

TOWN OF NORTH RUSTICO
REGULAR COUNCIL MEETING AGENDA
MONDAY JAN 8, 2024, AT 6:00PM
TOWN OFFICE, 106 RIVERSIDE DRIVE

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Declarations of Conflict of Interest**
- 4. Adoption of Previous Minutes-** Special Council Meeting, November 16, 2023 1:00PM
Regular Council Meeting December 4, 2023 6:00PM
 - 4.1 Business Arising from the Minutes
- 5. Delegations & Special Speakers**
- 6. Reports**
 - 6.1 Wellness Centre GM Report
 - 6.2 Fire Chief Report
 - 6.3 CAO Report
- 7. Committee Reports**
 - 7.1 Sewer and Water Utility Board
 - 7.2 Planning Board
 - 7.3 Rec & Events Committee
 - 7.4 Wellness Centre Advisory Committee
 - 7.5 EMO Committee
 - 7.6 Finance & Infrastructure Committee
 - 7.7 North Rustico Lighthouse Committee
- 8. Requests for Decision**
 - 8.1 RFD 2024-01-001 Signing Authority for Bookkeeper
 - 8.2 RFD 2024-01-002 Approval for Application to Canada Summer Jobs
 - 8.3 RFD 2024-01-003 Fire Dept Request to Purchase Utility Trailer
- 9. New Business**
 - 9.1 Creation of a Strategic Plan
- 10. Correspondence**
- 11. Next Meeting Date – Monday Feb 5, 2024, at 6:00PM**
- 12. Adjournment**

**Town of North Rustico
Regular Council Meeting Minutes
Monday, January 8, 2024 at 6:00PM**

PRESENT:**Mayor**

Heather McKenna

Councillors

Margaret Goulding, Donna Coll

Staff

Michelle Pineau, David LeClair and Patricia Doucette

CAO Stephanie Moase, Deputy CAO/Bookkeeper Grace

Constantine

Regrets**Others**

Chief Dan Gallant, North Rustico Fire Dept

1. CALL TO ORDER

Mayor Heather McKenna called the meeting to order at 6:00pm.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Donna Coll and seconded by Councillor Patricia Doucette that the agenda be approved with the addition of 9.2 Appointments to Committees.

(5-0) MOTION CARRIED**(2024-01-001)****3. DECLARATIONS OF CONFLICT OF INTEREST**

Nil

4. ADOPTION OF PREVIOUS MINUTES

It was moved by Councillor Donna Coll and seconded by Councillor Patricia Doucette that the minutes of the Special Council Meeting on Nov 16, 2023 1:00PM be approved as presented.

(5-0) MOTION CARRIED**(2024-01-002)**

It was moved by Councillor Michelle Pineau and seconded by Councillor Donna Coll that the minutes of the Regular Council Meeting on Dec 4, 2023 6:00PM be approved as presented.

(5-0) MOTION CARRIED**(2024-01-003)****4.1 Business Arising from the Minutes**

Stephanie is completing an employee information list to get quotes for the employee medical benefits.

The expression of interest for the Wellness Centre Advisory Committee position will be posted in the Feb newsletter.

Stephanie is continuing to work with Maritime Electric for information on placing a light at the end of Recreation St.

5. DELEGATIONS & SPECIAL SPEAKERS

6. REPORTS

6.1 Wellness Centre GM Report

Council reviewed the report submitted by GM Darren Banfield. There were some questions regarding why it was taking so long to get signage up from Gemini, staff have been trying to expedite but the backlog seems to be at Gemini, our jobs are not being prioritized.

6.2 Fire Chief Report

Chief Dan Gallant presented his report.

6.3 CAO Report

CAO Stephanie Moase presented her report. She explained changes that are being done to the proposed budget format and the addition of the Capital Budget in the budget tracking.

7. COMMITTEE REPORTS

7.1 Sewer and Water Utility Board- Chair David LeClair mentioned that the sewer plant upgrades are underway. Billing review has begun and there have already been quite a few problems flagged. The Board will be reviewing asset management to ensure that all current sewer and water piping is logged.

7.2 Planning Board- Chair Donna Coll shared her report. Planning Board is continuing the review of the Official Plan. Stephanie submitted the approved permit list for December.

7.3 Recreation & Events Committee- Chair Michelle Pineau thanked everyone for their assistance in making the new Festive Fridays events so successful. The committee looks forward to learning from things that could have been done different and making next years events even better.

7.4 Wellness Centre Advisory Committee- No meeting held

7.5 EMO Committee- No meeting held.

7.6 Finance & Infrastructure Committee- Chair David LeClair stated that the budget will be reviewed at the Finance meeting scheduled for Jan 9. There has been interest in an expansion at the boutiques, awaiting a proposal to continue the discussion. There will be a call going out for rental of one boutique for the upcoming season.

8. REQUESTS FOR DECISION

8.1 RFD 2024-01-001 Access and Signing Authority for Bookkeeper/Deputy CAO

CAO Stephanie Moase read the RFD

It was moved by Councillor Donna Coll and seconded by Councillor Michelle Pineau that Council approve Deputy CAO/Bookkeeper Grace Constantine to have full access and signing authority to all bank accounts at Provincial Credit Union and RBC and to CRA accounts for the Town of North Rustico, North Rustico Fire Dept and North Rustico Sewer and Water Utility.

**(5-0) MOTION CARRIED
(2024-01-004)**

8.2 RFD 2024-01-002 Approval for Application to Canada Summer Jobs

CAO Stephanie Moase read the RFD

It was moved by Councillor Donna Coll and seconded by Councillor Margaret Goulding that Council to approve CAO to submit application to the Canada Summer Jobs for one student position.

**(5-0) MOTION CARRIED
(2024-01-005)**

8.3 RFD 2024-01-003 Fire Dept Request to Purchase Utility Trailer

Council asked questions to Chief Dan Gallant, the trailer will be used to store and transport ice and water rescue items. It will be stored in the empty bay at the Fire Hall and funding will come from the Fire Dept fundraising account.

It was moved by Councillor Michelle Pineau and seconded by Councillor Patricia Doucette that Council approve the purchase of a Utility Trailer using Fundraising funds for \$8500.

**(5-0) MOTION CARRIED
(2024-01-006)**

9. NEW BUSINESS**9.1 Creation of Strategic Plan**

Council discussed what the creation of a strategic Plan would entail, it was decided to begin with each committee providing a summary of their short and long term goals.

9.2 Appointment of Committee Members

It was moved by Councillor David LeClair and seconded by Councillor Michelle Pineau that Council appoint Selwyn Buote to the North Rustico lighthouse Committee.

**(5-0) MOTION CARRIED
(2024-01-007)**

It was moved by Councillor Michelle Pineau and seconded by Councillor Margaret Goulding that Council appoint Katherine MacLaine to the Recreation and Events Committee.

**(5-0) MOTION CARRIED
(2024-01-008)**

10. CORRESPONDENCE

Nil

11. NEXT MEETING– Regular Council Meeting Monday Feb 5th, 2024, 6:00pm**12. ADJOURNMENT**

There being no further business it was moved by Councillor Patricia Doucette and seconded by Councillor Margaret Goulding that the meeting be adjourned at 7:29pm

**(5-0) MOTION CARRIED
(2024-01-009)**

ACTION ITEMS

- Committee Chairs to send written reports by Wed Jan 31, 2024
- Staff to coordinate the sale of Town Hoodies for next year
- Fire Chief Dan Gallant will report at the March 2024 meeting
- CAO to continue to work on getting info for employee medical benefits
- Stephanie to look into funding through Young Canada Works
- Stephanie to complete letter for CRA access
- Stephanie to complete funding application for CSJ


Mayor Heather McKenna

Feb. 12, 2024
Date


CAO/Stephanie Moase

Feb 12, 2024
Date

Hi Stephanie,

Quick summary of EWC current happenings:

December 2023

Canteen:

- Class 2 Food Premises Certification Received and in place in the Canteen
- Catering – Creative Kitchen has indicated that they are unable to supply the EWC, alternatives will be investigated
- Telephone line installed and phone configuration in progress – Wilsons security to finalise this – tbc
- Food truck catering to be sourced for February (Valentines day event).

Sponsor signage

- Progress still slow, spoke with Mark Fisher today and asked for more progress and proofs sent through.
- Unapproved sponsor signage needs pushing through – I have offered to help Gemini with this, still not getting an answer here.
- 50 of 83 CAPITAL Sponsor Signs are complete and in place. Initiated a follow up process with all sponsors yet to have signage erected – some good progress here, though Xmas period proved difficult to contact all sponsors, we will continue with this process.
- Still need sign offs for 'our' signage – I'll champion this also when Gemini give me the details – I have approved only 1 sign so far but it is yet to be installed.

Entry Appearance/Drainage

- Toombs have been out for a quote to fix the flooding and drainage – still waiting on the quote to come through

Staff/Culture

- Salary (manager) Employee documentation sign offs AND Performance Reviews Complete.
- Hourly Performance Reviews to be Completed for 2 Team members (January)
- 1 full time position to be confirmed next week – EWC to have 2 x FT and 2 x PT staff for Summer coverage.
- Social Media/Events support Team member grants required for Spring period.
- 80+ Staff hours reduced over the Christmas and NY period.

General

- Room rental – long term, finding this one difficult – looking for direction from consultants as the goal posts may move on this one also.
- Laptop moved to Canteen for Gym FOB issuing – Waiting on Wilson Security to finish this one off so Reception phone can be used.
- Security Cameras for Gym purchased – waiting on Wilson Security to come and install also.
- Work in Progress (WIP) created for Facilities Services – improvement to communications and workflows already being noticed.



NORTH RUSTICO FIRE DEPARTMENT

Chief Dan Gallant

106 Riverside Drive PO Box 38 North Rustico, PE C0A 1X0

Office (902)963-2296 Fax (902)963-2921 Cell (902)213-8600

CHIEF'S REPORT

Date: January 8th, 2024

Current Members:

- **Total Members** 29
- **Officers** 6
 - Chief Dan Gallant
 - Deputy Chief Allan Williams
 - Captain MFR Ryland Yorke
 - Captain Ladder Co. John Gauthier
 - Captain Engine Co. Douglas Burr ridge
 - Lieutenant MFR Aubry MacDonald

- **Firefighters/Only** 4
- **Firefighter/MFR** 18
- **Medical First Responders/only** 2
- **Support Members** 5
 - Fred Fyfe
 - Randy Pineau
 - Curtis Gallant
 - Mike Rink
 - Dianna Lowe (new administrator)

CALLS LAST MONTH

MFR 2
MVA 1
FIRE 2
ALARM

Total Calls: 5

WHAT'S NEW AROUND THE FIRE HALL

Working on this year's fundraisers. Chase the ace is going well, and we are trying to get the casino night up again. We are trying to have it February 17th and make it a valentine themed event.

NEW EQUIPMENT

Allan is working hard with the officers and Stephanie to get our request into the province to obtain \$.50 dollars, asking the council to allow us to purchase a trailer that we will use as Ice and Cold-Water rescue equipment.

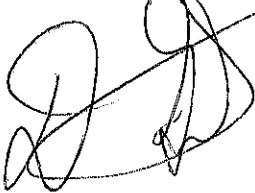
CHASE THE ACE

A reminder that the new draw for Chase the ace has begun with tickets available NOW!!

Online or at several locations in Winsloe and North Rustico lions club when they are opened. Hunter River Lions club and Cymbria Lions clubs and lastly here at the Fire hall on Saturday's

I submit this report for your approval.

Chief Dan Gallant

A handwritten signature in black ink, appearing to read 'Dan Gallant', written over a horizontal line.

**TOWN OF NORTH RUSTICO
CAO REPORT
COUNCIL MEETING JANUARY 8, 2024**

Sewer & Water

- Will be working with Lenny on Capital projects
- Reviewing information required for IRAC filing
- Will be working on a list of residents that should be billed to compare to actual billing
- Looking to get a Skills PEI worker for a short time to assist in data entry

Town

- Administrative and bookkeeping staff training
- Working with David Boyd and Chris Brown on Wellness Centre deficiencies, operational plans and ongoing issues
- Need to complete Funding Application for Canada Summer Jobs
- Working to update Town Website
- Working with MRSB to review ICIP and MCEG claims
- Working with Stantec on Official Plan and Bylaw Update
- New Budget process underway

CAPITAL PROJECTS

- Funding Application submitted through Active Transportation for Boardwalk
- Funding Application submitted through Climate Challenge Fund for Trails
- Need to complete Funding application through ACOA for Boardwalk
- Need to complete closure for Insurance Projects
- Need to complete closure for Heat Pump Initiative
- Sewer Plant Upgrades Project 16.5.6 underway with CBCL, Hansen, Toombs
- Will be working with Fire Dept to complete funding application through Community Revitalizations for equipment upgrades
- Working with DFO and committee on North Rustico Lighthouse divesture

Planning Board Meeting

December 14, 2023 9am

SUMMARY

New Business

- We reviewed more of Official Plan from Page 26 mostly dealing with the policy portion.
- Review of the Commercial application Re: Garage. Transportation came back with their recommendations. We had some concern over the build over two piece of property- PID236745 & 236778. We sent this back to Derrick for his input.
- We approved the 2024 Meeting Schedule
- Discussion on Short Term rentals with mixed ideas

Next MEETING

JANUARY 18, 2024

SUBMITTED BY:

Donna Coll

Chairperson

Recreation and Special Events Committee Report:

The Recreation and Special Events Committee was busy since its last report with planning and delivering a series of holiday events. We accomplished some goodwill and good cheer with these events and learned a lot that will enable us to improve and potentially expand upon these events going forward. Overall, we offered three Festive Fridays and did so with very little lead-time and/or resources.

In the future, we can plan further ahead and allocate a budget towards such events in future years.

The committee is grateful for the support from the Central Coastal Tourism Partnership and looks forward to continuing collaborations with this group.

Events included the Official Tree Lighting with 250-300 people in attendance, a reading of a newly-launched holiday-themed book by Marsha Metcalf Doiron, with funds of sales going toward Santa's Angels charity and a very well-received Skate with Santa, followed by an equally well-received cookie decorating session and a Music and Merriment with a local children's educator/entertainer.

All in all the events went quite well, received some excellent comments from residents and garnered some important positive media attention and event some positive spin-off attention for the local Food Bank, Fire Department, Lions Club, and town in general.

We also hosted a fun evening among Council and Staff at the Star of the Sea Seniors Club, as you all know, where fun was had by all and Stephanie kept us on our toes with lots of reindeer games! Thank you!

On the topic of thank yous, the committee thanks Donna Coll for her décor expertise and skills, Margaret and Heather for goodies for the events, David for his characterization skills and chef skills, everyone else for all that they added to each and every activity and for the goodies and good cheer that they brought to our events and to our own party. Thank you also to Stephanie and Jade for their administrative support and patience as we organized and delivered these new events. We also thank all the businesses that opened for the holiday season and hope that they did well for their efforts. As you know, part of the goal of hosting these events, is to give people opportunities to contribute to the local economy instead of simply driving through town admiring the festive lights. I hope I didn't miss thanking anyone; it is always a danger when we start to name individuals that we will miss one or more. My sincere apologies if I have.

Respectfully submitted by:

Michelle Pineau

Town of North Rustico Council
REQUEST FOR DECISION
Topic: Signing Authority for Bookkeeper

Date: Jan 4, 2024	Request No: 2024-01-01 <i>(Office Use Only)</i>
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Person: Stephanie Moase, CAO	Representing: Town of North Rustico
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<p>Background</p> <p>With the hiring of Grace Constantine as our new Bookkeeper and Deputy CAO, she will require access to banking and CRA and will be my back-up for signing authority.</p>

<p>Request:</p> <p>Council approve Deputy CAO Grace Constantine to have full access and signing authority to all bank accounts at Provincial Credit Union and RBC and to CRA accounts for the Town of North Rustico, North Rustico Fire Dept and North Rustico Sewer and Water Utility.</p>

Advantages	Disadvantages
<p>-To be prepared for situations where the CAO may not be available, it is prudent to have a second signing authority and CRA access</p>	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval to Apply for Canada Summer Jobs Funding

Date: Jan 4, 2024	Request No: 2024-01-002 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Town of North Rustico & Eliyahu Wellness Centre
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Background: The Town has in the past employed students to assist with Fun Days in the Park and administrative duties, last year the EWC employed students for its Day Camp program. This year the plan is to have the EWC and the Town share 1-2 students for admin duties and camp days (instead of full week camp).

Request: Council to approve CAO to submit application to the Canada Summer Jobs for 1 student position.

Advantages	Disadvantages
- To be able to share hours between the EWC and the Town when necessary and complete some small jobs that sometimes get put off	- Canada Summer Jobs funding only pays 50% of wages

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	If we are able to get funding through CPRA and Jobs for Youth, they are better suited as they pay 100% of the wages
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Fire Dept Request to Purchase Utility Trailer

Date: Jan 4, 2024	Request No: 2024-01-003 <i>(Office Use Only)</i>
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Person: Allan Williams, Deputy Fire Chief	Representing: North Rustico Fire Dept
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Background: The Fire Dept would like to use some of their Fundraising Funds to purchase a utility trailer to store and transport equipment for water and ice rescues. It would help to keep all equipment together in one spot and very easy to connect and go quickly

Request: Council to approve Fire Dept to purchase a Utility Trailer using Fundraising Funds for \$8500.

Advantages	Disadvantages
- Allow storage of items that that not always required	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	Items like this are typically put in the 5 year capital expenditures plan.
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Stephanie Moase <smoase@northrustico.com>

Purchase of Utility Trailer

4 messages

Allan Williams <

Tue, Jan 2, 2024 at 3:08 PM

To: "smoase@northrustico.com" <smoase@northrustico.com>

Hi Stephanie,

I spoke with you about this in the past. Could you please put on the agenda for the Town meeting in January? We are requesting to purchase an enclosed utility trailer to carry water rescue and ice rescue equipment. We have been looking around and I am seeing a few online. This is something that we did not budget for this year but we have the money in our fundraising account. The officers discussed this as a group and feel that it will be beneficial to the department.

We are currently looking for something that is single axel and without brakes (less maintenance). We are estimating the expense of this purchase to be approximately \$7,500 - \$8,500.

Please feel free to reach out should have any questions or concerns.

Regards,

Allan

Allan Williams