Town of North Rustico
Special Council Meeting Minutes
Tuesday October 26th, 2026, at 10:00AM

PRESENT:

Chair	Mayor Heather McKenna
Councillors	Margaret Goulding, David LeClair, Donna Coll, Lana Penman and Michelle Pineau
Staff	Stephanie Moase and Sheri Prosser Dykstra
Regrets	Councillor Linda McFalls
Other	

1. CALL TO ORDER

Mayor Heather McKenna called the meeting to order at 10:04AM.

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
(2026-10-103)

3. DECLARATIONS OF CONFLICT OF INTEREST

Nil

4. NEW BUSINESS

4.1 Review of Updated Employee Handbook

Council discussed the vacation leave entitlement provision in the updated handbook. Upon comparison to the previous revision it was agreed to amend the vacation leave provisions to clearly define eligibility based on years of service and change the current leave so an increase begins at the beginning of year 5 and not after five years of service and at the beginning of year ten as opposed to after ten years of service.

It was moved by Councillor David LeClair and seconded by Donna Coll that council approve the vacation leave entitlements to be:

- First day of employment to completion of year four: **Two weeks of vacation.**
- Beginning of year five to completion of year nine: **Three weeks of vacation.**
- Beginning of year ten and thereafter: **Four weeks of vacation.**

This amendment shall take effect on the date of Council approval and apply to all eligible current and future employees. Revised entitlements apply on a go-forward basis and no retroactive vacation pay, addition vacation accrual or adjustments shall be made for any period prior the effective date of this amendment.

(5-0) MOTION CARRIED
(2026-10-104)

5. NEXT MEETING– Regular Council Meeting Monday November 16th, 2026, at 6:30PM.

6. ADJOURNMENT

It was moved by Councillor David LeClair and seconded by Councillor Donna Coll that there being no further business the meeting be adjourned at 10:34AM.

(5-0) MOTION CARRIED
(2026-10-105)

_____ _____
Mayor Heather McKenna Date

_____ _____
CAO Stephanie Moase Date