

**Town of North Rustico
Committee of Council Meeting
Monday, October 12th, 2021
Council Chambers, Town Office, 106 Riverside Drive**

Present: Mayor Heather McKenna
Councillor Michelle Pineau
Councillor Patricia Doucette
Councillor Stephanie Moase

Regrets: Nil

Staff: Joanne Smith, Chief Administrative Officer

Guests: 1

1. Call to Order:

Mayor Heather McKenna called the meeting to order at 7:00 p.m.

2. Approval of Agenda:

It was moved by Councillor Moase and seconded by Councillor Doucette THAT the agenda be approved as presented.

UNANIMOUSLY CARRIED (2021-10-34)

3. Disclosure of Conflict of Interest:

There were no conflicts of interest declared.

4. Adoption of the Minutes of Committee of Council Meeting – September 13th, 2021

It was moved by Councillor Doucette and seconded by Councillor Moase THAT the minutes of the September 13th, 2021 Committee of Council meeting be hereby approved as read.

UNANIMOUSLY CARRIED (2021-10-35)

4.1 Business Arising from the Minutes – Nil

5. Delegations, Special Speakers, and Public Input: Nil

6. CAO Report: See report attached.

7. **Requests for Decision:**

7.1 First Reading of Records Retention Bylaw #2021-10

**Moved by Councillor Moase
Seconded by Councillor Pineau**

**It is recommended by the CAO and Committee of Council
THAT** Town Council give first reading and approval to the Town of North Rustico Records Retention Bylaw as presented.

UNANANIMOUSLY CARRIED (2021-10-36)

Recommendation:

That Town Council consider and adopt the following resolutions on October 25th, 2021:

Resolution 1

***WHEREAS** the Municipal Government Act, R.S.P.E.I. 1988, CM-12.1., and related regulations require municipalities to manage and retain municipal records;*

***AND WHEREAS** subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;*

***BE IT RESOLVED THAT** the Town of North Rustico Records Retention Bylaw (Bylaw #2021-10) be hereby read a first time.*

Resolution 2

***WHEREAS** the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations require municipalities to manage and retain municipal records;*

***AND WHEREAS** subsection 117(1) of the Municipal Government Act, RSPEI 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;*

***AND WHEREAS** the Town of North Rustico Records Retention Bylaw was read a first time at this meeting;*

***BE IT RESOLVED THAT** Town of North Rustico Records Retention Bylaw (Bylaw #2021-10) be hereby formally approved.*

7.2 First Reading of Code of Conduct for Members of Council Bylaw #2021-11

**Moved by Councillor Moase
Seconded by Councillor Pineau**

It is recommended by the CAO and Committee of Council

THAT Town Council give first reading to the Town of North Rustico Code of Conduct Members of Council Bylaw as presented. The Bylaw has been drafted in compliance with the Municipal Government Act.

UNANIMOUSLY CARRIED (2021-10-37)

Recommendation:

That Town Council consider and adopt the following resolutions on October 25th, 2021:

Resolution 1

WHEREAS subsection 107(1) of the Municipal Government Act, R.S.P.E.I. 1988, CM-12.1., provides that a council must, by bylaw, adopt a Code of Conduct for members of council;

WHEREAS the Municipal Government Act, and related regulations require municipalities to establish a code of conduct in accordance with the regulations to govern the conduct of members of council;

AND WHEREAS the elected officials of the Town of North Rustico recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of North Rustico desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

BE IT RESOLVED that the Code of Conduct for Members of Council Bylaw (Bylaw #2021-11) be hereby read a first time.

Resolution 2

WHEREAS Subsection 107(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council must, by bylaw, establish a code of conduct in accordance with the regulations to govern the conduct of the members of council;

AND WHEREAS the elected officials of the Town of North Rustico recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them;

AND WHEREAS the Council for the Town of North Rustico desires to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the code of conduct for members of Council;

AND WHEREAS the Code of Conduct for Members of Council Bylaw was read a first time at this meeting;

BE IT RESOLVED that the Code of Conduct for Members of Council (Bylaw #2021-11) be hereby approved.

7.3 Harassment Policy

**Moved by Councillor Moase
Seconded by Councillor Pineau**

It is recommended by the CAO and Committee of Council

THAT Town Council review and approve the attached Harassment Policy #01-10-2021 at the next regular meeting of Town Council on October 25th, 2021.

UNANIMOUSLY CARRIED (2021-10-38)

Recommendation:

That Town Council consider and adopt the following resolution on October 25th, 2021:

WHEREAS Section 27 of the Prince Edward Island Employment Standards Act requires all employers to develop and maintain a Sexual Harassment Policy. Occupational Health and Safety legislation was passed on July 1, 2020 requiring employers to develop policies around harassment and bullying in the workplace.

AND WHEREAS the purpose of the Town of North Rustico Harassment policy is to ensure that Town employees are provided with a workplace that is free from harassment which when not addressed can lead to increased risk of accidents, increased absenteeism, increased turnover, increased stress, decreased productivity, decreased morale, poor customer service and potential legal costs.

The Committee of Council recommend to Town Council

THAT Harassment Policy #01-10-2021 that adheres to all applicable Occupational Health and Safety legislation be adopted by Town Council at the next regular meeting of Council on October 25th, 2021.

7.4 Resident Request – Halloween

**Moved by Councillor Moase
Seconded by Councillor Pineau**

THAT the Town of North Rustico would follow Public Health Guidelines from the Department of Health and protocol regarding Halloween and trick-or-treating. Door-to-door trick-or-treating may take place with precautions in place at individual discretion. Public Health Guidelines outlining Halloween protocols will be printed and posted at the Post Office, on the website, Facebook and in the most recent community newsletter.

UNANIMOUSLY CARRIED (2021-10-39)

8. Planning Board Recommendations:

8.1 Rezoning Application – PID #236786-000 B. Blaquiere

**Moved by Councillor Moase
Seconded by Councillor Pineau**

THAT the Town Council consider the recommendations from the Planning Board from the meeting held on October 7th, 2021 and consider the following resolution on October 25th, 2021.

WHEREAS an application was received from Barb Blaquiere on September 2nd, 2021 to rezone a portion of PID #236786-000.

AND WHEREAS a commercial business is operating currently in residential zone and should be operating in a commercial zone.

AND WHEREAS Planning Board after a meeting on October 7th, 2021 recommended to Town Council that a public meeting date be scheduled as per the Planning Act and the Town of North Rustico's Official Plan and Zoning Subdivision Control Bylaw to receive comments on the application.

AND WHEREAS Council set the public meeting date of November 29th, 2021 for the rezoning request for PID #236786 to be rezoned from (R1) Single Family Residential Zone to (C1) Commercial.

The Committee of Council recommend to Town Council

THAT the public meeting for the rezoning request for PID #236786 to be rezoned from (R1) Single Family Residential Zone to (C1) Commercial be held on November 29th, 2021 at 6.30 pm for public comment.

UNANIMOUSLY CARRIED (2021-10-40)

8.2 Development Permit Approval - PID #1027559 J. Massey

**Moved by Councillor Moase
Seconded by Councillor Pineau**

THAT the Town Council consider the recommendations from the Planning Board and consider the following resolution on October 25th, 2021.

WHEREAS a development application was received from J. Massey to construct 3 triplexes on August 19th, 2021 on PID#1027556. These triplexes would be located on Lot 21-2 on Autumn Lane.

AND WHEREAS the Development Officer recommended the approval of this development permit application on September 15 2021.

AND WHEREAS the application is in compliance with the provisions of the Town of North Rustico Zoning and Subdivision Control (Development) Bylaw and all applicable Provincial and Federal development and environmental regulations.

AND WHEREAS Planning Board after a meeting on October 7th, 2021 recommended to Town Council that the Development Permit for J. Massey be approved at the next regular meeting of Council scheduled for Monday, October 25th, 2021

The Committee of Council recommend to Town Council THAT the permit for J. Massey, PID #1027559 be approved for the three triplexes to be constructed on Lot 21-2 on Autumn Lane.

UNANIMOUSLY CARRIED (2021-10-41)

9. Adjournment:

It was moved by Councillor Doucette and seconded by Councillor Moase THAT the meeting be adjourned at 7.35 p.m.

UNANIMOUSLY CARRIED (2021-10-42)

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Heather McKenna, Mayor

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Joanne Smith, CAO

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Date

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Date