

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

PRESENT:

Mayor Gerard Watts, Councillors - Peter Vriends, Nancy MacKinnon, Bob Doyle, Krista Shaw, Wanson Hemphill, Derek Cook and CAO Jonathan MacLean

REGRETS:

none

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

2. **APPROVAL OF THE AGENDA:**

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

Moved by Councillor Vriends, seconded by Councillor Cook

6-0

MOTION CARRIED 2018-12-118

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 November 14th 2018, meeting be approved with the addition of Peter Vriends in attendance and Justin Walsh not in attendance at the November meeting.

Moved by Councillor Shaw, seconded by Councillor MacKinnon
6-0
MOTION CARRIED 2018-12-119

4. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS:

4.1 Electronic Sign Location

At the November Council meeting Council passed a motion to purchase a sign but wanted to review where it would be located, the CAO's report outlines the information gathered on placing the sign at different locations within the Municipality.

It was duly moved and seconded that the new electronic sign be located at the North Shore Community Centre

Moved by Councillor Hemphill, seconded by Councillor Vriends

There was discussion about placing the sign at the corner of Rte 25 and Rte 220 whether this would be a safe location as well as the additional costs to locate the sign on an offsite location

4-2
MOTION CARRIED 2018-12-120

4.2 Staff and Volunteer Police Record Check Policy

Council reviewed the Staff and Volunteer Police Record Check Policy in Appendix A.

It was duly moved and seconded to adopt the Staff and Volunteer Police Record Check Policy as outlined in Appendix A.

Moved by Councillor Shaw, seconded by Councillor Doyle

5-1
MOTION CARRIED 2018-12-121

5. REPORTS

5.1 Mayor's Report - Mayor Watts

Mayor Watts reported that the new Council Orientation session was very good and he was glad everyone showed up, the session had good information on how Council goes forward. Mayor Watts reported that the visioning and meet and greet session Council had was good as well.

5.2 CAO's Report:

CAO's REPORT
December 2018

- Council is required to set the meeting schedule for 2019, six meetings are required per year in the past Council has met on a monthly basis the second Wednesday of every month
- North Shore Official Plan and Bylaw is up for renewal in 2019 - A new plan would include the former Municipalities of Pleasant Grove and Grand Tracadie - Gas Tax Funding above North Shore's allocation is available through Gas Tax - Community Capacity Building Fund - Applications are reviewed in the Spring of 2019. The process to issue an RFP and select a vendor can begin at any point
- Restructuring update - Grand Tracadie and Pleasant closed their bank accounts, Grand Tracadie's balance transfer was 42,390 with outstanding expenses of 2,894 and Pleasant Grove's balance transfer was 28,332 with no outstanding expenses- North Shore is now receiving the Municipal tax portion from the former Municipality of Grand Tracadie in the amount of \$2,508 per month

2018 Capital Projects

- Stanhope Place - flooring, windows, siding and wheelchair ramp completed - \$32,879 plus HST

- Floating Docks - Ordered and Paid for delivery and installation Spring 2019 - \$16,914 plus HST
- Cenotaph Upgrades - will be completed in spring of 2019
- Electronic Sign - Council approved purchase of a Watchfire from Yesco - 34,966 plus HST, at the November 2018 Council meeting the sign was approved pending a decision from Council on where the sign should be located. Stratford and Cornwall both have signs at the main entrance to the Towns from Charlottetown. North Shore does not have a main entrance and placing a sign at any of the roads that enter the Municipality would have to be placed on private property.

Traffic Counts for sign location options

- Route 25 to the North Shore Community Centre 2016 Traffic Counts show Average Daily Counts between 2,000 - 5,000
- Route 6 at the Grand Tracadie Entrance to the Municipality 2016 Traffic Counts show Average Daily Counts between 500 - 2,000
- Route 15 access to the Municipality 2016 Traffic Counts show Average Daily Counts between 2,000 - 5,000 but diminish to 500 - 2,000 when turning onto secondary Roads that directly access the Municipality

If Yesco installed the sign at another location then the North Shore Community Centre the following additional approximate costs would be incurred

- New Base - \$2,400
 - Poll - \$1,000
 - Cell Communication to sign - \$1,000
 - Total Cost \$ 4,400
- At the November meeting of Council it was requested that the Municipality have a employee and volunteer Police Record Check Policy see Attached
 - Current Budget and Balance Sheet Attached - Appendix B
 - Events and Rec – Zane Nicholson – Event Bookings and organization, brochure and social media update and engagement
 - Rink Setup is complete
 - Project Coordinator for Covehead Bay Stakeholder - MRSB is close to completing the project - update Appendix C
 - New Horizons Stairlift funding - Will be reviewed in the new year

6. CORRESPONDENCE

FCM Board Seat- CAO Jonathan MacLean reported that the Federation of Canadian Municipalities put out a call for Nominations for a seat on their Board to represent PEI, board members are required to attend the annual meeting as well as the Board of Directors annual meeting.

Councillor Nancy MacKinnon reported that she had emailed John Hughes from the Winter River Watershed about possible rental space at the former Grand Tracadie School as well as the possibility of the Watershed building a trail system in the Grand Tracadie Commons.

7. NEW BUSINESS

7.1 2019 Regular Council Meeting Schedule

Council is required to have a minimum of six meetings per year.

It was duly moved and seconded that Council meetings in 2019 are held on a monthly basis on the second Wednesday of the Month at 7:00pm

Moved by Councillor Vriends, seconded by Councillor Hemphill

It was discussed that every second meeting could take place at the former Grand Tracadie School.

Amended motion

Moved by Councillor Vriends, seconded by Councillor Cook

It was duly moved and seconded that Council meetings in 2019 are held on a monthly basis on the second Wednesday of the Month at 7:00 pm rotating locations from the North Shore Community Centre to the former Grand Tracadie school monthly.

5-1

MOTION CARRIED 2018-12-122

7.2 Procedural Bylaw

Mayor Watts noted that Council has time to review the Procedural Bylaw.

It was duly moved and seconded in the absence of a Procedural By-Law to approve the Mayor's authority to appoint Council Committees and Committee Chairs.

Moved by Councillor Vriends, seconded by Councillor MacKinnon

6-0

MOTION CARRIED 2018-12-123

Mayor Watts appointed the following Committees and Committee Chairs

- Recreation and Community Engagement - Co- Chairs Krista Shaw and Bob Doyle
- Emergency Measures Organization - Derek Cook
- Planning Board - Derek Cook
- Water and Environment - Wanson Hemphill
- Finance/Infrastructure and Administration - Co-Chairs Gerard Watts and Nancy MacKinnon
- Environmental and Community Sustainability - Committee of the Whole
- Special Committee - Development of a Community Plan for new Amalgamated Rural Municipality of North Shore - Peter Vriends

7.3 Official Plan and By-law Review - Funding Gas Tax Community Capacity Building

North Shore's Official Plan and Bylaw is up for review and with the recent restructuring of Municipality there is an opportunity to apply for funding for this project through the Community Capacity Building stream of the Gas Tax Fund.

It was duly moved and seconded to apply for \$50,000 in funding for the review of North Shore's Official Plan and Bylaw through the Community Capacity Building Stream of the Gas Tax Fund

Moved by Councillor Vriends, seconded by Councillor Hemphill

6-0

MOTION CARRIED 2018-12-123

7.4 Resident Inquires from to Council Members

Councillor Shaw reported that residents had asked about lighting on the promenade.

Councillor Cook reported that the Eastern Road should be widened for cyclists the same way the other roads in the area are.

Mayor Watts reported that he had some complaints regarding Bayshore Road not being plowed, Mayor Watts made a call to deal with it. Also there is still concerns about the runoff from a property on Route 25 causing Water and Ice on the road that should be looked into.

Councilor MacKinnon reported that the former Grand Tracadie School parking lot was maintained by Canada Post in the past since they have the mail boxes in the parking lot.

7.5 Winter River Watershed Rental Space - former Grand Tracadie School

Covered under Correspondence

7.6 Grand Tracadie School - Security

CAO Jonathan MacLean reported that the former Grand Tracadie School should have a security system similar to the North Shore Community Centre with card access and security cameras, the cost would be roughly \$4,000

7.7 Community Communications

Mayor Watts reported that communication should be clear and the Municipality should be transparent. It was also mentioned that some residents do not have computer access for reviewing copies of the Council meeting minutes so paper copies available at the office would be good. The Council meeting information could also be included in the L.M. Montgomery newsletter as well as church bulletins.

- 8. NEXT MEETING:** Regular Council Meeting, Wednesday, January 9th, 2019, 7:00 pm - North Shore Community Centre

9. ADJOURNMENT:

There being no further business, the meeting adjourned at 8:27pm.

Moved by Councillor Hemphill, seconded by Councillor Cook

6-0

MOTION CARRIED: 2018-12-124

SIGNED: Gerard Watts, Mayor

DATE:

SIGNED: Jonathan MacLean, CAO

DATE:

CRIMINAL RECORD CHECK POLICY

POLICY STATEMENT

Many positions at the Rural Municipality of North are safety or security sensitive or are otherwise assumed by the Municipality by placing a high degree of trust in the integrity of its employees.

As a provider of public services, it is incumbent on the Municipality to exercise due diligence by ensuring, to the extent reasonably possible, that employees and volunteers who provide such services do not pose a risk to vulnerable individuals or to the Municipality's interest.

PURPOSE

In order to minimize its risk, the Municipality has implemented a policy on police background checks for all/new employees, students and volunteers.

Dependent upon the nature of the position and identified risks associated with the position, the employee will be required to provide either a criminal records check or a vulnerable sector screening check before commencement of employment, or being permitted to volunteer for the Municipality.

Employees may be required to provide a renewed police background check if required by law at designated intervals

SCOPE

This policy applies to all municipal employees, including but not limited to regular, temporary, contract employees, volunteers and students. Where warranted also by individuals renting Municipal facilities.

This policy shall also apply to employees who are being assigned or promoted into a position requiring vulnerable sector screening check where it was not required or submitted at the commencement of their employment.

POLICE BACKGROUND CHECK

A process where police conduct a check of their records and provide a report on their findings to the individual requesting the check. These finds may include information about criminal convictions, federal or provincial charges, discharges or pending, and probation or prohibitions orders.

There are two forms of police background checks:

Criminal Records Check: A process conducted by the RCMP. This check will reveal whether or not an individual has criminal conviction and/or outstanding criminal charges.

Vulnerable Sector Screening Check: In addition to the information provided in the criminal records check, the vulnerable sector screening check identifies whether or not an individual has a sexual offence. This check is only used for individuals seeking employment or volunteer opportunities with children or vulnerable persons, depending on the nature of the position.

VULNERABLE PERSONS

Persons who, because of their age, a disability, or other circumstances, temporary or permanent, are in a position of dependence on others, or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority.

TERMS AND CONDITIONS

At the time of Employment, Assignment or Promotion:

- The Municipality determines which positions require either a criminal records check or a vulnerable sector screening check.
- The Municipality determines the frequency each position requires either a criminal records check or a vulnerable sector screening check.
- Job descriptions and related advertisement regarding the position should clearly indicate that “in accordance with the Rural Municipality of North Shore’s Policy on Police Background Checks, the position requires that the individual provide at their own cost, [a criminal records check or vulnerable sector screening check] as a condition of employment.”
- Individuals applying for employment or volunteer opportunities (and are the successful candidate) are responsible for applying for, paying the cost of, and submitting the results of all police background checks (criminal records check or vulnerable sector screening check) to the CAO of the Municipality.
- Current employees being assigned or promoted to a position requiring a criminal records check and/or vulnerable sector screening check, where such check was not required or provided initially will be required to submit a criminal records check and/or vulnerable sector screening check prior to assignment or promotion.
- Individuals failing to provide a police check when asked to do so will not be considered for employment or volunteer opportunities.
- No individual will be placed in employment or volunteer service until the required police background check has been received and considered. If an offer is made to a candidate prior to the police background check having been completed, the offer will specifically indicate that the opportunity for employment or volunteer service is conditional upon the submission of a clear police background check.

Appendix B

Rural Municipality of North Shore Budget Tracking Per Month

November 2018				
ACCOUNT	2018/2019 BUDGET	YTD ACTUAL AS AT Nov.. 30, 18	BUDGET REMAINING	BUDGET REMAINING AS PERCENTAGE
REVENUE				
Property Taxes	\$ 228,469.61	\$ 169,717.40	\$ 58,752.21	26%
<i>Planning & Development</i>				
Building Permits	\$ 7,500.00	\$ 11,191.40	-\$ 3,691.40	0%
Green Space	\$ -	\$ -	\$ -	0%
Fines	\$ -	\$ -	\$ -	0%
<i>NS Community Centre</i>				
Centre Rentals	\$ 25,000.00	\$ 25,225.00	-\$ 225.00	0%
Centre Bar	\$ 12,500.00	\$ 9,132.43	\$ 3,367.57	27%
Community Events	\$ 3,000.00	\$ 3,754.59	-\$ 754.59	0%
Wage Grant (JFY/Feds)	\$ 3,000.00	\$ 4,254.57	-\$ 1,254.57	0%
Miscellaneous Income	\$ 1,250.00	\$ 2,896.25	-\$ 1,646.25	0%
<i>Stanhope Place</i>				
Friends of the Bay	\$ 1,750.00	\$ 1,750.00	\$ -	0%
Stanhope Place Rentals	\$ 1,250.00	\$ 100.00	\$ 1,150.00	92%
Stanhope Place Cards	\$ 1,875.00	\$ 1,760.00	\$ 115.00	6%
Stanhope Heritage Association	\$ 250.00	\$ -	\$ 250.00	100%
<i>Funding</i>				
Canada Day/OEE/Violence	\$ 1,200.00	\$ 800.00	\$ 400.00	33%
Funding (Infrastructure/Community)	\$ -	\$ -	\$ -	0%
Grants/Government of PEI Assistance	\$ -	\$ 20,874.12	-\$ 20,874.12	0%
Gas Tax Funding	\$ -	\$ -	\$ -	0%
Funding for Capital Items TBD	\$ -	\$ -	\$ -	0%
Planning & Development Province 1.1 cent per	\$ 25,000.00	\$ 15,660.00	\$ 9,340.00	37%

Interest Income/Miscellaneous	\$ 1,437.50	\$ -	\$ 1,437.50	100%
TOTAL REVENUE	\$ 313,482.11	\$ 267,115.76	\$ 46,366.35	
EXPENSES				
<i>Administrative/Municipal</i>				
Administrator's Wages inc. MERCs	\$ 50,625.00	\$ 37,265.70	\$ 13,359.30	26%
Administrator Mileage	\$ 750.00	\$ 862.00	-\$ 112.00	-15%
Health Insurance	\$ 6,250.00	\$ 2,589.69	\$ 3,660.31	59%
Professional Fees/Bookkeeping/Audit	\$ 13,750.00	\$ 12,418.46	\$ 1,331.54	10%
Legal Services	\$ 6,250.00	\$ -	\$ 6,250.00	100%
Website Hosting	\$ 1,250.00	\$ 1,239.07	\$ 10.93	1%
Councillor Remuneration	\$ 18,125.00	\$ 7,250.00	\$ 10,875.00	60%
Councillor Mileage	\$ 625.00	\$ 25.00	\$ 600.00	96%
Equipment	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Elections	\$ 3,500.00	\$ 2,293.91	\$ 1,206.09	34%
Conference/Dues	\$ 6,250.00	\$ 6,678.49	-\$ 428.49	-7%
Insurance	\$ 13,250.00	\$ 10,459.00	\$ 2,791.00	21%
Advertising	\$ 1,500.00	\$ -	\$ 1,500.00	100%
Public Meetings	\$ 2,000.00	\$ 474.32	\$ 1,525.68	76%
Newsletter/Printing/Postage	\$ 3,750.00	\$ 3,341.77	\$ 408.23	11%
Office Expenses	\$ 6,250.00	\$ 2,998.84	\$ 3,251.16	52%
Interest and bank fees	\$ 1,250.00	\$ 1,454.20	-\$ 204.20	-16%
Telephone/Internet	\$ 3,750.00	\$ 2,646.81	\$ 1,103.19	29%
Donations	\$ 250.00	\$ -	\$ 250.00	100%
Capital Expenditures	\$ -	\$ 59,672.82	-\$ 59,672.82	0%
<i>Total Administrative/Municipal</i>	<i>\$ 141,875.00</i>	<i>\$ 151,670.08</i>	<i>-\$ 9,795.08</i>	<i>-7%</i>
<i>Planning/Development</i>				
Planning Consulting Fees	\$ 11,250.00	\$ 4,728.90	\$ 6,521.10	58%
Official Plan Admin/Enforcement	\$ 3,125.00	\$ -	\$ 3,125.00	100%
Planning Consultant	\$ 12,500.00	\$ 12,591.56	-\$ 91.56	-1%
Planning Committee Costs	\$ 1,250.00	\$ 463.26	\$ 786.74	63%

Planning Mileage	\$ 125.00	\$ -	\$ 125.00	100%
Total Planning/Development	\$ 28,250.00	\$ 17,783.72	\$ 10,466.28	37%
Water & Wastewater Services	\$ 3,125.00	\$ -	\$ 3,125.00	100%
EMO - Emergency Measures Organization	\$ 2,750.00	\$ -	\$ 2,750.00	100%
Facilities and Public Property				
North Shore Community Centre				
Centre Wages inc. MERCS	\$ 29,375.00	\$ 28,127.76	\$ 1,247.24	4%
Activities Supplies/Licenses/Misc.	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Bar/Canteen (licenses & bartenders)	\$ 4,375.00	\$ 5,285.22	-\$ 910.22	-21%
Electricity	\$ 6,250.00	\$ 6,670.42	-\$ 420.42	-7%
Casual/Student Wages	\$ 3,750.00	\$ 101.00	\$ 3,649.00	97%
Centre Mileage	\$ 500.00	\$ -	\$ 500.00	100%
Repair/Maintenance/Snow	\$ 30,000.00	\$ 15,278.62	\$ 14,721.38	49%
Heat Oil/Utilities	\$ 6,250.00	\$ 5,138.01	\$ 1,111.99	18%
Septic Fix	\$ 1,000.00	\$ 2,307.80	-\$ 1,307.80	-131%
Heating Review	\$ -	\$ -	\$ -	0%
Energy Retrofits/Insulation/Misc.	\$ -	\$ -	\$ -	0%
Payment/Interest on demand loan	\$ -	\$ -	\$ -	0%
Total North Shore Community Centre	\$ 84,000.00	\$ 62,908.83	\$ 21,091.17	25%
Stanhope Place				
Heat	\$ 625.00	\$ 404.31	\$ 220.69	35%
Electricity	\$ 5,000.00	\$ 4,328.64	\$ 671.36	13%
Capital Expenditures	\$ -	\$ -	\$ -	0%
Repair/Maintenance/Snow	\$ 3,750.00	\$ 1,204.50	\$ 2,545.50	68%
Energy Retrofits/Insulation/Misc.	\$ -	\$ -	\$ -	0%
Total Stanhope Place	\$ 9,375.00	\$ 5,937.45	\$ 3,437.55	37%
Promenade				
Promenade Maintenance	\$ 5,000.00	\$ -	\$ 5,000.00	100%
Promenade Lighting	\$ 907.50	\$ 677.73	\$ 229.77	25%
Total Promenade	\$ 5,907.50	\$ 677.73	\$ 5,229.77	89%

Total Facilities and Public Property	\$ 99,282.50	\$ 69,524.01	\$ 29,758.49	30%
Recreation				
Community Grants	\$ 3,500.00	\$ 2,600.00	\$ 900.00	26%
Friends of Covehead Bay	\$ 2,500.00	\$ 4,000.00	-\$ 1,500.00	-60%
Soccer	\$ 1,000.00	\$ -	\$ 1,000.00	100%
Event Expenses	\$ 7,500.00	\$ 7,104.47	\$ 395.53	5%
Total Recreation	\$ 14,500.00	\$ 13,704.47	\$ 795.53	5%
TOTAL EXPENSES	\$ 289,782.50	\$ 252,682.28	\$ 37,100.22	13%
SURPLUS/DEFICIT YTD	\$ 23,700	\$ 14,433		
CAPITAL FUND	\$ 20,000	\$ -		
SURPLUS/DEFICIT W/ CAPITAL FUND	\$ 3,700	\$ 14,433		

BALANCE SHEET - as at November 30, 2018

ASSET

Current Assets

Bank - Community	175,619.04	
Can-PEI Infrastructure (Gas Tax)	35,265.39	
Rest Cash - Green Space/Rec - Comm	5,840.00	
Official Plan/Greenspace GIC - Comm	19,543.74	
GIC - Community	5,399.27	
GIC - Reserve Fund	<u>50,710.88</u>	
Total Cash		292,378.32
GST/HST Recievable	<u>4,105.18</u>	
Total Receivables		4,105.18
Inventory - Bar - NSCC	<u>921.62</u>	
Total Inventory		921.62
Prepaid Expenses		<u>8,550.78</u>

Total Current Assets	<u>305,955.90</u>
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Capital Assets

Accum Amort Computer	-97.00
Computer	965.03
Land	10,000.00
Building	915,778.85
Acc Amort - Building	-330,335.45
Land Improvements	39,348.57
Accum Amort - Land Improvements	-6,856.00
Promenade	799,177.88
Acc Amort - Promenade	-317,558.74
Equipment	76,621.15
Acc Amort - Equipement	<u>-57,114.57</u>
Total Capital Assets	<u>1,129,929.72</u>

TOTAL ASSET	<u><u>1,435,885.62</u></u>
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LIABILITY

Current Liabilities

Accounts payable - trade	42,439.32
BMO Mastercard	478.14
Accrued Liabilities - Community	-0.22
Accrued Accounting	5,499.79
GST/HST Payable	-105.00
CPP Payable	418.96
EI Payable	200.79
Income tax payable	742.11
Vacation Pay Payable	919.15
PST Payable	<u>-66.46</u>

Total Accounts payable & accruals	50,526.58
Deferred Revenue Official Plan	1,022.43
Deferred Revenue - Green Space/Rec	25,083.44
Deferred Revenue - Gas Tax	<u>60,544.00</u>
Total Current Liabilities	<u>137,176.45</u>

TOTAL LIABILITY 137,176.45

EQUITY

Surplus

Amalgamation Equity	68,077.05
Accumulated surplus	1,216,198.64
Current Earnings	<u>14,433.48</u>
Total Operating Fund	<u>1,298,709.17</u>

TOTAL EQUITY 1,298,709.17

LIABILITIES AND EQUITY 1,435,885.62

\$	-
\$	0.00

MRSB - Covehead Bay Project Coordination Update

The Municipality and FCBB are partnering on this initiative, as funding is being sought on behalf of both parties, who each have an interest in seeing this work done.

1. MRSB will submit expressions of interest for funding to Max Bell foundation and possibly two other private foundations (Salamander and MacLean) on behalf of FCBB, asap;
2. Imperial Oil – Community Investment funding will be sought by the Municipality in February, 2019

Requests will be made to Max Bell and Imperial Oil each for \$43,000 [which is 30% of the project budget including HST (\$125,000 + HST = \$143,750)].

Remainder of funding (\$57,750) and in-kind support will be sought from the following potential supporters/funding partners:

1. FCBB (in-kind and letter of support)
2. DFO – Science (in-kind, letter of support and financial contribution)
3. ACOA (letter of support and financial contribution)
4. PEI Rural Development (letter of support and financial contribution)
5. PEI Communities, Land and Environment (letter of support, in-kind, and financial contribution)
6. PEI Aquaculture and Fisheries (letter of support, in-kind and financial contribution)
7. Parks Canada (letter of support, in-kind and financial contribution)
8. Southern Gulf of Saint Lawrence Coalition for Sustainability (in-kind and letter of support)

Our strategy will be to approach these stakeholders and request a meeting with all parties. All groups listed above are already familiar with the project, as they were consulted during stakeholder interviews or as potential funders/supporters. Meeting will take place with funders in late December or early January, presenting the proposed project and communicating the benefits (environmental, economic, tourism, potential that this pilot project could apply to other Island estuaries, etc) and a formal request for support will be made at this time.

RFP for Scientific Study could be issued anytime, as it will attract responses to provide a clearer idea of who will undertake the work and at what cost.

Rural Municipality of North Shore , PEI
A Bylaw to Regulate the Proceedings of Council
Bylaw # 2018-08

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

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This Bylaw shall be known as, and may be cited as the “Procedural Bylaw”.

2. Authority

2.1. Subsection 86(2)(e) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a council must establish a procedural bylaw to regulate its proceedings in accordance with the Act.

3. Application

3.1. This bylaw applies to all members of Council, the Chief Administrative Officer (CAO), members of Council Committees, Rural Municipality of North Shore employees, those who appear before Council and members of the general public.

3.2. When any matter relating to proceedings arise which is not covered by a provision of this bylaw or the Act, the matter shall be decided by reference to Robert’s Rules of Order.

3.3. In the event of any conflict between the provisions of the Act and this bylaw, the Act will prevail.

4. Definitions

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

4.2. “Council” means the Mayor and other members of the Council of the municipality.

4.3. “Councillor” means a member of Council other than the Mayor.

4.4. “Point of information” means the procedural mechanism by which a member may present or receive information of interest to Council.

4.5. “Point of order” means the procedural mechanism by which a member may rise where this by-law or any other procedural legislation is believed to have been infringed.

4.6. "Point of privilege" means the procedural mechanism by which a member may rise to address incorrect, defamatory or slanderous statements made about the Council, councillors, or employees of the municipality.

4.7. "Quorum" is a majority of all the members of council or a council committee. Vacancies are not counted in determining quorum except where the remaining number of council members is not less than four.

4.8. "Regulations" means the regulations adopted by the Lieutenant Governor in Council pursuant to the Municipal Government Act.

PART II – MEETINGS OF COUNCIL

5. First Meeting

5.1. A newly elected Council shall not transact any business until the Oaths of Office have been taken and subscribed to by persons present who have been elected to office.

5.2. At the first meeting of Council following a general election, Council shall:

(a) establish by resolution a schedule of meeting dates for the next 12 months, providing for no fewer than 6 council meetings open to the public in accordance with 110(3) of the Municipal Government Act; and

(b) appoint Council members to council committees in accordance with the regulations and this bylaw.

6. Scheduling of Meetings

6.1. Prior to the beginning of each calendar year, council shall, by resolution, establish a schedule of regular meetings for the year.

6.2. The CAO will ensure that the schedule of regular meetings is published in accordance with subsection 110 (3) and (4) of the Act, the requirements of the regulations, and subsection 7.2 below.

6.3. If a regularly scheduled meeting of Council falls on a day that is a Statutory Holiday, the regular Council meeting will be held the following day unless rescheduled to another day or cancelled by resolution of Council.

6.4. A regular meeting of Council may be rescheduled:

(a) by resolution of Council;

- (b) in accordance with this bylaw; or
- (c) by the CAO if it is apparent that quorum will not be achievable.

6.5. Council may, by resolution, establish a time limit for any meeting and may extend the time limit for any regular Council meeting with a unanimous vote in favour of the motion to extend the meeting.

7. Notice of Meetings

7.1. Notice of regularly scheduled Council meetings will be included in an annual schedule of meetings.

7.2. As per section 110(3) of the Act and section 2 of the procedural bylaw regulations, Council shall post the annual schedule of Council meeting, including the date, time, and place of each meeting in:

- (a) at least one electronic format - northshorepei.ca and
- (b) at least one other format - Community Centre Sign or Bulletin Board as per section 110(4)].

7.3. If Council changes the date, place or time of a regular or special meeting, the CAO must give at least 24 hours' notice of the change to the public through at least one electronic format and at least one other format.

7.4. If Council changes the date, place or time of a regular or special meeting, the CAO must give at least 24 hours' notice of the change to all members of Council by providing a copy of the notice to each Council member at the place to which the member has directed such notices be sent.

7.5. The notice shall specify the type of meeting and the actual or revised date, place and time of the meeting.

7.6. Notice of a change in date, time or place of a regularly scheduled meeting must be provided at least 24 hours in advance of the meeting to any councillors not present at the meeting at which the change was made and to the public.

7.7. Notice of special meetings must be provided at least 24 hours in advance of the meeting to all members of Council and the public.

7.8. Notice of a meeting or hearing must be given at least seven days before the Council meeting or public hearing, as the case may be, at which any of the following matters is to be considered:

- (a) a proposal by Council to transfer land below fair market value (subsection 143(1) of the Act);
- (b) a local improvement to which one or more objections were made to the CAO within 30 days of receipt of notice thereof (section 203 of the Act); or
- (c) a permanent street closure (subsection 213(3) of the Act).

7.9. Any other forms of notice required by Council or a bylaw shall be given in accordance with this bylaw.

8. Special Meetings

8.1. Pursuant to section 121 of the Act, a special meetings of Council will be called by the CAO when requested in writing by:

- (a) the Mayor; or
- (b) a majority of the councillors.

8.2. The request for a special meeting shall include a statement of the purpose of the meeting.

8.3. A special meeting of Council shall be held at:

- (a) the first available date where quorum can be achieved; or
- (b) no later than 21 days after the date that the CAO receives the request.-Can be shorter time period

8.4. Pursuant to subsection 121(4) of the Act, no business other than the business that Council has stated in the meeting notice will be transacted at a special meeting unless all members are present and unanimously agree to deal with other matters.

9. Closed Meetings

9.1. Council or a Council committee may, by resolution passed at a public meeting of the Council or committee, hold a meeting that is closed to the public when the subject matter of the

meeting is considered to be confidential in accordance with section 119(1) of the Municipal Government Act.

9.2. Council may, by resolution, establish a regular schedule of standing closed meetings, and notice of the schedule of closed meeting shall be provided through a sign posted in a prominent location available to the public.

9.3. No resolution or bylaw will be passed during a meeting closed to the public other than by resolution set out in section 119(2) of the Municipal Government Act.

9.4. A resolution to close a meeting to the public must state the reason(s) for closing the meeting, in accordance with section 119(3) of the Municipal Government Act.

9.5. The Council or committee will make any matter considered at a closed meeting public when confidentiality is no longer required, in accordance with subsection 119(4) of the Act.

9.6. No Council member, Council committee member or employee of a municipality shall, subject to subsection 119(5) of the Act, disclose or act on any information acquired at a closed meeting of Council or a Council committee respecting a matter or report disclosed or discussed at the meeting, prior to the matter or report being dealt with at an open meeting of Council or the Council committee.

10. Meeting by Electronic Means

10.1. Pursuant to section 122 of the Act, Council hereby authorises meetings to be conducted by electronic means, in accordance with the Act, the regulations, and the provisions of this bylaw.

10.2. Council shall hold a meeting by electronic means upon passage of a resolution to that effect, where the majority of Council members are unable to meet in person.

10.3. Pursuant to subsection 122(2) of the Act and subject to section 10.5 of this bylaw, a Council committee may hold a meeting by electronic means upon passage of a resolution by the committee to that effect.

10.4. A meeting shall only be conducted by electronic means if the electronic means by which the meeting is conducted enables, at a minimum:

(a) the Council or Council committee members participating in the meeting to hear and speak to each other; and

(b) where the meeting is open to the public, the public to see and hear the meeting's participants at a place specified in the notice of the meeting.

Note: Where council is permitting electronic meetings, council should specify what video and audio tools will be utilized to meet this requirement.

10.5. The CAO shall ensure that at least 24 hours' notice of an electronic meeting is given to all Council members or committee members and to the public of a meeting, advising:

(a) that the meeting will be conducted by electronic means; and

(b) where the meeting is open to the public, of the location of the facilities where the public can see and hear the meeting.

(c) The CAO shall ensure that a municipal employee is present at the location specified in the notice to facilitate the viewing of the meeting and to ensure that the public can see and hear the meeting.

11. Electronic Participation in Meetings

11.1. Pursuant to subsection 122(4) of the Act, a Council or Council committee member who is unable to attend a meeting of Council or the Council committee in person may participate in the meeting by telephone or by electronic means.

11.2. A Council or Council committee member may only participate by telephone or by electronic means if the Council or Council committee members are able to hear and speak to each other.

11.3. Where a Council or Council committee member is participating in a meeting conducted by electronic means or is participating by telephone or electronic means and there is a report or recommendation to be considered in respect of a matter before the Council or Council committee, the Council or Council committee member shall take part in the debate and vote on that matter only if the member has before him or her a copy of the report or recommendation to be considered, in accordance with subsection 122(6) of the Act.

11.4. Pursuant to subsection 122(4) of the Act, Council members participating by telephone or electronic means are considered to be present at the meeting.

12. Electronic Participation in Closed Meetings

12.1. The chair of council or a council committee meeting shall require every council or council committee member participating by telephone or electronic means to confirm that there is no one else present in their location who is able to hear the discussion during the closed meeting.

Optional to include or not, if included should specify video and audio to be used

PART III – COUNCIL MEETING PROCEDURES

13. General

13.1. The Mayor will preside over all Council meetings except where the Act provides otherwise, and shall perform the duties enumerated in section 89 of the Act, including preserving order, enforcing rules, deciding points of privilege and order, and advising on points of procedure.

13.2. Pursuant to subsection 91(1) of the Act, the deputy Mayor will preside in the Mayor's absence.

13.3. The members of Council may appoint an acting Mayor in accordance with subsection 90(4) of the Act, where:

- (a) the Mayor and deputy Mayor are absent, incapacitated or otherwise unavailable and neither of them has appointed another member of Council to act in his or her stead; or
- (b) the offices of Mayor and deputy Mayor are vacant.

13.4. Pursuant to subsection 91(5), the term of an acting Mayor continues only until the Mayor or deputy Mayor is no longer absent, incapacitated or otherwise unavailable and only until a new Mayor is declared elected, unless the appointment is revoked earlier by the Council.

14. Agendas

14.1. The agenda for each regular and special meetings of Council shall be prepared by the CAO or his or her designate.

14.2. The agenda for each regular meeting, along with pertinent correspondence, statements and reports, must be sent to each member of Council by electronic means (or by means requested by the member) no later than 2 days prior to the meeting unless that day is a statutory holiday. If so, the agenda and accompanying documents must be delivered to Council member no later than 2 days prior to the statutory holiday.

14.3. The deadline for receipt of agenda materials for a regular meeting by the CAO is 1:00 pm on the 3rd day preceding the meeting.

14.4. The CAO shall have prepared and printed an agenda to be made available to the public. The agenda shall reflect the matters to be considered, under the following headings, referred to as the Order of Business:

- (a) call to Order;
- (b) declarations of conflict of interest;
- (c) approval of Agenda;
- (d) adoption of Minutes;
- (e) business Arising from the Minutes;
- (f) public Presentations/Petitions/Delegations;
- (g) reading of correspondence;
- (h) reports from Standing and ad hoc Committees;
- (i) report from CAO;
- (j) recommendations from the Planning Board;
- (k) introduction of New Business;
- (l) inquiries by members of Council;
- (m) introduction and Reading of Bylaws;
- (n) appointments to Committees;
- (o) adjournment;
- (p) any additional matter not included on the agenda shall only be considered with the unanimous consent of all members of Council present at the meeting.

Section is optional but recommended, the items on the Agenda could be modified

15. Quorum

15.1. A quorum is required at all times for Council meetings, in accordance with 113 of the Act.

15.2. A quorum is a majority of all members of the Council.

(a) Any act or proceeding of Council that is adopted at any Council meeting at which a quorum is not present is invalid.

15.3. Pursuant to subsection 113(3), where there is a vacancy on Council, but there are at least four Council members remaining on Council, a quorum will be a majority of the remaining members of Council.

15.4. Where the number of Council members is reduced to less than four by reason of vacancies, the Council shall apply to the Minister, in accordance with subsection 113(4) of the Act, to have the remaining Council member or members to be considered to be a quorum until elections are held to fill the vacancies.

15.5. If a quorum is not present within fifteen (15) minutes after the time fixed for the meeting, the CAO or delegate shall record the names of the members present and the meeting shall stand adjourned until the next meeting.

Optional on the time but 15 minutes would seem appropriate

15.6. Where the CAO or delegate has confirmed in advance of the meeting that quorum will not be present, the CAO or delegate may provide notice of the cancellation of the meeting to the members of Council and the public in accordance with section 6, identifying the next meeting.

16. Voting

16.1. Voting at meetings of Council shall be undertaken in accordance with section 115 of the Act:

- (a) each Council member present, except the Mayor, will vote on every matter unless a Council member is excused specifically from voting, by resolution, or the Council member is prohibited from voting because the member has a conflict of interest.
- (b) no vote of Council will be taken by ballot or any other method of secret voting and any vote taken by any form of secret voting is of no effect.
- (c) all votes of Council, both for and against, will be recorded.
- (d) the failure or refusal of a member of Council to vote on a matter that is properly before the Council will be considered a vote in favour except when the member is excused or prohibited from voting.
- (e) where there are an equal number of votes for and against a bylaw or motion, the Mayor or presiding officer will vote for the purposes of breaking the tie.

17. Presentation and Delegations to Council

17.1. The following will be permitted at meetings of Council at the time so designated on the agenda, in accordance with the provisions of this bylaw:

- (a) presentations to recognize an individual or group on behalf of Council or for a group or individual to present to Council some award or similar honour;
- (b) delegations wishing to speak before Council; and
- (c) presentations of petitions

17.2. The time allotted by Council for each person making presentations or giving recognitions will be 30 Minutes.

17.3. Delegations wishing to speak before Council will advise the CAO or his/her designate of their intention to do so by 1:00 p.m. two days prior to the meeting, and all information to be addressed will be on the form attached as Schedule A to this bylaw.

17.4. Delegates will be granted a maximum presentation time of 30 Minutes to present the matter outlined in the notification unless Council agrees to a waiver of this time restriction by the unanimous consent of Council members present (or a majority of Council members present).

The section can be adjusted depending on how Council wants presentations

18. Adjournment

18.1. All regularly scheduled Council meetings shall stand adjourned when the Council has completed all business as listed on the order of business or at 8:30 p.m., whichever is earlier.

18.2. If a Council member is speaking at the time the meeting is scheduled to end, the Mayor will wait until that person is done speaking before asking Council to consider whether it wants to extend the time of the meeting.

18.3. Any business items that remain on the agenda and which has not been addressed at the time of adjournment will be deemed to be postponed until the next regularly scheduled Council meeting or until a special meeting is called for the purpose of dealing with the unfinished items.

This time is optional I think 1.5 hours is enough time for the Council to conduct business in an orderly fashion

19. Conduct during Council meetings

Public

19.1. All persons in the public galley at a Council meeting will:

- (a) refrain from addressing Council or a member of Council unless permitted to do so
- (b) maintain quiet and order;
- (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
- (d) refrain from talking on electronic mobile devices; and,
- (e) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

Delegations and Council Members

19.2. Delegates and members of Council shall refrain from:

- (a) speaking disrespectfully;
- (b) using offensive language;
- (c) reflecting on a vote of Council except when moving to rescind or reconsider it;
- (d) reflecting on the motives of the members of Council who voted on the motion or the mover of the motion; or
- (e) shouting or using an immoderate tone, profane, vulgar or offensive language.

19.3. When a member is addressing the Council, all other members will:

- (a) remain quiet and seated;
- (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
- (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.

19.4. Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

19.5. Each member or delegate, as the case may be, shall address the Mayor, but shall not speak until recognized by the Mayor.

19.6. Members of Council wishing to speak at a meeting shall ensure they do not interrupt another member.

19.7. If more than one member wishes to speak at a meeting at the same time, the Mayor will indicate which member will speak first.

19.8. The Mayor, with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the Mayor.

19.9. A motion must be seconded to be discussed.

19.10. A motion may be withdrawn at any time before voting subject to no objection from any member.

19.11. The following motions are not debatable by members:

- (a) Adjournment
- (b) To take a recess
- (c) Question of privilege
- (d) Point of order
- (e) To limit debate on a matter before members
- (f) On division of a question
- (g) Postpone the matter to a certain time
- (h) To postpone the matter.

Improper Conduct

19.12. The Mayor may request that any person in the public gallery who disturbs the proceedings of Council or acts improperly at a Council meeting leave or be expelled from the meeting.

19.13. If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

20. Points of Order, Procedure or Privilege

20.1. A member of Council may, at any time, rise on a point of order, a point of privilege or a point of information. All debate shall cease and the "point" shall be clearly stated by the member and, if applicable, ruled upon by the Mayor.

20.2. A member of Council may, at any time during debate, request that the question, motion or matter under discussion be clarified or restated.

20.3. Where the Mayor is called upon to decide a point of order or practice in accordance with section 111 of the Act, he or she shall state the question without unnecessary comment and decide the issue citing the rule or authority applicable thereto.

Appeal of Decision of the Mayor

20.4. Whenever a member wishes to appeal any ruling of the Mayor or a point of order or point of privilege to the whole of Council pursuant to section 112 of the Act:

- (a) the motion of appeal shall be made immediately after the ruling is made by the Mayor or otherwise the ruling will be final;
- (b) the member may offer a brief reason for the challenge; and

(c) the Mayor may state the reason for the decision he or she made.

20.5. Following the motion of appeal and the response, if any from the Mayor, the question shall be put immediately without debate.

20.6. The Mayor will be governed by the vote of the majority of the members of Council present

20.7. Neither the Mayor nor the appellant will participate in the vote on an appeal.

21. Motions and Debate

21.1. A motion will express fully and clearly the intent of the mover.

21.2. A motion will not be considered unless it has been seconded.

21.3. Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.

21.4. When a motion is under debate no other motion may be made, except a motion to:

(a) amend a motion;

(b) refer a motion to a Council committee or administration for a report back to Council;

(c) postpone a motion to a fixed date;

(d) request that a motion be put to a vote;

(e) extend the time for a Council meeting; or

(f) adjourn the meeting.

21.5. Notwithstanding any other provisions of this bylaw, the member of Council who moved a motion after a motion is under debate may, with the consent of Council, may change the wording of the motion or agree to a change proposed by another member if the alteration does not change the intention of the motion.

21.6. Any motion will be considered in the order in which they were moved.

22. Minutes

22.1. The CAO shall ensure that minutes are kept of all Council meetings and Council committee meetings, both open and closed to the public, in accordance with section 116 of the Act.

22.2. The CAO shall ensure that the minutes of meetings record all resolutions, decisions and proceedings of the Council and shall include at minimum:

- (a) the date and names of all Council or committee members and employees present at the meeting;
- (b) the subject matter of the issues discussed; and
- (c) any decisions made.

22.3. Where a meeting is closed to the public, the minutes of the meeting that may be disclosed to the public will be restricted to

- (a) to the date of the meeting;
- (b) the names of Council members or committee members and employees present; and
- (c) the type of matter under section 119(1) of the Act that was discussed at the meeting.

22.4. Copies of the minutes will be open for inspection by any person during regular office hours and copies of the minutes will be provided to any person, in accordance with subsection 116(3) of the Act, on the payment of a reasonable fee established by the Council under a fees bylaw and attached as a schedule to that bylaw.

22.5. Minutes of Council meetings, when approved, shall be signed by the Mayor and the CAO, and minutes of committee meetings, when approved, shall be signed by the chairperson of the committee (subsection 116(4) of the Act).

22.6. Any member may make a motion amending the minutes to correct any mistakes. The minutes of each meeting are to be approved at the next regular meeting of the Council and signed by the Mayor, committee chairperson, or other presiding member, and the CAO.

PART IV – COMMITTEES OF COUNCIL

23. General

23.1. Council may, by resolution, establish standing and/or ad hoc committees that will consider, discuss and debate matters of Council interest before such matters are forwarded to Council for decision;

Or

23.2. The Mayor may establish and appoint standing and/or ad hoc committees that will consider, discuss and debate matters of Council interest before such matters are forwarded to Council for decision;

23.3. Council [or the mayor] may also designate the committees' mandate, term, composition, objectives, tasks, duties and responsibilities, and appoint its members to deal with any matter. Council may also establish the eligibility criteria for membership and determine the events or circumstances that would result in termination of a committee member.

23.4. Council will establish by resolution a Committee of Council that will be the main standing Committee used to discuss and debate matters of Council interest before such matters are forwarded to Council for decision. [optional]

23.5. Council committees will cease to exist when Council, by resolution, decides that the objectives of the committee have been achieved and tasks have been completed [or] the Mayor will, by order, dissolve a committee of Council upon completion of their specific mandate.

Most municipalities establish committees to more effectively organize how council undertakes its business. Municipalities have considerable flexibility and may establish committees for any municipal purpose. Under the regulations, two types of committees may be established:

- A standing committees is delegated certain powers and duties to make recommendations to all of council on municipal matters (i.e., a financial management committee)
- An ad hoc committee are formed to investigate and report on particular matters (i.e., Canada Day Celebration Committee). Once the committee has fulfilled its purpose, the Committee is dissolved

Section 23.1 or 23.2 either the Mayor appoints the committees or the Council appoints the committees this has to be decided

Section 23.4 can be a committee of Council instead of different committees

24. Committee Composition

24.1. The Mayor is a member of every committee or other organization which the Council or Mayor establishes pursuant to the Municipal Government Act and when in attendance the Mayor, subject to section 115 of the Act, possesses all the rights, privileges, powers and duties of the other members of the committee.

24.2. The Mayor's attendance will not be included for the purpose of determining a quorum for a committee of Council meeting.

24.3. Each committee of Council will consist of a minimum of **3** members . At a minimum, a committee of Council will include two Council members who will hold the positions of Chair and Vice Chair.

Can change the minimum

25. Terms of Committees

25.1. Appointments to committees will be for a **24 month** term beginning on **January 1** and ending on **December 31**.

Terms and dates can be adjusted 2 years seems an appropriate time frame

25.2. In a general election year, the term of appointments will be reduced to coincide with the day of the election.

25.3. Appointees may be reappointed from term to term to a maximum of **2** terms on one (1) particular committee.

2 terms would be the complete term of an elected Council

25.4. A member of any committee, excluding members of Council, will only be appointed to a maximum of 1 committee at one time.

Can be increased but assuming other appointees are volunteers a commitment of one committee is probably enough as they are appointed and not elected

25.5. The CAO will advise Council of any members absent for more than **three** meetings within a calendar year and request that a warning correspondence be forwarded to the member, as well, if the member misses **four** meetings, within a calendar year, Council will be advised to decide if the member should be removed from the committee.

Can be lowered or increased but typically if a person accepts the appointment they will be able to attend the meetings on a regular basis

26. Notice of Committee Meetings

26.1. Where a regular schedule of meetings for a Council committee is established, publication must be in accordance with section 7 of this bylaw.

26.2. Where a special meeting of a Council committee is called, the CAO will follow the procedures for calling a special meeting set out in section 8 of this bylaw and ensure that notice of the special meeting is given in accordance with section 7 of this bylaw.

26.3. Where the date, time or place of a committee meeting is changed, the CAO shall ensure that at least 24 hours' notice of the change is given in accordance with section 7 of this bylaw.

(a) to any committee member not present at the meeting at which the change was made, and

(b) to the public in accordance with the notification means set out in this bylaw.

26.4. Notice to the public of a regularly scheduled meeting or a special meeting of a Council committee must be published by electronic means and posted in the form of a sign or poster in a place that is accessible to the general public.

27. Committee Procedures

27.1. Each Council committee will meet as soon as possible after it has been appointed and where a Chair has not been appointed by Council, members of that committee will select a Chair and Vice-Chair, and if required, decide the day and time for holding its regular meetings.

27.2. The Chair will preside at every meeting, participate in the debate and shall vote on all motions.

27.3. In the absence of the Chair, the vice-chair will preside, and in the absence of both the Chair and the Vice-Chair, one (1) of the other members of the committee will be elected to preside and will discharge the duties of the chair during the meeting or until the arrival of the Chair or Vice-Chair.

27.4. The business intended to be addressed at committee meetings will be stated in the meeting agenda.

27.5. An act or proceeding of a committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public meeting of Council.

27.6. Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.

27.7. If a quorum is not present within fifteen (15) minutes after the time fixed for a committee meeting, the Chair or CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.

27.8. Only members of the committee may participate in, debate or ask questions at a standing committee or ad hoc committee meeting except in accordance with section 28 of this bylaw.

28. Delegations to committees

28.1. Delegations wishing to appear before Council or a Committee of Council to present information will advise the CAO or his/her designate of their intention to do so not later **2 days** prior to the meeting.

Time can be adjusted

28.2. Delegations will be limited to a maximum presentation time of **30** minutes [insert time], unless Council agrees to a waiver of this time restriction by the unanimous consent of all Council members present/a majority of all Council members present, and each delegate may speak only once.

Time can be adjusted

29. Request for Decision from Council

29.1. Any delegation wishing to appear before Council or a Committee of Council to make a request for action, support, resources or other will advise the CAO or his/her designate of their intention to make a request, in writing, using the prescribed form no later than **2 days** prior to the meeting.

Time can be adjusted

PART V – BYLAWS

30. Bylaw Procedures

30.1. Council may make, amend or repeal a bylaw in accordance with the procedures established in Part 5, Division 2 of the Municipal Government Act.

30.2. A bylaw is only validly made by Council if it is read and formally approved by a majority of the Council members present and voting takes place on two occasions at meetings of the Council that are held on different days.

30.3. A bylaw may be approved and adopted by Council by resolution after being read a second time.

30.4. Pursuant to section 125 of the Act, if copies of the proposed bylaw have been made available to the public at a Council meeting or prior to the meeting in which the proposed bylaw is to be read, the reading may consist of the recitation of the bylaw name and number and a brief description of its effect. Where copies of the proposed bylaw have not been made available to the public at or prior to the meeting, the entire proposed bylaw will be read word by word.

30.5. A bylaw adopted by Council must be printed, signed by the Mayor and the CAO, and sealed with the corporate seal of the Rural Municipality of North Shore.

30.6. Council may, in accordance with subsection 125(3) of the Act, amend a proposed bylaw after its first reading. If it is amended, the amendment will be read word by word at the meeting even if copies of the bylaw with the proposed amendment are made available to the public.

30.7. Pursuant to section 127 of the Act, the first and second readings of a proposed bylaw are rendered null if the bylaw is not passed within two years from the date of first reading.

30.8. A bylaw established by Council will come into force at the time it is passed unless otherwise provided for in the Act or in the bylaw. If the Act or another Act requires a bylaw to be approved by the Minister, the bylaw will not come into force until the approval of the Minister is given.

30.9. The CAO shall ensure that a copy of every bylaw passed is filed with the Minister within 21 days of adoption or as required by provincial statute. The copy will be certified by the CAO as being "a true copy of the original seen by me" on the document, and shall be signed, dated, and printed with the CAO's name under their signature, as well as their occupation, address and telephone number.

30.10. Council will make copies of all bylaws available for inspection by any person, in accordance with section 128 of the Act. Council will provide any person with a copy of any bylaw for the fee set out and attached as a schedule to the fees bylaw.

30.11. Planning bylaws undertaken under the authority of the Planning Act shall be made in accordance with section 19 of that act.

32. Effective Date

32.1. This Procedural Bylaw, Bylaw# 2018-08, shall be effective on the date of approval and adoption below.

First Reading:

Second Reading:

This Procedural Bylaw, Bylaw# 2018-08, was read a second time at the Council meeting held on the _____ day of _____, 20XX.

This Procedural Bylaw, Bylaw# 2018-08, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Approval and Adoption by Council:

This Procedural Bylaw, Bylaw# 2018-08, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Signatures

Mayor (signature sealed) Chief Administrative Officer (signature sealed)

This Procedural Bylaw 2018-08 adopted by the Council of the Rural Municipality of North Shore on ___(date)_____ is certified to be a true copy.

Chief Administrative Officer Signature

Date