

TOWN OF NORTH RUSTICO
REGULAR COUNCIL MEETING AGENDA
MONDAY JAN 6, 2025, 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 Nov 12, 2024 6:00PM
Special Council Meeting Dec 4, 2024 10:00AM
Special Council Meeting Dec 20, 2024 9:00AM
 - 4.1 Business Arising from the Minutes**
- 5. Reports**
 - 5.1 Wellness Centre GM Report**
 - 5.2 CAO Report**
 - 5.3 Fire Chief Report**
- 6. Committee Reports**
 - 6.1 Sewer and Water Utility Board – No Meeting**
 - 6.2 Planning Board- No Meeting**
 - 6.3 Rec & Events Committee**
 - 6.4 Wellness Centre Advisory Committee**
 - 6.5 EMO Committee- No meeting**
 - 6.6 Finance & Infrastructure Committee- No meeting**
 - 6.7 North Rustico Lighthouse Committee- No meeting**
- 7. Requests for Decision**
 - 7.1 RFD 2025-01-001 Review Bylaw 2025-01 Code of Conduct for Council Members Bylaw**
 - 7.2 RFD 2025-01-002 Review Terms of Reference for Fundraising Committee**
 - 7.3 RFD 2025-01-003 Approval of Wellness Centre Rental Rates**
 - 7.4 RFD 2025-01-004 Approval of Communications Policy**
 - 7.5 RFD 2025-01-005 Appointment of Auditor for 2024-2025 F/Y**
- 8. New Business**
 - 8.1 Eliyahu Sign Request**
 - 8.2 In Camera as per MGA Section 119 1(d) human resource matters**
- 9. Correspondence**
 - 9.1 Canada Games Legacy Fund**
- 10. Appointments to Committees**
 - 10.1 EMO Committee Chair**
 - 10.2 Committee Member absences**
- 11. Next Meeting Date – Monday February 3, 2025, at 6:00PM**
- 12. Adjournment**

**Town of North Rustico
Regular Council Meeting Minutes
Monday January 6th, 2025, at 6:00PM**

PRESENT:

**Mayor
Councillors**

Heather McKenna
Margaret Goulding, David LeClair, Linda McFalls and Michelle
Pineau

Staff

Stephanie Moase, CAO

Regrets

Councillor Donna Coll

Others

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 David LeClair and seconded by Councillor Margaret Goulding that the agenda be approved as presented.

**(4-0) MOTION CARRIED
(2025-01-001)**

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 from the Regular Council Meeting November 12th, 2024, be approved as presented.

**(4-0) MOTION CARRIED
(2025-01-002)**

It was moved by Councillor David LeClair and seconded by Councillor Linda McFalls that the minutes from the Special Council Meeting December 4th, 2024, be approved as presented.

**(4-0) MOTION CARRIED
(2025-01-003)**

It was moved by Councillor David LeClair and seconded by Councillor Linda McFalls that the minutes from the Special Council Meeting December 20th, 2024, be approved as presented.

**(4-0) MOTION CARRIED
(2025-01-004)**

4.1 Business Arising from the Minutes

The ATV trail request will need to go to the Sewer and Water Utility Corporation Board for questions around contamination due to waste spreading.

CAO has sent a request for more information regarding the extension of sewer and water services and is awaiting a reply.

5. DELEGATIONS & SPECIAL SPEAKERS- NIL

5.REPORTS

5.1 Wellness Centre GM Report

GM John-Anthony Langdale presented his report. There was a complaint regarding the snow removal at the facility, he is working with the contractor to resolve.

The Mount student leadership assistance in the canteen has been working out well.

New dispensers have arrived from Wood Wyant, this should fix the soap dispenser issue.

Snow melt pit getting quote for repair possibly around \$6000, issues around why it failed so early into the life of the building.

Letters have been created to request sponsorships for public skates.

It was requested that the Town office be informed when events are happening so we can share the information.

There was discussion on the loss of the Sunday 2:45pm Public Skate, this was due to a scheduling agreement made between minor hockey and speed skating for speed skating to take minor hockey's Thursday evening and minor hockey to utilize the Sunday afternoon time. They hope in the future arrangements can be made for the facility to have a convenient open ice time to provide family skates. There are still seniors and pre-school skates available on Thursday mornings.

The first home Mustangs game was a success with over 500 attendees.

John Anthony Langdale left the meeting at 6:34pm.

5.1 CAO Report

Council reviewed the report. The Wildfire safety meeting did provide info to the Town on what Fire Smart is and how the residents can make their homes more fire safe.

Council asked if there was any recourse that the Town can take regarding the denial of the Canada Games Legacy Funding.

5.3 Fire Chief Report- Nil

6. COMMITTEE REPORTS

6.1 Sewer and Water Utility Board – No Meeting

6.2 Planning Board- No meeting

There were no approved developments applications for December.

6.3 Recreation & Events Committee-

Chair Michelle Pineau stated there were a couple of working group meetings since the last Council meeting, mostly to finalize holiday events which went well with positive feedback. There were some hiccups, as expected with a new event and hope to build on the experience for next year. Attendees for the carriage rides was about 150, and about 100 attended the skate and cookie decorating. The storytime/music was only about 10-12 attendees, looking for ways to bring more to this event. Suggestion to have an open house for people to see the gym, etc. The meeting scheduled for today had no quorum.

6.4 Wellness Centre Advisory Committee

Chair Margaret Goulding presented her report. The rates are to be reviewed and approved by Council.

6.5 EMO Committee- No meeting

6.6 Finance & Infrastructure Committee

Council reviewed the November financials.

6.7 North Rustico Lighthouse Committee- No meeting

7. REQUESTS FOR DECISION

7.1 RFD 2025-01-001 – Review Bylaw 2025-01 Code of Conduct for Council Members Bylaw

Council reviewed the draft bylaw. Some major changes include a section requiring mandatory training for Code of Conduct for all council members, public disclosures to now be posted on the website, the change in how a council imposes sanctions and an increase in the length of time a councillor can be suspended, the addition of who was able to file a complaint and a form that will be used to file those complaints.

WHEREAS subsection 107(1) of the Municipal Government Act, R.S.P.E.I. 1988, Cap M-12.1., provides that a council must, by bylaw, adopt a Code of Conduct for members of council;

AND WHEREAS the Municipal Government Act, and related regulations require municipalities to establish a code of conduct in accordance with the regulations to govern the conduct of members of council;

AND WHEREAS the elected officials of the Town of North Rustico recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of North Rustico desires to exercise its authority pursuant to the Municipal Government Act to update the current bylaw to ensure it is in line with the updated Provincial Code of Conduct regulations;

BE IT RESOLVED that the Code of Conduct for Members of Council Bylaw (Bylaw #2025-01) be hereby read a first time.

Moved by Councillor Linda McFalls
Seconded by Councillor Margaret Goulding

**(4-0) MOTION CARRIED
(2025-01-005)**

WHEREAS Subsection 107(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council must, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of council;

AND WHEREAS the Council for the Town of North Rustico desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

AND WHEREAS the Code of Conduct for Members of Council Bylaw (Bylaw# 2025-01) was read for a first time at the regular Council meeting held Jan 6 2025;

BE IT RESOLVED that the first reading of the Code of Conduct for Members of Council (Bylaw# 2025-01) be hereby approved.

Moved by Councillor Linda McFalls

Seconded by Councillor Margaret Goulding

(4-0) MOTION CARRIED

(2025-01-006)

7.2 RFD 2025-01-002 – Review Terms of Reference for Fundraising Committee

Council reviewed the draft Terms of Reference.

It was moved by Councillor Michelle Pineau and seconded by Councillor David LeClair that Council approve the Wellness Centre Fundraising Committee Terms of Reference.

(4-0) MOTION CARRIED

(2025-01-007)

7.3 RFD 2025-01-003 – Approval of Wellness Centre Rental Rates

Chair Margaret Goulding read the RFD. Council reviewed the rates recommended by the Wellness Centre Advisory Committee.

It was moved by Councillor Margaret Goulding and seconded by Councillor David LeClair that Council approve the following Wellness Centre rental rate increases as recommended by the Wellness Centre Advisory Committee.

- 1 Yr Gym Adult change from \$379.50 to \$414.00 beginning Apr 1 2025
- 3 month Gym 55/Student change from \$115 to \$125.00 beginning Apr 1 2025
- 1 Year Gym 55/Student change from \$316.25 to \$373.75 beginning Apr 1 2025
- 1 Hour Group Gym Session change from \$103.50 to \$125.00 beginning Apr 1 2025
- Hourly Ice - Peak Time Rate change from \$230 to \$240 beginning Oct 1 2025
- Hourly Ice - Off Peak Time Rate change from \$155.25 to \$165 beginning Oct 1 2025
- Hourly Ice - Minor hockey/ringette change from \$189.75 to \$200.00 beginning Oct 1 2025 Except (Mount which follows school year Sept 1-June 30)
- Hourly Ice - Sponsored \$172.50 \$200.00
- Spring rate 1 hour (for all Users) change from \$250 to \$260.00 beginning Apr 1 2025-Sept 30 2025

All prices inclusive of HST

(4-0) MOTION CARRIED

(2025-01-008)

7.4 RFD 2025-01-004- Approval of Communications Policy

Council reviewed the updated policy.

It was moved by Councillor Margaret Goulding and seconded by Councillor Linda McFalls that Council approve Communications Policy POL-2025-01.

(4-0) MOTION CARRIED
(2025-01-009)

7.5 RFD 2025-01-005- Appointment of Auditor for 2024-2025 F/Y

Chair David LeClair read the RFD. There was a question if an RFP would go out every few years to stay competitive. The CAO ran out of time this year to complete an RFP, working on one for next year.

It was moved by Councillor David LeClair and seconded by Councillor Margaret Goulding that Council appoint MRSB as the auditor for the 2024-2025 F/Y

(4-0) MOTION CARRIED
(2025-01-010)

8. NEW BUSINESS

It was moved by Councillor Margaret Goulding and seconded by Councillor Linda McFalls that Council move in camera at 7:56pm as per MGA Section 119 1 (d) human resource matters and (e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations.

(4-0) MOTION CARRIED
(2025-01-011)

It was moved by Councillor Margaret Goulding and seconded by Councillor David LeClair that Council move out of in camera at 8:15pm.

(4-0) MOTION CARRIED
(2025-01-012)

8.1 Eliyahu Sign Request

Council discussed the request made in November on behalf of the naming sponsor to erect a sign at the Eliyahu Wellness Centre that shares the meaning of Eliyahu and contains biblical references.

It was moved by Councillor Margaret Goulding and seconded by Councillor David LeClair that the sign be erected at the Eliyahu Wellness Centre.

(3-1) MOTION CARRIED (Councillor Michelle Pineau voted against)
(2025-01-013)

8.2 In Camera as per MGA Section 119 1(d) human resource matters.

An annual review was completed by Council of the new CAO in October 2024. Council has reviewed other CAO salaries and agreed upon an increase.

It was moved by Councillor Margaret Goulding and seconded by Councillor Michelle Pineau that the Council approve a raise of 6% for the CAO.

**(4-0) MOTION CARRIED
(2025-01-014)**

9. CORRESPONDENCE

9.1 Canada Games Legacy Fund

The Town of North Rustico's application to the Canada Games Legacy Fund for funding to complete the kitchens at the Eliyahu Wellness Centre- Canada Games Place was denied.

10. APPOINTMENTS TO COMMITTEES

10.1 EMO Committee

Mayor heather McKenna appointed Councillor Linda McFalls as the chair of the EMO-Health and safety Committee for the Town.

It was moved by Councillor Margaret Goulding and seconded by Councillor Michelle Pineau that Council appoint Teresa Gauthier and Tara Kowalski as members of the committee.

**(4-0) MOTION CARRIED
(2025-01-015)**

10.2 Committee Member Absences

The Council reviewed the Procedural Bylaw regarding committee member absences, it states any member missing 3 meetings in a year is to be provided a warning, and any further absences to be reviewed by Council for dismissal. Members missing many meetings make it difficult to achieve quorum. CAO has been requested to ensure warning letters be sent out when 3 meetings have been missed.

11. NEXT MEETING– Monday February 3rd, 2025, at 6:00pm

12. ADJOURNMENT

There being no further business, it was moved by Councillor David LeClair and seconded by Councillor Margaret Goulding that the meeting be adjourned at 8:30PM.

**(4-0) MOTION CARRIED
(2025-01-016)**

Mayor Heather McKenna

Date

CAO Stephanie Moase

Date

General Manager's Report – Council Meeting – January 6, 2025

Canteen:

- Sales for November were strong.
- Initiated a “co-op” with Mount’s Leadership program to have students work the canteen from 11:30AM-2:30PM.
- Streamlined purchasing with individual vendors for preferred rates and free deliveries freeing up man hours wasted on travel.

Signage – Sponsors/Advertisers/Facility

- Joe & Betty Cameron Fitness Center signage installed.
- Finalizing outstanding sign delinquencies with Gemini.
- Reached out to all sponsors/advertisers to thank them for their support.
- Old sponsorship signs from North Star Arena have been placed in canteen – decision on their fate is required.

Staff/Culture

- Overall staff attendance and performance is stable.
- EWC Team meeting scheduled for Monday to review roles and responsibilities.
- Team reviews to begin in January.

Facility Update

- Zamboni ice melting pit scheduled to be fixed week of January 6th.
- Implementation of monthly “deep cleans” of Fitness Centre very well received.

General

- Created an Instagram page for EWC.

**TOWN OF NORTH RUSTICO
CAO REPORT
COUNCIL MEETING JANUARY 6, 2024**

Sewer & Water

- Lenny received a quote for upgrades to Simon Dr
- Began process for IRAC filing for rate increases
- Generator for Water repaired, Insurance to cover equipment breakdown

Town

- Completed review of draft on Wellness Centre deficiencies, working with Resolve/CMEL on operational plans and completing capital through FPEI Loan
- Preparing next quarter submission of 2023-2024 MCEG funding claim.
- Working with Stantec and Planning Board on Official Plan and Bylaw Update
- Completed trail map for greenspace trails
- Working on new draft of Employee Handbook
- Completed new draft of Council Code of Conduct Bylaw
- Completed review of Sponsorships for Wellness Centre
- Worked with Jade and event committee on Christmas activities
- Attended Bylaws for Biodiversity Event on Nov 21 2024
- Attended Re-Imagine Rustico Meeting on Nov 27 2024
- Began Climate Action Resiliency Training through ClimAtlantic
- Completed new draft of Communications Policy
- Completed By-Election for 1 Councillor and filed Summary Report
- Attended Town & City Provincial Revenue Sharing Meetings on Tuesday Dec 3 and Monday Dec 9
- Met with Resolve Advisory regarding Wellness Centre liens on Dec 19 2024
- Attended Public session on forest fires with Parks Canada on Dec 12 2024
- Attended Info sessions with RBC on Credit Cards and RRSP Dec 13 and Dec 24 2024
- Working on 2025-2026 budgets and quarterly report to Province
- Completed Funding Applications for Canada Summer Jobs and Canada Day

CAPITAL PROJECTS

- Lenny to get quotes for old water building and greenhouse
- Sewer Plant Upgrades Project 16.5.6 complete, awaiting deficiency list to be completed
- Working with DFO and committee on North Rustico Lighthouse divesture
- Greenspace at Autumn Lane beginning re-forestation plan.
- Boardwalk renewal project underway, Diversified Divers began on Nov 18 2024, expected to be complete by Mar 31 2025. First invoice and funding request submitted to ACOA
- Received funding approval for \$84,000 for Fire Dept new equipment through Rural Growth Initiative
- Completed funding application for Canada Games Legacy Fund for Wellness Centre Kitchens, our application was not successful.

Wellness Centre Advisory Committee Report to Council January 6 2025

We met on Dec 18 2024 to go over price rates for Ice rentals and gym memberships. It was recommended for rental of ice and gym rates be changed.

Thank you

Chair Margaret Goulding

Fire Dept Budget 2024-2025

REVENUE:	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPTEMBER EST. ACTUAL	OCTOBER EST. ACTUAL	NOVEMBER EST. ACTUAL	2024/2025 YTD	2024/25 Budget
TOWN OF NORTH RUSTICO FIRE DUES	\$ 3,805.75	\$ 3,805.75	\$ 3,805.75	\$ 3,805.75	\$ 3,805.75	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 32,676.23	\$ 54,590.00
FIRE DISTRICT FIRE DUES	\$ 2,540.00	\$ 2,540.00	\$ 2,540.00	\$ 3,567.24	\$ 2,602.00	\$ 2,602.00	\$ 2,602.00	\$ 2,602.00	\$ 21,595.24	\$ 30,500.00
RESORT MUNICIPALITY FIRE DUES		\$ -	\$ 5,476.66	\$ -	\$ -	\$ -	\$ 5,476.66		\$ 10,953.32	\$ 16,304.37
HARBOUR AUTHORITY FIRE DUES		\$ -	\$ 525.00	\$ -	\$ -	\$ -	\$ -		\$ 525.00	\$ 525.00
FUNDRAISING REVENUE		\$ -	\$ -	\$ 30,500.00	\$ -	\$ 30,500.00	\$ -			\$ -
TRANSFER TO OPERATIONS FROM FUNDRAISING	\$ 255.00	\$ 80.24	\$ 604.40	\$ -	\$ -	\$ -	\$ -		\$ 939.64	\$ 15,000.00
OTHER/MISC INCOME		\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -		\$ 300.00	\$ 5,000.00
TOTAL REVENUE	\$ 6,600.75	\$ 6,425.99	\$ 13,251.81	\$ 37,872.99	\$ 6,407.75	\$ 23,348.84	\$ 12,627.82	\$ 7,151.16	\$ 66,989.43	\$ 121,919.37

EXPENSES:	APRIL 2024 EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPTEMBER EST. ACTUAL	OCTOBER EST. ACTUAL	NOVEMBER EST. ACTUAL	2024/2025 YTD	2024/25 Budget
FIRE HALL EXPENSES	\$ 280.38	\$ 394.85	\$ 168.68	\$ 190.26	\$ 190.94	\$ 257.00	\$ 608.31	\$ 457.74	\$ 2,548.16	\$ 9,200.00
PERSONNEL	\$ 155.21	\$ 1,990.75	\$ 3,573.50	\$ 70.24	\$ 1,169.77	\$ 497.44	\$ 75.82	\$ 2,733.69	\$ 10,266.42	\$ 60,000.00
FUNDRAISING EXPENSES	\$ 255.00	\$ 80.24	\$ 604.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 939.64	\$ 15,000.00
EQUIPMENT	\$ 647.32	\$ -	\$ 230.87	\$ -	\$ 25.58	\$ 103.61	\$ 65.98	\$ 474.48	\$ 1,547.84	\$ 5,450.00
OFFICE & COMMUNICATIONS	\$ 1,567.83	\$ 830.71	\$ 1,029.90	\$ 1,014.31	\$ 911.86	\$ 787.80	\$ 470.57	\$ 948.46	\$ 7,561.44	\$ 10,900.00
VEHICLES	\$ 459.77	\$ 98.96	\$ 1,120.51	\$ 979.39	\$ 461.73	\$ 2,042.90	\$ 184.04	\$ 306.98	\$ 5,654.28	\$ 21,350.00
MISCELLANEOUS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL EXPENSES	\$ 3,365.51	\$ 3,395.51	\$ 6,727.86	\$ 2,254.20	\$ 2,759.88	\$ 3,688.75	\$ 1,404.72	\$ 4,921.35	\$ 28,517.78	\$ 121,900.00

SURPLUS / DEFICIT:	\$ 3,235.24	\$ 3,030.48	\$ 6,523.95	\$ 35,618.79	\$ 3,647.87	-\$ 27,037.59	\$ 11,223.10	\$ 2,229.81	\$ 38,471.65	\$ 19.37
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NORTH RUSTICO FIRE DEPARTMENT

Other Accounting Information as at November 30th, 2024

RBC Bank Balance	44,920.11	
Plus: Outstanding Deposits	-	
Less: Outstanding Cheques	21,421.78	
Less: Reserve Funds RGI	17,666.00	42338 payment minus 24672 spent
Bank Balance per the Books	<u>5,832.33</u>	
PCU Bank Balance Operating Account	<u>68,461.59</u>	
PCU Bank Balance Truck Account	<u>254,347.90</u>	
PCU Bank Balance Capital Account	<u>1,509.64</u>	
Outstanding Receivables	<u>-</u>	
Outstanding Payables	<u>-</u>	
Due to Town	<u>-</u>	

Sewer & Water Utility Corporation Budget 2024-2025

	APRIL 2024 EST ACTUAL	MAY 2024 EST. ACTUAL	JUNE 2024 EST ACTUAL	JULY 2024 EST. ACTUAL	AUGUST 2024 EST. ACTUAL	SEPTEMBER EST. ACTUAL	OCTOBER EST. ACTUAL	NOVEMBER EST. ACTUAL	2024-2025 YTD	2024/2025 Budget
REVENUE										
WATER REVENUE	\$46,178.00	\$50.00	\$0.00	\$45,712.71	\$0.00	\$0.00	\$47,050.21	\$0.00	\$138,990.92	\$171,000.00
SEWER REVENUE	\$51,226.89	\$50.00	\$0.00	\$50,621.60	\$0.00	\$0.00	\$50,885.50	\$0.00	\$152,783.99	\$195,000.00
INTEREST & MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.06	\$0.00	\$0.00	\$23.06	\$200.00
TOTAL WATER & SEWER REVENUE	\$97,404.89	\$100.00	\$0.00	\$96,334.31	\$0.00	\$23.06	\$97,935.71	\$0.00	\$291,797.97	\$366,200.00

	APRIL 2024 EST ACTUAL	MAY 2024 EST. ACTUAL	JUNE 2024 EST ACTUAL	JULY 2024 EST. ACTUAL	AUGUST 2024 EST. ACTUAL	SEPTEMBER EST. ACTUAL	OCTOBER EST. ACTUAL	NOVEMBER EST. ACTUAL	2024-2025 YTD	2024/2025 Budget
EXPENSES										
WATER ADMINISTRATION	\$6,072.04	\$5,870.83	\$4,395.79	\$7,021.34	\$4,528.88	\$4,641.00	\$10,875.78	\$5,015.12	\$48,420.54	\$80,600.00
WATER PROFESSIONAL EXPENSES	\$2,667.50	\$2,667.50	\$2,667.50	\$2,667.50	\$2,667.50	\$5,799.75	\$2,667.50	\$2,667.50	\$24,472.25	\$39,200.00
WATER INFRASTRUCTURE	\$1,688.05	\$1,502.17	\$2,989.83	\$1,995.09	\$2,021.59	\$1,655.10	\$2,044.77	\$1,497.04	\$15,393.64	\$32,600.00
WATER REPAIR & MAINTENANCE	\$923.95	\$6,562.80	\$1,636.58	\$3,472.74	\$14,471.27	\$1,368.40	\$2,356.90	\$1,040.25	\$31,832.89	\$18,700.00
SEWER ADMINISTRATION	\$9,240.76	\$8,764.74	\$7,725.93	\$10,941.16	\$7,859.10	\$7,971.24	\$14,205.99	\$8,345.34	\$75,054.26	\$122,000.00
SEWER PROFESSIONAL EXPENSES	\$2,667.50	\$2,667.50	\$2,667.50	\$2,667.50	\$2,667.50	\$5,799.75	\$2,667.50	\$2,667.50	\$24,472.25	\$0.00
SEWER INFRASTRUCTURE	\$3,176.89	\$2,559.74	\$3,890.49	\$2,940.35	\$2,812.40	\$2,487.89	\$2,538.99	\$2,189.11	\$22,595.86	\$40,800.00
SEWER REPAIR & MAINTENANCE	\$580.53	\$21.54	\$22.35	\$53.83	\$0.00	\$787.89	\$1,075.18	\$1,961.25	\$4,502.57	\$19,200.00
TOTAL EXPENSES	\$27,017.22	\$30,616.82	\$25,995.97	\$31,759.51	\$37,028.24	\$30,511.02	\$38,432.61	\$25,383.11	\$246,744.26	\$353,100.00

SURPLUS/DEFICIT	\$70,387.67	-\$30,516.82	-\$25,995.97	\$64,574.80	-\$37,028.24	-\$30,487.96	\$59,503.10	-\$25,383.11	\$45,053.71	\$13,100.00
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NORTH RUSTICO SEWER & WATER

Other Accounting Information as at November 30th, 2024

RBC Bank Balance	37,981.68
Plus: Outstanding Deposits	1,113.99
Less: Outstanding Cheques	6,506.95
Bank Balance per the Books	<u>32,588.72</u>
PCU Bank Balance Operating Account	<u>131,333.37</u>
PCU Bank Balance Reserve Account	<u>48,386.68</u>
Outstanding Receivables	<u>26,891.15</u>
Outstanding Payables	<u>92,389.55</u>

TOWN OF NORTH RUSTICO

REVENUE:	APRIL 2024 EST ACTUAL	MAY 2024 EST ACTUAL	JUNE 2024 EST. ACTUAL	JULY 2024 EST. ACTUAL	AUGUST EST. ACTUAL	SEPTEMBER EST. ACTUAL	OCTOBER EST. ACTUAL	NOVEMBER EST. ACTUAL	2024-2025 YTD	2024/2025 Budget
PROPERTY TAX ASSESSMENT	\$ 55,071.55	\$ 55,071.55	\$ 55,071.55	\$ 55,071.55	\$ 55,071.55	\$ 55,071.55	\$ 55,071.55	\$ 55,071.55	\$ 440,572.40	\$ 627,408.00
RETAIL SPACE	\$ 2,500.00	\$ 1,000.00	\$ 1,030.00	\$ 1,030.00	\$ 1,030.00	\$ 13,038.77	\$ 2,430.00	\$ 1,030.00	\$ 23,088.77	\$ 30,000.00
SPECIAL EVENTS *Music In The Park Reserve	\$ 5,000.00	\$ 150.00	\$ 510.00	\$ 2,645.75	\$ 1,131.00	\$ 1,517.40	\$ -	\$ -	\$ 10,954.15	\$ 12,500.00
OTHER GRANTS (Planning)	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 7,059.60	\$ 15,000.00
MCEG	\$ 25,209.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,209.82	\$ 100,000.00
GOVERNMENT & EMPLOYMENT GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,060.00	\$ -	\$ -	\$ 2,060.00	\$ 9,000.00
CANADA DAY	\$ -	\$ 17,025.00	\$ 3,050.00	\$ 9,095.00	\$ -	\$ 250.00	\$ -	\$ -	\$ 29,420.00	\$ 30,000.00
INTEREST REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11.05	\$ 11.05	
WELLNESS CENTRE CAPITAL SPONSORSHIPS	-\$ 12,500.00	\$ 20,000.00	\$ -	\$ 3,000.00	\$ 14,690.45	\$ 4,000.00	\$ -	\$ 1,000.00	\$ 30,190.45	\$ 150,000.00
DEVELOPMENT PERMITS	\$ 614.67	\$ 1,528.60	\$ -	\$ 130.00	\$ 30.00	\$ 982.56	\$ 71.60	\$ -	\$ 3,357.43	\$ 6,000.00
SALE OF TOWN PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OTHER /DOG TAGS/MISC	\$ -	\$ -	\$ 200.00	\$ -	\$ 100.00	\$ 2,769.44	\$ -	\$ 50.00	\$ 3,119.44	\$ 500.00
SEWER & WATER ADMIN FEE & WAGES	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 20,000.00	\$ 24,000.00
STREETLIGHTS/STONES DONATION	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
TOTAL REVENUE	\$ 81,778.49	\$ 96,730.15	\$ 60,744.00	\$ 76,854.75	\$ 72,935.45	\$ 80,572.17	\$ 68,455.60	\$ 58,045.05	\$ 595,043.11	\$ 1,006,908.00

EXPENSES:	APRIL 2024 EST ACTUAL	MAY 2024 EST ACTUAL	JUNE 2024 EST. ACTUAL	JULY 2024 EST. ACTUAL	AUGUST EST. ACTUAL	SEPTEMBER EST. ACTUAL	OCTOBER EST. ACTUAL	NOVEMBER EST. ACTUAL	2024-2025 YTD - Q2	2024/2025 Budget
ADMINISTRATION	\$ 12,388.17	\$ 27,751.83	\$ 19,438.80	\$ 25,964.93	\$ 21,422.66	\$ 20,274.03	\$ 29,069.33	\$ 46,078.21	\$ 202,387.96	\$ 315,400.00
ADVERTISING & NEWSLETTER & PROMOTION	\$ -	\$ 194.81	\$ 91.08	\$ 89.17	\$ 86.13	\$ 101.38	\$ 86.59	-\$ 0.00	\$ 649.16	\$ 2,500.00
ARENA LOAN & INTEREST	\$ 21,506.90	\$ 20,813.13	\$ 21,506.90	\$ 20,207.82	\$ 20,598.94	\$ 20,063.48	\$ 18,787.69	\$ 18,922.72	\$ 162,407.58	\$ 297,000.00
INFRASTRUCTURE	\$ 8,162.60	\$ 3,890.88	\$ 5,876.09	\$ 6,938.76	\$ 3,578.00	\$ 3,011.71	\$ 6,871.60	\$ 4,477.84	\$ 42,807.48	\$ 54,050.00
FIRE PROTECTION	\$ 3,805.75	\$ 3,805.75	\$ 3,805.75	\$ 3,805.75	\$ 3,805.75	\$ 4,529.16	\$ 4,549.16	\$ 4,529.16	\$ 32,636.23	\$ 54,590.00
OFFICE & BUILDING	\$ 4,584.32	\$ 2,317.83	\$ 4,162.70	\$ 1,818.84	\$ 1,804.58	\$ 1,752.76	\$ 1,693.47	\$ 2,016.14	\$ 20,150.64	\$ 35,300.00
PROFESSIONAL SERVICES	\$ 1,678.78	\$ 4,759.45	\$ 4,974.42	\$ 16,639.68	\$ 2,031.49	\$ 17,611.42	\$ 5,176.07	\$ 5,394.70	\$ 58,266.01	\$ 78,500.00
RENTAL PROPERTIES	\$ 613.37	\$ 563.24	\$ 1,440.78	\$ 408.25	\$ 1,179.27	\$ 350.12	\$ 217.30	\$ 573.26	\$ 5,345.59	\$ 6,800.00
SPECIAL EVENTS	\$ 1,336.90	\$ 24,508.49	\$ 3,299.12	\$ 30,024.87	\$ 2,548.93	\$ 1,602.39	\$ 224.27	\$ 1,409.15	\$ 64,954.12	\$ 62,250.00
TRANSFER TO WELLNESS OPERATING			\$ -	\$ -		\$ -	\$ 100,000.00		\$ 100,000.00	\$ 100,000.00
TOTAL EXPENSES	\$ 54,076.79	\$ 88,605.41	\$ 64,595.64	\$ 105,898.07	\$ 57,055.75	\$ 69,296.45	\$ 166,675.48	\$ 83,401.18	\$ 689,604.77	\$ 1,006,390.00
SURPLUS / DEFICIT:	\$ 27,701.70	\$ 8,124.74	-\$ 3,851.64	-\$ 29,043.32	\$ 15,879.70	\$ 11,275.72	-\$ 98,219.88	-\$ 25,356.13	-\$ 94,561.66	\$ 518.00

TOWN OF NORTH RUSTICO
Other Accounting Information as at November 30th, 2024

RBC Bank Balance	436,495.32
Plus: Outstanding Deposits	204.03
Less: Outstanding Cheques	39,493.35
Bank Balance per the Books	<u><u>397,206.00</u></u>
Less Committed Funds- Boardwalk Donations	265,395.80
Total Uncommitted Funds	<u><u>131,810.20</u></u>
RBC Gas Tax Account	<u><u>216,408.74</u></u>
PCU Operating Account	179,113.00
Less Committed Funds- Hauling In Day	12,500.00
	<u><u>166,113.00</u></u>
PCU Capital Reserve Account	114,719.30
Less Committed Funds- EMO Reserve	500.00
Less Committed Funds- Fiona Insurance	112,295.87
	<u><u>2,423.43</u></u>
Outstanding Receivables	100,825.70
Less Ice Rentals	69,283.90
	<u><u>31,541.80</u></u>
Outstanding Payables	<u><u></u></u>

Wellness Centre Budget 2024-2025

FOR FISCAL YEAR 2024- 2025

REVENUE	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPT EST. ACTUAL	OCTOBER EST. ACTUAL	NOVEMBER EST. ACTUAL	2024/2025 YTD	2024/2025 Budget
Ice Rental	\$29,146.11	\$24,801.46	\$22,263.92	\$47,268.62	\$6,304.34	\$38,983.77	\$32,405.00	\$44,454.89	\$245,628.11	\$450,500.00
Room Rental	\$3,555.37	\$4,741.67	\$4,136.34	\$3,320.42	\$3,184.17	\$3,526.65	\$3,290.44	\$3,451.66	\$29,206.72	\$58,000.00
Fitness Centre	\$5,353.80	\$6,461.24	\$6,358.70	\$7,443.85	\$8,096.36	\$6,503.25	\$5,536.98	\$7,715.46	\$53,469.64	\$88,000.00
Food Service	\$4,861.39	\$2,913.71	\$260.16	\$33.25	\$31.75	\$814.54	\$173.18	\$4,956.56	\$14,382.80	\$61,000.00
Other Programs & Services	\$30.00	\$36.00	\$12.00	\$0.00	\$0.00	\$12.00	\$18.00	\$48.00	\$156.00	\$1,000.00
Fundraising/Donations/Sponsors	\$755.75	\$0.00	\$1,200.00	\$1,000.00	\$0.00	\$1,300.00	\$1,500.00	\$1,000.00	\$6,755.75	\$44,000.00
Town Operating Grant		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00		\$100,000.00	\$100,000.00
Government Grants	\$0.00	\$0.00	\$0.00	\$4,101.12	\$0.00	\$1,025.28	\$8,500.00	\$8,825.86	\$22,452.26	\$12,500.00
	\$43,702.42	\$38,954.08	\$34,231.12	\$63,167.26	\$17,616.62	\$52,165.49	\$151,423.60	\$70,452.43	\$472,051.28	\$815,000.00

EXPENSES	APRIL 2024 EST	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPT EST. ACTUAL	OCTOBER EST. ACTUAL	NOVEMBER EST. ACTUAL	2024/2025 YTD - Q2	2024/2025 Budget
Food Service	\$3,559.76	\$194.56	(\$2,027.70)	\$55.96	\$0.00	\$954.08	\$640.09	\$6,150.66	\$9,527.41	\$50,000.00
Administration	\$13,440.68	\$34,695.75	\$20,266.70	\$28,931.77	\$25,588.02	\$19,683.64	\$31,324.50	\$25,941.34	\$199,872.40	\$385,950.00
Infrastructure & Maintenance	\$31,915.05	\$30,102.01	\$27,462.03	\$27,014.85	\$28,275.01	\$26,117.60	\$33,099.98	\$29,050.06	\$233,036.59	\$367,900.00
Programs Events & Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
	\$48,915.49	\$64,992.32	\$47,728.73	\$56,002.58	\$53,863.03	\$46,755.32	\$65,064.57	\$61,142.06	\$442,436.40	\$805,350.00

SURPLUS/DEFICIT	(\$5,213.07)	(\$26,038.24)	(\$13,497.61)	\$7,164.68	(\$36,246.41)	\$5,410.17	\$86,359.03	\$9,310.37	\$29,614.88	\$9,650.00
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ELIYAHU WELLNESS CENTRE

Other Accounting Information as at November 30th, 2024

Bank Balance per the Bank	248,187.16
Plus: Outstanding Deposits	2,287.75
Less: Outstanding Cheques	3,329.37
Bank Balance per the Books	<u>247,145.54</u>
Outstanding Receivables	<u>69,283.90</u>
Outstanding Payables	<u><u> </u></u>
Due to Town	<u>586,312.31</u>

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

Topic: Approval of Bylaw 2025-01 Council Code of Conduct Bylaw

Date: Jan 6 2025	Request No: 2025-01-001 <i>(Office Use Only)</i>
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Person: CAO Stephanie Moase	Representing: Town of North Rustico
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Background In 2024 new regulations regarding Council Code of Conduct came into effect requiring the 2021-11 Code of Conduct Bylaw to be updated to be in line with the new regulations. Municipal Affairs provided a template for municipalities to use to update their bylaw. This new bylaw has been created based on the template from Municipal Affairs.
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Request: Council to approve the 2025-01 Council Code of Conduct Bylaw

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, Prince Edward Island
A Bylaw to Provide for a Code of Conduct for Members of Council
Bylaw # 2025-01

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

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the “Code of Conduct Bylaw.”

2. Purpose

2.1. The purpose of this bylaw is to set minimum expectations for the behaviour of members of Council and Council Committees in carrying out their functions and making decisions that benefit the Town of North Rustico.

3. Authority

3.1. Section 107 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., requires that a Council must establish a Code of Conduct bylaw to govern the conduct of members of Council.

4. Application

4.1. This bylaw applies to the Mayor and all members of Council. It operates together with, and as a supplement to, the applicable common law and the following statutes, any regulations or other delegated legislation made pursuant to them:

- (a) the *Municipal Government Act* and *Code of Conduct Regulations*
- (b) the *Occupational Health and Safety Act Workplace Harassment Regulations*
- (c) the *Criminal Code of Canada*

4.2. The bylaw, pursuant to Section 3 of the Regulations applies, as nearly as practicable, to Council Committee members and Directors of controlled corporations established by Council.

5. Definitions

5.1. In this bylaw, any word and term that is defined in the *Municipal Government Act* has the same meaning as in the Act.

5.2. In this bylaw,

- (a) “Act” means the *Municipal Government Act*.
- (b) “Chief Administrative Officer” or “CAO” means the administrative head of the municipality.

- (c) "Confidential Information" means information that could reasonably harm the interests of individuals or organizations, including the municipality, if disclosed to persons who are not authorized to access the information. This type of information includes, but is not limited to, privileged information, personal information, third party information, technical, financial or scientific information and any other information collected, obtained or derived for or from municipal records that must or may be kept confidential.
- (d) "Council" means the Mayor and other members of the Council of the municipality.
- (e) "Councillor" means a member of Council other than the mayor.
- (f) "Family Member" means in relation to a person, a spouse, parent, child, brother, sister, aunt, uncle, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law of the person.
- (g) "Municipality" means the Town of North Rustico
- (h) "Person Closely Connected" means, in relation to a member of Council, a family member, an agent, a business partner or an employer of the member.
- (i) "Regulations" means the Code of Conduct Regulations enacted pursuant to the Act.
- (j) "Staff" means the Chief Administrative Officer (CAO) and all staff of the municipality, whether full-time, part-time, contract, seasonal or volunteers.

6. Interpretation

- 6.1. This bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation and the definitions set out.

7. Periodic Review

- 7.1. Council shall, in accordance with Section 6 of the Regulations, review and update this bylaw at least once every five years from the effective date of this bylaw.

8. Training

- 8.1. In accordance with Section 4 of the Regulations:
- (a) the CAO shall arrange for training on the Code of Conduct for a council member elected, re-elected, or appointed to Council; and
 - (b) the member shall complete the training; and
 - (c) the CAO shall report to Council if a member fails or refuses to complete the training.
- 8.2. The training provided shall consist of the training course specified by the Regulations.
- 8.3. A member of Council who fails or refuses to complete the Code of Conduct training within the time specified shall not:
- (a) carry out a power, duty, or function as a member of Council;
 - (b) receive any remuneration; and
 - (c) be considered present at a meeting even if the member is physically present.

PART II – PRINCIPLES**9. Guiding Principles and Expectations**

- 9.1. Members of Council are keepers of the public trust and must uphold the highest standards of ethical behaviour.
- 9.2. Members of Council have a duty to make decisions based on the best interests of the municipality as a whole.
- 9.3. Members of Council are expected to act lawfully and be free from undue influence and not act, or appear to act, to gain financial or other benefits for themselves, family, friends, or business interests as a result of the member holding municipal office.
- 9.4. Members of Council must demonstrate and promote the principles of the Code of Conduct through their decisions, actions, and behaviour. Behaviour must build and inspire the public's trust and confidence in municipal government.
- 9.5. Members of Council must conduct public business efficiently and with decorum. They must always treat each other and others with respect. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognizing the different roles others play in municipal government decision making.
- 9.6. Members of Council have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered, encouraging appropriate public participation, communicating clearly, and providing appropriate means for recourse and feedback.
- 9.7. Members of Council must adhere to the following principles and provisions:
 - (a) Members of Council must serve, and be seen to serve, their constituents in a conscientious and diligent manner;
 - (b) Members of Council must be committed to performing their functions with integrity and to avoid and/or disclose conflicts of interest, and the improper use of the influence of their office;
 - (c) Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
 - (d) Members of Council must seek to serve the public interest by upholding both the letter of the law and the spirit of applicable federal, provincial and municipal laws;
 - (e) Members of Council are expected to respect of the role of staff in the administration of the business affairs of municipality;
 - (f) Members of Council must not extend, in the discharge of their official duties, preferential treatment to persons closely connected to the member or organizations

and groups in which the member or persons closely connected to the member have a direct or indirect pecuniary interest;

- (g) Members of Council are obliged to question any request to act or make a decision that they think may be unethical or unlawful; and
- (h) Members of Council must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council members must avoid conduct that is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse including derogatory language, or the adverse treatment of others.

10. Confidential Information

10.1. Members of Council must respect rules regarding confidentiality, disclosure, and access to all personal information in the control of the Town of North Rustico pursuant to the Access to Information and Protection of Personal Information Bylaw.

10.2. No member of Council will:

- (a) disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- (b) use confidential information for personal or for the gain of any person closely connected as defined in the Act.
- (c) access or attempt to gain access to confidential information in the custody of the municipality unless it is necessary for the performance of their duties and is not prohibited by legislation, regulations, and Council policy.

11. Public Disclosure Statements

11.1. The CAO shall post all Disclosure Statements on the municipality's website within 30 days of receipt from each member. The Disclosure Statement shall remain on the site until such time as an updated Disclosure Statement is filed or the individual is no longer a member of Council.

11.2. A Public Disclosure Statement shall not include specific details about a member of Council's personal financial matters such as salary, the value of holdings or other specific personal financial information.

12. Gifts and Benefits

12.1. No member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:

- (a) compensation authorized under the Council Remuneration Bylaw;
- (b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- (c) a suitable memento of a function honouring the member of Council;

- (d) food, lodging, transportation, and entertainment provided by another government or by a conference, seminar, or event organizer where the member of Council is either speaking or attending in an official capacity at an official event;
- (e) food and beverages consumed at banquets, receptions, or similar events;
- (f) communication to the offices of a member of Council, including subscriptions to newspapers, and periodicals; and
- (g) sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council.

12.2. No member of Council shall accept the use of property or facilities at less than fair market value.

12.3. No member of Council shall provide property, goods, and services to the municipality at higher than fair market value.

12.4. A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

13. Use of Municipal Property, Equipment and Services

13.1. No member of Council shall use, or request the use of, municipal staff services, municipal equipment, services, supplies or other municipally owned materials or any municipal property unless item or service is:

- (a) available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
- (b) made available to the member of Council in the course of carrying out council activities and duties.

13.2. No member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally developed intellectual property.

13.3. No member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the public for any purposes other than carrying out their official duties.

13.4. No member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of personal property to the municipality, except in compliance with the Act and the Conflict of Interest Bylaw.

14. Improper Use of Influence

14.1. No member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

14.2. When a matter pertaining to the municipality is before any tribunal, members of Council shall not contact any tribunal members.

15. Respectful Workplace

- 15.1. All members of Council have a duty to treat other Council members, municipal employees, and the public appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.
- 15.2. All members of Council shall encourage public respect for the municipality and its bylaws.
- 15.3. All members of Council must respect the decision(s) of Council when a decision has been made.
- 15.4. While respecting the right to have contradictory positions and opinions, all members of Council shall avoid any words or actions that are unduly critical or derogatory to other members of Council, staff, or the municipality's official position on any topic.

16. Interactions of Council with Staff and Service Providers

- 16.1. No member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- 16.2. Members of Council shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- 16.3. Members of Council must not direct or influence, or attempt to direct or influence any municipal staff, except the CAO, in the exercise of their duties or functions.
- 16.4. Pursuant to subsection 93(7) of the Act, members of Council or a Council Committee may communicate directly with an employee to obtain or provide information.
- 16.5. Members of Council must not make public statements attacking or reflecting negatively on the Town of North Rustico staff or invoke staff matters for political purposes.

PART III – COMPLAINTS**17. Breaches, Complaint Handling, and Internal Resolution**

- 17.1. Any person who is, in the opinion of the CAO, an affected person may file a complaint concerning an alleged breach of the Code of Conduct bylaw.
- 17.2. Members of Council are to abide by the requirements of this Code of Conduct bylaw and shall endeavour to resolve disputes in good faith.
- 17.3. Alleged breaches of this Code of Conduct bylaw by a member of Council shall be submitted in a written complaint addressed to the Mayor and/or the CAO within three (3) months of the complainant becoming aware of the last alleged breach.
- 17.4. The written complaint shall be delivered to the CAO using Schedule A, who, upon receiving the complaint, will report to the Mayor.

- 17.5. If the Mayor is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Deputy Mayor and CAO.
- 17.6. In the event both the Mayor and Deputy Mayor are the subject of, or are implicated in a complaint, or a majority of Council is the subject of or implicated in the complaint, Council shall commence the formal resolution process.
- 17.7. In the event both a member of Council and the CAO are the subject of, or are implicated in a complaint, Council shall commence the formal resolution process.
- 17.8. In the following cases, the CAO shall report to Council and the Council shall commence the formal resolution process:
 - (a) If, in the opinion of the CAO, the nature of the complaint makes it unsuitable for the informal resolution process,
 - (b) The CAO is unable to determine the validity of the complaint,
 - (c) The CAO is unable to determine if an individual could be considered an affected person.
- 17.9. Before commencing the formal internal resolution procedure specified below, the member(s) of Council who allegedly breached this Code of Conduct bylaw will endeavour to resolve the matter informally in a courteous and respectful manner, recognizing that they have been elected to represent the best interests of the municipality.
- 17.10. If the alleged breach cannot be informally resolved, the Mayor will facilitate discussion between the parties.
- 17.11. If the matter is not satisfactorily resolved after mayoral facilitation, Council will commence the formal internal resolution process by having Council appoint an independent third-party investigator who has the necessary professional skills, knowledge, and experience to carry out the role and investigate the complaint in a fair and objective manner.
- 17.12. If the Mayor is involved in the alleged breach of the Code of Conduct bylaw, the Deputy Mayor shall assume the role of the Mayor in the facilitation process and the appointment of any third-party investigator.
- 17.13. All deliberations regarding alleged breaches of the Code of Conduct bylaw shall be conducted in confidence.

18. Investigations

- 18.1. If a third-party investigator is appointed, the parties:
 - (a) Shall provide reasonable assistance to the investigator if requested; and
 - (b) Must participate in good faith in the investigation.
- 18.2. The role of the investigator is to:

- (a) Consider the alleged breach of the Code of Conduct and any accompanying evidence;
- (b) Determine whether the complaint is frivolous or vexatious and dismiss the complaint on that basis;
- (c) Ensure that the parties involved are given an opportunity to be heard by the investigator;
- (d) Explore if the alleged breach can be resolved between the parties without making any findings; and
- (e) Failing resolution between the parties, the third-party investigator will provide an investigation update within ninety (90) days of their appointment to Council, and to the complainant and the respondent.

18.3. The third-party investigator will provide a written, confidential report of the findings of the investigation, including whether there has been a breach of this Code of Conduct bylaw, to the Council, the complainant, and the respondent. The CAO will receive and retain all reports prepared in relation to breaches of the Code of Conduct.

18.4. Upon receipt of the investigation report, Council will, in accordance with the Regulations do the following at its next meeting of Council:

- (a) Close the meeting to the public and review the report;
- (b) When the review is finished, re-open the meeting to the public and hold a vote for the following purposes:
 - i. To determine if the member breached the code of conduct, and if no breach has occurred, to dismiss the complaint by resolution; or
 - ii. To determine the appropriate sanction if any.

19. Sanctions

19.1. The principles of natural justice must be observed during the independent investigation. The member of Council who is the subject of an alleged breach must be given all relevant information regarding the allegation and an opportunity to respond and be supported if the member so desires.

19.2. Any member of Council who alleges a breach of the Code of Conduct must not be disadvantaged because of such action.

19.3. Council shall consider the following when deciding whether to impose a sanction for a breach of the Code of Conduct bylaw:

- (a) Whether the breach was intentional or inadvertent;
- (b) The nature of the breach, including the number of occasions the breach occurred and the length of time the activity or conduct that constituted the breach lasted;
- (c) Whether the member took any steps to remedy the breach or mitigate the consequences of the breach;

- (d) Whether the member previously breached the Code and the circumstances of that breach;
- (e) Whether the member has previously refused to comply with a sanction for a breach of the Code of Conduct bylaw; and
- (f) The recommendation(s) of the investigator.

19.4. Council may, in accordance with subsections 107(3) and (4) of the Act and Section 5 of the Regulations:

- (a) Reprimand the member of Council for a breach of this Code of Conduct Bylaw;
- (b) Suspend the member in respect of their services as a member of Council for a period not to exceed:
 - i. Six months, or
 - ii. the expiry of the member's term of office,
 - whichever occurs first.
- (c) Request a written apology to Council, the complainant, or both;
- (d) A requirement that the council member attend training as recommended by Council;
- (e) Impose a fine of not more than \$500;
- (f) Reduce or suspend the Council member's compensation as provided for under subsection 82(2) of the Act;
- (g) Impose any other sanction that is recommended by the third-party investigator, other than sanctions prohibited by the Act;
- (h) Any other sanction that may be provided for in the Regulations as they are amended from time to time.

19.5. In accordance with subsection 2(6) of the Regulations, a majority of members present and voting at the meeting must affirm a resolution to sanction the member.

19.6. A member who is sanctioned by Council for a breach of the Code of Conduct bylaw shall comply with the terms of the sanction within the time specified by Council.

19.7. All sanctions by Council shall be made by resolution at a public meeting of Council.

19.8. The CAO shall, where a member has been sanctioned by Council under clause 2.1.a of the Regulations, post notice of the sanction on the municipality's website within seven (7) days of the sanction being announced and ensure the notice remains on the website for the term of the sanction or thirty (30) days, whichever is greater.

19.9. In accordance with subsection 5(4) of the Regulations, a Council member suspended pursuant to 26(1)(d) shall not, during the period of the suspension:

- (a) Sit on Council, a Council Committee or the Board of Directors of a controlled corporation or other entity established by the municipality; or

- (b) Receive any remuneration, allowance or other sum from the municipality or controlled corporation or other entity referred to in clause 9(a).

19.10.A member or members of Council who are the subject of the complaint shall not take retaliatory actions or attempt to influence others to act against the complainant.

20. Repeal of Existing Bylaw

20.1. On adoption, this bylaw replaces Bylaw # 2021-11 and all amendments heretofore.

21. Effective Date

21.1. This Code of Conduct Bylaw, Bylaw# 2025-01, shall be effective on the date of approval and adoption below.

First Reading:

This Code of Conduct Bylaw, Bylaw# 2025-01, was read a first time at the Council meeting held on the 6th day of January 2025.

This Code of Conduct Bylaw, Bylaw# 2025-01, was approved by a majority of Council members present at the Council meeting held on the 6th day of January 2025.

Second Reading:

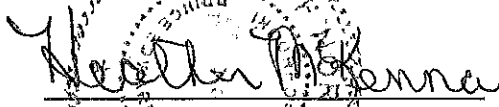
This Code of Conduct Bylaw, Bylaw# 2025-01, was read a second time at the Council meeting held on the 3rd day of February 2025.

This Code of Conduct Bylaw, Bylaw# 2025-01, was approved by a majority of Council members present at the Council meeting held on the 3rd day of February 2025.

Approval and Adoption by Council:

This Code of Conduct Bylaw, Bylaw# 2025-01, was adopted by a majority of Council members present at the Council meeting held on the 3rd day of February 2025.

Signatures

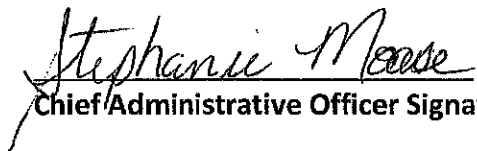


Mayor (signature sealed)



Chief Administrative Officer (signature sealed)

This Council Code of Conduct Bylaw adopted by the Council of the Town of North Rustico on Feb 3, 2025 is certified to be a true copy.



Chief Administrative Officer Signature

Feb 5, 2025

Date

Schedule A – Code of Conduct Complaint Form

This form shall be filed within **3 months** of the complainant becoming aware of the alleged breach. Complainants are encouraged to report incidents as soon as possible.

If an informal resolution was not attempted as you feel it is inappropriate for your complaint, please be sure to indicate this below.

Alleged violations should be reported in good faith, where the person making the complaint reasonably believes they have information that can show a violation has been committed.

The following sections must be completed to enable review:

- **Complainant Information**
- **Incident Report**
- **Informal Resolution Report** (may not be appropriate for all complaints)

If additional information needs to be included under any section of this form, this information can be completed on a separate document and attached to the form.

This document, once completed, must be submitted to the Chief Administrative Officer (CAO). The CAO will process all complaints and may recommend dismissal, informal resolution process, mayoral mediation, or formal resolution process.

This document, once completed, must be stored in such a manner to protect the confidential nature of the contents.

COMPLAINANT INFORMATION
(Required Section)

Full Name:

Last Name

First Name

Position (if any):

Phone Number:

Address:

Address

Community

Postal Code

Email (Optional)

Signature:

INCIDENT REPORT
(Required Section)

Who Committed the Alleged Violation?

Full Name: _____

Last Name

First Name

Position: _____

(Mayor/Deputy Mayor/Council/Council Member/Committee Member)

Witness Information

Include the names, position titles, and contact information, if applicable/available, for anyone who may have observed or have information regarding the alleged violation.

Details of the Alleged Violation

Provide as much detail as possible regarding the facts of the situation.

Description of the violation (section of municipal by-law violated, what was observed, who was involved, what was said or happened), including any background/context:

When and where did this situation happen (dates, times, and locations)?

Date of Violation: _____

**Additional
Details:**

Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):

DISCLOSURE DETAILS
(Optional Section)

What was happening before the situation occurred?

Did anyone respond or react to the situation (who responded, what did they say or do)?

INFORMAL RESOLUTION REPORT
(Required Section)

An informal resolution attempt includes a conversation between the individuals involved in the complaint, and, if necessary, the Mayor.

If your complaint is unsuitable for an informal resolution attempt, please indicate that here.

Describe the steps taken to resolve the conflict:

How did the respondent react?

Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):

FOR COMPLETION BY THE CAO

Respondent Information (for intake reviewer's reference only):

Date Received: _____

CAO Signature: _____

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

Topic: Review of Wellness Centre Fundraising Committee Terms of Reference

Date: Jan 6 2025	Request No: 2025-01-002 <i>(Office Use Only)</i>
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Person: CAO Stephanie Moase	Representing: Town of North Rustico
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Background The Wellness Centre Advisory Committee no longer wanted to be in charge of fundraising and recommended to the Council to create a Wellness Centre Fundraising Committee. The Council created the committee and is now being requested to review and approve their Terms of Reference.
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Request: Council to approve the Terms of Reference for the Wellness Centre Fundraising Committee
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Advantages	Disadvantages
Dedicated group for ongoing fundraising for the Wellness Centre will have approved direction and terms of reference	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Terms of Reference

Town of North Rustico Wellness Centre Fundraising Committee

1. Committee Establishment

- 1.1. The North Star Arena replacement project, with the first and only Olympic size arena in the Province, was a host venue for the 2023 Canada Games as well as home to The Mount Academy, Community Hockey/Ringette, Speed Skating PEI, Figure Skating and other community wellness and event partners. Located in the seaside town of North Rustico, in the heart of the north shore tourism industry, the new barrier free facility is much more than an arena. The new year-round Centre is a Community Hub for the 13 surrounding communities and has something for all ages to enjoy – youth and seniors wellness programming, community initiatives, special events, fitness, cultural events and more. The Centre has an ice arena, walking track, cultural and community fitness facilities, classrooms, community meeting areas and hospitality rooms with planned food and beverage operations.
- 1.2. To provide advice, ideas, and to plan and execute fundraising initiatives for the ongoing operations of the new Eliyahu Wellness Centre, with any excess funds being transferred to a reserve fund for ongoing capital projects, and in accordance with *Council Procedural Bylaw #2022-04-B and amendment 2022-04-C*, Council wishes to establish the "Fundraising Committee."

2. Definitions

"Wellness Centre" or "Centre" means a 69,000 sq ft wellness and ice arena facility located in the Town of North Rustico that is designed for those activities identified in Section 1.1.

"13 Communities" means the area defined by the communities of North Rustico, Rusticoville, Rustico, New Glasgow, Oyster Bed Bridge, Wheatley River, Hunter River, Cavendish, Hope River, Mayfield, Brackley, Breadalbane and St. Ann's.

"Chief Administrative Officer" or "CAO" means the administrative head of the Municipality as appointed by council under subsection 86(2)(c) of the Municipal Government Act;

"Committee" means the Fundraising Committee established by Council resolution;

"Council" means the Mayor and other members of the Council of the Municipality;

"General Manager" means the person duly appointed from time to time as the General Manager of the Wellness Facility, and any person delegated to assist in carrying out his or her duties under these Terms of Reference; and

"Member(s)" means the person or persons duly appointed from time to time to the Fundraising Committee by Council.

3. Committee Mandate

3.1. The Committee will act in a working capacity to the General Manager, the CAO and Town Council in matters pertaining to fundraising for operations of the new Wellness Centre.

4. Committee Roles and Responsibilities

4.1 The Committee will fulfill its mandate by raising funds for the ongoing operation and approved capital projects for the Wellness Centre. Activities include but are not limited to

- Reviewing the operational and capital budgets for the Wellness Centre
- Creating working groups for individual, corporate and small business as required to divide the fundraising tasks;
- Creating National, regional and provincial event hosting opportunities;
- Creating advertising campaigns for on-going sponsorships for the Centre;
- Creating budgets for proposed events and;
- Working with staff and volunteers to complete fundraising events.

4.2 Committee deliverables shall include:

- Committee meetings will be open to the public and the minutes are a matter of public record. Scheduled committee meetings and meeting minutes will be posted to the Towns website;
- A quarterly report to Council on Committee activities and progress;
- An annual Committee report delivered to Council no later than 90 days after the fiscal year end.

5. Committee Composition and Appointments

5.1 The Committee shall consist of a min of 4 and max of 6 voting Members, residing within the 13 Communities, including the following:

- Up to five (5) Members at large appointed by Council
- The Chair must be a member of Council
- All committee members are appointed by Council

5.2 The General Manager and CAO (or their delegate) shall be non-voting Members of the Committee who will provide guidance, expertise, advice, and administrative support to the Committee.

5.3 A Member ceases to be a Member of the Committee when the member:

- Is removed by Council resolution;
- Fails to attend 3 regular meetings of the Committee without sufficient reason;
- Ceases to be a resident of the 13 Communities;
- Is hired as a municipal employee by the Town;
- In the case of a member of Council, ceases to be a member of Council;
- On December 6 of any general election year;

- Resigns from the Committee by sending written notice to the CAO.

5.4 Committee Meeting Procedures

6.1 The Committee shall abide by the procedure included in the Town of North Rustico Council Procedural Bylaw #2022-04-B and applicable legislation.

6.2 The Chairperson shall preside at all meetings of the Committee when present. The Vice- Chairperson shall perform the duties of the Chairperson in his or her absence. Should a Chairperson or Vice- Chairperson position become vacant, another member shall be appointed by Council.

6.3 The Committee shall meet no less than 6 times per year based on an approved annual schedule made available to the public. The Chairperson may also call a meeting, in consultation with the CAO, on an as needed basis.

6.6 The Committee may not exercise decision making powers or commit expenditures. Any budget and expenditures recommendations shall be approved at the discretion of Town Council.

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

Topic: Approval of Wellness Centre Rental Rates

Date: Jan 6 2025	Request No: 2025-01-003 <i>(Office Use Only)</i>
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Person: CAO Stephanie Moase	Representing: Town of North Rustico
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Background The Wellness Centre Advisory Committee has recommended new rates for the 2025-2026 season.

Request: Council to approve the rental rate schedule for the Wellness Centre ice, gym and room rentals
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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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Fee Item	Current Price (inc. HST)	Committee Recommended Rates (inc. HST)
Board Room	\$40.25/hour - \$230/day	\$40.25/hr - \$230/day
Hospitality Room (no kitchen)	\$80.50/hour - \$517.50/day	\$80.50/hr - \$517.50/day
Cultural Centre	\$51.75/hour - \$287.50/day	\$51.75/hr - \$287.50/day
Centre of Excellence	\$51.75/hour - \$287.50/day	\$51.75/hr - \$287.50/day
Ice time and Hospitality Room package	\$155	Discontinue
Single Gym Visit/Use	\$11.50	\$11.50
1 month Gym Adult	\$57.50 + \$10	\$57.50 + \$10 (Fob charge)
3 month Gym Adult	\$155.25 + \$10	\$155.25 + \$10 (Fob charge)
1 Year Gym Adult	\$379.50 + \$10	\$414.00 + \$10 (Fob charge)
1 month Gym 55/Student	\$40.25 + \$10	\$40.25 + \$10 (Fob charge)
3 month Gym 55/Student	\$115 + \$10	\$125.00 + \$10 (Fob charge)
1 Year Gym 55/Student	\$316.25 + \$10	\$373.75 + \$10 (Fob charge)
1 Month Gym Family (max 5 persons 3 Cards)	\$126.50	\$126.50
3 Month Family (max 5 persons 3 Cards)	\$296.70	\$296.70
1 Year Gym Family (max 5 persons 3 Cards)	\$860.20	\$860.20
1 Hour Group Gym Session (max 20)	\$103.50	\$125.00
Hourly Ice - Peak Time Rate	\$230	\$240.00
Hourly Ice - Off Peak Time Rate	\$155.25	\$165.00
Hourly Ice - Minor hockey/ringette	\$189.75	\$200.00
Hourly Ice - Sponsored	\$172.50	\$200.00
Daily Ice - External Event Group (prime)	\$3,000	\$3,000.00
Daily Ice - Internal Event Group (prime)	\$2,750	\$2,750.00
Spring rate 1 hour (for all Users)	\$250	\$260.00

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

Topic: Approval of Communications Policy POL-2025-01

Date: Jan 6 2025	Request No: 2025-01-004 <i>(Office Use Only)</i>
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Person: CAO Stephanie Moase	Representing: Town of North Rustico
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Background The Council requested an update to the Communications policy to change the Town contact to the CAO.
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Request: Council to approve the updated Communications Policy POL-2025-01

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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TITLE:	Municipal Communications Policy
NUMBER:	POL-2025-01
APPROVAL DATE:	Jan 6, 2025
EFFECTIVE DATE:	Jan 6 , 2025

Mayor

Chief Administrative Officer

General Statement of Policy

The Town of North Rustico is committed to governance and decision-making, characterized by openness, inclusiveness, transparency and accountability. Council communications activities will support these commitments by offering information with respect to issues, decisions, operations, and participation opportunities.

1. Policy Objectives or Purpose

The Town recognizes that effective two-way communication is a key aspect of building positive and lasting relationships with residents and the business community, media, other municipalities, other levels of government, and the general public.

To this end, Council is committed to:

- a) informing the community of key council decisions, services, programs and initiatives;
- b) promoting transparency and accountability in council decision-making processes;
- c) promoting opportunities for public consultation and participation in Council activities;
and
- d) building pride through a positive image of the Town.

This policy may only be amended by resolution of the Council of the Town of North Rustico.

2. Definitions:

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

2.2. "Council" means the Mayor and other members of the Council of the municipality

POL-2025-01 Municipal Communications Policy

2.3. ““Councillor” means a member of Council other than the Mayor.

SCOPE

2. This policy applies to the Mayor, Council, and all committees and departments of the Town.

RESPONSIBILITIES

3. The CAO is the official spokesperson for the Town of North Rustico. By Council resolution, the Mayor, councillors, or any other person may act as official spokesperson on any particular matter.

GENERAL

4. This policy is not intended to restrict the legitimate public comment of council members on matters of essentially a personal interest. It is however understood that comments or communications from a councillor represent the views of the individual councillor and not necessarily the formal position of the Town of North Rustico.

Where it is the case that an individual councillor chooses to make comment in public on specific matters that are essentially of personal interest, and the comments are not the formal position of the council, it is the council member’s responsibility to express: their respect for council’s position on the matter, that their comments do not reflect the formal position of the Town, and that they recognize that they are bound by the formal position taken by the Town.

Every member of council shall display the dignity and decorum inherent in the position of Town council when expressing his or her personal opinions on any past, existing or proposed Town bylaw, resolution, policy, or the town administration.

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

Topic: Appointment of Auditor for 2024-2025 F/Y

Date: Jan 6, 2025	Request No: 2025-01-005 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Finance and Infrastructure Committee
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Background: Council is required to appoint an auditor to prepare to 2024-2025 F/Y Audit
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Request: Council to appoint MRSB as the auditor for the 2024-2025 F/Y
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Advantages	Disadvantages

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Dear Stephanie,

Thank you for your application to the **2023 Canada Games Legacy Fund Application**.

The Canada Games Legacy Fund Committee had the immense task of evaluating 68 applications with a total funding request of \$18,206,398.45.

Due to the volume of applications received, and the funding amount available, I regret to inform you that Town of North Rustico's application in support of Completion of Canteen Facilities was unsuccessful.

We appreciate the time you took to complete your application, the work you do to make a positive impact in our community and wish you all the best.

Thank you,
