Julie stated that we should hold a public meeting about CCBF-funded projects of this size. It was agreed that a public meeting, as had been held once or twice a year in the past, should be held for residents to voice thoughts and ideas.
8. New Business:
- a. Unsightly premises complaints
    - i. Katharine brought Council up to speed on recent complaints. Julie indicated that one subject of complaints, the lot on Union and South Main, was recently cut by Stephen Cousins for the property owners. The lot at Ross Street was also a subject of discussion that was revisited again under the By-Laws section and also by Shirley Affleck (Delegations). Katharine circulated a draft letter to send out to the property owners whose properties have been subjects of complaints. Chad said while the first letter should be polite, following letters should be firmer in tone.
  - b. Canada Day debrief
    - i. All agreed that the fireworks were great, Julie said the eco-centre set-up was nice and that people could enjoy being inside, however people seemed to

have trouble locating the washrooms. Katharine asked if we need to increase signage, but there is already a reasonable amount of signage present, they are just not necessarily located in an intuitive place. It was agreed that next year we need to have considerably more water and other beverages available, like in large dispensers, and we may want to look at buying, renting, or borrowing an open-sided tent for the BBQ area.

- c. Hall rental agreement updates
  - i. Some discussion was had after Katharine circulated the original hall rental agreement (with earlier revisions visible) and the new draft on which council could provide feedback. It was felt that we should charge a deposit, and give the payment back, but there was some disagreement about when to apply a damage deposit. Julie felt that, for example, when the UCW rents the space to put on small dinners, they shouldn't have to pay a damage deposit. Amanda wondered how we would decide whether one group would be exempt from paying while another would be expected to pay. Katharine asked that folks consider the original document and the draft so that they could provide feedback for the creation of a final draft, and that the important thing is that the agreement is clearly worded and precise. Katharine explained that in transferring over the rental information from the hard copy calendar, not everyone appeared to have been quoted an amount, the amounts that had been quoted were sometimes inconsistent with the hall rental agreements being signed, and that if we were to enforce the rates currently in place, some events would cost considerably more than they were being quoted. In addition, Katharine proposed that Council reassess the need to charge residents and non-residents different rates. Julie said that the broader community, not contained within the municipality, is still connected to Mount Stewart and should not be penalized with higher rates, and that the community relies on their use of our spaces. Several councilors felt we should make funeral receptions free for any renter. Katharine suggested Council review this on their own time but that we come to a more final decision soon so that we can send out clear, updated hall rental agreements to the many bookings in upcoming months.
- d. Honorarium payments
  - i. Katharine explained that she had mistakenly started cutting honorarium payment cheques, forgetting the previous set-up of 3 months and then 9 months, rather than quarterly. Council agreed that Katharine should continue processing honoraria for the remaining members of council for this time period and then resume the previous plan of processing cheques before the holidays at the end of 2023.
- e. Christine Watts – lunch?
  - i. Council agreed that, rather than this sitting council meeting with Christine at a restaurant, that we should host a get-together in the community so that the larger community and previous councils could attend. Amanda said that members of the community had asked if we would be having an event for her that the community could attend. Council could have a smaller meeting beforehand and open it up to the community afterward. Planning details to come, including catering, location, time and date.

## 9. By-laws:

- a. Dog Bylaw

- i. Julie said in addition to a letter we should also do up a public notice and post it around the community. Chad said that we should send the drafted letter that Katharine circulated out to the person whose dog has been the subject of several complaints. Several councilors asked if we could get a quote from the Humane Society for their services with dog bylaw enforcement.
- b. Honorarium by-law
  - i. Katharine suggested that Council have a meeting dedicated to reviewing by-laws. The honorarium by-law is considered very outdated by Municipal Affairs and requires clearer language.
- c. Unsightly premises by-law
  - i. Council agreed that reviewing this by-law would be left to a dedicated by-law meeting, but that it needs updating, as there are also concerns from the community around buildings that appear unkempt.

#### 10. Public Delegations (not listed as Delegation):

- a. Shirley Affleck came to raise concerns again with the long grass and overall issues with her neighbouring property, including trees growing up into her yard, and the potential impact on her property value, as well as potential issues with insurance companies who consider long grass to affect insurance premiums. Julie explained that previously she had spoken with the property owner who indicated that their parent would help with some of the tidying but nothing was ever accomplished, and since then, new items (old vehicles) have been added to the property. Katharine explained the two phone conversations she had with the property owner since Shirley first shared her complaints.

Shirley also asked if we could have something done about the amount of clay and sand left by large trucks on Ross Street. Katharine said she would put in a call with the Department of Transportation.

Vance Glover also joined Shirley. Vance said the property near the Seniors Home also has very long grass and should maybe be contacted by the community. He also wondered if we could do anything about the old School. Council said they would look into it but that the property owners appear to have plans around the building.

Shirley also asked if the village has any regulations in place around having poultry on properties in the municipality. Katharine said she would look into it.

Council decided these issues could partly be addressed at a public meeting, which Shirley said used to happen regularly and would be well attended, and that we should issue newsletters to keep the community up to speed on various matters.

11. Adjournment was **Moved** by Chad and **Seconded** by Amanda at 8:35pm.

#### Next regular Council Meeting:

September 6<sup>th</sup> 2023 at the Community Complex at 6:30pm or as called by Council.