

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

PRESENT:

Interim Mayor Gordon Ellis, Interim Councillors Gerard Watts, Charity Sheehan, Melody Gay, Kent MacLean, Connie Egan, Peter Vriends, Beth Pretty, Billy Doyle, Kim Meunier, Nancy MacKinnon and CAO Jonathan MacLean

REGRETS:

Interim Councillors Shawn Reardon, Justin Walsh, Derek Cook, Jamie Rea, and Joe Doran

1. CALL TO ORDER: 7:02 pm by Mayor Ellis

Mayor Ellis welcomed Councillors elect to the meeting and thanked the outgoing Council for completing their term on Council.

2. APPROVAL OF THE AGENDA:

It was duly moved and seconded that the agenda be approved with the addition of items 7.3 Rural Internet RFP

Moved by Councillor Sheehan, seconded by Councillor Gay
10-0

MOTION CARRIED 2018-11-110

2.1 DISCLOSURE OF CONFLICT OF INTEREST:

Part VI, Section 96 of the *Municipalities Act*

(1) A council member is in a conflict of interest if, in relation to a matter under consideration by the council, the member or a person closely connected to the member

(a) has any pecuniary interest;

(b) is a shareholder, officer, agent or director of a corporation or any other organization that has dealings or contracts with the municipality; or

(c) is a party to dealings or a contract with the municipality, or is a member of a partnership that has dealings or a contract with the municipality.

DECLARATIONS: There were none.

3. APPROVAL OF MINUTES:

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

***Moved by Councillor Sheehan, seconded by Councillor Vriends
10-0
MOTION CARRIED 2018-11-111***

4. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS:

None

5. REPORTS

5.1 Finance and Infrastructure - Councillor Watts

Councillor Watts presented the North Shore Financials, the budget is very strong and the balance sheet is healthy see Appendix A.

It was duly moved and seconded that the financial report be accepted as presented.

***Moved by Councillor Watts, seconded by Councillor Vriends
10-0
MOTION CARRIED 2018-11-112***

Councillor Watts reported that the work at Stanhope Place - siding and wheelchair ramp is almost complete. The Cenotaph project has been delayed until the spring, the floating docks have been ordered and paid for and will be installed in the spring.

The Finance and Infrastructure Committee has reviewed electronic signs and suggest that the Municipality go with a Watchfire digital sign. Afton Hall has the same kind of sign installed at their hall. Councillor Watts noted that the funding for the sign will be through Gas Tax and the Community Revitalization Fund

Two quotes were received for a Watchfire 3' x 7' sign

- Yesco - \$34,966 plus HST
- Mattatall Signs - \$38,462 plus HST

It was duly moved and seconded that the municipality purchase a Watchfire sign from Yesco at a cost \$34,966 of plus HST

Moved by Councillor Watts, seconded by Councillor Vriends

Councillors discussed the location of the sign, and agreed that placement of the sign should be reviewed. The motion was amended

It was duly moved and seconded that the municipality purchase a Watchfire sign from Yesco at a cost \$34,966 of plus HST, the location of the sign will need to be reviewed and brought back to Council for a decision.

Moved by Councillor Watts, seconded by Councillor Vriends

10-0

MOTION CARRIED 2018-11-113

5.2 Administrator's Report:

ADMINISTRATOR'S REPORT

November 2018

-
- Ongoing committee meetings have been attended and recorded
 - Update website, social media
 - Events and Rec – Zane Nicholson – Event Bookings and organization, brochure and social media update and engagement
 - Upcoming Asset Management Course - Tuesday December 11th - 1pm-4pm or 6pm-9pm
 - All Committee Meetings need to be posted 24 hours before and are open to the public

- Election November 5th 2018 - New Council takes Official takes office on December 7, 2018

Mayor - Gerard Watts

Ward 1- Peter Vriends

Ward 2 - Krista Shaw

Ward 3 - Wanson Hemphill

Ward 4 - Bob Doyle

Ward 5 - Derek Cook

Ward 6 - Nancy MacKinnon

- Election Voter Turnout

Ward 1 - 62 of 225 - 27% voter turnout

Ward 2 - 181 of 281 - 64% voter turnout

Ward 5 - 35 Of 255 - 14% voter turnout

Average voter turnout 35%

- Project Coordinator for Covehead Bay Stakeholder - MRSB is close to completing the project
- Snow Tender - closed November 13, 2018 two responses - John MacLauchlin and Son's and Dowling Groundworks - Snow clearing and on call Salting have been split between the contractors based on lowest price.
- Capital Projects- Flooring at Stanhope Place has been completed
- Capital Projects- Siding and Ramp at Stanhope Place almost complete
- Capital Projects - Floating Docks have been order and will be set up in the spring
- New Horizons Stairlift funding - Will be reviewed in the new year
- Restructuring update - Grand Tracadie and Pleasant closed their bank accounts, Grand Tracadie's balance transfer was 42,390 with outstanding expenses of 1,205 and Pleasant Grove's balance transfer was 28,332 with no outstanding expenses

5.3 EMO Committee - Councillor Pretty

Councillor Pretty reported that with the elections and a new council many of the members of the NSJEMO are interested in continuing to be involved with the committee. Councillor Pretty noted that NSJEMO had a like and share contest on Facebook to promote emergency measures and awareness of the NSJEMO. Councillor Pretty drew for the prize of a Red Cross 72 Hour Preparedness Kit - The winner was Nicole Cannell.

The Red Cross recently put on a mock emergency exercise to set up a warming station. The feedback from this event was very positive and NSJEMO will likely organize one sometime over the winter. NSJEMO is always looking for feedback.

5.4 Environmental Sustainability – Councillor Egan

Councillor Egan highlighted the following from Committee's report in Appendix B which includes a powerpoint update from MRSB. MRSB has completed the RFP for an Environmental Study of Covehead Bay, completed the terms of reference and steering committee recommendations and are working on the funding applications, there is still some work to be completed on the Covehead Bay Stakeholders Engagement.

Councillor Egan reported that with regards to the Marine Use Plan MRSB had meetings with DFO and the province and a Marine Use Plan is not something that the Municipality has the jurisdiction to develop or enforce. DFO has assured the Municipality that there will be a public meeting and public consultation period with regards to the Aquaculture review of Covehead and Brackley Bays, the committee has documents on this as well as the Covehead Bay Review. The committee suggests that the new Council should keep an eye out for the Aquaculture leasing policy review. The committee will provide any documentation that has been gathered over the past few years to the Municipal Office

Councillor Egan highlighted the committee's summary on the Water and Sewer file, North Shore has done a great deal of work on this and there are many reports available to be reviewed, this file should be addressed in the 2019 Official Plan update.

5.5 Planning Board:

CAO Jonathan MacLean reported the following permits issued in 2018

- Cottages - 10
- Single Family Dwellings - 8
- Additions - 8
- Accessory Buildings- 6
- Moving a Structure onto a property - 2
- Rezoning - 3
- Subdivision - 3
- Permit Extensions - 2
- Demolition - 1

Total 43 permits to date

Councillor Meunier inquired about an update on the property on Eagles Path that was sent a letter about coming into compliance. COA Jonathan MacLean reported that a letter had been sent from the lawyer and the response from the property owner was that they were waiting on some landscaping work and would be completing the breezeway in the next few weeks. Jonathan will follow up with Derek to confirm that the work is completed.

5.6 Recreation and Community Engagement Committee - Councillor Sheehan

Councillor Sheehan read her report attached in Appendix C into the record and also highlighted that the Remembrance Day Event and Halloween Party were well attended. The 55 plus games have asked Charity to present a report at their December meeting and she will plan to present the report on behalf of Council.

The next recreation event is the Children's Christmas Party on December 9th. Councillor Sheehan reported that the Municipal facilities are well booked and that Recreation is important to the Community as well as having good staff people and volunteer's.

5.7 Mayors Report - Mayor Ellis

Mayor Ellis thanked Council and staff for their work over the past four years.

6. CORRESPONDENCE

DFO Letters- Appendix - D

Letter from the Premier - Appendix - D

Friends of Covehead/Brackley Bays Grant Request - Appendix - D

Mayor Ellis reviewed the correspondence; the DFO letter and the letter from the Premier are self explanatory. Mayor Ellis reported that the letter from Friends of Covehead/Brackley Bays was a grant request in the amount of \$4,000 and also a request to increase the rent the group pays at Stanhope Place to \$4,000 per year.

It was duly moved and seconded to approve the Friends of Covehead/Brackley Bays request for a grant of \$4,000 and increase the rent at Stanhope Place to \$4,000

Moved by Councillor Sheehan, seconded by Councillor Pretty

There was discussion regarding that the grant was an in and out financially and would not cost the Municipality any money. There were some concerns that with supporting this grant the Municipality would be opening it up for other Watershed Groups.

7-3

MOTION CARRIED 2018-11-114

Mayor Ellis also presented a letter from Minister Richard Brown thanking the outgoing Mayor and Council for their term.

7. NEW BUSINESS

7.1 Resident Inquiries to Council Members

Councillor MacLean had an inquiry from a resident who was concerned that construction materials from a site on Lighthouse Point were blowing away from the site and littering the area and the bay. CAO Jonathan MacLean will follow up on this.

7.2 Criminal Record Checks for Volunteers and Staff

Councillor Sheehan reported that North Shore currently does not have a policy in place and one should be developed for Staff and Volunteers .

It was duly moved and seconded that the Municipality develop a policy around criminal record check for staff and volunteers

Moved by Councillor MacLean, seconded by Councillor Sheehan

10-0

MOTION CARRIED 2018-11-115

7.3 Rural Internet Service

Mayor Ellis reported to the Council that the province is currently reviewing responses to an RFP it issued regarding improved rural internet service

It was duly moved and seconded that a letter be written to Joe Rowledge Senior Policy Advisor with the Province that the Municipality supports a hard wired internet service and would like to be first on the list for installing the service in the area.

***Moved by Councillor MacLean, seconded by Councillor Vriends
10-0
MOTION CARRIED 2018-11-116***

8. NEXT MEETING: Regular Council Meeting, Wednesday, December 12th, 2018, 7pm

9. ADJOURNMENT:
There being no further business, the meeting adjourned at 8:36pm.

***Moved by Councillor Vriends, seconded by Councillor Gay
10-0
MOTION CARRIED: 2018-11-117***

SIGNED: Gordon Ellis, Mayor

DATE:

SIGNED: Jonathan MacLean, CAO

DATE:

Appendix A

Rural Municipality of North Shore Budget Tracking Per Month				
October 2018				
ACCOUNT	2018/2019 BUDGET	YTD ACTUAL AS AT Oct.. 31, 18	BUDGET REMAINING	BUDGET REMAINING AS PERCENTAGE
REVENUE				
Property Taxes	\$ 228,469.61	\$ 151,747.40	\$ 76,722.21	34%
<i>Planning & Development</i>				
Building Permits	\$ 7,500.00	\$ 9,091.10	-\$ 1,591.10	0%
Green Space	\$ -	\$ -	\$ -	0%
Fines	\$ -	\$ -	\$ -	0%
<i>NS Community Centre</i>				
Centre Rentals	\$ 25,000.00	\$ 23,631.00	\$ 1,369.00	5%
Centre Bar	\$ 12,500.00	\$ 9,132.43	\$ 3,367.57	27%
Community Events	\$ 3,000.00	\$ 3,638.09	-\$ 638.09	0%
Wage Grant (JFY/Feds)	\$ 3,000.00	\$ 3,074.56	-\$ 74.56	0%
Miscellaneous Income	\$ 1,250.00	\$ 2,896.25	-\$ 1,646.25	0%
<i>Stanhope Place</i>				
Friends of the Bay	\$ 1,750.00	\$ 1,750.00	\$ -	0%
Stanhope Place Rentals	\$ 1,250.00	\$ 100.00	\$ 1,150.00	92%
Stanhope Place Cards	\$ 1,875.00	\$ 1,760.00	\$ 115.00	6%
Stanhope Heritage Association	\$ 250.00	\$ -	\$ 250.00	100%
<i>Funding</i>				
Canada Day/OEE/Violence	\$ 1,200.00	\$ 800.00	\$ 400.00	33%
Funding (Infrastructure/Community)	\$ -	\$ -	\$ -	0%
Grants/Government of PEI Assistance	\$ -	\$ 20,874.12	-\$ 20,874.12	0%
Gas Tax Funding	\$ -	\$ -	\$ -	0%
Funding for Capital Items TBD	\$ -	\$ -	\$ -	0%
Planning & Development Province 1.1 cent per	\$ 25,000.00	\$ 14,130.00	\$ 10,870.00	43%
Interest Income/Miscellaneous	\$ 1,437.50	\$ -	\$ 1,437.50	100%
TOTAL REVENUE	\$ 313,482.11	\$ 242,624.95	\$ 70,857.16	
EXPENSES				
<i>Administrative/Municipal</i>				
Administrator's Wages inc. MERCS	\$ 50,625.00	\$ 34,184.58	\$ 16,440.42	32%
Administrator Mileage	\$ 750.00	\$ 767.00	-\$ 17.00	-2%
Health Insurance	\$ 6,250.00	\$ 1,120.56	\$ 5,129.44	82%
Professional Fees/Bookkeeping/Audit	\$ 13,750.00	\$ 12,213.46	\$ 1,536.54	11%
Legal Services	\$ 6,250.00	\$ -	\$ 6,250.00	100%
Website Hosting	\$ 1,250.00	\$ 1,072.56	\$ 177.44	14%
Councillor Remuneration	\$ 18,125.00	\$ 7,250.00	\$ 10,875.00	60%
Councillor Mileage	\$ 625.00	\$ 25.00	\$ 600.00	96%
Equipment	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Elections	\$ 3,500.00	\$ 757.27	\$ 2,742.73	78%
Conference/Dues	\$ 6,250.00	\$ 6,638.49	-\$ 388.49	-6%
Insurance	\$ 13,250.00	\$ -	\$ 13,250.00	100%
Advertising	\$ 1,500.00	\$ -	\$ 1,500.00	100%
Public Meetings	\$ 2,000.00	\$ 474.32	\$ 1,525.68	76%
Newsletter/Printing/Postage	\$ 3,750.00	\$ 3,341.77	\$ 408.23	11%
Office Expenses	\$ 6,250.00	\$ 2,854.54	\$ 3,395.46	54%

Interest and bank fees	\$ 1,250.00	\$ 884.70	\$ 365.30	29%
Telephone/Internet	\$ 3,750.00	\$ 2,492.19	\$ 1,257.81	34%
Donations	\$ 250.00	\$ -	\$ 250.00	100%
Capital Expenditures	\$ -	\$ 32,276.22	-\$ 32,276.22	0%
Total Administrative/Municipal	\$ 141,875.00	\$ 106,352.66	\$ 35,522.34	25%
Planning/Development				
Planning Consulting Fees	\$ 11,250.00	\$ 4,728.90	\$ 6,521.10	58%
Official Plan Admin/Enforcement	\$ 3,125.00	\$ -	\$ 3,125.00	100%
Planning Consultant	\$ 12,500.00	\$ 12,591.56	-\$ 91.56	-1%
Planning Committee Costs	\$ 1,250.00	\$ 463.26	\$ 786.74	63%
Planning Mileage	\$ 125.00	\$ -	\$ 125.00	100%
Total Planning/Development	\$ 28,250.00	\$ 17,783.72	\$ 10,466.28	37%
Water & Wastewater Services	\$ 3,125.00	\$ -	\$ 3,125.00	100%
EMO - Emergency Measures Organization	\$ 2,750.00	\$ -	\$ 2,750.00	100%
Facilities and Public Property				
North Shore Community Centre				
Centre Wages inc. MERCS	\$ 29,375.00	\$ 26,735.87	\$ 2,639.13	9%
Activities Supplies/Licenses/Misc.	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Bar/Canteen (licenses & bartenders)	\$ 4,375.00	\$ 5,285.22	-\$ 910.22	-21%
Electricity	\$ 6,250.00	\$ 5,897.99	\$ 352.01	6%
Casual/Student Wages	\$ 3,750.00	\$ 101.00	\$ 3,649.00	97%
Centre Mileage	\$ 500.00	\$ -	\$ 500.00	100%
Repair/Maintenance/Snow	\$ 30,000.00	\$ 14,040.72	\$ 15,959.28	53%
Heat Oil/Utilities	\$ 6,250.00	\$ 4,431.70	\$ 1,818.30	29%
Septic Fix	\$ 1,000.00	\$ 2,307.80	-\$ 1,307.80	-131%
Heating Review	\$ -	\$ -	\$ -	0%
Energy Retrofits/Insulation/Misc.	\$ -	\$ -	\$ -	0%
Payment/Interest on demand loan	\$ -	\$ -	\$ -	0%
Total North Shore Community Centre	\$ 84,000.00	\$ 58,800.30	\$ 25,199.70	30%
Stanhope Place				
Heat	\$ 625.00	\$ 404.31	\$ 220.69	35%
Electricity	\$ 5,000.00	\$ 3,978.56	\$ 1,021.44	20%
Capital Expenditures	\$ -	\$ -	\$ -	0%
Repair/Maintenance/Snow	\$ 3,750.00	\$ 1,204.50	\$ 2,545.50	68%
Energy Retrofits/Insulation/Misc.	\$ -	\$ -	\$ -	0%
Total Stanhope Place	\$ 9,375.00	\$ 5,587.37	\$ 3,787.63	40%
Promenade				
Promenade Maintenance	\$ 5,000.00	\$ -	\$ 5,000.00	100%
Promenade Lighting	\$ 907.50	\$ 611.44	\$ 296.06	33%
Total Promenade	\$ 5,907.50	\$ 611.44	\$ 5,296.06	90%
Total Facilities and Public Property	\$ 99,282.50	\$ 64,999.11	\$ 34,283.39	35%
Recreation				
Community Grants	\$ 3,500.00	\$ 2,600.00	\$ 900.00	26%
Friends of Covehead Bay	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Soccer	\$ 1,000.00	\$ -	\$ 1,000.00	100%
Event Expenses	\$ 7,500.00	\$ 5,966.08	\$ 1,533.92	20%
Total Recreation	\$ 14,500.00	\$ 8,566.08	\$ 5,933.92	41%
TOTAL EXPENSES	\$ 289,782.50	\$ 197,701.57	\$ 92,080.93	32%

SURPLUS/DEFICIT YTD	\$ 23,700	\$ 44,923	
CAPITAL FUND	\$ 20,000	\$ -	
SURPLUS/DEFICIT W/ CAPITAL FUND	\$ 3,700	\$ 44,923	
BALANCE SHEET - as at October 31, 2018			
ASSET			
Current Assets			
Bank - Community	128,412.66		
Can-PEI Infrastructure (Gas Tax)	35,265.39		
Rest Cash - Green Space/Rec - Comm	5,840.00		
Official Plan/Greenspace GIC - Comm	19,543.74		
GIC - Community	5,399.27		
GIC - Reserve Fund	50,710.88		
Total Cash		245,171.94	
GST/HST Recievable	2,563.76		
Total Receivables		2,563.76	
Inventory - Bar - NSCC	921.62		
Total Inventory		921.62	
Prepaid Expenses		8,550.78	
Total Current Assets		257,208.10	
Capital Assets			
Accum Amort Computer		-97.00	
Computer		965.03	
Land		10,000.00	
Building		915,778.85	
Acc Amort - Building		-330,335.45	
Land Improvements		39,348.57	
Accum Amort - Land Improvements		-6,856.00	
Promenade		799,177.88	
Acc Amort - Promenade		-317,558.74	
Equipment		76,621.15	
Acc Amort - Equipement		-57,114.57	
Total Capital Assets		1,129,929.72	
TOTAL ASSET		1,387,137.82	
LIABILITY			
Current Liabiities			
Accounts payable - trade	2,218.39		
BMO Mastercard	1,059.40		
Accrued Liabilities - Community	-0.22		
Accrued Accounting	5,499.79		
GST/HST Payable	-105.00		
CPP Payable	500.34		
EI Payable	238.88		
Income tax payable	855.75		
Vacation Pay Payable	832.95		
PST Payable	-66.46		

Rural Municipality of North Shore
Environmental Sustainability Committee Update
November 14, 2018

1. The **2018 Covehead Bay Study** has identified two main priorities – a Covehead Bay Scientific/Environmental Study and Covehead Bay Marine Use Plan.

The Scientific/Environmental Study: The output from the MRSB project is that an RFP and terms of reference have been completed. The Steering Committee recommendations have been identified and several funding sources have been applied to. MRSB is still working on identifying other funding sources. See Appendix MRSB November 9, 2018 presentation for more detail.

The Marine Use Plan – DFO has indicated that this work is not within jurisdiction of the Municipality to implement or enforce. However, the Municipality will have an opportunity to have input into the upcoming Bay by Bay Review process. They will be completing an Aquaculture Leasing Zoning Review for Covehead Bay. No timeline has been set for this to be completed. See MRSB November 9, 2018 presentation for more detail.

There are studies and documents that would help in the presentation to DFO during the period for public input. Examples are the Covehead Bay Review, public emails and responses etc. DFO has stated that they will have a period of public consultation and a public meeting as part of the process.

PEI Aquaculture Leasing Policy is currently under review. A recommendation is to engage the province for an update and input. There was an analysis completed of the current leasing policy with some gaps identified and there are detailed information on this.

In summary, the ESC there has been a lot of detail and knowledge collected and meetings over the past two years. We will be sharing this information with the CAO and will be completing a handover of information.

2. **Water and Sewer Assessments and Activities**

The former municipality of North Shore has dedicated significant resources into water and waste water assessments and studies dating as far back as 2000. The ESC has completed a summary of the work completed and developed conclusions for the upcoming council to consider. See attached appendix.

In addition, there were meetings with the provincial specialists – Morley Foy to get an update on potential problem areas in the Community. These areas should be addressed during the 2019 Official Plan update to see how the Municipality can engage with the Province to monitor, manage and plan.

Respectfully submitted by Chair, Connie Egan

Executive Summary
Review of Water and Sewer Assessments and Activities
Rural Municipality of North Shore
November 14, 2018

Background:

Most residents and businesses in the Rural Municipality of North Shore are reliant on individual on-site sewage disposal systems and wells. The Municipality recognizes the importance of protecting the health and integrity of water and wastewater for now and generations to come.

The former Municipality of North Shore has dedicated significant resources into water and waste water assessments and studies dating as far back as 2000. This work has been funded by Provincial, Federal and Municipal Government sources to assess this important matter for the community and build recommendations. The following is a summary of the work completed to date and conclusions for the upcoming Council to consider.

Summary of Work Completed:

2001 Stanhope Point Water Study Summary – Water Feasibility Study by CBL Limited, Consulting Engineers

2004 North Shore Community Official Plan – recommendations to preserve integrity of the environment and groundwater quality.

2007 Engineering Study to investigate a conventional centralized water distribution system for the Stanhope Peninsula.

2009 Long-Term Water and Wastewater Servicing Study by Engineering Technologies Canada Ltd to investigate water and wastewater needs in more detail, as well as alternative options and approaches.

A Clean Water Committee was established to address action on the report. This committee recommended a number of educational, monitoring and regulatory actions to extend the life span of on-site water and wastewater systems on the Stanhope peninsula.

Shortly after the study was released, the Clean Water Committee disbanded due to changes in Council membership and shift in Council priorities.

2014 Community of North Shore Official Plan - developed recommendations for Water and Wastewater Management to encourage property owners to maintain or upgrade existing on-site water and/or wastewater systems to Provincial standards. It recommended the establishment of a special committee of residents and Councillors to study and report to Council on the adequacy and risks of on-site systems, an optimal approach to education, monitoring and best practices for Council and residents. The special committee would report to Council on steps the Community may consider in the event that this optimal approach to education, monitoring and best practices should be inadequate. Council did not act on this recommendation to establish a special committee.

2014 North Shore Summer Student Project – an engineering student was hired to collect information on wells, conduct a review of all studies completed to date and make recommendations to Council. From this, Council opted to begin with a focus on one of the recommendations to provide a healthy water and sewer educational strategy for the community.

2016 – present – Rural Municipality of North Shore Environmental Sustainability Committee (ESC) – established to support one of Council’s strategic priorities – the Environment.

This committee, composed of 4 councillors, followed Council’s directive by developing and implementing an annual “Healthy Water and Wastewater” educational program to:

- Remind all property owners to check on-site water and wastewater systems to ensure they meet provincial standards
- Distribute information on best management practices for on-site water and wastewater systems
- Educate about potential issues surrounding maintenance of on-site water and wastewater systems
- Stress importance of annual water tests, regular maintenance of on-site wastewater systems plus report any issues to community office to help identify any potential problematic trends.

In addition, to get an appreciation and knowledge transfer of the work completed to date, the committee reviewed all of the Water and Wastewater studies and data available, met with subject matter experts such as provincial officials.

Conclusions

As a result of the above review, consultations and work completed to date, the ES Committee has drawn the following conclusions:

- The crucial importance of a community having healthy water and wastewater systems and the importance of planning ahead is well recognized.
- Significant studies and resources have gone into gathering data over the past 18 years for the Community of North Shore with recommendations.
- As an initial response, positive steps have been taken through the Educational Strategy completed by Council via the Environmental Sustainability Committee.
- There are some areas in the community that are more at risk. After data analysis was completed in the 2009 study, the following statement was provided to the North Shore Community in a Provincial Government Presentation
 - *“The water quality results for both chemistry and bacteria for the Stanhope area are typical for average results across the province. However, it is important to note that historically built up areas with small lots have found to develop major quality problems over time. The Provincial Department of Environment, Energy and Forestry indicate that the intensity of development and the trends toward more year round occupancy will*

have an impact on water quality. In addition, somewhat unique to the Stanhope area is the fact that the area is almost surrounded by saltwater and as development increases, the availability of fresh water may become limited in certain areas due to salt water intrusion.” Provincial Government Source Morley Foy, Approvals and Compliance Engineer. (Presented again to the ESC in the fall of 2018)

- There is a need for citizen, council and technical representation in order to build a plan to continue to address this concern. There is technical help available through Provincial Government and other subject matter experts to assist the community in planning and preparing for the future.
- There is now Federal Infrastructure funding available but it is time sensitive and limited. Communities across PEI have and continue to be proactive in planning to protect their water and wastewater systems where vulnerabilities exist and accessing funding to do so.
- There may be also other potential funding sources that can be used to best resolve the infrastructure requirements should such an approach be deemed necessary by the community. We have been advised that any infrastructure initiated within the community would be done so based on a user pay model.
- There are various infrastructure models to be explored that may be less costly and intrusive such as clustered well water systems.
- The problems that could occur in the future are the ones that need to be planned for now because there is a significant lag time to implement infrastructure solutions. Citizens are counting on Council's leadership for ongoing attention, planning, and consensus-building as to the road ahead.

Respectfully completed and submitted by the Rural Municipality of North Shore Environmental Sustainability Committee

Chair: Councillor Connie Egan

Members: Councillors Justin Walsh and Kent MacLean



AGENDA – NOVEMBER 9, 2018

- Scientific/Environmental Study (SES)
 - Draft RFP
 - Budget/Cost Analysis
 - Funding Updates
 - Steering Committee Updates
- Marine Use Plan
 - Update from meeting with Chris Mills, DFO (October 19, 2018 @ 165 John Yeo Drive)
 - Strategy Planning & Suggestions
- Progress to-date
- Timeline & Next Steps

SCIENTIFIC/ENVIRONMENTAL STUDY REQUEST FOR PROPOSAL

<p>FEEDBACK FROM COUNCIL, ESC AND FCBB</p> <ul style="list-style-type: none"> ✓ Received feedback from North Shore Community Council and Friends of Covehead and Brackley Bay Watershed Group that draft Request for Proposal for the Scientific/Environmental Study is satisfactory; ✓ Final revisions have been made to the RFP document. 	<p>UPDATES TO DOCUMENT & FINAL INPUT REQUIRED</p> <ul style="list-style-type: none"> ✓ Additions to draft Terms of Reference: <ul style="list-style-type: none"> • <u>Develop a plan for engagement with the Steering Committee and determine expected frequency of Steering Committee meetings required with the Consultant;</u> • <u>Engage with the following Stakeholders: [needs input or delete bullet point]</u> <ul style="list-style-type: none"> <input type="checkbox"/> Date/Time for Submission; <input type="checkbox"/> Timeline (p. 6 of RFP) <input type="checkbox"/> Selection Committee
---	---

SCIENTIFIC/ENVIRONMENTAL STUDY COST & BUDGET RESEARCH

- Mill River Estuary Modelling Study (2002) – estimated to cost \$110,000
- Evaluation of the Health of Shediac Bay (2017) – cost \$60,000 for watershed group to assess water quality, compile existing data and lead a few small educational initiatives
- Stantec, Charlottetown Office – estimated that analyzing currents over 6 months could cost up to \$50,000
- Independent environmental engineer (Halifax, NS) – indicated budget of \$125,000 seemed accurate
- Estimated budget: \$125,000

SCIENTIFIC/ENVIRONMENTAL STUDY FUNDING UPDATES

(NFP - ONLY NFP ELIGIBLE, NOT MUNICIPALITY)

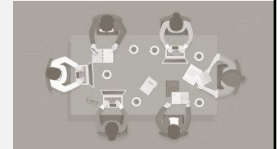
- ◆ Environment & Climate Change Canada – Atlantic Ecosystems Initiative: expected to be open for applications November, 2018 (NFP)
- ◆ Province of PEI – Rural Growth Initiative: Chris Blaisdell is talking to other government departments to garner support/coordinate efforts
- ◆ Province of PEI – Dept. of Agriculture & Fisheries: met with Neil McNair on November 6, expected follow-up
- ◆ DFO Coastal Restoration Fund – Call for Proposals Open – Eol Drafted, some input required (NFP)
- ◆ PEI Community Foundation, Max Bell (NFP), Imperial Oil, ACOA, and FCC – draft letter expressing interest
- ◆ Shell Canada – Application submitted on October 12 but request could not be supported at this time

Funding Proposal Content

- Project Description
- Background
- Environmental Benefits
- Economic & Community Benefits
- Goals
- Key Collaborators (Potential)
- Financial Information
- Project Management
- Project Timelines
- Communications Strategy
- Monitoring Method
- Project Location

SCIENTIFIC/ENVIRONMENTAL STUDY STEERING COMMITTEE UPDATES

- Cindy Crane – Department of Communities Land & Environ., Surface Water Biologist – **Interested & Confirmed**
- Barry Thompson – Dept. of Agriculture & Fisheries, Manager Agriculture & Fisheries (Sustainable Agriculture) – **Request Made (via Kim Gill)**
- Kim Gill – Dept. of Agriculture & Fisheries, Manager of Aquaculture – **Request Made**
- Mark Ouellette, PhD – DFO, Science Branch, Senior Biologist - **Interested**
- Adam Fenech, PhD – UPEI, Climate Change Lab – **No Response Yet**
- Michael R. van den Heuvel – UPEI, Faculty of Science – **Interested**
- Paul Giroux – Parks Canada, Ecologist Team Lead – **Interested & Confirmed**
- Rural Municipality of North Shore Representative – **TBD (Co-Chair?)**
- FCBB Representative – **TBD (Co-Chair?)**



MARINE USE PLANNING PROJECT

UPDATE FROM MEETING WITH CHRIS MILLS
A/CHIEF AQUACULTURE LEASING DIVISION, PEI AREA DFO
OCTOBER 19, 2018 @ 165 JOHN YEO DRIVE

- Chris Mills shared the slide deck that was presented to the public at the Mill River Aquaculture Zoning Renewal public consultation;
- Still no timeline set for the renewal process in Covehead/Brackley Bays (on the “back burner”);
- PEI Aquaculture Leasing Management Board created a Aquaculture Zoning Renewal Committee:
 - Neil McNair (PEIDAF), Kim Gill (PEIDAF), David Hugues (DFO), and Chris Mills (DFO);
 - No PEIAA member on Zoning Renewal Committee, as direct involvement with leasing renewal process could create conflict of interest.



Fisheries and Oceans Canada / Pêches et Océans Canada

What is the PEI Aquaculture Zoning System?

- Management tool developed in 1980's to guide the expansion of the aquaculture sector
- Incorporated information specific to other users, regulatory constraints
- Used to determine areas available for application

Fisheries and Oceans Canada / Pêches et Océans Canada

Canada

Why Does it Need to be Renewed?

- It's 30+ years old
- P.E.I. Aquaculture Leasing Policy review
- Growth-focused system
- Recent influx of applications for bottom leases



Why Does it Need to be Renewed?

Two Primary Goals of the Initiative

- Improve lease arrangement for the aquaculture industry and other stakeholders
 - Realignment of lease boundaries
 - Recognize new techniques
 - Improve opportunities for commercial and Indigenous fishers
 - Recognition of recreational users
- Identify the future footprint for aquaculture
 - Planning (gov't and industry)



Zoning Renewal Process

- DFO and PEIDAF review existing footprint and propose improvements if applicable
- Four phases of consultation.
 1. Input from partner / regulatory agencies
 - DFO Conservation and Protection, Science, Fisheries Protection Program
 - PEI Agriculture and Fisheries, PEI Communities, Land and Environment
 - Transport Canada
 - Environment and Climate Change Canada – Canadian Wildlife Service (Migratory Birds)

Zoning Renewal Process

2. Input from leaseholders in the zone
3. Indigenous Consultation
4. Public consultation (including independent PEISA and PEIFA sessions)
 - Public meeting, 30 day comment period
 - If appropriate, modify and finalize zoning system



MARINE USE PLANNING PROJECT

AQUACULTURE ZONING SYSTEM RENEWAL – PUBLIC CONSULTATIONS

- One on one conversations with 3 x 4' maps available (this did not happen in Mill River);
- Public can also submit emails, letters, phone calls;
- Concerns must have a "direct" and "substantial" impact on individual and must be "relevant to the zoning program".

WHAT THIS MEANS FOR COVEHEAD BAY

- Visual displeasure = "direct and substantial";
- Unable to sail = could be considered "direct and substantial";
- If does not meet "relevant", "direct" and "substantial" criteria, comments are simply noted;
- If "relevant", "direct" and "substantial" then Committee will seek to mitigate.



MARINE USE PLANNING PROJECT STRATEGY PLANNING & SUGGESTIONS

- Note: In April, 2016, the PEI Aquaculture Leasing Management Board stopped accepting applications for new leases and conversion of lease types (ie. conversion of bottom leases to off-bottom). *This should provide some assurance that no new leases will be allowed in Covehead Bay.*
- Suggestions:
 - Round table discussion with Transport Canada, Covehead Bay Harbour Authority, Municipality, PEI AA and Aquaculture Zoning Renewal Committee (DFO & PEIDAF);
 - Identify "relevant", "direct" and "substantial" complaints, concerns or comments, and compile into a letter format for submission;
 - Advocate for process to be started in Covehead/BB; and
 - Keep MUP top of mind during Scientific Study execution and recommended actions implementation. Continue to advocate for a "full ecosystem" approach. *Use of the Bay will ultimately affect the health of the Bay.*



COVEHEAD BAY PROJECT COORDINATION SCOPE OF WORK

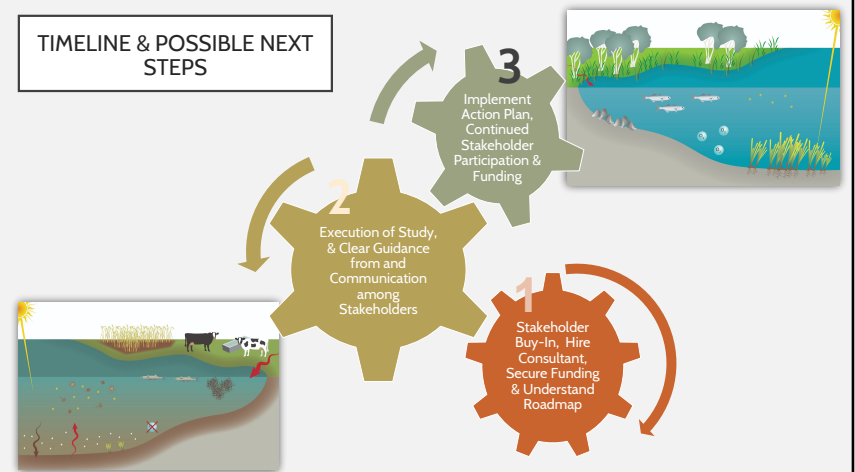
SCIENTIFIC/ENVIRONMENTAL STUDY

- Stakeholder Interview Complete
- ToR and RFP Drafted and Approved
- Steering Committee Recommendations & Outreach
- Budget Research
- Funding Applications – 1 submitted (declined); 1 drafted (DFO – CRP); Funding Proposal Document; Expression of Interest Letter; Funding Programs Tracking Sheet
- Multiple Conversations/Meetings with Stakeholders to gain insight & support

MARINE USE PLAN – SCOPE OF WORK HAS VARIED

- Stakeholder Interviews
- Compile information & identify/articulate challenges
- Draft Questions for Chris Mills, DFO
- Prepare for and attend follow-up meeting with Chris Mills
- Summarize information and consider alternative strategies

TIMELINE & POSSIBLE NEXT STEPS



TIMELINE & POSSIBLE NEXT STEPS

1

Stakeholder Buy-in, Hire Consultant, Secure Funding & Understand Roadmap

- Funding Applications
- RFP Process
- Steering Committee Formation
- New Council Buy-in
- Establish Communications Strategy among Government, Regulators, Industry, & Community

2

Execution of Study & Clear Guidance from and Communication among Stakeholders

- Monitor Consultant's Work
- Meet Reporting Requirements for Funders
- Engage Steering Committee
- Continue to Communicate with all Stakeholders

3

Implement Action, Continued Stakeholder Participation & Funding

- Feasible & impartial recommendations to mitigate threats to Covehead Bay
- Secure funding to act on recommendations
- Ensure social and economic needs of the Bay's surrounding area are met
- Communicate Effectively



M R S B

**Recreation and Community Engagement Committee Report
North Shore Community Council
Final Report**

Committee Members: Councillor Sheehan, Councillor Walsh, Councillor Gay,
Councillor Reardon

It is with great pride that I prepare the final report on behalf of the Recreation and Community Engagement Committee of the outgoing municipal council.

We are blessed to have access to the North Shore Community Centre, Stanhope Place and many man-made and natural green spaces in our community to enjoy recreational activities.

For the past council term, our committee has hosted several successful programs and events that were the result of listening to the needs of our residents and acting.

Some of this terms noteworthy highlights include:

- We continued to see growth in children’s programming. Our Halloween, Christmas, and Easter parties were all very well attended.
- Our Saturday morning Active Start and Multi-Start programs seen children enjoy being introduced to fundamental movement skills and to new sports.
- Our community events including Remembrance Day Celebrations and Canada Day Celebrations continue to see growth and an opportunity to bring residents together.
- Hosting the 2018 55+ Summer Games in September was a first for our community. It showcased what our community has to offer.
- We hired a part-time Recreation Coordinator to help the committee and our community to ensure the sustainability and advancement of our programming.
- We have seen a growth in facility rentals as well from both residents and non-residents alike for activities like children’s birthday parties, community group rentals, sport organization camps and training, fitness classes, fundraisers and special events.
- We were especially pleased to introduce the new “Tobacco Free Policy” for our outdoor recreation facilities which creates a healthier environment for all residents and visitors in our community.

These successes are not possible unless there are both a shared vision and partnerships within the community to achieve the goals.

I would like to take this opportunity to thank our volunteers and our partners:

- To the North Shore Community Centre committee, a sincere thank you to Chairperson, Melody Gay and the small and mighty army of volunteers who ensured that each holiday party for children was well organized and a ton of fun. We are grateful for both their time and dedication to our community.
- To the Eastern Regional Sport and Recreation Council for their contribution of staff time to our programs and for their continued support of developing and implementing recreation programs in the North Shore.
- To the outgoing council members, thank you for the unwavering support of the activities of our committee.
- I would also like to say a special thank you to my fellow council members who served on Recreation and Community Engagement Committee; Shawn, Justin, Melody and Zane. These councillors and staff are true advocates of their community and were always enthusiastic about bringing activities and events to the residents.

Working and volunteering in recreation and physical activity has endless opportunities and much diversity in its delivery. That is why it is important that my closing remarks address the new council.

Welcome to the new members of council and congratulations to continuing members. I want to stress the importance of continuing the mandate of the Recreation and Community Engagement Committee. As important as the numbers are as it relates to rental fees, numbers at program and events, the intangible elements are what are truly significant.

Strong investments in recreation and community activities shows the residents that our community is a wonderful place to live and play. Our newly amalgamated municipality will have so much more to offer our residents with its extended recreation facilities and greenspaces.

While some fear change, I encourage you to embrace it and let it work for you. I encourage you to continue to offer recreation programs for all ages. It is a truly exciting time to be in our community and I look forward to being an active member of our community and enjoying the many expanded programs and services the new council will offer.

Respectfully submitted by:

Councillor Charity Sheehan, Chair

Recreation & Community Engagement Committee



Rural Municipality of North Shore
West Covehead Covehead Road Stanhope

2120 Covehead Road, Rte. 25,
York, PE C0A 1P0

(902) 672-1586
www.stanhopecovehead.pe.ca

October 04, 2018

Chris Mills
DFO
Acting PEI Chief of Aquaculture
165 John Yeo Drive
Charlottetown, PE
C1E 3J3

Dear Mr. Mills,

I am writing to request the most recent information regarding the the status of Covehead and Brackley Bays with the Aquaculture Leasing Policy Review now underway? Also how can the Rural Municipality of North Shore get involved? We were assured last year that there would be a chance to provide feedback and we do not want to miss out on this important opportunity. With the potential for change due to the upcoming municipal elections we want to provide the new Council with the most recent and reliable up to date information available on this topic.

Your attention to this topic is greatly appreciated and we look forward to your update.

Regards,

A handwritten signature in black ink that reads "Gordon Ellis". The signature is written in a cursive style with a large initial "G".

Gordon Ellis

Mayor

Rural Municipality of North Shore



Aquaculture Division
Box 1236
Charlottetown, PE C1A 7M8

October 29, 2018

Gordon Ellis
Mayor, Rural Municipality of North Shore
Covehead Rd. Rte. 25
York, PE C0A 1P0

RE: PEI Aquaculture Zoning - Covehead and Brackley Bays

Dear Mr. Ellis,

Thank you for your letter of October 4, 2018 regarding your interest in our Aquaculture Zoning renewal process. Fisheries and Oceans are moving forward with the renewal of the aquaculture zoning system as we had discussed on several occasions. We have not progressed with the consultation process for Covehead and Brackley Bays at this point nor do we have a scheduled time to proceed with the renewal of these zones.

The Department is aware of the council's interest in the consultation process and we will be in communication with the new mayor and council when we move forward with the review of the aquaculture zone in Covehead and Brackley Bays.

If you or the new mayor and council have any questions on the process, don't hesitate to contact me.

Yours truly,

Chris Mills
A/ Chief, Aquaculture Division
Fisheries and Oceans Canada



November 13, 2018

Rural Municipality of North Shore
2120 Covehead Rd – Rte 25
York, PE
COA 1P0

Mayor Gordie and Members of Council,

Due to a prior commitment elsewhere in the Province, I am unable to attend the final meeting of the outgoing North Shore Community Council on Wednesday evening.

As the local MLA and as Premier, I congratulate and thank each member of Council - and you as Mayor - for your service over the past four years. In a number of cases, that service to the Community of North Shore has extended over many years and successive terms on Council.

Our Community has done well, and continues to grow and thrive, thanks to the dedication and leadership of municipal council. Among the major achievements, the recent amalgamation to include Pleasant Grove and Grand Tracadie stands out, as does the adoption and implementation of the Official Plan. As you and members of Council well know, good local governance consists of many decisions, big and small, and continuous care and attention.

As one who started out as a member of the current North Shore Council and its predecessor, I would have preferred to be present in person to say thank you to all outgoing Councillors, to you as Mayor, to those who will continue service on the incoming Council, and to newly-elected Councillors. Our community and province are better for your service.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wade'.

Wade MacLauchlan
Premier of Prince Edward Island

North Shore Community Council

2017 Operating Grant Request

Introduction:

The Friends of Covehead-Brackley Bay Inc. (FCBB) is a community based volunteer organization that was formed in 2001 by a group of community members concerned with the health and sustainability of the Covehead-Brackley watershed area. A Watershed Management Plan was developed in 2009, and the group achieved charitable status in 2012.

FCBB's mandate is: "to create a watershed area that is healthy: one which nourishes the land and water, one which is sustainable to native flora and fauna, and also balances the interests of residents, including those working in aquaculture, forestry, agriculture, fisheries, and tourism."

Basic Activities: FCBB annually maintains, protects, restores, and enhances, over seventy kilometers of stream in our six rivers that empty into our two bays. FCBB has built numerous bridges and public access docks, completed various sedimentation detention projects, planted thousands of native long-lived tree and shrub species, collected and compiled large amounts of data pertaining to the overall health of our drainage basin all the while encouraging community involvement and ownership of the watershed. FCBB has many working relationships within the watershed including and not limited to: Parks Canada, the of North Shore Community Council, Agriculture Canada, Department of Fisheries and Oceans, Canadian Wildlife Federation, Ducks Unlimited, and local agriculture producers, etc.

Projects: FCBB has been successful in planning and carrying out numerous projects over the last twenty years. FCBB has partnered with dozens of groups to provide an essential service to our watershed and the various communities and residents in our watershed. FCBB has been succeeded by forming partnerships across the country ranging from large federally funded organizations down to the smallest of land owners within the watershed. FCBB works with a budget of approximately a hundred thousand dollars per year and completes multiple projects annually. In FCBB's twenty years of operation our group has always completed every project it has taken on and has demonstrated a high level of value, competency, and efficacy in the work provided to our community.

Request & Usage of Grant:

FCBB has annually received this operating grant of \$1750.00 from the NSCC for almost ten years and the two groups have had a productive and health working relationship spanning decades. FCBB has been providing an essential service to the North Shore Community primarily thanks to the dedication of council and concerned local residents. FCBB has annually used the operating grant of \$1750.00 to pay the annual rental fee on the office space provide in Stanhope Place and will continue to use the grant (if awarded in 2018) for this same purpose. **In 2018 FCBB is requesting the NSCC Grant and FCBB's rent both be increased to \$4000**, because if FCBB has more operating expenses, these expenses can be used as in-kind matching expenses in project funding proposals. These expenses can therefore be used to leverage more funds for projects within our community.

The office space provided in Stanhope Place is critical to the annual and day-to-day operations of the watershed. This office space is not only a central location within the watershed to store equipment, but it has also provided the community a recognizable location where they can go to ask questions and raise concerns about the health of their environment. This office space has also been the gathering place for numerous watershed resident, funding provider, and various Provincial and Federal Government meetings that have resulted in a lot of meaningful improvements to our environment and the community. Having a reliable and consistent office space within the community has allowed the watershed to focus on raising awareness within the community on the importance of environmental stewardship, and improving our riparian habitats for aquatic and wildlife species. Thanks to the support of council FCBB has raised over \$600,000 for environmental projects in our community and has employed more than 60 local secondary and high school students over the last two decades. FCBB foresees the working relationship between FCBB and the North Shore Community only growing in the future and looks forward to improving our Community together.

Sincerely,

Friends of Covehead-Brackley Bay