

APPROVED MINUTES
Regular Council Meeting – Rural Municipality of North Shore
Wednesday, September 12th, 2018

PRESENT:

Mayor Gordon Ellis, Deputy Mayor Peter Vriends, Councillors Charity Sheehan, Gerard Watts, Melody Gay, Jamie Rea, Kent MacLean, Connie Egan, Justin Walsh, Beth Pretty and CAO Jonathan MacLean

REGRETS:

Councillors Derek Cook and Shawn Reardon

1. **CALL TO ORDER:** 7:00 pm by Mayor Ellis

2. **APPROVAL OF THE AGENDA:**

It was duly moved and seconded that the agenda be approved with Councilors agreeing to follow the Code of Conduct ByLaw, which will be included on the Agenda going forward.

Moved by Councillor Gay, seconded by Councillor Vriends

9-0

MOTION CARRIED 2018-09-94

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 August 8th 2018, meeting be approved.

Moved by Councillor Walsh, seconded by Councillor Sheehan

9-0

MOTION CARRIED 2018-09-95

4. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS:

Councillors noted that promotion of the upcoming Municipal Elections is important and that there should be a focus on youth being involved. CAO Jonathan MacLean noted that Municipal Affairs will be providing elections promotion material that North Shore will share via social media.

5. REPORTS

5.1 Finance and Infrastructure - Councillor Watts

Councillor Watts presented the North Shore Budget tracking report and balance sheet, the budget is currently on track with an operating surplus so far this fiscal year. Appendix A. Councillor Watts reported that there is still some work to be done regarding the floating dock capital project - there needs to be an agreement in place with the Harbour Authority so that the dock can be placed at the Stanhope Wharf.

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

Moved by Councillor Watts, seconded by Councillor Vriends

9-0

MOTION CARRIED 2018-09-96

Councillor Watts reported that with new flooring being installed at Stanhope the current chairs will mark up the new floor.

The Finance and Infrastructure Committee recommends that North Shore purchase 60 chairs from Ven-Rez Products, the same chairs currently in use at the North Shore Community Centre for a cost of 33.35 each.

Cost is \$2,001 plus freight of 195 from Shelburne, Nova Scotia plus HST

It was duly moved and seconded that 60 new chairs be purchased from Ven-Rez Products for Stanhope Place at a cost of \$2,001 plus freight of \$195 from Shelburne, Nova Scotia plus HST

Moved by Councillor Watts, seconded by Councillor Vriends

9-0

MOTION CARRIED 2018-09-97

5.2 Administrator's Report:

ADMINISTRATOR'S REPORT September 2018

- Ongoing committee meetings have been attended and recorded
- Update website, social media and send e-newsletter
- Events and Rec – Zane Nicholson – Event Bookings and organization, brochure and social media update and engagement
- Many upcoming Events this fall please consider attending and sharing information with Friends and neighbors
- All Committee Meetings need to be posted 24 hours before and are open to the public
- Amalgamation - North Shore, Grand Tracadie and Pleasant Grove - IRAC recommended the restructuring and the process now returns to the Minister's Office and then to Cabinet
- Annexation of 60 acres parcel - IRAC recommended the annexation and the process now returns to the Minister's Office and then to Cabinet
- Election November 5th 2018 - Nominations will open October 10th, 2018 and close October 19th, A notice will be in the paper and North Shore will include information on Social Media
- Proposed Ward Boundaries for Restructured North Shore and Existing Part of Elections Bylaw
- Elections PEI is encouraging voters to check that they are registered to vote in the municipal elections
- Elections- Bylaw Second reading
- Project Coordinator for Covehead Bay Stakeholder - MRSB has started the Project
- Rezoning for PID 1067424 - 2460 Route 25 from Residential to Resort Commercial Approved by the Minister
- Gas Tax Reallocation submitted for 2018/19 Capital Projects
- Capital Projects- M&M Furniture will be replacing the flooring at Stanhope Place the week of September 18th
- 55 Plus Games underway

- Dinner and Do profits returned to the Municipality - \$1,756 including \$267 from the 50/50 - Joanne Jay would like to see dividers or another set of curtains for the stage as a backdrop for shows, would also like to see the purchase of more forks as there is a shortage for larger events- Joanne is happy to hear Council supports the Dinner and Do

CAO Jonathan MacLean report that Skills PEI have contacted North Shore with regards to Skills Seasonal Worker Program. Skills will pay the wages for a worker for an 7 week period with the exception of vacation pay which will cost North Shore \$160

It was duly moved and seconded to hire the Seasonal Worker through the Skills PEI program to do maintenance work for 7 weeks at a cost of \$160 for vacation pay

Moved by Councillor Watts, seconded by Councillor Walsh

9-0

MOTION CARRIED 2018-09-98

5.3 EMO Committee - Councillor Rea

Councillor Rea reported that the North Shore Joint Emergency Measures Organization has a meeting scheduled for September 27th and the will probably have a mock exercise sometime this fall.

5.4 Environmental Sustainability – Councillor Egan

Councillor Egan highlighted the following from the committee report included in Appendix B

- The Committee met on August 30th and also had a kickoff meeting with MRSB the project coordinator for the Marine Use Planning and Environmental Review of Covehead Bay
- The Environmental Sustainability has reviewed the Water and Wastewater section in the Official Plan and will meet with Morley Foy to gather more information and get an update on the work that has been done in the past
- The Committee has done a lot of work over the last few years on the educational piece of water and sewer promoting water testing and regular septic pumping

5.5 Planning Board:

CAO Jonathan MacLean reported the following permits issued in 2018

- Cottages - 9
- Single Family Dwellings - 4
- Additions - 7
- Accessory Buildings- 5
- Moving a Structure onto a property - 2
- Rezoning - 3
- Subdivision - 1
- Permit Extensions - 2

Total 33 permits to date

5.6 Recreation and Community Engagement Committee - Councillor Sheehan

Councillor Sheehan highlighted the following from the Recreation and Community Engagement Report (Appendix C).

- It is a busy fall with Halloween, Remembrance Day and Christmas events keep an eye up for the event dates.
- The 55 plus games are underway with 400 participants, it has been busy thanks to everyone helping out.
- Zane has booked a number of events for the Fall Event Series and the Jimmy the Janitor show went well.
- Go -East progaming will start soon and be included in the fall brochure.

5.7 Mayors Report - Mayor Ellis

Mayor Vriends Ellis thanked everyone involved with bringing the 55 plus games to the North Shore and helping with the event the committee has done a lot of work.

It was duly moved and seconded that the reports as presented be adopted.

Moved by Councillor Watts, seconded by Councillor Egan

9-0

MOTION CARRIED 2018-09-99

It was duly moved and seconded that the Elections Bylaw #2018-07 be read the second time and second reading be approved (Appendix D)

Moved by Councillor Sheehan, seconded by Councillor Gay

8-0

MOTION CARRIED 2018-09-100

It was duly moved and seconded that the Elections Bylaw #2018-07 second reading be adopted.(Appendix D)

Moved by Councillor Vriends, seconded by Councillor Sheehan

8-0

MOTION CARRIED 2018-08-92

6. CORRESPONDENCE

CAO Jonathan MacLean reported that the Municipality has received \$2,000 grant from the Insurance Bureau of Canada earmarked for the Soccer Association to improve the safety of the Soccer fields

7. NEW BUSINESS

7.1 Resident Inquiries to Council Members

CAO Jonathan MacLean updated Council on the following inquiries from the August meeting

- Eagles Path Development - Derek French followed up on a garage built on Eagles Path and the breezeway that was part of the approved permit has not been built Derek will be reaching out to the owner.
- Bayshore Road Paving - The recent paving that was completed on Bayshore Road is limited to a kilometer as that is the typical amount done as other areas need paving as well.

- Private Dock Bayshore Road - Shawn Banks with the province is currently following up on this

Councillor Watts reported that he has heard from residents on Ross Lane and MacLaughlin Highlands about having high bacteria counts when they tested their water.

Councillor MacLean reported that Council has in the past reached out to Eastlink about providing better service in the area but have not received a response. There are still many residents that have poor internet service. Councillor MacLean reported that the province has an RFP out to looking for companies to improve rural internet service.

8. NEXT MEETING: Regular Council Meeting, Wednesday, October 10th, 2018, 7pm

Mayor Ellis reported that himself as well as Deputy Mayor Vriends will be away for the October 10th regular Council meeting

It was duly moved and seconded that Councillor Sheehan be appointed at the acting Mayor for the October 10th regular Council Meeting

Moved by Councillor MacLean, seconded by Councillor Watts
8-0
MOTION CARRIED 2018-09-101

9. ADJOURNMENT:

There being no further business, the meeting adjourned at 8:45pm.

Moved by Councillor Walsh, seconded by Councillor Gay
8-0
MOTION CARRIED: 2018-09-102

SIGNED: Gordon Ellis, Mayor

DATE:

SIGNED: Jonathan MacLean, CAO

DATE:

Appendix A

Community of North Shore Budget Tracking Per Month

August 2018				
ACCOUNT	2018/2019 BUDGET	YTD ACTUAL AS AT Aug. 31, 18	BUDGET REMAINING	BUDGET REMAINING AS PERCENTAGE
REVENUE				
Property Taxes	\$ 228,469.61	\$ 105,424.40	\$ 123,045.21	54%
<i>Planning & Development</i>				
Building Permits	\$ 7,500.00	\$ 8,163.90	-\$ 663.90	0%
Green Space	\$ -	\$ -	\$ -	0%
Fines	\$ -	\$ -	\$ -	0%
<i>NS Community Centre</i>				
Centre Rentals	\$ 25,000.00	\$ 18,910.00	\$ 6,090.00	24%
Centre Bar	\$ 12,500.00	\$ 7,973.93	\$ 4,526.07	36%
Community Events	\$ 3,000.00	\$ 6,127.59	-\$ 3,127.59	0%
Wage Grant (JFY/Feds)	\$ 3,000.00	\$ 3,074.56	-\$ 74.56	0%
Miscellaneous Income	\$ 1,250.00	\$ 2,000.00	-\$ 750.00	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	\$ -	\$ 249.12	-\$ 249.12	0%
Gas Tax Funding	\$ -	\$ -	\$ -	0%
Funding for Capital Items TBD	\$ -	\$ -	\$ -	0%
Planning & Development Province 1.1 cent per	\$ 25,000.00	\$ 9,540.00	\$ 15,460.00	62%

Interest Income/Miscellaneous	\$ 1,437.50	\$ -	\$ 1,437.50	100%
TOTAL REVENUE	\$ 313,482.11	\$ 165,873.50	\$ 147,608.61	
EXPENSES				
<i>Administrative/Municipal</i>				
Administrator's Wages inc. MERCs	\$ 50,625.00	\$ 28,022.34	\$ 22,602.66	45%
Administrator Mileage	\$ 750.00	\$ 553.00	\$ 197.00	26%
Health Insurance	\$ 6,250.00	\$ 1,120.56	\$ 5,129.44	82%
Professional Fees/Bookkeeping/Audit	\$ 13,750.00	\$ 4,487.96	\$ 9,262.04	67%
Legal Services	\$ 6,250.00	\$ -	\$ 6,250.00	100%
Website Hosting	\$ 1,250.00	\$ 592.71	\$ 657.29	53%
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	\$ 100.00	\$ 3,400.00	97%
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	\$ 2,648.01	\$ 1,101.99	29%
Office Expenses	\$ 6,250.00	\$ 2,182.21	\$ 4,067.79	65%
Interest and bank fees	\$ 1,250.00	\$ 620.24	\$ 629.76	50%
Telephone/Internet	\$ 3,750.00	\$ 1,732.33	\$ 2,017.67	54%
Donations	\$ 250.00	\$ -	\$ 250.00	100%
Capital Expenditures	\$ -	\$ 2,296.80	-\$ 2,296.80	0%
<i>Total Administrative/Municipal</i>	<i>\$ 141,875.00</i>	<i>\$ 58,743.97</i>	<i>\$ 83,131.03</i>	<i>59%</i>
<i>Planning/Development</i>				
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	\$ 19,733.06	\$ 9,641.94	33%
Activities Supplies/Licenses/Misc.	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Bar/Canteen (licenses & bartenders)	\$ 4,375.00	\$ 3,900.86	\$ 474.14	11%
Electricity	\$ 6,250.00	\$ 4,044.45	\$ 2,205.55	35%
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	\$ 12,106.60	\$ 17,893.40	60%
Heat Oil/Utilities	\$ 6,250.00	\$ 4,137.49	\$ 2,112.51	34%
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	\$ 46,331.26	\$ 37,668.74	45%
Stanhope Place				
Heat	\$ 625.00	\$ 404.31	\$ 220.69	35%
Electricity	\$ 5,000.00	\$ 3,607.48	\$ 1,392.52	28%
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	\$ 5,216.29	\$ 4,158.71	44%
Promenade				
Promenade Maintenance	\$ 5,000.00	\$ -	\$ 5,000.00	100%
Promenade Lighting	\$ 907.50	\$ 435.29	\$ 472.21	52%
Total Promenade	\$ 5,907.50	\$ 435.29	\$ 5,472.21	93%

Total Facilities and Public Property	\$ 99,282.50	\$ 51,982.84	\$ 47,299.66	48%
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	\$ 4,854.76	\$ 2,645.24	35%
Total Recreation	\$ 14,500.00	\$ 7,454.76	\$ 7,045.24	49%
TOTAL EXPENSES	\$ 289,782.50	\$ 135,965.29	\$ 153,817.21	53%
SURPLUS/DEFICIT YTD	\$ 23,700	\$ 29,908		
CAPITAL FUND	\$ 20,000	\$ -		
SURPLUS/DEFICIT W/ CAPITAL FUND	\$ 3,700	\$ 29,908		

BALANCE SHEET - as at August 31, 2018

ASSET

Current Assets

Bank - Community	75,808.29	
Can-PEI Infrastructure (Gas Tax)	44,991.19	
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	<u>50,710.88</u>	
Total Cash		202,293.37
GST/HST Recievable	<u>458.05</u>	
Total Receivables		458.05
Inventory - Bar - NSCC	<u>921.62</u>	
Total Inventory		921.62
Prepaid Expenses		<u>8,550.78</u>

Total Current Assets	<u>212,223.82</u>
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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	<u>-57,114.57</u>
Total Capital Assets	<u>1,129,929.72</u>

TOTAL ASSET	<u><u>1,342,153.54</u></u>
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LIABILITY

Current Liabilities

BMO Mastercard	744.50
Accrued Liabilities - Community	-0.22
Accrued Accounting	5,499.79
GST/HST Payable	-105.00
CPP Payable	764.06
EI Payable	359.29
Income tax payable	1,243.83
Vacation Pay Payable	676.75
PST Payable	<u>-66.46</u>
Total Accounts payable & accruals	9,116.54

Deferred Revenue Official Plan	1,022.43
Deferred Revenue - Green Space/Rec	25,083.44
Deferred Revenue - Gas Tax	<u>60,544.00</u>
Total Current Liabilities	<u>95,766.41</u>

TOTAL LIABILITY 95,766.41

EQUITY

Surplus

Operating Fund	1,216,478.92
Current Earnings	<u>29,908.21</u>
Total Operating Fund	<u>1,246,387.13</u>

TOTAL EQUITY 1,246,387.13

LIABILITIES AND EQUITY 1,342,153.54

\$ -
\$ -

**NSCC Environmental Sustainability Committee (ESC)
Meeting Notes - August 30, 2018
North Shore Community Centre**

In attendance: Councillors Kent MacLean and Connie Egan. Community Administrator Jonathan MacLean. Regrets: Justin Walsh.

- 1. Welcome**
- 2. Approval of agenda**
- 3. Review of business arising from last meeting**

A couple of Covehead Bay Review recommendations will be followed up on:

- A letter to appropriate Federal and Provincial authorities requesting an update on the status of the Aquaculture Policy Review and inquiring about whether there are any further plans to engage PEI citizens to be on government committees. Action: Jonathan to prepare a draft.
- PEI Coastal Property Guides will be placed on display in the Community Centre for resident information and/or pick up. Action: Jonathan to pick up copies.

- 4. Covehead Bay Review – Priority Action Items:** The top priorities from the Review were conducting a Scientific Study of Covehead Bay and Marine Use Planning.

Covehead Bay Scientific Study: The motion was approved by Council at the July meeting.

Marine Use Planning: The motion was approved by Council at the July meeting.

The RFP process is now complete and the review has been completed by the Executive Committee and ESC member Councillor Justin MacLean. The successful applicant is MRSB.

It was duly moved and seconded at the Council meeting that the Environmental Sustainability Committee be intricately involved with the process once the project coordinator was selected.

- 5. Project Coordination for the Covehead Bay Stakeholders Project Initiation Meeting:**

The first meeting to kick off the project with MRSB on August 30 (after the ESC meeting) with MRSB project staff, Council Executive and ESC members (with regrets from Councillor Justin Walsh). Topics covered included project objectives, work plan, identification of stakeholders, and identification of any additional background information, timelines and communications.

- 6. Water and Wastewater Management:** Discussion continued from the last meeting regarding Water and Wastewater Management recommendations in the 2014 Official Plan still needing follow-up actions. It was agreed that a meeting with Morley Foy, Provincial Government specialist, would be helpful to get more knowledge transfer and assist with planning on this highly technical and sensitive file which has already had extensive research completed. **Decision:** Contact Morley Foy to see if and when he could meet. **Action:** Jonathan

Note: The ESC committee is preparing to hand off to a new Council in November and have as much information as possible to share and keep continuity on this and all files.

Respectfully submitted by Committee Chair, Connie Egan

**Recreation and Community Engagement Committee
Report to Rural Municipality of North Shore
Northshore Community Centre
September 2018**

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

The Committee was unable to meet in person this month. Below is a summary of activities.

Upcoming Events

- Children's Halloween Party - Please stay tuned for dates for our party and Trunk or Treat event.
- Remembrance Day – Planning will begin this month.
- Children's Christmas Party – The committee is determining the date and time of the party. Stay tuned.
- 55+ Games – September 10-15, 2018
 - We have begun.
 - Knights of Columbus has stepped up for the catering duties
 - Always looking for volunteers, even for a noon to serve food or to keep the coffee fresh.
 - Thank you to Zane and Jonathan for all their work on this project. A special thanks to those councillors who have stepped up to chair an event or recruit volunteers.

Events & Recreation Coordinator Update – Zane Nicholson

Events:

1. Jimmy the Janitor
 - Held on August 24th had 156 people in attendance, a 50/50 of \$482, and a good bar night
 - Joanne Jay, Lucky Fox, and The Girl Guides all report to have good sales and exposure and appreciated the chance to be a part of our event.
 - Thank you Melody for coming out to help out and bringing in her sister and husband along
 - Sandy Gillis seemed very happy on how the process went and showed interest in performing with us again in 4 years.
2. Fall Event Series
 - The remainder of the "Fall Event Series" goes on sale on the 5th of September.
 - All events, except Ed Ratelle, are set up for the artist to take the ticket sales and we take the bar and 50/50.
 - Ed Ratelle is a flat rate for service and has a breakeven point of 32 participants.

- Two volunteers for each event are needed to help with 50/50 and the door if anyone is wanting to watch the shows for free.
- Gordon Cormier has rented out hall to perform an 'Old Time Country Concert' with his band and is an unofficial piece of the "Fall Event Series".

3. Other Events

- Zane has started looking at the Winter/Spring for events. We have a couple already to go with Home Route in the Winter and I think we should hold off on booking for the winter as the weather is very unpredictable.
- Zane put out some feelers for the Spring (Including Patrick Ledwell and Mark Haines)
- We are going to explore an annual volunteer appreciation dinner

Programs:

- Fall programs with go!East have been requested. We have asked for 8 programs
- We are looking for someone to take the lead on the 'Learn to Run' and 'Healthy Cooking'. If you know someone, please forward information to Zane.
- Zane is inquiring to see if there are any more instructors that are looking to rent a facility for their own business (similar to our fitness and yoga classes).
- He has contacted a dance instructor and plans to contact Holland College's Culinary to see if anyone is looking for a certified kitchen.
- We will be looking into starting cribbage at Stanhope Place in the winter.

Girl Guides

- The Girl Guides will begin their first full year of programming on Sept 17th, after a successful trial period last spring, and have added new age ranges for this year.

Bookings:

- We have one wedding left for 2018
- We have 2 weddings that have put deposits on 2019 and 1 wedding that has tentatively booked but no money down yet.
- Cheer leading has booked for the fall of 2018 and are using 3 days a week to begin the year. This may change as they figure out their numbers.

Other:

- Fall Brochure is almost done (waiting on go!East)
- Our purchase of chair covers has already paid for itself. Zane has had a couple inquiries about long rectangular clothes for the head tables. Might be worth a purchase for the 2019 wedding season.
- We will be costing out the price to purchase a black back drop for the stage. It would help make our venue look more professional.
- Our social media has been growing. A big help has been having other organizations (like the Friends of the Bay) using us to advertise or mentioning us (Lucky Fox, Girl Guides).

Respectfully submitted by: Charity Sheehan

Rural Municipality of North Shore, PEI
A Bylaw for Municipal Elections Proceedings
Bylaw # 2018– 07

BE IT ENACTED by the Council of the Rural Municipality of North Shore as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1 This bylaw shall be known and cited as the “Elections Bylaw.”

2. Purpose

2.1 The purpose of this bylaw is to establish the rules and procedures for municipal elections.

3. Authority

3.1 This bylaw is adopted pursuant to Part 3 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1, the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations.

4. Application

4.1 This bylaw applies to the Mayor and all members of Council, municipal employees, and the public. It operates together with, and as a supplement to, the *Municipal Government Act* and applicable regulations.

5. Definitions

5.1 In this bylaw, any word and term that is defined in the *Municipal Government Act*, the Municipal Election Regulations, or the Campaign Contributions and Election Expenses Bylaw Regulations has the same meaning as in that Act or regulations.

5.2 “Act” means the *Municipal Government Act*.

5.3 “Campaign Financing Regulations” – means the Campaign Contributions and Election Expenses Bylaw Regulations.

5.4 “Campaign Contribution” – means any money paid, or any donation in kind provided, to or for the benefit of a candidate during the election contribution period for the purpose of financing an election campaign, including revenue raised from a fundraising event by the sale of tickets or otherwise, but does not include volunteer labour or services.

5.5 “Campaign Contribution Period” – means the same period of time as the elections expenses period for a particular candidate or person who has declared an intention to become a candidate.

5.6 “Candidate” - means a person nominated in accordance with Part 3, Division 8, of the Act, and for the purposes of the provisions of this bylaw pertaining to campaign contributions and election

expenses, includes a person who has declared an intention to run as a candidate in accordance with clause 2(1)(a) of the Campaign Contributions and Election Expenses Bylaw Regulations.

5.7 “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by council under clause 86(2)(c) of the Act.

5.8 “Council” means the mayor and other members of the council of the municipality.

5.9 “Councillor” means a member of council other than the mayor.

5.10 “Election Expense” - means the cost of goods and services, and the value of any donation in kind, used by or for the benefit of the candidate for the purpose of a candidate’s election campaign, but does not include audit fees or volunteer labour or services.

5.11 “Election Expenses Period” – means the period in an election year beginning when a person publicly declares the person’s intention to run as a candidate for municipal office, whether in person or by electronic means, and ending, in the case of an election, on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected. In the case of a by-election, the election expenses period means the date when council sets the election day and ends on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected.

5.12 “Election Regulations” – means the Municipal Election Regulations.

5.13 “Employee” means, except as provided elsewhere in the Act, a person who performs work for a municipality for pay, and includes a person on leave from employment with a municipality, a person being trained by a municipality to perform work for the municipality, a person retained under an employment contract to perform work for the municipality, and (iv) any other person or class of person designated as an employee by the Minister, but does not include an independent officer. In Part 3 respecting candidacy for election, employee also means any employee of a controlled corporation, but does not include a volunteer firefighter who is not otherwise employed by the municipality.

5.14 “List of Electors” means the preliminary list of electors, supplementary list of electors or the official list of electors, as the context requires;

5.15 “Municipal Electoral Officer” means the person appointed under section 40 of the Act to be responsible for the administration of the election.

6. Interpretation

6.1 This bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation, regulations, and the definitions set out in them.

Part II –Employee Election Activities

7. General

7.1 All employee election activities and interaction with employees relating to elections shall be undertaken in accordance with subsections 35(1) and (2) of the Act.

8. **Class of restricted employees**

8.1 Pursuant to subsection 35(3) of the Act, the following employee positions shall form a class of restricted employees who shall not engage in any form of municipal political activity at any time:

- (a) Chief Administrative Officer

Part III – Campaign Contributions and Election Expense Disclosure

9. **Election Expenses**

9.1 Pursuant to clause 2(1)(a) of the Campaign Financing Regulations and effective January 1, 2019, in the case of an election, the election expenses period is the period in an election year beginning when a person publicly declares their intention to run as a candidate (in person or by electronic means) and ending on the election day or the declaration that the candidate is elected, whichever is earlier.

9.2 Pursuant to clause 2(1)(b) of the Campaign Financing Regulations and effective January 1, 2019, in the case of a by-election, the election expenses period is the period beginning when Council sets the date of the election day and ending on the earlier of election day and the declaration that the candidate is elected.

9.3 Pursuant to subsection 2(2) of the Campaign Financing Regulations and effective January 1, 2019, election expenses shall only be incurred by or on behalf of a candidate during the election expenses period.

9.4 Pursuant to subsection 3(1) of the Campaign Financing Regulations and effective January 1, 2019, the maximum allowable election expenses of a candidate for mayor is \$10,000].

9.5 Pursuant to subsection 3(2) of the Campaign Financing Regulations and effective January 1, 2019, the maximum allowable election expenses of a candidate for councillor is \$5,000].

9.6 Pursuant to section 10 of the Campaign Financing Regulations, election expenses incurred by a candidate in an election shall not be carried forward to be considered as an allowable election expenses in a subsequent election.

10. **Campaign Contributions**

10.1 Effective January 1, 2019, campaign contributions shall only be received by a candidate during the campaign contribution period as defined in the Campaign Financing Regulations.

10.2 Pursuant to subsection 4(1) of the Campaign Financing Regulations and effective January 1, 2019, the following may contribute to a candidate's campaign in an election or by-election:

- (a) an individual;

10.3 Pursuant to subsection 4(2) of the Campaign Financing Regulations and effective January 1, 2019, contributor shall not make a contribution exceeding \$1,575 to any one candidate for Mayor in an election.

10.4 Pursuant to subsection 4(3) of the Campaign Financing Regulations and effective January 1, 2019, contributors shall not make a contribution exceeding \$1,575 to any one candidate for Councillor in an election.

10.5 Pursuant to subsection 4(4) of the Campaign Financing Regulations and effective January 1, 2019, neither a candidate nor that candidate's spouse shall make a contribution to that candidate's own election campaign exceeding \$1,575.

10.6 Pursuant to subsection 8(1) of the Campaign Financing Regulations, no candidate shall accept anonymous campaign contributions.

10.7 Pursuant to subsection 8(2) of the Campaign Financing Regulations, where a candidate receives an anonymous campaign contribution, the candidate shall ensure that the contribution is not used or spent, but is donated to a registered charity of the candidate's choice within 30 days of receipt of the contribution.

11. Candidate Records

11.1 Pursuant to subsection 5(1) of the Campaign Financing Regulations, a candidate shall keep complete and proper accounting records of all campaign contributions and election expenses.

11.2 Pursuant to subsection 5(2) of the Campaign Financing Regulations, a candidate must ensure that:

- (a) proper records are kept of receipts and expenses;
- (b) a record is kept of the value of every campaign contribution, whether the contribution is in the form of money, goods or services, and the name and address of the contributor;
- (c) receipts are provided to the contributor for every campaign contribution referred to in section 11.2(b) of this bylaw; and
- (d) all records kept in accordance of this section remain in the possession and under control of the candidate or the candidate's agent at all times.

12. Candidate Disclosure: Filing and Records Retention

12.1 Pursuant to subsection 6(2) of the Campaign Financing Regulations, a candidate shall file a disclosure statement of the candidate's campaign contributions and election expenses, listing all campaign contributions and all elections expenses.

12.2 The disclosure statement shall be in writing in the form approved by the Minister, and shall be filed with the Municipal Electoral Officer within two months following the date of a municipal election.

12.3 If the MEO is no longer appointed, the candidate shall file the disclosure statement with the CAO.

12.4 Pursuant to subsection 6(3) of the Campaign Financing Regulations, a candidate's disclosure statement shall include:

- (a) a statutory declaration that states the total campaign contributions and the total election expenses of the candidate for that election campaign, and whether there is any surplus;
- (b) the following information in relation to campaign contributions:
 - (i) the name and address of each contributor whose cumulative campaign contribution exceeded \$250
 - (ii) the cumulative amount that each of the named contributors has given to the candidate;
 - (iii) the cumulative total of all contributions under \$250;
 - (iv) If no contributor's cumulative campaign contribution exceeded \$250, a notation to that effect;
- (c) a list of all election expenses and campaign contributions;
- (d) a full accounting of all election expenses and campaign contributions relating to fundraising events;
- (e) a description and estimated value of each donation in kind; and
- (f) a description and estimated value of each loan received for the purposes of the election campaign.

12.5 Pursuant to section 7 of the Campaign Financing regulations, no candidate shall file a false, misleading or incomplete disclosure statement.

12.6 Pursuant to subsection 9(1) of the Campaign Financing Regulations, where a candidate's disclosure statement filed in accordance with 12.1 of the bylaw discloses a surplus of campaign contributions in the form of money, a named contributor's monetary campaign contribution shall be returned to the contributor, on a pro-rated basis, where

- (a) the candidate withdraws from the election prior to election day; and
- (b) the contributor requests in writing to the candidate, within 14 days of the candidate's withdrawal, the return of the campaign contribution.

12.7 Subject to a refund of a named contributor's campaign contribution pursuant to subsection 12.6 of this bylaw, where a candidate's disclosure statement filed in accordance with 12.1 of the bylaw discloses a surplus of campaign contributions in the form of money, the candidate shall turn over the remaining surplus to the CAO to be used for municipal purposes.

12.8 Pursuant to subsection 11 (1) of the Campaign Financing Regulations, all documents filed with the municipal electoral officer shall be delivered by the municipal electoral officer to the chief administrative officer of the municipality within two weeks after the time specified in section 12(2) of the bylaw for filing the documents.

12.9 Pursuant to subsection 11(2) of the Campaign Financing Regulations, the CAO shall retain the documents referred to in 12.8 of this bylaw in accordance with the records retention and disposal schedule of the municipality that is established pursuant to section 117 of the Act.

12.10 Pursuant to subsection 11(3) of the Campaign Financing Regulations, all documents filed with the MEO and retained by the CAO under section 12.9 of this bylaw are public documents and may, upon request, be available for inspection on request to the CAO during regular officer hours.

12.11 Pursuant to subsection 12(1) of the Campaign Financing Regulations, a candidate, whether elected or not, shall retain all records required pursuant to the regulations for no less than seven years.

12.12 Pursuant to subsection 12(2) of the Campaign Financing Regulations, the MEO, or the CAO if the MEO is no longer appointed, may require a candidate (whether elected or not) to provide additional information and supporting documentation in respect of the candidate's disclosure statement at any time within the seven-year period referred to in section 12.11 of this bylaw.

13. Reporting

13.1 Pursuant to subsection 11(4) of the Campaign Financing Regulations, the CAO shall forward to Council a report summarizing the disclosure statement of each candidate, noting any candidate who has exceeded the limit on election expenses pursuant to sections 9.5 and 9.6 of this bylaw and the name of any candidate who failed to file the required disclosure statement.

13.2 Pursuant to subsection 11(5) of the Campaign Financing Regulations, the CAO shall ensure that the summary referred to in section 13.1 of this bylaw is posted in a conspicuous place in the municipality and on the website of the municipality for a period of at least 6 months.

13.3 Pursuant to subsection 11(6) of the Campaign Financing Regulations, the CAO shall ensure that the filed disclosure statement of each candidate who sought election in the immediately preceding election (whether elected or not) is posted on the website of the municipality for a period of at least 6 months.

14. Complaints & Compliance

14.1 Pursuant to subsection 12(3) of the Campaign Financing Regulations, where:

- (a) a candidate fails or refuses to provide the additional information and supporting documentation referred to in section 12.12 of the bylaw; or
- (b) the MEO or CAO, as the case may be, is not satisfied with the additional information and supporting documentation provided by the candidate;

The MEO or CAO, as the case may be, refer the matter to Council.

14.2 Pursuant to subsection 12(4) of the Campaign Financing Regulations, Council may:

- (a) determine that no further action is required;
- (b) order the candidate to provide the additional information and supporting documentation required under section 12.12 of the bylaw; or
- (c) take any further action the Council considers appropriate.

14.3 Pursuant to subsection 12(5) of the Campaign Financing Regulations, an elector of the municipality may in writing make a complaint that relates to information contained in a candidate's

disclosure statement and deliver the complaint to the MEO, or the CAO if the MEO is no longer appointed.

14.4 Pursuant to subsection 12(6) of the Campaign Financing Regulations, the MEO or the CAO, as the case may be, who receives a complaint from an elector under section 14.3 of this bylaw may:

- (a) determine that no further action is required;
- (b) require the candidate who is the subject of the complaint to provide additional information under section 12.12 of the bylaw, or
- (c) refer the matter to Council to be dealt with under section 14.2 of this bylaw.

15. Offences and Penalties

15.1 Pursuant to subsection 13(1) of the Campaign Financing Regulations, a person who contravenes a provision of this bylaw is guilty of an offence and liable on summary conviction to a fine of up to \$2,000.

15.3 Pursuant to clause 13(2)(a) of the Campaign Financing Regulations, a conviction for an offence referred to in section 15.1 of this bylaw does not relieve the person convicted, including a candidate referred to in section 14.2(b) of this bylaw, from the requirement to comply with this bylaw.

15.4 Pursuant to clause 13(2)(b) of the Campaign Financing Regulations, the convicting judge may, in addition to any fine imposed, order the person to do any act or work, within the time specified by the judge in the order, to comply with the provisions of this bylaw.

15.5 Pursuant to subsection 14(1) of the Campaign Financing Regulations, where a candidate who is elected has contravened any provision of this bylaw and is convicted of an offence in respect of that contravention, the candidate is disqualified from office and shall resign immediately.

Part IV – Wards

16. Wards

16.1 Pursuant to sections 38 and 39 of the Act, councillors for the Rural Municipality of North Shore will be elected on a ward basis.

16.2 There shall be 6 wards, with 1 councillor elected per ward.

16.3 The boundaries of each ward in the Rural Municipality of North Shore are as described and shown on the ward maps contained in Schedule A of this bylaw.

16.4 Should a conflict exist between a description and the ward map contained in Schedule A, the map shall take precedence.

16.5 Pursuant subsection 39(4) of the Act, the number of electors in each ward shall be comparable, and in no case shall the number of electors in a ward be more than ten per cent above or below the average number of electors in all of the wards.

16.6 Pursuant to subsection 39(5) of the Act, each ward shall have at least one polling division.

16.7 Pursuant to subsection 39(6) of the Act, Council shall establish and appoint an Electoral Boundaries Commission within ninety days following Election Day of each third scheduled election after December 23, 2017 to review the wards and make a report to council setting out its recommendations as to the area, boundaries and names of the wards.

16.8 The Electoral Boundaries Commission shall complete its review within three (3) months of its appointment.

PART V – List of Electors

17. Procedure for Establishing a List of Electors

17.1 Agreement with Elections PEI

17.2 Pursuant to section 41 of the Act, the Council of the Rural Municipality of North Shore shall enter into an agreement with the Chief Electoral Officer of Prince Edward Island to obtain data to be used in preparation of a list of electors.

17.3 The Municipal Electoral Officer may supplement the information obtained from the agreement with the Chief Electoral Officer of Prince Edward Island with information from any source that, in the opinion of the Chief Electoral Officer, is relevant to ensuring the list of electors is accurate.

18. Voters Not on List

18.1 Pursuant to subsection 45(2) of the Election Regulations, electors not appearing on the official list of voters may register at the time of attendance at a voting opportunity if the person is eligible to vote under the Act.

Part V – Advance Polls

19. Advance polls

19.1 An advance poll will be held in accordance with section 45 of the Act and section 43 of the Regulations on the Saturday prior to the municipal election, between the hours of 10:00 am and 1:00 pm.

Part VIII – Administering the Election

20. Location of office - North Shore Community Centre - 2120 Covehead Road, West Covehead

20.1 Pursuant to sections 10 and 11 of the Election Regulations, the election office shall be opened from the fourth Tuesday before the election at the municipal office, located at 2120 Route 25, West Covehead, and shall be open from 9:00 am - 4:00 pm on Tuesday's and Wednesday's.

21. Nominations

21.1 Pursuant to subsection 26(4)(a) of the Municipal Election Regulations, the minimum number of nominators required for each nomination shall be 5. Nominators must be qualified electors and where there are wards, must be resident of the ward.

22. Records

22.1 Records pertaining to the election will be destroyed or retained, as the case may be, in accordance with section 87 of the Election Regulations and the records retention bylaw, and where such a bylaw has not yet been enacted the records will be retained for at least 7 years.

Part VII – By-Elections

23. By-elections

23.1 All by-elections will be undertaken in accordance with sections 60-62 of the Act and section 5 of the Election Regulations.

Part VII – Approval and Adoption

24. Repeal of Existing Bylaw

24.1 On adoption, this bylaw replaces Bylaw #2 Community Election Procedures

25. Effective Date

25.1 This Elections Bylaw, Bylaw# 2018-07, shall be effective on the date of approval and adoption below.

First Reading:

This Elections Bylaw, Bylaw# 2018-07, was read a first time at the Council meeting held on the 8th day of August, 2018.

This Elections Bylaw, Bylaw# 2018-07, was approved by a majority of Council members present at the Council meeting held on the 8th day of August, 2018.

Second Reading:

This Elections Bylaw, Bylaw# 2018-07, was read a second time at the Council meeting held on the 12th day of September, 2018.

This Elections Bylaw, Bylaw# 2018-07, was approved by a majority of Council members present at the Council meeting held on the 12th day of September, 2018.

Approval and Adoption by Council:

This Elections Bylaw, Bylaw# 2018-07, was adopted by a majority of Council members present at the Council meeting held on the 12th day of September, 2018.

26. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Elections Bylaw adopted by the Council of the Rural Municipality of North Shore on the 12th day of September 2018 is certified to be a true copy.

Chief Administrative Officer Signature

Date

Schedule A – Wards

Ward Descriptions- Post Restructuring of North Shore, Pleasant Grove and Grand Tracadie

Ward # 1 - Includes all civic addresses on Union Road, Black River Road, MacMillan Point Road, Shoreline Drive, Sunset Crescent, Serenity Lane, Eagles Path Lane, Bruce Lane, Cass's Road, Bay Vista Lane, Baxter Lane, Jack's Way, Parson's Creek Drive and Route 25 civic addresses 2186-2490 inclusive.

Ward # 2 - Includes all civic address on MacLauchlin Highlands, Warrens Road, Vail Crescent, Thymewood Lane, Stanhope Lane, Spruce Lane, Smallwood Lane, Simpson Lane, Ruperts Road, Ross Lane, Point Pleasant Crescent, Parkview Lane, Old Sam Road, Macs Landing, MacMillan Lane, Lawson Lane, Joyces Lane, Halmac Road, Fairview Drive, Ellis Lane, Ekkho Lane, Doc Soper Crescent, Deanna Lane, Cliff View Lane, Carmody Crescent, Blanchard Lane, Birch Hill Drive, Bayview Lane, Bayshore Road, Bagnall Lane, Alvins Drive, Allan Court and Rte 25 civic addresses 2491-2727 inclusive.

Ward # 3 - Includes all civic addresses on Guerney Road, Hardy Mill Road, Merricks Lane, Normandy Lane, West Covehead Road, McCarville Lane, Ash Lane and Route 25 civic addresses 1163-2151 inclusive.

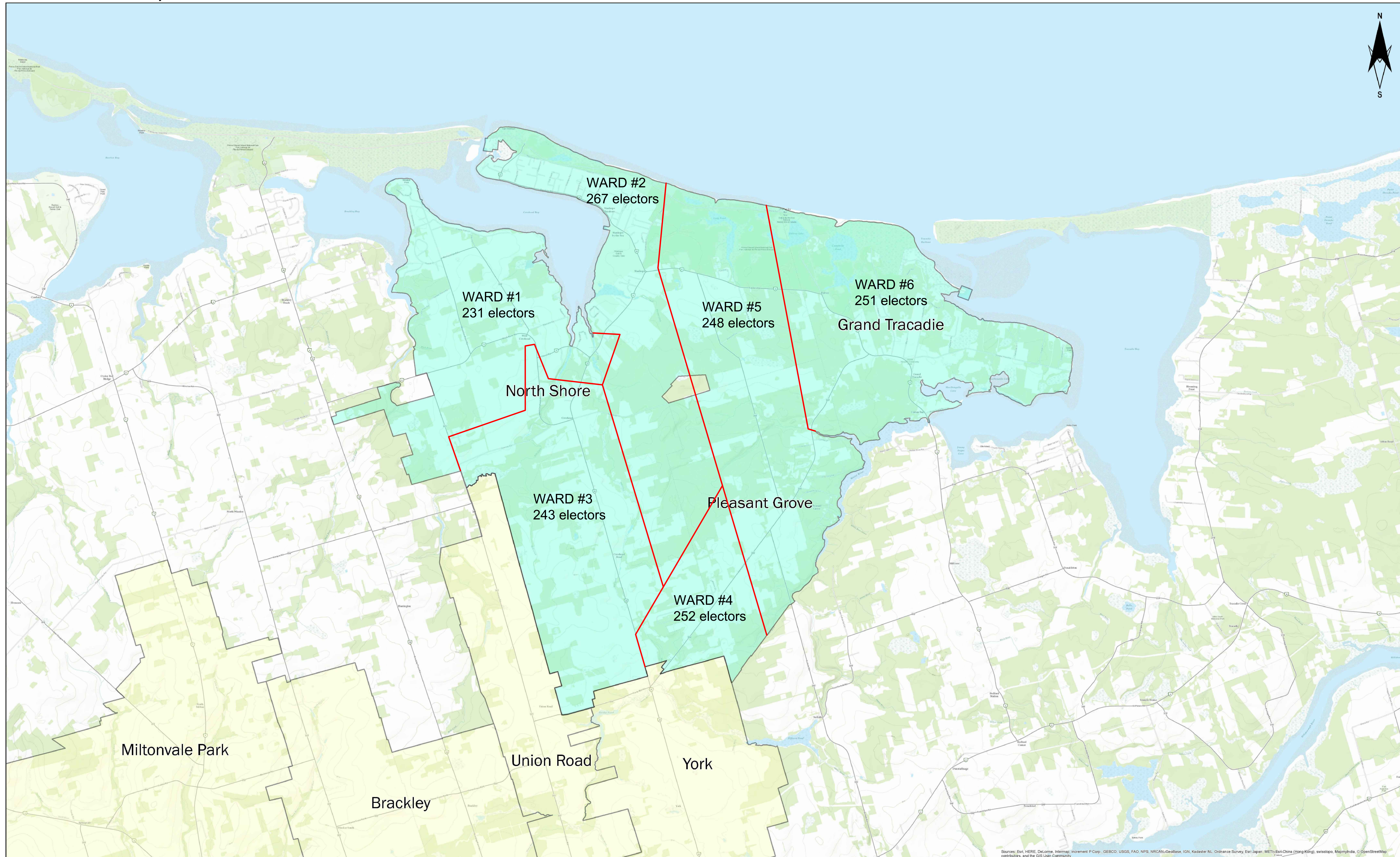
Ward # 4 includes all civic addresses on Andi-Lee Court, Big Maple Lane, Cameron Drive, Halle Court, Lillian Lane, Maggie Lane, Maryland Road, Windsor Drive, and Pleasant Grove Road civic addresses 935- 1465 inclusive.

Ward # 5 Includes all civic addresses on Friston Road, Golden Lane, Tracey's Lane, Suffolk Road, Winter River Circle, Beaver Run Road, Cormac Crescent, and Pleasant Grove Road civic addresses 378-921 inclusive and Eastern Road civic addresses 2203-2598 inclusive.

Ward # 6 includes all civic addresses on Alfred Lane, Beach Road, Cottage Crescent, Dalvay Crescent, Dune View Drive, Eagar Lane, Gulf Shore Parkway, Harbour Road, High Road, Jones Way, Lakewood Lane, Lorne Lane, Mac Lane, Oceanpath Lane, Peters Crescent, Queens Point Road, Robinson Road, Tamarack Drive, Watts Road, White Sickle Drive, Winter Road and Pleasant Grove Road civic addresses 130-371 inclusive, and Route 6 civic addresses 1229-1911 inclusive, and Eastern Road civic addresses 1961-2009 inclusive.

***All address within the Municipal Boundaries as outlined on the attached Ward Map**

North Shore, Grand Tracadie and Pleasant Grove Boundaries Combined



Map Legend

- North Shore, Grand Tracadie and Pleasant Grove
- Other Municipal Boundaries

Data Sources:

Municipal Boundaries Layer (Department of Finance), ESRI Topographic Base Layer

This map is for information purposes only. It is not intended for legal description or calculating exact land dimensions.



Municipal Affairs and Provincial Planning
Department of Communities, Land and Environment



Ward Boundaries for North Shore

1. Ward 1 - North of the Pleasant Grove Road encompassing Covehead Road (Rte 25) to the West Covehead Rd (included) and including Guerney Road and Normandy Lane - 316 -Electors
2. Ward 2 - North of Normandy Lane and West Covehead Rd to the North side of Parsons Creek Drive on Rte 25 including Union Road, Black River Road, MacMillan Point Rd, McLaughlin Road and all side streets - 305 Electors
3. Ward 3 - North of Parsons Creek Drive North to the Park Boundary including Route 25, Bayshore Road, Eastern Road and all side roads - 299 Electors

Community of North Shore
2013 Land Use Bylaw

LAND USE ZONING MAP

ZONES

- R1 - Residential
- RC - Resort Commercial
- R2 - Multi-Family Residential
- C - Commercial
- I - Institutional
- A - Agriculture
- M - Industrial
- PC - Parks & Conservation

BASE MAP LEGEND

- Collector
- Local Street
- Private Street
- Municipal Boundary
- Property Lines

SCALE: 0 0.5 1
NORTH

METADATA

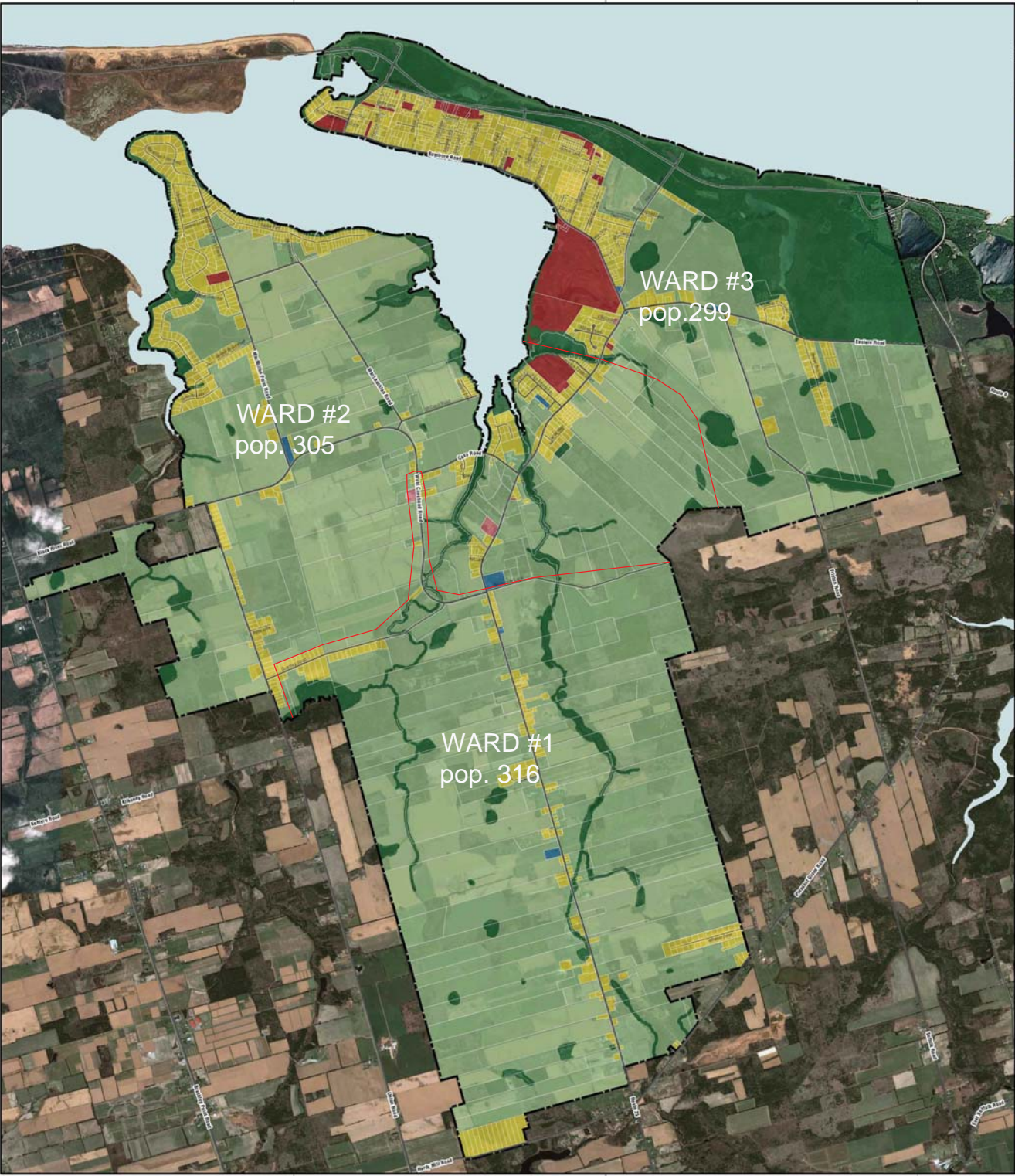
Janice Harper, M.C.P. 2010 Charlottesville, VA 540-980-5500	Gordon Smith, M.C.P. C.S.A. 2009 North Hills Road Harrison, VA 540-980-4201
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Created on: 22/05/2013 9:51:10 AM
Drawn by: Bruce Mann, M.Plan
Coordinate System: NAD 1983 CSRS Prince Edward Island
Projection: Canadian Spheroid (PCS)
Datum: North American 1983 CSRS
Units: Meter

REVISIONS & AMENDMENTS

No.	Date	Description	By

NOTES



Schedule B Pursuant to Part 3 of the MGA, the following are eligible to vote during a municipal election:

1. MGA 31. Qualifications of electors

1.2 Unless otherwise disqualified, a person is entitled to vote at an election in a municipality if the person

- (a) is a Canadian citizen;
- (b) is at least 18 years of age, or will attain that age on or before election day;
- (c) has resided in the province for at least the six-month period immediately preceding election day; and
- (d) is ordinarily resident in the municipality on election day. 2016,c.44,s.31.

2.0 MGA 39.(2)(a) Where a municipality is divided into wards pursuant to clause 38(1)(a), (a) only an elector who is resident in a ward shall be eligible to vote for a candidate for that ward.