

# AGENDA

## ***Regular Council Meeting – Rural Municipality of North Shore*** **6:30 pm Wednesday, June 9<sup>th</sup>, 2021 at Grand Tracadie School Centre**

### **1. CALL TO ORDER**

### **2. APPROVAL OF THE AGENDA**

- 2.1. Disclosure of Pecuniary (Financial) or other Conflicts of Interest

### **3. APPROVAL OF THE MINUTES FROM**

REGULAR MEETING 6:30PM MAY 12, 2021

SPECIAL MEETING 6:30PM MAY 19, 2021

#### **3.1. Business arising from the minutes**

### **4. DELEGATIONS SPECIAL SPEAKERS AND PUBLIC INPUT**

- 4.1. RFD-2021-029 Tara Wheeler of Arsenault Best Cameron Ellis to present Financial Audit for Fiscal Year ending March 31, 2021

### **5. REPORTS**

- 5.1. EMO Committee Report- No Meeting
- 5.2. Water and Environment Committee Report
- 5.3. Recreation and Engagement Committee Report
- 5.4. Covehead and Tracadie Bay Enhancement Committee Report
- 5.5. Stanhope Peninsula Freshwater Research Committee Report
- 5.6. CAO Report
- 5.7. Finance and Administration Report
- 5.8. Planning Board and Development Permit Report

### **6. NEW BUSINESS (REQUESTS FOR DECISION)**

- 6.1. Second Reading of Bylaw 2021-01 A Bylaw to Share Services for Planning and Development

### **7. CORRESPONDENCE**

- 7.1. Letter from PEI Land and Agriculture re: Land Matters
- 7.2. Letter from 55+ Games
- 7.3. Letter from Infrastructure re: CIP not approved
- 7.4. Letter from Infrastructure re: MSC not approved
- 7.5. Letter from Parks Canada re: Removal of Watts Rd Boardwalk

### **8. APPOINTMENTS TO COMMITTEES**

### **9. NEXT MEETING:** Wednesday, July 14, 2021 - 6:30pm at North Shore Community Centre

### **10. ADJOURNMENT**

**APPROVED MINUTES**  
**Regular Council Meeting – Rural Municipality of North Shore**  
**Wednesday June 9, 2021 @ 6:30 pm**  
**@ Grand Tracadie School Centre**

**PRESENT:**

Mayor Gerard Watts, Deputy Mayor Nancy MacKinnon, Councilors - Krista Shaw, Peter Vriends, Derek Cook, Wanson Hemphill, Bob Doyle and CAO Stephanie Moase.

Guest- Tara Wheeler from ABCE.

7 members of the public.

**1. CALL TO ORDER:** 6:30 pm by Mayor Gerard Watts

**2. APPROVAL OF THE AGENDA:**

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

***Moved by Councilor Krista Shaw, seconded by Councilor Derek Cook***

**6-0**

**MOTION CARRIED**

**2021-06-067**

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

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

None declared.

**3. APPROVAL OF MINUTES:**

**It was duly moved and seconded** that the minutes of the Regular Council Meeting of May 12, 2021 @ 6:30 pm be approved as presented.

***Moved by Councilor Bob Doyle, seconded by Councilor Nancy MacKinnon***

**6-0**

**MOTION CARRIED**

**2021-06-068**

**It was duly moved and seconded** that the minutes of the Special Council Meeting of May 19, 2021 @ 6:30 pm be approved as presented.

***Moved by Councilor Peter Vriends, seconded by Councilor Derek Cook***

**6-0**

**MOTION CARRIED**

**2021-06-069**

**3.1. Business arising from the minutes**

Question was asked how the meeting with the Mighty Oaks Daycare went, was our proposal accepted? Yes, they are prepared to begin in September and had agreed to, on initial intake, to prioritize North

*June 9, 2021 Approved Regular Council Meeting Minutes*

Shore residents. They have close to 30 infants and toddlers registered already. Mayor Watts thanked Deputy Mayor Nancy MacKinnon and CAO Stephanie Moase on their work helping to make this community asset happen.

#### 4. DELEGATIONS SPECIAL SPEAKERS AND PUBLIC INPUT:

##### 4.1. RFD-2021-029 Presentation – Audited Financial Statements

Tara Wheeler of Arsenault Best Cameron Ellis presented the Financial Audit for Fiscal Year ending March 31, 2021

Question from Council regarding wage amounts for Stanhope Place and Grand Tracadie School Centre, why are there wage amounts associated with these facilities if no one was working there?

Tara stated the wages for Recreation are split equally between the three facilities as there is no real formula for how much they would be doing for each property. Additionally there was one employee specifically assigned to Grand Tracadie (wifi hub).

**It was duly moved and seconded** that the Audited Financials for F/Y ending March 31, 2021 be approved as presented.

***Moved by Councilor Peter Vriends, seconded by Councilor Krista Shaw***

**6-0**

**MOTION CARRIED**

**2021-06-070**

**It was duly moved and seconded** that Council appoint ABCE as the Financial Auditor for the next fiscal year ending March 31, 2022.

***Moved by Councilor Peter Vriends, seconded by Councilor Bob Doyle***

**6-0**

**MOTION CARRIED**

**2021-06-071**

Audited Financial statements will be available on the Municipality's website by July 31, 2021.

[www.stanhopecovehead.pe.ca](http://www.stanhopecovehead.pe.ca)

Mayor Watts thanked Tara for the presentation to Council.

#### 5. REPORTS:

##### 5.1. EMO Committee Report

They had no meeting this month, next meeting to be Monday June 14, 2021. Chair Councilor Derek Cook said the committee is awaiting some clarifications from FPEIM regarding the joint EMO. It may have to be re-structured.

##### 5.2. Water and Environment Committee Report

Mayor Gerard Watts referred Council to the report in their package. Chair Councilor Wanson Hemphill stated the committee is working on a number of initiatives at this time. Have been looking to hire a Post Secondary student, unsure if the wages through the grant were sufficient at \$15/hr. CAO stated the job was now posted on the WorkPEI post secondary site, specifically for post secondary grants and almost all are posted at \$15 or less. Many not for profits and Municipalities have seen challenges to hiring this year. The grant we received is for post secondary, not graduate mentorship, just for clarification.

Chair Wanson Hemphill stated that the Committee would like to have a Public information meeting later in the summer.

**It was duly moved and seconded** that Council approve a Public Meeting to be held in August chaired by the Water and Environment Committee to present on Septic Maintenance and Water Conservation and allow the Public to ask questions on those issues.

***Moved by Councilor Wanson Hemphill, seconded by Councilor Krista Shaw***

**6-0**

**MOTION CARRIED**

**2021-06-072**

Discussion followed on who would present. Councilor Wanson Hemphill stated he could present the information on Conservation and Septic Maintenance. Members wondered if the proposed Septic Maintenance Bylaw would be ready. It will be after the August Council Meeting.

Question regarding a recommendation from the Water and Environment Committee to Planning Board regarding engineered septic on undersized lots. Councilor Hemphill stated the committee realised they were past the date of submitting Public comments on the Proposed Draft LandUse Bylaw but wanted to let Planning Board know they were in support of that requirement for engineered septic to remain the same as it is currently in the 2014 LandUse Bylaw.

### **5.3. Recreation and Engagement Committee Report**

Mayor Watts referred council to the Recreation report in their package.

### **5.4. Covehead and Tracadie Bay Enhancement Committee Report**

Mayor Watts referred Council to the email report from Chair Dr. Sarah Stewart-Clark. Last meeting Dr Adam Fenech presented a number of initiatives they are working on. Sarah Wheatley of the Winter River-Tracadie Bay watershed also made a presentation showing the work they have been doing the past year. The Friends of Covehead and Brackley Bay watershed group will be making a presentation.

Discussion that there is a current algae bloom in Covehead Bay, FCBB watershed group have taken samples to be tested. It is not harmful to humans. Sea lettuce also seems to be more prolific this year.

### **5.5. Stanhope Peninsula Potable Water Research Committee Report**

This was a first meeting, more of a meet and greet, to find out what expertise each was bringing to the committee. For the next meeting, Jody MacLeod of CBCL, consultant that did the 2009 water and wastewater study will do a summary of that study for the Committee.

### **5.6. CAO Report**

Mayor Watts referred Council to the CAO report. Mayor Watts thanked CAO for her supervisory role in the financials, and to Patsy MacKinnon as book keeper. The Auditor stated things were well documented and had no issues.

CAO mentioned that the electrician for the fire panel at Grand Tracadie was having trouble accessing the attic area. Councilor MacKinnon suggested contacting Boswells Construction for information.

### **5.7. Finance and Administration Report**

Mayor Watts referred Council to the report in their package. Next Meeting was deferred to July 12 4pm so the first quarter budget will be available for the July Council meeting. The CAO was asked if Canada Post had been contacted regarding the community boxes at Grand Tracadie, she has not reached anyone as of yet.

### **5.8. Planning Board and Development Permit Report**

Mayor Watts referred council to the Planning Board and Development permit reports. Chair Councilor Krista Shaw stated the Consultant has been reviewing all the information that has come in from the Public. The Planning Board is also dealing with an issue that has arisen and will then hold a meeting to review the feedback.

**It was duly moved and seconded** that Council approve all Reports as presented.

***Moved by Councilor Peter Vriends, seconded by Councilor Nancy MacKinnon***

**6-0**

**MOTION CARRIED**

**2021-06-073**

## **6. NEW BUSINESS (REQUESTS FOR DECISION):**

### **6.1. Second Reading and Adoption of Bylaw 2021-01 - A Bylaw to Share Services for Planning and Development**

**It was duly moved and seconded** that Bylaw 2021-01, A Bylaw to Share Services for Planning and Development be read a second time.

***Moved by Councilor Krista Shaw, seconded by Councilor Derek Cook***

**6-0**

**MOTION CARRIED**

**2021-06-074**

**It was duly moved and seconded** to approve the second reading of Bylaw 2021-01, A Bylaw to Share Services for Planning and Development

***Moved by Councilor Krista Shaw, seconded by Councilor Vriends***

**6-0**

**MOTION CARRIED**

**2021-06-075**

**It was duly moved and seconded** that Bylaw 2021-01, A Bylaw to Share Services for Planning and Development be adopted

***Moved by Councilor Nancy MacKinnon, seconded by Councilor Bob Doyle***

**6-0**

**MOTION CARRIED**

**2021-06-076**

**7. CORRESPONDENCE:****7.1. Letter from PEI Land and Agriculture re: Land Matters**

Mayor Gerard Watts referred Council to the letters in their package.

Council questioned what exactly the letter means for the Municipality. Mayor and CAO both responded that they have no further information and it seems that the Province is just letting all Municipalities know that the Land Matters review may impact any LandUse Bylaws that are in place or being currently worked on.

**7.2. Letter from 55+ Games**

The letter is to request the Municipality to host the 55+ Games in the Fall. Mayor Watts asked if the letter had been discussed yet at the Recreation Committee. It had not, so it was requested that a recommendation come from the Rec Committee. CAO has received documents from Charity Sheehan who was involved in the Host committee for the 2018 games that were hosted in North Shore.

**7.3. Letter from Infrastructure re: CIP not Approved**

The Capital Investment Plan for the Municipal sign upgrades using Gas Tax was not approved. Signage will be reviewed and replaced through the Maintenance Budget based on need.

**7.4. Letter from Infrastructure re: MSC not Approved**

The Municipal Strategic Component of the Gas Tax Fund is currently being given preference to those Municipalities doing an Official Plan and LandUse Bylaw. CAO will look for another source of funding for the new Recreation Master Plan.

**7.5. Letter from Parks Canada re: Removal of Watts Rd Boardwalk**

Parks Canada plans to remove the existing boardwalk at Watts Rd. Council has advised them they are not in favor of this on a couple of occasions. Mayor Watts suggested Community Members should also contact Parks to let them know how they feel.

There was a discussion regarding Canada Day events, 3 events at the 3 sites.

**8. APPOINTMENTS TO COMMITTEES: There were none****9. NEXT MEETING: Wednesday, July 14, 2021 @ 6:30 pm at North Shore Community Centre.****10. ADJOURNMENT:**

There being no further business the meeting was adjourned at 7:20 pm

***Moved by Councilor Nancy MacKinnon, seconded by Councilor Derek Cook***

***6-0***

***MOTION CARRIED***

***2021-06-077***

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SIGNED: Gerard Watts, Mayor

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DATE:

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SIGNED: Stephanie Moase, CAO

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DATE:

**Rural Municipality of North Shore**  
**REQUEST FOR DECISION**  
**Topic: Annual Audit for F/Y ending March 31, 2021**

<b>Date:</b> June 2, 2021	<b>Request No: RFD-2021-029</b> <i>(Office Use Only)</i>
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<b>Person:</b> Tara Wheeler	<b>Representing:</b> ABCE Accounting
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**Background:** ABCE has been appointed as the Auditor for the Municipality for the Fiscal Year ending March 31, 2021.

**Request:** For Council to review and approve the Draft Financial Audit for the F/Y ending March 31, 2021 as presented by Tara Wheeler.

Advantages	Disadvantages

<b>Required Resources:</b>	
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<b>Staff Comments</b>	
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<b>CAO's Review / Comments</b>	
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## **Water and Environment Report for June 2021 Council Meeting**

Water & Environment Report June 9, 2021

June 2, 2021 meeting

A Powerpoint presentation of items to be circulated to residents through site visits or distribution was discussed with suggestions of additions and agreement to reduce the information to 2 pages double sided and bring to Council for discussion at the July meeting. This information would either be delivered to the three areas of highest population density by summer students or in a mailout to the municipality. Currently no student has been hired under the approved Post Secondary Student Program.

A Septic Maintenance Bylaw continues to be developed with options of a maximum of 3 years between septic pumping for tourism establishments and 5 years for homeowners.

A motion to recommend a summer public meeting including topics of Septic Maintenance and Water Conservation was approved with agreement on allowing questions from residents.

After consideration it was recommended to not proceed with either Blue Dot or Blue Community initiatives at this time.

A new Stanhope Fresh Water System Committee was discussed.

A motion was approved to recommend to Planning Committee and Council to leave in place in the Official Plan the requirement for an engineer approval on septic systems on undersized lots.

Next meeting June 30.

Wanson Hemphill



## Recreation Report June 9, 2021

Recreation Committee met June 1<sup>st</sup> and here are a few highlights

Summer Day Camp • We have been approved for 3 Summer students waiting to hear about a fourth from the federal government. • Running a 9am-3pm program, 4 days/week (Monday to Thursday). • 7 weeks, themed weeks, various activities. • Hired one student already. This information has been distributed to the community.

June Nature Event • Saturday, June 12 from 9:30-11:00am • Guest Speaker, Tracy Brown, (Bedeque Bay Environmental Management Association) going to talk about the importance of bees. • Sunflower seeds to plant at event and take home and plant in their own gardens. • Pre-registration required

Canada Day • Three Events at three locations: 1. Grand Tracadie Ball Field – waiting to hear back from Riptide if they will host the event, open to the community ages 14+. Event would start at 1pm, pre-registration required (50 people), cupcakes and ice-cream, swag bags. 2. Stanhope Place – live music from local talent (put a call out on Facebook and waiting to hear back). Event would be from 1:00-2:00pm, preregistration is required (50 people), with cupcakes and ice-cream. 3. North Shore Community Centre – 2 bouncy castles, pre-registration required (50 people), cupcakes, ice-cream and swag bags. • Canada Day Chalk art Contest – using chalk, draw a Canadian inspired image on your driveway and send a picture to Shirley. All entries must be in by Saturday, June 26, and winners (1st, 2nd and 3rd) will be announced on Monday, June 28.

Thank you to our recreation coordinator Shirley Beebe for her continued hard work.

Continued Discussion regarding the updating of the Tobacco-Free Policy. Committee Member Frank Morrison is scheduled to present and answer council member questions at July Council meeting

### **Stanhope Peninsula Freshwater Research Ad Hoc Committee Report**

The committee had its initial meeting on May 20 2021 to discuss the freshwater situation on the Stanhope Peninsula. Each member introduced themselves by providing their background expertise's and how it related to the committee work. Doug Smith offered to be vice chair for the committee. Steven Murphy reported on the situation at Light House Point and elaborated on the work their homeowners were doing to solve their water issue. Alan Goodwin hydrogenous spoke on how the water table works. Ken Hubley spoke on the previous study which he chaired as a former councillor.

It was noted this initiative could take three to four year of various phases and will be led by the consultant.

The CAO informed the group a shared google file will be set up for all committee members to review historical information and to add information as it obtains additional information.

A motion was made to propose to the council to proceed to hire a qualified consultant to undertake the work required to research the information and data for the potential initiative.

Next meeting June 16<sup>th</sup> 3:00 pm.

Respectfully

Gerard Watts Chair  
Doug Smith Vice Chair  
Peter Vriends Councillor

# CAO's REPORT

## June 2021

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- Fielding Bylaw infraction complaints and reviewing permits with Bylaw Enforcement Officer
- Maintaining and updating website
- Reviewing Procedural Bylaw, Emergency Management Bylaw and Shared EMO services Bylaw
- Preparation of minutes for Council and committees
- Working with contractors on completing Capital Projects, Maintenance Projects
- Applying for Grants for wages, events and capital projects
- Working with Development Officer on new development permit applications
- Hiring staff for summer programs
- Meeting with Province on Planning issues June 21, 2021
- Procurement Webinar June 11, 2021
- GST HST Webinar June 23, 2021
- 55+ Games Committee Meeting June 29, 2021
- Working with Rec Coordinator on upcoming events and summer programming
- Working with Lawyer, Insurance and Daycare on Rental agreement

### Capital Projects

**Grand Tracadie-** Budget \$150 for installation new fire door for electrical room (Gerard dropped off, Paul to install)

**Grand Tracadie Fire Panel-** Budget \$6000 new fire panel for building (Wilson's has items on order)  
**Stanhope Place Basement Crack-** Received 2 quotes, not in budget, can we use Capital? or Repair and Maintenance?

**New/Replacement Signs for Municipality-** CIP for Gas Tax not approved, Signs for West Covehead, promenade, Grand Tracadie grounds, NSCC grounds, GT Building -

**New Audio/Visual Upgrades-** Budget \$22,000 Using Safe restart funds, have 2 quote waiting on 3rd  
**NSCC and GT Grounds Upgrades-** Budget Gas Tax, will include benches, grandstands, garbage receptacles, bike racks, picnic tables, water station, waiting on if ballfield fencing will be approved under this fund, funding was not approved through the Healthy Communities Initiative

**Master Recreation Plan-** not approved under MSC, applying to Provincial Capacity Building

**Kayak Launch-**

**Extension of Rink-**

**Grand Tracadie Generator Project-** Budget \$42,000 Using safe restart funds (\$13,000) and did not get climate challenge funding this year but will re-apply when open

**NSCC and GT Water stations:** Waiting on quotes

**Oil Tank Replacement for Stanhope Place-** COMPLETED

**Chairlift/Elevator at NSCC-**

**Chairlift/Elevator at NSCC-** Has been moved forward to 2022-2023 budget. Budget \$77,000 Have had one preliminary quote on elevator. Cannot locate any info regarding elevator pre-wiring. Will need architect to review drawings. Fire Marshall coming to review original chairlift design.

## **Finance and Admin Report for June 2021 Council Meeting**

May17th/2021 4pm

All present

The committee welcomed John Cook from Covehead Rd. as a new member of the committee.

The committee reviewed the Capital Projects ongoing.

The next Budget update will be done at the end of the first quarter, June 30th

A proposal was drafted for the Grand Tracadie Rental Proposal and will be presented to a Special meeting of Council for consideration.

The committee recommended that Council approve funds for the Fire Panel at Grand Tracadie Centre, to Wilson Security. Approx, \$5000.00 including electrical work.

The committee discussed parking problems during meetings at Stanhope Place and Grand Tracadie Centre due to the location of the Canada Post Boxes.

Recommend to the CAO that Canada Post be contacted to inform them the boxes must be moved.

Alternate locations suggested are along the gravel shoulder on Stanhope lane next to Stanhope Place and near the outdoor rink at Grand Tracadie.

Meeting adjourned Next meeting June 14th/4pm NSCC

Co-chair Peter Vriends

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## **Planning Board Report- June 2021**

The Planning Board hosted a third public meeting in relation to our Official Plan and Land Use Bylaw on May 28, 2021. 30 members of the public were in attendance. Our consultant Samantha Murphy reviewed the changes to both the bylaw and the Official Plan since she took over the project, and various residents spoke about concerns. Of note was the issue of development and subdivisions on private roads. Additional comments were allowed until May 31, 2021 at 4:00pm. Many of those received reiterated the comments made at the public meeting.

Planning Board was to meet on June 3, 2021 to review the comments and public input and attempt to have a final draft ready for Council to review at the June meeting. However, a legal matter presented itself and the June 3, 2021 meeting was a closed meeting per MGA to discuss this issue.

Further meetings will occur to continue the Official Plan and Bylaw process once this issue has been resolved.

Respectfully submitted,  
Krista Shaw

JUNE 2021 DEVELOPMENT PERMITS REPORT  
THE RURAL MUNICIPALITY OF NORTH SHORE

PERMIT NUMBER	DATE PERMIT ISSUED	STATUS	PROPERTY NUMBER	APPLICANT'S NAME	Property Address	TYPE
NS-21-027	6/1/2021	Approved	869321	Edward McKenna	1336 Covehead Rd	non commercial storage
NS-21-041	6/1/2021	Approved	135301	Greg MacIsaac M&D Construction Inc	Eastern Rd, Lot 21-1	Single Family Dwelling
NS-21-046	6/1/2021	Approved	1098581	Laurie Carr	10 Bruce Lane	non commercial storage
NS-21-045	6/7/2021	Approved	755421	Gina MacEwen	3512 Bayshore Rd, Stanhope	remove cottage off property
NS-21-048	6/7/2021	Approved	929414	Rick Dempsey	19 Baxter Lane, Stanhope	Accessory Building
NS-21-050	6/7/2021	Approved	137489	Paul Fabbro (Ken Morrison)	9 Spruce Lane, Stanhope	addition to existing cottage
NS-21-047	6/8/2021	Approved	135236	Steven MacDonald	Lot 5 Cormac Cres, Stanhope	new cottage
NS-21-052	6/15/2021	Approved	893784	William Flowers	Lot 2 Stanhope Lane, Stanhope	New Cottage
NS-21-020	6/15/2021	Approved	1042597	Scott Wotherspoon & Megan Miller	Lot 3 Lighthouse Point Rd, Stanhope	New Cottage
NS-21-003	6/21/2021	Approved	656132	Wayne Cardwell & Jennifer Norton	Lot 18 Eagles Path Lane, West Covehead	New Cottage
NS-21-058	6/22/2021	Approved	1034115	Andrew Dowling	59 Windsor Drive, Covehead Rd	above ground pool
NS-21-056	6/22/2021	Approved	1066612	Tammy & Robin Roach	64 Garden Shore Rd, West Covehead	above ground pool
NS 21-063	6/28/2021	Approved	679332	Dale Peters	3014 Cass's Rd, West Covehead	above ground pool
NS-21-060	6/28/2021	Approved	135228	Kildare Homes	Lot 5 Allencook Lane	New Cottage
NS-21-061	6/28/2021	Approved	135228	Kildare Homes	Lot 14 Allencook Lane	New Cottage
NS-21-062	6/28/2021	Approved	1092253	Craig Jones	149 Windsor Dr, Covehead Rd	New Cottage
NS-21-059	6/28/2021	Approved	1040039	Mark Fulford	35 Lighthouse Pt Dr, Stanhope	non commercial storage
NS-21-064	6/29/2021	Approved	138636	Norman MacLauchlan	149 MacLauchlan Rd	non commercial storage
NS-21-065	6/29/2021	Approved	765883	Kevin MacDonald	Lot 15, Eastern Rd, Stanhope	Single Family Dwelling
NS-21-066	6/29/2021	Approved	135236	Kevin MacDonald	Lot 16, Cormac Cres, Stanhope	New Cottage
NS-21-067	6/29/2021	Approved	135236	Kevin MacDonald	Lot 18, Cormac Cres, Stanhope	New Cottage

**Rural Municipality of North Shore**  
**A Bylaw to provide for entering into an Agreement regarding Shared Services for Planning  
and Development**  
**Bylaw # 2021 – 01**

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

**1. Title**

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

**2. Authority**

2.1. Subsection 138.(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to enter into an agreement, if authorized by bylaw, with another Council for the provision of any service which each has the power to provide within its own boundaries.

**3. Application**

3.1. This bylaw applies to Council. It enables Council to enter into an agreement with another Council for the sharing of services.

**4. Definitions**

4.1. “Act” means the Municipal Government Act.

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

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

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

**5. General**

5.1. The Council may enter into an agreement with the municipalities listed in section 5.2 for the purposes of sharing the following services:

(a) planning and development services

5.2. Council wishes to enter into an agreement with the following municipalities for the sharing of services:

- i. Rural Municipality of Miltonvale Park
- ii. Rural Municipality of Kingston

- 5.3. The agreement with municipalities listed above in section 5.2 is attached to this bylaw and identified as "Appendix A" and it forms part of this bylaw.

The Mayor and Chief Administrative Officer (CAO) of the Rural Municipality of North

- 1.1. Shore are hereby authorized to sign and execute the attached agreement identified as "Appendix A".
- 1.2. This bylaw shall come into force and take effect immediately upon approval.

**2. Effective Date**

- 2.1. This Shared Services Bylaw, Bylaw# 2021-01, shall be effective on the date of approval and adoption below.

**First Reading:**

This Shared Services Bylaw, Bylaw# 2021-01, was read a first time at the Council meeting held on the 12<sup>th</sup> day of May, 2021.

This Shared Services Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the 12<sup>th</sup> day of May, 2021.

**Second Reading:**

This Shared Services Bylaw, Bylaw# 2021-01, was read a second time at the Council meeting held on the 9<sup>th</sup> day of June, 2021.

This Shared Services Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the 9<sup>th</sup> day of June, 2021.

**Approval and Adoption by Council:**

This Shared Services Bylaw, Bylaw# 2021-01, was adopted by a majority of Council members present at the Council meeting held on the 9<sup>th</sup> day of June, 2021.

**3. Signatures**

\_\_\_\_\_  
**Mayor** (signature sealed)

\_\_\_\_\_  
**Chief Administrative Officer** (signature sealed)

This Shared Services Bylaw adopted by the Council of the Rural Municipality of North Shore on \_\_\_\_ (date) \_\_\_\_\_ is certified to be a true copy.

\_\_\_\_\_  
**Chief Administrative Officer Signature**

\_\_\_\_\_  
**Date**



## Appendix A –

**Note:** this Appendix forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Fundamentals of the agreement:

The Parties and their Contact information:

**Rural Municipality of Miltonvale Park**

7 B New Glasgow Road-Rte 224

North Milton PE C1E 0S7

(902)368-3090

[admin@miltonvalepark.com](mailto:admin@miltonvalepark.com)

**Rural Municipality of Kingston**

PO Box 648, Cornwall Post Office, Cornwall, PE, C0A 1H0

(902) 675-3670

[Alancurtismiller@gmail.com](mailto:Alancurtismiller@gmail.com)

**Rural Municipality of North Shore**

2120 Covehead Road, Rte. #25, York, PEI C0A 1P0

(902) 672-2600

[administrator@northshorepei.ca](mailto:administrator@northshorepei.ca)

### Objectives

The three municipalities listed above agree to share the services of Michael Olubiyi for a period of at least one year.

### Division of Responsibilities:

The Rural Municipality of Miltonvale Park will be Mr. Olubiyi's employer, and will calculate and pay wages biweekly, and calculate and submit mandatory employer related costs (CPP, EI, Income Tax and WCB) as required.

The Rural Municipality of Kingston and the Rural Municipality of North Shore shall contract the services of Mr Olubiyi from his employer, the Rural Municipality of Miltonvale Park

Job supervision - The CAO of each municipality is responsible for providing a job description, training and supervision, and performance feedback, for Mr. Olubiyi as he performs work for their municipality.

Mr. Olubiyi will provide biweekly, on every second Monday, a timesheet to each municipal CAO, for the hours worked in their municipality and these timesheets will also be provided to the CAO for Miltonvale Park, for payroll records.

## **Cost**

The Rural Municipality of Miltonvale Park will pay Mr. Olubiyi biweekly, and will invoice the other municipalities at the end of each four-week period, for the hourly cost of Mr. Olubiyi's wages allocated to their municipalities, plus vacation pay, Workers' Compensation Board of PEI costs of \$1.09/ \$100, and an amount equivalent to the EI and CPP employer remittance portions (calculated proportionately according to the percentage of hours worked in each pay period). Payment from the municipalities to Miltonvale Park is expected within 21 days. Any additional insurance costs incurred by The Rural Municipality of Miltonvale Park related to work performed under this contract shall be billed to the other two municipalities on a proportional basis (based on hours worked).

**Training costs** – The Municipalities will share the costs of the membership to the Atlantic Bylaw Officer Association (\$100 annually) and training opportunities, (up to \$400 in total, annually) applicable to Development Officers offered locally or virtually, in the following cost sharing ratio. Kingston -15%; Miltonvale Park -40% and North Shore – 45%. If other training opportunities arise, the CAOs and Municipal Mayors would negotiate an agreement for cost-sharing that is acceptable to all municipalities. If Mr. Olubiyi requires First Aid training to comply with WCB requirements, the costs of this training would also be shared in the above ratio.

The three municipalities agree to share the full-time hiring of Development Officer Michael Olubiyi for a period of at least one year, if his job performance is satisfactory.

**Wages** and working conditions –The Municipalities shall notify the Council Office for the Rural Municipality of Miltonvale Park of their wage rates.

## **Expenses**

The municipalities shall reimburse expenses, such as mileage, postage, paper and office supplies directly to Mr. Olubiyi as they are invoiced by him, in such amounts as they have agreed.

## **Scheduling**

Mr. Olubiyi is responsible for prioritizing his time between the municipalities, taking into account the priorities and needs of each municipality. It is expected that he would work approximately 13 hours for the Rural Municipality of Miltonvale Park, 16 hours for North Shore and 5 hours for Kingston weekly, although these numbers may be flexible, depending on the activity in each municipality during each period.

## **Working Conditions**

Each Municipality will provide a workplace which meets the regulations of the Occupational Health and Safety Act, and Employment Standards Act, and the Municipal Government Act, including a code of conduct for employees, a workplace free of harassment, including a Workplace Harassment Policy, a Work Alone Policy, and taken any necessary steps to prevent workplace violence.

## **Notice of Termination**

The first six months of employment is considered a probationary period. During this period, the employer may terminate an employee without any requirement for notice or compensation. The employee, likewise, can terminate their employment without any requirement for notice or penalty. Between six months- five years employment, the municipality must give Mr. Olubiyi two weeks' notice or pay in lieu of notice. If there is just cause for dismissal, notice requirements are waived. After six months, Mr. Olubiyi must provide one week's written notice to terminate his employment.

At the end of the one-year contract that is required by Immigration, the Municipalities can decide whether to continue sharing the services of the Development Officer through this agreement, or the agreement can be dissolved and the Municipalities can choose to retain Mr. Olubiyi as an employee, or not, on their own terms.

## **Dispute Resolution – In the event of any disputes**

The CAOs and/or Mayors will meet to discuss any disputes. FPEIM or staff at Municipal Affairs will be asked to mediate if it is deemed necessary, as agreed to by the designated representative from each Municipality.



**Agriculture and  
Land**

**Agriculture et  
Terre**



*Office of the Minister*

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Canada C1A 7N8

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Canada C1A 7N8

June 1, 2021

The Rural Municipality of North Shore  
Mayor Gerard Watts  
2120 Covehead Rd.  
York, PE C0A 1P0

**Via Email**

Dear Mayor Watts:

There is important work underway that may have a significant impact on future official plans and bylaws. *Land Matters PEI* is a public consultation process currently underway related to the *Planning Act* and the *Lands Protection Act*

<https://www.landmatterspei.ca>

It is expected that the Land Matters Advisory Committee will report to Government in late spring 2021. Government will then take some time to consider the recommendations of the Advisory Committee and propose any appropriate changes to legislation. It is anticipated that by January 2022, the results of the Land Matters PEI consultation and any proposed legislative changes will be more fully understood.

We understand that developing and maintaining your municipality's official plan and zoning and development bylaws requires significant commitment of time and resources. We want you to be aware of the Land Matters PEI process and timelines as recommendations from the Advisory Committee may result in changes to legislated requirements for municipal planning documents, including your official plan and bylaws.

We are committed to provide more updates on the progress of Land Matters PEI and any implications for amendments to official plans and bylaws, as soon as possible.

Sincerely,

The Honourable Bloyce Thompson, MLA  
Minister of Agriculture and Land

/tj

# MEMORANDUM



**DATE:** June 1, 2021  
**TO:** North Shore Municipality  
**FROM:** PEI 55+ Games Society  
**RE:** 2021 55+ Summer Games

40 Enman Crescent • Charlottetown, PE • C1E 1E6  
Tel: 902.368.6570  
Email: [pei55plusgames@gmail.com](mailto:pei55plusgames@gmail.com)

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Dear Counselors / Administrators,

On behalf of the Board of Directors for the PEI 55+ Games Society, we would like to discuss the possibility of the North Shore Municipality being the host community for the 2021 Provincial 55+ Summer Games.

Although COVID-19 has posed some challenges to hosting the Games, with the PEI Government announcing the Moving Forward Five Step Re-opening Plan, we are optimistic that a successful event can be held safely come September. To further solidify this, the 2021 Summer Games will only be offering outdoor events.

We have seen record numbers participate in the Summer and Winter Games over the years and are eager to get back to that, in a safe way! The 55+ Games board of Directors will be available to help out in any capacity and provide access to the required COVID-19 PPE and guidance on sanitization protocols.

Although what we are proposing is not a full traditional Games event, we believe that an easing back approach is required. By offering many of the popular outdoor events as well as some new ones, it will be a great way to get the 55+ Games membership involved again.

We look forward to discussing this opportunity with municipality representatives and do hope the North Shore Municipality will accept to host our first Games event in over a year.

Thank you in advance for your consideration of this proposal.

Sincerely,

**Kim Knight-Picketts**  
President, PEI 55+ Games Society

**Dhuey Pratt**  
Past President, PEI 55+ Games Society



Transportation  
and Infrastructure

Transports  
et Infrastructure



Infrastructure Secretariat

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May 25, 2021

Ms. Stephanie Moase, CAO  
Rural Municipality of North Shore  
2120 Covehead Road  
York, PE COA 1P0

Dear Ms. Moase:

The Gas Tax Project Review Committee met recently to consider Capital Investment Plan (CIP) applications. We are regrettably writing to inform you that project **"58.2.8 – Municipal Sign Upgrades"** did not receive approval.

After reviewing your application it was determined that the project as described does not meet the desired outcomes of the program.

If you have any questions, please feel free to call our office at 1-888-240-4411 toll free or at 620-3380 and staff will be pleased to discuss the matter with you.

Yours truly,

Darlene Rhodenizer  
Provincial Infrastructure Manager



## Transportation and Infrastructure

## Transports et Infrastructure



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May 25, 2021

Ms. Stephanie Moase, CAO  
Rural Municipality of North Shore  
2120 Covehead Road  
York, PE COA 1P0

Dear Ms. Moase:

The Gas Tax Project Review Committee met recently to consider Municipal Strategic Component (MSC) applications. We are regrettably writing to inform you that MSC funding for project "**102.0 - Master Recreation and Greenspace Plan**" did not receive approval.

As you may know, the MSC program favors Drinking Water, Wastewater and Capacity Building (Growth Management Studies and Official Plans) projects. Each application is ranked on a number of items including the quality of the application submitted. Projects have to achieve a minimum score in order to receive funding and the project(s) listed above did not meet that threshold. The Infrastructure Secretariat will be amending the MSC Guidelines prior to the next intake and will provide more information on the ranking criteria to help applicants better understand the requirements. Feel free to re-submit in a future intake.

If you have any questions, please feel free to call our office at 1-888-240-4411 toll free or at 620-3380 and staff will be pleased to discuss the matter with you.

Yours truly,

Darlene Rhodenizer  
Provincial Infrastructure Manager

## **Re: Parks Canada notice regarding Watts Road boardwalk in Prince Edward Island National Park**

As a valued neighbour, we wanted to provide you with information regarding the boardwalk located at Watts Road in PEI National Park. The infrastructure has reached the end of its lifecycle and sections of the boardwalk are currently in a state of disrepair and pose a safety hazard. As a result, this boardwalk will be decommissioned in the spring of 2021.

By removing this infrastructure, which intersects a wetland, we will be reducing our ecological footprint in the area. Wetland habitat in PEI National Park has been flagged as an area of concern for protection as the current trend for ecological integrity of wetland habitat is decreasing. Wetlands are considered sensitive to human activities and even minimal disturbance can result in negative impacts. The removal of this infrastructure will also improve the integrity of coastal dune ecosystems, and improve the resilience of our coastline to climate change impacts such as increased coastal erosion. By protecting and restoring healthy, resilient ecosystems, Canada's network of protected areas form part of a natural solution for climate change.

Parks Canada recognizes the benefits of an active outdoor lifestyle in supporting physical and mental health, as well as the importance of our neighbours and local communities. As such, we are committed to maintaining an alternate route to the beach from the Watts Road parking lot. Approximately 100 meters from the boardwalk trail entrance there is a footpath that leads east along the PEI National Park boundary to Tracadie Harbour. Parks Canada will maintain this boundary corridor on an annual basis.

Fees that are paid for use of the park are collected at the entrance gates and campgrounds in PEI National Park and reinvested in services, products and activities. We strategically invest in key areas within the park entrance gates to ensure our environmental footprint is contained and to ensure that visitors to the national park will continue to enjoy improvements to enhance their experiences. Examples include accessibility upgrades, outdoor wash stations in campgrounds, and tools that make cleaning of facilities more efficient. Fees also contribute to improving the ecological health of the park by protecting species at risk and their habitats and support important research that contributes to our understanding of climate change.

There are no fees collected at Watts Road in PEI National Park, as it is located outside the entrance gate.

Our plans to decommission the Watt's Road boardwalk were communicated to the North Shore Municipality council in the spring of 2019. As a neighbour, we wanted to ensure that you were aware of our plans to remove this infrastructure.

Thank you for your support. If you have any questions, please do not hesitate to contact Jennifer Stewart, A/External Relations Manager at (902) 672-6423.

Sent by Jennifer Stewart, A/External Relations Manager on behalf of

Karen Jans  
Field Unit Superintendent  
Parks Canada PEI