

2021 FPEIM ANNUAL REPORT

64TH FPEIM VIRTUAL ANNUAL MEETING

MONDAY, APRIL 26, 2021



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Message from the President

Councillor Bruce MacDougall, City of Summerside
President, FPEIM

As your President, it gives me great pleasure to welcome you to the 2021 Annual Meeting of the Federation of Prince Edward Island Municipalities. 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.

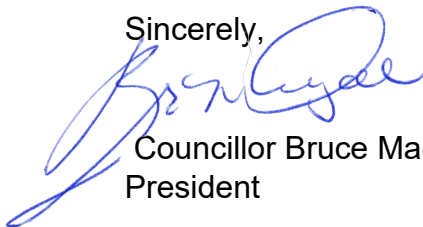
2020 was a challenging year for both municipalities and FPEIM. Many of the same challenges are being experienced in 2021. With the COVID-19 pandemic, we have had to change the way that many things are done. Virtual meetings and home offices are the new normal. Municipalities have experienced revenue losses and more expenses during this time. We will work through these challenges and anticipate that we can adjust to these changing times.

This year's meeting is a little different. We have a full schedule, but in a virtual meeting, there is no opportunity to network with colleagues from municipalities across the province. Hopefully, we can return to a regular meeting soon.

A special thank you also goes to our diamond partner, Stewart McKelvey, and all the valued partners for today's meeting.

I hope you enjoy our 64th Annual Meeting, and I wish you all the best for the coming year.

Sincerely,



Councillor Bruce MacDougall
President

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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.

FPEIM Board



President
Councillor Bruce MacDougall
City of Summerside



Vice President Cities/
Towns
Councillor Rodney Mann
Town of Kensington



Vice President Rural
Municipalities
Councillor Stephen Gould
Rural Municipality of
West River



Past President
Councillor Ivan Gallant
Town of Kensington



Prince County Cities/
Towns
Representative
Mayor Basil Stewart
City of Summerside



Prince County Cities/
Towns Representative
Councillor Kevin Maynard
Town of O'Leary



Queens County
Cities/Towns
Representative
Councillor Elaine Barnes
Town of Cornwall



Queens County Cities/
Towns Representative
Councillor Mitchell Tweel
City of Charlottetown

FPEIM Board



Queens County Cities/
Towns Representative

**Councillor Gail
MacDonald**

Town of Stratford



Kings County Cities/
Towns Representative

**Deputy Mayor Debbie
Johnston**

Town of Three Rivers



Kings County Cities/
Towns Representative

**Mayor JoAnne
Dunphy**

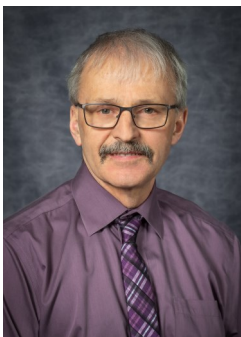
Town of Souris



Prince County Rural
Municipalities
Representative

**Councillor Patrick
MacLellan**

Rural Municipality of
Miscouche



Prince County Rural
Municipalities
Representative

Mayor Roger Gallant

Rural Municipality of
Abram-Village



Queens County Rural
Municipalities
Representative

**Councillor Peter
Vriends**

Rural Municipality of
North Shore



Kings County Rural
Municipalities
Representative

**Mayor David
MacAdam**

Rural Municipality of
Morell



Kings County Rural
Municipalities
Representative

Mayor Pat Bray

Rural Municipality of
Murray River

President's Report

Bruce MacDougall,
President, FPEIM

Municipal governments are closest to the people. Our residents have entrusted us to make decisions about local services on their behalf. It is an honour and a privilege. Congratulations on the great work you are doing to make your municipality a better place to live and work.

It is also an honour and a privilege to work on your behalf through your Federation. Your board is committed to advancing the interests of municipal governments and we appreciate your input and support. It is a pleasure to welcome the Rural Municipality of Malpeque Bay as the Federation's newest member. Your Federation now represents 95 percent of the municipal population. Together, we have come a long way and we will continue to make progress.

In the year ahead, important decisions will be made – decisions that could shape municipalities and our province well into the future.

In the fall, the province appointed members to the Land Matters Advisory Committee. This was an important development for municipalities and all Islanders. Over the years, many provincial governments have recognized that we need to improve land use policy. In 1973, the provincial Royal Commission on Land recommended the development of a general province-wide land use plan. It was to serve as a guideline for local community planning, and as a basis for broad provincial government decisions respecting land. It was the first of several provincial reports that called for major improvements to land use policy. Almost half a century later, PEI still does not have a province-wide plan. In 1997, a provincial round table recommended that the area covered by zoning be increased to 50 percent by 2003. Today, municipal planning only covers 10 percent of the Island.

The reluctance to address outdated provincial land use and property tax policy has fueled sprawl across the province. Sprawl is increasing greenhouse gas emissions and spread-out development is driving up the cost of providing public services. Sprawl is undermining municipal governments and our major industries. Agricultural land and the picturesque landscape that we all enjoy, have been gradually disappearing. With a growing population, this will continue at an accelerated rate if we continue to follow the same path. We need to plan for growth in a way that serves our long-term best interests. Strategic decisions today will help us grow the population of our service centres, both urban and rural, in a way that protects our rural areas and the vital industries they support.

President's Report

The Federation presented to the Land Matters Advisory Committee earlier this year. Their work, supported by previous reports and policy development work that was done following the 2014 Task Force report, should leave the province well positioned to deliver the modern land use policy that is so long overdue. We expect ongoing collaboration with municipal governments, which play a key role in delivering solutions. Additional technical support and resources will be needed to support implementation.

Late last year, the Province adopted several amendments to the Municipal Government Act. Several of the changes were aimed at adapting municipal operations to the realities of a pandemic. One notable change allows a municipal office to be located outside the municipality if it is shared with another municipality. Perhaps this will also lead to broader service sharing. Minister Fox has been a vocal supporter of intermunicipal collaboration, and I was pleased by the commitment in the 2021-22 budget for a pilot program to facilitate greater coordination of services among neighbouring municipalities through shared service agreements.

Recent support from Municipal Affairs and the Government of Canada made it possible for the Federation to deliver two projects to support municipalities. A Chief Administrative Officer Training program was developed and delivered over the first three months of this year. I was very pleased with the level of participation in each of the sessions. We recently added the training videos and other materials to the resources section of our website. Our second project provided direct support to individual municipalities in the development or updating of their municipal emergency management program. Municipal Affairs has committed additional funding to extend that program.

A lot of work has been done to support municipalities. Unfortunately, most municipalities are still faced with severely outdated municipal boundaries and inadequate financial resources. Our system is almost unique in Canada.

Last month, the Rural Municipality of Darlington submitted an application to dissolve. As a vocal advocate for municipal governments, it was disheartening to learn that a municipal council is in a position that it considers dissolution to be the best option. I encourage the Minister to work with the municipality to explore other options.

I sympathize with the Rural Municipality of Darlington and appreciate the challenges the municipality is experiencing. Sadly, Darlington is one of many small municipalities in rural PEI that have a very low tax base and population. These municipalities are victims of a situation that has evolved over several decades, where little was done by provincial governments to address municipal capacity. Dissolving rural municipal governments should not be the answer. The dissolution of a small

President's Report

municipality might appear to be a minor change; however, with each dissolution, other municipalities are losing a potential restructuring or service sharing partner.

Is Darlington the canary in the coal mine? The answer to that question is largely in the hands of the province. The provincial government needs to address the longstanding municipal capacity issues that have led to this unfortunate and unnecessary situation. The Federation is committed to working together on solutions.

Limited revenue sources present challenges for municipalities across the country. In PEI, municipal governments face the added burden of high provincial property taxes that limit tax room for municipalities. Your Federation continues to advocate for a reduction in provincial taxes on non-commercial properties within all municipalities.

The needed tax room would support municipalities faced with the cost of servicing a rapidly growing population. It would help municipal service centres that are paying for infrastructure and services that serve a geographical area many times the size of the municipality. It would help our smallest municipalities meet new requirements introduced in the MGA. It would help municipal governments, large and small, to provide the services, amenities and long-term planning that make communities and neighbourhoods better places to live and raise a family.

We are now less than a year away from the expiry of the five-year municipal funding agreement with the province. The municipal financial framework and boundaries have not kept up with the evolution of municipal governments over the past several decades. In the coming months, we look forward to working with you and the province to improve the financial framework.

Despite the challenges of the past year, we have a lot to be thankful for and a lot to look forward to. We live in the best province in the country, and there is no other place I would have wanted to be during the pandemic.

There have also been some exciting announcements recently. Last month the Government of Canada announced that it plans to double the Gas Tax Fund for one year, bringing more than \$17 million to Prince Edward Island to help boost the economy. The Gas Tax Fund will also be renamed the Canada Community-Building Fund.

Previous recessions have demonstrated the effectiveness of infrastructure spending for economic recovery and job creation and this fund will enable municipalities to

President's Report

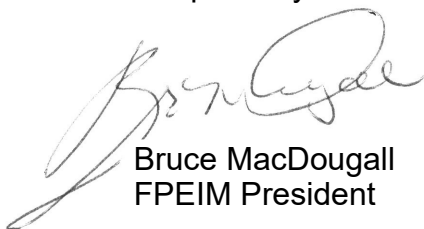
deliver results quickly and effectively. I thank the Government of Canada and I commend the Federation of Canadian Municipalities (FCM) for the outstanding work they have done in collaboration with municipal associations across the country over many months leading up to this announcement. This is just one example of the tremendous work FCM does every day. I recently accepted the position of Vice President at Large for FCM. I am temporarily filling the position that was vacated by past President Bill Karsten. This position is one of the 5 table officers for FCM and I certainly have a new appreciation for the hard work and lobbying that goes on behind the scenes on behalf of municipalities right across this great land.

Other recent federal announcements include investments in natural infrastructure, active transportation infrastructure, disaster mitigation and adaptation, greening municipal buildings, and a permanent national public transit program. Both the federal and provincial governments have committed to accelerating rural broadband and supporting rural public transit solutions.

These investments will help tackle climate change and rebuild the economy in ways that deliver lasting benefits in communities and neighbourhoods across our Island and the country, with municipalities often playing a key role.

In closing, we all have a lot of work to do, but municipal councils and staff have never been afraid of hard work. We simply roll up our sleeves and get the job done. Thank you for the work you do for your city, town, or rural municipality. Your Federation will also continue working hard for you.

Respectfully submitted,



Bruce MacDougall
FPEIM President

Executive Director's Report

John Dewey,
Executive Director, FPEIM

The Federation of Prince Edward Island Municipalities works on a broad range of issues on behalf of its members. It is a pleasure to provide the following update on some of those files.

Land Use

Last year, the Department of Agriculture and Land announced its intention to review the Lands Protection Act and the Planning Act to modernize the province's land-related legislation and policy to meet current and future needs of the province. In October, a Land Matters Advisory Committee was appointed to support government's efforts. FPEIM presented on land use policy to the Committee earlier this year. Currently, only 10 percent of PEI is covered by zoning. Weak provincial land use policy in the remaining 90 percent of the province and inequitable property tax policy are encouraging sprawl. The presentation included a map showing sprawl throughout the countryside and highlighted the negative implications for municipal governments, the environment, the economy, and quality of life. The presentation emphasized that in our small densely populated province, land use planning, based on modern planning principles, is not a luxury, it is a necessity.

Recommendations included calling for regulatory and tax policy changes that remove the incentive for sprawl outside municipal boundaries and to strengthen municipal governments, as well as increased technical and financial resources to support and guide municipal planning.

Municipal Finance

Narrow revenue raising tools force municipalities to rely heavily on property taxes. Unfortunately, high provincial property taxes in PEI compared to other provinces further restricts municipal revenue raising capacity.

FPEIM continues to advocate for improved financial arrangements for municipal governments, including a reduction of non-commercial provincial property taxes within municipalities. By creating tax room, the province would support growing municipalities that are faced with rising costs to service a rapidly growing population. It would help strengthen the service centres that are needed to ensure rural PEI is strong and resilient. It would help small municipalities that are struggling to provide basic services, such as land use planning and emergency preparedness planning.

Executive Director's Report

The municipal funding agreement negotiated in 2017 brought needed improvements and was an important first step. That agreement expires in one year and the work on the next agreement is now getting underway.

Municipal Legislation

Several amendments were made to the Municipal Government Act (MGA) in the Fall of 2020, following consultation with the Federation and individual municipalities. Amendments were required to enable municipal governments to operate effectively during a state of emergency or public health emergency. Similar amendments to the Planning Act, also requested by FPEIM, have received second reading.

The MGA was amended to permit a municipal office to be located outside the municipality if it is being shared with another municipality. Other amendments included minor improvements and corrections.

Chief Administrative Officer Training and Emergency Management Support

Over the first three months of this year, FPEIM provided the following training sessions for Chief Administrative Officers to support the important work they do every day:

- CAO and Council Roles & Responsibilities;
- Effective Meetings, Public Engagement and Communication;
- Municipal Law;
- Municipal Financial Management; and
- Land Use Planning and Development Control.

Training videos based on these sessions and supporting materials are available in the resources section of the FPEIM website, which has been reorganized to provide easier access to these and other resources.

The Federation was also pleased to provide emergency management support to municipalities across the province. This three-month program provided direct assistance to individual municipalities to further the development of the municipality's emergency management program. This vital work will help protect Islanders during emergencies, which have been increasing in frequency due to climate change.

Executive Director's Report

FPEIM thanks the Government of Canada and Municipal Affairs for the support that enabled the Federation to provide training and emergency management support at no cost to the participating municipalities. Municipal Affairs recently approved additional funding to extend the emergency management support program.

Public Transit

The Federation has been advocating for increased support for urban and rural public transit. Last year the province announced its intention to develop a rural transit plan to provide better, safer, and more environmentally friendly transportation links across Prince Edward Island. Rural transit has taken another step forward this year with a commitment by the Province to engage with experts to publish a plan by summer 2021 and to implement pilot routes starting in September 2021.

Public transit systems provide important social and environmental benefits, but they are expensive to operate. In 2012, the provincial government introduced an operating grant for the existing municipal transit system that serves Charlottetown, Stratford, and Cornwall; however, the grant has not grown, leaving municipalities with a growing share of the operating cost. The Federation continues to advocate for a substantial increase.

At the national level, there has been a longstanding request, led by FCM, for a permanent transit funding program. Earlier this year, the Government of Canada announced \$14.9 billion for public transit projects over the next eight years, which includes permanent funding of \$3 billion per year for Canadian communities beginning in 2026-27.

Infrastructure and Climate Change

The Government of Canada recently announced its intention to double the Gas Tax Fund for one year. It will also change the name of the program to the Canada Community-Building Fund. Strategic investments in local infrastructure are an effective way of stimulating the economy in the short-term, while providing long-term benefits for the environment, the economy, and our quality of life. This proposal will inject \$2.2 billion into the national economy, including more than \$17 million in Prince Edward Island.

Over the next five years, the Government of Canada will also be committing \$400 million to help build new and expanded networks of pathways, bike lanes, trails, and

Executive Director's Report

pedestrian bridges. New programs will provide support for greening municipal buildings. The recent federal budget includes \$200 million over three years to establish a Natural Infrastructure Fund to mitigate the impacts of climate change and prevent costly natural events.

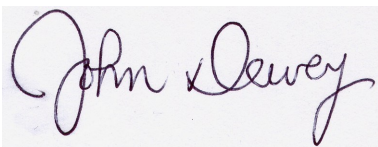
Municipal governments play an important role in mitigation and adaptation. Leading by example and working together are key to meeting or exceeding greenhouse gas emission reduction targets. Many municipal governments have demonstrated their commitment through various projects, policies, and initiatives over the past several years. For example, in the coming months we will see many new electric vehicle charging stations installed in municipalities across the Island. Municipalities are currently exploring other green initiatives, including collaborating with Maritime Electric on a large-scale solar project.

Photo Technology

At the 2006 FPEIM annual meeting, a resolution was adopted recommending legislative changes to enable municipalities to use photo technology as an enforcement tool. At that time, the provincial government did not move ahead with the amendments. The use of photo technology can help correct poor driving behaviours, reduce collisions, and improve safety. This proposal was raised again in 2020 in response to concerns over speeding in residential areas, including near playgrounds and schools.

The Federation has requested that the provincial government amend legislation to enable interested municipalities to use photo technology to supplement police enforcement. The Highway Safety Division is working on legislation that will allow for the use of new traffic enforcement technologies such as photo radar and red-light cameras. The Federation hopes to have the legislative framework in place this year.

Respectfully submitted,

A handwritten signature in purple ink that reads "John Dewey". The signature is written in a cursive style and is placed on a light grey rectangular background.

John Dewey

FPEIM Resolutions Committee Report

Committee Members:

- Councillor Gail MacDonald, Town of Stratford (Chair)
 - Mayor Roger Gallant, Rural Municipality of Abram-Village
 - Councillor Patrick MacLellan, Rural Municipality of Miscouche
 - Councillor Bruce MacDougall, City of Summerside, President (non-voting, ex-officio)
 - John Dewey, Executive Director (non-voting, ex-officio)
-

An invitation to submit resolutions was forwarded to member municipalities on January 25, 2021, with a deadline for submissions of February 25, 2021. No resolutions were submitted by FPEIM members; therefore, no resolutions will be brought forward to the members at the annual meeting.

FPEIM Resolutions Policy

The resolutions process gives members the opportunity to directly influence the policy and advocacy work of the Federation of Prince Edward Island Municipalities (FPEIM), as well as the organization itself.

1. RESOLUTIONS COMMITTEE

1.1 The Board shall appoint a resolutions committee of three members.

2. SUBMISSION OF RESOLUTIONS FOR CONSIDERATION BY THE MEMBERS

2.1 Member municipalities and the FPEIM Board of Directors may submit resolutions to the Resolutions Committee for consideration at the annual or semi-annual meeting.

2.2 Resolutions submitted for consideration should address a topic of direct responsibility or concern of Prince Edward Island municipalities and fall within the jurisdiction of the provincial government. The operative clause(s) should clearly set out what action is to be undertaken by the Federation. A request for a change in federal government policy should be expressed as the Federation recommending an action to the Federation of Canadian Municipalities.

2.3 The deadline for receiving resolutions shall be at 4 pm on the forty-fifth calendar day prior to the annual or semi-annual meeting.

2.4 Proof of endorsement by the sponsoring council must accompany all resolutions submitted to FPEIM.

3. ASSESSMENT AND CATEGORIZATION OF RESOLUTIONS

3.1 The Resolutions Committee shall categorize each resolution received into one of the following categories:

Category “A” – Municipal issues

Resolutions on issues that are the direct responsibility or concern of Prince Edward Island municipalities, and that fall within the jurisdiction of the provincial or federal governments.

Category “B” – Local Issues

Resolutions that deal with issues of primarily local concern.

Category “C” – Non-municipal Issues

Resolutions that deal with non-municipal matters. This category contains resolutions that are not a municipal responsibility and/or do not fall within

FPEIM Resolutions Policy

provincial or federal jurisdiction.

Category “D” – Recently Addressed and Ongoing Issues

Resolutions that deal with matters on which the Federation has taken a position in the past three years, or which have been the subject of a resolution brought before the members at any of the three immediately previous annual meetings or the three previous semi-annual meetings.

Category “E” – FPEIM Issues

Resolutions on matters relating to the Federation and its organization, structure or operation.

3.2 The Resolutions Committee shall prepare an assessment of each resolution received. The Committee may recommend concurrence or non-concurrence on Category “A” and Category “E” resolutions. The reasons for the recommendation shall be briefly explained in the report of the Resolutions Committee. For clarity, a recommendation of “concurrence” means it is recommended that the resolution be adopted by the membership and a recommendation on “non-concurrence” means it is recommended that the resolution be defeated by the membership.

3.3 If the Resolutions Committee deems it necessary or appropriate, it may amend resolutions submitted by the member municipalities, however any such amendment must not alter the intent of the resolution. These changes need not be noted in the report of the Resolutions Committee.

3.4 The Resolutions Committee shall submit each resolution to the Board, along with:

- 3.4.1 the assessment of the resolution;
- 3.4.2 the recommended resolution category;
- 3.4.3 any proposed amendments to the resolution; and
- 3.4.4 a recommendation, if desired, of concurrence or non-concurrence on any Category “A” or Category “E” resolution.

3.5 After considering the information presented by the Resolutions Committee, the Board:

- 3.5.1 Shall approve, reject or amend any amendments to resolutions made by the Resolutions Committee;
- 3.5.2 Shall approve or amend the categorization of each resolution;
- 3.5.3 May amend the assessment of a resolution;
- 3.5.4 May recommend concurrence or non-concurrence on any Category “A” or Category “E” resolution.

3.6 The Resolutions Committee shall, at least thirty (30) days prior to the annual or

FPEIM Resolutions Policy

semi-annual meeting, forward to all member municipalities a copy of:

3.6.1 all Category A and Category E resolutions that will be considered at that meeting; and

3.6.2 all Category B, C and D resolutions, for information purposes.

3.7 The Board may, on a two-thirds majority vote of Board member present, determine that a resolution, regardless of categorization, shall not be forwarded to its members on the basis that it:

3.7.1 Is contrary to the mission and/or goals of the Federation;

3.7.2 Contains private or personal information;

3.7.3 Addresses an existing or anticipated legal matter;

3.7.4 Addresses a human resources matter; and/or

3.7.5 Is discriminatory, defamatory or offensive.

3.8 The Resolutions Committee shall, as soon as practicable, notify the CAO of any municipality that has submitted a resolution of:

3.8.1 any amendment(s) made to the resolution, and the categorization, assessment and recommendation, if any; or

3.8.2 that a resolution will not be distributed to members in accordance with section 3.7.

4. LATE RESOLUTIONS

4.1 Resolutions received following the deadline 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. However, if the Board determines that:

4.1.1 a resolution is of an emergency nature;

4.1.2 sufficient research has been done to understand the implications of the resolution; and

4.1.3 the resolution concerns a matter that has clear implications for municipalities;

it may assess and categorize the resolution, distribute it to member municipalities if time permits, and the resolution may be presented at the annual or semi-annual meeting. The resolution may only be brought to the floor of the meeting on a motion receiving a two thirds (2/3) majority vote by the accredited voting delegates. If approved, a separate motion is required to debate and vote on the resolution.

5. VOTING AND DEBATE ON RESOLUTIONS AT MEMBERSHIP MEETINGS

5.1 At the resolutions session the Chair of the Resolution Committee shall report to

FPEIM Resolutions Policy

the meeting delegates on all resolutions forwarded to members and all emergency resolutions.

5.2 Each Category "A" and Category E resolution in the report of the Resolutions Committee, after being moved and seconded, shall be debated and voted upon individually.

5.3 Category B, C and D resolutions are provided for information purposes and shall only be brought to the floor on a motion made and passed by a majority vote of accredited voting delegates to:

5.3.1 change the category of the resolution to A or E; or

5.3.2 bring the resolution to the floor, without changing the category.

5.4 Only accredited voting delegates may move, second and vote on motions. All delegates that are elected members of a council that is a member municipality may debate motions.

5.5 The debate and vote on any motion to change the category assigned to a resolution or to bring a resolution to the floor shall be on the merits of changing the category or bringing the resolution to the floor, as the case may be; not on the merits of the resolution itself.

5.6 The vote on any resolution brought to the floor shall be on the merits of the resolution itself and not on the recommendation of the Resolutions Committee or the Board.

5.7 A representative from the sponsoring municipality will be given the first opportunity to speak. All speakers must identify themselves and their municipality and must confine their remarks to a maximum of two minutes. No delegate will be permitted to speak more than once on any resolution until other delegates that wish to speak have been heard, except to explain a misinterpretation of that delegate's remarks. The representative from the sponsoring municipality shall have the right to speak to reply and sum up in closing the debate.

5.8 Motions from the floor to amend a resolution will only be permitted if they propose minor changes that do not alter the intent of the resolution.

6. SUBMISSION OF RESOLUTIONS FOR CONSIDERATION BY THE BOARD

6.1 Member municipalities may submit resolutions at any time to the Resolutions Committee for consideration by the FPEIM Board of Directors.

Passed by the FPEIM Board at the March 24, 2015, meeting.

FPEIM Constitution Committee Report

Committee Members:

- Councillor Mitchell Tweel, City of Charlottetown (Chair)
 - Councillor Rodney Mann, Town of Kensington
 - Councillor Elaine Barnes, Town of Cornwall
 - Councillor 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 Committee and the FPEIM Board are not recommending any changes to the [FPEIM Constitution](#) at this time.

FPEIM Finance and Audit Committee Report

Members:

- Councillor Rodney Mann, Town of Kensington (Chair)
 - Mayor Roger Gallant, Rural Municipality of Abram-Village
 - Mayor Basil Stewart, City of Summerside
 - Councillor Bruce MacDougall, City of Summerside, President (non-voting, ex-officio)
 - John Dewey, Executive Director (non-voting, ex-officio)
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The FPEIM Finance and Audit Committee met on March 16, 2021 and proposed that the budget be presented to the FPEIM Board for adoption. The FPEIM Board met on March 18, 2021 and adopted the budget as recommended by the Finance and Audit Committee.

Note: In accordance with a resolution adopted at the 2014 semiannual meeting, the FPEIM budget is now approved by the board and will not be brought before the members at the annual meeting.

FPEIM Finance and Audit Committee Report

Federation of Prince Edward Island Municipalities Inc.		
2021-2022 Proposed Budget		
	Budget 2020-2021	Budget 2021-2022
REVENUE		
Membership Revenue	\$155,009	\$160,902
Provincial Grant	\$95,000	\$95,000
Interest	\$2,000	\$2,000
Annual and Semiannual Meeting	\$24,600	\$18,000
Member Services	\$5,266	\$13,200
TOTAL REVENUE	\$281,875	\$289,102
EXPENSE		
Wages & Salaries	\$155,510	\$189,252
EI & CPP Benefits	\$9,268	\$12,281
Pension	\$12,665	\$12,389
Medical	\$2,822	\$3,143
Long Term Disability	\$1,522	\$1,522
Workers Compensation	\$284	\$317
Travel Out of Province	\$23,619	\$13,325
Travel In Province	\$4,800	\$4,800
Dues and Registration Fees	\$2,890	\$2,840
Office Expense	\$10,650	\$10,790
Bank Expense	\$450	\$300
Meetings	\$3,500	\$3,500
Bell Award	\$500	\$500
Professional Fees	\$14,100	\$23,230
Annual & Semi-Annual Meeting	\$22,525	\$16,825
Rent	\$4,800	\$4,800

FPEIM Finance and Audit Committee Report

President - Stipend	\$6,000	\$6,000
Member Services	\$2,000	\$12,000
Insurance	\$2,371	\$2,491
Depreciation	\$600	\$600
Miscellaneous	\$1,000	\$1,000
TOTAL EXPENSE	\$281,875	\$321,905
NET INCOME/LOSS	\$0	<\$32,803>

Appendices

- A. FPEIM MEMBERSHIP LIST
- B. FPEIM CONSTITUTION

FPEIM Membership List

FPEIM Member Municipalities

City of Charlottetown	Rural Municipality of Hazelbrook
City of Summerside	Rural Municipality of Hunter River
Town of Alberton	Rural Municipality of Kinkora
Town of Borden-Carleton	Rural Municipality of Linkletter
Town of Cornwall	Rural Municipality of Lot 11 & Area
Town of Kensington	Rural Municipality of Malpeque Bay
Town of North Rustico	Rural Municipality of Miltonvale Park
Town of O'Leary	Rural Municipality of Miscouche
Town of Souris	Rural Municipality of Morell
Town of Stratford	Rural Municipality of Mount Stewart
Town of Three Rivers	Rural Municipality of Murray Harbour
Town of Tignish	Rural Municipality of Murray River
Rural Municipality of Abram-Village	Rural Municipality of North Shore
Rural Municipality of Bedeque & Area	Resort Municipality
Rural Municipality of Belfast	Rural Municipality of Sherbrooke
Rural Municipality of Brackley	Rural Municipality of St. Nicholas
Rural Municipality of Breadalbane	Rural Municipality of St. Peter's Bay
Rural Municipality of Central Prince	Rural Municipality of Tyne Valley
Rural Municipality of Crapaud	Rural Municipality of Victoria
Rural Municipality of Eastern Kings	Rural Municipality of Warren Grove
	Rural Municipality of Wellington
	Rural Municipality of West River

FPEIM Constitution

FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES

(Revised October 2020)

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 municipalities 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 municipalities 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 member municipality shall designate its three members of council who will then be accredited for voting purposes.

4. Executive

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

FPEIM Constitution

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 a 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 rural municipality council shall be part of a committee called the Rural Municipalities Caucus.
- b) The term of office of all members of the Board, except the Past President, shall be four 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)
 - i) 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 rural municipalities; and
 - one seat which may be held by either a town or a rural municipality.
 - ii) 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, one elected representative from a rural municipality and one elected representative from either a rural municipality or a town.
 - iii) The seats designated for Kings county shall be comprised of five elected representatives, which shall consist of:
 - two seats for towns;
 - two seats for rural municipalities; and
 - one seat which may be held by either a town or a rural municipality.
 - iv) Seats designated solely for towns or rural municipalities shall be filled prior to seats that may be filled by either a town or rural municipality. If required, the Chief Electoral Officer shall hold a second ballot to fill any seat that may be held by either a town or rural municipality.
 - v) If a vacancy occurs in an elected seat from either caucus prior to the end of the term of office, the vacant seat shall be deemed a seat that may be filled by either a town or rural municipality if the number of elected seats allocated to each caucus can be respected.

FPEIM Constitution

- 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 Nominating Committee shall, within 30 days, issue a call for nominations to member municipalities that are eligible to fill 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 subsection 5k).
 - 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.

FPEIM Constitution

- g) The President shall be elected every four years at the annual meeting.
- h)
 - i) A vacancy in the position of President that occurs prior to the ninetieth day before the annual meeting in the third year of the term of office shall be filled by a by-election. The by-election shall be held at the next annual or semi-annual meeting that takes place more than 90 days following the vacancy. From the time the vacancy occurs until the position is filled by a by-election, the position shall be filled internally.
 - ii) A vacancy in the position of President that occurs on or following the ninetieth day before the annual meeting in the third year of the term of office shall be filled internally for the remainder of the term of office.
 - iii) A vacancy in the position of President that is filled internally, shall be filled by the Vice-President of the same caucus as the President. If the Vice-President of the same caucus declines the position, it shall be filled by the Vice-President of the other caucus. If both Vice-Presidents decline the position, the Board shall elect a President from within the Board.
- 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 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 representative, he/she shall be a non-voting, ex-officio member of the Board and shall not form part of the quorum.
- j) Each Board member shall be a representative of a "member" municipality.
- k) 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.
- l) The Board shall meet at least quarterly at such time and place determined by it. Board meeting may be held by electronic means.
- m) The Federation of Canadian Municipalities member-at-large representing Prince Edward Island shall be granted observer status at regular FPEIM Board meetings.

FPEIM Constitution

- n) 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.

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) or more 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 following the municipal general elections.
- 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 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 second call for nominations. 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

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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 accredited representatives.

FPEIM Constitution

8. Resolutions

- a) The Board shall appoint a resolutions committee of three (3) or more 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 sixtieth 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 for submitting resolutions, 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 subsection 8f), 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 Constitution

- 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) or more 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 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 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.
- 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.

FPEIM Constitution

- 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**

All sub-committees from within the membership, appointed by the Board, shall report to the Board.

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, 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.

FPEIM Constitution

- 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.

15. Meetings

- a) The annual and semi-annual meetings shall be held on the dates and at the locations determined by the Board. Meeting may be held by electronic means. The Board may establish processes for postponing annual and semi-annual meetings and for cancelling semi-annual meetings.
- b) Each member municipality shall be given at least thirty (30) days advance notice of the annual and semi-annual 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 member municipality shall have three votes, to be exercised by the 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.

FPEIM Constitution

- 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 Rural Municipalities, 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".

~~ DIAMOND PARTNER ~~



~~ GOLD PARTNERS ~~



PEI Infrastructure Secretariat



~~ SILVER PARTNERS ~~



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