



## Minutes Regular Council Meeting Held Monday December 11th, 2023, at 7:30 p.m.

The regular meeting of council was held Monday December 11th, 2023, at 7:30 pm with Mayor Poirier presiding. In attendance were Councillor Gordon, Councillor Chaisson, Councillor Boyce, Councillor O'Brien and Deputy Mayor Curtis. Councillor Murphy was unable to attend due to a work commitment. Also, present were CAO Donna Thomson, Jillian Trainor from the West Prince Graphic, and town residents Noreen Profit and Nicole MacEachern.

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

Mayor Poirier called the meeting to order. He went over the conflicts of interest being Councillor Gordon, Councillor O'Brien and Councillor Murphy for health-related topics and Councillor Chaisson for housing.

### **Approval of Agenda**

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

### **Adoption of Minutes**

Mayor Poirier asked for a motion to adopt the minutes from the November 14th regular meeting of council that was adjourned due to quorum and the November 16<sup>th</sup> make up meeting, as well as the December 7<sup>th</sup> Planning Board meeting. The motion was made by Councillor O'Brien, seconded by Councillor Chaisson and the motion carried.

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

Mayor Poirier asked the CAO, Donna Thomson to address the first item under business arising from the minutes. Ms. Thomson explained in regard to the cameras at the rink, that she had gone back to the two vendors and has asked for them to quote on 2 cameras outside and 6 cameras inside. She said that quotes received from one of the vendors had stated that the electricity for the cameras would have an additional cost for an electrician. She said she had emailed the representative for this vendor twice to ask for an estimated cost that could be added to the quote but had never received an amount.

She then over the 2 submitted quotes:

From Wilsons Security a quoted amount of \$ 5727.00 with an additional charge for the electrician. The quote from Homeland Electric was for 6790.75. She noted that HST was included in the quotes. Councillor Gordon asked where the companies were from. The CAO said that Wilsons Security was from Stratford and that Homeland Electric was located in Alberton. Mayor Poirier gave the Councillors time to look over the quotes then called for a motion to accept one of the quotes. Councillor Chaisson made a motion to accept the Homeland Electric's quote. The motion was seconded by Deputy Mayor Curtis. The motion carried.

The next item on the agenda the request for proposals regarding the land on Weeks Drive that Council had agreed to do the RFP for. Mayor Poirier noted that the other lot that had been listed for sale, had sold to Traveller's Rest Mini homes. He noted that the lot had an R3 zoning and would need to be rezoned for a mini home. He said three proposals had been received, one from George MacNeill (with an amendment) for two 10-unit buildings with four 2 bedroom units on either end and the rest would be one bedroom units for a total of sixteen one bedroom units and four two bedroom units. This proposal was for the listing price of \$37,000. The next response from the RFP was from Travellers Rest Mini-homes who said they would like to split the lot into eight parcels and place a mini-home on each lot. Their offer to purchase was for \$30,000. The third for consideration was from Develop West Prince who weren't offering to purchase but to work with town to bring in interested parties and that Develop West would be the facilitators.

Mayor Poirier called for a motion to accept the proposal from Mr. MacNeill for two 10-unit buildings with four 2 bedroom units on either and 16 one bedroom units for a total of sixteen one bedroom units and four two bedroom units. The motion was

made by Councillor Chaisson and was seconded by Deputy Mayor Curtis. The motion carried with five councillors in agreement and one Nay from Councillor O'Brien.

### **Business arising from the minutes.**

The next item under business arising from the minutes was a street name for the street that currently has the Manor, as well as the new Health Centre. As well in the near future there will be a new 10-unit housing building. Mayor Poirier said he had discussed with Minister Hudson, and that the supervisor of that department had reached out to the CAO to suggest the Council name the street. He said he thought Silver Fox Lane would be a good name in keeping with the history of Alberton. Councillor O'Brien said in the past Council had reached out to the school to have the students suggest names. Councillor Gordon suggested to have the residents of the manor pick the name. The council agreed to that process. The CAO said she would draft a letter.

### **Public Presentations /Petitions/Delegation**

Next on the agenda was Public Presentations. He said there were none scheduled but asked the 2 town residents if they had anything to discuss, which they responded that they didn't.

### **Reading of Correspondence**

The next item was the reading of correspondence. The CAO noted that letters had been received from Taxation with the Province about grants in lieu of taxes for three properties. The properties were the fire hall, the library, and the rink.

### **Committee Reports**

#### **Police Report- Deputy Mayor Curtis**

Mayor Poirier asked Deputy Mayor Curtis to go over the police report. Mr. Curtis read out the police report and said he would like to move the report for approval. Mayor Poirier said that the Deputy Mayor Curtis had made a motion for the report and called for a seconder. The motion was seconded by Councillor Gordon and the motion carried.

## **Property Report -Councillor Gordon**

Councillor Gordon read out the property report submitted by Donna Johnson, Bylaw Enforcement Officer.

### **PEI BYLAW ENFORCEMENT**

TOWN OF ABERTON – November 2023.

- Patrolling around the Municipality and monitoring open files.
  - Weekly driving by and monitoring 539 Church St. for new home business.
- Nothing happening.
- Nov 23 – NOV's issued to 422 Main St and 15 Albion for unsightly premises. Piles of garbage and unwanted furniture.
  - Nov 30 – 422 Main cleaned up. NOV issued to 33 Central and 523 Church for unsightly premises. Piles of garbage, furniture and blue bags.

Submitted by Officer – Donna Johnston - B.Mus.

PEI Bylaw Enforcement

peibylawenforcement@gmail.com

902-218-7045

The report was moved by Councillor Gordon, was seconded by Councillor Chaisson and the motion carried.

## **Public Safety Report – Councillor Gordon**

Streetlight at intersection of Church and Cascumpec road is owned by the Province. They are aware and when the contractor is up this way, it will be done. A streetlight blew over on Main Street in front of the RAC -thankfully no person or car were injured. Donnie and Kester have picked up the broken one and brought it back to the maintenance shop.

Cao Donna Thomson asked council what they wanted to do with the streetlight. She asked if that one would go back up or if she should try to contact the company from which they were ordered. She said she didn't think the company made the same model as when she had inquired another time about replacement globes that they no longer carried that style. Councillor O'Brien thought that it should go back up if possible or to replace with something similar. The CAO said she would make inquiries on cost and let council know. Councillor Gordon made a motion to approve the Safety and the Properties Reports. The motion was seconded by Councillor Boyce

## **Recreation – Councillor Gordon**

Councillor Gordon read out the library report submitted by librarian Kelly Gillis.

Alberton Public Library  
Monthly Report

Reporting to: Town Council

Period: Month of November 2023

Operations: Congratulations to the Town for its Heritage Community Building Award for the upkeep of the Alberton Public Library.

Programs: It was a dino-vember for children story time to a roaring success.

Planning: Chillin' in December! Putting away the bike pump/ bike tool kit and the Nordic walking poles and replacing it with snowshoes. There is a book swap and some crafting for all ages. Why not make a

reading resolution for January 2023? Make a visit to the library a routine; engage your imagination with a musical instrument or game to borrow; buy an armload of books for \$2 from our book sale cart and

help support next summer's reading program (books go great with storm chips!); donate your gently used books; promote the library to others by offering a ride.

Merry Christmas!

Kelly Gillis

Branch Technician

Alberton Public Library

Councillor Gordon went over the Recreation Report submitted by the Recreation/Events Coordinator Kester Nurse.

THE TOWN OF ALBERTON  
RECREATION / EVENTS COORDINATOR  
UPDATE

The past month provided the opportunity for communication on various levels which helped the department review operations for the past year and prepare for the year ahead.

I attended a virtual meeting hosted by go! PEI and attended by other recreation directors/coordinators. The main topics of discussion included ways we could collaborate better across the different regions, ideas for improving education and information for volunteer coaches and referees etc. and discussions on how to better access funding.

The two councillors with portfolios directly related to this department; Holly Gordon (Recreation) and Maureen Chaisson (Community Events), both reached out and established lines of communication to foster good working relationships. Holly and I had a productive meeting with an exchange of ideas for things that the department could consider doing and the things that have been done that were successful. Maureen reached out by email to make an introduction and lend support. I think establishing these lines of communication will definitely be beneficial for the department.

The recreation department decided to bring back the Christmas House Decorating Contest. With three categories and three prizes per category we hope it inspires community members to get in the festive spirit and brighten up our town.

The department continues to seek any grants that may be available for programs that could be beneficial to our community.

**Highlights:**

- Meeting with go! PEI and other recreation directors
- Communication with Councillors
- Christmas House Decorating Contest
- Researching and applying for grants.

She asked for a motion to accept the Library and the Recreation report. It was seconded by Councillor Chaisson. The motion carried,

### **Fire Report – Deputy Mayor Curtis**

Mayor Poirier moved to the fire report. Deputy Mayor Curtis read out the Fire Report submitted by the Fire Chief Darrell Graham.



Nov-2023 fire report

Emergency Responses:

Structure fire-1

M.F.R-3

Flue Fire-1

Mutual Aid-1

Total-6

Medical Training-cardiac arrest scenarios.

We have begun the process of pricing a new tanker. The prices for a new truck are very high. We are exploring other options and will keep council informed.

Respectfully submitted Fire Chief: Darrell Graham.

The Deputy Mayor moved the fire report. It was seconded by Councillor Gordon and the motion carried.

### **Community and Business Development – Councillor Boyce**

Councillor Boyce said he had been looking into grants that were being offered through the Federation of Prince Edward Island Municipalities. He said that he thought that an accessibility grant may work for the alleyway between the Alberton Pharmacy and the apartment building. He said that he was going to meet Jordan MacDonald from Develop West Prince to see if there may be a future project they could work on.

### **Special Events and Project Management – Councillor Chaisson**

She said she planned to meet with Kester Nurse in January to collaborate.

### **EMO – Councillor O’Brien and Deputy Mayor Curtis**

Councillor O’Brien said she had asked the CAO to send a copy of the existing one but hadn’t received it. The CAO clarified that the report had gone out to all Council the week before. She said maybe it was missed because it may have been attached to another email thread.

### **Finance – Deputy Mayor Curtis**

Mr. Curtis moved the Finance report to approve the spending on the bills in the amount of \$ 79,735.63. The motion was seconded by Councillor O’Brien and the motion carried.

The meeting moved to the CAO report submitted by Donna Thomson.

Ms. Thomson read out her report.

### **CAO REPORT**

This month I met with our auditors from MRSB to go over the audited financial statements. Once again we have a surplus but a portion comes from money designated for projects that for some reason or another, were not completed (ie washroom at splash pad). The pad for the splash park has been done. Upon consultation with the project crew, we decided to not set up the water features for testing as it was getting late in the season and frost was imminent. Time was spent wrapping up ACOA projects and working on a new one for the Rural Growth for cameras at the rink as well as items for the Fire Hall as they are the warming shelter in emergencies.



A big thank you to Donnie and Diane for their work decorating throughout the town.  
We have received very positive feed back from residents.

It's been a year of challenges and changes with the passing of David and bringing in the newly elected council. Staff have gone above and beyond in taking on new work and pitching in to help each other. We are fortunate to have such good workers.

I would like to wish the Council and residents a Merry Christmas and a happy new year.

### **Planning Board recommendations**

Mayor Poirier asked the CAO to go over the applications. Ms Thomson said the first application 31-2023 was received from Westech to construct a 60x20 building. Planning Board recommended approval of a development permit only as the building permit will come from the province. Mayor Poirier asked for a motion to approve this request. The motion was made by Deputy Mayor Curtis and was seconded by Councillor O'Brien and the motion carried.

The second item for consideration was 32-2023 for Lot 24 at Wilkie Lane. She explained that the property had been purchased by Travellers Rest Mini-homes and in order to place a single mini-home on the property, that it would need to be rezoned from R3 to R1. Planning board recommended approving the request. Mayor Poirier asked if anyone had any questions. No one had any concerns so he asked for a motion to approve. The motion was made by Deputy mayor Curtis and was seconded by Councillor Boyce. The motion carried.

### **Introduction of new business**

The first item under business was honorariums for residents who sit on the planning board and one for the website administrator. The CAO said the residents on the planning board were Bill Gillis, Robert Carruthers and Blair Duggan. She also noted that Kevin Gillis was the administrator for the website. She said in previous years they had received \$500 each. Mayor Poirier called for a motion to approve the honorariums. Councillor Gordon made a motion to approve, it was seconded by Councillor O'Brien and the motion carried.

The next item was the schedule for 2024 meetings. The schedule calendar was given to the council members.

JANUARY 8<sup>TH</sup> (MONDAY)

FEBRUARY 12<sup>TH</sup> (MONDAY)

MARCH 11<sup>TH</sup> (MONDAY)

APRIL 8<sup>TH</sup> (MONDAY)

MAY 13<sup>TH</sup> (MONDAY)

JUNE 10<sup>TH</sup> (MONDAY)

JULY 8<sup>TH</sup> (MONDAY)

AUGUST 12<sup>TH</sup> (MONDAY)

SEPTEMBER 9<sup>TH</sup> (MONDAY)

OCTOBER 15<sup>TH</sup> (TUESDAY)

NOVEMBER 12<sup>TH</sup> (TUESDAY)

DECEMBER 9<sup>TH</sup> (MONDAY)

The second item on the agenda was the Budget 2024-2025. The CAO said that work was beginning on the 24-25 and said if anyone has any requests for their committees to let her know. She said if anyone had thoughts on what new projects they would like to be funded, to let her know. She mentioned that there would be upcoming discussions with the Fire members about their budget. She said that there would be a meeting with the 3 districts of Alberton Rural, Northport and Greenmount-Montrose. The CAO said once she had those scheduled she would let council know and if anyone wanted to sit in on those meetings that they were welcome to do so.

The third item under new business was staff. Mayor Poirier said that it was decided after discussions to give the CAO a Christmas bonus of \$600 , \$400 each to staff Diane Broderick and Donnie Bernard, and \$200 to Kester Nurse as he had only been working for 6 months. The motion was made to approve by Councillor Gordon and was seconded by Deputy Mayor Curtis. The motion carried.

The next item was the hours of the hall for the Christmas break. She said that as she had mentioned in her report that it had been a rough year with Mayor Gordons's

passing. She said that in discussions with staff members, they had decided to have December 24<sup>th</sup> a half day and to stay closed for the 3 days between Christmas and New Years(27<sup>th</sup>,28<sup>th</sup>, 29<sup>th</sup>). She said she would be available by phone and in the event of snow, that Donnie Bernard would come in and do sidewalks.

Mayor Poirier addressed the next agenda item. Councillor O'Brien was in conflict so she left the council room. He said a request for support had been received from the Western Hospital Foundation. He asked the CAO what had been given in previous years. The CAO said that in previous years the town had given \$500.00. He asked if anyone had any comment or concerns about that amount. As no one responded, he asked for a motion to approve the \$500 donation. The motion was made by Councillor Chaisson and was seconded by Deputy Mayor Curtis. The motion carried. Councillor O'Brien rejoined the meeting.

Mayor Poirier went over the next item. He said that with the council's honorariums they would receive the Consumer Price Index increase of what it was on November 15, 2023. The amount that honorariums would increase was 1.7%. He said that staff wages would also increase by that amount. The motion was made by Councillor O'Brien, was seconded by Councillor Chaisson and the motion was carried.

The last item under new business was an update by the Mayor Poirier. He said he had met with Minister Hudson. He brought up the house owned by the RCMP on Elizabeth Dr that had been discussed in the November 2023 meeting. He said he had been told that there were 2 travel nurses supposed to come into the area and that it was indicated that the house would be used for that purpose. Mayor Poirier said he met with Minister Hudson once a month and that if anyone on council had any concerns or questions to let him know and he would bring it forward. He said he had attended the opening of the 10 Unit modular building on College St.

### **Inquiries by member of council**

Mayor Poirier asked council if they had any questions that they wanted to bring up. Councillor O'Brien asked about the streetlight that was out on the Cascumpec Rd/Church St intersection. The CAO said it had been a bit of back and forth with Maritime Electric would said it wasn't theirs and said it belonged to the town. After all was said and done, it belongs to the province and they were going to get the contracted vendor to fix it next time they were in the area. Councillor O'Brien asked about the revamping of the town website and where that was at.. The CAO said that Kester was working with the vendor to get it up and running. She also asked about

the boarded up windows on Main Street in the old Myricks building. The CAO said that Loblaws had approved the replacement and that it would be hopefully be done soon.

**Introduction and reading of bylaws – nil**

**Appointment to committees – nil**

**Adjournment**

Mayor Poirier wished all a Merry Christmas and Happy New Year and called for a motion to adjourn. The motion was made by Councillor O'Brien. It was seconded by Councillor Gordon and the meeting adjourned.