

**Town of North Rustico  
Committee of Council Meeting  
Monday, April 11, 2022 @ 7:00 p.m.  
106 Riverside Drive**

**MINUTES**

**Present:** Mayor Heather McKenna  
Councillor Michelle Pineau  
Councillor Patricia Doucette  
Councillor Stephanie Moase  
Councillor Allan Smith  
Councillor Andrea Greenan  
Councillor Margaret Goulding

**Regrets:**

**Staff:** Joanne Smith, Chief Administrative Officer

**Guests:**

**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 with the following additions:

- ACOA Funding
- The Mount
- Canada Day
- EMO
- Town Expenses
- Booster Pump

**UNANIMOUSLY CARRIED (2022-04-56)**

**3. Disclosure of Conflict of Interest:**

There were no conflicts of interest declared.

**4. Adoption of the Minutes of Committee of Council Meeting – March 14, 2022**

**It was moved by Councillor Doucette and seconded by Councillor Smith**

**THAT** the minutes of the March 14, 2022, Committee of Council meeting be hereby approved as read.

**UNANIMOUSLY CARRIED (2022-04-57)**

**4.1 Business Arising from the Minutes –**

**Canada Day:** Councillor Doucette gave an update on the preliminary organization of Canada Day.

CAO had reached out to event management groups to determine availability for coordination but only heard back from one company indicated that they could not take on the project.

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

**6. CAO Report:**

**ACOA Funding and Orders:** Kitchen equipment in the amount of \$170,465.34 was ordered from Ferguson Sales in Charlottetown before March 31, 2022. Byron Ferguson knows his craft and was so helpful. The Project Manager was instrumental in analyzing the specifications before the order was placed with Ferguson's. The walk in freezer and 2 rangehoods are on order and will take 3 months to arrive on site.

The first ACOA claim will be done as soon as access is provided to CAO.

**The Mount and Arena Construction:** The Project Manager, Jim Cain, is confident that arena will be completed by deadline and the Mount lease should not be impacted. The Town is working towards this goal. A public meeting on the Arena project is scheduled for April 26<sup>th</sup> at 6 pm. The Project Manager will inform the public of construction milestones.

**EMO Plan:** The fire services bylaw for the Town must be updated and adopted first prior to the adoption of the EMO Plan. The plan can be written at the same time and will take considerable time to complete and execute. The current EMO plan is outdated.

**Financial:** CAO indicated that the accounting technician will be providing updated financials for all town accounts once all accounts are reconciled.

**Booster Pump Project:** CAO will need to submit a Capital Investment Plan (CIP) for the allocation of the Gas Tax Notional Allocation. The Municipal Strategic Component (MSC) was submitted over a year ago.

**Staffing:** CAO interviewed for the receptionist position and is hoping to have it filled.

**7. Mayor's Report:**

**8. Requests for Decision:**

**8.1 Wellness Centre Terms of Reference RFD#2022-04-60**

Final draft of Wellness Centre Terms of Reference review.

CAO indicated that Section 27.1 and 24.3 of the Procedural Bylaw do not contradict each other. Section 27.1 only applies if Council has not appointed the Chair and Vice-Chair of the committee under section 24.3.

The Procedural Bylaw reads that the Chair and Vice-Chair are to be members of Council. If Council wished to have non-elected officials in the Vice-Chair position, then the recently passed Procedural Bylaw would need to be amended which requires 2 readings on 2 separate occasions.

9. **Next Meeting:** Monday- April 25, 2022

10. **Adjournment:**

**It was moved by Councillor Doucette and seconded by Councillor Goulding  
THAT the meeting be adjourned at 7.50 p.m.**

**UNANIMOUSLY CARRIED (2022-04-58)**

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**Heather McKenna, Mayor**

.....  
**Joanne Smith, CAO**

.....  
**Date**

.....  
**Date**