

TOWN OF NORTH RUSTICO
REGULAR COUNCIL MEETING AGENDA
MONDAY NOV 6, 2023, AT 6:00PM
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 October 3, 2023 9:00AM
Special Council Meeting October 19, 2023 3:00PM
Special Council Meeting October 30, 2023 11:30AM
 - 4.1 Business Arising from the Minutes**
- 5. Delegations & Special Speakers**
 - 5.1 North Shore Climate Action for Resilience Committee**
- 6. Reports**
 - 6.1 Fire Chief Report**
 - 6.2 Wellness Centre GM Report**
 - 6.3 CAO Report**
- 7. Committee Reports**
 - 7.1 Sewer and Water Utility Board**
 - 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**
- 9. New Business**
 - 9.1 Town Christmas Cards**
 - 9.2 Council Meeting Schedule for 2024**
 - 9.3 Town Financials Next Steps**
 - 9.4 Office Closures**
- 10. Correspondence**
 - 10.1 Resident Suggestion for Fisheries Heritage Centre**
- 11. Appointments to Committees**
 - 11.1 Finance and Infrastructure Committee**
 - 11.2 NR Lighthouse Committee**
 - 11.3 Municipal Emergency Operations Coordinator**
- 12. Next Meeting Date – Monday Dec 4, 2023, at 6:00PM**
- 13. Adjournment**

**Town of North Rustico
Regular Council Meeting Minutes
Monday, Nov 6, 2023 at 6:00PM**

PRESENT:

**Mayor
Councillors**

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

Staff

CAO Stephanie Moase

Regrets

Councillor Patricia Doucette

Others

2 members of CBC

1. CALL TO ORDER

Mayor Heather McKenna called the meeting to order at 6:00pm.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Donna Coll and seconded by Councillor Michelle Pineau that the agenda be approved with the addition of 9.5 Fee Schedule for Ice Rentals and the deletion of 5.1 North Shore Climate Action for Resilience Committee.

**(4-0) MOTION CARRIED
(2023-11-195)**

3. DECLARATIONS OF CONFLICT OF INTEREST

Nil

4. ADOPTION OF PREVIOUS MINUTES

It was moved by Councillor Donna Coll and seconded by Councillor Margaret Goulding that the minutes of the Regular Council Meeting on Oct 3, 2023 9:00AM be approved as presented.

**(4-0) MOTION CARRIED
(2023-11-196)**

It was moved by Councillor Michelle Pineau and seconded by Councillor Donna Coll that the minutes of the Special Council Meeting on Oct 19, 2023 3:00PM be approved as presented.

**(4-0) MOTION CARRIED
(2023-11-197)**

It was moved by Councillor Margaret Goulding and seconded by Councillor Donna Coll that the minutes of the Special Council Meeting on Oct 30, 2023 11:30AM be approved with changes as noted to the date and time.

**(4-0) MOTION CARRIED
(2023-11-198)**

4.1 Business Arising from the Minutes

The Town Hoodies will be put off to be reviewed in the new year for sale.

Stephanie stated she has had no contact from Canoe Procurement regarding medical benefits for employees. FPEIM was contacted and they stated that the company has said they are running behind as interest has been very high in their municipal program. Kensington has stated they are quite happy with the package they have.

The snow removal tender was issued and will close on Friday Nov 10 at noon.

New staff has been hired and we will be working on getting everyone up to speed.

The property lot sales with soil issues were on Abegweit, not Autumn, Stephanie to look into with Derek.

Darren has been working on operating procedures for the Wellness Centre.

Chandler has been contacted for the generator and will be installing in next two weeks. A donation request has been submitted to Irving for fundraising for the boardwalk replacement project and Stephanie is working on the applications for AT and ACOA.

Review of signage at the boardwalk will be done in the Spring.

Stephanie reviewed a simple design for a business card that can be printed at the office. Council was happy with them and we will move forward

5. DELEGATIONS & SPECIAL SPEAKERS- CANCELLED

6. REPORTS

6.1 Fire Chief Report

Fire Chief Dan Gallant was unable to make it to the meeting but provided a short report. Councillor Margaret Goulding read the report.

6.2 Wellness Centre GM Report

GM Darren Banfield was not able to attend the meeting but provided a written report. Council reviewed the report. The inspection for the class 2 food license will be Nov 7 by environmental health.

6.3 CAO Report

CAO Stephanie Moase presented her report.

7. COMMITTEE REPORTS

7.1 Sewer and Water Utility Board- Chair David LeClair mentioned that we have discovered that there are some issues with meters and billings that need to get up to date.

7.2 Planning Board- Chair Donna Coll stated the Planning Board is continuing the review of the Official Plan. The updated survey questions have been reviewed and the survey released to the Public. The consultants will meet with the Planning board at their next meeting. Stephanie submitted the approved permit list for October.

7.3 Recreation & Events Committee- Chair Michelle Pineau read her report.

7.4 Wellness Centre Advisory Committee- Chair Margaret Goulding presented the report. The Spirits in the Sky wall has added interest in more people wanting to add memorials however the capital Fill the Jar campaign is closed and there has been no changes to

documentation etc to create the new operational fundraising campaign.

7.5 EMO Committee- Chair Margaret Goulding reminded everyone of the Emergency Management Training Nov 18. Next meeting they will review the Risk assessment that was previously completed. Health and Safety committee had a list of items to review including fire extinguishers and first aid kits.

7.6 Finance & Infrastructure Committee- Chair David LeClair stated there is not much change as we are still getting caught up with Sept and Oct. New bookkeeper hired and is getting familiar with aspects of the different separate books.

8. REQUESTS FOR DECISION- NIL

9. NEW BUSINESS

9.1 Town Christmas Cards

CAO Stephanie Moase asked if there was a Christmas card list and if this was something that Council wanted to be done this year. It was stated there is a list and that there are cards in the file room and staff should move forward with sending out the cards.

9.2 Council Meeting Schedule for 2024

CAO Stephanie Moase presented a schedule for 2024 regular council meetings. It was brought to her attention that Council does not normally meet in the month of Dec but suggested that this December the meeting should remain as there will be an approval of the audit required.

It was moved by Councillor Margaret Goulding and seconded by Councillor Michelle Pineau that Council approve the Schedule of Regular Council Meetings for 2024 as presented.

**(4-0) MOTION CARRIED
(2023-11-199)**

9.3 Town Financials Next Steps

It was requested by some councillors that the CAO give a brief overview of the next steps for the Town financials. The CAO has met with Council, provincial staff and the consultant for the province to review the consultants findings thus far. The Province requested that the town council approve a consulting firm to provide a governance audit of the wellness centre project. This would provide a full “who knew what, when, where and why “ of the project. There was a multitude of staff changes throughout the project making it difficult for incoming staff to keep up with the many changes. The town’s auditors have begun the annual consolidated financial audit for the fiscal year 2022-2023. The completion of these two audits will provide Council solid information to bring to the residents in the manner they deem most beneficial. It is also important to note that this is the time for the next fiscal year draft budget to be brought to the committees for updates and review, the audited financial information is important to the budget process as any deficits in the operational budget would need to be brought forward to be paid off first in the new budget. It will also provide information on changes to any taxes, fees, or levies that Council may be required to make. It was expected these audits to be complete by the end of November, however the consultant has not yet been appointed for the governance audit.

9.4 Office Closures

CAO Stephanie Moase requested permission from Council to close the office for a few days to allow time for staff to get up to speed. With everyone in the office new to their roles and the lack of staff for several weeks, the CAO has gotten behind in work and is looking for ways to reduce interruptions in order to get caught up.

It was moved by Councillor Margaret Goulding and seconded by Councillor Donna Coll that the CAO close the office after Remembrance Day for two days per week for the next few weeks to allow staff training and getting caught up.

**(4-0) MOTION CARRIED
(2023-11-200)**

9.5 Fee Schedule for Ice Rentals

CAO Stephanie Moase reiterated to Council that staff at the Wellness Centre had gotten feedback after implementing the most recent change to the ice time rentals. It was brought to attention that there was no consideration in the Fee Schedule for Ice Rentals for off peak times. Through email discussions with the Advisory Committee members the GM amended the fee schedule to include a lower rate for off peak times and is requesting Council approval of the amended schedule.

It was moved by Councillor David LeClair and seconded by Councillor Michelle Pineau that Council approve the Fee Schedule for Ice Rentals as presented with the addition of an off peak hours rate, to be reviewed again in January 2024.

**(4-0) MOTION CARRIED
(2023-11-201)**

10. CORRESPONDENCE

10.1 Resident Suggestion for Fisheries Heritage Centre

A resident sent an article in regarding a Fisheries Heritage Center and posed the question "Why not in North Rustico?" The council discussed the museum that was formally in North Rustico Harbour. Councillors will investigate how this was run and if there is possibility of a future for it.

11. APPOINTMENTS TO COMMITTEES

11.1 Finance and Infrastructure Committee

Resident Trent Olney expressed interest helping the Town. Chair David LeClair met with Trent and with his background in business felt he would be a helpful addition to the committee.

It was moved by Councillor Donna Coll and seconded by Councillor Margaret Goulding that Council appoint Trent Olney to be a member of the Finance and Infrastructure Committee.

**(4-0) MOTION CARRIED
(2023-11-202)**

11.2 New Ad Hoc Committee for North Rustico Lighthouse

Last month a new ad hoc committee was created to help with the acquisition and remodel of the North Rustico Lighthouse. A Chair and committee members need to be appointed.

Mayor Heather McKenna appointed Councillor David LeClair to chair the ad hoc North Rustico Lighthouse Committee. They will set a meeting up soon.

It was moved by Councillor Margaret Goulding and seconded by Councillor David LeClair that Council appoint Andrew Lush, Margaret Gladstone, John Peters, Councillor Michelle Pineau and Councillor Donna Coll to be members of the North Rustico Lighthouse Committee.

**(4-0) MOTION CARRIED
(2023-11-203)**

11.3 Municipal Emergency Coordinator

With the resignation of Deputy Mayor and Municipal Emergency Coordinator Andrea Greenan the committee requires Council to appoint a new MEC. At this time no one has stepped forward to take on this position. As Chair of the committee Councillor Margaret Goulding is filling in the role along with Deputy MEC Stephanie Moase. Mayor Heather McKenna has spoken to a resident with some experience in EMO and is awaiting their decision.

12. NEXT MEETING– Regular Council Meeting Monday Dec 4th, 2023, 6:00pm, Town Office

13. ADJOURNMENT

There being no further business it was moved by Councillor Margaret Goulding and seconded by Councillor David LeClair that the meeting be adjourned at 7:00pm

**(4-0) MOTION CARRIED
(2023-11-204)**

ACTION ITEMS

Committee Chairs to send written reports by Wed Nov 29 2023

Staff to coordinate the sale of Town Hoodies for next year

Fire Chief Dan Gallant will report at the January 2024 meeting

Stephanie to work with Donna on Funding for Trails cleanup project.

Staff to get information on the lot sales and work done on Abegweit Lane lots

Darren to work with Advisory Committee on procedures for the Wellness Centre

Finance and Infrastructure to review signage at boardwalk

CAO to continue to work on getting info for employee medical benefits

Staff and Wellness Committee to review requirements for Operational Fundraising Campaign

Mayor Heather McKenna

Date

CAO Stephanie Moase

Date

Fire Chief Report to Nov Council Meeting

Not much to report for this month for the Fire Dept other then the sale of the old pumper and it will be picked up on November 8th. No change in staff and that's it.

Respectfully submitted,

Dan Gallant
Fire Chief, North Rustico Fire Dept

Hi Stephanie,

Quick summary of EWC current happenings:

Canteen:

- Full time Canteen team member employment confirmed – start date Nov 5th
- 2nd Hire looking like a casual and will flex into a cleaner role also – still mapping out staff scheduling for proper evaluation of hours needed here – 2 good candidates have been interviewed
- Class 2 Food Premises application lodged – prepackaged foods
- Catering – Creative Kitchen submitted menu for consideration once Class 2 Food Premises is secured
- Cleaning products, SOP, temperature and sanitation logs created.
- Food Truck confirmed for Atlantic Speed Skate Championships 11th and 12th

Sponsor signage

- Gemini have put up some decals and mapped out scoreboard mounting requirements. Still need 8 rink board signs put up.
- Unapproved sponsor signage needs pushing through – I have offered to help Gemini with this.
- Still need sign offs for 'our' signage – I'll champion this also when Gemini give me the details

Entry Appearance/Drainage

- River rocks in placed in entry way – looking cleaner but drainage still an issue
- Shipping container and GFL bins relocated for snow removal purposes and aesthetics
- Line marking in place for 4 way stop and pedestrian crossing – still need stop signs and speed hump

Room Rentals

- Getting expressions of interest for part time rentals – not much doing on the long-term rental of the space(s). Will pick this one up more after Atlantic Speed Skate

Financials

- Looking at overall staff expenditure
- Ice rental rates increased
- Board room booking fee revised, not for profit and user groups free all others expected \$30 per hour

Overall, progress being made in all areas – baby steps for now but momentum will increase soon enough if we keep tracking the way we are.

**TOWN OF NORTH RUSTICO
CAO REPORT
COUNCIL MEETING NOVEMBER 6, 2023**

Sewer & Water

- Will be working with Lenny on Capital projects
- Reviewing information required for IRAC filing
- Will be working on a list of residents that should be billed to compare to actual billing

Town

- Audit for F/Y 2022-2023 underway, have been spending a lot of time finding and forwarding information to them.
- Hired for positions for administrative and bookkeeping staff, working towards getting training and comfortable with the operations of office and Town as a whole
- Time of year for many funding applications, these are very time consuming

Wellness Centre

- Darren working on getting canteen running fully
- Darren and I working on Operating procedures to make things run more smoothly and efficiently

Planning Board Report for Nov 2023 Council Meeting

Planning Board Meeting October 19,2023

Board met to discuss new revised survey questions which will be going Live to the residents.

Reviewed the current Official Plan to see what was relevant in preparation of our new Plan.

Respectfully submitted,

Donna Coll
Planning Board Chair

Town of North Rustico Development Permits Oct 2023

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
1000132	26 Allen Street, NORTH RUSTICO	Development Permits		Approved	2023-10-21
237586	83 Harbourview Drive, NORTH RUSTICO	Development Permits		Approved	2023-10-21

RECREATION AND SPECIAL EVENTS COMMITTEE REPORT TO NOV COUNCIL

Recreation and Special Events Committee Report for Oct 3 2023:

The New Business items of our October 16 Recreation and Special Events Committee meeting included: 5.1 Remembrance Day and 5.2 Christmas Events planning.

We welcomed a new member to the committee and are delighted to share that Lisa Sandoval has joined our committee and will be a fantastic asset to us!

Business arising from the previous meeting included an update on the timing of the new Sommo Festival and how it may affect the Canada Day celebrations. It is scheduled for the weekend before our Canada Day, so, it, may in fact, positively impact our event.

5.1: Remembrance Day planning includes use of our new sound system, the singing of "O Canada" by a combined select choir of Bluefield and Gulf Shore schools and American Sign Language offered by our newest committee member, Lisa Sandoval! Continuing on with Remembrance Day planning, Senator Francis has confirmed his attendance for this year's event and may be placing a wreath on behalf of the Government of Canada or the Senate of Canada (to be confirmed) and will be offering a Mi'kmaq Prayer or Invocation.

We have confirmed that any service people (including firefighters) may serve as Flag Bearers for the official Colour Party.

It has been confirmed that the signature white crosses will be installed prior to November 11. We will be sure to thank those involved in this installation accordingly.

It was suggested that Monsieur Simon Lemay be asked to recite (or read) the poem, "In Flanders Fields" at this year's service and he has accepted.

It has been confirmed that the North Rustico Lions will be offering a Veterans' Luncheon as they have done in years past.

5.2: Jillian O'Halloran from Central Coastal Trail/Tourism Partnership and Tourism Cavendish Beach Inc. has confirmed that there is funding available to help us offer off-season products, such as fall and winter events that we can tap into to help us bring some pre-Christmas events forward. Tide and Tales Bistro was keen to collaborate on a Storytime with Santa event and are now open until 8pm (they will be assessing winter hours following the end of the Hot Chocolate Trail). We are firming up a schedule of events for the three weekends that we will be offering events in the lead-up to Christmas, including our Tree Lighting event, Storytime with Santa and Skate with Santa. At least two of the Seawalk Boutique leasees have agreed to open their shops to coincide with our events.

Stephanie shared Jillian's coordinates with everyone on the committee.

RECREATION AND SPECIAL EVENTS COMMITTEE REPORT TO NOV COUNCIL

Our next meeting is scheduled for Nov. 6th, 2023 at 9:00am in the Town Office and Lara Dias of the Watermark Theatre (Manager, Administration & Development) will be in attendance to brief us on the Watermark's schedule of events and to discuss potential collaborations.

Respectfully submitted by:

Michelle Pineau
Recreation and Special Events Committee Chair

Committee Name: Eliyahu Wellness Centre

Meeting Key Point(s): Mount Concerning Canteen

Mount wants to decide upstairs kitchen

Taylor is reaching out to applicants

Spirit in the sky looks great. More signs coming

Resolutions at meeting (bring to council): _____

Rooms should have the cost and when available

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

Speed hump Stop signs

Speed signs

✓ Painting

Get listing for game tournament

Committee Chair Report

Date: Oct 25/23

Committee Name: Elyshka Wellness Centre Advisory Committee

Meeting Key Point(s): Snow Removal tender sent out deadline

11/00/10 working on replies Food-truck for Allenton Speed
Skating Nov 11th & 12th. Outside vendor has come forward
to talk for Food Source checking cross walk stop signs painted

Resolutions at meeting (bring to council): Ice rental minor sports to

go to 155 plus HST all others 200 plus HST

David to ask for sponsors for family skate

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

2024 Town of North Rustico Council Regular Meeting Schedule:

Monday, January 8, 2024, 6pm
Monday, February 5, 2024, 6pm
Monday, March 4, 2024, 6pm
Tuesday, April 2, 2024, 6pm
Monday, May 6, 2024, 6pm
Monday, June 3, 2024, 6 pm
Monday, July 8, 2024, 6 pm
Monday, August 5, 2024, 6 pm
Tuesday, September 3, 2024, 6pm
Tuesday, October 7, 2024, 6pm
Monday, November 4, 2024, 6pm

Fisheries Heritage Centre proposed for Canso waterfront *Why Not North Rustico*

The Canso Area Development Association (CADA) announced that Fatton Studio has completed a series of conceptual drawings with capital cost estimates for the proposed Fisheries Heri-

tage Centre in Canso. Stakeholders and potential partners met in June in Canso with Fatton Studio consultants to discuss the proposed Fisheries Heritage Centre for

the Canso waterfront. Through a deslashing arrangement between the Municipality of the District of Guysborough the Community Capacity Fund and CADA, a request for proposals was

issued.

The work now in hand will serve to further advance the project through its next stages. CADA's next steps include communications with project partners,

which include Parks Canada, the Out of the Fog Museum, Saint-Pierre-Miquelon, Labrador and federal and provincial government representatives.

Continued on 8