TOWN OF NORTH RUSTICO
REGULAR COUNCIL MEETING AGENDA
MONDAY OCTOBER 5th, 2026 @ 6:30PM
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 14th, 2026 @ 6:30PM
   4.1 Business Arising from the Minutes
5. **Delegations & Special Speakers**
   Presentation of the 2025-2026 Audited Financial Statements by MRSB Michelle Burge
6. **Reports**
   6.1 Wellness Centre GM Report
   6.2 CAO Report
   Discussion for Christmas Office Closure
   6.3 Fire Chief Report
7. **Committee Reports**
   7.1 Sewer and Water Utility Board
   7.2 Planning Board
   Permit Report September 2026
   7.3 Rec & Events Committee
   7.4 Wellness Centre Advisory Committee- No meeting
   7.5 EMO Committee
   7.6 Finance & Infrastructure Committee
   Review of Draft 3 year Projection
   7.7 North Rustico Lighthouse Committee- On hold pending Dept of Defense review
   7.8 Wellness Centre Fundraising Committee
8. **New Business**
   8.1 RFD 2026-10-026 Review Updated Employee Handbook
   8.2 RFD 2026-10-027 First Reading Bylaw 2026-01 Procurement Bylaw
   8.3 Council Honorarium Review Committee
9. **Correspondence**
10. **Next Meeting Dates –** TBD
11. **Adjournment**

DRAFT

Town of North Rustico
Regular Council Meeting Minutes
Monday October 5th, 2026, at 6:30PM

PRESENT:

Mayor	Heather Mckenna
Councillors	David LeClair, Margaret Goulding, Donna Coll, Lana Penman and Michelle Pineau
Staff	Sheri Prosser Dykstra and John Anthony Langdale
Others	Fire Chief Doug Burridge, Michelle Burge MRSB, 1 member of the Public
Regrets	Councillor Linda McFalls

1. CALL TO ORDER

Mayor Heather Mckenna called the meeting to order at 6:33 pm.

2. APPROVAL OF THE AGENDA

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

(5-0) MOTION CARRIED
(2026-10-096)

3. DECLARATIONS OF CONFLICT OF INTEREST - NIL

4. ADOPTION OF PREVIOUS MINUTES

It was moved by Councillor David LeClair and seconded by Councillor Michelle Pineau that the minutes from the Regular Council Meeting September 14th, 2026, be approved as presented.

(5-0) MOTION CARRIED
(2026-10-097)

4.1 Business Arising from the Minutes

Councillor Michelle Pineau is working on drafting a letter regarding the potential closure of the Post Office.

The total received from this round of Chase the Ace to the Eliyahu Wellness Centre was $153,000.00.

The Pond St project recommendation to maintain the current 2” line was not approved by the Province as this is below current spec standards for a main. We must size up to a 4” or 6” line for permit approval. Island Coastal is still looking into options to be most cost effective and has not provided a start date for the project yet.

5. DELEGATIONS & SPECIAL SPEAKERS

5.1 Michelle Burge MRSB- Presentation of Audited Financial Statements 2025-2026

Michelle presented the Town of North Rustico Consolidated Financial Statements for fiscal year 2025-2026. Approved statements will be posted to the Town website. It was noted depreciation for fire trucks have always been listed under the Town, this will be reviewed next year, to be under the Fire Dept.

It was moved by Councillor David LeClair and seconded by Councillor Margaret Goulding that the Consolidated Financial Statements for 2025-2026 be approved as presented.

(5-0) MOTION CARRIED
(2026-10-098)

Michelle Burge left the meeting at 7:33PM

6. REPORTS

6.1 Wellness Centre GM Report

Wellness Centre GM John Anthony Langdale presented his report.

The canteen is now open more and getting positive feedback. Sales are expected to ramp up once minor sports season opens the third week in October.

A new Zamboni candidate has been identified, Op Manager David Whitlock will follow up.

There continues to be no resolution from the contractor/engineer on the hot water situation, all outlets continue to have only pure hot water requiring it to be shut off for public safety.

During the maintenance servicing by Carmichael it was found that multiple ceiling heating coil units were inaccessible, two had been completely drywalled over during the construction.

John Anthony Langdale left the meeting at 7:52pm

6.2 CAO Report

CAO Stephanie Moase presented her report. Routine sewer tank cleaning turned out to be a larger job than expected, tanks had not been fully cleaned out in over ten years and a lot of sludge had built up, costs for the cleaning will be much higher than expected as the vac truck were there for 2 days. Spoke about having the ability to sign documents as a Commissioner of Oaths, Council supported the idea if the CAO would be eligible.

Requested for the Town Office to be closed between Christmas and New Year, employees will use vacation days for the time not covered by stat holidays. Provides a nice break for staff to recuperate from a busy year. Council agreed.

6.3 Fire Chief Report

Chief Doug Burridge gave an update to Council on the new tanker. Currently the dept feels that the old truck has more money into it than they would get back out of it if sold so they are working on an agreement with another dept to share the old tanker as a back-up. We will be updated when they have more information. The main goal is to have a sheltered place to store the old tanker so it would not just fall into disrepair.

Doug left the meeting @ 6:39PM

7. COMMITTEE REPORTS

7.1 Sewer and Water Utility Board

Chair David LeClair presented his report.

7.2 Planning Board

Council reviewed the permit report for September. No regular meeting was held in September due to no quorum.

7.3 Recreation & Events Committee

Chair Margaret Goulding presented her report.

7.4 Wellness Centre Advisory Committee- No meeting

7.5 EMO Committee

Council reviewed the report.

7.6 Finance & Infrastructure Committee

Chair David LeClair presented his report. Council reviewed a draft three year projection for the Town to provide feedback. This was requested from the consultants for information on the repayment of the FPEI loan for the Wellness Centre.

7.7 North Rustico Lighthouse Committee- On hold pending Dept of Defense review.

7.8 Wellness Centre Fundraising Committee- No meeting

There were two working group meetings and the Cow Patty Bingo Fall Fair event went very well. September's bingo night also went very well and the next is scheduled for October 19.

8. NEW BUSINESS

8.1 RFD 2026-010-026 Review of Updated Employee Handbook

Council review the updates presented in the handbook. Definitions section was expanded to provide clear information on eligibility categories and classifications of employees. Probationary period is now 3 months down from 6 months. All salaried employees must fill out a bi-weekly time sheet to record all hours worked, banked hours and sick leave used. Storm closure policies for the Town Office follow the Queen's County civil service office. The arena storm closures are based on bookings and the Operations Manager will make the call when it will be closed. The cash is lieu of medical benefits has been removed and employees are now enrolled under a medical benefits plan that also includes life insurance.

It was moved by Councillor Lana Penman and seconded by Councillor Margaret Goulding that Council approve the updates to the Employee Handbook.

(5-0) MOTION CARRIED
(2026-10-099)

8.2 RFD 2026-010-027 First Reading Bylaw 2026-01 Procurement Bylaw

CAO read the RFD. Changes to the policy were reviewed by Council in the new Bylaw. The approval amount for the CAO has been changed from $5,000 to $10,000. An amount for approval up to $2500 has been added for an additional purchasing authority chosen by the CAO. The requirement for Council to be at a tender opening has been removed as long as a purchasing authority is present. RFP's for professional services has been changed from 3 years to 5 years.

Whereas Section 169 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., requires council, by bylaw, to establish rules and procedures for the purchasing or procurement of goods and services and contracts of construction by the municipality.

And whereas Bylaw # 2026-01 Procurement Bylaw was written to update and repeal 2014 Procurement Policy as it has been made obsolete by the MGA.

And whereas Bylaw # 2026-01 Procurement Bylaw includes updates from Municipal Affairs' Procurement Bylaw Template;

Be it resolved that Bylaw # 2026-01 Procurement Bylaw be hereby read for a first time.

Moved by Councillor Margaret Goulding
Seconded by Councillor David LeClair

(5-0) MOTION CARRIED
(2026-10-100)

Whereas Bylaw # 2026-01 Procurement Bylaw was read for a first time at this Oct 5, 2026 Regular Council meeting;

Be it resolved that the first reading of Bylaw # 2026-01 Procurement Bylaw be hereby approved.

Moved by Councillor Margaret Goulding
Seconded by Councillor David LeClair

(5-0) MOTION CARRIED
(2026-10-101)

8.3 Council Honorarium Committee

It had requested that a new committee be created to review Council honorariums. Council agreed that the discussion should be tabled until the new Council takes office.

9. CORRESPONDENCE- Nil

10. NEXT MEETING– Monday November 14th, 2026 at 6:30PM Regular Council Meeting

11. ADJOURNMENT

There being no further business, it was moved by Councillor Maragret Goulding and seconded by Councillor Lana Penman that the meeting be adjourned at 9:26 PM.

(5-0) MOTION CARRIED
(2026-10-102)

_____ _____
Mayor Heather McKenna Date

_____ _____
CAO Stephanie Moase Date

TOWN OF NORTH RUSTICO
CAO REPORT
COUNCIL MEETING OCTOBER 5, 2026

Sewer & Water

- Simon Dr Extension project- BCSF and MSC funding approved- to be done in Spring as Pond St takes precedence for the Fall
- Pond St water main has had 7 leaks, BCSF funding approved at $170,000, Tender closed Sept 18- Tender awarded to Island Coastal pending negotiations for changes to 2" line. Province denied 2" line, will move forward with 6" line as we cannot continue with the leaks. Awaiting permit from Province and date to begin from Island Coastal. Toombs has requested we use another company if it leaks again, they are too busy to keep fixing leaks.
- Capacity Model/Booster Pump Project- BCSF funding approved, CHIF funding denied; setting up meeting for possibility of joint application with developer when the funding re-opens
- IRAC Filing have sent proposal to IRAC, they did not give any approval on the changes just requested the complete application with additional financials to show all the benefits/drawbacks of the changes
- Met with Federal Conservation Officers to review requirements of Federal Wastewater Reporting- was issued a Federal warning issued due to late reporting, missing tests in Oct 2025 and failed testing when they were here. All issues were reported by Brad Paugh to Provincial Officials.

Town/Wellness

- Walk throughs completed by Coles and IB Storey – on June 8 and June 12. Working with Resolve on operational plans, projections and completing capital through FPEI Loan
- Started 2025-2026 MCEG claim
- Completed review with Stantec and Planning Board on Official Plan and Bylaw Update-Draft will be issued and Public Meeting to be set for January
- Trail map for greenspace - naming completed with Donna Coll- require updates from map developer- could be completed with AT Plan
- Final update Employee Handbook- made updates for medical benefits plan- Council review
- Met with Canoe for medical benefits June 23, quotes provided on Aug 12, GroupSource approved to begin Nov 1
- Working with new Firehall Committee on next steps; reviewing locations
- Working with Legal/Consultants on outstanding Mount lease agreements and property sale
- Preparing for November Elections- Agreement with Elections PEI completed- Notice of nominations issued-Jade & Stephanie attended training Monday Sept 28
- Working with Councillors on Flag Policy & Fees Bylaw. Procurement Bylaw updated with Councillor Linda McFalls ready for Council first reading.
- Meeting weekly with John Anthony and David to keep projects moving
- Active Transportation Study kick off meeting with Englobe/Mobycon Thursday Sept 24- they will begin on site review Tuesday Oct 6
- Met with Canoe Insurance to get a quote for group property/liability insurance

CAPITAL & MAINTENANCE PROJECTS

- North Rustico Lighthouse divesture- Business plan submitted. Looking to apply for ACOA funding. Project placed in review as the asset is now under Dept of Defence. Requested possible next meeting date from chair Sept 22

- Greenspace at Autumn Lane re-forestation; planning second phase of mulching and tree planting. Signage completed to recognize sponsor Backwoods Treecutting
- Boardwalk project- Awaiting final signage. Received $390,000- ACOA and $450,000 - Active Transportation and $56,715.80- individual fundraising, Phase 2 additional funding - ACOA to update wooden walkways in park with gravel - complete. New Signage designed and ordered for rules/no bikes
- Wellness Canteen – Require simple exhaust fan in kitchen- Gavan Gill reviewing plans
- EV chargers installed and operational at Wellness Centre, awaiting funding completion
- Looking into new flagpole for Town flag and other flags-Contractor installed pole in wrong location, awaiting it to be moved
- Awaiting quotes for gazebo project
- Will begin work with CBCL for the engineering for Simon Dr water and sewer extension project

GM Report – Town Council, October 5, 2026

Kitchen/Canteen

- Canteen is open regularly
- Sales have been steady and users are pleased to see it opened.
- Dishwasher was repaired and is working properly.

Signage - Sponsor/Advertisers/Facility

- Continuing in-ice advertising process for 2027 ice removal. Present sponsors have been contacted. Awaiting responses for either continuing or cancelling.

Staff/Culture

- Still searching for additional Zamboni operator.

Facility Update

- Coles and Bevan Bros. have not been back to the EWC since Sept 8th and 11th to continue their investigation. There has been no conclusion to the hot water issue thus far. Designer has been contacted and has offered to do a site visit next week. Beyond frustrated by the lack of results.
- Carmicheal back on premises Oct. 2 to continue Fall service.
- Legault Pest Control has set up the new programming and done their first monthly inspection.

Room Rentals

- Room rentals have been steady.

General

- Expecting container support quotes.
- Additional fencing quotes coming.

Fire Chief Report for October 2026 Council Meeting

Good afternoon,

Not a lot to report. Myself and Alex are en route to Winnipeg to do a final pre delivery inspection of the new truck. It is complete. We hope to have it delivered by the end of next week. We have three new members added to our roster. Hopefully they will work out. Our calls this month were 2 alarms, 2 medical, and 1 vehicle fire. Other than that, it's business as usual. Have a good day.

Doug Burridge, Fire Chief

Sewer and Water:

July/August Financials were within Budget.

Had some issues with wastewater contamination after the power drop and these issues were resolved to the satisfaction of the department of environment.

Leakage on Pond street is an issue and in the process of being resolved,

Chair, David LeClair

BP Water and Wastewater Services

Monthly Report to the Council

Period: September 2026

<table>
<tr><td>Services rendered by the W&S Operator this month</td><td>

- Routine inspection, monitoring and maintenance of the water and wastewater systems.
- Responded to lift station alarms and completed necessary troubleshooting.
- Completed routine water and wastewater sampling and followed up on additional testing requirements.
- Coordinated ongoing Pond Street water line repairs.
- Followed up on WWTP equipment maintenance, including the UV system, blower and chlorine monitoring equipment.
- Attended W&S meeting.

</td></tr>
<tr><td>Comments about the sewer system</td><td>

Wastewater Sampling

<table>
<tr><td>09-23-2026</td><td>CBOD/Faecal/TSS & ww-chem</td></tr>
</table>

WWTP Routine Maintenance

Routine maintenance, operational checks and adjustments were completed at the WWTP throughout the month as required.

</td></tr>
<tr><td>Comments about the water system</td><td>

Pond Street Water Line

Ongoing issues with the Pond Street water line continued throughout September. A leak was identified during a significant rain event on September 5 and repaired on September 8. Another water break occurred on September 21 and was repaired the same day. A further break was identified on September 30, with repairs completed on October 2.

</td></tr>
</table>

<table>
<tr>
<td></td>
<td>
Department of Environment – Follow-Up Testing: Triannuals

The Department of Environment reviewed the recent tri-annual results and identified gaps in the previous round of testing. They have requested follow-up sampling, including two distribution samples and additional testing of the wells for PAHs, Chlorophenols and Bromide. We are currently working with the Department and RPC labs to confirm the testing requirements and coordinate the required sampling.

Lift Station Alarm

An over-temperature alarm was received at the lift station on September 5 following a rainstorm. The lift station was inspected and monitored and has been operating as normal since. It was noted during the inspection that the lift station requires cleaning.

Chlorine Purchased

Sept. 2 - 4 jugs of chlorine were purchased.

Water Testing

<table>
<tr><td>09-02-2026</td><td>Distribution</td></tr>
<tr><td>09-16-2026</td><td>Wells & Distribution</td></tr>
<tr><td>09-23-2026</td><td>Special Request - Uranium testing Well 2</td></tr>
</table>

Uranium testing was requested by the Dept. of Environment due to seasonal fluctuations of uranium concentrations in PEI groundwater. Results have not been at this time. We will follow up on the results if/when they are provided.
</td>
</tr>
<tr>
<td>Recommendations to be considered.</td>
<td>No new recommendations at this time.</td>
</tr>
</table>

Town of North Rustico Development Permits September 2026						
PID	**Permit #**	**Address, Community**	**Application Type**	**Application Details**	**Nature of Decision**	**Appeal By Date**
1116722	1775	62-64 Autumn Lane	Development Permits	Subdivision of an existing parcel, Lot 16 into 2 Lots - Lot 16-A and Lot 16-B	Preliminary Approval	10/09/26

Rec and Events Report for October 2026 Council Meeting

The events meeting was held on September 17.
We went over Remembrance Day.The tree lighting will be held on November 27th.Checking with the Wellness Center for ice time available for the skate with Santa but it will be with a elf instead.Sherry is on board for making the cookies the Mayor is making the icing.We might have one evening for carriage rides.The committee felt we did not have the resources for the Halloween Ghost Walk.

Margaret Goulding, Chair

EMO Report for October 2026 Council Meeting

EMO Report from the meeting held Sept 9,2026.
We discussed that the provincial EMO has a coastal hazard assessment tool(CHR).
Linda shared that the term we are familiar with "Storm surge" Has been changed as per the Provincial EMO to "Coastal flooding".
As a group, we acknowledge that most people will be still using the word storm surge, but that we are aware in information from the province that they will be using the term coastal flooding.
Provincial EMO has been posting "Intrusive alerts". These are various levels of bullets, depending on the Emergency that the province will send out to the EMO chair. These were explained to the group as to why they are used and how many.
The province has a program for EMO volunteers and reception centre volunteers and the link is on the provincial website.
Stephanie showed the group our certificate that shows That the Lions Club is now a certified reception centre with Justice and Public Safety EMO of the province.
Linda talked about succession planning for the EMO coordinator position that it would be great to have information from one coordinator to another, i.e. the outgoing coordinator talking with the new one about explaining how to go about duties in an emergency on top of what is explained in the manual.
The next EMO meeting is November 9, 2026.

Submitted by Linda McFalls

Finance & Infrastructure Report for October 2026 Council Meeting

August Financials were read and all were in compliance of budgets.

New Signage for boardwalk was approved, CAO to place order.

On the new Procurement Bylaw the CAO's unauthorised spending limit increased to 10K from current limit of 5K. i.e. Without requiring approval of Council.

Waiting for Quote from Dalmac for new sign at entrance to Wellness Center.

Chair, David LeClair

Fundraising Committee Report for September 2026 Council Meeting

Meetings were held August 13 and September 10th, 2026.
The main focus of the meetings was the final arrangements for the Cow Patti Bingo (Fall Fair North Rustico Lion's Club) October 3rd, 12 - 5 pm. There will be two working meetings held September 17 and 24, 10 am.

Bingo is starting again 6:30 pm, September 21 at the Eliyahu Wellness Center for winter.

With the election in November and new Committees being elected we would like the current committee members to do up a one page report on ideas or past ideas to help the new fundraising Committee (whether you will be staying on or not).
Heather McKenna, Chair

Town of North Rustico Council
REQUEST FOR DECISION
Topic: Review of Updated Employee Handbook

Date: Oct 2, 2026	**Request No:** 2026-10-026 (***Office Use Only***)

Person: Stephanie Moase	**Representing:** Town of North Rustico

Background
Office staff has been working to update the POL-2023-05 Employee Handbook (update due by 2028) The main updates are the inclusion of the new medical insurance benefit program, replacing a cash in lieu system, clearer definitions and eligible employee categories.

Request:
That Council review and approve the updated POL 2026-01 Employee Handbook.

Advantages	**Disadvantages**

Required Resources:	

Staff Comments	

CAO's Review / Comments	

Town of North Rustico Council
REQUEST FOR DECISION
Topic: First Reading of Bylaw 2026-01 Procurement Bylaw

Date: Oct 2, 2026		**Request No:** 2026-10-027 (***Office Use Only***)

Person: Stephanie Moase	**Representing:** Town of North Rustico

Background
Council currently is operating using the 2014 Procurement Policy. Section 169 of the MGA., requires council, by bylaw, to establish rules and procedures for the purchasing or procurement of goods and services and contracts of construction by the municipality. Municipal Affairs has provided a template for the bylaw and current policy information has been transferred to the new Bylaw template. Changes from the policy have been highlighted for Council approval.

Request:
That Council review and provide first reading of the 2026-01 Procurement Bylaw.

Advantages	**Disadvantages**

Required Resources:	

Staff Comments	

CAO's Review / Comments	