

Minutes  
Resort Municipality Monthly Council Meeting  
April 25, 2022  
5:00 p.m.

The Monthly Council Meeting of the Resort Municipality was held on April 25, 2022 at the North Rustico Lion's Club.

**PRESENT:** Mayor Matthew Jelley. Deputy Mayor Linda Lowther. Councillor George Clark Dunning, Councillor Kay Hryckiwi, Councillor Bill Drost and Councillor Chris Robinson.  
CAO - Brenda MacDonald and Deputy CAO Heather Hay.

**ABSENT:** Councillor Lee Brammer.

**VISITORS:** Stig Andersen, Jim Brown, Richard Moore and Darlene and Sandy MacKay.

**1. CALL TO ORDER:**

Mayor Jelley called the meeting to order at 5:03 p.m.

**2. APPROVAL OF AGENDA:**

It was moved by Deputy Mayor Lowther, seconded by Councillor Robinson that the agenda be adopted as presented.

**Discussion:**

Councillor Drost asked for the Engineers and Architect's Drawings to be moved to the regular agenda items and not to be held "*in camera*".

It was moved by Councillor Bill Drost for an amendment to the agenda to add Engineers and Architect's Drawings to the regular agenda and not to be discussed "*in camera*".

There was no seconder to the motion. Motion failed.

**3. APPROVAL OF MONTHLY COUNCIL MEETING MINUTES MARCH 21, 2022:**

It was moved by Councillor Hryckiwi, seconded by Councillor Clark Dunning that the Monthly Council Meeting Minutes of March 21, 2022 be approved as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**APPROVAL OF PUBLIC MEETING MINUTES MARCH 21, 2022:**

It was moved by Councillor Clark Dunning, seconded by Councillor Robinson that the Public Meeting Minutes of March 21, 2022 be approved as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**4. DECLARATION OF CONFLICTS OF INTEREST:**

Mayor Jelley declared a conflict of interest under Planning Board for Sandspit Entertainment Ltd. Deputy Mayor Lowther declared a conflict of interest under Planning Board for Gary and Linda Lowther. Mayor Jelley advised that at any time if there is a conflict of interest that any member declare it prior to discussion taking place on the matter.

**5. COMMITTEE REPORTS:**

**Building and Signage Permits:**

**Follow Up Permits:**

Marco Polo Land Inc. – PID # 232298 (7406 Route 13) – an application was received to locate three yurts on the property. Awaiting stamped drawings and comments from the Department of Health and Wellness, and the Provincial Fire Marshal's office.

Marco Polo Land Inc. – PID # 232298 (7406 Route 13) – an application was received to change 11 sites from 2 way sites into 3 way sites. Awaiting stamped drawings and comments from the Department of Health and Wellness, Department of Environment and the Provincial Fire Marshal's office.

Marco Polo Land Inc. – PID # 232298 (7406 Route 13) – an application was received to locate a tarp building on the property of 70' X 30'. Awaiting stamped drawings and comments from the Provincial Fire Marshal's office.

Jamil Dow – Property # 232959 (8544 Cavendish Road) - an application was received to construct an addition of 32' X 28' to increase the retail space on the existing building. Awaiting comments for the requirements of the Provincial Fire Marshal's Office and meets the requirements of the *Building Codes Act*.

Sea Cross Inc. – PID # 826107 (60 Reid Road) – an application was received to construct an addition onto the existing house of 13' 6 ½" X 12' 2 ½". Awaiting a decision on the sewer and confirmation on the existing septic system having capacity or connection to the municipal sewer and meets the requirements of the *Building Codes Act*.

KOA Campground – PID # 708255 – 198 Forest Hills Lane - an application was received to upgrade sites 1 – 4 at the campground. Awaiting comments from the Department of Health and Wellness, Provincial Fire Marshal's Office, Department of Environment and meets the requirements of the *Building Codes Act*.

**Subdivision Application:**

Dale Gallant – PID # 729087 (Cavendish Road) – an application and preliminary plan was received to subdivide the property into lots. Awaiting comments from the Department of Transportation, meets the requirements of the Department of Environment, that the lots meet the province-wide minimum standards, that a final survey plan be completed, that an Environmental Impact Statement be completed. The development is a major development with special permit uses listed for the development and will require a public meeting to go over the project once the necessary information has been submitted.

Jennie Macneill – an application and preliminary plan was received to subdivide Property # 232512 (8523 Cavendish Road) into two lots. Awaiting a more detailed plan to be provided, meets the setback requirements for the new boundary lines and that a preliminary survey plan be provided of the property.

Abby Lane PEI Inc. – an application and preliminary plan was received to subdivide Property # 496844 (397 Simpson Mill Road) into two lots. Awaiting information from the Department of Transportation on access, meets all setback requirements for buildings to the property lines and that a survey plan be completed.

Andrew Wigston – (PID #'s 778100 and 806976 - an application and preliminary plan was received to subdivide the properties into three lots from the existing properties to have two single family lots and one hobby farm lot. Awaiting clarification from the owner on the property boundaries, the original farm parcel acreage and boundaries based on the previous survey plan that was approved for the property as well as the zoning of the property for the new proposed boundaries. This may require a rezoning of the lands proposed to be changed.

Roger Birt Inc. – (PID # 723874 – 138 Eagles Glenn Blvd.) – an application and preliminary plan was received to subdivide the Property into 48 lots. Awaiting information from the Department of Transportation on access, that the perc tests be completed for the property, that an Environment Impact Statement be completed. The development is a major development with special permit uses listed for the development and will require a public meeting to go over the project once the necessary information has been submitted.

Kevin MacNeill – (PID # 410985 - Route 13) – an application was received to subdivide the property into two lots. Awaiting comments from the Department of Transportation on access, a perc test to be completed on the property and a final survey plan to be completed.

Sea Cross Inc. – (PID # 232033 – 8779 Cavendish Road) – an application was received to change the use of the existing building of 39' X 25'.5" into a restaurant / lounge. Awaiting comments from the Department of Health and Wellness, Provincial Fire Marshal's Office and approval from the Liquor Control Commission.

**Temporary / Transient Use Permit:**

CBMF - (PID # 1037423 – 8779 Cavendish Road) – an application was received for a temporary / transient use permit to have a concert on the property from July 6 – 9, 2022. Awaiting comments from the Provincial Fire Marshal's Office, the Department of Health and wellness, the Liquor Control Commission, that proof of insurance be provided with the Resort Municipality named as additional insured, that a performance bond be paid and that a development agreement be entered into.

Cavendish Tourist Mart Inc. – (PID # 233130 – 8934 Cavendish Road) – an application was received to have a temporary / transient use permit on the property from July 6 – 9, 2022 for the Cavendish Beach Music Festival. Awaiting proof of insurance to be provided with the Resort Municipality named as additional insured, that a performance bond be posted, that a development agreement be entered into, and that lighting and security be provided.

Sea Cross Inc. – (PID # 232033 – 8779 Cavendish Road) – an application was received to have a temporary / transient use permit for parking on the property from July 6 – 9, 2022 for the Cavendish Beach Music Festival. Awaiting proof of insurance to be provided with the Resort Municipality named as additional insured, that a performance bond be posted, that a development agreement be entered into, and that lighting and security be provided.

Raspberry Point Oyster Co. Inc. - (PID # 232041 – Cavendish Road) – an application was received to have a temporary / transient use permit for parking on the property from July 6 – 9, 2022 for the Cavendish Beach Music Festival. Awaiting proof of insurance to be provided with the Resort Municipality named as additional insured, that a performance bond be posted, that a development agreement be entered into, and that lighting and security be provided.

Sandspit Entertainment Ltd. – (PID # 233197 – 8986 Cavendish Road) – an application was received to have a temporary / transient use permit for overflow parking on the property from July 6 – 9, 2022 for the Cavendish Beach Music Festival. Awaiting proof of insurance to be provided with the Resort Municipality named as additional insured, that a performance bond be paid, that a development agreement be entered into, that lighting and security be provided.

West Highland Contractors Ltd. – (PID # 694976 - 9095 Cavendish Road) – an application was received for a temporary / transient use permit for a concert at the site from 11:00 a.m. – 11:00 p.m. on August 19 – 20, 2022. Awaiting detailed information from the owner on the site layout, the Provincial Fire Marshal's Office and the Department of Health and Wellness.

**Change of Use Permit:**

Anne's Windy Poplars - PID # 232215 (7195 Route 13) – an application was received to change the use of the

property into a vacant land condominium. Awaiting information from the Department of Transportation, Infrastructure and Energy, Provincial Fire Marshal's office, Department of Environment, a comprehensive site plan to be provided, meets all requirements of the *Building Codes Act*, that a performance bond be posted and that a development agreement be entered into.

Sharat and Smita Prakash – PID # (7910 Cavendish Road) - an application was received to add a parking area 47'4" X 18', a new electrical room in the garage 6'9" X 3'8", building addition 6'10" X 7', a yoga pavilion of 20' X 20', two new three season cottages of 25' X 25' with a deck of 10'w X 39'6"l, space allotted for new septic tile field 115' X 85', sauna of 7' X 7', new door and deck on Inn, stone fire pit and seating and a pergola of 25' X 40'. Awaiting comments from the Provincial Fire Marshal's Office, Department of Health and Wellness, sewage disposal permit to be provided for the new septic system and tile field, Department of Tourism, an update on the seasonal cottages and meets the requirements of the *Building Codes Act*.

### **Development Permits:**

#### **5. Development Permits:**

Avonlea Village – PID # 232033 (8779 Cavendish Road) – an application was received to construct a deck at La Rose Bistro of 17' X 11'. It was moved by Councillor Clark Dunning, seconded by Kay Hryckiw that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office, 2) meets the requirements of the Department of Health and Wellness, 3) meets the requirements of the Liquor Control Commission and 4) meets the requirements of the *Building Codes Act*. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

PEI Dream Cottages Inc. (Bosom Buddies Cottage) – PID # 660829 (84 MacCoubrey Lane) – an application was received to construct an addition of 32'3" X 21' onto the existing building, to update the entrance for guests and a flex space to get out of the sun with a ping pong table. It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office, 2) meets the requirements of the Department of Health and Wellness and 3) meets the requirements of the *Building Codes Act*. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

Mayor Jelley left the meeting due to a conflict of interest.

Sandspit Entertainment Ltd. – PID # 231977 (8863 Cavendish Road) – an application was received to construct a 68' X 68' maze on the property. It was moved by Councillor Clark Dunning, seconded by Councillor Robinson that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office, 2) meets the requirements of the Department of Health and Wellness and 3) meets the requirements of the *Building Codes Act*. All in favor 4, 1 non-voting, 2 absent. Motion Carried.

Mayor Jelley returned to the meeting.

Councillor Hryckiw left the meeting due to a conflict of interest.

### **Temporary / Transient Use Permit:**

100242 PEI Inc. – PID # 1065101 – an application was received to have a mobile cell tower on the property from June 1 – July 20, 2022. It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office. All in favor 4, 1 non-voting, 2 absent. Motion Carried.

Councillor Hryckiw returned to the meeting.

Cavendish Beach Music Festival – PID # 1037423 (8779 Cavendish Road) - an application was received to locate an Atlantic Lotto Activation Truck on the site from July 6 – 9, 2022. It was moved by Councillor Clark Dunning, seconded by Councillor Hryckiwi that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office, 2) meets the requirements of the Department of Health and Wellness and 3) that this will be part of the Development Agreement list of conditions to be met for the Cavendish Beach Music Festival. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

Cavendish Beach Music Festival – PID # 1037423 (8779 Cavendish Road) - an application was received to locate the RCMP Trailer on the site from June 28 – July 15, 2022. It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office and 2) that this will be part of the Development Agreement list of conditions to be met for the Cavendish Beach Music Festival. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

Cavendish Beach Music Festival – PID # 566869 – (227 Forest Hills Lane) – an application was received for RCMP Parking on July 4 – 10, 2022 for CBMF. It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that the Council approve the application in principle subject to: 1) that a letter be provided from Victor Hryckiwi for permission for use of Forest Hills Lane and Boyle Crescent for RCMP parking during the event. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Change of Use:**

Allyson & Ryan Arychuk – PID # 726083 (15 Stanley Road) – an application was received to change the use of the existing summer cottage into a rental cottage. It was moved by Councillor Clark Dunning, seconded by Councillor Hryckiwi that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office, 2) meets the requirements of the Department of Tourism and 3) meets the requirements of the *Building Codes Act*. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Development Permits / Building Codes Act:**

Council had some discussion over Development Permits and the *Building Code Act*. This will be reviewed more through the review of the Official Plan and Bylaw Review. A decision will be made on processes to approve applications going forward as part of the review.

Ana Maria Klizs – PID #400432 (86 Stanley Road) - to change the use of the existing summer cottage into a rental cottage. It was moved by Councillor Clark Dunning, seconded by Councillor Hryckiwi that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office, 2) meets the requirements of the Department of Tourism and 3) meets the requirements of the *Building Codes Act*. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

Sea Cross Inc. – PID # 231720 (Cavendish Road) – an application was received to change the use of the space into the Receiver Coffee Company. It was moved by Councillor Clark Dunning, seconded by Councillor Hryckiwi that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office, 2) meets the requirements of Health and Wellness and 3) meets the requirements of the *Building Codes Act*. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

Sea Cross Inc. – PID # 232033 (8779 Cavendish Road) – an application was received for a change of use for a ticket office in the building for CBMF ticket sales from June 24 – July 7, 2022. It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office, 2) meets the requirements of Health and Wellness and 3) meets the requirements of the *Building Codes Act*. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Liquor License Request:**

Avonlea Village – PID # 232033 (8779 Cavendish Road) - Liquor License Request for a dining room liquor license on the outside deck at La Rose Bistro from 11:00 a.m. – 9:00 p.m. daily. It was moved by Councillor Clark Dunning, seconded by Councillor Hryckiwi that the Council approve the application in principle subject to: 1) meets the requirements of the Provincial Fire Marshal's Office, 2) meets the requirements of Health and Wellness and 3) meets the requirements of the Liquor Control Commission. All in favor 4, 1 non-voting, 1 absent. Motion Carried.

**Rezoning Request:**

Richard & Sharon MacNeill – PID # 841049 – (MacNeill Lane) – an application was received to rezone a portion of the property from RR (Rural) into R1 (Residential). It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that the Council bring the application to a public meeting for input from adjacent landowners. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Official Plan Amendment Resolution – PID # 706150:**

**Whereas** an application was received from Alexander (Sandy) and Darlene MacKay to amend the Resort Municipality General Land Use Map in the Official Plan 2017 to re-designate a .58-acre portion of this parcel from the current Rural & Open Space to Resort Commercial;

**And whereas** Council has considered the following general criteria:

- Conformity with applicable legislation;
- Community objectives;
- Changes in technical content; and
- Water and sewer and other infrastructure plans.

**Be it resolved** that the official plan amendment 22-1, to amend the 2017 Official Plan General Land Use Map be hereby approved.

It was moved by Councillor Clark Dunning, seconded by Councillor Drost that the Council amend the Official Plan General Land Use Map to change the designation of a .58-acre portion of PID # 706150 from Rural and Open Space to Resort Commercial. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Approval of First Reading Official Plan Amendment - PID # 706150:**

It was moved by Councillor Clark Dunning, seconded by Councillor Hryckiwi that the first reading of the official plan amendment be approved as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Zoning Amendment – Alexander (Sandy) and Darlene MacKay (Cavendish Road) – PID # 706150:**

**Whereas** an application was received from Alexander (Sandy) and Darlene MacKay (Cavendish Road) - on Cavendish Road, and amend the Zoning Map of the Zoning and Subdivision Control (Development) Bylaw 2017 to rezone a .58-acre portion of this parcel from the current C1 (General Commercial) Zone to RD4 (Resort Commercial) Zone

**And whereas** zoning bylaw amendment 22-2, a bylaw to amend the 2017 Zoning and Subdivision Control (Development) Bylaw be approved.

**Be it resolved** that zoning bylaw amendment 22-2, a bylaw to amend the 2017 Zoning and Subdivision Control (Development) Bylaw be approved.

It was moved by Councillor Clark Dunning, seconded by Councillor Drost that the Council approve a bylaw amendment to amend the Zoning map to show a .58-acre portion of PID # 706150 from the current C1 (General

Commercial) to RD4 (Resort Commercial) Zone be approved as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Approval of First Reading Rezoning Amendment – PID # 706150:**

It was moved by Councillor Clark Dunning, seconded by Councillor Robinson that the first reading of the rezoning amendment be approved as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Official Plan Amendment Resolution – PID # 706127:**

**Whereas** an application was received from Alexander (Sandy) and Darlene MacKay to amend the Resort Municipality General Land Use Map in the Official Plan 2017 to re-designate a 1.45 acre portion of this parcel from the current Rural & Open Space to Resort Commercial;

**And whereas** Council has considered the following general criteria:

- Conformity with applicable legislation;
- Community objectives;
- Changes in technical content; and
- Water and sewer and other infrastructure plans.

**Be it resolved** that the official plan amendment 22-3, to amend the 2017 Official Plan General Land Use Map be hereby approved.

It was moved by Councillor Clark Dunning, seconded by Deputy Mayor Lowther that the Council amend the Official Plan General Land Use Map to change the designation of a 1.45 acre portion of PID # 706127 from Rural and Open Space to Resort Commercial. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Approval of First Reading Official Plan Amendment – PID # 706127:**

It was moved by Councillor Clark Dunning, seconded by Councillor Hryckiwi that the first reading of the official plan amendment be approved as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Zoning Amendment – Alexander (Sandy) and Darlene MacKay (Cavendish Road) – PID # 706127:**

**Whereas** an application was received from Alexander (Sandy) and Darlene MacKay (Cavendish Road) - on Cavendish Road, to amend the Zoning Map of the Zoning and Subdivision Control (Development) Bylaw 2017 to rezone a 1.45 acre portion of this parcel from the current C1 (General Commercial) Zone to RD4 (Resort Commercial) Zone

**And whereas** zoning bylaw amendment 22-4, a bylaw to amend the 2017 Zoning and Subdivision Control (Development) Bylaw be approved.

**Be it resolved** that zoning bylaw amendment 22-4, a bylaw to amend the 2017 Zoning and Subdivision Control (Development) Bylaw be approved.

It was moved by Councillor Clark Dunning, seconded by Councillor Drost that the Council approve a bylaw amendment to amend the Zoning map to show a 1.45 acre portion of PID # 706127 from the current C1 (General Commercial) to RD4 (Resort Commercial) Zone be approved as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Approval of First Reading Rezoning Amendment PID # 706127:**

It was moved by Councillor Clark Dunning, seconded by Councillor Deputy Mayor Lowther that the first reading of the rezoning amendment be approved as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Subdivision Application:**

Richard and Sharon MacNeill – PID # 841049 (MacNeill Lane) – an application was received to subdivide 1 lot off of the main property and consolidate it with PID # 830687 (Kent MacNeill). Application was tabled until the rezoning request proceeds forward and a survey plan is completed.

Richard and Sharon MacNeill – PID # 841049 (36 MacNeill Lane) – an application was received to subdivide 1 lot off of the property for the rental cottages. Application was tabled until the rezoning request proceeds forward and a survey plan is completed.

Deputy Mayor Lowther left the meeting due to a conflict of interest.

Gary & Linda Lowther and Others: - PID # 1144179 – (Cavendish Road) – an application was received to subdivide the property into 17 lots. It was moved by Councillor Clark Dunning, seconded by Councillor Drost that the Council approve the application in principle subject to: 1) that a lot consolidation deed be completed to consolidate PID # 645515 with PID # 1144179, 2) that a subdivision agreement be entered into, 3) that a storm water management plan be completed, 4) that the application and survey plan be reviewed by the municipal legal counsel, 5) that the roads meet all requirements of the Department of Transportation, Infrastructure and Energy, 6) meets the requirements of the Department of Environment and 7) that a special permit use be applied for on the triplex lot by the developer for approval of the use requested with a public meeting to gather feedback from adjacent landowners. All in favor 4, 1 non-voting, 2 absent. Motion Carried.

Deputy Mayor Lowther returned to the meeting.

**Official Plan and Bylaw Review:**

The legal review is expected to be completed by May 6, 2022.

**Permits Issued by the CAO:**

Garth and Patricia Adams – PID # 762294 - 37 Stanley Road - to construct a two storey addition of 34'6" X 25'6" onto the existing cottage as well as a deck of 16' X 45' X 40' X 16'.

Tracey Jelley – PID # 715011 – 11 Bayview Drive - to construct a pergola of 28'l X 8'w X 8'h on the deck.

Mark and Tammy MacDougall – PID # 1117753 (Wygant Place) - to construct a one and a half storey summer cottage of 32' X 28' with decks.

Kent & Marlene Burdett - PID # 1146745 (Seawood Drive) - to construct a one storey summer cottage of 42' X 28' with decks as well as an accessory building of 10' X 12' for storage only.

Bruce Simpson – PID # 231688 (9574 Cavendish Road) - to add solar panels to the roof structure.

Ann Ledgerwood – PID # 1122159 (Wygant Place) - to construct an accessory building on the property of 12' X 8' for storage only.

**Public Meeting:**

Dale Gallant – PID # 729087 – a public meeting will be held tonight on the major development, special permit use and environmental impact statement.

**Other:**

**Planning Board Member:**

It was moved by Councillor Clark Dunning, seconded by Councillor Drost that Sandy MacKay fill the vacancy on Planning Board. All in favor 5, 1 non-voting, 1 absent. Motion Carried.



**5.A.3. Parks Canada Management Plan:**

A letter was in the meeting package from Parks Canada inviting the Council and property owners to participate in the Parks Canada Management Plan for Green Gables and engagement and public consultation in April 2022. We are working on a date for a Teams Meeting for Council to participate in a session with Parks Canada.

**5.B. Monthly Finances:**

Councillor Hryckiwi presented the monthly Finances for March 31, 2022. The revenues were \$340,257.92 and the expenses were \$898,250.38. It was moved by Councillor Hryckiwi, seconded by Deputy Mayor Lowther that the monthly finances for March 31, 2022 be adopted as presented. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

CAO advised that the expenditures are over based on the fact that the municipality had to pay for the complete walkway project costs for Route 6 and Cawnpore Lane and the funds will be reimbursed by the Province.

**5.C. Emergency Services Committee:**

**5.C.1. Emergency Plan:**

EMO sessions are in the package for anyone that wants to participate in them as they are now being held in person again.

**HEPA filters and machines for businesses:**

Councillor Robinson commented on adding a comment to the municipal newsletter on HEPA filters for businesses. Councillor Robinson will complete a write up and send it to the office.

**Emergency Shelters / Generator:**

Councillor Hryckiwi commented on talking with the fire departments and that they have some room in their spaces for the public, but in some cases will cater to their own area first based on capacity of the space.

A letter to be completed to be sent to the Minister looking for an update to allow the Visitor Centre to become a shelter for the community.

**5.D. Trails and Paths Committee:**

**5.D.1. UPEI Project:**

Deputy Mayor Lowther updated the Council on a final document presented by UPEI students on hardware for the light posts on Grahams Lane.

CAO will get pricing for 50 light standards to be completed for Grahams Lane.

**5.D.2. UPEI Project – New Submission:**

At the March meeting a project was discussed for solar panels at the lift stations. Since then there was discussion about the lagoon site and blower house as there is not any land for solar installation at the lift stations.

Councillor Drost provided some information on solar panels. He had done some calculations previously for the lagoon site based on electric bills that were provided for the site. CAO will follow up with information to UPEI about looking at a project for solar at the lagoon site.

**6. Cavendish Sewer Utility:**

**6.A. Cavendish Sewer - Monthly updates and engineering:**

The utility is looking for an update from Paul Crant at the Bank of Montreal on the sewer loans. Engineers are working on information updates for LS # 4.

**7. Business Arising from Minutes:**

**7.A. Literary Tour Panels:**

Mayor Jelley will follow up on the translation with the Literary Tour Panels with Harvey Sawler and provide an update to Council.

**7.B. Personnel Policy and Practice Policy:**

Deputy Mayor Lowther advised that the HR Committee had met and went through some changes to the document and the information was submitted to the Council for review and comments.

The name of the document was changed from Personnel Policy and Practice Policy to Personnel and Practice Policy.

Date will be changed when the document is finalized and approved for the policy effective date.

**Hiring Requirements:**

Criminal Record Check was discussed. Concerns were expressed that this could discriminate against someone from applying for a job. The sentence to be changed to where appropriate a criminal record check will be required.

**Confidentiality:**

Oath of Confidentiality to be changed to second line Municipality as Confidential where appropriate.

**Holidays:**

Easter Monday and Victoria Day and National Day for Truth and Reconciliation to be checked with Employment Standards.

**Vacation Leave:**

**Paid out to staff each payroll for seasonal**

Contract with the CAO.

Deputy CAO and maintenance staff have written agreements.

**Sick Time:**

To be checked with employment standards.

**Overtime:**

To be checked with employment standards.

**Use of Private Vehicle for Municipality Business:**

Check with provincial government on liability insurance standards.

**Storm Days:**

Policy for storm days on following the school system.

Work from home as it is not considered a day off - come up with a policy.

**Recess at 6:58 p.m.:**

It was moved by Councillor Clark Dunning, seconded by Council Hryckiwi that the Council meeting recess to go to a public meeting. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**Recess Ended at 7:56 p.m.**

Mayor Jelley advised that the recess is ended, and the meeting will come to order.

**Performance Review:**

A review will be completed once a year with the CAO. However, the HR Committee will meet with the CAO every three months for any updates and concerns.

Part C. The CAO shall provide the Council with a report on staff that will be reviewed as part of the yearly budget and approved by Council as part of the budget process.

**Conflict of Interest:**

Communicate with the CAO or the Mayor:

**Harassment:**

Look at the Occupational Health and Safety standards. Sign at the office for staff and harassment not tolerated by the public.

Page Five, section 2C. fourth line, there needs to be a period after Mayor.

Page Five, section 3C. fourth line, there needs to be a period after Mayor.

Section J needs to be checked with legal counsel.

**7.C. Code of Conduct Bylaw:**

A draft Code of Conduct Bylaw is in the meeting package for review by the Council at the May meeting.

**7.D. Service Standards:**

A draft Service Standards document is in the meeting package for review by the Council at the May meeting.

**8.A. Town of North Rustico Canada Day Funding:**

It was moved by Deputy Mayor Lowther, seconded by Councillor Hryckiwi that \$500.00 be allocated for Canada Day Funding to the Town of North Rustico. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**8.B. UPEI Institute of Island Studies Program:**

Phil Davison sent a request to the municipality for projects that we could work with at the Institute for a project for their term. The CAO has agreed to work with a group on a project with the school and more information will follow as the student gets assigned for the semester.

**9. Concerns:**

**9.A. Councillors:**

**FPEIM:**

Councillor Drost attended the FPEIM Meeting.

Premier attended the meeting at lunch and spoke at the meeting. The speed of development was discussed.

Trying to change the process and red tape for approvals was discussed.

Three Rivers was discussed and how the communities are working together and became one big happy family.

Importance of high speed internet across the province was discussed.

MGA was discussed and that it is already two years old.

Brad Trivers discussed the Community Housing Fund of 5 million dollars.

Communities sharing resources was discussed.

Geoff Baker received the Bruce Yeo Award.

Tyne Valley received the best community.

**Trails:**

Deputy Mayor Lowther commented on the Grahams Lane Trail and it needs to be looked at with some trail grooming done.

Maintenance staff will be back on May 2, 2022 and will look at walkways and paths.

**Building Code:**

Development Officers were discussed and looking at the possibility of hiring someone to do the reviews of the Building Code for the municipality as Kensington has recently hired them and the fees for the building permits would go towards their salaries.

**Website and Council contact information:**

Mayor Jelley will look at setting up an e-mail address through the server for Council members so that members each have a municipal e-mail account for the public to contact for each of them. Cell numbers can be provided on the site if the Council wishes.

**9.B. Residents:**

Sandy MacKay commented about backup generators and finding out who has them in the community to have a list where some people might be able to go if they need to.

It was moved by Councillor Clark Dunning, seconded by Councillor Chris Robinson to go in camera under Section 119(1)(d) and (f) of the Municipal Government Act. All in favor 4, 1 non-voting, 1 absent, 1 nay. Motion Carried.

**10. "In Camera"**

**10.A. Engineer's and Architect's Drawings.**

**10.B. CAO's Evaluation:**

It was moved by Councillor Clark Dunning, seconded by Councillor Robinson to open the meeting under Section 119(2)(e).

**10.A. Engineer's and Architect's Drawings.**


It was moved by Councillor Drost, seconded by Councillor Clark Dunning that a policy be put into place that the public has to sign on their development permit that they allow for their drawings to be submitted to the planning board and Council for review of their application electronically. All in favor 5, 1 non-voting, 1 absent. Motion Carried.

**10.B. CAO's Evaluation:**

Deputy Mayor Lowther went through the CAO's Evaluation with the Council.

**11. ADJOURNMENT:**

Mayor Jelley adjourned the meeting at 8:55 p.m.

  
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Mayor, Matthew Jelley

  
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Brenda MacDonald, CAO