

APPROVED MINUTES

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

**Monday, November 16, 2020 @ 4:00 pm
North Shore Community Centre**

PRESENT:

Mayor Gerard Watts, Howard Ellis, Gary Bradley, Rick Bain and CAO Stephanie Moase

REGRETS:

Doug Smith, Peter Vriends

1. CALL TO ORDER: 4:07 pm by Committee Chair Mayor Gerard Watts

2. APPROVAL OF THE AGENDA:

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

Moved by Gary Bradley and seconded by Howard Ellis

All in Favor

MOTION CARRIED

2.1. Disclosure of pecuniary (Financial) or other conflicts of interest:

There were none

3. APPROVAL OF MINUTES:

It was duly moved and seconded that the minutes of the October 19, 2020 meeting be approved.

Moved by Rick Bain and seconded by Gary Bradley

All in Favor

MOTION CARRIED

3.1. Business Arising from the minutes

Generator tank is installed and functioning and tested. Rubber crack sealing is done at the Grand Tracadie rink. Full size final drawings for the rink at Grand Tracadie will be shipped with the boards. Front entrance at Grand Tracadie will be started tomorrow, Nov 17, 2020. Grand Tracadie kitchen is awaiting the stove, delivery on Dec 27, 2021 if possible. Garage door for maintenance building is still not installed, man door will be coming from GT.

New CIP project for signs will be applied for under one project, including signs for West Covehead.

4. NEW BUSINESS

4.1. Capital Projects Update

Grand Tracadie outdoor rink is on budget, except for filling the cracks expense. Grand Tracadie key access contractor will be contacted regarding installation. New Horizon grant money has arrived, for

the kitchen upgrade. Stanhope oil tank expires early in 2021. Stanhope steps will done in tandem with Grand Tracadie. Initial elevator quote is for \$50,000.00, gas tax project amount was increased for this. Audio/Video upgrades. Safe Restart Grant money may be used to install. CAO will get quotes.

4.2. Budget Forecast

Mayor Gerard Watts, CAO, and bookkeeper Patsy MacKinnon have prepared a budget forecast. Loss of income from rentals, bar and cards affecting revenues was discussed.

4.3. Budget Update

Budget tracking to Oct 31, 2020 was discussed. Bar sales and Community events will be updated in the Budget forecast.

GIC for \$ 100,000.00 matured and was placed back into the Capital Account. Discussion on reinvesting this amount as capital or reserve. A decision on this will be made when Doug Smith and Peter Vriends are present at the next meeting.

4.4. HR Policy Review

Committee members will review the HR policy and bring recommendations next month. Compensation regarding mileage within the Community will be looked at. Performance reviews should be done before the next years budget.

4.5. Procurement Policy Review

Committee members will review the policy and discuss next month.

Suggestion of Purchase order amounts of \$250.00, and Public tenders set at \$ 25,000.00. Public opening tenders and professional services also discussed.

4.6. Promenade Inquiry

Resident inquiry regarding keeping the promenade opening during the winter. Due to liability and maintenance issues, committee members agree that the promenade should not be opened during winter.

5. NEXT MEETING: Monday, December 14, 2020 @ 4:00 pm.

6. ADJOURNMENT

There being no further business, the meeting adjourned at 5:10pm.

Moved by Howard Ellis and seconded by Rick Bain.

MOTION CARRIED

SIGNED: Gerard Watts, Mayor

DATE:

SIGNED: Stephanie Moase, CAO

DATE:

Approved Minutes Nov 16, 2020 Finance and Administration