



APPROVED MINUTES FROM REGULAR COUNCIL MEETING
HELD MONDAY, DECEMBER 8TH AT 7:00PM

The regular council meeting was held Monday, December 8th at 7:00PM. Mayor Hector MacLeod, Deputy Mayor Cameron Boyce, Councillor Maureen Chaisson, Councillor Alan Curtis, Councillor Holly Gordon, Councillor Krista Murphy, Councillor Mary Jean O'Brien, Jillian Trainor (West Prince Graphic) Sgt. Travis Gallant (RCMP) and CAO Donna Thomson were in attendance.

CALL TO ORDER

Mayor MacLeod called the meeting to order

DECLARATION OF CONFLICTS OF INTEREST

Councillor Gordon was conflict of interest in a matter regarding recreation.

APPROVAL OF AGENDA

The motion to approve the agenda was made by Councillor Curtis and seconded by Councillor O'Brien. The motion carried.

ADOPTION OF MINUTES

- October regular council meeting
- Special meeting minutes Oct 29th
- Public meeting minutes Oct 29th
- Planning board minutes November 10
- Planning board December 8th

The motion to adopt the minutes from the October Regular Council Meeting, the special meeting held October 29th, the public meeting held October 29th, the planning board meeting held November 10th and the planning board meeting held December 8th was made by Councillor O'Brien and seconded by Deputy Mayor Boyce.

BUSINESS ARISING FROM THE MINUTES

- From the CAO -When I went to pay for the truck for the fire department, I was advised by the salesman that the dealer had found another discount that we qualified for in the amount of about \$2420.
- The CAO gave an update on ATV's being allowed in town limits. She said that we were awaiting confirmation from the Province that the Off Road Act had been updated.

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

Nil

READING OF CORRESPONDENCE

Nil

COMMITTEE REPORTS:

Police Report

Sgt. Gallant read the police report



TOWN OF ALBERTON
MAYOR'S
POLICING REPORT
OCTOBER 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 185 hours providing policing services to the Town of Alberton, during the month of October 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 October, West Prince RCMP Detachment Services Assistants processed 12 Criminal Record Checks for residents of Alberton, completed for various reasons, including employment, volunteering, and applications for permanent residency.

A total of 34 calls for service were received during this past month and are broken down as follows:

911 Act	1
Assault with Weapon/Cause Bodily Harm	1
Checkstop	4
Criminal Harassment	1
Failure to Comply with Order	1
False Alarms	3
Items Lost/Found	1
Traffic Violations	13
Flight from Police - No Pursuit Involved	1
Operation of Motor Veh While Impaired	1
Parking Offence	1
Sexual Assault	1
Selective Traffic Enforcement Program	1
Theft of Other Motor Vehicle	1
Uttering Threats against a Person	2
Wellbeing Check	1
Total	34

Of the 34 calls for service, 6 were *Cleared by Charge*, 4 were concluded by *Departmental Discretion*, 14 were concluded as *Non-Criminal*, 5 were concluded as *Insufficient Evidence to Proceed*, 1 was concluded as *Unfounded*, 2 were concluded as *Victim Declines to Proceed*, and 2 remain *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 October are as follows:

Speeding Charges	5
Other Non-Moving traffic violations: invalid inspection, invalid registration, driving without a license, improper window glazing	2
Written/Verbal Warning	4

On October 12th, 2025, at approximately 2:00 PM, as part of Operation Impact, several Members of West Prince RCMP conducted a Checkstop on Church Street in Alberton, checking for infractions against the Highway Safety Act. Over 60 vehicles were checked, and some warnings were given to drivers. Positive public attitudes from all.

On October 17th, 2025, Sgt. Travis Gallant conducted radar enforcement on Church Street in Alberton, nearby the Elementary School during noon hours, checking for infractions against the Highway Safety Act. No infractions were noted.

On October 20th, 2025, Cst. Wetstein and Cst. Dillon attended Alberton Elementary School and met with school staff. Staff expressed an interest in having RCMP provide an anti-cyber bullying presentation to younger grades at the school, to which Members will look into scheduling sometime during this school year.

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



TOWN OF ALBERTON
MAYOR'S
POLICING REPORT
NOVEMBER 2025

West Prince RCMP Detachment
“L” Division
Prince Edward Island



Royal Canadian Mounted Police
Gendarmerie royale du Canada

1

Canada

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 210 hours providing policing services to the Town of Alberton, during the month of November 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 November, West Prince RCMP Detachment Services Assistants processed 9 Criminal Record Checks for residents of Alberton, completed for various reasons, including employment, volunteering, and applications for permanent residency.

A total of 26 calls for service were received during this past month and are broken down as follows:

Assistance to Canadian Prov Agency	2
Coroner's Act – Sudden Death	1
Crime Prevention	1
Harassing Communications	1
Failure to Stop/Remain at Accident Scene	1
False Alarms	1
Items Lost/Found	1
Traffic Violations	14
Mental Health Act	1
Passports Lost/Found	1
Uttering Threats against a Person	1
Wellbeing Check	1
Total	26

Of the 26 calls for service, 1 was *Cleared by Charge*, 7 were concluded by *Departmental Discretion*, 8 were concluded as *Non-Criminal*, 7 were concluded as *Insufficient Evidence to Proceed*, 1 was

concluded as *Unfounded*, 1 was concluded as *Victim Declines to Proceed*, and 1 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 November are as follows:

Speeding Charges	1
Written/Verbal Warning	7

On November 11th, 2025, Retired Member Cst. Rodney Arsenault attended the Remembrance Day services that took place in Alberton. It was a lovely service. See below photo.



During the evenings of November 21-22, 2025, West Prince RCMP, Police Dog Services, RCMP Traffic Services and RCMP GIS conducted a traffic operation with the assistance of RCMP Atlantic Region Air Services targeting vehicle enforcement. The coordinated effort focused on preventing impaired driving and deterring flight from police. Over the two day event, RCMP had 115 traffic stops, 23 SOTS, 15 Warnings, 8 Flight from Police, 4 Flight from Police + Impaired Operation charges, and another impaired operation charge. The results demonstrated an effective, risk-mitigated approach to apprehending high-risk offenders and directly align with detachment and divisional road-safety and crime-reduction APP objectives.

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

A handwritten signature in blue ink, appearing to read "T. Gallant".

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

FIRE : Councillor Curtis

Councillor Curtis read the Fire Report



OCT-2025 fire report

Emergency Responses:

Medical first responder-4

M.V.C-I

alarm-I

Marine Recovery- 1

Utility fire- 1

Brush fire-I

Total Emergency calls-9

Medical training-In-house

Fire training-In-house

We would like to thank the members of council and Donna for supporting the purchase of the new half-ton truck. This will greatly enhance our response capability.

Respectfully Submitted-Fire Chief Darrell Graham.

Deputy Fire Chief Steven LeClair.



Nov-2025 fire report

Emergency Responses:

Medical first responder-5

Structure fire-1

Vehicle fire-1

Brush fire-1

Total Emergency calls-8

Medical training-In-house

Fire training-In-house



November was a very sad month for our members as we mourned the passing of Capt Kelly Williams. Kelly dedicated 27 years of service to the fire service of not only the Alberton fire dept but to the fire service of P.E.I. Kelly lived her life in service to others. She will be deeply missed.

Respectfully Submitted-

Fire Chief Darrell Graham.

Deputy Fire Chief Steven LeClair.

Library : Deputy Mayor Boyce

Deputy Mayor Boyce read the Library Report.

Reporting to: Town Council

Period: Month of October 2025

Operations: All is well on the Library Front! Daryl continues to do a great job.

Programs: Library month in October was busy! With regular programs and outreach services to W.J. Phillips Residence and a Seniors' Expo in Mill River, there has been a ton of awareness of the library and the surprising things it offers. The first Annual potato derby had lower attendance than expected but learned from the timing and preparation for it. With better promotion and holding it a week earlier or in coordination of a PD day. Great response from community through Timbermart, Williams Family Farm and Moe's Independent brought the cost down.

Planning: November is both "dinovember" for children's programming and building on the success of October's outreach, "know-vember" will showcase all the things the library has to offer, other than books. Included is a much-sought-for session on getting confident with technology and going over some skills to use your cell phone, tablet or laptop to feel safe and secure using technology on Friday afternoons at 1 pm for the month of November.

Kelly Gillis

Branch Technician

Community and Business: Councillor Chaisson

Councillor Chaisson said that the Chinese Restaurant was opened under new ownership and that there were good reports on it so far.

Special Events and Project Management: Councillor Gordon

Councillor Gordon had nothing to report.

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: Deputy Mayor Boyce

Deputy Mayor Boyce presented the bills for November.

The motion to approve the bills in the amount of \$182,046.83 was made by Councillor Chaisson and seconded by Councillor Murphy. The motion carried.

Deputy Mayor Boyce presented the bills for December.

The motion to approve the bills in the amount of \$85,019.15 was made by Councillor Murphy and seconded by Councillor Gordon. The motion carried.

CAO REPORT - DONNA

October- November

Busy with different meetings. Had the public consultation meeting for public comments on the new Official Plan and Development Bylaw. Unfortunately, we didn't have much public engagement with only 3 residents attending. Had a meeting about the planned Dufferin St subdivision with the vendor, the Mayor and our lawyer. Still waiting on funding approvals to proceed with that. Working on setting up senior meals for November, December and into new year. Hoping to turn that over to the senior committee as my time is limited. Spent some time working with Fire Department for their new pickup truck. Finished going through applications for the recreation position. Had hoped to set up interviews last week, but the week filled up quickly with other things. I keep hoping things will slow down to get caught up on a few things, but so far not happening.

November – December

Working with Fotenn finalizing the Official Plan map amendments which involved going through the rezonings from 2019 to now making sure the maps reflected all the changes. Working with our planner on a couple of files which involved a lot of back and forth which took up a significant amount of time. Assisted with the pantry as we had a large donation of frozen items that needed to be put out.

Was very saddened with the passing of Kelly Williams. Kelly was part of the reduced council when I first started in 2019 and her kindness and offers of help were greatly appreciated. She was always concerned that staff weren't getting overwhelmed and she would show up at Christmas with a gift for each staff member. Her legacy of serving the public will live on and she will be missed.

Was assisting the Auditors with some final questions and the financials will be presented later this week. My Mom's family have an annual pot luck dinner and this year through an auction and donations, they were able to make a \$500 donation to the Community Pantry and \$500 to the Caring Cupboard. So thanks for that good news.

Looking forward to some time off over the holidays. Want to wish the Council and all present a Merry Christmas and Happy New Year and I'll see you next year.

PLANNING BOARD RECOMMENDATIONS -

- Rezone request for PID 1047810 on Lorne St from Agricultural to Multi Unit Residential to allow for 3 4 units- **UPDATE from conversations with the planner, the proposed subdivision would not work for what the applicant wanted. The plan has gone back to the surveyor.**

The resolution to deny the rezoning request for PID 1047810 on Lorne Street from Agricultural to Multi Unit Residential was made by Councillor Chaisson and seconded by Deputy Mayor Boyce. The resolution carried.

- Applicant is requesting PID 19299 to be subdivided to form a new lot 25-2 and the remainder to form Parcel B as well as subdivide 19273 to remove building and add building to Parcel B. Take 50 ft from PID 19299 and add to form Lot 25-1

Planning board recommend denying the request as the plot survey is presented it cannot be approved as Lot 25-1 would not meet the Province wide minimum development standards of having a 30.5 m minimum circle diameter. As well Parcel B cannot be approved with the building being added to the parcel as there is no main building for an accessory building to be an accessory to, which is the definition in the development bylaw

The resolution to deny the request to subdivide PID 19299 to form a new lot 25-2 and the remainder to form Parcel B as well as subdivide 19273 to remove building and add building to Parcel B as well as take 50 ft from PID 19299 and add to form Lot 25-1 was made by Councillor Murphy and seconded by Councillor Chaisson. The resolution carried.

- Planning board recommends approval of the new Official Plan and the Development Bylaw (readings to follow)

INTRODUCTION OF NEW BUSINESS

- **Donation request Lennon house**

The motion to approve the donation of \$350.00 to Lennon House was made by Councillor O'Brien and seconded by Councillor Curtis. The motion carried.

- **Planning board honorariums - \$500 for each resident member**

The motion to approve Planning Board honorariums in the amount of \$500.00 for each resident member was made by Councillor Chaisson and seconded by Councillor O'Brien. The motion carried.

- **Rink parking lot area**

Ms. Thomson said that we have received concerns about the darkness of the rink parking lot. Councillor Gordon suggested adding a streetlight to one of the existing poles by Church Street but have the light facing towards the rink. She said that the dark area is not so much in front of the rink but the extended parking lot. Ms. Thomson said that she would investigate pricing for the next meeting. Councillor Gordon said that in the spring they should look at painting new lines in the rink parking lot. The spaces aren't big enough and you can't see the lines. Ms. Thomson said that they could request larger size spaces. Councillor Gordon wanted to know if we had to check with the exhibition before doing anything with

the parking lot. Ms. Thomson said that we did and that she would check with Libby Shaw.

- **Street Cameras –**

The e-watch system is currently used by the Charlottetown Police Department. This system integrates surveillance cameras and licence plate readers directly into the department's dispatch communications network, enabling real-time traffic data collection and monitoring.

All aspects of the system, including equipment procurement, software licensing, and ongoing monitoring, are managed by the Charlottetown Police Department. For example- Cornwall's investment in the e-watch system is \$7,000 for a standard camera set. For a combined setup that includes both e-watch cameras and licence plate readers, the cost is \$14,000 due to the specialized equipment required.

Since the cameras are linked to a police database alerts can be sent out if a licence plate reader detects a stolen vehicle or flagged suspect vehicle.

Council decided that if they were going to get cameras, they wanted the ones that have license plates readers. Ms. Thomson said that she would check and see if they would be eligible for funding from the province through a project.

- **Livestock Bylaw –**

Our lawyers have a draft livestock bylaw in the works, hoping to share with you for review next week. There was a discussion around whether residents would apply for a permit, or if there would be restrictions in all areas other than those zoned Agricultural. Council felt that livestock could not be restricted in areas that were zoned agricultural.

They decided that restrictions on livestock would be placed on single unit, multi unit and two-unit residential properties. Ms. Thomson said that she would consult with the lawyers to see how they will define livestock.

- **Christmas hours for town office**

After consulting with Tignish and O’Leary we will be closing Dec 24th at noon and reopening January 5th. Donna will be monitoring email and voicemails during that time

- **Christmas Bonuses Staff**

A motion to go to closed session to discuss staff Christmas bonuses was made by Councillor Chaisson and was seconded by Councillor O’Brien.

The motion to return to open session was made by Councillor Boyce and was seconded by Councillor Murphy.

The motion was made by Councillor Chaisson and seconded by Councillor Murphy to approve staff bonuses in the amount of \$700.00 for Donna Thomson, \$500.00 for Diane Broderick and \$500.00 for Darrell MacLean. The motion carried.

Councillor Gordon left the meeting due to conflict of interest.

Recreation director position

- Received 28 applications -25 had no experience or were not local (off Island, Charlottetown). Invited 3 for interview – 2 responded interviewed on Thursday last week. Interviewed 2 and will be taking one more look at the applicants and if none

seem appropriate will check references and make a decision this week.

INQUIRIES BY MEMBERS OF COUNCIL

Councillor Chaisson had a question about the housing authority funding. Ms. Thomson said that she had a meeting with Jordan MacDonald and a gentleman from the Housing Accelerator Fund on Friday. They hoped to have the policies in place by December. The planning department in the government said that they couldn't do that, and that the Official Plan and Development Bylaw law have to be adopted and approved first, and by approved they mean that it has to be signed off on by the minister. Ms. Thomson said that she hopes to get a timeline from the province by Friday.

INTRODUCTION AND READING OF BYLAWS

Town of Alberton Official Plan 2025

1st reading motion

Date: December 8th,2025

“Whereas the Prince Edward Island Planning Act requires municipalities with Official Plans to undergo a five year review

And whereas the review process has been completed and has met the requirements of the Planning Act;

Be it resolved that the updated Town of Alberton Official Plan 2025 be read for the first time at this council meeting.”

The resolution was made by Councillor Chaisson and seconded by Councillor Murphy. The resolution carried.

Date: December 8, 2025

“Whereas the Prince Edward Island Planning Act requires municipalities with Official Plans to undergo a five year review;

And whereas the review process has been completed and has met the requirements of the Planning Act;

And whereas the Town of Alberton Official Plan 2025 was read for a first time at this meeting of Council;

Be it resolved that the updated Town of Alberton Official Plan 2025, be approved and adopted.”

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

Town of Alberton Development Bylaw 2025

Date: December 8th, 2025

“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 2025 be read for the first time at this council meeting.”

The resolution was made by Councillor Gordon and seconded by Councillor Murphy. The resolution carried.

Date: December 8th, 2025

“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 first time at this council meeting;

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

The resolution was made by Councillor Curtis and seconded by Councillor Murphy.

APPOINTMENT TO COMMITTEES -NIL

ADJOURNMENT

The motion to adjourn the meeting was made by Councillor Gordon and seconded by Councillor Chaisson. The motion carried.