

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

PRESENT:

Mayor Gordon Ellis, Deputy Mayor Peter Vriends, Councillors Gerard Watts, Derek Cook, Kent MacLean, Charity Sheehan, Justin Walsh, Melody Gay, Shawn Reardon,, Eric Ellsworth, Jamie Rea, Beth Pretty and Connie Egan(via phone) and CAO Jonathan MacLean

REGRETS:

None

1. **CALL TO ORDER:** 7:01 pm by Chairperson Ellis

2. **APPROVAL OF THE AGENDA:**

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

Moved by Councillor Ellsworth, seconded by Councillor MacLean

11-0

MOTION CARRIED 2018-03-20

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. **APPROVAL OF MINUTES:**

It was duly moved and seconded that the minutes of the February 14th 2018, meeting be approved as edited.

Moved by Councillor Gay, seconded by Councillor Walsh

11-0

MOTION CARRIED 2018-03-21

4. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS:

None

5. REPORTS

5.1 Recreation and Community Engagement: Councillor Sheehan

Councillor Sheehan highlighted the following from the Committee report in Appendix A

The Easter Party is the next upcoming event and volunteers are needed as many of the regular volunteers are on vacation. Zane has been working hard on new programming and completing the spring/summer flyer.

Councillor Sheehan highlighted the MOU with Kidsfit for a pilot summer children's program. The Community has looked at summer programming in the past and this is a good opportunity to try with an experienced company as there is no risk for the municipality.

It was duly moved and seconded to enter into an MOU with Kidsfit for a 9 week summer day camp pilot program at the North Shore Community Center beginning July 3, 2018 until September 3, 2018.

***Moved by Councillor Sheehan, seconded by Councillor Pretty
11-0
MOTION CARRIED 2018-03-22***

Councillor Sheehan highlight the letter received from Nicole Cannell and Jennifer Bryson on their endeavor to start a local girl guides group. The group would be for 5-8 year olds, and they are requesting the use of Stanhope Place on Monday evenings at no cost as there is not a lot of cash in girl guides, they also are committing to give back to the community.

It was duly moved and seconded to provide meeting space at Stanhope Place to the North Shore Girl Guides program from April 2018 until June 2018. Following this time period, a review will be done and a new request will be submitted for September 2018 to June 2019.

***Moved by Councillor Sheehan, seconded by Councillor Ellsworth
11-0
MOTION CARRIED 2018-03-23***

5.2 Finance and Infrastructure:

5.21

Bylaw # 2018-02 Second Reading 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.

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

Moved by Councillor Watts, seconded by Councillor Vriends

11-0

MOTION CARRIED 2018-03-24

5.22

Bylaw # 2018-03 Second Reading 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. Two additional Reserve funds were added since the first reading: Legal and Election and where read into the record.

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

Moved by Councillor Vriends, seconded by Councillor Walsh

11-0

MOTION CARRIED 2018-03-25

Councillor Watts presented the 2018/2019 fifteen month budget (see Appendix D). A Public Budget Consultation meeting was held on February 27, 2018 at 7:00pm at Stanhope Place there was no feedback from the meeting. Council had questions on the seasonality adjustments with the extra 3 months, Councilor Watts suggested that there would be enough in the budget to allow for seasonality. There was an additional \$500 added to Community Grants.

It was duly moved and seconded to approve the 2018/2019 fifteen month budget as presented with the addition of \$500 to the Community Grants line item.

Moved by Councillor Watts, seconded by Councillor Vriends

11-0

MOTION CARRIED 2018-03-26

Councillor Watts reported based on the approved budget that the current tax rate of .18 per hundred of assessment would remain the same for the next fifteen month period.

It was duly moved and seconded to approve a tax rate of .18 cents per hundred of assessment for the Rural Municipality of North Shore for both Commercial and Non - Commercial for 2018/2019 fifteen month fiscal year.

Moved by Councillor Watts, seconded by Councillor Vriends

11-0

MOTION CARRIED 2018-03-27

Councillor Watts presented the Capital Budget for the 2018/19 fiscal year (Appendix D), the capital budget will be based on securing the funding as outlined for each project.

It was duly moved and seconded to approve the 2018/19 Capital Budget.

Moved by Councillor Vriends, seconded by Councillor Watts

11-0

MOTION CARRIED 2018-03-28

5.3 Administrator's Report:

Administrator Jonathan MacLean presented the following report

- Ongoing committee meetings have been attended and recorded
- Development Permits 3 for 2018
- Update website, social media and send e-newsletter
- Events and Rec – Zane Nicholson – Summer Programming, Help recruiting for Dinner and Do, Canada Day-Overview with Recs and Events report
- New Funding 1.1 cents per hundred of Assessment for Communities with Planning April 2018
- Reserve Fund Bylaw and Grant Bylaw second 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 - No Residents attended
- Covehead Bay Study RFP -Moving Forward
- Amalgamation - North Shore, Grand Tracadie and Pleasant Grove - Two Public meetings held March 6 (Grand Tracadie) and March 7 (North Shore and Pleasant Grove)
- Possible Name for Amalgamet Municipality

- Election November 2018 - Wards or at Large Election

5.4 EMO Committee - Councillor Pretty

Councilor Pretty reported that last month's meeting was postponed and scheduled for March 15th. NSJEMO will be working on their Communications Plan at tomorrow's meeting and anyone is welcome to attend.

Councilor Rea reported that C-Dart will be having an information session this weekend. They are a group that helps find shelters for animals during emergencies and the people involved in PEI have been involved at the BC Wildfires and Hurricane Katrina

5.5 Environmental Sustainability – Councillor MacLean

Councilor MacLean Highlighted the following from the Environmental Sustainability report (Appendix E). The Committee will again be involved in the spring roadside clean up scheduled for May 12, 2018 and will work with the Recreation and Community Events Committee on this.

Councillor MacLean asked Councilors to review the draft Community Position on Covehead Bay included in the report it will be the key message from Council and provide clarity on Council's position.

Mayor Ellis added that Council should take it home and review so that there is clarity and consistency in the Community Position.

5.6 Planning Board:

Councilor Ellsworth reported that there has been 3 permits issued so far this year and there is currently two rezoning applications with Derek French that will go to the Planning Board before coming to Council.

Councilor Ellsworth also spoke with the Department of Transportation and Infrastructure renewal about looking at Route 25 and the issue of water/ice collecting in spots on the road.

5.7 Mayors Report/Executive Committee - Chairperson Ellis

Mayor Ellis reported that he recently attended a visionary planning session with Parks Canada and Parks value's the Council's input.

Mayor Ellis addressed the concerns raised at the last meeting regarding possible conflict of interest. The approach of being prudent and not making any assumptions before consulting with Cox and Palmer was a good approach.

Cox and Palmer's initial review was somewhat vague so the extra time taken for an in depth legal opinion provided clarity and resulted in a finding of no conflict of interest. It is up to Councillors themselves to be cognizant of any conflict. If there is something to declare Councillors should leave the room during the discussions. The Act outlines conflict of interest really well.

5.71

Mayor Ellis spoke about what name the new restructured Municipality would use, Pleasant Grove Council was supportive of using the Rural Municipality of North Shore.

It was duly moved and seconded that the Rural Municipality of North Shore be the name used for the new restructured Municipalities of North shore, Grand Tracadie and Pleasant Grove.

Moved by Councillor Ellsworth, seconded by Councillor MacLean

11-0

MOTION CARRIED 2018-03-29

Mayor Ellis reported that the discussion around how the next Council would be elected took place at the public meeting's around restructuring. This will be part of an Elections Bylaw and the options are to use a Ward System or an At Large system. The option was discussed and the consensus of Councillor was to use a Ward system. CAO Jonathan MacLean will gather some information on different ward options to be presented at a future Council meeting.

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

Moved by Councillor Vriends, seconded by Councillor Ellsworth

11-0
MOTION CARRIED 2018-03-30

6. CORRESPONDENCE

Councilor MacLean reported that there has been some email correspondence with David Dunphy from Eastlink. Eastlink is currently doing a review of infrastructure in the area for possible internet expansion and will meet with North Shore once the review is complete.

7. NEW BUSINESS

7.1 Resident Inquiries to Council Members

Councillor Watts brought up that the Municipality should have copies of subdivision Covenants that are handed out to people when they apply for permits in that subdivision.

Derek French has advised Council to not be involved with subdivision covenants as they are not a bylaw of the Municipality

8. NEXT MEETING: Regular Council Meeting, Wednesday, April 11th, 2018, 7pm

9. ADJOURNMENT:

There being no further business, the meeting adjourned at 9:07pm.

Moved by Councillor Walsh, seconded by Councillor Gay

11-0

MOTION CARRIED: 2018-03-31

SIGNED: Gordon Ellis, Chairperson

DATE:

SIGNED: Jonathan MacLean, Administrator

DATE:

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

Committee Members: Councillor Sheehan, Councillor Gay
Municipality Staff: Zane Nicholson, Events and Recreation Coordinator
Regrets: Councillor Walsh, Councillor Reardon

1. Welcome
 - Charity welcomed everyone to the meeting.

2. Upcoming Events
 - a. Easter Party
 - Melody updated that her volunteers have all confirmed their individual tasks for the event
 - Volunteers are needed for the event as the timing runs into March Break this year and the majority of our volunteers are away.
 - Zane will put a call for volunteers on Facebook
 - The poster is completed and Zane and Charity will distribute it through the social media channels.
 - There was a question surrounding the sound system in the gym. Zane reported that it had been sent out for repairs and that he would follow up on the status.

 - b. Dinner & Do
 - Committee members were inquiring about any volunteer requirements for the event.
 - Zane will be attending the next public event on the Dinner & Do on March 16 and will ask the organizers about volunteer needs.

 - c. Canada Day
 - Zane has reviewed the information from the 2017 and 2016 Canada Day events.
 - He is working his way through the information and will continue to update the committee on the status of the event and needs.

 - d. 55+ Games
 - Charity reported that council passed a motion to be the host community of the 2018 55+ Games this September.
 - Zane and Charity are meeting with Executive Director of the 55+ Games on March 14 to discuss next steps and begin the planning.

3. Events & Recreation Coordinator Update
 - Zane updated the group that new volunteer t-shirts are in the office. He will be distributing them to committee members.
 - The Fall/Winter program schedule is wrapping up. There are still a couple more “Come Try” events planned.

- He reported that he is working on the Spring/Summer Program Brochure. He hopes to mail this out to residents in March. The committee will be asked for feedback prior to the mail out.
- There is a “spring Fling” Yard sale planned for April 7 at NSCC. Details are available on our Facebook page.
- To date we have 5 weddings booked at the centre
- The Home Routes concert series details are coming together. NSCC will host an event in September, October and November. Once artists are confirmed, we will be able to advertise.
- Zane presented the details of the Summer Day Camp program to the committee. The committee spent a great deal of time going over the details. In the end, there is consensus to move forward with a motion to council to approve this pilot program. (see below)
- Depending on the success of the summer day camp, there is also an interest in having an after school program September to June.

4. Other Business

- Request for support for new Girl Guides program
 - Charity received a request from resident Jennifer Bryson for support of a program that her and fellow resident, Nicole Cannell are wanting to start in the North Shore.
 - Their request is for space to host their weekly Sparks and Brownies meetings at Stanhope Place.
 - They make a great case for the program and for giving back to the community.
 - The committee is in support of this request and will take a motion forward to council. (see below)
- Website Updates
 - Charity was approached by a resident asking about who updates our website.
 - At the moment this function does not fall to anyone specific and there was discussion around the complexity of doing so.
 - Charity will discuss this at the next council meeting.
- Spring Road Side Clean Up
 - Charity approached the Environment Sustainability Committee about the spring road side clean up as they had expressed an interest in 2017 in making this a larger event.
 - The committee is reviewing it and both committees will work together once the details are confirmed.

Respectfully submitted by: Charity Sheehan

**Rural Municipality of North Shore
2018 Summer Day Camp Pilot Program**

Motion #1 for Consideration

Background

The Rural Municipality of North Shore has been committed to provide quality recreation programming for its residents.

In the summer of 2013, North Shore, in partnership with the Eastern Region Sport and Recreation Council, offered a four week, half day program at NSCC. There was great up take on this free program for only being half day.

Since this time, the Recreation and Community Engagement Committee has been interested in looking at day camp and before and after school programming as there is a need in our community and neighbouring communities.

Many models of program delivery have been reviewed. A model where a third party renter provided this type of programming was the ideal scenario as it limits the financial and human resource risk to the municipality.

About Kidsfit¹

In the fall of 2017, Kidsfit approached the North Shore to inquire about rental space to set up a summer day camp program.

Kidsfit is a fully licensed (L4561) program. Staff are certified caregiver and certified youth fitness instructor with years of experience. They currently operate an afterschool program from the York United Church and are looking to expand.

Establishment of a Memorandum of Understanding (MOU)

The staff of the North Shore will be establish a MOU that outlines the following information:

- This pilot program is not a program of the North Shore, and the sole risk for such programming falls to Kidsfit as a renter of the North Shore Community Centre.
- Kidsfit will supply proof of insurance and training of staff.
- Kidsfit will be responsible for keeping all areas used in a neat and tidy manner and will be responsible for any damages caused by improper usage of equipment within the facility.
- The North Shore Events and Community Coordinator will be kept informed at all times of any situations that may arise to ensure open communication and record keeping as well as a means to evaluate the programming.
- An evaluation meeting will take place in September to review the programming for future planning.

Motion to Council

Motion to enter into an MOU with Kidsfit for a 9 week summer day camp pilot program at the North Shore Community Center beginning July 3, 2018 until September 3, 2018.

Rural Municipality of North Shore 2018 Summer Day Camp Pilot Program

Motion #2 for Consideration

Background

On March 3, 2018, Councillors Sheehan and Ellsworth received a request for support from residents seeking support to establish a Girl Guides program in the North Shore. The following is a copy of the correspondence Councillor Sheehan received:

To: Community of North Shore Recreation Council.

My name is Jennifer Bryson and I, along with Nicole Cannell would like to start two Girl Guide units here in the community of North Shore. We want to begin with Sparks and Brownies Units, which would be for girls' ages 5-8 years old. We have received great response to our online poll from our community and surrounding areas.

We are wanting to hold the meetings at Stanhope Place. We believe that it is the best location not only because it is the right size building and has two rooms for each unit to have their meeting time in, but it is in the center of where all the kids are coming from. We have had people interested from Tracadie, Covehead, Stanhope and Brackley. Both myself and Nicole live on Bayshore Road, and we feel strongly about bringing kids programs and groups to our local area.

I am writing to the council to ask for the use of Stanhope Place on Monday evenings from 6pm-7pm. Our Spark and Brownie Units would meet once a week for that one hour. We are going to run the program from September- June, and on occasion we may have meetings at other locations, like the North Shore Fire Hall, York Post Office, etc. if the girls are working on specific badge requirements. We would also follow the school calendar for holidays and closures.

We are asking that the council considers allowing us to use Stanhope Place at no cost. Girl Guide Units do not bring in much money. They get a small amount from cookie fundraising, and some units choose to have dues ranging from \$0.25-\$1.00 per guider. These funds go towards the cost of craft supplies, healthy snacks, and badges for the guiders. In order for the units to run effectively, they must find accommodations and guest speakers to volunteer their time and space at no charge. We are really hoping that the council can help us out with this.

It is always exciting to have new programs start up in our community, and watch the growth and camaraderie it creates. Our community has an abundance of kids, and what we are hearing from parents is that they are hungry for programs provided locally. We want to contribute to the North Shore through Girl Guides.

The Spark and Brownie units will also be involved in giving back to our local community. The badges that they work on throughout the year will have them possibly planting trees, flowers or help with community gardens. They will visit local seniors and bring them holiday cards and have sing-songs. The guiders will be encouraged to attend our North Shore Remembrance Day service to pay respect to our veterans, as well as participate in other community events. We are requesting the use of a facility at no cost, but we will give back to our community in other ways throughout the year.

I appreciate your time and consideration on this matter, and look forward to your decision.

If there are any questions or concerns, please don't hesitate to contact me at any time.

Sincerely,

*Jennifer Bryson
1st Unit North Shore Sparks & Brownies*

Motion to Council

Motion to provide meeting space at Stanhope Place to the North Shore Girl Guides program from April 2018 until June 2018. Following this time period, a review will be done and a new request will be submitted for September 2018 to June 2019.

**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 time at the Council meeting held on the 14th day of February, 2018.

This Grants Bylaw, Bylaw# 2018-02, 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 Grants Bylaw, Bylaw# 2018-02, was read a second time at the Council meeting held on the 14th day of March, 2018.

This Grants Bylaw, Bylaw# 2018-02, was approved by a majority of Council members present at the Council meeting held on the 14th day of March, 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 14th day of March, 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 14th day of March, 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 March, 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 14th day of March, 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)	
Legal Fee Reserve Fund	2018	To provide for expenditure of any unforeseen legal issue that may arise at the municipality	
Elections Reserve Fund	2018	To provide for municipal elections costs ie. staffing and administration of Municipal Elections scheduled every four years starting in November of 2018	

Appendix D

	2017 BUDGET	2017 Actuals	2018 12 month Budget	2018-2019 BUDGET 15 Months
REVENUE				
Property Tax Assessments	\$309,558.00	\$324,522.00	\$329,026.00	\$411,282.50
	\$0.00		\$0.00	\$0.00
Total	\$309,558.00	\$324,522.00	\$329,026.00	\$411,282.50
<i>Planning & Development</i>				
Building Permits	\$6,000.00	\$6,350.00	\$6,000.00	\$7,500.00
Green Space	\$0.00	\$0.00	\$0.00	\$0.00
<i>other</i>		<i>\$2,000.00</i>		
<i>North Shore Community Centre</i>				
Centre Rentals	\$20,000.00	\$17,742.00	\$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	\$3,092.00	\$3,000.00	\$3,000.00
Miscellaneous Income	\$1,000.00	\$1,978.40	\$1,000.00	\$1,250.00
<i>Stanhope Place</i>				
Friends of the Bay	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00
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	\$373,509.60	\$398,826.00	\$496,295.00

Expenditures				
<i>Fire Department Dues</i>	\$139,262.00	\$140,664.00	\$146,250.31	\$182,812.89
<i>Less Direct Expenses</i>				
Gross Income Less Fire Dues	\$224,846.00	\$232,845.60	\$252,575.69	\$313,482.11
		.	2018 12 month Budget	DRAFT 2018- 2019 BUDGET 15 Months
EXPENSES				
<i>Municipal Government</i>				
Administrator Wages incl CPP/EI etc.	\$40,040.00	\$40,136.00	\$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	\$9,304.00	\$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
Small 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	\$5,757.00	\$5,000.00	\$6,250.00
Insurance	\$10,600.00	\$10,225.00	\$10,600.00	\$13,250.00
Advertising	\$700.00	\$663.00	\$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	\$92,283.24	\$114,600.00	\$141,875.00
Planning & Development Services				
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
Water & Wastewater Services				
	\$1,000.00	\$2,233.70	\$2,500.00	\$3,125.00
EMO - Emergency Measures Organiza				
	\$2,000.00	\$2,000.00	\$2,200.00	\$2,750.00
Facilities and Public Property				
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	\$5,244.00	\$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	\$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
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	\$77,606.00	\$62,287.71	\$80,626.00	\$99,282.50
<i>Recreation and Community Grants</i>				
Community Grants	\$1,500.00	\$0.00	\$3,500.00	\$4,000.00
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	\$4,040.00	\$6,000.00	\$7,500.00
Total Recreation	\$12,300.00	\$5,790.00	\$12,500.00	\$14,500.00
<i>HST Correction</i>				
TOTAL EXPENSES	\$206,346.00	\$174,392.54	\$235,026.00	\$289,782.50
SURPLUS/DEFICIT	\$18,500.00	\$58,453.06	\$17,549.69	\$23,699.61
<i>Capital Reserve</i>		\$25,000.00	\$15,000.00	\$20,000.00
<i>Reserve Funds</i>	\$10,000.00		\$2,586.00	\$3,000.00
<i>Capital Expenditure/Amortization</i>	\$0.00		\$0.00	\$0.00
Total Capital Expenditures and Repairs	\$10,000.00	\$25,000.00	\$17,586.00	\$23,000.00
Total Expenses Including Capital Fund	\$216,346.00	\$199,392.54	\$252,612.00	\$312,782.50
Surplus/Deficit	\$8,500.00	\$33,453.06	<u>-\$36.31</u>	\$199.61

Capital Budget 2018/2019			
Item	Amount	Funding Source	
Stair Lift - Community Centre	\$23,000	New Horizons	
Electronic Sign	\$21,000	Gas Tax	
Cenotaph Walkway	\$5,000	DVA- Commemorative Partnership Program	
Wheel Chair Ramp - Stanhope Place	\$5,000	New Horizons	
New Windows/Siding - Stanhope Place	\$15,000	Gas Tax	
Flooring - Stanhope Place	\$10,000	Gas Tax	
Floating Docks - Small Wharf -Stanhope	\$20,000	Gas Tax	
Total Capital 2018/2019	\$99,000		

Community of North Shore
Income Statement 01/04/2018 to 02/28/2018

REVENUE

Revenue

Prov of PEI - Property tax	30,852.56
Building Permits	536.60
Income - Bar - NSCC	899.05
Income - Community Activity - NSCC	143.30
Income - Rentals - NSCC	3,707.00
Other Income - Stanhope	880.00
Total Revenue	<u>37,018.51</u>

TOTAL REVENUE 37,018.51

EXPENSE

North Shore Community Centre

Bank Charges and interest	112.03
Total North Shore Community Centre	<u>112.03</u>

Adminstration Expenses

Bookkeeping	220.00
Casual Labor	101.00
Wages	9,084.84
CPP expense	363.78
EI Expense	208.47
Total Wages & levies	<u>9,657.09</u>
Councillor Mileage	25.00
Telephone & Internet	158.84
Bar Purchases	158.53
Bar Supplies	115.93
Community Events	1,928.49
Office and miscellaneous	219.99
Conference Registrations	35.00
Heat	2,349.76
Electricity	2,851.32
Repairs & Maintenance	457.92
Supplies	56.99
Garbage	20.00
Printing, postage and stationary	290.90
Total Admin Expenditures	<u>18,646.76</u>

TOTAL EXPENSE 18,758.79

NET INCOME 18,259.72

Community of North Shore
Balance Sheet As at 02/28/2018

ASSET

Current Assets		
Bank - Community	51,728.74	
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		149,455.69
GST/HST Recievable	774.73	
Total Receivables		774.73
Inventory - Bar - NSCC	576.49	
Total Inventory		576.49
Total Current Assets		150,806.91
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 - Equipment	-53,357.57	
Total Capital Assets		1,055,674.05
TOTAL ASSET		1,206,480.96

LIABILITY

Current Liabilities		
Accounts payable - trade	2,577.08	
BMO MasterCard	333.93	
CPP Payable	358.58	
EI Payable	176.48	
Income tax payable	813.72	
Vacation Pay Payable	259.80	
PST Payable	-66.46	
Total Accounts payable & accruals		4,453.13
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		71,807.00
TOTAL LIABILITY		71,807.00

EQUITY

Surplus		
Operating Fund	1,120,264.07	
Current Earnings	14,409.89	
Total Operating Fund		1,134,673.96
TOTAL EQUITY		1,134,673.96
LIABILITIES AND EQUITY		1,206,480.96

NSCC Environmental Sustainability Committee (ESC) Council Report March 14, 2018

The ESC Committee met on Tuesday, March 13th and all members (Connie, Justin, Eric and Kent) attended either in person or by teleconference. The Executive Committee (Gordie, Peter & Jonathan) were asked to attend the meeting.

- **Covehead Bay Study Update**

- The Covehead Bay Study has been approved to proceed by the Mayor
- Tracey Allan was selected as the successful respondent to the RFP process.
- The study timeframe will be augmented to start on or around March 15th and conclude on June 30th.
- The Mayor had direct various calls and /or meeting with Chris Mills from DFO, John Jameson from the Province and meetings with the Aquaculture representatives.
- Mr. Coleman provided assurances that DFO is willing to work in an open, respectful, collaborative and transparent manner and reiterated that it is DFO's mandate to do so.

- **Community Proposed Position**

- A Community Proposed Position regarding the Covehead Bay approach has been completed in Draft format.
- Based on the February Council meeting, the mayor would like to readdress this Position / Approach and have inclusion and approval from the Council.
- A plan for broadcasting the approved Community Position needs to be developed so the public is aware of the approach by the Municipality.

- **Spring Roadside Cleanup**

- The PEI Island-wide Women's Institute Annual Roadside Clean-up will be taking place Saturday, May 12th.
- The ESC Committee will be organizing for the North Shore community. The Recreation Committee has volunteered to assist the ESC with coordination and the committees will work together to make this happen.
- Stay tuned for further updates at the April Council meeting.

Proposed Community Position

- The Rural Municipality of North Shore recognizes that Covehead Bay is under the jurisdiction of the Federal Department of Fisheries & Oceans and the Province of PEI.
- The intent of the Council for the Rural Municipality of North Shore is to promote an environment where the various stakeholders, residents and visitors alike can have shared access to enjoy a healthy and sustainable Covehead Bay for years to come.
- The present aquaculture industry and its contribution towards the provincial economy is recognized by the Municipality, however, the industry must be developed in harmony with the environment and other users of the Bay, including other fisheries, tourism, recreational boating as well as residents and visitors' rights and needs.
- The Rural Municipality of North Shore promotes a vision whereby all stakeholders would work collectively to enhance the Bay by developing a comprehensive Stewardship Plan for Covehead Bay.
- A Covehead Bay Stewardship Plan will seek to address the sustainability of economic activities while recognizing the importance of environmental and socio-economic sustainability and coexistence with other stakeholders.
- This plan would also address all components of ensuring a healthy Covehead Bay for future generations to be enjoyed by all – including Aquaculture Producers, Recreational Boaters, Recreational Fishers and Residents as well as Visitors to the Community.
- The Rural Municipality of North Shore views DFO as a strategic partner in the future management and sustainability of Covehead Bay. DFO is conducting a review of Covehead Bay and during collaborative meetings held with DFO management, they have assured Community representatives participation in that evaluation process. The Municipality looks forward to working with them in the future.
- The Municipality of North Shore recognizes the established aquaculture industry in Covehead Bay, and feels there should be no further growth of the lease allocation without a thorough environmental analysis and inclusive consultation with all parties that have historically used the bay as a fishery and recreational resource
- The Rural Municipality of North Shore views Covehead Bay and Brackley Bay as the geographical centre of our Community. The Bays are an economical, recreational and spiritual source for residents and visitors to the area.