

Community of North Shore

'UNAPPROVED' MINUTES

ANNUAL GENERAL MEETING

Wednesday, March 5th, 2014 at 7.00 p.m.

PRESENT: Chairperson Gordon Ellis

Councillor Fred Connolly, Deputy Chair Shawn Reardon, Councillor
Councillor Wade MacLauchlan Councillor Gerard Watts
Councillor Wanson Hemphill Councillor Dennis Shaw
Councillor Jonathan MacLean Councillor Peter Vriends

ADMINISTRATOR : Tracey Allen

REGRETS: Councillor Charity Sheehan, Councillor Connie Egan

RESIDENTS PRESENT: See end of minutes sign in sheets.

1. CALL TO ORDER at 7:17pm by Chair Gordon Ellis. Chair asked Councillors to introduce themselves to those in attendance. Thank you to staff Kaye Holmes and Tracey Allen. Thank you to Councillors for their commitment to their community. Noting that all councillors are not provided remuneration for their service to community. Annual meetings are scrutinized more than they used to be and as a result we are trying hard to meet all the processes required and often are asked to be reviewed by Municipal Affairs. Chair reviewed the notes below.

Deficit Budget - No Council has the authority to adopt a deficit budget according to the Municipal Act.

Motions are made by Councillors. Residents do not move or second resolutions.

Residents vote on each service identified. The only aspect on which the residents vote is the cost of each service identified in the proposed budget. Residents do not vote on motions regarding the tax rate. The tax rate is established by Council.

Resident Comments: Should a resident wish to address a concern, all comments should be addressed to the Chair and it is requested that residents state their names at the beginning of their remarks.

Voting: Residents, for the purpose of voting on services, would follow the same definition of residents for the purpose of voting during a municipal election (Minimum age 18, **lived** in Community of North Shore 6 months, Canadian citizen).

2. APPROVAL OF THE AGENDA
It was duly moved and seconded that the agenda be approved

Moved by Councillor MacLauchlan
Seconded by Councillor Vriends

(2014-03-165)
-CARRIED- (6-0-2)

3. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

Motion to move item 9 on the agenda to come before item 8.

Moved by Councillor Hemphill (2014-03-166)
Seconded by Councillor Denis Shaw -- NOT CARRIED (2-6)---

4. APPROVAL OF MINUTES FROM AGM MARCH 27TH, 2013

The minutes were read aloud by the administrator to those attending the meeting. Gerry Muzika asked a question about the moving of Community Centre and Stanhope Place be included in the Community of North Shore to be the statements. He also asked for a map boundaries in a brochure to be produced. Chair responded - It was requested but the province has not yet responded.

It was duly moved and seconded that the Minutes of the January 8th, 2014 Council Meeting be adopted.

Moved by Councillor Vriends (2014-03-167)
Seconded by Councillor Watts -CARRIED- (6-0-2)

5. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS - No business arising.

6. BY-ELECTION COVEHEAD RD AND WEST COVEHEAD COUNCIL SEAT -

Motion to appoint Tracey Allen, CAO as returning officer.

Moved by Councillor MacLauchlan (2014-03-168)
Seconded by Councillor Connolly -CARRIED- (6-0-2)

Covehead Rd. Council Seat - Call from the floor for nominations for council seat of Covehead Rd. Three calls made. No nominations from the floor. Hearing none, the seat will remain vacant until the November 2014 elections.

West Covehead Council Seat - One nomination was received at the office - Joanne Jay. Call from the floor for nominations for council seat of West Covehead. Three calls made. No nominations from the floor. Hearing none, Joanne Jay was announced as the new councillor for the ward of West Covehead.

7. REPORTS

7.1 CHAIRPERSON'S REPORT - CHAIRPERSON ELLIS

This year has seen the dedication of volunteers continue to make our community strong. From the councillors serving on committees to the vast number of unseen volunteers who continue to fill roles unknown to many. On behalf of the community - thank you.

This year has seen:

- the change of the Community Administrator from Joanne Smith to Tracey Allen, many thanks to the HR Committee on facilitating the process;

- the amalgamation of North Shore Community Centre and Stanhope Place to come under the direct responsibility of the Community of North Shore completed;
- the development of various sports programming for children and other events thanks to a Community Centre/Events Committee;
- the hard work of the Planning Committee to bring in a Planning document and by-laws to regulate our planning for the next five years;
- the transition of finances to accommodate the amalgamation and change in staffing;
- the expansion of the promenade, many thanks to MLA Robert Vessey for assisting with this new development;
- the improvement of communications to the citizens of the Community of North Shore via social media, website www.stanhopecovehead.pe.ca and e-newsletter;

The Fire Department received 80 calls and maintain a volunteer fire fighter base of 32 dedicated individuals. Their planning includes future replacement of mandatory equipment within a 5-10 year plan. Many thanks to Fire Chief Bob Morrison for his work in this area.

The Community of North Shore will complete the year with a very tight budget and the challenge for 2014 will be to review all expenses and look for efficiencies, while reviewing our revenue sources, all to bring in a balanced budget, as required by the Municipal Act.

The upcoming changes to the Municipal Act will have municipal government gaining more responsibilities and working within new regulations making the serving on the Community of North Shore Council serious business.

It is hoped that the year 2014 is the year of the smart and caring community where there is an awareness of the needs of all its citizens and striving to ensure that everyone has the opportunity to grow and develop.

The year 2014 promises to be an exciting year with a number of events planned:

- A celebration of 2014, Multi-cultural Day June 27th , Canada Day, and Remembrance Day;
- Depending on funding received the hiring of two summer students to facilitate new projects - summer ceidilhs as a revenue generator and water/sewer education/research to prevent future problems.
- New sports programming for children and adults;
- A yard sale May 10th and Halloween dance;
- Municipal Election is set for November 3rd;

Chair Ellis asked for feedback from residents on the number of councillor seats as 12 or 6.

7.2. PLANNING BOARD - COUNCILLOR CONNOLLY

During the year 2013 a total of 35 building permits were issued, as follows:

Single Family Dwellings	6	Additions thereto	1
Multi-unit Dwellings	2		
Seasonal Dwellings	10		
Accessory Buildings	7		
Private Garages	4	Additions thereto	1
Demolition	1		
Deck	1		
Relocation of a Structure	2		

This generated revenue of \$2425.00. Four sub-division proposals were approved during the year, which generated revenue of \$1600.00. One re-zoning proposal, which is still in the works, resulted in an application fee of \$100.00.

Cash payments in lieu of transfer of land for Green Space use in new sub-divisions amounted to \$7930.00. All of this resulted in total revenue of \$12055.00. While this is slightly more than double the revenue for the previous year, bear in mind that monies received in lieu of land for green space are dedicated funds, which may only be used for certain specified purposes. This is not a regular occurrence and without these funds our total development revenue would be down approximately \$2000.00.

You may remember that a year ago we reported that the review and update of our Official Plan was underway. It is a very exacting procedure, which was carried out under the direction of a licensed planner, who also wrote the revised documents. The process has been completed and the new plan is ready to be forwarded to the Minister. When approved by the Minister it will replace the 2004 Plan and Bylaws. There are a few procedural details that have to be taken care of before this takes place. Hopefully this two-year exercise will be in place before the end of April, of this year.

Welcomed two new members to the Planning Board - Norman MacLauchlan and Shawn Reardon - welcome them and look forward to their input.

7.3. HR & EVENT COMMITTEE - COUNCILLOR MACLAUHLAN

The committee was started in May 2013 as a HR Committee. Thank you to our Staff who work in a multi-tasking way with modest remuneration. Tracey Allen our Administrator works on a 30 hour week, Kaye Holmes works a 20 hour week and Garth Carragher works on a part-time basis. First objective of the committee was to put in a basic HR policy. We then received the resignation of our former administrator. In our search for a new administrator we had 70 candidates.

Councillor Hemphill headed up a Celebration 2014 project receiving \$1,800 in funding. The project will give an appreciation of the history of our school system in the Community of North Shore by putting in place three panels explaining the history of the schools in the North Shore area.

STANHOPE PLACE - COUNCILLOR MACLAUHLAN

Stanhope Place is now consolidated into the HR & Events Committee. 1992 Stanhope Place took over the running of the building at no initial cost with the taking care of Stanhope Place. Running a number of events, i.e. cards, bridge, series of talks, art classes, Winter Survivor Party and annual event Stanhope Heritage Association is a walkathon to ensure the upkeep of Stanhope Place. A number of items were

replaced last year using this money matched with government funding - new windows, roof and heat pumps - earmark of money for future improvements. Also location for Friends of the Bay group office.

COMMUNITY CENTRE - COUNCILLOR MACLEAN

A group of volunteer residents Glynn Sheehan, Barry MacPherson, Rebecca Gill, Karla Crawford and Amanda Rogerson. Sports region helps with kids programming on Saturdays, summer day camps and other activities. The group also organizes Canada Day. Last year had a child and adult Halloween Party. Every year we organize Santa's visit. This year there will be an Easter Egg Hunt and May 10th for a indoor yard sale. Also a nutritional healthy eating event.

It was duly moved by Councillor MacLauchlan to adopt all the reports and seconded by Councillor Vriends THAT the report be accepted as presented.

Moved by Councillor Connolly (2014-03-169)
Seconded by Councillor MacLean -CARRIED - (6-0-2)

Chair made a special note of thanks to Ron Beaton for all his work for the Soccer - large number of children in the area use it. Ron Beaton responded with thanks for all the support from the community for use of the fields, space, and Kaye's help.

7.4 FIRE DEPARTMENT PRESENTATION by Fire Chief Bob Morrison

Thank you to the Council for asking to do a presentation. Founded in 1979 company that is governed by an elected board of directors. Provide fire coverage to service areas on a contractual basis, renewed yearly.

Currently have 31 members. Responded to 69 calls this year. Put in 8539 volunteer hours. Cost to outfit a firefighter is \$30,000 and needs to be replaced every 10 years. Fleet of five fire trucks. Need to replace vehicles in an ongoing basis. Age now is 20-22 years old....replacement dictated by insurance company. Budget \$60,000 year to put towards fire truck replacements plus \$30,000 for fire fighter replacement equipment. Rates are not expected to increase at the present time. Last rate change was 18 years ago. Across PEI lowest rate is 5 cents and highest is 13 cents.

Jerry Muzika asked about education of propane storage. Better to store them outside. Response: Should educate residents. Councillor Watts asked about Parks putting in a fire hydrant. Respons: No the Parks will not be putting any. Chair Ellis mentioned about Fire Department AGM and the ability of the Community to attend.

8.0 FINANCE - COUNCILLOR WATTS AND AUDITOR'S REPORT

8.1 AUDITED STATMENTS

Auditor report and expression of opinion. Page 2 statement of financial position and net accumulated surplus or debt. The accumulated has decreased by \$101,000 over the last three years. Next page shows the transfer from Stanhope Place and North Shore Community Centre completing the transfer of all funds to the Community of North Shore. Overview of revenues and expenses for 2013. Next page show the net debt for the year of \$55,314. Statement of cash flow - Decrease in cash for the year \$3, 529. Following pages are notes for the community, then capital assets, demand loan, and administrator wages. Shows the transfer of funds and schedule of operations from community centre to the amount of \$23,065. Also schedule of operations for Stanhope Place.

Councillor Watts clarified that money that was used for Stanhope Place received government monies to cover some of the capital cost.

Councillor MacLauchlan brought up the debt comparing it to the planning for replacements in the fire department. Asking the auditor if we should be planning for future replacements. Response: the decrease of \$110,000 shows that the Community is not saving. Would be nice to have one year's surplus or approximately \$150,000.

Robert Palmer asked about the greenspace monies and what it can be used for. Chair Ellis responded saying it has been used for the community centre. There is a debate in council for the use of it.

Eric Ellsworth asked about the promenade cost to the municipality. Chair Ellis said no just the repairs. Eric Ellsworth asked if the fire department financials are available to the public. Fire Chief Bob said yes at the AGM - will have them made available to post to the community website.

Robert Palmer asked if the promenade has been transferred to the community. Chair Ellis responded no. Councillor Connolly thanked Irwin for his report.

It was duly moved by Councillor Watts to adopt the report and seconded Councillor MacLauchlan THAT the auditor's report be accepted as presented.

Moved by Councillor Watts (2014-03-170)
Seconded by Councillor MacLauchlan -CARRIED- (6-0-2)

Councillor Watts thanked Irwin, Sandra Campbell for assisting with the bookkeeping, and Tracey Allen for the assistance in developing the budget as well as Murray Stevenson. We are working on a cash basis. Last year - negative \$3,500 and would have been higher however we received greenspace money of \$7,920.

8.2 APPROVAL OF EACH EST. EXPENSES FOR SERVICES FOR 2014

Motioned by Councillor Watts and seconded by Councillor Vriends that Fire Department Services represents 8 cents/100 of assessed property value or approximately \$124,320 be accepted as budgeted for 2014. Approved by majority in attendance. No contrary.

Moved by Councillor Watts (2014-03-171)
Seconded by Councillor Vriends -CARRIED- - 2 Abstained

Discussion

Irwin Watts asked about the difference in the fire department difference. Chair explained the 8cents in consistent but market assessment change reflecting the difference from one year to the next.

Brian MacCarville asked about the former increase and how is the mortgage decreasing. Councillor Watts noted paying the mortgage down \$17,200 coming from the Community Centre money transferred.

Bernard Labelle - clarifying increasing from .16cents to .18cents. Proposed to reject all expenses if it means an increase of 2 cents.

Herb Sears - verify the increase that 2cents increase if we vote yes on all the expenses. Response yes.

Murray Stevenson notes two years of deficits from the auditors it is foolish to fight over \$75/year increase in property tax.

Charlotte Vriens asked about reducing expenses - line by line rather than by services. Response: No the budget reviewed and reduced as much as possible. Municipal Act requires a vote by residents on services provided.

Mike Whalen asked about the practice on rules and voting on services why all the questions and would all discussion be considered out of order. Response: yes.

Murray Cook asked about the increase in Professional fees. Response it is for book keeping that was taken over in May 2013.

Administration Services - Motion to approve the total Administration amount of \$76,000. Moved by Councillor MacLauchlan, Seconded by Councillor Vriens that the Administration expenditures be approved at \$76,000. Motion Carried.

Moved by Councillor MacLauchlan (2014-03-172)
Seconded by Councillor Vriens -CARRIED- (Count in favour 25 and against 18 - 2 Abstained)

Planning & Development Services Motion to approve the Planning & Development Services in the amount of \$10,000. Moved by Councillor Connolly, Seconded by Councillor Reardon that the Planning & Development Services be approved at \$10,000. Motion Carried.

Moved by Councillor Connolly (2014-03-173)
Seconded by Councillor Reardon -CARRIED- - 2 Abstained

Facilities and Public Property Services Motion to approve the Facilities and Public Property Services in the amount of \$94,000. Moved by Councillor MacLauchlan, Seconded by Councillor Connolly that the Facilities and Public Property Services be approved at \$94,000. Motion Carried.

Moved by Councillor MacLauchlan (2014-03-174)
Seconded by Councillor Connolly -CARRIED- (Count in favour 26 and against 25 - 2 Abstained)

Recreation - Motion to approve Recreation services in the amount of \$10,250. Moved by Councillor Watts and Seconded by Councillor MacLauchlan that the Recreation Services be approved at \$10,250. Motion carried.

Moved by Councillor Watts (2014-03-175)
Seconded by Councillor MacLauchlan -CARRIED- (Count in favour 27 and against 24 -- 2 Abstained)

Capital Expenditures - Motion to approve Capital Expenditures services in the amount of \$4,000. Moved by Councillor Watts and Seconded by Councillor Vriens be approved at \$4,000. Motion Carried.

Moved by Councillor Watts (2014-03-176)
Seconded by Councillor Vriens -CARRIED- - 2 Abstained

Leanne Benoit - noted that she didn't think others knew or they would have come. Chair noted that we tried our best to let everyone know. Website, Newsletter, road sign, and announcements in the paper.

8.3 PROJECTED TAX RATE FOR 2014

Motion by Councillor Watts and Seconded by Councillor Vriends based on the passing of the projected expenditures for services that the tax rate for 2014 be set at 18cents per \$100 assessed property value. This represents a 2 cent increase.

Moved by Councillor Watts (2014-03-177)
Seconded by Councillor Vriends -CARRIED- (6-2)

Motion by Councillor Watts and Seconded by Councillor Vriends to appoint ABCE Accounting as auditor for 2014-2015 tax year.

Moved by Councillor Watts (2014-03-178)
Seconded by Councillor Vriends -CARRIED- (6-2)

9.0 ISSUES RAISED BY RESIDENTS OF CONCERN TO THE COMMUNITY

Blair Connell was there ever more effort to rent to the Community Centre. Chair Ellis noted brochure sent to wedding people, Kijiji ad, and e-newsletter plus website. The difficulty is that people want air conditioning. Asked that the community support the community centre by booking their events at the centre.

Murray Stevenson mentioned about the increase in bar prices and how the higher ones are detracting.

Robert Palmer - we should have a reserved fund for replacement and repair. Over the last 20 years since council formed we have had an excellent financial funds accounting.

Bernard Labelle would like to see more greenspace for seniors and more than just soccer fields could mean trees or sidewalks - would like to see more greenspace.

Murray Cook really have two community centre how much are we planning to put into Stanhope Place. Councillor MacLauchlan responded that all the work done was paid for by funding or funds raised. Stanhope Place is active.

Nick Wilson: Why was it moved over to the community? Response: Councillor MacLauchlan noted that it moved over at zero cost and the community was using it.

Blaine MacLean noted it still costs to rent so suggested to sell Stanhope Place. Also asked if funding could have been used for the Community Centre. Response: Some of the funding was used for the community centre. Also mentioned about insurance costs. Response: Had quotes and have the best deal after changing insurance companies. Friends of the Bay why the in and out. Councillor Watts noted that they don't pay any rent as a community service..

Jerry Muzika -In response to the how many councilor question - City of Charlottetown has 10 councillors and we have more. Also noted that Stanhope Place has a library for community use.

10.0 ADJOURNMENT Vriends/Watts 9:50pm.

DRAFT

Sign In Sheet

Name	Civic Address	Ward
Blaine MacLean	44 MacLaughlan Hts	Stanhope
Mike Mc Donald	1413 Couchhead Rd	Couchhead
Ben Macdonald	2598 Boston Rd	Stanhope
JERRY MURKIN	46 Eagle Cr	West Couchhead
Bernard Lybelle	2429 Couchhead Rd	West Couchhead
Ken M. Stewart	2432 " "	
Ken Campbell	3412 Bayshore Rd	Stanhope
Brian McGill	3147 Cass's Rd	West Couchhead
Frank W. Gable	12 McAville West	West Couchhead
Ed Young	2988 Bay Shore	
Dorothy Johnson	48 Old Millway St	Stanhope
Kelly Heyders	139 Beaver Road	Stanhope
Steve Jenkins	↓	↓
STEVEN SHAW	2714 ST 25	Stanhope
Alan Connel	29 Parsons Creek	Blenheim
Paul Wooding		
John Cunningham	55 Auld Lane	Stanhope
ROBERT J. PALMER	1911 Levenhead Rd	Levenhead

Name	Civic Address	Ward
Jackie Whelan	143 MacLaughlan Hts	Stanhope
MIKE WHELAN	" "	" "
Bill Soper	97100 Soper Cr.	Stanhope
Bill Soper	" " "	" "
Nicholas Wilson	2361 Eastern Rd	Stanhope
Hub Sears	2880 Bayshore Rd	Stanhope
SANDY SWEET	3254 Bayshore	Stanhope
James Ellis	7 Parsons Creek	Stanhope

Sign In Sheet

Name	Civic Address	Ward
Bob Morrison	2038 Union Road	WEST COVEHEAD
Mem Misera	7 ASH LANE	WEST COVEHEAD
Jim Dehn	2582	Stanhope
Charlotte Viendis	79 Bellview Pt Rd	W. Covehead
Sandy Blount	2009 Covehead Rd	W Covehead
MURRAY Cook	FRISIAN Rd.	Stanhope
Cerenk	FRISIAN Rd	Stanhope
Velma MacLean	44 MacLauchlan ^{HIGH}	Stanhope
Carl Mac Donald	1616 Covehead Rd	Covehead
But Mac Donald	1615 COVEHEAD RD	COVEHEAD
WYATTA THOMPSON	1815 HARDY MILL RD	COVEHEAD
MURRAY STEVENSON	Stanhope	
Joseph Bell	Stanhope	
Leanne Bence	West Covehead	24 Baxter Lane
John Bence	"	"
Erin Mac Donald	-	
John Mac	Jacks Place	West Covehead.
Stephen Allen	1464 Covehead Rd	Covehead.
Row BEATON	25 BAYVIEW LN	STANHOPE
Shirley Healey		W Covehead
Debbie Buchanan	3490 Bay Shore Rd.	Stanhope
Dennis McQuibban	302 Macmillan Pt Rd	West Covehead
DAVID SHAW	2060 COVEHEAD RD	W COVEHEAD
IRWIN WATTS	1748 HARDY MILL RD	COVEHEAD
Norman Shaw	2622 RT 25	Stanhope