

**TOWN OF NORTH RUSTICO
REGULAR COUNCIL MEETING AGENDA
MONDAY OCTOBER 6, 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 Sept 2, 2025 @ 6:00PM
 - 4.1 Business Arising from the Minutes
- 5. Delegations & Special Speakers- Nil**
- 6. Reports**
 - 6.1 Wellness Centre GM Report
 - 6.2 CAO Report
- 7. Committee Reports**
 - 7.1 Sewer and Water Utility Board
RFD 2025 10-042 MSC Funding Application
 - 7.2 Planning Board
RFD 2025 10-039 Variance Request for Lot 16 Autumn Lane
RFD 2025 10-040 Recommendation for Public Meeting for Rezoning
 - 7.3 Rec & Events Committee- No meeting
 - 7.4 Wellness Centre Advisory Committee
 - 7.5 EMO Committee
 - 7.6 Finance & Infrastructure Committee
RFD- 2025-10-041 Approval of 2024-2025 Audited Financial Statements
 - 7.7 North Rustico Lighthouse Committee No meeting
 - 7.8 Wellness Centre Fundraising Committee
- 8. New Business**
 - 8.1 Shredding Event Donation Letters
 - 8.2 FPEIM Semi-annual Meeting
 - 8.3 Irving Letter
- 9. Next Meeting Date – Monday November 3, 2025, at 6:00PM**
- 10. Adjournment**

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

PRESENT:**Mayor****Councillors****Staff****Regrets**

Heather McKenna

Margaret Goulding, Donna Coll, David LeClair, Linda McFalls,
Lana Penman, Linda McFalls and Michelle Pineau

Stephanie Moase, Sheri Prosser Dykstra

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 Lana Penman that the agenda be approved as presented.

**(5-0) MOTION CARRIED
(2025-10-131)**

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 September 2, 2025, be approved with the change to 8.3 as discussed.

**(5-0) MOTION CARRIED
(2025-10-132)**

4.1 Business Arising from the Minutes

The water bottle fill station is completed in the park.

The new planner at Stantec has left, Planning Board will continue working with Jamie. Upstairs kitchen HVAC at the EWC is being installed and expected to be complete this week.

Unfortunately, the City of Summerside is keeping the Holy Mackerel art installation so it will not be moved to the boardwalk.

5. DELEGATIONS & SPECIAL SPEAKERS- NIL**6. REPORTS****6.1 Wellness Centre GM Report**

Council reviewed the report.

6.2 CAO Report

Council reviewed the report. The water bottle fill station and pet fountain has been completed in the park. Rules signage went up on the Boardwalk.

7. COMMITTEE REPORTS

7.1 Sewer and Water Utility Board

No meeting for September, sod has been placed at the Hilltop demolition site.

RFD 2025 10-042 MSC Funding Application

Chair David LeClair read the RFD. Council reviewed the Capital Investment Plan for the Simon Dr water and wastewater extension.

It was moved by Councillor David LeClair and seconded by Councillor Lana Penman that Council approve the CIP for funding through the Municipal Strategic Component in the amount of \$270,000.

**(5-0) MOTION CARRIED
(2025-10-133)**

7.2 Planning Board

Council reviewed the September permit report.

RFD 2025 10-039 Variance Request for Lot 16 Autumn Lane

Interim Chair Mayor Heather McKenna read the RFD. Council reviewed the Development Officer's Memo and the site plan provided. It was mentioned that there was about 1 meter height difference between this lot and the adjacent one on the drainage plan and that the developer should be cognizant of their requirement to ensure no runoff is allowed on neighboring properties.

It was moved by Councillor Donna Coll and seconded by Councillor Margaret Goulding that Council approve the variance request for application 1747 Lot 16 Autumn Lane for the side yards to be 6.75ft instead of 7.5ft and a 2% increase in lot coverage.

**(5-0) MOTION CARRIED
(2025-10-134)**

Councillor Michelle Pineau joined the meeting at 6:37pm

RFD 2025 10-040 Recommendation for Public Meeting for Rezoning

Interim Chair Mayor Heather McKenna read the RFD. Council reviewed the Development Officer's Memo and the site plan of the proposed building. There was discussion on the rezoning process.

It was moved by Councillor David LeClair and seconded by Councillor Lana Penman that Council hold a Public Meeting at 7:00pm on Wednesday Nov 5, 2025, at the North Rustico Lions Club for a rezoning request for a portion of PID 237347 from R2 to R3.

**(6-0) MOTION CARRIED
(2025-10-135)**

7.3 Recreation & Events Committee- No meeting

7.4 Wellness Centre Advisory Committee

Council reviewed the report.

7.5 EMO Committee

Council reviewed the report.

7.6 Finance & Infrastructure Committee

Council reviewed the August financials. Ice rentals for August were very good.

RFD 10-041 Approval of 2024-2025 Audited Financial Statements

It was moved by Councillor David LeClair and seconded by Councillor Donna Coll that Council approve the 2024-2025 Audited Financial Statements as prepared by MRSB.

**(6-0) MOTION CARRIED
(2025-10-136)**

7.7 North Rustico Lighthouse Committee- No meeting

A meeting should be set for November to touch base.

8. NEW BUSINESS

8.1 Shredding Event Donation Letters

Council discussed the pros and cons of holding an event in conjunction with the Spring clean-up. It was agreed that the Town increase the budget for the annual clean-up for next year to try it out.

8.2 FPEIM Semi Annual Meeting

FPEIM meeting will be held Saturday Oct 18 2025 in Eastern Kings. Mayor Heather McKenna, Councillor Margaret Goulding and Councillor Michelle Pineau will be attending.

8.3 Irving Letter

It was moved by Councillor David LeClair and seconded by Councillor Linda McFalls that Council approve the CAO to send a letter from Council to verify the Irving stations plans for opening this winter and let them know how important it is for them to remain open for the community and surrounding areas.

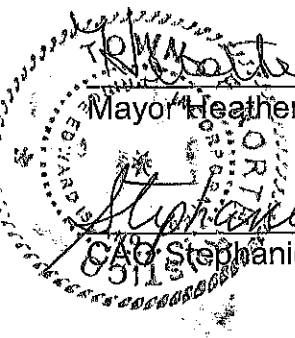
**(6-0) MOTION CARRIED
(2025-10-137)**

9. NEXT MEETING—Monday November 3, 2025, at 6:00PM

10. ADJOURNMENT

There being no further business it was moved by Councillor Donna Coll and seconded by Councillor Lana Penman that the meeting be adjourned at 7:18PM.

**(6-0) MOTION CARRIED
(2025-10-138)**



Heather McKenna
Mayor Heather McKenna

Dec. 5, 2025
Date

Stephanie Moase
CAO Stephanie Moase

Dec 5 2025
Date

General Manager's Report – Town Council – October 6, 2025

Canteen:

- Progress in Hospitality Room kitchen as backsplash has been installed and exhaust fan erected
- Sales have been consistent

Signage – Sponsors/Advertisers/Facility

- Prov. Gov't renewed 1 of their billboard ads

Staff/Culture

- Overall staff attendance and performance is stable.
- Rosemary Wilson was called in for a few hours to support canteen.

Facility Update

- Landscaping efforts have stalled. After topdressing, WM&M have not been back to complete either seeding or sod laying.
- T&K have been “waiting on a part” to complete the video camera installation.
- The Mount is back in full swing. Cleaning has become more challenging with the added traffic during the days.
- EV chargers are operational and designated parking areas have been painted.

Room Rentals

- Sporadic room rentals in September
- Brad LaPorte starting full service November 1st

General

- Ice rentals up in September
- Legends of Hockey was a success.

**TOWN OF NORTH RUSTICO
CAO REPORT
COUNCIL MEETING OCTOBER 6, 2025**

Sewer & Water

- Lenny received a quote for upgrades to Simon Dr, CCBF funding approved, MSC funding application complete
- CCBF Funding approved for capacity model and booster pump, awaiting CHIF funding approval
- Began process for IRAC filing for rate increases
- Lenny reviewing water shutoff at Autumn Lane that sticks up and gets caught by snowplow
- Special Water testing for metals completed through AGAT Labs
- Xylem completed walkthrough of sewer plant, multiple maintenance items to be completed

Town

- Contractors have received funds and returned to the Wellness Centre to address deficiencies. Working with Resolve/CMEL on operational plans and completing capital through FPEI Loan- ongoing meetings
- completing submission of 2024-2025 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
- Met with new Firehall Committee Sept 10 2025 to discuss next steps; reviewing location
- Attended legal meetings for Wellness Centre
- Working on upcoming Halloween, Remembrance Day and Christmas events, Hockey Event went well
- Working with Mount on outstanding lease agreements and kitchen rental
- Zoom meeting Sept 12 with UPEI Climate lab, Town will be test area in new wind damage study
- Attended Labour and Employment Law seminar Sept 15th
- Attended kickoff meetings for Chase the Ace, Sheri and I will be on the new executive, first draw Oct 4
- Sept 27 attended full day seminar on Mental Health and Harassment

CAPITAL PROJECTS

- Working with DFO and committee on North Rustico Lighthouse divestiture, business plan and funding request submitted, awaiting PSPC to complete the divestiture. Will look to apply for ACOA funding
- Greenspace at Autumn Lane re-forestation; first phase of mulching completed and first community planting to be done Tuesday Oct 7. Need signage to recognize sponsor Backwoods Treecutting
- Boardwalk project completed with one deficiency, handrail on stairs. Holdback payment due Oct 12 Awaiting signage completion and funding payment completion. Received \$390,000 from to ACOA and \$225,000 from Active Transportation and \$56,000 in individual fundraising
- Rural Growth Initiative funding approved for \$29,000 for Fire Dept Equip and Water Bottle fill station, Water bottle fill station completed.
- Completing Kitchen ventilation at wellness centre with Eastpoint Engineering and Belmont Metal, expecting upstairs kitchen to be functional by Oct 10.
- Working on roof leak issues at wellness centre Alliance/WMM addressing
- EV chargers installed and operational at Wellness Centre

Town of North Rustico Council
REQUEST FOR DECISION
Topic: MSC Funding Application

Date: Oct 1, 2025	Request No: 2025 10-042 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico
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Background: The Sewer and Water Utility has been approved for CCBF (Canada Community Building Fund-formerly Gas Tax) funds for the Simon Dr Water and Wastewater extension project. To complete the project, funding is also required through the MSC (Municipal Strategic Component)

Request: Council to approve the CAO to apply to the MSC fund for \$270,000 for the Simon Dr Water and Wastewater extension project.

Advantages	Disadvantages
- If approved for funding, the Sewer and Water Utility will be able to complete the Simon Dr extension project allowing additional development	-

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Canada Community Building Fund Municipal Strategic Component (CCBF-MSC)

Please Prepare a Separate Capital Investment Plan (CIP)
Application for Each Project

Project Title:	Simon Drive Water and Wastewater Extension	Priority #	1
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(3-5 words maximum)

1. Contact Information

Rural Municipality/Town/City of:	Town of North Rustico		
Street Address/P.O. Box:	106 Riverside Drive/ P.O. Box 38		
Postal Code:	C0A 1X0	Municipal Tel:	902.963.3211
Municipal Email:	smoase@northrustico.com	Municipal Fax:	902.963.3321
Contact Name:	Stephanie Moase		
Official Title:	Chief Administrative Officer		

2. Eligible Project Categories

Project Category:	Drinking Water
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3. Project Information

Brief Project Description:	
To install water and wastewater along Simon Dr (245m) for future customers including 4 residences for school.	
Project Location(s) (Street Address, and/or PID):	
Simon Drive beginning at pid 892745 and continuing to Churchill Ave	
Signed & Sealed Council Resolution Mailed?	No
Date of Resolution:	Oct 6 2025

4. a) Estimated Eligible Costs (do not include taxes, they will calculate automatically)

Cost Breakdown		Amount
Design/Engineering		\$100,000.00
Construction/Demolition		\$343,650.00
Contingency		\$50,000.00
Other (Please Specify):		
Other (Please Specify):		
Other (Please Specify):		
Subtotal		\$493,650.00
HST (Eligible HST Cost 10%)		\$49,365.00
Total Eligible Costs		\$543,015.00

4. b) Estimated Ineligible Costs

Cost Breakdown		Amount
Land Acquisition Costs		
Legal Fees		
Other (Please Specify):		
Other (Please Specify):		
HST (Ineligible HST Cost 5%)		\$24,682.50
Total Ineligible Costs		\$24,682.50
TOTAL ELIGIBLE COSTS + TOTAL INELIGIBLE COSTS		\$567,697.50

5. Proposed Project Financing

Maximum MSC contribution:	\$271,507.50
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Automatically calculated at 50%. Final contribution amount will be determined by the Review Committee.

Year	Estimated Eligible Project Costs*	MSC Funding Requested	DA/NA CCBF Funding	Applicant's Funding	Other
2024/25					
2025/26					
2026/27	\$540,000.00	\$270,000.00	\$210,000.00	\$60,000.00	
2027/28					
2028/29					
TOTALS	\$540,000.00	\$270,000.00	\$210,000.00	\$60,000.00	\$0.00

*This amount is the municipality's estimate of the total eligible project costs. If other municipalities are involved in this project, please indicate only the portion of the project that relates to your municipality.

6. Proposed Sources of Funding

Have you applied to any other Funding Programs?	No
If so, please indicate which program(s)	

Project Funding Sources	Confirmed?	Amount
Municipal Strategic Component		\$270,000.00
CCBF Direct/Notional Allocation		\$210,000.00
Applicant's Share		\$60,000.00
Other Provincial Source (Specify the Program Below)		
"		
Other Federal Source (Specify the Program Below)		
"		
Other (Specify the Program Below)		
"		
Total		\$540,000.00

Projects involving funding from other sources require confirmation that the funding has been approved.

7. Project Timelines

Design/engineering work completed	<input type="checkbox"/>
Tender documents completed and ready to go out	<input type="checkbox"/>
Already out to tender	<input type="checkbox"/>

Activity	Start Date	Completion Date
Tender or Request for Quotation Date	April 1 2026	April 30 2026
Tender Award Date	May 1 2026	May 15 2026
Design/Engineering Date	Jan 1 2026	March 30 2026
Other (Specify Below)		
Expected Start and Completion Dates		

8. Beneficial Impact of the Project and Implementation Impact

8.1 Clearly describe the issue and identify the risks associated with inaction:

The street used to be a dead end, the street was extended in 2018. There are now lots that may be developed if they have access to sewer and water. Additionally, connecting a waterline in a loop increases pressure for that line and allows the system to work more efficiently. Inaction will impede new development including residences for the Mount Academy.

8.2 Demonstrate how the municipality will fund ongoing operational and maintenance costs:

Ongoing operational and maintenance will be funded through the regular maintenance for Water and Sewer Utility. The Town plans to apply for a rate increase through IRAC as none has been done in ten years.

8.4 Describe how the project would not proceed if it is not granted funding under this program:

This funding is required to complete the project as the Utility does not have enough capital saved at this time to do this scale of project without additional funding assistance.

9. Explanation of why the project should be considered a "Strategic" project for the Province (explain how the project improves the environment, economic and social pillars of the Province and municipality).

Environment:	Municipal water and wastewater systems are more efficient and environmentally friendly than individual well and septic systems
Economic:	Adding new customers to the water and wastewater system is an economic benefit to the Town, adding new housing, business and tax base.
Social:	This project is important as one of the developments will be residences for the Mount Academy whose home is at the Eliyahu Wellness Centre. Currently the students need to be bussed in from other locations, having housing in North Rustico provides a more stable and social life for the students. They would feel more integrated into the Town.

10. Please explain how the project will address infrastructure related housing gaps and how this project will alleviate some of these pressures.

This project will add new new water and wastewater infrastructure to allow for additional development in the Town.

Town of North Rustico Development Permits September 2025

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
235986	83 Line Road, NORTH RUSTICO	Development Permits	Patio Replacement/Expansion	Approved	10/17/25
235960	68 Line Road, NORTH RUSTICO	Development Permits	Install Private Storage Building (8x12 ft.)	Approved	10/21/25
237180	93 Church Hill Avenue, NORTH RUSTICO	Development Permits	Relocating the existing workshop onto a new frost wall foundation.	Approved	10/21/25

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

Topic: Variance Request for Lot 16 Autumn Lane

Date: Oct 3, 2025	Request No: 2025 10-039 <i>(Office Use Only)</i>
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Person: Mayor Heather McKenna	Representing: Planning Board
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Background: The Town received a request for a variance of 10% for side yards from 7.5ft to 6.75ft on application 1747 and an increase of 2% for lot coverage from 35% to 37%. The development officer has reviewed the application and recommends Council approval. Planning Board met on Oct 2 and also recommends approval based on the fact this application and variance were previously approved by Council in 2020 but the permit expired due to Covid restrictions.

Request: Council to approve the requests for variance for the side yards and lot coverage for application 1747..

Advantages	Disadvantages
-	-

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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TOWN OF NORTH RUSTICO

MEMO

File: 1747

Date: October 02, 2025

To: Town of North Rustico Planning Board

From: Satya Sen, Development Officer

Subject: Development Permit Application – Duplex at Autumn Lane (PID #1116722)

APPLICANT INFORMATION

- **Name:** Leo Doucette
- **Mailing Address:** [REDACTED]
- **Phone:** [REDACTED]

PROPOSED DEVELOPMENT

- **Location:** Lot 16, Autumn Lane, North Rustico
- **Parcel Identification Number (PID):** 1116722
- **Current Zoning:** R2 – Two-Family Residential
- **Proposed Construction:** New Duplex (Two-Unit Dwelling)
- **Building Size:** Approx. 56 ft × 70 ft
- **Number of Units:** 2 residential units
- **Servicing:** Municipal water and sewer

APPLICATION SUMMARY

The applicant has reapplied to construct a duplex dwelling on PID #1116722, Lot 16 Autumn Lane. This development was previously approved under Development Permit #1572 (March 16, 2020), which has since expired.

The original approval included two variances:

1. Side yard reduction from 7.5 ft to 6.75 ft (=10%)
2. Lot coverage exceeding the maximum 35%

Both variances were approved by Council in 2020. However, due to a deed restriction requiring construction within 5 years of purchase, and a one-year extension granted by Council, the development must now be substantially completed by March 31, 2026. No further extensions will be permitted.

COMPLIANCE WITH THE OFFICIAL PLAN AND DEVELOPMENT BYLAW

Official Plan (2014) Compliance

- Policy PR-1 (Zoning): Supports a range of housing forms within serviced subdivisions. The duplex proposal is consistent with this policy.
- Policy PR-4 (Residential Compatibility): The duplex is compatible in form and scale with surrounding residential uses.
- Policy PR-5 (Residential Development Standards): The development aligns with subdivision standards but requires variances for side yard and lot coverage.

Zoning and Subdivision Control (Development) Bylaw (2014) Compliance

- Section 8.4 (R2 Zone Standards): Duplex dwellings are a permitted use.
- Section 19.2 (Variances): Variances greater than 10% require Council approval.
- Side Yard: Required 7.5 ft; Proposed 6.75 ft (Variance required).
- Lot Coverage: Required <35%; Proposed exceeds (Variance required).
- Deed Restriction: Development must be substantially completed by March 31, 2026. This condition must be incorporated into any permit approval.

PLANNING CONSIDERATIONS

- The variances were previously approved and are not expected to negatively impact adjoining properties.
- The deed restriction overrides the typical 12-month permit validity, and the building must be substantially completed by March 31, 2026.
- The updated drainage plan supports compliance with Bylaw Section 4.39 (Grade of Site) to prevent adverse stormwater impacts.

RECOMMENDATION AND CONDITIONS FOR APPROVAL

It is recommended that Planning Board:

1. Support Development Permit Application #1747 for a duplex on Lot 16 Autumn Lane, subject to Council approval of variances.
2. Recommend Council approve the following variances under Section 19.2 of the Bylaw:
 - a) Side yard setback reduction from 7.5 ft to 6.75 ft;
 - b) Lot coverage exceeding 35%.
3. Condition of Approval: Construction must be substantially completed by March 31, 2026, consistent with the deed restriction.

4. The Development Permit must also include standard conditions for grading, servicing, and compliance with all other applicable bylaws.

Council Review and Decision:

Approved Denied

Additional Conditions Required: _____

Date: _____

Mayor's Signature: _____ **CAO's Signature:** _____

Prepared by:

Satya Sen

Development Officer, Town of North Rustico

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

Topic: Recommendation for Public Meeting for Rezoning

Date: Oct 3, 2025	Request No: 2025 10-040 <i>(Office Use Only)</i>
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Person: Mayor Heather McKenna	Representing: Planning Board
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Background: The Town received a request for a rezoning of a portion of PID 237347 on Simon Dr from R2 to R3 for the purpose of building a 5 unit townhouse development under application 1746RZ. The Development Officer reviewed the request and recommends to move to a Public Consultation. Planning Board met on Oct 2 and also recommends to move forward with a Public Meeting.

Request: Council to review and set a date for a Public Meeting regarding rezoning request for a portion of PID 237347.

Advantages	Disadvantages
-	-

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Wellness Centre Advisory Committee Report to October 2025 Council:

The meeting was held on September 3rd.

The committee was happy to see the improvement in the financials, big thank you to all the staff. Legends of hockey still looking for sponsors. The Shanty lobster dinner was a great success. The lease agreement has been signed for the space behind the board room.

Thank you

Margaret Goulding, Chair

EMO & OHS Committee Report:

Nothing to report for OH&S.

*We did not have a quorum so were unable to adopt minutes of last meeting.

*Request for volunteers will be going out to the town on Facebook and in next couple of newsletters.

* If we are using the reception center, it will be kept open from 8 am to 8pm. And volunteers will be scheduled by Theresa Gauthier and Linda McFalls

Linda McFalls, Chair

REVENUE:	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPTEMBER EST. ACTUAL	2025/2026 YTD	2024/2025 YTD Comparison	2025/26 Budget
TOWN OF NORTH RUSTICO FIRE DUES	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 27,294.96	\$ 23,577.91	\$ 54,258.00
FIRE DISTRICT FIRE DUES	\$ 2,602.00	\$ 2,602.00	\$ 3,975.00	\$ 3,975.00	\$ 3,975.00	\$ 3,975.00	\$ 21,104.00	\$ 16,391.24	\$ 35,000.00
RESORT MUNICIPALITY FIRE DUES	\$ -	\$ -	\$ -	\$ -	\$ 8,826.53	\$ -	\$ 8,826.53	\$ 5,476.66	\$ 18,000.00
HARBOUR AUTHORITY FIRE DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525.00	\$ 525.00
TRANSFER TO OPERATIONS FROM FUNDRAISING	\$ 133.82	\$ -	\$ 362.67	\$ -	\$ -	\$ 52.12	\$ 496.49	\$ 939.64	\$ 5,000.00
OTHER/MISC INCOME/DONATIONS	\$ -	\$ 100.00	\$ -	\$ 50.00	\$ 400.00	\$ -	\$ 550.00	\$ 300.00	\$ 1,000.00
TOTAL REVENUE	\$ 7,284.98	\$ 7,251.16	\$ 8,886.83	\$ 8,574.16	\$ 17,750.69	\$ 8,576.28	\$ 58,271.98	\$ 47,210.45	\$ 113,783.00

EXPENSES:	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPTEMBER EST. ACTUAL	2025/2026 YTD	2024/2025 YTD Comparison	2025/26 Budget
FIRE HALL EXPENSES	\$ 1,241.82	\$ 631.88	\$ 541.46	\$ 682.87	\$ 583.57	\$ 397.61	\$4,079.21	\$1,482.11	\$ 10,900.00
PERSONNEL	\$ 1,662.60	\$ 313.20	\$ 3,393.10	\$ 524.07	\$ 2,144.40	\$ 126.36	\$8,163.73	\$7,456.91	\$ 58,750.00
FUNDRAISING EXPENSES	\$ 133.82	\$ -	\$ 362.67	\$ -	\$ -	\$ 52.12	\$548.61	\$939.64	\$ 5,000.00
EQUIPMENT	\$ -	\$ 918.18	\$ 2,120.94	\$ 87.42	\$ 2,898.23	\$ 0.00	\$6,024.77	\$1,007.38	\$ 5,450.00
OFFICE & COMMUNICATIONS	\$ 930.26	\$ 961.45	\$ 606.81	\$ 710.49	\$ 605.30	\$ 1,052.61	\$5,156.77	\$5,979.91	\$ 12,075.00
VEHICLES	\$ 976.00	\$ 1,038.12	\$ 2,858.96	\$ 4,467.05	\$ 1,187.71	\$ 921.46	\$11,449.30	\$9,780.26	\$ 21,100.00
MISCELLANEOUS			\$ -	\$ -	\$ -	\$ -			
TOTAL EXPENSES	\$ 4,944.50	\$ 3,862.83	\$ 9,883.94	\$ 6,471.90	\$ 7,419.21	\$ 2,550.16	\$ 35,422.39	\$ 26,646.21	\$ 113,275.00

SURPLUS / DEFICIT:	\$ 2,340.48	\$ 3,388.33	-\$ 997.11	\$ 2,102.26	\$ 10,331.48	\$ 6,026.12	\$ 22,849.59	\$ 20,564.24	\$ 508.00
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NORTH RUSTICO FIRE DEPARTMENT

Other Accounting Information as at September 30, 2025

RBC Bank Balance	25,771.74
Plus: Outstanding Deposits	36.00
Less: Outstanding Cheques	2,707.50
Bank Balance per the Books	<u>23,100.24</u>
PCU Bank Balance Operating Account	<u>31,871.83</u>
PCU Bank Balance Truck Account	<u>63,820.61</u>
PCU Bank Balance Capital Account	<u>1,533.20</u>
PCU Bank Balance 1 Year Term	<u>\$ 640,000.00</u>

REVENUE	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE 2024 EST ACTUAL	JULY 2024 EST. ACTUAL	AUGUST 2024 EST. ACTUAL	SEPTEMBER EST. ACTUAL	2025-2026 YTD Actual	2024/2025 YTD Comparison	2025/2026 Budget
WATER REVENUE	\$45,204.00	\$25.00	\$1,414.01	\$37,830.20	\$0.00	\$0.00	\$84,473.21	\$91,940.71	\$186,000.00
SEWER REVENUE	\$51,281.89	\$50.20	\$1,536.96	\$47,758.92	\$0.00	\$0.00	\$100,627.97	\$101,898.49	\$205,000.00
INTEREST & MISC	\$9.23	\$28.97	\$79.06	\$0.00	\$89.73	\$15.19	\$222.18	\$0.00	\$200.00
TOTAL WATER & SEWER REVENUE	\$96,495.12	\$104.17	\$3,030.03	\$85,589.12	\$89.73	\$15.19	\$185,323.36	\$193,839.20	\$391,200.00

EXPENSES	APRIL 2024 EST ACTUAL	MAY 2024 EST. ACTUAL	JUNE 2024 EST ACTUAL	JULY 2024 EST. ACTUAL	AUGUST 2024 EST. ACTUAL	SEPTEMBER EST. ACTUAL	2025-2026 Q1 YTD Actual	2024/2025 YTD Comparison	2025/2026 Budget
WATER ADMINISTRATION	\$7,635.82	\$5,642.18	\$4,574.35	\$7,667.52	\$4,549.96	\$4,563.52	\$34,633.35	\$27,888.88	\$85,500.00
WATER PROFESSIONAL EXPENSES	\$2,667.50	\$2,667.50	\$2,667.50	\$2,667.50	\$5,854.75	\$2,667.50	\$19,192.25	\$13,337.50	\$39,000.00
WATER INFRASTRUCTURE	\$1,846.91	\$3,145.21	\$1,869.10	\$2,491.02	\$2,510.93	\$1,874.68	\$13,737.85	\$12,203.61	\$29,350.00
WATER REPAIR & MAINTENANCE	\$0.00	\$1,163.95	\$437.21	\$7,530.88	\$720.96	\$2,608.06	\$12,461.06	\$27,067.34	\$18,600.00
SEWER ADMINISTRATION	\$10,966.02	\$8,972.18	\$7,904.55	\$10,997.73	\$7,880.16	\$7,893.72	\$54,614.36	\$44,531.69	\$123,300.00
SEWER PROFESSIONAL EXPENSES	\$2,667.50	\$2,667.50	\$2,667.50	\$2,667.50	\$5,854.75	\$2,667.50	\$19,192.25	\$13,337.50	\$39,000.00
SEWER INFRASTRUCTURE	\$3,410.63	\$4,721.44	\$3,480.51	\$3,274.16	\$3,287.18	\$3,164.31	\$21,338.23	\$17,386.75	\$42,650.00
SEWER REPAIR & MAINTENANCE	\$0.00	\$27.19	\$31.31	\$17,297.72	\$110.00	\$0.00	\$17,466.22	\$678.25	\$13,500.00
TOTAL EXPENSES	\$29,194.38	\$29,007.15	\$23,632.03	\$54,594.03	\$30,768.69	\$25,439.29	\$192,635.57	\$156,431.52	\$390,900.00

SURPLUS/DEFICIT	\$67,300.74	-\$28,902.98	-\$20,602.00	\$30,995.09	-\$30,678.96	-\$25,424.10	-\$7,312.21	\$37,407.68	\$300.00
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NORTH RUSTICO SEWER & WATER

Other Accounting Information as at September 30, 2025

RBC Bank Balance	112,601.27
Plus: Outstanding Deposits	519.06
Less: Outstanding Cheques	603.52
Bank Balance per the Books	<u>112,516.81</u>
PCU Bank Balance Operating Account	<u>11,247.33</u>
PCU Bank Balance Reserve Account	<u>49,343.98</u>
Outstanding Receivables	<u>11,687.99</u>
Outstanding Payables	<u>11,747.29</u>

TOWN OF NORTH RUSTICO

REVENUE:	APRIL EST ACTUAL	MAY EST ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPTEMBER EST. ACTUAL	2025-2026 YTD	2024/2025 YTD Comparison	2025/2026 Budget
PROPERTY TAX ASSESSMENT	\$ 63,443.51	\$ 63,443.51	\$ 63,443.51	\$ 63,443.51	\$ 63,443.51	\$ 63,443.51	\$ 380,661.06	\$ 330,429.30	\$ 700,000.00
RETAIL SPACE	\$ 4,030.00	\$ 2,755.00	\$ 1,060.90	\$ 1,060.90	\$ -	\$ 9,000.00	\$ 17,906.80	\$ 19,628.77	\$ 30,000.00
SPECIAL EVENTS *Music In The Park	\$ -	\$ -	\$ -	\$ 6,762.25	\$ 2,172.00	\$ -	\$ 8,934.25	\$ 10,954.15	\$ 15,000.00
OTHER GRANTS (Planning & Base)	\$ 6,599.49	\$ 6,599.49	\$ 6,599.49	\$ 9,199.49	\$ 6,599.49	\$ 6,599.49	\$ 42,196.94	\$ 5,294.70	\$ 48,500.00
MCEG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,209.82	\$ 60,000.00
GOVERNMENT & EMPLOYMENT GRANTS	\$ -	\$ -	\$ -	\$ 4,259.84	\$ -	\$ 5,766.88	\$ 10,026.72	\$ 2,060.00	\$ 2,060.00
CANADA DAY	\$ 575.00	\$ 25,750.00	\$ 5,675.00	\$ 3,951.00	\$ -	\$ -	\$ 35,951.00	\$ 29,420.00	\$ 30,000.00
INTEREST REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WELLNESS CENTRE CAPITAL	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 28,000.00	\$ 61,000.00	\$ 29,190.45	\$ 104,000.00
DEVELOPMENT PERMITS	\$ 312.00	\$ 350.00	\$ -	\$ 100.00	\$ 475.00	\$ 509.60	\$ 1,746.60	\$ 3,285.83	\$ 7,000.00
SALE OF TOWN PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER /DOG TAGS/MISC	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 3,069.44	\$ 3,000.00
SEWER & WATER ADMIN FEE & WAGES	\$ 6,250.00	\$ -	\$ -	\$ 6,250.00	\$ -	\$ -	\$ 12,500.00	\$ 10,000.00	\$ 24,000.00
STREETLIGHTS/STONES DONATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
FPEI LOAN TRANSFER	\$ 116,557.89	\$ -	\$ -	\$ 95,686.55	\$ -	\$ -	\$ 212,244.44	\$ -	\$ 120,000.00
TOTAL REVENUE	\$ 205,767.89	\$ 98,898.00	\$ 77,278.90	\$ 190,713.54	\$ 97,690.00	\$ 113,319.48	\$ 783,667.81	\$ 468,542.46	\$ 1,144,060.00

EXPENSES:	APRIL 2025 EST ACTUAL	MAY 2024 EST ACTUAL	JUNE 2024 EST. ACTUAL	JULY 2024 EST. ACTUAL	AUGUST EST. ACTUAL	SEPTEMBER EST. ACTUAL	2025-2026 YTD	2024/2025 YTD Comparison	2025/2026 Budget
ADMINISTRATION	\$ 23,664.12	\$ 34,659.75	\$ 24,029.58	\$ 28,859.27	\$ 29,491.57	\$ 21,799.36	\$ 162,503.65	\$ 132,183.33	\$ 336,950.00
ADVERTISING & NEWSLETTER & PROMOTION	\$ 84.26	\$ 208.01	\$ 90.63	\$ 84.26	\$ 87.04	\$ 888.63	\$ 1,442.83	\$ 562.57	\$ 2,500.00
ARENA LOAN INTEREST	\$ 14,626.02	\$ 14,602.75	\$ 14,109.08	\$ 14,084.39	\$ 14,528.26	\$ 14,504.58	\$ 86,455.08	\$ 124,697.17	\$ 240,315.00
ARENA LOAN	\$ 5,400.17	\$ 5,423.44	\$ 5,917.11	\$ 5,941.80	\$ 5,497.93	\$ 5,521.61	\$ 33,702.06	\$ -	\$ -
INFRASTRUCTURE	\$ 7,329.01	\$ 5,372.09	\$ 1,467.71	\$ 9,666.57	\$ 4,060.19	\$ 1,165.32	\$ 29,060.89	\$ 31,458.04	\$ 71,550.00
FIRE PROTECTION	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 4,549.16	\$ 27,294.96	\$ 23,577.91	\$ 54,258.12
OFFICE & BUILDING	\$ 2,360.51	\$ 3,973.65	\$ 4,299.08	\$ 4,167.40	\$ 1,254.20	\$ 1,322.10	\$ 17,376.94	\$ 16,441.03	\$ 34,900.00
PROFESSIONAL SERVICES	\$ 23,273.48	\$ 2,459.62	\$ 19,576.63	\$ 32,140.78	\$ 24,750.57	\$ 4,267.71	\$ 106,468.79	\$ 47,695.24	\$ 210,500.00
RENTAL PROPERTIES	\$ 693.44	\$ 2,993.57	\$ 419.84	\$ 969.04	\$ 466.21	\$ 673.27	\$ 6,215.37	\$ 4,555.03	\$ 10,725.00
SPECIAL EVENTS	\$ 5,038.31	\$ 19,700.00	\$ 6,881.05	\$ 23,363.13	\$ 3,619.26	\$ -	\$ 58,601.75	\$ 63,320.70	\$ 81,100.00
TRANSFER TO CAPITAL (FROM FPEI LOAN)	\$ 39,039.11	\$ -	\$ -	\$ 48,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER TO WELLNESS OPERATING	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 60,000.00	\$ -	\$ 90,000.00
TOTAL EXPENSES	\$ 156,057.59	\$ 93,942.04	\$ 81,339.87	\$ 171,825.80	\$ 118,304.39	\$ 54,691.74	\$ 589,122.32	\$ 444,491.02	\$ 1,132,798.12
SURPLUS / DEFICIT:	\$ 49,710.30	\$ 4,955.96	\$ 4,060.97	\$ 18,887.74	\$ 20,614.39	\$ 58,627.74	\$ 194,545.49	\$ 24,051.44	\$ 11,261.88

TOWN OF NORTH RUSTICO
Other Accounting Information as at September 30, 2025

RBC Bank Balance	310,551.31
Plus: Outstanding Deposits	-
Less: Outstanding Cheques	49,234.23
Bank Balance per the Books	261,317.08
Less Committed Funds	
Total Uncommitted Funds	261,317.08
RBC Gas Tax Account	119,281.00
PCU Operating Account	225,705.92
Less Committed Funds- Hauling In Day	12,500.00
New Truck Reserve	40,000.00
	173,205.92
PCU Capital Reserve Account	116,508.92
Less Committed Funds- EMO Reserve	500.00
Less Committed Funds- Fiona Insurance	58,257.32
	57,751.60
Outstanding Receivables	189,995.65
Less Ice Rentals	139,257.18

50,738.47

REVENUE	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPT EST. ACTUAL	2025/2026 YTD Actual	2024/2025 YTD Comparison	2025/2026 Budget
Ice Rental	\$31,244.58	\$30,627.29	\$25,815.64	\$59,992.11	\$87,339.79	\$43,924.35	\$278,943.76	\$168,768.22	\$458,500.00
Room Rental	\$3,454.93	\$3,441.67	\$3,746.67	\$3,166.67	\$3,391.67	\$3,626.67	\$20,828.28	\$22,464.62	\$80,000.00
Fitness Centre	\$4,994.80	\$5,798.69	\$7,665.11	\$6,478.50	\$6,395.69	\$6,558.03	\$37,890.82	\$40,217.20	\$85,500.00
Food Service	\$267.20	\$732.26	\$693.21	\$923.86	\$1,778.40	\$5,059.02	\$9,453.95	\$8,914.80	\$76,800.00
Other Programs & Services	\$0.00	\$0.00	\$110.00	\$406.00	\$0.00	\$10.44	\$526.44	\$90.00	\$900.00
Fundraising/Donations/Spon	\$50.11	\$125.39	\$1,905.45	\$9,415.66	\$5,451.28	\$22,830.94	\$39,778.83	\$4,255.75	\$20,500.00
Town Operating Grant	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$60,000.00	\$0.00	\$90,000.00
Government Grants	\$0.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$5,126.40	\$22,000.00
	\$70,011.62	\$40,725.30	\$39,936.08	\$88,882.80	\$134,356.83	\$82,009.45	\$455,922.08	\$249,836.99	\$834,200.00

EXPENSES	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	SEPT EST. ACTUAL	2025/2026 YTD Actual	2024/2025 YTD Comparison	2025/2026 Budget
Food Service	\$113.40	\$502.83	\$111.80	\$1,046.23	\$26.40	\$6,697.80	\$8,498.46	\$2,736.66	\$45,000.00
Administration	\$22,412.14	\$31,232.54	\$20,206.41	\$25,803.31	\$21,514.10	\$24,570.33	\$145,738.83	\$142,606.56	\$341,900.00
Infrastructure & Maintenananc	\$33,133.44	\$29,081.00	\$29,987.35	\$35,670.74	\$39,877.06	\$37,345.11	\$205,094.70	\$175,239.52	\$441,200.00
Programs Events & Services	\$21,662.09	\$155.25	\$465.00	\$575.00	\$0.00	\$0.00	\$22,857.34	\$0.00	\$650.00
	\$77,321.07	\$60,971.62	\$47,728.73	\$63,095.28	\$61,417.56	\$68,613.24	\$382,189.33	\$320,582.74	\$828,750.00

SURPLUS/DEFICIT	(\$7,309.45)	(\$20,246.32)	(\$7,792.65)	\$25,787.52	\$72,939.27	\$13,396.21	\$73,732.75	(\$70,745.75)	\$5,450.00
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ELIYAHU WELLNESS CENTRE

Other Accounting Information as at September 30, 2025

Bank Balance per the Bank	175,381.74
Plus: Outstanding Deposits	3,623.25
Less: Outstanding Cheques	12,022.77
Bank Balance per the Books	<u>166,982.22</u>

Outstanding Receivables	<u>139,057.18</u>
Outstanding Payables	<u> </u>

Due to Town	<u>711,379.62</u>
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval of 2024-2025 Audited Financial Statements

Date: Oct 3, 2025	Request No: 2025 10-041 <i>(Office Use Only)</i>
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Person: Councillor David LeClair	Representing: Finance and Infrastructure Committee
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Background: Michelle Burge of MRSB presented the draft audited statements to Council on Sept 2 2025. A couple of questions were raised and Michelle reviewed and issued the completed statements.

Request: Council to approve the 2024-2025 Audited Financial Statements

Advantages	Disadvantages
-	-

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Fundraising Committee Report to October 2025 Council:

The Committee met bi-weekly during the month of September to complete the planning for the Legends of Hockey game, September 26. Thanks to all the hard work of the Fundraising Committee. The day was a great success.

Mayor Heather McKenna, Chair