



## Minutes of the Regular Council Meeting Held Monday May 9th, 2022, at 7:30 p.m.

The regular meeting of council was held Monday May 9<sup>th</sup>, 2022, at 7:30 pm with Mayor Gordon presiding. In attendance were Councillor O'Brien, Councillor Adams, Councillor Curtis, Councillor Williams, Deputy Mayor Duggan and CAO Donna Thomson. Jillian Trainor from the West Prince Graphic and Corp Travis Gallant from the RCMP, as well as Kristen Gardner from the Journal Pioneer, who joined as the meeting was in progress. Alberton town resident Robert Carruthers was in attendance for the first part of the meeting.

### **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 Curtis. The motion carried.

### **Adoption of Minutes**

Mayor Gordon asked for a motion to adopt the minutes from the April 11th regular meeting of council as well as the minutes from the April 21st Special meeting. The motion was made by Deputy Mayor Duggan, was seconded by Councillor Williams and the motion carried.

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

Mayor Gordon moved on to business arising from the minutes.

The tender for a new town truck closed on May 5<sup>th</sup>. One tender quote was received from D. Alex MacDonald in the amount of \$51,294.89. Mayor Gordon

called for a motion to award the tender. The motion was made by Deputy Mayor Duggan, was seconded by Councillor Adams and the motion carried.

### **Public Presentations**

Mayor Gordon called on Robert Carruthers to speak. Mr. Carruthers related that he was at the meeting on behalf of the Alberton Historical Preservation Foundation. He explained that the Foundation were concerned with standing water on the property at 420 Church Street. He indicated the board members would appreciate if Council could have someone look at the issue and see if a better way to move the water could be found. He said in the spring the sump pump is constantly running and there are concerns about getting water in the basement. Mayor Gordon thanked him and told him that it would be looked at. Mr. Carruthers thanked the Council for their time and he left the meeting.

### **Reading of Correspondence**

Mayor Gordon went over a letter of support request from Westisle High School for a donation for prizes for graduation. He advised that the Town had given \$50 in 2021. He asked Council if they would like to make a donation this year. Councillor Williams made a motion to give \$50 again this year. The motion was seconded by Councillor O'Brien. The motion carried.

### **Committee Reports**

As there was no officer at the meeting, Mayor Gordon called on Councillor Adams to present the police report. Councillor Adams went over the highlights of the report.



**TOWN OF ALBERTON  
MAYOR'S  
POLICING REPORT  
APRIL, 2022**

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

Prince District RCMP Members have reported 240 hours providing policing services to the Town of Alberton, during the month of April, 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.

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

A total of 17 calls for service were received during this past month and are broken down as follows:

✓ Flight from police	2
✓ Traffic complaint	2
✓ Assault	2
✓ Fraud	1
✓ Criminal harassment	1
✓ Theft under \$5,000	1
✓ Off-road Vehicle Act complaint	1
✓ Well-being check	1
✓ Assist general public	1
✓ Suspicious person/vehicle	1
✓ Crime Prevention	1
✓ Fire Prevention Act	1
✓ False alarm	2

Provincial Statute Charges/Warnings for the month:

Speeding violations	4
Non-moving traffic violation	3
Written warning	2

One Traffic Check-stop was conducted within the town during the month involving over 30 vehicles. No traffic violations were noted.

Effective April 25, 2022, Prince District Commander S/Sgt. Troy MacLean, took an Acting position as Sergeant Major for L Division RCMP. In his temporary absence, Sgt. Neil Logan will be the Acting District Commander of Prince District.

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



(Steven A.W. MONKLEY), Cst.

Signing for:

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

**Fire Report** - none submitted

### **Property Report**

Mayor Gordon then reported for his committee property. He said that McNeill's were building two duplexes on lots in the subdivision and that there would soon be 3 more starting on the corner into the subdivision.

### **Environment Report**

Next to present a committee report was Councillor Adams for Environment. He noted that April Interest letters and customer statements had gone out to customers with outstanding balances. He also mentioned that letters had gone to delinquent accounts.

### **Sidewalks and Streetlights**

As Councillor Murphy was absent, Mayor Gordon noted that there would be some spring damage of curbs and a few sidewalks that would need repairs. He said Donnie Bernard would make a list of the worst ones. Deputy Mayor Duggan advised there was a streetlight out on the corner of Church and Cascumpec Road. The CAO said she would report it to Maritime Electric.

### **Seniors**

Mayor Gordon asked Councillor O'Brien to report for Seniors. Councillor O'Brien said that she didn't have much to report as this is a newly formed committee. She asked what the budget for this committee was like. The CAO said she thought Council had given an amount of about 800-1000 at the budget adoption meeting, but that she would check to make sure of the amount. Deputy Mayor Duggan said wasn't there money left in the fund the town had received for transportation? The CAO said that money had been given to Transportation West for them to use on behalf of the Town. Councillor O'Brien asked if there were guidelines in place as to what a budget could be used for. The CAO said it hadn't been discussed as the committee was just newly formed. She suggested Councillor O'Brien and her could meet to discuss. Mayor Gordon asked Council if they wanted to top up the amount at this meeting. Councillor Williams made a motion to top the budget up to \$2000.00. The motion was seconded by Deputy Mayor Duggan and the motion carried.

## Recreation

Councillor Williams then reported for Recreation. She said to start that she wanted to thank the staff for the recent events of an Easter Egg Hunt and the Mothers Day gift basket. She said that everything was looking great around town with the spring decorations. She presented the Library report from Branch Technician Kelly Gillis.

Alberton Public Library  
Monthly Report

Reporting to: Councillor Kelly Williams  
Period: Month of April 2022

Operations: All good. Thank you. Congratulations on the historical designation.

Programs: Slowly easing into in-person programming with Storytime and book club. Open to full capacity but mandatory masks.

Planning: Partnering with Family Violence Prevention Week to offer a “Filling your bucket with kindness” event on May 13<sup>th</sup> and a Nordic Walking event on May 14<sup>th</sup>.

Kelly Gillis

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Councillor Williams also noted that the winner of the Mother’s Day gardening package was Chloe Wallace, and she offered congratulations to Chloe. She then asked how the staffing process for the Recreation and Events Coordinator position was going. CAO Donna Thomson said there were a few applications received for this position and for students. She said she was hoping to interview in the next week. Councillor Williams thanked the CAO and asked about soccer registration. Ms. Thomson said Diane Broderick had taken on the task of registering names and that the ones who resided in the town would not be charged a fee for the summer. Councillor Williams thanked the CAO for the information.

RCMP Corporal Travis Gallant joined the meeting. Mayor Gordon welcomed him to the meeting and advised that we had gone over the police report but asked the officer if he would like to speak. The Corporal apologized for his lateness, indicating he was coming from another meeting in Tignish. He advised that the Annual Performance report would be coming out shortly and that Sgt Logan from

the department would be reaching out for discussions. It sets out the initiatives for the year for the region. The initiatives for 2022-23 would be Traffic, Community relations, Aboriginal Youth Engagement and Organized Crime. He said the department was also undertaking a Quality assurance review which would look at a random selection of past convictions samples to ensure they were dealt with according to the department's guidelines. He said one of the areas that would be looked at was violence in relationships. He briefly discussed the officers assigned in the region to the water in regard to the newly formed Lennox moderate livelihood fishery. He said thus far there were no incidents coming from this. He also discussed the mental healthy mobile unit. He said they were still working out the kinks but that once it was running, that it should reduce some of the calls to their department, which would free up resources for other areas. He asked if Council had any concerns. Mayor Gordon said he hadn't received any and the CAO indicated that there had been no residents in with complaints.

He thanked Council for their time and the officer left the meeting.

Mayor Gordon apologized for missing an item under the Property report. He then read out the Bylaw Enforcement Officers report. He asked the CAO about the notices sent out for property cleanup. Ms. Thomson said that 2 notices were sent out via mail May 5<sup>th</sup>, 2022, advising property owners that they had to have the property cleaned up by June 1<sup>st</sup>, 2022.

### **Finance**

Deputy Mayor Duggan called for a motion to pay the bills \$24,908.33. The motion was seconded by Councillor Williams and the motion carried.

### **CAO Report**

April continued to be a very busy month. We had an easter egg hunt contest for town children on April 16<sup>th</sup>. We gave away 60 prizes and 1 grand prize. A fun event for all.

We had a special meeting to award the tender for the Albion street sewer line. I attended the Federation of PEI municipalities meeting in North Shore. A great networking event with very informative sessions. I attended ICS-100 training with Emergency Measures on May 3<sup>rd</sup> for a half day course.



I also attended Community Navigator meeting in person for the first time in many months. We also hosted for a signing of a proclamation for 4 communities for Family Violence Prevention week which runs from May 9-15<sup>th</sup>.

I had 3 projects submissions due April 29<sup>th</sup>. We submitted projects to Municipal Strategic Component for a washroom at the ball field, a project to ACOA for the Reviving of Main Streets, as well as a project to Farm Credit AgriSpirit Awards for lighting replacement with LED at the Arena.

We are excited to start up our projects after a long winter. Once it dries up a bit more, the trail project will resume, as well as having the disc golf course redesigned to add in 3 baskets for a 9-hole course. We will also be starting work on the green space by Emma Drive.

We are also offering a test pilot of 6 community boxes which will be here on the town hall property. We will also be holding interviews soon for summer students. And as always thanks to Donnie and Diane for their decorating for spring around town.

### **Planning Board Recommendations – nil**

#### **Introduction to New Business**

Mayor Gordon called on the CAO for the next item on the agenda. The CAO advised that there was an application submitted to the Municipal Strategic Component fund for the washroom replacement at the Ball Diamond. She said the application was submitted on May 6<sup>th</sup> and that it was a last-minute submission and that the department needed a resolution. Mayor Gordon called for a resolution to apply to this fund for funding. The motion was made by Councillor Williams, seconded by Deputy Mayor Duggan and the motion carried.

Resolution:

Whereas the Town strives to be an inclusive community;

And whereas the washroom building at Memorial Field is not fully accessible;

Be it resolved that the Town of Alberton seek funding to replace the existing building with a barrier free building and apply to Municipal Strategic Component fund

The next item for discussion was the application to ACOA for a fountain in the town pond. The CAO advised Council that she wanted to apply to the Rural Growth Initiative for funding on this and other small projects as well and that the application required a motion from Council. The motion was made by Deputy Mayor Duggan, was seconded by Councillor Curtis and the motion carried.

Mayor Gordon moved on to a discussion on appointing a Municipal Electoral Officer as well as Deputy Municipal Electoral Officer. Mayor Gordon asked the CAO to explain. The CAO said that Municipal Affairs had sent out an email to municipalities asking Councils to make these appointments for the November elections. She said in previous elections that the role was filled by the CAO and said that she would be happy to take on the role, with Diane Broderick serving as Deputy, unless Council had other people they wanted in the roles. Mayor Gordon called for a motion to appoint Donna Thomson to the role of Municipal Electoral Officer. The motion was made by Councillor Adams and it was seconded by Deputy Mayor Duggan and the motion carried. He then called for a motion to appoint Diane Broderick to the role of Deputy Municipal Electoral Officer. The motion was made by Deputy Mayor Duggan and was seconded by Councillor Williams. The motion carried.

Mayor Gordon moved to the next item. He explained that we had received notice from the Province that they would not be doing the widening of the shoulder on Poplar Street this year, but it could be included in next year's capital projects. He said this was a part of the Trail project we were approved for under the Active Transportation plan, and that if it didn't go ahead, we may need to repay some of the project money. He said the CAO had discussion with WSP and they are willing to take this on and that they had been the only tender received. He called for a motion to have WSP move forward with the this. The motion was made by Councillor Curtis, was seconded by Councillor O'Brien and the motion carried.

At this time, Kristen Gardner from the Journal Pioneer joined the meeting.

The final item for discussion was the locking in of the interest rates for the Rink Loan at CIBC. Council was given a table of interest rates:

1 year – 4.290%  
2 years – 5.176%  
3 years -5.398%  
4 years 5.539%  
5 years – 5.628%

He called for a motion to decide on the interest rate and term. Councillor Williams made a motion to lock in for a 5-year term at 5.62% interest. Mayor Gordon asked if anyone was in disagreement and no one answered. He then called for a seconder to Councillor Williams motion. It was seconded by Deputy Mayor Duggan and the motion carried. The CAO said she would get in touch with the loan officer the next day to start the process.

**Inquiries by Members of Council - nil**

### **Introduction and Reading of Bylaws**

Mayor Gordon called for a motion for the second reading The Bylaw with Respect to Parking, Bylaw #2022-3. The motion was made by Deputy Mayor Duggan, seconded by Councillor Adams and the motion carried.

Date: May 9<sup>th</sup>, 2022

Moved by Councillor: Deputy Mayor Duggan

Seconded by Councillor: Councillor Adams

*Whereas the Town of Alberton strives to establish standards with respect to parking;*

*And whereas the town wishes to provide guidance for the enforcement of the bylaw;*

*Be it resolved that the Bylaw with Respect to Parking Bylaw 2022-3 be read a second time at this council meeting.*

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Mayor Gordon then called for a motion to approve the second reading. The motion was made by Councillor Adams and was seconded by Councillor Curtis. The motion carried.

Date: May 9<sup>th</sup>, 2022

Moved by councillor: Councillor Adams

Seconded by councillor: Councillor Curtis

*Whereas the Town of Alberton strives to establish standards with respect to parking;*

*And whereas the town wishes to provide guidance for the enforcement of the bylaw;*

*And whereas the bylaw was read a second time at this meeting;*

*Be it resolved that the Bylaw with Respect to Parking, Bylaw 2022-3 be hereby approved.*

Mayor then asked for a motion to adopt the Bylaw with Respect to Parking, Bylaw 2022-3. The motion was made by Councillor O'Brien and seconded by Councillor Williams. The motion carried.

Date: May 9<sup>th</sup>, 2022

Moved by councillor: Councillor O'Brien

Seconded by councillor: Councillor Williams

*Whereas the Town of Alberton strives to establish standards with respect to parking;*

*And whereas the town wishes to provide guidance for the enforcement of the bylaw;*

*And whereas the bylaw was read and approved at two separate meetings of council held on different days;*

*Be it resolved that the Bylaw with Respect to Parking, Bylaw 2022-3 be hereby approved.*

The second reading of a bylaw on the agenda was a new Election Bylaw. Mayor Gordon called for a motion for the first reading of the bylaw. The motion was made by Deputy Mayor Duggan, was seconded by Councillor Williams and the motion carried.

Date: May 9<sup>th</sup>, 2022

Moved by councillor: Deputy Mayor Duggan

Seconded by councillor: Councillor Williams

*Whereas the Town of Alberton has an elected council and whereas the Province of Prince Edward Island has a requirement for municipalities to have an election bylaw;*

*And whereas the current election bylaw needs to be updated;*

*Be it resolved that a Bylaw for Municipal Elections Proceedings, Bylaw # 2022-4 be read a first time at this council meeting.*

Councillor Curtis asked for a clarification as to why the current bylaw was being replaced and repealed. The CAO explained that there were many municipalities had an election bylaw that had references to times and date and that Municipal Affairs sent out a new template that would remove those references and make it more generic. Councillor Curtis thanked the CAO and said he had no further questions.

Mayor Gordon then called for a motion to approve the second reading. The motion was made by Councillor Adams and was seconded by Deputy Mayor Duggan. The motion carried.

Date: May 9<sup>th</sup>, 2022

Moved by councillor: Councillor Adams

Seconded by councillor: Deputy Mayor Duggan

*Whereas the Town of Alberton has an elected council and whereas the Province of Prince Edward Island has a requirement for municipalities to have an election bylaw;*

*And whereas the current election bylaw needs to be updated;*

*And whereas a Bylaw for Municipal Elections Proceedings, Bylaw # 2022-4 was read a first time at this council meeting;*

*Be it resolved that a Bylaw for Municipal Elections Proceedings, Bylaw # 2022-4 be hereby approved.*

Mayor Gordon said that the end of the items on the agenda. He asked for a motion to adjourn. The motion was made by Deputy Mayor Duggan, seconded by Councillor Adams and the meeting adjourned.