TOWN OF NORTH RUSTICO
REGULAR COUNCIL MEETING AGENDA
MONDAY SEPTEMBER 14th, 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 Aug 3rd, 2026 @ 6:30PM
   - **4.1** Business Arising from the Minutes
5. **Delegations & Special Speakers-** Nil
6. **Reports**
   - **6.1** Wellness Centre GM Report
   - **6.2** CAO Report
   - **6.3** Fire Chief Report
7. **Committee Reports**
   - **7.1** Sewer and Water Utility Board
     RFD 2026-09-022 Engineering Proposal for Simon Dr Project
   - **7.2** Planning Board
     Permit Report August 2026
     RFD 2026-09-023 Variance Request 1761- 7 Winter St
   - **7.3** Rec & Events Committee- No Meeting
   - **7.4** Wellness Centre Advisory Committee- No meeting
   - **7.5** EMO Committee
   - **7.6** Finance & Infrastructure Committee
   - **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 2026-09-024 Liquor License Change Request Little Maison
   - **8.2** RFD 2026-09-025 Active Transportation Study Proposal Approval
9. **Correspondence**
   - **9.1** Canadians for Safe Technology
   - **9.2** Royal Canadian Legion 2027 Campaign
10. **Next Meeting Dates –** Monday October 5th, 2026, at 6:30PM Regular Council Meeting
11. **Adjournment**

DRAFT

Town of North Rustico
Regular Council Meeting Minutes
Monday September 14, 2026, at 6:30PM

PRESENT:

Mayor	Heather Mckenna
Councillors	David LeClair, Margaret Goulding, Donna Coll, Linda McFalls, Lana Penman and Michelle Pineau
Staff	Stephanie Moase, Sheri Prosser Dykstra and John Anthony Langdale
Others	1 Member of the Public
Regrets	

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 Michelle Pineau and seconded by Councillor Linda McFalls that the agenda be approved as presented.

(6-0) MOTION CARRIED
(2026-09-086)

3. DECLARATIONS OF CONFLICT OF INTEREST - NIL

4. ADOPTION OF PREVIOUS MINUTES

It was moved by Councillor David LeClair and seconded by Lana Penman that the minutes from the Regular Council Meeting August 3rd, 2026, be approved as presented.

(6-0) MOTION CARRIED
(2026-09-087)

4.1 Business Arising from the Minutes

Post Office

Council revisited the previous motion regarding the potential closure of the North Rustico Post Office. A draft letter is to be prepared for distribution to the four previously identified recipients.

Employee Group Benefits

Council was updated on the GroupSource benefits quote. Benefits through Canoe are scheduled to take effect November 1, 2026. Employees will be informed and enrolled prior to the effective date. The Employee Handbook will be updated to include the benefits provisions and returned to Council for review, at the October meeting.

Simon Drive

Ministerial approval for the rezoning at PID 1189885 (previously a portion of 237347) on Simon Drive has been received and the matter is complete.

Human Rights Complaint

Council was advised that the previously discussed human rights complaint has been concluded and settled. Details remain confidential.

5. DELEGATIONS & SPECIAL SPEAKERS- NIL

6. REPORTS

6.1 Wellness Centre GM Report

Wellness Centre GM John Anthony Langdale presented his report.

The canteen was operational for a recent exhibition game and was very busy. Cash transactions slowed service as only one cash station was available.

Electrical upgrades have been completed in the kitchen to address breaker issues affecting the refrigerators and microwave.

A new Zamboni/Handyman has been hired and an additional Zamboni driver may still be required.

The ongoing hot-water issue remains unresolved. Bevan Bros and other responsible parties have not yet identified the cause.

Fall servicing has begun, including filters and other outstanding maintenance items. A new pest-control program has also been implemented now that the kitchen and canteen are operational.

The new canteen floor has been completed and will make cleaning easier.

Options for supporting the shipping containers continue to be reviewed. Custom rebar-reinforced blocks were estimated at upwards of $40 each compared to approximately $200 each for the curbs initially considered. Additional centre support may also be required.

John Anthony Langdale left the meeting at 6:55 pm

6.2 CAO Report

Council received the CAO report.

The Town continues to pursue the approximately $37,000 in EV charger funding originally committed in 2022. It is taking time to review as the chargers were not installed until July 2025.

The EV chargers are currently listed through charging-location services. Council discussed adding information to the Town website and social media to improve public awareness.

A contractor installed a flagpole in the incorrect location without adequate notice, they have agreed to re-locating it to the proper location without cost.

The gazebo project remains pending. The Town continues to seek a builder who can provide a matching design without requiring costly engineered drawings.

New boardwalk rule signage is being designed following Council's August decision regarding bikes, e-bikes, scooters and e-scooters. Four rule signs require replacement. The new signs will be larger and clearer than the existing signage. Prior to implementation, the Town will use social media, newsletters and other communication to explain the changes.

6.3 Fire Chief Report

Council reviewed the report. The new truck should be ready the end of September.

7. COMMITTEE REPORTS

7.1 Sewer and Water Utility Board

Pond Street Water Project

Council received an update on the Pond Street project, it remains the priority ahead of the Simon Drive project. The watermain on Pond St continues to spring leaks as we go through the required steps for funding/engineering/tendering of the replacement line project.

The tender closes September 18, 2026 and a Special Council meeting will be required the following week to award the tender unless no tenders are received or an extension is requested.

Council was advised of an insurance claim against the Town relating to a flooded basement on Pond Street. The cause continues to be investigated with the Town's insurer and a thorough review of the stormwater system.

Wastewater Treatment Facility

Council was updated on an electrical phase-loss issue at the wastewater treatment facility which disrupted equipment, including the UV treatment system. Daily testing was required during the last week of August and the system was re-seeded twice to restore bacteria.

The system was reported operational again as of August 28, 2026.

RFD 2026-09-022 Engineering Proposal for Simon Dr Project

The Council reviewed CBCL's engineering proposal for the Simon Drive water and wastewater extension project.

It was moved by Councilor David LeClair and seconded by Councilor Donna Coll that council approve the Engineering Proposal for the Simon Drive Water and Wastewater Extension Project from CBCL for $45,320 and further approve the Mayor and CAO to sign contracts to implement this resolution.

(6-0) MOTION CARRIED
(2026-09-088)

7.2 Planning Board

Permit Report August 2026

Council reviewed the August Permit Report.

Planning bylaw review work with Stantec continues. CAO and the consultant have reviewed the Planning Board's notes and are proceeding through the Official Plan and zoning-map review.

RFD 2026-09-023 Variance Request 1761-7 Winter St

Council reviewed the Planning Board recommendation regarding the after-the-fact parking lot at 7 Winter Street.

It was moved by Councillor Lana Penman and seconded by Councillor Margaret Goulding that Council approve the reduced variance for the after-the-fact parking lot at 7 Winter Street subject to the applicant submitting a plan showing the required changes for Council approval.

(6-0) MOTION CARRIED
(2026-09-089)

7.3 Recreation & Events Committee – No meeting

7.4 Wellness Centre Advisory Committee- No meeting

7.5 EMO Committee

Chair Linda McFalls provided a report.

7.6 Finance & Infrastructure Committee

Chair David LeClair provided a report. The Province has requested three-year financial projections. A request for new boutique signage was denied. A request to extend the FPEI loan amortization to 50 years was not approved, they can only go a maximum of 30 years.

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

7.8 Wellness Centre Fundraising Committee

Council was advised that Wellness Centre fundraising proceeds are now being placed in a capital account. Amount to be received by the Chase the Ace is approx. $141,000.

8. NEW BUSINESS

8.1 RFD 2026-09-024 Liquor License Change Request Little Maison

The Council reviewed the request to allow liquor service at Little Maison Bistro to begin at 12:00 PM rather than 4:00 PM.

It was moved by Councillor Margaret Goulding and seconded by Councillor Donna Coll that Council approve liquor service at Little Maison Bistro beginning at 12:00 PM.

(6-0) MOTION CARRIED)
(2026-09-090)

8.2 RFD 2026-09-025 Active Transportation Study Proposal Approval

Council reviewed the recommendation to award the Active Transportation Plan study. Six submissions were reviewed with assistance from members of NSCaR.

It was moved by Councillor Linda McFalls and seconded by Councillor Michelle Pineau that Council award the Active Transportation Plan study to Englobe/Mobycon with a proposal score of 86.75 for $43,424 +HST.

(6-0) MOTION CARRIED
(2026-09-091)

9. CORRESPONDENCE

9.1 Canadians for Safe Technology

Council discussed proposed federal cellular-tower consultation changes and agreed to rely on FCM's existing submission rather than submit a separate Town response.

Council also supported consideration of a local policy regarding cell-tower siting using existing municipal policies as a reference.

9.2 Royal Canadian Legion 2027 Campaign

Council discussed supporting local poppy-related activities rather than purchasing advertising for the 2027 Royal Canadian Legion campaign.

A poppy drape/display at the Town Office was proposed, with proceeds directed to the Kingston Legion.

Staff will confirm cost and provide the information to Council.

10. NEXT MEETING

Monday October 5th, 2026 at 6:30PM Regular Council Meeting

A Special Council Meeting will also be required following the September 18th Pond Street tender closing, subject to tender timing.

11. ADJOURNMENT

There being no further business, it was moved by Councillor Donna Coll that the meeting be adjourned at 8:43 PM.

(6-0) MOTION CARRIED
(2026-09-092)

_____ _____
Mayor Heather McKenna Date

_____ _____
CAO Stephanie Moase Date

GM Report – Town Council, September 14, 2026

Kitchen/Canteen

- Canteen open for Capitals exhibition game on Sept. 5th
- Sales were very strong with a simplified menu.
- Electrical upgrades were performed Sept. 10th by MacLean Electric to allow for more appliances to be utilized at one time without circuit breaking.

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

- Canteen Supervisor has been hired.
- Zamboni/Handyman has been hired.

Facility Update

- Coles and Bevan Bros. were at EWC on Sept 8th and 11th to continue their investigation. There has been no conclusion to the hot water issue thus far.
- Carmicheal back on premises Sept. 11th to perform Fall service.
- Legault Pest Control has set up the new programming.

Room Rentals

- No significant rentals to report

General

- Floor epoxy job completed.
- Exploring container support quotes.
- Waiting for additional fencing quotes.

TOWN OF NORTH RUSTICO
CAO REPORT
COUNCIL MEETING SEPTEMBER 13, 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 5 leaks, BCSF funding approved at $170,000, Tender issued; closing Sept 18- will need Special Meeting to approve Tender
- 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

Town/Wellness

- Commissioning walk throughs completed by Coles and IB Storey – on June 8 and June 12. Working with Resolve on operational plans and completing capital through FPEI Loan
- Started 2025-2026 MCEG claim
- Working with Stantec and Planning Board on Official Plan and Bylaw Update
- Trail map for greenspace - naming completed with Donna Coll- require updates from map developer
- Final update Employee Handbook- making updates as per medical benefits plan
- 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
- Working with Councillors on Flag Policy, Fees Bylaw and Procurement Bylaw
- Rezoning for Simon Dr approved by Minister
- Meeting weekly with John Anthony and David to keep projects moving
- Worked with NSCaR to issue RFP for Active Transportation Study and review proposals

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.
- Greenspace at Autumn Lane re-forestation; planning second phase of mulching and tree planting. Signage ordered 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

Fire Chief Report for September 2026 Council Meeting

August has not been a very active month for the Dept, there is not a lot to report. Our calls last month:
1 MFR
1 Misc. Fire
1 MVC
1 Structure Fire Mutual aid
2 Alarm
1 Marine

Alex and I will be travelling to Winnipeg on the 23rd of this month to do a pre-delivery inspection on the new truck and hope to have it delivered by the end of Sept.

Have a great day,

Doug

Sewer & Water Utility Report for September 2026 Council Meeting

Sewer and Water;
As there were no major issues, the meeting was cancelled.

David LeClair, Chair

BP Water and Wastewater Services
Monthly Report to the Council

Period: August 2026

Services rendered by the W&S Operator this month	**UV System Troubleshooting & Repairs** On August 3, Andre from Xylem attended the WWTP to assist with UV programming. It was determined that an undercurrent in the power supply had caused four of the six UV ballasts to burn out. No spare ballasts were available on site. While surge protection is installed on the UV system, it does not protect against undercurrent conditions. Xylem provided a quotation for replacement of all six ballasts, including two spares, at a total cost of $8,731.65. The replacement UV ballasts were received on August 26 and installed that evening. **Pond Street Water Line Repairs** A leak on the Pond Street water line was identified on August 16. Toombs Plumbing completed the required repairs on August 24. **Routine Operations & Maintenance** Routine inspections, monitoring, sampling, and general maintenance of the water and wastewater systems were completed throughout the month.
Comments about the sewer system	**WWTP UV System** The WWTP continued to experience issues with the UV system following the failure of four UV ballasts. Replacement ballasts were received and installed on August 26, restoring the UV system to operation.

	Federal Fisheries Inspection & Acute Lethal Testing The Federal Department of Fisheries conducted an inspection of the WWTP on August 11, including acute lethal testing. On August 17, Fisheries advised that the acute lethal testing had failed. Due to the plant's low flows, repeat testing was not required at this time. Additional testing may be completed once the UV system repairs have been completed. **Wastewater Sampling & Reseeding** Routine wastewater sampling was completed throughout August. Initial sampling on August 12 resulted in a failed faecal result (>1600), which was reported to the Department of Environment as required. Following the failed result, additional fecal samples were collected at 10-minute intervals beginning August 17, along with TSS sampling for meter calibration. Further sampling continued throughout the month with updates following each testing to the Dept of Environment/Fisheries as required. Results remained elevated through August 26, with fecal results passing on August 27 and August 28. An End of Discharge Notice was submitted to the Department of Environment on August 28 following the passing results. To assist with reseeding and regulating the treatment plant, Kensington Septic delivered two 3,500-gallon loads of secondary effluent from Slemon Park Corporation on August 17 and 19. Thompson's Septic Tank Services also delivered secondary effluent from the Charlottetown WWTP on August 20.

	Wastewater Testing Summary August 12 CBOD / TSS / Faecal - Failed August 17 Faecal ×3 - Failed August 19 TSS / CBOD / Faecal ×3 - Failed August 20 Faecal ×3 - Failed August 21 Faecal ×3 - Failed August 25 CBOD / TSS / Faecal ×3 - Failed August 26 Faecal ×3 - Failed August 27 Faecal ×3 - Passed August 28 Faecal ×3 -Passed
Comments about the water system	**Water Sampling** Water samples were collected throughout August as part of routine monitoring. Distribution samples were collected on August 4, with all results in compliance. Wells and distribution samples were collected on August 19, with all results also in compliance. **Water & Sewer Connection** The water and sewer connection at Pineau Bottle Exchange was completed by Toombs Plumbing & Heating on August 7.
Recommendations to be considered.	*No new recommendations at this time.*

Town of North Rustico Council
REQUEST FOR DECISION

Topic: Engineering Proposal for Simon Dr Water & Wastewater Extension Project

Date: Sept 11, 2026	**Request No:** 2026-09-022 (***Office Use Only***)

Person: Councillor David LeClair	**Representing:** Sewer and Water Utility

Background
The Simon Dr road extension never included the water and sewer line extension. It has been determined that extending the waterline will assist in increasing the water pressure for the line as well as the hydrant. The existing line may need to be increased as well. This engineering proposal has been provided by CBCL to complete the engineering and tendering required for the project to be completed for the spring 2027.

Request:
That Council review and approve the engineering proposal to complete Simon Dr sewer and waterline extension project and further approve the Mayor and CAO to sign contracts to implement this resolution.

Advantages	**Disadvantages**

Required Resources:	Capital money from Sewer and Water, BCSF and MSC funding

Staff Comments	

CAO's Review / Comments	

The Planning Board held its regular meeting on August 11. The minutes from the June 16 regular meeting were reviewed and adopted.

New Business

At the August meeting, The Board reviewed the development permits approved during the months of June and July, along with the following:

Variance Request for Commercial Development Application (Bakery)

The applicant constructed a parking lot at the location of their retail bakery and requested a variance as it was determined by the Development Officer, and acknowledged by the applicant, that the parking lot is closer than allowed as per the Bylaw. The Development Officer determined that a portion of the new parking lot does not meet the required setback for a retail parking lot adjoining a residential lot. As such, a variance would be required to approve the development. All adjacent property owners were given the opportunity to submit feedback to the Development Officer. By the deadline of July 20, 2026 the Development Officer had not received any written feedback. On August 1, 2026, the Development Officer received written feedback which strongly opposed the current construction of the parking lot and expressed a desire to see the variance be denied.

The Planning Board will recommend that the applicant remove some of the parking stalls, therefore, lessening the variance and install a visual buffer between the business and the adjacent lot. The Board will provide these options to the applicant and invite them to submit a plan to Council.

Bylaw Review

Review of the town bylaws was completed in July, however, more work is needed on short term rentals and how they will be handled moving forward. There are currently 42 of such rentals in North Rustico.

Next regular meeting for the Planning Board is scheduled for September 15.

Lana Penman
Planning Board Chair

Town of North Rustico Development Permits August 2026						
PID	**Permit #**	**Address, Community**	**Application Type**	**Application Details**	**Nature of Decision**	**Appeal By Date**
1183763	1774	9 Abegweit Lane, NORTH RUSTICO	Development Permits	5 ft. tall chain link fence approximately 115 ft. long with a gate	Approved	9/01/26

Town of North Rustico Council
REQUEST FOR DECISION
Topic: Variance Request 1761 7 Winter St

Date:	**Request No:** 2026-09-023
Sept 11, 2026	**(*Office Use Only*)**

Person:	**Representing:**
Councillor Lana Penman	Planning Board

Background
The applicant requested a variance on a development permit for a parking lot after the fact. Letters were sent out to property owners with only one reply not in favor that came two weeks after the closing date. The Planning Board recommends to approve a lesser variance with conditions as per the attached memo.

Request:
That Council review and make a decision on the variance request

Advantages	**Disadvantages**

Required Resources:	

Staff Comments	

CAO's Review / Comments	

TOWN OF NORTH RUSTICO
MEMO

File: 1761
Date: August 4, 2026

To: Town of North Rustico Planning Board
From: John Ployer, Development Officer
Subject: Variance – 7 Winter Street

APPLICANT INFORMATION

- Name: Olde Village Bakery
- Mailing Address:
- Phone:

PROPOSED DEVELOPMENT

- Location: 7 Winter Street, North Rustico
- Current Zoning: C1 – General Commercial
- Proposed Use: Parking Lot
- Servicing: Municipal water and sewer
- Supporting Documents: Site plan

APPLICATION SUMMARY

The applicant, Olde Village Bakery Inc., has submitted an application to construct a parking lot at the location of their retail bakery at 7 Winter Street. The parking lot is constructed from gravel and is a significant expansion from the previous parking lot. The applicant has already constructed the parking lot and is asking for approval after the fact. Along with the parking lot, the applicant has requested a variance as it was determined by the Development Officer, and acknowledged by the applicant, that the parking lot is closer than allowed as per Section 13.6 of the Bylaw.

The Development Officer determined that a portion of the new parking lot does not meet the required setback for a retail parking lot adjoining a residential lot. As such, a variance would be required to approve the development. The parking lot is on an angle from the property line, with a portion complying with Section 13.6 and a portion not being in compliance. At its worst, the parking lot would require a variance of 66%. As the variance is considered a major variance (more than 10% over the required setback) final decision rests with Council.

In accordance with Section 19 of the Development Bylaw, this application has been forwarded to the planning board for consideration, and the applicant and all adjacent property owners have been contacted and given the opportunity to comment.

All adjacent property owners were given the opportunity to submit feedback to the Development Officer. By the deadline of July 20, 2026 the Development Officer had not received any written feedback. On August 1, 2026, the Development Officer received written feedback which strongly opposed the current construction of the parking lot and expressed a desire to see the variance be denied.

COMPLIANCE WITH OFFICIAL PLAN AND BYLAW

Official Plan (2014)

- Section 2.5.4 (Commercial and Industrial) and Section 4.3 (Commercial): The bakery is mentioned as an existing business in the municipality.
- Section 3.3.3 (Economic): It is a goal of the municipality to support the commercial core area and accommodate commercial/industrial expansion in a manner that is environmentally responsible and that is compatible with adjacent established land uses.
- Policy PC-2 (Buffers): The bylaw will establish minimum buffer requirements for commercial developments in order to mitigate negative impacts on adjoining properties.

Zoning and Subdivision Control (Development) Bylaw (2014)

- 13.6 (Special Requirements: Commercial Zones adjacent to Residential or Agricultural Zones): Where a Commercial Development located on lands zoned General Commercial (C1) directly abuts on any Residential or Agriculture Zone, the following conditions shall be complied with:
    - (1) a strip of land not less than 15 ft. (4.5 m) in width along the Lot Line within the C1 Zone and adjacent to the Residential or Agricultural zone shall be maintained clear of any Structure, driveway or parking area and shall be adequately landscaped to provide a visual buffer.
- Section 19.1 (Minor Variance): The criteria to determine if a variance is permitted is as follows:
    - (a) the variance does not violate the general intent and purpose of this Bylaw;
    - (b) the variance is for a unique circumstance and is not a difficulty common to properties in the area;
    - (c) the circumstance for which the variance is requested is not the result of an intentional disregard for the requirements of this Bylaw; and
    - (d) there is, in the opinion of Council, no reasonable alternative.

- Section 19.2 (Variances Greater Than 10%): As the proposed variance greater than 10%, the owners of adjoining properties must be notified in writing about the proposed variance, and given the opportunity to comment on the matter.

PLANNING CONSIDERATIONS

- Section 19.2 is extremely broad in the permission it gives Council to approve major variances. While Council has the ability to approve just a large variance, for various community and planning purposes such approvals may not be in the greater interest of the Town of North Rustico.
- Section 19.1 (a) states that a variance is only permitted if it does not violate the general intent and purpose of the Bylaw. As this is a variance related to Section 13.6 of the Bylaw and Policy PC-2 of the Official Plan, the intent here is to ensure that the activities of commercial properties does not negatively impact adjacent residential properties. In the opinion of the Development Officer, it is unclear if approving the variance would cause any negative impacts that would have otherwise not occurred had the parking lot been built to the standards of Section 13.6.
- In order for Council to approve a variance, minor or major, the applicant must show that the variance is due to unique circumstances (Section 19.1 (b)) and is not due to difficulties common to properties in the area (example: lots in a particular subdivision being smaller than average). While the property is on an angle from the road (see site plan), given that this parcel was a recent subdivision that complies with all C1 Zone requirements, in the opinion of the Development Officer there are no unique circumstances relating to the land which require the parking lot to be constructed in a manner which would require a variance.
- Section 19.1 (c) states that the variance being requested must not be due to intentional disregard for the requirements of the Bylaw. In this situation, the parking lot was constructed in the past without following the Bylaw. The applicant states that this was due to a lack of knowledge about the requirements but it is difficult to prove intent.
- While the situation justifies rejecting the variance, it is stated in the Official Plan that the Town of North Rustico shall strive to support local businesses, particularly in the commercial core. Removing parking spaces and inflicting the cost of removal upon the business would clearly hurt the business in particular and the commercial core in general.
- Approving such a significant variance may encourage future applicants to attempt similar developments. Should the Town of North Rustico set a precedent of approving significant variances, entire sections of the Bylaw and Official Plan may be effectively voided.
- With the only community feedback submitted being in strong opposition to the variance, should Council approve the variance it would be reasonable to require the applicant to ensure something is done to limit disturbances that may be caused to the neighbour by customers and business activities.

RECOMMENDATION AND NEXT STEPS

Three options are recommended to the Planning Board by the Development Officer for consideration:

1. Recommend to Council to deny the variance as described in the application as it may not meet the threshold to justify a variance under Section 19 of the Bylaw for the reasons stated above.
2. Recommend to Council that a lesser variance is permitted but not the full 66% as requested
3. Should the Planning Board decide to recommend approval of the variance, the Planning Board should consider compelling the property owner to develop some sort of visual barrier or fence on the shared boundary between the business and the adjacent dwelling as considered under Section 13.6.
    a. Should a fence be considered, it could be built to the standards described in Section 4.35(2) of the Bylaw.
    b. Any condition to construct a visual barrier or fence should include a reasonable deadline for completion.

Planning Board Recommendation

- At the August meeting of the Planning Board, this memo was presented and a discussion was held on the merits of all possible options. The Planning Board voted to make the following recommendation to Council:
    - Approve the development with a lesser variance, requiring the parking lot shall begin no further than 10 ft. from the property line. This represents a variance of approximately 33%. Any existing parking lot which is closer than 10 ft. from the property line shall be removed, at the applicant's expense, by an unspecified date in the future. In accordance with Section 13.6, the new 10 ft. buffer between the parking lot and 11 Winter Street shall be adequately landscaped to provide a visual buffer, either by means of a hedge or a fence at least 4 ft. high. The applicant shall submit to Council a plan for the required buffer by an unspecified date in the future for approval before beginning the development.

This process will ensure that community feedback is respected and incorporated into Council's decision, while still providing a way for the variance to be approved and for ordinary business activity on the property to continue unimpeded should it be seen as desirable by Council.

Council Review and Decision:

☐ Approved ☐ Denied

☐ Additional Conditions Required: _____

Date: _____

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

Prepared by:

John Ployer
Development Officer
Town of North Rustico

EMO Report for September 2026 Council Meeting

EMO Report

Linda met with provincial EMO Chris Hancock and Ben Wells of the Lions Club to go through a provincial check list for registering the Lion's club as a provincially recognized Reception Centre.
The next EMO committee meeting is Sept 9,2026.

Submitted by Linda McFalls

Finance & Infrastructure Report for September 2026 Council Meeting

Finance and Infrastructure:
It was decided by committee to open a capital account for the wellness ctr. and deposit funds from Chase the Ace to that Account. Proceeds of the Chase the Ace are approximately $155,000.00.

The province have asked for 3 year projected financials.

There was a request for new signage for the boutiques, request was denied.

It was approved for the installation of a steel fence along back of the center to protect residents of Allen St,

It was discussed asking FPEI Loan to extend amortization to 50 years for the loan

Continue to have issues on Pond St. with water pipes.

Chair, David LeClair

Fire Dept Budget Tracking 2026-2027

REVENUE:	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	2026/2027 YTD	2025/2026 YTD Comparison	2026/27 Budget
TOWN OF NORTH RUSTICO FIRE DUES	$ 5,416.67	$ 5,416.67	$ 5,416.67	$ 5,416.67	$ 5,416.67	$ 27,083.35	$ 22,745.80	$ 65,000.00
FIRE DISTRICT FIRE DUES	$ 3,975.00	$ -	$ -	$ 12,169.10	$ 3,920.00	$ 20,064.10	$ 17,129.00	$ 47,000.00
RESORT MUNICIPALITY FIRE DUES	$ -	$ -	$ -	$ 8,826.53	$ -	$ 8,826.53	$ 8,826.53	$ 26,480.00
HARBOUR AUTHORITY FIRE DUES	$ -	$ -	$ -	$ 535.00	$ -	$ 535.00	$ -	$ 525.00
TRANSFER TO OPERATIONS FROM FUNDRAISING	$ 147.10	$ 114.70	$ 436.89	$ 90.23	$ -	$ 788.92	$ 517.33	$ 5,000.00
OTHER/MISC INCOME/DONATIONS	$ -	$ -	$ -	$ 750.00	$ -	$ 750.00	$ 550.00	$ 3,000.00
TOTAL REVENUE	**$ 9,538.77**	**$ 5,531.37**	**$ 5,853.56**	**$ 27,787.53**	**$ 9,336.67**	**$ 58,047.90**	**$ 49,768.66**	**$ 147,005.00**

EXPENSES:	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	2026/2027 YTD	2025/2026 YTD Comparison	2026/27 Budget
FIRE HALL EXPENSES	$ 859.95	$ 644.64	$ 600.99	$ 969.99	$ 1,824.42	$ 4,899.99	$3,648.46	$ 14,300.00
PERSONNEL	$ 1,188.69	$ 667.73	$ 2,736.71	$ 1,696.96	$ 597.06	$ 6,887.15	$8,916.49	$ 64,800.00
FUNDRAISING EXPENSES	$ 147.10	$ 114.70	$ 436.89	$ 90.23	$ 42.18	$831.10	$517.33	$ 5,000.00
EQUIPMENT	$ 130.35	$ 824.61	$ -	$ -	$ -	$ 954.96	$5,476.64	$ 7,750.00
OFFICE & COMMUNICATIONS	$ 790.70	$ 768.47	$ 968.37	$ 1,027.54	$ 790.76	$ 4,345.84	$4,056.32	$ 13,100.00
VEHICLES	$ 1,129.98	$ 1,022.32	$ 2,090.34	$ 1,478.87	$ 1,757.18	$ 7,478.69	$10,527.84	$ 26,600.00
TRANSFER TO CAPITAL	$ -		$ -			$0.00		$ 15,000.00
MISCELLANEOUS	$ -		$ 67.10		$ 428.88	$ 495.98	$ -	$ -
TOTAL EXPENSES	**$ 4,246.77**	**$ 4,042.47**	**$ 6,900.40**	**$ 5,263.59**	**$ 5,440.48**	**$ 25,893.71**	**$ 33,143.08**	**$ 146,550.00**

SURPLUS / DEFICIT:	**$ 5,292.00**	**$ 1,488.90**	**-$ 1,046.84**	**$ 22,523.94**	**$ 3,896.19**	**$ 32,154.19**	**$ 16,625.58**	**$ 455.00**

NORTH RUSTICO FIRE DEPARTMENT
Other Accounting Information as at August 31, 2026

RBC Bank Balance	86,645.09
Plus: Outstanding Deposits	36.00
Less: Outstanding Cheques	4,472.39
Bank Balance per the Books	82,208.70
PCU Bank Balance Operating Account	47,821.61
PCU Bank Balance Truck Account	486,869.95
PCU Bank Balance Capital Account	1,545.99
Outstanding Payables	838.78

Sewer & Water Utility Corporation

REVENUE	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	2026-2027 YTD Actual	2025/2026 YTD Comparison	2026/2027 Budget
WATER REVENUE	$44,279.27	$1,175.00	$0.00	$39,154.02	$25.00	$84,633.29	$84,473.21	$186,560.00
SEWER REVENUE	$52,473.95	$1,046.70	$0.00	$48,336.92	$25.00	$101,882.57	$100,627.97	$220,658.00
INTEREST & MISC	$179.36	$38.25	$48.66	$67.04	$27.37	$360.68	$206.99	$500.00
TOTAL WATER & SEWER REVENUE	**$96,932.58**	**$2,259.95**	**$48.66**	**$87,557.98**	**$77.37**	**$186,876.54**	**$185,308.17**	**$407,718.00**

EXPENSES	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	2026-2027 YTD Actual	2025/2026 YTD Comparison	2026/2027 Budget
WATER ADMINISTRATION	$9,196.55	$9,178.28	$5,116.97	$8,234.89	$5,111.92	$36,838.61	$31,278.57	$76,970.00
WATER PROFESSIONAL EXPENSES	$2,667.50	$2,667.50	$2,667.50	$2,667.50	$2,667.50	$13,337.50	$16,524.75	$35,800.00
WATER INFRASTRUCTURE	$2,056.19	$3,058.76	$2,041.18	$2,626.65	$2,830.56	$12,613.34	$11,863.17	$29,500.00
WATER REPAIR & MAINTENANCE	$223.32	$609.40	$689.29	$2,386.77	$6,115.48	$10,024.26	$9,853.00	$26,000.00
SEWER ADMINISTRATION	$13,356.56	$9,439.05	$9,276.98	$12,394.89	$9,271.91	$53,739.39	$47,819.49	$116,150.00
SEWER PROFESSIONAL EXPENSES	$2,667.50	$2,667.50	$2,667.50	$2,667.50	$2,667.50	$13,337.50	$16,524.75	$39,000.00
SEWER INFRASTRUCTURE	$3,895.50	$5,250.11	$3,383.32	$3,329.45	$3,678.54	$19,536.92	$18,173.92	$43,850.00
SEWER REPAIR & MAINTENANCE	$26.98	$1,068.79	$38.09	$1,089.07	$4,664.46	$6,887.39	$17,466.22	$36,500.00
TOTAL EXPENSES	**$34,090.10**	**$33,939.39**	**$25,880.83**	**$35,396.72**	**$37,007.87**	**$166,314.91**	**$169,503.87**	**$403,770.00**

SURPLUS/DEFICIT	**$62,842.48**	**-$31,679.44**	**-$25,832.17**	**$52,161.26**	**-$36,930.50**	**$20,561.63**	**$15,804.30**	**$3,948.00**

NORTH RUSTICO SEWER & WATER

Other Accounting Information as at August 31, 2026

RBC Bank Balance	171,033.46
Plus: Outstanding Deposits	2,097.36
Less: Outstanding Cheques	11,992.84
Bank Balance per the Books	161,137.98
PCU Bank Balance Operating Account	16,884.31
PCU Bank Balance Reserve Account	49,755.67
Outstanding Receivables	10,504.15
Outstanding Payables	3,129.26

TOWN OF NORTH RUSTICO 2026-27

REVENUE:	APRIL EST ACTUAL	MAY EST ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	2026-2027 YTD	2025/2026 YTD Comparison	2026/2027 Budget
PROPERTY TAX	$ 75,509.51	$ 70,647.97	$ 73,078.74	$ 73,078.74	$ 73,078.74	$ 365,393.70	$ 317,217.55	$ 820,000.00
RETAIL SPACE	$ 5,060.90	$ -	$ 2,153.63	$ 16,592.73	$ 1,092.73	$ 24,899.99	$ 8,906.80	$ 30,000.00
SPECIAL EVENTS *Music In The Park/Christmas	$ 43.25	$ 5,000.00	$ -	$ 1,302.00	$ 1,702.50	$ 8,047.75	$ 8,934.25	$ 20,000.00
OTHER GRANTS (Base Town & Planning)	$ 6,599.49	$ 11,461.03	$ 9,502.26	$ 9,030.26	$ 9,030.26	$ 45,623.30	$ 19,798.47	$ 80,000.00
MCEG	$ -	$ -	$ 70,915.12	$ -	$ -	$ 70,915.12	$ -	$ 50,000.00
GOVERNMENT & EMPLOYMENT GRANTS (includes Grant in Lieu taxes)	$ -	$ -	$ -	$ 4,526.08	$ -	$ 4,526.08	$ 6,524.84	$ 35,000.00
CANADA DAY	$ 175.00	$ 31,325.00	$ 2,225.00	$ 7,113.73	$ -	$ 40,838.73	$ 35,951.00	$ 35,000.00
INTEREST REVENUE	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
WELLNESS CENTRE CAPITAL SPONSORSHIPS	$ -	$ 17,000.00	$ -	$ -	$ -	$ 17,000.00	$ 33,000.00	$ 60,000.00
DEVELOPMENT PERMITS	$ 251.20	$ 902.00	$ 785.10	$ 230.00	$ 230.00	$ 2,398.30	$ 1,237.00	$ 3,000.00
SALE OF TOWN PROPERTY	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
OTHER /DOG TAGS/MISC	$ -	$ -	$ -	$ -	$ -	$ -	$ 500.00	$ 1,000.00
SEWER & WATER ADMIN FEE	$ 6,250.00	$ -	$ -	$ 6,250.00	$ -	$ 12,500.00	$ 12,500.00	$ 25,000.00
STREETLIGHTS/STONES DONATION	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500.00
FPEI LOAN TRANSFER		$ -	$ -	$ 192,989.56	$ -	$ 192,989.56	$ 212,244.44	$ 220,000.00
TOTAL REVENUE	**$ 93,889.35**	**$ 136,336.00**	**$ 158,659.85**	**$ 311,113.10**	**$ 85,134.23**	**$ 785,132.53**	**$ 656,814.35**	**$ 1,379,500.00**

EXPENSES:	APRIL 2026 EST ACTUAL	MAY 2026 EST ACTUAL	JUNE 2024 EST. ACTUAL	JULY 2024 EST. ACTUAL	AUGUST EST. ACTUAL	2026-2027 YTD	2025/2026 YTD Comparison	2026/2027 Budget
ADMINISTRATION	$ 29,602.10	$ 29,152.50	$ 28,128.24	$ 28,827.39	$ 27,840.02	$ 143,550.25	$ 140,367.30	$ 368,300.00
ADVERTISING & NEWSLETTER & PROMOTION	$ 90.52	$ 92.57	$ 342.57	$ -	$ 92.57	$ 618.23	$ 554.20	$ 3,300.00
ARENA LOAN INTEREST	$ 15,068.68	$ 13,091.47	$ 14,445.03	$ 14,354.67	$ 13,478.40	$ 70,438.25	$ 71,950.50	$ 172,000.00
ARENA LOAN	$ 4,962.61	$ 6,939.82	$ 5,586.26	$ 5,676.62	$ 6,552.89	$ 29,718.20	$ 28,180.45	$ 70,000.00
ARENA FPEI LOAN INTEREST							$ -	$ 85,000.00
ARENA FPEI LOAN							$ -	$ 34,000.00
INFRASTRUCTURE	$ 7,486.77	$ 3,684.31	$ 5,673.96	$ 7,138.25	$ 3,082.51	$ 27,065.80	$ 27,895.57	$ 62,450.00
FIRE PROTECTION	$ 5,416.67	$ 5,416.67	$ 5,416.67	$ 5,416.67	$ 5,416.67	$ 27,083.35	$ 22,745.80	$ 65,000.00
OFFICE & BUILDING	$ 2,431.13	$ 7,615.88	$ 1,798.17	$ 1,762.14	$ 1,683.56	$ 15,290.88	$ 20,597.29	$ 41,525.00
PROFESSIONAL SERVICES	$ 5,470.08	$ 4,453.24	$ 8,782.64	$ 18,271.79	$ 10,661.24	$ 47,638.99	$ 102,201.08	$ 194,500.00
RENTAL PROPERTIES	$ 6,705.63	$ 3,338.30	$ 5,498.77	$ 1,417.12	$ 1,267.25	$ 18,227.07	$ 5,861.00	$ 15,600.00
SPECIAL EVENTS	$ 7,102.23	$ 25,638.63	$ 3,099.34	$ 17,305.18	$ 2,815.64	$ 55,961.02	$ 58,601.75	$ 83,100.00
TRANSFER TO CAPITAL (FROM GOV GRANTS)						$ -	$ -	$ -
TRANSFER TO CAPITAL (FROM FPEI LOAN)	$ 39,302.16	$ 107,585.51				$ 146,887.67	$ 87,039.11	$ 100,000.00
TRANSFER TO 2026-27 CAPITAL						$ -	$ -	$ 20,000.00
TRANSFER TO WELLNESS OPERATING	$ 20,000.00	$ -	$ -	$ -	$ 20,000.00	$ 40,000.00	$ 60,000.00	$ 60,000.00
TOTAL EXPENSES	**$ 143,638.58**	**$ 207,008.90**	**$ 78,771.65**	**$ 100,169.83**	**$ 92,890.75**	**$ 622,479.71**	**$ 625,994.05**	**$ 1,374,775.00**
SURPLUS / DEFICIT:	**-$ 49,749.23**	**-$ 70,672.90**	**$ 79,888.20**	**$ 210,943.27**	**-$ 7,756.52**	**$ 162,652.82**	**$ 30,820.30**	**$ 4,725.00**

TOWN OF NORTH RUSTICO
Other Accounting Information as at August 31, 2026

RBC Bank Balance	370,261.36
Plus: Outstanding Deposits	1,360.00
Less: Outstanding Cheques	27,668.23
Bank Balance per the Books	**343,953.13**
Less Committed Funds-	
2026-2027 Capital	100,000.00
AT Study	25,000.00
Total Uncommitted Funds	**218,953.13**
RBC Gas Tax Account	**75,436.91**
PCU Operating Account	103,021.83
Less Committed Funds-	12,500.00
Hauling In Day	
	90,521.83
PCU Capital Reserve Account	270,788.68

Less Committed Funds-	
EMO Reserve	500.00
	270,288.68
Outstanding Receivables	196,571.12
Less Ice Rentals	126,619.66
	69,951.46
Outstanding Payables	248,486.75
Less Fire Dept	838.78
Less Wellness Centre	109,376.64
	138,271.33

Wellness Centre Budget Tracking 2026-2027

REVENUE	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	2026/2027 YTD Actual	2025/2026 YTD Comparison	2026/2027 Budget
Ice Rental	$37,211.85	$42,950.88	$30,126.08	$67,604.48	$26,339.15	$204,232.44	$235,019.41	$514,000.00
Room Rental	$5,675.25	$3,462.92	$3,346.84	$3,184.08	$6,355.51	$22,024.60	$17,201.61	$70,800.00
Fitness Centre	$5,690.74	$6,528.12	$8,537.00	$10,295.11	$8,640.81	$39,691.78	$31,332.79	$75,900.00
Food Service	$1,952.24	$5,386.88	$321.38	$1,654.89	$1,196.21	$10,511.60	$4,394.93	$99,000.00
Other Programs & Services	$20.00	$10.00	$0.00	$0.00	$0.00	$30.00	$5.22	$625.00
Fundraising/Donations /Sponsors	$2,109.40	$1,102.90	$72.17	$1,408.03	$718.99	$5,411.49	$16,947.89	$66,000.00
Town Operating Grant	$20,000.00	$0.00	$0.00	$0.00	$20,000.00	$40,000.00	$60,000.00	$60,000.00
Government Grants	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$86,715.00	$104,715.00
	$72,659.48	**$59,441.70**	**$42,403.47**	**$84,146.59**	**$63,250.67**	**$321,901.91**	**$451,616.85**	**$991,040.00**

EXPENSES	APRIL EST ACTUAL	MAY EST. ACTUAL	JUNE EST. ACTUAL	JULY EST. ACTUAL	AUGUST EST. ACTUAL	2026/2027 YTD Actual	2025/2026 YTD Comparison	2026/2027 Budget
Food Service	$1,447.20	$3,631.14	$0.00	$3,970.87	$223.17	$9,272.38	$2,374.88	$83,000.00
Administration	$35,372.51	$26,159.66	$23,101.14	$21,570.92	$33,499.75	$139,703.98	$120,594.28	$329,700.00
Infrastructure & Maintenance	$33,999.55	$115,399.63	$37,207.08	$56,255.72	$43,637.51	$286,499.49	$239,088.03	$559,115.00
Programs Events & Services	$0.00	$0.00	$0.00	$1,380.00	$300.00	$1,680.00	$22,857.34	$0.00
Transfer to Capital from Operating							$0.00	$17,500.00
	$70,819.26	**$145,190.43**	**$60,308.22**	**$83,177.51**	**$77,660.43**	**$437,155.85**	**$384,914.53**	**$989,315.00**

SURPLUS/DEFICIT	**$1,840.22**	**($85,748.73)**	**($17,904.75)**	**$969.08**	**($14,409.76)**	**($115,253.94)**	**$66,702.32**	**$1,725.00**

ELIYAHU WELLNESS CENTRE

Other Accounting Information as at August 31, 2026

Bank Balance per the Bank	231,858.31
Plus: Outstanding Deposits	3,173.25
Less: Outstanding Cheques	19,710.87
Bank Balance per the Books	**215,320.69**
Outstanding Receivables	**126,619.66**
Outstanding Payables	**109,376.64**
Due to Town	**647,833.09**

NR Lighthouse Report for September 2026 Council Meeting

Lighthouse:
There have been no meetings for some time. I have spoken with The CAO to suggest we employ a new approach and ask for a long term lease. Discussion?

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: Liquor License Change Request Little Maison

Date: Sept 11, 2026	**Request No:** 2026-09-024 (***Office Use Only***)

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

Background
The applicant requested change to a liquor permit hours to begin at noon instead of 4pm as they are now closing at 5pm as there are fewer people around in the evenings.

Request:
That Council allow The Little Maison to serve liquor infused drinks (such as Irish Coffee) beginning at 12pm instead of 4pm.

Advantages	**Disadvantages**

Required Resources:	

Staff Comments	

CAO's Review / Comments	

Gmail Stephanie Moase <smoase@northrustico.com>

Request to Adjust Alcohol Service Hours

2 messages

Angelscasa <> Wed, Sep 2, 2026 at 9:22 PM
To: Stephanie Moase <smoase@northrustico.com>

Hi Stephanie,

Hope you're doing well.

I wanted to check with you regarding the alcohol service hours at The Little Maison Bistro.

As you know, we have a permit that allows us to serve alcohol throughout the day. However, when we initially discussed this with the Town, we had mutually agreed that we would only serve alcohol after 4:00 pm.

With the season changing, we're seeing a shift in our customer demographic and visiting patterns. Since our current operating hours are only until 5:00 pm, the 4:00 pm restriction leaves us with a very limited window in which to offer alcoholic beverages.

Would it be possible for us to adjust our service hours and serve alcohol between 12:00 pm and 5:00 pm instead?

If you could please check with the Town and let us know whether they would be comfortable with this change, I would really appreciate it. We would, of course, continue to operate fully within the conditions of our permit and all applicable regulations.

Thank you so much for your help and support.

Regards

Smita

Smita Prakash
Founder | Angels Casa Inc.

THE LITTLE MAISON BISTRO

www.littlemaisonbistro.com
linktr.ee/thelittlemaison

24 Harbour View Drive, North Rustico, PE C0A 1N0

Corporate address: Coastal-Inspired Crepes • Croffles • Wellness

beverages

Town of North Rustico Council
REQUEST FOR DECISION
Topic: Active Transportation Study Proposal Approval

Date: Sept 11, 2026	**Request No:** 2026-09-025 (***Office Use Only***)

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

Background
The Town of North Rustico issued an RFP for an Active Transportation Study which closed on Aug 28. The 6 proposals received were reviewed and evaluated by the CAO and members of NSCaR, a not for profit group assisting in this project. Attached is a final recommendation for the proposals.

Request:
That Council review the recommendation and approve a proponent for the Active Transportation Study.

Advantages	**Disadvantages**

Required Resources:	

Staff Comments	

CAO's Review / Comments	

Active Transportation Proposals Recommendation Report September 2026

There were 6 proposals received by the Aug 28 closing date
CBCL
Harbourside Engineering
MRSB/Coles
Englobe/Mobycon
We6/Take Consulting
Upland

A scoring sheet was completed for each proposal individually by the CAO and 3 members of the NSCaR group and then the 4 came together and discussed and compared the scoring to come to a final recommendation for Council.

All proposals were complete and had great merit. The top two scored proposals were We6/Take Consulting and Englobe/Mobycon at 80 and 86.75 respectively.

The group recommends moving forward with Englobe/Mobycon for the Active Transportation Plan as they scored highest in experience, project understanding, workplan with good timeline, a good value for money with transparent cost breakdowns.

Gmail

Stephanie Moase <smoase@northrustico.com>

Time Sensitive. Request to submit comments regarding proposed changes to cell tower siting process

3 messages

Canadians for Safe Technology <info@c4st.org> Mon, Aug 24, 2026 at 10:29 PM
Reply-To: info@c4st.org
To: smoase@northrustico.com

Dear Mayor, Members of Council and the Municipal Administration,

I am writing on behalf of Canadians for Safe Technology (C4ST) to draw your attention to an ongoing public consultation by the federal government on proposed changes to the current telecommunications (cell) tower antenna siting process. It appears that many municipalities and other land-use authorities (LUAs) were not directly informed of this consultation which closes on September 22, 2026. Only a small number of LUAs submitted comments so far, while major telecommunications companies like Bell Mobility, Rogers and TELUS have submitted detailed comments and recommendations supporting ISED's recommendation and asking for more concessions.

This imbalance matters because the proposed changes would directly affect LUAs as the changes are heavily weighted to benefit the telecommunications companies, while shifting the responsibility and workload to LUAs such as municipalities.

C4ST has been involved in cell tower siting situations for more than a decade and has seen first-hand the valuable contributions local residents and the municipalities provide in influencing cell tower decisions, including identifying alternate, more suitable sites while still satisfying the cell tower proponent's connectivity goals. We hope you agree that your local role should be retained.

The public consultation we are referring to is, **Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences**. DGSO-001-26. May 2026**.**

The proposed changes were initiated because of the federal government **Red Tape Review**. ISED states the proposed amendments are intended to "*reduce the regulatory and administrative burden on wireless communication operators".*

Reducing this "*burden*" for "*communication operators,*" in effect, transfers the "*burden*" to LUAs such as municipalities and their constituents.

WHAT COULD CHANGE FOR YOUR MUNICIPALITY?

If ISED's proposed changes are adopted, there will be a significant reduction of municipal authority and local decision-making. For example:

- The revised **CPC-2-0-03** would impose a **one-size-fits-all process** across Canada. All locally created antenna-siting processes, protocols and policies would be eliminated. We believe 50 LUA's across Canada have created their own, local process for cell tower siting.
- **Municipalities would be excluded from involvement** in the ISED approval process **for new cell towers less than 15 metres in height**. This exclusion now applies to non-commercial users such as Amateur Radio Operators. The proposed amendment would extend this exclusion to broadcasters, third party- tower owners and telecommunications carriers such as Bell Mobility, Rogers and TELUS. The consequence is that these towers could be built almost anywhere if there is a "willing landlord." These excluded towers would not be entered into ISED's online portal because no LUA or public consultation would be required.
- For towers over 15 metres in height, LUAs such as municipalities would have **only 45 calendar days** to review proposals and consult residents, reduced from the current 120-day period. Failure to respond within that timeframe would result in **automatic approval** of the cell tower. The shortened timelines would make it much more difficult to identify and evaluate alternate sites, and for local elected officials and staff to become fully informed. Motivation for telecommunications companies to work collaboratively with LUAs to find an alternate site would be diminished.
- Municipalities would be **restricted to a narrow, federally prescribed set of reasons** when explaining a decision of non-concurrence (non-agreement).
- The **Dispute Resolution Process** would favour the cell tower proponents because the onus will be on the LUA to trigger the process although it is the cell tower proponent who is seeking the concurrence (agreement).

Our summary of these and other key issues can be read **HERE**.

Several telecommunications-industry respondents are requesting further concessions, such as more exemptions from local consultation, reduced or less visible public notification requirements, and stricter limits on the concerns municipalities may consider. Following are three quotes from July 16, 2026 submissions about reducing the timeframe for considering an application from 120 days to 30 or 45 days, as well as increasing the height of cell towers that would be **excluded entirely from municipality involvement and public notification and consultation as part of the approval process:**

Bell Mobility: "*We recommend that ISED adopt a 30-calendar day timeframe for LUA concurrence ."* and "*… 15 metres . increase to 25 metres."*

Rogers: *". supports a 30 calendar day timeline ."* and *". support increasing the 15 metre threshold to 25 metres in height ."*

TELUS: *"Deemed concurrence should be the default: ISED should establish that an LUAs failure to respond within the 45-day window triggers "Deemed Concurrence," allowing proponents to proceed*

immediately to construction and deployment, " and *"Extend the exclusion floor from 15 metres to 20 metres ."*

SUBMITTING A RESPONSE TO ISED'S PUBLIC CONSULTATION AND SENDING A MESSAGE TO MINISTER OF INDUSTRY MELANIE JOLY

Considering the magnitude of ISED's proposed amendments and the far-reaching local impacts, our recommendation to ISED is that no changes should be made to CPC-2-0-03 until a broad study is completed. This has been done before. In 2003/2004 the federal government held country-wide meetings gathering feedback from all stakeholders and made changes to CPC-2-0-03 based on the 34 recommendations in the 250-page report, **The National Antenna Tower Policy Review** (Townsend Report)**.**

Although it seems clear that a proper comprehensive study should be conducted; we believe that is unlikely. Hence, it is important for municipalities to **submit a reply to ISED before September 22, 2026** in case such a study is not conducted and ISED does proceed with its changes. If these proposed changes are made to CPC-2-0-03, they will be difficult to undo.

As far as we know, after this consultation there will be no further formal opportunities for municipalities to give input on what the revised CPC-2-0-03 would contain, so it is critical that municipalities and other LUAs make their preferences known now.

The first stage of the public consultation closed on July 16, 2026 with submissions made by telecommunications companies, municipalities, the Federation of Canadian Municipalities and others.

The second stage, called Reply Comments, is open until September 22, 2026 and provides interested parties with an opportunity to review and respond to the comments already submitted.

Link to: **Comments received on Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences.**

We encourage you to read the following **submissions**:

- The Town of Penetanguishene, Ontario - provides concerns about the significant reduction of municipal and public involvement in decisions that have important local impacts;
- Mattamy Homes, based in Ontario and one of Canada's largest residential real estate developers - provides a post cell tower installation perspective and possible negative consequences for some businesses;
- Bell Mobility, Rogers and TELUS - these telecommunications companies want ISED to make more restrictive changes.

We urge you to consider making a submission to ISED regarding the above linked "Comments received" with your municipality's preferences and recommendations. As per ISED's instructions,

send submissions to: spectrumoperations-operationsduspectre@ised-isde.gc.ca and include all of the following in the subject line:

Reply Comments to Comments received on Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences. DGSO 001-26.

Also, please send your feedback and comments directly to the Minister of Industry, the Honourable Mélanie Joly: melanie.joly@parl.gc.ca

We would be glad to provide further information and assistance in any way we can. Please email us at info@c4st.org

Thank you for your attention to this important matter.

With best regards,
Frank Clegg, CEO
Canadians for Safe Technology

Link to our petition: https://c4st.org/eng/petition_ised.php

See our video Canadians and Municipalities Must Have a Voice in Cell Tower Decisions

La version française de ce courriel est disponible **ICI**.

Canadians for Safe Technology (C4ST) is a national, non-profit, non-partisan, volunteer coalition of citizens and scientists, concerned about the health risks of wireless technology. Founded in 2012, C4ST is led by Frank Clegg, former President of Microsoft Canada, with the support of a volunteer Leadership Team. Together they collaborate with volunteer working groups and other non-governmental organizations, to raise awareness, to support communities who are concerned about proposed telecommunication tower applications that would negatively impact their community, and to meet with elected officials at all levels of government to share the state of the science and best practices from around the world.

Stephanie Moase <smoase@northrustico.com> Tue, Aug 25, 2026 at 8:42 AM
To: Heather McKenna <hmckenna@northrustico.com>, Donna Coll <dcoll@northrustico.com>, Jade McKenna <jmckenna@northrustico.com>, Margaret Goulding <mgoulding@northrustico.com>, David LeClair <dleclair@northrustico.com>, Michelle Pineau <mpineau@northrustico.com>, Lana Penman <lpenman@northrustico.com>, Sheri Prosser Dykstra <sdykstra@northrustico.com>, Linda McFalls <lmcfalls@northrustico.com>

Thank-you,
Stephanie Moase
CAO, Town of North Rustico

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Dear Sir/Madam:

Thank you for your interest in the **Royal Canadian Legion – Prince Edward Island Provincial** Command. Please consider this our written request for your support as per our recent telephone conversation.

Our Provincial Command is very pleased to be printing 25th annual edition of our annual **"Veteran Service Recognition Book"** which is designed each year to recognize and honor many of Prince Edward Island's brave Veterans who have served our Country so well in the past. This annual publication is scheduled for release by **Remembrance Day 2027** and goes a long way to help our Legion in our role as the **"Keepers of Remembrance".**

We would like to have your organization's support, for this important remembrance project for the PEI Provincial Command, by purchasing an advertisement space in our "**Veterans Service Recognition Book".** Proceeds raised from this annual program will allow us to make this unique publication available throughout the Province, in addition to benefiting the many ongoing community activities of our PEI Provincial Command including **Bursaries**, **Youth Sponsored Programs** and, of course, our tireless support for **Veterans** throughout Prince Edward Island.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. Your prompt reply is requested as our deadlines are rapidly approaching, and advertisement space is limited. For further information please contact the **PEI Provincial Command Campaign Office** toll free at **1-855-507-8351.**

Thank you for your consideration and/or support.

Sincerely,

David L. Doucette
President
Royal Canadian Legion – P.E.I. Command

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