

# **AGENDA**

## ***Regular Council Meeting – Rural Municipality of North Shore***

**7:00 pm Wednesday, March 13<sup>th</sup>, 2019**

**North Shore Community Centre**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

2.1 Disclosure of Pecuniary or other Conflicts of Interest

**3. IN CAMERA - HUMAN RESOURCES MATTER**

Matter falls under Section 119 (d) of the Municipal Government Act regarding Closed Meetings

**4. APPROVAL OF THE MINUTES FROM February 14<sup>th</sup>, 2019**

**5. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

**6. REPORTS**

6.1 Committee Reports

6.2 CAO's Report – Jonathan MacLean

6.3 Mayor's Report – Mayor Gerard Watts

**7. CORRESPONDENCE**

Letter from Stanhope Historical Society regarding Grant

Council Honorariums Letter from ABCE

**8. NEW BUSINESS**

8.1 Operating Budget 2019/2020

8.2 Capital Budget 2019/2020

8.3 Tax Rate 2019/2020

8.4 Bylaw Enforcement Bylaw

8.5 Resident Inquiries to Councillors

9. **NEXT MEETING:** Regular Council Meeting: Wednesday, April 10<sup>th</sup>, 2019 7:00 pm -  
Grand Tracadie Community Centre

10. **ADJOURNMENT**



**REQUEST FOR PROPOSALS**

**NS-201901**

**FOR A REVIEW AND UPDATE OF THE RURAL MUNICIPALITY OF NORTH SHORE'S**

**OFFICIAL PLAN AND ZONING AND DEVELOPMENT BYLAW**

**RURAL MUNICIPALITY OF NORTH SHORE**

**2120 ROUTE 25**

**YORK, PE**

**COA 1P0**

**PROPOSALS DUE: APRIL 18, 2019**



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## 1.0 GENERAL

The following is a request for proposals for the provision of planning services to the Rural Municipality of North Shore. The requirements of the submission are outlined in Section 4 – Proposal Requirements and Evaluation, and the requirements and objectives of the project are outlined in the Terms of Reference.

### **1.1 Definitions**

The Municipality: The Rural Municipality of North Shore, Prince Edward Island.

The RFP: This Request for Proposals for the provision of planning services.

The Proponent: The firm submitting a proposal in response to this RFP.

The Project: The work and services that are described in the Scope of Work of this Request for Proposal.

### **1.2 Introduction**

The Rural Municipality of North Shore is requesting proposals from qualified proponents for the provision of planning services to undertake a review and update of the Municipalities Official Plan and Zoning and Development Bylaw.

### **1.3 Context**

The Rural Municipality of North Shore brings together West Covehead, Covehead Road, Stanhope, Grand Tracadie and Pleasant Grove with historical roots going back two centuries and more. Founded on rich traditions of community organization, institution building, neighborliness and industry, the Community identifies with its productive land and sea resources and coastal setting and takes pride in its welcoming nature and hospitality. Situated between the PEI National Park and the Municipality of York to the North and East of Charlottetown, the Community has increasingly become a "bedroom community" for workers who commute to Charlottetown as well as a summer haven for Islanders and non-Islanders alike.

In the fall of 2018 the former Rural Municipalities of North Shore, Pleasant Grove and Grand Tracadie were restructured to become the Rural Municipality of North Shore. Pleasant Grove and Grand Tracadie did not have local land use Planning Bylaw and the Planning for these areas of the Community is currently managed by the Province of PEI. As part of the restructuring the Municipality of North Shore agreed to bring the former Communities under one Land Use Plan. North Shore's current Land Use Plan was for 2014- 2019 so is up for review. As part of the review and update of the Land Use Plan a

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survey of the former Municipalities of Grand Tracadie and Pleasant Grove is required to document the current land uses in place.

Municipal Information

- Land Area - 17,593 Acres
- Total Properties -2,420
- Estimated Population - 2,000

## **2.0 INSTRUCTIONS TO PROPONENTS**

### **2.1 Submission**

The proponents shall submit five (5) copies of the sealed proposal, clearly labelled with the proponent's name and address, and the name of the project: "Review and Update the Rural Municipality of North Shore Official Plan and Development Control Bylaw".

Proposals shall be submitted using a two (2) envelope system. The first envelope shall include the technical proposal and the second envelope shall include the financial proposal. Each envelope shall be clearly marked as to its contents. Proposals not using the two-envelope system, or which do not have the envelopes clearly marked, may not be accepted and may be returned to the Proponent.

The proposals are to be submitted to:

Municipal Office  
Rural Municipality of North Shore  
2120 Route 25  
West Covehead  
COA 1P0

Attention: Jonathan MacLean  
Chief Administrative Officer

**No later than 2:00 pm on April 18, 2019.**

Facsimile transmitted, electronic and late proposals will **not** be accepted.

### **2.2 Contact and Addenda**

All inquiries concerning this Request for Proposal are to be directed to:

Jonathan MacLean

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Rural Municipality of North Shore  
2120 Route 25  
York, PE  
COA 1P0  
Phone: 902-672-2600  
Email: [administrator@northshorepei.ca](mailto:administrator@northshorepei.ca)

To ensure consistency and fairness to all proponents, the Municipality will use written addenda to issue any clarifications or provide any further information in relation to this Request for Proposals. Any and all addenda will be published on the Province of PEI Tendering website (<https://www.princeedwardisland.ca/en/tenders>) by **April 11, 2019**. It is the responsibility of proponents to check the PEI Tendering website for any addenda to this Request for Proposals. Verbal explanations or instructions will not be binding.

### **2.3 Proponents Requirements**

A proponent may be required to be registered to carry on business in accordance with applicable laws of the Province of Prince Edward Island if the proponent is selected as the successful proponent. The proposed Project Lead for the proponent's project team and the project team member who will serve as the Project Lead in case of a contingency must be a Full Member of the Canadian Institute of Planners (MCIP) prior to the commencement of the project.

### **3.0 TERMS AND CONDITIONS**

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposals and any addenda issued in relation to this Request for Proposals.
- The Municipality will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by the proponent will be borne by the proponent.
- This is not an offer. The Rural Municipality of North Shore does not bind itself to accept the lowest price, the highest scored, or any proposal submitted.
- The Municipality has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or reissuing of the Request for Proposals.
- The Municipality will not be responsible for any proposal that does not indicate the Request for Proposals name and the proponent's name.

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- The Municipality will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this RFP.
  - If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provides the best potential value to the Municipality and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
  - If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.
  - In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
  - The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
  - Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the Municipality and issuing of a Letter of Intent.
  - Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public except the names of all parties submitting proposals.
  - The proposal, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Municipality and will not be returned.

### **3.1 Validity of Offer**

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

## **4.0 PROPOSAL REQUIREMENTS AND EVALUATION**

The Technical Proposal shall include all the information required to evaluate the proposal with the exception of the financial component.

The Technical Proposal will be used to evaluate the proponent's understanding of the project and methodology, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the proponent's experience, and project team.

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The requirements of this project are outlined in Section 6 -Terms of Reference.

#### **4.1 Understanding of the Project**

The proponent should demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the project. The proponent should provide a description of the specific project objectives and technical requirements, highlighting those that are of particular significance to the project and delivery of services.

#### **4.2 Work Plan/Project Methodology**

The proponent shall provide a detailed work plan, which demonstrates the proposed project methodology. The work plan should demonstrate the proponents understanding of the project and its major challenges. It should describe how the proponent proposes to meet the objectives of the project and the requirements of the Terms of Reference, and provide the deliverables specified.

The work plan is the proponent's opportunity to present their project methodology as well as showing an understanding of the project. It is also their opportunity to present innovative ideas or approaches to the project.

#### **4.3 Qualifications and Experience of Firms**

The proponent shall present the firm(s) who shall comprise the Project Team. The prime consultant and any sub-consultants shall be identified, and the roles of all firms shall be described.

The proponent must demonstrate previous experience on projects of a similar scope and scale. A description of maximum of five (5) projects completed by the prime consultant, and three (3) for each sub-consultant shall be included. Descriptions of projects shall be limited to two single sided pages each including photographs and graphics.

The project descriptions should include:

- description of the project,
- key personnel and their roles and responsibilities on the project,
- client reference, including client name, email address and telephone number.

#### **4.4 Project Team**

The proponent shall present the Project Team's key personnel, including their roles and responsibilities, including the identification of the Team Lead and the project team member who will act in the capacity of the team lead in case of a contingency.

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The proponent should demonstrate the experience and qualifications of the project team members to provide the services to fulfill the objectives and scope of work of this project as set out in the Terms of Reference. Their experience on similar projects should be demonstrated. The Project Team should demonstrate combined qualifications and experience in relation to land use planning including: data collection and management; visual analysis public engagement and community consultation; demographic, economic and intensification analysis; and policy formulation and implementation.

Curriculum vitae for each project team member and backup should be included. The qualifications and experience of each project team member shall be considered in the evaluation.

Information to be included for each project team member should include:

- Name
- Education (relevant)
- Work Experience
- Similar projects involved and role in this project
- Licensing, certification and/or authorization

#### **4.5 Past Performance and References**

As part of the evaluation of the submission, the Municipality shall review the proponents past performance on similar projects and their references from other clients for similar or related projects.

References shall be obtained from the descriptions of similar projects provided as part of Qualifications and Experience of Firm(s).

#### **4.6 Project Schedule**

The proponent shall provide a detailed schedule that identifies how and when the services shall be conducted, individual responsibility for each service, and demonstrate the project can be completed within the allotted time frame and within budget.

The project schedule will be evaluated based on how closely it meets the project requirements, and how it demonstrates a logical approach to delivering the required services.

#### **4.7 Financial Proposal**

The financial proposal shall be submitted in a separate envelope. The envelope shall be clearly marked "Financial Proposal" and include the project title. Failure to clearly mark the envelope may result in the proposal not being accepted.

The Municipality is requesting the work be undertaken on a per diem basis with an upset limit. The financial proposal shall clearly state the upset limit with HST shown separately.

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Disbursements will be considered to be part of the upset limit fee. No additional invoicing for disbursements shall be accepted.

At no time shall the contract upset limit be exceeded without prior written authorization of the Rural Municipality of North Shore.

The financial proposal shall include a breakdown of all fees in the form of a Fee Schedule. The Fee Schedule shall be a matrix with project tasks on the vertical axis, and project personnel on the horizontal axis. The Fee Schedule shall show the corresponding value of work for each Project Team member and the disbursements relating to each task. In addition, per diem rates shall be provided for all Project Team members.

Disbursements will be reimbursed at cost and must be job related. Backup documentation for all disbursements is to be submitted with each invoice. Operating and overhead expenses will not be considered as a disbursement. The following are examples of acceptable and unacceptable disbursements:

Acceptable Disbursements:                      Travel  
   Accommodations  
   Meals  
   Printing and Reproduction  
   Communications (telephone bills)

Unacceptable Disbursements:                      AutoCAD Charges  
   Computer Charges  
   Equipment Charges (unless clearly  
   identified in proposal)

#### **4.8 Evaluation of Proposals**

The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

<b>Table 1 EVALUATION RATING TABLE</b>	
<b>Rating Factors</b>	<b>Weight Factor</b>
1. Understanding of the Project	5
2. Work Plan/Project Methodology	30
3. Qualifications and Experience of Firms	15
4. Project Team	15

5. Past Performance and References	10
6. Project Schedule	5
<b>Subtotal Technical Submission</b>	<b>80</b>
7. Cost of Services	20
TOTAL	
<b>MAXIMUM TOTAL POINTS</b>	<b>100</b>

#### **4.9 Proposal Submission Format**

Submissions shall meet the following formatting or they may not be evaluated.

- Paper Size - 8 ½" x 11";
- Minimum font size - 11-point Times or equal;
- Minimum margins - 12 mm top, bottom, left, and right;

#### **5.0 TERMS OF PAYMENT**

The selected proponent shall be reimbursed on a monthly basis for works completed. Monthly invoices shall include backup for all disbursements (time sheets will not be required but may be requested). The invoice shall include the project title, purchase order number, a description of the work completed, and a billing summary.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

#### **6.0 TERMS OF REFERENCE**

##### **6.1 Background**

The last Official Plan and Development Bylaw review for the Rural Municipality of North Shore was completed in 2014.

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## **6.2 Scope of Work/Deliverables**

The scope of work to be completed by the selected proponent as part of this project is summarized in the following sections. This scope of services is not to be considered all-inclusive. Tasks required to meet the project objectives will be considered to be required under this Terms of Reference unless they are deemed unforeseeable or are required to meet expanded project objectives.

The overall objective of the project is to review and update North Shore's Official Plan and Development Bylaw based on technical analysis and stakeholder input, and in compliance with the Planning Act and applicable Regulations. The scope of work includes the following high-level deliverables:

- Undertake a public consultation process to ensure meaningful feedback from the public, residents, business owners & operators and public and private developers informs the content of a revised Official Plan and Development Bylaw;
- Survey of properties in Grand Tracadie - 472 and Pleasant Grove - 393 to document current uses
- Assess the amount and characteristics of land supply in relation to residential, commercial, industrial, institutional and recreational trends and needs in the Rural Municipality of North Shore, to estimate demand for various land uses over a 15-year planning horizon and to inform the provisions of a revised Official Plan, Development Bylaw and associated mapping;
- Prepare a revised Official Plan and Development Bylaw that facilitates orderly growth, preservation, sustainability and economic development and address the following matters:
  - Review and update of the existing Official Plan for the Rural Municipality of North Shore, including its goals, objectives, policies and plan actions, present and future land use maps, and the timing of implementation;
  - Review and update of the provisions of the existing Development Bylaw for the Rural Municipality of North Shore, including but not limited to the requirements and processes pertaining to subdivision and development;
  - Ensure the development, over the life of the Official Plan and Development Bylaw, of a culturally and socially healthy community;
- Ensure the revised Official Plan and Development Bylaw are internally consistent as well as consistent with other Municipality Bylaws and policies and Council's priorities;

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- Ensure the revised Official Plan and Development Bylaw conform with Provincial Legislation, regulation and policy, as may be amended from time to time, in particular taking into account recent amendments to the Planning Act and the implications of the new Building Codes Act and Water Act;
  - Prepare and provide all necessary documentation required by the Rural Municipality of North Shore for the approval and enactment of the revised Official Plan and Development Bylaw;
  - Prepare and provide a draft copy of the Official Plan and Development Bylaw in Microsoft Word and a PDF version;
  - Prepare and provide a final copy of the Official Plan and Development Bylaw in Microsoft Word and a PDF version;
  - Prepare, provide and deliver a presentation to Municipality Council at a public meeting on the completed project.

### **6.3 Documents**

The following information and documents will be made available:

- Application and approval data regarding subdivision and development activity in the Rural Municipality of North Shore, as available;
- Any relevant maps and plans, as available;
- Rural Municipality of North Shore Zoning and Development Bylaw, and amendments thereto;
- Rural Municipality of North Shore Official Plan, and amendments thereto;
- Municipal Government Act; and
- Planning Act and Regulations and recent amendments thereto.

### **6.4 Selected Proponents Responsibilities**

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The Selected Proponents responsibilities will include, but not necessarily be limited to:

- Meet with Municipality Staff and Plan Review Committee to discuss the project requirements and work plan at the commencement of the project;
- Review and assess all relevant data and documents;
- Consult and coordinate with all relevant provincial government staff to ensure that the draft and final deliverables meet all review requirements and comply with all applicable enactments, as necessary;
- Report to Municipality staff regarding the progress and completion of the work plan, as required;
- Fulfil the requirements of the project as listed in the Scope of Work/Deliverables (Section 6.2 of this RFP)

#### **6.5 Municipality 's Responsibilities**

The Municipality 's responsibilities will include:

- Review proposals and select successful proponent;
- Enter into negotiations with the successful proponent;
- Provide selected proponent with existing information and reports where available;
- Review all deliverables and provide comments to the selected proponent.

#### **6.6 Project Submission Formats**

Draft and final reports shall be formatted to standard size paper (8 ½" x 11"), and may be double sided, unless otherwise directed.

#### **6.7 Proposed Schedule**

Request for Proposal Issued

March 28, 2019

Deadline for Inquiries

April 8, 2019

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Deadline for Issuing Addenda	April 11, 2019
Submission of Proposal	April 18, 2019
Award of Contract	To Be Determined
Submission of Draft Official Plan and Development Bylaw	TBD
Submission of Final Official Plan and Development Bylaw	TBD

## **North Shore Planning Board Report March 2019**

North Shore Planning Board met on February 26, 2018 the following members were in attendance. Planning Board Chair Derek Cook, Community Members; Charlotte Vriends and Melissa Paquet, Planner Derek French, CAO Jonathan MacLean and Mayor Gerard Watts via phone.

At the meeting Planning Board reviewed the attached memo from Derek French regarding an application to subdivide PID 763573, 21 Deanna Lane into three lots.

Planning Board recommends to follow the advice of Derek French and moves that the application to subdivide PID 763573 be denied.

# MEMO to Planning Board

**File: NS-33-18**

**Patrick Morris, Subdivision**

21 Deanna Lane, Stanhope, PEI  
902-330-2411

February 21, 2019

1. Application to subdivide Pid No. 763573 (2.80 acres), 21 Deanna Lane, Stanhope into three lots.
2. The property is presently zoned Residential (R).
3. The Residential Zone requirements:  
Lot area: the greater of **one acre** or per the Province Wide Minimum Development Standards;  
Frontage: minimum of 150.92 feet;  
Building line set back: minimum of 20 feet or 50 feet, see section 5.6 of the 2014 Land Use Bylaw;  
Side yard width: minimum 15 feet;  
Rear yard: minimum 20 feet;  
Flanking yard: minimum 20 feet; and  
Height (maximum): 35 feet.
4. In order to have three separate lots, each lot is required to have a minimum size of one acre. The Provincial Assessment Roll data states the subject property is 2.80 acres. I have reviewed the legal description of the property which states the lot is 2.41 acres excluding the area of Deanna Lane. Based on this there is insufficient area to create three lots. The letter from Melissa D. Trowdsale, Carr, Stevenson & MacKay Barristers and Solicitors, dated September 12, 2018 states the subject property is 3.28 acres in size. This area must include the area of Deanna Lane as well.
5. It is a provincial standard that minimum lot areas be exclusive of right-of-way areas. The Rural Municipality of North Shore's Land Use Bylaw must meet or exceed provincial standards. This is a common practice in planning and development across the Province.
6. A subdivision of Pid No. 763573, excluding Deanna Lane into two lots would be permitted. One lot having frontage on Bayshore Road and the remaining lot having access via Deanna Lane. This is conditional of an approved sewage disposal system permit.
7. I suggest the application be revised to request the subdivision of a total of two lots. I can process once I receive an approved sewage disposal system permit and six copies of a legal survey plan showing the entire property depicting the two lots.
8. I have also reviewed the letter from William F. Dow, Q.C., Carr, Stevenson & MacKay dated Jan. 7, 2019. The letter did not change my opinion. The application to subdivide three lots cannot be approved.
9. As per section 5.19, Licenses, Permits and Compliance with other Bylaws of the Community of North Shore 2014 Land Use Bylaw, dated January 8<sup>th</sup>, 2014 states:

## 5.19 Licences, Permits and Compliance with Other Bylaws

1. Nothing in this Bylaw shall exempt any person from complying with the requirements of any other Bylaw of the Municipality or from obtaining any license, permission, permit, authority, or approval required by any other Bylaw of the Municipality or any regulation of the Province of Prince Edward Island or the Government of Canada; and
2. Where the provisions of this Bylaw conflict with those of any other Bylaw of the Municipality or regulation of the Province or the Government of Canada, the higher or more stringent provision shall prevail.

This requires the Municipality to abide by provincial standards that are not specifically spelled out in the Land Use Bylaw. It is the province's policy not to include the areas of public or private right-of-ways in a lot's area. If the Municipality approved the proposed three lots encroaching on the existing private right-of-way, it would be in contravention of the province's standards.

10. A source at the Province indicated the following:

Section 19.(4) states the circle diameter should be located on the lot to accommodate the sewage disposal system. If that's the case, we would not allow a right of way to be located in an area where the septic would be located or over any existing septic location (you can't have vehicles driving over or disturbing a septic system), so , I would interpret the intent of all this to mean that the circle and area should be exclusive of any right of ways or buffer zones to ensure the proper functioning of the on-site sewage disposal system.

### ***Planning Act Subdivision and Development Regulations***

**Section 19.(4)** The area encompassed by the required minimum circle diameter as set out in Table 1 under subsection 23(2) shall be located on the lot such that it will accommodate an on-site septic sewage disposal system.

**Section 20.(2)** The area of the access driveway or right-of-way portion of a panhandle lot shall not be included in the minimum lot area requirements as set out in Table 1 under subsection 23(2).

11. I recommend that Planning Board denies this application.

Regards  
Derek French  
Development Officer  
Rural Municipality of North Shore  
902-394-2945

## **Recreation and Community Engagement Committee**

### **Report**

**March, 2019**

Committee Members:

Councillor Shaw, Councillor Doyle (sent regrets), Charity Sheehan (sent regrets), Kim Meunier

Also in attendance: Zane Nicholson, Recreation and Gerard Was, Mayor.

The Committee was to meet on our regularly scheduled first Monday of the month however we were postponed due to weather. We met on Thursday March 7, 2019 but did not have quorum.

Meeting Discussions:

1. We hosted a volunteer meet and greet for current and potential volunteers from the community. We had three new community volunteers show up, each with different ideas on programming to offer in the community and skills sets. All were given our new Criminal Record Check leer per our new procedure and contact information was obtained for future meetings.

2. Finalized plans for the Childrens Easter Party to be held Monday April 22, 2019 1pm-2pm at the North Shore Community Centre. This is a free event and we have changed up the activities offered this year and will now include an egg hunt, photo booth, crafts and snacks. An appearance will also be made by the Easter Bunny himself!

3. Went over plans for the upcoming Canada Day activities at both the North Shore Community Centre and Grand Tracadie Community Centre. Day to include entertainment, cake, children's bouncy castles, face painting and games, community agencies/service clubs on display. Grand finale will be that evening with the fireworks display in Grand Tracadie.

4. Patrick Ledwell and Mark Haines- few tickets sold already. This is our large spring event this year (no Dinner and Do) and some proceeds are coming back to the community.

Committee would like to ask Council members help in selling tickets.

5. We are pleased to have been selected as a Small Halls venue for the upcoming festival.

As no votes could be had due to lack of quorum, our meeting was largely discussion based.

Discussions occurred on the following:

- Recreation and Community Engagement budget submission for the upcoming 2019/2020 tax year and the breakdown of the details of expenditures per event.
- Upcoming bookings/ availability at each community centre for the upcoming months/year.
- Discussed booking procedure with the Recreation Coordinator.
- Survey results. 76 respondents and some great feedback and positive comments and suggestions for events/programming for our Rural Municipality of North Shore.
- Terms of Reference for the committee will be finalized and ready to be voted on by next Council meeting.
- Ball Hockey will be moving to North Shore Community Centre this year only due to the Grand Tracadie ball hockey rink being a safety risk as it is needing to be repaved.



# Stanhope Historical Society

*Preserving the Past for the Sake of the Future*

Date: 2019-02-28

To: Rural Municipality of North Shore Council  
Mayot Gerard Watts and the Budget Committee

From: John MacDougall, President &  
Allen Stoolmiller, Past President

Re: First Annual Report for the Community Grant awarded February 14, 2018

The Executive of the Stanhope Historical Society (SHS) is most appreciative of the favorable vote by a majority of the Councillors on February 14, 2018 in support of the Community Grant Request in the amount of \$2,100.

Following the receipt of the full amount of the request (\$2,100), which was deposited on May 8, 2018, the Executive voted on acquiring capital equipment of two types: (1) Camera and accessories capable of making A/V recordings of future programs and (2) Filing cabinets for storage of archived SHS records and documents at the North Shore Community Centre.

Items	Est Cost
A/V Recording Camera & accessories*	\$1,024.02
Two four-drawer file cabinets #	\$621.23
BALANCE	\$454.75

Footnotes:

\* Nikon D3400 Camera \$499.99, LEXAR Memory card \$79.99, Tripod \$99.99, WD Passport 1 TB External HD 69.99, 2 Yr Protection Plan \$139.98, HST \$133.58 – purchase made at Best Buy by Allen Stoolmiller on June 14, 2018. Reimbursed by cheque #11 June 25, 2018

# Two filing cabinets were purchased by Janet Ellis – price delivered to the North Shore Community Centre was \$621.23. Janet Ellis was reimbursed by cheque #13 August 13, 2018.

Although the present Executive has not yet held discussions regarding acquisition of any additional purchases using the balance on deposit, one possibility might be the purchase of video eiting software. One possibility under consideration would be the Corel Corporation. (A Canadian company with headquarters in Ottawa) VideoStudio Pro. This software placed 2<sup>nd</sup> in "10 TopTenRviews of video editing software for 2019 and can be acquired for less than \$100.. Another highly rated program is VideoPad Video Editor, software program made by NCH Software, an impressive Australian company. This program also can be acquired for less than \$100.

Once again we thank thank the Municipality for its generous support of this community organization.

Most sincerely,

John MacDougall, President

Allen Stoolmiller, Past President

A handwritten signature in cursive script that reads "Allen Stoolmiller".

3/4/2019

March 8, 2019

Council Members  
Rural Municipality of North Shore  
c/o Jonathan MacLean  
2120 Covehead Road  
Little York, PE  
C0A 1P0

To Council:

We have completed your request to review the proposed changes to the honorariums provided to the Mayor, Deputy Mayor and Councillors of the Rural Municipality of North Shore.

In September 2018, the communities of North Shore, Grand Tracadie and Pleasant Grove amalgamated to form the Rural Municipality of North Shore (the "Municipality"). The Municipality has 6 councillors responsible for approximately 2,100 residents and 71 square kilometers of land. These councillors are expected to sit on some of the following committees:

- Finance/Infrastructure and administration committee
- Planning Board committee
- Recreation and community engagement committee
- Environmental and community sustainability committee
- Water and environment committee
- Emergency Measures Organization committee

The previous Community of North Shore had 12 councillors who were responsible for approximately 1,100 residents and 45 square kilometers of land. The previous community provided honorariums to the Mayor of \$2,000, Deputy Mayor of \$1,500 and Councillors of \$1,000.

Consequently, the amalgamation resulted in increased responsibilities for a decreased number of councillors.

As a result of these increased responsibilities and our comparison of similar municipalities, we conclude that it is reasonable to increase the Mayor's honorarium to \$4,000, the Deputy Mayor's honorarium to \$3,000 and the Councillors honorarium to \$2,000.

If you have any questions on above, please let us know.

Yours very truly,

*ArsenaultBestCameronEllis*

TMW/tmw

## Rural Municipality of North Shore Budget 2019/20

Note- Restructuring - Sept 2018

ACCOUNT	15 Months Ending March 2019	Actual/ Estimate over a	2019/2020 BUDGET
	Estimate at Feb 2019	12 month period	
<b>REVENUE</b>			
Property Taxes - Municipal Portion	\$ 242,997.40	\$ 194,397.92	\$ 229,461.36
Property Taxes - Fire Portion			\$ 207,074.87
<i>Planning &amp; Development</i>			
Building Permits	\$ 13,280.40	\$ 10,624.32	\$ 10,000.00
Equalization Grant			\$ 4,386.00
Green Space			\$ -
Fines			\$ -
Planning Grant 1.1 per hundred	\$ 21,780.00	\$ 17,424.00	\$ 21,331.42
<i>NS Community Centre</i>			
Centre Rentals	\$ 29,495.00	\$ 23,596.00	\$ 26,000.00
Centre Bar	\$ 11,632.00	\$ 9,305.60	\$ 10,500.00
Community Events	\$ 3,457.00	\$ 2,765.60	\$ 2,000.00
Wage Grant (JFY/Feds)	\$ 4,254.00	\$ 3,403.20	\$ 6,000.00
Miscellaneous Income	\$ 2,896.00	\$ 2,316.80	\$ 1,250.00
<i>Stanhope Place</i>			
Friends of the Bay	\$ 5,750.00	\$ 4,600.00	\$ 4,000.00
Stanhope Place Rentals	\$ 340.00	\$ 272.00	\$ 800.00
Stanhope Place Cards	\$ 3,475.00	\$ 2,780.00	\$ 2,000.00
<i>Funding</i>			
Canada Day	\$ 800.00	\$ 640.00	\$ 4,000.00
Gas Tax Funding			\$ -
Funding for Capital Items TBD			\$ -
Interest Income/Miscellaneous	\$ 1,000.00		\$ 1,500.00
<b>TOTAL REVENUE</b>	<b>\$ 341,156.80</b>	<b>\$ 272,125.44</b>	<b>\$ 530,303.65</b>
North Shore Fire Company Dues .08 per hundred			\$ 207,074.87
<b>TOTAL REVENUE for MUNICIPALITY</b>			<b>\$ 323,228.78</b>
<b>EXPENSES</b>			
<i>Administrative/Municipal</i>			
Administrator's Wages inc. MERCs	\$ 50,625.00	\$ 40,500.00	\$ 56,784.00
Administrator Mileage	\$ 1,062.00	\$ 849.60	\$ 1,000.00
Health Insurance	\$ 4,548.00	\$ 3,638.40	\$ 4,750.00
Professional Fees/Bookkeeping/Audit	\$ 17,444.00	\$ 13,955.20	\$ 12,000.00
Legal Services	\$ 4,000.00	\$ 3,200.00	\$ 5,000.00
Website Hosting	\$ 1,511.00	\$ 1,208.80	\$ 1,500.00
Councillor Remuneration	\$ 16,793.00	\$ 13,434.40	\$ 17,000.00
Councillor Mileage	\$ 75.00	\$ 60.00	\$ 700.00
Equipment	\$ 300.00	\$ 240.00	\$ 500.00
Elections Reserve	\$ 2,293.91	\$ 1,835.13	\$ -
Conference/Dues	\$ 7,525.79	\$ 6,020.63	\$ 8,000.00
Insurance	\$ 16,353.00	\$ 13,082.40	\$ 16,500.00
Public Meetings	\$ 474.00	\$ 379.20	\$ 1,000.00
Newsletter/Printing/Postage	\$ 4,141.00	\$ 3,312.80	\$ 4,000.00
Office Expenses	\$ 3,891.00	\$ 3,112.80	\$ 4,000.00
Interest and bank fees	\$ 1,461.00	\$ 1,168.80	\$ 1,500.00
Telephone/Internet	\$ 4,194.00	\$ 3,355.20	\$ 3,800.00
Donations	\$ -	\$ -	\$ 250.00
Staff Training		\$ -	\$ 1,000.00

ACCOUNT	15 Months Ending March 2019	Actual/ Estimate over a 12 month period	2019/2020 BUDGET
	Estimate at Feb 2019		
Capital Expenditures		\$ -	\$ -
<b>Total Administrative/Municipal</b>	\$ 136,691.70	\$ 109,353.36	\$ 139,284.00
<b>Planning/Development</b>			
Planning Consulting Fees	\$ 9,200.00	\$ 7,360.00	\$ 10,000.00
Official Plan Admin/Enforcement	\$ -	\$ -	\$ 2,500.00
Planning Consultant (Permit Approvals)	\$ 12,591.00	\$ 10,072.80	\$ 9,500.00
Planning Committee Costs	\$ 463.00	\$ 370.40	\$ 500.00
Planning Mileage	\$ -	\$ -	\$ 125.00
<b>Total Planning/Development</b>	\$ 22,254.00	\$ 17,803.20	\$ 22,625.00
<b>Water &amp; Wastewater Services</b>	\$ -		\$ 2,500.00
<b>EMO - Emergency Measures Organization</b>	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00
<b>Facilities and Public Property</b>			
<b>North Shore Community Centre</b>			
Centre Wages inc. MERCS	\$ 37,546.00	\$ 30,036.80	\$ 30,016.00
Activities Supplies/Licenses/Misc.	\$ -	\$ -	\$ 2,500.00
Bar/Canteen (licenses & bartenders)	\$ 5,285.00	\$ 4,228.00	\$ 4,375.00
Electricity	\$ 8,944.00	\$ 7,155.20	\$ 8,000.00
Casual/Student Wages	\$ 251.00	\$ 200.80	\$ 16,141.00
Centre Mileage	\$ -	\$ -	\$ 500.00
Repair/Maintenance	\$ 19,842.00	\$ 15,873.60	\$ 17,000.00
Snow Removal		\$ -	\$ 2,985.00
Heat Oil/Utilities	\$ 7,935.00	\$ 6,348.00	\$ 6,250.00
Septic Repair	\$ 2,307.00	\$ 1,845.60	
Capital Expenditures			\$ -
<b>Total North Shore Community Centre</b>	\$ 82,110.00	\$ 65,688.00	\$ 87,767.00
<b>Stanhope Place</b>			
Heat	\$ 404.00	\$ 323.20	\$ 625.00
Electricity	\$ 6,573.00	\$ 5,258.40	\$ 5,000.00
Capital Expenditures		\$ -	\$ -
Repair/Maintenance/Snow	\$ 4,132.00	\$ 3,305.60	\$ 2,500.00
Snow Removal			\$ 800.00
<b>Total Stanhope Place</b>	\$ 11,109.00	\$ 8,887.20	\$ 8,925.00
<b>Promenade</b>			
Promenade Maintenance	\$ -	\$ -	\$ 5,000.00
Promenade Lighting	\$ 955.00	\$ 764.00	\$ 907.50
<b>Total Promenade</b>	\$ 955.00	\$ 764.00	\$ 5,907.50
<b>Grand Tracdie Community Centre</b>			
Electricity	\$ 4,447.00	\$ 3,557.60	\$ 8,000.00
Maintenance	\$ 3,970.00	\$ 3,176.00	\$ 3,200.00
Other	\$ 3,840.00	\$ 3,072.00	
<b>Total Grand Tracdie Community Centre</b>	\$ 12,257.00	\$ 9,805.60	\$ 11,200.00
<b>Total Facilities and Public Property</b>	\$ 106,431.00	\$ 85,144.80	\$ 113,799.50
<b>Recreation</b>			
Community Grants	\$ 2,600.00	\$ 2,080.00	\$ 3,500.00
Friends of Covehead Bay	\$ 4,000.00	\$ 3,200.00	\$ 4,000.00
Soccer	\$ -	\$ -	\$ 1,000.00
Event Expenses	\$ 7,626.00	\$ 6,100.80	\$ 10,500.00
<b>Total Recreation</b>	\$ 14,226.00	\$ 11,380.80	\$ 19,000.00

ACCOUNT	15 Months Ending March 2019	Actual/ Estimate over a 12 month period	2019/2020 BUDGET
	Estimate at Feb 2019		
TOTAL EXPENSES	\$ 282,352.70	\$ 226,432.16	\$ 299,958.50
SURPLUS/DEFICIT	\$ 58,804	\$ 45,693	\$ 23,270
CAPITAL FUND			\$ 23,270
SURPLUS/DEFICIT W/ CAPITAL FUND			\$ -

<b>North Shore 2019/2020 Capital Budget</b>		
<b>Project</b>	<b>Budget</b>	<b>Funding Source</b>
Heating System - Grand Tracadie CC	24,500.00	Gas Tax
Front Awning - Grand Tracadie CC	10,000.00	Gas Tax
Windows - Grand Tracadie CC	35,000.00	Gas Tax
Parking Lot Upgrades - Grand Tracadie	0.00	
Rink Upgrades - Grand Tracadie	24,500.00	Gas Tax
Park Pleasant Grove	24,500.00	Gas Tax
<b>TOTAL</b>	<b>118,500.00</b>	
Official Plan	50,000.00	Gas Tax Capacity Building

<b>North Shore 2019/2020 Capital Budget</b>		
<b>Project</b>	<b>Budget</b>	<b>Funding Source</b>
Heating System - Grand Tracadie CC	24,500.00	Gas Tax
Front Awning - Grand Tracadie CC	10,000.00	Gas Tax
Windows - Grand Tracadie CC	35,000.00	Gas Tax
Parking Lot Upgrades - Grand Tracadie	10,000.00	undetermined
Rink Upgrades - Grand Tracadie	24,500.00	Gas Tax
Park Pleasant Grove	24,500.00	Gas Tax
<b>TOTAL</b>	<b>128,500.00</b>	
Official Plan	50,000.00	Gas Tax Capacity Building

Tax Assesments	GT Residential	GT Commercaill	NS Residential	NS Commercaill	PG Residential	PG Commercaill		Tax Revenue	Fire
Tax Assesments	28,954,500.00	1,524,600.00	189,431,492.00	4,490,500.00	33,934,300.00	508,200.00			258,843,592.00
Per 100 of Ass	289,545.00	15,246.00	1,894,314.92	44,905.00	339,343.00	5,082.00			2,588,435.92
Rate Per 100	0.09	0.17	0.10	0.10	0.02	0.02			0.08
	26,059.05	2,591.82	189,431.49	4,490.50	6,786.86	101.64		229,461.36	207,074.87
Planning Grant			20,837.46	493.96					