

TOWN OF NORTH RUSTICO
REGULAR COUNCIL MEETING AGENDA
TUESDAY OCT 3, 2023, AT 9:00AM
TOWN OFFICE, 106 RIVERSIDE DRIVE

1. **Call to Order**
2. **Approval of Agenda**
3. **Declarations of Conflict of Interest**
4. **Adoption of Previous Minutes-** Regular Council Meeting September 12, 2023 9:00AM
Special Council Meeting September 19, 2023 9:00AM
Special Council Meeting September 21, 2023 3:00PM
Special Council Meeting September 25, 2023 9:30AM
 - 4.1 **Business Arising from the Minutes**
5. **Wellness Centre GM Report**
6. **CAO Report**
7. **Committee Reports**
 - 7.1 Sewer and Water Utility Board- No Meeting in Sept
 - 7.2 Planning Board
 - 7.3 Rec & Events Committee
 - 7.4 Wellness Centre Advisory Committee
 - 7.5 EMO Committee
 - 7.6 Finance & Infrastructure Committee
8. **Requests for Decision**
 - 8.1 **RFD 2023-10-55-** Approval to Accept Divesture of North Rustico Lighthouse
 - 8.2 **RFD 2023-09-52-** Review of Bylaw 2023-03 Remuneration Bylaw
 - 8.3 **RFD 2023-10-56-** Approval to Purchase Generator for Town Office/Fire Dept
 - 8.4 **RFD 2023-10-57-** Approval of engineering services for Sewer and Water plant upgrades
 - 8.5 **RFD 2023-10-58-** Approval of Bid to Purchase Fire Truck
 - 8.6 **RFD 2023-10-59-** Approval to Request Donations for Boardwalk Project
 - 8.7 **RFD 2023-10-60-** Approval to Re-submit Funding for Boardwalk to ACOA & AT
 - 8.8 **RDF 2023-10-61-** Approval to Apply for Climate Challenge Funding
9. **New Business**
 - 9.1 Council business cards
10. **Correspondence**
 - 10.1 Bruce Yeo Award Nominations
11. **Appointments to Committees**
 - 11.1 Rec and Events Committee
12. **Next Meeting Date – Monday Nov 6, 2023, at 6:00PM**
13. **Adjournment**

**Town of North Rustico
Regular Council Meeting Minutes
Tuesday, Oct 3, 2023 at 9:00AM**

PRESENT:**Mayor
Councillors**

Heather McKenna
Margaret Goulding, Donna Coll
Michelle Pineau, David LeClair

Staff

CAO Stephanie Moase, GM Darren Banfield

Regrets

Councillor Patricia Doucette

Others

Andrew Lush and Trudy MacDonald of Friends of North

Shore Committee

1. CALL TO ORDER

Mayor Heather McKenna called the meeting to order at 9:00am.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Margaret Goulding and seconded by Councillor Michelle Pineau that the agenda be approved as presented.

**(4-0) MOTION CARRIED
(2023-10-170)**

3. DECLARATIONS OF CONFLICT OF INTEREST

Nil

4. ADOPTION OF PREVIOUS MINUTES

It was moved by Councillor Margaret Goulding and seconded by Councillor Donna Coll that the minutes of the Regular Council Meeting on Sept 12, 2023 9:00AM be approved as presented.

**(4-0) MOTION CARRIED
(2023-10-171)**

It was moved by Councillor Donna Coll and seconded by Councillor Margaret Goulding that the minutes of the Special Council Meeting on Sept 19, 2023 9:00AM be approved as presented.

**(4-0) MOTION CARRIED
(2023-10-172)**

It was moved by Councillor Donna Coll and seconded by Councillor Margaret Goulding that the minutes of the Special Council Meeting on Sept 21, 2023 3:00PM be approved as presented.

**(4-0) MOTION CARRIED
(2023-10-173)**

It was moved by Councillor Donna Coll and seconded by Councillor David LeClair that the minutes of the Special Council Meeting on Sept 25, 2023 9:30AM be approved as presented.

**(4-0) MOTION CARRIED
(2023-10-174)**

4.1 Business Arising from the Minutes

The money was received from the Fiona Disaster Fund for the clean up completed at Josee's Lane.

The Council discussed the Food Cycler project and how they would still be able to move forward with it. There is a surplus in the events budget that could be allocated for this purpose to benefit the residents of North Rustico.

It was moved by Councillor Margaret Goulding and seconded by Councillor Donna Coll that the Council approve the Food Cycler Pilot Project go ahead allocating surplus funds from the Rec and Events demonstrations budget.

**(4-0) MOTION CARRIED
(2023-10-175)**

5. WELLNESS CENTRE GM REPORT

Mayor Heather McKenna introduced Darren Banfield the new General Manager of the Eliyahu Wellness Centre Canada Games Place. Council reviewed the written report. Darren explained his background and how he looks forward to continuing with the Wellness Centre improvements. There were offers to assist with a trial run of a basic canteen for the Thanksgiving weekend. He will be meeting with the sign company to get updated on sponsorships ads and meeting with potential renters for empty spaces.

6. CAO REPORT

CAO Stephanie Moase presented her report. Stephanie has not been involved in the Sewer and Water so far and will have to spend some time reviewing to get to speed. Prior to her departure, past Chair Andrea Greenan had begun discussing a rate increase, this will be discussed in the upcoming meetings to verify the process required for a filing to IRAC.

Council and staff gave their condolences on the loss of long time volunteer Joe Peters and wished to extend their appreciation for all that he has done for the community over the years.

It was suggested that when the kitchens are completed at the Wellness Centre that they be leased out instead of the Town trying to run on their own.

7. COMMITTEE REPORTS

7.1 Sewer and Water Utility Board- No meeting in Sept.

7.2 Planning Board- Chair Donna Coll stated that at the last meeting they reviewed the responses from the Public Meeting held for feedback for the Official Plan and Bylaw update. They also reviewed the survey questions from the consultant that will be

distributed to the Public for additional feedback. The committee requested the consultant review and make the language more user friendly. The committee is also reviewing the current official plan to suggest updates. Stephanie submitted the approved permit list for September.

7.3 Recreation & Events Committee- Chair Michelle Pineau stated the Sept 11 2023 meeting of Rec and Events committee had debriefs on the Canada Day and Music in the Park events. A representative from CCTP discussed the opportunities to extend the Fall Tourism season and how North Rustico could be part of that and with Christmas events. The committee also has some action items to complete for Remembrance Day event

7.4 Wellness Centre Advisory Committee- Chair Margaret Goulding presented the report. It was asked what the plan for the food truck will be. There is no formal agreement at this time, the GM will be working with them to see what is feasible. A snow removal tender will be issued for the driveway and lot, CAO to verify which portion is Public road and which is Private.

7.5 EMO Committee- The tabletop exercise for a Hurricane situation was completed and went over very well. An ICS training session has been booked for Sat Nov 18 2023 9-4. It was discussed that Council needs to appoint a Municipal Emergency Operations Coordinator. One of the upcoming meetings a representative from the Fire Dept will come to discuss a community evacuation plan.

7.6 Finance & Infrastructure Committee- Chair and CAO need to meet to review what former CAO did with financial reports and need to have a book keeper in place to move forward.

7.7 HR Committee- Awaiting information regarding Canoe Employee Benefits Plan. Salary ranges need to be created for each job description. Need to differentiate between full time and part time and salary and hourly employees.

8. REQUESTS FOR DECISION

8.1 RFD 2023-10-55 Approval to Accept Divesture of North Rustico Lighthouse

Councillor David LeClair read the RFD.

There was a question regarding the money that had been fundraised by the past committee. They will discuss about passing it along to a new council committee when formed.

There was a discussion about being able to take a tour of the lighthouse, Andrew said he would be able to book a time and pick up a key to take any Council members who would like to see inside it.

There would be a little more investigation required to establish the ownership of surrounding properties, the group does not have access to all that data, however the Town may be able to have more access.

It was moved by Councillor David LeClair and seconded by Councillor Donna Coll that the Council approve to move forward with accepting the divesture of the North Rustico Lighthouse from DFO in place of the current community group, Friends of the North Shore.

**(4-0) MOTION CARRIED
(2023-10-176)**

8.2 RFD 2023-09-52 Review of Bylaw 2023-03 Remuneration Bylaw

Stephanie Moase read the RFD. First reading was completed last regular meeting. Changes that had been requested from the first reading were read aloud.

Moved by Councillor Margaret Goulding
Seconded by Councillor Donna Coll

Whereas Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the council, a member of a council committee or another person.

And whereas Bylaw # 2023-03 Remuneration Bylaw was written to update and repeal Bylaw 1-2011 Honorarium -Salary as it was outdated

And whereas Bylaw # 2023-03 Remuneration Bylaw includes updates from Municipal Affairs' Remuneration Bylaw Template;

And whereas MRSB was hired as a Commission to review and provide a report regarding the remuneration of Council and Committees as required by MGA section 82(3) and this report was reviewed and accepted by Council at the Aug 7 2023 regular council meeting;

And whereas the Bylaw # 2023-03 Remuneration Bylaw was read and approved for a first time at a Council meeting held Sept 12, 2023

Be it resolved that Bylaw # 2023-03 Remuneration Bylaw be hereby read a second time.

**(4-0) MOTION CARRIED
(2023-10-177)**

Moved by Councillor Margaret Goulding
Seconded by Councillor Michelle Pineau

Whereas Bylaw # 2023-03 Remuneration Bylaw was read and approved for a first time at the Sept 12, 2023 Regular Council meeting;

And whereas Bylaw # 2023-03 Remuneration Bylaw was read for a second time at this Regular Council meeting held Oct 3, 2023

Be it resolved that the second reading of Bylaw # 2023-03 Remuneration Bylaw be hereby approved.

**(4-0) MOTION CARRIED
(2023-10-178)**

Moved by Councillor Margaret Goulding
Seconded by Councillor Michelle Pineau

Whereas Bylaw # 2023-03 Remuneration Bylaw was read and approved for a first time at the Sept 12, 2023 Regular Council meeting;

And whereas Bylaw # 2023-03 Remuneration Bylaw was read and approved for a second time at this Regular Council meeting held Oct 3, 2023

Be it resolved that Bylaw # 2023-03 Remuneration Bylaw be hereby approved and formally adopted.

(4-0) MOTION CARRIED
(2023-10-179)

8.3 RFD 2023-10-56 Approval to Purchase Generator for Town Office/Fire Dept

Stephanie Moase read the RFD. Council discussed the importance of the generator for the Town Emergency operations centre and the Fire dept. Council thanks Farm Credit Canada for the grant of \$2,000 towards the purchase of the generator.

It was moved by Councillor Margaret Goulding and seconded by Councillor Michelle Pineau that Council approve the CAO to purchase a generator at the cost of \$10,450+HST from Chandler Motor Repair using funds from the Fiona repairs reserve and funding from FCC.

(4-0) MOTION CARRIED
(2023-10-180)

8.4 RFD 2023-10-57 Approval of Engineering Services for Sewer& Water Plant Upgrades

Stephanie Moase read the RFD. Council reviewed the quote from CBCL for the engineering.

It was moved by Councillor David LeClair and seconded by Councillor Donna Coll that Council to approve the quote for CBCL to provide engineering services for the completion of the Sewer and Water Plant Upgrades for \$21,000 +HST

(4-0) MOTION CARRIED
(2023-10-181)

8.5 RFD 2023-10-58 Approval of Bid to Purchase Fire Truck

Stephanie Moase read the RFD.

It was moved by Councillor David LeClair and seconded by Councillor Michelle Pineau that Council to approve the sale of the 1997 pumper to Morell Fire Dept for \$27,000.

(4-0) MOTION CARRIED
(2023-10-182)

8.6 RFD 2023-10-59 Approval to Request Donations for Boardwalk Project

Stephanie Moase read the RFD. Council discussed the 'fundraising fatigue', hoping to tap into a different user group as there are many personal donors that have approached the Town looking to donate to the boardwalk.

It was moved by Councillor Donna Coll and seconded by Councillor Michelle Pineau that Council approve the boardwalk working group to solicit public and corporate donations towards the Boardwalk replacement project.

**(4-0) MOTION CARRIED
(2023-10-183)**

8.7 RFD 2023-10-60 Approval to Re-submit Funding for Boardwalk to ACOA & AT

Councillor Donna Coll read the RFD.

It was moved by Councillor Donna Coll and seconded by Councillor Michelle Pineau Council to approve CAO to re-submit updated applications to ACOA and Active Transportation in the amount of \$900,000 towards the Boardwalk replacement project.

**(4-0) MOTION CARRIED
(2023-10-184)**

8.8 RFD 2023-10-61 Approval to Apply for Climate Challenge Funding

Stephanie Moase read the RFD. Councillor Donna Coll has volunteered to assist CAO in completing this application.

It was moved by Councillor Donna Coll and seconded by Councillor Michelle Pineau Council to approve CAO to submit application to the Climate Challenge Fund in the amount of \$30,000 towards the greenspace clean-up/trail project.

**(4-0) MOTION CARRIED
(2023-10-185)**

9. NEW BUSINESS

9.1 Council Business Cards

There has been a request to have councillor business cards, as councillors are paid a reimbursement for phone use, CAO asked if their cell phone numbers could be used on these cards. There was a question of cost, CAO stated this would have to be looked into and possibly be able to print in house. Council agreed. CAO to look into getting some cards made up.

10. CORRESPONDENCE

10.1 Bruce Yeo Award Nominations

For information only

11. APPOINTMENTS TO COMMITTEES

11.1 Rec and Events Committee

It was moved by Councillor Michelle Pineau and seconded by Councillor Donna Coll that Council appoint Lisa Sandoval to be a member of the Recreation and Events Committee

**(4-0) MOTION CARRIED
(2023-10-186)**

11.2 New Ad Hoc Committee for North Rustico Lighthouse

It was moved by Councillor Michelle Pineau and seconded by Councillor David LeClair that Council create an committee for North Rustico Lighthouse.

**(4-0) MOTION CARRIED
(2023-10-187)**

There was a conversation on what next steps may be involved in the Town reviewing expansion into the Harbour area. CAO advised there would be a full work book to review on the subject.

12. NEXT MEETING– Regular Council Meeting Monday Nov 6th, 2023, 6:00pm, Town Office

13. ADJOURNMENT

There being no further business the meeting was adjourned at 10:52am

Moved by Councillor Margaret Goulding
Seconded by Councillor David LeClair
**(4-0) MOTION CARRIED
(2023-10-188)**

ACTION ITEMS

- Committee Chairs to send written reports by Wed Nov 1 2023
- Staff to coordinate the sale of Town Hoodies
- Stephanie/Andrew to set up meeting with DFO for next steps on lighthouse
- Stephanie to prepare information to Public for Foodcycler Pilot Project
- Stephanie to work with consultant to get Official Plan Survey completed and out to public.
- Staff/Committee to work on Remembrance Day and Christmas Events.
- Fire Chief Dan Gallant will report at the November meeting
- Stephanie to work with Donna on Funding for Trails cleanup project.
- Stephanie to work with Darren on Snow Removal Tender for Wellness Centre
- Stephanie to continue to work at getting fully staffed
- Staff to get information on the lot sales and work done on Autumn Lane lots
- Darren to work with Advisory Committee on procedures for the Wellness Centre
- Stephanie/HR to contact Canoe for info on medical benefits
- Stephanie to move forward with purchase of generator
- Stephanie to apply for donation through Irving for Boardwalk
- Stephanie to complete funding for ACOA and AT for boardwalk
- Finance and Infrastructure to review signage at boardwalk
- Stephanie to look into Council business cards

Mayor Heather McKenna

Date

CAO Stephanie Moase

Date

Hi Stephanie,

Just a quick report/snapshot on my first 3 days in the role for submission to the council.

First shift concluded with my first Advisory Committee meeting. Some great personalities and balance of life experience, skill sets and passion for the success of the centre for the community. A long list of to-do's was evident almost immediately and I have hit the ground running on what I feel are the top priorities:

Canteen

- Basic Electricity confirmed for area with Adam MacLean. Suitable extension cords purchased and in place. Refrigerator, confirmed as functional, coffee machine/boiling water still requires water hook up. General power for other equipment confirmed as possible also.
- Canteen area has been re-organised and tidied
- Proposal for 2 full time hires submitted to CAO for 5 days a week 8am to 8pm coverage – ads to be posted this week. In short, new hires will cover:
 - i) Enquiries/reception function
 - ii) Basic Canteen sales
 - iii) Clover sales – Gym membership, ice rentals, PD days, staff punches etc
 - iv) Food truck co-ordination (to be confirmed) – order placement and order delivery
 - v) Chase the Ace sales/machine monitoring
 - vi) Lost and found
 - vii) Skate sharpening/drop point
 - viii) Other duties that arise/evolve
- Food truck short term contract requires evaluation
- Canteen Contract completion estimation required

Sponsor signage

- Meeting with Gemini Tuesday Oct 3rd for updates and momentum on valued sponsor advertisement/signage erection

Entry Appearance/Drainage

- River rocks proposed for area left of main entrance – Tooms contacted, final arrangements pending, need to confirm landscaping contract before go ahead.
- Slats or Shade cloth for cage to be enquired about further
- Rainwater drainage issue to be addressed where possible – need to confirm landscaping contract

Room Rentals

- Assessment of all spaces – rentable and non-rentable/public spaces to be confirmed
- Collation of interested parties and best services for the community as a whole identified
- Contracts for confirmed renters drawn up and signed asap

Financials

- Awaiting new financial snapshot for accurate evaluation of deficit(s)
- Immediate adjustments to be put in place – revision of pricing for services, amenities etc
- Long term options and plans to be identified

Contractors

- Get up to speed with current contractors, work left to do and deficiencies pending remedying.

Very much looking forward to getting to know more of the local personalities and families - confident that I can affect some momentum in finalising some of the on-going issues and implement some processes, procedures and leadership to the great team we have at the Eliyahu Centre, and North Rustico community.

**TOWN OF NORTH RUSTICO
CAO REPORT
COUNCIL MEETING OCTOBER 3, 2023**

Fire Department

- Sealed bids for old pumper truck are now closed and Council to approve sale

Sewer & Water

- No meeting held, will need to get up to speed to assist with IRAC application for increase
- Will be working on a list of residents that should be billed to compare to actual billing

Town

- Still awaiting breakdown of costs associated with hurricane Fiona and getting the repairs done based on insurance claim.
- Audit for F/Y 2022-2023 was supposed to be this past week but was cancelled by MRSB as all working papers had not been completed. Sheri Chislett coming in a couple times per week to assist with payroll, bookkeeping and completing info to prepare for audit.
- Receiving resumes for two open positions for administrative and bookkeeping staff.

Wellness Centre

- New GM in place and working on getting up to speed
- Accepting resumes for canteen and cleaning staff.

Planning Board Meeting September 14

- The Board reviewed responses from the Public Consultation held at the Lions Club.
- The Board was given a list of questions from the planning consultants which will be distributed to the public. They felt they were a little complex and were sent back to the planners for revision.
- The Board reviewed the first portions of the present Official Plan as to what was relevant and what needed to be updated. They will resume this next meeting.

Town of North Rustico Development Permits Sept 2023

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
1126085	56 & 58 Autumn Lane, North Rustico, PE C0A 1N0, NORTH RUSTICO	Subdivision	Lot 23-17A & Lot 23-17B - Being a Subdivision of PID No. 1126085	Approved	2023-09-27

RECREATION AND SPECIAL EVENTS COMMITTEE REPORT ~ OCT 3, 2023

Quorum was achieved and the meeting was called to order at 9:01am.
Minutes of the previous meeting were approved.

4. BUSINESS ARISING

4.1. Business Arising from the Minutes: Chair Michelle Pineau relayed information that had been shared with her pton the Sommo Festival, specifically how it may be moved to the July 1 long weekend and that this may have an impact on the Town of North Rustico's traditional Canada Day celebrations. This is not confirmed at this time and was shared as a "heads up" for the committee.

There was brief discussion on the quality of the sound system used for Remembrance Day last year as the various elements of the service were difficult to hear, especially for anyone standing further back. It was suggested that notably for the singing of the National Anthem, we could potentially invite multiple singers as it was difficult to hear.

5. NEW BUSINESS

5.1. New Race Event

The event is scheduled for Sept 30 and Oct 1, a good time for a new event and may bring some more people into town at a usually quiet time, bringing some nre business to extend the typical season. Race start line will be at our Seawalk Park. The Town has been added as a third party insured, and a copy of the policy will be forwarded to the office to have on file.

5.2. Remembrance Day

Senator Brian Francis, who had been asked in previous years, has reached out to the office to state that he will attend this year's event. Spencer Allen will coordinate with his office as to what role he may play. The committee noted a need to verify if the members of the Colour Guard are required to be Armed Forces members. Office staff to check with Lori Doucette and the Kingston Branch of the Royal Canadian Legion for more information as she has been involved for many years and the Kingston Branch is the closest branch, with which we had a previous working relationship. Councillor Patricial Doucette may also know this as she is a retired Naval member herself. The benefit of having those offering Prayers (or perhaps better yet Invocations) rotated year to year, thus including different denominations or taking a non-denominational approach was discussed. An Armed Forces Padre may be the ideal solution.

5.3. Canada Day Debrief

It came to the attention of a couple of councillors that Fisherman's Wharf may like to be more involved in Canada Day celebrations going forward. The committee would do well to reach out next year to seek out more involvement and determine what that might look like. Feedback was that the quality of the sound was very good and staff will book ahead again for next year. It was mentioned that getting more 50/50 ticket sellers out early on and walking along the parade route would help drive increased 50/50 sales. Bouncy Castles are being booked early for next year, if not, perhaps already booked.

5.4. Music in the Park Debrief

Mayor Heather McKenna stated her pleasure with how well the event went this year. Spencer Allen will draft a letter to PCU thanking them for their sponsorship and providing info on attendance etc. There was a question as to whether to look into

RECREATION AND SPECIAL EVENTS COMMITTEE REPORT ~ OCT 3, 2023

hosting the event at the Lions Club in the event of rain. It was agreed by all that the event should remain in the park, trying to hustle to acquire a change in venue if it is raining could become more work than it would be worth as people would likely assume cancellation anyway and how would we get to communicate a going ahead with change of venue other than social media anyway. There was general consensus that the Artisan Pop-Up Market was successful and a win-win-win addition to the Music in the Park event and Spencer Allen will follow up to get final info on the market to bring to the committee.

5.5.Christmas Events

Jillian O'Halloran, Executive Director of the CCTP (Central Coastal Trail Partnership) and also representing Tourism Cavendish Beach Inc. joined the meeting for a period to speak to some of the initiatives that the CCTP and Tourism Cavendish Beach Inc. are collaborating on to help extend the tourist season, promote a Four Season Destination and build on some things that they do around the Fall and Christmas season. Specifically for the Town of North Rustico, discussion centred upon how can we build on the numbers of people that come to North Rustico to see the lights anyway as an economic driver. Currently, and for years, large numbers of people are coming out to see the lights and driving through town, but not dropping a dime at an area business. Jillian and office staff will work together on a digital map to help orient sight seers and also to help build the brand. Some businesses have already signed up for the Hot Chocolate Trail, which is already in its second year. The question of what we can do with the Seawalk Boutiques to build upon this and leverage some economic spin-off was raised. Some initial ideas included: creating a Santa's workshop, a story time with Santa or Santa's Helpers (perhaps in collaboration with Tide and Tales Bistro and Bookstore?), carolers and perhaps a Skate with Santa at the new arena. Perhaps leaving the boutiques open with the current leasees is an idea and having them open at stipulated times. This may have to be coordinated with the Finance and Infrastructure Committee and then brought to Council Stephanie will share Jillian's coordinates with committee members.

Our next meeting is scheduled for Oct 16th, 2023 9:00am, barring anything that might necessitate the convocation of an earlier meeting.

The meeting was adjourned at 10:15am.

Respectfully submitted,

Michelle Pineau
Recreation and Special Events Committee Chair

Committee Chair Report

Date: *Sept 13. 2023*

Committee Name: *Eliyahu*
Advisory Committee Meeting

Meeting Key Point(s): *Chillers to be checked to fix and*
Canteen to run with Fork at over
need to hire 2 staff one of government
Centre gets 10% Steel door at Gym unlocked

Resolutions at meeting (bring to council): _____

Major projects, decisions that need to be addressed by council and/or CAO: _____
Contract to be done with outside food
vendor

Committee Chair Report

Date: September 27

Committee Name: Elyahu Wellness Centre Advisory Committee

Meeting Key Point(s): Sign with Toombs. Name:

Dept of Transportation is road in Public or Private
Snow Removal Room Rentals

Sec Can Chillers Power General Manager introduced

Resolutions at meeting (bring to council): _____

Make adjustments to ice rental in January.

Financials will be once a month

Major projects, decisions that need to be addressed by council and/or CAO: _____

Snow Removal.

Sec Can.

Chillers.

Committee Chair Report

Date: *Sept 20 20/23*

Committee Name: *EMO Committee*

Meeting Key Point(s): *Speakers Dakota Jeremy Oakes*
Table Top.

Resolutions at meeting (bring to council): _____

Major projects, decisions that need to be addressed by council and/or CAO: _____

Went Over Table Top Hurricane exercises
Basic training and ICS Training over
center If you want to sign up see
either Stephonie at office or myself

**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval to Accept Divesture of North Rustico Lighthouse

Date: Sept 27, 2023	Request No: 2023-10-55 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Finance & Infrastructure Committee
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Background: Council was approached by a community group that had been working with DFO regarding the divesture of the North Rustico Lighthouse for over 12 years. Over that time most of the group have moved away or left the group and those remaining requested the Town take over the plans to accept ownership of the lighthouse. The group has completed a business plan to create a rental unit that could be leased to a private party to operate. The costs of completing the remodel could be applied for through a funding grant through DFO, new quotes for the updated costs would have to be completed..

Request: Council to approve moving forward to accept the ownership of the North Rustico Lighthouse from Dept of Fisheries and Oceans.

Advantages	Disadvantages
<ul style="list-style-type: none"> - Town would take ownership of a valuable historic asset so as not to go to private ownership - Some members of the group willing to stay and assist with the transfer 	<ul style="list-style-type: none"> - Town will need to create a committee to assist with the work to complete the quotes and hiring for the remodel

Required Resources:	- Staff to assist with quotes, hiring for remodel and ensuring there is a reputable company to provide property management
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Staff Comments	
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CAO's Review / Comments	Provides a great opportunity for the Town protect an historic public asset Will add a considerable amount of work to staff but can be mitigated by having a committee that is driven to protect the beautiful asset
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Review of Bylaw 2023-03 Remuneration Bylaw

Date: Aug 23, 2023	Request No: 2023-09-52 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico
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Background: At the January 3 2023 regular council meeting, Council appointed MRSB as the Commission to review Councillor and Mayor Remuneration. The current Remuneration Bylaw #1-2011 has not been reviewed since 2011. MRSB completed their report and Council was provided with the report for review. At the Aug 7 2023 Regular Council meeting Council approved the report and requested the Remuneration Bylaw be updated as per the report.

Request: Council to approve the Remuneration Bylaw 2023-03.

Advantages	Disadvantages
Fair and consistent remuneration for Council And committee appointees	- Some effects on upcoming budget considerations

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Town of North Rustico
A Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2023 - 03

BE IT ENACTED by the Council of the Town of North Rustico as follows:

1. Title

1.1. This bylaw shall be known and cited as the "Remuneration Bylaw."

2. Authority

2.1. Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the council, a member of a council committee or another person.

3. Application

3.1. This bylaw applies to all Council and appointed committee members. For greater certainty, this includes the Mayor and Deputy Mayor.

4. Definitions

4.1. "Act" means the Municipal Government Act.

4.2. "Chief Administrative Officer" or "CAO" means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.

4.3. "Compensation" means a form of monetary payment for the performance of some work or service.

4.4. "Council" means the mayor and other members of the council of the municipality.

4.5. "Councillor" means a member of council other than the mayor.

4.6. "Commission" means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.

4.7. "Remuneration" means, both monetary payment for the performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.

5. Establishing a Remuneration Bylaw

5.1. Council may, by bylaw, establish the level of remuneration and reimbursement available to elected officials to ensure that:

- (a) residents who have been elected to the position of Mayor, Deputy Mayor, or Council member are provided reasonable remuneration for their service to the Town;
- (b) individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Town;

- (c) ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors and committee members;

6. Remuneration of Council Members

- 6.1. The Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ 4600.00 per year.
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ 3000.00 per year.
- 6.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$2500.00 per year.
- 6.4. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12 month term (or misses a regular meeting without the consent of council), remuneration shall be prorated on a monthly basis for time served or part month thereof (or per regular meetings missed) and those monies shall stay in the general fund of the municipality.
- 6.5. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted annually on Jan 1 by a rate equivalent to the lowest percent increase approved for Town staff that year.
- 6.6. Reimbursement for fuel for travelling outside of the Town for events and meetings for Mayor and Councillors shall follow is as follows:
 - (a) Council Members shall be reimbursed for fuel when taking a personal vehicle at the monthly approved Provincial rate for the month the travel occurred (carpooling is encouraged)
 - (b) Council Members shall be paid \$18/hr for meetings attended for Council business
- 6.7. Reimbursement for the Mayor, Deputy Mayor and Councillors for their home use of internet and phone service is to be paid in the amount of \$100.00 per month.
- 6.8. Remuneration shall be paid annually each year, less any deductions required by law unless requested differently by each Councillor.
- 6.9. Neither the Mayor, nor the Deputy Mayor, nor any Councillor who chairs or serves on any committee, commission or board of the Town, shall receive any remuneration or honorarium to chair or serve on that committee, commission or board, other than the remuneration set out in this Bylaw.

7. Allowance for Expenses

- 7.1. The Mayor, Deputy Mayor and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality.

8. Remuneration of Appointees

- 8.1. For the purpose of this section, “council committee” means a committee or other body established by the municipality that has no members other than those members appointed by the Council.
- 8.2. Persons, other than members of Council, appointed by Council as members of the following council committees shall receive remuneration in the amount of \$400 per year:
 - (a) Wellness Centre Advisory Committee
9. For any appointee who attends less than 75% of all regular and special meetings of a council committee, the remuneration shall be reduced to \$300 per year.
10. For any such appointee who attends less than 50% of all regular and special meetings of a council committee, the remuneration shall be reduced to \$200 per year.
11. Any such appointee who attends less than 50% of all regular and special meetings of a council committee without a resolution of Council shall be deemed to have resigned, notwithstanding that his or her term may not have expired.
12. Any appointees who are nominated by external organizations or who must be a member of the particular external organization in order to qualify for appointment on a council committee shall not be eligible to receive remuneration.
13. Remuneration to be paid pursuant to 8.2 shall be paid annually at the end of December, subject to the CAO receiving a report from the chair of the council committee detailing the attendance of each appointee.
14. The remuneration paid pursuant to 8.2 shall, where applicable, be pro-rated to the nearest month.
- 15. Revisions to this Bylaw**
 - 15.1. Prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Remuneration and Allowances Commission.
 - 15.2. Council shall commission an independent review of the remuneration of Council Members no later than twelve (12) months prior to the date scheduled for a regular election.
 - 15.3. The Commission shall be made up of 2-3 members, who shall not be member of council or municipal staff.
 - 15.4. The members of the Commission shall be reimbursed for their time in accordance with the reimbursement amounts set out for appointees to committees under Section 8.
 - 15.5. The Commission shall review and to make recommendations to council respecting the compensation, reimbursement or payments that should be made to members of council, giving consideration to:

- (a) compensation, reimbursement and payment rates of comparably-sized municipalities;
- (b) the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;
- (c) the impact of any changes on the ability of the municipality to ensure an active and engaged council through the recruitment of candidates for election; and
- (d) the time requirements associated with participation on council and council committees.

15.6. The Commission shall report to council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

16. Repeal of Existing Bylaw

16.1. On adoption, this bylaw replaces Bylaw #1-2011 Honorarium Salary.

17. Effective Date

17.1. This Remuneration Bylaw, Bylaw# 2023-03, shall be effective on the date of approval and adoption below.

First Reading:

This Remuneration Bylaw, Bylaw# 2023-03, was read a first time at the Council meeting held on the 12th day of September, 2023.

This Remuneration Bylaw, Bylaw# 2023-03, was approved by a majority of Council members present at the Council meeting held on the 12th day of September, 2023.

Second Reading:


This Remuneration Bylaw, Bylaw# 2023-03, was read a second time at the Council meeting held on the 3rd day of October, 2023.

This Remuneration Bylaw, Bylaw# 2023-03, was approved by a majority of Council members present at the Council meeting held on the 3rd day of October, 2023.

Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw# 2023-03, was adopted by a majority of Council members present at the Council meeting held on the 3rd day of October, 2023.

18. Signatures


Mayor (signature sealed)


Chief Administrative Officer (signature sealed)

This Remuneration Bylaw adopted by the Council of the Town of North Rustico on October 3, 2023 is certified to be a true copy.


Chief Administrative Officer Signature


Date

**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval to purchase generator for Town Office/Fire Hall

Date: Sept 27, 2023	Request No: 2023-10-56 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico
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Background: Funding has been approved through Farm Credit Canada Community fund in the amount of \$2000 towards the purchase of a generator for the Town Office/Fire Hall. The remainder could be used from the Town's Fiona repairs reserve fund. Quotes have been received and the lowest was \$10,450 +HST

Request: Council to approve the CAO to purchase a generator at the cost of \$10,450 from Chandler using funds from the Fiona repairs reserve and funding from FCC.

Advantages	Disadvantages

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Stephanie Moase <smoase@northrustico.com>

Congratulations Town of North Rustico! Your organization has been selected!

2 messages

Farm Credit Canada CI <susan.cameron@fcc-fac.ca>
To: Stephanie Moase <smoase@northrustico.com>
Cc: Karen.MacInnisLarter@fcc-fac.ca, sarah.watts@fcc.ca

Wed, Sep 27, 2023 at 7:02 PM

Congratulations!

On behalf of Farm Credit Canada, I'm pleased to inform you that your organization has been granted funding in the amount of \$2,000.00.

We will send a cheque directly to the organization, using the address you provided ([106 Riverside Dr](#), North Rustico, [Prince Edward Island C0A 1X0](#)). You can expect the cheque to arrive by mail within three weeks.

Feel free to share the good news on social media; on most platforms, we are [@FCCagriculture](#) and [@FCCFoodbeverage](#). You can find our logo and usage guidelines online: [FCC Logo](#).

For more information on FCC community investment programs, visit [p p fcc.ca](#) and select "Community."

We applaud your commitment to our community and wish you great success.

Sincerely,

Susan Cameron, on behalf of

The Community Investment Team

Farm Credit Canada

 **proposal.pdf**
128K

Stephanie Moase <smoase@northrustico.com>
To: Farm Credit Canada CI <susan.cameron@fcc-fac.ca>

Fri, Sep 29, 2023 at 3:53 PM

Dear Susan,

On behalf of the Council, Fire Dept and residents of North Rustico we would like to thank the Community Investment Team of Farm Credit Canada for your funding gift towards our generator. Your gift will greatly assist our planning, preparation and response during a power outage.

Thank-you,
Stephanie Moase
CAO, Town of North Rustico
902-963-3211

[Quoted text hidden]



Chandler Motor Repair Inc.

70 Kensington Road
 Charlottetown, PE
 C1A 5J2
 Phone: (902) 892-6345
 Fax: (902) 628-8686

Rustico Fire Department

Quote

June 23, 2023

CUMMINS 17 KW GENERATOR - Quiet Connect Series RS17A C17N6H Air Cooled, Propane, 120/240 Volt Model # A054E397	\$7,600
Generator's included - Extreme Cold Weather Kit - Installed, Includes propane regulator heater, battery heater, block heater, 2 x internal thermostats.	
18" stand for the generator	\$400
Delivery and Commissioning - (if this takes only 1 day to complete then the price will be \$1,000)	\$1,500
Cummins Prefabricated Composite pad or Locally made pad	\$450
Maclean Electrical	\$500
Subtotal	\$10,450
Extended Warranty Options: Parts/Labour/Travel/Hours 5/5/5 years or 2000 hrs \$700 7/7/7 years - or 2000 hrs \$1,100 10/10/10 years -or 2000 hrs \$1,400	
Does not include HST. Payment by Credit Cards is an additional 1.5%	

**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval for Engineering Services for Sewer & Water Plant Upgrades

Date: Sept 27, 2023	Request No: 2023-10-57 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico
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Background: Council has approved the Sewer and Water Plant Upgrades Project with Hansen Electric. CBCL had been providing the engineering services for the Inflow & Infiltration project to this point but requires a new draw approval to continue to provide services. CBCL has provided a quote for the completion of the project.

Request: Council to approve the quote for CBCL to provide engineering services for the completion of the Sewer and Water Plant Upgrades for \$21,000 +HST

Advantages	Disadvantages
- Require Engineering services for the project and CBCL has been involved since the beginning	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Sept. 19, 2023

Stephanie Moase
Deputy CAO
Town of North Rustico
106 Riverside Drive
North Rustico, PE C0A 1X0

Dear Ms. Moase:

RE: 192647 Construction Services Proposal Wastewater Treatment Plant Upgrades

We are pleased to provide our proposal for engineering services for the construction phase of the Town of North Rustico Wastewater Treatment Plant Upgrades project. This proposal follows from CBCL's work on the detailed design and tendering phases of the project.

Construction services generally include contract administration, construction inspection, specialist construction reviews, commissioning, close out and warranty period follow-up. The objectives of these tasks are to ensure the Town's interests are protected during the execution of the construction contract. This role is of critical importance to ensure that the facilities constructed and equipment installed is in accordance with the tender drawings and, in effect, to confirm that the Town gets what it is paying for.

Contract Administration

Contract administration services will be overseen by Dwayne Abrey, with day to day services from Tim Gallant.

Contract administration includes the following tasks:

- Contractor progress meetings; including start-up meeting and periodic site meetings.
- Recording Contractor's progress and investigating, reporting on, and advising on circumstances which may arise during the period of the contract.
- Negotiations with respect to changes in the value of the contract and the processing of contract change orders.
- Supporting the Town on document changes to the contract by contemplated change orders, change orders, site instruction and requests for clarification;
- Completion of Shop drawing review;
- Consideration of alternate materials and proposed construction methods provided by the Contractor;
- Interpretation of the contract documents;
- Preparation and review of deficiency lists;
- Review of Contractor's payment certificates;
- Review of schedule and construction plans;
- Review of commissioning plans and overseeing commissioning;

Stephanie Moase
September 19, 2023

- Preparation of record drawings; and
- Site specific staff training.

Construction Inspection

Construction Inspection will be periodic , based on the contractors schedule and work flow.

CBCL periodic inspection time will be augmented by any observations carried out by Town staff.

Construction Review

Periodic construction reviews will be carried out as follows:

- Process construction review including contract administration and site inspection.
- Electrical & Instrumentation construction review when project is nearing completion.

On-site construction reviews will be followed up with a list of deficiencies/outstanding work items. The inspection report will assist construction oversight.

Commissioning & Training

CBCL will assist the contractor in developing their commissioning plan to achieve completion as soon as possible while minimizing the interruption to the operation of the existing facility. Special attention will be made to minimizing the amount of downtime during construction.

In addition, there will be coordination and management of major equipment suppliers (Blowers, Program Logic Controller (PLC) modifications and SCADA Implementation) work prior to their arrival on-site. We will witness final testing and start-up of the installed equipment.

The commissioning phase of the work is expected to take two (2) weeks and will be carried out by Dwayne Abrey. Commissioning duration allows for the phased start-up of components.

System Integration

CBCL will work with the system integrator for this project and who will modify plant controls and implement the SCADA system (VTScada) in conjunction with the Town, the contractor and the major equipment suppliers as required. The integration work will start at the desk top level prior to commissioning with new screen development and be completed during the commissioning phase to coincide with the new equipment going in operation.

Project Close-Out

Close-out activities include agreeing with the Town on the date of substantial completion, development of the final deficiency list, issuing the certificate of substantial performance of the work, determining the contractor's final payment amount, preparation of an Engineers Summary for the O&M Manual, and completing the record drawings.

The Engineers Summary for the O&M manual will consist of specific information pertaining to design and operation of the systems as a whole. It will act as an operators guide to

Stephanie Moase
September 19, 2023

supplement the product specific information gathered from equipment suppliers and the contractor.

Upon completion of the Work, CBCL Limited shall compile for and deliver to the Town a reproducible set of Record Drawings based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor or other third parties. These Record Drawings will show significant changes made during construction. Because these Record Drawings are based on unverified information provided by other parties, for which CBCL Limited is entitled to assume will be reliable, CBCL Limited cannot and does not warrant their accuracy. Three (3) sets of record drawings will be submitted after substantial completion.

Warranty Period Support

During the warranty period, CBCL will identify warranty deficiencies with the contractor for repair. CBCL Limited will be available to assist the operating staff in the determination of warranty issues and to direct the Contractor to correct all such issues in an expeditious manner during the one year warranty period. At the end of the warranty period, we will conduct a final inspection with the Contractor and the Town and agree on any warranty repairs to be completed and their scheduled repair.

Summary

We propose to perform this work for a lump sum fee of \$21,000 including all expenses, taxes extra. Estimated fees and expenses for the project have been developed on the basis of the scope of work and the various assumptions outlined in this letter proposal.

We trust this proposal meets with your satisfaction and should you have any questions or wish to discuss in further detail, please do not hesitate to contact the undersigned at your convenience.

Yours very truly,



CBCL Limited
Dwayne Abrey, CET
Senior Process Technologist
Phone: (902) 892-0303
E-Mail: dwaynea@cbcl.ca

**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval of Bid to Purchase Fire Truck

Date: Sept 27, 2023	Request No: 2023-10-58 <i>(Office Use Only)</i>
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Person: Chief Dan Gallant	Representing: North Rustico Fire Department
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Background: North Rustico Fire Dept purchased a new pumper in June 2023 from funds raised through Chase the Ace and other fundraising. As the old 1997 pumper still had some life, it was decided sell the surplus asset through a closed bid process as per the Town's 2014 Procurement Policy. The process was open from Sept 1-28 with a minimum bid of \$25,000. Only one bid was received by closing.

Request: Council to approve the sale of the 1997 pumper to Morell Fire Dept for \$27,000.

Advantages	Disadvantages
- Fire Dept to dispose of surplus asset and have some revenue to put towards future capital assets	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval to Request Donations for Boardwalk Project

Date: Sept 27, 2023	Request No: 2023-10-59 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Seawalk Promenade (Boardwalk) Working Group
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Background: Last year Ted Gamauf and a small community group reviewed the replacement of the Seawalk Promenade (Boardwalk) and submitted funding applications to ACOA and AT (Active Transportation). There was Town component required to move forward. The new working group, under the Finance and Infrastructure Committee are requesting the ability to move forward with soliciting public and corporate donations toward the project.

Request: Council to approve the working group to solicit public and corporate donations towards the Boardwalk replacement project.

Advantages	Disadvantages
- To fundraise the amount required to match Funding requested through ACOA and AT	- There is a lot of fundraising going on already through Fire Dept and Wellness Centre

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	With the original applications the Twon portion was \$70,000 and with cost increases that looks like it will be closer to \$100,000. To get this project started quickly, fundraising will be the best way to move forward.
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval to Re-submit Funding for Boardwalk to ACOA & AT

Date: Sept 27, 2023	Request No: 2023-10-60 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Seawalk Promenade (Boardwalk) Working Group
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Background: Last year Ted Gamauf and a small community group reviewed the replacement of the Seawalk Promenade (Boardwalk) and submitted funding applications to ACOA and AT (Active Transportation). There will be some updates to reflect higher costs and a contingency in the event there is a greater amount of damage to the under frame than first estimated. This will also allow for updating some of the lookout/bench areas.

Request: Council to approve CAO to re-submit updated applications to ACOA and Active Transportation in the amount of \$900,000 towards the Boardwalk replacement project.

Advantages	Disadvantages
- To provide funding requested through ACOA and AT for the much needed replacement of the Boardwalk	- Both the Funding and Fundraising are required to begin the project in the spring

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval to Apply for Climate Challenge Funding

Date: Sept 27, 2023	Request No: 2023-10-61 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Trails Working Group
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Background: Fiona damaged many trees within the Town’s 13 acre greenspace at the top of Autumn/Abegweit/Spring/Gulfview. There is a trail system meant to connect through these streets that cannot be repaired due to the amount of downed trees. Councillor Donna Coll has been working with multiple forestry groups to find the best solution to move forward. At this time it looks like mulching the trees will allow the best opportunity to clear trees, reforest and recreate the trail system.

Request: Council to approve CAO to submit application to the Climate Challenge Fund in the amount of \$30,000 towards the greenspace clean-up/trail project.

Advantages	Disadvantages
- To provide an active trail system for residents to walk in the beautiful greenspace	

Required Resources:	
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Staff Comments	
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CAO’s Review / Comments	
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