

**APPROVED MINUTES**  
**Regular Council Meeting**  
**March 20, 2024 @ 6:30 pm**  
**North Shore Community Centre**

**PRESENT:**

Chair Councillor MacDonald, Mayor Watts, Deputy Mayor MacKinnon, Councillor Cook, Councillor Doyle, Councillor McLaine, CAO Sarah Wheatley

1 Public Member

**1 Call to Order**

6:30 by Chair Mayor Gerard Watts.

**2 Approval of the agenda**

**It was duly moved and seconded to approve the agenda as presented.**

*Moved by Councillor Cook, seconded by Councillor Doyle.*

*All in Favor*

*MOTION CARRIED*

*2024-03-21*

**2.1 Disclosure of Pecuniary or other Conflicts of Interest**

None.

**3 Approval of the minutes**

**3.1 Regular council meeting on February 21, 2024**

**It was duly moved and seconded to approve the minutes from the February 21, 2024, Regular council meeting as presented.**

*Moved by Councillor MacKinnon, seconded by Councillor Cook.*

*All in Favor*

*MOTION CARRIED*

*2024-03-22*

**3.2 Public Meeting January 25, 2024 (REZONING)**

**It was duly moved and seconded to approve the minutes from the January 25, 2024, Public Rezoning meeting as presented.**

*Moved by Councillor MacDonald, seconded by Councillor Doyle.*

*All in Favor*

*MOTION CARRIED*

*2024-03-23*

**3.3 Public Meeting March 6, 2024 (Budget Consultation)**

**It was duly moved and seconded to approve the minutes from the March 6, 2024, budget consultation meeting as presented.**

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*Moved by Councillor Cook, seconded by Councillor Doyle*  
*All in Favor*  
*MOTION CARRIED*  
*2024-03-24*

### **3.4 Business arising from the minutes.**

- February 21, 2024, regular council meeting had none.
  - What is the status of the request for streetlight in Maryland Subdivision?
  - The light was installed on Normandy Lane thanks to Minister Bloyce Thompson.
  - Inquired about PDF fillable application forms.
  - Status on the contract work of the planner for the development department.
- January 25, 2024, public meeting on rezoning:
  - Seen items on social media regarding Queens Pt. Rd.
- March 6, 2024, public meeting on budget consultation
  - Inquired about PDF fillable application forms.
  - EMO Account update, account works on transfers based on \$2 per person for the population of North Shore Municipality. There is currently about \$17,000 in the account.
  - Would like to have EMO reserves back on the agenda in coming months.

## **4 Delegations, Speakers, and Public Input**

None

## **5 Reports**

### **5.1 CAO Report**

- Development files there are two crucial files being worked on and working with the planner on reorganizing.
- Office Assistant working on files in the Development department.
- All files will be set up under Microsoft 365 (One Drive) and emails will be moving from Gmail to Outlook.
- All files will be electronic, and those that are required will be in paper form too. We should not only have paper form. Network drive of all files is backed up weekly by CAO.
- Recreation/Events Coordinator is up and running and tackling a lot of projects. Working with all user groups/teams, and working on some smaller events/seminars. All events are on social media and website.
- Maintenance Repairs: Stanhope Place is almost completed regarding the clean up of basement and the room painted upstairs.
- Finance – busy time.
- Generator for Grand Tracadie.
- Community Fridge - \$5,000 grant received from Province. Will be distributed over the coming year.
- Estimates of the pickleball/rink status. Football extension as well.
- Information on sporting events or suggestions are directed to Don Roper.
- There was a meeting with MLA Bloyce Thompson on various topics of Municipality.
- CAO on vacation April 4-14.

### **5.2 Finance and Infrastructure Report**

- Discussed the budget.

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### 5.3 Planning Board and Development Permit Report

- No recent meeting. There was one development permit issued in February.

### 5.4 Emergency Measures Organization Report

- Training reviewed.

### 5.5 Recreation and Community Engagement Report

- No recent meeting.

### 5.6 Water, Bays & Environment Report

- No recent meeting.
- Sarah Stewart Clark from Dalhousie University informed Mayor Watts that there will be two studies with Stanhope Bay and Grand Tracadie projects through DFO funding done. Mayor Watts would like the presentation given to the council once complete.

### 5.7 Stanhope Potable update

- Discussed under new business.

**It was duly moved and seconded for the approval of reports.**

*Moved by Councillor Cook, seconded by Councillor Doyle  
All in Favor  
MOTION CARRIED  
2024-03-25*

## 6 New business

### 6.1 RFD-2024-002: Resolution to set tax rates for groups (Commercial, non-commercial)

- Reviewed the operating budget.
- Discussed the increase of fees of permits, rental fees of Grand Tracadie, Airbnb revenue, grants for nonprofits.
- Should we proceed with permits? Put on the next month agenda.

**Whereas**, since 2023, all parts of the municipality have moved to the same tax rate of \$0.18.

**And whereas**, the Fire Dept rate is again budgeted at \$0.08/\$100 assessment from that total of \$0.18.

**And whereas**, a Public Meeting on the Proposed 2024 Tax rates was held Mar 6, 2024 at 6:30pm at NSCC.

**And whereas**, it was duly moved and seconded that Finance and Infrastructure recommend to Council to approve the Proposed 2024 Tax Rates at the Finance and Infrastructure on Wednesday March 13, 2024 at 6:30 pm at NSCC.

**Be it resolved that, Council approve the Proposed 2024-25 Tax Rates in all areas of the municipality:**

- **Non-commercial \$0.18**
- **Commercial \$0.22**

*Moved by Councillor Cook, seconded by Councillor McLaine  
4-1  
MOTION CARRIED  
2024-03-26*

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## 6.2 RFD-2024-003: adoption of 2024-25 Council Budget for Operational Budget

**Whereas**, a Public Meeting on the Draft 2024-2025 Operational Budget was held Wednesday Mar 6, 2024 at 6:30pm at NSCC.

**And whereas**, It was duly moved and seconded that Finance and Infrastructure recommend to Council to approve the Draft 2024-2025 Operational Budget at the Finance and Infrastructure Meeting on Wednesday March 13, 2024 at 6:30 pm at NSCC.

**Be it resolved that Council approve the 2024-2025 Operational Budget**

*Moved by Councillor Cook, seconded by Councillor Doyle.*

*All in Favor*

*MOTION CARRIED*

*2024-03-27*

## 6.3 RFD-2024-004: adoption of the 2024-25 Capital Budget and 5-year Capital Expenditure Plan.

Upcoming: purchase land, aluminum stairs at Promenade, heat pump at Stanhope Place, and pickleball rink.

**Whereas**, a Public Meeting on the Draft 2024-2025 Capital Budget and five year Capital expenditure plan was held Wednesday Mar 6, 2024 at 6:30pm at NSCC

**And whereas**, it was duly moved and seconded that Finance and Infrastructure recommend to Council to approve the Draft 2024-2025 Capital Budget and five-year capital expenditure plan at the Finance and Infrastructure Meeting on Wednesday March 13, 2024 at 6:30 pm at NSCC

**Be it resolved that Council approve the proposed 2024-2025 Capital Budget and five-year capital expenditure plan.**

*Moved by Councillor Deputy Mackinnon, seconded by Councillor MacDonald*

*All in Favor*

*MOTION CARRIED*

*2024-03-28*

## 6.4 RFD-2024-005: Appoint Municipal Electoral Officer (MEO) and deputy MEO.

**It was duly moved and seconded that that council appoints Marie McInnis as Municipal Electoral Officer and Don Roper as Deputy Municipal Electoral Officer.**

*Moved by Councillor Cook, seconded by Councillor MacDonald*

*All in Favor*

*MOTION CARRIED*

*2024-03-29*

## 6.5 RFD-2024-006 First reading of Code of Conduct Bylaw (2024-01)

Background:

- Subsection 107 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a code of conduct bylaw to govern the conduct of members of council;
- Code of Conduct Bylaw 2024-01 was written to update and repeal Code of Conduct Bylaw 2018-06.
- Code of Conduct Bylaw 2024-01 includes updates made to incorporate changes made to the Municipal Government Act and/or associated regulations;

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- As per MGA 125, since the draft bylaw was made available on our website since February, the full text of the bylaw will not be read.

**Be it resolved that Code of Conduct Bylaw 2024-01 be hereby read a first time.**

*Moved by councillor Deputy Mayor MacKinnon, seconded by councillor Cook.*

*All in Favor*

*MOTION CARRIED*

*2024-03-30*

**Be it resolved that the first reading of Code of Conduct Bylaw 2024-01 be hereby approved.**

*Moved by councillor Deputy Mayor MacKinnon, seconded by Councillor Cook*

*All in Favor*

*MOTION CARRIED*

*2024-03-31*

## **6.6 RFD-2024-007 CRA access**

**It was duly moved and seconded to appoint Sarah Wheatley, Chief Administrative Officer for the municipality to have Level 3 access to the CRA My Business Account for the municipality, which includes the ability to delegate Level 1 and/or 2 access to other staff or contracted businesses as needed.**

*Moved by Councillor Doyle, seconded by Councillor McLaine*

*All in Favor*

*MOTION CARRIED*

*2024-03-32*

## **6.7 RFD-2024-008 Council meeting schedule**

- Sarah will be unavailable during the regular meeting time.

**It was duly moved and seconded to reschedule April council meeting to April 17, 2024.**

*Moved by Councillor McLaine, seconded by Councillor Cook*

*All in Favor*

*MOTION CARRIED*

*2024-03-33*

## **6.8 Date for By-Election**

- Discussed the various logistic considerations of scheduling.
- Plan to add information to our website as it becomes available.

**It was duly moved and seconded to have the By-Election on June 3, 2024.**

*Moved by Councillor McLaine, seconded by Councillor Deputy Mayor MacKinnon.*

*All in Favor*

*MOTION CARRIED*

*2024-03-34*

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## 6.9 Committee appointment

**It was duly moved and seconded to have Derek Cook return as chair of EMO.**

*Moved by Councillor Doyle, seconded by Deputy Mayor MacKinnon  
All in Favor  
MOTION CARRIED  
2024-03-35*

## 6.10 Contract for Mighty Oaks

- Tabled until next meeting.

## 6.11 Potable water supply issue

- Brief discussion of the current state of this issue. Plan to call a meeting of the committee in May or June.

## 7 In Camera Session: MGA -119, Closed meetings

*Despite subsection 118(1) , a council committee may, by resolution, close all or part of a meeting to the public, either in advance or at the meeting, where the matter to be discussed is , in relation to any of the following, confidential:*

- (b) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved:*
- (d) human resource matters, including labour relations or employee negotiations:*
- (e) 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.*
- (f) The review of legal advice:*

**It was duly moved and seconded to close the meeting for in Camera Session at 8:55 pm.**

*Moved by Councillor Cook, seconded by Councillor Doyle  
All in Favor  
MOTION CARRIED  
2024-03-36*

**It was duly moved and seconded to end closed in Camera Session at 9:21pm**

*Moved by Councillor Cook, seconded by Councillor MacDonald  
All in Favor  
MOTION CARRIED  
2024-03-37*

**It was duly moved and seconded to reopen the meeting to the public at 9:22.**

*Moved by Councillor Cook, seconded by Councillor Doyle  
All in Favor  
MOTION CARRIED  
2024-03-38*

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**8 Next meeting April 17, 2024 6:30 pm North Shore Community Center.**

**9 Adjournment**

**There being no further business, the meeting adjourned at 9:23 pm.**

*Moved by Councillor Cook, seconded by Councillor Doyle  
All in Favor  
MOTION CARRIED  
2024-03-39*

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

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

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SIGNED: Sarah Wheatley, CAO

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