

**TOWN OF NORTH RUSTICO**  
**REGULAR COUNCIL MEETING AGENDA**  
**MONDAY DEC 4, 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 November 6, 2023 6:00PM
  - 4.1 Business Arising from the Minutes
- 5. Delegations & Special Speakers**
  - 5.1 MRSB -Michelle Burge presenting F/Y 2022/2023 Draft Audited Financials
- 6. Reports**
  - 6.1 Wellness Centre GM Report
  - 6.2 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**
  - 8.1 RFD 2023-12-63 Appointment of Municipal Electoral Officer and Deputy
- 9. New Business**
  - 9.1 Nil
- 10. Correspondence**
- 11. In Camera**
  - 11.1 In Camera MGA section 119 1 (c)- personal information about an identifiable individual including a municipal employee or an employee of a controlled corporation
- 12. Next Meeting Date – Monday Jan 8, 2024, at 6:00PM**
- 13. Adjournment**

**Town of North Rustico  
Regular Council Meeting Minutes  
Monday, Dec 4, 2023 at 6:00PM**

**PRESENT:**

**Mayor  
Councillors**

Heather McKenna  
Margaret Goulding, Donna Coll  
Michelle Pineau, David LeClair and Patricia Doucette  
CAO Stephanie Moase, Grace Constantine

**Staff**

**Regrets**

**Others**

Michelle Burge, MRSB

**1. CALL TO ORDER**

Mayor Heather McKenna called the meeting to order at 6:02pm.

**2. APPROVAL OF THE AGENDA**

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

**(5-0) MOTION CARRIED  
(2023-12-212)**

**3. DECLARATIONS OF CONFLICT OF INTEREST**

Nil

**4. ADOPTION OF PREVIOUS MINUTES**

It was moved by Councillor Margaret Goulding and seconded by Councillor Michelle Pineau that the minutes of the Regular Council Meeting on Nov 6, 2023 9:00AM be approved as presented.

**(5-0) MOTION CARRIED  
(2023-12-213)**

**4.1 Business Arising from the Minutes**

The Foodcycler project will be kicking off as soon as the units arrive, expecting them next week. Keep telling everyone about them, want to get all 50 units sold.

Application for the Climate Challenge fund for the trails project due this week, thanks to Donna and Michelle for their help.

**5. DELEGATIONS & SPECIAL SPEAKERS****5.1 MRSB to Present F/Y 2022-2023 Draft Audited Financials**

Michelle Burge presented the draft financials. Council reviewed and asked questions. Michelle to make updates noted on the capital sponsorships and will send updated drafts for Council sign-off.

## 6. REPORTS

### 6.1 Wellness Centre GM Report

GM Darren Banfield was not able to attend the meeting but provided a written report. Council reviewed the report. It was asked if the light at the end of Recreation Dr had been looked into. Stephanie spoke with Maritime Electric but will require a letter allowing her to make changes on the account. She tried to provide a pole number but there does not seem to be one on the pole, will need a service call which cannot be completed until she has been added to the account by a letter from the Mayor.

### 6.2 CAO Report

CAO Stephanie Moase presented her report. DFO still has not sent out the request for proposal for divestiture of the North Rustico Lighthouse. It was noticed that the owners of the white house that was fixed up in front of the lighthouse dumped a large amount of debris on the lighthouse property. DFO will be replacing the actual light.

## 7. COMMITTEE REPORTS

**7.1 Sewer and Water Utility Board-** Chair David LeClair mentioned that the sewer plant upgrades are underway. Billing will be reviewed, hoping to hire a short term placement through Skills PEI to help get billing up to date. A cover was placed around the light at the booster pump building.

**7.2 Planning Board-** Chair Donna Coll stated the Planning Board is continuing the review of the Official Plan. The consultants met with the Planning board at their Nov meeting. Stephanie submitted the approved permit list for November.

**7.3 Recreation & Events Committee-** Chair Michelle Pineau stated the committee has been very busy with the Christmas and staff event planning. The tree lighting went very well, many positive comments. One issue is not enough lighting in the park, and perhaps a sound system.

**7.4 Wellness Centre Advisory Committee-** Chair Margaret Goulding presented the report. Council needs to put out an EOI for a new member. Decided against a levee at the rink this year to allow staff the day off. Meetings have been changed to the 4<sup>th</sup> Wednesday of the month.

**7.5 EMO Committee-** Chair Margaret Goulding stated the training went well for those that were able to attend. Still looking for a Municipal Emergency Operations Coordinator.

**7.6 Finance & Infrastructure Committee-** Chair David LeClair stated that we are getting caught up, financials for October have been completed and are beginning budget review.

**8. REQUESTS FOR DECISION**

**8.1 RFD 2023-12-063 Appointment of Municipal Electoral Officer and Deputy**

CAO Stephanie Moase read the RFD

It was moved by Councillor David LeClair and seconded by Councillor Margaret Goulding that Council appoint CAO Stephanie Moase as Municipal Electoral Officer and Deputy CAO Grace Constantine as Deputy MEO for the Feb 12, 2024 By-Election.

**(5-0) MOTION CARRIED  
(2023-12-214)**

**9. NEW BUSINESS**

Nil

**10. CORRESPONDENCE**

Nil

**11. IN CAMERA**

**11.1 In Camera Section 119 1 (c) – personal information about an identifiable individual including a municipal employee or an employee of a controlled corporation**

It was moved by Councillor Margaret Goulding and seconded by Councillor Donna Coll that Council move in-camera.

**(5-0) MOTION CARRIED  
(2023-12-215)**

It was moved by Councillor Margaret Goulding and seconded by Councillor Donna Coll that Council re-open the meeting to the public.

**(5-0) MOTION CARRIED  
(2023-12-216)**

**12. NEXT MEETING– Regular Council Meeting Monday Jan 8<sup>th</sup>, 2024, 6:00pm**

**13. ADJOURNMENT**

There being no further business it was moved by Councillor Margaret Goulding and seconded by Councillor Patricia Doucette that the meeting be adjourned at 8:05pm

**(5-0) MOTION CARRIED  
(2023-12-217)**

**ACTION ITEMS**

- Committee Chairs to send written reports by Wed Jan 3 2024
- Letter to be written to add Stephanie to Maritime Electric Accounts
- Staff to coordinate the sale of Town Hoodies for next year
- Fire Chief Dan Gallant will report at the January 2024 meeting
- 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
- Stephanie to look into hiring a person to assist with Sewer and Water billing review
- Greg to review lighting in the park



\_\_\_\_\_  
Mayor Heather McKenna

\_\_\_\_\_  
Date

\_\_\_\_\_  
January 15, 2024



\_\_\_\_\_  
CAO Stephanie Moase

\_\_\_\_\_  
Date

\_\_\_\_\_  
January 15, 2024

Hi Stephanie,

Quick summary of EWC current happenings:

## **November**

### **Canteen:**

- Class 2 Food Premises application approved – prepackaged foods, still waiting on the mail for the cert
- Catering – Creative Kitchen menu confirmed – will look to start this in Jan as Jen has too much on her plate currently.
- Canteen takings are steady and feedback from having this and a permanent 'reception' has been great.
- Telephone line installed and phone configuration in progress
- Food Truck – Fork it Over, went well, still waiting on 10% takings from them, email sent this morning.

### **Sponsor signage**

- Gemini have put up some rink boards up and hung the second scoreboard.
- Progress still slow, spoke with Mark Fisher today and asked for more progress and proofs sent through.
- Unapproved sponsor signage needs pushing through – I have offered to help Gemini with this.
- I have been working with Darryl Peters (Canteen) to list all Capital Sponsors and what signs are in place.
- Initiated a follow up process with all sponsors yet to have signage erected – this will commence later this week.
- Commenced Operations Donation contract editing, process for this to come in the next week.
- Still need sign offs for 'our' signage – I'll champion this also when Gemini give me the details

### **Entry Appearance/Drainage**

- 3 stop signs have been installed – speed hump is looking like a next season job.
- Toombs have been out for a quote to fix the flooding and drainage – still waiting on the quote to come through

### **Staff/Culture**

- Staff rostering restructure in place, month of October saw a reduction in Wages
- Staff checklists implemented – cleaning and maintenance. Facility is looking cleaner and operating better at lower wage cost.
- All Hourly staff have Employee handbooks, confidentiality agreements, Job Descriptions and Employment contracts signed – Employee files now kept in GM office
- Working on Salary (manager) Employee documentation sign offs

### **General**

- Warranty/Deficiency list created and editing ongoing
- Met with Chris Brown and have been assisting with his questions and requests
- Room rental – long term, finding this one difficult – looking for direction from Consultants as the goal posts may move on this one also.
- Pump part installed for Zamboni fill – working smoothly so far – saving 8 hours per day on staff having to monitor
- Laptop to be moved to Canteen today for Gym FOB issuing

**TOWN OF NORTH RUSTICO  
CAO REPORT  
COUNCIL MEETING DECEMBER 4, 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
- Looking to get a Skills PEI worker for a short time to assist in data entry

**Town**

- Audit for F/Y 2022-2023 drafts to be reviewed
- 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
- Working with David Boyd and Chris Brown on Wellness Centre deficiencies, operational plans and ongoing issues
- Completed Closure for Canada Day Funding
- Completed Closure for PEI 150 Funding
- Need to complete closure for YEE CPRA funding for Wellness Centre Rec Coordinator
- Funding Application submitted through Canadian Heritage for Canada Day 2024
- Working to update Town Website
- Working with MRSB to review ICIP and MCEG claims
- Reviewing paperwork issue for rezoning with PEI Planning Dept, may have to re-do Public Meeting
- New Budget process underway

**CAPITAL PROJECTS**

- Funding Application submitted through Active Transportation for Boardwalk
- Funding Application submitted through Climate Challenge Fund for Trails
- Need to complete Funding application through ACOA for Boardwalk
- Need to complete closure for Insurance Projects
- Need to complete closure for Heat Pump Initiative
- Sewer Plant Upgrades Project 16.5.6 underway with CBCL, Hansen, Toombs
- Will be working with Fire Dept to complete funding application through Community Revitalizations for equipment upgrades
- New Generator has been installed for Town Office/Fire Dept and now working
- Working with DFO and committee on North Rustico Lighthouse divesture

Committee Chair Report

Date: *Nov 22/2023*

Committee Name: *Elijahu Wellness Centre*

Meeting Key Point(s): *Need new UP*

*need new member*

*No Level as arena is closed Signage for arena*  
*meetings will go to the fourth Wednesday of the month*

Resolutions at meeting (bring to council): \_\_\_\_\_

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

*Lighting for entrance on to property Maritime*  
*Electric needs to be called*

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

**Topic: Appoint Municipal Electoral Officer and Deputy MEO**

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| <b>Date:</b><br>Dec 4, 2023 | <b>Request No: 2023-12-63</b><br><i>(Office Use Only)</i> |
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|--|---|
| <b>Person:</b><br>Stephanie Moase, CAO | <b>Representing:</b><br>Town of North Rustico |
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| <b>Background</b><br>Due to the recent resignation of Councillor Andrea Greenan, the town is required to hold a by-election within 6 months of the date of resignation. The election date chosen by Council was Feb 12, 2024. Council must appoint an MEO and DMEO to hold the election. |
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| <b>Request:</b><br>That Council appoint CAO Stephanie Moase as MEO and Deputy CAO Grace Constantine as Deputy MEO for the by-election to be held Monday Feb 12, 2024. |
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| <b>Advantages</b>                            | <b>Disadvantages</b> |
|--|----------------------|
| To ensure Council maintains a full 6 members |                      |

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| <b>Required Resources:</b> | Staff members to provide MEO and DMEO services and to hire any additional staff required for the by-election and provide notices for nomination and election |
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| <b>Staff Comments</b> |  |
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| <b>CAO's Review / Comments</b> |  |
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