

unapproved
Regular Council Meeting
Community of North Shore
Wednesday, July 10th, 2013 at 7.00 p.m.

PRESENT: Chairperson Ellis

Councillor Connolly, Deputy Chair	Councillor Connie Egan
Councillor Andrew Morrow	Councillor Peter Vriends
Councillor Wade MacLauchlan	Councillor Hemphill
Councillor Charity Sheehan	Councillor Gerard Watts
Councillor Dennis Shaw	
Councillor Jonathan MacLean	

ADMINISTRATOR (Acting): Joanne Smith

REGRETS: Councillor Melissa Bruce and Councillor Shawn Reardon

ALSO PRESENT: Janice Harper and Rachel Burke

1. **CALL TO ORDER:** Chairperson called the meeting to order at 7:02 p.m.

2. **AGENDA:** It was duly moved and seconded that the Agenda be adopted as amended.

Moved by Councillor Vriends (2013-06-111)
Seconded by Councillor Sheehan -CARRIED- (11-0)

3. **ADDITIONAL AGENDA ITEMS:** EMO

4. **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):

5. **APPROVAL OF MINUTES:** It was duly moved and seconded

that the Minutes of the June 12th, 2013 Council Meeting be adopted as read.

Moved by Councillor Egan
Seconded by Councillor Vriends

(2013-06-112)
-CARRIED- (11-0)

6. BUSINESS ARISING:

7.1.6. Letters that were tabled. The Chairperson will be sending an email to the Minister regarding the factual errors contained in the anonymous letter sent to Municipal Affairs.

7. REPORTS:

7.1 Chairperson's Report: Chairperson Ellis

7.1.1 Subdivision Agreement: A subdivision agreement was signed in regards to Eugene Doyle's subdivision.

7.1.2 Canada Day: Councillor MacLean did a great job of organizing the Canada Day celebration. The Community Centre Committee was thanked for their efforts.

7.1.3 Jobs for Youth: Rachel Burke was introduced to Council. Ms. Burke was hired for 8 weeks and is conducting research for the community.

7.2 CAO Report: Joanne Smith

7.2.1 Community Centre Bank Account: The transfer of the funds from the Centre Bank account to the Community of North Shore bank account could not be done seeing as the signing authorities from the North Shore are not signing authorities on the Community Centre bank account. After a meeting with BMO representatives it was indicated that no transfer of any funds would be done without written confirmation from the current signing officers on the Centre Account. The Administrator will be approaching one of the three current signing authorities to write a letter to the bank that will instruct the delegation of signing authority to both the Chairperson and the Administrator. After the signing authorities are changed, the money will be transferred.

7.2.2 ACOA and ICF Funding Update: The municipality has received \$12,182.57 in assistance from ACOA with \$5,000 more to come from this agency. ICF has provided \$5,200 in assistance to the Community of North Shore, with about \$600 more committed to the project. The sign will be started July 11th, 2013 and the cost will be \$3,900 for the renovation. There will be a metal bar

installed to make it safer for the sign to be changed. The roof replacement at Stanhope Place is scheduled to start after the 14th of July, 2013.

7.2.3 **Project Extension:** ACOA has approved an extension on the projects. The date of completion has been changed from June 30th, 2013 to August 30th, 2013.

7.2.4 **Address of the Municipality:** The address has been changed to:

Community of North Shore
2120 Covehead Road
York, PE C0A 1P0

In order to ensure business continuity, mail has been forwarded for the period of one year. The administrator has been sending notices to all businesses, both provincial and federal offices, businesses etc with the municipality's new address.

For further detail, please refer to the CAO report.

Questions for the CAO:

1. Does the Council office receive phone calls regarding Centre activities? The Administrator does get calls for information on soccer and they are directed to the program administrators. Most of the bookings for the Community Centre go through Kaye Holmes as the Centre Manager. The Administrator does receive emails and the rare call regarding rental rates or booking requests and any email is printed off for the Centre Manager to make contact with a potential client. The Administrator indicated that many planning related phone calls are received at the Council office concerning permit process, planning bylaws as well as residents looking for information and provincial departments. Residents or visitors call or drop in to the Council office regularly.

2. The CAO was also asked about the revenue for the Community Centre and \$5,000 has been deposited to the Community of North Shore account that includes bar revenue, programming such as darts and Community Centre rentals.

7.3. **PLANNING BOARD:** Councillor Connolly and Councillor Morrow (Co. Chairs)

7.3.1 **Official Plan and Bylaw:** Janice Harper will provide a review of the latest draft and bylaw with Council after the council meeting adjourns.

7.4. **Community Centre:** Councillor MacLean

7.4.1 **Canada Day:** The celebration was well attended and well run. The celebration cost about \$1,800. It was great to have councillors in attendance and helping out with the event.

7.4.2 Community Centre Committee Membership: The Community Centre Committee needs to find new members. Murray Stevenson, Rogers Bell, and Adam Clarke have resigned. New committee members will be recruited. The committee is not meeting in July but will be meeting in August. The Centre Committee is taking care of special events in the community and giving good recommendations to council about programming for the Centre.

Discussion on special committees involved whether or not residents from other municipalities could be members of the Community Centre Advisory Group.

7.5 Events Committee: Chair, Councillor Hemphill

7.5.1 Jobs for Youth: A student was hired to conduct research to try and determine what the community wants in terms of programming at the Community Centre and Stanhope Place both recreationally and culturally. The Community of North Shore has been fortunate enough to hire Rachel Burke for 8 weeks. Ms. Burke will be conducting a phone survey to residents in order to do her research. She will create a matrix of what other community centres are offering in terms of programming. A copy of the survey will be circulated at the Centre as well as Stanhope Place during the Strawberry Social on July 14th, 2013 in hopes of contribution from residents.

In addition to research responsibilities, Rachel Burke will be helping out during the Canada Day event; assisting the program coordinator for the children's summer camps that are taking place at the Community Centre as well as organizing the community library at Stanhope Place.

7.5.2 Equipment Purchase: The summer student had been using her own laptop for council work. The hard drive on her laptop crashed and she has had to absorb the cost of replacing her hard drive on her computer.

It was duly moved and seconded

THAT Council pay for the cost of the repair of \$150.00 to the student's laptop.

Moved by Councillor MacLauchlan

Seconded by Councillor Egan

(2013-07-113)

-CARRIED-

Be it resolved that Council make the \$150.00 contribution to Rachel Burke for the repair to her laptop that was being used for Council business at the time of its breakdown.

In the event that the student's laptop has broken down and is being repaired, equipment is needed for Rachel Burke to do the work that she was hired by Council to do for the municipality.

It was duly moved and seconded

THAT Council purchase a laptop and word processing software for the student to conduct research and fulfill her obligations to Council.

Moved by Councillor MacLauchlan
Seconded by Councillor MacLean

(2013-07-114)
-CARRIED-

Be it resolved that computer equipment and word processing software be purchased at a cost of approximately \$600.00 for the use by the student for research purposes.

(2013-07-115)
-CARRIED -(9-0)
1 Abstention

7.5.3 Promotion of Community Events: Councillor Sheehan

Promotion of the Community Centre and Stanhope Place: A request for information and potential fees for including a calendar of events on the website has been sent to the web maintenance company. There is a plan to update the events and programming on the 15th of each month to keep relevant and current information available. The North Shore Community Centre and Stanhope Place events/programs will be included on the site.

At this time, the web developer has not provided the cost to the municipality for the online calendar of events. An update with the cost associated to a potential online calendar of events being added to the community website will be available for the next council meeting.

7.5.4 Facebook Feed: Social media has been added to the community website. There is a Facebook feed on the community website that keeps people informed of Community Centre programming and events. The Facebook feed on the community website updates automatically. Stanhope Place events will also be included on the Facebook feed.

All current programming information is available on the community website. There had been some very successful programming administered by the Eastern Region Sports Council at the Community Centre.

The promotion of outside groups will be discussed at the next council meeting on August 14th, 2013.

7.6. Finance: Councillor Watts (Chair of Finance)

7.6.1 Income and Balance Statements:

Comparative Income Statements and Balance Sheet up to the end of June 2013

were provided to Council for review. There is a \$7,100 deficit at this point in time. An attributing factor to the deficit appear to be that Community Centre revenue is down.

A mid-term review of the budget will be the focus during the August council meeting.

The Chair of Finance noted that he is reporting the financial picture but not spending. Those who are spending need to be careful how money is spent.

A travel policy is being worked on and all mileage will be well documented.

7.7 Stanhope Place Committee: Councillor MacLauchlan

7.7.1. Installation of the Heat Pumps: The Stanhope Place Committee recommended that the municipality contract with Precise Plumbing and Heating to install the heat pumps at Stanhope Place at the June 12th, 2013 council meeting as they own the building. The municipality would pay the bill and then invoice the Stanhope Heritage Committee for the cost of the installation less the GST amount attributed to the project. No further resolution is required.

7.7.2. Annual Walk-a-thon Fundraiser for Stanhope Place: Monday, July 15th, 2013. This is a fundraiser to help with the maintenance of Stanhope Place.

7.7.3. Heat Pump Installation: The heat pumps have been installed by Precise Plumbing and Heating at Stanhope Place. The Stanhope Heritage Association made the heat pumps possible with fundraising activities, all for the good of the community. Stanhope Heritage Association is a group that can receive the funds.

7.7.4. Activities in August: Talks by local residents who have knowledge in certain areas will be held at Stanhope Place in the month of August.

7.8 HR Committee: Councillor MacLauchlan

The HR Committee will bring ideas to Council in either September or October on roles and responsibilities and in some cases job descriptions. HR will also be bringing forth policy after meeting with the respective Chairs of committees in the community.

8. CORRESPONDENCE: No correspondence for the month of July.

9. OTHER BUSINESS/NEW BUSINESS:

9.1 **Emergency Measures Plan:** Councillor Shaw

EMO is looking for the names of councillors and individuals who would be helping out during a state of emergency. A list was started on Canada Day.

9.2 **Council:** Chairperson Ellis will contact Councillor Bruce to see if she will be attending the next Council meeting on August 14th, 2013.

**It was duly moved and seconded
THAT** the reports be accepted as presented.

**Moved by Councillor Connolly
Seconded by Councillor Morrow**

**(2013-07-116)
-CARRIED-**

10. **NEXT MEETING:** Wednesday, August 14th, 2013

11. **ADJOURNMENT:**

There being no further business, the meeting adjourned at 8.16 p.m.

Signed Gordon Ellis, Chairperson

Dated

Signed Joanne Smith, Administrator

Dated