

APPROVED Regular Council Meeting
Community of North Shore
Wednesday, June 10th, 2015 at 7.00 p.m.

PRESENT: Chairperson Gordon Ellis

Councillor Gerard Watts

Councillor Connie Egan

Councillor Charity Sheehan

Councillor Kent MacLean

Councillor Justin Walsh

Councillor Peter Vriends

Councillor Beth Pretty

Councillor Melody Gay

Councillor Jamie Rae

Councillor Shawn Reardon

ADMINISTRATOR: Tracey Allen**REGRETS:** Councillor Jonathan MacLean, Councillor Eric Ellsworth**1.0 CALL TO ORDER** at 7:02pm Chair

2.0 APPROVAL OF THE AGENDA: There was a request to move the Planning Report to earlier as Councillor Reardon needs to leave early. It was duly moved and seconded that the agenda be approved.

Moved by Councillor Gay**(2015-06-48)****Seconded by Councillor Egan****-CARRIED- (10-0)****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

3.0 APPROVAL OF MINUTES:

It was duly moved and seconded that the Minutes of the May 13th, 2015 Council Meeting be adopted. Small correction - under Parks, 'built by Birt not Bertan'

Moved by Councillor Vriends**(2015-06-49)****Seconded by Councillor Rae****- CARRIED- (10-0)****4.0 BUSINESS ARISING:**

No business arising.

4.1 CANADA 150 FUND – COUNCILLOR GAY/WATTS

Councillor Gay noted that she believes we should submit an application for funding. The event

could be held at Stanhope Place in the fall of 2017 to celebrate 150th year of Canada. Send to the HR & Events Committee for developing a proposal.

5.0 REPORTS

5.1 CHAIRPERSON'S REPORT - CHAIRPERSON ELLIS

Chair Ellis wanted to review Saturday's event on strategic planning. Pleased with the consensus and talk around the table. Open to hear comments from Councillors on the event. Comments: Steve McQuaid did an excellent job of facilitating the session. Good start to coordinate our approach to start a conversation with the community. The point that came out was the fact that we need to reach out to the organizations in the community. Would be a good annual event as a re-check. Looking at an August public meeting same time as Council meeting. Having a plan to be proactive rather than reactive. Challenge is to make it come alive and not get shelved.

5.2 PLANNING BOARD - COUNCILLOR REARDON/J. MACLEAN

Councillor Reardon provided a brief report for Planning.

Two permits issued for May one for a garage and one for a deck. There are approximately 4 house/cottage permit applications in and being reviewed. A letter was created and sent to Beaverrun Residents as per last Council meeting resolution. Pat Sheehan was contacted re: resolution to move ahead with quadplex. Derek French is looking for a letter of credit or deposit to confirm that the fire turnaround will be done before construction can start.

A first for us – a contract with the Province re: Doyle Subdivision that outlines our requirements in issuing building permits. A short note on the contract and our obligations in regard to issuing permits.

5.3 FINANCE AND PROPERTY MANAGEMENT - COUNCILLOR WATTS/VRIENDS

Councillor Watts we have a bank balance \$51,400 and payables \$11,000.

Review of the cooling and heating proposals

- Note all companies who submitted are qualified engineers.
- CEM (Certified Energy Management)
- Pricing below doesn't include HST.

Company	Pricing	Additional Review Items
CBCL	\$5,600+\$1,800= \$7,600	CEM – No drawings of heating system requested in RFP. Electronic copy of report only. Includes lighting review
Coles	\$6,900/ \$5,500	CEM – without electrical/envelope review \$5,500 Electrical/Building envelope review
Fundy	\$3,500	
MCA	\$2,500	NOT Included – Recommendation design drawings or specifications of recommendations.
MCW	\$4,500	CEM, Note: Drawings priced at \$2,000
WSP	\$3,200+\$1,600 Or \$4,800	Not included: Production of floor plans or drafting of mechanical systems in plan view.

- Note no one is giving the recommendation plans.

Committee Decision to go with MCA best value, reputation is good, and centre has used

them before for our heating needs in addition build.

We had \$5,000 budgeted for this project, however, the recommendation design drawings could cost \$2,000, if it is decided to move ahead with their recommendation.

Resolution: To hire MCA to complete the Heating/Cooling Review for the Centre

Whereas the Community of North Shore applied to the Gax Tax for funding of a Heating/Cooling Review, and

Whereas the Community of North Shore has received funding to complete a Heating/Cooling Review, and

Whereas the Community of North Shore has issued an RFP, accepted and reviewed proposals from qualified consultants, finding MCA to have the best value, reputation and previous work experience with the centre,

Be it resolved that, the Community of North Shore hire MCA for the requested \$2,500 plus HST to complete a Heating/Cooling Review.

Moved by Councillor Vriends
Seconded by Councillor Watts

(2015-06-50)
- CARRIED- (10-0)

Funding update

- a. AgriSprit – applied for 7 benches, decision made in August

Benches - Will need to deal with sensitivity around replacing benches since they were dedicated. Letter to people asking for direction as we are changing out benches with three being replaced this year and intend to replace more as funds allow (reduce number of benches and plaques respected and posted on wall at the gazebo by golf course). **Administrator write a letter for review.** Review cost of moving the gazebo at golf course end – **Call Chris to talk to Howard about moving gazebo.** Flag pole look at re: rust – Stanhope Place (ask if someone wants to donate).

National Park has approached us about the bridge on their land to be fixed. Question of who should do the maintenance on it. It is clearly on Parks land. There is no written agreement.

Councillor Shawn Reardon excused himself from the meeting.

- b. Gas Tax – we have received approval.
- c. PIF – approved for \$1,000 towards Stanhope Place Renovations
- d. Island Community Fund – waiting to apply
- e. Canada 150 – working on draft might be submitted by meeting time
- f. Office of Energy Efficiency approved for \$1,661.70
- g. AED – applied to both Recreation PEI and Heart & Stroke, no response yet.
- h. Canada Day – received \$1,200

Motion to create a Standing offer to offer Aubrey Reardon (Electrical) \$50/hour but would give \$45/hour and Joe Reardon (Plumber) \$40/hour rather than \$45/hour. For small jobs on call.

Moved by Councillor Watts
Seconded by Councillor Vriends

(2015-06-51)
- CARRIED- (9-0)

Energy Retrofits Electric Quotes

Work Description	Cudmore	Reardon
Quote #1 Install 140 - 4 foot 15 watt Led Lamps thru out building and install 1 Led Exit light, Replace 2 wall lights in stairway with 2 new wrap fixtures and add 1 – 4 foot strip fixture c/w wire guard in room by stage	\$4800.00	\$7,000
Quote #2 Replace 14 – 70 watt Hps lamps with new 14 – 35 watt Led Retro kits on Post Lights along side walk areas	\$3340.00	\$1,640
Quote #3 Work at Stanhope Place, Install 20 screw in 8 watt Led lamps and 70 - 4 foot 15 watt Led Lamps	\$2495.00	\$2,800
Quote #4 Work at Stanhope Place Install new 20 amp Split plug on counter area for cooking Equipment	\$250.00	\$150
Quote #5 Work at Stanhope Place, Replace Existing 100 amp panel with new 40 circuit panel (Existing Panel is Full)	\$750.00	\$1,000
Total	\$11,635	\$12,590

Discussion on whether we should replace them at all, as in are they in need of replacing. Ballasts in some cases are going. Funding applications were approved to file with Office of Energy Efficiency and Gas Tax Funds. **Award quote #1 to Cudmore and quotes 2-5 to Reardon.**

Resolution: To hire Electricians for Energy Retrofits

Whereas the Community of North Shore applied to the Gax Tax for funding of a energy retrofits, and

Whereas the Community of North Shore has received funding to complete energy retrofits, and
Whereas the Community of North Shore has requested quotes, accepted and reviewed quotes from qualified vendors, finding a combination of bids to be in the best interest of the Community,

Be it resolved that, the Community of North Shore award quote #1 to Cudmore Electric and quote 2-5 to Reardon Electric.

Moved by Councillor Watts
Seconded by Councillor Vriends

(2015-06-52)
- CARRIED- (9-0)

Sewer and water drainage update

Potter hasn't confirmed to come but someone is confirmed to dig this Friday. Could be done this Friday. This will be the topographic information needed to help resolve the issue.

Roof and attic repairs

The roof was cleaned and valleys need to be re-flashed and re-shingled. Need to go out to get estimates. No quotes in yet. Need to have the roof repaired. Maybe call MacBeth Roofers to do repair. Look at electrical line on roof to keep the snow off the roof.

Lighting on Promenade

Two lights are back working and one will be replaced with LED to see how it works. Moving to LED will allow the merging of the two lines/bills and save approximately \$360/year no counting the electricity savings.

Policies

Policy for Expense Approval for non-regular expenses and rental rate policies were reviewed.

Facility Manager Job Description

Table to be reviewed. Discussion on rate of pay seems low – look to make it \$14/hour.

5.4 COMMUNITY ADMINISTRATOR REPORT

Trips: Kwik Kopy for water posters extras, staples for printing/supplies (3-4 trips/month), around community to put up Small Hall posters, FPEIM meeting (submitted mileage), banking deposits, Small Hall posters/tickets etc, Water lab for more kits, Canada Post for mailing newsletters, Syntrak to pick up print newsletters.

Overtime Hours – approximately 21 hours since May's Council meeting.

Finance

- Applied for Canada 150 Fund re: Infrastructure Fund for Stanhope Place front entrance/washrooms.
- Letters of support for funding from community organizations
- Follow up re: Gas Tax, PIF funding
- Filed student paperwork after hire for Federal Summer Student Program.
- Regular stuff i.e. paying bills etc.
- Finance/Property Management meeting, minutes and resolutions.

Human Resources

- Send various policies to committee re: procedure etc.
- HR & Events meeting and minutes and resolutions
- Interviewed and Hired and then hired Recreation Person (key setup, work schedule etc.)

Communications/Technology

- Weekly e-newsletter, website updates, blogs on numerous topics listed in e-newsletters
- Print newsletter developed, sent to printers, Canada Post for distribution
- Twitter, Facebook postings and responses etc.
- Answering residents questions in person or on the phone – property tax questions, soccer registrations, filing swimming pools etc.

Planning/Development

- Providing front line service for permits/subdivisions – giving and receiving permit applications. Answering questions.
- Providing information to on call professional planner and Planning Board and to residents requesting information.
- Created background document for Strategic Planning session
- Planning Board report.
- Filed CMHC and Provincial reports for development permits issued.
- Letter as follow up re: decisions from last council meeting.

Recreation/Infrastructure/EMO/Water & Septic

- Centre/Stanhope Place/Promenade maintenance.

- Summary of electrical quotes and Heating/Cooling review proposals
- Rental inquiries, etc. when they can't get Kaye or online
- Working on upcoming events i.e. **Small Halls Festival June 15th, Canada Day**, etc.
- EMO meeting and minutes
- EMO - Created online database for people to submit information for resources and volunteering.
- Water kits – went through 50 and picked up another 50 for community distribution

Councillor Egan noted the Climate Change meeting on Tuesday, June 9th.

5.5 HR & EVENTS COMMITTEE – COUNCILLOR SHEEHAN

Human Resources

Reviewed the Facility Manager Job Description and will continue to consider the position, description, hours etc. based on other committee feedback. Discussed whether it is a one or several jobs combined. Also discussion for on call people for contract work.

New Recreation Coordinator – Allie Stewart

Committee met the new hire Allie Stewart and have since received her resignation. Position is under review.

Events

Small Halls – June 15

Progressing well – need to sell tickets – who can take some?

Canada Day

- Booked: mini-golf, slip/slide water bouncy, Toy Story bouncy, ice machine, Booked Dino & Friends, Booked facepainter and balloon twister
- Need volunteers for set up and take down.
- Would like a solution for shade of some sort and to purchase Volunteer T-Shirts

NSCC Updates – Nothing to report

Stanhope Place Updates - Nothing to report.

Other Business

- Canada 150 – apply for 2017 Fall event
- Healthy Living Fund - take to Council for approval to seek funding. Look at mental health and art classes, cake decorating.

Motion: To apply for the Health Living Funding due June 19th

Moved by Councillor Watts

(2015-06-53)

Seconded by Councillor Vriends

- CARRIED- (9-0)

5.6 EMO – EMERGENCY MEASURES ORGANIZATION

Co-Chairs Beth Pretty and Jamie Rae

Meeting held May 27th, 2015 at the Community Centre Boardroom with Union Rd and Pleasant Grove. Brackley, York, Tracadie have declined or not responded.

We will work together to create a revised emergency plan and to list resources. Online database in place to capture data online.

A review of nine roles – and see if we can share roles. Union Rd. and Pleasant Grove own no facilities and would like to utilize our facilities. North Shore would need to make a policy for usage. Also should have a designated person to authorize use from municipality requesting usage. MOU – with municipalities created for EMO use.

- Policy for use of facility
- MOU with municipalities
- After Bylaw passed establish MOU Red Cross
-

What types of emergencies do we do together/apart etc.

Work together on weather related emergencies. Small items like a fire in Stanhope or Pleasant Grove where people were evacuated. Need everyone for all emergencies since we are sharing people resources. Independent for the lists for snowmobiles and ATVs.

Procedure to follow

Will develop as we gather resources. Will start to list our resources. Database created to have people register by community for resources. Look at telephone trees especially for the elderly. Database for people at risk.

Discussion on a ham radio – fire department will take to the board about purchasing a ham radio for our centre for EMO.

SECOND READING OF EMERGENCY BYLAW

Community of North Shore

BY-LAW # 3 *Community of North Shore Emergency Measures Bylaw*

This is a bylaw to establish and maintain an Emergency Measures Organization and Plan for the Community of North Shore. This bylaw may be referred to as the *Community of North Shore Emergency Measures Bylaw*.

WHEREAS it is deemed expedient to establish an emergency measures organization and plan to serve the Community of North Shore;

AND WHEREAS Section 8(a) of the *Emergency Measures Act* (the “Act”) states that each municipality may establish and maintain a municipal emergency measures organization by passage of a bylaw;

AND WHEREAS Section 8(b) of the *Emergency Measures Act* states that each municipality may prescribe duties that contain the preparation and co-ordination of emergency measures plans for further emergency planning;

THEREFORE be it resolved, and it is, enacted by the Council of the Community of North Shore, under authority vested in the (*Municipalities Act* R.S. P.E.I. 1988 Cap. M-13; and section 8 of the *Emergency Measures Act* R.S.P.E.I. 1988, Cap. E-6.1, a bylaw of the municipality as follows:

For the purpose of this by-law,

- a. “chairperson” means the chairperson of the Community of North Shore Council or designate

- b. “council” means the Council of Community of North Shore
- c. “councillor” means a member of Council;
- d. “emergency” means a present or imminent event in respect of which the Community of North Shore believes prompt coordination of action or regulation of persons or property must
 - be undertaken to protect property or the health, safety or welfare of residents of the Community of North Shore.
- e. “emergency measures plan” means any plan, program or procedure prepared by the municipality that is intended to mitigate the effects of an emergency and to provide for the safety, health and welfare of the civil population and the protection of property and the environment in the event of such occurrence.
- f. “Minister” refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act* (the Act) R.S.P.E.I. 1988, Cap. E-
 - 6.1
 - h. “Municipal Emergency Measures Standing Committee” means the standing committee established pursuant to this by-law;
 - i. “Municipal Emergency Measures Coordinator” means the person appointed by Council pursuant to this by-law;
 - j. “Municipal Emergency Measures Organization” means the organization established pursuant to this by-law;
 - k. “Municipal Emergency Measures Planning Committee” means the committee established pursuant to this by-law;
 - l. “state of emergency” means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1);
 - m. “state of local emergency” means a state of emergency declared by a local authority pursuant to *Emergency Measures Act* subsection 9(2) or by the mayor or chair of a municipality pursuant to subsection 9 (2.1);

A Municipal Emergency Measures Organization is hereby established, hereinafter referred to as the Community of North Shore Emergency Measures Organization and shall consist of the following persons and/or committees:

Municipal Emergency Measures Coordinator;
 Municipal Emergency Measures Standing Committee;
 and Municipal Emergency Measures Planning Committee.

Municipal Emergency Measures Standing Committee

The chairperson shall appoint the members of the Community of North Shore Emergency Measures Standing Committee, which members may include:

- the Mayor/Chairperson or Deputy Mayor/Vice Chairperson; and no fewer than one council member.

The Municipal Emergency Measures Standing Committee should:

- advise Council on the development of a Municipal Emergency Measures Program;
- submit emergency measures policy recommendations to Council;
- name or assign such persons, as it may deem advisable, to perform duties related to the continuity of Municipal government in the case of an emergency or disaster;

- present the Municipal Emergency Measures Plan to Council for approval; and
- inform and update Council on developments during an activation of all or part of the Municipal Emergency Measures Plan.

Municipal Emergency Measures Coordinator

The Council will appoint a Municipal Emergency Measures Coordinator (MEMC) who reports to, and receives direction from, the Council.

The Municipal Emergency Measures Coordinator shall:

- develop and coordinate the Municipal Emergency Measures Program;
- coordinate plans for the continued functioning of municipal services which would be required in the event of an emergency;
- coordinate and conduct, on an annual basis, training and exercises to test the Municipal Emergency Measures Plan for the training of personnel who have an emergency role;
- coordinate public education programs related to emergency management; and
- coordinate and manage the municipal operational response for an emergency upon activation of all or part of the Municipal Emergency Measures Plan or a declaration of a state of local emergency.

The Municipal Emergency Measures Planning Committee shall consist of

- the Municipal Emergency Measures Coordinator
- the manager(s) or person(s) responsible for each municipal department which is assigned emergency functions under the municipal emergency measures plan and, where no department exists, a person to represent the functions of:
law enforcement;
fire protection;
water/wastewater service;
communications;
human resource management;
public information;
finance and administration; and
social services including, emergency feeding, shelter, clothing and personal services.

The Municipal Emergency Measures Planning Committee shall:

- prepare recommendations for the Municipal Emergency Measures Standing Committee;
- assist the Municipal Emergency Measures Coordinator (the coordinator is already a part of the committee) in the preparation and coordination of municipal emergency measures plans;
- prepare an emergency measures plan for their municipality;
- respond and participate as members of the Emergency Operations Centre staff upon full or partial activation of the Municipal Emergency Measures Plan;
- establish plans, including the development of memorandums of understanding or mutual aid agreements for cooperation and mutual assistance between municipal governments in the event of a disaster or emergency;

- cooperate with authorities of the municipality, neighbouring municipalities and provincial authorities who have been assigned comparable duties.

Council shall approve a Municipal Emergency Measures Plan and may do so under the authority of this bylaw.

Council may approve agreements with and payments to persons and organizations for the provision of services in the development and implementation of the Municipal Emergency Measures Plan.

Council may, when satisfied that an emergency exists or may exist in the municipality, declare a state of local emergency. Where the council is unable to act promptly in declaring a state of local emergency in the municipality the mayor or chair of the municipality may, pursuant to Section 9(2) of the *Emergency Measures Act*, , after consulting a majority of the members of Council where practicable, declare a state of local emergency in the municipality.

This Bylaw comes into effect _____

Any Emergency Measures bylaws passed previous to this Bylaw, by a Council of the Community of North Shore, are hereby repealed.

Second Reading

The EMO Bylaw was read a first time at the Council meeting held on the 10th day of June 2015.

The EMO Bylaw was approved by a majority of Councillors present at the Council meeting held on the 10th day of June 2015.

Moved by Councillor Pretty
Seconded by Councillor Rae

(2015-06-54)
- Carried (9-0) -

6.0 CORRESPONDENCE: Note from Frank Morrison to make a presentation to Council re: Smoking cessation.

7.0 NEW BUSINESS:

7.1 CLIMATE CHANGE LAB – TIDAL GAUGE – COUNCILLOR VRIENDS

Federation of PEI Municipalities AGM – Adam French did a climate change presentation. His predication is based on computer based models. We don't currently have a tidal gauge. We have had a number of storm surges but don't have the data for them. Climate Change Centre is looking to develop a GPS system and seeking funding. He mentioned that a letter of support for funding the tidal gauge being placed on the North Shore and that the FCBB can do the same.

Motion: To write a letter of support to UPEI Climate Change Centre to seek a tidal gauge being placed on the North Shore.

Moved by Councillor Vriends
Seconded by Councillor Egan

(2015-06-55)
- Carried (9-0) -

7.2 HEALTHY LIVING FUNDING PROVINCE – Covered above.

8.0 NEXT MEETING: Wednesday, July 8th, 2015.

9.0 ADJOURNMENT: There being no further business, the meeting adjourned at 9:20 pm.

Moved by Councillor Walsh (2015-06-56)
Seconded by Councillor Sheehan
- CARRIED- (9-0)

Signed Gordon Ellis, Chairperson

Dated

Signed Tracey Allen Community Administrator

Dated