

AGENDA

Regular Council Meeting – Rural Municipality of North Shore
6:30 pm Wednesday, May 12th, 2021 at North Shore Community Centre

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES FROM

REGULAR MEETING 6:30PM APR 14, 2021

- 3.1. **Business arising from the minutes**

4. DELEGATIONS SPECIAL SPEAKERS AND PUBLIC INPUT

- 4.1. RFD-2021-021 Presentation Stanhope Peninsula Water Concerns

5. REPORTS

- 5.1. EMO Committee Report
- 5.2. Recreation and Engagement Committee Report
- 5.3. CAO Report
- 5.4. Finance and Administration Report
- 5.5. Planning Board and Development Permit Report
 - a) Recommendation re: Suspension of Development Permits Lighthouse Point RFD-2021-023
 - b) Recommendation re: Parkland Dedication RFD-2021-024

6. NEW BUSINESS (REQUESTS FOR DECISION)

- 6.1. RFD-2021-017 Move Wetland Policy Review to Bays Enhancement Committee
- 6.2. RFD-2021-027 Approval of Fees Bylaw Schedule Update
- 6.3. RFD-2021-019 Riptide Waiver of Fees
- 6.4. RFD-2021-022 Tobacco Free Policy
- 6.5. Second Reading and Adoption Reserve Fund Bylaw Amendment
- 6.6. RFD-2021-025 Procurement Policy
- 6.7. RFD-2021-026 Establish Ad Hoc Committee for Water System Research
- 6.8. Announcement of Procedural Bylaw Review
- 6.9. First Reading of Shared Services Bylaw

7. CORRESPONDENCE

- 7.1. Infrastructure PEI letter re: Gas Tax Fund

8. APPOINTMENTS TO COMMITTEES

9. NEXT MEETING: Wednesday, June 9, 2021 - 6:30pm at Grand Tracadie School Centre

10. ADJOURNMENT

APPROVED MINUTES
Regular Council Meeting – Rural Municipality of North Shore
Wednesday May 12, 2021 @ 6:30 pm
@ North Shore Community Centre

PRESENT:

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

Kevin Murphy as guest speaker

22 members of the public.

1. CALL TO ORDER: 6:34 pm by Mayor Gerard Watts**2. APPROVAL OF THE AGENDA:**

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

Moved by Councilor Derek Cook, seconded by Councilor Krista Shaw

6-0

MOTION CARRIED

2021-05-045

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

Division 4, Section 96 of the Municipal Government Act

None declared.

3. APPROVAL OF MINUTES:

It was duly moved and seconded that the minutes of the Regular Council Meeting of April 14, 2021 @ 6:30 pm be approved as presented.

Moved by Councilor Peter Vriends, seconded by Councilor Derek Cook

6-0

MOTION CARRIED

2021-05-046

3.1 Business arising from the minutes

FPEIM meeting was attended online by Mayor Gerard Watts, Councillor Peter Vriends and CAO Stephanie Moase.

4. DELEGATIONS SPECIAL SPEAKERS AND PUBLIC INPUT:**4.1 RFD-2021-021 Presentation - Stanhope Peninsula Water Concerns**

Kevin Murphy, long time resident of Stanhope, spoke on the concerns and issues of water on the Stanhope Peninsula. Kevin Murphy asked the Council to make this a priority issue.

Mayor Gerard Watts reported that Council has budgeted for these concerns, to hire a consultant to update previous studies. Some initial contact has been made with IRAC on the process of a water

utility, the CAO and Council members have met with Provincial representatives to share information and ideas on how to proceed. Water and Environment committee has been looking at options to make sure septic systems are being installed properly, older ones updated and are being maintained. Keeping the community informed and updated on this information.

5. REPORTS

5.1 EMO Committee Report

Chair Derek Cook reported that the NSJEMO has run into issues and is working with Municipal Affairs and FPEIM to sort out the legal issues with having more than one Community involved. Committee is always looking for volunteers.

5.2 Recreation and Engagement Committee Report

Chair Bob Doyle reported the Committee met April 27, 2021 to discuss ball hockey, soccer and softball activities and resources in the Community. Tobacco Free Policy was discussed. Request for Proposal for the Recreation plan was also discussed.

5.3 CAO Report

CAO working on updating Policies and Bylaws.

5.4 Finance and Administration Report

Chair Peter Vriends provided an update on the Grand Tracadie Day Care proposal. The fire panel quote was received in the amount of \$6000.00 plus HST. Additional expenses for renovations would be \$10,000.00. The proposal will go to the Finance Committee and then Council will have a Special Meeting to make the final decision.

5.5 Planning board and Development Permit Report

Chair Krista Shaw reported the Planning Board has had 2 Planning Board meetings since last Council meeting and are working with the new consultant on the edits of the new Land Use Bylaw.

Chair referred Council to the Development Permit Report, Approved 17 permits, (16 new permits and one extension) in April, 2021.

A Public meeting will be held May 25, 2021 @ 7pm to review new changes to the Official Plan and Land Use Bylaw.

Next Planning Board meeting scheduled for June 3, 2021, with the hope of the recommendation for the Official Plan and Bylaw to go to Council for June 9, 2021 Council meeting.

a) Recommendation from Planning Board re: Suspension of Development Permits Lighthouse Point RFD-2021-023

Councilor Krista Shaw referred Council to RFD-2021-023

It was duly moved and seconded to approve the recommendation to place a hold on development applications on new connections to the central well on Lighthouse Point and area and any new private wells in the surrounding area pending an approved solution from the Province.

Moved by Councilor Krista Shaw, seconded by Councilor Bob Doyle

6-0

MOTION CARRIED

2021-05-047

Discussion on the Province's approval of the solution.

b) Recommendation re: Parkland Dedication RFD-2021-024

Councilor Krista Shaw referred Council to RFD-2021-024

It was duly moved and seconded that Council approve the recommendation to not require Parkland Dedication for the specific application.

Moved by Councilor Krista Shaw, seconded by Councilor Derek Cook.

6-0

MOTION CARRIED

2021-05-048

Discussion on the Bylaw being vague on this issue.

It was duly moved and seconded that Council allow the subdivision of 4 lots off a parent lot before requiring the Development Officer to bring forward to Council for the purpose of Parkland Dedication.

Moved by Councilor Peter Vriends and seconded by Councilor Bob Doyle

6-0

MOTION CARRIED

2021-05-049

6. NEW BUSINESS (REQUESTS FOR DECISION):

6.1 RFD-2021-017 Move Wetland Policy Review to Bays Enhancement Committee

It was duly moved and seconded to forward the task of reviewing the Wetland Conservation Policy to the Covehead/Tracadie Bay Enhancement Committee.

Moved by Councilor Nancy MacKinnon, seconded by Councilor Derek Cook

6-0

MOTION CARRIED

2021-05-050

6.2 RFD-2021-027 Approval of Fees Bylaw Schedule Update

Councilor Peter Vriends referred Council to RFD-2021-027 and the updated Fee Schedule

It was duly moved and seconded that Council approve the updated Schedule A from Bylaw 2019-03 - A Bylaw to Establish Municipal Fees as presented.

Moved by Councilor Peter Vriends, seconded by Councilor Krista Shaw

6-0

MOTION CARRIED

2021-05-051

Discussion on consultation with the groups involved and various other Communities on PEI and their rates.

6.3 RFD-2021-019 Riptide Waiver of Fees

Councilor Bob Doyle received a letter from the President of Riptide Softball, Jeremy Fraser, requesting a waiver of fees for the 2021 season.

It was duly moved and seconded to approve a grant equal to \$10.00 per registered player to Riptide Softball Association for the 2021 season.

Moved by Councilor Bob Doyle, seconded by Councilor Krista Shaw

6-0

MOTION CARRIED

2021-05-052

Discussion on what fees the Association pays out to operate.

6.4 RFD-2021-022 Tobacco Free Policy

Councilor Bob Doyle, Recreation and Community Engagement Committee, has been working on editing the 2016 Tobacco Free Policy, most important changes are Public Places in our Community. The Provincial legislation and regulations on smoke free places make it against the law to smoke in public places, workplaces in PEI or in a vehicle when children are present. The goal of the Policy is to develop a healthy Community.

It was duly moved and seconded to approve the updated Tobacco Free Policy.

Moved by Councilor Bob Doyle, seconded by Councilor Derek Cook.

Discussion on how to police/enforce this policy. CAO, Stephanie Moase will find out if Council is required to go to the Public with this policy.

MOTION WITHDRAWN by Councilor Bob Doyle to approve the updated Tobacco Free Policy
2021-05-053

It was duly moved and seconded by Councilor Wanson Hemphill, seconded by Nancy MacKinnon to table this item until the June council meeting to allow for further review.

6-0

MOTION CARRIED

2021-05-054

6.1 Second Reading and Adoption of Bylaw 2018-03A - A Bylaw to Amend Reserve Bylaw 2018-03

It was duly moved and seconded that Bylaw 2018-03A - A Bylaw to Amend Reserve Bylaw 2018-03 be read a second time.

Moved by Councilor Peter Vriends, seconded by Councilor Krista Shaw

6-0

MOTION CARRIED

2021-05-055

It was duly moved and seconded to approve the second reading of the Bylaw 2018-03A - A Bylaw to Amend Reserve Bylaw 2018-03

Moved by Councilor Nancy MacKinnon, seconded by Wanson Hemphill

6-0

MOTION CARRIED

2021-05-056

It was duly moved and seconded that Bylaw 2018-03A - A Bylaw to Amend Reserve Bylaw 2018-03 be adopted

Moved by Krista Shaw, seconded by Derek Cook

6-0

MOTION CARRIED

2021-05-057

6.6 RFD-2021-025 Procurement Policy

Councilor Peter Vriends referred to page 36 of the council package. Procurement Policy was reviewed by the Finance Committee to make sure it was up to date and adhered to the MGA. Finance and Infrastructure Committee and CAO, Stephanie Moase revised the policy.

It was duly moved and seconded that the revised Procurement Policy be approved as presented.

Moved by Councilor Peter Vriends, seconded by Nancy MacKinnon

6-0

MOTION CARRIED

2021-05-058

6.7 RFD-2021-026 Establish Ad Hoc Committee for Water System Research

Councilor Peter Vriends stated Council has had information meetings with the Province earlier in the evening. There are concerns of Stanhope Cape residents and there is a need to research more information in this area.

It was duly moved and seconded to establish an Ad Hoc Committee for a Stanhope Peninsula Fresh Water System Research Committee.

Moved by Peter Vriends, seconded by Derek Cook

6-0

MOTION CARRIED

2021-05-059

It was duly moved and seconded to approve the Terms of Reference- To Explore the options and requirements of a freshwater system for the Stanhope Peninsula which includes working the consultants, the province, stakeholders and regulatory bodies. This includes a report and recommendations to Council. The appointment of the following members to the Ad Hoc Committee for Water System Research, Doug Smith, Steve Murphy, Jim Revel, Howard Ellis, Peter Vriends, Mayor Gerard Watts will chair the Committee.

Moved by Peter Vriends, seconded by Bob Doyle

5-1

MOTION CARRIED

2021-05-060

Providing input and historical information as advisors will be Ken Hubley, Norman MacLauchlan, Al Goodwin.

6.8 Announcement of Procedural Bylaw Review

As per section 86 (3) of the MGA, it is required to make public that Council will be updating the Procedural Bylaw. All Bylaws that have completed draft form and are ready for First Reading by Council shall be available for review by the Public on the Municipal Website.

6.9 First Reading of Shared Services Bylaw

It was duly moved and seconded that Bylaw 2020-01, A Bylaw to Share Services for Planning and Development be read a first time.

Moved by Councilor Peter Vriends, seconded by Councilor Nancy MacKinnon

6-0

MOTION CARRIED

2021-05-061

It was duly moved and seconded that the first reading of Bylaw 2020-01, A Bylaw to Share Services for Planning and Development be approved.

Moved by Councilor Derek Cook, seconded by Councilor Krista Shaw

6-0

MOTION CARRIED

2021-05-062

7. CORRESPONDENCE:

7.1 Infrastructure PEI letter re: Gas Tax Fund

Gas Tax Fund is now known as Canada Community Building Fund. Amounts for this funding have been doubled this year.

Discussion on funding options and project approvals.

8. APPOINTMENTS TO COMMITTEES:

Appointment of Justin Robinson to the NSJEMO Committee and John Cook to the Finance Committee.

9. NEXT MEETING: Wednesday, June 9, 2021 @ 6:30 pm at Grand Tracadie School Centre.

10. ADJOURNMENT:

There being no further business the meeting was adjourned at 8:20 pm

Moved by Councilor Derek Cook, seconded by Councilor Bob Doyle

6-0

MOTION CARRIED

2021-05-062

SIGNED: Gerard Watts, Mayor

DATE:

SIGNED: Stephanie Moase, CAO

DATE:

**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Stanhope Peninsula – Water Concerns**

Date: May 4, 2021	Request No: 2020-021 <i>(Office Use Only)</i>
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Person: Kevin Murphy / Anne Morais	Representing: Concerned Community Residents
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Background: The Stanhope peninsula is bordered on three side by coastal salt water. There have been ongoing concerns about the sustainability of potable drinking water in the area. A significant amount of work was done in 2009 and this area was identified as a high risk area. “ In the long-term a central water supply may be warranted for the peninsula since most of the peninsula has relatively higher risk for water quality and quantity issues” . Since these reports were produced in 2009 there has been significant development on the peninsula, with many residents now living on the peninsula year round. This development has created increased pressure on the current water supply. In 2020 the western end of the peninsula has experienced salt intrusion in a number of wells.

Request: That the North Shore Municipality Council recognize the concerns of the residents. The council needs to assess the current data on all wells on the peninsula to fully understand the issue. Council / Province need to work together to look at long-term implications. Once needs are properly understood technical requirements and costing can be tabulated.

Advantages	Disadvantages
<p>A proactive approach will ensure that the peninsula will have sufficient water to service the future needs of the residents. Doing nothing could result in a significant water crisis with no immediate solution.</p> <p>There may be financing available through the Federal / Provincial governments that may help alleviate some of the financial pressures, for both studies and infrastructure.</p>	<p>Not necessarily a disadvantage, but the funding of any solution must be addressed.</p>

Required Resources:	
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Staff	
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Comments	
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CAO's Review / Comments	
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Presentation by Kevin Murphy
May 12, 2021 Regular Council Meeting

Long Term Water Sustainability

Stanhope Peninsula

May 2021

Thank you Mayor and councillors for giving us the time tonight to discuss a very important issue to our community. This is not a new issue and we are aware of the work that the council has done in the past and even today to be pro active.

Kathy and I are a 25 year resident of Stanhope. I am here not on any formal capacity but as a concerned citizen who is very much aware of the issue.

We have seen it grow, develop to become one of PEI's most sought after places to live.

I have attended most if not all meetings regarding this issue in the past and listened to the pros and cons to the debate, not because I had an issue but believed a thriving community will grow and these services will be needed.

11-12 years ago the community was not ready to embrace a strategy to deal with the issue that many felt was not critical. Hindsight is 20-20.

I have become one of the longer year round residents on the peninsula, that comes with age.

Reports Reed

The peninsula is 2 sq km and the north shore community is 92 sq km. the density on the peninsula is very high and getting higher.

However, we are not here to look back but rather look forward and solve the issues of the day that will make our community better.

What are our needs are

- 1] Water
- 2] Wastewater disposal

I am no scientist but there is already lots of studies highlighting the facts about these issues in our community. I am not here to challenge or debate the science of our issue, we have experts that can show us the data and implications of doing nothing. They did that in 2009-2010

In 2007 a centralized water system was investigated and priced out at about 4.5 million. Several residents expressed concerns with regard to report and pricing.

Our community is presently having an issue with salt water intrusion in some wells especially on the point, but

this was predicted and also it was predicted other areas will also experience salt water intrusion especially areas along the water.

When we owned and operated the Stanhope Beach Resort our biggest fear was the availability of fresh water for our guests. Without that you would not have a business. We have many cottage operators on the peninsula that depend on these two issues for their business to survive.

Just imagine if we ever were put under a boil water order, what that would do to our community, its reputation and its attractiveness to live, work and play.

A lot has happened in Stanhope over the past 12 years with regard to development of homes including year-round residents, in 2009 the consultants predicted that full build out would happen by 2025-2030. I would suggest that an updated report might suggest that this is happening quicker than originally anticipated

Bottom line is we are beginning to fill up and more on a year round basis, that is called success but with success comes challenges

.As there is more demand from more resident's salt intrusion risk increases, to think that it will be limited to existing properties experiencing this is not realistic.

In all the reports completed on this topic the need for a long term solution for fresh water and waste water disposal has been at the forefront.

All data suggested that we would have an issue not if but when and it is amazing how accurate they were in their predictions back in 2009.

Even in our 2020 official plan it is highlighted the need for a L-T sustainable water supply and the council will be pro-active in securing the necessary resources to deal with this.

Many suggestions and ideas were presented in the 2009-2010 consultants report but the main recommendations in 2009 from studies.

- Water Needs Assessment MEDIUM-HIGH
- Wastewater Needs Assess Very High

Comments from executive summary Feb 2010 Servicing S
Long Term Water and Wastewater Study:

“In the long term, a central water supply may be warranted for the peninsula since most of the peninsula has a relatively higher risk for water quality and quantity issues”

“ Stanhope Peninsula is likely to require water servicing in the longer term due to increases in nitrate level and salt water intrusion”

“ It is our professional opinion that the tipping point for the Stanhope Peninsula is likely to occur before the area reaches full build out”

Fast forward to today

Today 2021

More than likely we are at the tipping point due to development of new residents and the % of year round residents has increased dramatically over the past 10 years. How can one argue that.

Talking to Barry MacMillian and he stated in his subdivision alone there is over 40 residents mostly year round WOW!

Being a small community issues travel fast but we believe that our community needs an immediate long term planning process that will deal with the water supply for the peninsula.

So in concluding:

We all hoped back in 2010 that it would not become an issue but it has and hope is not a strategy.

We now need strong leadership on this issue as it is not going away by itself. We have not had an issue with wastewater **yet**, but again we have been told that it is not if but when we will have an issue, the reality today is water is our issue. But lets not forget wastewater needs to be addressed as well.

Our community council has been active on this issue as indicated in our 2020 official plan. We thank you for that proactive insight. What has happened in the last 6 months has now made the issue more critical to our community.

We respectfully ask our elected officials to make this a priority and begin immediately to update the reports from 2009-2010 and to develop a concrete long-term strategy on providing sustainable fresh water to the peninsula.

EMO Report for May 2021 Council Meeting

EMO committee had a successful meeting on April 19 topics covered were the much the same as previous meetings it seems We are still in holding mode waiting for decisions on Mou's Bylaws etc .PEI emo has recently come out with some training videos which will be a great help for our committee moving forward.The next EMO meeting is scheduled for May 17th .

Derek Cook Chair

CAO's REPORT

May 2021

- Fielding Bylaw infraction complaints and reviewing permits with Bylaw Enforcement Officer
- Maintaining and updating website
- Reviewing Shared Services Bylaw, Fees Bylaw, Procedural Bylaw, multiple EMO Bylaws
- Preparation of minutes for Council and committees
- Working with contractors on completing Capital Projects, Maintenance Projects
- Working on RFP's for legal
- Applying for Grants for wages, events and capital projects
- Working with Development Officer on new development permit applications
- Hiring staff for summer programs
- Working with new consultant for Official Plan and Bylaw
- Preparing for and accepting comments from Public Meeting May 25
- Working with Rec Coordinator on upcoming events and summer programming

Capital Projects

Stanhope Place Basement Crack- Have one quote, working on second

New/Replacement Signs for Municipality- Budget \$15000 not approved under CIP, Will move forward with required signs under maintenance. Sign for West Covehead, Grand Tracadie Rink, NSCC Playground , GT Building

New Audio/Visual Upgrades- Budget \$22,000 Waiting on quotes, have 2 quotes, very specialized

NSCC and GT Grounds Upgrades- Budget Gas Tax, will include benches, grandstands, garbage receptacles, bike racks, picnic tables, water station and fencing? And Dugouts?

Grand Tracadie Generator Project- Budget \$42,000 Use safe restart funds? Need to re-apply for Climate Challenge Fund when it is available, not approved this year.

Grand Tracadie Fire Panel: Budget \$6000, electrical may end up being higher if not able to run through attic.

NSCC and GT Water stations: Waiting on quotes

Oil Tank Replacement for Stanhope Place- COMPLETED

Chairlift/Elevator at NSCC- Has been moved forward to 2022-2023 budget.

Finance and Admin Report for May 2021 Council Meeting

Meeting Apr.19th/2021

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All present

Minutes approved

Capital Projects update

List to be revised taking out completed items and having cost estimates attached to pending projects.

Budget Update

Reviewed, with committee allocating specific amounts to various reserve fund categories for recommendation to Council.

Procurement Policy reviewed with recommendation for Council for approval

Grand Tracadie Rental Proposal reviewed. The Committee looked at the total costs to run the building, then came up with a tentative proposal for rental amount . , There was also a proposed plan on the funding of renovation costs developed.

The Committee feels that the first priority is for the rental group to arrange required inspections to the building to determine if any additional upgrades will be required to meet code for daycares. This should be done before further discussions on a rental agreement, so we know beforehand what our potential financial obligations are.

Fee Bylaw reviewed with recommended changes to ball field and soccer field rental rates.

Mayor will appoint a Finance and Admin. committee member from Covehead Rd. More info at next Council meeting.

Meeting Adjourned

Next meeting May17th 4PM

Co-Chair Peter Vriends

Water and Environment Report for May 2021 Council Meeting

Water & Environment Report May 12, 2021

There hasn't been a Committee meeting since last Council meeting.

However there has been much discussion on salt water intrusion within the community.

At the February 24 committee meeting I had placed on the agenda the topic of recommending a new Council committee to search for available properties that could be used for future sewer systems and water sources. At the same meeting I circulated a 2013 email from the Provincial Hydrologist showing 2 potential well sites within the Stanhope Peninsula with volumes of water available.. A discussion took place but no action or recommendation came forward from the meeting and was therefore not included in my report.

Wanson Hemphill

Planning Board Report- May 2021

The Planning Board met twice during this past month on April 28th and May 4th, 2021. Development Officer Michael Olubiyi attended to present his recommendation regarding a development permit application in Lighthouse Point. The water system, including two cluster wells, which service that subdivision has been affected by salt water intrusion. A letter from the Department of Environment was reviewed and the Planning Board agreed to accept the Development Officer's recommendation that a permit not be approved for a new home construction in Lighthouse Point until such time that an acceptable solution for safe drinking water be submitted and approved by the Department of Environment.

Planning Board is recommending to Council that application no. NS-21-020 be placed on hold until appropriate drinking water solutions are proposed and accepted by the Department of Environment. The Planning Board also recommends that no further development applications be approved for that subdivision or for private wells in the surrounding areas until this situation is resolved.

We also discussed Parkland Dedication bylaw regarding the number of lots being subdivided that will trigger the Parkland Dedication, and strengthening it to ensure there is equality and clarity for all subdivision applications moving forward.

Between April 28th and in a subsequent meeting on May 4th, the Planning Board reviewed in their entirety, the Official Plan and the Land Use Bylaw with our new consultant Samantha Murphy. Small changes to wording for consistency purposes, strengthened language in a number of sections to provide clarity, and (by recommendation of the legal review and Samantha due to inconsistencies with the Planning Act) a removal of the reconsideration process that allowed an appeal to go to Council first and then to IRAC if the situation is still not resolved. Samantha Murphy advised the Planning Board that this change to the appeal process is a substantial enough to warrant another public meeting. Planning Board has asked that the changes be highlighted and in order to keep the progress of the plan moving forward, only the new changes be addressed as the rest of the Official Plan and Bylaw has not changed since the previous public meetings.

Public Meeting is scheduled for May 25, 2021 at 7:00pm at the North Shore Community Centre. The process moving forward will consist of the draft plan being placed on the website once the consultant completes the edits (confirmed that municipality will receive it May 14th), allowing for written public comments closing on May 31. Planning Board will meet on June 3, 2021 to review the comments and make final edits. The intention is to have the final draft ready for recommendation to Council for the June meeting.

Respectfully submitted,
Krista Shaw

MAY 2021 DEVELOPMENT PERMITS REPORT
THE RURAL MUNICIPALITY OF NORTH SHORE

PERMIT NUMBER	DATE PERMIT ISSUED	STATUS	PROPERTY NUMBER	APPLICANT'S NAME	Property Address	TYPE
NS-21-022	5/3/2021	Approved	1076496	Ali Younes	Foxboro lane, Lot 92, West Covehead	new cottage
NS-21-036	5/11/2021	Approved	1066612	Robin and Tammi Roach	Garden Shore Rd, Lot 21	new cottage
NS-21-039	5/11/2021	Approved	464206	Chris Chiasson	40 Old Sam Rd	new accessory building
NS-21-038	5/17/2021	Approved	1083013	Kyle Holland	Eagle's Path Lane, Lot 08-2, West Covehead	new cottage and detached garage
NS-21-040	5/17/2021	Approved	1083849	Conrad Kippenhuck	226 Maggie Lane, Pleasant Grove	raise roof of existing garage
NS-21-042	5/17/2021	Approved	919555	James & Janie Christensen	10 Mac's Lane, Stanhope	addition to existing cottage
NS-21-044	5/18/2021	Approved	718072	Michael Burriss	1355 Rte 25, Covehead Rd	new livestock barn
NS-21-043	5/25/2021	Approved	1058700	Cuiling (Nicole) Li	26 Maggie Lane, Covehead Rd	new non-commercial garage
NS-21-021SD	5/25/2021	Approved	135475	David Lopes	Bayshore Rd/Seaman's Rd	sub-division of 2 lots
NS-21-049	5/31/2021	Approved	664722	Windermere Cottages (Andy Smith)	162 Ross Lane	removal of 4 cottages off lot

**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Lighthouse Point Development Permit**

Date: May 4, 2021	Request No: RFD-2021-023 <i>(Office Use Only)</i>
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Person: Councillor Krista Shaw	Representing: Planning Board
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Background: RMNS was copied on a letter from the Province in September regarding an issue of saltwater intrusion in one of the central wells at Lighthouse Point. The letter, from dept of Environment to the Lighthouse Point HOA requested the HOA to provide information to the Dept regarding proposed solutions by December. Water and Environment Committee was made aware at their October meeting and it was discussed in the chair report at the Nov Council Meeting. In March the Development Officer received a development application for this area, so he contacted Dept of Environment to ensure the issue had been resolved and was advised by the Province to not allow any new connections to the central well as the issue had not yet been resolved. Planning Board discussed and recommends to Council to place all developments in the surrounding areas on hold pending an approved solution from the Province

Request:
Council to approve recommendation to place a hold on development applications on new connections to the central wells in Lighthouse Point and area and any new private wells in the surrounding areas pending an approved solution from the Province

Advantages	Disadvantages
Protect current residents from further salt water issues while Province/HOA/ Municipality investigate short term and long term solutions	

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

Date: May 4, 2021	Request No: RFD-2021-024 <i>(Office Use Only)</i>
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Person: Councilor Krista Shaw	Representing: Planning Board
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Background: Section 6.7 (1) of the 2014 LandUse Bylaw states “Council may require, for the purpose of developing parkland or open space, that up to 10% of the lands being subdivided be conveyed to the Municipality...” The Bylaw does not stipulate how many proposed lots are required prior to the requirement of the Parkland dedication (or dedication fee). The Development Officer brought a current application to Planning Board to get confirmation. Planning Board recommended that in this case (two lots being subdivided off a parent lot creating total 3 lots) would not require Parkland Dedication

Request:
Council to approve recommendation to not require Parkland Dedication (or dedication fee in lieu of land) for this application.

Advantages	Disadvantages
Not requiring Parkland dedication or fee in lieu of land for small numbers of sub divisions	Until the new Bylaw is passed, technically all subdivision requests should go through Council unless a resolution is passed to determine a number of lots not requiring dedication.

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

Topic: Recommendation to move Wetland Policy to Sustainability

Date: Apr 7, 2021	Request No: RFD-2021-017 <i>(Office Use Only)</i>
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Person: Wanson Hemphill	Representing: Water and Environment
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Background: At Mar 2021 Council meeting under section 3.1 of the minutes Council resolved to have the Water and Environment Committee to review the PEI Conservation Policy and recommend and put forward a draft Municipal Wetland Conservation Policy if they deem necessary.

Request:
Council to move to forward the task of reviewing and possible recommendation of a Wetland Conservation Policy to the Covehead and Brackley Bays Sustainability Committee.

Advantages Will allow Water and Environment Committee to focus on tasks they have already been doing	Disadvantages Sustainability Committee hasn't met very often
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Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Update of Fees Schedule**

Date: May 4, 2021	Request No: RFD-2021-027 <i>(Office Use Only)</i>
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Person: Councilor PeterVriends	Representing: Finance and Infrastructure Committee
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Background: Bylaw 2019-03 A Bylaw to establish Municipal Fees contains Schedule A, a schedule of fess to be reviewed and updated annually. The Finance committee reviewed and updated the Sports Fields section of the schedule, combining all sports fields under one category for both NSCC and Grand Tracadie and adding in a per player fee for the Sharks and Riptide Minor associations. Finance recommends Council to approve, by resolution, this updated schedule A

Request:
Council to approve by resolution the updated Schedule A for the 2019-03 Fees Bylaw

Advantages Lowered fees for Minor sport associations	Disadvantages
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Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Schedule A- Updated June 2021

This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Rental Rates North Shore Community Centre

Area	Rate	Notes
Gym	\$30/Hour Resident \$35/Hour non resident or \$ 125/day resident and \$150/day non resident	Access to Tables, Chairs and Sound System
Meadowlands Room	\$25/Hour resident \$30/hour non resident or \$100/day resident and \$120/day non resident	Access to Tables and Chairs
Boardroom	\$25/Hour Resident \$30/Hour non resident or \$100/day resident and \$120/day non resident	Tables, chairs, conference phone (screen and projector available for additional cost)
Kitchen	\$75/day resident \$80/day non resident	Includes all appliances, pots, pans and plates can be used with a deposit of \$50
Weddings	\$600 resident \$650 non resident	Includes use of kitchen, gym, tables and chairs and sound system (6:00 pm the day prior to and the day of the wedding), setup and cleanup, bartender and security (if needed). Caterers responsible for cleanup of kitchen and must pay a deposit of \$50 to use pots, pans, plates, etc. \$200 deposit required to secure date and must be paid at the time of contract signing. Date will not be reserved until deposit paid.

Sport Fields (NSCC and Grand Tracadie)		
North Shore Sharks Minor Soccer Association	\$5.00 per player per year	
Riptide Minor Softball Association	\$10.00 per player per year	
Other groups	\$20/hour for games \$10/hour for practice \$100 per day \$175 per weekend	
Birthday Parties	\$75 resident \$85 non resident	Includes 2 Hours plus set up time and access to kitchen and gym and equipment

Rental Rates Stanhope Place

Area	Rate	Notes
West or East Room	\$20/Hour resident \$25/hour non resident \$75/day resident \$85/day non resident	Access to Tables and Chairs

Rental Rates Grand Tracadie School Centre

Area	Rate	Notes
Downstairs Main Room, Classrooms	\$20/hour resident \$25/hour non resident \$75/day resident \$85/day non resident	Access to Tables and Chairs

- To be reviewed annually during the budget process.
- All long term rental leases must be reviewed annually and are subject to price increases.

** North Shore Staff have the flexibility to offer reduced rates for recurring rentals and Community groups.

**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Riptide waiver of fees**

Date: Apr 7, 2021	Request No: RFD-2021-019 <i>(Office Use Only)</i>
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Person: Jeremy Fraser	Representing: Riptide
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Background: Council received a letter from Riptide requesting a waiver of Fees for 2021 season

Request:
Council to approve a grant/waiver of fees for Riptide for the 2021 season

Advantages Continue to assist the association to increase, fees have been waived for the past two years	Disadvantages Increased costs in upkeep/equipment for fields with little to no source of income to offset costs
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Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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COMMUNITY COUNCIL LETTER

RIPTIDE SOFTBALL ASSOCIATION

riptidesoftballassociation@gmail.com

March 22, 2021

Dear North shore Community Council,

The Riptide Softball Association would like to submit our formal request for the use of three softball fields for the upcoming softball season. We are very thankful for the support in which the community council has given Riptide Softball Association over the last two years. Over the past two years you have waived any rental fees.

With the 2021 season coming up, we would like to request that the field rental fees be waived for our association.

Sincerely,

Jeremy Fraser

President

Riptide Softball Association

A handwritten signature in blue ink that reads "Jeremy Fraser". The signature is written in a cursive, flowing style.

**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Tobacco Free Policy**

Date: May 4, 2021	Request No: RFD-2021-022 <i>(Office Use Only)</i>
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Person: Councillor Bob Doyle	Representing: Recreation and Engagement Committee
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Background: RMNS adopted a Tobacco Free policy in 2016. The Recreation and Engagement Committee has reviewed that policy and updated it to include all Public spaces.

Request:
Council to review and approve the updated Tobacco Free Policy

Advantages	Disadvantages
First in all of Canada to include all Public spaces in the Tobacco Free Policy	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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RURAL MUNICIPALITY OF NORTH SHORE

BYLAW # 2018-03- A **Bylaw to Amend the Reserve Funds Bylaw**

This Bylaw is made under the authority of the *Planning Act* R.S.P.E.I. 1988, Cap. P-8 and the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.

A Bylaw to amend the Rural Municipality of North Shore's Bylaw to Regulate Reserve Funds Bylaw # 2018-03

BE IT ENACTED BY THE COUNCIL OF THE RURAL MUNICIPALITY OF NORTH SHORE as follows:

1. Section 23 of the Bylaw to Regulate Reserve Funds, update of Schedule A to include Reserve Funds for Land Acquisition.

2. **Effective Date**

This Bylaw shall be effective as of May 12, 2021

3. **Approval**

First Reading:

This Bylaw to Amend the Reserve Funds Bylaw, Bylaw# 2018-03-A, was read a first time at the Council meeting held on the 14th day of April, 2021.

This Bylaw to Amend the Reserve Funds Bylaw, Bylaw# 2018-03-A, was approved by a majority of Council members present at the Council meeting held on the 14th day of April, 2021.

Second Reading:

This Bylaw to Amend the Reserve Funds Bylaw, Bylaw# 2018-03-A, was read a second time at the Council meeting held on the 12th day of May, 2021.

This Bylaw to Amend the Reserve Funds Bylaw, Bylaw# 2018-03-A, was approved by a majority of Council members present at the Council meeting held on the 12th day of May, 2021.

Adoption and Approval by Council:

This Bylaw to Amend the Reserve Funds Bylaw, Bylaw# 2018-03-A, was adopted by a majority of Council members present at the Council meeting held on the 12th day of May, 2021.

This Bylaw to Amend the Reserve Funds Bylaw, Bylaw# 2018-03-A, is declared to be passed on this the 12th day of May, 2021.

Mayor (signature sealed)

Chief Administrative Officer
(signature sealed)

This Bylaw to Amend the Reserve Funds Bylaw, Bylaw# 2018-03-A adopted by the Council of the Rural Municipality of North Shore on the 12th day of May, 2021 is certified to be a true copy.

Chief Administrative Officer Signature

Date

**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Procurement Policy Approval**

Date: May 4, 2021	Request No: RFD-2021-025 <i>(Office Use Only)</i>
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Person: Councilor Peter Vriends	Representing: Finance and Infrastructure Committee
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Background: The Procurement policy reviewed by the Finance and Infrastructure Committee to ensure it was up to date and adhered to the MGA. Finance and Infrastructure Committee with the CAO revised the policy and at the April meeting made recommendation to Council to approve the updated Policy.

Request:
Council to approve recommendation to adopt newly revised Procurement Policy

Advantages	Disadvantages
Updated Policy will guide CAO and staff on all Procurement for the Municipality to ensure an open, transparent, fair and sustainable process.	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Rural Municipality of North Shore PROCUREMENT POLICY

Effective Date: May 12, 2021

Mayor

Chief Administrative Officer

1) POLICY

This policy establishes the procedures and guidelines for the purchase of goods and services for the Rural Municipality of North Shore. It is the policy of the Rural Municipality of North Shore to acquire goods and services in a transparent and competitive basis, subject to compliance with the Atlantic Procurement Agreement and the Agreement on Internal Trade.

2) PURCHASING AUTHORITY

- a) The Chief Administrative Officer (CAO) of the Rural Municipality of North Shore shall be the responsible authority for the purchase of goods and services for the Rural Municipality of North Shore subject to the policy and procedure herein.
- b) It shall be the responsibility of the CAO to ensure that purchases of goods and services are carried out in accordance with this policy.
- c) The CAO is authorized to make contracts for the acquisition of goods and services for the purpose of carrying on the business of the Municipality, where the amount of the expenditure does not exceed \$10,000, in any one case, and where such expenditure is included in the approved budget allocation and purchasing process thresholds are followed as per this policy
- d) Purchases of \$10,000 or greater must follow the public tender process outlined in this policy and require approval from Council

3) GENERAL

- a) The CAO shall encourage the consolidation and standardization of items used within the Municipality.
- b) Under the direction of the CAO, department heads shall endeavor to combine the purchasing of common goods and services to achieve the most economical financial benefit to the Municipality. This may include cooperative purchases with other public sector agencies when it is deemed to be the most cost-efficient method of procurement.
- c) Wherever possible and economical, specifications are prepared to provide for the expanded use of products and services that contain the maximum level of post-consumer recyclable waste and/or recyclable content, without significantly affecting the intended use of the products or service.
- d) The Municipality will maintain a file system that records proof of verbal and written quotations and bids.

- e) The Rural Municipality of North Shore will not be under any obligation to accept the lowest bid or any bid received in response to a verbal or written request.

4) PURCHASING PROCESS THRESHOLDS

a) **Purchase Order:**

The purchase order is the tool used to finalize the bid process for goods and services. The purchasing procedure begins with a Purchase Order being completed and signed by the CAO. It describes the items or service to be ordered, delivery date and the account to which the purchase will be allocated in the financial records.

Purchase Orders shall be generated for all purchases of goods or services in excess of \$500.00 at the time of purchase duly signed by the CAO except when an emergency deems otherwise, in which case a purchase order(s) will be generated immediately following the purchase by the CAO. The following are exceptions: tendered items, contract services, professional services, and utilities.

A purchase order shall not be required for individual purchases less than \$500, however, the book keeper shall study the monthly statements from the suppliers to verify price and receipt of goods.

b) **Informal purchasing:**

Where the value of goods and services to be purchased is less than \$500, in any one case, formal price comparisons are not required, although from time to time, some comparisons should be done to ensure that the Municipality is getting the best value for the dollar.

c) **Request for quotations:**

Where the value of goods and services to be purchased is between \$501 and \$1,499, two to three verbal quotations will be sought

d) **Bid by Invitation:**

Where the value of any one good or service is between \$1,500 and \$24,999 in any one case, then three written quotations shall be sought, unless the number of suppliers of that good or service is fewer than three, in which case, all suppliers will be invited to bid

e) **Public Tender:**

Where the value of goods and services to be purchased exceeds \$25,000, in any one case, public tenders shall be solicited through public advertisement, in accordance with the "Public Tenders Process" as defined below:

5) PUBLIC TENDER PROCESS

a) **Specifications:**

The purchasing authority shall prepare specifications for the goods and services to be acquired by tender.

b) **Tender Documents:**

Tender documents shall include the following:

- i) Form of "Instructions to bidders",
- ii) Form of "Tender",
- iii) Form of "Contract Agreement",

- iv) Form of "General Conditions".
- v) Project drawings and/or specifications where required

The above documents shall include, at least, the closing date and time, the fact that all tenders must be in sealed envelopes clearly marked with the purpose of the tender.

c) **Privilege Clause:**

A statement shall be included in the advertisement that "The Municipality reserves the right to reject any or all tenders, not necessarily accept the lowest tender, or to accept any tender which it may consider to be in its best interest. The Municipality also reserves the right to waive formality, informality or technicality in any tender."

Every attempt shall be made to obtain competitive pricing; however, a sole source supplier may be used in the following instances

- i) There is a lack of responsible competition for a product or service which is vital to the operation of the Municipality.
- ii) The product or service is unique and established as one of a kind
- iii) The end use cannot be modified so that competitive products may be used.
- iv) There are patented or proprietary rights.
- v) A feature providing a superior use is not obtainable from similar products; and/or
- vi) the product is available from only one prime source, and not merchandised through wholesalers, jobbers or retailers where competition exists

d) **Tender Openings:**

All tenders solicited by the Municipality shall close on Thursday at 2:00 PM. All tenders shall be received by the CAO or Deputy CAO in the Municipal Office, who shall stamp the time and date received on the envelope. No tenders shall be received by Fax or email. However, amendments to tenders will be accepted if the tendered price is not revealed in the fax or email. At the appointed time for opening, the Purchasing Authority and one other person selected by the Purchasing Authority, shall meet in the Municipal offices. The Purchasing Authority will bring the sealed tenders to a selected room for public opening. The public is permitted to view the tender opening in that room.

The Purchasing Authority shall ensure that a recorder records the proceeds at the opening, including the names of those persons in attendance and the amounts of the bids.

Tenders received after the closing shall be returned unopened to the bidder.

e) **Tender Awarding:**

It shall be customary to award the tender to the bidder of the lowest price meeting the specifications. The Municipality reserves the right to make an award for reasons deemed to be in its best interest. An award shall not be made in any circumstances to a firm that did not submit a bid on the original tender call.

All tenders valued in excess of \$10,000 shall require a report from the Purchasing Authority, including a recommendation, to the Council. The Council shall consider the recommendation of the Purchasing Authority in making its decision.

In the event that all of the bids received exceed the budgeted appropriation, the Purchasing Authority shall do one of the following:

- i) Cancel the project
- ii) Make an award to the lowest acceptable bidder based on the budget overrun, and the significance and priority of the proposed project.
- iii) Undertake negotiations in the scope of the work with the bidder submitting the lowest acceptable tender to reduce or alter the scope

f) **Purchase Order/Contract:**

After approval, a formal contract or a Purchase Order shall be prepared for the total amount of the goods and services which is to be signed by the appropriate authority, and the successful bidder.

6) CALL FOR PROPOSALS

When seeking professional services or goods that cannot be rigidly defined under Tender specifications, the Purchasing Authority shall prepare a Request for Proposal (RFP). Professional services include but are not limited insurance, auditing, banking, legal and engineering services. Generally, professional services will be subject to an RFP process on a three-year basis.

The RFP prepared by the CAO shall generally describe the scope of work or goods entailed, and would invite written proposals from prospective suppliers which detail the methodology to be utilized, the time frame for completion, and an estimated cost for completion of the outlined work. The Purchasing Authority may stipulate an amount for the services to enable a more fair evaluation of the proposals.

The selection of the successful bidder shall be based on consideration of the scoring of a number of relative factors, and shall not be selected on the basis of price alone. The Purchasing authority is then authorized to negotiate a final contract with the selected bidder. All final contracts valued in excess of \$10,000 require the approval of Council.

Notwithstanding any other provision of this policy, contracts for professional services such as legal, accounting, planning, and engineering may be extended by Council without issuing a tender or request for proposals if Council believes the benefit of the knowledge and expertise of the Municipality and its operations that is accumulated by the professional service provider outweigh any potential cost saving through a competitive bidding process.

7) EMERGENCY ACQUISITION

Notwithstanding the above, in the case of a pressing emergency, where the delay resulting from inviting tenders or bids would be injurious to the public interest and/or the Municipality's assets, the CAO may approve the purchase and report it to the Council at the earliest date thereafter

8) PURCHASE BY AUCTION

Where it has been identified by the Municipality that it may be feasible to purchase goods or services by auction, the prior approval of the Council is required.

9) SURPLUS MATERIAL

- a) Goods, supplies and assets which are declared surplus by the Purchasing Authorities shall be offered to other Communities, or sold in the most effective manner to obtain the highest return, by Tender, auction, negotiation or quotation, in accordance with this Policy.
- b) Employees and Councillors of the Municipality, or their agents, shall not be permitted to bid on the purchase of surplus material, unless it is a sealed bid process.

10) RECEIPT OF GOODS AND SERVICES

- a) Immediately upon the receipt of goods, authorized staff shall ascertain that the goods are received as ordered, relating to quantity and condition. Rejection of delivery shall be reported to the purchasing authority.
- b) A receiving report shall be prepared and signed by the authorized person, and it shall be forwarded to the Accounting Staff to be attached to the purchase order
- c) Services received may not have a receiving report, and in those cases the purchasing authority's signature on the invoice shall signify that the service has been provided in an acceptable manner.
- d) If goods are received in an unacceptable condition, the Purchasing Authority and the Accounting Staff shall be notified by the receiver. The supplier and the carrier shall be notified of the situation.

11) PAYMENT FOR GOODS AND SERVICES

Payment may be made by the CAO, or their designate, to the supplier if the supplier invoice is accompanied by a receiving report, a purchase order and approval of the purchasing authority. The Accounting Staff, or a designate, shall verify that all appropriate steps and approvals for the acquisition of the goods and services are in place.

**Rural Municipality of North Shore
REQUEST FOR DECISION**

Topic: Establish Ad Hoc Committee for Water System Research

Date: May 4, 2021	Request No: RFD-2021-026 <i>(Office Use Only)</i>
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Person: Mayor Gerard Watts	Representing: RMNS
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Background: Ken Hubley presented to Council last year to review with them his experience with the 2009 and subsequent studies of water on the Stanhope Peninsula. His recommendation was to bring together a Committee to do the background research on what was needed, when, what next steps were needed. The CAO had also suggested a committee that would do research on what was required to form a Utility (IRAC, cost, funding etc.) Thus, solid information can be used to deter sometimes discouraging misinformation

Request:
Council to establish a committee and form a mandate and TOR for the ad hoc committee that would be dissolved when the mandate was fulfilled

Advantages	Disadvantages
Committee can have a variety of knowledgeable people that may assist later in the formation of the Utility Board, if one is needed.	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Rural Municipality of North Shore
**A Bylaw to provide for entering into an Agreement regarding Shared Services for Planning
and Development**
Bylaw # 2021 – 01

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

1. Title

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

2. Authority

2.1. Subsection 138.(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to enter into an agreement, if authorized by bylaw, with another Council for the provision of any service which each has the power to provide within its own boundaries.

3. Application

3.1. This bylaw applies to Council. It enables Council to enter into an agreement with another Council for the sharing of services.

4. Definitions

4.1. “Act” means the Municipal Government Act.

4.2. “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.

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

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

5. General

5.1. The Council may enter into an agreement with the municipalities listed in section 5.2 for the purposes of sharing the following services:

(a) planning and development services

5.2. Council wishes to enter into an agreement with the following municipalities for the sharing of services:

- i. Rural Municipality of Miltonvale Park
- ii. Rural Municipality of Kingston

- 5.3. The agreement with municipalities listed above in section 5.2 is attached to this bylaw and identified as "Appendix A" and it forms part of this bylaw.

The Mayor and Chief Administrative Officer (CAO) of the Rural Municipality of North

- 1.1. Shall be hereby authorized to sign and execute the attached agreement identified as "Appendix A".
- 1.2. This bylaw shall come into force and take effect immediately upon approval.

2. Effective Date

- 2.1. This Shared Services Bylaw, Bylaw# 2021-XX, shall be effective on the date of approval and adoption below.

First Reading:

This Shared Services Bylaw, Bylaw# 2021-01, was read a first time at the Council meeting held on the 12th day of May, 2021.

This Shared Services Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the 12th day of May, 2021.

Second Reading:

This Shared Services Bylaw, Bylaw# 20XX-XX, was read a second time at the Council meeting held on the _____ day of _____, 20XX.

This Shared Services Bylaw, Bylaw# 20XX-XX, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Approval and Adoption by Council:

This Shared Services Bylaw, Bylaw# 20XX-XX, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

3. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Shared Services Bylaw adopted by the Council of the Rural Municipality of North Shore on ____ (date) _____ is certified to be a true copy.

Chief Administrative Officer Signature

Date

Appendix A –

Note: this Appendix forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Fundamentals of the agreement:

The Parties and their Contact information:

Rural Municipality of Miltonvale Park

7 B New Glasgow Road-Rte 224

North Milton PE C1E 0S7

(902)368-3090

admin@miltonvalepark.com

Rural Municipality of Kingston

PO Box 648, Cornwall Post Office, Cornwall, PE, C0A 1H0

(902) 675-3670

Alancurtismiller@gmail.com

Rural Municipality of North Shore

2120 Covehead Road, Rte. #25, York, PEI C0A 1P0

(902) 672-2600

administrator@northshorepei.ca

Objectives

The three municipalities listed above agree to share the services of Michael Olubiyi for a period of at least one year.

Division of Responsibilities:

The Rural Municipality of Miltonvale Park will be Mr. Olubiyi's employer, and will calculate and pay wages biweekly, and calculate and submit mandatory employer related costs (CPP, EI, Income Tax and WCB) as required.

The Rural Municipality of Kingston and the Rural Municipality of North Shore shall contract the services of Mr Olubiyi from his employer, the Rural Municipality of Miltonvale Park

Job supervision - The CAO of each municipality is responsible for providing a job description, training and supervision, and performance feedback, for Mr. Olubiyi as he performs work for their municipality.

Mr. Olubiyi will provide biweekly, on every second Monday, a timesheet to each municipal CAO, for the hours worked in their municipality and these timesheets will also be provided to the CAO for Miltonvale Park, for payroll records.

account the priorities and needs of each municipality. It is expected that he would work approximately 13 hours for the Rural Municipality of Miltonvale Park, 16 hours for North Shore and 5 hours for Kingston weekly, although these numbers may be flexible, depending on the activity in each municipality during each period.

Cost

The Rural Municipality will pay Mr. Olubiyi biweekly, and will invoice the other municipalities at the end of each four-week period, for the hourly cost of Mr. Olubiyi's wages allocated to their municipalities, plus vacation pay, Workers' Compensation Board of PEI costs of \$1.09/ \$100, and an amount equivalent to the EI and CPP employer remittance portions (calculated proportionately according to the percentage of hours worked in each pay period). Payment from the municipalities to Miltonvale Park is expected within 21 days. Any additional insurance costs incurred by The Rural Municipality of Miltonvale Park related to work performed under this contract shall be billed to the other two municipalities on a proportional basis (based on hours worked).

Training costs – The Municipalities will share the costs of the membership to the Atlantic Bylaw Officer Association (\$100 annually) and training opportunities, (up to \$400 in total, annually) applicable to Development Officers offered locally or virtually, in the following cost sharing ratio. Kingston -15%; Miltonvale Park -40% and North Shore – 45%. If other training opportunities arise, the CAOs and Municipal Mayors would negotiate an agreement for cost-sharing that is acceptable to all municipalities. If Mr. Olubiyi requires First Aid training to comply with WCB requirements, the costs of this training would also be shared in the above ratio.

The three municipalities agree to share the full-time hiring of Development Officer Michael Olubiyi for a period of at least one year, if his job performance is satisfactory.

Wages and working conditions –The Municipalities shall notify the Council Office for the Rural Municipality of Miltonvale Park of their wage rates.

Expenses

The municipalities shall reimburse expenses, such as mileage, postage, paper and office

Scheduling

Mr. Olubiyi is responsible for prioritizing his time between the municipalities, taking into supplies directly to Mr. Olubiyi as they are invoiced by him, in such amounts as they have agreed.

Working Conditions

Each Municipality will provide a workplace which meets the regulations of the Occupational Health and Safety Act, and Employment Standards Act, and the Municipal Government Act, including a code of conduct for employees, a workplace free of harassment, including a Workplace Harassment Policy, a Work Alone Policy, and taken any necessary steps to prevent workplace violence.

Notice of Termination

The first six months of employment is considered a probationary period. During this period, the employer may terminate an employee without any requirement for notice or compensation. The employee, likewise, can terminate their employment without any requirement for notice or penalty. Between six months- five years employment, the municipality must give Mr. Olubiyi two weeks' notice or pay in lieu of notice. If there is just cause for dismissal, notice requirements are waived. After six months, Mr. Olubiyi must provide one week's written notice to terminate his employment.

At the end of the one-year contract that is required by Immigration, the Municipalities can decide whether to continue sharing the services of the Development Officer through this agreement, or the agreement can be dissolved and the Municipalities can choose to retain Mr. Olubiyi as an employee, or not, on their own terms.

Dispute Resolution – In the event of any disputes

The CAOs and/or Mayors will meet to discuss any disputes. FPEIM or staff at Municipal Affairs will be asked to mediate if it is deemed necessary, as agreed to by the designated representative from each Municipality.



Transportation,
Infrastructure
and Energy

Transports,
Infrastructure
et Énergie



Infrastructure Secretariat

75 Fitzroy Street, 3rd floor, Suite 301
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Secrétariat de l'infrastructure

75, rue Fitzroy, 3^e étage, Suite 301
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

April 8, 2021

Ms. Stephanie Moase, CAO
Rural Municipality of North Shore
2120 Covehead Road
York, PE COA 1P0

Dear Ms. Moase:

As announced by the federal government on March 25, 2021, the Gas Tax Fund will be renamed as the Canada Community-Building Fund (CCBF) to better reflect the program's evolution over time to a flexible and permanent source of federal infrastructure funding. This name change is subject to the required approvals and will not alter or modify the objectives or requirements of the program.

It was also announced that an additional \$16,500,000.00 will be made available to Prince Edward Island under the proposed Canada Community-Building Fund for the purpose of funding municipal infrastructure and capacity building projects. This one-time payment will be made to supplement the current 2020-2021 allocation.

The Rural Municipality of North Shore will receive an additional one-time payment of \$59,664 to supplement their 2020-2021 allocation. In order to access this additional funding North Shore will be required to submit Capital Investment Plans (CIPs) or allocate the funds to an approved Gas Tax project. There will be a special Review Committee Meeting this coming July to approve any new CIPs for the top-up funding. Please submit any new CIPs by June 4, 2021 or contact Jesse MacDougall at jwmacdougall@gov.pe.ca if you would like to allocate the funds to an existing project. The one-time payment will be released in late July or early August of 2021 if the above conditions are met.

If you have any questions, please do not hesitate to contact Jesse MacDougall or myself at 902-620-3380.

Sincerely,

for
Darlene Rhodenizer
Provincial Manager