



MINUTES FROM REGULAR COUNCIL MEETING
HELD MONDAY JANUARY 19TH, 2026 AT 7:00 PM

The regular council meeting was held Monday, January 19th with Mayor Hector MacLeod, Deputy Mayor Cameron Boyce, Councillor Maureen Chaisson, Councillor Krista Murphy, Councillor Mary Jean O'Brien, Melissa Heal (West Prince Graphic), Everett Graham, Steven LeClair and CAO Donna Thomson in attendance. Sgt. Travis Gallant (RCMP) arrived later.

CALL TO ORDER

Mayor MacLeod called the meeting to order. The following letter of resignation was received from Councillor Holly Gordon on December 11th, 2025. She stepped down from Council to apply for the Recreation and Events Coordinator position. She was successful in the competition and started on January 5th, 2026.

Dear Mayor MacLeod , Donna and fellow council Members:

I am writing to formally submit my resignation from my position on the Alberton town Council, effective January 1st 2026. Serving on this council has been an honour, and I am grateful for the opportunity to contribute to

our community. I have great confidence in the council's continued dedication to the residents of Alberton. This decision was not made lightly, but after careful consideration I believe it is the right step for me at this time. I will do everything I can to ensure a smooth transition and will remain available to assist where appropriate.

Thank you for the support, collaboration, and trust you have extended to me during my service. I look forward to seeing the council continue its important work for our community.

Sincerely,
Holly Gordon

****The CAO spoke with Municipal Affairs and as this is an election year, we do not have to have a by-election to fill the position. We can continue with 5 Councillors and fill the position in the November elections****

DECLARE CONFLICTS OF INTEREST

Nil

APPROVAL OF AGENDA

The motion to approve the agenda was made by Councillor Murphy and seconded by Deputy Mayor Boyce. The motion carried.

ADOPTION OF MINUTES

- DECEMBER 9th 2025 Council Meeting minutes
- Planning Board January 19th, 2026 meeting minutes

The motion to approve the minutes from the regular council meeting held December 9, 2025 and the Planning Board meeting held January 19th, 2026 was made by Councillor O'Brien and seconded by Councillor Chaisson. The motion carried.

BUSINESS ARISING FROM THE MINUTES

CAO Donna Thomson sent inquiry to Rural Growth project facilitator about whether the street cameras would be allowable under their program. She advised that it would not be covered. Ms. Thomson spoke to Rink Manager Alan Rennie and Libby Shaw from the Prince County exhibition and they are in agreement with more lighting at the rink. She said that they are just waiting to see what the best spot for the lighting would be. The Bylaw about Livestock has gone back to the lawyers and she's just waiting to hear back from them.

PUBLIC PRESENTATIONS/PETITIONS/DELEGATION (limit to 15 minutes)

Deputy Fire Chief Steven LeClair presented the annual fire report and then the December report from the fire department.



Dec-2025 fire report

Emergency Responses:

Medical first responder- 9

Structure fire- 1

Fire Alarm- 6

Utility fire- 2

Mutual aid- 1

MVC- 1

sight-smell of smoke- 1

misc-1

Total Emergency calls-22

Medical training-In-house

Fire training-In-house

Respectfully Submitted-

Fire Chief Darrell Graham & Deputy Fire Chief Steven LeClair.

READING OF CORRESPONDENCE

A letter was received from the Infrastructure Secretariat regarding the Municipal Strategic Component application stating that it was not approved.

A letter was received from the Infrastructure Secretariat stating that the Multi Purpose Subdivision is eligible for funding.



Infrastructure Secretariat
85 Fitzroy St., 3rd Floor, Suite 301
PO Box 2000, Charlottetown PE
Canada C1A 7N8

December 10, 2025

Ms. Donna Thompson, CAO
Town of Alberton
3 Emma Drive
P.O. Box 153
Alberton, PE C0B 1B0

Dear Ms. Thompson:

The Canada Community Building Fund Project Review Committee met recently to consider Municipal Strategic Component (MSC) applications. We are writing to inform you that MSC funding for project **"128.0 - Multi-Purpose Subdivision"** did not receive approval under the current intake.

The next MSC intake will occur in the new year and the deadline for applications will be the 27th of March, 2026. The municipality can choose to resubmit the application at that time for consideration under the new intake.

If you have any questions, please feel free to call our office at 1-888-240-4411 toll free or at 620-3380 and staff will be pleased to discuss the matter with you.

Yours truly,

A handwritten signature in black ink, appearing to read "A Penny".

Andrew Penny
Provincial Infrastructure Manager



Infrastructure Secretariat
85 Fitzroy St., 3rd Floor, Suite 301
PO Box 2000, Charlottetown PE
Canada C1A 7N8

January 5, 2026

Ms. Donna Thomson, CAO
Town of Alberton
3 Emma Drive
PO Box 153
Alberton, PE C0B 1B0

Dear Ms. Thomson:

The Project Review Committee for the Canada Community-Building Fund (CCBF) program met on December 10, 2025 to review project applications. We are pleased to announce that the project(s) listed below are eligible for funding:

2.6.1 – Multi-Purpose Subdivision

A CCBF Funding Agreement for these project(s) will follow shortly. When you receive the Agreement, please review it carefully, and if you agree to the terms and conditions therein, have both copies signed and sealed by an authorized representative. Keep one copy for your own files and mail the other to:

Infrastructure Secretariat
P.O. Box 2000
85 Fitzroy Street, Suite 301
Charlottetown, PE C1A 7N8

If there are any conditions placed on the approved projects, they are outlined in Schedule "A" of your agreement. Please contact the Infrastructure Secretariat if you wish to discuss these conditions further.

If you have any questions, please feel free to call the office at 902-620-3380 or toll free at 1-888-240-4411 and staff will be pleased to discuss the matter with you.

Yours truly,



Curtis Lumsden – CCBF Project Officer

COMMITTEE REPORTS : Police
CAO Donna Thomson read the police report.



TOWN OF ALBERTON
MAYOR'S
POLICING REPORT
DECEMBER 2025

West Prince RCMP Detachment
“L” Division
Prince Edward Island

Annual Performance Plan (A.P.P.'S) Community Priorities

Community approved APPs are:

1. Youth Engagement / Aboriginal Community Engagement
2. Traffic – Checkpoints/Traffic Enforcement
3. Police / Community Relations – Police Visibility / Community Events

Prince District RCMP Members have reported 179 hours providing policing services to the Town of Alberton, during the month of December 2025. A short compilation 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 community and school events.

In December, West Prince RCMP Detachment Services Assistants processed 15 Criminal Record Checks for residents of Alberton, completed for various reasons, including employment, volunteering, and applications for permanent residency.

A total of 45 calls for service were received during this past month and are broken down as follows:

911 Act – Other Activities	1
Assault	2
Break & Enter – Residence	1
Checkstops	4
Coroner’s Act – Sudden Death	1
Crime Prevention	1
Criminal Harassment	1
Disobeying Order of Court	1
Failure to Comply	7
False Alarms	8
Family Law Act	1
Mental Health Act	1
Traffic Violations	9
Operation of Motor Veh while Impaired	1
Possession of a Firearm/Prohib Weapon	1
Possession for the Purpose of Trafficking	1
Traffic Collision	1
Uttering Threats against a Person	1

Wellbeing Check	2
Total	45

Of the 45 calls for service, 6 were *Cleared by Charge*, 5 were concluded by *Departmental Discretion*, 20 were concluded as *Non-Criminal*, 9 were concluded as *Insufficient Evidence to Proceed*, 1 was concluded as *Unfounded*, 1 was concluded as *Victim Declines to Proceed*, and 3 remains *Open and under Investigation*.

Occurrence Status Definitions

Cleared by charge/charge recommended – At least one charged or suspect chargeable (CSC) has been identified and there are charges laid against or recommended to be laid against the CSC in connection with the incident.

Complete – Solved (Non-Criminal) – For non-offence occurrence types (for example, Information File, Assistance to General Public, Traffic violations).

Unfounded – An incident is unfounded if it has been determined through police investigation that the offence reported did not occur and was not attempted.

Insufficient evidence to proceed – For incidents where there is insufficient or conflicting evidence for the police service to lay charges or recommend charges to the Crown.

Open/Still under investigation - For all open investigations and for those where action has yet to be taken on the reported incident.

Victim/Com Declines to Proceed – For incidents where an accused cannot be identified either because the victim or complainant or other witnesses do not want to identify a CSC, or they do not want to actively participate in the investigation.

Departmental Discretion – The police decide not to lay charges, and no diversionary program is involved (for example, the CSC may be issued a warning, caution, or referral to a community-based program).

Charges under the Provincial statutes for the month of December are as follows:

Speeding Charges	2
Written/Verbal Warning	5

Four separate Checkstops were completed in Alberton in December. On December 6th, 2025 on Church Street, one Checkstop involved conducting twenty Mandatory Alcohol Screening Checks. All resulted in Negative.

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



Sgt. Travis Gallant
A/District Commander
Prince District RCMP
902-436-9300

Sgt. Travis Gallant arrived at the meeting and finished the police report

Library Report – Deputy Mayor Boyce

Deputy Mayor Boyce read the Library Report.

Alberton Public Library

Monthly Report

Reporting to: Town Council

Period: Month of December 2025

Happy New Year!!

Operations: I would like to thank Daryl for his eagerness to help me when in need whether it be hanging a picture frame, or buying toilet paper or hauling excess donated books to waste watch. It is greatly appreciated.

Programs: December was not busy, as expected, but a great time to check the condition of books and make displays, and future programming

Planning: A 6 week storytelling series titled” Remembering Alberton When...” Fridays at 1 pm where the public can hear stories from people who have lived, or remember the times in Alberton.

January 9 – Alberton homes and architecture

January 23 – Alberton people – the famous and the infamous

February 13– Here comes the bride

February 27 – Here comes the train

March 13 – Here comes the hearse

March 27 – Alberton Sandhills and lighthouse

Also, Tuesday January 27th is Family Literacy Day with the theme around family mealtimes so we will be celebrating by making pizza, a scavenger hunt, story and craft from 6:30 pm to 7:30pm.

Submitted by Kelly Gillis

Recreation Report – Deputy Mayor Boyce

Deputy Mayor Boyce read the Recreation Report

Alberton Recreations and Events Report

JANUARY 2026

Good evening, Mayor, CAO Donna, and members of council,

Happy New Year!!

I would like to start off by Thanking you all for Hiring me as Alberton's New rec Director. I have heard a lot of good feed back from the residents of the town and plan to use this feedback in planning events residents are wanting in hopes that I can get interest.

I got through my first week, it is different then what I have been used to but once I get more comfortable, I'm sure I will excel in the job.

I met with and attended the senior luncheon that is hosted at the heritage centre. It was wonderful to see so many seniors out socializing and enjoying food together. As well I attended the community Navigator committee meeting at the RAC. I hosted my first event, Movie night at the hall. 13 participants showed up! It went over well; the moms I spoke with were happy to see a something happening in the town and were looking forward for what was to come.

The winter Festival Is booked for the weekend of Feb 21/22 once It Is all finalized, I will send out the information.

I'm looking at hosting some paint nights as well as starting a Teen Club. Also starting some senior game nights. Not to mention hosting some different kind of Bingos.

I'm very excited to see what I can come up with for the town.

Its going to be a great year!!!

Kind Regards
Holly Gordon
Alberton Rec and Events Director

Community and Business – Councillor Chaisson

Councillor Chaisson that Wellness on Main opening the same day medical clinic with Dr Hudson, is going over very well. She said that they have a new Registered Acupuncturist, and they are looking for a registered massage therapist.

Also Joyceann Gavin has opened a new business called Tranquil Tides Healing Haven where she offers Reiki , Access Bars Theta Bars Healing.

EMO- Councillor O'Brien

Councillor O'Brien had nothing to report

SENIORS – Councillor Murphy

Councillor Murphy had nothing to report.

HOUSING – Councillor Murphy

Councillor Murphy had nothing to report

FINANCE – CAMERON

The motion to pay bills in the amount of \$138,839 was made by Deputy Mayor Boyce and seconded by Councillor Chaisson. The motion carried.

CAO REPORT – CAO Donna Thomson

Ms. Thomson read the CAO report

We closed the office at noon on December 24th and reopened on January 5th. There were no issues reported to me during that time. The staff all enjoyed their time off. Working on getting the January sewer invoices out as well as getting the office ready for our new employee in Recreation, Holly Gordon.

We left the pantry open during the time off, and restocked it a few times. It was visited by many people. We have noticed that the amount of people utilizing the pantry is going up every week. We are fortunate to have the donations from Moe's independent and Foodland, as well as monetary and food donation from the general public.

Still waiting on the remainder of the project money we applied for. The engineers have the layout of the property pretty much finalized with the province. With the

final reading of the Development Bylaw tonight, the next steps are to send the documents to the Province for approval. After that, we can adopt the policies for the Housing Accelerator fund and start accepting grant applications.

January sewer invoices have gone out. We did not apply the 5% increase to rates as the application has to go through IRAC approval first. MRSB is taking care of that for us.

I have started working on the budgets for 2026-2027. We met last month with the auditors from MRSB and went over the audited financials. We were pleased to have a surplus this year of \$258,985 for the Town and \$39,385 for the Sewer.

Councillor O'Brien wanted to know if something could be done to the cobblestone in the alley. Ms. Thomson said that it was difficult to find anyone who could do the work. Councillor O'Brien said that she had sent a picture of the alley to a landscaper and that she would get his name and phone number for the CAO.

Councillor Murphy wanted to know about the sidewalks being cleaned on the weekend because someone had complained that the sidewalks weren't cleaned. Ms. Thomson said that the maintenance man does come in on the weekend if there is a substantial amount of snow and that she leaves it to his discretion. Mayor MacLeod said that the blower will only pick up a certain amount of snow. Ms. Thomson said that if the sidewalks are cleaned and the plow goes by, the sidewalks get filled in again

PLANNING BOARD RECOMMENDATIONS

- D1-2026 Renovations to 233 Poplar St. **Planning Board recommend approval**
- SD1-2026 Subdivide 2.1 acres to create new lot 26-1 from Provincial Credit union parcel PID 19745. New lot is for Habitat for Humanity for future builds **Planning Board recommend approval**
- **REZ1-2026** Application to start a rezone process for 524 Church St (PID 19364) from Commercial to Single Unit Residential and upon approval of the rezone, to consolidate 19364 and 19414 into one lot **Planning Board recommend approval**

The motion to approve the application for renovations to 233 Poplar Street, the application to subdivide parcel PID 19745 to create a new lot and the application to start the rezoning process for 524 Church Street was made by Councillor Chaisson and seconded by Councillor O'Brien. The motion carried.

INTRODUCTION OF NEW BUSINESS

- **Budget requests:**
 - If anyone has anything they would like to see for the 2026-27 budget please let the CAO know soon so if there are quotes to source, she will have enough time.
- Accessory Dwelling Units Guidebook
 - Speaking with Jordan from Development West Prince and he provided a sample guidebook that O'Leary produced. They combined the Tiny Homes and the Accessory Units into one

as the sizes allowed are the same. They would still be separate in the policies with the definitions etc.

INQUIRIES BY MEMBERS OF COUNCIL

Nil

INTRODUCTION AND READING OF BYLAWS

Town of Alberton Development Bylaw 2025

2nd reading motion

“Whereas the Town of Alberton has updated its Official Plan;

And where the review process has been completed and as part of that review the Town of Alberton Development bylaw has been updated;

Be it resolved that the Town of Alberton Development Bylaw 2018 be repealed and the Town of Alberton Development Bylaw 2025 be read for a second time at this council meeting.”

The resolution was made by Councillor Murphy and seconded by Deputy Mayor Boyce. The resolution carried.

approval of the 2nd reading motion

“Whereas the Town of Alberton has updated its Official Plan;

And where the review process has been completed and as part of that review the Town of Alberton Development bylaw has been updated;

And whereas the Town of Alberton Development Bylaw 2025 was read for the second time at this council meeting;

Be it resolved that the Town of Alberton Development Bylaw 2018 be repealed and the Town of Alberton Development Bylaw 2025 be approved.

The resolution was made by Councillor Chaisson and seconded by Councillor O'Brien. The resolution carried.

Adoption of Bylaw motion

“Whereas the Town of Alberton has updated its Official Plan;

And where the review process has been completed and as part of that review the Town of Alberton Development bylaw has been updated;

And whereas the Town of Alberton Development Bylaw 2025 was read and approved at two separate meetings of council held on different days;

Be it resolved that the Town of Alberton Development Bylaw 2018 be repealed and the Town of Alberton Development Bylaw 2025 be adopted by a majority of Council members at this meeting ”

The resolution was made by Deputy Mayor Boyce and seconded by Councillor Murphy. The resolution carried.

APPOINTMENT TO COMMITTEES

Mayor MacLeod made the following changes to the Council Committees

TOWN OF ALBERTON COMMITTEES OF COUNCIL 2026

Committee Name	Chair	Members
FIRE & POLICE	Alan Curtis	Cameron Boyce Hector MacLeod
FINANCE & EMO	Finance: Alan Curtis & Cameron Boyce & EMO Mary Jean O'Brien	Hector MacLeod
RECREATION & PUBLIC SAFETY (includes sidewalks & street lights)	Mary Jean O'Brien	Krista Murphy Hector MacLeod
COMMUNITY & BUSINESS DEVELOPMENT (includes Main Street Beautification)	Maureen Chaisson	Mary Jean O'Brien Hector MacLeod
SENIORS & HOUSING	Krista Murphy	Maureen Chaisson Hector MacLeod
SPECIAL EVENTS & PROJECT MANAGEMENT	Cameron Boyce	Alan Curtis Hector MacLeod
HUMAN RESOURCES & BYLAWS		ALL COUNCIL

ADJOURNMENT

The motion to adjourn the meeting was made by Councillor Chaisson and seconded by Councillor O'Brien.