

APPROVED MINUTES
Regular Council Meeting – Rural Municipality of North Shore
Wednesday, August 8th, 2018

PRESENT:

Deputy Mayor Peter Vriends, Councillors Charity Sheehan, Gerard Watts, Melody Gay, Jamie Rea, Connie Egan, Justin Walsh, Beth Pretty and CAO Jonathan MacLean

REGRETS:

Mayor Gordon Ellis, Councillors Derek Cook, and Kent MacLean

1. **CALL TO ORDER:** 7:00 pm by Deputy Mayor Vriends

2. **APPROVAL OF THE AGENDA:**

It was duly moved and seconded that the agenda be approved with the addition of item 7.1 Resident Inquiries to Council Members

Moved by Councillor Sheehan, seconded by Councillor Watts

7-0

MOTION CARRIED 2018-08-82

2.1 **DISCLOSURE OF CONFLICT OF INTEREST:**

Part VI, Section 96 of the *Municipalities Act*

(1) A council member is in a conflict of interest if, in relation to a matter under consideration by the council, the member or a person closely connected to the member

(a) has any pecuniary interest;

(b) is a shareholder, officer, agent or director of a corporation or any other organization that has dealings or contracts with the municipality; or

(c) is a party to dealings or a contract with the municipality, or is a member of a partnership that has dealings or a contract with the municipality.

DECLARATIONS: There were none.

3. **APPROVAL OF MINUTES:**

It was duly moved and seconded that the minutes of the July 11th 2018, meeting be approved.

***Moved by Councillor Watts, seconded by Councillor Egan
7-0
MOTION CARRIED 2018-08-83***

4. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS:

Councillor Watts noted that Grand Tracadie should be aware that in if the proposed restructuring goes through there are 6 Councilors plus a mayor for the new municipality not 8. CAO Jonathan MacLean noted that they were sent a copy of the proposed Elections Ward map that shows 6 wards plus a Mayor.

5. REPORTS

5.1 Finance and Infrastructure - Councillor Watts

Councillor Watts presented the North Shore Budget tracking report and balance sheet, the budget is currently on track with an operating surplus so far this fiscal year. Appendix A

It was duly moved and seconded that the financial report be accepted as presented.

Moved by Councillor Watts, seconded by Councillor Gay

7-0

MOTION CARRIED 2018-08-84

Capital Projects 2018/19

Funding has been approved from the Community Revitalization Program for 50% of the Capital projects in the amount of \$41,250 for a total project cost of \$82,500. There is \$33,125 available in Gas Tax funding

- \$16,018 not allocated
- \$7,742 surplus in project 58.1.1 NSCC Energy Review and Implementation
- \$9,365 surplus in project 58.1.3 Septic Review and Implementation

This funding can be allocated to cover 50% of the costs for the following projects:

- Wheelchair Ramp/Siding and Windows Stanhope Place (need an energy audit regarding windows and siding)
- Upgrades to Cenotaph
- Floating Docks
- Electronic Sign

Stanhope Place flooring is not eligible for gas tax funding

Councillor Watts reviewed the Capital Projects that were included in the 2018-19 Capital Budget. There was a question on liability for a floating dock - Insurance can be added for this in the amount of \$226 per year. Comments in regards to Cenotaph upgrades included possible stands for the wreaths on Remembrance Day

It was duly moved and seconded to reallocated \$33,125 from the unallocated and unused gas tax projects for the for the remaining funding for Wheelchair Ramp/Siding and Windows at Stanhope Place, upgrades to Cenotaph, floating docks and electronic sign.

Moved by Councillor Watts, seconded by Councillor Egan

7-0

MOTION CARRIED 2018-08-85

It was duly moved and seconded to use \$8,125 from operating budget to cover the costs of flooring at Stanhope.

Moved by Councillor Watts, seconded by Councillor Gay

7-0

MOTION CARRIED 2018-08-86

5.2 Administrator's Report:

ADMINISTRATOR'S REPORT

August 2018

- Ongoing committee meetings have been attended and recorded
- Update website, social media and send e-newsletter
- Events and Rec – Zane Nicholson – Event Bookings and organization, brochure and social media update and engagement
- All Committee Meetings need to be posted 24 hours before and are open to the public
- Amalgamation - North Shore, Grand Tracadie and Pleasant Grove - with IRAC Objection/Comment period ends August 10th, 2018
- Annexation of 60 acres parcel - with IRAC Objection/Comment period ends August 10th, 2018
- Election November 2018 - Nominations will open October 10th, 2018
- Proposed Ward Boundaries for Restructured North Shore and Existing Part of Elections Bylaw
- Sharing Agreement with Elections PEI in place Elections PEI will also provide Ballet and Elections Supplies through Municipal Affairs
- Elections- Bylaw First reading
- Code of Conduct Bylaw - Second Reading
- Funding application submitted to Community Revitalization Program - Officially Approved August 7th, 2018
- Summer Student - Laura Westway
- New Horizons stairlift funding application pending - waiting on Fire Marshall Approval
- Proposed Ward Boundaries for Restructured North Shore and Existing Part of Elections Bylaw
- Project Coordinator for Covehead Bay Stakeholder - tender issued closing August 10th, 2018
- Rezoning for PID 138560 - 808 MacMillan Pt Road- 2 acre Residential to Agricultural Approved by the Minister

CAO Jonathan MacLean updated Council on the former Stanhope Resort- CEO of DP Murphy Inc- Jeff Appleton said that at this point there are no plans. CAO Jonathan MacLean noted that the Nominations for the November Elections will open on October 10th. Councillors mentioned that it was important to get the word out to potential candidates about the upcoming elections, there should be an elections awareness campaign.

5.3 EMO Committee - Councillor Rea

no report

5.4 Environmental Sustainability – Councillor Egan

Councilor Egan reported that the committee did not have a meeting and there was no written report. The closing for the Covehead Bay Stakeholders Project Coordinator is Friday August 10th.

Deputy Mayor Vriends reported that the Executive Committee along with Councillor Walsh would review the proposals received and select a candidate with the help of CAO Jonathan MacLean the the budget for the project has been approved.

It was duly moved and seconded that Councilor Egan and Councilor MacLean be part of the group reviewing the responses

Moved by Councillor Watts, seconded by Councillor Walsh

It was duly moved and seconded to amend the previous motion so that the Environmental Sustainability Committee be intricately involved with the process once the project coordinator is selected for the project.

Moved by Councillor Sheehan, seconded by Councillor Walsh

7-0

MOTION CARRIED 2018-08-87

5.5 Planning Board:

CAO Jonathan MacLean reported the following permits issued in 2018

- Cottages - 7
- Single Family Dwellings - 3
- Additions - 6
- Accessory Buildings- 5
- Moving a Structure onto a property - 2
- Rezoning - 2
- Subdivision - 1

Total 26 permits to date

5.6 Recreation and Community Engagement Committee - Councillor Sheehan

Councilor Sheehan reported that there has been no response from anyone for volunteers for the 55plus games, please refer any volunteers to Councillor Sheehan. There is a 55 plus games committee meeting on August 12th, the games are scheduled for September 10-14.

Councillor Sheehan reported that Zane Nicholson the Recreation and Events Coordinator has been very busy organizing new programs and requires more hours to complete his current workload.

It was duly moved and seconded to increase the Payroll budget for the Recreation and Events Coordinator position by \$3,600 dollars for the remainder of the 2018/19 fiscal year allowing for more hours for the position.

Moved by Councillor Sheehan, seconded by Councillor Walsh

7-0

MOTION CARRIED 2018-08-88

5.7 Mayors Report - Deputy Mayor Vriends

Deputy Mayor Vriends asked Councillors to review the By-Laws on the agenda - Code of Conduct for Council Members- Second Reading and Elections Bylaw - First Reading.

It was duly moved and seconded that the Code of Conduct for Council Members #2018-05 be read the a second time and second reading be approved.(Appendix B)

Moved by Councillor Watts, seconded by Councillor Gay

7-0

MOTION CARRIED 2018-08-89

It was duly moved and seconded that the Code of Conduct for Council Members #2018-05 second reading be adopted.(Appendix B)

Moved by Councillor Walsh, seconded by Councillor Sheehan

7-0

MOTION CARRIED 2018-08-90

It was duly moved and seconded that the Elections Bylaw #2018-06 be read the first time and first reading be approved with the following amendments (Appendix C)

- Section 9.4 allowable election expense for a Mayoral candidate decreased from \$50,000 to \$10,000
- Section 9.5 allowable election expense for a Council candidate decreased from \$10,000 to \$5,000

- Section 10.2 campaign contributions limited to individuals thereby excluding organizations, unions and corporations
- Section 19.2 removed only one day for advanced polls as outlined in section 19.1
- Section 21.1 Nominators set at 5

Moved by Councillor Watts, seconded by Councillor Walsh

8-0

MOTION CARRIED 2018-08-91

Adoption of Reports

It was duly moved and seconded that the reports as presented be adopted.

Moved by Councillor Gay, seconded by Councillor Sheehan

8-0

MOTION CARRIED 2018-08-92

6. CORRESPONDENCE

none

7. NEW BUSINESS

7.1 Resident Inquiries to Council Members

Councillor Watts inquired if Derek French had followed up on the garage that was built on Eagles Path that may not have been in compliance with the permit issued. CAO Jonathan MacLean will check with Derek French regarding following up.

Councilor Egan reported that residents on Bayshore Road are happy with the new paving but wondered why the whole road was not completed. Councilor Egan noted that residents also mentioned concerns regarding the possible changes at the golf course that some of the golf course may be developed into lots.

7.2 Dinner and Do

Councillor Gay asked that a Thank You letter be sent to Joanne Jay for organizing the Dinner and Do and donating the proceeds of the evening to the Community. Councilor Gay mentioned that Joanne should be asked if she thinks there is anything needed at the Community that could be purchased from the proceeds. Councilor Gay also asked if Council was supportive of the Dinner and Do and would like to know what the proceeds from the event were.

8. NEXT MEETING: Regular Council Meeting, Wednesday, September 12th, 2018, 7pm

9. ADJOURNMENT:
There being no further business, the meeting adjourned at 8:51pm.

Moved by Councillor Walsh, seconded by Councillor Gay

8-0

MOTION CARRIED: 2018-08-93

SIGNED: Peter Vriends, Deputy Mayor

DATE:

SIGNED: Jonathan MacLean, CAO

DATE:

Appendix A

Rural Municipality of North Shore Budget Tracking Per Month

July 2018				
ACCOUNT	2018/2019 BUDGET	YTD ACTUAL AS AT Jul. 31, 18	BUDGET REMAINING	BUDGET REMAINING AS PERCENTAGE
REVENUE				
Property Taxes	\$ 228,469.61	\$ 106,192.96	\$ 122,276.65	54%
<i>Planning & Development</i>				
Building Permits	\$ 7,500.00	\$ 6,845.20	\$ 654.80	9%
Green Space	\$ -	\$ -	\$ -	0%
Fines	\$ -	\$ -	\$ -	0%
<i>NS Community Centre</i>				
Centre Rentals	\$ 25,000.00	\$ 15,909.00	\$ 9,091.00	36%
Centre Bar	\$ 12,500.00	\$ 3,294.98	\$ 9,205.02	74%
Community Events	\$ 3,000.00	\$ 2,143.30	\$ 856.70	29%
Wage Grant (JFY/Feds)	\$ 3,000.00	\$ -	\$ 3,000.00	100%
Miscellaneous Income	\$ 1,250.00	\$ 260.10	\$ 989.90	79%
<i>Stanhope Place</i>				
Friends of the Bay	\$ 1,750.00	\$ 1,750.00	\$ -	0%
Stanhope Place Rentals	\$ 1,250.00	\$ 100.00	\$ 1,150.00	92%
Stanhope Place Cards	\$ 1,875.00	\$ 1,760.00	\$ 115.00	6%
Stanhope Heritage Association	\$ 250.00	\$ -	\$ 250.00	100%
<i>Funding</i>				
Canada Day/OEE/Violence	\$ 1,200.00	\$ 800.00	\$ 400.00	33%
Funding (Infrastructure/Community)	\$ -	\$ -	\$ -	0%
Grants/Government of PEI Assistance	\$ -	\$ 11,517.01	-\$ 11,517.01	0%
Gas Tax Funding	\$ -	\$ -	\$ -	0%
Funding for Capital Items TBD	\$ -	\$ -	\$ -	0%
Planning & Development Province 1.1 cent per	\$ 25,000.00	\$ 9,540.00	\$ 15,460.00	62%

Interest Income/Miscellaneous	\$ 1,437.50	\$ -	\$ 1,437.50	100%
TOTAL REVENUE	\$ 313,482.11	\$ 160,112.55	\$ 153,369.56	
EXPENSES				
<i>Administrative/Municipal</i>				
Administrator's Wages inc. MERCs	\$ 50,625.00	\$ 23,400.66	\$ 27,224.34	54%
Administrator Mileage	\$ 750.00	\$ 409.00	\$ 341.00	45%
Health Insurance	\$ 6,250.00	\$ 612.33	\$ 5,637.67	90%
Professional Fees/Bookkeeping/Audit	\$ 13,750.00	\$ 4,302.96	\$ 9,447.04	69%
Legal Services	\$ 6,250.00	\$ -	\$ 6,250.00	100%
Website Hosting	\$ 1,250.00	\$ 592.71	\$ 657.29	53%
Councillor Remuneration	\$ 18,125.00	\$ 7,250.00	\$ 10,875.00	60%
Councillor Mileage	\$ 625.00	\$ 25.00	\$ 600.00	96%
Equipment	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Elections	\$ 3,500.00	\$ -	\$ 3,500.00	100%
Conference/Dues	\$ 6,250.00	\$ 6,638.49	-\$ 388.49	-6%
Insurance	\$ 13,250.00	\$ -	\$ 13,250.00	100%
Advertising	\$ 1,500.00	\$ -	\$ 1,500.00	100%
Public Meetings	\$ 2,000.00	\$ 474.32	\$ 1,525.68	76%
Newsletter/Printing/Postage	\$ 3,750.00	\$ 2,648.01	\$ 1,101.99	29%
Office Expenses	\$ 6,250.00	\$ 2,182.21	\$ 4,067.79	65%
Interest and bank fees	\$ 1,250.00	\$ 567.26	\$ 682.74	55%
Telephone/Internet	\$ 3,750.00	\$ 1,572.65	\$ 2,177.35	58%
Donations	\$ 250.00	\$ -	\$ 250.00	100%
Capital Expenditures	\$ -	\$ 2,296.80	-\$ 2,296.80	0%
Total Administrative/Municipal	\$ 141,875.00	\$ 52,972.40	\$ 88,902.60	63%
<i>Planning/Development</i>				
Planning Consulting Fees	\$ 11,250.00	\$ 4,728.90	\$ 6,521.10	58%
Official Plan Admin/Enforcement	\$ 3,125.00	\$ -	\$ 3,125.00	100%
Planning Consultant	\$ 12,500.00	\$ 12,591.56	-\$ 91.56	-1%
Planning Committee Costs	\$ 1,250.00	\$ 463.26	\$ 786.74	63%

Planning Mileage	\$ 125.00	\$ -	\$ 125.00	100%
Total Planning/Development	\$ 28,250.00	\$ 17,783.72	\$ 10,466.28	37%
Water & Wastewater Services	\$ 3,125.00	\$ -	\$ 3,125.00	100%
EMO - Emergency Measures Organization	\$ 2,750.00	\$ -	\$ 2,750.00	100%
Facilities and Public Property				
North Shore Community Centre				
Centre Wages inc. MERCS	\$ 29,375.00	\$ 14,652.59	\$ 14,722.41	50%
Activities Supplies/Licenses/Misc.	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Bar/Canteen (licenses & bartenders)	\$ 4,375.00	\$ 1,443.74	\$ 2,931.26	67%
Electricity	\$ 6,250.00	\$ 4,044.45	\$ 2,205.55	35%
Casual/Student Wages	\$ 3,750.00	\$ 101.00	\$ 3,649.00	97%
Centre Mileage	\$ 500.00	\$ -	\$ 500.00	100%
Repair/Maintenance/Snow	\$ 30,000.00	\$ 10,954.35	\$ 19,045.65	63%
Heat Oil/Utilities	\$ 6,250.00	\$ 3,991.15	\$ 2,258.85	36%
Septic Fix	\$ 1,000.00	\$ 1,592.80	-\$ 592.80	-59%
Heating Review	\$ -	\$ -	\$ -	0%
Energy Retrofits/Insulation/Misc.	\$ -	\$ -	\$ -	0%
Payment/Interest on demand loan	\$ -	\$ -	\$ -	0%
Total North Shore Community Centre	\$ 84,000.00	\$ 36,780.08	\$ 47,219.92	56%
Stanhope Place				
Heat	\$ 625.00	\$ 404.31	\$ 220.69	35%
Electricity	\$ 5,000.00	\$ 3,607.48	\$ 1,392.52	28%
Capital Expenditures	\$ -	\$ -	\$ -	0%
Repair/Maintenance/Snow	\$ 3,750.00	\$ 1,204.50	\$ 2,545.50	68%
Energy Retrofits/Insulation/Misc.	\$ -	\$ -	\$ -	0%
Total Stanhope Place	\$ 9,375.00	\$ 5,216.29	\$ 4,158.71	44%
Promenade				
Promenade Maintenance	\$ 5,000.00	\$ -	\$ 5,000.00	100%
Promenade Lighting	\$ 907.50	\$ 435.29	\$ 472.21	52%
Total Promenade	\$ 5,907.50	\$ 435.29	\$ 5,472.21	93%

Total Facilities and Public Property	\$ 99,282.50	\$ 42,431.66	\$ 56,850.84	57%
Recreation				
Community Grants	\$ 3,500.00	\$ 2,600.00	\$ 900.00	26%
Friends of Covehead Bay	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Soccer	\$ 1,000.00	\$ -	\$ 1,000.00	100%
Event Expenses	\$ 7,500.00	\$ 4,837.62	\$ 2,662.38	35%
Total Recreation	\$ 14,500.00	\$ 7,437.62	\$ 7,062.38	49%
TOTAL EXPENSES	\$ 289,782.50	\$ 120,625.40	\$ 169,157.10	58%
SURPLUS/DEFICIT YTD	\$ 23,700	\$ 39,487		
CAPITAL FUND	\$ 20,000	\$ -		
SURPLUS/DEFICIT W/ CAPITAL FUND	\$ 3,700	\$ 39,487		

BALANCE SHEET - as at July 31, 2018

ASSET

Current Assets

Bank - Community	76,636.20	
Can-PEI Infrastructure (Gas Tax)	44,991.19	
Rest Cash - Green Space/Rec - Comm	5,840.00	
Official Plan/Greenspace GIC - Comm	19,543.74	
GIC - Community	5,399.27	
GIC - Reserve Fund	<u>50,710.88</u>	
Total Cash		203,121.28
Accounts Receivable	12,036.45	
GST/HST Recievable	<u>2,617.94</u>	
Total Receivables		14,654.39
Inventory - Bar - NSCC	<u>921.62</u>	
Total Inventory		921.62

Prepaid Expenses	8,550.78
Total Current Assets	<u>227,248.07</u>

Capital Assets

Accum Amort Computer	-97.00
Computer	965.03
Land	10,000.00
Building	915,778.85
Acc Amort - Building	-330,335.45
Land Improvements	39,348.57
Accum Amort - Land Improvements	-6,856.00
Promenade	799,177.88
Acc Amort - Promenade	-317,558.74
Equipment	76,621.15
Acc Amort - Equipement	<u>-57,114.57</u>
Total Capital Assets	<u>1,129,929.72</u>

TOTAL ASSET	<u><u>1,357,177.79</u></u>
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LIABILITY

Current Liabilities

Accounts payable - trade	6,340.87
BMO Mastercard	659.51
Accrued Liabilities - Community	-0.22
Accrued Accounting	5,499.79
GST/HST Payable	-105.00
CPP Payable	459.70
EI Payable	222.53
Income tax payable	965.98
Vacation Pay Payable	585.15

PST Payable	<u>-66.46</u>	
Total Accounts payable & accruals		14,561.85
Deferred Revenue Official Plan		1,022.43
Deferred Revenue - Green Space/Rec		25,083.44
Deferred Revenue - Gas Tax		<u>60,544.00</u>
Total Current Liabilities		<u>101,211.72</u>
TOTAL LIABILITY		<u>101,211.72</u>
EQUITY		
Surplus		
Operating Fund		1,216,478.92
Current Earnings		<u>39,487.15</u>
Total Operating Fund		<u>1,255,966.07</u>
TOTAL EQUITY		<u>1,255,966.07</u>
LIABILITIES AND EQUITY		<u><u>1,357,177.79</u></u>

Rural Municipality of North Shore, PEI
A Bylaw to Provide for a Code of Conduct for Members of Council
Bylaw # 2018-06

BE IT ENACTED by the Council of the Rural Municipality of North Shore as follows:

PART I – INTERPRETATION AND APPLICATION

1. **Title**

2. This bylaw shall be known and cited as the “Code of Conduct Bylaw.”

3. **Purpose**

4. The purpose of this bylaw is to set minimum expectations for the behaviour of members of Council in carrying out their functions and making decisions that benefit the Rural Municipality of North Shore.

5. **Authority**

6. Section 107 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council must establish a Code of Conduct bylaw to govern the conduct of members of Council.

7. **Application**

8. This bylaw applies to the Mayor and all members of Council. It operates together with, and as a supplement to, the applicable common law and the following statutes, any regulations or other delegated legislation made pursuant to them:

9. the *Municipal Government Act*

10. the *Criminal Code of Canada*

11. This Code of Conduct is to operate in addition to other bylaws, policies and administrative directives as may be determined by Council.

12. **Definitions**

13. In this bylaw, any word and term that is defined in the *Municipal Government Act* has the same meaning as in that Act.

14. In this bylaw,

15. “Act” means the *Municipal Government Act*.

16. “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by Council under clause 86(2)(c) of the *Municipal Government Act*.

17. “Confidential Information” means information that could reasonably harm the interests of individuals or organizations, including the municipality if disclosed to persons who are not

authorized to access the information. This type of information includes, but is not limited to, privileged information, personal information, third party information, technical, financial or scientific information and any other information collected, obtained or derived for or from municipal records that must or may be kept confidential.

18. "Council" means the Mayor and other members of the Council of a municipality.
19. "Councillor" means a member of Council other than the Mayor.
20. "Family Member" means in relation to a person, a spouse, parent, child, brother, sister, aunt, uncle, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law of the person;
21. "Person Closely Connected" means "person closely connected", in relation to a member, means a family member, an agent, a business partner or an employer of the member;
22. "Staff" includes the Chief Administrative Officer (CAO) and all staff of the municipality, whether full-time, part-time, contract, seasonal or volunteers.
23. **Interpretation**
24. This bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation and the definitions set out in it.
25. **Periodic Review**
26. The Code of Conduct will be brought forward for review at the end of each term of Council or when relevant legislation is amended, and at other times when appropriate to ensure that it remains current and continues to be a useful guide to Members of Council.

PART II – PRINCIPLES

27. Guiding Principles

28. Members of Council are keepers of the public trust and must uphold the highest standards of ethical behaviour.
29. Members of Council are expected to act lawfully. They are expected to be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests as a result of the member holding municipal office.
30. Members of Council have a duty to make decisions based on the best interests of the municipality as a whole.
31. Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny.
32. Members of Council must act responsibly within the law and within the authority of the Act. All members of Council must observe the Code of Conduct. This means disclosing actual or potential conflict of interest relating to their public duties and taking steps to resolve the conflict for the protection of the public interest.

33. Members of Council must demonstrate and promote the principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in municipal government.
34. Members of Council must conduct public business efficiently and with decorum. They must treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognizing the different roles others play in municipal government decision making.
35. Members of Council have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered, encouraging appropriate public participation, communicating clearly and providing appropriate means for recourse and feedback.

PART III – CONDUCT OF COUNCIL

36. General Conduct

37. Members of Council must adhere to the following principles and provisions:
38. members of Council must serve, and be seen to serve, their constituents in a conscientious and diligent manner;
39. members of Council must be committed to performing their functions with integrity and to avoiding conflicts of interest and the improper use of the influence of their office;
40. members of Council must not extend, in the discharge of their official duties, preferential treatment to persons closely connected to the member or organizations and groups in which the member or persons closely connected to the member have a direct or indirect pecuniary interest;
41. members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
42. members of Council must seek to serve the public interest by upholding both the letter of the law and the spirit of applicable federal, provincial and municipal laws;
43. members of Council are obliged to question any request to act or make a decision that they think may be unethical or unlawful;
44. members of Council must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council officials, staff and advisory body members must avoid conduct that is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others; and
45. members of Council will respect the role of staff in the administration of the business affairs of the municipality.

46. Confidential Information

47. Members of Council must respect rules regarding confidentiality, disclosure and access to all personal information in the control of the Rural Municipality of North Shore.

48. No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
49. No Member of Council will use confidential information for personal or private gain or for the gain any other person or entity.
50. Members of Council should not access or attempt to gain access to confidential information in the custody of the municipality unless it is necessary for the performance of their duties and is not prohibited by legislation, regulations and Council policy.
51. Council shall keep confidential information that falls into the following or similar categories:
 52. commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;
 53. information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;
 54. personal information, other than a person's address, that is protected under the *Municipal Government Act*; and
 55. human resource matters.

56. Public Disclosure Statements

57. Each member of Council is required to file a Disclosure Statement with the CAO within thirty (30) days of being elected (See Appendix A).
58. The Disclosure Statement will identify:
 59. the name and nature of employment;
 60. financial interests;
 61. other involvement that may be seen to affect fairness in making a municipal decision.
62. Public Disclosure Statement will not include specific details about a member of Council's personal financial matters such as salary, the value of holdings or other specific personal financial information.
63. Each Council member is required to declare any subsequent changes to employment, financial interests or other involvements. The CAO shall make amendments to the Council member's Disclosure Statement, including a notation stating the date on which the statement is amended.

64. Gifts and Benefits

65. No member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
 66. compensation authorized under the Council and Remuneration and Compensation Bylaw;

67. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
68. a suitable memento of a function honouring the member of Council;
69. food, lodging, transportation and entertainment provided by another government or by a conference, seminar or event organizer where the member of Council is either speaking or attending in an official capacity at an official event;
70. food and beverages consumed at banquets, receptions or similar events;
71. communication to the offices of a member of Council, including subscriptions to newspapers, and periodicals; and
72. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council.

73. Use of Municipal Property, Equipment and Services

74. No member of Council shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:
 75. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 76. made available to the member of Council in the course of carrying out council activities and duties.
77. No Member of Council shall use, or request the use of, for personal purpose any municipal staff services, property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.
78. No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.
79. No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.
80. No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of personal property to the municipality, except in compliance with the Act and the Conflict of Interest Bylaw.

81. Reimbursable Expenses

82. Members of Council may claim reimbursement by the municipality for the following expenses:
 83. expenses incurred by Members of Council for an official duty or function that are modest and represent the prudent use of public funds and do not involve the purchase of alcoholic beverages; and
 84. hospitality expenses incurred by Members of Council for meetings that include:

85. engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters;
86. providing persons from national, international and charitable organizations with an understanding and appreciation of the municipality or the workings of its municipal government;
87. honouring persons from the municipality in recognition of exceptional public service and staff appreciation events;
88. recognition events for various agencies, boards and commissions of the municipality; or
89. other community groups or associations

90. Support for Charities

91. Members of Council may lend their support to and encourage community donations to registered charitable, not-for-profit and other community-based groups; however, all amounts raised through fundraising efforts shall go directly to the groups or volunteers or chapters acting as local organizers of the group.
92. No Member of Council shall directly or indirectly manage or control any monies received relating to fundraising for registered charitable, not-for-profit and other community-based groups.

93. Election Campaigns

94. No Member of Council shall use supplies, services, staff, municipal logo or other resources of the municipality for any election campaign or campaign-related activities.
95. A member of Council may only utilize a municipal facility or access equipment in the same manner as any other candidate for an election campaign purpose.
96. All members of Council shall be respectful of the role of the CAO and municipal electoral officer (MEO) in managing the municipal election process and shall not interfere with how the CAO and MEO carries out their duties.
97. No Member of Council shall use the services of persons for campaign-related activities during hours in which those persons receive any compensation from the municipality.

98. Planning or Procurement Proposals before Council

99. No members of Council shall solicit or accept support in any form from an individual, group or corporation, with any planning or procurement proposal before Council.

100. Improper Use of Influence

101. No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.
102. When a matter pertaining to the municipality is before any tribunal, members of Council shall not contact any tribunal members.

103. In matters relating to municipal administration, direction shall be given to the CAO by Council as a whole rather than by individual members of Council.
104. **Business Relations**
105. No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
106. No Member of Council shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
107. No Member of Council shall act as a paid agent before Council or a committee of Council or any agency, board or committee of the municipality.
108. No Member of Council shall refer a third party to a person, partnership or corporation in exchange for payment or other personal benefit.
109. **Conduct at Council Meetings**
110. Members of Council shall conduct themselves with decorum at Council meetings in accordance with the provisions of the Procedural Bylaw.
111. **Respectful Workplace**
112. Members of Council shall encourage public respect for the municipality and its bylaws. All Members of Council have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.
113. **Interactions of Council with Staff and Service Providers**
114. Council has the responsibility to govern in accordance with the Act and regulations.
115. Council officials must act in accordance with Council's Procedural Bylaw and the conduct guidelines outlined in this Code of Conduct Bylaw.
116. Members of Council shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
117. Members of Council must not direct or influence, or attempt to direct or influence any municipal staff in the exercise of their duties or functions.
118. Pursuant to subsection 93.(6) of the MGA, members of Council are to direct any inquiries to the CAO rather than access staff directly. No Council member or member of a Council committee shall publicly or privately instruct or direct an employee of the municipality except through the CAO. Members of Council are not to contact or issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.

119. Members of Council must not make public statements attacking or reflecting negatively on the Rural Municipality of North Shore staff or invoke staff matters for political purposes.

120. **Employment of Persons Closely Connected to Members of Council**

121. No member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.

122. No member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

123. No member of Council shall attempt to use a family relationship for their personal benefit or gain.

PART IV – COMPLAINTS

124. **Breaches, Complaint Handling and Internal Resolution**

125. Members of Council are to abide by the requirements of this Code of Conduct, and shall endeavour to resolve interpersonal disputes in good faith.

126. Before commencing the formal internal resolution procedure specified below, the member or members of Council who are a party or parties to an alleged contravention of this Code of Conduct will endeavour to resolve the matter informally in a courteous and respectful manner, recognizing that they have been elected to represent the best interests of the municipality.

127. Alleged breaches of this Code of Conduct by a member of Council shall be submitted in a written complaint addressed to the Mayor and/or the CAO within three (3) months of the last alleged breach.

128. In the event that the Mayor is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Deputy Mayor.

129. If the alleged contravention cannot be informally resolved, the Mayor will facilitate discussion between the parties.

130. If the matter is not satisfactorily resolved after mayoral facilitation, the Mayor, with the assistance of the CAO will commence the formal internal resolution process by appointing an independent third party investigator who has the necessary professional skills, knowledge and experience to carry out the role and investigate the complaint in a fair and objective manner.

131. If the Mayor is involved in the alleged contravention of the Code of Conduct, the Deputy Mayor shall assume the role of the Mayor in the facilitation process and the appointment of any third party investigator. All deliberations regarding alleged contraventions of the Code should be conducted in confidence.

132. If a third party investigator is appointed, the parties:

133. Shall provide reasonable assistance to the investigator if requested; and

134. Must participate in good faith in the investigation.

135. The role of the investigator is to:
136. Consider the alleged contravention of the Code of Conduct;
137. Ensure that the parties involved are given an opportunity to be heard by the arbiter;
138. Explore if the alleged contravention can be resolved between the parties without making any findings; and
139. Failing resolution between the parties, the third party investigator will provide an investigation update within ninety (90) days of their appointment to the Mayor or Deputy Mayor, as applicable, and to the complainant and the respondent.
140. The third party investigator will provide a written, confidential report of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Mayor or Deputy Mayor, as applicable, and to the complainant and the respondent. The CAO will receive and retain all reports prepared in relation to breaches of the Code of Conduct.
141. Based on the findings in the report of the third party investigator, the Council, Mayor or Deputy Mayor will determine the most appropriate action to resolve the matter.
142. Council may, in accordance with section 107(3) of the Act:
143. Dismiss the complaint;
144. Require the member of Council to remove themselves from the meeting if conduct is deemed to be inappropriate;
145. Reprimand the member of Council for a breach of this Code of Conduct Bylaw;
146. Suspend the remuneration paid to the member in respect of their services as a member of Council for a period of up to 90 days;
147. Request for an apology to Council, the complainant, or both;
148. Impose a fine of not more than \$500; or
149. Impose any other sanction that is deemed appropriate in the professional judgment of the third party investigator, where so enabled in the Act.
150. The principles of natural justice must be observed during the arbitration of an alleged contravention of this Code of Conduct. There is a right to a fair hearing before an independent investigator. The member of Council who is the subject of an alleged contravention must be given all relevant information in regard to the allegation and an opportunity to respond and be supported if the member so desires. Any member of Council who alleges a contravention of the Code of Conduct must not be disadvantaged because of such action.
151. The Code of Conduct does not override, prevail over, or amend legislation applicable to the roles, responsibilities, and duties of members of Council.
152. Members of Council are individually responsible for seeking relevant advice from the CAO as to the application of the Code of Conduct.

153. **Effective Date**

- 154.** This Code of Conduct Bylaw, Bylaw# 2018-06, shall be effective on the date of approval and adoption below.

First Reading:

This Code of Conduct Bylaw, Bylaw# 2018-06, was read a first time at the Council meeting held on the 11th day of July, 2018.

This Code of Conduct Bylaw, Bylaw# 2018-06, was approved by a majority of Council members present at the Council meeting held on the 11th day of July, 2018.

Second Reading:

This Code of Conduct Bylaw, Bylaw# 2018-06, was read a second time at the Council meeting held on the 8th day of August, 2018.

This Code of Conduct Bylaw, Bylaw# 2018-06, was approved by a majority of Council members present at the Council meeting held on the 8th day of August, 2018.

Approval and Adoption by Council:

This Code of Conduct Bylaw, Bylaw# 2018-06, was adopted by a majority of Council members present at the Council meeting held on the 8th day of August, 2018.

Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Code of Conduct for Council Member Bylaw adopted by the Council of the Rural Municipality of North Shore on August 8th, 2018 is certified to be a true copy.

Chief Administrative Officer Signature

Date

APPENDIX A
RURAL MUNICIPALITY OF NORTH SHORE

Note: A Sample Disclosure Statement will be developed in a form approved by the Minister.

Rural Municipality of North Shore, PEI
A Bylaw for Municipal Elections Proceedings
Bylaw # 2018– 07

BE IT ENACTED by the Council of the Rural Municipality of North Shore as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1 This bylaw shall be known and cited as the “Elections Bylaw.”

2. Purpose

2.1 The purpose of this bylaw is to establish the rules and procedures for municipal elections.

3. Authority

3.1 This bylaw is adopted pursuant to Part 3 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1, the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations.

4. Application

4.1 This bylaw applies to the Mayor and all members of Council, municipal employees, and the public. It operates together with, and as a supplement to, the *Municipal Government Act* and applicable regulations.

5. Definitions

5.1 In this bylaw, any word and term that is defined in the *Municipal Government Act*, the Municipal Election Regulations, or the Campaign Contributions and Election Expenses Bylaw Regulations has the same meaning as in that Act or regulations.

5.2 “Act” means the *Municipal Government Act*.

5.3 “Campaign Financing Regulations” – means the Campaign Contributions and Election Expenses Bylaw Regulations.

5.4 “Campaign Contribution” – means any money paid, or any donation in kind provided, to or for the benefit of a candidate during the election contribution period for the purpose of financing an election campaign, including revenue raised from a fundraising event by the sale of tickets or otherwise, but does not include volunteer labour or services.

5.5 “Campaign Contribution Period” – means the same period of time as the elections expenses period for a particular candidate or person who has declared an intention to become a candidate.

5.6 “Candidate” - means a person nominated in accordance with Part 3, Division 8, of the Act, and for the purposes of the provisions of this bylaw pertaining to campaign contributions and election

expenses, includes a person who has declared an intention to run as a candidate in accordance with clause 2(1)(a) of the Campaign Contributions and Election Expenses Bylaw Regulations.

5.7 “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by council under clause 86(2)(c) of the Act.

5.8 “Council” means the mayor and other members of the council of the municipality.

5.9 “Councillor” means a member of council other than the mayor.

5.10 “Election Expense” - means the cost of goods and services, and the value of any donation in kind, used by or for the benefit of the candidate for the purpose of a candidate’s election campaign, but does not include audit fees or volunteer labour or services.

5.11 “Election Expenses Period” – means the period in an election year beginning when a person publicly declares the person’s intention to run as a candidate for municipal office, whether in person or by electronic means, and ending, in the case of an election, on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected. In the case of a by-election, the election expenses period means the date when council sets the election day and ends on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected.

5.12 “Election Regulations” – means the Municipal Election Regulations.

5.13 “Employee” means, except as provided elsewhere in the Act, a person who performs work for a municipality for pay, and includes a person on leave from employment with a municipality, a person being trained by a municipality to perform work for the municipality, a person retained under an employment contract to perform work for the municipality, and (iv) any other person or class of person designated as an employee by the Minister, but does not include an independent officer. In Part 3 respecting candidacy for election, employee also means any employee of a controlled corporation, but does not include a volunteer firefighter who is not otherwise employed by the municipality.

5.14 “List of Electors” means the preliminary list of electors, supplementary list of electors or the official list of electors, as the context requires;

5.15 “Municipal Electoral Officer” means the person appointed under section 40 of the Act to be responsible for the administration of the election.

6. Interpretation

6.1 This bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation, regulations, and the definitions set out in them.

Part II –Employee Election Activities

7. General

7.1 All employee election activities and interaction with employees relating to elections shall be undertaken in accordance with subsections 35(1) and (2) of the Act.

8. Class of restricted employees

8.1 Pursuant to subsection 35(3) of the Act, the following employee positions shall form a class of restricted employees who shall not engage in any form of municipal political activity at any time:

- (a) Chief Administrative Officer

Part III – Campaign Contributions and Election Expense Disclosure

9. Election Expenses

9.1 Pursuant to clause 2(1)(a) of the Campaign Financing Regulations and effective January 1, 2019, in the case of an election, the election expenses period is the period in an election year beginning when a person publicly declares their intention to run as a candidate (in person or by electronic means) and ending on the election day or the declaration that the candidate is elected, whichever is earlier.

9.2 Pursuant to clause 2(1)(b) of the Campaign Financing Regulations and effective January 1, 2019, in the case of a by-election, the election expenses period is the period beginning when Council sets the date of the election day and ending on the earlier of election day and the declaration that the candidate is elected.

9.3 Pursuant to subsection 2(2) of the Campaign Financing Regulations and effective January 1, 2019, election expenses shall only be incurred by or on behalf of a candidate during the election expenses period.

9.4 Pursuant to subsection 3(1) of the Campaign Financing Regulations and effective January 1, 2019, the maximum allowable election expenses of a candidate for mayor is **\$50,000**.

9.5 Pursuant to subsection 3(2) of the Campaign Financing Regulations and effective January 1, 2019, the maximum allowable election expenses of a candidate for councillor is **\$10,000**.

9.6 Pursuant to section 10 of the Campaign Financing Regulations, election expenses incurred by a candidate in an election shall not be carried forward to be considered as an allowable election expenses in a subsequent election.

10. Campaign Contributions

10.1 Effective January 1, 2019, campaign contributions shall only be received by a candidate during the campaign contribution period as defined in the Campaign Financing Regulations.

10.2 Pursuant to subsection 4(1) of the Campaign Financing Regulations and effective January 1, 2019, the following may contribute to a candidate's campaign in an election or by-election: **[Choose any or all of the following]**

(a) an individual;

(b) an organization;

(c) a union;

(d) a corporation;

10.3 Pursuant to subsection 4(2) of the Campaign Financing Regulations and effective January 1, 2019, contributor shall not make a contribution exceeding \$1,575 to any one candidate for Mayor in an election.

10.4 Pursuant to subsection 4(3) of the Campaign Financing Regulations and effective January 1, 2019, contributors shall not make a contribution exceeding \$1,575 to any one candidate for Councillor in an election.

10.5 Pursuant to subsection 4(4) of the Campaign Financing Regulations and effective January 1, 2019, neither a candidate nor that candidate's spouse shall make a contribution to that candidate's own election campaign exceeding \$1,575.

10.6 Pursuant to subsection 8(1) of the Campaign Financing Regulations, no candidate shall accept anonymous campaign contributions.

10.7 Pursuant to subsection 8(2) of the Campaign Financing Regulations, where a candidate receives an anonymous campaign contribution, the candidate shall ensure that the contribution is not used or spent, but is donated to a registered charity of the candidate's choice within 30 days of receipt of the contribution.

11. Candidate Records

11.1 Pursuant to subsection 5(1) of the Campaign Financing Regulations, a candidate shall keep complete and proper accounting records of all campaign contributions and election expenses.

11.2 Pursuant to subsection 5(2) of the Campaign Financing Regulations, a candidate must ensure that:

- (a) proper records are kept of receipts and expenses;
- (b) a record is kept of the value of every campaign contribution, whether the contribution is in the form of money, goods or services, and the name and address of the contributor;
- (c) receipts are provided to the contributor for every campaign contribution referred to in section 11.2(b) of this bylaw; and
- (d) all records kept in accordance of this section remain in the possession and under control of the candidate or the candidate's agent at all times.

12. Candidate Disclosure: Filing and Records Retention

12.1 Pursuant to subsection 6(2) of the Campaign Financing Regulations, a candidate shall file a disclosure statement of the candidate's campaign contributions and election expenses, listing all campaign contributions and all elections expenses.

12.2 The disclosure statement shall be in writing in the form approved by the Minister, and shall be filed with the Municipal Electoral Officer within two months following the date of a municipal election.

12.3 If the MEO is no longer appointed, the candidate shall file the disclosure statement with the CAO.

12.4 Pursuant to subsection 6(3) of the Campaign Financing Regulations, a candidate's disclosure statement shall include:

(a) a statutory declaration that states the total campaign contributions and the total election expenses of the candidate for that election campaign, and whether there is any surplus;

(b) the following information in relation to campaign contributions:

(i) the name and address of each contributor whose cumulative campaign contribution exceeded \$250

(ii) the cumulative amount that each of the named contributors has given to the candidate;

(iii) the cumulative total of all contributions under \$250;

(iv) If no contributor's cumulative campaign contribution exceeded \$250, a notation to that effect;

(c) a list of all election expenses and campaign contributions;

(d) a full accounting of all election expenses and campaign contributions relating to fundraising events;

(e) a description and estimated value of each donation in kind; and

(f) a description and estimated value of each loan received for the purposes of the election campaign.

12.5 Pursuant to section 7 of the Campaign Financing regulations, no candidate shall file a false, misleading or incomplete disclosure statement.

12.6 Pursuant to subsection 9(1) of the Campaign Financing Regulations, where a candidate's disclosure statement filed in accordance with 12.1 of the bylaw discloses a surplus of campaign contributions in the form of money, a named contributor's monetary campaign contribution shall be returned to the contributor, on a pro-rated basis, where

(a) the candidate withdraws from the election prior to election day; and

(b) the contributor requests in writing to the candidate, within 14 days of the candidate's withdrawal, the return of the campaign contribution.

12.7 Subject to a refund of a named contributor's campaign contribution pursuant to subsection 12.6 of this bylaw, where a candidate's disclosure statement filed in accordance with 12.1 of the bylaw discloses a surplus of campaign contributions in the form of money, the candidate shall turn over the remaining surplus to the CAO to be used for municipal purposes.

12.8 Pursuant to subsection 11 (1) of the Campaign Financing Regulations, all documents filed with the municipal electoral officer shall be delivered by the municipal electoral officer to the chief administrative officer of the municipality within two weeks after the time specified in section 12(2) of the bylaw for filing the documents.

12.9 Pursuant to subsection 11(2) of the Campaign Financing Regulations, the CAO shall retain the documents referred to in 12.8 of this bylaw in accordance with the records retention and disposal schedule of the municipality that is established pursuant to section 117 of the Act.

12.10 Pursuant to subsection 11(3) of the Campaign Financing Regulations, all documents filed with the MEO and retained by the CAO under section 12.9 of this bylaw are public documents and may, upon request, be available for inspection on request to the CAO during regular officer hours.

12.11 Pursuant to subsection 12(1) of the Campaign Financing Regulations, a candidate, whether elected or not, shall retain all records required pursuant to the regulations for no less than seven years.

12.12 Pursuant to subsection 12(2) of the Campaign Financing Regulations, the MEO, or the CAO if the MEO is no longer appointed, may require a candidate (whether elected or not) to provide additional information and supporting documentation in respect of the candidate's disclosure statement at any time within the seven-year period referred to in section 12.11 of this bylaw.

13. Reporting

13.1 Pursuant to subsection 11(4) of the Campaign Financing Regulations, the CAO shall forward to Council a report summarizing the disclosure statement of each candidate, noting any candidate who has exceeded the limit on election expenses pursuant to sections 9.5 and 9.6 of this bylaw and the name of any candidate who failed to file the required disclosure statement.

13.2 Pursuant to subsection 11(5) of the Campaign Financing Regulations, the CAO shall ensure that the summary referred to in section 13.1 of this bylaw is posted in a conspicuous place in the municipality and on the website of the municipality for a period of at least 6 months.

13.3 Pursuant to subsection 11(6) of the Campaign Financing Regulations, the CAO shall ensure that the filed disclosure statement of each candidate who sought election in the immediately preceding election (whether elected or not) is posted on the website of the municipality for a period of at least 6 months.

14. Complaints & Compliance

14.1 Pursuant to subsection 12(3) of the Campaign Financing Regulations, where:

- (a) a candidate fails or refuses to provide the additional information and supporting documentation referred to in section 12.12 of the bylaw; or
- (b) the MEO or CAO, as the case may be, is not satisfied with the additional information and supporting documentation provided by the candidate;

The MEO or CAO, as the case may be, refer the matter to Council.

14.2 Pursuant to subsection 12(4) of the Campaign Financing Regulations, Council may:

- (a) determine that no further action is required;
- (b) order the candidate to provide the additional information and supporting documentation required under section 12.12 of the bylaw; or
- (c) take any further action the Council considers appropriate.

14.3 Pursuant to subsection 12(5) of the Campaign Financing Regulations, an elector of the municipality may in writing make a complaint that relates to information contained in a candidate's disclosure statement and deliver the complaint to the MEO, or the CAO if the MEO is no longer appointed.

14.4 Pursuant to subsection 12(6) of the Campaign Financing Regulations, the MEO or the CAO, as the case may be, who receives a complaint from an elector under section 14.3 of this bylaw may:

- (a) determine that no further action is required;
- (b) require the candidate who is the subject of the complaint to provide additional information under section 12.12 of the bylaw, or
- (c) refer the matter to Council to be dealt with under section 14.2 of this bylaw.

15. Offences and Penalties

15.1 Pursuant to subsection 13(1) of the Campaign Financing Regulations, a person who contravenes a provision of this bylaw is guilty of an offence and liable on summary conviction to a fine of up to \$2,000.

15.3 Pursuant to clause 13(2)(a) of the Campaign Financing Regulations, a conviction for an offence referred to in section 15.1 of this bylaw does not relieve the person convicted, including a candidate referred to in section 14.2(b) of this bylaw, from the requirement to comply with this bylaw.

15.4 Pursuant to clause 13(2)(b) of the Campaign Financing Regulations, the convicting judge may, in addition to any fine imposed, order the person to do any act or work, within the time specified by the judge in the order, to comply with the provisions of this bylaw.

15.5 Pursuant to subsection 14(1) of the Campaign Financing Regulations, where a candidate who is elected has contravened any provision of this bylaw and is convicted of an offence in respect of that contravention, the candidate is disqualified from office and shall resign immediately.

Part IV – Wards

16. Wards

16.1 Pursuant to sections 38 and 39 of the Act, councillors for the Rural Municipality of North Shore will be elected on a ward basis.

16.2 There shall be 6 wards, with 1 councillor elected per ward.

16.3 The boundaries of each ward in the Rural Municipality of North Shore are as described and shown on the ward maps contained in Schedule A of this bylaw.

16.4 Should a conflict exist between a description and the ward map contained in Schedule A, the map shall take precedence.

16.5 Pursuant subsection 39(4) of the Act, the number of electors in each ward shall be comparable, and in no case shall the number of electors in a ward be more than ten per cent above or below the average number of electors in all of the wards.

16.6 Pursuant to subsection 39(5) of the Act, each ward shall have at least one polling division.

16.7 Pursuant to subsection 39(6) of the Act, Council shall establish and appoint an Electoral Boundaries Commission within ninety days following Election Day of each third scheduled election after December 23, 2017 to review the wards and make a report to council setting out its recommendations as to the area, boundaries and names of the wards.

16.8 The Electoral Boundaries Commission shall complete its review within three (3) months of its appointment.

PART V – List of Electors

17. Procedure for Establishing a List of Electors

17.1 Agreement with Elections PEI

17.2 Pursuant to section 41 of the Act, the Council of the Rural Municipality of North Shore shall enter into an agreement with the Chief Electoral Officer of Prince Edward Island to obtain data to be used in preparation of a list of electors.

17.3 The Municipal Electoral Officer may supplement the information obtained from the agreement with the Chief Electoral Officer of Prince Edward Island with information from any source that, in the opinion of the Chief Electoral Officer, is relevant to ensuring the list of electors is accurate.

18. Voters Not on List

18.1 Pursuant to subsection 45(2) of the Election Regulations, electors not appearing on the official list of voters may register at the time of attendance at a voting opportunity if the person is eligible to vote under the Act.

Part V – Advance Polls

19. Advance polls

19.1 An advance poll will be held in accordance with section 45 of the Act and section 43 of the Regulations on the Saturday prior to the municipal election, between the hours of 10:00 am and 1:00 pm.

19.2 Additional advance polls will be held... [must specify the days and times of the additional advance polls, and other details as appropriate]

Part VIII – Administering the Election

20. Location of office - North Shore Community Centre - 2120 Covehead Road, West Covehead

20.1 Pursuant to sections 10 and 11 of the Election Regulations, the election office shall be opened from the fourth Tuesday before the election at the municipal office, located at 2120 Route 25, West Covehead, and shall be open from 9:00 am - 4:00 pm on Tuesday's and Wednesday's.

21. Nominations

21.1 Pursuant to subsection 26(4)(a) of the Municipal Election Regulations, the minimum number of nominators required for each nomination shall be 5. maximum number is 10 qualified electors, default number under 26(1) is 5 qualified electors. Nominators must be qualified electors and where there are wards, must be resident of the ward.

22. Records

22.1 Records pertaining to the election will be destroyed or retained, as the case may be, in accordance with section 87 of the Election Regulations and the records retention bylaw, and where such a bylaw has not yet been enacted the records will be retained for at least 7 years.

Part VII – By-Elections

23. By-elections

23.1 All by-elections will be undertaken in accordance with sections 60-62 of the Act and section 5 of the Election Regulations.

Part VII – Approval and Adoption

24. Repeal of Existing Bylaw

24.1 On adoption, this bylaw replaces Bylaw #2 Community Election Procedures

25. Effective Date

25.1 This Elections Bylaw, Bylaw# 2018-07, shall be effective on the date of approval and adoption below.

First Reading:

This Elections Bylaw, Bylaw# 2018-07, was read a first time at the Council meeting held on the 8th day of August, 2018.

This Elections Bylaw, Bylaw# 2018-07, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Second Reading:

This Elections Bylaw, Bylaw# 2018-07, was read a second time at the Council meeting held on the _____ day of _____, 2018.

This _____ Bylaw, Bylaw# 2018-07, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Elections Bylaw, Bylaw# 2018-07, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

26. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Elections Bylaw adopted by the Council of the Rural Municipality of North Shore on [redacted] is certified to be a true copy.

Chief Administrative Officer Signature

Date

Schedule A – Wards

Ward Descriptions- Post Restructuring of North Shore, Pleasant Grove and Grand Tracadie

Ward # 1 - Includes all civic addresses on Union Road, Black River Road, MacMillan Point Road, Shoreline Drive, Sunset Crescent, Serenity Lane, Eagles Path Lane, Bruce Lane, Cass's Road, Bay Vista Lane, Baxter Lane, Jack's Way, Parson's Creek Drive and Route 25 civic addresses 2186-2490 inclusive.

Ward # 2 - Includes all civic address on MacLauchlin Highlands, Warrens Road, Vail Crescent, Thymewood Lane, Stanhope Lane, Spruce Lane, Smallwood Lane, Simpson Lane, Ruperts Road, Ross Lane, Point Pleasant Crescent, Parkview Lane, Old Sam Road, Macs Landing, MacMillan Lane, Lawson Lane, Joyces Lane, Halmac Road, Fairview Drive, Ellis Lane, Ekkho Lane, Doc Soper Crescent, Deanna Lane, Cliff View Lane, Carmody Crescent, Blanchard Lane, Birch Hill Drive, Bayview Lane, Bayshore Road, Bagnall Lane, Alvins Drive, Allan Court and Rte 25 civic addresses 2491-2727 inclusive.

Ward # 3 - Includes all civic addresses on Guerney Road, Hardy Mill Road, Merricks Lane, Normandy Lane, West Covehead Road, McCarville Lane, Ash Lane and Route 25 civic addresses 1163-2151 inclusive.

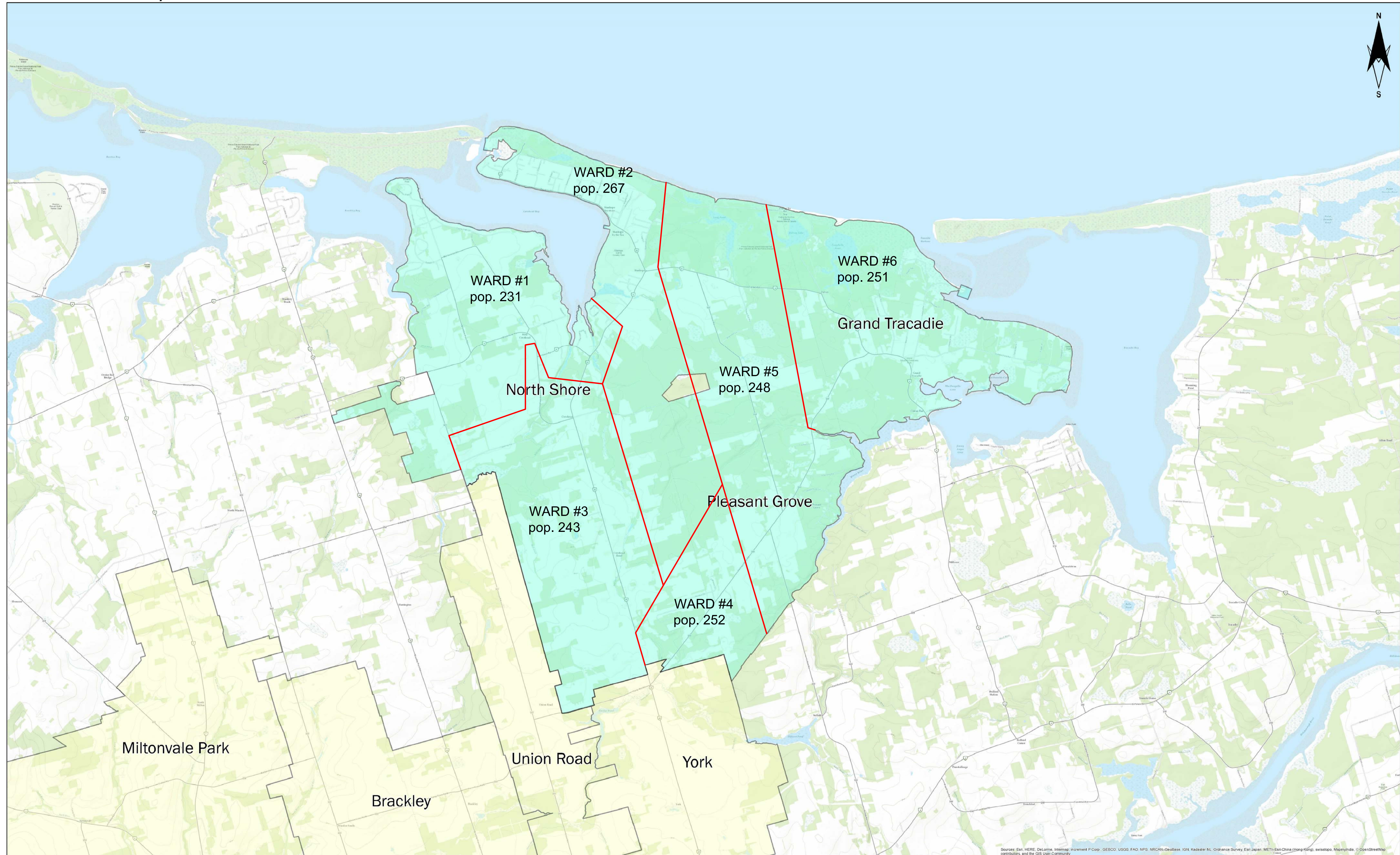
Ward # 4 includes all civic addresses on Andi-Lee Court, Big Maple Lane, Cameron Drive, Halle Court, Lillian Lane, Maggie Lane, Maryland Road, Windsor Drive, and Pleasant Grove Road civic addresses 935- 1465 inclusive.

Ward # 5 Includes all civic addresses on Friston Road, Golden Lane, Tracey's Lane, Suffolk Road, Winter River Circle, Beaver Run Road, Cormac Crescent, and Pleasant Grove Road civic addresses 378-921 inclusive and Eastern Road civic addresses 2203-2598 inclusive.

Ward # 6 includes all civic addresses on Alfred Lane, Beach Road, Cottage Crescent, Dalvay Crescent, Dune View Drive, Eagar Lane, Gulf Shore Parkway, Harbour Road, High Road, Jones Way, Lakewood Lane, Lorne Lane, Mac Lane, Oceanpath Lane, Peters Crescent, Queens Point Road, Robinson Road, Tamarack Drive, Watts Road, White Sickle Drive, Winter Road and Pleasant Grove Road civic addresses 130-371 inclusive, and Route 6 civic addresses 1229-1911 inclusive, and Eastern Road civic addresses 1961-2009 inclusive.

***All address within the Municipal Boundaries as outlined on the attached Ward Map**

North Shore, Grand Tracadie and Pleasant Grove Boundaries Combined



Map Legend

- North Shore, Grand Tracadie and Pleasant Grove
- Other Municipal Boundaries

Data Sources:

Municipal Boundaries Layer (Department of Finance), ESRI Topographic Base Layer

This map is for information purposes only. It is not intended for legal description or calculating exact land dimensions.



Municipal Affairs and Provincial Planning
Department of Communities, Land and Environment



Proposed Ward Boundaries for North Shore

1. Ward 1 - North of the Pleasant Grove Road encompassing Covehead Road (Rte 25) to the West Covehead Rd (included) and including Guerney Road and Normandy Lane - 316 -Electors
2. Ward 2 - North of Normandy Lane and West Covehead Rd to the North side of Parsons Creek Drive on Rte 25 including Union Road, Black River Road, MacMillan Point Rd, McLaughlin Road and all side streets - 305 Electors
3. Ward 3 - North of Parsons Creek Drive North to the Park Boundary including Route 25, Bayshore Road, Eastern Road and all side roads - 299 Electors

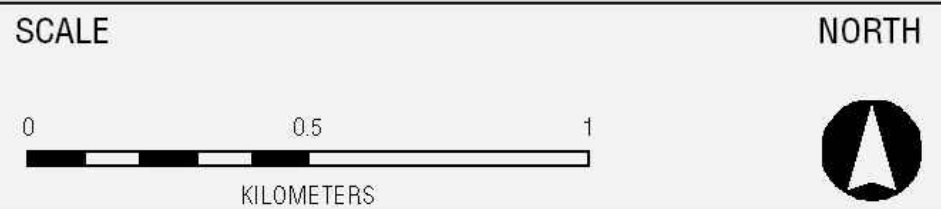
LAND USE ZONING MAP

ZONES

- R1 - Residential
- R3 - Multi-Family Residential
- I - Institutional
- IN - Industrial
- RC - Resort Commercial
- C - Commercial
- A - Agriculture
- PC - Parks & Conservation

BASE MAP LEGEND

- Collector
- Local Street
- Private Street
- Municipal Boundary
- Property Lines



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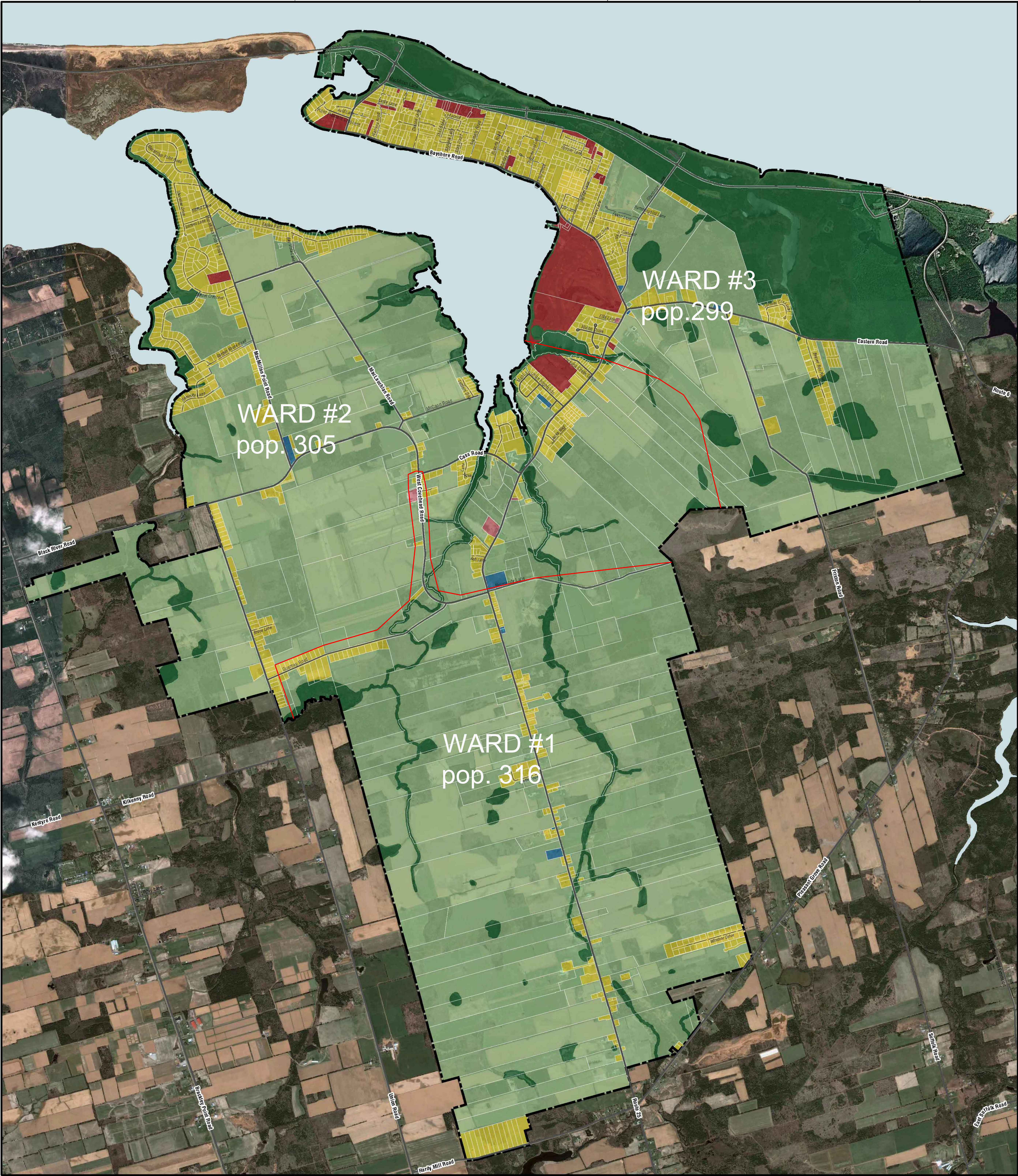
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 Datum: North American 1983 CSRS
 Units: Meter

REVISIONS & AMENDMENTS

No.	Date	Description	By

NOTES



Schedule B Pursuant to Part 3 of the MGA, the following are eligible to vote during a municipal election:

1. MGA 31. Qualifications of electors

1.2 Unless otherwise disqualified, a person is entitled to vote at an election in a municipality if the person

- (a) is a Canadian citizen;
- (b) is at least 18 years of age, or will attain that age on or before election day;
- (c) has resided in the province for at least the six-month period immediately preceding election day; and
- (d) is ordinarily resident in the municipality on election day. 2016,c.44,s.31.

2.0 MGA 39.(2)(a) Where a municipality is divided into wards pursuant to clause 38(1)(a), (a) only an elector who is resident in a ward shall be eligible to vote for a candidate for that ward.