

APPROVED MINUTES
Regular Council Meeting – Rural Municipality of North Shore
Wednesday, February 14th, 2018

PRESENT:

Mayor Gordon Ellis, Deputy Mayor Peter Vriends, Councillors Gerard Watts, Derek Cook, Kent MacLean, Charity Sheehan, Justin Walsh, Melody Gay and CAO Jonathan MacLean

REGRETS:

Councillors Shawn Reardon, Connie Egan, Eric Ellsworth, Jamie Rea and Beth Pretty

1. **CALL TO ORDER:** 7:00 pm by Chairperson Ellis

2. **APPROVAL OF THE AGENDA:**

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

Moved by Councillor Gay, seconded by Councillor Vriends

7-0

MOTION CARRIED 2018-02-08

2.1 **DISCLOSURE OF CONFLICT OF INTEREST:**

Part VI, Section 23 of the *Municipalities Act*, which maintains that *No member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.* (1983, c.33, s.24.)

DECLARATIONS: *There were none.*

3. **Covehead Bay - Resident Comments**

Robbie Moore an Oyster and Lobster Fisherman in North Shore had the following comments:

“I’m concerned about the Council’s decision to spend money on a study. I have a 30 acres Oyster Lease off MacMillan point that has been in existence since 1934. The current leases in the Bay only take up 7% of the bay areas such as Mill and Foxley Rivers are at capacity. The available water space needs to be used for the best production. I feel it is personal attack on me

Rural Municipality of North Shore - Approved Minutes for February 14th, 2018 Regular Meeting

that my local and provincial tax dollars will be spent on a study. I had to hire a lawyer after a freedom of information request was sent to DFO last summer looking into my lease information. Council should do a third party conflict of interest review on this process. DFO is the most powerful department in government, spending money on DFO policy “gaps” is not they way to accomplish anything. We can all agree that we want our Community to be a better place we need to work together on this, not by having special interest groups working against community members. I am willing to look at moving my lease further west where there are less residents, this will take time me through DFO.”

Mervyn Misener spoke briefly making the following comments - Mervyn recently a ended a meeting with the Eastern Fishermen's Association in Moncton and the Minister of Fisheries assured the fisherman in attendance that the Aquaculture industry would be supported by the Federal Government. North Shore fighting with DFO is a losing battle.

4. APPROVAL OF MINUTES:

It was duly moved and seconded that the minutes of the January 10th 2018, meeting be approved as edited.

Moved by Councillor Sheehan, seconded by Councillor Cook
7-0

MOTION CARRIED 2018-02-09

4. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS:

None

5. REPORTS

5.1 Finance and Infrastructure:

Councillor Watts reviewed the Income Statement and Balance Sheet ending January 31, 2018 (see Appendix A). The Draft 2018/19 Budget was included in the Council Package for review and there will be a Public Budget Consultation meeting on February 28,2018 at 7:00pm at Stanhope Place.

It was duly moved and seconded to accept the financials as presented.

Moved by Councillor Watts, seconded by Councillor Vriends

7-0

MOTION CARRIED 2018-02-10

5.11

Bylaw # 2018-02 A Bylaw to Establish Municipal Grants

(See Appendix B)

All Councilors received copies of Bylaw # 2018-02 A Bylaw to Establish Municipal Grants, members of the Public in attendance also received copies of the Bylaw for review.

There was a question on the \$2,500 maximum for grants, this amount can be changed by Council approval and there are no amounts specified in the Municipalities Act

It was duly moved and seconded that the first reading of “ByLaw # 2018-02- A Bylaw to establish Municipal Grants” be approved.

Moved by Councillor Vriends, seconded by Councillor Watts

7-0

MOTION CARRIED 2018-02-11

5.12

Bylaw # 2018-03 A Bylaw to Regulate Reserve Funds

(See Appendix C)

All Councilors received copies of Bylaw # 2018-03 A Bylaw to Regulate Reserve Funds, members of the Public in attendance also received copies of the Bylaw for review.

It was duly moved and seconded that the first reading of “ByLaw # 2018-03- A Bylaw to regulate reserve funds” be approved.

Moved by Councillor Watts, seconded by Councillor Sheehan

7-0

MOTION CARRIED 2018-02-12

5.13

Bylaw # 2018-01 A Bylaw to Establish Tax Rate Groups

(See Appendix D)

All Councilors received copies of Bylaw # 2018-01 A Bylaw to Establish Tax Rate Groups, members of the Public in attendance also received copies of the Bylaw for review.

It was duly moved and seconded that the second reading of “ByLaw # 2018-01- A Bylaw to establish Tax Rate Groups” accepted.

Moved by Councillor Watts, seconded by Councillor Cook

7-0

MOTION CARRIED 2018-02-13

5.2 Administrator’s Report:

Administrator Jonathan MacLean presented the following report

- Ongoing committee meetings have been attended and recorded
- Development Permits none for 2018
- Update website, social media and send e-newsletter
- Events and Rec – Zane Nicholson – Children’s Programming, Come try Events, Canada Day
- Municipal Capital Expenditure Grant - 10% rebate on all Capital Expenses -retroactive
- New Funding 1.1 cents per hundred of Assessment for Communities with Planning April 2018
- Bylaw Tax Rate Groups -2nd reading- Reserve Fund and Grant Bylaw first reading
- All Committee Meeting need to be posted 24 hours before and are open to the public
- Public Consultation on Budget - February 28 - Stanhope Place
- Draft Budget
- Audit underway with ABCE
- Covehead Bay Study RFP
- Amalgamation Review Document - North Shore, Grand Tracadie and Pleasant Grove

5.3 EMO Committee - Council Sheehan

In the absence of Councilor Pretty and Councilor Rea: Councilor Sheehan reported that the North Shore Joint EMO is working on a Communication Plan that will be internal and external. There has also been a facebook page created. There is a meeting scheduled for the end of February. The committee will also promote that the North Shore Community Centre now has a defibrillator.

5.4 Environmental Sustainability – Councillor MacLean

No Report

5.5 Planning Board:

In Councilor Ellsworth's absence COA Jonathan MacLean reported that there has been 3 permit applications this week and 1 permit issued

5.6 Recreation and Community Engagement: Councillor Sheehan

Councillor Sheehan highlighted the following from the Committee report in Appendix E A huge thank you to everyone involved in the winter survivors party it was a success. Zane has been busy organizing new come and try events with the help of Go-PEI East, Zane is also reviewing a Concert Series for the fall called Home Roots.

Councillor Sheehan asked Council to review the request from the organizing committee of the 55 plus games for North Shore to host the games (See Appendix F) The request is basically to offer the use of North Shore's facility as an in kind dona on. The games will showcase North Shore's Facilities and could lead to other bookings. There may be some additional staffing requirements for North Shore but there will be support from the organizing committee.

It was duly moved and seconded to accept the invitation to host the 2018 PEI 55+ Summer Games, including a financial contribution in-kind use of our facilities to host the games.

Moved by Councillor Sheehan, seconded by Councillor Gay

7-0

MOTION CARRIED 2018-02-14

It was duly moved and seconded to accept the Committee Reports as presented.

Moved by Councillor Vriends, seconded by Councillor Walsh

7-0
MOTION CARRIED 2018-02-15

5.7 Mayors Report/Executive Committee - Chairperson Ellis

5.71 Amalgamation Review

Mayor Ellis reported that the Committee struck at the January meeting had completed the Amalgamation review document and it was circulated to Council in early February.

It was duly moved and seconded to submit an application to Amalgamate with Grand Tracadie and Pleasant Grove.

Moved by Councillor Watts, seconded by Councillor Sheehan

7-0

MOTION CARRIED 2018-02-16

A public meeting regarding the amalgamation will take place on Wednesday March 7, 2018 at the North Shore Community Centre.

6. CORRESPONDENCE

Stanhope Historical Society Grant Request (See Appendix G)

Mayor Ellis gave a brief overview of the request from the Historical Society for a one me grant of \$2,100 to help the society with costs to preserve their work. It was discussed that this request is higher than typical Grants provided by the Municipality.

It was duly moved and seconded to provide the Stanhope Historical Society with a Grant in the amount of \$2,100.

Moved by Councillor Cook, seconded by Councillor Watts

6-1

MOTION CARRIED 2018-02-17

7. NEW BUSINESS

7.1 Resident Inquiries to Council Members

Internet

Councilor MacLean reported that the Internet Standing Committee had not yet met but there had been a discussion with Bell a number of months ago and Bell had said that they could provide Fibre op if the Municipality provided 1.75 million in funding. Councilor Ellsworth had spoken with Eastlink and is trying to schedule a meeting with Eastlink. Councilor MacLean would like to add resident Ron Beaton to the Committee.

Salting Covehead Road

Salting on Covehead Road extended to Bayshore and Eastern Corner was brought up at the January meeting, CAO MacLean was in contact with the province and they would not be extending the current limit as salting is meant for high traffic roads.

Covehead Bay - Resident Comments

In response to the resident comments from earlier in the meeting Councilors made the following remarks

“ Council should ask a professional opinion on the Conflict of Interest claims”

“The Council is not against the Aquaculture producers in Covehead Bay. The intent of the Covehead Bay Study is to assess the environmental health of Covehead Bay, address accessibility and use for other key stakeholders (i.e. commercial and recreational fishers, recreational boaters, residents and visitors to the community). The hope is that DFO will establish an Aquaculture Zone in Covehead Bay so everyone is clear on what area of the bay is reserved for aquaculture production and what areas are available for other use.”

“What is a conflict of Interest? Legal opinion from a Lawyer can determine what a conflict is”

“ The Council is made up of volunteers making the best decisions for the Community”

It was duly moved and seconded to put the Covehead Bay Review on hold until the claims of conflict of interest are reviewed by independent professionals”

***Moved by Councillor Vriends, seconded by Councillor Walsh
7-0
MOTION CARRIED 2018-02-18***

8. NEXT MEETING: Regular Council Meeting, Wednesday, March 14th, 2018, 7:00 pm

9. ADJOURNMENT:
There being no further business, the meeting adjourned at 9:15pm.

***Moved by Councillor Walsh, seconded by Councillor Cook
11-0
MOTION CARRIED: 2018-02-19***

SIGNED: Gordon Ellis, Chairperson

DATE:

SIGNED: Jonathan MacLean, Administrator

DATE:

Community of North Shore
Income Statement 01/04/2018 to 01/31/2018

REVENUE

Revenue		
Prov of PEI - Property tax		15,042.00
Income - Community Activity - NSCC		143.30
Income - Rentals - NSCC		1,425.00
Other Income - Stanhope		405.00
Total Revenue		<u>17,015.30</u>
TOTAL REVENUE		<u>17,015.30</u>

EXPENSE

North Shore Community Centre		
Bank Charges and interest		26.15
Total North Shore Community Centre		<u>26.15</u>
Adminstration Expenses		
Bookkeeping		220.00
Wages	4,600.62	
CPP expense	184.49	
EI Expense	105.52	
Total Wages & levies		<u>4,890.63</u>
Councillor Mileage		25.00
Community Events		33.34
Office and miscellaneous		88.00
Heat		795.82
Repairs & Maintenance		185.84
Supplies		56.99
Garbage		20.00
Printing, postage and stationary		290.90
Total Admin Expenditures		<u>6,606.52</u>
TOTAL EXPENSE		<u>6,632.67</u>
NET INCOME		<u><u>10,382.63</u></u>

Community of North Shore
Balance Sheet As at 01/31/2018

ASSET

Current Assets		
Bank - Community	30,853.67	
Can-PEI Infrastructure (Gas Tax)	17,059.19	
Rest Cash - Green Space/Rec - Comm	5,840.00	
Official Plan/Greenspace GIC - Comm	19,312.74	
Petty Cash - Community	-400.00	
GIC - Community	5,335.29	
GIC - Reserve Fund	50,179.73	
Petty Cash - NSCC	400.00	
Total Cash		128,580.62
Accounts Receivable	11,363.60	
GST/HST Recievable	452.97	
Total Receivables		11,816.57
Inventory - Bar - NSCC	576.49	
Total Inventory		576.49
Total Current Assets		140,973.68
Capital Assets		
Land	10,000.00	
Building	806,260.71	
Acc Amort - Building	-308,151.45	
Land Improvements	35,828.57	
Accum Amort - Land Improvements	-4,184.00	
Promenade	799,177.88	
Acc Amort - Promenade	-297,560.74	
Equipment	67,660.65	
Acc Amort - Equipement	-53,357.57	
Total Capital Assets		1,055,674.05
TOTAL ASSET		1,196,647.73

LIABILITY

Current Liabilities		
Accounts payable - trade	-25.85	
BMO MasterCard	352.69	
CPP Payable	540.08	
EI Payable	265.59	
Income tax payable	1,225.74	
Vacation Pay Payable	205.20	
PST Payable	-66.46	
Total Accounts payable & accruals		2,496.99
Deferred Revenue Official Plan		1,022.43
Deferred Revenue - Green Space/Rec		25,083.44
Deferred Revenue - Gas Tax		41,248.00
Total Current Liabilities		69,850.86
TOTAL LIABILITY		69,850.86

EQUITY

Surplus		
Operating Fund	1,120,264.07	
Current Earnings	6,532.80	
Total Operating Fund		1,126,796.87
TOTAL EQUITY		1,126,796.87
LIABILITIES AND EQUITY		1,196,647.73

DRAFT	2017 BUDGET	2017 Actuals	2018 12 month Budget	DRAFT 2018-2019 BUDGET 15 Months
REVENUE				
Property Tax Assessments	\$309,558.00	\$319,355.00	\$329,063.00	\$411,328.75
	\$0.00		\$0.00	\$0.00
Total	\$309,558.00	\$319,355.00	\$329,063.00	\$411,328.75
<i>Planning & Development</i>				
Building Permits	\$6,000.00	\$6,533.97	\$6,000.00	\$7,500.00
Green Space	\$0.00	\$0.00	\$0.00	\$0.00
<i>other</i>		\$2,000.00		
<i>North Shore Community Centre</i>				
Centre Rentals	\$20,000.00	\$18,241.69	\$20,000.00	\$25,000.00
Centre Bar	\$13,000.00	\$7,836.68	\$10,000.00	\$12,500.00
Community Events	\$0.00	\$3,442.00	\$3,000.00	\$3,000.00
Wage Grant (JFY/Feds)	\$3,000.00	\$3,992.60	\$3,000.00	\$3,000.00
Miscellaneous Income	\$1,000.00	\$2,439.40	\$1,000.00	\$1,250.00
<i>Stanhope Place</i>				
Friends of the Bay	\$1,750.00	\$1,750.00	\$1,750.00	\$2,187.50
Stanhope Place Rentals	\$1,000.00	\$882.50	\$1,000.00	\$1,250.00
Stanhope Place Cards	\$1,500.00	\$1,721.00	\$1,500.00	\$1,875.00
Stanhope Heritage Association	\$0.00	\$50.00	\$200.00	\$250.00
<i>Funding</i>				
Canada Day	\$1,300.00	\$1,200.00	\$1,200.00	\$1,200.00
Funding (Infrastructure/Community)	\$2,000.00	\$500.00	\$0.00	\$0.00
Grants/Government Assistance (PEI GOV)	\$2,500.00	\$0.00	\$0.00	\$0.00
Gas Tax Funding	\$0.00	\$0.00	\$0.00	\$0.00
Funding for Capital Items TBD	\$0.00	\$0.00	\$0.00	\$0.00
Planning & Development Province 1.1 cent		\$0.00	\$20,000.00	\$25,000.00
Interest Income/Miscellaneous	\$1,500.00	\$443.02	\$1,150.00	\$1,437.50
TOTAL REVENUE	\$364,108.00	\$370,387.86	\$398,863.00	\$496,778.75

Expenditures				
<i>Fire Department Dues</i>	\$139,262.00	\$139,262.00	\$146,250.31	\$182,812.89
<i>Less Direct Expenses</i>				
Gross Income Less Fire Dues	\$224,846.00	\$231,125.86	\$252,612.69	\$313,965.86
		.	2018 12 month Budget	DRAFT 2018- 2019 BUDGET 15 Months
EXPENSES				
<i>Municipal Government</i>				
Administrator Wages incl CPP/EI etc.	\$40,040.00	\$40,551.98	\$40,500.00	\$50,625.00
Administrator Mileage	\$500.00	\$597.95	\$600.00	\$750.00
Health Insurance	\$0.00	\$0.00	\$5,000.00	\$6,250.00
Professional Fees/Bookkeeping/Audit	\$11,000.00	\$10,579.00	\$11,000.00	\$13,750.00
Legal Services	\$5,000.00	\$3,872.00	\$5,000.00	\$6,250.00
Website/Email Hosting	\$1,000.00	\$587.00	\$1,000.00	\$1,250.00
Councillor Remuneration	\$14,000.00	\$14,500.00	\$14,500.00	\$18,125.00
Councillor Mileage	\$500.00	\$70.00	\$500.00	\$625.00
Equipment	\$1,500.00	\$0.00	\$2,000.00	\$2,500.00
Elections	\$0.00	\$0.00	\$3,500.00	\$3,500.00
Conference/Dues	\$3,500.00	\$7,060.00	\$5,000.00	\$6,250.00
Insurance	\$10,600.00	\$10,652.00	\$10,600.00	\$13,250.00
Advertising	\$700.00	\$613.21	\$1,200.00	\$1,500.00
Public Meetings		\$0.00	\$2,000.00	\$2,000.00
Newsletter/Printing/Postage	\$3,000.00	\$192.76	\$3,000.00	\$3,750.00
Office Expenses	\$5,000.00	\$3,269.53	\$5,000.00	\$6,250.00
Interest & bank fees	\$1,000.00	\$596.10	\$1,000.00	\$1,250.00
Telephone/Internet	\$2,500.00	\$2,462.90	\$3,000.00	\$3,750.00
Donations	\$200.00	\$50.00	\$200.00	\$250.00

Total Administrative Expenses	\$100,040.00	\$95,654.43	\$114,600.00	\$141,875.00
<i>Planning & Development Services</i>				
Planning Consulting fees	\$7,000.00	\$8,597.33	\$9,000.00	\$11,250.00
Official Plan Admin & Enforcement	\$1,000.00	\$0.00	\$2,500.00	\$3,125.00
Planning Consultant	\$4,800.00	\$0.00	\$10,000.00	\$12,500.00
Planning Committee Costs	\$500.00	\$1,200.56	\$1,000.00	\$1,250.00
Planning Mileage	\$100.00		\$100.00	\$125.00
Total Planning & Development Expenses	\$13,400.00	\$9,797.89	\$22,600.00	\$28,250.00
<i>Water & Wastewater Services</i>	\$1,000.00	\$2,233.70	\$2,500.00	\$3,125.00
<i>EMO - Emergency Measures Organiza</i>	\$2,000.00	\$2,000.00	\$2,200.00	\$2,750.00
<i>Facilities and Public Property</i>				
North Shore Community Centre				
Centre Wages incl CPP/EI etc.	\$18,000.00	\$19,656.49	\$23,500.00	\$29,375.00
Activities Supplies/License/Misc.	\$1,500.00	\$0.00	\$2,000.00	\$2,500.00
Bar and Canteen (Kitchen license/bartende	\$2,500.00	\$5,511.45	\$3,500.00	\$4,375.00
Electricity	\$4,000.00	\$5,120.66	\$5,000.00	\$6,250.00
Casual/Student Wages	\$9,800.00	\$174.25	\$3,000.00	\$3,750.00
Centre Mileage	\$406.00	\$199.50	\$400.00	\$500.00
Repair/Maintenance/Snow	\$22,000.00	\$21,936.14	\$24,000.00	\$30,000.00
Heat Oil/Utilities	\$5,000.00	\$4,064.12	\$5,000.00	\$6,250.00
Septic Fix	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
Stanhope Place				
Heat	\$500.00	\$0.00	\$500.00	\$625.00
Electricity	\$3,700.00	\$3,885.51	\$4,000.00	\$5,000.00
Repair/Maintenance/Snow	\$3,000.00	\$1,309.36	\$3,000.00	\$3,750.00
Heating Review	\$2,500.00	\$0.00	\$0.00	\$0.00

Capital Expenditures	\$5,000.00	\$0.00	\$0.00	\$0.00
Energy retrofits/insulation/Misc	\$1,000.00	\$0.00	\$0.00	\$0.00
Promenade				
Promenade Maintenance	\$5,500.00	\$0.00	\$5,000.00	\$5,000.00
Promenade lighting	\$700.00	\$697.68	\$726.00	\$907.50
Total Facilities and Public Property	\$86,106.00	\$62,555.16	\$80,626.00	\$99,282.50
Recreation and Community Grants				
Community Grants	\$1,500.00	\$0.00	\$3,500.00	\$3,500.00
Friends of Covehead Bay	\$1,750.00	\$1,750.00	\$2,000.00	\$2,500.00
Soccer	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
Event Expenses	\$8,050.00	\$5,890.47	\$6,000.00	\$7,500.00
Total Recreation	\$12,300.00	\$7,640.47	\$12,500.00	\$14,500.00
HST Correction				
TOTAL EXPENSES	\$214,846.00	\$179,881.65	\$235,026.00	\$289,782.50
SURPLUS/DEFICIT	\$10,000.00	\$51,244.21	\$17,586.69	\$24,183.36
Capital Fund	\$10,000.00	\$0.00	\$16,000.00	\$23,000.00
Capital Expenditure/depreciation	\$0.00	\$35,977.11	\$0.00	\$0.00
Total Capital Expenditures and Repairs	\$10,000.00	\$35,977.11	\$16,000.00	\$23,000.00
Total Expenses Including Capital Fund	\$224,846.00	\$215,858.76	\$251,026.00	\$312,782.50
Amortization				
Surplus/Deficit	\$0.00	\$15,267.10	\$1,586.69	\$1,183.36

**Rural Municipality of North Shore, PEI
A Bylaw to Establish Municipal Grants
Bylaw # 2018-02**

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

1. Title

2. This bylaw shall be known and cited as the “Grants Bylaw.”

3. Authority

4. Subsection 158(1) of the *Municipal Government Act* *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables council to provide, by bylaw, for the issuing of grants, including grants for service charges and fees, for any purpose that the council considers to be in the interests of the municipality.

5. Application

6. This bylaw applies to Council, municipal staff and any person, group or body for which municipal grants may be established, application may be made, reviewed and awarded.

7. Definitions

8. “Act” means the Municipal Government Act.

9. “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*.

10. “Council” means the Mayor and other members of the Council of the municipality.

11. “Councillor” means a member of Council other than the Mayor.

12. “Application” means an application for grant funding as found in Schedule A of this Bylaw.

13. “Grant” means a sum of money given by the Rural Municipality of North Shore for a specified purpose.

14. “Fees” means payments made to the Rural Municipality of North Shore in exchange for services received.

15. “Committee of Council” refers to the Council of the Municipality of North Shore as a single Committee.

16. “In Kind” means a grant paid by the Rural Municipality of North Shore in goods, commodities or services instead of money.

17. General

18. The Rural Municipality of North Shore establishes under this bylaw a grant program for groups and individuals who offer programs, activities and services in the interest of the municipality or for any purpose that the Council considers to be in the interests of the municipality.

19. Principles

20. The principles governing grant programs include:

- (a) Council recognizes that, through the provision of grants, Council is committed to providing financial and in-kind assistance to groups and individuals offering services, activities and programs in the interests of the municipality.
- (b) Council is committed to treating requests for grants from these groups in a consistent, fair, and equitable manner, subject to established priorities and budget.
- (c) Council promotes public awareness of the principles and guidelines by which Council is:
 - (i) providing an accessible, open, and transparent application and decision-making process for considering and responding to requests for grants; and
 - (ii) establishing a timeline for the submission and processing of such requests, so that Council can conduct a meaningful comparison and achieve an equitable distribution of support.
- (d) Council may, at the discretion of Council, provide grants in the form of in-kind services
- (e) Funding will be awarded to groups or individuals within the Municipality that are involved in promoting and improving on cultural, recreational and economic well being of the Community. It is for this reason that the Municipality is committed to treating all requests for funding in a fair and consistent manner based on the local needs, priorities and the Municipalities budget.

21. Those eligible for funding are not required to live within the boundaries of the municipality.

22. All grants will be approved and awarded in accordance with sections 142, 143, and 158 of the Act.

23. All requests for funding from the Rural Municipality of North Shore must be submitted in writing outlining the purpose of the funding and how it will be used to help improve cultural, recreational and economic well being of the Community.

24. Reporting

- 25. Council must ensure that adequate and accurate records of all grants awarded under this bylaw are kept on file and submitted each year during budget deliberations.
- 26. Once an organization is approved for funding within a reasonable period after receiving the funding the organization must confirm that the funds were used as intended by submitting a written report with accompanying documentation to the Rural Municipality of North Shore.
- 27. Council must publish the amounts awarded and the recipients of each grant on its website.

28. Restrictions

- 29. Actual amounts allocated for municipal grants will be based upon budget funds available in that particular year.
- 30. Grant monies allocated to an individual or organization will be used first to clear any debts owing to the municipality by the individual or organization. The balance of any remaining funds will then be forwarded to the individual or organization.
- 31. When grants "in kind" include the use of facility , proof of insurance, normal security deposits and regular terms and conditions of the facility being used will apply.
- 32. Unless otherwise approved by Council, no grant monies will be paid until the annual budget has been approved.

33. Funding Limits

- 34. Grant funding to any individual, organization or event in any one year will be capped at a maximum cash value of \$2,500 (for both cash donations and/or grants "in kind"). Council has the discretion to increase this maximum for extraordinary, one of a kind project if the annual budget allows.

35. Effective Date

- 36. This Grants Bylaw, Bylaw# 2018-02, shall be effective on the date of approval and adoption below.

37. First Reading:

This Grants Bylaw, Bylaw# 2018-02, was read a first me at the Council meeting held on the 14 day of February, 2018.

This Grants Bylaw, Bylaw# 2018-02, was approved by a majority of Council members present at the Council mee ng held on the 14th day of February, 2018.

38. Second Reading:

This Grants Bylaw, Bylaw# 2018-02, was read a second me at the Council mee ng held on the _____ day of _____, 2018.

This Grants Bylaw, Bylaw# 2018-02, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

39. Approval and Adoption by Council:

This Grants Bylaw, Bylaw# 2018-02, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

40. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

**Rural Municipality of North Shore, PEI
A Bylaw to Regulate Reserve Funds
Bylaw # 2018 – 03**

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

1. Title

2. This bylaw shall be known and cited as the “Reserve Funds Bylaw.”

3. Authority

4. Section 155.(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables council to establish, by bylaw, one or more reserve funds in the name of the municipality for any municipal purpose.

5. Application

6. This bylaw applies to Council who may establish one or more reserve funds to facilitate efficient financial planning and ensure greater transparency and accountability to the public.

7. This bylaw also allows for the consolidation of the authority for all reserve funds into one bylaw.

8. Definitions

9. “Act” means the Municipal Government Act.

10. “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*.

11. “Council” means the Mayor and other members of the Council of the municipality.

12. “Councillor” means a member of Council other than the Mayor.

13. “Reserve fund” means money set aside for a specific purpose by approval of Council.

14. Principles

15. The principles regarding reserve funds are as follows:

16. Reserve funds are important long term financial planning tools;

17. Reserve funds must be used to promote sound fiscal stewardship and management;

18. Reserve funds provide resources for balancing the use of long-term debt to provide for reoccurring or anticipated expenditures;

19. Reserve funds are intended to maintain a prudent level of financial resources to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures;

20. Money set aside in reserve funds must only be approved by Council for the purposes identified in this bylaw and as authorized by the Reserve Fund Policy that governs each reserve fund adopted by Council;

21. The Chief Administrative Officer (CAO) will administer and monitor all transactions involving reserve funds.

22. Criteria and Conditions for Reserve Fund Contributions, Transfers, Withdrawals

23. The reserve funds listed in Column I of Schedule A of this bylaw are hereby established and money shall be deposited into them as allocated by the Council for the purpose(s) described in each "Reserve Fund Policy" established by Council.

24. Any interest derived from a reserve fund is reported as revenue fund earnings and shall be considered part of the fund.

25. All withdrawals from the reserve fund must be approved by a resolution of Council.

26. All contributions and/or withdrawals from each reserve fund must be approved by Council either generally as part of the annual budget approval process or specifically by resolution at a duly constituted meeting of the Council. Council is required to approve all transactions related to reserve funds in accordance with the reserve fund policies established by Council.

27. Closure of Reserve Funds

28. A reserve fund may not be closed, and any remaining money may not be withdrawn, until such time as Council determines the following:

29. That the purpose for which the reserve fund was established has been achieved;

30. That the reserve fund is no longer required to achieve the long term financial planning goals of Council; or

31. That the money set aside in a reserve fund would be better used for an alternate purpose

32. If Council determines that a reserve fund is to be closed, Council must, by resolution, close the reserve fund and must amend Schedule "A" of this Reserve Fund Bylaw to reflect the closure date of the reserve fund. Any closure of a reserve fund must be documented in column 2 of Schedule "A". Schedule "A" is considered to be part of this Bylaw and may only be altered by amendment of this Reserve Fund Bylaw.

33. Reporting

34. Reserve fund balances, projected contributions, and planned expenditure or withdrawals must be presented with the annual budget and in the year-end financial statements.

35. Effective Date

36. This Reserve Funds Bylaw, Bylaw# 2018-03, shall be effective on the date of approval and adoption below.

37. First Reading:

This Reserve Funds Bylaw, Bylaw# 2018-03, was read a first time at the Council meeting held on the 14th day of February, 2018.

This Reserve Funds Bylaw, Bylaw# 2018-03, was approved by a majority of Council members present at the Council meeting held on the 14th day of February, 2018.

38. Second Reading:

This Reserve Funds Bylaw, Bylaw# 2018-03, was read a second time at the Council meeting held on the _____ day of _____, 2018.

This Reserve Funds Bylaw, Bylaw# 2018-03, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

39. Approval and Adoption by Council:

This Reserve Funds Bylaw, Bylaw# 2018-03, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

40. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

Schedule A – Reserve Funds

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

Name	Year Established	Purpose	Date of Fund Closure
Capital Reserve and Infrastructure Reinvestment	2016	To provide for expenditures associated with major construction, maintenance or improvement of a municipal asset and for for expenditures associated with the rehabilitation or replacement of existing capital infrastructure	
Parkland Dedication	2011	To provide for the purchase and development of parkland in developing areas and redeveloping areas and/or supports the upgrading of existing parks/facilities (neighbourhood or community) provided the need to upgrade is due to intensification of the surrounding neighbourhood(As outlined in the 2014 Official Plan)	

**Rural Municipality of North Shore, PEI
A Bylaw to Establish Tax Rate Groups
Bylaw # 2018-01**

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

1. Title

2. This bylaw shall be known and cited as the “Tax Rate Groups Bylaw.”

3. Authority

4. Subsection 8(1) of the *Real Property Tax Act*, RSPEI 1988 c R-5, provides the authority for Council to establish tax rates.

5. Subsection 160(1) of *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to set and approve a rate or rates, by resolution, for all real property within the jurisdiction and boundaries of the municipality.

6. Subsection 160(2) enables Council to establish, by bylaw, separate tax rate groups in the municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.

7. Application

7.1 This bylaw applies to all real property within the boundaries of a municipality that is liable each calendar year to taxation by the municipality.

8. Definitions

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

10. “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*.

11. “Council” means the Mayor and other members of the Council of the municipality.

12. “Councillor” means a member of Council other than the Mayor.

13. “Tax rate group” means, in accordance with section 159 of the Act, commercial or non-commercial real property in a municipality that has similar specified attributes, including but not limited to (a) access to municipal services not available in other areas of the municipality; (b) access to a higher level of municipal services than that available in other areas of the municipality; (c) geographic location in the municipality; (d) property use; or (e) property ownership.

14. General

15. Council, through this bylaw, establishes tax rate groups within the municipality and may apply different tax rates to each group to reflect the differences in services provided.

16. The rate or rates of tax that may be approved by Council shall consist only of one commercial rate and one non-commercial rate for each tax group.

17. Council will set tax rates within the municipality by resolution.

18. Council may set a different tax rate where it has created a tax rate group based on property use or type in accordance with subsection 160(2) of the Act.

19. Tax Groups

The Rural Municipality of North Shore establishes, under this bylaw, the following tax rate groups:

19.1. commercial

19.2. non-commercial

20. Establishing Group Rates

21. The tax rates for each group shall be established by resolution of Council on an annual basis prior to March 31st.

22. Notification

23. Council shall notify the Provincial Tax Commissioner in writing regarding rate or rates of taxation to be set for the period of January to December prior to March 31 of the year to which rates apply.

24. Where the municipality is restructured, Council shall notify the Provincial Tax Commissioner of the restructuring on or before September 30 of the preceding calendar year.

25. Where Council has established or changed a tax rate group, Council shall notify the Provincial Tax Commissioner on or before December 31 of the preceding calendar year.

26. Restrictions on Rate Setting

27. Council shall not approve a change to a tax rate to take effect at any time except on January 1 of the year in which the new tax rate applies.

28. Council shall not approve a change to a tax rate to apply for a period of time less than a full calendar year.

29. Enforcement

30. The Minister of Finance collects and is responsible for enforcing the collection of taxes on behalf of the Rural Municipality of North Shore.

31. Effective Date

32. This Tax Rate Group Bylaw, Bylaw# 2018-01, shall be effective on the date of approval and adoption below.

33. First Reading:

This Tax Rate Groups Bylaw, Bylaw# 2018-01, was read a first time at the Council meeting held on the 10th day of January, 2018.

This Tax Rate GroupsBylaw, Bylaw# 2018-01, was approved by a majority of Council members present at the Council meeting held on the 10th day of January, 2018.

34. Second Reading:

This Tax Rate Groups Bylaw, Bylaw# 2018-01, was read a second time at the Council meeting held on the 14th day of February, 2018.

This Tax Rate Groups Bylaw, Bylaw# 2018-01, was approved by a majority of Council members present at the Council meeting held on the 14th day of February, 2018.

35. Approval and Adoption by Council:

This Tax Rate Groups Bylaw, Bylaw# 2018-01, was adopted by a majority of Council members present at the Council meeting held on the 14th day of February, 2018.

36. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

**Recreation and Community Engagement Committee
Report to Rural Municipality of North Shore
Northshore Community Centre
February 7th, 2018**

Committee Members: Councillor Sheehan, Councillor Walsh, Councillor Reardon

Municipality Staff: Zane Nicholson, Events and Recreation Coordinator

Regrets: Councillor Gay

1. Welcome
 - Charity welcomed everyone to the meeting.

2. Event Updates
 - a. Winter Survival Party
 - This event took place on January 28 at Stanhope Place
 - Gordon Boothroyd provided the entertainment
 - The committee felt that an honorarium should be given for Gordon's time at the event. Zane and Charity will take care of this.
 - Approximately 40 residents attended. This lower than in previous years.
 - Justin will follow up with the other event organizers to get their feedback.
 - Some early feedback from those in attendance was as follows:
 - Looking at a later date for the event may increase participation
 - The community potluck format works well
 - Gordon playing the piano made the environment very welcoming
 - Having the food in two rooms allowed people to mingle more
 - Was great to have the Premiere in attendance
 - Getting on CBC news with Jay Scotland and on the CBC community call in would be recommended for additional advertisement

3. Upcoming Events
 - a. Easter Party
 - In her absents, Melody provided the following update:
 - Date of the Easter Party is Monday, April 2 from 1-2pm at NSCC.
 - Melody will follow up with her committee for volunteers, but a general call for volunteers will go out as well.
 - Set up is from 12pm-1pm and tear down from 2pm-4pm on April 2.
 - Charity will update the poster and Zane will distribute it.

- b. Canada Day
 - Zane reported that the inflatables have been booked
 - He will be working through the rest of the event requirements to book the entertainment, Fire Department, food, etc
 - There will be a mail out flyer for the event.
4. Events & Recreation Coordinator Update
- Zane updated the group that new volunteer t-shirts have been ordered
 - He has been talking with GoEast (former Eastern Region Sport and Recreation Council) about future programming.
 - There are a number “Come Try” events scheduled. To date Karate has taken place and was well attended.
 - There is a new 8 week youth “First Down” Football program starting March 10
 - Zane has reached out to Grand Tracadie to discuss their recreation programming and will be reaching out to York as well.
 - NSCC continues to be busy with youth programming, Pickleball, fitness classes, birthday parties and weekly rentals.
 - There is interest in starting an Afterschool Program and Summer Day Camp in the centre. Zane is working with the potential renter to discuss details. Once the details are confirmed, a formal motion will come before council for approval.
 - Zane asked the committee about distribution of the new brochure. It was decided that as we grow this communication tool that a mail out to residence would be required twice a year
5. NSCC Updates
- Community Public Rink
 - A huge thank you to Council Justin Walsh for all his many hours of flooding and clearing the rink.
 - The lighting is now fixed and there have been several users taking advantage of this outdoor activity.
 - There will be a need to do upgrades next season and should be considered in the budgeting process
6. Stanhope Place Updates
- The door is being replaced on the back of the facility
 - Card play continue weekly
7. Other Business
- PEI 55+ Games Request
 - Charity was approached by the 55+ Games Society about the Municipality hosted the Summer 55+ Games.

- The committee discussed the opportunity at length after reviewing both the hosting manual and the email form the Executive Director.
- It was decided to bring a motion forward at the February council meeting in favor of hosting the event. (See discussion paper attached)
- Budget
 - Charity presented to the group a draft 15 month budget.
 - The committee provided feedback and Charity will include this feedback and give the committee an updated draft.
- Other
 - Zane reported that we did not apply for the Festival of Small Halls. However, we were approached by Home Roots concert series about possibility using our venue for their Atlantic Canada Tour. More information to come on this event as it is available.

Respectfully submitted by: Charity Sheehan

**Rural Municipality of North Shore
Hosting Request for the 2018 Summer 55+ Games**

Motion for Consideration

Background

About the Games¹

The PEI 55+ Games Society is a community based volunteer and non-profit organization formed in 1997 to promote a healthy lifestyle among Prince Edward Island seniors.

To assist in achieving that goal, the Society organizes and stages a series of event and competitions called ‘The Games’.

The purpose of the Games is to encourage physical, social, and creative achievements through participation and friendly competition as well as engendering a sense of community spirit by providing the opportunity and catalyst for bringing seniors, their families, and the community at large together.

Request from PEI 55+ Games Executive Director – Valerie Vuillemot

The PEI 55+ Games Society is looking for a host community for the upcoming 2018 Summer Games to be held in September. We had been in discussions with the Town of Kensington about hosting but they ultimately decided that they couldn’t do it this year due to other commitments already made.

Our event is a weeklong event, with 15-20 different activities. Most of the activities run every year, with a few added or omitted each year based on the host community. Our timing in September is flexible depending on when best suits the host community but we would suggest the 3rd week (September 17-21) as ideal.

Activities that should be included are: golf (singles & best ball team), bowling (singles & team), crokinole, Auction 45, cribbage, contract bridge, duplicate bridge, lawn bowling, running, scrabble, bocce, and pickleball. Optional activities could be: darts, cycling, walking, softball, tennis, horseshoes, washer toss, and floor shuffleboard.

Our event usually includes a social event at the end of the week. This has been a sit down banquet in the past but has recently become a most cost-effective luncheon.

Venues required will depend on the activities selected but should include:

- A large hall which seats approximately 150
- A smaller hall which seats approximately 30
- Golf Course
- Bowling alley (host communities use whichever one is closest)

¹ 55+ Games Hosting Manual

- Gymnasium
- A flat field for bocce
- (Lawn Bowling facility is located in Charlottetown)

To run the event we form a host committee of 4-5 people who organize the whole week. There are also event chairs who are responsible for the individual events within the week. Some of our event chairs come back year after year.

Our expectations for the host community are:

- Assistance in finding a suitable chair for the host committee (we find that once you have a chair in place usually they are able to recruit a few more people)
- A liaison who can assist the host committee with community related questions (ie booking facilities, putting notice up on community board, arranging for community chair to attend flag raising, etc.)
- A financial contribution (this could be in-kind or monetary)
- Promotion within the community of our event
- ****We often request that the community have some kind of staffing for an event assistant who would assist with organizing the event and with the registration process. The Event Assistant is usually hired through a Work Experience program or through a student program**** It would be ideal if the community was able to get a staff person however, I do recognize that these types of programs are already used to get summer staffing for the community centre and you may not be able to get more. I will be applying for a federal summer student to assist at the 55+ Games office and if successful, this person could fill the gap a bit so don't let this clause be a deal breaker.

The 55+ Games provides direction and contacts for hosting the event as well as staff support.

A rough timeline for hosting the Games would be:

- March/April initial host meetings to finalize committee and expectations
- End of April, host committee begins to meet regularly
- Mid-July- registration form is finalized and ready for distribution
- Mid-September- Games week (registration deadline would be 10 days prior)

Rationale to Support the Request

The Rural Municipality of North Shore strives to provide residents of all age's access to recreational activities. Though we have a strong and vibrant community, our recreational focus has been on engaging children and youth in our programs.

The opportunity to host the PEI 55+ Summer Games would not only showcase what our beautiful community has to offer, but it would enable us to provide a platform to engage our older adult population in a very meaningful way.

Hosting the PEI 55+ Summer Games assists us in building a stronger programming base for the future and confirms that all residents are part of our recreational priorities.

Motion to Council

Motion to accept the invitation to host the 2018 PEI 55+ Summer Games, including a financial contribution in-kind use of our facilities to host the games.



Date: 2018-01-25

To: North Shore Community Council
Peter Vriends, and Gerard Watts, Co-Chairs - Budget Committee

From: Allen Stoolmiller, President & Editor, *Stanhope Times*

Re: Application for Community Grant

As members of the Stanhope Historical Society (SHS) and readers of the *Stanhope Times*, the newsletter of the SHS are aware, the organization just celebrated its 25th Anniversary last October. The SHS was founded by 12 women who had constituted the former History Committee of the Stanhope Women's Institute. Members of this committee were responsible for the publication of *Stanhope - Sands of Time*, Editor, Evelyn Simpson, in association with the New Horizons Program of the Department of Health and Welfare, Canada in 1984. Here is a hyperlink at which one can search for this publication: <http://www.islandlives.ca/>

In October, 1991 the women of the History Committee disbanded and became the 12 chartered members of the SHS, writing a constitution having the three following goals:

1. *To promote and encourage an interest in the history of Stanhope and surrounding districts.*
2. *To identify, collect and preserve historic documents, artifacts and information of local interest and significance.*
3. *To cooperate with the Prince Edward Island Heritage Foundation in collecting and preserving materials of province wide interest*

The constitutionally mandated membership fee of the SHS for a quarter century had been only was \$5 annually. Barely enough to cover meeting program costs let alone the conduct of significant projects or acquisition or upgrading of equipment.. At the annual general meeting (AGM) this year the cost of membership was increased to a modest \$10 per year.

As President since October 2016, I've informed our Executive that we are virtually in default of #2, the obligation to *identify, collect and preserve historic documents, artifacts and information of local interest and significance*. Over the years, many individuals have led the SHS, but over the years official and unofficial records of the Society have become scattered throughout our communities as a consequence of not having centralized storage.

As noted in the January issue of the *Stanhope Times* (see attachment), Heather Cameron recently requested a valuable collection of Island and Maritime newspapers collected by her

father Horace Marshall. Being a resident of the community, the newspapers he collected, which date back to the mid-1960's and perhaps even earlier, were culled for their historic significance. However, the need to preserve these makes the rationale for our archiving needs even greater

While the SHS is a small player among the organizations associated with the North Shore Community, we have taken steps to strengthen our affiliation. We have voted to hold all Executive and Program meetings at Stanhope Place, returning a minimum of \$200 in annual rental fees to the NSC Council. Meanwhile, the SHS has sought and been given permission to house a centralized records collection within the NSCC..

To facilitate the centralization of Society records the SHS requests a community grant to support the acquisition of the following items:

Items	Est Cost
Secure 4-drawer archive-quality file for protection and storage of the most significant SHS records (\$800 + HST) plus one or two standard 4-drawer office files (new or used) ¹	\$1,100
A digital recording device to record program presentation ² Either an MS Professional iPhone or Canon SLR Camera with addn'l memory	\$1,000
Total	\$2,100

Notes and justification:

¹ Over the years many individuals have led the SHS and participated on its Executive. In the absence of centralized storage, important and significant SHS documents lie scattered in homes throughout the community. We desperately need secure storage in an identifiable central location. Examples include, Minutes, Treasurers reports, project reports regarding the reconstruction of the Dalvay wagonette and the archeological dig, back copies of the *Stanhope Times*, and a recent bequest of old newspapers by Heather Cameron.. Charter Member Marjorie MacLauchlan has served as the unsung archivist of the SHS since its beginning and retention of her records will some day be of critical importance.. Quotes obtained in 2017 indicate that an environmentally controled file is approximately \$800. A used standard office 4-drawer files can probablybe acquired for less than \$100

² Entering my second term I have been struck by the fact that our programs (fine as many have been) are being presented only for their entertainment value. The SHS is not capturing these presentations so that the presenters and their information is preserved for posterity. At a time when Charter Member Margaret Power was Treasurer, she mde audio tapes. The location and condition of these tapes is unknown. Whether the SHS has access to equipment capable of replaying or preserving this information is also unknown but will be investigated.

The SHS has consulted with Malcom Pratt, retired CBC equipment engineer and has been informed that for about \$1,000 the Society could make high-quality audio/visual recordings with either a Microsoft Professional iPhone or Canon SLR Camera with additional memory. There may be some additional expenses associated with post-production editing depending upon the choice of software.

On the occasion of the AGM and celebration of the 25th anniversary of the SHS only 6 of the 12 founding Charter Members are with us, and only four were able to attend the AGM.



Shirley Lawson

Noreen Shaw

Margaret Power

Joyce MacLauchlan