

Minutes
Resort Municipality Monthly Council Meeting
Monday, October 16, 2017
5:00 p.m.

The Monthly Council Meeting of the Resort Municipality was held on October 16, 2017 at the Resort Municipality Office.

PRESENT: Acting Chair - Kay Hryckiwi: Councillors - Edmond Richard, George Clark Dunning and Gwen Wyand. CAO – Brenda MacDonald.

ABSENT: Matthew Jelley, Linda Lowther and David Gauthier.

VISITORS: Nil.

1. CALL TO ORDER:

Acting Chair Hryckiwi called the meeting to order at 5:02 p.m..

2. APPROVAL OF AGENDA:

It was moved by Councillor Richard, seconded by Councillor Wyand that the agenda be adopted as presented. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

3. DECLARATION OF CONFLICT OF INTEREST:

No conflicts of interest were declared.

4. APPROVAL OF MONTHLY COUNCIL MEETING MINUTES SEPTEMBER 18, 2017:

It was moved by Councillor Clark Dunning, seconded by Councillor Wyand that the Monthly Council Meeting Minutes of September 18, 2017 be adopted as presented. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

APPROVAL OF PUBLIC MEETING MINUTES SEPTEMBER 27, 2017:

It was moved by Councillor Clark Dunning, seconded by Councillor Richard that the Public Meeting Minutes of September 27, 2017 be adopted as presented. All in favor 3, 1 non-voting, 3 non-voting. Motion Carried.

5. CORRESPONDENCE:

Correspondence items for September for which actions are required are listed on the agenda.

6. COMMITTEE REPORTS:

Building Permit Applications:

Subdivision Permit Applications:

Kelly Doyle – PID # 684787 (507 Gulf Shore Parkway West) – a revised survey plan was received to subdivide 1.01 acres off of the main property. It was moved by Councillor Richard, seconded by Councillor Wyand that approval in principle be granted subject to: 1) the final survey plan shall show that Parcel R gives a 66' wide right-of-way for PID # 684787 and Lot 17-1 and 2) payment of subdivision fee. All in favor 3, 1 non-voting, 3 absent.

Building Permit Applications:

Lee Brammer – PID # 768077 – (Bayview Drive) – an application was received to construct a summer cottage of 40' X 41' with an attached garage of 26' X 24' and decks. It was moved by Councillor Richard, seconded by Councillor Wyand that approval be granted subject to: 1) that the cottage be connected to the municipal sewer and 2) that the cottage be connected to the private water system. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Scott and Sandi Lowther – PID # 232348 (7420 Route 13) – an application was received to construct a one storey garage of 36' X 24' on the property for storage. It was moved by Councillor Richard, seconded by Councillor Clark Dunning that approval in principle be granted subject to: 1) meets the requirements of the provincial fire marshal's office and 2) that a comprehensive site plan be provided of the property showing the correct location of the boundaries and setbacks to all boundaries and structures as this parcel of land has not been amalgamated and needs to be completed in order for final approval of the permit. All in favor 3, 1 non-voting, 3 absent Motion Carried.

Parkview Farms Inc. – PID # 232637 (8214 Cavendish Road) – an application was received to replace and enlarge the existing front entry on the house for storage and laundry supplies. It was moved by Councillor Richard, seconded by Councillor Wyand that approval in principle be granted subject to: 1) meets the requirements of the provincial fire marshal's office. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Bill and Michelle DeBlois – PID # 684787 (Lot 17-1) (507 Gulf Shore Parkway West) – an application was received to construct a two storey residence with an attached garage with a total size of 97' X 37'6" with decks. It was moved by Councillor Richard, seconded by Councillor Clark Dunning that approval be granted subject to: 1) a letter of comfort be provided from Parks Canada on the new lot, 2) that an on-site septic approval be provided from a licensed contractor and 3) that the property be subdivided from PID # 684787. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

West Highland Contractors – PID # 694976 (9115 Cavendish Road) – an application was received to construct a roof over the existing deck and to resurface the roof with prefinished steel. It was moved by Councillor Richard, seconded by Councillor Wyand that approval be granted subject to: 1) meets the requirements of the Provincial Fire Marshal's office and 2) meets the requirements of the Department of Health and Wellness. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Temporary / Transient Use Permits:

Cavendish Beach Music Festival Inc. – PID # 1037423 (8779 Cavendish Road) – an application was received to have the Cavendish Beach Music Festival from July 5 – 8, 2018 from 12:00 noon – 11:15 p.m.. They are also requesting a fully licensed venue for 19 and over with a Dry Section to be on the site as well. It was moved by Councillor Richard, seconded by Councillor Wyand that a public meeting be held this fall to get input from the public on the extension of hours and the fully licensed venue prior to a decision being made by the planning board and the Council. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Cavendish Beach Music Festival Inc. – PID # 566869 (227 Forest Hills Lane) – an application was received to have an access road for the RCMP from July 4 – 9, 2018 for the Cavendish Beach Music Festival. It was moved by Councillor Richard, seconded by Councillor Wyand that approval in principle be granted subject to: 1) that a development agreement be entered into, 2) that a performance bond of \$5,000.00 be posted, 3) that the access from Forest Hills Lane is for RCMP use only, 4) that a letter be received from KOA Campground providing permission for use of the private road for CBMF, 5) that final approval of the CBMF event be approved and 6) payment of permit fee. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Sea Cross Inc. – PID # 232033 (8779 Cavendish Road) – an application was received to have parking on the property from July 5 – 8, 2018 for the Cavendish Beach Music Festival from 8:00 a.m. – 12:00 p.m.. It was moved by Councillor Richard, seconded by Councillor Clark Dunning that approval in principle be granted subject to: 1) that a development agreement be entered into, 2) that a performance bond of \$5,000.00 be posted, 3) that final approval of the CBMF event be approved, 4) that security be provided, 5) that lighting be provided, 6) that fencing be provided, 7) that a porta pottie be provided, 8) payment of permit fee. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Raspberry Point Oyster Co. Inc. - PID # 232041 (Cavendish Road) - an application was received to have parking on the property from July 5 – 8, 2018 for the Cavendish Beach Music Festival from 8:00 a.m. – 12:00 p.m.. It was moved by Councillor Richard, seconded by Councillor Wyand that approval in principle be granted subject to: 1) that a development agreement be entered into, 2) that a performance bond of \$5,000.00 be posted, 3) that final approval of the CBMF event be approved, 4) that security be provided, 5) that lighting be provided, 6) that fencing be provided, 7) that a porta pottie be provided, 8) payment of permit fee. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Change of siding:

Chez Yvonne's submitted paperwork regarding changing the siding on the sides and back of the building. It was moved by Councillor Richard, seconded by Councillor Clark Dunning that approval of the board and batten siding and scalloped trim be approved for the sides and back of the existing building. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Rezoning:

West Highland Contractors: PID # 694984 - Official Plan Amendment. It was moved by Councillor Richard, seconded by Councillor Wyand that approval be granted for an official plan amendment for the property after considering the final criteria.

- being in conformity with applicable legislation;
- community objectives;
- changes in technical content; and
- water and sewer and other infrastructure plans;

All in favor 3, 1 non-voting 3 absent. Motion Carried.

Rezoning Amendment:

It was moved by Councillor Richard, seconded by Councillor Wyand that PID # 694984 be approved to change an 8 acre portion of the property from RR (Rural) to RD2 (Resort Accommodations subject to: 1) that the subdivision plan be provided and approved for the development. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Follow up Permits:

Marco Polo Land – PID # 232298 (7406 Route 13) – an application was received to construct 22 new 3 way 30 amp sites. It was moved by Councillor Richard, seconded by Councillor Clark Dunning that approval be granted subject to: 1) meets the requirements of the Provincial Fire Marshal's office, 2) meets the requirements of the Department of Health, 3) meets the requirements of the Department of Environment and 4) that the plan be completed as per the stamped survey plans by Stantec. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

Dale Gallant – PID #232249 (Clarence Lane / Route 13) – 12 unit cottage development. Awaiting information from the engineers.

Don & Rita Carmichael and Angelo and Janice Leonarduzzi – an application was received to subdivide 2.5 acres into two lots. Awaiting final survey plan.

Cavendish Tourism Complex Development Inc. – More details required from the developer based on comments received from the Department of Transportation, Infrastructure and Energy.

Parks Canada: Follow up to questions from previous meeting:

Q. During November, how will the fees be applied to reservations this year, ie will it be the same fee? Will the same amount of notice be required for a booking even if there may be staff working on site? Will people who arrive on site without knowing ahead of time be allowed to join a tour that may be in progress?

A. Fees in November have not changed. It will be \$73.60/group, as a special appointment fee. Prior notice is still recommended as we bring in students on the weekends based on whether there are any bookings and booking times. Each appointment is an "exclusive visit", so unless visitors organize this amongst themselves prior, each group is separate.

If there are people on site who want a tour, but haven't pre-booked and we are available, we will open the House. In the past couple of years they haven't turned away any groups without appointments, except for those who may be visiting during someone else's tour, or on weekends when students are not on site.

Q. Will there be construction going on at the site this winter and will there still be a spot in the parking lot cleared for people to park and walk in to the site to see it?

A. Construction will be going on this winter but, as in previous years, there will be a small parking area and cleared access to the site/house.

New updates:

Green Gables Operations: Green Gables is open daily, 9am -5pm, until October 31. From November 1 -30, the site will be open by special appointment. To book an appointment to visit the house, please call ahead of time at 902-963-7874 or email greengables.info@pc.gc.ca. The special appointment fee of \$73.60 applies for these openings.

The site will be closed from December 1, 2017 to April 14, 2018. Please note that the site grounds will remain accessible to visitors during that time.

Infrastructure Projects:

Entrances and Kiosks - We are nearing the end of the design stage for phase 1 of the project. It involves the 4 small gates in Dalvay, Bayshore, North Rustico and Cawnpore Lane. We have nearly finalised a Kiosk design and are currently working on the civil drawings. These locations should go to tender before the end of October. The new kiosks will have a permit holder lane and a gate will be incorporated into the design. However this gate will be kept open until such time as an automated system can be installed to allow people to use a pass with a bar code to open it. We are still investigating options for alternative methods.

Homestead Trail Rehab - We are currently working on the back loop of the Homestead Trail. Crews have spent the last week preconditioning the trail by removing sod and levelling the current gravel. This week they will start spreading new gravel. Hopefully the back loop will be completed by the end of the month. We will be tendering out the removal, sandblasting, painting and reinstallation of the large trestle bridge (to be completed in December). The two smaller wooden bridges will be replaced with new ones. Further study is need to review options on replacement of the largest wooden bridge. This bridge is in an area that could be affected by coastal erosion in the near future.

Signage – Andre is still awaiting review from Transportation on Cavendish sign plan. He will be following up this week on all accounts.

Trail signage - Work is starting on addressing trail head and wayfinding signage along trails in Cavendish-North Rustico including Homestead, Cavendish Dunelands, Cavendish Grove, and Gulf Shore Way. Also work is to commence on addressing interpretive opportunities along the Homestead and Cavendish Dunelands trails.

Cavendish Beach facility--This fall and winter we will be doing renovations to the buildings as follows:

- new steel roof on the complex buildings
- new solar hot water panels added to the roof and propane boiler

- new cedar shingles, doors and windows
- adding an accessible shower to the handicapped washroom
- installing new deck boards around the complex area

Oceanview project:

Stakeholder consultations on this project are planned for the evening of October 18. Invitations to be sent out on October 11 or 12.

Green Gables Redevelopment Project:

A stakeholder meeting on the proposed interpretive concept for the site was held on Thursday October 5 at the Cavendish VIC. Twelve people attended—some were from the community and others from organizations including L.M. Montgomery Institute, Culture PEI and TIAPEI and a Japanese tour group. The presentation by the design consultants was very well received overall. A few people had comments and suggestions and we will be reviewing the feedback in more detail in the near future. Chantelle hopes to meet with Arnold as soon as possible as he wasn't able to attend but had expressed an interest in reviewing the concept. If there are others on the planning board or council who would like to be briefed on it, please let us know and we will set up a time.

Signage Bylaw Review:

The legal counsel has not had a chance to start the review.

6.A.1. Architect's Act:

The lawyer's comments were provided to the Council on their recommendation to the Architect's Act and the review process of permit applications for commercial properties.

6.A.2. Sunny Gallant – Composting Toilets:

Comments were received from Morley Foy at the Department of Environment on composting toilets from the Department of Environment's standards.

6.A.3. Unsightly Properties:

Letters were sent out to three property owners regarding unsightly properties. One cut some of the grass on the property, one cut the complete property and the third advised that they had no maintenance staff on to cut the grass and advised that they would ensure that it was completed in the spring, if Council granted an exemption to them.

It was decided by Council that the property owner would be contacted that had not made any efforts in completing the grass cutting to see if they had tried to hire anyone to deal with the property this fall.

6.B. MONTHLY FINANCIAL REPORT:

Monthly Finances were tabled due to issues with updates on the program.

6.C. TRAILS AND PATHS REPORT:

6.C.1. Boardwalk Repairs:

The new cement trail was completed in front of the cemetery and there has been a lot of positive comments on the new walkway.

The walkway in front of the Visitor Centre is expected to be completed over the next couple of weeks.

6.C.2. Lights:

It was decided by Council that more information would be looked at on the solar lighting for the Grahams Lane Trail prior to a final decision being made on installing new lighting.

6.C.3. Map Stops and Signage:

It was moved by Councillor Wyand, seconded by Councillor Clark Dunning that \$3,160.00 plus taxes be allocated towards the new map stop signs. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

6.C.4. Banner Brackets:

Banner Brackets were ordered and should be in within the next couple of weeks.

6.C.5. Swimming Rock Infilling:

Dale Thompson is sending paperwork that needs to be completed before any decision will be made by the Department of Environment on allowing infilling at the Swimming Rock.

6.D. FIRE COMMITTEE REPORT:

Councillor Clark Dunning advised that the departments are doing a great job. Some additional discussion took place on properties with overgrown trees and access to properties by the fire departments. It was decided to send out another update to property owners on this.

6.E. TCBI:

- The Annual Meeting will be held on November 8, 2017 at 6:00 p.m. in the visitor center.
- A shared staff person was discussed. The board will look at the position to see if it is something that they can fund.
- Transit System went well for its first year in operation.

6.F. CCTP:

Annual Meeting will be held in Victoria on November 15, 2017 at 9:00 a.m..

7. CAVENDISH SEWER UTILITY REPORT:

7.A. Monthly Updates and engineering:

A list of items were provided by Toombs Plumbing and Heating Ltd. on work that needs to be completed for the sewer utility as well as costs on rails for one of the lift stations in Seawood Estates.

7.B. Driftwood Landing:

The sewer utility continues to work with Driftwood Landing on the possibility of taking over the sewer within the private subdivision, provided that all conditions of the utility are met and that the system meets all environmental requirements for a public utility. The engineer is reviewing the video on the system as well as providing a price on rails for the lift station.

8. BUSINESS ARISING FROM MINUTES:

8.A. Internet Servicing:

Work is continuing in Seawood Estates with the internet project and is expected to be completed in November.

8.B. Human Resource Committee Information: A meeting was held with the new committee on October 12, 2017. The new document is a work in progress by the committee.

8.C. Route 13 Crosswalk:

No updates were provided as Chair Jelley was absent from the meeting.

8.D. MADD Canada:

The National Office is looking to see where is the best location for their monument on the Island. The committee will advise once a final location has been chosen.

9. NEW BUSINESS:

9.A. FPEIM: The Semi-Annual Meeting will be held in Montague on November 4, 2017. If anyone is interested in attending, please confirm your attendance with the CAO.

- Stan Campbell the Past President passed away on Friday.
- Architect's Act is being looked at and what happens in other provinces and territories.
- Need some public consultations on marijuana and the impacts on municipalities.
- Stantec is working on the municipal toolkit and will be gathering information from municipalities and how the public accesses information over the next couple of weeks.

9.B. Invitation to Participate in Municipal Collaboration:

Councillor Richard will be attending a session in Summerside on November 3, 2017.

9.C. PEI Crime Stoppers:

The municipality will continue to contribute a yearly allocation to Crime Stoppers.

9.D. Administrator's Evaluation:

It was moved by Councillor Wyand, seconded by Councillor Clark Dunning that the evaluation committee would consist of Councillor Richard, Councillor Gauthier, Councillor Clark Dunning and Chair Jelley. All in favor 3, 1 non-voting, 3 absent. Motion Carried.

10.A. CONCERNS:

10.A.1. Councillors Concerns:


Councillor Richard advised that there have been some examples of verbal abuse lately to the staff and that the Council needs to have a policy in place for the staff and a letter should be signed by the Chair and clearly posted in the office for the public that abuse will not be tolerated.

It was decided by the Council that a note be added to the weekly updates as well that the Resort Municipality is a safe work environment for Council and Staff and abusive behavior will not be tolerated.

10.B. Residents:

There being no resident's concerns Acting Chair Hryckiwi moved on to the adjournment.

11. ADJOURNMENT: Acting Chair Hryckiwi adjourned the meeting at 7:30 p.m.



Chair, Matthew Jelley