

APPROVED Regular Council Meeting

Community of North Shore

Wednesday, November 12th, 2014 at 7.00 p.m.

PRESENT: Chairperson Gordon Ellis
Councillor Fred Connolly, Deputy Chair
Councillor Connie Egan
Councillor Gerard Watts
Councillor Joanne Jay
Councillor Shawn Reardon

Councillor Peter Vriends
Councillor Jonathan MacLean
Councillor Charity Sheehan
Councillor Wade MacLauchlan
Councillor Dennis Shaw

ADMINISTRATOR : Tracey Allen

REGRETS: Councillor Wanson Hemphill

Also in attendance new Councillors Beth Pretty, Melody Gay, and Kent MacLean.

1.0 CALL TO ORDER at 7:02pm Chair welcomed everyone, noting the new Councillors, 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 Connolly
Seconded by Councillor Egan

(2014-11-242)
-CARRIED- (7-0)

3.0 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**

4.0 APPROVAL OF MINUTES:

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

Moved by Councillor Vriends
Seconded by Councillor Sheehan

(2014-11-243)
- CARRIED- (7-0)

5.0 BUSINESS ARISING:

Councillor Watts asked about the HR Policy. Councillor MacLauchlan noted that it would be brought up during the committee reports.

6.0 REPORTS

6.1 CHAIRPERSON'S REPORT - CHAIRPERSON ELLIS

Chair Ellis reviewed a number of items that have happened since the last Council Meeting elections, Remembrance Day and committee meetings. Thank you to everyone involved with Remembrance Day. The turnout was amazing, likely the best year yet. There is now a template for the event, thank you to the Administrator. A lot of volunteers involved in the success.

Councillor Shawn Reardon arrived 7:14pm.

Comment on the Election Day process – Chair has been on council for about 15 years and the process was very different then to today. A more standard process this time and a good exercise for the future. It was a step forward. Elections require discussion beforehand in regards to wards and process. Found one of our bylaws put us in an awkward position and created interesting discussion.

Committees have come along with sending information ahead of time and hoping that will give everyone a heads up and have a smoother meeting. The committees are happening more often.

Appreciation to all the councilors for completing their term. Councillor Connolly and all his work as Chair of the Planning Board and other areas. A thank you to Andrew Morrow for all his work on Council and the Planning Board. And to Councillor Hemphill for his work on Celebration 2014. To Councillor Joanne Jay for her service to the community.

Chair appointed Councillor Vriends as Vice Chair.

Councillor Denis Shaw arrived 7:18pm and Councillor Jonathan MacLean arrived 7:20pm. Short break to give gifts to outgoing Councillors and cake/coffee to share.

7:30pm SPEAKER INFRASTRUCTURE SECRETARAIT – DARLENE RHODENIZER

Chair Ellis introduced Darlene Rhodenizer. The session usually takes 2 hrs and this is the very condensed version. Reviewed Community of North Shore Notional Allocation and how it can be used re: 18 categories and payout time frames over the next five years. Questions were asked by Councillors. Reporting is a key factor rather than filing claims. Presentation handed out. Finished at 8:14pm. Chair thanked Darlene for coming and gave her a small gift.

Chair Gordon Ellis – offered an introduction of Councillors around the table. With regards to committees – give a month or two to review and get a better feel for it.

6.2. FINANCE AND PROPERTY MANAGEMENT - COUNCILLOR WATTS/VRIENDS

Councillor Watts – even though our cash looks good there are a number of items like insulation and electrical changes that will be coming out of the finances. Estimated cash of around \$16,000 at the end of the year in excess of the budget.

Councillor Vriends noted the highways grading might fix the septic problem. An engineer on the committee suggested a survey be done to give a better idea of elevations, where drainage is etc. and could be used if we need to do any repairs. Three options reviewed again.

Survey Motion: To engage Delta Surveys to provide a survey plan for the North Shore Community Centre property and provide coordinates of the septic system including elevations for the field bed tiles system. The fee for the work would be \$1,100 plus HST.

Councillor Sheehan asked about other quotes. Councillor Watts responded that another contractor was asked but wasn't available to complete the work in a time frame needed. Councillor Egan asked if it was in the budget. Councillor Watts noted \$5,000 was allocated and \$1,000 has been spent to date.

Moved by Councillor Vriends (2014-11-244)
Seconded by Councillor Watts - CARRIED- (10-0)

LED Lighting Motion: To accept quote provided by Cudmore Electrical to replace the LED lighting in the amount of \$10,294.20 plus HST for the Community Centre outdoor, gym and exit lights.

Moved by Councillor Vriends (2014-11-245)
Seconded by Councillor Watts - CARRIED- (10-0)

Councillor MacLean asked if this was in the original budget. Councillor Watts responded yes – but only \$5,000. Councillor Egan asked if we have the funds. Yes.

Insulation Motion: To proceed with the insulation of the centre and obtaining provincial government assistance to bring the attic insulation up to R 50. The A and J insulating bid of \$4,300 plus HST be accepted.

Moved by Councillor Vriends (2014-11-246)
Seconded by Councillor Watts - CARRIED- (10-0)

Capital Budget Motion: To establish a restricted capital fund in 2014 in the amount of \$6,000 to be used for replacement of capital assets and capital repairs.

Moved by Councillor Watts (2014-11-247)
Seconded by Councillor Vriends - CARRIED- (10-0)

Councillor Connolly noted that it was an item mentioned by the auditor at the AGM in 2014. Councillor MacLauchlan mentioned using it to pay down the mortgage. Councillor Watts noted there would be an opportunity to do that too but will wait until closer to the year end. Councillor Vriends stated at the next meeting we will know better on what amount we could use to pay down the mortgage.

Motion to accept the Financial and Property Report.

Moved by Councillor Jay (2014-11-248)
Seconded by Councillor Shaw - CARRIED- (10-0)

6.3. COMMUNITY ADMINISTRATOR REPORT

November sees an increase in municipal government activities, election, Infrastructure funding, and Remembrance Day to name a few.

Meetings this Month

- HR & Events
- Planning

Communications

- Press releases on exercise activities, Remembrance Day, Election.
- Weekly e-newsletter
- Website, Blog articles, Twitter, Facebook updates
- A number of calls from government offices (Environment, fire permits, nomination information, elector list, etc.) and residents/councillors

Finance

- Created RFQ and received quotes requested for Design Services for Stanhope Place (Quote for Services RFQ), and created/direct mailed Snow removal tender. Created summary for decisions. Only one vendor responded re: snow removal John MacLauchlan.
- Paying of bills, waveapps.com etc. working with Sandra on the monthly statements.
- Filing Celebration 2014 final funding report.
- Follow up on Office of Energy Efficiency funding for retrofits based on energy audit.

Development/Planning (Tracey)

- Lots of activity on Tuesday and through the week.
- Letters sent re: to neighbours of Barwise as per Land Use Bylaw.
- Reports filed with CMHC and Province re: building reports for month
- Permits issued by municipality noted in blog/website
- Summary of Planning Report on subdivisions granted and for approval plus permits issued
- Review options on how to put in over a years' worth of development permits etc on to PEI Planning Decisions website.

Elections

- Fielding questions from Councillors/Residents on elections, reviewing Acts/Bylaws, contacting Elections PEI and Municipal Affairs for answers etc. Question residency, proxy voting etc.
- Letter to Minister re: ignore our bylaw re: running continuous by-elections, requesting to change bylaw and have March AGM By-election.
- Assigned polling clerks and deputy returning officers Ward of Stanhope
- Ballots ordered and picked up
- Communication to residents, media etc about election voting
- Set up polling station
- Research on revising election/ward bylaw

Finance & Property Management

- Contact re: Strategic Planning funding
- Called for septic cleaning for both Centre and Stanhope Place
- Propane tank moving
- Playground safety report and fixing based on recommendations
- Created and issued electrical quote for energy retrofits with summary for review.

HR & Events

- Meeting notes
- Remembrance Day Planning
- Assisted with programming promotion (create flyers, media, online etc.), Halloween promotion, Remembrance Day etc.
- Volunteered time to host Community Market and Kids Cooking Class

6.4. HR & EVENTS COMMITTEE - COUNCILLOR MACLAUHLAN/SHEEHAN

The HR & Events Committee met on Tuesday, Nov. 4, and addressed the following items:

Human Resources Policy, to be brought forward to Council in November, with a motion to adopt. Circulated and request input prior to the meeting. Councillor Sheehan gave a short review of changes in the sick day leave. Councillor MacLauchlan mentioned that this is the first HR policy for our Community Council.

To adopt the HR Policy as tabled for future direction of the Community of North Shore.

Moved by Councillor Sheehan

(2014-11-249)

Seconded by Councillor MacLauchlan

- CARRIED- (10-0)

Councillor Watts asked about the using of time in lieu. Councillor K. MacLean noted that the amount isn't material for accounting purposes at year end.

October 11th indoor market at NSCC was successful, attracting 20 vendors

Remembrance Day, many logistical details and volunteer efforts are in place for a successful event. Thanks to the Administrator for coordination.

Northshore Community Centre Report

- Hallowe'en Dance attracted 40-plus people and did a little better than break-even, counting the bar
- Family Christmas party is planned for Sunday, December, from 6-7 p.m. (Looking for a Santa)
- Saturday morning children's programming numbers are a bit low. The Committee is working to increase these numbers.
- There was a mix up of time for the Seniors Physical activity program. Tracey and Glynn are working to address this.

Stanhope Place Committee Report

- Bridge and Auction/'45s are underway on weekly basis at Stanhope Place
- Winter Survivor Party will be January 11 at Stanhope Place, 2 to 4 pm
- The Stanhope Place Committee met on Monday, Nov. 3 and addressed the following items:
 - The Stanhope Place Committee identifies two priorities for the multi-year planning of infrastructure renewal and maintenance: (i) upgrade the entranceway to replace doors and covered porch, improve stair access to main level [likely by adding one or two risers and extending the stairway,] improve safety of circulation in the area of the stairs to the basement, (if possible) improve circulation in the foyer area, and (if

- possible) replace the single-pane west-facing windows; and, (ii) undertake energy-saving measures such as insulation of the ceiling and the inside walls of basement to reduce heat loss, or replacement of light fixtures as opportunities arise.
- The Committee reviewed the results of the RFP for architectural services and does not consider it necessary to undertake the degree of expense or professional attention entailed [in the range of \$9,000 to \$10,000, plus taxes]. It will adequate to include a modest design phase in a tender call for competent contractors to upgrade the entranceway.
 - The Committee was pleased to obtain two copies of the architectural plans and specifications for the 1960 expansion of the former school. These architectural plans are now in the files of NSCC.
 - The Committee notes that annual cash revenues through Stanhope Place deposited with NSCC are in excess of \$2,200, in addition to \$1,750 in rent that cycles back to NSCC for the use of Stanhope Place by Friends of the Bays. Plus, heating costs have been substantially reduced as a result of installation of heat pumps in 2013. These factors were not brought out during the impromptu discussion of Stanhope Place during the October meeting of Council. Stanhope Place is a modest net cost to NSCC and a valuable asset.

6.5 COMMUNITY SERVICES - COUNCILLOR EGAN

Councillor Egan reviewed a draft plan for social marketing education plan – received one response of a positive nature. The budget attached to it is about \$3,000 for design of posters and postage for a direct mail out to seasonal residences.

Motion to accept the Water and Wastewater Social Marketing plan with attached budget of \$3,000. And to change the title of the plan to Climate Change Water and Wastewater Social Marketing Plan.

Moved by Councillor Egan
Seconded by Councillor Jay

(2014-11-250)
- CARRIED- (10-0)

Councillor MacLauchlan suggested adding climate change to the title of the plan. And also suggested to seek funding.

6.6 PLANNING BOARD - COUNCILLOR CONNOLLY

Permits Issued October – 2 Demolitions, 1 addition, 1 garage, 1 storage, 1 house, 1 cottage, and one Heifer Barn. Total property value \$540,400. Revenue of around \$1,544 for the month for permits.

Subdivisions Given Approval by Development Officer:

- **NS -0018** October 28th, 2014 Debra Bowman 3240 Bayshore Rd – Amalgamation of two properties. PID 137901 and PID 137927 – granted **approval in principle** with six copies of survey are received by Development Officer.
- **NS -0019** November 4th, 2014 Mike Burris 1355 Covehead Rd. – subdivide agriculture property to residential lot granted **final approval** by Development Officer. PID 679183 Lot 2014-1 and Parcel R1 (Right of Way) Notes: Existing barns encroaching on the boundaries of his house lot - setback from existing structure – one of the buildings still needs to be removed to conform.

Recommendation to Council to approve from Development Officer:

- **NS -0020A** Robert Barwise 3030 & 3038 Bayshore Rd. PID 136457 Final approval is recommended for lots 14-1 and 14-2 for single family dwelling use. Lot no. 14 1 & 2 can be approved for single family dwelling or summer cottage use. Final survey plans indicate that applicant has satisfied the conditions outlined in a letter to Robert. C. Barwise dated October 9th, 2014.
- **NS-002** Harold MacQuarrie PID 464271 Six Survey plans received. This will finalize the subdivision requirements and allow final approval to proceed for Council Consideration.
- **NS -013** Murray Cook PID 135228 Final approval of this subdivision proposal is recommended subject to the following conditions:
 - The lot being developed in accordance with category 2 soil requirements regarding the Sewage Disposal System.
 - The driveway to serve lot 14-18 being located off Allen Cook land and being located at least 100 ft from the intersection of the Friston Rd., and AllenCook Lane.

Subdivision. Final Approval of a Proposal to Subdivide an existing Residential Parcel.

Robert C. BARWISE, PID 136457-000.

Whereas an application has been received from Robert C. Barwise to subdivide PID 136457-000, located on the Bayshore Road in the Community of North Shore, into two lots.

And Whereas on October 8th, 2014 Council approved a variance of lot size area greater than 10% for each of the proposed lots.

And Whereas on October 8th, 2014 Council gave preliminary approval to subdivide PID 136457-000 into two lots.

And Whereas applicant (Robert Barwise) has complied with the conditions required for final approval and submitted the final survey plans prepared by Gulf Surveys Ltd. Dated October 15, 2014.

It is duly moved that Council grant Final Approval for the subdivision of Parcel PID 136457-000 into two lots.

Moved by Councillor Connolly
Seconded by Councillor Reardon

(2014-11-251)
- CARRIED- (10-0)

Subdivision, Final Approval of a One Lot Severance:
Murray Cook (Willowdale Farms Ltd), PID 135228.

Whereas an application has been received from Murray Cook to subdivide a second lot from PID 135228, located on the Friston Road in the Community of North Shore.

And Whereas on October 8th, 2014 Council gave preliminary approval for the subdivision of one lot, (Lot 14-18, as shown on the Preliminary Plan prepared by Island Surveying & Engineering), from PID 135228.

And Whereas applicant (Murray Cook) has compiled with the conditions required for final approval and submitted the final survey plans prepared by ISE Island Surveying and Engineering dated October 27th, 2014.

It is duly moved that Final Approval be granted for the subdivision of Lot 14-18 from PID 135228.

Moved by Councillor Connolly
Seconded by Councillor Reardon

(2014-11-252)
- CARRIED- (10-0)

Subdivision. Final Approval
Harold MacQuarrie, PID 464271-000

Whereas an application has been received from Harold MacQuarrie to expand the four lot subdivision on PID 464271-000, located off the Union Road,

And Whereas on August 13th, 2014 Council granted preliminary approval for the expansion of the four lot subdivision on PID 464271-000,

And Whereas applicant (Harold MacQuarrie) has complied with the conditions required for final approval and submitted the final survey plans prepared by WSP Dated November 5th, 2014.

It is duly moved that Council grant Final Approval for the expansion of a four lot subdivision of Parcel PID 464271-000.

Moved by Councillor Connolly
Seconded by Councillor Sheehan

(2014-11-253)
- CARRIED- (10-0)

Question asked from Councillor MacLauchlan about the Homeowners Association. Councillor Connolly noted that the plans are in the works.

Planning Board Official Plan Recommendations to Council as of November, 2014.

The Planning Act requires that an Official Plan shall be reviewed at least every five years. This review is usually done by a Professional Planner. Our new Official Plan states that it will be monitored on an ongoing (annual) basis.

In keeping with the above, the Planning Board has commenced follow-up with both our Development Officer and Administrator to determine how well the new plan is working and to identify any problem areas with its administration. A number of errata, which is attached under separate cover, have been identified which require clarification or change. Others may surface going forward. Planning Board believes that, for the most part, this review and update can be done in house. Council will make the final decision about any action to be taken. Changes to the text and provisions of the Plan and Bylaw must be made by the amendment process, which requires public input.

Planning Board recommends that the new Council continue this review with the goal of having it completed by April, 2015.

Planning Board also recommends that, due to the evolving complexity of development issues, Council give serious consideration to engaging a Professional Planner to deal with future

Rezoning and Sub-division proposals, on a case by case basis. We also feel that the time is fast approaching when Council will need to retain the services of a legal advisor.

Councillor Denis Shaw excused himself from the meeting at 9:37pm.

Chair Ellis thanked Councillor Connolly for all his hard work and dedication.

To motion to accept all reports.

Moved by Councillor Watts
Seconded by Councillor Egan

(2014-11-254)
- CARRIED- (9-0)

7.0 SWEARING IN NEW COUNCIL

All new council were present and the Oath of Office was signed by each Councillor.

8.0 CORRESPONDENCE:

- Letter from Minister Sheridan on elections requesting the repeal of our election bylaw.

9.0 NEW BUSINESS:

9.1 FEDERATION OF PEI MUNICIPALITIES SEMI-ANNUAL MEETING

Councillors Melody Gay and Wade MacLauchlan as well as, administrator will attend the FPEIM Semi-Annual Meeting.

9.2 ELECTION BYLAW

Repeal of Bylaw #2 Community Election Procedures Community of North Shore Wednesday, November 12th, 2014

Council Meeting #1 – Repeal Bylaw Resolution #1 – FIRST READING

Date: Wednesday, November 12th, 2014

Moved by Councillor MacLauchlan
Seconded by Councillor Connolly

“Whereas the Community of North Shore held its recent election as part of the Province’s Election process on November 3rd, 2014,

And Whereas the current Bylaw #2 Community Election Procedures was enacted by Council September 22nd, 1987, effective September 30th, 1987,

And Whereas the current bylaws are outdated with current election practice,

And Whereas the Community of North Shore intends to retain the existing twelve Council positions and Ward System

Be it resolved that the Bylaw #2 Community Election Procedures be repealed and hereby read a first time.

Schedule A is attached [Schedule A - ByLaw No. 2 Community Election Procedures]

Moved by Councillor Watts

(2014-11-255)

Seconded by Councillor Egan

- CARRIED- (9-0)

Council Meeting #1 - Repeal Bylaw Resolution #2 –APPROVAL OF FIRST READING

Date: Wednesday, November 12th, 2014

Moved by Councillor MacLauchlan
Seconded by Councillor J. MacLean

Whereas the Community of North Shore held its recent election as part of the Province's Election process on November 3rd, 2014,

And Whereas the current Bylaw #2 Community Election Procedures was enacted by Council September 22nd, 1987, effective September 30th, 1987,

And Whereas the current bylaws are outdated with current election practise,

And Whereas the Community of North Shore intends to retain the existing twelve Council positions and Ward System

And whereas the repeal of Bylaw #2 Community Election Procedures was read a first time at this Council meeting;

Be it resolved that Bylaw #2 Community Election Procedures be hereby repealed.

Moved by Councillor Watts
Seconded by Councillor Egan

(2014-11-256)
- CARRIED- (9-0)

10.0 NEXT MEETING: Wednesday, December 10th, 2014.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:56 pm.

Moved by Councillor Connolly
Seconded by Councillor Watts

(2014-11-257)
- CARRIED- (9-0)

Signed Gordon Ellis, Chairperson

Dated

Signed Tracey Allen Community Administrator

Dated