



## Minutes Regular Council Meeting Held Tuesday October 11th, 2022, at 7:30 p.m.

The regular meeting of council was held Tuesday October 11th, 2022, at 7:30 pm with Mayor Gordon presiding. In attendance were Councillor O'Brien, Councillor Adams, Councillor Curtis, Deputy Mayor Duggan, Councillor Murphy, Mayor Gordon and CAO Donna Thomson. Councillor Williams sent regrets. Also in attendance were Jillian Trainor from the West Prince Graphic.

### **Declaration of Conflicts of Interest**

Mayor Gordon called the meeting to order. He went over the conflicts of interest, Councillor O'Brien for health and Councillor Williams for fire.

### **Approval of Agenda**

Mayor Gordon called for a motion to approve the agenda. The motion was made by Councillor O'Brien and was seconded by Councillor Adams. The motion carried.

### **Adoption of Minutes**

Mayor Gordon asked for a motion to adopt the minutes from the September 12th regular meeting of council. The motion was made by Councillor Curtis, seconded by Deputy Mayor Duggan and the motion carried.

### **Business arising from the Minutes**

Mayor Gordon moved on to business arising from the minutes. Mayor Gordon said we had received an estimate from WSP to run the sewer line down Lorne Street. WSP estimated it would cost approximately \$141,500. Mayor Gordon asked the CAO if the town would bear that whole cost or if the developer would share the cost. The CAO advised she has sent the developer an email when she had received the quote but that as of meeting time, she hadn't heard back. Deputy Mayor Duggan asked what sort of precedent council would be starting if

the town ran the sewer line at there. The CAO noted that if the Bylaw is amended to reduce the size allowable to split lots off an Agricultural, then someone could split it into 3 lots and still be able to install septic tanks if the sewer line doesn't run by a parcel. Councillor O'Brien asked if even if the town paid half how long before the Town would make the money back. Deputy Mayor Duggan said we have given the developer options. The CAO asked if the Council still wanted to explore reducing the allowable size of lots that could be split off a parcel. Currently it is one acre lots. The CAO said she would work with the planner and see what would be appropriate to change the lot size. Council asked the CAO to do so.

### **Public Presentations**

Mayor Gordon asked the CAO to address the next item on the agenda in regard to an email sent for council. Ms. Thomson explained that she had received an email from a resident about a flower bed outside their business on the corner of Church and Main. The resident advised the CAO that the town was responsible for the maintenance of the flower bed. She stated that the previous maintenance man Garth Davies had installed it, that they had paid him to do so, and that he told them the town would maintain it. The CAO explained to Council that she had responded to the resident that Mr. Davies had no authority from the Council or from the current CAO. She advised the resident to reach out to Mr. Davies.

The resident sent a 2<sup>nd</sup> email asking for it to be on the agenda for this meeting. Ms. Thomson advised council she had looked in the accounting software to see where the donation of the money to build the bed would be, but had not found anything. Councillor O'Brien asked if there was any agreement to indicate the town would be responsible for maintenance. She questioned why the resident would give the maintenance man a large sum of money without the donation coming to the Town Office. The CAO said no there wasn't. To her it seemed to be a transaction between the resident and Mr. Davies and that it was actually Mr. Davies partner who installed the plants. Councillor O'Brien asked if the resident had any such agreement for maintaining it. The CAO said she didn't think so. The CAO said they didn't do maintenance for other places. Councillor Curtis said it sounded like a private transaction and that it shouldn't involved the town. Councillor O'Brien said if an agreement was found, we could consider it then.

## **Reading of Correspondence**

Mayor Gordon noted copies of the correspondence were in the Councillor packages. Received was a letter from the Province re MCEG agreement extension.

## **Committee Reports**

## **Police Report**



# **TOWN OF ALBERTON MAYOR'S POLICING REPORT SEPTEMBER, 2022**

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

Prince District RCMP Members have reported 156 hours providing policing services to the Town of Alberton, during the month of September, 2022.

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.

Nine Criminal Record Checks were completed for residents of Alberton, during this past month.

A total of 24 calls for service were received during this past month and are broken down as follows:

Disturbing the peace	3
Mischief	2
Well-being check	2
Suspicious person	2
Flight from police	1
Traffic complaint	1
Items lost	1
Mental Health Act	1
Family Law Act	1
Trespass to Property Act	1
Child Welfare Act	1
911 Act	3
Assist general public	1
Crime Prevention	1



False alarm	3
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Provincial Statute Charges/Warnings for the month:

Speeding violations	1
Written Warnings	3

Two traffic check-stops were conducted within the town involving over 100 vehicles and resulting in two charges and two written warnings under the Highway Traffic Act.

While on patrol on September 12<sup>th</sup>, a member encountered 3 ATVs driving erratically on Church Street. Attempts to pullover the ATVs were made but the drivers increased their speeds and took off on a side road. A description of one of the ATVs was obtained.

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



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

## Fire Report – Councillor Curtis



### Sept-2022 Fire Report

Medical first responder calls-6

Structure fires-1

Motor vehicle accidents-2

Smoke in house-1

Utility Fires-14

Total- 24

Our Members attended 1 fire training session-victim removal for upper levels.

Our medical training this month was on strokes.

We attended a mutual aid meeting hosted by the Miminegash Fire Dept.

During Hurricane Fiona The fire Hall was opened as a reception center for the public. We would like to thank CAO Donna Thompson, Michelle Jeffery and Shelly Fraser plus all of our members who spent countless hours helping the public with their needs during this weather event. During the storm our phone lines and pager system went down. We are now working with the CAO to switch providers as this is the second time this has happened. The last being during hurricane Doiron.

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Deputy Fire Chief Darrell Graham

PO Box 580, Alberton, PE COB1B0

902-853-2863

## **Property – Mayor Gordon**

Mayor Gordon went over the Property report submitted by Bylaw Enforcement

### **PEI BYLAW ENFORCEMENT**

#### **Town of ALBERTON – September, 2022.**

- Patrolling around to get familiar with the Municipality.
- All NOV's in August have been complies with except 428 Church St. and clean up order is in the works.
- No new files this month. Patrolling and monitoring open files.

Officer - DONNA J. JOHNSON - B.Mus.

PEI Bylaw Enforcement

peibylawenforcement@gmail.com

902-218-7045

## **Seniors – Councillor O'Brien**

Councillor O'Brien noted that there is still \$1700 remaining in the transportation fund we received last year that we transferred to Transportation West for their usage. Everyone subsidized are very thankful for the help.

Corporal St. Onge joined the meeting in progress. Mayor Gordon advised the officer that we had read out his report. The Cpl said he was new to the area and was happy to be back in the Maritimes. He spoke that the ATV's are still an issue in the area. He advised the numbers showing on the Police Report were down from the usual. He said that was due to 2 officers' reports not being submitted in time. He also noted that due to holidays etc. , that the officers covering the hours may not have logged calls the same as the officers up here do.

### **Recreation – Councillor Williams (Absent)**

Mayor Gordon asked CAO Donna Thomson to read the recreation report as Councillor Williams was not in attendance. The CAO said that no Library report had been received and that staff were planning an event for October 29<sup>th</sup>. Deputy Mayor Duggan asked what the curfew for Halloween was going to be. The CAO said it was 7:30 pm. Councillor O'Brien asked if there should be an ad in the newspaper. Deputy Mayor Duggan made the motion to approve an ad being posted. The motion was seconded by Councillor O'Brien and it carried.

### **Environment – Councillor Adams**

Councillor Adams advised that the replacement of the Albion Street sewer line has been completed.

### **Sidewalks and Streetlights – Councillor Murphy**

Councillor Murphy advised Council that there a few sidewalks and curbs that needed attention as its very rough for peoples in wheelchairs. He also said there were some of the manholes that should be raised up to street level as they have some that are lower than the surrounding pavement. The CAO said she would have maintenance staff make note of the ones that were dipped.

### **Finance – Deputy Mayor Duggan**

Deputy Mayor Duggan made a motion to pay the bills in the amount of \$34,827.76. The motion was seconded by Councillor Curtis.

### **CAO – Donna Thomson**

Ms. Thomson read out the highlights of her report

The hall has been quite busy since our last meeting. We had 3 holiday days since that time. We said goodbye to our last summer worker when Cole Crockett finished up on September 23<sup>rd</sup>. With the impending weather, the Neighbour to Neighbour event was cancelled. We went ahead with the town yard sale and the response was well received.

Tropical Storm Fiona certainly had an impact on operations and around town. The storm started on Sept 23<sup>rd</sup> and went into Sept 24<sup>th</sup>. We opened the reception center at the fire hall starting Sept 25<sup>th</sup>. We were very fortunate in having some



wonderful volunteers step up at the fire hall. Much gratitude to Michelle Peterson, Shelly Fraser and Kim Peterson. When we made the call to open the centres, the ladies were ready to go. The Independent were very quick to drop off food supplies and it didn't take long for the lunches to be made. A huge thank you to Pat and Bill Bray. The first day saw 75 people register for the reception – some were there for food, some for shower and some to charge electronics and warm up, and some picking up water.

The center stayed open Sept 26 and Sept 27 having 23 and 12 registered. The last day it was open on Sept 28 saw 23 people come in. By that time, most of the people in the area had power restored. We want to thank the fire hall for their hospitality in opening their doors.

In respect to damages, there were several trees down around the town. One blocked the street just up from the town hall on Church St but it was cleaned up fairly quick. In regard to town properties, we had a tarp storage shed demolished but fortunately there was no damage to the items that were stored inside. The biggest damage was to the trails and the disc golf course with downed trees. They have been cleaned up thanks to Raymond Gaudette and Dave Zsabo.

Diane and I attended a training session for election officials held by Municipal Affairs hosted in O'Leary. Nominations open tomorrow October 12<sup>th</sup> and close on the 21<sup>st</sup> at 2:00 p.m. Election day is Monday November 7<sup>th</sup> and all 6 councillors and the mayor are up for re-election. We also had a 2 day audit the 3<sup>rd</sup> and 4<sup>th</sup> of October. We should soon be getting the financials for the year from the auditors.

## **Planning board recommendations - NIL**

### **Introduction to New Business**

Mayor Gordon moved to the first item under new business. He said we had obtained a quote on the cost of a new aluminum box for the new truck. It was in the range of \$6000.00. He said that our maintenance man feels that this is the time to dispose of the older truck before it needs more work. As well we don't have much space in the shop once the snow comes and the sidewalk machine is going. It would need to go to tender. Councillor O'Brien asked what would happen if something needed to be hauled, would the new truck be used? Mayor Gordon replied that he would use the trailer to haul salt. Mayor Gordon asked the

council if there were in agreement to tender the truck. Council also responded yes to selling the truck. Councillor Murphy wondered how much it was worth saying if a new aluminum box for the new truck would have cost around \$6000, that the box on the old truck should still have value. Mayor Gordon responded he wasn't sure, but mentioned that there is a new set of tires that would go with it.

Mayor Gordon asked for a motion to run a tender ad. The motion was made by Councillor Adams and was seconded by Councillor Curtis. The motion carried.

Mayor Gordon mentioned that the 2<sup>nd</sup> set of tires we received with the new truck are not studded. Donnie would like to know if Council want them studded. It would be around \$100. Mayor Gordon asked for a motion to have the second set of tires studded. The motion was made by Councillor O'Brien, was seconded by Councillor Murphy and the motion carried.

### **Staff Updates**

Mayor asked the CAO to go over this item on the agenda. The CAO said she had completed staff evaluations for Donnie Bernard and Diane Broderick. She said both are exceptional workers and that we were lucky to have them on staff. She said she was recommending a pay increase, but that it would be up to Council.

Mayor Gordon asked for the current rates of pay. The CAO advised council of their rates. Mayor Gordon called for a motion to increase the rate of pay to \$21 for Donnie Bernard, and to \$18 for Diane Broderick. The motion was made by Councillor Adams, seconded by Deputy Duggan. The motion carried. Deputy Mayor Duggan made a motion to increase the CAO's pay rate as well. It was seconded by Councillor O'Brien. The motion carried. The CAO asked for clarification on the amount of increase. Deputy Mayor Duggan said it was \$1.50/hour and that the next review on wages would be in April around budget time. The CAO thanked Council and said she certainly hadn't been expecting her wages to increase.

### **Location of buildings to be moved from ball field to town hall**

Mayor Gordon moved to the next item on the agenda. He said Donnie has the locations where he would like the 2 buildings at the ball diamond to go when moved over. We are going to use the Canteen building as the community fridge and the old washroom building will be renovated to become a storage building.

Councillor Murphy asked where people would go for a washroom at the ball field if the buildings were moved. Mayor Gordon advised that a new washroom building would be built as it was needed for the splash pad. No one on Council had any issue with the moves. Mayor Gordon said Donnie would also like to have a 6ft overhead door installed on the storage building. Donnie has an estimate of \$500 for the cost to do so. Deputy Mayor Duggan made a motion to approve the expense. The motion was seconded by Councillor O'Brien.

Mayor Gordon said that Donnie also wanted to get a quote on the cost to modify the dog park entrance to make it wide enough to get a lawn tractor inside. Mayor Gordon said it was Eastern Fencing who had done the work. He called for a motion to get a quote on the cost. Councillor O'Brien made the motion and remarked that in the future things like that should be considered prior to installation. The motion was seconded by Deputy Mayor Duggan. The motion carried.

### **October Event**

Mayor Gordon asked the CAO to speak on the next agenda item. She said that staff were planning an event on October 29<sup>th</sup>. She indicated that Main Street from the corner of Main and Church, and from Main and Poplar would be blocked off. She said there would be prizes for best costumes and that a Poker Walk which would highlight the disc golf and walking trails before ending back on Main Street. She said she had reached out to the Community Navigator to see if he would like to be involved since the Neighbour to Neighbour had to be cancelled due to the Tropical Storm Fiona. She said they were meeting the next day to coordinate ideas.

### **Election**

Mayor Gordon provided information on the upcoming election. He said the election office would be at the Hall and would be open for nominations on October 12<sup>th</sup> from 5 pm to 8 pm, October 15<sup>th</sup> from 9am to 12 noon, October 19<sup>th</sup> from 5 to 8 pm and October 21<sup>st</sup> from 9 to 2 pm (nominations close at 2 pm). He said that Election day would be November 7.

### **Snow contract tender ad**

Mayor Gordon said it was getting that time of year for the snow removal ad. He called for a motion for the CAO to put a tender ad in the newspaper. The motion was made by Deputy Mayor Duggan and was seconded by Councillor Adams. The motion carried.

### **Eastlink**

Mayor Gordon said as briefly mentioned in the fire report, that Eastlink service for phone and internet, had been down during Fiona. He said that it was essential for the fire department to have service. He said the fire department wants to switch to Bell and that the CAO wanted to get Council's approval before starting the process. He asked Council if anyone had any issues with switching. Councillor O'Brien said that Bell has been known to lose service as well. She wondered if there were any other options besides Bell or Eastlink. She asked if we were under contract with Eastlink. The CAO said she hadn't been able to find a contract, that she thought that it was a monthly service. Mayor Gordon asked for a motion to start the process if there was no contract. The motion was made by Deputy Mayor Duggan and seconded by Councillor Curtis. The motion carried.

### **Recreation Director position**

Mayor Gordon said that before we advertised the position did Council want to discuss the hourly rate. Mayor Gordon said that he wasn't sure if we really needed one at this time of year. Councillor O'Brien said she thought we needed one year round. Mayor Gordon asked Council what they thought was a fair wage for someone. Deputy Mayor Duggan said he thought that \$20/hr was low. Councillor O'Brien said she agreed with that. Councillor Murphy thought that the recreation director and the rink manager should be one position. Councillor O'Brien thought that would be a lot for one person that the rink manager would be a fulltime position all on its own. Councillor Adams thought it was a fair starting wage. Councillor Curtis said we should consider a part time position, that we may get more applications. He thought that 20 hours a week would be a good starting place. Mayor Gordon said he agreed with Councillor Curtis. Councillor Curtis said the experience level should be considered when discussing the hourly wage. He said if they are doing well in the position that it could be raised after a 3 month interval. Deputy Mayor said we could advertise it as a range from \$20-22

depending on experience. Councillor O'Brien said she knew there were a couple who might be interested in the position but that they had thought the wage was low. She said she knew one of those people and thought they would be very good in the position but that they would need a bit higher salary to make it work. Councillor O'Brien said experience was a big factor as well. Councillor Murphy said to put an ad in the paper for a part time position. Councillor Curtis said that anyone who had the program experience and who started the job would not be staying long and that it happened before where they worked briefly and then moved on to a bigger community. The CAO asked if Council wanted to hire a recruiting firm. She said with the last round of advertising that there was a greater number of applicants from off Island then there was locally. Councillor O'Brien said a local person was in to the hall to speak to the CAO and that this person was interested. The CAO said that she had met with this person but that they said the wage of \$20/hr was too low. Councillor O'Brien said she thought they would consider the job if the wages were \$21-22 per hour. Councillor Murphy made a motion to allow the CAO to run an ad for a new recreation director. The motion was seconded by Deputy Mayor Duggan. The motion carried. The CAO said she would run the ad by Council for the wording before placing the ad.

## **Trails**

Mayor Gordon said we had received a few complaints of cars driving on the new trails. He said the plan had been to put up barriers but Fiona sidelined the process. He said the barriers have now been installed. He turned the floor over to Deputy Mayor Duggan as he indicated he had a few suggestions. He said that personally he had been walking on the trail and near got run over in the Poplar/French lane area. He thought signs with a map of the trails would be helpful at various locations. He said the barriers could hold the signs. The CAO thought a sign at the head of French Lane saying caution people hiking in the area. Mr. Duggan said he didn't think there was any need for cars on the French Lane especially now that the other trails have been created. He said the Poplar entrance could be widened to allow a couple of cars to be parked. He also said directional signs could be placed from the parking lot of the disc golf course to the Poplar entrance. Councillor O'Brien asked if there was any way to know if the French Lane was considered a roadway. The CAO said it wasn't listed on the inventory of the roads turned over to the Province. Mr. Duggan said the reason

there was traffic on the road was that there was land for sale in the area. But he said that the only way that area could be developed would be if the developer put a proper road to the area at their expense. The CAO said that the town couldn't issue a building permit for there either, unless there was proper access to the area and that it would need to be done to the Provinces standards. Councillor Adams asked if any of the roads that were in the area could be made into a proper road. Deputy Mayor said that it would be very expensive to create a road in there. The CAO said it would also need to pass environmental criteria as there was a salt marsh in the location. Deputy Mayor said a lot of the property down there couldn't be developed. He said it would be nice if the current trails could be connected via loops. The CAO said that was in the second part of the development. Mayor Gordon said that as far as anyone could go on French Lane currently would be to Poplar as its blocked from there down to the shore. He said if there was a barrier at the head of French Lane, it would need to one that could be opened if Westech needed to move equipment. He said that you couldn't get out of Poplar as it was blocked there as well. Deputy Mayor Duggan said we should look at creating parking spots even if we needed to move the barriers ahead to do so. The CAO asked what to tell people if they ask if French Lane is accessible by car. The Mayor said all they could do is get to Poplar and then they would need to back out. Deputy Mayor said he would like to have a barrier at the head of French Lane. He said it was never very accessible by car anyway prior to it being a trail as there were huge ruts on the surface. Councillor Adams thought the barrier could be placed after the crossover place that Westech would use. Mayor Gordon said it should be behind the place where the Kinch's would need to access the lane as they had been told they could still access it for launching their boat. Councillor O'Brien asked for clarification that signs would be going up. The CAO said yes, a rules of the trail and a map of the trails would be ordered.

**Inquiries by member of Council- Nil**

**Introduction and reading of bylaws – Nil**

**Appointment to Committees – Nil**

## **Adjournment**

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