

APPROVED Regular Council Meeting
Community of North Shore
Wednesday, February 11th, 2015 at 7.00 p.m.

PRESENT: Chairperson Gordon Ellis

Councillor Peter Vriends

Councillor Connie Egan (attending via Skype)

Councillor Charity Sheehan

Councillor Kent MacLean

Councillor Jonathan MacLean

Councillor Beth Pretty

Councillor Melody Gay

Councillor Gerard Watts

ADMINISTRATOR: Tracey Allen**REGRETS:** Councillor Wade MacLauchlan and Councillor Shawn Reardon

1.0 CALL TO ORDER at 7:00pm Chair welcomed everyone and thanked them for coming.

2.0 APPROVAL OF THE AGENDA: Councillor Watts asked to add Fire Regulations under new business. It was duly moved and seconded that the agenda be approved.

Moved by Councillor Vriends

(2015-02-06)

Seconded by Councillor Gay

-CARRIED- (6-0)

2.1 DISCLOSURE OF CONFLICT OF INTEREST:

Part VI, Section 23 of the *Municipalities Act*, which maintains that *No member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.*

(1983,c.33, s.24.)

Declaration(s): None

Councillor Kent MacLean arrived.

3.0 APPROVAL OF MINUTES:

Councillor Gay noted a few minor edits,

- 5.0 Speakers last line under Rick Singer add 'be' to will ___ reviewed.
- 5.0 Speakers second line under IRAC change keep to kept
- 5.0 Speakers sixth line under IRAC change ask to asked
- 6.3 Community Administrator Report 6th bullet remove duplicate 'repeal of'

It was duly moved and seconded that the Minutes of the January 14th, 2015 Council Meeting be adopted.

Moved by Councillor Sheehan

(2015-02-07)

Seconded by Councillor Vriends

- CARRIED- (7-0)

4.0 BUSINESS ARISING:

None.

5.0 REPORTS

5.1 CHAIRPERSON'S REPORT - CHAIRPERSON ELLIS

Chair Ellis noted he received a letter of resignation from Councillor MacLauchlan, we understand the reason and congratulate Councillor MacLauchlan on his new role. On the topic of elections and vacant positions; Chair has talked to several individuals who have interest. Councillor Watts suggested that nomination papers should be filled out prior to the election night and still take nominations from the floor. Councillor Vriends and Councillor Watts have agreed to obtain the nomination papers from interested individuals. On strategic planning, we are currently seeking proposals from several individuals - Steve MacQuaid, Nancy Murphy, and Dawn Binns. May is suggested as the ideal time to hold the first session. Chair has had some discussions with the new Fire Chief and is reviewing the implementation of an EMO Committee. We need to also look at the development of an EMO Bylaw. Add EMO to new business.

5.2. FINANCE AND PROPERTY MANAGEMENT - COUNCILLOR WATTS/VRIENDS

Councillor Watts discussed the property management side. There was no meeting held this month (stormed out) but will hold a committee meeting this Tuesday morning coming including; water drainage of centre, capital projects going forward i.e. paving, quotes for Stanhope Place (insulation), review of the rental policy for the centre. Councillor Sheehan has asked if the Community Centre has any feedback on the rental policy. No but they will be asked for input.

Councillor Watts referred everyone to the proposed budget for 2015 to present at the AGM. Our books are being audited right now and we should have our actual for 2014 soon. A review line by line was done with Councillors. There will be no tax increase based on this budget.

Motion to accept the report as presented with budget being presented at the AGM.

Moved by Councillor Watts

(2015-02-08)

Seconded by Councillor Reardon

- CARRIED- (7-0)

5.3. COMMUNITY ADMINISTRATOR REPORT

Administrator noted that her report is in the package to Councillors and asked if there were any questions.

Facility Management Work

- Furnace cleaning centre (key broken, found extra and replaced)
- Electrician fixed women's washroom light
- Changed employee schedule to reflect Kaye's bereavement leave.
- Rental inquiry for preschool couple of times a week.
- Invoice Softball Association for rental.
- Follow up on snow removal service
- Called to check security system sign-in (Connolly Security) as Monday am the alarm hadn't been set the night before.
- Responded to wedding booking re: contract outline and request beyond typical wedding package – sent request to Finance & Property Management.

- Called MCA re: heating review cost
- Contacted M&M Resources to get resurfacing cost for budget.
- Jan Meulencamp visit re: bench fixes for promenade
- Kent Carr came to clean furnace at Stanhope Place
- Insulation contractor to add insulation
- T & K Fire inspection
- Drainage pipes calling around etc.
- Taking payments for rental Joanne Jay, Janice, Howard,
- Rental visit Leslie
- Call for oil fill up.

Community Administrator Work

- Created and issued an newsletter January 5th and 8th January 15th, January 22nd and January 29th
- (Trip) January 21st to Staples for (Planning bylaws)
- Employee schedule for January/February
- Registration Municipal Orientation and attendance at session
- Agenda and package ready for Councillors.
- Petty Cash reconciliation
- Deposit (Trip) January 6th
- CAO report to council
- Workers Compensation Paperwork
- Filed OEE funding paperwork to complete process
- Created, printed, posted print newsletter (Two trips printing pick up and post office)
- Draft financial budget sent to co-chairs,
- Met with Connie/Gordon re: water/wastewater education plan
- Finance meeting
- WCB form online trying to resolve to submit renewal form.
- Updated Fire Department website
- Gordon/Peter Meeting
- Helped Connie Set up Skype
- Set up for Council meeting.
- (Trip) January 10th to Staples for printing for councillors
- Update website, blog, twitter, facebook - update blog model plane, Winter Survivor Party Pictures, Councillors at Municipal Affairs meeting, skating rink, etc.)
- Draft policies for repair/maintenance, rental policy, finance and procurement policies,
- Draft strategic session overview,
- Council meeting and Council minutes,
- (Trip) January 26th deposit
- Update website, blog, twitter, facebook – fire department, rink, Family Violence Prevention Week, etc.)

- WCB form online resolved and filed.
- Computer problems (updates required)
- Resident 911 questions office visit
- Gerard call for fire department meeting and contract
- Start at AGM ad
- Updated notices on the front door
- Reviewing files, answering phone, emails

Finance

- Revision Draft financial budget with variance
- Contact auditor and started process re: bank paperwork etc.
- Funding form done for Flood Risk Conference and lined up Justin, registration etc.
- Auditor started at office location on Monday, Feb 2nd.
- Compiled fees file for development permits.
- Review of books for category listings.

Planning & Development Work

- Preparing for Planning Board Meeting & Minutes
- Pat Sheehan request for Property Tax records, subdivision file and look up of permit information. Two visits.
- Eugene call re: building permit and request to bring other lots to Council.
- Review of development files-deposits to gather information for yearly report.
- Updating Subdivision file box for 2014 files.
- Reviewed Request for Quotes (Create a list) for development, planning contractors.
- Motion created for council re: creating a list of planners.
- Sending permits forms and updating permit forms/subdivision forms and posting to website.
- Submitted reports to CMHC and Province. Jan/Feb
- Summary overview for new co-chairs,
- Review of files with co-chairs,
- January planning report,
- Contacted lawyer to request official survey plans,
- Gathered info for Willowdale Farms Inc. file and sent to Derek French to review
- Sent/Relayed info for Willowdale Farms Inc. file to Derek French to review for their meeting.
- Prepared planning document i.e. edits with sections inserted for easy reading.

Recreation/Events

- PR for Winter Survivor Party – Poster, graphic, blog, website, social media, Media release created/issued, and call in to CBC plus outdoor sign done by Kaye.
- Open Gym promotion/set up, Gym equipment ordered re: funding received \$1864.
- Ordered cookies for Islander Day from Joanne Jay. \$90 cost.

5.4 HR & EVENTS COMMITTEE

Councillor Sheehan mentioned the committee is getting smaller - no meeting this

month. Councillor J MacLean noted there was a meeting last evening and will be handing the Chair over to Councillor Gay. Small event for Islander Day 2:30-3:30pm with skating rink, hot chocolate, cookies, and open gym. Asking for volunteers to shovel at 11am. Councillor J MacLean noted that Glynn gave an update at their meeting on active start about 18 kids participating in the programming. Stanhope Place cards have been well attended, with the exception of a snow storm.

5.5 PLANNING BOARD - COUNCILLOR REARDON/J. MACLEAN

Councillor MacLean reviewed the motions.

Motion to Hire a Planner to review Official Plan Edits

Whereas the Community of North Shore has an Official Plan,
 And whereas there is a need for the revision of the official plan for minor edits,
 And whereas Planning Board has reviewed the plan for edits with recommended changes,
 And whereas there is currently a budget line for Official Plan Administration & Enforcement,
 Be it resolved that, the North Shore Community Council hire a planner from the 'on call list' of development/planning service providers to review the edits and make recommendations on those changes to Council.

Moved by Councillor J MacLean
Seconded by Councillor Vriends

(2015-02-09)
- CARRIED- (7-0)

Motion Willowdale Farms Inc. Subdivision

Whereas the Community of North Shore has an Official Plan and Land Use Bylaws,
 And whereas there was an application for a subdivision submitted to Council from Willowdale Farms Inc. in April 2009,
 And whereas the application was granted preliminary approval at a Council Meeting held April 29th, 2009,
 And whereas the private road to service the subdivision was built in 2012,
 And whereas the Land Use Bylaws changed effective April 17, 2014,
 And whereas the PEI Department of Transportation and Infrastructure Renewal were requested to review and comment on the development, Jan. 23, 2015,

And whereas TIR commented, "*Council needs to review the developer application and determine if an approval was granted before the new Bylaw. Based on the findings, the Council can decide whether to leave the road as a private or build the road to meet the public road standards.*"

Be it resolved that Willowdale Farms Inc. be granted subdivision final approval of the subject three (3) cottage lots and the private road which services them with any further development of subdivision requiring the private road to be approved by TIR. The following provisions:

- A copy of Council's preliminary approval shall be provided to TIR for their files.
- TIR shall review and comment on the Concept Plan for the overall development of the subject lands.
- Derek French will then be able to issue final approval of the three (3) cottage lots subject to TIR's comments.

Moved by Councillor J MacLean
Seconded by Councillor Gay

(2015-02-10)
- CARRIED- (6-1)

Motion Paul MacMillan Subdivision Preliminary Approval

Whereas the Community of North Shore has an Official Plan and Land Use Bylaws,
 And whereas there was an application for a subdivision submitted to Council from Paul MacMillan on February 10th, 2015,
 And whereas the Paul MacMillan owns both PID 138297 and PID 477646,
 And whereas the application is to make one PID 477646 .28acre lot larger moving the boundary from PID 138297 which has 2.85acres,

Be it resolved that Paul MacMillan be granted subdivision preliminary approval Lot 14-1 shall consist of portion of Pid No.138297.Lot 14-2 shall consist of portion of Pid No. 138297 and Pid No. 477646. For single family dwelling use only subject to final survey plans being prepared and submitted.

Moved by Councillor J MacLean
Seconded by Councillor Gay

(2015-02-11)
- CARRIED- (7-0)

Councillor Sheehan left the meeting.

6.0 CORRESPONDENCE: None

7.0 NEW BUSINESS:

7.1 CONFERENCE: BUILDING RESILIENT COMMUNITIES

Discussion on attendance - decision to wait and see the agenda and registration cost.

7.2 AGM-BY-ELECTION

Discussed previously above. There will be no Council only.

7.3 FPEIM RESOLUTIONS/AWARDS/AGM

Administrator will resend notes from FPEIM to Councillors.

7.4 STRATEGIC PLANNING SESSION SPRING 2015 –

Reviewed above. In discussions with possible strategic session facilitators.

7.5 FIRE REGULATIONS/EMO

Councillor Watts has had residents express concern on the peninsula with the fire hazard in regard to open fire pits etc. given the amount of trees in the area. Should we have stipulations around it? Councillor J MacLean noted it may be an educational issue. Request the Administrator research into what other communities are doing and outline the existing regulations. Start moving on the EMO Committee.

8.0 NEXT MEETING: Wednesday, February 11th, 2015.

9.0 ADJOURNMENT: There being no further business, the meeting adjourned at 9:13 pm.

Moved by Councillor Vriends (2015-02-12)
Seconded by Councillor Gay - CARRIED- (6-0)

Signed Gordon Ellis, Chairperson

Dated

Signed Tracey Allen Community Administrator

Dated