

UNAPPROVED Regular Council Meeting
Community of North Shore
Wednesday, May 13th, 2015 at 7.00 p.m.

PRESENT: Chairperson Gordon Ellis

Councillor Jonathan MacLean

Councillor Connie Egan

Councillor Charity Sheehan

Councillor Kent MacLean

Councillor Justin Walsh

Councillor Shawn Reardon

Councillor Gerard Watts

Councillor Beth Pretty

Councillor Melody Gay

Councillor Jamie Rae

Councillor Eric Ellsworth

Councillor Peter Vriends

ADMINISTRATOR: Tracey Allen**REGRETS:****Also in Attendance:** A number of residents from Beaver Run Rd were in attendance.**1.0 CALL TO ORDER** at 6:57pm Chair welcomed everyone and thanked them for coming. Welcome guests from Beaver Run Subdivision**2.0 APPROVAL OF THE AGENDA:** Councillor Watts asked to add a motion to approve a nomination to FPEIM Board, it will fit under 4.6 FPEIM AGM. It was duly moved and seconded that the agenda be approved.**Moved by Councillor Watts****(2015-05-29)****Seconded by Councillor Pretty****-CARRIED- (12-0)****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 April 8th, 2015 Council Meeting be adopted.

Moved by Councillor Rae**(2015-05-30)****Seconded by Councillor Sheehan****- CARRIED- (12-0)****4.0 BUSINESS ARISING:**

4.1 STRATEGIC PLANNING SESSION SPRING 2015

Chair Ellis noted that himself, Councillor Egan and Administrator met with facilitator Steve McQuaid. The first session is scheduled for Saturday 8:30am to 12:30pm on June 6th or 13th. Chair looking to also have an informal community session open to public and using a large sheet format taped to the wall to ask for feedback on items or response.

Public meeting Wednesday, July 8th – wine and cheese or possibly August 12th. Needing the notes from June 6th prior to the June 10th meeting.

4.2 COMMUNITIES IN BLOOM

HR & Events Committee reviewed and to do it properly and have the community involved committee decided they would park for now and review for next year. Cost would be approximately \$1,000

4.3 SUSTAINABLE COMMUNITIES CONFERENCE SUMMERSIDE

The cost is approximately \$375 for early bird. Any Councillors interested please inform Chair or Administrator. ***Table for next meeting.***

4.4 MOSQUITOS CONTROL PROGRAM

Councillor K. MacLean made some initial inquiries for those running Mosquitos Control Program. Key part of this will be Parks Canada participating. Councillor K MacLean will talk to Parks Canada and continue to investigate in the next few months. Leave off agenda until further research is completed.

4.5 COMMUNITY CULTURAL PARTNERSHIP PROGRAM

HR & Events had on agenda and had difficulty contacting the funding group, given it is on a first come basis committee has decided to review for next year.

4.6 FPEIM AGM – MAY 25TH REGISTRATIONS

Councillors attending FPEIM AGM will be Councillor Melody Gay, Councillor Peter Vriends, and Chair Ellis with the Administrator.

Board nomination for FPEIM – Councillor Vriends has offered his name to stand.

Resolution to support Councillor Peter Vriends to serve as a Board member of the FPEIM

Whereas the Federation of PEI Municipalities is seeking a Queens County Board Member to fill a vacant seat, and

Whereas Councillor Peter Vriends has agreed to stand for the position,

Be it resolved that, the Community of North Shore offer support for Councillor Vriends in seeking the vacancy on the FPEIM Board.

Moved by Councillor Watts
Seconded by Councillor Sheehan

(2015-05-31)
- CARRIED- (12-0)

5.0 REPORTS

5.1 CHAIRPERSON'S REPORT - CHAIRPERSON ELLIS

Chair Ellis thanked the committees for all their work to get us to the point to have information

ahead of time and helping to have the meeting running smoothly. Water and Septic flyer was recently mailed direct to the community and falls in line with the water study and reports completed in recent years. This was mailed addressed mail direct to property owners. Councillor Egan thanked the Administrator for her work on the project.

5.2. FINANCE AND PROPERTY MANAGEMENT - COUNCILLOR WATTS/VRIENDS

Councillor Watts statements to April 30th reconciled bank balance \$46,830. 67 – we are in the early stages of our operational year. So no big expenses yet. Long-term debt approximately \$54,000.

Moved by Councillor Ellsworth

(2015-05-32)

Seconded by Councillor Reardon

- CARRIED- (12-0)

Review of the cooling and heating proposals - Received 6 proposals will review and have a recommendation to Council for next meeting.

Gas Tax update – We have been approved for our projects as of May 7th.

Stanhope Infrastructure update – Still in works, seeking funding from ACOA and other sources.

Sewer and water drainage update - The septic did back up and some of the drain pipes are now fixed. The downspouts on the larger roofs are still not done. It will wear on the shingles having the water run over them. To solve the problem, dig up field and put in pump to drain to second tank, re-set tile. Wait until August or September to fix it. Potter will come out and do the photos needed and review elevation. Considering swale to the dig not needed if you do the pump to drain idea.

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.

New Initiative Form – Community Services Form - Administrator reviewed the form and use.

Lighting on Promenade - Resident was concerned about the LED coverage. Possibly do one and try it. Also will review an eye to auto turn on the lights.

Parks – Bridge at Stanhope Cape - Question from Parks - no agreement on who does the repair on it. Built by Bertan MacKay originally. Last repairs done by Parks.

Tents vs Permanent structure - Shading needed for soccer or Canada Day. The cost to purchase tents vs permanent. Next meeting.

Level of administrator approval level - Policy to take to Council re: \$500 spending cap on Administrator spending.

Rental Rates – will review at next meeting.

AgriSpirit - Apply for 7 benches for Promenade. Discussion on benches ensued re: retiring, and plates etc. Committee will review how the benches will be dealt with due to sensitivities and bring back to Council.

Boardwalk GIC

Whereas the Community of North Shore currently has a GIC designated for Boardwalk/Promenade in the amount of approximately \$3,400, and

Whereas there is the need to replace benches on the Promenade,
Be it resolved that, the Community of North Shore transfer the GIC designated for the Boardwalk/Promenade to the chequing account to be used for the purchase of new benches for the Promenade to replace those in need of replacement.

Moved by Councillor Vriends
Seconded by Councillor Ellsworth

(2015-05-33)
- CARRIED- 12-0)

Discussion: Councillor K. MacLean asked about the Promenade lights. Noted under another area.

Stanhope Place Funding Island Community Fund

Whereas the Community of North Shore has the opportunity to access funding from Island Community Fund and,

Whereas there is a need to update the front entrance of Stanhope Place to senior friendly access,

Be it resolved that, the Community of North Shore make application to the Island Community Fund to seek funding for upgrades to Stanhope Place.

Moved by Councillor Vriends
Seconded by Councillor Watts

(2015-05-34)
- CARRIED- (12-0)

Funding AgriSpirit

Whereas the Community of North Shore has the opportunity to apply for AgriSpirit funding, and

Whereas there is a need to replace benches on the Promenade,

Be it resolved that, the Community of North Shore make application to AgriSpirit to seek funding for benches on the Promenade.

Moved by Councillor Vriends
Seconded by Councillor Watts

(2015-05-35)
- CARRIED- (12-0)

Jobs for Youth

Whereas the Community of North Shore has the opportunity to access funding Jobs for Youth, and

Whereas the Community of North Shore is limited to two part-time staff, and

Whereas, there is an increase in maintenance activity in the summer for lawn care, painting and other activities,

Be it resolved that, the Community of North Shore make application to Jobs for Youth for a 14 week work term for a maintenance/cleaning person.

Moved by Councillor Vriends
Seconded by Councillor Walsh

(2015-05-36)
- CARRIED- (12-0)

Administrator Spending Limit Policy

Policy – to approve Administrator spending up to \$500 outside of approved budget items.

Moved by Councillor Watts
Seconded by Councillor Vriends

(2015-05-37)
- Tabled and go back to committee -

Discussion: Councillor Gay asked why \$500. Questions around what that means and does it impact on the operations. We need checks and balances. Not here to micro-manage. Question has there been a problem in the past? If we have a budget that is approved and we do have a committee structure, is there a need for input from committees to council. Opportunity to

come back with recommendations. Balance of relying on committee but good internal control. Going back to Committee for review.

Promenade Lights – lights are going out too early and there is concern about the LED. Whatever electrician gets the work will review the LED. Administrator will call electrician to fix timers.

5.3. COMMUNITY ADMINISTRATOR REPORT **Community Administrator Report May 13th Meeting** **Finance**

- Applied for AED funding to Recreation PEI and to Heart & Stroke Foundation
- Applied for Jobs for Youth Funding
- Contacted Province re: Island Community Fund
- Follow up re: Gas Tax, PIF funding
- Follow up OEE funding – approved for approximately \$1,600 for energy retrofits to Centre and Stanhope Place.
- Filing paperwork for setting up BMO account re: Gas Tax monies.
- Follow up paperwork for Federal Summer Student Program.
- Regular stuff i.e paying bills etc.
- Finance/Property Management meeting, minutes and resolutions.

Human Resources

- Created job description and circulated for Recreation Coordinator and Maintenance Worker. Reviewed Recreation Coordinator resumes and doing interviews on Monday, May 11th.
- HR & Events meeting and minutes

Communications/Technology

- Weekly e-newsletter, website updates, blogs on numerous topics listed in e-newsletters
- Water/Septic posters and letter/mailing to all North Shore Property owners on Island and off Island.
- Twitter, Facebook postings and responses etc.
- Answering residents questions in person or on the phone – property tax questions, animal control, private road fixing, soccer registrations, 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.
- Property tax inquiry re: adding Homeowner's Association fees to property tax.
- Strategic Planning session and revision of SWOT follow up input from stakeholders in community.
- Planning Board meeting, minutes and resolutions.

Recreation/Infrastructure/EMO

- Centre/Stanhope Place/Promenade maintenance.
- Calling contractors for electric quotes
- RFP Development for Heating/Cooling Review

- Rental inquiries, etc.
- Working on upcoming events i.e. Small Halls Festival June 15th, Canada Day, etc. Finished Yard Sale.
- EMO meeting and minutes

Municipal Powers

The Municipal Act gives power from the Province to the Municipality. The Community of North Shore has been given under section 31 of the Municipal Act the following powers:

Section 31 – Former CICs

- | |
|--|
| <ul style="list-style-type: none"> a) Administration of the municipality b) Fire protection and other emergency services c) Garbage and refuse collection and disposal d) Street lighting e) Recreation f) Tree preservation and protection g) Black fly and mosquito control |
|--|

Comparison North Shore to Cornwall, Stratford, and Charlottetown

Town of Cornwall, Town of Stratford, Charlottetown are more densely populated with higher property value assessments...and all can carry a deficit, we can't. Below is a comparison for tax rates and staffing

Municipality	Tax Rate Residential	Commercial	Number of Staff
North Shore	.18 cents	.18 cents	2 (Part-time) 30hr CAO and 20hr cleaner – 2 summer students (10 weeks/8 weeks (Mowing/Recreation) On call development officer, on call book keeper
Town of Cornwall	.46 cents	.96 cents	has 17 staff with 4 in administration and 2 staff in development and 4 staff in recreations/events plus summer students
Town of Stratford	.44 cents	.99 cents	– has 22 staff with 7 in administration/finance/technology, 4 in development and 6 in recreation/events plus summer students
Charlottetown	.67 cents	\$2.37	has 90 staff with a HR department, communication officer etc. etc plus summer students

- The rates for water/sewer are billed separate to residents.

<http://www.taxandland.pe.ca/propertycharges/>

Brackley is .19cents, York .17cents, Grand Tracadie is .14 cents, Pleasant Grove is .08cents to pay Fire they have no staff or facilities, Union Rd.13cents and they have no facilities.

Adopt-A-Highway – Verner Smitheram asked Council to review. Generally feeling was not to enter into a contract. Administrator did promotion last year and has done same this year. Review this again next year. Hard to maintain volunteers.

Climate Change Seminar – Any Councillors who would like to attend. Councillor Egan and

Councillor Walsh expressed interest.

5.4 HR & EVENTS COMMITTEE

Councillor Sheehan highlighted Small Halls Festival and encourage ticket sales. Canada Day also planning being done. Discussion on shading and tents to cover band, elderly, kids, volunteers/workers.

Storm Policy

Storm Closures

The municipal office will follow the opening and closing times of the Provincial Government offices. Employees will be paid if scheduled to work.

Inclement Weather

When storm conditions exist but the municipal office is open, employees who are concerned for their safety are encouraged, in consultation with their supervisor, to use their discretion and either remain home or go home. If Provincial Government offices are cancelled employees will be paid for time scheduled, if Provincial Government offices aren't cancelled then the employee must use vacation leave or earned overtime leave.

**Moved by Councillor Sheehan
Seconded by Councillor Egan**

**(2015-05-38)
- CARRIED- (12-0)**

goPEI! Parks & Recreation Month

NATIONAL HEALTH AND FITNESS DAY

WHEREAS:

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, nongovernment organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

THEREFORE:

We proclaim National Health & Fitness Day in our municipality as the first Saturday in June;

Moved by Councillor Sheehan

(2015-05-39)

Seconded by Councillor Egan

- CARRIED- (12-0)

Human Resources Report

Storm Policy

To be reviewed by Council to be added to HR Policy.

Policy for CAO

Next stage of policy development - A need for both a communication and financial policy for staff. **Recreation Coordinator (8 Weeks starting June 1st)**

Interviews for position will be held next week.

Events - Communities in Bloom – see attached

Consult with those already doing planting and then review for next year.

- **goPEI! Parks & Recreation Month** –

Suggest to Council to pass a resolution that June is Fitness Day in our municipality. Recreational Coordinator to look at things to do. Put on social media what is available in the community. **Small Halls** – June 15

The line-up is confirmed as Ross Family, JP Cormier, and Rachel/Amy Beck. Also some volunteers being lined up. Tickets, posters, and brochures will be available next week sometime.

Canada Day Planning started.

NSCC Activities Updates

Easter Kid's Party with 50+ kids was a success. Review of open gym review showed it started well and then numbers dwindled, likely in part to storms. Review of outdoor yard sales and possibilities in future. Group will help with Canada Day. Kids programming has wrapped up and will start again in September.

Stanhope Place Updates

Bridge is still going on Thursday nights and Saturday afternoon cards. FCBB has started their meetings recently. Busy weekend with Liberals using Stanhope Place for their rally.

Community & Cultural Partnership Program – Look at it for next year. Give to Recreational Coordinator.

Canada 150 – Review and have some items for Council meeting.

AED – Applied to both Recreational PEI and Heart & Stroke and haven't heard about it yet.

5.5 PLANNING BOARD - COUNCILLOR REARDON/J. MACLEAN

Planning Board members - Resignation from Norman MacLauchlan. Planning Board thanks Norman for his service on the Planning Board.

Resignation of Norman MacLauchlan from Planning Board

Whereas the Community of North Shore received a letter of resignation from Planning Board member Norman MacLauchlan effective May 4th, 2015 and,

Whereas the Community of North Shore greatly appreciates all the work completed by Norman MacLauchlan in the area of planning and development,

Be it resolved that, the Community of North Shore accept Norman MacLauchlan's letter of resignation and offer our sincere thanks for his service to the Community.

Moved by Councillor J MacLean

(2015-05-40)

Seconded by Councillor Reardon

- CARRIED- (12-0)

Stanhope Golf & Country Club Subdivision (basically changing the lines between two lots they own) – Professional Planner provided preliminary approval. Planning Board reviewed the file and is good to move forward with it.

Subdivision: NS-0024 2535 Route 25 Stanhope PID 459354 and 940403 (Stanhope Golf & Country Club)

Whereas the Community of North Shore has received application to subdividing PID 459354 and 940403 into two single family dwelling lots and a private right-of-way and,

Whereas the Community of North Shore has through the Planning Act, Municipal Act and Community of North Shore Land Use Bylaws the authority to grant subdivisions, and

Whereas, Derek French, a professional planner has reviewed the survey plans and provided a recommendation to approve,

Be it resolved that, the Community of North Shore give final approval to subdivision application NS-0024.

Moved by Councillor Sheehan

(2015-05-41)

Seconded by Councillor Egan

- CARRIED- (12-0)

Residents Beaver Run – Asked Planning Board and Council, to stop issuing permits for the Beaver Run Subdivision until the road is upgraded to TIR (Transportation and Infrastructure Renewal) Standards. They also request a letter of support for their application to Island Community Fund to fix their road.

Request to stop issuing permits to Beaver Run Subdivision

Whereas the Community of North Shore has received a request from a group of residents residing on Beaver Run Road to stop any further development of the subdivision until the road meets TIR standards and,

Whereas the Community of North Shore been in communication with TIR and understands that no more development can occur without road improvements, and

Whereas, Derek French, a professional planner has reviewed the file and recommends the Community of North Shore not grant any more permits until such time as Beaver Run Road meets TIR requirements,

Be it resolved that, the Community of North Shore not grant any more building permits until Beaver Run Road meets TIR requirements.

Moved by Councillor J MacLean

(2015-05-42)

Seconded by Councillor Reardon

- CARRIED- (12-0)

Discussion – Councillor Vriends about existing lots that haven't been built on. Councillor Rae asked about previous when buying house of road.

Letter of Support to Homeowner's Association to obtain funding to fix the Road

Whereas the Community of North Shore has been asked to provide a letter of support to the future Beaver Run Subdivision Homeowner's Association for their application to the Island Community Fund to have their road fixed, and

Whereas the Community of North Shore understands that there will be a substantial costs involved for residents to repair the road and the developer doesn't have plans to fix the road,

Be it resolved that, the Community of North Shore write a letter of support for the Homeowner's Association as requested.

Moved by Councillor J MacLean
Seconded by Councillor Ellsworth

(2015-05-43)
- CARRIED- (12-0)

Jack's Way has another application for a quadplex – the new bylaws don't allow quadplexes so there is a need to rezone to RC or Resort Commercial for Special Uses of more than one dwelling on a lot. Offer to issue conditional permit on this one with all units being made commercially zoned, turnaround for fire trucks, and road to TIR standard.

Whereas the Community of North Shore has received application from Pat Sheehan to construct a quadplex on lot #2 in Jack's Way Subdivision and,

Whereas the Community of North Shore has through the Planning Act, Municipal Act and Community of North Shore Land Use Bylaws the authority to issue permits, and

Whereas, Derek French, a professional planner has reviewed the application and noted a few items that need to be address,

Be it resolved that, the Community of North Shore give a conditional permit to build a quadplex on lot#2 in Jack's Way Subdivision provided the following items are addressed:

- Install the turnaround on the North end of the T-road behind lot 2 as was originally requested years ago for fire regulations,
- Rezone the lot to RC – Resort Commercial Zone to allow for special permit use of more than one dwelling per lot and request that all the other lots be changed at the same time, if they have or intend to have more than one single family dwelling on them, including Phase 2.
- TIR (Transportation Infrastructure Renewal), Environment and Fire Marshall's office are signed off on the development.

Moved by Councillor J MacLean
Seconded by Councillor Reardon

(2015-05-44)
- CARRIED- (12-0)

Councillor Walsh left the meeting at this point – 9:14pm

New Subdivision Policy - all subdivisions over 4 lots have a Homeowner's Association and covenant that states residents are responsible for the private road their property is located on.

Whereas the Community of North Shore has through the Planning Act, Municipal Act and Community of North Shore Land Use Bylaws the authority to approve subdivisions, and

Whereas the Community of North Shore has concerns for private road maintenance by developers, and

Whereas, Council signs subdivision agreements with developers,

Be it resolved that, the Community of North Shore set a policy whereby:

All new subdivisions over 4 lots have a Homeowner's Association and covenant that states

residents are responsible for private road maintenance their property is on.

Moved by Councillor J MacLean
Seconded by Councillor Ellsworth

(2015-05-45)
- Tabled -

Discussion: Request to table by Councillor Watts to take back to Committee.

Permits Issued – One permit for a shed on Beaver Run Rd.

5.6 EMO – EMERGENCY MEASURES ORGANIZATION

Councillor Pretty/Rae gave a brief review of the first meeting that included EMO Staff, North Shore Fire Department and representatives from Union Rd municipality and Pleasant Grove municipality. The reason for creating the Bylaw is that it protects us and gives us the power to give the RCMP the authority to stop people from going on the road if needed etc. Bylaw protects us on liability issues and will also give us better opportunities for funding. The EMO Bylaw was read for the first time.

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 (select one) (*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.

First Reading

The EMO Bylaw was read a first time at the Council meeting held on the 13th day of May 2015.

The EMO Bylaw was approved by a majority of Councillors present at the Council meeting held on the 13th day of May 2015.

Moved by Councillor Pretty

(2015-05-46)

Seconded by Councillor Ellsworth

- Carried (11-0) -

Discussion – need a standard operating procedure.

6.0 CORRESPONDENCE:

7.0 NEW BUSINESS:

7.1 AGRISPIRIT Covered under the Finance report

7.2 JOBS FOR YOUTH FUNDING Covered under the Finance report

7.3 CANADA 150 FUND – move to next meeting.

8.0 NEXT MEETING: Wednesday, June 10th, 2015.

9.0 ADJOURNMENT: There being no further business, the meeting adjourned at 9:43 pm.

Moved by Councillor Ellsworth

(2015-05-47)

Seconded by Councillor K MacLean

- CARRIED- (11-0)

Signed Gordon Ellis, Chairperson

Dated

Signed Tracey Allen Community Administrator

Dated