

APPROVED Regular Council Meeting
Community of North Shore
Wednesday, July 8th, 2015 at 7.00 p.m.

PRESENT: Chairperson Gordon Ellis
 Councillor Connie Egan
 Councillor Charity Sheehan
 Councillor Kent MacLean
 Councillor Peter Vriends
 Councillor Jonathan MacLean

Councillor Beth Pretty
 Councillor Melody Gay
 Councillor Jamie Rae
 Councillor Eric Ellsworth
 Councillor Justin Walsh

ADMINISTRATOR: Tracey Allen

REGRETS: Councillor Gerard Watts, Councillor Shawn Reardon

1.0 CALL TO ORDER at 7:01pm Chair

2.0 APPROVAL OF THE AGENDA: It was duly moved and seconded that the agenda be approved. Councillor J MacLean requested the promenade bridge to be added to the agenda.

Moved by Councillor Ellsworth (2015-07-57)
Seconded by Councillor Pretty -CARRIED- (9-0)

Councillor Justin Walsh arrived.

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 June 10th, 2015 Council Meeting be adopted. A few edits - Page 3 funding update National Park has rather than as and it instead of us.

Moved by Councillor Gay (2015-07-58)
Seconded by Councillor Rae - CARRIED- (10-0)

4.0 BUSINESS ARISING:

Councillor Egan asked about the moving of the gazebo. Councillor Vriends noted it was being considered but since there was discussion it wasn't being moved forward now.

Promenade Bridge

Councillor Egan asked about the Promenade Bridge – decided to discuss now instead of new business. The background was that the promenade was built but on Provincial and Federal land over 10 years ago. Councillor K MacLean spoke to former Chair Jim Lee and as part of the process there was money left over and the bridge was built and Parks was to maintain. Parks came to the Chair and noted there was no written agreement on maintenance. Bridge needs to be replaced and they are looking for budget to replace and seeking to do this summer. They are requesting some funding to help replace the bridge or replacement of the bridge. Since it isn't on our property we should not assist. Since then Chair Ellis was talking to an individual at the Parks who would have been involved at the time and there was no lease or license for that bridge. Therefore it would be a Park asset. Concern for safety of the bridge. End goal is fixing the bridge. Suggestion Chair to meet with Karen Jans to discuss.

Benches on Promenade – letter has been written and getting ready to send out to people who donated them.

4.1 STRATEGIC PLANNING

The public meeting will be held Wednesday, August 12th at 7pm. It will be held in the gym and be set up like a meet and greet with snacks/refreshments with input charts on the wall. Suggestion of a greeting and short note from the Chair to set the stage on the intent of the evening. Suggestion to gather business list from property rolls and invite businesses direct to come and provide input. The online input was reviewed and decided to move ahead.

5.0 REPORTS

5.1 CHAIRPERSON'S REPORT - CHAIRPERSON ELLIS

Chair Ellis noted he was pleased with Canada Day, the organization, the volunteers, and a chance for people to get together. Thank you to everyone involved. Also the Small Halls evening was well done and well attended. Upcoming event is Remembrance Day.

5.2 FINANCE AND PROPERTY MANAGEMENT - COUNCILLOR WATTS/VRIENDS

Councillor Vriends noted that work is being done to create an updated six month budget with actuals.

Stanhope Place Renovation

The entrance way to Stanhope Place is currently a security and safety hazard.

Item	Cost
Entrance Way	\$42,465.00
Signage	\$100
Total	\$42,565.00

Source	Funding	Percentage
Provincial Infrastructure Fund	\$1,000.00	2.3%
Stanhope Heritage Association	\$14,843.75	34.8%
ACOA - CIP 150	\$21,232.50	50.0%
Other Sources i.e. Province/Council	\$5,488.75	12.9%
Total	\$42,565.00	100.0%

Note: \$9,843.75 already in the account, deposited in 2013 with changeover to be reserved for Stanhope Place renovations.

Whereas the Community of North Shore had a break-in at Stanhope Place last year, and
Whereas there is the need to replace the front door to make it more secure, and
Whereas the front steps inside are a hazard to seniors, and

Whereas there is the opportunity to receive funding from ACOA CIP 150 to the amount of 50%, and

Whereas The Community of North Shore has been approved for \$1,000 in funding from PIF fund, and

Whereas the Stanhope Heritage Association has provided \$9,843.75 to the Community and can provide an additional \$5,000 towards the front entrance renovation,

Be it resolved that, the Community of North Shore proceed with the renovation of the front entrance of Stanhope Place to make it more senior friendly, safe and secure, **if** the Community of North Shore receives the 50% funding from ACOA CIP 150, and **if** the Stanhope Heritage Association can contribute a total of \$14,843.75 as outlined, making the Community of North Shore's contribution \$5,488.75.

Moved by Councillor Vriends
Seconded by Councillor Ellsworth

(2015-07-59)
- CARRIED- (10-0)

Sewer and water drainage update

Area dug up and survey for contour done but not provided to office yet. The contour map is ready and the tile field is lower than it should be it appears. The field is flat. Give to Norman MacLauchlan to review for a recommendation. There will be a few options. Table until next meeting when Norman can review it.

Level of administrator approval level or Financial Policies

Not finished yet. Table to next meeting.

North Shore Community Centre Rate Change

Room/Area	Current Rate	Proposed Rate	Includes
Gym	\$25/hour	Same	Sound system/kids exercise items Set up and take down of tables/chairs
Upstairs Room	\$25 for 2 hrs	\$25/hour	
Birthday Party	\$50 plus HST	\$75 including HST	Kitchen/Gym for 2 hours
Weddings	\$250 HST	\$450 (security cost \$100, Bartenders \$184, Set up and clean up \$140 in staffing costs)	Kitchen /Gym day of event - set up before event and cleaning up day after event.
Boardroom	\$25 for two hours	\$25/hour	
Kitchen	\$60/day		Includes stoves, fridges, dishwasher etc.
Bar	If a bar event has less than \$400 in sales then renter pays the cost of the bartenders		

*****Note: Every time staff come in to open/close it is a three hour shift. Cost is \$31.50 to \$45 plus benefits. Propane costs and electricity/heat used not factored in. *****

Whereas the Community of North Shore hasn't increased the rental rates at the North Shore Community Centre in a few years and,

Whereas there is a need for pricing to be more in line with costs,

Be it resolved that, the Community of North Shore adopt the above mentioned changes in rental fees effective January 1st, 2016 and for any new bookings into 2016.

Amendment to the motion – Councillor Ellsworth moved to increase the Weddings to \$500 instead of \$450. Seconded by Councillor Sheehan

Moved by Councillor Vriends
Seconded by Councillor Egan

(2015-07-60)
- CARRIED- (10-0)

The three new recycled plastic benches have been installed and look great. Letter reviewed and a few edits made. The letter will be sent from the Chair when the list is completed.

Facility Manager Job Description

The committee co-chairs will join the HR committee in dealing with HR issues that have a financial impact such as the Facility Manager position and the CAO contract.

5.3 COMMUNITY ADMINISTRATOR REPORT

The past month the municipality held two **events** Small Halls and Canada Day. Heating & Cooling review contractors were hired and work is being lined up including the issuing of contracts for work as outlined by funding requirements. **Development** has seen an increase in applications being processed. **EMO Bylaw** package was sent to Minister for approval. A **Strategic Planning Public Input Communication Strategy** was developed to be reviewed at this meeting. Planning will start for the public meeting August 12th.

The **Association of Municipal Administrators of PEI** held their AGM on Friday, June 26th covering topics such as new infrastructure funding programs, best practices in budgeting and financial reporting, and public engagement.

HR – Justin Cudmore has been hired for 8 weeks through the Jobs for Youth program. The funding for his position ends middle of August and the grounds will need the extra person until early fall. Request to give Justin a raise from minimum wage as he has been with the municipality for a year now and to extend his work term full-time into September and then part-time in winter to offset the increase in events being held on the weekends. Reminder that Kaye is currently planning to retire this fall (no set date) and that the Administrator contract expires October 28th, 2015.

Finance – Work has started on compiling a six month budget update.

As an aside the invasive species of Japanese Knotweed has been found on the Bayshore Road. Councillor K. MacLean noted we should be addressing this as a municipality. Location right across from Deanna Lane. **Administrator will contact the invasive species group to deal with it.** Councillor Rae has it on his property too.

5.4 HR & EVENTS COMMITTEE – COUNCILLOR SHEEHAN

No meeting held prior to the Council meeting. Two events were held Small Halls Festival and Canada Day. All regular programming at NSCC and Stanhope Place has stopped for the summer. Councillor Sheehan again thanked everyone for the successful Small Halls event and the Canada Day event. Stanhope Place Walkathon will be held Wednesday, July 15th at 6:30pm. Please consider pledging or attending.

5.5 PLANNING BOARD – COUNCILLOR J MACLEAN/REARDON

Five house permits, 1 garage permit, and two sheds were issued in June.

(Three house permits for West Covehead were issued, 1 house and 1 garage permit for Covehead and 1 house permit for Stanhope plus two sheds.)

A consolidation of lots in Stanhope was also processed and another subdivision application is in review. The quad plex in West Covehead or Jack's Ways is starting the rezoning to meet current zoning.

Resolution for Blizzard lot consolidation and for MacDonald Boundary line moving 15 feet.

Subdivision: NS-0025 32 Doc Soper Stanhope PID 375907 and 430819 Lot Consolidation

Whereas the Community of North Shore has received application to consolidate PID 375907 and 430819 into one single lot and,

Whereas the Community of North Shore has through the Planning Act, Municipal Act and Community of North Shore Land Use Bylaws the authority, and

Whereas, Derek French, a professional planner has reviewed the survey plans and has approved the consolidation of the two PIDs to one,

Be it resolved that, the Community of North Shore give final approval to subdivision application NS-0025.

Moved by Councillor J. MacLean
Seconded by Councillor Ellworth

(2015-07-61)
- CARRIED- (10-0)

Subdivision: NS-0005 1767 Covehead Rd., Covehead PID 654681 and 723817 Boundary Change

Whereas the Community of North Shore has received application to adjust the common boundary between two lots PID 654681 and 723817 and,

Whereas the Community of North Shore has through the Planning Act, Municipal Act and Community of North Shore Land Use Bylaws the authority, and

Whereas, Derek French, a professional planner will review the survey plans and give approval after review,

Be it resolved that, the Community of North Shore give final approval to subdivision application NS-0005, upon the approval of the Professional Planner Derek French.

Moved by Councillor J MacLean
Seconded by Councillor Vriends

(2015-07-62)
- CARRIED- (10-0)

5.6 EMO – EMERGENCY MEASURES ORGANIZATION

Co-Chairs Beth Pretty and Jamie Rae

EMO Bylaw #3 package submitted to the minister for approval. Encourage Councillors to have residents submit resources/volunteers to this online form

<http://communityofnorthshore.weebly.com/emo---emergency-measures-organization.html> to assist in developing our EMO Plan.

We have confirmation of a loan agreement with the fire company for the radio that we had discussed previously. Free to us, we just need to decide amongst the EMO Committee which services we would like to have the ability to communicate with.

The EMO Bylaw is now officially filed with Municipal Affairs.

Councillor Rae noted that there are some EMO courses coming up this fall and winter if anyone

is interested.

5.7 COMMUNITY SERVICES – COUNCILLOR EGAN

Approximately 75 water kits have been picked up at the office. A few sign ups on both the water testing database online and the septic pumping database online. Waiting for the strategic plan to finalize to move on to the next steps.

6.0 CORRESPONDENCE: The new Water Act is being considered and input is being sought by the Province.

6.1 MISC. Chair Ellis mentioned giving a raise to Justin Cudmore. Suggestion this go to the Finance and HR Committees.

7.0 NEW BUSINESS:

7.1 STANHOPE PLACE UPGRADES

8.0 NEXT MEETING: Wednesday, August 12th, 2015.

9.0 ADJOURNMENT: There being no further business, the meeting adjourned at 8:28 pm.

Moved by Councillor Vriends (2015-07-63)
Seconded by Councillor Sheehan - CARRIED- (10-0)

 Signed Gordon Ellis, Chairperson

 Dated

 Signed Tracey Allen Community Administrator

 Dated