

# APPROVED MINUTES

## *Regular Committee Meeting – Rural Municipality of North Shore Finance and Administration*

**Monday, January 18, 2021 @ 4:00 pm  
North Shore Community Centre**

**PRESENT:**

Chair Peter Vriends, Mayor Gerard Watts, Howard Ellis, Gary Bradley, Rick Bain, Doug Smith and CAO Stephanie Moase

**1. CALL TO ORDER:** 4:00 pm by Committee Co-Chair Peter Vriends

**2. APPROVAL OF THE AGENDA:**

**It was duly moved and seconded** that the agenda be approved as presented.

**Moved by Howard Ellis and seconded by Gary Bradley**

*All in Favor*

**MOTION CARRIED**

**2.1 Disclosure of Pecuniary (Financial) or Other Conflicts of Interest**

Division 4, Section 96 of the *Municipal Government Act*

There were none.

**3. APPROVAL OF MINUTES:**

**3.1 Minutes from Nov 16, 2020- Regular Finance Meeting**

**It was duly moved and seconded** that the minutes of the November 16, 2020 meeting be approved.

**Moved by Howard Ellis and seconded by Rick Bain**

*All in Favor*

**MOTION CARRIED**

**3.2 Minutes from Jan 5, 2021- Special Finance Meeting**

**It was duly moved and seconded** that the minutes of the January 5, 2021 Special meeting be approved.

**Moved by Doug Smith and seconded by Gary Bradley.**

*All in Favor*

**MOTION CARRIED**

### **3.3 Business Arising from the minutes**

Mayor mentioned that the rinks have now been flooded, looking for mats to walk on

## **4. NEW BUSINESS**

### **4.1 Capital Projects Update**

- Grand Tracadie Key Card Access is in progress. Software should be coming this week
- Security Cameras- have received 2 quotes, have some time as cameras can't be installed until Spring
- Outdoor storage shed at NSCC: waiting on garage door, should be coming soon
- Stanhope Oil Tank replacement: have received 1 quote, waiting on another company to come out and quote
- Chair lift/Elevator: upped budget of gas tax to \$50 000, there is 1 preliminary quote, we will need architect/engineer to come and see what we need
- Replacement of signs around the municipality: use CIP for gas tax for the signage, need to wait until current gas tax project is closed so can see how much is left
- Generator at Grand Tracadie: if there is a pandemic and an emergency at the same time, we will need a 2nd warming station, hence the need for a generator at Grand Tracadie. Hoping to use the Climate Challenge for 75% of cost and potentially use the Safe Restart fund for the remaining 25%. Waiting to hear about funding before finalizing.
- Audio/Visual upgrades: Screen/rear projector for the NSCC gym, has been quoted at \$22 000, proposing to use Safe Restart fund to cover the cost.

**It was duly moved and seconded** that Finance and Admin recommend to Council to approve the Screen and Rear Projector Project for the NSCC Gym using Safe Restart Funding

***Moved by Howard Ellis and seconded by Doug Smith.***

***All in favor***

***MOTION CARRIED***

### **4.2 Budget Update**

The Chair referred committee to the Budget Tracking for the end of Dec 2020.

### **4.3 HR Policy Review**

Committee reviewed updated changes to the HR Policy

**It was duly moved and seconded** that Finance and Admin committee recommend to Council to approve the updated HR Policy

***Moved by Doug Smith and seconded by Gary Bradley.***

***All in favor***

***MOTION CARRIED***

### **4.4 Meeting Schedule**

Committee reviewed and accepted a proposed meeting schedule for 2021. Schedule will be posted on the website.

**4.5 Proposed Budget**

Co-chair Peter Vriends referred Committee to the draft proposed budget for review and suggested updates.

Pleasant Grove taxes to increase by \$0.01 each year until equal with rest of Municipality, Grand Tracadie has a higher commercial tax rate (\$0.25 vs \$0.18) Should all commercial tax rates be equal?

We need to identify commercial properties, they need to be identified before the Official Plan takes effect, this needs to be sent to Planning Board

Centre rentals/bar - reduce the budget income as not many events due to COVID

Wages: combine lines for "Administrator Wages" and "Centre Wages"

Ensure at least \$20 000 for upcoming studies

It was brought up that perhaps the Fire Department should be approached regarding Fire Dues.

Asked for their Financials, should be on their website.

**5. NEXT MEETING: February 22, 2021 @ 4:00 pm.**

**6. ADJOURNMENT**

There being no further business, the meeting adjourned at 5:20pm

***Moved by Doug Smith and seconded by Gary Bradley***

***All in favor***

***MOTION CARRIED***

\_\_\_\_\_  
SIGNED: Peter Vriends, Chair

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
SIGNED: Stephanie Moase, CAO

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DATE: