

Unapproved
Regular Council Meeting
Community of North Shore
Wednesday, March 13th, 2013 at 7.00 p.m.

PRESENT: Chairperson Ellis

Councillor Connolly, Deputy Chair
Councillor Wanson Hemphill
Councillor Wade MacLauchlan
Councillor Dennis Shaw

Councillor Jonathan MacLean
Councillor Peter Vriends
Councillor Gerard Watts

ADMINISTRATOR: Joanne Smith

REGRETS: Councillor Morrow

1. **CALL TO ORDER:** Chairperson called the meeting to order at 7:00 p.m.

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

Moved by Councillor Connolly
Seconded by Councillor MacLauchlan

(2013-03-85)
-CARRIED- (7-0)

3. **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):

4. **APPROVAL OF MINUTES:** It was duly moved and seconded that the Minutes of the February 13th, 2013 Council Meeting be adopted as read.

Moved by Councillor MacLean
Seconded by Councillor Vriends

(2013-03-86)
-CARRIED- (7-0)

5. **BUSINESS ARISING:**

- Acting Administrator for meetings that the Administrator may not be able to attend.

6. **PLANNING Board:** Councillor Connolly - Planning Board Co. Chair

6.1. **Official Plan Review:**

- Land Use Map is in final draft;
- Regulations are nearing completion with a few minor changes;
- The wording of the plan is in the final stages and the planner hopes to have the final draft ready for presentation to Council in April.

6.2. **Building Permit Stats:**

The following have been approved by the Development Officer for 2013:

- 1 single family dwelling
- 1 seasonal dwelling
- 3 lot subdivision

Permits pending are a tri-plex and a subdivision rezoning application.

Planning Board will deliberate on the draft of the Official Plan before making their recommendation to Council.

7. **Chairperson Report:** Chairperson Ellis

The Chairperson is pleased to see the activity in the last month at the Community Centre.

Priorities and Vision Committee: Chairperson Ellis

The Committee has met and discussed the vision for the community. The Chair thanked all members of this committee.

The Chairperson met with Minister Robert Vessey and discussed a number of potential points of interest to the Community of North Shore. At the Community of North Shore's request Minister Vessey would be willing to meet with Council to go over some key issues, programs and resources that the

North Shore should be made aware of as a community. The Chairperson has requested a refined agenda when the Minister and Council meet. The discussion will not be held at a Council Meeting. Mark O'Hollaran, Rob Vessey's EA will work with Council on application requirements.

The meeting with the Minister would not be held at a regular monthly meeting of Council.

8. COMMITTEE REPORTS:

8.1. **Stanhope Place:** No report.

8.2. **Community Events Committee:** Councillor Hemphill (Chair)/ Councillor MacLauchlan

8.2.1. **2014 PEI Fund:** Councillor MacLauchlan

Councillor MacLauchlan and Councillor Hemphill have completed the PEI 2014 funding application and they have submitted the application on behalf of the Community of North Shore.

For Information Only: *In 2014, the Community of North Shore will celebrate the Sesquicentennial of the Charlottetown Conference and the educational heritage of Prince Edward Island by developing and creating heritage display panels at the former Covehead Road, West Covehead and Stanhope Schools. Two celebrations of the Sesquicentennial will also be organized. The first celebration will be in conjunction with Canada Day celebrations and the second will be a community cultural meeting.*

The small grant category is up to \$2,014 and the deadline is March 15th, 2013. The 2014 Fund will fund up to 90% of the total project cost.

8.2.2. **Acoustical Improvement:** Councillor Hemphill

There is a concern about the brackets for the acoustical panels that would be put up on the walls of the gymnasium. It has been discussed that Hirtles be approached to find a bracket that could secure the panel so that if panels were moved from their position on the wall that the hanging device used to position the panels would not pose potential injury to a person.

Sample panels were delivered to the Community Centre. Beige will be the colour of choice for the treatment.

8.2. **Finance:** Councillor Watts (Chair of Finance)

Comparative Income Statements and Balance Statements for the month of February 2013 were provided to Council for review.

8.2.1. **Proposed Budget and Approval of Estimates for 2013**

The Chair of Finance presented 2 budget scenarios for 2013 to Council for their consideration.

The property tax assessment for 2013 is estimated at a 3% increase at 159 million. The total taxable figure is \$254,400 for 2013.

First scenario was with the tax rate at .16/100.

Fire Service is set at .08/100 of the property tax collected and this equals \$127,200. The remainder of the tax assessment is used for the majority of operations.

The Community Centre operating grant has been reduced to \$19,210 as Council is now paying the utilities of the Community Centre. Council will not be paying all of the bills of the Community Centre this year as Murray Stevenson will be staying on as bookkeeper. Mr. Stevenson will pay bills up to the \$19,200 for 2013. Mr. Stevenson has been consulted on the budget for 2013 and his expectations for operating costs was taken into consideration by the Finance Committee before the operating cost of the Community Centre was determined.

Interest on long term debt is approximately \$10,00 for the year. The rate is prime and there should be a long term plan to reduce the debt. The Finance Chair would like to have a meeting in the future to discuss the demand loan.

\$11,200 is the municipality's contribution to the community improvement projects which include the boardroom furniture, the acoustical improvement, the sign re-design, and renovations to Stanhope Place. Funding was approved from ICF and ACOA to support the projects.

Administration expenses are an estimated \$76,500 for 2013.

It was duly moved and seconded

THAT the 2013 draft budget for the Community of North Shore be adopted in principle as recommended by the Finance Committee at the same tax rate of .16/100 and presented to the public at the Annual General Meeting set for Wednesday, March 27th, 2013.

Moved by Councillor Watts

Seconded by Councillor Vriends

Discussion: There was a meeting held comprised of some council members and

residents concerning fire dues for the Community of North Shore. Council would like to have a meeting with the Fire Company about rate and service in the fall before the budget process begins.

The topic of donations and authority to dispense tax payers dollars without a bylaw to do so was discussed. According to the Finance Committee, after a discussion with John Chisholm, it was indicated that certain groups were within our jurisdiction and that a bylaw was not required by the municipality in order to dispense funds to certain groups that fall under Council authority.

The 2013 proposed budget will be posted on line for public review before the annual meeting to ensure transparency.

Be it resolved that the proposed budget for 2013 be approved by a majority of council for the Community of North Shore with the tax rate staying unchanged at .16/100 of assessment.

**-CARRIED-(7-0)
(2013-03-87)**

It was duly moved and seconded

THAT the Chair of Finance have access to online banking for the Community of North Shore accounts as recommended by the Finance Committee.

Moved by Councillor Vriends

Seconded by Councillor MacLauchlan

Discussion: According to Section 26.1 of the *Municipalities Act*, the lead person in budget planning is the Administrator. The Administrator may delegate this function. All business correspondence should be going to the council office. The Chair of Finance indicated that non-profit organizations need an extra set of eyes as a control and to stay on top of transactions and compare reports to the statements. The Chair of Finance is not comfortable with the Chairperson and the Administrator having sole access to the bank accounts of the North Shore. Councillor Vriends mentioned that he remains a signing authority for the Community of North Shore.

Be it resolved that the Chair of Finance be given access to online banking for the Community of North Shore.

**-CARRIED- (7-0)
(2013-03-88)**

9.3 **Community Centre:** Councillor MacLean (Community Centre Co. Chair)

9.3.1. **Minimum Revenue Policy - Amendment to Policy:**

Background: The Community Centre has a policy in place currently where those who rent the facility and have bar revenue of \$300 must pay for a bartender. The Community Centre Committee has recommended that the minimum revenue for bar sales be increased to \$500 before they have to pay a bartending fee.

It was duly moved and seconded that policy for the applicable bartending fee be applicable only for revenue of \$500 at a function held at the North Shore Community Centre as recommended by the North Shore Community Centre Committee.

**Moved by Councillor MacLean
Seconded by Councillor Watts**

Be it resolved that the Community of North Shore increase the bar revenue from \$300 to \$500 before a bartending fee is applied to the group renting the facility as recommended by the Community Centre Committee.

(2013-03-89)
-CARRIED- (7-0)

9.3.2. Community Centre Activity Update:

The goPEI! programs are being received well in the community. The Community Centre has a facebook page and a twitter account. Brochures advertising the Community Centre have been printed that outline rental prices, capacity and contact information. goPEI! holds monthly meetings in the regions where programs are run and it was the recommendation of the Community Centre Committee that the goPEI! board hold a monthly meeting free of charge at the North Shore Community Centre.

**It was duly moved and seconded
THAT** goPEI! hold a monthly meeting free of charge in the boardroom at the Community Centre as recommended by the Community Centre Committee.

**Moved by Councillor MacLean
Seconded by Councillor MacLauchlan**

Be it resolved that the next scheduled monthly meeting of the goPEI! board be offered to the group free of charge at the North Shore Community Centre.

(2013-03-90)
CARRIED- (7-0)

9.3.3 Canada Day 2013:

Jim Benson Carragher will be approached by Councillor MacLean to see if Mr.

Carragher his willing to organize Canada Day 2013.

10.0. **Administrator Report:** The Administrator circulated a report to council highlighting some of the things being worked on in the office and gave a staff report.

10.1. **ICF/ ACOA Funding:**

ICF funding was approved in the fall for \$5,800, supporting Stanhope Place based projects only and \$17,000 was approved by ACOA on March 4th, 2013 for both the Community Centre and Stanhope Place projects. Contracts have been signed. Claims packages will be sent out to the council office.

11.0 **CORRESPONDENCE:** Administrator

- **Memo from FPEIM:** Membership dues for the 2013/14 year is up by \$600. The increase is based on new census figures. Action required.
- **Letter from FPEIM:** Call for Nominations for Elections to the FPEIM Board. Action required if a councillor is interested in putting their name forward and has to be done by resolution of Council.
- **Letter from Municipal Affairs:** A letter was received from Stephen Mutch, the Financial Officer at Municipal Affairs. Council had wanted some clarification on the finances of the Centre and Stanhope Place as they related to the Community of North Shore. The Community of North Shore wanted to determine the expectations of the provincial government authority in terms of internal financial management. The Chair has asked that this letter serve for informational purposes only at this point in time.
- **Letter from the Secretariat:** The AER(Annual Expenditures Report) is due in June. There are also other standards and expectations that the Secretariat expects from the municipality in terms of reporting. AERs will be returned to the municipality if the department does not have original signatures of the auditor and the administrator. The AER must be sent from the municipality and will not be accepted from the auditor as it is the municipality's responsibility, not that of the auditor's to ensure that they have the documents. If the AER is not sent in on time, the second installment of funds for our project will be delayed. The province does not receive the second Gas Tax payment until Infrastructure Canada approves the AERs. No action required. For information only.
- **Letter from resident:** Mr. Burton sent an email to the Administrator inquiring about a dog bylaw in the municipality. The community at this time does not have a dog bylaw and does not have a contract to deal with this kind of issue that arises in the municipality with the PEI Humane Society. The Administrator will write a letter to Mr. Burton outlining what his options are as a resident of the Community of North Shore without a dog bylaw in place in the community.

12. OTHER BUSINESS/NEW BUSINESS:

12.1. AGM 2013: The annual general meeting is set for Wednesday, March 27th, 2013 and is to commence at 7.30 p.m. A by-election for the council positions in Stanhope and Covehead Road will also be held on this date. The Administrator will place 2 ads in accordance with the *Municipalities Act* and will appear in the Guardian on March 16th and March 23rd, 2013.

13. NEXT MEETING:

- Annual General meeting, is set for Wednesday, March 27th at 7.30 p.m. in the Meadowland Room at the North Shore Community Centre.
- Next regular Council meeting, Wednesday, April 10th , 2013 at 7.00 p.m. in the boardroom at the North Shore Community Centre.

14 ADJOURNMENT:

There being no further business, the meeting adjourned at 8.45 p.m.

Signed Gordon Ellis, Chairperson

Dated

Signed Joanne Smith, Administrator

Dated