

Minutes
Resort Municipality Monthly Council Meeting
Monday, November 19, 2018
5:00 p.m.

The Monthly Council Meeting of the Resort Municipality was held on November 19, 2018 at the municipal office.

PRESENT: Mayor – Matthew Jelley. Deputy Mayor Linda Lowther. Councillors: George Clark Dunning, Lee Brammer, Kenny Singleton and Chris Robinson. CAO – Brenda MacDonald.

ABSENT: Bill Drost.

VISITORS: Nil.

1. CALL TO ORDER:

Mayor Jelley called the meeting to order at 5:00 p.m..

2. APPROVAL OF AGENDA:

It was moved by Councillor Robinson, seconded by Councillor Brammer that the agenda be adopted as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

3. APPROVAL OF COUNCIL MEETING MINUTES OCTOBER 22, 2018:

It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that the Council Meeting Minutes of October 22, 2018 be adopted as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried

4. DECLARATION OF CONFLICT OF INTEREST:

Deputy Mayor Lowther declared a conflict of interest on the permit application for David Macneill.

5. CORRESPONDENCE:

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

6. COMMITTEE REPORTS:

6.A. PLANNING BOARD:

Permits issued by CAO:

Logan Dawson – a permit was approved to locate an accessory building of 8' X 12' on the property for storage only at 10 Heron Court – Seawood Estates. PID # 926220.

Follow up Permits:

Cavendish Tourism Complex Development Inc. – PID # 232447 – (Cavendish Road) – **Awaiting for the owner to sign the development agreement and pay the performance bond.**

“In Camera” Smooth Coat Drywall - Bill Drost Appeal and Bill Drost - Legal Matters:

It was moved by Councillor Clark Dunning, seconded by Chris Robinson to go “In Camera” to discuss matters falling under clauses 119(1)(e) and 119(1)(f) of the Municipal Government Act. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

It was moved by Councillor Clark Dunning, seconded by Councillor Singleton that the meeting be opened to the public in accordance with clause 119(2)(e) of the Municipal Government Act. All in favor 5, 1 non-voting, 1

absent. Motion Carried.

**** Bylaw Amendment: Smooth Coat Drywall Ltd. - 9940 Cavendish Road - PID # 92593 – an application was received to make a bylaw amendment to the C1 (General Commercial) Zone to amend the permitted used to allow for an automobile sales business. Awaiting for confirmation from the owner on the payment of the public meeting fees to book a meeting.**

**** Legal Information Request Bill Drost.**

Lakeview Lodge and Cottages 2018 Inc. - Cavendish Road - PID # 664979 – a new application was received to construct 4 two-bedroom rental cottages of 32' X 29' with decks. It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that approval be granted in principal subject to: 1) meets the requirements of the Department of Environment, 2) meets the requirements of the Provincial Fire Marshal's office, 3) meets the requirements of Quality Tourism Services, 4) the cottages being connected to the municipal sewer system and 5) payment of permit fee. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

West Highland Contractors Ltd. – an application was received to rezone Parcel A and Lot 18-1 into RD2 (Resort Accommodations). **Awaiting for lot consolidations to be completed to bring the rezoning to a public meeting.**

West Highland Contractors Ltd. – PID # 694976 – Simpson Mill Road - an application was received to rezone Parcel B, Parcel C, Parcel D into RD3 (Resort Campground). **Awaiting for lot consolidations to be completed to bring the rezoning to a public meeting.**

Cavendish Maples Inc. – PID # 672972 (Avonlea Boulevard) - an application was received to construct three rental cottages of 32' X 35' with decks and to construct one rental cottage of 32' X 38' with a deck. **Awaiting lot consolidation deed before final approval can be granted.**

CFM PEI Inc. – (Former Flea Market) (8989 Cavendish Road) – PID # 231910 – an application was received to construct a building of 25' X 20' with a deck on the property for a juice shop. **Awaiting Architect's Stamped drawings for the development.**

102084 PEI Inc. (Rustico Acres Cottages) – 7567 Cavendish Road (PID # 704114) – an application was received to add an office / living quarters of 24' X 20' with a deck. **Awaiting confirmation from the owners on getting architect's drawings.**

100242 PEI Inc. – (KOA Campground) (198 Forest Hills Lane) – PID # 708255 – an application was received to construct a camping cabin with a deck of 40' X 16'. **Awaiting a comprehensive site plan.**

100242 PEI Inc. – (KOA Campground) (198 Forest Hills Lane) – PID # 708255 – an application was received to move two camping cabins with decks from sites 140 and 141 to adjacent sites 78 and 60. **Awaiting a comprehensive site plan and an engineering plan for the Department of Environment on the water and sewer system on the property.**

100242 PEI Inc. – (KOA Campground) (198 Forest Hills Lane) – PID # 708255 – an application was received to construct a deck addition onto the existing office of 25' X 12'. **Awaiting a comprehensive site plan.**

100242 PEI Inc. – (KOA Campground) (198 Forest Hills Lane) – PID # 708255 – an application was received to add sewer to sites 404D – 409D. **Awaiting a comprehensive site plan.**

Cavendish Beach Music Festival (8776 Cavendish Road) – PID # 1037423 – an application was received to have the main event on July 5-7, 2019. **A detailed comprehensive site plan is required as well as stamped drawings for the tents and structures. Based on the timing of the development and the new National Building Code expected to be in place for 2019, two permits may be required for approval.**

Building Permits:

Darren Toombs – (Cavendish Road) (PID # 233502) - an application was received to construct a two-storey house with a breezeway and an attached garage of 60' X 34' with decks. It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that approval be granted subject to: 1) approval from the Department of Transportation, Infrastructure and Energy on the access to the site, 2) that a sewage disposal permit be provided for a septic system on the property and 3) payment of permit fee. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

Deputy Mayor Lowther left the meeting due to a conflict of interest on David Macneill's permit application.

David Macneill – (Cavendish Road) (PID # 232439) – a revised application was received to move the former kitchen building to the property for storage only. The drawings that were provided were completed by a structural engineer on the proposed building being moved to the site and not the architect's drawings that had been requested for the property showing the new building with the breezeway connecting the existing bookstore to the new building being located on the site. It was moved by Council Clark Dunning, seconded by Councillor Brammer that approval be granted subject to: 1) that the building be used for storage only, 2) that if the building is to be used by the public that a change of use permit shall be required, as well as stamped architect's plans and 3) payment of permit fee. All in favor 4, 1 non-voting, 2 absent. Motion Carried.

Deputy Mayor Lowther returned to the meeting.

Parks Canada:

Municipal Newsletter Deadline:

The newsletter deadline for the municipality is November 30, 2018.

Trail Information:

Trail Sign information was sent to André by the municipality on the names for each of the Trails on Cawnpore Lane, Cavendish Road and Grahams Lane.

Cavendish Beach Boardwalk:

The existing boardwalk will now be closed during construction of the new walkway due to safety concerns.

Cavendish Beach Complex:

Work is being completed this fall and into the spring around the Cavendish Beach Complex.

Green Gables House:

The expected timelines for construction to be complete on the new Visitor Centre is now February 18, 2019. Chantelle still expects to have the interpretive exhibits to be completed by the official opening on May 1, 2019. The ticket booth and kiosk at the site have been demolished.

The Green Gables site is still open by appointment until November 30, 2018.

Parks will be working on a new path from the Visitor Centre to the House.

In mid-December they expect to retrofit the area in the barn for the food service.

The bus entrance will be changed due to buses not being able to access the site easily.

A public meeting will be held in November to present the proposal on the final design for the Visitor Centre.

Wildfire Reduction Project:

The Wildfire Reduction Project has started north of the Visitor Centre.

Entrance Passes:

A committee was formed with Tourism Operators to work on a fee structure for 2019.

Early Bird Passes for the Park:

Early bird passes for the National Park will go on sale on December 1 – 21, 2018 at the same price as earlier this year. Youth under 17 will continue to be free.

Government Cottage:

A letter was sent from Karen Jans to the municipality in response to their letter on the Government Cottage. The structure will be removed this fall as it was felt that it was too costly to go through the process with Public Works and Government Services Canada for the structure.

Arnold commented on allowing someone to operate it under a lease and the individual would oversee operations of the building.

Arnold was quite concerned over the fact that Parks always asks for input from property owners and wants them to sit on committees and give them recommendations on how to preserve things and then in the next moment they are tearing something down without any input.

Phil Davison:

Concerns were raised to Barb MacDonald on issues from Phil Davison on the cutting down of trees alongside the laneway that he owns as well as over the disposal of the Government Cottage. Phil had contacted the municipal office as there were people coming around the Government Cottage and doors were pried open and he was not sure if someone was breaking in or if someone was coming to complete work on the site.

Confirmation was received from Joe Trainor on what was happening at the property and Park will follow up with Phil Davison on his concerns and try to work harder in the future to ensure that their neighbors are involved when something is happening near their property.

Other:

Sarah Simpson:

Sarah Simpson was asked about sitting on the planning board. She declined at the present time due to her job and potential conflicts.

Information will be sent out in the municipal newsletter asking the public to send in their resume if they are interested in the position.

6.A.1. David Rutherford:

The Development Agreement has been completed for the property.

6.A.2. Permit fees from other municipalities:

Permit fees were discussed. It was decided that Councillor Brammer will compile a spreadsheet for review at the January meeting on the fees from the various municipalities that were collected as well as the Resort Municipality's current fees to bring back to the Council for review and comments for the January meeting.

6.B. MONTHLY FINANCIAL REPORT:

Councillor Brammer presented the monthly finances for October 31, 2018. Revenue was \$275,391.61 and the expenses were \$242,688.56.

It was moved by Councillor Brammer, seconded by Councillor Singleton that the monthly finances for October 31, 2018 be adopted as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

6.B.1. Change in Signing Authority:

It was moved Deputy Mayor Lowther, seconded by Councillor Clark Dunning that Mayor Jelley, Councillor Brammer and the CAO Brenda MacDonald be the three signing officers for the Resort Municipality and that any two of the three shall sign on behalf of the Resort Municipality. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

6.B.2. Gas Tax Funding:

The Gas Tax Funding allocations were discussed.

It was decided that the CAO will check with the Infrastructure Office to determine the process moving forward with the municipal projects to see if funds can be carried forward past March 31, 2019. The CAO is also to check what the process would be if funds could be allocated to other projects because of new needs in the community.

6.C. TRAILS AND PATHS REPORT:

Grahams Lane Trail Lights:

Councillor Singleton will gather some information on the light standards and posts to see if there is another option for lighting in this area.

6.C.1. Bike Lane – Route 6:

Route 6 currently has a space for bikes and in order to have a dedicated bike lane there would be work required on all rural roads for safety.

6.D. EMERGENCY SERVICES REPORT:

The Gulf Shore Health Board is working on a questionnaire that they would like to have circulated in the municipal newsletter regarding the interest in having walk-in clinic in the area. The CAO will send out the information in the newsletter.

Councillor Robinson is working on a fire prevention evening for the area. He will contact the fire departments to arrange a session and then an invite will be sent out in the municipal newsletter to the public.

The municipality will work on completing an EMO plan and work with the EMO office and the RCMP on the plan for the area.

7. CAVENDISH SEWER UTILITY REPORT:

7.A. Change in Signing Authority:

It was moved Councillor Clark Dunning, seconded by Deputy Mayor Lowther that Mayor Jelley, Board Member Victor Hryckiw and the CAO Brenda MacDonald be the three signing officers for the Cavendish Sewer Utility and that any two of the three shall sign on behalf of the Resort Municipality. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

7.A.1. Monthly Updates and Engineering:

Driftwood Landing is working on finalizing the work that is required for taking over the system by the sewer

Utility. They will confirm when everything has been completed.

IRAC is reviewing some matters for the sewer utility on a request from Gary Lowther as well as on Marco Polo Land. The utility will make a final decision once the information has been received from them.

8. BUSINESS ARISING FROM MINUTES:

8.A. Destination Management Fund:

Mayor Jelley and Jeff Squires met to sign the agreement. Jeff has it in his possession to sign.

Deputy Mayor Lowther will continue to work with Kim Doyle on getting the application and links on the website and available to the public.

8.B. Heritage Park and Historical Committee:

Funding has been received from ACOA and Innovation PEI with two more contracts to come in.

Additional information had to be sent through to Tourism PEI as they needed a more detailed breakdown of budget costs. This was completed by Deputy Mayor Lowther.

MRSB submitted a draft report on the Literary Tour that provided more details on their work to date and additional information was requested from them for the report.

The next steps will be branding, and this will be completed around the statue once the competition determines a design..

The statue RFQ closes on December 3, 2018 at 12:00 noon at the municipal office.

Kate MacDonald Butler, Betsy Epperly, Mark Sandiford and Jennie Macneill will be part of the adjudication committee for the statue.

Councillor Robinson asked if any local artists would be part of the adjudication committee as he advised that Henry Purdy came to mind as someone who would be a good judge based on his experience and knowledge.

Deputy Mayor Lowther advised that she will check with Mark at Creative PEI for his thoughts on artists being part of the review process for the statue.

Councillor Brammer advised that the statue figure in North Rustico is considered to be too small and hard for people to view.

Deputy Mayor Lowther advised that the LM Montgomery statue will be life size and then up to 10% bigger.

Deputy Mayor Lowther will work on a scoring grid for the statue and literary tour.

The tender for the Park work is expected to go out in January 2019.

Councillor Robinson talked about the foundries for the statue and the type of casting that will be required.

Deputy Mayor Lowther advised that Innovation PEI has limited submissions to Island Artists as the province wants to use this as learning tool for an Island Artist to be able to work with a foundry and learn the skills to create the casting.

A new monument will be located at the park with the founding families on it with a second plaque to show the location of the properties for the founding families as well as three red maple trees to be planted to represent each of the families.

8.C. Internet – North Rustico:

Mayor Jelley has not received a response from Joe Rowledge with the province on the funding for the North Rustico section of the Community as this request was put in prior to any decisions on upgrading rural internet by the province.

8.D. Cavendish Visitor Information Centre:

We are waiting for a key from the province to access the space to see what the best use of the space can be.

8.E. Canada PEI Infrastructure Program Potential Projects:

Community Culture and Recreation

- 1) Playground for the municipal park
- 2) Boardwalk and trails

Public Transit

No projects for the funding proposal.

Rural and Northern Communities

- 1) Broadband Connectivity

Climate Change

- 1) Reuse of wastewater
- 2) Engineering study
- 3) Solar panels for the blower house

Adaptation, Resilience & Design Mitigation Green Stream

- 1) Strategic Plan

Environmental Quality Green Stream

- 1) Another lagoon cell for longer holding time of treated effluent as part of the reuse of wastewater
- 2) Extension of municipal sewer line from Seawood Estates entrance to Inn at the Pier.

9. NEW BUSINESS:

9.A. FPEIM:

9.A.1 PEI Liquor Act:

A letter will be sent to the Liquor Control Commission following up on some of the items that were put forward on the music festival that have not been addressed.

9.A.2. Invitation to Sustainable Transportation Strategy Stakeholder Meeting:

Information only.

9.A.3 Municipal Orientation Session:

Session will be held on December 1, 2018 at the Community of North Shore for anyone that is interested in attending.

9.B. Snow Removal Tender:

It was moved by Deputy Mayor Lowther, seconded by Councillor Brammer that the snow removal tender from Snowie Road Contractors at a cost of \$5,600.00 be approved as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

9.C. MCH Day:

MCH Day will be held on June 29, 2019 and funding will be applied for to the Celebrate Canada Committee.

10. CONCERNS:

10.A. Councillors Concerns:

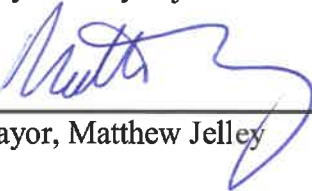
Councillor Clark Dunning raised concerns over being in the office and a property owner coming in and talking to the CAO in a way that he feels is unacceptable. He feels that people can come in and raise their concerns, but if the CAO feels uncomfortable with the way that she is being treated that she has a way to ensure that the person is asked to leave.

10.B. Residents:


There were no resident's concerns sent in.

11. ADJOURNMENT:

Mayor Jelley adjourned the meeting at 7:45 p.m.



Mayor, Matthew Jelley



CAO, Brenda MacDonald