

AGENDA

Special Council Meeting – Rural Municipality of North Shore
5:30 pm Wednesday, Feb 3rd, 2021 at North Shore Community Centre

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
 - 2.1 Disclosure of Pecuniary (Financial) or other Conflicts of Interest
- 3. NEW BUSINESS (REQUESTS FOR DECISION)**
 - 3.1. Approval of Quote for Legal review of Official Plan and Landuse Bylaw Draft
 - 3.2. Approval of Proposal for Accounting Services
 - 3.3. Appoint Auditor for 2020-2021 Fiscal Year Audit
- 4. NEXT MEETING:** Wednesday Feb 10, 2021 Grand Tracadie School Centre
- 5. ADJOURNMENT**

APPROVED MINUTES

Special Council Meeting – Rural Municipality of North Shore

Wednesday, Feb 3rd, 2021 @ 5:30 pm

@ North Shore Community Centre

PRESENT:

Mayor Gerard Watts, Deputy Mayor Nancy MacKinnon, Councilors- Derek Cook (on phone), Wanson Hemphill, Peter Vriends and CAO Stephanie Moase

Regrets- Councilors - Krista Shaw, Bob Doyle,

1 member of the public attended.

1. CALL TO ORDER: 5:30 pm by Mayor Gerard Watts

2. APPROVAL OF THE AGENDA:

It was duly moved and seconded that the agenda be approved as presented
Moved by Councilor Wanson Hemphill, seconded by Councilor Peter Vriends

4-0

MOTION CARRIED

2021-02-010

2.1. Disclosure of Pecuniary (Financial) or Other Conflicts of Interest

Division 4, Section 96 of the Municipal Government Act

There were none

3. NEW BUSINESS (REQUESTS FOR DECISION)

3.1. Approval of Quote for Legal Review of Official Plan and Landuse Bylaw Draft RFD 2021-004

Moved by: Councilor Peter Vriends

Seconded by: Councilor Nancy MacKinnon

WHEREAS, Council approved a budget change to allow for a legal review to be completed on the Official Plan and Bylaw.

AND WHEREAS, Due to the total cost being over \$5000 CAO requires approval from Council to award the work even though the amount has been approved within the budget

AND WHEREAS, Finance and Admin Committee has reviewed the quotes and is recommending to Council that the Key Murray Law be hired at \$7,500 plus disbursements and HST to complete the legal review of the Official Plan and Landuse Bylaw

BE IT RESOLVED THAT Council approve the CAO to hire Key Murray Law at \$7,500 plus disbursements and HST to complete the legal review of the Official Plan and Landuse Bylaw

4-0

MOTION CARRIED

2021-02-011

3.2. Approval of Proposal for Accounting Audit Services RFD 2021-005

Moved by: Councilor Peter Vriends

Seconded by: Councilor Nancy MacKinnon

WHEREAS, it is prudent for the Municipality to review the cost of professional services every 3-5 years

AND WHEREAS, the CAO had issued an RFP for Accounting Audit services for the next 3 years with a 2 year possible extension (beginning with the fiscal year ending March 31 2021)

AND WHEREAS, four proposals were received and reviewed by Finance Chair, Mayor and CAO completeness and the Finance and Admin committee has reviewed, discussed and recommends to Council to award the contract to Arsenault Best Cameron Ellis for \$7250-\$7500/year for the first 3 years to complete the Financial audit and reports for the Municipality

BE IT RESOLVED THAT Council approve to award the contract to Arsenault Best Cameron Ellis for \$7250-\$7500/year for the first 3 years to complete the Financial audit and reports for the Municipality

3-1

MOTION CARRIED

2021-02-012

Council member asked why Finance and Admin had not chosen the lowest quote to recommend. Chair and Mayor explained that the proposal did not include the MFIR and AER which are \$650-\$1000 each and references stated they usually incur large bookkeeping costs on top of the base. This would bring the quotes much closer together.

3.3. Appoint Auditor for 2020-2021 Fiscal Year Audit

Moved by: Councilor Peter Vriends

Seconded by: Councilor Derek Cook

WHEREAS, It is required by MGA Section 172 (1) for the Council to appoint an Auditor to conduct an annual audit of the finances of the Municipality.

BE IT RESOLVED THAT Council appoint Arsenault Best Cameron Ellis to conduct the annual financial audit for the Rural Municipality of North Shore for the fiscal year ending March 31, 2021

4-0

MOTION CARRIED

2021-02-013

4. NEXT MEETING:

Regular Council Meeting Wednesday, February 10, 2021 @ 6:30 at Grand Tracadie School Centre

5. ADJOURNMENT:

There being no further business, the meeting adjourned at 5:52pm.

Moved by Councilor Peter Vriends, seconded by Councilor Nancy MacKinnon

4-0

MOTION CARRIED

2021-02-014

SIGNED: Gerard Watts, Mayor

DATE:

SIGNED: Stephanie Moase, CAO

DATE:

**Rural Municipality of North Shore
REQUEST FOR DECISION**

Topic: Approval of Legal Quote for Official Plan and Bylaw Review

Date: Jan 29, 2021	Request No: RFD-2021-004 <i>(Office Use Only)</i>
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Person: Peter Vriends	Representing: Finance and Admin Committee
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Background: Council approved a budget change to allow for a legal review to be completed on the Official Plan and Bylaw. Due to information received from our current lawyer regarding possible future conflicts of interest the CAO chose to solicit further quotes. Due to the total cost being over \$5000 CAO requires approval from Council to award the work even though the amount has been approved within the budget

Request:
Finance is recommending to Council that the company xx be hired at zz to complete the Official Plan and Landuse Bylaw review

Advantages	Disadvantages

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Approval of Audit Proposal for next 3 years

Date: Jan 29, 2021	Request No: RFD-2021-005 <i>(Office Use Only)</i>
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Person: Peter Vriends	Representing: Finance and Admin Committee
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Background: It is prudent for the Municipality to review the cost of professional services every 3-5 years. The CAO has put out an RFP for Accounting Audit services for the 3years with a 2year possible extension. Four proposals were received and reviewed by Finance Chair, Mayor and CAO for completeness and the Finance and Admin committee has reviewed, discussed and chosen a firm to award the contract to

Request:
Finance is recommending to Council award the 3 year with possible 2 year extension contract to company Arsenault Best Cameron Ellis for \$7250-\$7500/year for the first 3 years to complete the Financial audit and reports for the Municipality

Advantages	Disadvantages
Will not have to go to Tender for at least 3 years	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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**Rural Municipality of North Shore
REQUEST FOR DECISION
Topic: Appoint an Auditor**

Date: Jan 29, 2021	Request No: RFD-2021-006 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: RMNS
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Background: It is required by MGA Section 172 (1) for the Council to appoint an Auditor to conduct an annual audit of the finances of the Municipality.

Request:
Council to appoint the Audit firm to conduct the annual financial audit for the Rural Municipality of North Shore for the fiscal year ending March 31, 2021.

Advantages	Disadvantages

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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