

APPROVED MINUTES

Regular Council Meeting – Community of North Shore Wednesday, September 13th, 2017

PRESENT:

Chairperson Gordon Ellis, Councillors Gerard Watts, Melody Gay, Derek Cook, Jamie Rea, Beth Pretty, Justin Walsh, Kent MacLean, Charity Sheehan, Connie Egan and CAO Jonathan MacLean

REGRETS:

Councillors Eric Ellsworth, Shawn Reardon, Vice Chairperson Peter Vriends

1. **CALL TO ORDER:** 7:00 pm by Chairperson Ellis

2. **APPROVAL OF THE AGENDA:**

It was duly moved and seconded that the agenda be approved.

Moved by Councillor Walsh, seconded by Councillor Cook

9-0

MOTION CARRIED 2017-09-63

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.)

DECLARATIONS: *There were none.*

3. **APPROVAL OF MINUTES:**

It was duly moved and seconded that the minutes of the August 9th meeting be approved as edited.

Moved by Councillor Gay, seconded by Councillor Rea

9-0

MOTION CARRIED 2017-09-64

4. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS:

None

5. Matthew Jelly- Chair – Resort Municipality of Stanley Bridge, Hope River, Cavendish and Bayview – Internet Project

Matthew Jelly spoke about bringing better internet service to parts of the Resort Municipality. Matthew was elected Chair of the Community in August 2014 and at the time five new Councillors were also elected, it was time for a fresh voice and new attitudes on Council. A resort Municipality differs from other Communities in that the seasonal residents and business owners have a vote and can also service on Council. The resort Municipality has 272 full time residents and the population swells to 20,000 in the summer months, there is a tax assessment base of 110 million.

Once elected one of the goals the new council set was to review the internet service in the Municipality. Once thing they discovered is since the Municipality was served by 5 different phone exchanges the internet service level varied a great deal.

The resort Municipality with the help of the Community Development Organization put together an RFP to select a vendor to review the service levels in the Municipality. Once the Community received the responses they decided not to go ahead with the project (although ACOA would pay for the study).

The Municipality decided to invite Internet Service Providers to put together offers for better internet service. After meeting with different providers Eastlink had the best offer; the build would provide 200MB service along Route 6 and Seawood Estates. The cost of the build would be \$252,000 with Eastlink paying for half, and the other portions coming from ACOA (\$62,500), the province (\$20,000), resort Municipality (\$12,500) and the remaining \$30,500 raised from Business and Residents that would be receiving the new service. Matt asked that businesses put up 2,000 and residents put up 500.

As of September 2017, the project is still ongoing and they expect it will be completed in the spring of 2018. When this project is completed it is expected that other areas in the Community that are underserved will receive better service.

6. REPORTS

6.1 Finance and Infrastructure:

Councillor Watts presented the financial report ending August 31st, rentals and bar revenue are lower than was projected, overall the budget is on track with a current surplus of \$14,000. (see Appendix A)

“It was duly moved and seconded to accept the financials as presented”

Moved by Councillor Watts, seconded by Councillor Egan

9-0

MOTION CARRIED 2017-09-65

Councillor Watts presented the Finance and Infrastructure report (see Appendix B)

“It was duly moved and seconded to hire Provincial Alarms to install four security cameras with a network video recording box at the North Shore Community Centre for a cost of \$2,055.00 plus HST

Moved by Councillor Watts, seconded by Councillor Rea

9-0

MOTION CARRIED 2017-09-66

“It was duly moved and seconded to hire Stewart’s Restoration to strip all tile floors except the gym at the North Shore Community Centre for a cost of \$1,192.92 plus HST

Moved by Councillor Watts, seconded by Councillor Pretty

9-0

MOTION CARRIED 2017-09-67

6.2 Administrator's Report:

Administrator Jonathan MacLean presented the following report

- Ongoing committee meetings have been attended and recorded
- Building Permits 5 in the last month
- Update website, social media and send e-newsletter
- Heating and Cooling project underway
- Municipal Growth Study – North Shore, Tracadie, Union Road and Pleasant Grove needs to be rescheduled
- Events and Rec position new hire – Zane Nicholson – Starting September 19th
- Birthday Party bookings picking up again
- Student Summer – Matt Schurman – term completed August 18th

6.3 EMO Committee - Council Rea

Council Rea updated Council that the Committee would be meeting in September and encouraged all Councillors to take basic EMO training.

6.4 Environmental Sustainability – Councillor Egan

Councillor Egan presented the report. (Appendix C).

Councillor MacLean added that the Committee is reviewing the terms of reference for the Special Committee on Covehead Bay Stewardship and that TOR and Committee members will be presented at the next Council meeting.

6.5 Planning Board:

CAO MacLean updated Council on the Permits issued for 2017 in the absence of Planning Board Chair Councillor Ellsworth

Last month 5 new permits; 3 garages, 1 fence and 1 addition

Year to date

Houses - 10 permits issued
Cottages - 6 permits issued
Garages - 6 permits issued
Accessory Building - 4 permits issued
Silo - 1 permit issued
Pool - 1 permit issued
Addition - 3 permits issued
Garden Suite - 1 permit issued
Demolition - 1 permit issued
Fence - 1 permit issued

6.6 Recreation and Community Engagement: Councillor Sheehan

Councillor Sheehan informed Council that the Multi-Sport and Children's programming will begin on Saturday October 7th 2017.

6.7 Chairperson Report/Executive Committee - Chairperson Ellis

Chairperson Ellis reminded Council that there is a little more than a year left in the current mandate and it would be good time to set some priorities for the last year and Committees should review their terms of reference. Vice Chairperson Vriends will be chairing the next Council Meeting as Chairperson Ellis will be away.

It was duly moved and seconded to accept all committee reports as presented.

Moved by Councillor Sheehan, seconded by Councillor Gay

9-0
MOTION CARRIED 2017-09-68

7. CORRESPONDENCE

PEI Federation of Municipalities Semi-Annual Meeting is scheduled for November 4, 2017, the Agenda has not yet been finalized

8. NEW BUSINESS

None

9. NEXT MEETING: Regular Council Meeting, Wednesday, October 11th, 2017, 7:00pm

10. ADJOURNMENT:

There being no further business, the meeting adjourned at 8:59pm.

Moved by Councillor Cook, seconded by Councillor Walsh

8-0

MOTION CARRIED: 2017-09-69

SIGNED: Gordon Ellis, Chairperson

DATE:

SIGNED: Jonathan MacLean, Administrator

DATE:

Appendix A

Community of North Shore Budget Tracking Per Month

August 2017				
ACCOUNT	2017 BUDGET	YTD ACTUAL AS AT Aug. 31, 17	BUDGET REMAINING	BUDGET REMAINING AS PERCENTAGE
REVENUE				
Property Taxes	\$ 170,296.00	\$ 119,925.88	\$ 50,370.12	30%
<i>Planning & Development</i>				
Building Permits	\$ 6,000.00	\$ 4,691.97	\$ 1,308.03	22%
Green Space	\$ -	\$ -	\$ -	0%
Fines	\$ -	\$ 2,000.00	-\$ 2,000.00	0%
<i>NS Community Centre</i>				
Centre Rentals	\$ 20,000.00	\$ 11,141.39	\$ 8,858.61	44%
Centre Bar	\$ 13,000.00	\$ 6,277.43	\$ 6,722.57	52%
Community Events	\$ -	\$ 3,375.00	-\$ 3,375.00	0%
Wage Grant (JFY/Feds)	\$ 3,000.00	\$ 3,711.80	-\$ 711.80	0%
Miscellaneous Income	\$ 1,000.00	\$ 850.00	\$ 150.00	15%
<i>Stanhope Place</i>				
Friends of the Bay	\$ 1,750.00	\$ -	\$ 1,750.00	100%
Stanhope Place Rentals	\$ 1,000.00	\$ 882.50	\$ 117.50	12%
Stanhope Place Cards	\$ 1,500.00	\$ 1,271.00	\$ 229.00	15%
Stanhope Heritage Association	\$ -	\$ -	\$ -	0%
<i>Funding</i>				
Canada Day/OEE/Violence	\$ 1,300.00	\$ 1,200.00	\$ 100.00	8%
Funding (Infrastructure/Community)	\$ 2,000.00	\$ 500.00	\$ 1,500.00	75%
Grants/Government of PEI Assistance	\$ 2,500.00	\$ -	\$ 2,500.00	100%
Gas Tax Funding	\$ -	\$ -	\$ -	0%
Funding for Capital Items TBD	\$ -	\$ -	\$ -	0%
Interest Income/Miscellaneous	\$ 1,500.00	\$ 43.02	\$ 1,456.98	97%
TOTAL REVENUE	\$ 224,846.00	\$ 155,869.99	\$ 68,976.01	
EXPENSES				
<i>Administrative/Municipal</i>				
Administrator's Wages inc. MERCS	\$ 40,040.00	\$ 28,232.38	\$ 11,807.62	29%
Administrator Mileage	\$ 500.00	\$ 471.75	\$ 28.25	6%
Student (W/W)	\$ -	\$ -	\$ -	0%
Professional Fees/Bookkeeping/Audit	\$ 11,000.00	\$ 9,485.00	\$ 1,515.00	14%
Legal Services	\$ 5,000.00	\$ 3,872.00	\$ 1,128.00	23%
Website Hosting	\$ 1,000.00	\$ 283.54	\$ 716.46	72%
Councillor Remuneration	\$ 14,000.00	\$ 7,250.00	\$ 6,750.00	48%
Councillor Mileage	\$ 500.00	\$ -	\$ 500.00	100%
Equipment	\$ 1,500.00	\$ -	\$ 1,500.00	100%
Elections	\$ -	\$ -	\$ -	0%
Conference/Dues	\$ 3,500.00	\$ 6,169.54	-\$ 2,669.54	-76%
Insurance	\$ 10,600.00	\$ -	\$ 10,600.00	100%
Advertising	\$ 700.00	\$ 439.53	\$ 260.47	37%
Newsletter/Printing/Postage	\$ 3,000.00	\$ 192.76	\$ 2,807.24	94%
Office Expenses	\$ 5,000.00	\$ 2,806.11	\$ 2,193.89	44%
Interest and bank fees	\$ 1,000.00	\$ 424.80	\$ 575.20	58%

Telephone/Internet	\$ 2,500.00	\$ 1,400.84	\$ 1,099.16	44%
Donations	\$ 200.00	\$ 50.00	\$ 150.00	75%
Capital Expenditures	\$ -	\$ 11,146.74	-\$ 11,146.74	0%
Total Administrative/Municipal	\$ 100,040.00	\$ 72,224.99	\$ 27,815.01	28%
Planning/Development				
Planning Consulting Fees	\$ 7,000.00	\$ 4,582.88	\$ 2,417.12	35%
Official Plan Admin/Enforcement	\$ 1,000.00	\$ -	\$ 1,000.00	100%
Planning Consultant	\$ 4,800.00	\$ -	\$ 4,800.00	100%
Planning Committee Costs	\$ 500.00	\$ 1,200.56	-\$ 700.56	-140%
Planning Mileage	\$ 100.00	\$ -	\$ 100.00	100%
Total Planning/Development	\$ 13,400.00	\$ 5,783.44	\$ 7,616.56	57%
Water & Wastewater Services	\$ 1,000.00	\$ 2,233.70	-\$ 1,233.70	-123%
EMO - Emergency Measures Organization	\$ 2,000.00	\$ -	\$ 2,000.00	100%
Facilities and Public Property				
North Shore Community Centre				
Centre Wages inc. MERCS	\$ 18,000.00	\$ 15,034.44	\$ 2,965.56	16%
Activities Supplies/Licenses/Misc.	\$ 1,500.00	\$ -	\$ 1,500.00	100%
Bar/Canteen (licenses & bartenders)	\$ 2,500.00	\$ 4,804.56	-\$ 2,304.56	-92%
Electricity	\$ 4,000.00	\$ 3,243.02	\$ 756.98	19%
Casual/Student Wages	\$ 9,800.00	\$ 174.25	\$ 9,625.75	98%
Centre Mileage	\$ 406.00	\$ 199.50	\$ 206.50	51%
Repair/Maintenance/Snow	\$ 22,000.00	\$ 17,920.00	\$ 4,080.00	19%
Heat Oil/Utilities	\$ 5,000.00	\$ 3,338.15	\$ 1,661.85	33%
Septic Fix	\$ 1,000.00	\$ -	\$ 1,000.00	100%
Heating Review	\$ 2,500.00	\$ 5,005.00	-\$ 2,505.00	-100%
Energy Retrofits/Insulation/Misc.	\$ 1,000.00	\$ -	\$ 1,000.00	100%
Payment/Interest on demand loan	\$ -	\$ -	\$ -	0%
Total North Shore Community Centre	\$ 67,706.00	\$ 49,718.92	\$ 17,987.08	27%
Stanhope Place				
Heat	\$ 500.00	\$ -	\$ 500.00	100%
Electricity	\$ 3,700.00	\$ 2,921.25	\$ 778.75	21%
Capital Expenditures	\$ 5,000.00	\$ -	\$ 5,000.00	100%
Repair/Maintenance/Snow	\$ 3,000.00	\$ 1,204.50	\$ 1,795.50	60%
Energy Retrofits/Insulation/Misc.	\$ -	\$ -	\$ -	0%
Total Stanhope Place	\$ 12,200.00	\$ 4,125.75	\$ 8,074.25	66%
Promenade				
Promenade Maintenance	\$ 5,500.00	\$ 3,313.93	\$ 2,186.07	40%
Promenade Lighting	\$ 700.00	\$ 453.51	\$ 246.49	35%
Total Promenade	\$ 6,200.00	\$ 3,767.44	\$ 2,432.56	39%
Total Facilities and Public Property	\$ 86,106.00	\$ 57,612.11	\$ 28,493.89	33%
Recreation				
Community Grants	\$ 1,500.00	\$ -	\$ 1,500.00	100%
Friends of Covehead Bay	\$ 1,750.00	\$ -	\$ 1,750.00	100%
Soccer	\$ 1,000.00	\$ -	\$ 1,000.00	100%
Event Expenses	\$ 8,050.00	\$ 3,660.86	\$ 4,389.14	55%
Total Recreation	\$ 12,300.00	\$ 3,660.86	\$ 8,639.14	70%
TOTAL EXPENSES	\$ 214,846.00	\$ 141,515.10	\$ 73,330.90	34%

SURPLUS/DEFICIT YTD	\$ 10,000	\$ 14,355	
CAPITAL FUND	\$ 10,000	\$ -	
SURPLUS/DEFICIT W/ CAPITAL FUND	\$ -	\$ 14,355	

BALANCE SHEET - as at August 31, 2017

ASSET

Current Assets

Bank - Community	67,250.64	
Can-PEI Infrastructure (Gas Tax)	19,876.69	
Rest Cash - Green Space/Rec - Comm	5,840.00	
Official Plan/Greenspace GIC - Comm	19,312.74	
GIC - Community	5,335.29	
GIC - Reserve Fund	50,179.73	
Petty Cash - NSCC	400.00	
Total Cash		168,195.09
GST/HST Recievable	3,591.79	
Total Receivables		3,591.79
Inventory - Bar - NSCC	576.49	
Total Inventory		576.49
Total Current Assets		172,363.37

Capital Assets

Land		10,000.00
Building		806,260.71
Acc Amort - Building		-308,151.45
Land Improvements		35,828.57
Accum Amort - Land Improvements		-4,184.00
Promenade		795,863.95
Acc Amort - Promenade		-297,560.74
Equipment		67,660.65
Acc Amort - Equipement		-53,357.57
Total Capital Assets		1,052,360.12

TOTAL ASSET

1,224,723.49

LIABILITY

Current Liabilities

Accounts payable - trade	374.39	
BMO MasterCard	626.01	
GST/HST Payable	126.51	
CPP Payable	568.72	
EI Payable	266.83	
Income tax payable	1,072.34	
Vacation Pay Payable	-102.92	
PST Payable	-66.46	
Total Accounts payable & accruals		2,865.42
Deferred Revenue Official Plan		1,022.43
Deferred Revenue - Green Space/Rec		25,083.44
Deferred Revenue - Gas Tax		41,248.00

Total Current Liabilities

70,219.29

TOTAL LIABILITY

70,219.29

EQUITY

Surplus

Operating Fund

1,140,149.31

Current Earnings

14,354.89

Total Operating Fund

1,154,504.20

TOTAL EQUITY

1,154,504.20

LIABILITIES AND EQUITY

1,224,723.49

Finance and Infrastructure

September 12, 2017

Prices to install 4 cameras with Network Video Recording box.

Pro-tech Alarms \$2,731.27 plus HST

Provincial Alarms \$2,055.00 plus HST

Pricing to strip and wax the rest of the floors at the Community Center

Keenan's Carpet Cleaning \$2,900.00 plus HST

Stewart's Restoration \$1,192.92 plus HST

Update on Heating and Cooling Project

The new boiler and water tank are installed and running. There has been 5 heat pump cassette units installed but not yet running. The air duct system for the larger rooftop units has been installed. Waiting for the rooftop units to arrive ETA by the third week of September.

Green Space Fund

Balance \$19,312.74

North Shore Community Council

NSCC Environmental Sustainability Committee Update

September 13, 2017

Committee: Chair – Connie Egan, Vice Chair - Kent MacLean, Eric Ellsworth and Justin Walsh

- The Committee met on Thursday, September 07, 2017. In attendance: Justin Walsh, Kent MacLean, Connie Egan. Regrets: Eric Ellsworth.
- The Terms of Reference were due for review. It was concluded that the vision, mandate, short term and long term goals remain the same. No changes required at this time.
- Health of Covehead Bay – the Committee’s work on Covehead Bay has now evolved to a special committee which will report directly to the Chair of Council. It will focus on the vision of protecting, preserving and enhancing the health of Covehead Bay and ensuring continued access and sustainability for future generations through the development of a Covehead Bay Management Plan.
- The Committee completed a priority review and will proceed to develop action plans for the following priorities:
 - a. **Healthy Water**
 - b. **Safe Septic Systems**
 - c. **Fire Safety**
 - d. **Waste Disposal**
 - e. **Explore a Mosquito Control Plan**
 - f. **Explore Invasive Species Situation and Potential Interventions**