

TOWN OF NORTH RUSTICO
REGULAR COUNCIL MEETING AGENDA
Wednesday FEB 7, 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- Regular Council Meeting, January 8, 2023 6:00PM**
 - 4.1 Business Arising from the Minutes
- 5. Delegations & Special Speakers**
 - 5.1 RFD 2024-02-007-North Shore Community Action for Resilience (NSCAR)
- 6. Reports**
 - 6.1 Wellness Centre GM Report
 - 6.2 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- No meeting
 - 7.6 Finance & Infrastructure Committee
 - 7.7 North Rustico Lighthouse Committee
- 8. Requests for Decision**
 - 8.1 RFD 2024-02-004 Appoint Auditor
 - 8.2 RFD 2024-02-005 Approval of New Fee Schedule for Wellness Centre
 - 8.3 RFD 2024-02-006 Approval for Zamboni Actuator
 - 8.4 RFD 2024-02-008 2024 Atlantic Championship Girls U15
 - 8.5 RFD 2024-02-009 Approve date for Public Budget Meeting
 - 8.6 RFD 2024-02-010 Approval of Commercial Application 1678
- 9. New Business**
 - 9.1 Review of Bylaws 3 & 9 Animal Control
- 10. Correspondence**
- 11. Next Meeting Date – Monday Mar 4, 2024, at 6:00PM**
- 12. Adjournment**

**Town of North Rustico
Regular Council Meeting Minutes
Wednesday, February 7, 2024 at 6:00PM**

PRESENT:

**Mayor
Councillors**

Heather McKenna
Margaret Goulding, Donna Coll
Janet Shannon, David LeClair and Patricia Doucette
Stephanie Moase, Grace Constantine
Michelle Pineau

Staff

Regrets

Others

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 deletion of item 5.1 and addition of 9.2 Emergency Cost Approval for Sewer and Water project.

**(5-0) MOTION CARRIED
(2024-02-010)**

3. DECLARATIONS OF CONFLICT OF INTEREST

Mayor Heather McKenna declared a conflict with item 8.3

4. ADOPTION OF PREVIOUS MINUTES

It was moved by Councillor Donna Coll and seconded by Councillor Margaret Goulding that the minutes of the Regular Council Meeting on Jan 8, 2024 at 6:00PM be approved as presented.

**(5-0) MOTION CARRIED
(2024-02-011)**

4.1 Business Arising from the Minutes

The Canada Summer Jobs application has been submitted, awaiting the Jobs for Youth applications to open up. CPRA position was a pilot that ended this year, will look for another funding potential. Reviewed the requirements for the Young Canada Works funding and the position must be either in a heritage organization or one that speaks both official languages. The Town does not qualify.

5. DELEGATIONS & SPECIAL SPEAKERS

5.1 Removed

6. REPORTS

6.1 Wellness Centre GM Report

Council reviewed the report submitted by GM Darren Banfield. There was again some discussion regarding sponsorship signage, it is still going up but slowly.

6.2 CAO Report

CAO Stephanie Moase presented her report. The Governance audit has begun and she will be busy locating and providing documentation for it.

7. COMMITTEE REPORTS

7.1 Sewer and Water Utility Board- Chair David LeClair presented the report. It was noted that all items have been provided for proper reporting to be completed.

7.2 Planning Board- Chair Donna Coll shared her report. There was a short discussion on seacans, it was noted that anything not expressly allowed under the development bylaw is not allowed. Planning Board will be gathering more information on seacans and the consultant Stantec for the OP & Bylaw update may be able to provide additional info.

7.3 Recreation & Events Committee- No update

7.4 Wellness Centre Advisory Committee- Chair Margaret Goulding presented her report.

7.5 EMO Committee- No meeting held.

7.6 Finance & Infrastructure Committee- Chair David LeClair presented his report. There was a discussion regarding the feasibility of the committee to provide good information for creating the budgets, as they are very confusing currently with the many changes in accounts from year to year. CAO commented that she is mainly looking for members to review and ask questions to help get a better idea of what changes are needed and perhaps fresh ideas on revenue generation.

7.7 North Rustico Lighthouse Committee- No update

8. REQUESTS FOR DECISION

8.1 RFD 2024-02-004 Appoint Auditor

Council reviewed the RFD, it should be placed on the action items for July for Council to review a tender process for an auditor for the 2024/2025 F/Y

It was moved by Councillor David LeClair and seconded by Councillor Margaret Goulding that Council appoint MRSB as the auditor for the 2023/2024 fiscal year audit.

**(5-0) MOTION CARRIED
(2024-02-012)**

8.2 RFD 2024-02-005 Approval of New Fee Schedule for Wellness Centre

Council reviewed the RFD. The Wellness Centre Advisory Committee had provided a recommendation for prices as well as EWC staff. Council reviewed items where the two recommendations differed. With rising costs and an operational deficit at the Centre it was required to raise the costs of user fees.

It was moved by Councillor Margaret Goulding and seconded by Councillor Patricia Doucette that Council to approve the new Fee Schedule for the Eliyahu Wellness Centre.

**(5-0) MOTION CARRIED
(2024-02-013)**

Mayor Heather McKenna left the room at 6:49, Deputy Mayor David LeClair took over chair.

8.3 RFD 2024-02-006 Approval for Zamboni Actuator

Council reviewed the RFD as well as the incident report and corrective action report. Staff have taken steps to reduce the risk of this incident re-occurring. Due to the actuator pole not retracting when leaving the Zamboni room and entering the ice surface the pole was caught up and bent causing the actuator pole not to be able to retract and the motor being damaged.

It was moved by Councillor Margaret Goulding and seconded by Councillor Donna Coll that Council approve the purchase of the new actuator pole and motor.

**(5-0) MOTION CARRIED
(2024-02-014)**

Mayor Heather McKenna returned to the meeting at 6:56pm

8.4 RFD 2024-02-008 2024 Atlantic Championship Girls U15

Council reviewed the RFD. Although the event will be hosted at our facility it will be hosted by a Charlottetown team and not our home team. Charlottetown is providing a sponsorship for the event so it will bear their name as well as North Rustico.

It was moved by Councillor David LeClair and seconded by Councillor Margaret Goulding that Council approve the ice rental for this event to be 155 +HST in lieu of the Town providing a sponsorship.

**(5-0) MOTION CARRIED
(2024-02-015)**

8.5 RFD 2024-02-009 Approve date for Public Budget Meeting

Prior to approving the 2024-2025 budget the Council will hold a Public Budget Meeting.

It was moved by Councillor Margaret Goulding and seconded by Councillor Patricia Doucette that Council approve the date of the Public Budget Meeting as March 13 2024 at 7pm with a storm date of March 14 2024 at the Lions Club.

**(5-0) MOTION CARRIED
(2024-02-016)**

8.6 RFD 2024-02-010 Approval of Commercial Application 1678

Council reviewed recommendations from the Development Officer and Planning Board.

It was moved by Councillor Donna Coll and seconded by Councillor Margaret Goulding that Council approve the commercial development application 1678 for the demolition and rebuilding of the service station with the conditions listed 6 a,b,d and e.

**(5-0) MOTION CARRIED
(2024-02-017)**

9. NEW BUSINESS**9.1 Review of Bylaws 3 & 9**

Council discussed Bylaw 3, Animal Control, it has multiple areas to be updated. AT this time staff will not enforce the dog tags until the bylaw has been revamped. Stephanie will contact the Humane Society regarding the animal control agreement.

Council reviewed Bylaw 9, the agreement was this bylaw may be discriminatory and is currently not enforceable.

It was moved by Councillor Margaret Goulding and seconded by Councillor Janet Shannon that Council repeal Bylaw # 9, Attack Dogs Banned from Village.

**(5-0) MOTION CARRIED
(2024-02-018)**

9.2 Emergency Cost Approval for Sewer & Water Project

It was brought to the attention of Sewer and Water staff today that the upgrades project has hit a snag. The forcemain was installed much deeper than stated on the drawings. To continue the work there will be an extra cost of around \$15,000 - \$20,000 for the equipment and hours.

It was moved by Councillor David LeClair and seconded by Councillor Donna Coll that Council approve the extra cost to of approx.\$20,000 to continue the work on the Wastewater upgrades project after encountering a depth issue on the forcemain.

**(5-0) MOTION CARRIED
(2024-02-019)**

10. CORRESPONDENCE

The FPEIM semi annual meeting will be held in April. CAO discussed with Council the importance of completing the Code of conduct training. Councilors that have not completed can contact Municipal Affairs for their log in information and if they have any issues with the site.

11. NEXT MEETING– Regular Council Meeting Monday Mar 4th, 2024, 6:00pm

12. ADJOURNMENT

There being no further business it was moved by Councillor Patricia Doucette and seconded by Councillor Janet Shannon that the meeting be adjourned at 7:44pm

**(5-0) MOTION CARRIED
(2024-02-020)**

ACTION ITEMS

- Committee Chairs to send written reports by Wed Feb 28, 2024
- Staff to coordinate the sale of Town Hoodies for next year
- CAO to contact Humane Society regarding Animal Control Contract
- Fire Chief Dan Gallant will report at the March 2024 meeting
- CAO to continue to work on getting quote for employee medical benefits
- Council to review tender for audit services in July
- Staff and committees to continue work on Budgets

Mayor Heather McKenna

Date

CAO Stephanie Moase

Date

Quick summary of EWC current happenings:

January 2023

Canteen:

- Catering – Creative Kitchen has indicated that they are unable to supply the EWC, 'Jacks Snacks' Premade Sandwiches being sought as an alternative.
- Bacon and Turkey sausage egg muffins now being sold in Canteen.
- Telephone line installed and phone configuration complete.
- Laptop for gym card configuration in place
- Food truck catering to be sourced for February (Valentines Day event)?

Sponsor signage

- Overall progress still slow, emails sent to Mark Fisher on Capital sponsors left to complete for Rink boards, will send all others but focussing on boards for now.
- 51 of 86 CAPITAL Sponsor Signs are complete and in place – need to investigate some problems/issues here.
- Unapproved sponsor signage needs pushing through – I have offered to help Gemini with this, still not getting an answer here.
- Ringette and MH donation boards in place, waiting on Carlene for the puck/rings. Gemini to look at the Ringette sign.
- Spreadsheet for Capital AND Operational Sponsors in place and working well.
- Rink Board map complete – some signs have been placed in the wrong locations – emailed as per above.
- Old sponsor boards from North Star have been moved to Excellence room – suggest we get new sign for acknowledgement and discard old heavy signs.
- 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.
- MacLean Electrical wiring second scoreboard on Tuesday (Feb 6th)

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

- Hourly Performance Reviews to be Completed for 2 Team members (January) in February
- EWC now have 2 x FT and 2 x PT staff for summer coverage.
- Social Media/Events support Team member grants required for Spring period – some funding confirmed.

General

- Room rental – long term, 3 interested parties, spreadsheet being developed for consideration purposes.
- Security Cameras for Gym and upstairs lobby installed – 1 spare camera to go into main lobby downstairs, having issues with wiring.
- Work in Progress (WIP) created for Facilities Services – improvement to communications and workflows already being noticed.
- Operation Manager (WIP) for his initiatives and training (SGA) of sorts.
- EMC have been working on the heating issues – colder days this month have exposed major flaws in the system and the mount have voiced their concerns.
- New Bus pick-up/drop off for the mount along curb passed pedestrian crossing requested – some teething issues.
- Price review for 2024/2025 season in the works – looking for completion ASAP
- Zamboni actuator repaired and CAPA ready for submission to Council.
- First Aid room flushed and being used more dynamically for cleaning room supplies also – diverted from stairwell.
- Live Barn in place – yet to see a deposit from them – to be followed up.
- Shared space in Upstairs storage room for User groups in place – need to assess who is to use it (limited space)
- New safe in place and locksmith installed/fixed some locks around the centre

**TOWN OF NORTH RUSTICO
CAO REPORT
COUNCIL MEETING FEBRUARY 5, 2024**

Sewer & Water

- Will be working with Lenny on Capital projects
- Reviewing information required for IRAC filing
- Most users billed for first quarter, working through metered/problem accounts

Town

- Working with David Boyd and Chris Brown on Wellness Centre deficiencies, operational plans and ongoing issues
- Working with MNP on governance audit
- Funding Application completed 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
- Reviewing number of students required for summer projects

CAPITAL PROJECTS

- Funding Application submitted through ACOA for Boardwalk
- Need to complete closure for Insurance Projects
- Completed closure for Heat Pump Initiative
- Sewer Plant Upgrades Project 16.5.6 underway with CBCL, Hansen, Toombs
- Working with Fire Dept to complete funding application through Community Revitalizations for equipment upgrades
- Working with DFO and committee on North Rustico Lighthouse divesture
- Meeting with Sustainable Forest Alliance for possible assistance and funding through FEP for GreenSpace/Trails

Water and Sewer Board Report to Council Feb 5 2024

Sewer and Water meeting Jan 11 2024:

Status update re meters for large water users and charges for same.

Upgrades to sewage system--report from Lenny as to progress, all of the parts are in and awaiting installation.

Reviewing Budget for new year

Discussed reporting requirements for Water Extraction and Effluent Flow, these were not being reported to government in 2022 and 2023. Lenny to provide info to Stephanie for proper reporting

Chair David LeClair

Planning Board Meeting

January 18,2024 9am

SUMMARY

New Business

- Review of the Commercial application Re: Garage. It appears that the first application had the wrong size building. The plans were redrawn so that they now have the right amount of parking spaces. Sent the application on to council for approval providing that the parking lot has proper drainage for rainwater and what their plan for incorporating the 2 properties PID236745 & 236778.
- Discussion on the use of Seacans in the Town. The planning board agreed to defer any requests for their use in the village until we do more research on long term use.
- Review Official Plan to page 32. Commercial Development.
- Homework- To go over definitions in the Zoning and Subdivision Control Bylaw

Next MEETING

February 22,2024

SUBMITTED BY:

Donna Coll

Chairperson

Wellness Centre Advisory Committee Report to Council Feb 5 2024

We met on Jan 17th to go over ice rental fees.

Our meeting on Jan 24. We went over ice rental fees.

Fundraising was brought up by Twyla Doucette High Five she is getting the info.

The board signs are coming along.

Ice rental fees are to be brought to council

Councillor Margaret Goulding- Chair

Finance & Infrastructure Report to Council Feb 5 2024

Update boardwalk financing and donations.

trails, update re grants and progress- respond to an inquiry from a concerned citizen.

Wellness ctr. update revenues (ice, canteen gym etc.) plus inquiry re rental of space for Spin classes.

CAO requested input from Finance committee re budgets-- under the TOR it is required that the committee put forth input in order for the CAO to issue budgets in a timely manner.

Town of North Rustico Council
REQUEST FOR DECISION
Topic: Appointment of Auditor

Date: Jan 30, 2024	Request No: 2024-02-004 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Finance and Infrastructure Committee
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Background: Council is required to appoint an auditor to prepare to 2023-2024 F/Y Audit
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Request: Council to appoint MRSB as the auditor for the 2023-2024 F/Y
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Advantages	Disadvantages
-MRSB is aware of the financials as far as the Wellness Centre is concerned	

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	Council may want to review costs and put out a tender for future audits to ensure they continue to get good service for dollars
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval of Fee Schedule for Wellness Centre

Date: Jan 30, 2024	Request No: 2024-02-005 <i>(Office Use Only)</i>
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Person: Maragaret Goulding	Representing: Wellness Centre Advisory Committee
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Background: The Wellness Centre Advisory Committee reviewed the fees and made a recommendation to Council to update the fees according to their new schedule. EWC staff also reviewed and did have a differing opinion on some fees as noted.

Request: Council to approve new fee schedule for Wellness Centre

Advantages	Disadvantages
- Required to have approved fee schedule	

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 of Zamboni Actuator

Date: Jan 30, 2024	Request No: 2024-02-006 <i>(Office Use Only)</i>
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Person: Stephanie Moase	Representing: Eliyahu Wellness Centre
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Background: Damage to the zamboni actuator required ordering a new part that was over the monetary threshold for the CAO. Due to the potential length of time to obtain the part, CAO provided the go ahead to order the part on an emergency basis and informed Council right away. Incident report and corrective action plans have been put in place to avoid a re-occurrence

Request: Council to approve the cost of the new part at \$7747.70

Advantages	Disadvantages
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Required Resources:	
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Staff Comments	
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CAO's Review / Comments	The Procurement policy allows CAO to approve expenditures over \$5000 on an emergency basis if Council is informed as soon as possible.
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: 2024 Atlantic Championships Girls U15

Date: Jan 30, 2024	Request No: 2024-02-008 <i>(Office Use Only)</i>
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Person: Darren MacDougall	Representing: Host Team
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Background: The 2024 Atlantic Championship U15 Girls will be held at the Eliyahu Wellness Centre April 18-21. Events like this hosted at the EWC bring economic benefits to the Town. As the host team is from Charlottetown and the city is sponsoring the event, it will be named Charlottetown-North Rustico event. The cost associated with hosting the event requires lots of sponsors.

Request: Council to consider a low ice rental cost for the event in lieu of a sponsorship

Advantages	Disadvantages
- Economic benefits for the town	- sets a precedent

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	Ice time was booked in Dec
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Town of North Rustico Council
REQUEST FOR DECISION
Topic: Approve Date for Public Budget Meeting

Date: Feb 1, 2024	Request No: 2024-02-009 <i>(Office Use Only)</i>
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Person: David LeClair	Representing: Finance & Infrastructure Committee
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Background: The Finance and Infrastructure Committee are working on Operational and Capital Budgets for Fire, Sewer and Water, Town and Wellness Centre for the 2024-2025 f/y. It is required to hold a Public meeting to review the draft budget a minimum of 2 weeks prior to Council approving the budget which must be done by March 31.

Request: Council to approve a date for the Public Meeting

Advantages	Disadvantages
-	-

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	With the Easter holidays, Council will be required to approve the budget by Thursday Mar 28.
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**Town of North Rustico Council
REQUEST FOR DECISION**

Topic: Approval of Commercial Application 1678

Date: Feb 1, 2024	Request No: 2024-02-010 <i>(Office Use Only)</i>
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Person: Donna Coll	Representing: Planning Board
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Background: The application was received and reviewed by development officer and recommended by the development officer and Planning Board to be approved with the attached conditions.
“It was moved by Michelle Pineau and seconded by Stephanie Arnold to recommend to Council to approve the commercial development application 1678 subject to the conditions addressed by the development officer except with the removal of the clause for construction times.”

Request: Council to approve commercial development application 1678 for the Irving to be demolished and rebuilt as a gas station and convenience store

Advantages	Disadvantages
-	-

Required Resources:	
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Staff Comments	
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CAO's Review / Comments	
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Town of North Rustico

New Commercial Building

MEMO

File: 1678

January 17, 2024

Applicant:

Roberts Group of Companies
Attn: Tessa Hills, BBA, JD
149 Industrial Cr.
Summerside, PE
C1N 5P8
902-368-4523
tessa@robertsgroupinc.com

Proposed development:

Proposed replacement of the existing Irving Service Station, Commercial building (approximately 52' long by 52' wide) at 7239 Route #6, pid no.s 236745 & 236778.

1. An application to demolish the existing Irving Service Station and replace with a new Commercial building (approximately 52' long by 52' wide). One storey building complete with convenience retail and fuel sales.
2. Drawings provided show the proposed building to have similar streetscape as the neighbouring CO-OP building.
3. Setbacks shown on the provided site plan meet the minimum requirements of the Development Bylaw provided pid no. 236745 and 236778 are consolidated into one lot.
4. PEI Department of Transportation and Infrastructure Renewal has reviewed and approved the latest Site Plan dated October 25, 2023.
5. As per section 1.4 Council may appoint a Development Officer whose duties shall be as provided by this Bylaw. The Development Officer shall have the authority to administer this Bylaw. Notwithstanding the foregoing, the Development Officer shall have the authority to approve or deny Development Permits in accordance with this Bylaw in all areas except for:

- (1) Permanent Commercial
- (2) Institutional
- (3) Industrial
- (4) Multiple Family Dwellings.

Where the Development Officer is unable to determine whether the proposed Development conforms with this Bylaw, the Development Officer shall forward the application to Council for a decision.

Council needs to review and instruct me if to approve or deny the application.

6. I recommend approval subject to:

- a) a legal survey plan be prepared to consolidate pid no. 236745 and pid no. 236778;
- b) all Provincial regulations for the transporting and disposal of building materials are met;
- c) site work shall be completed during the hours of 7am through 7pm, Monday through Saturday. No construction to take place on Sunday. I am open to suggestions on these proposed hours;
- d) the lot shall be graded in accordance with acceptable standards and no water runoff (no additional or changed characteristics) is permitted onto other lands unless legal permission has been obtained; and
- e) the applicant shall also obtain a building permit from the PEI Department of Agriculture and Land Inspection Services, 31 Gordon Drive, Charlottetown, 902-368-4677.

Regards
Derek French, Development Officer
Town of North Rustico
902-394-2945