

AGENDA

Regular Council Meeting – Rural Municipality of North Shore

6:30 pm Wednesday, Dec 8th, 2021 at Grand Tracadie School Centre

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

2.1. Disclosure of Pecuniary (Financial) or other Conflicts of Interest

3. APPROVAL OF THE MINUTES FROM

PUBLIC MEETING 6:30PM NOV 9, 2021

REGULAR MEETING 6:30PM NOV 10, 2021

3.1. Business arising from the minutes

4. DELEGATIONS SPECIAL SPEAKERS AND PUBLIC INPUT

5. REPORTS

5.1. EMO Committee Report

5.2. Water and Environment Committee Report

5.3. Recreation and Engagement Committee Report

5.4. Covehead and Tracadie Bay Enhancement Committee Report

5.5. Stanhope Peninsula Potable Water Research Committee Report

5.6. CAO Report

5.7. Finance and Infrastructure Report

5.8. Planning Board and Development Permit Report

(Approval of Reports)

6. NEW BUSINESS (REQUESTS FOR DECISION)

6.1. RFD-021-044 NS-21-085RZ Rezoning Request PID 1082056 2nd Reading, Approval & Adoption

6.2. RFD-021-048 Emergency Management Bylaw 2021-03 1st Reading & Approval

6.3. RFD-021-049 Emergency Plan POL-2021-03 Approval

6.4. RFD-021-050 Speed on Pleasant Grove Rd

6.5. RFD-021-051 Tobacco Free Policy POL-2021-02 Approval

6.6. RFD-021-052 Legal Firm Appointment

6.7. Council Schedule for 2022

7. CORRESPONDENCE

7.1. Letter from Parks Canada re: Watts Rd Boardwalk

7.2. Letter from Federal Gov re: Queen's Jubilee Activity Funding

7.3. Letter to MLA re: School Interest

7.4. Letter from FPEIM re: Meeting Host

7.5. Letter re: New Horizons for Seniors Funding

8. APPOINTMENTS TO COMMITTEES

9. NEXT MEETING Jan 12, 2022 6:30pm North Shore Community Centre

10. ADJOURNMENT

APPROVED MINUTES
Regular Council Meeting – Rural Municipality of North Shore
Wednesday, December 8, 2021 @ 6:30 pm
@ Grand Tracadie School Centre

PRESENT:

Mayor Gerard Watts, Deputy Mayor Nancy MacKinnon, Councilors - Peter Vriends, Derek Cook, Wanson Hemphill, Bob Doyle and CAO Stephanie Moase.

Regrets Councilor Krista Shaw

1 member of the public

1. CALL TO ORDER: 6:34 pm by Mayor Gerard Watts

2. APPROVAL OF THE AGENDA:

It was duly moved and seconded that the agenda be approved with the addition of 6.8 Funding approval and 6.9 Letter of Support.

Moved by Councilor Nancy MacKinnon, seconded by Councilor Wanson Hemphill

5-0

MOTION CARRIED

2021-12-119

2.1. Disclosure of Pecuniary (Financial) or Other Conflicts of Interest

Division 4, Section 96 of the Municipal Government Act

Councilor Bob Doyle declared a conflict regarding item 6.1

3. APPROVAL OF MINUTES:

It was duly moved and seconded that the minutes of the Public Meeting for Rezoning of Nov 9, 2021 @ 6:30 pm be approved as presented.

Moved by Councilor Derek Cook, seconded by Councilor Nancy MacKinnon

5-0

MOTION CARRIED

2021-12-120

It was duly moved and seconded that the minutes of the Regular Council Meeting of Nov 10, 2021 @ 6:30 pm be approved as presented.

Moved by Councilor Peter Vriends, seconded by Councilor Derek Cook

5-0

MOTION CARRIED

2021-12-121

3.1. Business arising from the minutes

Nil

4. DELEGATIONS SPECIAL SPEAKERS AND PUBLIC INPUT:

Nil

5. REPORTS:

5.1. EMO Committee Report

Mayor Gerard Watts referred Council to the report circulated. Councilor Derek Cook stated that York Council has decided to remain with the joint EMO. Looking forward to the presentation of the EMO Bylaw and Plan for approval a little later this evening.

5.2. Water and Environment Committee Report

Mayor Gerard Watts referred Council to the report circulated.

5.3. Recreation and Engagement Committee Report

Chair Bob Doyle said that the kids Christmas party held Dec 6 went well. The numbers were low but it was well organized and everyone had a great time. The Volunteer Award is an opportunity for residents to nominate those who step up and volunteer in the community. The first award went to John and Kate Gordon for their help with Canada Day and Christmas events and the second went to Owen Clow for his support with the Grand Tracadie rink.

5.4. Covehead and Tracadie Bays Enhancement Committee Report

Planning a meeting for January

5.5. Stanhope Peninsula Potable Water Research Committee Report

There was no meeting this month. The RFP has gone out for the consultant for the water study.

5.6. CAO Report

Mayor referred Council to the report circulated.

5.7. Finance and Administration Report

Mayor referred Council to the report circulated. Beginning the initial draft budget for 2022-2023. Committee chairs are requested to bring forward any requests to be considered for the budget. The rink at NSCC will not be put up this year due to issues with grading and lack of volunteers.

5.8. Planning Board and Development Permit Report

Mayor referred Council to the Development report circulated. Chair Nancy MacKinnon stated the Planning Board will meet in the new year.

**It was duly moved and seconded that Council approve all reports
*Moved by Councilor Bob Doyle, seconded by Councilor Derek Cook***

5-0

MOTION CARRIED

2021-12-122

6. NEW BUSINESS (REQUESTS FOR DECISION):

Councilor Bob Doyle left the room at 6:48

6.1. RFD-021-044 NS-21-085RZ Rezoning Request PID 1082056 Second Reading, Approval and Adoption

Mayor Gerard Watts referred Council to the first reading of the rezoning resolutions provided from last month.

Whereas an application has been received from Eugene Doyle (Doyle Feehan Construction) for PID # 1082056 to amend the Community of North Shore 2014 Land Use Bylaw "Zoning Map" from Agriculture(A) designation to Residential (R) designation;

And whereas in accordance with Section 11 of the Community of North Shore 2014 Land Use Bylaw, the Rural Municipality of North Shore Council may amend the Community of North Shore 2014 Land Use Bylaw to ensure conformity with the Official Plan;

And whereas approval of the amendment has been recommended by Planning Board;

And whereas the bylaw amendment BY-01-2021, a bylaw to amend the Community of North Shore 2014 Land Use Bylaw Zoning Map, was duly read and approved for the first time by Council at a meeting held November 9, 2021;

Be it resolved that the bylaw amendment BY-01-2021, a bylaw to amend the Community of North Shore 2014 Land Use Bylaw Zoning Map, be hereby read a second time.

Moved by Councilor Peter Vriends, seconded by Councilor Derek Cook

4-0

MOTION CARRIED

2021-12-123

Whereas an application has been received from Eugene Doyle (Doyle Feehan Construction) for PID # 1082056 to amend the Community of North Shore 2014 Land Use Bylaw "Zoning Map" from Agriculture (A) designation to Residential (R) designation;

And whereas in accordance with Section 11 of the Community of North Shore 2014 Land Use Bylaw, the Rural Municipality of North Shore Council may amend the Community of North Shore 2014 Land Use Bylaw to ensure conformity with the Official Plan;

And whereas approval of the amendment has been recommended by Planning Board;

And whereas the bylaw amendment BY-01-2021, a bylaw to amend the Community of North Shore 2014 Land Use Bylaw Zoning Map, was duly read and approved for the first time by Council at a meeting held November 9, 2021;

And whereas bylaw amendment BY-01-2021, a bylaw to amend the Community of North Shore 2014 Land Use Bylaw Zoning Map, was read a second time at this Council meeting;

Be it resolved that the second reading of bylaw amendment BY-01-2021, a bylaw to amend the Community of North Shore 2014 Land Use Bylaw Zoning Map, be hereby approved.

Moved by Councilor Derek Cook, seconded by Councilor Peter Vriends

4-0

MOTION CARRIED

2021-12-124

Whereas an application has been received from Eugene Doyle (Doyle Feehan Construction) for PID # 1082056 to amend the Community of North Shore 2014 Land Use Bylaw “Zoning Map” from Agriculture (A) designation to Residential (R) designation;

And whereas in accordance with Section 11 of the Community of North Shore 2014 Land Use Bylaw, the Rural Municipality of North Shore Council may amend the Community of North Shore 2014 Land Use Bylaw to ensure conformity with the Official Plan;

And whereas approval of the amendment has been recommended by Planning Board;

And whereas the bylaw amendment BY-01-2021, a bylaw to amend the Community of North Shore 2014 Land Use Bylaw Zoning Map, was duly read and approved a first time by Council at a meeting held November 9, 2021 and a second time on Dec 8, 2021;

Be it resolved that the bylaw amendment BY-01-2021, a bylaw to amend the Community of North Shore 2014 Land Use Bylaw Zoning Map, be hereby formally adopted and declared passed.

Moved by Councilor Nancy MacKinnon, seconded by Councilor Wanson Hemphill

4-0

MOTION CARRIED

2021-12-125

Councilor Bob Doyle returned to the meeting at 6:55pm

6.2. RFD-021-048 Emergency Management Bylaw 2021-03 First Reading & Approval

CAO Stephanie Moase gave background of the bylaw.

Whereas an Emergency Management Bylaw is a requirement by Section 145 (1) of the MGA;

And whereas the Municipality currently has Emergency Bylaw #3, approved in 2015;

And whereas a new bylaw, Emergency Management Bylaw 2021-03, has been written, based on Municipal Affairs new template, to repeal and replace Bylaw # 3 which required updates;

Be it resolved that Emergency Management Bylaw 2021-03 be hereby read a first time.

Moved by Councilor Derek Cook, seconded by Councilor Bob Doyle

5-0

MOTION CARRIED

2021-12-126

Whereas an Emergency Management Bylaw is a requirement by Section 145 (1) of the MGA;

And whereas the Municipality currently has Emergency Bylaw #3, approved in 2015;

And whereas a new Bylaw, Emergency Management Bylaw 2021-03, has been written, based on Municipal Affairs new template, to repeal and replace Bylaw # 3 which required updates;

And whereas Emergency Management Bylaw 2021-03, was read for a first time Dec 8, 2021;

Be it resolved that the first reading of the Emergency Management Bylaw 2021-03 be hereby approved.

Moved by Councilor Derek Cook, seconded by Councilor Peter Vriends

5-0

MOTION CARRIED

2021-12-127

6.3. RFD-021-049 Emergency Plan POL 2021-03 Approval

Mayor Gerard Watts referred Council to the Emergency Plan POL-2021-03

Whereas an Emergency Plan is a requirement by Section 145 (1) of the MGA.;

And whereas an Emergency Plan ensures the Municipality is ready to assist their residents in the case of an Emergency situation;

And whereas a Joint Emergency Plan POL-2021-03 has been written in conjunction with the Rural Municipalities of Union Rd and York ;

Be it resolved that Emergency Plan POL-2021-03 be hereby approved and adopted.

Moved by Councilor Derek Cook, seconded by Councilor Nancy MacKinnon

5-0

MOTION CARRIED

2021-12-128

Discussion of Council regarding the sharing of the warming facility with the other Municipalities. CAO Stephanie Moase stated that agreement would be completed under a separate Shared Services Bylaw which is being worked on currently with the assistance of FPEIM. It will come to Council for approval when completed. Councilor Vriends thanked the EMO Committee for the hard work put into the plan.

6.4. RFD-021-050 Speed on Pleasant Grove Rd

Councilor Doyle addressed a petition that has been started and requested Council provide a letter supporting the reduction of speed (from 80km/hr to 60km/hr), installation of signage for no passing and removal of the passing lane close to the entryway of Lillian Estates. There have been recent accidents and near misses that make residents very worried.

It was duly moved and seconded that Council provide a letter to Dept of Transportation requesting the reduction of speed (from 80km/hr to 60km/hr), installation of signage for no passing and removal of the passing lane close to the entryway of Lillian Estates.

Moved by Councilor Bob Doyle, seconded by Councilor Derek Cook

5-0

MOTION CARRIED

2021-12-129

Discussion of Council of whether enforcement of the speed limit would help this issue. CAO Stephanie Moase stated to Council that MLA Bloyce Thompson had previously received information from the Dept of Transportation regarding their assessment of speed on Pleasant Grove Rd. The item not addressed by Transportation and stated very clearly in the petition is that there has been a large increase in traffic that is now entering and exiting the main road at the entrances to these two subdivisions. That increase in traffic in a residential area should require the speed limit to be decreased. A temporary radar sign is supposed to installed close to the Maryland Rd. There has also been recent requests to have the Pleasant Grove Rd widened with paved shoulders to increase bicycle and pedestrian traffic safety.

6.5. RFD-021-051 Tobacco Free Policy POL-2021-02 Approval

Mayor Gerard Watts referred Council to the policy circulated and posted on the website.

Whereas a Tobacco Free Policy was adopted by Council in 2016;

And whereas the Tobacco Free Policy required updates stemming from the amalgamation and changing the name from Community of North Shore to the Rural Municipality of North Shore;

And whereas the Tobacco Free Policy POL-2021-02 was written by the Recreation and Community Engagement Committee and further revised by the Council;

Be it resolved that the Tobacco Free Policy POL-2021-02 be hereby approved and adopted.

Moved by Councilor Bob Doyle, seconded by Councilor Wanson Hemphill

5-0

MOTION CARRIED

2021-12-130

6.6. RFD-021-052 Legal Firm Appointment

CAO Stephanie Moase reviewed her report on the RFP for legal representation for the municipality for the next five years.

Whereas an RFP was completed for a legal firm for the next five years;

And whereas five (5) proposals were received;

And whereas the proposals were reviewed and recommendation made to the CAO;

Be it resolved that Council appoint Key Murray Law as legal firm for the Rural Municipality of North Shore for the next 5 years.

Moved by Councilor Peter Vriends, seconded by Councilor Derek Cook

5-0

MOTION CARRIED

2021-12-131

6.7. Council Schedule for 2022

Mayor Gerard Watts referred Council to the proposed annual schedule for 2022. As per the MGA, Council is required to approve, by resolution, a schedule of regular meetings consisting of no fewer than six (6) meetings per year.

It was duly moved and seconded that the annual schedule of regular meetings of council for 2022 be approved as presented.

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

5-0

MOTION CARRIED

2021-12-132

6.8. Approval for Funding

CAO Stephanie Moase explained that the funding application to the Municipal Strategic Component of the Gas Tax (MSC) for the Stanhope Peninsula Water Study Update has not been approved. Stephanie is requesting that Council approve that she put in an application to the Provincial Rural Growth Initiative. The RFP that was put out for this project was due this week. Due to the funding issues and the extended

construction season causing some firms to request an extension, the RFP closing date has been extended to Jan 31, 2022.

It was duly moved and seconded that Council approve the CAO to apply for funding through the Provincial Rural Growth Initiative for a Water Study Update and Utility Research Consultant for \$16,500, 50% of the project

Moved by Councilor Peter Vriends, seconded by Councilor Bob Doyle

5-0

MOTION CARRIED

2021-12-133

6.9. Letter of Support

Mayor Gerard Watts referred Council to the letter from Friends of Covehead and Brackley Bay (FCBB) requesting a letter of support for their application to the Climate Challenge Fund. Councilor Wanson Hemphill will draft something and send to the CAO.

It was duly moved and seconded that Council provide a letter of support to Friends of Covehead and Brackley Bay for their application for funding through the Climate Challenge Fund for purchasing measuring and monitoring equipment.

Moved by Councilor Wanson Hemphill, seconded by Councilor Derek Cook

5-0

MOTION CARRIED

2021-12-134

7. CORRESPONDENCE:

7.1. Letter from Parks Canada re: Watts Road Boardwalk

Council discussed the information put out by Parks Canada regarding the proposed changes to the Watts Rd Boardwalk. Parks has created a survey to garner information from residents that is available on the Municipality's website. Council encourages all residents to ensure they respond to the survey.

7.2. Letter from Federal Gov re: Queen's Jubilee Activity Funding

Council discussed the information received regarding the funding available to commemorate the Platinum Jubilee of Her Majesty the Queen.

Whereas information has been received regarding the funding available to commemorate the Platinum Jubilee of Her Majesty the Queen;

And whereas the CAO requires approval from Council to apply for funding;

And whereas Council wishes to commemorate the Platinum Jubilee of Her Majesty the Queen through a plaque unveiled during Canada Day celebrations;

Be it resolved that Council approve the CAO to apply for funding through the Department of Canadian Heritage's Celebration and Commemoration Program for up to \$5000 to design and install a commemorative plaque celebrating the 70 year reign of Elizabeth II.

Moved by Councilor Wanson Hemphill, seconded by Councilor Nancy MacKinnon

5-0

MOTION CARRIED

2021-12-135

7.3. Letter to MLA re: School Interest

Council discussed the large increase in residential development in both the East Royalty area and in North Shore, causing overcrowding at the overcrowding at the LM Montgomery School. There has been a continuous increase in the number of houses in our area, Pleasant Grove especially. Council agrees that in the future a new school will be required and it would be a great asset to have it within our Municipality.

It was duly moved and seconded that Council provide a letter of interest to the MLA and Minister of Education regarding new Public Schools in our area.

Moved by Councilor Wanson Hemphill, seconded by Councilor Derek Cook

5-0

MOTION CARRIED

2021-12-136

7.4. Letter from FPEIM re: Meeting Host

Mayor Gerard Watts referred Council to the letter from FPEIM requesting a host for the Annual and Semi-annual meetings of FPEIM. North Shore has hosted before, better to host the semi annual, as there are fewer people.

It was duly moved and seconded that Council provide a letter of interest to FPEIM to host the semi-annual meeting scheduled for January 2023 at the North Shore Community Centre.

Moved by Councilor Peter Vriends, seconded by Councilor Nancy MacKinnon

5-0

MOTION CARRIED

2021-12-137

7.5. Letter re: New Horizons for Seniors Funding

CAO Stephanie Moase discussed with Council possible projects for the New Horizons for Seniors Program funding.

It was duly moved and seconded that the CAO apply for funding up to \$25,000 from the New Horizons for Seniors Program.

Moved by Councilor Krista Shaw, seconded by Councilor Derek Cook

5-0

MOTION CARRIED

2021-12-138

8. APPOINTMENTS TO COMMITTEES: nil

9. NEXT MEETING: Wednesday, Jan 12, 2022 @ 6:30 pm at North Shore Community Centre

10. ADJOURNMENT:

There being no further business the meeting was adjourned at 7:55 pm

Moved by Councilor Derek Cook, seconded by Councilor Peter Vriends

5-0

MOTION CARRIED

2021-12-139

SIGNED: Gerard Watts, Mayor

DATE:

SIGNED: Stephanie Moase, CAO

DATE:

EMO Report for Dec 2021 Council Meeting

EMO: EMO committee met on Nov 23rd items on the agenda were the Emo plan ,York participation ,shared services bylaw training etc. Mayor Barb Vessey from York was in attendance and was given the go ahead for York to join our joint Emo committee . Danny Kelly from municipal affairs was also in attendance ,he is ready to sign off on our Emo plan just waiting for council approval which will be on the December council meeting agenda . Virtual training exercises will also be coming forward as well as a tabletop exercise at our next meeting in January!

Tks Derek Cook. Chair.

Water and Environment Report for Dec 2021 Council Meeting

A Committee Meeting was held on November 24, 2021

- The proposed Septic Bylaw is still at the lawyers offices for review.
- The Committee agreed to request a \$1000. budget in the 2022 Budget for education promotion.
- A 2022 meeting schedule of every six weeks was approved.
- As most of the committee initiatives have been completed, other areas of concern were discussed. The erosion along the shoreline by the promenade that is currently not protected was suggested. This has been brought to our MLA 's attention but the committee suggested bringing it forward to the MLA again due to the increasing risk to the promenade.
- After an earlier review of the summer student's Septic Survey Report, the committee concluded some topics could benefit from educational info via the Community Newsletter. This will be called "Septic Tips". Committee members will do research as required for each tip. Wanson will begin and circulate first "tip" draft to members.
- Justin reported on some progress with the FCBB Casses Pond file. FCBB will submit an application to PEI Climate Change Fund which requires letters of support from community organizations.

Next meeting January 19, 2022.

Wanson Hemphill, Chair

Meeting Report Finance and Infrastructure Nov. 15th/2021

Call to order 4PM, Present ,Peter Vriends, Doug Smith, Gerard Watts, Rick Bain, Howard Ellis, Gary Bradley, Stephanie Moase, Regrets John Cook

Agenda approved, Minutes approved Aug.23rd meeting

Business arising from minutes

Discussion was held around rink extension, kayak launch, and feasibility of having two rinks in community and availability of volunteers for maintenance etc.

New Business, Capital Projects update

Discussed ongoing maintenance and infrastructure projects: e. g. Leaking roof on N.S Community Centre, parking lot extension in Grand Tracadie with plans going forward.

Oct/2021. Budget update reviewed

2022/23 Draft Budget discussion

Stephanie will send out an initial draft budget to committee members for the start of Budget discussions at our next meeting

Next meeting Mon. Dec.13th/2021 4pm

Meeting adjourned 5pm

Co-chair Peter Vriends

CAO's REPORT

December 2021

- Maintaining and updating website- getting quotes on migration to new platform
- Preparation of minutes for Council and committees
- Working with contractors on completing Capital Projects, Maintenance Projects
- Working with Development Officer with property issues, GT land survey, various permits, Rezoning
- Working with Rec Coordinator on Community School, equipment purchases, Outdoor Rinks
- Working with Patsy on MCEG for 2020-2021 F/Y
- Put forward RFP for Water Study, waiting on Proposals
- Working with Legal on items for Commons, Septic Bylaw, IRAC
- Working on Procedural Bylaw, Committee Policy, Employee Code of Conduct
- Working with Finance on 2022-2023 Budgets
- Working with Superior to improve waste collection
- Working with Province on user agreement for floating docks at Stanhope Wharf
- Completion of Emergency Plan, Emergency Bylaw with EMO
- With Staff completed applications for funding for Water Study, Rec Plan, Medical Lift, GT Generator, Queens Jubilee
Your CAO took a 2-week break, and is now all rested and ready to roll!!!

Capital and Maintenance Projects

NSCC and GT Grounds Upgrades- Budget Gas Tax, and approx. \$50,000 CCRF will include benches, grandstands, garbage receptacles, bike racks, picnic tables, water station, waiting on if ballfield fencing will be approved under this fund, funding was not approved through the Healthy Communities Initiative- Awaiting feedback from CCRF Funding. Will also include new parking lot at Grand Tracadie

Master Recreation Plan- Budget \$15,000 applied to Provincial Capacity Building, not approved under MSC

Kayak Launch- Budget \$7000- Quote \$2795 +tax+shipping

Stanhope Promenade- 3 benches to be replaced where missing \$3204

Grand Tracadie Generator Project- Budget \$42,000 Using safe restart funds (\$13,000) and Climate Challenge fund

Chairlift/medical lift at NSCC- Budget \$77,000 Chairlift requires Fire Marshall sign-off (not enough width) Got partial quote on Medical lift (need contractor quote for shaft) Applied to New Horizons for funding

NSCC and GT Water stations: Quote \$1500 plus tax and installation

Extension of Rink- Budget – Quote 2420 plus tax- Was in 2022-2023 budget

Website Migration and Security- Quotes (4) ranging from \$1100 to \$6500. CAO to assess

Grand Tracadie Survey- awaiting quotes

NSCC Roof repair- Awaiting quotes

New/Replacement Signs for Municipality- Signs for promenade, Grand Tracadie grounds, NSCC grounds, GT Building – Ongoing maintenance budget

Grand Tracadie – Maintenance Budget COMPLETED \$262.21 new door between kitchen and classroom

Grand Tracadie- Maintenance Budget \$500 COMPLETED \$515 for installation new fire door for electrical room

Grand Tracadie- Capital Budget \$6000 COMPLETED \$6992 new fire panel, pulls, smokes and wiring

New Sign for West Covehead- Budget \$180 COMPLETED

NSCC Audio/Visual Upgrades- Budget \$22,000 COMPLETED \$21,935.68 COVID Safe restart fund

Grand Tracadie Playground Slide- Budget-Recreation-COMPLETED

Promenade- Paving patch at Point Pleasant Lane- COMPLETED

Oil Tank Replacement for Stanhope Place- Budget COMPLETED

Stanhope Place Basement Crack- Budget \$1000 COMPLETED Repair and Maintenance

Dog Waste Receptacle- along Promenade – 2 COMPLETED

Pleasant Grove Sign- COMPLETED

DEC 2021 DEVELOPMENT PERMITS REPORT
THE RURAL MUNICIPALITY OF NORTH SHORE

PERMIT NUMBER	DATE PERMIT ISSUED	STATUS	PROPERTY NUMBER	APPLICANT'S NAME	Property Address	TYPE
NS-21-094	02-Dec-21	Approved	136754	Paul Farquharson	10 Cliffview Lane, Stanhope	Accessory Building
NS-21-092	06-Dec-21	Approved	137877	Haley Butler	4 Bayview Lane, Stanhope	Replace existing deck
NS-21-091	06-Dec-21	Approved	136531	Colin McAulay	12 Cliffview Lane, Stanhope	Replace existing Septic Tank
NS-21-075	16-Dec-21	Approved	857508	Lynn-Marie Nantes	46 Alvin's Dr, Stanhope	In Ground Pool
NS-21-097	20-Dec-21	Approved	135137	Norman and Steven Shaw	2714 Rte 25, Stanhope	Remove mini home
NS-21-098	20-Dec-21	Approved	137182	Errol and Gail Campbell	18 Warrens Road, Stanhope	Replace septic system
NS-21-099	20-Dec-21	Approved	137372	Errol and Gail Campbell	14 Warrens Road, Stanhope	Replace Septic system

Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: NS-21-085Z Rezoning Request PID 1082056

Date: Nov 1, 2021	Request No: RFD-2021-044 <i>(Office Use Only)</i>
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Person: Nancy MacKinnon	Representing: Planning Board
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Background: Development Officer received an application for a rezoning request for PID 1082056. Planning Board met and set date for Public Meeting. Public Meeting was held Nov 9, 2021.

Request: Council to make decision to approve or deny the rezoning request for PID 1082056

Advantages	Disadvantages
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Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Emergency Management Bylaw 2021-03

Date: Dec 1, 2021	Request No: RFD-2021-048 <i>(Office Use Only)</i>
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Person: Derek Cook	Representing: EMO Committee
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Background: An Emergency Management Bylaw is a requirement by Section 145 (1) of the MGA. RMNS currently has an approved Emergency bylaw, Bylaw #3, approved in 2015. The Bylaw required updates, and Municipal Affairs had released a new template, so a new Bylaw has been written to repeal and replace the existing.

Request: For Council to approve the new Emergency Management Bylaw 2021-03

Advantages	Disadvantages
<ul style="list-style-type: none"> • Updated Bylaw from Community of... to Rural Municipality of... • New Bylaw follows new Municipal Affairs Template 	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	Emergency preparedness ensures good community response and action in the time of an Emergency. Our Joint EMO group is working hard to ensure plans are in place and will be conducting ongoing volunteer recruitment
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Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Emergency Management Plan POL 2021-03

Date: Dec 1, 2021	Request No: RFD-2021-049 <i>(Office Use Only)</i>
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Person: Derek Cook	Representing: EMO Committee
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Background: An Emergency Management Plan is a requirement by Section 145 (1) of the MGA. The North Shore Joint EMO has been working on their plan the last couple of years and has had Danny Kelly from Provincial EMO at the last few meetings to help complete it.

Request: For Council to approve the new Emergency Management Plan POL 2021-03

Advantages	Disadvantages
<ul style="list-style-type: none"> • Requirement of MGA • Municipal readiness 	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	Emergency preparedness ensures good community response and action in the time of an Emergency. Our Joint EMO group is working hard to ensure plans are in place and will be conducting ongoing volunteer recruitment
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**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Speed Issues on Pleasant Grove Rd**

Date: Dec 1, 2021	Request No: RFD-2021-050 <i>(Office Use Only)</i>
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Person: Stephanie Moase/Bob Doyle	Representing: Pleasant Grove Residents
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Background: There has been a history of speeding and accidents on the Pleasant Grove Rd. CAO and Mayor have discussed with MLA Bloyce Thompson. Minister Thompson had Dept of Transportation do a review. Residents have created a petition to have speed reduced in the Residential area as well as there have been requests to remove passing zone and to add paved shoulders

Request: For Council to write a letter of support to Transportation for the speed reduction and removal of passing zone and adding paved shoulders

Advantages	Disadvantages
<ul style="list-style-type: none"> • Increased safety for residents in the area 	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	Transportation has already done a review of this area, a letter of support with the petition may encourage a second review.
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**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Tobacco Free Policy POL-2021-02 Approval**

Date: Dec 1, 2021	Request No: RFD-2021-051 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: RMNS Council
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Background: Council reviewed the Draft Tobacco Free Policy as presented from the Recreation and Community Engagement Committee. They requested specific changes from ‘all public spaces’ to ‘all Municipally owned properties’. These changes were completed and the second draft provided to the Recreation and Community Engagement Committee

Request: For Council to approve the updated Tobacco Free Policy POL-2021-02

Advantages	Disadvantages

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Legal Firm Appointment**

Date: Dec 1, 2021	Request No: RFD-2021-052 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: RMNS Council
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Background: The Municipality had not had a formal RFP completed for a Legal Firm. An RFP was completed and closed in July 2021. The Municipality received proposals from Carr Stevenson MacKay, Cox and Palmer, Key Murray Law, MacInnes Cooper and Stewart McKelvey. A team reviewed the proposals and made recommendation to the CAO for the best suited proponent.

Request: For Council to appoint Key Murray Law as the successful firm for the next 5 year period.

Advantages	Disadvantages

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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2022 Rural Municipality of North Shore Council Regular Meeting Schedule:

January 12th - North Shore Community Centre
February 9th - Grand Tracadie School Centre
March 9th - North Shore Community Centre
April 13th - Grand Tracadie School Centre
May 11th - North Shore Community Centre
June 8th - Grand Tracadie School Centre
July 13th - North Shore Community Centre
August 10th - Grand Tracadie School Centre
September 14th - North Shore Community Centre
October 12th - Grand Tracadie School Centre
November 9th - North Shore Community Centre
December 14th - Grand Tracadie School Centre

DRAFT

Online survey re. Coastal Access at Watts Road

2 messages

ParcsCanadaIPE-ParksCanadaPEI (PC) <parcscanadaipe-parkscanadapei@pc.gc.ca>
To: Stephanie Moase <administrator@northshorepei.ca>

Fri, Nov 26, 2021 at 11:55 AM

Un message en français suivra



Hello/Bonjour/Kwe’,

Parks Canada wishes to advise you that a community engagement process is being undertaken to receive feedback on future coastal access at Watts Road in PEI National Park at Tracadie, PEI. An online survey is currently live to collect input which will help inform decision making on next steps at this site. As an interested party, we wanted to inform you of this process and encourage you to have your say.

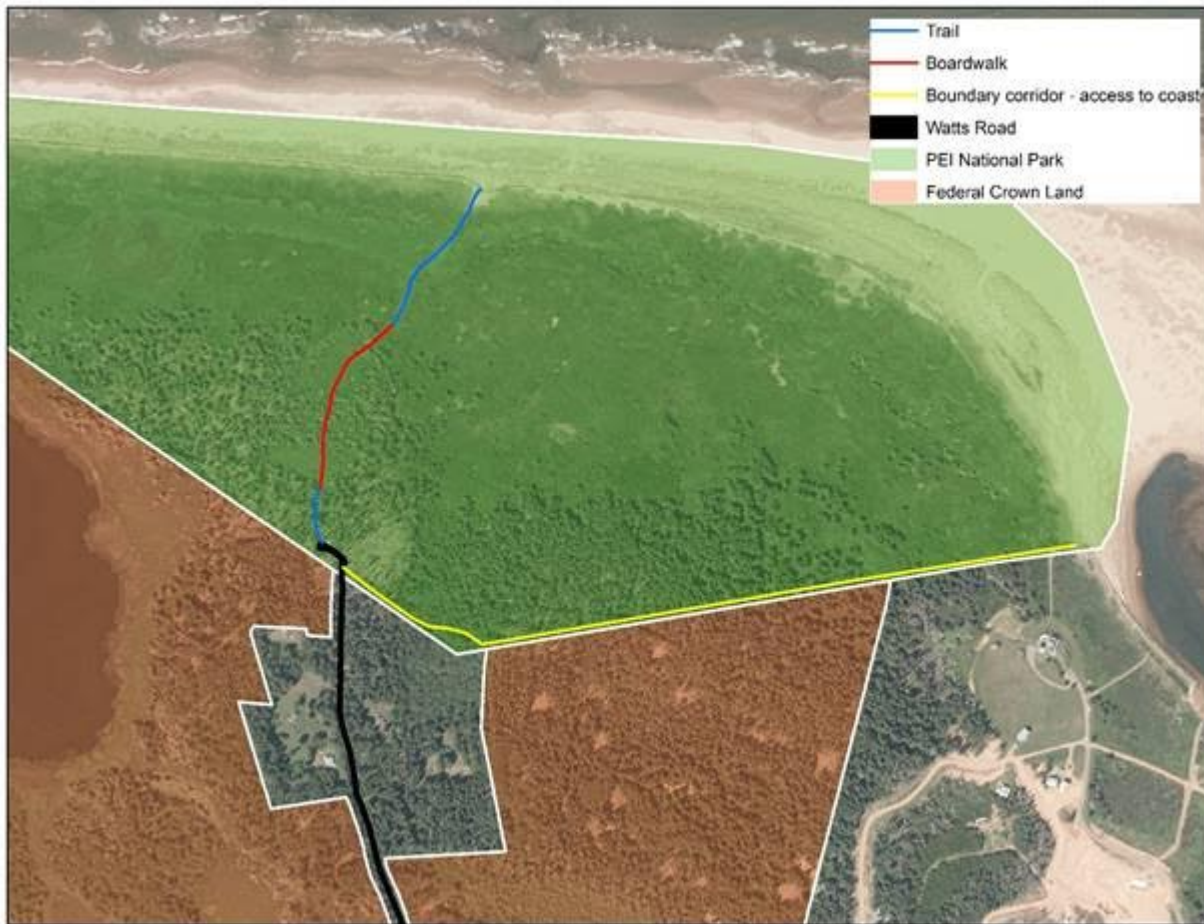
BACKGROUND

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The Watts Road area of PEI National Park is home to a sensitive and rare ecosystem, including a cranberry bog and wetland that has been flagged as an area of concern for protection. Wetland habitats are sensitive to human activities and even minimal disturbance can result in negative impacts. As outlined in the 2017 [PEI National Park Management Plan](#) PEI National Park at Watts Road is a Zone I Special Preservation Area. Zone I is the most protected category in the Parks Canada zoning system. This zone is applied to areas of the park that are among the best examples of the features that represent the natural region, or that support outstanding or rare natural or cultural features. This zone may also be used to protect areas that are too sensitive to accommodate facility development or large numbers of visitors. Within Zone I areas, preservation is the primary management concern. In addition, the length of PEI National Park coastline at Watts Road is gazetted Critical Habitat for the Endangered Piping Plover and there has been nesting activity in this immediate vicinity in recent years.

There is a 200-meter long wooden boardwalk at Watts Road in Tracadie, PEI which has historically provided pedestrian access to PEI National Park’s coastline. The boardwalk is used primarily by residents of Watts Road and the Rural Municipality of North Shore. This boardwalk intersects the Zone I Special Preservation Area.

Aerial view of Tracadie, PEI National Park



Parks Canada has a legislated mandate to protect ecological integrity, and is among the few national parks systems in the world that have a system-wide ecological integrity monitoring and reporting program, consisting of more than 700 scientific measures that inform park-specific priorities and guide restoration action. Wetland habitat in PEI National Park has been flagged as an area of concern for protection, as the current trend for ecological integrity of wetland habitats is decreasing. Wetlands are considered sensitive to human activities and even minimal disturbance can result in negative impacts. The existing boardwalk intersects a wetland and cranberry bog, and as such, replacing infrastructure in this protected area does not align with Parks Canada's mandate or the Agency's commitment – as a first priority – to protect the natural and cultural heritage of these special places and ensure that they remain healthy and whole. The removal of this infrastructure will support improvement of the integrity of PEI National Park's coastal ecosystem overall, and improve the resilience of our coastline to climate change impacts such as increased coastal erosion and inland flooding. By protecting and restoring healthy, resilient ecosystems, Canada's network of protected areas form part of a natural solution for climate change.

The boardwalk infrastructure at Watts Road has reached the end of its lifecycle and is currently closed as it presents a visitor safety risk. Parks Canada originally notified the Rural Municipality of North Shore in the spring of 2019 of intentions to decommission the boardwalk. At that time, an invitation for feedback regarding alternative solutions for the area was made. Further notification to the Municipality of plans to decommission the boardwalk was given in spring 2020, followed by correspondence with the Municipality and residents to provide information and respond to questions from interested parties. The Municipality was notified again of plans to decommission the boardwalk in June of 2021, and a letter was distributed to local neighbours.

After receiving feedback from the local Municipality, residents and other interested parties, Parks Canada paused the decommissioning of this infrastructure to provide more time to for engage the community and receive input from interested parties. During the summer and early fall of 2021, Parks Canada undertook an exercise to re-examine the decision to decommission the boardwalk and ensure we were considering all potential options. This exercise concluded

that replacing the current boardwalk is not possible given the ecological sensitivity of this area and the Agency's legislated mandate to protect these areas for all Canadians.

Based on the Ecological Impact Assessment and careful review of ecosystem features in this area, it will not be possible to establish an alternate path that crosses the Zone I habitat or that arrives at the same location on the coast. Parks Canada supports maintaining pedestrian access to the coast from Watts Road, and the boundary corridor is the option that reflects this while upholding the Agency's legislated mandate to all Canadians.

NEXT STEPS

Parks Canada is committed to working with the Municipality, residents of the area, and other interested parties to identify a viable solution that may enable low-impact coastal access at Watts Road while also ensuring protection of the ecological integrity of this sensitive area of PEI National Park. An online survey is currently live to collect feedback and constructive input about coastal access in the Watts Road area of PEI National Park via the PEI National Park boundary corridor. The online survey is being hosted on the Rural Municipality of North Shore [website](#) and will be live until January 14, 2022. All interested parties are invited to complete the survey. Paper copies of this survey are available upon request by calling 902-672-6350 or by emailing parcscanadaipe-parkscanadapei@pc.gc.ca. The survey provides a forum for capturing comments and feedback and your response is important to help inform decision making and next steps.

We encourage interested parties to respond to the survey at their earliest possibility. We invite you to share information about the survey with others who may be interested in contributing to the process.

If you have any questions, please contact us at: parcscanadaipe-parkscanadapei@pc.gc.ca.

Sent by
Jennifer Stewart, A/External Relations Manager on behalf of

Karen Jans

Field Unit Superintendent

Parks Canada PEI



Parcs
Canada

Parks
Canada

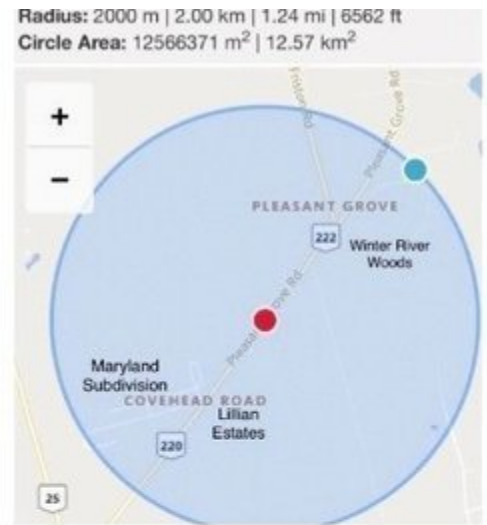


Hello/Bonjour/Kwe',

Parcs Canada tient à vous faire savoir qu'un processus de mobilisation communautaire est en cours afin de recueillir des commentaires sur l'accès futur au littoral à partir de la route Watts situé dans le parc national de l'Île-du-Prince-Édouard, à Tracadie (Île-du-Prince-Édouard). Un sondage en ligne est en cours pour recueillir des commentaires qui éclaireront la prise de décisions sur les étapes suivantes en ce qui a trait à ce secteur. Comme vous êtes une partie intéressée, nous voulions vous informer du processus et vous encourager à faire connaître vos points de vue.

CONTEXTE

Le secteur de la route Watts, situé dans le parc national de l'Île-du-Prince-Édouard, abrite un écosystème fragile et rare, dont un marais à canneberges et un milieu humide qui ont été désignés comme des secteurs préoccupants devant être



[Jennifer Gill](#) started this petition to Hon. James Aylward (Minister of Transportation and Infrastructure) and 1 other

The speed limit on the Pleasant Grove Road is currently 80 km/hr which means vehicles are often traveling at speeds more than 100 km/hr. The Government of Prince Edward Island's website indicates that speed limits on PEI are:

Reasonable and proper within maximum limits:

- open highway, 80 km/h unless otherwise posted to a maximum of 90 km/h;
- residential 50 km/h;
- business districts 60 km/h;
- school zones, curves and intersections, as posted.

There may have been a time when this road could have been considered "open highway", but the population of Pleasant Grove has grown significantly in recent years.

In a 2 km radius alone (as pictured) there are close to **230** homes. If we averaged 3 people per home, this would translate to approximately 700 residents living just in this small area. We also know that Maryland Subdivision, Lillian Estates and Winter River Subdivisions are still growing. This should be considered a residential area with the speed limit reflecting such!

There are just over 200 meters between the entrances of Maryland Subdivision and Lillian Estates and between these 2 subdivisions there are 117 homes. This makes for a lot of vehicles going in and out of these subdivisions each day. Not only is a speed limit of 80 km/hr extremely excessive, but there is also no shoulder on the road and there is a single broken yellow line running between these subdivisions indicating to motorists (traveling in either direction) that this is where they should pass!

On August 28th, a fatal collision occurred on the Pleasant Grove Road less than 100 meters past Lillian Lane when a motorcycle traveling westbound collided with a pickup truck as it was making a right-hand turn. Less than 4 weeks later, there was another collision between 2 vehicles in almost the exact location. These accidents seem to have occurred as a direct result of the existing passing lane and current posted speed limit on this stretch of road. This second collision happened around 8 am, when a lot of children were standing along the road waiting for the school bus. Most mornings there would have been children standing in the exact spot, at the exact time these vehicles collided.

My husband and I live in Lillian Estates with our 3 young boys and our dog. We love our neighborhood, but changes need to be made to make it safe for all residents. Our boys want to walk and bike between their friend's houses and have their friends walk and bike to ours. We want to be able to safely walk, bike, run, and exercise our dog. We want to be able to slow down to turn into our subdivision without the fear of being rear ended or sideswiped.

I know we aren't the only Pleasant Grove residents with these concerns. Many of us have relayed incidents we've witnessed or experienced to RCMP, our MLA and the Dept. of Transportation over the past 2 months. Although we did notice the RCMP in the area a few times, this not enough!

If you have the same concerns and want changes made to ensure the safety of motorists, cyclists, and pedestrians on the Pleasant Grove Road, **PLEASE SHOW YOUR SUPPORT AND SIGN THIS PETITION!**

287 have signed. Let's get to 500!

historique seront annoncées en temps opportun.

Programme des célébrations et commémorations

Ministère du Patrimoine Canadien

jubile70-jubilee70@pch.gc.ca

819-997-0055

1-866-811-0055 (sans frais)

ATS : 1-888-997-3123 (sans frais)

**Platinum Jubilee of
Her Majesty Queen
Elizabeth II**

Funding Available



Source : Yousuf Karsh Estate / Library and Archives Canada / e010675687

The Department of Canadian Heritage is offering funding for community-based projects in honour of the 70-year reign of Her Majesty Queen Elizabeth II.

**Find out
more**

Apply before December 6th, 2021

Canada looks forward to celebrating Her Majesty's Platinum Jubilee throughout 2022. Further initiatives to mark this historic occasion will be announced in due course.

Celebration and Commemoration Program

Department of Canadian Heritage

jubile70-jubilee70@pch.gc.ca

819-997-0055

1-866-811-0055 (toll-free)

TTY: 1-888-997-3123 (toll-free)

2 attachments

 **image003.wmz**
2K

 **image006.emz**
2K

Stephanie Moose -Rural Municipality of North Shore <administrator@northshorepei.ca> Thu, Nov 25, 2021 at 11:55 AM
Reply-To: administrator@northshorepei.ca
To: Shirley Beebe <recreation@northshorepei.ca>

[Quoted text hidden]

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Stephanie Moose
CAO Rural Municipality of North Shore
2120 Covehead Road
York, PE, C0A 1P0
Ph:902-672-2600
Email: administrator@northshorepei.ca

2 attachments

 **image003.wmz**
2K

 **image006.emz**
2K

ARCH PEI <peihalls@gmail.com>
To: ARCH PEI <peihalls@gmail.com>
Bcc: administrator@northshorepei.ca

Thu, Nov 25, 2021 at 2:05 PM

And of course after I sent the earlier email I came across this - which might be a nice opportunity to celebrate the Queen. They can provide funding up to \$5000.

<https://www.canada.ca/en/canadian-heritage/services/funding/platinum-jubilee.html>

Will cover all costs up to \$5000 and types of eligible activities that

- mark the 70th anniversary of the reign of Her Majesty The Queen
- offer Canadians an opportunity to learn about our history and symbols, particularly in relation to the role of the Crown in Canada
- highlight how Canada has evolved over the past 70 years under Her Majesty's reign and look to the future of our nation
- commemorate the long-standing relationship between the Crown and Indigenous Peoples

Examples of eligible projects (which need to be free and open to anyone)

- festival of lights
- photo and art exhibition
- concert (**great for halls!**)
- tree and garden planting, or other environmental initiatives (**a nice opportunity to "green" your yard**)
- plaque and park dedication
- parade
- protocol ceremony
- cultural performance (**also promising!**)
- educational material

List of significant dates

While events and celebrations can happen at any point during the year, the following are key dates related to Her Majesty Queen Elizabeth II and to Canada.

- Accession Day (February 6)
- Commonwealth Day (March 14)
- Her Majesty's birthday (April 21)
- Victoria Day in Canada (May 23)
- Coronation Day (June 2)
- Canada Day (July 1)
- Remembrance Day (November 11)

From: **Jubile 70 / Jubilee 70 (PCH)** <jubile70-jubilee70@pch.gc.ca>

Date: Thu, Nov 25, 2021 at 10:57 AM

Subject: Jubilé de platine de Sa Majesté la reine Elizabeth II / Platinum Jubilee of Her Majesty Queen Elizabeth II

To:

[Quoted text hidden]

2 attachments

 **image003.wmz**
2K

 **image006.emz**
2K

*Financement pour les projets communautaires pour le jubilé de platine 2022 de Sa Majesté la reine Elizabeth II.
Veuillez prendre note que la date limite pour les applications a été repoussée au 20 décembre 2021.*

*Funding for the 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II Community Projects. Please note that the
application deadline has been extended to December 20, 2021.*

ARCH PEI <peihalls@gmail.com>
To: ARCH PEI <peihalls@gmail.com>
Bcc: administrator@northshorepei.ca

Thu, Dec 2, 2021 at 2:59 PM

The deadline has been extended from Dec 6 to Dec 20.

<https://www.canada.ca/en/canadian-heritage/services/funding/platinum-jubilee.html>

Shari

----- Forwarded message -----

From: **Jubile 70 / Jubilee 70 (PCH)** <jubile70-jubilee70@pch.gc.ca>

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Memo

To: FPEIM Member Municipalities
From: John Dewey, Executive Director
Date: November 26, 2021
Subject: **Call for Host Municipalities - 2022 FPEIM Annual Meeting and 2022 FPEIM Semi-Annual Meeting**

The Federation invites member municipalities to express interest in hosting the 2022 FPEIM annual meeting and the 2022 FPEIM semi-annual meeting. FPEIM covers the costs of the meeting.

2022 FPEIM annual meeting	2022 FPEIM semi- annual meeting
<p>The annual meeting has been scheduled for Monday, April 25, 2022.</p> <p>The facility for the annual meeting must be able to comfortably accommodate 140 people with tables and chairs and no one with their back to the head table. We also need space for a head table of 8-10 people and a break area. The facility must be accessible, have sufficient space for parking, and a sufficient number of washrooms.</p> <p>Lunch is usually either a hot buffet or a hot plated lunch. The meeting begins with registration at 8:30 am and the meeting is called to order at 9:00 am. The day wraps up about 4:00 pm. FPEIM covers the costs of the meeting.</p>	<p>Due to municipal elections in November 2022, the 2022 semi-annual meeting has been scheduled for Saturday, January 14, 2023.</p> <p>The facility for the semi-annual meeting must be able to comfortably accommodate up to 120 people seated at tables (no one with their back to the head table), with additional space for the head table and break area. The facility must also be accessible, have sufficient space for parking, and a sufficient number of washrooms.</p> <p>Lunch is usually a hot buffet, held in the same room as the meeting. The meeting usually begins with registration at 9:00 a.m. and the meeting is called to order at 9:30 a.m. The day wraps up at about 3:00 p.m. FPEIM covers the costs of the meeting.</p>

I have attached information on the duties of the host municipality for the semi-annual and annual meetings. If you have any questions or are interested in hosting the meeting, please contact the FPEIM office at (902) 566-1493 by **January 7, 2022**.

Thank you,

John

DUTIES OF HOST MUNICIPALITY ANNUAL MEETING

*** These are merely guidelines/suggestions to aid the host municipality.

The host municipality is responsible for the following:

Meeting:

- providing a worker to aid in registration (8:30 am - 10:30 am)
- providing a worker to be responsible for refreshments throughout the day (usually the caterer takes care of this)
- arrange space for meetings and ensure set up is correct
- making arrangements with the caterers
- a host gift (pen, pin, notepad, calculator, etc. with the host's name on it) to be included in the meeting bags (optional)

Refreshments:

- coffee, tea, water, juice/pop available throughout the day (8:30 am - 5:00 pm)
- snacks (i.e. muffins, squares, fruit) available throughout the day
- 3 breaks at 8:30 am, and approximately 10:00 am and 2:00 pm

Lunch:

- hot lunch, plated or buffet, fruit, desserts, beverages

Meeting Room set up

- coat racks
- tables (round is preferred) for 140 people set up so everyone can see the front of the room
- chairs for 140 people
- table for registration at back of room or in lobby
- table for audio visual equipment at front of room
- table for sound person
- tables for displays, if space allows
- tables for door prizes
- water jugs and glasses
- head table of 10 with tablecloth and table skirt; with two extra chairs at back
- 1 podium
- tablecloths
- handicap accessible

The host municipality will work in cooperation with FPEIM to obtain sponsors.

Suggested sponsors are companies your municipality deals with, such as local business

operators, financial institutions, your accounting firm, your legal counsel, your consultants, your insurance company, etc.

The business of the meeting is handled by FPEIM. This includes:

- agenda planning
- soliciting of presenters, speakers
- agenda pamphlet design and printing
- ordering bags
- preparation of agenda packages
- registrations
- preparation and printing of all meeting material
- planning committee meetings
- name tags
- all mail outs
- invitations
- sound equipment

FPEIM is also responsible for finances of the meeting. FPEIM receives all revenue and incurs all direct approved costs associated with the meeting, with the exception of the optional gift from the host municipality.

DUTIES OF HOST MUNICIPALITY
FPEIM SEMI-ANNUAL MEETING

*** These are merely guidelines/suggestions to aid the host municipality ***

The host municipality is responsible for organizing the provision of the following:

Meeting:

- a worker to aid in registration (9:00 am - 11:00 am)
- providing a worker to be responsible for refreshments throughout the day (usually the caterer takes care of this)
- arrange space for meetings and ensure set up is correct
- making arrangements with the caterers

Refreshments:

- organizing coffee, tea, juice/pop, muffins/squares/fruit available for two refreshment breaks - one at 9:00 during registration and one around 10:30 am

Lunch:

- organizing lunch, either a hot buffet lunch or plated hot lunch, plus desserts and beverages

Meeting Room set up

- coat racks in foyer
- tables (round preferably) for 120 people for one-sided seating, with linen tablecloths
- chairs for 120 people
- water jugs and glasses (set up approximately every fourth person)
- head table of 6 on raised platform with table skirt; with two extra chairs at back
- table for registration at back of room or in lobby
- table for audio visual equipment at front of room
- table for sound person
- tables for door prizes
- 1 podium
- handicap accessible

The "business" of the meeting is handled by FPEIM. This includes:

- agenda planning
- soliciting of presenters, speakers
- agenda pamphlet design and printing
- preparation of agenda packages

- registrations
- preparation and printing of all meeting material
- planning committee meetings
- name tags
- all mail outs
- invitations

FPEIM covers the costs of the meeting.



Government
of Canada

Gouvernement
du Canada

[Canada.ca](#) > [Employment and Social Development Canada](#) > [Funding](#)

Apply for funding for Community-based projects under the New Horizons for Seniors Program (up to \$25,000)

From: [Employment and Social Development Canada](#)

On this page

- [Application period](#)
- [Description of the funding](#)
- [Objective](#)
- [Eligibility](#)
- [How we assess your application](#)
- [Steps to apply](#)
- [After you have applied](#)
- [Contact us](#)
- [Glossary](#)

Application period

i You can apply between November 23, 2021 to December 21, 2021 at 3 pm Eastern time.

Description of the funding

Eligible organizations can apply for up to \$25,000 for projects that are led by seniors and volunteer based.

[Learn more about other funding opportunities](#)

Objective

Program objectives

Projects for regular grants (up to \$25,000) must meet at least 1 of the following program objectives:

- promoting volunteerism among seniors and other generations
- engaging seniors in the community through the mentoring of others
- expanding awareness of elder abuse, including financial abuse
- supporting the social participation and inclusion of seniors
- providing capital assistance for new and existing community projects and programs for seniors

If your proposed project is requesting capital assistance, you must choose 2 program objectives.

National priorities

Projects for regular grants (up to \$25,000) do not have to meet 1 of the following National Priorities. However, if your project do meet 1 of the National Priorities, it will receive extra points in the assessment process.

Priority 1: Supporting healthy ageing

Including:

- addressing social isolation, including through supporting seniors' digital literacy

- addressing ageism
- mental health and dementia, and
- by developing and delivering virtual programming for the above

Priority 2: Preventing senior abuse

Including:

- helping seniors navigate access to government benefits and providing support to file their taxes
- supporting financial empowerment of seniors, and
- measures to reduce crimes and harm against seniors

Priority 3: Celebrating diversity and promoting inclusion

Including:

- promoting intergenerational mentoring and engagement, and
- serving members of the following vulnerable groups:
 - Indigenous Peoples
 - persons with disabilities
 - members of racialized and newcomer groups
 - members of LGBTQ2+ communities, and
 - low-income seniors and veterans

Priority 4: Helping seniors to age in place

Including:

- providing practical supports to seniors to help remain in their homes longer

For example, providing access to services, tools and resources to help seniors remain in their homes longer.

Eligibility

To apply, you must meet all the following eligibility criteria.

Eligible applicants

Your organization must be 1 of the following types:

- non-profit organization
- municipality
- provincial or territorial government, institution or Crown Corporation
- Indigenous organization including:
 - band council
 - tribal council, and
 - self-government entity
- coalition, network or committee
- research organization or institute
- educational institution
- public health and social services institution
- for-profit organization provided that the nature and intent of the activity is non-commercial and does not generate profit

For organizations with offices in multiple locations, each individual location is eligible to apply for funding. However, they must operate independently and have a separate governing structure.

The following organizations are eligible with the agreement of their provincial or territorial government:

- post-secondary institutions
- social service and public health institutions
- provincially/territorially funded institutions

Organizations can only submit 1 application.

Eligible projects

Your project must meet all of the following criteria:

- be no longer than 52 weeks
- request no more than \$25,000
- meet at least 1 program objective
- seniors will lead or play a vital role in its planning and/or delivery
- seek to benefit seniors and communities
- demonstrate cost effectiveness

Projects for regular grants (up to \$25,000) do not have to meet 1 of the national priorities. However, if your project do meet one of the National Priorities, it will receive extra points in the assessment process.

► Note to organizations in Quebec

How we assess your application

If we deem that your application is eligible, we will assess it using the following criteria:

National priorities: 10% of overall assessment

- If applicable, demonstrate how your project meets at least 1 of the national priorities
- Demonstrate how your project activities reflect the new COVID reality

If your project meets any of the criteria in this section, it will receive extra points in the assessment process.

Senior involvement: 10% of overall assessment

- Demonstrate how seniors will be actively involved in the planning, development and/or implementation of your proposed project
- Outline the participation of seniors in the project activities

Benefit to seniors: 15% of overall assessment

- Demonstrate how seniors will benefit from the project
- Demonstrate how your project will address the identified needs of seniors

Benefits to the community and Community Support: 15% of overall assessment

- Describe how your project will benefit the community
- Provide a letter of support which demonstrates your project's benefit to the community

Cost effectiveness: 10% of overall assessment

- Provide a brief and clear justification of how you intend to use the money
- Demonstrate that the costs are reasonable and support the project activities

Project activities: 10% of overall assessment

- Clearly describe activities, timelines and milestones that are specific, detailed and realistic
- Indicate the expected results of your project. They must be clearly defined and realistic

Consideration for new or not recent recipients: 10% of overall assessment

If the organization has not received funding from New Horizons for Seniors Program (NHSP) in the last 5 financial fiscal years.

Priorities of funding allocations

Funding is distributed as equitably as possible with reach across all provinces and territories in Canada. Funding may be prioritized for projects that:

- **specifically target vulnerable seniors' populations: 10% of overall assessment:**
 - Indigenous Peoples
 - seniors with disabilities
 - members of racialized and newcomer groups
 - members of LGBTQ2+ communities
 - low income seniors, and
 - veterans
- **specifically target (or reach out) to seniors in rural and remote areas: 10% of overall funding allocations**

Steps to apply

You have until December 21, 2021 at 3 pm Eastern time to apply.

[Gather your supporting documents and information](#)

[Apply online](#)

[Apply online using GCOS](#)

Gather your supporting documents and information

A complete application form, which includes:

- a document that provides proof of operations of your organization. This is only required if you did not provide 1 of the following in your application:
 - a Canada Revenue Agency business number obtained from CRA in the last 2 years (copy must be provided with your application), or
 - a Registraire des Entreprises Québec (REQ) number obtained from the REQ, or
 - other Provincial, Territorial, Federal corporation number (copy of patent letter must be provided with your application)
- Budget Detail Template to be emailed to the department within 2 days of submitting the online application (**Note:** a quote from a contractor for each activity will be requested separately (applicable only if you are requesting funding for capital projects, such as renovations or a repair project)), and
- a letter of community support

Make sure you have all the documents you need before you apply. If your application is incomplete, we will reject it.

How to apply

Online applications or Grants and Contributions Online Services (GCOS) is the default method to use must be used to apply for funding. Should you need assistance please refer to the Online Form Help section below. If you are unable to apply online please contact your nearest [New Horizons for Seniors Program Office](#) for an application form.

Apply online

1. Read the [applicant guide](#) to complete your application. This guide includes details for each question of the form
2. Complete the Budget detail template ([PDF Format, 47 KB](#))
3. Complete your application

▶ Online form help

Apply by Grants and Contributions Online Services (GCOS)

If you already have a GCOS account:

1. read the [applicant guide](#) to complete your application form. This guide includes details for each question of the form
2. complete the Budget detail template ([PDF Format, 47 KB](#))
3. apply online using

▶ Please follow the steps to submit Supporting Documents in an NHSP GCOS application

After you have applied

We will review your application and evaluate all projects against a set assessment criteria and funding recommendations will be made for final approval.

We expect to make funding decisions in March 2022.

Confirmation of receipt

▶ Online

▶ Through GCOS

Contact us

If you have questions, need help or require an accommodation with this application process, contact your nearest [New Horizons for Seniors Program office](#).

Information sessions

We will hold information sessions to provide an overview of this application process. You can participate online or by teleconference.

If you are interested, send an email to your nearest [New Horizons for Seniors Program office](#). In your email, specify your preferred language (English or French).

Glossary

Seniors

People that are 55 years of age or older.

Vulnerable seniors population

Individuals or groups that face the greatest socio-economic barriers. These would include those living in poverty and diverse marginalized groups who are at risk of being socially excluded. For example:

- Indigenous Peoples
- seniors with disabilities
- members of racialized and newcomer groups
- members of LGBTQ2+ communities
- low-income seniors
- veterans

Capital assets

Non-consumable items that will continue to exist after the funding period ends, such as:

- equipment
- electronics
- furniture
- appliances, etc.

A capital asset may be a single item or a group of items forming 1 functional unit. For example:

- components of a public address system for seniors' events includes:
 - an amplifier (\$600)
 - 2 speakers (\$150 a piece)
 - microphone (\$150)
 - stand and cables (\$100)

This equals \$1,150 since they are a collection of items that are designed to function together.

Capital assets have a purchase or lease value of more than \$1,000 before taxes. Capital assets do not include construction or renovations (consult the capital expenditures below).

Capital assistance

Material and equipment that organizations are able to buy, build or repair that offers new activities or ensures the continuity of current activities.

Capital expenditures

Costs incurred to acquire or improve capital assets. These are costs related to building renovation or repair projects, such as:

- construction
- alterations
- renovations
- repairs, and
- leasehold improvements

They include items such as:

- shed or a greenhouse
- lumber

- building materials
- supplies
- windows
- labour
- contractors
- trades people, etc.

Confirmed funding

The amount of money or other in-kind contribution that an individual or organization guarantees for your project.

Honoraria

Small token payments made to express gratitude or to symbolize respect. Such payments are not used as:

- an alternative to a service contract or agreement
- professional fees, or
- as a replacement for salaries or wages

Impact

The improvement or change in the community that is attributable to a project's activities.

In-kind contributions

Non-monetary goods or services for which reimbursement will not be requested.

These contributions to the project can come from:

- the applicant organization
- other organizations, or
- partners

In-kind support may include donated equipment, services or labour necessary for your project that would have to purchase otherwise.

Mandatory employment related costs (MERCs)

Payments an employer is required by law to make in respect of its employees such as:

- Employment Insurance
- Canada Pension Plan/Québec Pension Plan premiums
- workers' compensation premiums
- vacation pay
- Employer Health Tax
- benefits which refer to payments an employer is required to make in respect of its employees by virtue of company policy or a collective agreement

Organization's primary activities

The main activities of your organization or business (goods and/or services), including your:

- mission
- mandate, and
- objectives

Explain how your organization serves seniors (if applicable). Ensure to include, if your organization offers accessible communication/information technology in your community.

Outputs

Direct programs or activities to generate the desired outcomes. Several activities may be undertaken to produce 1 output.

Outcomes

The changes, whether short-term, intermediate or long-term, that is expected to occur as the result of a project.

The changes may be to:

- the community in general
- to an organization, or
- to the lives of specific members of the community (individuals or groups)

There may be more than 1 outcome directly related to a project's objective. Outcomes define a project's impact and success.

Professional fees

Costs of services provided by someone who is not an employee. Professional fees often are associated with a service contract or external consultant, such as:

- external facilitators
- presenters
- trainers
- researchers

Professional fees do not include:

- staff wages
- mandatory employment-related costs
- honoraria, or
- the costs to administer the project

Project objective

The description of what the project will achieve when completed. The objective is:

- specific and measurable, and
- must meet time, budget, and quality constraints

Proof of Operations

Proof of your organization's type, legal status and governance structure: provide a document that clearly shows that your organization falls into the organization type that you have identified under question 5 of the application:

- if your organization is incorporated, attach in your application a copy of 1 of the following:
 - letters of patent
 - articles of incorporation
 - certificate of incorporation or memorandum of association

- your rules
- by-laws, or
- constitution
- a document from the Canada Revenue Agency (CRA) that includes your organization's business or registration number with the CRA (tax related document that includes your organization's business or registration number with the CRA)
- if your organization is not incorporated, send a copy of your rules, by-laws, council resolutions or constitution; Aboriginal organizations that are part of a band must include a copy of a Band Council Resolution (BCR) or any other permission required. Note that the BCR must reflect knowledge and approval of the activities in your proposal

Rural and remote communities

- A population of less than 1,000, and
- No, or very little access to the services of the closest municipality with a population of 1,000 or more

Related links

- [New Horizons for Seniors Program](#)

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