

# **AGENDA**

## ***Regular Council Meeting – Rural Municipality of North Shore***

**7:00 pm Wednesday, Feb 12<sup>th</sup>, 2020**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
  - 2.1 Disclosure of Pecuniary or other Conflicts of Interest
- 3. APPROVAL OF THE MINUTES FROM JAN 9<sup>th</sup>, 2020**
  - 3.1 Business arising from the minutes
- 4. DELEGATIONS SPECIAL SPEAKERS AND PUBLIC INPUT**
- 5. REPORTS**
  - 5.1. Mayor's Report
  - 5.2. CAO Report
  - 5.3. Finance and Administration
  - 5.4. Water and Environment
  - 5.5. EMO Committee
  - 5.6. Development Permit Report
  - 5.7. Recreation and Engagement Committee
  - 5.8. Monthly Financial Report for January 2020
  - 5.9. Special Committee on the Official Plan Review
  - 5.10. Covehead and Tracadie Bays Enhancement Committee
- 6. NEW BUSINESS (REQUESTS FOR DECISION)**
  - 6.1 Second Reading of Access to Information Bylaw
  - 6.2 Second Reading of Records Retention Bylaw
  - 6.3 Resident Concerns
  - 6.4 Draft Budget Consultation
  - 6.5 FPEIM Nominations and Resolutions
- 7. CORRESPONDENCE**
  - 7.1 Wear Purple for Epilepsy Support Letter
- 8. NEXT MEETING:** March 11, 2020 7:00pm North Shore Community Center
- 9. ADJOURNMENT**

**APPROVED MINUTES**  
***Regular Council Meeting – Rural Municipality of North Shore***  
**Wednesday February 12th, 2020**

**PRESENT:**

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

**REGRETS:**

None

**1. CALL TO ORDER:** 7:20 pm by Mayor Gerard Watts

**2. APPROVAL OF THE AGENDA:**

**It was duly moved and seconded** that the agenda be approved with the addition of 6.6 Active Transportation Fund and 6.7 Appointment to EMO Committee.

***Moved by Councilor Peter Vriends, seconded by Councilor Derek Cook***

**6-0**

***MOTION CARRIED 2020-02-013***

**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 January 9<sup>th</sup>, 2020 meeting be approved as presented

***Moved by Councilor Nancy MacKinnon, seconded by Councilor Krista Shaw***

**6-0**

***MOTION CARRIED 2020-02-014***

### 3.1. BUSINESS ARISING FROM THE MINUTES

Councilor Krista Shaw asked if there was any information regarding the Broadband Infrastructure. CAO Stephanie Moase said she had spoken with Joe Rowledge and he stated that the Province would be releasing on their website, a full schedule showing when each Community would receive service. He stated it would be released Friday February 10, 2020.

## 4. DELEGATIONS, SPECIAL SPEAKERS AND PUBLIC INPUT

## 5. REPORTS

### 5.1. Mayor's Report

Mayor Gerard Watts stated he had attended a meeting with CAO Stephanie Moase and Parks Canada. The meeting was initiated by Parks as part of their mandate to meet yearly with the Municipality. They discussed their enthusiasm to work together and may have some experts to lend a hand with items that the Covehead and Tracadie Bays Enhancement Committee are looking into. Parks discussed their intention to remove the wooden boardwalk at Watts Rd as it is in disrepair and they have decided to instead create a natural trail along the property line to the beach. Mayor Watts commented that some residents may be disappointed with this news.

There was a quick discussion on the easement for a Well site on Parks land. A letter had been sent outlining what Parks required from the Municipality, they will not be able to move the request any further until the items in that letter have been addressed. This will go to the water and Environment Committee to review at their next meeting.

## CAO's REPORT January 2020

- Rink at NSCC up and running thanks to some great volunteers and the one in Grand Tracadie should be ready in a couple of days
- Hope Parnham and the Special Committee for Update of the North Shore Official Plan and Bylaw will have Public Meeting on Feb 13<sup>th</sup> for consultation on the Draft Official Plan and the Committee will begin the Landuse Bylaw Review and Update
- The MCEG for 2018 has been completed and all documentation has been submitted to close off the 2018 Community Revitalization Project
- Attended Meetings for EMO Plan and Finance and Asset Management with the Province
- Continuing to make changes and Updates to the Website
- Completed T-4's and working with Sarah to understand and streamline the financial Process. The Audit will begin on Feb 24<sup>th</sup> with ABCE
- New light installed at Stanhope
- Working with Finance and Administration to create Proposed Budgets for upcoming fiscal year
- Working with Jennifer in events and coordination, Fireworks and music have been booked for Canada Day. Many great events coming in February and March

- Working on Applications for student summer positions
- In contact with Joe Rowledge with the Province to find out timeline for Bell Service, a timeline will be released on Thursday Feb 13, 2020
- Met with Parks Canada discussed possible areas to work together and came up with a plan to submit information regarding a potential Well site

## **5.2. Finance and Administration Committee**

It was recommended by the Committee that funds at year end in the Operating Account be moved to a GIC to be used for Capital Projects.

**It was duly moved and seconded** that \$75,000 be moved from Operating Account to a short term GIC for future Capital Projects

***Moved by Councilor Peter Vriends, seconded by Councilor Bob Doyle***

***5-1***

***MOTION CARRIED 2020-02-015***

## **5.3. Water and Environment Committee**

Chair Wanson Hemphill presented the Committees Terms of Reference. CAO Stephanie Moase will verify if these need to be passed by Council. The Committee has discussed how to resolve the issue with residents not taking care of septic tanks.

**It was duly moved and seconded** that Council seek consultation in creating a Bylaw that would require residents to present proof of septic maintenance.

***Moved by Councilor Wanson Hemphill, seconded by Councilor Krista Shaw***

***6-0***

***MOTION CARRIED 2020-02-016***

## **5.4. EMO Committee**

Chair Derek Cook along with some committee members and CAO Stephanie Moase attended an Emergency Management Plan meeting in Kinkora on Feb 5<sup>th</sup>. Chair will also attend a basic EMO Training on February 20<sup>th</sup>.

## **5.5. Development Permit Report**

Chair Krista Shaw referred Council to the Development Permit Report

## **5.6. Recreation and Engagement Committee**

Chair Bob Doyle referred Council to the report from the January 16<sup>th</sup> meeting. CAO Stephanie Moase stated she had gotten a price on some rink boards and would like Committee to review the information provided.

**5.7. Monthly Financial Report for December 2019**

Mayor Gerard Watts referred Council to the January Financial Report.

**5.8. Special Committee on the Official Plan Update Report**

Councilor Peter Vriends discussed progress on the Official Plan has been great. The Public Meeting for Consultation is scheduled for Thursday Feb 13. Looking forward to lots of feedback.

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

***Moved by Councilor Bob Doyle, seconded by Councilor Krista Shaw***

***6-0***

***MOTION CARRIED 2020-02-017***

**6. NEW BUSINESS**

**6.1. Second Reading of Access to Information Bylaw**

Mayor Gerard Watts referred Council to Access to Information Bylaw #2020-01 their packages

**It was duly moved and seconded** that the Access to Information Bylaw #2020-01 be read a second time.

***Moved by Councilor Krista Shaw, seconded by Councilor Bob Doyle***

***6-0***

***MOTION CARRIED 2020-02-018***

**It was duly moved and seconded** that the Second Reading of the Access to Information Bylaw #2020-01 be approved.

***Moved by Councilor Nancy MacKinnon, seconded by Councilor Derek Cook***

***6-0***

***MOTION CARRIED 2020-02-019***

**It was duly moved and seconded** that the Access to Information Bylaw #2020-01 be adopted.

***Moved by Councilor Peter Vriends, seconded by Councilor Nancy MacKinnon***

***6-0***

***MOTION CARRIED 2020-02-020***

## **6.2. Second Reading of Records Retention Bylaw**

Mayor Gerard Watts referred Council to Records Retention Bylaw #2020-02 their packages

**It was duly moved and seconded** that the Records Retention Bylaw #2020-02 be read a second time.

***Moved by Councilor Krista Shaw, seconded by Councilor Bob Doyle***

***6-0***

***MOTION CARRIED 2020-02-021***

**It was duly moved and seconded** that the Second Reading of the Records Retention Bylaw #2020-02 be approved.

***Moved by Councilor Nancy MacKinnon, seconded by Councilor Derek Cook***

***6-0***

***MOTION CARRIED 2020-02-022***

**It was duly moved and seconded** that the Records Retention Bylaw #2020-02 be adopted.

***Moved by Councilor Peter Vriends, seconded by Councilor Bob Doyle***

***6-0***

***MOTION CARRIED 2020-02-023***

## **6.3. Resident Concerns**

Councilor Nancy MacKinnon mentioned she had residents concerned about dogs. At this time the Municipality does not have a Bylaw in place for dealing with dogs.

## **6.4. Draft Budget Consultation**

Council and Public gave their suggestions to CAO Stephanie Moase to makes updates and bring to next Finance and Administration meeting. Committee will review to determine their recommendation to Council regarding tax rates.

## **6.5. FPEIM Nominations and Resolutions**

There were none

## **6.6. Active Transportation Fund**

CAO Stephanie Moase stated that she had been in contact with the Province regarding this new fund used to make trails etc. and has made a good case for the request to

pave the shoulders of Eastern Rd to create a safe biking loop back to the Park. They seemed very interested in the proposal. Also the paving of Harbour Rd in front of the Grand Tracadie School Centre to provide additional parking for use of the recreation facilities.

#### **6.7. EMO Appointment**

**It was duly moved and seconded** that the Sherri St Denis be appointed to the EMO Committee.

***Moved by Councilor Peter Vriends, seconded by Councilor Nancy MacKinnon***

**6-0**

***MOTION CARRIED 2020-02-024***

### **7. CORRESPONDENCE**

#### **7.1. Wear Purple for Epilepsy**

CAO Stephanie Moase discussed the letter received from Epilepsy Association of the Maritimes. They request Council wear purple ribbons to next meeting and read a proclamation in support of March 26<sup>th</sup> as National Purple Day.

### **8. NEXT MEETING:**

Regular Council Meeting Wednesday March 11, 2020 7pm - North Shore Community Center

### **9. ADJOURNMENT:**

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

***Moved by Councilor Bob Doyle, seconded by Councilor Peter Vriends***

**6-0**

***MOTION CARRIED: 2020-02-025***

\_\_\_\_\_  
SIGNED: Gerard Watts, Mayor

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
SIGNED: Stephanie Moase, CAO

\_\_\_\_\_  
DATE:

February 2020 DEVELOPMENT PERMITS REPORT  
THE RURAL MUNICIPALITY OF NORTH SHORE

PERMIT NUMBER	DATE PERMIT ISSUED	STATUS	PROPERTY NUMBER	APPLICANT NAME	ADDRESS	APPROVAL/PERMIT TYPE
NS-20-01	2020-02-06	Approved	496315	Stephen & Caroll Fitzpatrick	21 Lily Lane, Stanhope	Addition to Cottage
NS-20-08	2020-02-12	Approved	648212	Norman & Edith MacLauchlan	149 MacLauchlan Road	Enlarge Existing lot
NS-20-09	2020-02-10	Approved	138636	Norman & Edith MacLauchlan	148 MacLauchlan Road	Subdivide lot
NS-20-10	2020-02-12	Approved	1043363	Eugene Doyle	Maggie Lane	Subdivision
NS-20-02	2020-02-13	Approved	1043363	Eugene Doyle	Maggie Lane	Construct a single family dwelling
NS-20-03	2020-02-13	Approved	1043363	Eugene Doyle	Maggie Lane	Construct a single family dwelling



**Recreation and Community Engagement  
Committee Report January 16, 2020 6:30pm**

**Committee Members:** Councilor Doyle, Charity Sheehan, Jeremy Fraser, Kim Menieur, Councilor/Deputy Mayor Nancy MacKinnon Also in attendance: Recreation Coordinator Jennifer Blair, Stephanie MacDonald CAO. Regrets- Mayor Gerard Watts

**Meeting**

**Discussions:**

Extensive discussion revolved around Grand Tracadie Ball Field as well as North Shore Ballfield. Committee member Jeremy Frasor went into great detail discussing the potential problems. There is a 2<sup>nd</sup> pre-existing field at North Shore that could be re-developed and used for their growing numbers. It was agreed that a consultant i.e. Derek French could be contracted to develop plans for the Grand Tracadie area that could suit the long-term needs of the municipality and assist in creating a recreation plan. This would include a survey of pre-existing facilities and meeting with community stakeholders like Softball and Soccer.

The rinks for North Shore and Grand Tracadie were discussed and lack of volunteers and rink-building skills is a major obstacle. CAO MacDonald and Rec. Coordinator Blair were going to continue to engage with interested community members but in the future it may be more feasible to contract a person to build the rinks then volunteers could maintain.

Social Media and community engagement was discussed; at present time there are two facebook pages, the North Shore Page and a Grand Tracadie Page. It appears to be confusing and leaves open the possibility of mixed messages. The committee is proposing to amalgamate the 2 Facebook pages into 1 and North Shore staff would be responsible for updating. Motion was passed unanimously

Committee member Sheehan emphasized the need to discuss with North Shore Sharks, what their needs will be for the 2020 season, It sounds like their numbers have increased by 5% . If renovations were completed on a 2<sup>nd</sup> field at North Shore, they would need to be re-located to Myron MacDonald's field. More information is needed to make good decisions.

The Recreation Committee is recommending increasing the staffing budget for the Recreation Coordinator to full-time hours- 37.5 hours per week. COA MacDonald indicated that she was supportive and these extra hours could be used. Motion was passed unanimously

Recreation Coordinator Jennifer Blair shared a number of program ideas that she will be exploring and starting in 2020. She has been busy and is involved in bringing recreational activities to our community as well as community engagement.

Meeting adjourned at 8:30pm.

## Community of North Shore Budget Tracking Per Month

February 2020					
ACCOUNT	2019/2020 BUDGET	Feb 2020	YTD ACTUAL AS Jan. 31, 2020	BUDGET REMAINING	BUDGET REMAINING AS PERCENTAGE
<b>REVENUE</b>					
Property Taxes	\$ 229,461.36	\$ 26,947.99	\$ 219,640.00	-\$ 17,126.63	0%
<i>Planning &amp; Development</i>					
Building Permits	\$ 10,000.00	\$ 2,748.20	\$ 5,380.86	\$ 1,870.94	19%
Equalization Grant	\$ 4,386.00	\$ 365.50	\$ 3,655.00	\$ 365.50	8%
Green Space	\$ -	\$ -	\$ 3,622.50	-\$ 3,622.50	0%
Fines	\$ -	\$ -	\$ -	\$ -	0%
Planning & Development Province 1.1 cent per hu	\$ 21,331.42	\$ -	\$ -	\$ 21,331.42	100%
<i>NS Community Centre</i>					
Centre Rentals	\$ 26,000.00	\$ 1,765.00	\$ 23,786.10	\$ 448.90	2%
Centre Bar	\$ 10,500.00	\$ -	\$ 15,532.80	-\$ 5,032.80	0%
Community Events	\$ 2,000.00	\$ 235.00	\$ 594.78	\$ 1,170.22	59%
Ball Hockey & Learn to Play Ball	\$ -	\$ -	\$ 1,680.00	-\$ 1,680.00	0%
Wage Grant (JFY/Feds)	\$ 6,000.00	\$ -	\$ 2,293.20	\$ 3,706.80	62%
Miscellaneous Income	\$ 1,250.00	\$ -	\$ 440.85	\$ 809.15	65%
<i>Stanhope Place</i>					
Friends of the Bay	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	100%
Stanhope Place Rentals	\$ 800.00	\$ 70.00	\$ 321.00	\$ 409.00	51%
Stanhope Place Cards	\$ 2,000.00	\$ 405.00	\$ 1,105.00	\$ 490.00	25%
Stanhope Heritage Association	\$ -	\$ -	\$ 5,880.00	-\$ 5,880.00	0%
<i>Grand Tracadie</i>					
Rentals	\$ -	\$ -	\$ 183.05	-\$ 183.05	0%
<i>Funding</i>					
Canada Day/OEE/Violence	\$ 4,000.00	\$ -	\$ 3,100.00	\$ 900.00	23%
Funding (Infrastructure/Community)	\$ -	\$ -	\$ -	\$ -	0%
Grants/Government of PEI Assistance	\$ -	\$ 44,115.00	\$ 1,040.00	-\$ 45,155.00	0%
Gas Tax Funding	\$ -	\$ -	\$ 29,832.00	-\$ 29,832.00	0%
Funding for Capital Items TBD	\$ -	\$ -	\$ -	\$ -	0%
Interest Income/Miscellaneous	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	100%
<b>TOTAL REVENUE</b>	<b>\$ 323,228.78</b>	<b>\$ 76,651.69</b>	<b>\$ 318,087.14</b>	<b>-\$ 71,510.05</b>	

<b>EXPENSES</b>					
<i>Administrative/Municipal</i>					
Administrator's Wages inc. MERCS	\$ 56,784.00	\$ 4,408.61	\$ 42,493.62	\$ 9,881.77	17%
Administrator Mileage	\$ 1,000.00	\$ 59.00	\$ 466.50	\$ 474.50	47%
Health Insurance	\$ 4,750.00	\$ -	\$ 1,097.59	\$ 3,652.41	77%
Professional Fees/Bookkeeping/Audit	\$ 12,000.00	\$ 3,391.66	\$ 12,259.98	-\$ 3,651.64	-30%
Legal Services	\$ 5,000.00	\$ -	\$ 15,828.06	-\$ 10,828.06	-217%
Website Hosting	\$ 1,500.00	\$ 91.26	\$ 1,310.80	\$ 97.94	7%
Councillor Remuneration	\$ 17,000.00	\$ -	\$ 12,750.00	\$ 4,250.00	25%
Councillor Mileage	\$ 700.00	\$ 50.00	\$ 278.00	\$ 372.00	53%
Equipment	\$ 500.00	\$ 19.67	\$ 1,068.15	-\$ 587.82	-118%
Elections	\$ -	\$ -	\$ -	\$ -	0%
Conference/Dues	\$ 8,000.00	\$ -	\$ 5,633.01	\$ 2,366.99	30%
Insurance	\$ 16,500.00	\$ -	\$ 17,277.00	-\$ 777.00	-5%
Advertising	\$ -	\$ -	\$ 907.64	-\$ 907.64	0%
Public Meetings	\$ 1,000.00	\$ 269.50	\$ 245.75	\$ 484.75	48%
Newsletter/Printing/Postage	\$ 4,000.00	\$ 184.46	\$ 515.78	\$ 3,299.76	82%
Office Expenses	\$ 4,000.00	\$ 222.01	\$ 1,752.65	\$ 2,025.34	51%
Interest and bank fees	\$ 1,500.00	-\$ 39.84	\$ 1,056.80	\$ 483.04	32%
Telephone/Internet	\$ 3,800.00	\$ 83.27	\$ 3,986.59	-\$ 269.86	-7%
Donations	\$ 250.00	\$ -	\$ 129.59	\$ 120.41	48%
Staff Training	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100%
Capital Expenditures	\$ -	\$ -	\$ 2,404.60	-\$ 2,404.60	0%
<b>Total Administrative/Municipal</b>	<b>\$ 139,284.00</b>	<b>\$ 8,739.60</b>	<b>\$ 121,462.11</b>	<b>\$ 9,082.29</b>	<b>7%</b>
<i>Planning/Development</i>					
Planning Consulting Fees	\$ 10,000.00	\$ -	\$ 7,116.73	\$ 2,883.27	29%
Official Plan Admin/Enforcement	\$ 2,500.00	\$ -	\$ 1,560.00	\$ 940.00	38%
Planning Consultant	\$ 9,500.00	\$ -	\$ -	\$ 9,500.00	100%
Planning Committee Costs	\$ 500.00	\$ -	\$ -	\$ 500.00	100%
Planning Mileage	\$ 125.00	\$ -	\$ -	\$ 125.00	100%
<b>Total Planning/Development</b>	<b>\$ 22,625.00</b>	<b>\$ -</b>	<b>\$ 8,676.73</b>	<b>\$ 13,948.27</b>	<b>62%</b>
<b>Water &amp; Wastewater Services</b>	<b>\$ 2,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500.00</b>	<b>100%</b>
<b>EMO - Emergency Measures Organization</b>	<b>\$ 2,750.00</b>	<b>\$ -</b>	<b>\$ 301.19</b>	<b>\$ 2,448.81</b>	<b>89%</b>

<b>Facilities and Public Property</b>					
<b>North Shore Community Centre</b>					
Centre Wages inc. MERCs	\$ 30,016.00	\$ 2,906.53	\$ 21,010.52	\$ 6,098.95	20%
Activities Supplies/Licenses/Misc.	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	100%
Bar/Canteen (licenses & bartenders)	\$ 4,375.00	\$ -	\$ 9,250.97	-\$ 4,875.97	-111%
Electricity	\$ 8,000.00	\$ 881.08	\$ 7,262.94	-\$ 144.02	-2%
Casual/Student Wages	\$ 16,141.00	\$ -	\$ 720.00	\$ 15,421.00	96%
Centre Mileage	\$ 500.00	\$ 10.00	\$ 397.70	\$ 92.30	18%
Repair/Maintenance	\$ 17,000.00	\$ 863.79	\$ 15,447.55	\$ 688.66	4%
Snow Removal	\$ 2,985.00	\$ 1,641.74	\$ 300.00	\$ 1,043.26	35%
Heat Oil/Utilities	\$ 6,250.00	\$ 635.12	\$ 4,913.18	\$ 701.70	11%
Septic Fix	\$ -	\$ -	\$ -	\$ -	0%
Heating Review	\$ -	\$ -	\$ -	\$ -	0%
Energy Retrofits/Insulation/Misc.	\$ -	\$ -	\$ -	\$ -	0%
Payment/Interest on demand loan	\$ -	\$ -	\$ -	\$ -	0%
Capital Expenditures	\$ -	\$ 7,474.50	\$ 7,076.29	-\$ 14,550.79	0%
<b>Total North Shore Community Centre</b>	<b>\$ 87,767.00</b>	<b>\$ 14,412.76</b>	<b>\$ 66,379.15</b>	<b>\$ 6,975.09</b>	<b>8%</b>
<b>Stanhope Place</b>					
Heat	\$ 625.00	\$ -	\$ 516.70	\$ 108.30	17%
Electricity	\$ 5,000.00	\$ 691.52	\$ 3,537.44	\$ 771.04	15%
Capital Expenditures	\$ -	\$ -	\$ 2,304.50	-\$ 2,304.50	0%
Repair/Maintenance	\$ 2,500.00	\$ -	\$ 280.10	\$ 2,219.90	89%
Snow Removal	\$ 800.00	\$ 464.75	\$ 40.00	\$ 295.25	37%
<b>Total Stanhope Place</b>	<b>\$ 8,925.00</b>	<b>\$ 1,156.27</b>	<b>\$ 6,678.74</b>	<b>\$ 1,089.99</b>	<b>12%</b>
<b>Promenade</b>					
Promenade Maintenance	\$ 5,000.00	\$ -	\$ 3,334.86	\$ 1,665.14	33%
Promenade Lighting	\$ 907.50	\$ 61.83	\$ 601.34	\$ 244.33	27%
<b>Total Promenade</b>	<b>\$ 5,907.50</b>	<b>\$ 61.83</b>	<b>\$ 3,936.20</b>	<b>\$ 1,909.47</b>	<b>32%</b>
<b>Grand Tracadie Community Centre</b>					
Electricity	\$ -	\$ 1,014.10	\$ 4,647.33	-\$ 5,661.43	0%
Heat	\$ 8,000.00	\$ -	\$ 995.94	\$ 7,004.06	88%
Maintenance	\$ 3,200.00	\$ 24.19	\$ 1,087.33	\$ 2,088.48	65%
Capital Expenditures	\$ -	\$ -	\$ 31,147.08	-\$ 31,147.08	0%
Other	\$ -	\$ 27.50	\$ 980.75	-\$ 1,008.25	0%
<b>Total Grand Tracadie Community Centre</b>	<b>\$ 11,200.00</b>	<b>\$ 1,065.79</b>	<b>\$ 38,858.43</b>	<b>-\$ 28,724.22</b>	<b>-256%</b>
<b>Total Facilities and Public Property</b>	<b>\$ 113,799.50</b>	<b>\$ 16,696.65</b>	<b>\$ 115,852.52</b>	<b>-\$ 18,749.67</b>	<b>-16%</b>

<i>Recreation</i>					
Community Grants	\$ 3,500.00	\$ -	\$ 1,000.00	\$ 2,500.00	71%
Friends of Covehead Bay	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	100%
Soccer	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100%
Event Expenses	\$ 10,500.00	\$ 1,675.31	\$ 10,060.62	-\$ 1,235.93	-12%
<b>Total Recreation</b>	<b>\$ 19,000.00</b>	<b>\$ 1,675.31</b>	<b>\$ 11,060.62</b>	<b>\$ 6,264.07</b>	<b>33%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 299,958.50</b>	<b>\$ 284,464.73</b>	<b>\$ 15,493.77</b>	<b>5%</b>	
<b>SURPLUS/DEFICIT YTD</b>	<b>\$ 23,270</b>	<b>\$ 110,274</b>			
<b>CAPITAL FUND</b>	<b>\$ 23,270</b>	<b>\$ -</b>			
<b>SURPLUS/DEFICIT W/ CAPITAL FUND</b>	<b>\$ -</b>	<b>\$ 110,274</b>			

**BALANCE SHEET - as at February 29, 2020**

**ASSET**

**Current Assets**

Bank - Community	169,265.11	
Can-PEI Infrastructure (Gas Tax)	143,824.77	
Rest Cash - Green Space/Rec - Comm	5,840.00	
Official Plan/Greenspace GIC - Comm	19,543.74	
GIC - Community	5,428.87	
GIC - Reserve Fund	110,271.40	
Total Cash		454,173.89
Accounts Receivable	7,134.65	
GST/HST Recievable	11,596.94	
GST/HST receivable - Grand Tracadie	2,897.56	
Total Receivables		21,629.15
Inventory - Bar - NSCC	1,440.64	
Total Inventory		1,440.64
Prepaid Expenses		9,606.36
<b>Total Current Assets</b>		<b>486,850.04</b>

**Capital Assets**

Accum Amort Computer	-314.00
Computer	965.03
Land	10,000.00
Land - Grand Tracadie	1.00
Building	945,284.20
Acc Amort - Building	-360,345.45
Land Improvements	45,112.57
Accum Amort - Land Improvements	-10,393.00
Promenade	799,177.88
Acc Amort - Promenade	-341,639.74
Equipment	92,520.11
Acc Amort - Equipement	-63,978.57
Equipment - Grand Tracadie	10,000.00
Accum amort - Equip - Grand Tracadi	-2,500.00
Ball Field - Grand Tracadie	16,180.00
Accum Amort - Ball Field - Grand Tr	-11,462.00
Walking Track - Grand Tracadie	26,000.00
Accum Amort - Walking Track - Grand	-13,813.00
School Centre - Grand Tracadie	64,562.00
Accum Amort - School Centre - Grand	-7,828.00
Floating Dock System - Covehead	18,605.88
Accum Amort - Floating Dock System	-581.00
Electric Sign - Grand Tracadie	4,305.50
Accum Amort - Electric Sign - Grand	-862.00
Electric Sign - NSCC	38,463.30
Accum Amort - Electric Sign - NSCC	-5,669.00
<b>Total Capital Assets</b>	<u>1,251,791.71</u>
<b>TOTAL ASSET</b>	<u><u>1,738,641.75</u></u>

**LIABILITY****Current Liabilities**

Accounts payable - trade	2,972.78	
BMO MasterCard - Gerard	1,612.40	
Accrued Liabilities - Community	-0.22	
Accrued Accounting	5,499.79	
GST/HST Payable	-106.00	
GST/HST Payable Grand Tracadie	256.96	
CPP Payable	1,355.40	
EI Payable	587.82	
Income tax payable	2,681.02	
Vacation Pay Payable	382.80	
PST Payable	-66.46	
	<hr/>	
Total Accounts payable & accruals		15,176.29
Deferred Revenue Official Plan		1,022.43
Deferred Revenue - Green Space/Rec		25,083.44
Deferred Revenue - Gas Tax		74,933.36
		<hr/>
<b>Total Current Liabilities</b>		<b>116,215.52</b>
		<hr/>
<b>TOTAL LIABILITY</b>		<b>116,215.52</b>

**EQUITY****Surplus**

Operating Fund		1,512,152.13
Current Earnings		110,274.10
		<hr/>
<b>Total Operating Fund</b>		<b>1,622,426.23</b>
		<hr/>
<b>TOTAL EQUITY</b>		<b>1,622,426.23</b>
		<hr/>
<b>LIABILITIES AND EQUITY</b>		<b>1,738,641.75</b>



**Rural Municipality of North Shore, PEI**  
**A Bylaw to Regulate Access to Information and Protection of Personal Information**  
**Bylaw # 2020-01**

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

**1. Title**

- (1) This bylaw shall be known and cited as the “Access to Information and Protection of Personal Information Bylaw.”

**2. Definitions**

- (1) “Act” means the Municipal Government Act.
- (2) “Applicant” means a person applying for access to information under the Act or this bylaw.
- (3) “Chief Administrative Officer” or “CAO” means the administrative head of the municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- (4) “Coordinator” means an Access to Information and Protection of Privacy Coordinator appointed by Council in accordance with the Regulations and this bylaw.
- (5) “Council” means the Mayor and Councillors for the Municipality
- (6) “Development” means development as defined in the *Planning Act* R.S.P.E.I. 1988, Cap P-8.
- (7) “Law enforcement” means
  - (a) policing, including criminal intelligence operations,
  - (b) a police, security or administrative investigation, including the complaint giving rise to the investigation, that leads or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the investigation or by another body to which the results of the investigation are referred, or
  - (c) proceedings that lead or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the proceedings, or by another body to which the results of the proceedings are referred.
- (8) “Municipality” means the Rural Municipality of North Shore.
- (9) “Personal information” means personal information as defined in clause 1(i) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I, 1988, Cap. F-15.01, but does not include a person’s address.
- (10) “Record” means any information that a municipality is required to provide access to under subsection 147(1) of the *Municipal Government Act*.

- (11) “Regulations” mean the Access to Information and Protection of Personal Information Regulations under the Act.
- (12) “Third party” means a person, a group of persons or an organization other than an applicant or a municipality.

### **3. General**

- (1) Records shall be available for public inspection at the office of the municipality during regular office hours.
- (2) Council shall not appoint a person to act as the Coordinator who is
  - (a) a member of Council; or
  - (b) the CAO of another municipality.
- (3) The Coordinator’s duties shall include
  - (a) accepting and processing applications for access to information;
  - (b) clarifying and responding to access to information applications, including deciding whether to grant or refuse the application for access to information;
  - (c) providing education and training to members of council and employees of the municipality with respect to the bylaw and the Act as it applies to access to information and the protection of personal information;
  - (d) assisting municipal staff in conducting searches in response to access to information applications;
  - (e) preparing fee estimates; and
  - (f) providing a written annual report to the council of the municipality which includes, at a minimum,
    - (i) the number of applications for access to information,
    - (ii) the number of applications where access to information was granted, and the number of applications where access to information was denied.

### **4. Application process for access to information**

- (1) An application for access to information shall be made by the applicant, in writing, to the Coordinator.
- (2) An application for access to information shall
  - (a) provide sufficient detail to enable the Coordinator to identify the information sought, and
  - (b) indicate whether the applicant is requesting a photocopy of the information or to examine the information.

- (3) An application for access to information made under subsection 4(1) may be made by an application in electronic format where the Coordinator consents to receiving the application by electronic means.
- (4) Subsequent communications between an applicant and the Coordinator may be by electronic means where both the Coordinator and the applicant consent to communicate by that means.
- (5) The Coordinator may exempt an applicant from the requirement for requests to be made in writing for requests to access the records referred to in subsection 6(2) of this bylaw.

## **5. Entitlement to access**

- (1) Subject to subsection 5(2) of this bylaw and subsection 6 (3) of the regulations, an applicant is entitled to access records and the Coordinator shall provide records that were created or collected by the municipality which, at a minimum, includes access to the types of information referred to in subsection 147(1) of the Act.
- (2) An application for access to information that contains personal information of another individual or information of a third party, or information not referred to in subsection 6(2) of this bylaw shall be made to the Coordinator in accordance with the requirements of section 4.

## **6. Records available for inspection**

- (1) Subject to the restrictions on information set out in subsection 6(3) of the Regulations, access to information includes, but is not limited to, records in relation to the following matters:
  - (a) assessment information;
  - (b) approved financial plans;
  - (c) approved annual financial statements;
  - (d) auditor reports;
  - (e) minutes of all meetings of the council and council committees;
  - (f) bylaws or proposed bylaws which have received first reading;
  - (g) resolutions of the council and council committees passed at open meetings of the council or council committee together with any relevant information that was taken into consideration in the decision to pass the resolution;
  - (h) permits which have been issued;
  - (i) approvals which have been granted;
  - (j) all grants, contributions and donations, with the name of each recipient;
  - (k) all contracts, except a contract

- (i) in respect of which the release of information could jeopardize an individual's safety or security, or
    - (ii) the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of a municipality;
  - (l) all compensation, expenses and other payments made annually to each council member pursuant to section 82 of the Act;
  - (m) strategic plans;
  - (n) all policies;
  - (o) all documents that have been tabled or adopted at open meetings of the council or council committees that
    - (i) are not included in clauses (a) to (n),
    - (ii) do not fall within the scope of subsection 119(1) of the Act, and
    - (iii) are not subject to solicitor-client privilege.
- (2) The following records shall be available within two business days upon request:
- (a) current approved financial plans,
  - (b) current approved annual financial statements,
  - (c) audited financial reports,
  - (d) approved minutes of all council and council committee meetings,
  - (e) resolutions contained in the register referred to in clause 93(3)(i) of the Act
  - (f) current strategic plans,
  - (g) all policies,
  - (h) bylaws or proposed bylaws that have received first reading,
  - (i) all compensation, expenses and other payments made annually to each council member, council committee member and all members of any boards or other bodies established by council for the previous year.
- (3) For records not included in subsection 6(2) of this bylaw to which access is authorized by the Act, the bylaw or any other Act; and where the information is reasonably accessible to the municipality, the Coordinator shall, within 30 days of the application for access to information,
- (a) provide the applicant with a written estimate of any fees that may be charged for copies of the record or document containing the information; and
  - (b) subject to the payment of any fees and deposit required under section 20 of this bylaw, allow the applicant access to the information.

- (4) Where, in the opinion of the Coordinator, the requested information cannot reasonably be accessed within 30 days of the date of receipt of the application, the Coordinator
  - (a) shall inform the applicant, in writing, when the information will be accessible; and
  - (b) provide the applicant with a written estimate of any fees that will be charged for copies of the record or document containing the information.
- (5) Where the Coordinator refuses the application for access to information, the Coordinator shall provide the applicant with written notification of the reasons for the refusal and the provision of the Act or bylaw on which the refusal is based.

## **7. Application of bylaw**

- (1) This bylaw applies to information that was created or collected on and after the coming into force of the Act by or otherwise under the control of the municipality.
- (2) This bylaw also applies to information that was created or collected prior to the coming into force of the Act by or otherwise under the control of the municipality, where that information was required to be public under previous legislation, including but not limited to:
  - (a) minutes of all meetings of council;
  - (b) audited financial statements,
  - (c) approved budgets;
  - (d) bylaws; and
  - (e) any information required to be shared publicly under section 23.1 of the *Planning Act*.

## **8. Inspection of records or documents**

- (1) The inspection of records or documents containing the information requested by an applicant shall be made under the supervision of an employee of the municipality.
- (2) Subject to any fees that may be charged, copies of records or documents shall be provided by the municipality to an applicant on the request by the applicant as a photocopy of the record or document or by an electronic version of the record or document if available.

## **9. Records not available**

- (1) Notwithstanding anything contained in this bylaw, no person, other than members of council or staff authorized by the CAO, shall have the right to inspect or obtain a copy of any record that:
  - (a) is subject to solicitor-client privilege;

- (b) is a record of a closed meeting of council or a council committee where the matters discussed related to:
  - (i) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;
  - (ii) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;
  - (iii) personal information, other than a person's address, that is protected under the Act;
  - (iv) relates to confidential human resource matters relating to specific employees;
  - (v) is a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;
  - (vi) relates to the conduct of existing or anticipated legal proceedings;
  - (vii) relates to the conduct of an investigation under, or enforcement of, an Act or bylaw; or
  - (viii) is information which, if disclosed, could prejudice security and the maintenance of the law.
- (2) The minutes of a closed meeting shall be made available to the public and shall be restricted to
  - (a) the date of the meeting;
  - (b) the type of matter under subsection 119(1) of the Act that was discussed during the meeting; and
  - (c) who was present at the meeting.
- (3) The municipality shall make public, when confidentiality is no longer required, any matter which has been considered at a council or council committee meeting closed to the public pursuant to subsection 119(4) of the Act.

#### **10. Personal information contained within records**

- (1) No personal information, except a person's address, that is included in any of the types of records listed in subsection 6(2) of this bylaw shall be disclosed except
  - (a) to the person whose personal information it is;
  - (b) to a person authorized in writing by that person; or
  - (c) in accordance with this bylaw.
- (2) A person's address shall only be disclosed where the person's address is pertinent to the matter being considered by council, including matters such as:

- (a) an application made pursuant to an official plan and bylaw where the address is the subject of the application;
- (b) a matter dealing with the enforcement of a bylaw where the address is the subject of the discussion.

#### **11. Authority to collect personal information**

- (1) No personal information may be collected unless
  - (a) the collection of that information is expressly authorized by or under an enactment of Prince Edward Island or Canada or a bylaw of the municipality;
  - (b) the information relates directly to and is necessary for operating a program or activity of the municipality; or
  - (c) the information is collected for the purposes of law enforcement.

#### **12. Manner of collection of personal information**

- (1) All personal information shall be collected directly from the individual to whom it relates unless
  - (a) the information may be disclosed to the municipality under the *Freedom of Information and Protection of Privacy Act*;
  - (b) another method of collection is authorized by that individual or by an enactment or bylaw referred to in clause 12(1)(a);
  - (c) the information is necessary to determine the eligibility of an individual to participate in a program of or receive a benefit, product or service from the municipality and is collected in the course of processing an application made by or on behalf of the individual the information is about, or to verify the eligibility of an individual who is participating in a program of or receiving a benefit, product or service from the municipality and is collected for that purpose;
  - (d) the information is collected for the purpose of collecting a fine or a debt owed to the municipality;
  - (e) the information is collected for the purpose of managing or administering personnel of the municipality;
  - (f) the information concerns an individual who is designated as a person to be contacted in an emergency, or other specified circumstances;
  - (g) the information is collected for the purpose of determining suitability for an honour or award; or
  - (h) the information is collected for the purpose of law enforcement.
- (2) Where personal information is collected directly from an individual under subsections 11(1) or 12(1), the individual is to be informed of

- (a) the purpose for which the information is collected;
- (b) the specific legal authority for the collection; and
- (c) the contact information of an employee of the municipality who can answer the individual's questions about the collection.

### **13. Use of personal information**

- (1) Where an individual's personal information is used by the municipality, the municipality shall
  - (a) make every reasonable effort to ensure that the information is accurate and complete; and
  - (b) retain the personal information in accordance with the records retention bylaw of the municipality.
- (2) For greater certainty, a reference in this section and in sections 14, 16 and 17 to the collection, use or disclosure of personal information by the municipality includes the collection, use or disclosure of the personal information by
  - (a) an employee of the municipality;
  - (b) a volunteer, including a volunteer firefighter;
  - (c) a person appointed to conduct an inquiry under subsection 217(2) of the Act;
  - (d) a supervisor appointed under subsection 219(2) of the Act; and
  - (e) an official trustee appointed under subsection 220(1) of the Act.

### **14. Correction to personal information**

- (1) An individual has the right to request that the coordinator correct personal information where the individual believes there is an error or omission in the individual's personal information.
- (2) The coordinator is prohibited from correcting or otherwise altering an opinion included in an individual's personal information, including a professional or expert opinion.
- (3) A request for a correction to personal information shall be made in writing by the individual whose personal information it is, or by an authorized person on that individual's behalf.
- (4) A request for a correction to personal information shall provide sufficient detail to enable the coordinator to identify the personal information that is the subject of the request.
- (5) A request in writing may be satisfied by a request in electronic format where the coordinator consents to receiving the request by electronic means.



- (6) Subsequent communications between an individual making a request for correction and the coordinator may be by electronic means where both the coordinator and the individual consent to communicate by that means.
- (7) The coordinator shall make the correction requested in accordance with the procedure specified in section 15 unless prohibited by law from doing so.

### **15. Record of a request to correct personal information**

- (1) Following a request to correct personal information
  - (a) where a correction is made in response to a request under subsection 14(1), the coordinator shall make a notation either on the record or document in question or attached to it that a correction has been requested and made; or
  - (b) where no correction is made in response to a request under subsection 14(1), or a correction is prohibited under subsection 14(2), the coordinator shall make a notation that there was a request to make a correction to the individual's personal information either on the record or document in question or attached to it.
- (2) Within 60 days after the request under subsection 14(1) is received, the coordinator shall give written notice to the individual that
  - (a) the correction has been made under clause 15(1)(a); or
  - (b) no correction has been made under clause 15(1)(b).
- (3) The coordinator shall notify any third party to whom personal information has been disclosed within the preceding year that a request to correct that personal information has been made and the decision that was made in response to the request.
- (4) Notwithstanding subsection (3), the Coordinator may dispense with notifying a third party as required in that subsection if
  - (a) in the opinion of the Coordinator, the request to correct the personal information and the decision that was made is not material; and
  - (b) the individual who requested the correction is advised and agrees in writing that notification is not necessary.
- (5) Where the personal information that is the subject of a request for correction was collected by another party or another party created the record or document containing the personal information, the coordinator may, within 30 days from receiving the request to correct the personal information under section 14, transfer the request to that party.
- (6) Where a request is transferred under subsection 15(5), the Coordinator shall notify the individual of the transfer as soon as possible.

### **16. Protection of personal information**

- (1) The CAO shall ensure that personal information is protected by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, disposal or destruction of personal information
- (2) In order to ensure that personal information is protected, the municipality may use personal information only:
  - (a) for the purpose for which the information was collected or compiled or for a use consistent with that purpose;
  - (b) if the individual to whom the information pertains has identified the information and consented, in writing, to the use;
  - (c) for a purpose for which that information may be disclosed by the municipality under section 17; or
  - (d) to the extent necessary to enable the municipality to carry out its purpose in a reasonable manner.

## **17. Disclosure of personal Information**

- (1) The municipality may disclose personal information only:
  - (a) for the purpose of complying with the Act or the bylaw;
  - (b) for the purpose of complying with an enactment of Prince Edward Island or Canada;
  - (c) for the purpose for which the information was collected or compiled or for a use consistent with that purpose;
  - (d) if the individual the information is about has identified the information and consented, in writing, to the disclosure;
  - (e) for determining an individual's suitability or eligibility for a program or benefit, including determining if an individual remains eligible or suitable for a program or benefit that individual is already participating in;
  - (f) if the information is necessary for the delivery of a program or service of the municipality;
  - (g) for the purpose of managing or administering personnel of the municipality or to a representative of a bargaining agent who has been authorized, in writing, by the employee to whom the information pertains to make an inquiry; or
  - (h) to a law enforcement agency in Canada to assist in an investigation
    - (i) undertaken with a view to a law enforcement proceeding, or
    - (ii) from which a law enforcement proceeding is likely to result.
- (2) The municipality may disclose personal information about an individual
  - (a) when the information is available to the public;

- (b) if the information is of a type that is routinely disclosed in a business or professional context and the disclosure is
    - (i) limited to the individual's name and business contact information, including business title, address, telephone number, facsimile number and email address, and
    - (ii) does not reveal other personal information about the individual or personal information about another individual; or
  - (c) if the CAO believes, on reasonable grounds, that the disclosure will avert or minimize an imminent danger to the health or safety of any person.
- (3) For the purposes of sections 16 and 17, a use or disclosure of personal information is consistent with the purpose for which the personal information was collected or compiled if the use or disclosure
- (a) has a reasonable and direct connection to that purpose; and
  - (b) is necessary for performing the statutory duties of, or for operating an authorized program of, the municipality that uses or discloses the personal information.
- (4) Notwithstanding any other provision of this bylaw in relation to the protection of personal information
- (a) the municipality may disclose personal information in an individually identifiable form for a research purpose, including statistical research, only if
    - (i) the research purpose cannot reasonably be accomplished unless that information is provided in individually identifiable form,
    - (ii) the provision of information is not harmful to the individual the information is about and the benefits to be derived from the provision of information are clearly in the public interest,
    - (iii) the CAO has approved conditions relating to the following:
      - (A) security and confidentiality,
      - (B) the removal or destruction of individual identifiers at the earliest reasonable time, and
      - (C) the prohibition of any subsequent use or disclosure of the information in individually identifiable form without the express authorization of the council; and
  - (b) the person to whom the information is disclosed has signed an agreement to comply with the approved conditions, the Act, the bylaw and any other bylaws, policies and procedures of the municipality relating to the confidentiality of personal information.

- (5) The only personal information that a municipality shall disclose to an applicant in relation to a third party is information authorized to be disclosed under the Act or the bylaw made in accordance with the Regulations.
- (6) The Coordinator may refuse to disclose to an applicant
  - (a) information, including personal information about the applicant, if the disclosure could reasonably be expected to
    - (i) threaten anyone else's safety or mental or physical health, or
    - (ii) interfere with public safety;
  - (b) personal information about the applicant if, in the opinion of a physician, psychologist, psychiatrist or any other appropriate expert depending on the circumstances of the case, the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's health or safety; and
  - (c) information in a record or document that reveals the identity of an individual who has provided information to the municipality in confidence about a threat to an individual's safety or mental or physical health.

## 18. Complaints

- (1) An individual who believes that the individual's personal information has been collected, used or disclosed, or has not been corrected, in contravention of the Act or the bylaw may, in writing, file a complaint with the council of the municipality and request that a review of the matter be conducted.

## 19. Adjudicator

- (1) Upon receiving a complaint and a request for a review of the matter referred to in subsection 18(1), the council of the municipality shall, by resolution and as soon as practicable, appoint an adjudicator.
- (2) The adjudicator referred to in subsection 19(1) shall be an independent third party.
- (3) All costs associated with the review of the complaint by the adjudicator, including the fees and expenses of the adjudicator, shall be the responsibility of the municipality.
- (4) The adjudicator has authority to decide all questions of fact and law arising during the course of the review.
- (5) The individual requesting the review and the municipality shall be given the opportunity to make representations to the adjudicator.
- (6) No person, other than the individual who requested the review and the municipality is entitled to be present during, to have access to or to comment on representations made to the adjudicator, except with the written consent of both parties.

- (7) The adjudicator has the authority to decide whether the representations may be made orally, in writing or both.
- (8) The individual who requested the review and the municipality may be represented by legal counsel or an agent.
- (9) The adjudicator's review shall be completed within 90 days after the council of the municipality receives the request unless the adjudicator
  - (a) notifies the individual who requested the review and the municipality that the adjudicator is extending that period; and
  - (b) provides an anticipated date for the completion of the review.
- (10) Upon completion of the review, the adjudicator shall issue a decision, in writing, including reasons for the decision, ordering one or more of the following:
  - (a) that the municipality not correct the personal information of the individual who requested the review;
  - (b) that the municipality correct the personal information of the individual who requested the review;
  - (c) that the municipality stop collecting, using or disclosing personal information in contravention of the Act or the bylaw;
  - (d) that the CAO destroy personal information collected in contravention of the Act or the bylaw;
  - (e) that the complaint be dismissed.
- (11) In addition to the order referred to in subsection 19(10), the adjudicator may make other recommendations that the adjudicator determines appropriate.
- (12) The adjudicator shall provide a copy of the decision
  - (a) to the person who requested the review;
  - (b) to the CAO of the municipality concerned; and
  - (c) to the council of the municipality concerned.
- (13) The municipality shall comply with the decision not later than 40 days after being given a copy of a decision of the adjudicator except
  - (a) the municipality shall not take any steps to comply with the decision of the adjudicator until the end of the period for bringing an application for judicial review of the decision under the *Judicial Review Act* R.S.P.E.I. 1988 Cap. J-3; and
  - (b) if an application for judicial review is made before the end of the period referred to in clause (a), the decision of the adjudicator is stayed until the application is dealt with by the court.

- (14) The adjudicator may, at any time during the review, attempt to informally resolve the complaint referred to in section 18.

## 20. Fees

- (1) At no time shall an applicant be charged fees that exceed the actual cost of the services and materials provided by the Municipality.
- (2) An applicant requesting a record or document shall pay to the Municipality the fees set out in Schedule 1 for the purpose of
  - (a) locating, retrieving and producing the record;
  - (b) preparing the record for disclosure;
  - (c) shipping and handling the record;
  - (d) supervising the examination of records; and
  - (e) providing copies of the record.
  - (f) Note: the municipality may choose to keep both, either, or neither of the following two provisions.
- (3) An applicant shall pay a deposit of 50% of the estimated fees prior to the commencement of a search for records.
- (4) All fees associated with a request shall be paid before the release of the copies of the records or documents.
- (5) Notwithstanding any other provision of this Bylaw, fees do not apply to requests for an applicant's own personal information, except for photocopying fees.
- (6) An applicant may, in writing, request that the coordinator waive all or part of the fee for a specified request, and
  - (a) the Coordinator may waive all or part of the fee, if in the coordinator's opinion
    - (i) the applicant cannot afford to pay the fee or for any reason it is appropriate, or
    - (ii) the record or document containing the information relates to a matter of public interest, including public health, safety or environment

## 21. Effective Date

- (1) This Bylaw shall be effective as of April 1, 2020

**22. Approval**

**First Reading:**

This Access to Information and Protection of Privacy Bylaw, Bylaw# 2020-01, was read a first time at the Council meeting held on the 9<sup>th</sup> day of January, 2020.

This Access to Information and Protection of Privacy Bylaw, Bylaw# 2020-01, was approved by a majority of Council members present at the Council meeting held on the 9<sup>th</sup> day of January, 2020.

**Second Reading:**

This Access to Information and Protection of Privacy Bylaw, Bylaw# 2020-01, was read a second time at the Council meeting held on the xx day of xx, 2020.

This Access to Information and Protection of Privacy Bylaw, Bylaw# 2020-01, was approved by a majority of Council members present at the Council meeting held on the xx day of xx, 2020.

**Adoption and Approval by Council:**

This Access to Information and Protection of Privacy Bylaw, Bylaw# 2020-01, was adopted by a majority of Council members present at the Council meeting held on the xx day of xx, 2020.

This Access to Information and Protection of Privacy Bylaw, Bylaw# 2020-01, is declared to be passed on this the xx day of xx, 2020.

\_\_\_\_\_  
**Mayor** (signature sealed)

\_\_\_\_\_  
**Chief Administrative Officer** (signature sealed)

This Access to Information and Protection of Personal Information Bylaw adopted by the Council of the Rural Municipality of North Shore on the xx day of xx, 2020 is certified to be a true copy.

\_\_\_\_\_  
**Chief Administrative Officer Signature**

\_\_\_\_\_  
**Date**

## Schedule 1 – Fees for accessing or copies of records

Type of information	Timeframe	Photocopying / printing	Services/Time	Deposit
Category I – available on demand (bylaw subsection 6(2))	Office hours/as agreed to between applicant and Coordinator if no office hours	\$0.08 per page	No charge	All fees must be paid up front
Category II – readily available but not necessarily on hand – (bylaw subsection 6(3)) or available on demand under 6(2) but older than two years	30 days from application to when the fee estimate and access to records or copies if requested must be provided to applicant	\$0.08 per page	<ul style="list-style-type: none"> <li>Per hour, equivalent to hourly wage of Coordinator for all Fees related to locating, retrieving and producing the information, preparing the information for disclosure or supervising the examination of information</li> </ul>	All fees must be paid up front
Category III – Information that cannot reasonably be accessed within 30 days of the application (Bylaw subsection 6(4))	30 days from application the estimate of time and the written estimate of fees must be provided to applicant	\$0.08 per page	<ul style="list-style-type: none"> <li>Per hour, equivalent to hourly wage of Coordinator for all Fees related to locating, retrieving and producing the information, preparing the information for disclosure or supervising the examination of information</li> </ul>	All fees must be paid up front
Category IV – applicant's own personal information (subsection 10(3) of the Regulations)		\$0.08 per page	No charge	All fees must be paid up front



**Rural Municipality of North Shore, PEI**  
**A Bylaw to Manage and Dispose of Records**  
**Bylaw # 2020-02**

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

**1. Title**

- (1) This bylaw shall be known and cited as the “Records Retention Bylaw.”

**2. Authority**

- (1) The *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., and related regulations require municipalities to manage and retain municipal records.
- (2) Subsection 117(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., requires council to provide, by bylaw, a schedule for the management and disposal of all records and other documents that are required to be retained by the municipality.

**3. Application**

- (1) This bylaw applies to members of Council, Council Committees, and municipal staff related to the creation, retention, management and disposal of records.

**4. Definitions**

- (1) “Act” means the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.
- (2) “Chief Administrative Officer” or “CAO” means the administrative head of the Municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- (3) “Council” means the Mayor and other members of the Council of the Municipality.
- (4) “Councillor” means a member of the Council other than the Mayor.
- (5) “Municipality” means the Rural Municipality of North Shore.
- (6) “Permanent record” means a record the Municipality is required to retain permanently.
- (7) “Record” means information in any form, including electronic form, but does not include a mechanism or system for generating, sending, receiving, storing, or otherwise processing information.
- (8) “Regulations” means the Records Retention Regulations pursuant to clause 261(1)(f) of the Act.
- (9) “Temporary record” means a record that the Municipality is required to maintain for a minimum period of time in accordance with the schedule in the Regulations.

## 5. General

- (1) The Municipality establishes under this bylaw a records retention schedule for maintenance and disposal of records as contained in Schedule 'A'
- (2) The CAO shall administer this bylaw and is responsible for ensuring that records are managed and retained in accordance with the Act and Regulations.
- (3) Schedule 'A' may be amended by resolution as permitted in clause 135(2)(c) of the Act but shall comply with all legal requirements for records retention.

## 6. General Retention and Disposition Requirements

- (1) Council shall ensure for each record, that
  - (a) the record is retained in accordance with the Regulations and this bylaw;
  - (b) where the record is not stored in the municipal office, the record is stored in a location and manner that is secure and will preserve the integrity of the record; and
  - (c) documentation, which provides details of the destruction of the record or its transfer to permanent storage, of the final disposition of the record is permanently maintained.

## 7. Temporary Records

- (1) Council shall ensure temporary records
  - (a) shall be retained in the municipal office for a minimum of two years; and
  - (b) during this two year period, shall be accessible within 24 hours.
- (2) Temporary records may be moved at the end of the retention period in 7(1)(a) to a storage facility outside the municipality for the remainder of the retention period specified in Schedule 'A' if
  - (a) the storage facility meets the requirements of 6(1)(b); and
  - (b) is accessible within three business days.

## 8. Destruction of Records

- (1) Council may,
  - (a) at the end of the retention period specified for a temporary record, provide for the secure destruction of the record;
  - (b) authorize the destruction of a duplicate copy of a record at any time, subject to the requirements for retention of duplicate copies in Schedule 'A.'

**9. Permanent Records**

- (1) Council shall ensure permanent records
  - (a) are retained in the municipal office for a minimum period of five years and, during that period, are accessible within 24 hours; and
  - (b) are not destroyed
- (2) Council shall, as soon as reasonably possible after the end of the retention period specified in 9(1)(a), move a record to which subsection (1) applies
  - (a) to permanent storage in a secure facility that will preserve the integrity of the record; and
  - (b) ensure the record is accessible within three business days.

**10. Electronic and Microfilm**

- (1) Council shall ensure electronic records
  - (a) are retained and retrievable for the minimum retention period; and
  - (b) in the case of permanent records, are copied to paper or microfilm for the purpose of transfer to permanent storage.
- (2) Microfilm applications of permanent records shall conform to industry-accepted technical standards and established preparation and documentation procedures.

**11. Protection of Records**

- (1) Council shall ensure that reasonable care is taken to protect records against damage, deterioration, unauthorized destruction, sale or other disposition or theft.

**12. Schedule Adopted**

- (1) The schedule to this bylaw is adopted and forms part of this bylaw.

**13. Effective Date**

- (1) This Records Retention Bylaw, Bylaw# 2020-02, shall be effective on April 1, 2020.

**First Reading:**

This Records Retention Bylaw, Bylaw# 2020-02, was read a first time at the Council meeting held on the 9<sup>th</sup> day of January, 2020.

This Records Retention Bylaw, Bylaw# 2020-02, was approved by a majority of Council members present at the Council meeting held on the 9<sup>th</sup> day of January, 2020.

**Second Reading:**

This Records Retention Bylaw, Bylaw# 2020-02, was read a second time at the Council meeting held on the xx day of xx, 2020.

This Records Retention Bylaw, Bylaw# 2020-02, was approved by a majority of Council members present at the Council meeting held on the xx day of xx, 2020.

**Approval and Adoption by Council:**

This Records Retention Bylaw, Bylaw# 2020-02, was adopted by a majority of Council members present at the Council meeting held on the xx day of xx, 2020.

**Signatures**

\_\_\_\_\_  
**Mayor** (signature sealed)

\_\_\_\_\_  
**Chief Administrative Officer** (signature sealed)

This Records Retention Bylaw adopted by the Council of the Rural Municipality of North Shore on xx xx, 2020 is certified to be a true copy.

\_\_\_\_\_  
**Chief Administrative Officer Signature**

\_\_\_\_\_  
**Date**

## Schedule A:

### RECORDS RETENTION SCHEDULE

**Note:** The subject matter is listed alphabetically followed by a retention period. The retention period is identified either as “PERMANENT” or expressed as a number of years. Retention periods are labelled as:

(a) CY - a retention period that concludes after the end of a calendar year (i.e. after December 31st of a given year).

(b) FY - a retention period that concludes after the end of a fiscal year as established in section 149 of the *Municipal Government Act*.

(c) closed after information is superseded (replaced or take the place of) or obsolete (no longer in use) (S/O)

In the event of a conflict between this schedule and the *Municipal Government Act* Records Retention Regulations, the Regulations shall apply.

SUBJECT	DESCRIPTION	RETENTION PERIOD (YEARS)	ENDS
<b>Accountants</b>	Working Papers	7	FY
<b>Accounts</b>	Paid (summary sheet)	7	FY
	Payable vouchers	7	FY
	Receivable duplicate invoices	7	FY
<b>Administration</b>	Reports (not part of Minutes)	7	CY
<b>Advertising</b>	Electoral	4	CY
	Other notices- MGA, other legislation	2	CY
<b>Agendas</b>	Part of Minutes	PERMANENT	
<b>Agreement</b>	General	12	S/O
	Development	12	S/O
	Major legal	12	S/O
	Minor legal	12	S/O
<b>Annexations</b>	Correspondence	7	CY
	Final Order	PERMANENT	
<b>Annual Reports</b>	Council, Boards, Commissions	5	CY
<b>Applications</b>	Site plan approval	2	CY
	Subdivision (after final approval)	3	CY
	Part-time employees (after end of employment)	1	CY
<b>Appointments</b>	Other than those in Minutes	3	FY
<b>Assessment</b>	Rolls	PERMANENT	
	Assessment review Board (ARB) Minutes	PERMANENT	
	ARB work file	5	FY
	Appeals	12	FY
	ARB records	7	FY
	Duplicate roll	7	FY
	Review Court records	7	FY
<b>Assessment Appeal</b>	Board file	5	FY
<b>Assets</b>	Asset Management Inventory	20	S/O
	Records of surplus	7	FY
	Temporary files	2	FY
<b>Bank</b>	Deposit books	7	FY
	Deposit slips	7	FY
	Memos (credit/debit)	7	FY

	Reconciliations	2	FY
	Statements	7	FY
<b>Boards</b>	Minutes	PERMANENT	S/O
	Authority & Structure	5	CY
	Correspondence	5	CY
<b>Briefings/Reports</b>	To Council	7	CY
<b>Budgets</b>	Operating (in minutes)	PERMANENT	
	Capital (in minutes)	PERMANENT	
	Working papers	3	FY
<b>Bylaws</b>	All	PERMANENT	
<b>Cash</b>	Receipts journal	7	FY
	Disbursements journal	7	FY
	Duplicate receipts	7	FY
<b>Certificates</b>	Of Title	PERMANENT	
<b>Census</b>	Reports	12	CY
<b>Cheques</b>	Cancelled (paid)	7	FY
	Register	7	FY
	Stubs	7	FY
<b>Claims</b>	Notice of	12	S/O
	Statements of	12	S/O
<b>Committee</b>	Minutes	PERMANENT	
<b>Compensation</b>	Records	10	FY
<b>Contracts</b>	Files (completion of)	12	S/O
	Forms	12	FY
	Major legal	12	S/O
	Minor legal	12	S/O
<b>Council</b>	Minutes	PERMANENT	
<b>Court Cases</b>		12	S/O
<b>Destroyed Records</b>	Index	PERMANENT	
	Signed destroyed records statements	PERMANENT	
<b>Documents</b>	Not part of bylaws	12	S/O
	Agreements, major legal	12	S/O
	Agreements, minor legal	12	S/O
	Contracts legal	12	S/O
	Easements	12	S/O
	Leases (after expiration)	12	S/O
	Notices of change of land titles	12	S/O
<b>Elections</b>	All election documents other than ballot box contents	4	CY
	Ballot box contents	In accordance with the MGA	CY
<b>Engineering</b>	Drawings	PERMANENT	

<b>Employee Benefits</b>	Health, Dental, WCB Claims, etc.	5	CY
<b>Employees</b>	Job applications (hired)	3	CY
	Job application (not hired)	1	CY
	Job descriptions	3 (after position abolished)	CY
	Oaths of Office	1 (after position vacated)	CY
	Personnel file	3 (after cessation of employment) or 6 (after dismissal)	CY
<b>Financial Statements</b>	Interim	10	FY
	Working papers	7	FY
	Final	12	FY
<b>Franchises</b>		PERMANENT	
<b>Income Tax</b>	Deductions	7	FY
	TD1	7	FY
	T4	7	FY
	T4 Summaries	7	FY
<b>Inquiries</b>	From the public	3	CY
<b>Insurance</b>	Claims	12 (after settled)	FY
	Records (after expiration)	12	FY
<b>Land</b>	Appraisals	1 (after sold)	
<b>Leases</b>	After expiration	7	S/O
<b>Legal</b>	Opinions	12	S/O
	Proceedings	12	S/O
<b>Legislation</b>	Acts (after superseded)	1	CY
<b>Licenses</b>	Applications	3	CY
	Business (after expired)	5	CY
	Literature	2	CY
<b>Local Improvements</b>	Records	PERMANENT	
<b>Maps</b>	Base (original)	PERMANENT	
	Contour	PERMANENT	
<b>Maintenance Reports</b>		12	CY
<b>Minutes</b>	Council	PERMANENT	
	Boards	PERMANENT	
	Committees	PERMANENT	
<b>Monthly Reports</b>	Road	5	FY
<b>Municipal Affairs</b>	Annual reports	5	FY
<b>Organization</b>	Structure and records	2	S/O
<b>Payroll</b>	Garnishees	7 (after garnish is removed)	FY
	Individual earning records	7	FY
	Journal	7	FY
	Time cards	7	FY
	Time sheets - daily	7	FY
	Time sheets -	7	FY

	Overtime		
	Time sheets - weekly	7	FY
	Employment Insurance	5 (after cessation of employment)	FY
<b>Permits</b>	Development	12	S/O
<b>Petitions</b>		10	CY
<b>Plans</b>	Official	PERMANENT	
	Amendments	PERMANENT	
	Subdivision	PERMANENT	
<b>Policy</b>	After superseded	5	CY
<b>Progress Reports</b>	Project	5	CY
	Under contract (final payment)	7	S/O
<b>Property Files</b>		Until sold +10	FY
<b>Prosecution</b>	All	12	S/O
<b>Publications</b>	Local reports	3	CY
<b>Purchase</b>	Land	Until Sold +12	FY
<b>Receipts</b>	Books	7	FY
	Duplicate cash	7	FY
	Registration	7	FY
<b>Receptions &amp; Special Events (non-historic)</b>		3	CY
<b>Reports</b>	Accident	12	S/O
	Accident statistics	12	S/O
	Field	12	S/O
<b>Requisitions</b>	Copies	2	FY
	Duplicate	7	FY
	Paid	7	FY
<b>Resolutions</b>	Minutes	PERMANENT	
<b>Subdivision</b>	After Final Approval	12	CY
<b>Street</b>	Sign Inventory Register	PERMANENT	
<b>Tax Recovery</b>	Records	PERMANENT	
<b>Taxes</b>	Arrears	7	FY
	Final Billing	12	FY
	Municipal Credits	7	FY
	Receipts	7	FY
	Rolls	PERMANENT	
	Sale Deeds	PERMANENT	
<b>Termination</b>	Employees	7	CY
<b>Tenders</b>	Files	12	FY
	Successful	12	FY
	Purchase Quotations	12	FY
	Unsuccessful	10	FY
<b>Traffic</b>	Streets	7	CY



<b>Training and Development Files</b>		5	CY
<b>Trial Balances</b>	Monthly	5	FY
	Year End	7	FY
<b>Vendors</b>	Acknowledgments To	2	FY
	Contracts	12	FY
	Suppliers Files	12	FY
<b>Vouchers</b>	Duplicate	7	FY
<b>Weed Control Reports</b>	Until updated	1	CY
<b>Zoning</b>	Bylaws	PERMANENT	
	Bylaw Enforcement	5	CY

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**Rural Municipality of North Shore Budget 2019/20**

ACCOUNT	2019/2020 BUDGET
<b>REVENUE</b>	
Property Taxes	\$ 236,479.00
<i>Planning &amp; Development</i>	
Building Permits	\$ 10,000.00
Green Space	\$ -
Fines	\$ -
<i>NS Community Centre</i>	
Centre Rentals	\$ 23,500.00
Centre Bar	\$ 10,500.00
Community Events	\$ 3,000.00
Wage Grant (JFY/Feds)	\$ 6,000.00
Miscellaneous Income	\$ 1,250.00
<i>Stanhope Place</i>	
Friends of the Bay	\$ 4,000.00
Stanhope Place Rentals	\$ 800.00
Stanhope Place Cards	\$ 3,000.00
	\$ -
<i>Funding</i>	
Canada Day	\$ 4,000.00
Gas Tax Funding	\$ -
Funding for Capital Items TBD	\$ -
Interest Income/Miscellaneous	\$ 1,500.00
<b>TOTAL REVENUE</b>	<b>\$ 304,029.00</b>
<b>EXPENSES</b>	
<i>Administrative/Municipal</i>	
Administrator's Wages inc. MERCS	\$ 50,625.00
Administrator Mileage	\$ 1,000.00
Health Insurance	\$ 6,250.00
Professional Fees/Bookkeeping/Audit	\$ 13,750.00
Legal Services	\$ 5,000.00
Website Hosting	\$ 1,500.00
Councillor Remuneration	\$ 14,500.00
Councillor Mileage	\$ 150.00
Equipment	\$ 500.00
Elections Reserve	\$ 500.00

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Conference/Dues	\$	8,000.00
Insurance	\$	16,500.00
Public Meetings	\$	1,000.00
Newsletter/Printing/Postage	\$	4,000.00
Office Expenses	\$	4,000.00
Interest and bank fees	\$	1,500.00
Telephone/Internet	\$	3,800.00
Donations	\$	250.00
Capital Expenditures	\$	-
<b>Total Administrative/Municipal</b>	\$	132,825.00
<b>Planning/Development</b>		
Planning Consulting Fees		
Official Plan Admin/Enforcement	\$	1,500.00
Planning Consultant	\$	9,500.00
Planning Committee Costs	\$	500.00
Planning Mileage	\$	125.00
<b>Total Planning/Development</b>	\$	11,625.00
<b>Water &amp; Wastewater Services</b>		
	\$	2,500.00
<b>EMO - Emergency Measures Organization</b>		
	\$	2,750.00
<b>Facilities and Public Property</b>		
<b>North Shore Community Centre</b>		
Centre Wages inc. MERCS	\$	55,000.00
Activities Supplies/Licenses/Misc.	\$	2,500.00
Bar/Canteen (licenses & bartenders)	\$	4,375.00
Electricity	\$	6,250.00
Casual/Student Wages	\$	3,750.00
Centre Mileage	\$	500.00
Repair/Maintenance/Snow	\$	20,000.00
Heat Oil/Utilities	\$	6,250.00
Capital Expenditures		
<b>Total North Shore Community Centre</b>	\$	98,625.00
<b>Stanhope Place</b>		
Heat	\$	625.00
Electricity	\$	5,000.00
Capital Expenditures	\$	-
Repair/Maintenance/Snow	\$	2,500.00
Energy Retrofits/Insulation/Misc.	\$	-
<b>Total Stanhope Place</b>	\$	8,125.00
<b>Promenade</b>		
Promenade Maintenance	\$	5,000.00
Promenade Lighting	\$	907.50

## DRAFT

<b>Total Promenade</b>	\$	5,907.50
<b>Grand Tracdie Community Centre</b>		
<b>Electricity</b>	\$	8,000.00
<b>Maintenance</b>	\$	4,000.00
<b>Other</b>		
<b>Total Facilities and Public Property</b>	\$	124,657.50
<b>Recreation</b>		
Community Grants	\$	3,500.00
Friends of Covehead Bay	\$	4,000.00
Soccer	\$	1,000.00
Event Expenses	\$	7,500.00
<b>Total Recreation</b>	\$	16,000.00
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>290,357.50</b>
<b>SURPLUS/DEFICIT</b>	<b>\$</b>	<b>13,672</b>
<b>CAPITAL FUND</b>	<b>\$</b>	<b>10,000</b>
<b>SURPLUS/DEFICIT W/ CAPITAL FUND</b>	<b>\$</b>	<b>3,672</b>



administrator northshore <administrator@northshorepei.ca>

## March is Epilepsy Awareness Month & March 26 is Purple Day!

1 message

**Epilepsy Association of the Maritimes** <info@epilepsymaritimes.org>

Mon, Jan 20, 2020 at 12:11 PM

To: communityofkinkora@eastlink.ca, communityoflinkletter@gmail.com, communityofmalpepequebay@gmail.com, communityofmeadowbank@gmail.com, admin@miltonvalepark.com, audrey@callaghanfarms.com, communityofmiscouche@pei.aibn.com, info@morell.ca, nhrcao@gmail.com, administrator@northshorepei.ca, resortmunicipal@eastlink.ca, peggykilbride@yahoo.ca, stpeters@eastlink.ca, rmoftynevalley@gmail.com, victoriamunicipalitypei@gmail.com, westrivercommunity@gmail.com

The Epilepsy Association of the Maritimes (EAM), founding agency of Purple Day, is reaching out to all three Maritime Provinces to support Purple Day, March 26<sup>th</sup>. Most have participated in the past and we hope this year, all Municipalities, Towns and Cities participate.

Purple Day was founded 12 years ago by Cassidy Meagan, a local eight-year-old girl who wanted one day of awareness every year for those who live with this very common neurological condition. On June 28<sup>th</sup>, 2012, the Government of Canada created the Purple Day Act and received Royal Assent and March 26<sup>th</sup> is officially recognized as Purple Day in Canada. Epilepsy Maritimes shared Purple Day with our 27 other Canadian Epilepsy agencies and working with Cassidy Megan, approached the Anita Kaufman Foundation in the U.S. to make Purple Day a global initiative and we succeeded. It is recognized in over 85 countries and on every continent. In fact, Ricky Arnold, US Astronaut celebrated Purple Day on the International Space Station with Mission Control in 2018.

We are asking every municipality to participate in the month of March (Epilepsy Awareness month) to show support for your constituents who live with epilepsy. We will provide all Council members with purple ribbons. We respectfully request that they be worn throughout the month of March, especially at your monthly March Council Meeting(s) and March 26<sup>th</sup>. We would appreciate a photo to be emailed to us and with your permission, we can upload it to our Facebook page and website. We do this every year and our members from many communities throughout the Maritimes contacted us and told us how much they appreciated the support from their local political representatives! By participating in this very important initiative, you are reducing stigma. You are community leaders and when your constituents see they are supported, it will give them courage to speak out and talk about epilepsy.

EAM provides an educational component that features seizure awareness and seizure first aid. This is provided to schools, teachers, bus drivers and staff, employers, first responders, nursing homes, hospitals, small options, recreation groups and community groups. This educational piece provides a better understanding of this very common neurological condition and also what to do during a seizure and after care. These age appropriate presentations take about an hour and are provided free of charge. They have been vetted by the QEII Health Science Center and the IWK. We also provide scholarships and bursaries to students with epilepsy who pursue post-secondary education; we provide advocacy and support and have provided employment support.

Please contact us at the address below to let us know how many ribbons you require and what your plans are to show support in your community. Also, please kindly let us know when your council meetings are in March and if you wish, we can provide a proclamation for Purple Day. We have everything in French and English and please specify if you wish one or the other or both and the numbers of each. The proclamation is read in English and French in the House of Commons and also in many other cities and towns throughout the Maritimes.

Thank you for taking the time to read and respond to our request. Please confirm the number of ribbons needed and we will send a reminder about the photo a day or two before your Council meeting.

--

Janine Lisenchuk  
Epilepsy Association of the Maritimes  
902-429-2633 or 1-866-EPILEPSY  
info@epilepsymaritimes.org



*Proud Founding Agency of Purple Day*