

APPROVED Regular Council Meeting
Community of North Shore
Wednesday, January 14th, 2014 at 7.00 p.m.

PRESENT: Chairperson Gordon Ellis
Councillor Peter Vriends
Councillor Connie Egan
Councillor Charity Sheehan
Councillor Shawn Reardon

Councillor Jonathan MacLean
Councillor Beth Pretty
Councillor Melody Gay

ADMINISTRATOR: Tracey Allen

REGRETS: Councillor Wade MacLauchlan, Councillor Kent MacLean, and Councillor Gerard Watts.

Also in attendance Guest speakers Rick Singer EMO and Philip Rafuse IRAC, Murray Cook and Fire Chief Jason Blackman.

1.0 CALL TO ORDER at 7:01pm Chair welcomed everyone and thanked them for coming.

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

Moved by Councillor Sheehan
Seconded by Councillor Gay

(2015-01-01)
-CARRIED- (6-0)

Councillor Jonathan MacLean arrived.

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): **Administrator noted brother-in law has letter before the Council.**

3.0 APPROVAL OF MINUTES:

It was duly moved and seconded that the Minutes of the December 10th, 2014 Council Meeting be adopted.

Moved by Councillor Sheehan
Seconded by Councillor Egan

(2015-01-02)
- CARRIED- (7-0)

4.0 BUSINESS ARISING:

Strategic Planning Session was supposed to be held on January 10th but the Municipal Affairs

held their session on the same date. Still working on it. With new Councillors being elected at the upcoming By-Election/AGM the decision to wait and include them, plus with people on vacations it will be spring when the first session is held. Consider expanding to a list beyond the Council i.e. Fire Department, FCBB, etc. to bring into our community planning. Everyone agrees we need to start strategic planning and that we should take the time to develop it starting in the spring, summer residence meeting, etc. Put on the next meeting agenda and keep in on the agenda until we get it done.

5.0 SPEAKERS

EMO – Rick Singer

Chair introduced speaker Rick Singer to speak on Emergency Measures Organization. The presentation outlined the need for emergency planning noting our community completed a plan in 2008 that needs to be revised/updated. The steps needed to create an EMO Plan include:

- Creating a bylaw,
- Establish a committee with some dedicated residents on it,
- Assign a Coordinator,
- Assign an Emergency Operation Centre outlining roles,
- Complete a hazard risk analysis,
- Develop a resource inventory list,
- Complete an emergency plan,
- Train EDC Team,
- Review plan yearly.

Chair thanked Rick Singer for his informative presentation.

Fire Chief Jason Blackman was introduced to council and discussion around what they have in terms of EMO training and procedures was reviewed and communications between Council and Fire Department will be reviewed to be effective in the event of an emergency.

IRAC – Philip Rafuse

Chair introduced Philip Rafuse to speak on Island Regulatory Appeals Commission – IRAC. The presentation highlighted the process of appeals and the information to be kept on file, as well as posted, required by municipalities and the amount of notice needed – 21 days after decision made is the time for appealing a decision. The last slide commended the municipality on the fact that our municipality has our decisions listed and our bylaw easily accessible on our website, well done. Chair asked if there were any questions. Chair thanked Philip Rafuse for his presentation – very informative.

6.0 REPORTS

6.1 CHAIRPERSON'S REPORT - CHAIRPERSON ELLIS

Chair Ellis asked those Councillors who attended the Municipal Affairs Orientation about the sessions. Response – well worth the time spent and very informative. Developing policies was useful. The Winter Survivor Party went really well on Sunday with about 90 people coming out – nice social.

6.2. FINANCE AND PROPERTY MANAGEMENT - COUNCILLOR WATTS/VRIENDS

Councillor Vriends – reviewed the statements in Councillor Package – year end surplus of

\$35,000 due to excess monies from (new fees) permits/rentals (increase bookings) and funding (not known at time of budget setting). And some expenses were not expended re: septic. Bank balance \$24,000. There was \$10,000 placed in a GIC for Capital Fund as approved at the last council meeting and \$20,000 used to pay down the centre mortgage which now sits at \$57,244. Draft 2015 budget will be presented at the February meeting and open to the public with no major changes. Working on draft procurement and finance policy for February meeting. Capital replacement schedule meeting on January 27th to layout the priorities for the next five years, giving a better budget process. Also looking at a facilities rental policy.

Motion to accept the report as presented.

Moved by Councillor Vriends
Seconded by Councillor Reardon

(2015-01-03)
- CARRIED- (7-0)

6.3. COMMUNITY ADMINISTRATOR REPORT

All funding has been applied for as directed at the December meeting. Energy retrofits of replacing Exit, Outdoor and gym lighting with LED and increasing insulation from R20 to R50 have been completed.

Activities in brief at the end of the document and cover the period of time from December Council Meeting to the first week of January, 2015.

Time in lieu was taken with holidays during the December 17th to January 5th.

Facility Management Work

- Septic back up on December 11th contacted a handyman re: gutter set up as it seems the drainage all goes to the septic field from the roof.
- Person to fix fan in men's washroom
- Opened/closed for electrician to install new LED lighting December 18th.
- Insulation installation.

Community Administrator Work

- Print Newsletter- created, printed and sent.
- Update website, blog, twitter, facebook - update blog Cookie Exchange, Stanhope Homestead party, Winter Survivor Party, Open Gym Time, Kids Programming, etc.)
- Council meeting & minutes
- Contact to Municipal Affairs re: questions and registering Councillors for Municipal meeting
- Letter to Minister with package re: repeal of election bylaw #2 (Received letter – it is officially repealed)
- Employee schedule for January
- Residents call/visits (John Baird re: gym lights & heating system, Justin Walsh visit to collect items from previous night's meeting, Howard for card money, etc.)
- Created and issued an e-newsletter December 11th and for January 5th & 9th
- Reviewing files, answering phone, emails

Finance

- Family Violence mini-grant applications completed and submitted.
- Canada Day funding submitted
- Summer Jobs Federal funding submitted for Recreation Director

- Auditor contacted and process started.

Planning & Development Work

- Issued a Request for Quotes (Create a list) for development, planning contractors.
- Submitted reports to CMHC and Province for permits.

Recreation/Events

- Small Halls Application to expression of interest completed and submitted.
- 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.

6.4 HR & EVENTS COMMITTEE

Councillor Sheehan noted most activity in the newsletter distributed to the community and handed the remaining report over to Councillor J. MacLean re: events. Councillor J MacLean talked about the rink being done and should be able to start skating on soon. Possible centre focus for Islander Day from 2-4pm with hot chocolate and cookies. Committee will be holding another meeting in early February to plan Islander Day.

6.5 PLANNING BOARD - COUNCILLOR REARDON/J. MACLEAN

Councillor Jonathan recently appointed Co-Chair. Relatively new and just getting up to speed.

Motion to Assign Planning Consultants to an On Call List for Development/Planning Services

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 there is also occasional need for an expert in the area of sub-divisions and rezoning, as well as, a backup in development for vacation time,

And whereas there is currently a budget line for Official Plan Administration & Enforcement plus Development Services,

And whereas the Council gave approval to request quotes from planning consultants to create a list of planning consultants to be hired on an as needed basis,

Be it resolved that, the North Shore Community Council assign the following individuals/companies;

Derek French, Robert Griffiths, RG Professional Planning Services, Greg Morrison, Hope Parnham, WSP Canada Inc., Stantec, as 'on call' development/planning service providers on an as needed basis for permits, rezoning, subdivisions, and planning revisions or other development/planning services as deemed necessary by Planning Board or Administrator.

Moved by Councillor Jonathan MacLean
Seconded by Councillor Reardon

(2015-01-04)
- CARRIED- (7-0)

No permits to date. Two subdivisions are in process. A letter received from Willowdale Farms Inc. re: subdivision. We will send this to a professional to review and report back for Planning Board meeting to then bring back to February Council meeting.
Next Planning Board meeting at the end of January.

7.0 CORRESPONDENCE:

8.0 NEW BUSINESS:

8.1 FUNDING FOR FLOOD RISK CONFERENCE

The province will fund up to \$450 toward the municipality sending a person to represent the municipality. The conference is aimed at municipalities and flood risk areas of which North Shore would be included.

Motion: To approve the application for the funding and having Justin Walsh of FCBB to attend on behalf of the municipality.

Moved by Councillor Egan
Seconded by Councillor Vriends

(2015-01-05)
- CARRIED- (7-0)

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

10.0 ADJOURNMENT: There being no further business, the meeting adjourned at 9:37 pm.

Moved by Councillor Vriends (2015-01-06)
Seconded by Councillor Gay - CARRIED- (7-0)

Signed Gordon Ellis, Chairperson

Dated

Signed Tracey Allen Community Administrator

Dated