

**MINUTES FROM REGULAR COUNCIL MEETING
HELD MONDAY JULY 13TH, 2020 AT 7:00 P.M**

The regular council meeting was held Thursday, July 13th, 2020 at 7:00 P.M. with Mayor Gordon presiding and Councillor Mary Jean O'Brien, Councillor Curtis, Councillor Duggan present as well as CAO Donna Thomson. Regrets from Councillor Williams who was working, and Councillors Adams and Councillor Murphy who was ill.

Mayor Gordon called the meeting to order.

DECLARATION OF CONFLICT OF INTEREST

Councillor Mary Jean O'Brien declared a conflict of interest with health.

APPROVAL OF AGENDA

The motion was made by Councillor Mary Jean O'Brien, seconded by Councillor Alan Curtis and carried for the approval of the agenda.

ADOPTION OF MINUTES

The motion was made by Councillor Duggan, seconded by Councillor Curtis and carried for the adoption of the minutes from the regular council meeting held June 18^h, and the Planning Board meeting held July 9th.

BUSINESS ARISING FROM THE MINUTES

- **Estimate for Rumble Strips**
 - We received one tender for the rumble strips for the streets in Emma Drive and Oak Lane to help calm traffic. The estimate was received from Preston Murphy Trucking & Landscaping. Mayor Gordon asked the council what their thoughts were on the estimate and asked if they would rather go with the removable strips. Council thought the rumble strips would be less maintenance and wouldn't need to be stored in the winter. He called for a motion. The motion was made by Councillor O'Brien and seconded by Councillor Curtis to have Murphy's put in the rumble strips. The motion carried.

- **Side Walk Tenders**

- We received one tender for the sidewalk work from Perry's Construction. The tender is for work to be done on Dufferin., Carrol, Church, Albion and North Streets.

**Town of Alberton
Sidewalk Tender
Closed July 10, 2020**

CONTRACTOR'S NAME	BID AMOUNT
Perry's Construction	\$276,000.00

Mayor Gordon called for a motion to accept the tender for the sidewalk project. The motion was made by Councillor Duggan, seconded by Councillor O'Brien and carried to award the tender to Perry's Construction.

- **Parking on Main Street Update**

Parking is better on main street. There are a couple that are still there overnight. We will continue to leave leaflets advising of the parking hours. If these continue, we will work with the RCMP to see what they can do to assist. The letters to business' about not parking during working hours seems to have helped.

CORRESPONDENCE

1) RCMP Policing agreement



PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Justice and
Public Safety

Justice et
Sécurité publique



C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

June 3, 2020

Ms. Susan Wallace-Flynn
Chief Administrative Officer
Town of Alberton
P.O. Box 153
Alberton, PEI C0B 1B0

Dear Ms. Wallace-Flynn:

Re: RCMP Policing Extended Service Agreement

In accordance with the *Policing Extended Service Agreement* between the Town of Alberton and the Province of Prince Edward Island, "the Government shall provide policing services to the Municipality equivalent to that of one member of the Royal Canadian Mounted Police during a normal work year".

In addition, the Municipality agrees to pay to the Province on a quarterly basis, an amount equivalent to the total payment required to be paid by the Province under the Provincial Police Service Agreement for providing extending policing services to the Municipality.

The Province has been notified by the RCMP "L" Division that the costs under the Provincial Policing Agreement for 2020-2021 will increase from \$139,516 to \$141,508 for one Police Officer commencing April 1, 2020.

Should you have any questions or require further information, please contact me at 368-5273 or by email makoughan@gov.pe.ca.

Sincerely,

Michelle Koughan MBA CPA CMA
Acting Director of Finance and Corporate Services

cc Karen MacDonald, Acting Deputy Minister & Acting Deputy Attorney General
Aaron Campbell, Director of Public Safety
John Flood, Manager of Police Services

Tel/Tél. : 902 368 5305

Fax/Téléc. : 902 368 5830

2) Letter of acknowledgement Phillips Residence

ERC Concepts Ltd

Rev .W. J. Phillips Residence

P.O. Box 279
120 Dufferin Street
Alberton, PE C0B1B0

Phone: (902) 231-3009
(902) 853-3109
Fax: (902) 853-2485

Town of Alberton
PO Box 153
Alberton, PEI
C0B 1B0

June 30, 2020

Dear Mayor Gordon and Council,

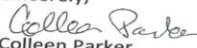
Your kind donation of a \$3500 grant in recognition of our recent renovations at Rev. W.J. Phillips Residence is greatly appreciated!

I hope that this is just the beginning of many more partnerships together, as we work towards future offerings and growth within the Town of Alberton.

I also look forward to the day when the Covid-19 health measures are lifted and we can invite you here to celebrate with staff and residents to see for yourselves, the many improvements we have made.

Once again your support is appreciated.

Sincerely,


Colleen Parker,
Executive Director
Rev. W.J. Phillips Residence

3) Letter from Community Foundation Grant



June 30, 2020

Town of Alberton
Attn: CAO
3 Emma Drive
Alberton, PE C0B 1B0

Re: Gift from the David A. MacKay Endowment Fund to the Town of Alberton

Greetings,

I am pleased to inform you on behalf of the Community Foundation of PEI that the Town of Alberton has been awarded a grant of \$2,200.00 from the David A. MacKay Endowment Fund for 2020. A cheque is enclosed.

Could you please confirm that you receive the gift, and please do let us know if you provide any recognition for the Community Foundation and/or the David A. MacKay Endowment Fund so that we can track within our office?

If you have any questions, please let me know.

Yours sincerely,


Kent Hudson
Executive Director

encl

Your Community, Your Legacy – Votre Collectivité, Votre Héritage

The AED will be for the Town Hall. Any training required will be facilitated by a member of the Fire Department.

4) Library Operational Plan to enter Phase 4

PEI Public Library Service's Operational Plan

Location: 26 Libraries

Proposed Re-opening Date: July 20

Number of Employees: 45

Description of Service

Libraries Reopen with Limited Service

1. Patrons can enter each library to browse materials. Patrons will be encouraged to limit time spent in the library.
2. Entry points to each library will have a hand sanitizer station/table along with a sign-in sheet for contact tracing purposes (i.e. patron's name, address, phone number and sign-in time). Covid 19 screening questions will be posted at each library's entrance.
3. Installation of social distancing decals (i.e floor stickers for line-ups to circulation desk and directional floor arrows for browsing the stacks (Grocery Store Model)
4. Posting of signage throughout each library encouraging social distancing of 2 meters
5. Public computers will be available by appointment with 2 meters between each station. Public computers will be equipped with disinfectant spray and paper towels. Signage will be posted directing patrons to disinfect computers before and after use.
6. When library materials are returned, they will be quarantined for 72 hours as per current health regulations. Staff will create a designated quarantine area in the branch for materials to sit for 72 hours before re-shelving.
7. Libraries will begin circulating all library materials (i.e. books, DVDs, musical instruments, kits, etc).
8. The following services will continue to be unavailable: 1) Public seating (tables and chairs) and room rentals 2) Children's toys, video games, puzzles, etc. 3) Public programming

Social Distancing Measures

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 metres separation)
Between employees	<ul style="list-style-type: none">• If more than 2 employees in a branch, employees are to maintain 2 meters apart at all times while working.• Staff are not to share computer stations if possible (i.e. if there is only 1 staff computer available, designate a specific staff member for computer work)
Between clients	<ul style="list-style-type: none">• Patrons must maintain social distancing of 2 metres
Between employees and clients	<ul style="list-style-type: none">• Staff work stations will have hand sanitizer and plexi-glass barriers

Policy for Exclusion of Employees Requiring Self-Isolation

Staff will be made aware of the requirement not to enter the worksite if they have travelled outside PEI within the last 14 days or otherwise required to self-isolate. This will be done through regular communication from managers.

Illness/Exclusion Policy

The following policy has been developed by the PEI Public Service Commission for any employee displaying symptoms of COVID-19. Signage will be displayed prominently in work areas and the policy will be communicated to all employees through the PSC and managers.

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.

- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

Symptoms of COVID-19 include:

- cough (new or exacerbated chronic)
- headache
- fever/chills
- sore throat
- marked fatigue
- sneezing
- congestion
- body aches
- runny nose

Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning product	Saniblend Rtu Lemon Cleaner - Disinfectant - Detergent - Deodorizer - Fungicide
Mixing instructions	Pre-mixed
Disinfecting product	Saniblend Rtu Lemon Cleaner - Disinfectant - Detergent - Deodorizer - Fungicide
Mixing instructions	Pre-mixed

Cleaning – Location	Frequency	Disinfecting - Location	Frequency
General cleaning tasks and cleaning of washrooms are undertaken by municipal staff (i.e. the cleaning of facilities is a municipal responsibility). Library staff will be responsible for cleaning individual work areas and circulation desk; patrons will be responsible for cleaning public computer before and after each use	Throughout the day and at closing	Staff area/circulation desk	regularly
		Public computers	Before and after each use
		Library materials	Isolated for 72 hours after returned

The following cleaning supplies will be available at each location to ensure a healthy and safe workplace for staff:

- Bottles of spray disinfectant
- Hand sanitizer pumps
- Rolls of paper towels
- Gloves
- Plexiglass barriers at circulation desks
- Spray disinfectant should be used by staff to regularly clean their work surfaces

Hand Washing /Sanitizer Stations

To protect the public and staff, employees will be encouraged to take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Hand Sanitizer Stations	Location
Staff	Circulation desk/staff work area
Public	Entry/exit points at each library Public computer stations

Capacity Limits

Capacity limits will vary at each location due to the physical layout of each library. Capacity limits will be based on physical distancing guidelines (i.e. the ability for people to stay 2 meters apart) and monitored by library staff.

G) Planning Board Recommendations

- **Application 11-20 for storage building at 530/534 Main Street recommended for Approval by Planning Board**

Mayor Gordon called for a motion to approve or deny the application. The motion to approve was made by Councillor Duggan and seconded by Councillor Curtis. The motion carried.

- **Application 12-20 to begin process to rezone parcel 18812 on Lorne Street from R1 (Single Unit Residential) to R3 (Multi Unit Residential). Recommended to begin process by Planning Board**

Mayor Gordon called for a motion to approve or deny the application. The motion to approve and begin the rezone process was made by Councillor Duggan and seconded by Councillor Curtis. The motion carried.

- **Application 14-20 for storage shed at 37 Reid Street. Recommended by Planning Board for approval.**

Mayor Gordon called for a motion to approve or deny the application. The motion to approve was made by Councillor Duggan and seconded by Councillor O'Brien. The motion carried.

- **Application 15-20 for Inside renovations at the Sidewalk Grill which is under new ownership. This is for a Development permit only as it is a commercial building and the Province now issues these permits. Recommended for approval by the Planning Board.**

Mayor Gordon called for a motion to approve or deny the application. The motion to approve was made by Councillor Curtis and seconded by Councillor Duggan. The motion carried.

- **Application 16-20 for a breezeway and 2 car garage at 574 Main Street. Recommended for approval by Planning board.**

Mayor Gordon called for a motion to approve or deny the application. The motion to approve was made by Councillor Duggan and seconded by Councillor Curtis. The motion carried.

H) NEW BUSINESS

- **Loan renewal**

The town has a sewer loan that has come for up for renewal. RBC currently has the loan and sent a quote. CIBC also sent a quote. Tignish Credit union gave a quote of prime plus 2%.

	RBC	CIBC	CREDIT UNION
1 YEAR	2.75%	2.537 %	2.45 % +2% (Prime)
2 YEAR	2.99%	2.821 %	
3 YEAR	3.05%	2.911%	
4 YEAR	3.25%	3.033%	
5 YEAR	3.40 %	3.114%	

Mayor Gordon discussed the offered rates and the difference that would be paid in interest. CIBC came in with the lowest interest rate. Council made the decision to go with CIBC and transfer the loan. The motion was made

by Councillor Duggan and seconded by Councillor O'Brien. The motion carried.

- **SPLASH PAD**

Council was presented with a proposal for a Splash Pad for the town. Mayor Gordon noted that we would apply for partial funding from the Province and possibly Federal. Mayor Gordon asked council what their thoughts were on the splash pad. The CAO advised that it would need to be a budget item for the 2021 budget. Mayor Gordon spoke that we could start the research portion and strike a committee for the planning and fund raising.

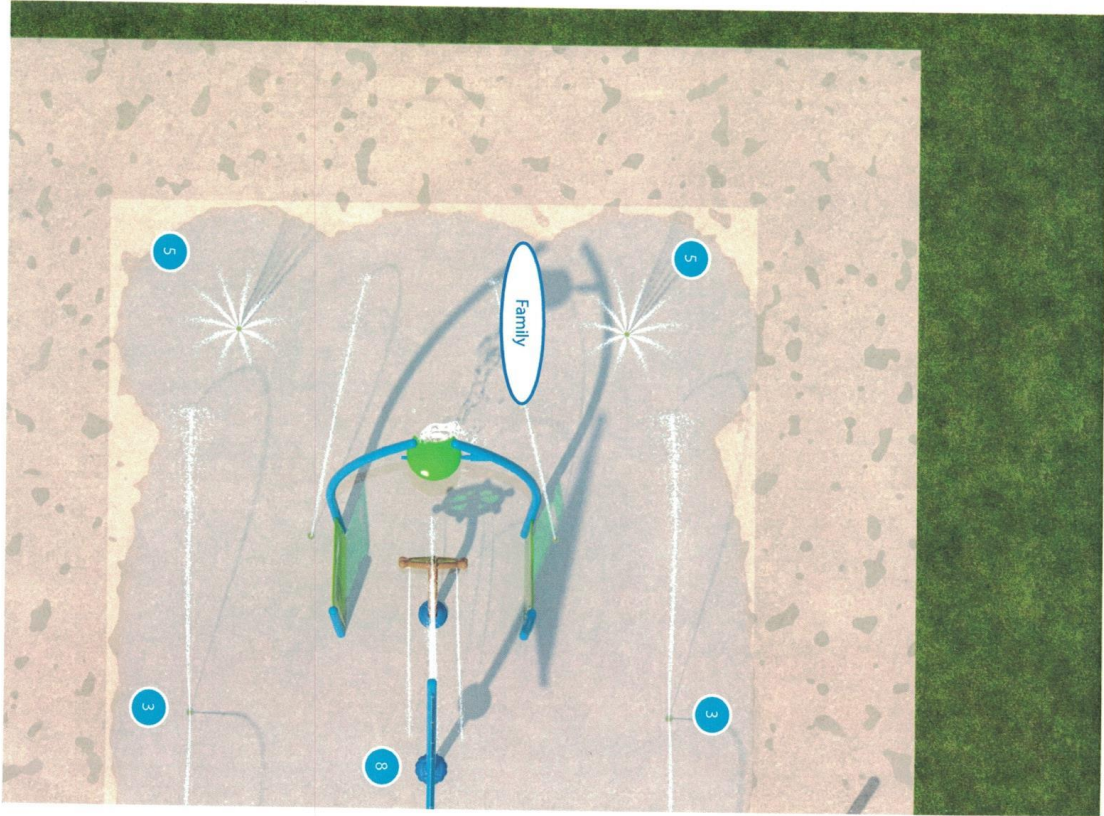
Council agreed to begin the process and to form a committee for the planning. The motion was made by Councillor O'Brien and seconded by Councillor Curtis. The motion carried.



SPLASHPAD® COMPONENTS

Total area: 1500 ft² (139 m²)
Spray area: 800 ft² (74 m²)

REF	PRODUCT	QTY	GPM	LPM
1	Bollard Activator N°3 VOR 0611	1	0	0
2	Crab N°1 VOR 7208	1	4	15.1
3	Directional Jet N°2 VOR 0321	2	3	11.4
4	Fish N°1 VOR 7218	1	4	15.1
5	Geyser VOR 0301	2	9	34.1
6	Jet Stream No.2 VOR 0325	3	12	45.4
7	Playsafe Drain N°1 VOR-1001.4000	1	0	0
8	Sailboat N°1 VOR 7671	1	29	109.8
9	Wave VOR 0327	2	11	41.6
TOTAL WATER FLOW		QTY	GPM	LPM
		14	72.0	272.5



- **PLAYGROUND AT LIBRARY**

Our Maintenance crew has reported recent events of vandalism at the Playground. There were broken pieces of glass mixed in the sand as well as broken fence rail and a bench that was damaged.

Mayor Gordon asked council what their thoughts were on placing security cameras at the playground and at the skate park.

Council had a brief discussion on what type of cameras and the location to place them. Councillor Duggan asked if maybe we should start with dummy cameras..

The motion was made by Councillor Duggan and seconded by Councillor Curtis for the CAO to find suitable cameras for these locations. The motion carried.

- **REQUEST FOR USE OF COUNCIL ROOM ON THURSDAYS**

We received a request from a local chapter of AA to use the council room on Thursday. This group normally meet at the Western Hospital but due to COVID restrictions they are not able to meet there. Councillor O'Brien asked how many would be in the group and if they could maintain social distancing in the council room. They discussed how that would work with having to keep a record of who was in attendance being its an anonymous organization. Council agreed that if the group could keep the attendance records in the event it was necessary to contact people, they couldn't see an issue. The motion was made by Councillor O'Brien and seconded by Councillor Duggan to allow them to meet and the motion carried.

- **PARKING LINE PAINTING AT INDEPENDENT PARKING LOT**

We received a quote from a company for the painting of the parking lines at the Independent parking lot. Mayor Gordon remarked that the parking lot was in need of repaving but that it would be done next year. The council debated on the merits of painting if it needed to be paved in the near future. The quote included the lot and the parking spots on Main St.

Our Maintenance has a schematic of how the lines have been painted. Councillor Curtis noted that the fire lane should be clearer marked as too many are parking in it. Councillor Duggan asked if perhaps a letter should go out to the buildings on Main and the Independent to get their input on the design of the lot for next year. It was decided to send letters and look at having it on the meeting in September.

H) COMMITTEE REPORTS

FINANCE REPORT – COUNCILLOR DUGGAN

Councillor Duggan submitted the finance report for the bills for June. Councillor Duggan made the motion to accept the report in the amount of \$35,091.67. The motion was seconded by Councillor Curtis and the motion carried.

FIRE REPORT – COUNCILLOR ADAMS

Mayor Gordon read out the fire report as Councillor Adams wasn't present

Alberton Fire Department monthly fire report June 2020

- Fire calls: 4 mvc
- 1 medical first responder.
- 1 vessel in distress.

New equipment: 4 new pairs of boots

3 new pairs of gloves

3 new flashlights

- Training: on June 2, 2020, the resumed regular operations at the fire hall. Training consisted of a classroom session on fire tactics followed by a discussion on various areas to make things better on the fire scenes. On June 30, 2020. Medical training was conducted along with pump training.
- New business: On June 18, 2020, at our regular monthly meeting the members of the Alberton Fire Department voted on 3 new members to the department. Kyle Rafuse, Mark Jeffery, and

Garrot Tanten. The members welcome them to the family. We would also like to welcome back Zach Gaudet as our summer student.

- Hall maintenance: We will be installing 2 new man doors at the hall. As the building is 18 years old the doors have seen better days it is time to replace them. As luck would have it one of our new members is a carpenter by trade and will be installing the doors as soon as they come in.
- The Generator at the hall was repaired under warrenty.

Report submitted by: Chief Shannon Dumville

POLICE REPORT – COUNCILLOR ADAMS

Mayor Gordon read out the police report as Councillor Adams wasn't present



TOWN OF ALBERTON MAYOR'S POLICING REPORT JUNE, 2020

**West Prince RCMP Detachment
“L” Division
Prince Edward Island**



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

The West Prince RCMP Detachment responded to a total of 16 calls for service during the month of June, 2020.

Prince District RCMP Members have thus far reported 178 hours providing policing services to the Town of Alberton during the month.

A short recompilation of the above-noted hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations. As well, this may include time spent attending to community visits and school visits.

The calls for service are broken down as follows:

Motor vehicle collision	2
Impaired driving	1
Flight from police	1
Traffic complaint	1
Controlled Drugs and Substances Act	1
Mental Health Act complaint	1
911 Act	4
Lost and found	1
False alarm	4

Provincial Statutes for the month:

Non-moving traffic violation	1
Written warning	1

Community Involvement

A Traffic Check Stop was conducted in the town during the month involving approximately 100 vehicles. One verbal and one written warning were issued.

During the month of June, Police continued to assist with COVID-19 quarantine checks on individuals self-isolating. Front counter service is now being provided at all RCMP Detachments but the public is asked to continue contacting police by telephone if possible to avoid unnecessary personal contact. For emergencies, please call 911.

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.

Sgt. Neil Logan,
Acting District Commander
Prince District RCMP
902-436-9300



Royal Canadian Mounted Police
Nick Doyle
Regimental # 55781

SIDEWALKS AND STREETS – COUNCILLOR MURPHY

Councillor Murphy was not present at the meeting. Mayor Gordon remarked that we had already discussed the Sidewalk project and the rumble strips for the streets in Emma Dr.

ENVIRONMENT – COUNCILLOR O'BRIEN

Sewer invoices for July – December have gone out. It's been busy at the Hall with payments. Still people coming in trying to pay with debit- they leave and often don't come back right away.

More etransfers coming in though as we put a note on the bills with the etranfer instructions.

RECREATION -COUNCILLOR WILLIAMS

Councillor Williams was not present at the meeting. Mayor Gordon asked Councillor Duggan to read the report:

We are very pleased to announce we have hired Kenan Wilkie for the position of Recreation/events coordinator.

We also received a grant for the Community foundation of PEI from the David A. Mackay endowment fund in the Amount of \$2200 to be used to buy an AED for the town hall.

LIBRARY REPORT – COUNCILLOR WILLIAMS

Councillor Williams was not present so Councillor Duggan read out the report

Alberton Public Library Monthly Report

Reporting to: Councilor Kelly Williams

Period: Month of June 2020

Programming: Curbside delivery is going well with most patrons being understanding of the process. There is an unofficial opening of July 20th when browsing and computer use will be available in limited numbers. There will still be no programming, and no children's toys or manipulatives (lego, crafts, puzzles etc). Summer Reading Program is on a virtual platform this year with contributions made from PEI public library service as a whole for island content. i.e. preschool storytime read by a librarian, or science experiment led by an island librarian)

Operations: Lots of sanitizing and disinfecting being done. A plexiglass barrier at the circulation counter may be installed in coming weeks? More signage for traffic flow and limits to numbers of persons entering the building will be monitored.

Planning:???

Kelly Gillis

Branch Technician, Alberton Library

CAO Donna Thomson noted that Kelly Gillis had requested a sign in the spring to be placed at the road. Mayor Gordon said that it had been discussed and approved at a previous meeting so the CAO could go ahead and order it.

ECONOMIC DEVELOPMENT – COUNCILLOR CURTIS

Good news is that The SideWalk Grill has new owners. They hope to open late September or early fall as a Chinese food restaurants. As well the Pub on Main Street is now reopened.

PROPERTY – MAYOR GORDON

Letters have gone out in regards to property clean ups. We will follow up and see if anything gets down and if not by the deadline, then we will take further action.

We did send one to the neighbouring property and offered the use of a couple of summers students if they required help.

As well there was another property with very overgrown grass and the property looks vacant. We are trying to get in touch with the owners.

CAO REPORT – DONNA THOMSON

Wow can't believe we are into July already. Summer sure looks different from other years with the Covid Restrictions.

We are pleased to welcome Kenan Wilkie to our team as the new Recreation/Events Coordinator. He is getting orientated into his new role and he has some exciting ideas of activities that we can do during Covid.

We have all our summer students working for us now. We have Elon Wilkie as our Recreation student, Nathaniel Peters as Maintenance assistant and Cole Crockett and Corbin Clark working on beautification projects in landscaping etc.

Our sidewalk project will soon be under way and that is great news. Anything that improves safe walking conditions on more of our streets can only be beneficial to the town.

Sewer bills went out for July – December and payments have been coming in steadily. Still have the odd ones who come looking for Interac. Planning has been picking up as the restrictions have been let up.

In the office, I have been paying bills and getting all the paperwork caught up. Tackling the filing cabinets in my office and purging of old files. Diane has been a great asset while I do this as she deals with the phone and public coming in.

Here's hoping August doesn't bring more lockdowns due to a second wave of Covid, but if it does, we will be prepared.

This concluded the meeting. Mayor Gordon called for a motion to adjourn. The motion was made by Councillor O'Brien and seconded by Councillor Duggan and the motion carried.