

# **AGENDA**

## ***Regular Council Meeting – Rural Municipality of North Shore***

**7:00 pm Wednesday, May 13<sup>th</sup>, 2020**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
  - 2.1 Disclosure of Pecuniary or other Conflicts of Interest
- 3. APPROVAL OF THE MINUTES FROM**  
REGULAR MEETING 7PM Apr 8<sup>th</sup>, 2020
  - 3.1 Business arising from the minutes
- 4. DELEGATIONS SPECIAL SPEAKERS AND PUBLIC INPUT**
- 5. REPORTS**
  - 5.1. Mayor's Report
  - 5.2. CAO Report
  - 5.3. Finance and Administration
  - 5.4. Water and Environment
  - 5.5. EMO Committee
  - 5.6. Development Permit Report
  - 5.7. Recreation and Engagement Committee
  - 5.8. Special Committee on the Official Plan Review
  - 5.9. Resident Concerns
- 6. NEW BUSINESS (REQUESTS FOR DECISION)**
  - 6.1. RFD 2020-001 Learn to Play Ball Program
  - 6.2. RFD 2020-002 Lookout Memorial
  - 6.3 RFD 2020-003 Request to waive Rental Fees
  - 6.4 RFD 2020-004 Tree Memorial
- 7. CORRESPONDENCE**
- 8. NEXT MEETING:** June 10, 2020 7:00pm
- 9. ADJOURNMENT**

# APPROVED MINUTES

## *Regular Council Meeting – Rural Municipality of North Shore*

### Wednesday May 13th, 2020

**PRESENT:**

Mayor Gerard Watts, Deputy Mayor Nancy MacKinnon, Councilors - Krista Shaw, Derek Cook, Peter Vriends, Bob Doyle, Wanson Hemphill, CAO Stephanie Moase and Rec Coordinator Jennifer Blair. Meeting took place via Conference call, discussions and motions were live tweeted via Twitter Account.

**REGRETS:** There were none

1. **CALL TO ORDER:** 7:01 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 2020-05-042***

**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 April 8th, 2020 Regular Monthly Meeting be approved as presented.

***Moved by Councilor Wanson Hemphill, seconded by Councilor Nancy MacKinnon***

**6-0**

***MOTION CARRIED***

***2020-05-043***

### 3.1. BUSINESS ARISING FROM THE MINUTES

Councilor Wanson Hemphill asked if there has been any update on the TOR for Committees being added to the Procedural Bylaw. CAO Stephanie Moase stated an email had been sent to Council, while reviewing the Procedural Bylaw it was found that section 27.1 does state that TOR for Committees will be established by Council. Additionally, due to Covid-19, it may require updates to Electronic Meeting Procedures so it is on hold while discussing with Municipal Affairs.

Councilor Krista Shaw asked if Kidsfit had been made aware of Council decision, CAO stated a letter had been sent but no further discussion has been held.

Councilor Krista Shaw asked if there has been any developments in the sets of stairs leading from the Promenade. Mayor Gerard Watts stated a contractor has been taken around to quote for replacing the three sets of stairs he also mentioned that there is still a tree fallen and there were a couple of lookouts that require further maintenance. Councilor Wanson Hemphill stated he would again look into what was required to have that cut down.

Councilor Krista Shaw asked if a contract has been issued for the cutting of the Promenade. Mayor Gerard Watts replied that it was reviewed and the best option was to have our current Maintenance employee continue to cut the grass but to provide a storage shed at Stanhope Place for the lawn tractor so that it would not be driven on the road from NSCC. A small shed has been located and we are working out the cost and logistics.

## 4. DELEGATIONS, SPECIAL SPEAKERS AND PUBLIC INPUT

## 5. REPORTS

### 5.1. Mayor's Report

Mayor Gerard Watts reported that he has been working with the CAO getting direction from Municipal Affairs and the CPHO regarding Public Health and COVID-19. Attended a conference call with CPHO organized by FPEIM allowing Municipalities to ask questions and get input. Also had a conference call with Minister Thompson to keep up to date with any Municipal issues. Discussed paving projects for example the Eastern Rd widening and Rte 6 from Eastern Rd to Grand Tracadie. Spoke of possible collaboration around the celebrations around the 250<sup>th</sup> Arrival of the Falmouth. We will continue to have this call monthly with the Minister. A response was received from Parks Canada regarding the Watts Rd Boardwalk, they have sent a response to close property owner's as well. They state the reasoning for not re-building the boardwalk is to protect the wetland and shrinking their ecological footprint to protect the environment. It was mentioned that previous Grand Tracadie Council may be aware of a letter agreement from Parks Canada to maintain that Boardwalk. Councilor Nancy MacKinnon stated she would look into this.

### 5.2 CAO Report

## CAO's REPORT April 2020

- Worked with Eugene Lloyd and Richard Blacquiere on a request for a Microbrewery. Concluded that the decision was with the Province, not Council at this time as we have Shared Planning with the Province for Pleasant
- Working with Jennifer to update Website

- Working with lawyer and Province to find Septic Issue solutions
- Working with Patsy to update Procedural Bylaw
- Working with Jennifer to update Rental Policy
- Wrote letters on behalf of Council to Parks Canada, Kidsfit and PEIATV Fed
- Contacted Dept of Transportation regarding concerns from Council and residents
- Completed Update of 2018 AER
- Working with Derek French regarding ongoing Planning issues
- Preparation of minutes for Council
- Did RFP, Contract and appointment of Bylaw Enforcement Officer for 2020.
- Gathering quotes to move forward with Capital Projects

### **Capital Projects**

**Outdoor Rink Upgrades-** \$30, 225 Recreation Committee reviewing size to determine if we should purchase aluminum rink board set for sale by private seller. Received Quote for additional set of boards to increase size. To go to Recreation Committee to determine costs for curbing and posts required

**Grand Tracadie SC Windows-** \$ 37,115 Three quotes have been received on window replacement and 1 quote for glass replacement will go to Finance Committee for review

**Grand Tracadie Entryway-** \$63,250 Need development permit from Province. Had 2 contractors decline to quote. Being over \$50,000 will need to be a Public Tender, CAO working on Tender Documents

**Grand Tracadie Community Signs-** \$1,650 Two quotes, need to find out if installed by sign company or us

**Grand Tracadie Key Card Access/Security Cameras-** On hold until Entryway design

**Grand Tracadie Kitchen Renos-** \$25000 received from New Horizons Two quotes received, waiting on updated quote from one and need a third quote.

**NSSC Outdoor Storage Building-** \$8000 Quote has been chosen at \$7825 will be built on site by Paul MacMillan Require Development permit to be approved.

**Stanhope Place Book Shelves-** \$1275 gave go ahead to Paul MacMillan to build in February.

CAO Stephanie Moase reported that she is still working towards quotes for Capital projects. Council laptops are on order and should be arriving next week.

### **5.3 Finance and Administration Committee**

Mayor Gerard Watts stated there has been no monthly Finance meeting. He referred Council to the Monthly Report for April. The revenue from Municipal Tax was not showing as it was done up prior to receiving the transfer, it has now been received and was \$21,964.

### **5.4 Water and Environment Committee**

Chairperson, Councilor Wanson Hemphill stated that the Committee is working with CAO on to draft a Septic Maintenance Bylaw. We received the information from Municipal Affairs, the Province and legal that the Municipality did have jurisdiction in this area. Would like to have a draft to go to Council for next meeting. It should be drafted and be presented through the Water Committee first.

### **5.5 EMO Committee**

Chairperson, Councilor Derek Cook stated the Committee has been kept updated with the Provincial EMO. As the Province has called the State of Emergency, the Municipality is just following their lead. Looking forward to getting the opportunity to meet together soon.

### **5.6 Development Permit Report**

Chairperson, Councilor Krista Shaw stated there has been no Planning Board meeting this month and since the Permits had been paused by the Province none were issued for April. We were still accepting applications and moving them on to the Development Officer to help alleviate the backlog when Permits were allowed to be issued as of May 4. We have 3 applications that will require a Public input meeting so at this we are unable to move forward with them until the CPHO lifts the restrictions on the number of Public allowed to meet indoors.

### **5.7 Recreation and Engagment Committee**

Chairperson, Councilor Bob Doyle stated the Recreation Committee did not have their regular monthly meeting however some communication has been forwarded via email. Some info has been obtained on the Rink Boards, the first set was for \$15000 but was not large enough (82 x 32), a quote was received for \$13000 for new boards to increase the size to (120 x 60). This is still smaller than the paved area, could be excess cost with the installation and the paved curbing. Two quotes have been received for updating the second ballfield. Hoping to have fields ready for the June 12<sup>th</sup> Phase 3 date. Canada Day funding updates/changes had to submitted last Thursday so with the limited amount of time it was decided to postpone the large Canada Day events to Sept 5 and have a smaller drive-thru type celebration for Canada Day this year. This allowed us to keep our funding for this year and still adhere to CPHO regulations around large gatherings.

### **5.8 Special Committee on the Official Plan Review**

Chairperson, Councilor Peter Vriends stated the Committee held a meeting via Conference call on May 5 to review section by section the Landuse Bylaw as the consultant drafts it. Most of this meeting revolved around the processes of each type of application. The second draft of the Official Plan is available on the website which includes changes made from comments received from the Public Consultation. The Official Plan and Bylaw cannot and will not be finalized without additional Public Consultation which will happen as soon as the CPHO deems it is safe to meet. Please continue to review and forward your feedback to the CAO.

### **5.9 Resident Concerns**

Councilor Krista Shaw had a resident ask about the letter sent to the PEIATV Federation. CAO Stephanie Moase stated the letter was requested by Council to be sent to inform the Federation that the agreement signed with the former Community of Grand Tracadie was signed by a person who did not have legal signing authority for contracts on behalf of the Community and that the agreement would legally be null and void. It was requested that any future agreements be made with the current Council of the Municipality of North Shore. She had spoken to Leo Doucette of the Federation on the phone and advised him of the procedure to request to speak to Council. He was aware that was unable to happen right away due to not able to have meetings currently.

Councilor Wanson Hemphill had a complaint that residents have been picking up after their dog on the Promenade but leaving the bags there on the side. Perhaps a sign asking people to scoop and take with them? He also had a complaint about the lack of handicap parking spots in the Parks Canada Parking lot and wondered if Council could write a letter to Parks requesting additional Handicap parking spots.

Councilor Bob Doyle had a request to have a Public Washroom erected in the area between the ballfield and the rink in Grand Tracadie. Currently Porta-Potties are placed there in the summer. It was suggested that portable units may be a better option. Councilor Krista Shaw asked what was currently done at the NSCC for washrooms. Currently Soccer opens up the facility as they run the canteen out of the kitchen. It was suggested that we may be able to lock the door at the end of the hallway to allow access to the washrooms only, or should there be porta-potties there as well. As well, could there be an alternate way of having the canteen?

Councilor Nancy MacKinnon mentioned she had residents concerned about the Watts Rd Boardwalk owned by Parks Canada. As well the walking track in Grand Tracadie may need some maintenance as there are some very bumpy areas. Can it be rolled? There is a trench in the ballfield that will need repair. Some benches need repair.

Mayor Gerard Watts mentioned there is a new slip at the Stanhope Wharf for small craft for a small fee. Mentioned there were residents complaining that someone had unloaded their boat on Bayshore Rd and left a truck and Trailer there all day. Suggested signage along the area to state not for boat unloading. CAO was pleased to be notified of the issues but suggested that since the Municipality does not have jurisdiction over this land, proper authorities be alerted when these issues are happening. For example, if Transportation is contacted when the truck/trailer are parked there, Transportation has authority to ticket etc and if there is a continuing problem to erect signage to that effect.

Councilor Derek Cook commented on the Community Clean-up, whether we would be setting it up or allowing residents to just do the Clean-up along with the WI. Due to Covid Restrictions we are unable to promote groups gathering together for this however, Residents will be able to pick up bags from the NSCC and Grand Tracadie School center. Derek also suggested that signage along the roads promoting no dumping is a good idea.

## 6. NEW BUSINESS

### 6.1 RFD 2020-001 Learn to Play Ball Program

Riptide Softball approached Recreation Committee regarding the ages 4-7 Learn to Play Ball Program that we put on last year. They suggested they take over the program instead of us putting it on and collecting fees and then hiring them to administer it.

***It was duly moved and seconded*** that the Riptide Softball take over the Learn to Play Ball Program for 2020 season.

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

***6-0***

***MOTION CARRIED***

***2020-05-044***

### 6.2 RFD 2020-002 Lookout Memorial

Two residents had requested that as a Memorial to Constable Heidi Stevenson we put a plaque on the Lookout farthest down the Promenade overlooking Covehead Bay. This would be a Council gesture, Lookouts are not typically memorialized through donations like the benches. This is closely tied to RFD-

2020-004 that is coming up, which Mayor had spoken to the family and they wanted to speak to the family before making any decision.

It was requested that both decisions be tabled until next meeting.

### **6.3 RFD 2020-003 Waiver of Rental Fees for Season**

A letter was received from the Riptide Softball Association to request a waiver of Rental Fees for the 2020 Season. Last year they did a lot of in-kind work with the fencing and fields.

*It was duly moved and seconded* that the rental fees be waived for the Riptide Softball Association for the 2020 season.

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

**6-0**

**MOTION CARRIED**

**2020-04-045**

### **6.4 RFD-2020-004 Memorial Tree**

Tabled with RFD-2020-002

## **7 CORRESPONDENCE**

### **8 NEXT MEETING:**

Regular Council Meeting Wednesday May 13, 2020 @ 7pm

### **9 ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:26pm.

*Moved by Councilor Wanson Hemphill, seconded by Councilor Derek Cook*

**6-0**

**MOTION CARRIED: 2020-05-046**

---

SIGNED: Gerard Watts, Mayor

---

DATE:

---

SIGNED: Stephanie Moase, CAO

---

DATE:

ACCOUNT		April
<b>REVENUE</b>		
Property Taxes		
<i>Planning &amp; Development</i>		
Building Permits		680.40
Equalization Grant		393.50
Green Space		
Fines		
Planning & Development Province 1.1 cent per hundred		
<i>NS Community Centre</i>		
Centre Rentals		
Centre Bar		
Community Events		
Ball Hockey & Learn to Play Ball		
Wage Grant (JFY/Feds)		
Miscellaneous Income		
<i>Stanhope Place</i>		
Friends of the Bay		
Stanhope Place Rentals		
Stanhope Place Cards		
Stanhope Heritage Association		
<i>Grand Tracadie</i>		
Rentals		
<i>Funding</i>		
Canada Day/OEE/Violence		
Funding (Infrastructure/Community)		
Grants/Government of PEI Assistance		
Gas Tax Funding		
Funding for Capital Items TBD		
Interest Income/Miscellaneous		
<b>TOTAL REVENUE</b>		1,073.90
<b>EXPENSES</b>		
<i>Administrative/Municipal</i>		
Administrator's Wages inc. MERCs		3,533.85
Administrator Mileage		
Health Insurance		
Professional Fees/Bookkeeping/Audit		
Legal Services		1,204.76
Website Hosting		91.27
Councillor Remuneration		
Councillor Mileage		
Small Equipment		
Elections		



Conference/Dues	
Insurance	
Advertising	
Public Meetings	
Newsletter/Printing/Postage	
Office Expenses	
Interest and bank fees	15.24
Telephone/Internet	217.07
Donations	
Staff Training	
Capital Expenditures	
<b>Total Administrative/Municipal</b>	5,062.19
<b>Planning/Development</b>	
Planning Consulting Fees	
Official Plan Admin/Enforcement	
Planning Consultant	3,391.66
Planning Committee Costs	
Planning Mileage	
<b>Total Planning/Development</b>	3,391.66
<b>Water &amp; Wastewater Services</b>	-
<b>EMO - Emergency Measures Organization</b>	-
<b>Facilities and Public Property</b>	
<b>North Shore Community Centre</b>	
Centre Wages inc. MERCs	2,337.58
Activities Supplies/Licenses/Misc.	
Bar/Canteen (licenses & bartenders)	
Electricity	
Casual/Student Wages	
Centre Mileage	10.00
Repair/Maintenance	436.87
Snow Removal	
Heat Oil/Utilities	309.67
Septic Fix	
Heating Review	
Energy Retrofits/Insulation/Misc.	
Payment/Interest on demand loan	
Capital Expenditures	
<b>Total North Shore Community Centre</b>	3,094.12
<b>Stanhope Place</b>	
Heat	

Electricity	
Capital Expenditures	
Repair/Maintenance	
Snow Removal	
<b>Total Stanhope Place</b>	-
<b>Promenade</b>	
Promenade Maintenance	
Promenade Lighting	
<b>Total Promenade</b>	-
<b>Grand Tracadie Community Centre</b>	
Electricity	
Heat	445.13
Maintenance	147.89
Telephone & Internet	111.05
Capital Expenditures	
Other	
<b>Total Grand Tracadie Community Centre</b>	704.07
<b>Total Facilities and Public Property</b>	3,798.19
<b>Recreation</b>	
Community Grants	
Friends of Covehead Bay	
Soccer	
Event Expenses	108.55
<b>Total Recreation</b>	108.55
<b>TOTAL EXPENSES</b>	12,360.59
<b>SURPLUS/DEFICIT YTD</b>	-11,286.69
<b>Capital Reserve</b>	
<b>Reserve Funds</b>	
<b>SURPLUS/DEFICIT W/ CAPITAL FUND</b>	-11,286.69

APRIL 2020 DEVELOPMENT PERMITS REPORT  
THE RURAL MUNICIPALITY OF NORTH SHORE

PERMIT NUMBER	DATE PERMIT ISSUED	STATUS	PROPERTY NUMBER	APPLICANT NAME	ADDRESS	APPROVAL/PERMIT TYPE

No Approved Permits due to COVID-19 Restrictions

**Schedule A  
REQUEST FOR DECISION  
Topic: Learn to Play Ball**

<b>Date: April 28, 2020</b>	<b>Request No: 2020-001 (Office Use Only)</b>
-----------------------------	---

<b>Person: Councillor Bob Doyle</b>	<b>Representing: Recreation and Community Engagement Committee</b>
-------------------------------------	--

**Background: Learn to Play Ball has been put on by the Municipality (and by the Community of Grand Tracadie previous) in the summer.**

**Request: It is recommended by the Rec Committee that Riptide Softball Association take over this program as they have all proper coaches and equipment etc to do so.**

<b>Advantages</b>	<b>Disadvantages</b>
<b>Municipality not having to find volunteers and coaches to administer program. Able to continue to offer a great program in the Municipality</b>	<b>Small income from the program that went toward recreation will be lost, however, most of that went to pay someone to administer.</b>

<b>Required Resources:</b>	
----------------------------	--

<b>Staff Comments</b>	
-----------------------	--

<b>CAO's Review / Comments</b>	<b>Council will have to decide on what to charge to Riptide for using the fields to Run this Program. We charge ESRC to use the gym for the Multisport Program on Saturdays.</b>
--------------------------------	--

**Rural Municipality of North Shore  
REQUEST FOR DECISION**

**Topic:**

<b>Date:</b> April 30, 2020	<b>Request No: 2020-002</b> <i>(Office Use Only)</i>
--------------------------------	---

<b>Person:</b> Krista Shaw	<b>Representing:</b> RMNS
-------------------------------	------------------------------

<p><b>Background:</b> I was approached by a constituent to have a trail in the National Park named after fallen RCMP officer Heidi Stevenson. I reiterated that we have no control over what Parks Canada does, and also discussed that there would be a significant amount of time for this request to have a decision issued. It was relayed to some of us and by the media in general that Const. Stevenson's family spent a lot of time in the area, and RCMP officers were photographed on the beach by the lighthouse honouring their team member.</p>
--

<p><b>Request:</b> Rather than go through the Parks Canada avenue, I would like to formally ask that the look out located off the promenade on the Bayshore Road facing the Covehead Harbour be named the Constable Heidi Stevenson look out.</p>
---

<b>Advantages</b>	<b>Disadvantages</b>
<p>I believe this would appeal to the Stevenson family(some of whom reside in the municipality) as well as all residents as a good will gesture in honour of Const. Stevenson's work with the RCMP and the fact that she lost her life protecting others. .</p>	<p>None- may open up additional person's wanting memorials named after other residents.</p>

<b>Required Resources:</b>	Plaque for look out.
----------------------------	----------------------

<b>Staff Comments</b>	
-----------------------	--

<b>CAO's Review / Comments</b>	A nice gesture by the Council, may cause others to want to have memorials named after past residents which has been done in the past on the Park Benches as a donation to help pay for them. Further Memorial requests could help pay for Lookout upgrades.
--------------------------------	---

**Rural Municipality of North Shore  
REQUEST FOR DECISION**

**Topic:**

<b>Date: May 6, 2020</b>	<b>Request No: 2020-003</b> <i>(Office Use Only)</i>
--------------------------	---

<b>Person: Stephanie Moase</b>	<b>Representing: Municipality</b>
--------------------------------	-----------------------------------

**Background:** Riptide Softball Association is in it's second year in North Shore and were hoping to have 150 kids enrolled. Team sports may be down this year due to COVID-19 restrictions and perhaps a much shorter season

**Request:** To waive Rental fees for the 3 ballfields for the Association this year

<b>Advantages</b>	<b>Disadvantages</b> Loss of income from rentals after putting a lot of money into restoring the fields
-------------------	--

<b>Required Resources:</b>	
----------------------------	--

<b>Staff Comments</b>	
-----------------------	--

<b>CAO's Review / Comments</b>	Riptide has volunteered to repair broken/damaged dug outs at NSCC and Grand Tracadie and build new ones for the second NSCC field
--------------------------------	---

**Rural Municipality of North Shore  
REQUEST FOR DECISION**

**Topic:**

<b>Date:</b> May 6 <sup>th</sup> , 2020	<b>Request No: 2020-004</b> <i>(Office Use Only)</i>
--	---

<b>Person:</b> Gerard Watts	<b>Representing:</b> Murray Stevenson, Joanne Cathcart
--------------------------------	---

<b>Background:</b> Death of Heidi Stevenson RCMP office killed in the line of duty in Nova Scotia.
--

<b>Request:</b> To consider planting a tree on Stanhope peninsula to honour her service and connection to the community and PEI.
--

<b>Advantages</b>	<b>Disadvantages</b>
Show respect for not only Heidi Stevenson but also the other six retired and existing RCMP offices for their work to protect us and from danger	None

<b>Required Resources:</b>	Purchase of a Tree (Red Maple). Cost \$50.00
----------------------------	--

<b>Staff Comments</b>	
-----------------------	--

<b>CAO's Review / Comments</b>	Must choose a municipally owned piece of land to place the tree. Not sure who the other 6 officers are that are mentioned.
--------------------------------	--