



2013 ANNUAL REPORT



Town of
Cornwall

so much to offer...

56TH FPEIM ANNUAL MEETING

APRIL 29, 2013

HOSTED BY

TOWN OF CORNWALL



Message from the President

Deputy Mayor Bruce MacDougall, City of Summerside
President, FPEIM

As your President, it gives me great pleasure to welcome you all to the 2013 Annual Meeting of the Federation of Prince Edward Island Municipalities. I would like to take this opportunity to thank you for taking the time out of your busy schedules.

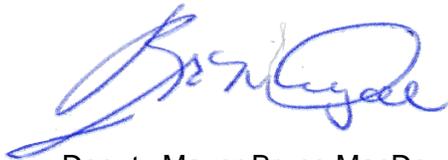
It has been an honour to work with and on behalf of Island municipalities to address municipal issues. Municipal governments face significant challenges, but by working together as a united voice through FPEIM, we will continue to make a difference and municipalities will be stronger in the years ahead.

We have a full schedule, but we have included networking breaks to allow you to meet and interact with colleagues from municipalities across the province. I trust that you will find the day both productive and enjoyable.

I would like to especially thank our hosts, Mayor Glen "Barney" Fullerton and the Town of Cornwall. A special thank you also goes to all the partners for today's meeting.

I hope you enjoy our 56th Annual Meeting, and I wish you all the best for the coming year.

Sincerely,



Deputy Mayor Bruce MacDougall
President



Town of
CORNWALL

so much to offer...



Message from the Host Municipality

Mayor Glen "Barney" Fullerton, Town of Cornwall

RE: FPEIM ANNUAL GENERAL MEETING, CORNWALL, PE

It is my pleasure to welcome all FPEIM delegates and guests to this year's annual meeting. We are pleased to once again host this event and trust today's discussions will be forward thinking and productive.

The Town of Cornwall has long been a supporter of the FPEIM and continues to encourage the Federation in its efforts to advance municipal concerns in the Province. It is more critical than ever to the municipalities on Prince Edward Island that we have a strong Federation as we continue to work with Federal and Provincial Governments in increasingly challenging times.

I look forward to today's deliberations as we continue to address the issues facing all municipalities on Prince Edward Island.

Sincerely,

Glen 'Barney' Fullerton
Mayor

FPEIM 56th Annual Meeting

April 29, 2013 Hosted by Town of Cornwall

~~ DIAMOND PARTNER ~~



~~ PLATINUM PARTNERS ~~

INFRASTRUCTURE



Canada



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~~ GOLD PARTNERS ~~



COX & PALMER



~~ SILVER PARTNER ~~



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FPEIM Mission Statement

The Mission of the Federation of Prince Edward Island Municipalities (FPEIM) is:

- to promote and foster effective, efficient, and accountable municipal government in Prince Edward Island;
- to present, as a strong and unified voice, the interests of its member municipalities;
- to guide and assist member municipalities in enhancing their overall operation and decision-making processes; and
- to guide and improve provincial and federal legislation, programs, and policies that reflect and impact upon municipal interests.

President's Report

Deputy Mayor Bruce MacDougall, City of Summerside
President, FPEIM

As municipal leaders, we are in constant contact with the people affected by our decisions. That's a tremendous asset. Regular contact with residents keeps us in touch with local needs and priorities, gives us new ideas and perspectives, and drives our passion to make our city, town or community the best place it can be. It's no surprise that municipal governments are often at the forefront of change.

Municipal services and programs improve quality of life and are directly tied to economic prosperity. If municipal governments are not strong and vibrant, it undermines the province as a whole. Unfortunately, municipalities are struggling. Many of you told me that balancing your budget this year was more difficult than ever. That was certainly my experience as Chair of Finance in Summerside. Too often our only option is to balance our books by underfunding infrastructure and services.

FPEIM and member municipalities have been calling for major changes in relation to municipal finance, legislation, boundaries, and land use planning. When Land and Local Governance Commissioner Ralph Thompson released his report three years ago, he echoed our concerns and made recommendations for meaningful change.

When he gave us his report he didn't just give us a document; he presented an incredible opportunity to finally address problems that have plagued municipal governments for decades.

Commissioner Thompson concluded that municipalities need new progressive legislation. He recognized that the new grant system is problematic and reported "the effect of the current approach is that the Province can arbitrarily determine the level of municipal grants without offering any real level of predictability for the municipalities." He recommended that a process to transfer of tax room from the province to municipalities be negotiated. He made several recommendations to strengthen and expand land use planning. He also said that for municipalities to be viable they need a sufficient population and tax base, and that larger self-sustaining municipalities are achievable across the province.

The appointment of joint provincial-municipal committees by the Province in 2010 gave us an unprecedented opportunity to work toward a new financial framework and to develop modern legislation. We immediately began to tackle these important issues head on. As I reported at the semi-annual meeting, we have made outstanding progress on municipal legislation. The draft act has been completed. It includes a number of legislative changes that municipalities have been asking for, while increasing accountability. What's missing from the new act is a legislated long-term revenue sharing framework. As we move forward, you will be consulted on the draft legislation, but before that can take place, we have important work to do on the revenue sharing file.

President's Report

The decision by the Province, in 2008, to change tax credits to grants was a setback in the ongoing efforts to improve the financial framework for municipal governments. At the request of FPEIM, the Province referred the matter to the Commissioner on Land and Local Governance. Implementing his recommendation to move from grants to a new revenue transfer is extremely important to the municipalities that presently receive grants for streets and police. But it could be equally important to other municipalities if there is a shift to larger municipalities covering the entire Island.

A tremendous effort was made by the revenue sharing committees to develop a new financial framework. Unfortunately, revenue sharing discussions encountered unexpected challenges late last year. Thankfully, we have found enough common ground to allow us to continue discussions, with the objective of having a new revenue framework in place for 2014. We will continue to do everything possible to ensure that this opportunity to find a long-term solution does not slip through our fingers.

In the meantime, the grants for streets and police will be maintained at last year's level, and equalization has also been frozen for one year. The Province has also advised me they want to review the equalization formula in the coming year. I have expressed concerns to Minister Sheridan and we will have further discussion in the coming weeks.

Over the past year, we have been working on your behalf to address the increased sales tax burden on municipal governments, as the province implements the Harmonized Sales Tax. Passing on the increased sales tax burden to municipal governments would merely shift the tax burden from the provincial taxpayer to the municipal taxpayer. In the 2013-14 budget, the Province included \$1.8 million for a new infrastructure fund, which will offset much of that increase. We have been assured that the program will be kept as simple as possible, but it is still being developed, so many of the details are not available at this time.

I certainly appreciate the Province's decision to allocate funding for municipalities. My preference, however, continues to be a direct HST rebate. This would be consistent with other jurisdictions that have adopted the HST, and it would adhere to the principles agreed upon by the Revenue Sharing Committee. We look forward to ongoing dialogue.

Constitutionally, municipalities fall under provincial jurisdiction; therefore, provinces regularly make decisions that have implications for municipal governments. This makes municipalities highly vulnerable to unintended consequences of provincial decisions. Fortunately, there has been a growing trend throughout Canada toward formal intergovernmental consultation.

In 2009, FPEIM formally requested that the Government of Prince Edward Island and FPEIM enter into a memorandum of understanding on consultation. Discussion on an agreement was delayed to await wording of the new act. That work has now been completed so the time has come to resume discussions.

President's Report

I am counting on Minister Sheridan to work with us to negotiate and sign a Memorandum of Understanding. Signing an agreement would send a positive message to the public, strengthen the decision-making process and support our efforts to work collaboratively on behalf of Islanders. This important step in the evolution of our intergovernmental relationship is needed to respond to the realities of today and to help us prepare for and respond to changes that are yet to come.

The Land Use Policy Task Force has released a consultation document and will begin consultations almost immediately. Land use planning is especially important in PEI; unfortunately, only 10 percent of the Island is covered by municipal land use plans. This is primarily because 70 percent of the Island is not within any municipality and most municipalities have a very small tax base. FPEIM will be making a presentation to the Task Force in response to the consultation document. We gathered information from members last year through round table discussions, and we welcome further input. During those discussions, it was clear that land use planning cannot be addressed without a serious discussion on municipal boundaries.

With infrastructure programs set to expire in 2014, infrastructure funding continued to be a priority over the past year. Infrastructure programs are vital to municipalities, and municipal leaders are grateful for the support that has been provided by our federal and provincial partners, as we tackle the infrastructure deficit.

In June 2012, I participated in a consultation session with the Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities, when he came to Charlottetown as part of national consultations on the development of a long-term infrastructure plan. Minister Lebel was joined by the Honourable Gail Shea and the Honourable Robert Vessey. Following the meeting, I sent a letter to Minister Lebel to reiterate municipal priorities including: applying an escalator to the Gas Tax Fund; ensuring that new programs are adequately funded; and providing base funding.

I had separate meetings on infrastructure with Minister Shea, as well as the Honourable Thomas Mulcair, Leader of the Official Opposition. The Federation of Canadian Municipalities also worked very hard on the infrastructure file over the past year. FPEIM supported that work, and brought PEI's perspective to the table.

The Gas Tax Fund is an outstanding program. I'm sure you were all pleased when a two-percent annual increase was announced last month in the federal budget. I commend the Government of Canada for taking this important step to protect the value of this program over the long-term.

The Government of Canada has also renewed the Building Canada Fund, fulfilling their commitment that municipalities will not miss a construction season when existing programs expire in 2014. We are still gathering information, and do not have the specific budget allocation for PEI at this time. In the coming weeks and months, FCM

President's Report

will have regular discussions with Infrastructure Canada in relation to program design. FPEIM will be involved in that process. We will also continue to work with our provincial partners.

The state of our municipal infrastructure is directly tied to the quality of life in the cities, towns and communities that make up this great province and this great country. Investments in municipal infrastructure increase productivity and create jobs. This is vital to our fragile economy.

The Island economy certainly faces numerous challenges. We depend heavily on agriculture, fisheries, and tourism; all of which are seasonal industries facing significant challenges. Many Islanders, especially young adults, continue to struggle to find employment. Meanwhile, federal job cuts are impacting our small province. Last year, the City of Charlottetown partnered in a study, which estimated that the proportion of federal jobs cut in PEI would be more than double the national average. FPEIM and many member municipalities called on the Government of Canada to ensure that the reduction in the federal workforce does not have a disproportionate negative impact on the economy of Prince Edward Island. I want to thank all the members that adopted a resolution on this matter that affects the entire Island. As explained at the semi-annual meeting, the federal job cuts are still occurring, so if you haven't been actively involved in this file I encourage you to do so.

I have been in municipal government for more than two decades. During that time, I have witnessed many changes. Many of those changes have been positive; but, as you know, significant challenges remain. The problems that are undermining municipal governments in this province can and must be addressed. FPEIM will continue to work hard on your behalf to bring about the solutions needed to put municipalities on a long term sustainable path.

Our efforts, individually and collectively will help build the strong, vibrant cities, towns and communities that Islanders need and deserve, both for today and for generations to come.

Respectfully submitted,



Bruce MacDougall
President

Executive Director's Report

John Dewey,
Executive Director, FPEIM

It is a pleasure to provide the following update on matters of importance to municipal governments in Prince Edward Island.

Consultation

There is a growing trend toward formal intergovernmental consultation in Canada. Several jurisdictions have legislated requirements for the provincial or territorial government to consult with municipal governments. FPEIM has been working for the past several years to formalize consultation, both through legislated requirements and the signing of a memorandum of understanding on consultation between the provincial government and FPEIM. As in other jurisdictions, the provincial government regularly makes decisions that have implications for municipalities. As the Board has pointed out, the citizens of Prince Edward Island are best served when those decisions follow formal consultations.

The draft municipal government act contains provisions for formal consultation. This represents a significant step forward, however, municipalities and the Province would benefit by supplementing the legislation with a memorandum of understanding. FPEIM formally invited the Province to enter into an agreement in 2009; however, discussion was later delayed to await the completion of the new act. As the draft act has been completed, FPEIM has requested that the province negotiate an agreement to establish a framework for dialogue that respects confidentiality, and fosters a relationship built on mutual respect.

Municipal Finance

The joint provincial-municipal revenue sharing committees, appointed to negotiate a transfer of tax room from the province to municipalities, invested an enormous amount of time working toward a solution that would respond to the needs of municipalities and the province. Despite those efforts, we have not yet been able to reach an agreement on a new financial framework. Grants for streets and police have also remained at the funding level from last year.

The Sub-Committee is expected to meet again in May. Early in the process, the revenue sharing committee identified several principles to guide our work. It was agreed that the new financial framework must be: sustainable; adequate and predictable; stable; equitable; effective; transparent; responsive; legislated; accountable; non-partisan, legitimate and cooperative; and it must develop municipal capacity. Those principles will continue to be paramount as we move forward. Although negotiating an agreement is a challenging task; FPEIM remains cautiously optimistic that an agreement will be reached this year. The provincial government has also imposed a one-year freeze on equalization. FPEIM has been advised that the Province intends to review the program, and they will be seeking input.

Executive Director's Report

FPEIM will continue to work on behalf of its members to secure fair long-term funding arrangements for municipal governments.

Harmonized Sales Tax

Immediately following the announcement by the Province that it would implement the Harmonized Sales Tax, FPEIM initiated discussions on a municipal rebate. Information gathered from other jurisdictions strengthened FPEIM's position. The Revenue Sharing Committee was engaged in the process and the cities and some of the towns provided analysis in relation to the impact of the HST on municipalities. The Province has created a new \$1.8 million infrastructure fund to compensate municipalities for increased costs related to the implementation of the HST.

Municipal Government Act

Over the past year, the Municipal Act Sub-Committee put a tremendous effort into replacing our outdated legislation with a modern act that responds to municipal needs. The Committee completed the draft new municipal government act and it has been reviewed by the Steering Committee. It includes many improvements over the existing legislation and addresses a number of outstanding municipal concerns. It also raises accountability standards. Unfortunately, it does not include a new revenue sharing framework; therefore, additional work is required before it is distributed to municipalities for consultation.

Land Use Policy

Land use policy has continued to be a priority. The Government of PEI appointed a Land Use Policy Task Force in response to Commissioner Thompson's recommendations related to strengthening land use policy. The Task Force recently completed a consultation document to inform the public and guide consultations that are expected to begin in May. FPEIM will submit comments to the Task Force, which will incorporate feedback from member municipalities provided during past consultations. The recommendations of the task force will undoubtedly have major implications for municipalities.

Planning Appeals

FPEIM has been requesting changes to the planning appeals system for several years. Over the past year, the municipalities Act Review Sub-Committee drafted sections within the proposed new municipal government act, which, if adopted, are expected to substantially address longstanding concerns related to planning appeals.

Highway Signage Act

As requested by FPEIM, the Highway Signage Act Regulations have been amended to exempt certain municipalities from the application of the Act and Regulations. This

Executive Director's Report

was necessary to clarify the authority for those municipalities to regulate signage through existing bylaws. Although this is a necessary step, it is a temporary solution. FPEIM has requested that the authority to regulate signs be explicitly provided for within the Planning Act.

National Building Code

The Provincial Building Standards Council continues to meet monthly and is making progress on draft legislation and regulations to support the introduction of the National Building Code. As the FPEIM representative on the Council, I am cognisant of the benefits to the public of introducing this code, as well as the liability for municipal governments that take on the service.

Infrastructure

FPEIM has continued to work on infrastructure programming over the past year, both in conjunction with FCM and directly with the federal and provincial governments.

In the 2013-14 federal budget, the Government of Canada announced the renewal the Building Canada Fund and extended it from the current seven-year program to a ten-year program, beginning in 2014. Nationally, \$14 billion has been allocated over the 10 year period. The funding allotted in the early years, especially the first two years, is low; however, it is important to note that it is normal to budget lower amounts at the beginning of a program due to the time it takes to receive, approve, and complete projects. At this time there are a number of unanswered questions, and it will take a considerable amount of time to work out program details.

For the past several years, FCM, FPEIM and others have been calling for an escalator to be applied to the Gas Tax Fund so it would grow over time as the cost of infrastructure increases. The Government of Canada has announced that it will increase the Gas Tax Fund by two percent annually. This is an important achievement that will have lasting benefits for municipal governments. Affordable Housing programs have also been renewed. In addition, the Government of Canada has identified FCM as a partner in the design and review process for new infrastructure and housing programs. FPEIM will be working with FCM to ensure that the priorities of Prince Edward Island are taken into consideration.

Water Conservation

Canada has one of the highest per capita rates of domestic water consumption in the world. Excessive water use increases capital and operating costs of municipal water systems and can cause or contribute to water shortages.

In June 2012, the Board adopted a resolution, endorsing a position taken by the City of Charlottetown, which calls on the Government of Prince Edward Island to make water

Executive Director's Report

efficiency and conservation a central part of its mandate and to exercise this mandate through amendments to codes, policies and regulations. The use of efficient fixtures during new construction have been identified as an essential element of a water conservation strategy, therefore, amendments to the plumbing code to require the installation of low flow fixtures have been recommended.

In her response to FPEIM, Minister Sherry stated that the Department of Environment would be working on draft amendments to the Environmental Protection Act, Chapter E-9 "A Code for Plumbing Services Regulations" to incorporate a water conservation policy in relation to plumbing fixtures. Regulations to require the installation of low flow plumbing fixtures during new construction, excluding those for potable water, have been drafted and are undergoing legal review. Research is ongoing in relation to the use of low flow fixtures for potable water.

International Trade

FPEIM continued to monitor the status of Canada-European Comprehensive Economic and Trade Agreement negotiations as they relate to municipal interests. The Minister of International Trade has committed to respecting seven principles that had been recommended by FCM. Under the proposed trade agreement, municipal construction projects valued at less than \$8.5 million, and procured goods and services valued at less than \$340,000, will not be subject to CETA provisions. Municipalities will be able to apply various fiscal, environmental and social criteria for procurement processes so long as they do not include discriminatory provisions on country of origin. In addition, municipalities will not be required to privatize or otherwise deregulate the delivery of water under CETA.

Training

With Municipal Elections held in November 2012, the main focus for training efforts for the year was the organizing of the Orientation Sessions for newly elected Councillors. Two well attended sessions were presented; the first on February 2, 2013 at the North Shore Community Centre and the second on March 2, 2013 at the Linkletter Community Centre. These sessions were presented in co-operation with Municipal Affairs. Following previous elections, the orientation was packed into a single day. Holding two full day sessions allowed us to provide more in-depth training on important topics for elected municipal officials. In addition, a full day Land Use Planning Workshop, presented by Janice Harper, was held on June 15, 2012 at the Stratford Town Hall.

Review of Fire Services

There are significant and growing challenges in relation to the delivery of fire services that merit examination. The PEI Fire Service Advisory Committee, which was created by the Minister of Justice and Public Safety, has proposed a province-wide study of fire

Executive Director's Report

services. FPEIM consulted municipalities and worked with the proponent to ensure that the terms of reference reflected municipal perspectives.

An initial assessment of fire services, including a gap analysis, is expected to be carried out this year. It is anticipated that the results of that assessment will be used to develop a terms of reference for a second phase, which would include formal recommendations. FPEIM will continue to be actively engaged in this file as it progresses.

Energy

In a submission to the Prince Edward Island Energy Commission, FPEIM promoted the benefits of community ownership of wind farms and recommended that the Commission support and facilitate municipal ownership of wind turbines, including joint municipal ownership of large turbines, which are much more efficient. FPEIM also called for legislative changes to permit net-billing for municipal governments.

In its report, *Charting our Electricity Future*, the PEI Energy Commission stated: *While the Commission supports the concept of community-based renewable energy, it does not support the subsidization of electricity generation that is not economical and could result in increased costs to Island ratepayers and/or taxpayers. In just the past few years the number of small wind turbines on farms, at municipal facilities and commercial establishments has increased significantly across Prince Edward Island. The operational and financial success of these and other installations along with community reaction needs to be studied to determine critical success factors before any decisions should be made by Government to encourage community-based renewable energy.*

CAP Sites

FPEIM called on the Government of Canada to restore funding for the Community Access Program, which was cut in the 2012 federal budget. An emergency resolution on the issue was brought forward to the Federation of Canadian Municipalities and was unanimously adopted at their annual general meeting. Despite the efforts of FPEIM and FCM, the funding has not been reinstated.

Transportation Safety

In response to a resolution from a member municipality, the Board identified options for addressing various transportation safety concerns, including establishing a new committee or requesting to be represented on an existing committee. After considering the options, the Board determined that specific transportation issues will be addressed individually, as they arise.

Executive Director's Report

Late last year, FPEIM participated as a member of the Ad Hoc Working Group on Impaired Driving Prevention, which was convened by the Deputy Minister of Environment, Labour and Justice, and met five times between November 2012 and January 2013. The Working Group focused on developing a strategy to reduce impaired driving on PEI with a focus to save lives and prevent injury, reduce the incidence of impaired driving and reduce costs to the public.

Development Control and Bylaw Enforcement in Small Municipalities

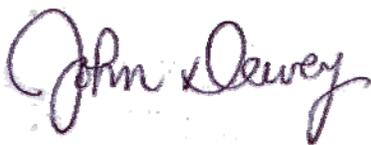
FPEIM has been directed by member municipalities to produce a list of options for effective administration and enforcement of development control bylaws in small municipalities. Today, 32 of the 74 municipalities in Prince Edward Island have official plans and development bylaws; however, only the four largest municipalities have full-time staff dedicated to planning and development control. It was determined that it would be beneficial to members if a list of options for development control is supplemented with additional information, including information on liability related to the delivery of that service. That work is well underway. It was also noted that several small municipalities have faced significant challenges related to general bylaw enforcement; therefore, the Board of Directors has decided to expand the work carried out to cover both services.

Legal Advice Service

FPEIM has engaged Cox & Palmer to provide a legal advice service for small member municipalities. For a nominal annual fee, participating municipalities may consult directly with a lawyer from Cox & Palmer for up to thirty minutes of legal advice on municipal issues.

I look forward to a busy and productive year, as the Federation of Prince Edward Island Municipalities continues to address matters of importance to municipal governments.

Respectfully Submitted,



John Dewey
Executive Director

FPEIM Resolutions Committee Report

Members:

- Chairperson Irene Dawson, Town of Cornwall (Chair)
 - Councillor David MacDonald, City of Charlottetown
 - Councillor Peggy MacLeod, Town of Montague
 - Deputy Mayor Bruce MacDougall, City of Summerside, President (non-voting, ex-officio)
 - John Dewey, Executive Director (non-voting, ex-officio)
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- An invitation to submit resolutions was forwarded to the membership on January 25, 2013, with a deadline for submissions of March 15, 2013.
- Three resolutions were received by the deadline.
- The Resolutions Committee met on March 18, 2013, to review the resolutions. The Committee recommended concurrence on Resolution 13.03 – Seniors Affordable Housing, which was submitted by the Town of Stratford. The other two resolutions were presented to the FPEIM Board with a recommendation that the resolutions not be forwarded to the annual meeting. The Committee noted that the resolutions related to ongoing issues being addressed by FPEIM and the Committee identified concerns in relation to clarity and consistency.
- The FPEIM Board met on March 21, 2013. The Board recommended concurrence on Resolution 13.03 – Seniors Affordable Housing. The Board concurred with the committee's recommendation that the other resolution not be brought forward to the annual meeting and that FPEIM will offer to work with the sponsoring municipality in relation to the resolutions.

Emergency resolutions can be submitted in accordance to Section 8 g) of the *FPEIM* Constitution which reads:

Notwithstanding paragraph f, a resolution that has been received following the deadline may be forwarded to the annual or semi-annual meeting by the Board of Directors, if:

- i. the resolution is of an emergency nature;
- ii. sufficient research has been done to understand the implications of the resolution; and
- iii. the resolution concerns a matter that has clear implications for municipalities;

however, the resolution may only be brought to the floor of the said meeting on a two thirds (2/3) majority vote by the accredited voting delegates at the said meeting.

FPEIM Resolutions Committee Report

Seniors Affordable Housing

13.03

WHEREAS the Town of Stratford recently completed a Housing Demand Study which forecasts an increase in the Seniors population of almost 180% over the next twenty years, almost 2.8 times more seniors than are presently living in the Town. Part of this is due to the projected growth of the Town over that period but much of it is also due to the aging population, which all municipalities are facing.

WHEREAS the Study also concluded that there is a demand for more affordable senior housing in the Town and that the demand will increase significantly as the seniors population increases.

WHEREAS the current provincial and federal seniors affordable housing programs are not adequate to meet the present need, let alone the projected need.

BE IT RESOLVED that the Federation of Prince Edward Island Municipalities lobby the provincial and federal governments for increased funding and programs for affordable seniors housing to meet the present and projected needs of Island seniors.

Submitted by: Town of Stratford

Assessment:

Municipalities in Prince Edward Island and throughout Canada are witnessing a shift in the average age of their residents, and this trend will grow as Baby Boomers age. This resolution recognizes the need for affordable seniors housing to respond to the changing housing needs of an ageing population.

Recommendation of the FPEIM Resolutions Committee: Concurrence

Recommendation of the FPEIM Board: Concurrence

Recommendation of the FPEIM Membership:

FPEIM Constitution & Policy Committee Report

Members:

- Chairperson Diane Griffin, Town of Stratford (Chair)
 - Councillor David Campbell, Town of Alberton
 - Councillor Rodney Mann, Town of Kensington
 - Deputy Mayor Bruce MacDougall, City of Summerside, President (non-voting, ex-officio)
 - John Dewey, Executive Director (non-voting, ex-officio)
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- The FPEIM Constitution & Policy Committee met by teleconference on March 19, 2013. At this meeting, the Committee decided not to recommend any Constitution changes to the FPEIM Board.
- The FPEIM Board met on March 21, 2013. The FPEIM Board recommends no amendments be made to the Constitution at this time.

FPEIM Nominating Committee Report

Members:

- Vice-Chairperson Gwen Wywand, Resort Municipality (Chair)
 - Councillor Irene Dawson, Town of Cornwall
 - Chairperson Henry Dunsmore, Community of Victoria
 - Deputy Mayor Bruce MacDougall, City of Summerside, President (non-voting, ex-officio)
 - John Dewey, Executive Director (non-voting, ex-officio)
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- The Call for Nominations was sent to the membership on January 25, 2013, with a deadline of March 15, 2013.
- Prior to the deadline, one nomination was received for President, eight nominations were received for board seats, and four appointments were received; one for each municipality that has a dedicated seat (Charlottetown, Summerside, Stratford and Cornwall). At the close of nominations, four seats remained vacant.
- A second call for nominations was issued on March 18, 2013, with a deadline for nominations of April 2, 2013. One nomination was received during this time.
- All candidates that were nominated have been declared elected by acclamation.
- The term of office for the Board of Directors is three years.

2013 FPEIM BOARD OF DIRECTORS ELECTION RESULTS

PRESIDENT **Deputy Mayor Bruce MacDougall, City of Summerside**
– elected by acclamation

CITIES/TOWNS CAUCUS

PRINCE COUNTY REP **Councillor David Campbell, Town of Alberton** –
elected by acclamation

PRINCE COUNTY REP **Councillor Peter Holman, City of Summerside** –
appointed

PRINCE COUNTY REP **Councillor Rodney Mann, Town of Kensington** –
elected by acclamation

FPEIM Nominating Committee Report

- QUEENS COUNTY REP **Councillor David MacDonald, City of Charlottetown – appointed**
- QUEENS COUNTY REP **Councillor Diane Griffin, Town of Stratford – appointed**
- QUEENS COUNTY REP **Councillor Irene Dawson, Town of Cornwall – appointed**
- KINGS COUNTY REP **Mayor David MacDonald, Town of Souris – elected by acclamation**
- KINGS COUNTY REP **Councillor Peggy MacLeod, Town of Montague – elected by acclamation**

COMMUNITIES CAUCUS

- PRINCE COUNTY REP **Chairperson Davis Gallant, Community of O’Leary – elected by acclamation**
- QUEENS COUNTY REP **Chairperson Stephen Gould, Community of New Haven-Riverdale – elected by acclamation**
- QUEENS COUNTY REP **Chairperson Melbourne Gass, Resort Municipality – elected by acclamation**
- KINGS COUNTY REP **Councillor Marvin MacLeod, Community of Murray River – elected by acclamation**

VACANCIES

- One Prince County seat for a member community
- One Kings County seat for a member town or community
- One Kings County seat for a member community

FPEIM Finance Committee Report

Members:

- Councillor Peter Holman, City of Summerside (Chair)
 - Councillor Diane Griffin, Town of Stratford
 - Chairperson Mel Gass, Resort Municipality
 - Deputy Mayor Bruce MacDougall, City of Summerside, President (non-voting, ex-officio)
 - John Dewey, Executive Director (non-voting, ex-officio)
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- The proposed budget for the fiscal year April 1, 2013 to March 31, 2014, as recommended by the Finance Committee and approved by the FPEIM Board is attached for your review and consideration.

FPEIM Finance Committee Report

Federation of Prince Edward Island Municipalities Inc. 2013-2014 Proposed Budget

	Budget 2012 -2013	Proposed Budget 2013-2014
REVENUE		
Membership Revenue	\$ 124,327	\$ 129,449
Provincial Grant	95,000	95,000
Interest	50	125
Annual & Semi-Annual Meeting	15,500	15,500
Training and Development	11,500	5,625
Legal Advice Services		2,000
	\$ 246,377	\$ 247,699
EXPENSE		
Wages & Salaries	\$ 127,095	\$ 126,831
Pension	11,439	9,531
EI & CPP Benefits	8,128	8,358
Medical	3,427	2,480
Long Term Disability	1,698	1,326
Workers Compensation	375	390
Travel Out of Province	22,282	22,000
Travel In Province	7,000	7,600
Dues and Registration Fees	2,700	4,000
Equipment	2,950	1,000
Office Expense	10,000	10,000
Bank Charges	300	450
Meetings	1,900	2,950
Bell Award	500	500
Annual & Semi-Annual Meeting	13,500	13,000
Professional Fees	10,000	17,500
Rent	4,800	4,800
Training & Development	12,750	5,625
Legal Advice Service		1,500
Insurance	2,633	2,110
Depreciation	0	400
Miscellaneous	350	848
President - Stipend	2,550	4,500
	\$ 246,377	\$ 247,699

Appendices

- A. FPEIM MEMBERSHIP LIST
- B. 2013 FPEIM BOARD LIST
- C. FPEIM CONSTITUTION

FPEIM Membership List

FPEIM Member Municipalities

City of Charlottetown	Community of Kinkora
City of Summerside	Community of Linkletter
Town of Alberton	Community of Miltonvale Park
Town of Borden-Carleton	Community of Miscouche
Town of Cornwall	Community of Morell
Town of Georgetown	Community of Mount Stewart
Town of Kensington	Community of Murray Harbour
Town of Montague	Community of Murray River
Town of Souris	Community of New Haven-Riverdale
Town of Stratford	Community of North Rustico
Community of Abram-Village	Community of North Shore
Community of Bonshaw	Community of O'Leary
Community of Brackley	Resort Municipality
Community of Brudenell	Community of St. Nicholas
Community of Cardigan	Community of St. Peter's Bay
Community of Central Bedeque	Community of Tignish
Community of Crapaud	Community of Tyne Valley
Community of Ellerslie-Bideford	Community of Victoria
Community of Hazelbrook	Community of Wellington
Community of Hunter River	

FPEIM Board List

FPEIM Board Members as of January 2013

EXECUTIVE:

President	Deputy Mayor Bruce MacDougall, City of Summerside
Vice President, Cities/Towns:	Councillor Diane Griffin, Town of Stratford
Vice President, Communities:	(Vacant)
Past President:	Vice-Chairperson, Gwen Wyand, Resort Municipalities

CITIES/TOWNS CAUCUS:

PRINCE COUNTY

REPRESENTATIVES:

(representing the Towns of Kensington, Alberton, Borden-Carleton and the City of Summerside)

Councillor Peter Holman, City of Summerside
Councillor Rodney Mann, Town of Kensington
Councillor David Campbell, Town of Alberton

QUEENS COUNTY

REPRESENTATIVES:

(representing the Towns of Stratford and Cornwall and the City of Charlottetown)

Councillor David MacDonald, City of Charlottetown
Councillor Diane Griffin, Town of Stratford
Councillor Irene Dawson, Town of Cornwall

KINGS COUNTY

REPRESENTATIVES:

(representing the Towns of Georgetown, Montague and Souris)

Mayor David MacDonald, Town of Souris
Councillor Peggy MacLeod, Town of Montague
Councillor Allan Gallant, Town of Georgetown

COMMUNITIES CAUCUS:

PRINCE COUNTY

REPRESENTATIVES:

(representing the Communities of Abram Village, Central Bedeque, Eilerslie-Bideford, Kinkora, Linkletter, Miscouche, O'Leary, St. Nicholas, Tignish, Tyne Valley and Wellington)

Councillor Davis Gallant, Community of O'Leary
(Vacant)

FPEIM Board List

FPEIM Board Members as of January 2013

QUEENS COUNTY

REPRESENTATIVES:

(representing the Communities of Bonshaw, Brackley, Crapaud, Halzelbrook, Hunter River, Miltonvale Park, Mount Stewart, New Haven-Riverdale, North Rustico, North Shore, Resort Municipalities and Victoria)

Chairperson Mel Gass, Resort Municipalities
Chairperson Henry Dunsmore, Community of Victoria

KINGS COUNTY

REPRESENTATIVES:

(representing the Communities of Brudenell, cardigan, Morell, Murray Harbour, Murray River and St. Peters Bay)

(Vacant)

(Vacant)

FCM MEMBER-AT-LARGE :

Councillor Irene Dawson, Town of Cornwall

FPEIM Board List

FCM BOARD OF DIRECTORS APRIL 2012 – DECEMBER 2012

EXECUTIVE:

President Deputy Mayor Bruce MacDougall, City of Summerside
Vice President, Cities/Towns: Councillor Diane Griffin, Town of Stratford
Vice President, Communities: Chairperson Ben Smith, Community of Victoria
Past President: Vice-Chairperson, Gwen Wyand, Resort Municipalities

CITIES/TOWNS CAUCUS:

PRINCE COUNTY

REPRESENTATIVES:

(representing the Towns of Kensington, Alberton, Borden-Carleton and the City of Summerside)

Councillor Peter Holman, City of Summerside
Deputy Mayor Paul Chessman, Town of Kensington
Councillor David Campbell, Town of Alberton

QUEENS COUNTY

REPRESENTATIVES:

(representing the Towns of Stratford and Cornwall and the City of Charlottetown)

Councillor David MacDonald, City of Charlottetown
Councillor Diane Griffin, Town of Stratford
Councillor Irene Dawson, Town of Cornwall

KINGS COUNTY

REPRESENTATIVES:

(representing the Towns of Georgetown, Montague and Souris)

Mayor David MacDonald, Town of Souris
Councillor Peter Doucette, Town of Montague
Councillor Allan Gallant, Town of Georgetown

COMMUNITIES CAUCUS:

PRINCE COUNTY

REPRESENTATIVES:

(representing the Communities of Abram Village, Central Bedeque, Eilerslie-Bideford, Kinkora, Linkletter, Miscouche, O'Leary, St. Nicholas, Tignish, Tyne Valley and Wellington)

Councillor Bruce Campbell, Community of Borden-Carleton
Councillor Nancy Wallace, Community of O'Leary

FPEIM Board List

FCM BOARD OF DIRECTORS APRIL 2012 – DECEMBER 2012

QUEENS COUNTY

REPRESENTATIVES:

(representing the Communities of Bonshaw, Brackley, Crapaud, Halzelbrook, Hunter River, Miltonvale Park, Mount Stewart, New Haven-Riverdale, North Rustico, North Shore, Resort Municipalities and Victoria)

Chairperson Mel Gass, Resort Municipalities
Chairperson Ben Smith, Community of Victoria

KINGS COUNTY

REPRESENTATIVES:

(representing the Communities of Brudenell, cardigan, Morell, Murray Harbour, Murray River and St. Peters Bay)

Councillor Jim Lund, Community of Murray Harbour
Councillor Owen Parkhouse, Community of Morell

FCM MEMBER-AT-LARGE: Mayor Clifford Lee, City of Charlottetown

FPEIM Constitution

FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES

(Revised April 2010)

Name

This organization shall be known as the Federation of Prince Edward Island Municipalities.

2. Objectives

The Federation of Prince Edward Island Municipalities is a body formed for the purpose of representing in one organization the various cities, towns, resort municipalities, and incorporated communities within the Province of Prince Edward Island.

The objectives of FPEIM shall be:

- a) To guide and improve provincial and federal legislation, programs, and policies, upon municipal questions and betterment of municipal interests generally.
- b) To secure united action for the protection of individual municipalities and municipal interests as a whole.
- c) To hold meetings for promoting the above objectives and for creating and fostering a fraternal spirit among all those engaged in municipal work.

3. Members

- a) All cities, towns, resort municipalities, and incorporated communities within the Province of Prince Edward Island shall be eligible for membership and each shall, upon required payment of the membership fee for the fiscal year, be and become a member for such year.
- b) Each municipality by resolution shall designate its three elected representatives who will then be accredited for voting purposes.

FPEIM Constitution

4. Executive

The Executive of FPEIM shall be the President, Past President, Vice-President Cities/Towns, Vice-President Communities, and Executive Director (ex-officio/non-voting).

5. Board

a) There shall be a Board which shall be comprised of: a President; a Past President; and five representatives from each county. Each member of the Board that is an elected member of a city or town council shall be part of a committee called the Cities and Towns Caucus. Each member of the Board that is an elected member of a community council shall be part of a committee called the Communities Caucus.

b) The term of office of all members of the Board, except the Past President, shall be three years, commencing upon the adjournment of the Annual Meeting at which the elections take place, and continuing until the adjournment of the Annual Meeting at which the next elections take place.

c) The seats designated for Prince county shall be comprised of one representative appointed by the City of Summerside and four elected representatives. The elected representatives shall consist of:
one seat for a town;
two seats for communities; and
one seat which may be held by either a town or a community.

The seats designated for Queens county shall be comprised of one representative appointed by the City of Charlottetown, one representative appointed by the Town of Cornwall, one representative appointed by the Town of Stratford, and two elected seats for communities.

The seats designated for Kings county shall be comprised of five elected representatives, which shall consist of:
two seats for towns;
two seats for communities; and
one seat which may be held by either a town or a community.

d) i) When a caucus seat for an elected representative, except the President, becomes vacant more than six months prior to the end of the term of office, the Board of Directors shall issue a call for nominations to member municipalities that are eligible to fill

FPEIM Constitution

that seat. The Chair of the Nominating Committee shall accept nominations in writing from the said municipalities during the forty-five (45) day period following the date of the call for nominations. If, at the close of the nomination period, only one nomination is received for the seat, the Chief Electoral Officer shall declare the candidate elected. If two or more nominations are received for a seat, one of the candidates shall be elected by the Board of Directors at the next regular or special meeting of the Board. The said election shall be carried out in accordance with applicable provisions of this constitution, adapted as required.

- ii) When a caucus seat for an elected representative, except the President, becomes vacant with six months or less remaining in the term of office, the Board shall invite the municipality that held that seat to designate a member of their council to fill the vacancy, subject to section 5, paragraph k.
- iii) A vacancy occurring in a seat designated for a specific municipality shall be filled by the appointment of a new representative by that municipality. However, if a municipality that holds an appointed seat ceases to be a member of FPEIM, any vacant seat resulting from the departure shall be filled in accordance with this constitution by any member municipality situated within the same caucus and county in which the vacancy occurred. If the municipality that held the designated seat renews its membership after the vacancy has been filled an additional seat will be added to the Board for the remainder of the term of office. The returning member shall appoint a representative to the Board, and the Board Member that was elected to occupy the vacated seat shall continue to hold office for the remainder of the term.
- iv) The person selected to fill the vacancy shall serve in office for the remainder of the term of the Board.
- e) No member municipality may hold more than one county seat at any given time.
- f) The representatives of each caucus shall elect a Vice-President annually, at the board meeting following the annual meeting.
- g) The President shall be elected every three years at the annual meeting.

FPEIM Constitution

- h) In the event of a vacancy in the President's position, the Vice-President of the same caucus shall become President for the remainder of the term. However, if the Vice-President declines the position, then the Vice-President of the other caucus shall become President. If both Vice-Presidents decline the President's position, a meeting of the Board will be called to appoint a new President from within for the remainder of the term.
- i) In the event of a vacancy in the position of Past President, the position shall be filled by the immediate Past President who is currently a municipal elected representative. In the event that there is no remaining potential Past President that is currently a municipal elected representative, the vacancy shall be filled by the immediate Past President who is not a municipal elected representative. In the event that he/she is not currently a municipal elected representative, he/she shall be a non-voting, ex-officio member of the Board.
- j) In the event of a vacancy occurring in the President's position, the departing President shall become the Past President, subject to section 5.k).
- k) Each Board member shall be a representative of a "member" incorporated municipality.
- l) The office of any Board member of the Federation of Prince Edward Island Municipalities shall be declared vacant by the Board if the holder of that office has missed three consecutive meetings of the Board without just cause.
- m) The Board shall meet at least quarterly in each year at such time and place determined by it, with normal practice being to meet monthly except for the months of July and August.
- n) The Federation of Canadian Municipalities member-at-large representing Prince Edward Island shall be granted observer status at regular FPEIM Board meetings.
- o) A Board member may resign his/her office at any time by causing to be delivered to the Executive Director a declaration to that effect under his/her hand and witnessed by at least one person.

FPEIM Constitution

6. Executive Director

The Executive Director of FPEIM shall be appointed by the Board, shall hold office during the pleasure thereof and shall not be dismissed without just cause. He/she shall receive such remuneration as set by the Board from time to time.

7. Nominating Committee and Election Procedures

- a) The Board shall appoint a nominating committee of three (3) members one of whom will be the Past President of FPEIM who will chair the Nominating Committee. In the event that there is no Past President, then the Executive shall select a chairperson for the Nominating Committee.
- b) The call for nominations shall be made by the Nominating Committee at least 90 days prior to the Annual Meeting.
- c) The deadline for receipt of nominations shall be set as a day not less than 45 days after the call for Nominations has been made.
- d) Nominations may be made, in writing, by any member municipality for any serving elected member of the council of that municipality.
- e) The individual nominated must advise the Chair of the Nominating Committee, in writing, of his/her intention to accept the nomination and to serve if elected.
- f) At the close of nominations, the returning officer shall declare all uncontested candidates elected by acclamation.
- g) If any seat remains vacant following the close of nominations, the returning officer shall issue a second call for nominations to those member municipalities that are eligible to fill the vacancy or vacancies.
- h) Nominations will be accepted for fourteen (14) days, following the call for nominations issued in accordance with paragraph g of this section. During this time period, the Nominating Committee may solicit nominations to fill the said vacancies.
- i) The Executive Director of the Federation of Prince Edward Island Municipalities shall be deemed as the Chief Electoral Officer of the election. Within one week prior to the Annual Meeting, the Chief

FPEIM Constitution

Electoral Officer shall select one appointed municipal official to act as Assistant Electoral Officer.

- j) In the event of an election, nominees shall each be given a maximum of three (3) minutes at the Annual Meeting to express their reasons for desiring the position they have been nominated for.
- k) Upon completion of the nominees' presentation, the Chief Electoral Officer and the Assistant Electoral Officer shall circulate prepared ballot papers to all voting delegates.
- l) The election shall be conducted by secret ballot.
- m) Upon completion of the voting, the Chief Electoral Officer and Assistant Electoral Officer shall collect, examine, and count the ballot papers, in the presence of the candidates or an agent of each candidate, and declare the person(s) having the greatest number of votes elected.
- n) Ballot papers clearly indicating the choice of a candidate, as determined by the Chief Electoral Officer, shall be accepted.
- o) The results of the vote shall be read by the Chief Electoral Officer by announcing the successful candidates, with the disclosure of the number of votes for each candidate not occurring.
- p) In the event of a tied vote, a second vote shall be cast between the tied candidates.
- q) In the event of a second tied vote, the Chief Electoral Officer shall decide the successful candidate by the toss of a coin.
- r) A request for a recount may be made by a candidate, or his/her agent, immediately following the completion of the first count.
- s) A recount shall be conducted by the Chief Electoral Officer in the presence of the Assistant Electoral Officer, the Chair of the Nominating Committee and the candidates or an agent of each of the candidates.
- t) The ballots shall be destroyed immediately after the results are announced; upon a motion of the elected accredited representatives.

FPEIM Constitution

8. Resolutions

- a) The Board shall appoint a resolutions committee of three (3) members.
- b)
 - i) Member municipalities may submit resolutions at any time to the Resolutions Committee for consideration by the FPEIM Board of Directors.
 - ii) Member municipalities and the FPEIM Board of Directors may submit resolutions to the Resolutions Committee, for consideration at the annual or semi-annual meeting. The deadline for receiving resolutions shall be at 4 pm on the forty-fifth calendar day prior to the annual or semi-annual meeting.
- c) If the Resolutions Committee deems it necessary or appropriate, they may amend resolutions submitted by the member municipalities, however any such amendment must not alter the intent of the resolution.
- d) At least thirty (30) days prior to the annual or the semi-annual meeting, the Resolutions Committee shall forward to all member municipalities, a copy of all resolutions which will be considered at that meeting, except emergency resolutions.
- e) At the Annual Meeting or the Semi-Annual Meeting the resolutions so sent to the members may be brought to the floor of the said meeting for discussion.
- f) Resolutions received prior to the annual or semi-annual meeting, but following the deadline established in subparagraph ii of paragraph b, shall be held for consideration at a meeting of the FPEIM Board of Directors, unless the sponsoring municipality requests that the resolution be brought forward at a subsequent general membership meeting.
- g) Notwithstanding paragraph f, a resolution that has been received following the deadline may be forwarded to the annual or semi-annual meeting by the Board of Directors, if:
 - i) the resolution is of an emergency nature;
 - ii) sufficient research has been done to understand the implications of the resolution; and
 - iii) the resolution concerns a matter that has clear implications for municipalities;

FPEIM Constitution

however, the resolution may only be brought to the floor of the said meeting on a two thirds (2/3) majority vote by the accredited voting delegates at the said meeting.

- h) Proof of endorsement by the sponsoring council must accompany all resolutions submitted to FPEIM.

9. Constitution

- a) The Board shall appoint a constitution committee of three (3) members.
- b) The Constitution may be amended at the Annual Meeting or the Semi-Annual Meeting and an amendment must be approved by a two-thirds (2/3) majority of the voting elected accredited representatives present at the said meeting.
- c) Proposed amendments shall be sent to member municipalities at least thirty (30) days prior to the Annual Meeting or the Semi-Annual Meeting.
- d) Amendments to the constitution come into effect the day after the meeting at which the amendment(s) are adopted.

10. Quorum

It shall take five elected members of the Board to form a quorum.

11. Duties and Powers of Board

- a) The Board shall have the power, and it shall be its duty to put into effect the will of FPEIM as expressed by Resolution at any of its meetings. Between such meetings it shall manage the affairs of FPEIM and shall report all transactions of the year to the Annual Meeting and provide an update of transactions to the Semi-Annual Meeting.
- b) The President, or in his/her absence the Vice-President of the same Caucus, shall preside at all meetings.
- c) The Board may appoint committees from within the Board and may delegate to such committees such powers as may be necessary for the proper carrying out of the duties delegated to the Board by FPEIM.

FPEIM Constitution

- d) The Board may appoint sub-committees from within the membership and may delegate to such sub-committees such powers as may be necessary for the proper carrying out of the duties delegated to the Board by FPEIM.
 - e) The Board shall be responsible for preparing the program for meetings of FPEIM.
 - f) The Board shall have the power to incur such ordinary expenditures as may become necessary for the carrying out of the business of FPEIM.
 - g) Each of the two Caucus' may meet independently on a regular or as needed basis to discuss issues of a conflictual nature to the other Caucus and/or issues pertaining directly to their own Caucus. If a Caucus decides to take a specific stand on an issue, the Vice-President of the Caucus shall be required to either address it at the next Board Meeting or ask the President to call an Executive Meeting.
 - h) The Board shall work to further the objectives of FPEIM.
 - i) The Board shall be responsible for the establishment of policies related to the operations of the organization.
12. **Duties and Powers of Executive**
- a) The Executive shall meet from time to time as deemed necessary.
 - b) The President, or his/her delegate, shall be the spokesperson for FPEIM.
13. **Reporting Procedures**
- a) All sub-committees from within the membership, appointed by the Board, shall report to the Board.
 - b) All Annual Meeting and Semi-Annual Meeting committees shall report to the Board at least fifteen (15) days prior to the Annual Meeting or Semi-Annual Meeting, respectively.
14. **Dues or Fees**
- a) Changes to FPEIM membership fees shall be determined by the Board, except for increases in excess of the increase in the Consumer Price Index for PEI for the previous year or changes to the rate structure,

FPEIM Constitution

which require approval of the accredited voting delegates at a general membership meeting.

- b) FPEIM shall pro-rate membership fees or dues of a municipality that joins FPEIM at a time other than at the Annual Meeting.
- c) This discretion may be exercised for each municipality once.
- d) Any member municipality may withdraw from membership in the FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES by submitting, in writing to the President, a notice of withdrawal, and upon discharging any lawful liability upon the books of the FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES against such member at the time of withdrawal. Such notice must be received by the President before January 31st of the year for the following membership year beginning April 1st.
- e) Any member municipality that has withdrawn or who has forfeited membership in the FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES, will no longer be eligible for any group benefit programs, plans, or initiatives of the FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES. Any municipality that wishes to be reinstated as a member municipality and wishes to rejoin any such program, plan, or initiative, will be responsible for any and all reinstatement fees and expenses.
- f) Any member municipality, as well as any non-member municipality, that has withdrawn or who has forfeited membership in the FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES and wishes to be reinstated as a member municipality, must pay current membership dues and receive membership reinstatement approval of the Board.
- g) Any member municipality that has not paid membership fees by June 30th of the fiscal year and who has not provided written notification of withdrawal from membership by the January 31st deadline, shall be charged a monthly rate of interest of 1.5% for every month unpaid since the beginning of the fiscal year (April 1st).

15. Meetings

- a) General meetings of FPEIM shall be held semi-annually. The annual meeting shall be held on the date determined by the Board, not later than ninety (90) days following the end of the fiscal year. The semi-annual meeting shall be held approximately six (6) months following the Annual Meeting, on a date to be determined by the Board.

FPEIM Constitution

- b) The location and date of the annual and semi-annual meetings shall be determined by the Board of Directors each year, subject to Section 15 a). Each member municipality shall be given at least thirty (30) days advance notice of the said meetings.
- c) Other meetings shall be called by the Board upon request of any three member municipalities and shall meet at such time and place as determined by the Board with as much notice thereof as possible to the member municipalities.
- d) At the meetings of FPEIM each paid-up member municipality shall have three votes, to be exercised by the elected accredited representatives from each member municipality as chosen by their municipalities.

16. **General**

- a) It shall be the duty of all member municipalities to notify the Executive Director in writing of any action they propose to take that may in any way affect member Legislation.
- b) The fiscal year end for FPEIM shall be the 31st day of March in each year. The signing officers of FPEIM shall be the President, or in his/her absence from the Province or incapacity through illness to act - either the Vice-President Cities/Towns or the Vice-President Communities, together with the Executive Director or in his/her absence from the Province or incapacity through illness to act--the Administrative Assistant.

17. **Procedure**

The rules of procedure, unless varied by resolution, shall be "Bourinot's Rules of Order".