

APPROVED Regular Council Meeting
Community of North Shore
Wednesday, October 8th, 2014 at 7.00 p.m.

PRESENT: Chairperson Gordon Ellis
Councillor Fred Connolly, Deputy Chair
Councillor Connie Egan
Councillor Gerard Watts
Councillor Dennis Shaw

Councillor Peter Vriends
Councillor Jonathan MacLean
Councillor Charity Sheehan
Councillor Joanne Jay

ADMINISTRATOR : Tracey Allen

REGRETS: Councillor Wade MacLauchlan, Councillor Shawn Reardon, and Councillor Wanson Hemphill.

1.0 CALL TO ORDER at 7:08pm 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 Connolly
Seconded by Councillor Egan

(2014-10-232)
-CARRIED- (8-0)

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 September 10th, 2014 Council Meeting be adopted with the change of year 2013 to 2014 plus add to planning notes 'Councillor MacLauchlan suggested that the meeting wait until after the new council takes over.

Moved by Councillor Vriends
Seconded by Councillor Sheehan

(2014-10-233)
- CARRIED- (8-0)

5.0 BUSINESS ARISING:

Administrator responded to the question by Councillor Watts re: increasing fire capacity. Currently we are at top capacity.

6.0 REPORTS

6.1 CHAIRPERSON'S REPORT - CHAIRPERSON ELLIS

Chair Ellis requested to leave his report until the end. As a group we need consensus on how many are going forward and how many we need to fill re: Council positions. Let Administrator or Chair know before the nomination date whether they are running or not will help to plan to have our seats filled. Agreement among ourselves.

6.2. FINANCE AND PROPERTY MANAGEMENT - COUNCILLOR WATTS/VRIENDS

Councillor Watts noted they have reviewed a number of maintenance issues surrounding septic and replacement of equipment, repair of buildings etc. Septic had Bob MacKay out to view it and there is a 12 inch drop from the end of the tile field. Norman was looking to dig it up and we talked about putting in a swhale in - concluded that we shouldn't put in a swhale in. Opinion we will see what happens this year and see if what has been done via the Normandy Lane works. Don't want to spend the \$10,000 to \$30,000 until we are sure that it is necessary. Chair Ellis said that the contractors were saying last year was a very bad year, and not typical compounded with the slope which has been altered with the new construction. We did pump the septic at centre and at Stanhope Place. Maintenance Committee will meet again and we may look to install a barn around the generator. Looked at capital assets over time and Administrator worked with Alex Dalziel on an asset inventory document for planning purposes. Councillor Vriends mentioned the presentation on energy audit of our two buildings and the recommendations coming from that audit. For replacing outside lights to LED, gym lights to LED, and exit lights to LED plus insulation increase to R80 would be approximately \$15,000 in total with some funding from Office Energy Efficiency. Leave it with the maintenance committee for review.

Stanhope Place Committee would like to look at a design plan to re-do the entrance of the building to make it more senior friendly. The work could cost up to \$3,000. Discussion on the motion gave background to why Bill Chandler rather than competitive quote.

Motion that the Community of North Shore engage Bill Chandler to develop a design to upgrade the entrance to Stanhope Place, including options re: scale and cost for an amount up to a maximum of \$3,000.

**Moved by Councillor Watts
Seconded by Councillor Vriends**

**(2014-10-234)
- withdrawn-**

Amendment to the motion: To call for quotes on design work for Stanhope Place.

**Moved by Councillor Sheehan
Seconded by Councillor MacLean**

**(2014-10-235)
- withdrawn-**

Motion: That the Community of North Shore call for quotes on design work for the entrance of Stanhope Place.

**Moved by Councillor Sheehan
Seconded by Councillor MacLean**

**(2014-10-236)
- CARRIED- (8-0)**

Financial - Councillor Watts reviewed the 9mth comparison of the budget and most of it is on track and we don't have any issues there. Currently we have a surplus now but still have larger items like \$10,000 in insurance and Large items not expended yet - septic system, energy retrofits, insulation, parking lot, air conditioning. It is estimated we will have a surplus of

approximately \$8,000 at the end of year. Currently we have \$74,000 in cash in the bank and payables of \$11,000. May look at payment on mortgage or Reserve Fund to replace assets. Councillor Egan commented that the layout of the 9mth comparison statement was easy to read.

Motion to accept the Financial and Property Report.

Moved by Councillor Watts
Seconded by Councillor Vriends

(2014-10-237)
- CARRIED- (8-0)

6.3. COMMUNITY ADMINISTRATOR REPORT

The past month has seen an increase in activities with the upcoming elections, new programming starting, and increase in planning activity and meetings.

Meetings this Month

- Elections Meeting for Returning Officer and Administrator by Municipal Affairs
- AMAPEI – Association of Municipal Administrators PEI
- Finance & Property Management
- HR & Events
- Planning
- Meeting with Municipal Affairs re: Election polling specifics

Communications

- Fall Print Newsletter
- Weekly e-newsletter
- Website, Blog articles, Twitter, Facebook updates
- A number of calls from government offices (EMO Contact, 911, etc.) and residents/councillors

Finance

- 9 month comparison budget
- Quotes requested for printing binders for new council, ballots for election, insurance coverage, security for Stanhope Place, and solar panels for centre roof to offset energy cost.
- Minimum wage increase - now \$10.35/hour

Development/Planning (Tracey)

- Lots of activity on Tuesday and through the week.
- Computer used needing repair – to be repaired, transfer information to newly purchased refurbish computer to be left at the office location.
- Letters sent re: Rezoning approval and sub-division requirements for greenspace.
- Reports filed with CMHC and Province re: building reports for September
- Permits issued by municipality noted in blog/website plus will be added to PEI Planning Decisions website when login/password received.

Elections

- Attended several meetings
- Seeking polling clerks and deputy returning officers

- Press release issued to request nominations
- Ads developed for nomination and joint election ad with Union Rd and Pleasant Grove
- Quote for ballots sent
- Binder development for new council
- Communication to residents, media etc about election enumeration, nominations and voting
- Updating enumeration lists by ward

Finance & Property Management

- Review and updating of Asset Inventory Draft document
- Review of funding available from Gas Tax Allocation.
- Called for septic cleaning for both Centre and Stanhope Place

Community Services

- Draft Education plan for water & septic (Social Marketing Plan)

HR & Events

- Updated HR Policy looking to present draft to council
- Performance Reviews completed and reviewed with Kaye and to be reviewed with Garth
- Event planning started for Halloween and Remembrance Day
- Press releases issued for programming.

Councillor Egan noted that several residents noticed an increase in communications. Question on development officer. Be proactive in getting Councillors to run. Councillor MacLean asked about the workload. Response - structure of staff could improve the workload. Chair Ellis noted the favourable comments on the newsletter.

6.4. HR & EVENTS COMMITTEE - COUNCILLOR MACLAUCHLAN/SHEEHAN

Councillor Sheehan review upcoming items, and committees on planning events and all the great work being done for programming. Councillor MacLean noted that the volunteer committee working on the Halloween Dance is ready. Most of the items are in the print newsletter. Remembrance Day planning is underway.

HR Policy is in the package and the beginning of a larger document at some point in time. Hopefully people have a chance to review in advance.

Chair asked if everyone is prepared to move onto HR policy discussion. Councillor Connolly noted that there are usually carry over in Holidays. Councillor Vriends asked if two days a month is more than normal for sick days. Councillor Sheehan noted they are not cumulated. Councillor Connolly suggested to shelve any motion to accept the HR Policy and give Councilors time for comments. The suggested time frame for two weeks to give written comments in email and be motioned for the next meeting.

Councillor Jay excused herself 8:39pm.

6.5 COMMUNITY SERVICES - COUNCILLOR EGAN

Councillor Egan reviewed a draft plan for social marketing education plan, hitting the highlights. Request any comments to be set in the next few weeks to bring to Council for approval. The intent is the educate residents to help maintain their private water and septic systems.

Highlighting approaches. The budget item of \$3,000 would be for 2015. Chair Ellis noted the FCBB is having a forum on climate change with scenarios and visioning workshop on Tuesday, October 14th, 2014.

6.6 PLANNING BOARD - COUNCILLOR CONNOLLY

Councillor Connolly commented on the efficiency and helpfulness of the Administrator. The Planning Board will meet prior to the next Council Meeting and will present a tabled advice document for the new council. Report on permits for the month. Revenue for September \$2,510. Two sub-division proposals to deal with.

Subdivision, Preliminary 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 the Development Officer for the Community of North Shore has examined this application and passed it on to the Planning Board with the recommendation that it be considered by Council subject to Condition 1, as set out below.

And Whereas the Planning Board has reviewed this proposal and recommends to Council that it grant preliminary approval for the subdivision of one lot, (Lot 14-18, as shown on the Preliminary Plan prepared by Island Surveying & Engineering), subject to Condition 1 set out below.

Condition 1; that prior to this proposal being considered for final approval Parcel A, as indicated on the Preliminary Plan noted above, be conveyed to either Lot 14-18 or to the adjoining property PID 712919.

It is duly moved that Preliminary Approval be granted for the subdivision of Lot 14-18 from PID 135228, as indicated on the Preliminary Plan prepared by Island Surveying & Engineering, subject to Condition 1, set out above.

**Moved by Councillor Connolly
Seconded by Councillor Shaw**

**(2014-10-238)
- CARRIED- (7-0)**

Subdivision. Preliminary 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 the Development Officer for the Community of North Shore has examined this application and found that to be approved it will require a variance of lot size area greater than 10% for each of the proposed lots. He then passed it on to the Planning Board with the recommendation that it be considered by Council, subject to the required variance and the conditions set out below.

And Whereas the Planning Board has reviewed this proposal and recommends to Council that,

if it approves a variance in the order of 20% to the lot size area, preliminary approval to subdivide Parcel PID 136457-000 as shown on the preliminary plan prepared by Gulf Surveys Ltd., be granted, subject to the conditions set out below.

Conditions: Prior to this proposal being considered for final approval the following conditions must be met; (1) that all applicable application fees be paid, (2) that the parent parcel be divided as equal as possible to maximize the square footage of each lot, (3) that a setback of five feet be maintained from any existing accessory buildings to the new lot boundary line, (4) that a set back of fifteen feet be maintained from any existing dwelling to the new boundary line, (5) that each lot retains its own water and sewer services, (6) that a circle of 150 feet in diameter can be located on each lot, and (7) that each lot has its own Highway Entrance.

It is duly moved that Council approve a variance of 20% to the lot size area of each lot, and further that Preliminary Approval be granted for the subdivision of Parcel PID 136457-000 into two lots, as indicated on the Preliminary Plan prepared by Gulf Surveys Ltd., subject to the conditions set out above.

**Moved by Councillor Connolly
Seconded by Councillor Watts**

**(2014-10-239)
- CARRIED- (7-0)**

7.0 CORRESPONDENCE:

- IWK Funding request for \$100. Previously decided not to entertain these types of requests. This is an unbudgeted item and it is not our money.
- Letter from Minister Sheridan on elections was read by Chair Ellis.
- FCBB is having a forum on climate change with scenarios and visioning workshop on Tuesday, October 14th, 2014.

8.0 NEW BUSINESS:

1. Request resolution for polling clerks/deputy returning officers

Whereas the municipal act requires those municipalities having wards to have both a polling clerk and deputy returning officer be it resolved that the Community of North Shore Council appoint the following individuals; Laura Grinton, Cathy Elise, Michael MacKay, Anne Watts, Jan Meulencamp, Kaye Holmes, Stephen Allen and Danika Allen, as polling clerks or deputy returning officers as needed on Monday, November 3rd elections.

**Moved by Councillor Connolly
Seconded by Councillor MacLean**

**(2014-10-240)
- CARRIED- (7-0)**

- ##### **2. Move Propane Tank location at Centre** - Councillor Shaw suggested that the Propane Tank be moved to be beside the building for safety - moved originally for construction. Joe Corrigan or Superior Propane.

9.0 NEXT MEETING: Wednesday, November 12th, 2014.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:36 pm.

**Moved by Councillor Vriends
Seconded by Councillor Egan**

**(2014-10-241)
- CARRIED- (7-0)**

Signed Gordon Ellis, Chairperson

Dated

Signed Tracey Allen Community Administrator

Dated