

APPROVED Regular Council Meeting
Community of North Shore
Wednesday, December 10th, 2014 at 7.00 p.m.

PRESENT: Chairperson Gordon Ellis
Councillor Peter Vriends
Councillor Connie Egan
Councillor Gerard Watts
Councillor Kent MacLean
Councillor Shawn Reardon

Councillor Jonathan MacLean
Councillor Charity Sheehan
Councillor Beth Pretty
Councillor Melody Gay

ADMINISTRATOR: Tracey Allen

REGRETS: Councillor Wade MacLauchlan

Also in attendance FCBB Chair Verner Smitheram, Executive Director Justin Walsh, John Baird, Jim Jenkins, Gerry Lajeunesse and Wanson Hemphill.

1.0 CALL TO ORDER at 7:00pm Chair welcomed everyone and thanked them for coming.

2.0 APPROVAL OF THE AGENDA: It was duly moved and seconded that the agenda be approved.

Moved by Councillor Watts
Seconded by Councillor Gay

(2014-12-258)
-CARRIED- (8-0)

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.)

Declaration(s): **None**

3.0 APPROVAL OF MINUTES:

It was duly moved and seconded that the Minutes of the November 12th, 2014 Council Meeting be adopted.

Moved by Councillor Vriends
Seconded by Councillor Watts

(2014-12-259)
- CARRIED- (8-0)

4.0 BUSINESS ARISING:

Second reading Election Bylaw Repeal.

Repeal of Bylaw #2 Community Election Procedures

**Community of North Shore
Wednesday, December 10th, 2014**

Council Meeting #2 – Repeal Bylaw Resolution #1 – SECOND READING

Date: Wednesday, December 10th, 2014

Moved by Councillor Vriends

Seconded by Councillor Sheehan

“Whereas the Community of North Shore held its recent election as part of the Province’s Election process on November 3rd, 2014,

And Whereas the current Bylaw #2 Community Election Procedures was enacted by Council September 22nd, 1987, effective September 30th, 1987,

And Whereas the current bylaws are outdated with current election practice,

And whereas this is the second reading for this repeal,

Be it resolved that the Bylaw #2 Community Election Procedures be repealed and hereby read a second time.

Schedule A is attached [Schedule A - ByLaw No. 2 Community Election Procedures]

(2014-12-260) - CARRIED- (8-0)

Council Meeting #2 - Repeal Bylaw Resolution #1 –APPROVAL OF SECOND READING

Date: Wednesday, December 10th, 2014

Moved by Councillor Vriends

Seconded by Councillor Gay

Whereas the Community of North Shore held its recent election as part of the Province’s Election process on November 3rd, 2014,

And Whereas the current Bylaw #2 Community Election Procedures was enacted by Council September 22nd, 1987, effective September 30th, 1987,

And Whereas the current bylaws are outdated with current election practice,

And whereas the repeal of Bylaw #2 Community Election Procedures was read a first time at the November 12th Council meeting;

Be it resolved that Bylaw #2 Community Election Procedures be hereby repealed.

(2014-12-261) - CARRIED- (8-0)

5.0 SPEAKERS FCBB JUSTIN WALSH

Chair introduced Verner Smitheram, Chair of FCBB who thanked Council for the opportunity to inform its members of FCBB activities. Coordinator Justin Walsh made a powerpoint presentation illustrating the major environmental issues in the watershed and the work being done concerning stream enhancement, bridge construction, wetland restoration, water quality monitoring, fish stock surveys, tree planting and protection of buffer zones. They are looking to partner more to leverage the connections we both have and would like to do together what can’t be done separately. Like to continue the rental agreement at Stanhope Place, as this is very helpful for funding that FCBB applies with an in-kind requirement. FCBB can contribute to water education and/or research that they have completed. Organizing spring cleanup of the shores. FCBB would like to ask two things; 1) building permits on the shoreline – often residents unknowingly violate the buffer zone regulations and/or dumped tree over the bank. If the municipality could give them a Buffer Zone Fact Sheet, and/or have them contact the watershed

this would help to prevent people having to pay up to \$3,000 fine. 2) Little more prominent banner for FCBB on the community website.

Justin noted, look outs at Promenaded – FCBB could help with funding application to upgrade.

Chair thanked the FCBB for the presentation.

6.0 REPORTS

6.1 CHAIRPERSON'S REPORT - CHAIRPERSON ELLIS

Chair Ellis talked about taking time to decide on committee structure to focus on where we want to spend our time in the next few years. Have a chance to sit down and learn what it means to be a Councillor learn from what we learned tonight, and from last meeting's presentation on gas tax funding and other areas. Would like to create a process to review or have informal meetings to develop a vision for the next four years. Possible facilitator to help the process. Possible to meet at the Fire Hall, maybe their AGM. Next EMO – Emergency Measures Organization and IRAC. The general agreement on the development of vision, objectives, within our mandate, committee structure. Time frame – early in January before the next council meeting. (Saturday, January 11th.)

Councillor Connie Egan arrived 8:01pm.

Motion: To conduct a half day planning session 9am to 1pm with a budget of \$1,500 for the Chair/Administrator to review.

Moved by Councillor Kent MacLean

(2014-12-262)

Seconded by Councillor Shawn Reardon

- CARRIED- (9-0)

Looking to set an AGM date.

Motion: To have the AGM on Wednesday, March 11th at 7:30pm with a storm date of Thursday, March 12th.

Moved by Councillor Charity Sheehan

(2014-12-263)

Seconded by Councillor Jonathan MacLean

- CARRIED- (9-0)

With the upcoming by-election – if each councillor in the wards with vacancies should seek, and encourage residents to run in the by-election.

6.2. FINANCE AND PROPERTY MANAGEMENT - COUNCILLOR WATTS/VRIENDS

Councillor Watts reviewed the financial statements noting that we are estimating a surplus of about \$20,000 at the end of the year. Finance would like to create a reserve fund of \$10,000 for future capital items. Also take the remaining amount to pay down the mortgage.

Motion: To amend the previous motion to establish a restricted capital fund in 2014 to change the amount from \$6,000 to \$10,000 to be used for replacement of capital assets and capital assets.

Moved by Councillor Watts

(2014-12-264)

Seconded by Councillor Gay

- CARRIED- (9-0)

Motion: The amount of excess revenue at year end be applied against the outstanding

mortgage.

Moved by Councillor Vriends
Seconded by Councillor Watts

(2014-12-265)
- CARRIED- (9-0)

The surveyor will be coming out but hasn't had a chance to do it yet due to the wet weather. Update the energy retrofits will be done this month on LED lighting and insulation. Finance committee request that motions that have financial commitment that they come to the finance committee first. We currently don't have a finance policy in place and will be looking at developing a financial policy.

Motion to accept the report as presented.

Moved by Councillor Watts
Seconded by Councillor Vriends

(2014-12-266)
- CARRIED- (9-0)

6.3. COMMUNITY ADMINISTRATOR REPORT

Presented her report.

Community Administrator Report - December 2014

I started in the position of Chief Administrative Officer or Community Administrator in early November of 2013. Since that time I've gotten to know a number of wonderful people in the community. The knowledge, skills, and community commitment I've seen is very encouraging. ***As a community we are blessed to have such hardworking Councillors and volunteers in the community as a whole.*** Below is a highlight of administrators work in key areas from 2014's year.

Work hours are 30 hours/week – Overtime taken as time in lieu accumulated over the year was over 160 hours.

Communications

- Creation of a weekly e-newsletter that currently has over 260 subscribers.
- New website that incorporates event calendar, blog, facebook updates, twitter etc.
- Print newsletter issued three times/year.
- Press Releases issued for all events and other newsworthy items.
- Posters, graphics, etc. for posting to social meeting and community locations
- Social media – Facebook, Twitter, LinkedIn
- Kaye continues to do a fantastic job of listing information on the North Shore Community Centre outdoor sign.
- Postings to Buzz, CBC Events online and call in to CBC radio.
- Ads for election, AGM, rezoning, public meeting etc.
- Public Meeting
- General taking resident calls, emails, and inquiries, as well as from various government and organizations. (Municipal Affairs, Planning, Elections, EMO, Real Estate agents, etc., FPEIM, FCM, Infrastructure Secretariat, etc.)
- Creating letters to various organization for Chair or municipality.

Financial

- Year-end financials.
- Annual audit.
- Projected budget for AGM.
- Tax Increase filing with the Province.
- Funding applications, and/or final reports
 - Canadian Heritage for Celebration 2014 (\$1490)
 - Canadian Heritage for Canada Day (\$1,200)
 - Services Canada Summer Student Program (\$1,554)
 - 2014 Family Violence Prevention Week Mini-Grants (\$100)
 - Fiskers Orange Thumb (\$0)
 - Prince Edward Island – Canada Sport Bilateral Sport Partnership and Engagement Program Under Represented – Small Grants Program (\$0)
 - Island Community Fund (final follow up from previous years funding)
 - Eastern Region Sport Recreation Council (Thank you to Glynn - \$2,050 plus gym rental fees.)
 - Senior Secretariat Funding Program (\$0)
 - Gas Tax Infrastructure (wrap up of Planning funding)
 - AgriSpirit (\$0)
 - Office of Energy Efficiency (\$909.15)
 - Jobs for Youth with Employment Development Agency – Justin our summer maintenance student (\$3,395.20)
- Filing yearly financials with Municipal Affairs. MFIR
- Quarterly budget updates
- Monthly statements thanks to Sandra Campbell.
- General finance deposits, payments review of incoming bills, seeking funding etc.

Planning/Development

- Submitting building reports to CMHC and Province and listing permits etc. on website plus started to add to PEI Planning Decisions.
- General – accepting permits and fielding questions for development outside of the Tuesday 8am to 12noon time frame.
- Rezoning of Harold MacQuarrie
- Process around new Planning Bylaws for the Community.
- Bylaw changes review
- Advertising, meetings, notices etc around rezoning or subdivision (Barwise) as required by bylaw.
- Motions/reports for Council Meetings.
- Communication with Planning Consultant

Project Managing/Research/Representing Municipality

- Water and Wastewater Researcher – Hired, managed, and reviewed work.
- Created Water and Wastewater Social Marketing Educational Plan.
- Proposal for summer camp program (not enough interest to break even)
- AGM Meeting/Public Meeting
- Various topics from other municipalities tax rates, remuneration of councilors in other municipalities, etc.
- Creation, issuing tenders/RFQ, and reporting on (Electrical, design work, snow removal, etc.)

- Attending Sustainability Conference for Municipalities, AMAPEI Meetings, FPEIM Annual and Semi-Annual meeting and various Municipal Affairs meetings.

Elections

- By-election March 5th, 2014 for two vacant seats.
- Municipality election November 3rd, 2014
- Research, meetings, review of municipal act, election act, NSCC Ward and Election Bylaws.
- Enumeration.
- Planning, setup and running Election Day.
- Submitting reports to Elections PEI and Municipal Affairs.

Bylaws/Motions

- Repeal of the Elections Bylaw
- Creation of motions for Council meetings for various committees and Planning Board.

Role as Facilities Manager

- Created a Facilities Asset Inventory Document for Gas Tax Funding.
- Arranged a playground safety report and had Kaye implement required fixes.
- Facilitated the process to have a library installed at the centre for community use.
- Repairs to Centre assigned to outside contractors – repairs after pipes broke in women's washrooms, tiles lifted on stage gym replaced, and repairs after vandals, generator not working, and ongoing maintenance re: furnace, fire alarms, exit signage, yearly septic cleaning, etc.
- Licensing re: liquor licensing (Beverage Server certification for staff), kitchen certification, etc.
- Security system set up and maintenance.
- Kaye does a great job cleaning, booking the facilities, and set up for events/bar.
- Receiving online booking requests.
- Stanhope maintenance i.e septic, heating, fixing leak areas, etc.
- Promenade – assigning contractors to volunteers re: maintenance of stairs, benches, etc.
- Grass maintenance – hiring summer student.
- Various paperwork involved with centre i.e.: Payroll audit this year, etc.

Role as an Event Coordinator

- Proposal for ceildhs to be held at the centre (no response)
- Small Halls Festival event in June 19th – proposal, implementation, and reporting. (Profit \$300)
- Canada Day July 1st – proposal, implementation, and reporting. (Our Cost: \$1,750)
- Dino & Jimmy the Janitor (Profit \$1,921)
- Remembrance Day (Cost: \$600)
- Thanks to the NSCC Committee for hosting Easter Egg Hunt (\$200), Halloween Dance (breakeven), Halloween Kids Party \$200), and Santa Party (\$250).
- Celebration 2014 School is Cool Series (Wade/Wanson and Stanhope Place)
- Sports Program – thanks to Glynn for setting up.

6.4 HR & EVENTS COMMITTEE

Committee met on the 2nd of December. The most recent event the Santa Party was held

Sunday, December 7th and had about 70 kids at the event with Councillor Gay's husband playing the keyboard with Christmas tunes and NSCC committee volunteers getting all the decorations up. Kids programming on Saturday has increased. There is a plan to have the egg hunt again for Easter. Family day in February as an event is being considered. An outdoor rink was discussed and talks will be held with fire department and volunteers to see if we can make it happen. HR policy is in place with possible review in future. Equipment funding was received in the amount of \$1,864 and the equipment has been ordered. Talked about having a print newsletter in the New Year.

Motion recommended to council re: playing ball hockey in the gym

Whereas research by Glynn Sheehan into the question of damage to the sound panels in the gym suggests the likely hood of damage is remote,
And whereas there have been requests from the community to utilize the gym for the purpose of playing ball hockey,
Be it resolved, that the ball hockey be allowed to play in the North Shore Community Centre.

Moved by Councillor Jonathan MacLean
Seconded by Councillor Sheehan

(2014-12-267)
- CARRIED- (9-0)

Comment on rules for no wooden hockey sticks with black tape. Supply the ball to be used also. Have a list of rules. Look to provide the sticks.

Motion recommended to council re: hiring a recreational person on a part-time basis to offer open gym times.

Whereas, there have been requests from the community to utilize the gym for the purpose of open gym times for youth and adults,
And whereas, there is a need for someone to open, close and monitor the activity at the centre or adult supervision,
And whereas, the cost is estimated as between \$300/month to \$600/month or in the range of up to \$1,800 for the January-April time frame,
Be it resolved, that a part-time recreational person be hired to run the North Shore Community Centre open gym time, provided the finance committee approves the cost as fitting into the 2015 budget.

Moved by Councillor Gay
Seconded by Councillor Sheehan

(2014-12-268)
- CARRIED- (9-0)

Motions to apply for funding

Services Canada Summer Jobs Program

Whereas the Community of North Shore has previous submitted a funding application for Services Canada Summer Jobs Program,
And whereas the program funds 50% of the minimum wage for the province,
And whereas a recreational coordinator would give greater focus on youth activities,
And whereas the cost to be incurred will be approximately \$3,060 (12 weeks @ \$12/hour for 37.5hrs \$5,400 less funding \$2,340),
Be it resolved that the Community of North Shore submit an application for a recreational coordinator provided that the remaining required funds fit within the 2015 budget.

Moved by Councillor Jonathan MacLean
Seconded by Councillor Sheehan

(2014-12-269)
- CARRIED- (9-0)

Family Violence Prevention Week Mini-Grant Program

Whereas the Community of North Shore has previous submitted a funding application for Family Violence Prevention Week Mini-Grant Program,
And whereas family violence prevention is an important topic to promote,
Be it resolved that the Community of North Shore submit an application for a Family Violence Prevention Week Mini-Grant Program.

Moved by Councillor Gay
Seconded by Councillor Sheehan

(2014-12-270)
- CARRIED- (9-0)

Canada Day Funding

Whereas the Community of North Shore has previous submitted a funding application to Department of Canadian Heritage for Canada Day activities,
And whereas the program funds an unknown amount to offset Canada Day activities,
And whereas the cost to be incurred will be approximately \$2,500,
Be it resolved that the Community of North Shore submit an application for Canada Day funding provided that the required funds fit within the 2015 budget.

Moved by Councillor Sheehan
Seconded by Councillor Egan

(2014-12-271)
- CARRIED- (9-0)

Small Halls agreement to respond to the expression of interest to host a Small Halls Event in 2015.

6.5 PLANNING BOARD - COUNCILLOR REARDON

For the month of November -December, 2014, the following activity has occurred:

Subdivisions:

Nov. 4 – Final approval granted for Michael Burris' proposal to revise the boundaries of his house lot. One lot for Residential (Single Family Dwelling) use only Fee paid on October 28, 2014 (\$114.00)

Nov. 13 – Final approval granted to Harold MacQuarrie's 4 lot subdivision proposal. This proposal has been on-going for approximately two years. (Initiated in 03 but only 4 of 8 proposed lots approved at that time) His final subdivision plan has been stamped approved for 3 residential lots and one of the 4 lots has been provided as green space only. This proposal is subsequent to his rezoning proposal approved in July, 2014.

Nov. 13 – Final approval granted to Willowdale Farms Ltd. Lot 14-18 approved for residential (seasonal dwelling) use only. Fee: \$114.00 – paid on September 16th.

Nov. 13 - Final approval granted to Robert Barwise subdivision proposal which is to divide an existing parcel into two lots – approved with a variance by Council previously as the lot area for each lot is less than minimum but within a reasonable variance factor. The final survey plans have been stamped approved as per Council's approval.

Fee: \$114.00 - paid on August 20, 2014

December 2, 2014 – Final Approval granted to Debra Bowman to consolidated two residential lots into one. Fee: \$114.00

Building Permits:

Nov. 14 – Building Permit issued to Derek Blake to construct a residential dwelling unit on lot 44 of the Beaver Run Subdivision. Fee: \$142.50

Motion to issue Request for Quotes to create a list of Planning Consultants

Whereas the Community of North Shore has an Official Plan,
And whereas there is a need for the revision of the official plan for minor edits,
And whereas there is also occasional need for an expert in the area of sub-divisions and rezoning, as well as, a backup in development for vacation time,
And whereas there is currently a budget line for Official Plan Administration & Enforcement plus Development Services,
Be it resolved that a request for quotes be issued to create a list of planning consultants to be hired on an as needed basis.

Moved by Councillor Jonathan MacLean
Seconded by Councillor Reardon

(2014-12-272)
- CARRIED- (9-0)

Motion to have both Councillors Shawn Reardon and Councillor Jonathan MacLean to be co-chairs of the Planning Board.

Moved by Councillor Vriends
Seconded by Councillor Watts

(2014-12-273)
- CARRIED- (9-0)

7.0 CORRESPONDENCE:

8.0 NEW BUSINESS:

8.1 CRIME STOPPERS FUNDING REQUEST - Current policy is to not supply funds for requests. Discussion on how Councillors attending the FPEIM Semi-Annual found the meeting and any other comments.

Christmas Gifts for Staff was discussed and considered to be gas cards that come out of the travel expense budget.

9.0 NEXT MEETING: Wednesday, January 14th, 2015.

10.0 ADJOURNMENT: There being no further business, the meeting adjourned at 9:38 pm.

Moved by Councillor Sheehan (2014-12-274)
Seconded by Councillor Pretty - CARRIED- (9-0)

Signed Gordon Ellis, Chairperson

Dated

Signed Tracey Allen Community Administrator

Dated