

TOWN OF NORTH RUSTICO
REGULAR COUNCIL MEETING AGENDA
MONDAY FEB 3, 2025 @ 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 Jan 6, 2025,@ 6:00PM
 - 4.1 Business Arising from the Minutes
- 5. Delegations & Special Speakers**
- 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
 - 7.7 North Rustico Lighthouse Committee
 - 7.8 Wellness Centre Fundraising Committee
- 8. Requests for Decision**
 - 8.1 RFD 2025-01-001 Review Bylaw 2025-01 Council Code of Conduct Bylaw
 - 8.2 RFD 2025-02-006 Change Order 02 Wastewater Treatment Plant Upgrades Project
 - 8.3 RFD 2025-02-007 Set Date for Municipal By-election
 - 8.4 RFD 2025-02-008 Appoint Municipal Electoral Officer and Deputy MEO
 - 8.5 RFD 2025-02-009 to 2025-02-013 Resolutions for RBC Loan Term Facilities
 - 8.6 RFD 2025-02-014 MNP Change order
 - 8.7 RFD 2025-02-015 Date of Public Finance meeting
 - 8.8 RFD 2024-09-037 Synergy Signage
 - 8.9 RFD 2025-02-016 Signing Authority
- 9. New Business**
 - 9.1 Terms of Reference Wellness Centre Advisory Committee
 - 9.2 Winter Trails
- 10. Correspondence**
 - 10.1 FPEIM Meeting April 2025
 - 10.2 Fireworks
- 11. Appointment to Committees-** Fundraising Committee & Planning Board
- 12. Next Meeting Date –** Monday March 3rd, 2025, at 6:00PM
- 13. Adjournment**

**Town of North Rustico
Regular Council Meeting Minutes
Monday February 3, 2025, at 6:00PM**

PRESENT:

**Mayor
Councillors**

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

Staff

Stephanie Moase, Sheri Dykstra Prosser, John-Anthony
Langdale

Regrets

Others

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

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

**(5-0) MOTION CARRIED
(2025-02-017)**

3. DECLARATIONS OF CONFLICT OF INTEREST

Nil

4. ADOPTION OF PREVIOUS MINUTES

It was moved by Councillor David LeClair and seconded by Councillor Linda McFalls that the minutes from the Regular Council Meeting January 6th, 2025, be approved as presented.

**(5-0) MOTION CARRIED
(2025-02-018)**

4.1 Business Arising from the Minutes

A question was raised regarding charter of rights and signage in public buildings. CAO to contact legal.

5. DELEGATIONS & SPECIAL SPEAKERS- NIL

6. REPORTS

6.1 Wellness Centre GM Report

GM John-Anthony Langdale presented his report. A councillor inquired if there was a day pass for the gym at the Eliyahu Wellness Centre. John-Anthony stated there is a day rate available.

Getting a second floor scrubber is important, however there are currently no additional

capital funds. John-Anthony to get quotes and whether there are options to finance. A new scrubber may be able to be built into the maintenance budget for the new year.

There was a question about the wooden benches on the second floor. These are actually owned by the Mount Academy, however the public are welcome to use them. It was requested that the Town purchase additional benches to allow more space for users to remove outdoor footwear and perhaps reserve one specifically for members. There was a request that it be more clearly posted when the Mount students are using the gym as it can become congested.

John Anthony Langdale left the meeting at 6:30pm.

6.2 CAO Report

Council reviewed the report. It was discussed whether it would be good to change format to have RFD's presented with each reports. CAO will try to implement next month. CAO to check with FCM funding for Firehall.

The consultants continue to work with contractors on agreeing to a list of deficiencies to sign an agreement that will allow FPEI to release the borrowed funds to pay the contractors and release the liens.

It was questioned why the employee RRSP was put with RBC, this was due to payroll being automatic through RBC, the RRSP was able to transferred easily through the same portal. This was to fix an issue that was brought forward by the audit that RRSP was not being handled correctly in the past.

The Fire Dept has provided a letter to the Town and Resort Municipality stating that rates are be changed from flat rates to assessment values at \$0.08/\$100 of assessment with non-commercial minimum of \$35 and maximum of \$275 and commercial minimum of \$35 and maximum of \$400. This is in-line with New Glasgow's current format, but their rate is \$0.115/\$100 assessment. The Fire District did not have their public meeting on time (prior to Dec 31) to approve the format change but will be meeting to increase the flat rates this year and will change to the assessment value rates next year.

7. COMMITTEE REPORTS

7.1 Sewer and Water Utility Board

Chair David LeClair presented the report. He stated the old pumphouse on Hilltop Ave was damaged in Fiona and the board have been awaiting Lenny to get quotes for options on repair or decommissioning and removal of the building. There have been complaints of the mess, David will continue to move forward on this item. It was asked when are hydrants flushed, David will check with Lenny on this.

7.2 Planning Board

Council reviewed the permit report. Vice Chair Michelle Pineau stated the last meeting was primarily regarding the subdivision application for Edgewater Estates presented by Development Officer Derek French.

7.3 Recreation & Events Committee

Chair Michelle Pineau presented her report. The last meeting did not achieve quorum.

7.4 Wellness Centre Advisory Committee- No meeting

7.5 EMO Committee- No meeting

Chair Linda MacFalls presented her report. Are we able to review the division of duties between the EMO and the Health and Safety?

7.6 Finance & Infrastructure Committee

Chair David LeClair presented his report. Council reviewed the November financials

7.7 North Rustico Lighthouse Committee

Chair David LeClair presented his report.

7.8 Wellness Centre Fundraising Committee

Chair Heather McKenna presented her report.

8. REQUESTS FOR DECISION**8.1 RFD 2025-01-001 – Review Bylaw 2025-01 Code of Conduct for Council Members Bylaw**

Council reviewed the draft bylaw. This will be the second reading and adoption of the new bylaw.

WHEREAS subsection 107(1) of the Municipal Government Act, R.S.P.E.I. 1988, CM-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;

AND WHEREAS the Code of Conduct for members of Council Bylaw (Bylaw #2025-01) was read and approved for a first time at the January 6 2025 Regular Council meeting;

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

Moved by Councillor Margaret Goulding

Seconded by Councillor Donna Coll

**(5-0) MOTION CARRIED
(2025-02-019)**

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 and approved for a first time at the regular Council meeting held Jan 6 2025;

AND WHEREAS the Code of Conduct for Members of Council Bylaw (Bylaw #2025-01) was read for a second time at the regular Council meeting held Feb 3 2025;

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

Moved by Councillor Margaret Goulding

Seconded by Councillor David LeClair

**(5-0) MOTION CARRIED
(2025-02-020)**

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

AND WHEREAS the Code of Conduct for Members of Council Bylaw (Bylaw #2025-01) was read and approved for a second time at the regular Council meeting held Feb 3 2025;

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

Moved by Councillor Margaret Goulding

Seconded by Councillor David LeClair

**(5-0) MOTION CARRIED
(2025-02-021)**

8.2 RFD 2025-006 – Change order 02 Wastewater Treatment Plant Upgrades Project

Sewer and Water Chair David LeClair read the RFD.

It was moved by Councillor David LeClair and seconded by Councillor Donna Coll that Council to approve Change Order 02, the addition of a second spare pump for the treatment plant, under the Wastewater Treatment Plant Upgrades project at a cost of \$18,875 plus HST and further approve the Mayor and CAO to execute standard contracts and agreements to implement this resolution.

**(5-0) MOTION CARRIED
(2025-02-022)**

8.3 RFD 2025-02-007 – Set Date for Municipal By-election

Councillor Margaret Goulding read the RFD. With former Councillor Janet Shannon moving out of the Town at the end of November, a new councillor is required to be elected by May 30 2025. Council reviewed the dates recommended by staff.

It was moved by Councillor Margaret Goulding and seconded by Councillor Linda McFalls that Council approve the date to hold the election for Monday April 14 2025 with the advance poll on Saturday April 5 2025

**(5-0) MOTION CARRIED
(2025-02-023)**

8.4 RFD 2025-02-008- Appoint Municipal Electoral Officer and Deputy MEO

Councillor Donna Coll read the RFD. It was discussed that the last by-election was very long hours for staff, being here from 8:00am to 8:30pm and that hiring a poll clerk for a couple of hours to allow staff to take a few hours off would be very helpful. This will make the by-election cost a little more, however it will keep staff from burning out.

It was moved by Councillor Donna Coll and seconded by Councillor Margaret Goulding that Council appoint Deputy CAO Sheri Prosser Dykstra as MEO and CAO Stephanie Moase as Deputy MEO for the by-election.

**(5-0) MOTION CARRIED
(2025-02-023B)**

8.5 RFD 2025-02-009- Resolutions for RBC Loan Term Facilities

WHEREAS the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;
AND WHEREAS the Town is desirous of locking into a fixed rate loan;
AND WHEREAS Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities, thereby impacting the monthly payments,
BE IT RESOLVED that the Town of North Rustico approve Facility 5, a fixed rate loan of \$679,803, with the Royal Bank of Canada for 12 months with monthly principal and interest payments of \$3,914.90 at an interest rate of 4.85% amortized to February 2050; and
BE IT FURTHER RESOLVED the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan

Moved by Councillor David LeClair
Seconded by Councillor Donna Coll
**(5-0) MOTION CARRIED
(2025-02-024)**

WHEREAS the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;
AND WHEREAS the Town is desirous of locking into a fixed rate loan;
AND WHEREAS Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities, thereby impacting the monthly payments,
BE IT RESOLVED the Town of North Rustico approve Facility 6, fixed rate loan of \$679,803 with the Royal Bank of Canada for 24 months with monthly principal and interest payments of \$3954.79 at an interest rate of 4.95% amortized to February 2050; and
BE IT FURTHER RESOLVED the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan.

Moved by Councillor David LeClair
Seconded by Councillor Margaret Goulding
**(5-0) MOTION CARRIED
(2025-02-025)**

WHEREAS the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;
AND WHEREAS the Town is desirous of locking into a fixed rate loan;
AND WHEREAS Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities, thereby impacting the monthly payments,
BE IT RESOLVED the Town of North Rustico approve Facility 7, fixed rate loan of \$679,803 with the Royal Bank of Canada for 36 months with monthly principal and interest payments of \$4012.37 at an interest rate of 5.10% amortized to February 2050; and
BE IT FURTHER RESOLVED the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan.

Moved by Councillor David LeClair
Seconded by Councillor Michelle Pineau
(5-0) MOTION CARRIED
(2025-02-026)

WHEREAS the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;
AND WHEREAS the Town is desirous of locking into a fixed rate loan;
AND WHEREAS Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities, thereby impacting the monthly payments,
BE IT RESOLVED the Town of North Rustico approve Facility 8, fixed rate loan of \$679,803 with the Royal Bank of Canada for 48 months with monthly principal and interest payments of \$4034.37 at an interest rate of 5.15% amortized to February 2050; and
BE IT FURTHER RESOLVED the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan.

Moved by Councillor David LeClair
Seconded by Councillor Linda McFalls
(5-0) MOTION CARRIED
(2025-02-027)

WHEREAS the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;
AND WHEREAS the Town is desirous of locking into a fixed rate loan;
AND WHEREAS Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities, thereby impacting the monthly payments,
BE IT RESOLVED the Town of North Rustico approve Facility 9, fixed rate loan of \$679,803 with the Royal Bank of Canada for 60 months with monthly principal and interest payments of \$4109.76 at an interest rate of 5.34% amortized to February 2050; and
BE IT FURTHER RESOLVED the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan.

Moved by Councillor David LeClair
Seconded by Councillor Donna Coll
(5-0) MOTION CARRIED
(2025-02-028)

8.6 RFD 2025-02-014- MNP Change Order

CAO Stephanie Moase read the RFD. Council discussed the request. The request seems late as the report was completed some time ago. Stephanie stated the verbal request was made a few months ago but she had been waiting for official paperwork prior to bringing it to Council. MNP was engaged by the Town but the report expenses were covered by the Province.

It was moved by Councillor David LeClair and seconded by Councillor Margaret Goulding that Council approve the change order to increase the MNP contract by \$26,000.

**(5-0) MOTION CARRIED
(2025-02-029)**

8.7 RFD 2025-02-015-Date of Public Finance Meeting

Council reviewed the RFD.

It was moved by Councillor David LeClair and seconded by Councillor Margaret Goulding that Council approve Tuesday March 11 2025 at 6:30PM at the North Rustico Lions Club as the date for the public meeting on the proposed 2025-2026 operational and capital budgets for the Town of North Rustico, including the North Rustico Sewer and Water Utility Corporation, North Rustico Fire Department and the Eliyahu Wellness Centre

**(5-0) MOTION CARRIED
(2025-02-030)**

8.8 RFD 2024-09-037-Synergy Signage

Council reviewed the update suggested location for the advertising signage from Synergy Signs.

It was moved by Councillor Donna Coll and seconded by Councillor Linda McFalls that Council approve the location at the boutiques on Harbourview Dr as the location for advertising signage and to further approve the CAO and Mayor to execute agreements and contracts as necessary to implement this resolution.

**(5-0) MOTION CARRIED
(2025-02-031)**

8.9 RFD 2025-02-016-Signing Authority

Council reviewed the RFD.

It was moved by Councillor Margaret Goulding and seconded by Councillor Linda McFalls that Council Council approve Book keeper/Deputy CAO Sheri Prosser Dykstra to have full access and signing authority to all bank accounts at Provincial Credit Union and RBC and to CRA accounts for the Town of North Rustico, North Rustico Fire Dept and North Rustico Sewer and Water Utility.

**(5-0) MOTION CARRIED
(2025-02-032)**

9. NEW BUSINESS**9.1 Terms of Reference Wellness Centre Advisory Committee**

Council discussed the TOR for the Committee the current terms have some discrepancies creating confusion, especially in the number of members area. Council would also like to

review whether committee members can be from the Town if none from the 13 communities step forward to fill a vacancy. CAO to review and bring back to Council.

9.2 Winter Trails

Council discussed a recent complaint of a snowmobile being on the walking trails in the Town. After a social media post from the Town reminding residents to keep atv's off the trails, it was brought to attention of the staff that the person responsible was on the trail to help walkers. Multiple walkers suggested that the snowmobile was requested and welcomed to run over the trails after a snowfall to "groom" the trails for walkers. This was discussed by the Finance and Infrastructure committee who recommended to Council to approve one resident to provide a 'grooming' service for the trails to assist walkers using trails in winter. A stipend can be provided.

It was moved by Councillor Margaret Goulding and seconded by Councillor Linda McFalls that Council approve a resident to run a snowmobile over the trails for the purpose of providing a 'grooming' service. The CAO to provide a letter to the resident requesting the service and that general rules be followed such as speed and not entering private property.

**(5-0) MOTION CARRIED
(2025-02-033)**

10. CORRESPONDENCE

10.1 FPEIM Meeting April 2025-

Council was provided info on the upcoming meeting and discussed the possibility of passing a resolution to the committee. Councillor Michelle Pineau and CAO to work on this item to bring to Council.

10.2 Fireworks

Council discussed the letter from PEI CARES. Council feels that fireworks at the Town on Canada are well advertised and well known and would not normally catch people with pets off guard. CAO will try to ensure additional information is provided to warn tourists.

11. APPOINTMENTS TO COMMITTEES

It was moved by Councillor David LeClair and seconded by Councillor Michelle Pineau that Council appoint Sharon McNeil as a member of the Wellness Centre Fundraising committee.

**(5-0) MOTION CARRIED
(2025-02-034)**

It was moved by Councillor Margaret Goulding and seconded by Councillor Michelle Pineau that Council appoint Councillor Linda McFalls and Tracey Compton as members of the Planning Board.

**(5-0) MOTION CARRIED
(2025-02-035)**

12. NEXT MEETING— Monday March 3rd, 2025, at 6:00pm

13. ADJOURNMENT

There being no further business, it was moved by Councillor Margaret Goulding and seconded by Councillor Michelle Pineau that the meeting be adjourned at 8:39PM.

**(5-0) MOTION CARRIED
(2025-02-036)**

Mayor Heather McKenna

Date

CAO Stephanie Moase

Date

General Manager's Report – Council Meeting – February 3, 2025

Canteen:

- Senior league games providing financial support (2 thus far – Feb 1 will be 3rd).
- Considering the purchase of popcorn machine to add to our offerings

Signage – Sponsors/Advertisers/Facility

- Sponsor acquired for Family Day skate (February 17th).
- Approved outstanding signs to be installed.
- Eliyahu “sign” received and preparing for mounting

Staff/Culture

- Overall staff attendance and performance is stable.
- Team performance reviews ongoing.

Facility Update

- Zamboni ice melting pit fixed. Functioning properly.
- Faucet/shower hardware issues (locker rooms and ladies changing room) addressed and to be fixed in coming week(s)
- Floor scrubber has been down for over a month with misdiagnosed parts. Suggest/request the purchase of a new scrubber regardless as 1 unit is insufficient for the facility (especially when it goes down).

General

- Inaugural 5on5 tournament January 31 – 6 teams entered.

**TOWN OF NORTH RUSTICO
CAO REPORT
COUNCIL MEETING FEBRUARY 3, 2025**

Sewer & Water

- Lenny received a quote for upgrades to Simon Dr
- Began process for IRAC filing for rate increases
- Lenny reviewing water shutoff at Autumn Lane that sticks up and gets caught by snowplow

Town

- Completed review of draft on Wellness Centre deficiencies, working with Resolve/CMEL on operational plans and completing capital through FPEI Loan- ongoing meetings
- Preparing final 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- need to complete naming
- Working on new draft of Employee Handbook
- Review of potential dates for councillor by-election
- Attended AMA Executive meeting on January 27 2025
- Attended Charlottetown Council Meeting on Jan 14 2025
- Began Climate Action Resiliency Training through ClimAtlantic
- Interviewed and hired for vacant bookkeeper/Deputy CAO position
- Met with RBC regarding changing Arena loan from interest only to term on Jan 9 2025
- Met with MLA on January 13 2025
- Met with Climate Ready Infrastructure Service for assistance in next steps for Firehall Jan 15 2025
- Attended Info sessions with RBC for RRSP Jan 21 2025
- Working on 2025-2026 budgets and quarterly report to Province
- Completed Funding Application for Active Transportation study
- Met with Fire Dept for new rates January 28 2025

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, met with ACOA Jan 23 2025
- Received funding approval for \$84,000 for Fire Dept new equipment through Rural Growth Initiative

Sewer and Water Utility Corporation Board Report to Council Feb 3 2025

Sewer and Water: The issue of covers for water meters on Autumn Lane and Riverside drive was discussed and will be taken care of..

Change order for a submersible pump was received and requires council approval.

Chair, David LeClair

Town of North Rustico Development Permits January 2025

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
236943	7314 Cavendish Road, NORTH RUSTICO	Development Pe	Addition to Existing Building	Approved	2025-01-31



Recreation and Events Committee Report January 2025 for February Regular Council Meeting

Recreation and Events Committee Report To Council – February 2025ii

The Recreation and Events committee was scheduled to meet on Monday, January 6, 2025. We did not achieve quorum, but proceeded with a working meeting accordingly.

It was brought to the committee's attention that Mondays are difficult for a key committee member, so the consensus at the working meeting was to propose meeting on Tuesdays, at 10am going forward, with the next meeting being convened for on Tuesday, February 11, 2025 at 10am.

Without quorum, no decisions were made, despite the meaningful discussions.

Respectfully submitted by Michelle Pineau with invitation for commentary and feedback.

EMO Committee Report to Council Feb 3 2025

The next EMO committee meeting is February 25 at 6pm.

1. We will be discussing dates for the years meetings at that time
2. Two new members to be welcomed to the committee.
3. Basic Emergency Training

Chair, Linda McFalls

Finance & Infrastructure Report to Council Feb 3 2025

Finance and infrastructure: RBC Loan proposal, to be amortised in One year terms over a period of Five years at current rates at time loan is renewed. the terms of the loan have changed to reflect both interest and principal.

MMP have requested change order to reflect an additional cost of \$20K for services rendered.

There was concern about a snowmobile on the trail system. This issue has been recommended to Council to approve of one user to 'groom' trails for walkers.

Chair, David LeClair

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	DECEMBER 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	\$ 743.41	\$ 33,419.64	\$ 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	\$ 2,602.00	\$ 24,197.24	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 831.21	\$ 1,770.85	\$ 15,000.00
OTHER/MISC INCOME		\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 928.50	\$ 1,228.50	\$ 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	\$ 5,105.12	\$ 72,094.55	\$ 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	DECEMBER 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	\$ 1,244.46	\$ 3,792.62	\$ 9,200.00
PERSONNEL	\$ 155.21	\$ 1,990.75	\$ 3,573.50	\$ 70.24	\$ 1,169.77	\$ 497.44	\$ 75.82	\$ 2,733.69	\$ 23,969.89	\$ 34,236.31	\$ 60,000.00
FUNDRAISING EXPENSES	\$ 255.00	\$ 80.24	\$ 604.40	\$ -	\$ -	\$ -	\$ -	\$ 350.00	\$ 481.21	\$ 1,770.85	\$ 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	\$ 1,001.50	\$ 8,562.94	\$ 10,900.00
VEHICLES	\$ 459.77	\$ 98.96	\$ 1,120.51	\$ 979.39	\$ 461.73	\$ 2,042.90	\$ 184.04	\$ 306.98	\$ 1,137.29	\$ 6,791.57	\$ 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	\$ 5,271.35	\$ 27,834.35	\$ 56,702.13	\$ 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	\$ 1,879.81	-\$ 22,729.23	\$ 15,392.42	\$ 19.37
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NORTH RUSTICO FIRE DEPARTMENT

Other Accounting Information as at December 31, 2024

RBC Bank Balance	27,218.32	
Plus: Outstanding Deposits	-	
Less: Outstanding Cheques	14,847.36	
Less: Reserve Funds RGI	17,666.00	42338 payment minus 24672 spent
Bank Balance per the Books	5,295.04	
PCU Bank Balance Operating Account	71,063.59	
PCU Bank Balance Truck Account	30,462.88	
PCU Bank Balance Capital Account	1,509.64	
PCU Bank Balance 1 Year Term	640,000.00	
Outstanding Receivables	-	
Outstanding Payables	-	
Due to Town	-	

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	DECEMBER 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	\$66.39	\$139,057.31	\$171,000.00
SEWER REVENUE	\$51,226.89	\$50.00	\$0.00	\$50,621.60	\$0.00	\$0.00	\$50,885.50	\$966.39	\$0.00	\$153,750.38	\$195,000.00
INTEREST & MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.06	\$0.00	\$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	\$966.39	\$66.39	\$292,830.75	\$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	DECEMBER 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	\$4,940.59	\$53,361.13	\$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	\$2,667.50	\$27,139.75	\$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	\$2,181.97	\$17,575.61	\$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	\$4,043.14	\$35,876.03	\$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	\$8,270.81	\$83,325.07	\$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	\$2,667.50	\$27,139.75	\$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	\$2,728.81	\$25,324.67	\$40,800.00
SEWER REPAIR & MAINTENANCE	\$580.53	\$21.54	\$22.35	\$53.83	\$0.00	\$787.89	\$1,075.18	\$1,961.25	\$394.16	\$4,896.73	\$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	\$27,894.48	\$274,638.74	\$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	-\$24,416.72	-\$27,828.09	\$18,192.01	\$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	DECEMBER 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	\$ 55,071.55	\$ 495,643.95	\$ 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	\$ -	\$ -	\$ 2,341.54	\$ 13,295.69	\$ 12,500.00
OTHER GRANTS (Planning)	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 882.45	\$ 7,942.05	\$ 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	\$ 7,000.00	\$ 37,190.45	\$ 150,000.00
DEVELOPMENT PERMITS	\$ 614.67	\$ 1,528.60	\$ -	\$ 130.00	\$ 30.00	\$ 982.56	\$ 71.60	\$ -	\$ 3,471.46	\$ 6,828.89	\$ 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	\$ 68,767.00	\$ 663,810.11	\$ 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	DECEMBER EST. ACTUAL	2024-2025 YTD - Q2	2024/2025 Budget
ADMINISTRATION	\$ 12,924.70	\$ 27,751.83	\$ 19,438.80	\$ 25,964.93	\$ 21,422.66	\$ 20,274.03	\$ 29,069.33	\$ 46,078.21	\$ 28,999.32	\$ 231,923.81	\$ 315,400.00
ADVERTISING & NEWSLETTER & PROMOTION	\$ -	\$ 194.81	\$ 91.08	\$ 89.17	\$ 86.13	\$ 101.38	\$ 86.59	\$ 0.00	\$ 69.30	\$ 718.46	\$ 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	\$ 17,320.99	\$ 179,728.57	\$ 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	\$ 3,687.03	\$ 46,494.51	\$ 54,050.00
FIRE PROTECTION		\$ 3,805.75	\$ 3,805.75	\$ 3,805.75	\$ 3,805.75	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 33,419.64	\$ 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	\$ 2,471.56	\$ 22,622.20	\$ 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	\$ 20,208.80	\$ 78,474.81	\$ 78,500.00
RENTAL PROPERTIES	\$ 613.37	\$ 563.24	\$ 1,440.78	\$ 408.25	\$ 1,179.27	\$ 350.12	\$ 217.30	\$ 573.26	\$ 881.35	\$ 6,226.94	\$ 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	\$ 1,478.00	\$ 66,432.12	\$ 62,250.00
TRANSFER TO WELLNESS OPERATING			\$ -	\$ -		\$ -	\$ 100,000.00		\$ -	\$ 100,000.00	\$ 100,000.00
TOTAL EXPENSES	\$ 50,807.57	\$ 88,605.41	\$ 64,595.64	\$ 105,898.07	\$ 57,055.75	\$ 69,316.45	\$ 166,675.48	\$ 83,421.18	\$ 79,665.51	\$ 766,041.06	\$ 1,006,390.00
SURPLUS / DEFICIT:	\$ 30,970.92	\$ 8,124.74	\$ -3,851.64	\$ -29,043.32	\$ 15,879.70	\$ 11,255.72	\$ -98,219.88	\$ -25,376.13	\$ -10,898.51	\$ -102,230.95	\$ 518.00

Other Accounting Information as at December 31, 2024

RBC Bank Balance	423,909.43
Plus: Outstanding Deposits	707.89
Less: Outstanding Cheques	61,590.62
Bank Balance per the Books	<u>363,026.70</u>
Less Committed Funds- Boardwalk Donations	265,395.80
Total Uncommitted Funds	<u>97,630.90</u>
RBC Gas Tax Account	<u>216,902.41</u>
PCU Operating Account	179,112.95
Less Committed Funds- Hauling In Day	12,500.00
	<u>166,112.95</u>
PCU Capital Reserve Account	114,719.30
Less Committed Funds- EMO Reserve	500.00
Less Committed Funds- Fiona Insurance	112,295.87
	<u>2,423.43</u>
Outstanding Receivables	82,105.41
Less Ice Rentals	47,685.91
	<u>34,419.50</u>

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	DECEMBER EST. ACTUAL	2024/2025 YTD - Q2	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	\$39,877.50	\$285,505.61	\$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	\$3,365.42	\$32,572.14	\$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	\$9,573.81	\$62,893.45	\$88,000.00
Food Service	\$4,861.39	\$2,913.71	\$260.16	\$33.25	\$31.75	\$814.54	\$173.18	\$4,956.56	\$7,815.59	\$22,198.39	\$61,000.00
Other Programs & Services	\$30.00	\$36.00	\$12.00	\$0.00	\$0.00	\$12.00	\$18.00	\$48.00	\$47.75	\$203.75	\$1,000.00
Fundraising/Donations/Spon	\$755.75	\$0.00	\$1,200.00	\$1,000.00	\$0.00	\$1,300.00	\$1,500.00	\$1,000.00	\$2,500.00	\$9,255.75	\$44,000.00
Town Operating Grant		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$63,180.07	\$535,081.35	\$815,000.00

EXPENSES	APRIL 2024 EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPT EST. ACTUAL	OCTOBER EST. ACTUAL	NOVEMBER EST. ACTUAL	DECEMBER 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	\$3,676.59	\$13,204.00	\$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	\$26,658.61	\$226,531.01	\$385,950.00
Infrastructure & Maintenan	\$31,915.05	\$30,102.01	\$27,462.03	\$27,014.85	\$28,275.01	\$26,117.60	\$33,099.98	\$29,050.06	\$37,839.29	\$270,875.88	\$367,900.00
Programs Events & Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$604.99	\$604.99	\$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	\$68,779.48	\$511,215.88	\$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	(\$5,599.41)	\$23,865.47	\$9,650.00
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ELIYAHU WELLNESS CENTRE

Other Accounting Information as at December 31, 2024

Bank Balance per the Bank	246,433.77
Plus: Outstanding Deposits	11,301.21
Less: Outstanding Cheques	83,072.23
Bank Balance per the Books	<u>174,662.75</u>
Outstanding Receivables	<u>82,105.41</u>
Outstanding Payables	<u></u>
Due to Town	<u>563,186.45</u>

Lighthouse Committee Report to Council Feb 3 2025

Lighthouse Committee. We were advised that since we were changing the usage of the lighthouse , we must comply with current building codes. We are attempting to have a site visit to address these issues.

Chair, David LeClair

Fundraising Committee Report to Council Feb 3 2025

Discussion was ongoing for Special Fund Raising:

- Bottle Blitz, poster is being competed (cans and bottles) . Starting in February until March or April.
- Culinary event in the spring (lobster)
- Cow Patti Bingo in fall

Checking into submission for Kraft Hockeyville.

Sharon MacNeil was nominated to the Fundraising Committee.

Next meeting February 13, 2023, 10 a.m., Eliyahu Wellness Centre.

Chair, Heather McKenna

**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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<p>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.</p>
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<p>Request: Council to approve the 2025-01 Council Code of Conduct Bylaw</p>

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:

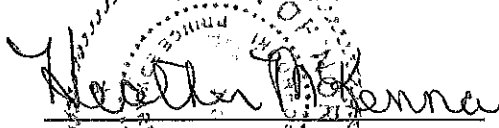
This Code of Conduct Bylaw, Bylaw# 2025-01, was read a second time at the Council meeting held on the 3rd day of February 2025.

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

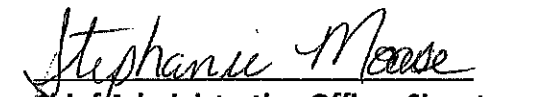


Mayor (signature sealed)



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: Change Order 02 Wastewater Treatment Plant Upgrades

Date: Jan 29, 2025	Request No: 2025-02-006 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Sewer and Water Utility Corporation Board
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Background At the April 18 2024 meeting of the Sewer and Water Utility Corporation Board it was decided to move forward with adding a second spare pump with the current project. The pricing and ordering of the part had been delayed and the CAO received the paperwork for the change order from CBCL this month.

Request: Council to approve Change Order 02, the addition of a second spare pump for the treatment plant, under the Wastewater Treatment Plant Upgrades project at a cost of \$18,875 plus HST and further approve the Mayor and CAO to execute standard contracts and agreements to implement this resolution.

Advantages	Disadvantages
A second pump was showing signs of wear, this provides extra security in case two pumps go down for servicing	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	The costs are able to be covered under the current CCBF project, if approved.
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Change Order

Change Order No.:	02	CBCL Project No.	192647.01
Date:	January 20, 2025		
To:	Matt Rodger		
Contract Name:	Town of North Rustico Wastewater Treatment Plant Upgrades		
Contract No.:	192647.01		
Refer To:	Specification		
Copies To:	Stephanie Moase		

You are hereby authorized, subject to the provisions of your contract, to proceed with the following work:		Credit	Extra
Supply of a second spare pump for the Headworks Lift Station.			\$ 18,875.00
<u>Qty</u>	<u>Description</u>		
1	3085.070-0081 FLYGT MODEL NP-3085 SUBMERSIBLE PUMP 3HP/2.2KW 208VOLT 3PHASE 60HZ 4POLE MT IMPELLER CODE 462, VOLUTE 3" 20M S3X2.5+3X2.5/3+S(4X0.5) FLS, FLUSH VALVE READY, CSA EX ADAPTIVE N, HARD IRON IMPELLER		
SUB-TOTAL		\$ -	\$ 18,875.00

The amount of the contract price is INCREASED by the sum of \$18,875.00 + HST

Recommended Engineer/Consultant	 Sign	 Print	<u>Jan. 20, 2025</u> Date
Authorized Owner	_____ Sign	_____ Print	_____ Date
Acknowledged Contractor	_____ Sign	_____ Print	_____ Date

Receipt of this change is hereby acknowledged and the terms thereof agreed to.

Town of North Rustico Council
REQUEST FOR DECISION
Topic: Set Date for Municipal By-election

Date: January 29, 2025	Request No: 2025-02-007 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico
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Background:
When there is an opening in Council, a by-election must be held within 6 months of the date of the Council member's departure, in this case the election must be held by May 30 2025.

Request:
Council to approve date for by-election

Advantages	Disadvantages
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Required Resources:	
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Staff Comments	Suggested date from staff would be to hold the election on Monday April 14 2025 with the advance poll on Saturday April 5 2025
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CAO's Review / Comments	
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Appoint Municipal Electoral Officer and Deputy MEO

Date: January 29, 2024	Request No: 2025-02-008 <i>(Office Use Only)</i>
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Person: Stephanie Moase, CAO	Representing: Town of North Rustico
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Background Due to the recent resignation of Councillor Janet Shannon, the town is required to hold a by-election within 6 months of the date of resignation. Council must appoint an MEO and DMEO to hold the election.

Request: That Council appoint Deputy CAO Sheri Prosser Dykstra as MEO and CAO Stephanie Moase as Deputy MEO for the by-election.
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Advantages	Disadvantages
To ensure Council maintains a full 6 members	

Required Resources:	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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Staff Comments	
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CAO's Review / Comments	
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Town of North Rustico Council
REQUEST FOR DECISION
Topic: Resolution 1 for RBC Loan Term Facilities

Date: January 29, 2024	Request No: 2025-02-009 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Finance and Infrastructure
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Background
The Town and has been making interest only payments on the current RBC loan. The Finance committee has recommended that the loan be termed to begin principal payments. RBC proposed a ladder approach splitting the loan into 5 facilities with terms from 1-5 years. For the current year the total monthly payments would be \$20,026.19

Request:
That Council review and approve the following resolution :
Whereas the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;
And Whereas the Town is desirous of locking into a fixed rate loan;
And Whereas Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities , thereby impacting the monthly payments,
Be it resolved the Town of North Rustico approve Facility 5, fixed rate loan of \$ 679,803 with the Royal Bank of Canda for 12 months with monthly principal and interest payments of \$3914.90 at an interest rate of 4.85% amortized to February 2050; and
Be it further resolved the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan.

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: Resolution 2 for RBC Loan Term Facilities

Date: January 29, 2024	Request No: 2025-02-010 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Finance and Infrastructure
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Background
The Town and has been making interest only payments on the current RBC loan. The Finance committee has recommended that the loan be termed to begin principal payments. RBC proposed a ladder approach splitting the loan into 5 facilities with terms from 1-5 years. For the current year the total monthly payments would be \$20,026.19

Request:
That Council review and approve the following resolution :
Whereas the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;
And Whereas the Town is desirous of locking into a fixed rate loan;
And Whereas Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities , thereby impacting the monthly payments,
Be it resolved the Town of North Rustico approve Facility 6, fixed rate loan of \$ 679,803 with the Royal Bank of Canda for 24 months with monthly principal and interest payments of \$3954.79 at an interest rate of 4.95% amortized to February 2050; and
Be it further resolved the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan.

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: Resolution 3 for RBC Loan Term Facilities**

Date: January 29, 2024	Request No: 2025-02-011 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Finance and Infrastructure
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<p>Background</p> <p>The Town and has been making interest only payments on the current RBC loan. The Finance committee has recommended that the loan be termed to begin principal payments. RBC proposed a ladder approach splitting the loan into 5 facilities with terms from 1-5 years. For the current year the total monthly payments would be \$20,026.19</p>

<p>Request:</p> <p>That Council review and approve the following resolution :</p> <p>Whereas the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;</p> <p>And Whereas the Town is desirous of locking into a fixed rate loan;</p> <p>And Whereas Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities , thereby impacting the monthly payments,</p> <p>Be it resolved the Town of North Rustico approve Facility 7, fixed rate loan of \$ 679,803 with the Royal Bank of Canda for 36 months with monthly principal and interest payments of \$4012.37 at an interest rate of 5.10% amortized to February 2050; and</p> <p>Be it further resolved the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan.</p> <p>.</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: Resolution 4 for RBC Loan Term Facilities

Date: January 29, 2024	Request No: 2025-02-012 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Finance and Infrastructure
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Background
The Town and has been making interest only payments on the current RBC loan. The Finance committee has recommended that the loan be termed to begin principal payments. RBC proposed a ladder approach splitting the loan into 5 facilities with terms from 1-5 years. For the current year the total monthly payments would be \$20,026.19

Request:
That Council review and approve the following resolution :
Whereas the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;
And Whereas the Town is desirous of locking into a fixed rate loan;
And Whereas Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities , thereby impacting the monthly payments,
Be it resolved the Town of North Rustico approve Facility 8, fixed rate loan of \$ 679,803 with the Royal Bank of Canda for 48 months with monthly principal and interest payments of \$4034.37 at an interest rate of 5.15% amortized to February 2050; and
Be it further resolved the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan.

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: Resolution 4 for RBC Loan Term Facilities

Date: January 29, 2024	Request No: 2025-02-013 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Finance and Infrastructure
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Background
The Town and has been making interest only payments on the current RBC loan. The Finance committee has recommended that the loan be termed to begin principal payments. RBC proposed a ladder approach splitting the loan into 5 facilities with terms from 1-5 years. For the current year the total monthly payments would be \$20,026.19

Request:
That Council review and approve the following resolution :
Whereas the Town has borrowed \$3,399,012 from RBC between 2021-2023 to interim finance the Wellness Centre and has been making monthly interest payments;
And Whereas the Town is desirous of locking into a fixed rate loan;
And Whereas Council is authorizing the terms of this loan acknowledging that the interest rate on 20% of the loan is to be renewed annually through 5 facilities , thereby impacting the monthly payments,
Be it resolved the Town of North Rustico approve Facility 9, fixed rate loan of \$ 679,803 with the Royal Bank of Canda for 60 months with monthly principal and interest payments of \$4109.76 at an interest rate of 5.34% amortized to February 2050; and
Be it further resolved the Mayor and Chief Administrative Officer are hereby authorized to sign the necessary contracts with RBC to facilitate the loan.

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: MNP Change Order**

Date: January 29, 2024	Request No: 2025-02-008 <i>(Office Use Only)</i>
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Person: Stephanie Moase, CAO	Representing: Town of North Rustico
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Background When the Town approved the engagement of MNP to complete the governance audit report in January of 2024 the scope of work was somewhat unknown. MNP has provided a request for an increase due to the increase in work and delays.

Request: That Council approve MNP Change order 01 for increase in scope of work in the amount of \$26,000.
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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: Date for Public Finance Meeting**

Date: January 29, 2024	Request No: 2025-02-008 <i>(Office Use Only)</i>
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Person: Councillor David LeClair	Representing: Finance and Infrastructure Committee
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<p>Background Council is required to hold a Public Meeting on the proposed budget a minimum of two weeks prior to the approval of the budget.</p>
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<p>Request: That Council select a date for the public meeting on the proposed 2025-2026 operational and capital budgets for the Town of North Rustico, including the North Rustico Sewer and Water Utility Corporation, North Rustico Fire Department and the Eliyahu Wellness Centre</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	I would suggest Tuesday March 11 2025 at 6:30pm
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**Town of North Rustico Council
REQUEST FOR DECISION
Topic: Approval of Synergy Signs**

Date: Wednesday Aug 28, 2024	Request No: 2024-09-037 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico
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Background:
"Synergy Screens Digital Signage is exploring new opportunities to install Outdoor Digital Signs in other municipalities across PEI. Currently we have signs in Alberton and Summerside, 5 in total, can visit our website at www.synergyscreens.com. What we'd be looking to do is partner with the North Rustico Lions Club and The North Rustico Village to install a brand new Watchfire LED Outdoor Digital Sign at our expense (we pay for sign, install and operation of the sign) and in return the Lions Club/Village would receive free ad space on the sign (with graphic design included, ads can be changed anytime). The other remaining ads we'd sell to the local community, usually our loops are 11-12 ads in length."

Request:
Council to approve CAO to finalize an agreement with Synergy Signs for new digital signage

Advantages	Disadvantages
Additional advertising for meetings and events	

Required Resources:	Location has been determined as the end of Line Rd at the boutiques on Harbourview Dr
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Staff Comments	
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CAO's Review / Comments	
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Digital Signage Proposal

1 message

Mark Simmons <mark@synergyscreens.com>
To: Stephanie Moase <smoase@northrustico.com>

Thu, Jan 9, 2025 at 10:48 AM

Hi Stephanie,

Hope you had a great Holiday break! I had my designer mockup what a potential sign would look like on your Harbourview Drive land. I think we could incorporate the existing sign with a new digital sign, take a peak:



We can't make it too big as I want it to match the streetscape. I thought a square shape would be best. What do you think?

Talk soon.

Thanks,
Mark

Mark Simmons



Owner/President
Cell 1.902.314.9449
www.synergyscreens.com

This email may contain confidential information the use of which by an unintended recipient is unauthorized. This email may also contain important disclosure information for the records of the intended recipient(s).

Please let us know via email if you would no longer like to receive our messaging and we will remove you from our contact list. If we do not receive a message back from you, we will consider it consent to contact you again.

**Town of North Rustico Council
REQUEST FOR DECISION
Topic: Signing Authority for Bookkeeper**

Date: Jan 29, 2025	Request No: 2025-02-016 <i>(Office Use Only)</i>
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Person: Stephanie Moase, CAO	Representing: Town of North Rustico
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<p>Background With the hiring of Sheri Prosser Dykstra as our new Bookkeeper and Deputy CAO, she will require access to banking and CRA and will be my back-up for signing authority.</p>
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<p>Request: Council approve Book keeper/Deputy CAO Sheri Prosser Dykstra to have full access and signing authority to all bank accounts at Provincial Credit Union and RBC and to CRA accounts for the Town of North Rustico, North Rustico Fire Dept and North Rustico Sewer and Water Utility.</p>

Advantages	Disadvantages
-To be prepared for situations where the CAO may not be available, it is prudent to have a second signing authority and CRA access	

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

Fireworks

3 messages

Karla Shalley <peicares2020@gmail.com>

Sun, Jan 12, 2025 at 9:56 PM

To: Karla Shalley

Bcc: smoase@northrustico.com

We, PEI CARES (Companion Animal Rescue Education Society), are reaching out to urge your municipality to take proactive steps to prevent the harm caused by fireworks and encourage safer, more inclusive celebration practices.

It is now common knowledge that fireworks not only harm our companion and farm animals, but also individuals with sensory issues and PTSD, our wildlife, and the environment. Not only are they disruptive, they can also lead to devastating consequences. Here are a few incidents highlighting the harm caused:

- 2024 (Nova Scotia) – A donkey attempted to jump a fence during a fireworks display and lost their life.
- 2023 (North Shore Campground) – A puppy ran away after fireworks went off and was never found.
- 2022 (Nova Scotia) – A dog scared by fireworks ran off and was later found deceased.
- 2016 (Charlottetown) – A dog, frightened by fireworks, ran away and was tragically struck by a car.

While we understand not all municipalities on PEI set off fireworks, this message is relevant for all communities. By raising awareness, we can collectively reduce the risks and promote safer celebrations for animals, people, and the environment.

We recommend the following actions:

1. Raise Awareness – Remind your residents of the provincial regulations around fireworks, which prohibit their use without a special permit. Residents should be encouraged to report any illegal use of fireworks to the Fire Marshal's Office.
2. Encourage Alternatives – Lead by example by planning celebrations that use alternatives to fireworks, such as drone light shows, laser displays, or quieter community-centred events.
3. Educate the Community – Share the stories of animals and families negatively impacted by fireworks to foster empathy and understanding.

We encourage municipalities to reflect and take steps to prioritize safety and compassion. Together, we can create inclusive celebrations that protect all members of our communities, human and animal alike.

If PEI CARES can support your efforts or provide further information, we would be happy to assist.

Thank you for your attention to this critical matter.

Sincerely,
Karla Shalley
PEI CARES (Companion Animal Rescue Education Society)
peicares2020@gmail.com
902.672.3567
