

**TOWN OF NORTH RUSTICO
SPECIAL COUNCIL MEETING AGENDA
THURSDAY AUGUST 1, 2024, AT 9:00AM
TOWN OFFICE, 106 RIVERSIDE DRIVE**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Declarations of Conflict of Interest**
- 4. Requests for Decision**
 - 4.1 RFD 2024-08-032 Change of Use Application for In Home Daycare
 - 4.2 RFD 2024-08-033 Approval for Town Portion of Boardwalk Funds
 - 4.3 RFD 2024-08-034 Approval of Project Management Proposal for Boardwalk Project
 - 4.4 RFD 2024-08-035 Approval of Quote for Mulching Services for Trails
- 5. Next Meeting Date – Monday August 12, 2024, at 6:00PM**
- 6. Adjournment**

**Town of North Rustico
Special Council Meeting Minutes
Thursday, Aug 1, 2024 at 9:00AM**

PRESENT:

**Mayor
Councillors**

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

Staff

CAO Stephanie Moase and Deputy CAO Grace
Constantine

Regrets

Councillor Janet Shannon

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 Donna Coll and seconded by Councillor Michelle Pineau that the agenda be approved as presented.

**(4-0) MOTION CARRIED
(2024-08-077)**

3. DECLARATIONS OF CONFLICT OF INTEREST

Nil

4. REQUESTS FOR DECISION**4.1 RFD 2024-08-032 Change of Use Application for In Home Daycare**

Councillor Donna Coll read the RFP. She advised the Council that this approval was not to approve the actual daycare but to approve the change of use of the home to allow a daycare to be established there. The Province has jurisdiction over the licensing of the actual daycare. The Planning Board recommended approval of the change of use with conditions that there be no on street parking and that Council provide a letter to the adjoining neighbour.

It was moved by Councillor Michelle Pineau and seconded by Councillor David LeClair that Council approve application 1720 for a Change of Use to allow an in-home daycare at 15 Abegweit Lane with the conditions of no on street parking and a letter to be sent to the adjoining neighbour.

**(4-0) MOTION CARRIED
(2024-08-078)**

4.2 RFD 2024-08-033 Approval for Town Portion of Boardwalk Funds

CAO Stephanie Moase read the RFP.

It was moved by Councillor Donna Coll and seconded by Councillor Michelle Pineau that Council agrees that the Town will provide the balance of the Town portion of financing for the Boardwalk project if the fundraising does not meet its objective by the time the project is ready to proceed

(4-0) MOTION CARRIED
(2024-08-079)

- 4.3 RFD 2024-08-034** Approval of Project Management Proposal for Boardwalk Project
CAO Stephanie Moase read the RFP. It was discussed that the use of a knowledgeable and reputable firm to assist in the RFP and Project Management of any large project is important. The original project quote included funds for engineering services.

It was moved by Councillor David LeClair and seconded by Councillor Margaret Goulding that Council to approve the project management proposal for the boardwalk project from CBCL in the amount of \$15, 300+HST

(4-0) MOTION CARRIED
(2024-08-080)

- 4.4 RFD 2024-08-035** Approval of Quote for Mulching Services for Trails
CAO Stephanie Moase read the RFP.

It was moved by Councillor David LeClair and seconded by Councillor Donna Coll that Council to approve the quote for mulching the trails from Backwoods Tree Cutting Services for \$7,130.43+HST

(4-0) MOTION CARRIED
(2024-08-081)

- 5. NEXT MEETING**– The Regular Council Meeting Monday August 12, 2024, 6:00pm, is cancelled, next meeting to be Tuesday Sept 3, 2024, 6:00pm

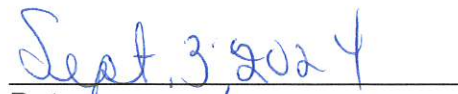
6. ADJOURNMENT

It was moved by Councillor Patricia Doucette and seconded by Councillor David LeClair that there being no further business the meeting be adjourned at 3:48pm.

(4-0) MOTION CARRIED
(2024-08-082)



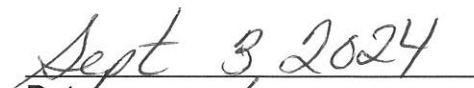
Mayor Heather McKenna



Date



CAO Stephanie Moase



Date

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

Topic: Approval of Change of Use Application for In Home Daycare

Date: Monday, July 29, 2024	Request No: 2024-08-032 <i>(Office Use Only)</i>
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Person: Donna Coll	Representing: Planning Board
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Background:
The Town received an application for a change of use of a residential home to add an in-home daycare at 15 Abegweit lane. Planning Board reviewed the request at their meeting on June 13 2024 and sent the matter back to the development officer for more information. The Planning Board received additional information and reviewed again at their meeting on July 18, 2024 and recommended to Council to approve the application with conditions that all parking be on the property, no on street parking for drop-off/pick-ups and a letter be sent to the adjoining neighbor in the duplex, advising them of the daycare, including hours of operation.

Request:
Council to approve the application 1720 for a Change of Use to add an in-home daycare at 15 Abegweit Lane with the conditions of no on street parking and a letter to be sent to the adjoining neighbour..

Advantages	Disadvantages

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 of Town Portion of Boardwalk Funding

Date: Monday, July 29, 2024	Request No: 2024-08-033 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico
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<p>Background: The Town applied to Active Transportation and ACOA for funding for the Boardwalk renewal. The project funding requires a commitment from the Town for 10% of the total project. The Town is working towards fundraising for their portion, \$100,000.</p>

<p>Request: Council to agree that the Town will provide the balance of the Town portion of financing for the project if the fundraising does not meet its objective by the time the project is ready to proceed</p>
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Advantages	Disadvantages
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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 of Project Management Proposal for Boardwalk Project

Date: Monday, July 29, 2024	Request No: 2024-08-034 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico
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Background: CAO requested a quote from CBCL for assistance with an RFP for the boardwalk project and general project management services.

Request: Council to approve the project management proposal for the boardwalk project from CBCL in the amount of \$15, 300+HST
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Advantages Proper project management of project	Disadvantages
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Required Resources:	
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Staff Comments	
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CAO's Review / Comments	I wanted to have engineering assistance in writing the RFP as I am not knowledgeable in the construction area and did not want to miss anything.
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval of Quote for Mulching Services for Trails

Date: Monday, July 29, 2024	Request No: 2024-08-035 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico
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Background: The second phase in the restoration of the Autumn Lane/Abegweit Greenspace after hurricane Fiona is to re-establish the walking trails. Two quotes were received, the lowest was \$7130.43 +HST. Council to review the quotes and approve.
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Request: Council to approve the quote for mulching the trails from Backwoods Tree Cutting Services for \$7,130.43+HST

Advantages	Disadvantages
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Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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