

## Monthly Council Meeting Minutes

**November 16, 2020**

**Present**

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Bruce MacDougall  
Councillor Justin Doiron  
Councillor Barb Ramsay  
Councillor Cory Snow  
Councillor Greg Campbell  
Councillor Brian McFeely  
Councillor Carrie Adams  
Rob Philpott, Chief Administrative Officer  
Kristen Dunsford, Director of Financial Services  
Dave Poirier, Police Chief  
Brian Hawrylak, HR Officer  
Members of the Media

**Call to Order / Approval of Agenda / Any Conflict of Interest Declaration**

The meeting was called to order by Mayor Stewart at 630pm

**Motion** It was moved and seconded;  
**That** The Agenda be approved as circulated.  
**Motion Carried**

**Conflict of Interest Declaration** – There were no conflicts declared by any Council member with any item on the agenda

**Approval of the Minutes**

**Motion** It was moved by and seconded;  
**That** The minutes of the Monthly Meeting dated October 19, 2020 and the minutes of the Special Council Meeting dated November 3, 2020 be approved as circulated.  
**Motion Carried**

**Report:**

*“My report tonight includes our preliminary financial results as of September 30, 2020. These preliminary results show a deficit of \$54,000 which is not unexpected due to expectations of the impact of the COVID-19 pandemic on operations. Finance staff have been meeting with the individual departments to develop a projection of what we expect the operating results to be for the 2020-21 fiscal year. We will see a **significant** shortfall in our revenue for Credit Union Place (due to the closure in the Spring and health measures required due to the COVID-19 pandemic) and special events which were cancelled or postponed. The impact of the pandemic on our utilities has been mainly with our electric utility where we are experiencing a loss of energy sales due to lower consumption (mainly from commercial customers). Options available to mitigate against the loss of revenue and increase in costs are also being developed.*

*Preparations are starting for our 2021-22 capital and operating budgets. We expect to present this budget to our residents in early March 2021; this date will be determined in the next few weeks. Our community support program grant application will be available on our website tomorrow and the due date is Thursday, December 31, 2020 at 12:00pm (AST). To be eligible to submit an application for consideration, the group or organization or event must meet the following:*

- *Registered as a non-profit organization and located in the City of Summerside*
- *Must have a broad mandate servicing a wide cross-section of citizens within the City of Summerside*
- *Must provide a service not currently provided by another body*
- *Purpose is to enhance social, cultural, environmental, recreational or heritage initiatives*

*Now, for an update on the status of our utility accounts receivable. As of November 10, 2020, the following is being reported:*

- *Total overdue balance is \$153,200 compared to \$214,900 at October 14, 2020.*
- *This overdue balance comes from 613 utility customer accounts (of which 54 are commercial accounts and 559 from residential accounts)*
- *Approximately 9.7% or \$14,900 of the overdue balance is greater than 180 days old (this compares to 20% or \$65,400 at the end of July 2020)*

*Our collection process continues with overdue notices being generated and mailed to customers and when necessary disconnection of service for non-payment has occurred. Customers who have outstanding balances and have not requested a payment arrangement are strongly encouraged to contact Financial Services at 902-432-1230.”*

**Technical Services – Chair, Councillor Justin Doiron**

**Report:**

*“The 2020 construction season is winding down but we still have a number of capital projects in progress and we are pushing for completion before the asphalt plant closes and weather sets in. Since our last update the Water main replacement on Phillips Ave. is near completion. Eco park and the Infill projects are completed. Work is continuing on the storm line replacement project on the lower end of Granville and the Sewer replacement on Duke St. We are in the final stages of what can be done this year. Greenwood Drive lane widening as well as the left turn lanes for Pope and Greenwood are nearing completion, final lift of asphalt and line painting remain. Staff continues to review and assist the public with pending developments and building permits. A number of new developments are progressing, a 5 unit and 6 unit building have started in the 10 lot subdivision off of McEwen Rd, 4 semidetached units have started in the 9 lot subdivision off of Spruce Dr. The 11 lot subdivision off of Bernard and Acadian is ready to pave. A number of semi’s are in progress on Fairview subdivision as well the 70 unit building downtown is nearing completion.*

*Our office is still encouraging people to continue to send in your information electronically as they have been doing and if you need to see someone, please call ahead for an appointment. We will continue reviewing all information submitted and respond back to these submissions if any additional information may be required for their permits.*

*34 building permits with a value of \$12.6 M were issued for the month of October, year to date – 346 permits for a total value of \$41M. We issued, 14 semi-detached, 2 single family, 1 - 6 unit Apartment, 2 residential renovations or additions and then 7 for fences, decks, demolitions & accessory buildings. Also, another 7 for Institutional, commercial and institutional renovations. 2 of the larger permits issued this month were for a \$6M next phase of the Oceanview resort building and \$2M extension to the French school on South Dr. Staff have continued to work with developers and citizens in order to complete inspections on their existing projects.*

*Several Developers are still reaching out to staff for assistance with their proposed projects for 2020 and 2021. Staff will continue to work with these developers to bring these developments to the permit stage. Citizens are also encouraged to ask for assistance with their projects.”*

**Economic Development – Chair, Councillor Brian McFeely**

**Report:**

*“We have completed our business directory update and want to thank all those that participated in this initiative, it is greatly appreciated. As we have mentioned, the directory is more than just a simple business listing service. It is an intelligent multi-functional business, marketing, and economic development planning tool that is used by a diverse user base including: governments, local and international business, tourists, private sector investors, site selectors, job seekers, and the like. Our plan now is to mount the data on our online platforms and undertake some analytics to assist us in future planning.*

*As mentioned last month, we are now turning our attention to our facilities side of the Business Commons and undertaking not only the design of the first 20,000 square foot Bio Science Hub but also working on the design for our second building, our Centre for Innovation as part of our continued sector focus in the park. We will be releasing*

more details in the coming months on these buildings but with our focus on the Bio Science, Innovation and Energy and Food Processing and manufacturing enterprise, these are the clusters within the eight lot business park that we are working towards building out in the park. We are excited that our investment is now turning to tangible job creation assets for the community.

The office in collaboration with Summerside Electric and Samsung SRE is continuing to move forward with our \$68 million dollar Sunbank Solar/Battery Project and after months of planning it is envisioned that the physical transformation, public tendering and a general ramp up of activities will begin rolling out over the course of the next several weeks. We are very excited to see this project start to take shape.

Finally Mr Mayor, we are please to announce that our new analytics center is live on the web. This analytics center was developed with our client base in mind and ensuring we provide strategic information 24 hours a day for our investors. It allows you to peruse various data, including demographics, households, development, industries, labour, community facilities, and more. Whether you are considering an investment in Summerside, looking to make an informed choice about your business, or simply curious about some facts and figures, these tools are valuable resource for the client base we serve. We are truly excited about this new data set of research tools. They can be found at the Economic Development Website at [www.bigpossibilities.ca](http://www.bigpossibilities.ca) “

Councillor McFeely talked about the announcement earlier in the day regarding the multi-partner property development on Granville Street north.

**Resolution** COS 20-112                   It was moved and seconded;  
**WHEREAS**                               the City of Summerside wishes to continue to collaborate with partners to stimulate new housing and commercial lands to the City of Summerside

**AND WHEREAS** the city is working with partners to facilitate future renewal and growth

**BE IT RESOLVED THAT** the City of Summerside enter into a formal Memorandum of Understanding (MOU) with a multi stakeholder group that includes APM, Kings Square Housing and Bayside Builders (IPAX) to begin to redevelop the old vocational school property at the corner of Granville and Ryan Streets

**Resolution Carried 8-0**

**Police/Fire& Emergency – Chair, Councillor Barb Ramsay**

**Fire Report:**

“There were 22 calls for assistance during the month of October; they are as follows:

- 2 - Medical First Responder Calls
- 14 - Alarm Panel Calls
- 3 - Structure Fires
- 3 - Cancelled Calls

During the month of October firefighters trained a total of 354 hours. Some of the sessions included:

- Rope Recue at PEI Fire School

- *Fire Drills for Summerside Seniors Units*
- *Water Shuttle Training*
- *Air Brake Training*
- *Winter Equipment Check*

**Notes:**

- *A huge thank you to residents of Summerside and surrounding areas. Firefighters had a very successful Muscular Dystrophy Boot Drive and raised \$6300 for the worthy cause.*
- *Chief Enman and firefighters would like to welcome Adam Rogers back to the department. Adam spent 15 years from 2000 to 2015 in the department and will now serve solely as Training Officer.”*

**Police Report:**

**“Committee and Volunteer Work**

We have seen an increase in face to face meeting during October while still self-distancing and remain vigilant with the rules surrounding pandemic protocols. Several meetings took place during October including: Notre Dame Place and with other law enforcement personnel on PEI discussing ongoing issues.

Our staff continue to respond to concerns from Public Health for persons not self-isolating when ordered to do so.

**Training and Service Enhancements**

During October members took part in carbine training. Also, one member took the Carbine Instructor’s training course at the APA. Members still taking training on-line through CPKN. (Canadian Police Knowledge Network)

**Community Policing Activities**

One member still working with the ‘**Indigenous Justice Program Advisory Committee.**’ This same member volunteered with a local minor hockey association.

**Occurrence Statistics**

The following is a list of some of occurrence totals for October 2020

- Calls for Service – **592**
- Traffic Accidents – **23**
- Reported Crimes of Assaults & Threats – **30**
- Theft Reports - **30**
- Impaired Driving Offences – **9**
- Highway Traffic Act Charges **162 (Including 40 Speeding)**
- Break & Enter Reports (Business & Residential) - **9**
- Drug Enforcement Charges – **7”**

**Resolution** COS 20-110                    It was moved and seconded;  
Whereas                    There is interest to increase the street parking limitations to 3 hours in Downtown Summerside for the holiday shopping season

*Be It Resolved*                    That the Traffic and Parking Bylaw SS-07, Appendix C – Time Limited Parking Zones be amended for the period of November 17 to December 31, 2020 so that there will be a 3 hours parking limitation for street parking in the following areas:

- 1) on Water Street from Central Street to Granville Street
- 2) Summer Street and Spring Street to First Street
- 3) Municipal Parking Lot D (behind Police Station)

**Resolution Carried 8-0**

**Resolution** COS 20-111                    It was moved and seconded;  
Whereas                    The City of Summerside has received numerous complaints under the Dangerous, Hazardous and Unightly Premises Bylaw CS-11 for a property located at 176 Cedar Street (PID #306118)

And Whereas    upon inspection, an unsightly property notice was issued on October 29, 2020

And Whereas    City Council has been advised of the failure of the owner to comply with the unsightly property notice

Be it Resolved That           Pursuant to Section 8 of Bylaw CS-11 an inspector be authorized to enter the property and carry out any and all work required to bring the property into compliance with Bylaw CS-11, with the cost being borne by the property owner

**Resolution Carried 8-0**

**Community Services – Chair, Councillor Cory Snow**

**Report:**

*“The month of October started with a modified version of Grass Roots and Cowboy Boots, the Prince Country Hospital Annual Fundraiser. A drive-thru pick-up was set up in the Credit Union Place parking lots where patrons could pick-up their meals and not even have to get out of their cars!*

*October was a busy month of preparing and planning for the Community Services Department. Staff worked hard getting the Summerside Western Capitals Return to Play plan in place and worked closely with the Chief Public Health Office to ensure all the proper guidelines and restrictions were in place for a safe, yet exciting return to play.*

*Caps season tickets also went on sale in October and saw immediate interest from fans as many are excited to finally get back to the rink and watch hockey again.*

*The highly anticipated re-opening of the Competitive Lap Pool took place which also meant the return of aquatics fitness classes and registration for Fall Swimming Lessons.*

*The recreation and programming team introduced Active Living that offers residents a variety of programming, such as Try Fating Biking at Rotary Park, Try Lacrosse, Try Rugby, Saturday Steps Walking Program and a preschool healthy living program called Snacks and Skates. Many of these programs saw a high-volume of attendees and plan to be offered again later in the year.*

*The Lanes at Credit Union Place (bowling lanes) saw some renovations over the past month or so, along with the addition of a new food service. The Lane also featured their first of many live music events that was sold out. It offers patrons an opportunity to have a night out at The Lanes and enjoy some live music, food and of course lots bowling!*

*The ice returned in the arena and preparation continued for the Summerside Western Capitals season opener on Saturday, November 7. Skybox construction also got underway in the arena.*

*Staff continue to work with the Chief Public Health Office to modify plans and continue making the City's facilities and amenities widely available to residents."*

#### **HR & Legal Affairs, Culture Summerside and Policy & Bylaw Review Committee**

##### **Human Resources and Legal Affairs Report:**

- *The Joint Occupational Health and Safety Committee as well as department sub-committees continue to meet on a regular monthly basis,*
- *We are pleased to congratulate Clayton Smith as the successful applicant for the Finance Manager position and we welcome Dallas Desjardin to the City as our Sport Event Tourism Coordinator*
- *Competitions are currently underway for a Customer Service representative, Traffic Control/Flagger, and part time staff at Credit Union Place at the pool, bowling lanes and front desk*
- *The department provided support at various meetings this month*
- *Contract negotiations are currently underway with the police, outside workers and electrical unions*

##### **Culture Summerside Report:**

*"The following report captures some highlights of Culture Summerside's activity from the mid Oct to the mid Nov time period.*

- *2020 marked the 20<sup>th</sup> anniversary of the City of Summerside's Historic Ghostwalk. This anniversary event was a "best of" performance that was presented to a seated audience on the lawn of the historic Wyatt Heritage Properties. Despite the challenging limitations and guidelines of COVID-19, Culture Summerside staff set out to have a successful milestone year. The event was a sold-out affair with 300 people purchasing tickets. Each of the three shows of 100 people, followed all COVID 19 guidelines. The feedback was very positive.*

*Sample Facebook posts:*

1. *Despite this year's challenges, Culture Summerside has done it again with their Ghost Walk (Sit for 2020). Amaaaaazing sound and lighting effects! And attention to all the little details, as usual. Wonderful*

*presentations from all the performers; and volunteers and staff who were on top of it all. Happy 20th Anniversary! We are SO lucky to have this asset in Summerside.*

*2. Kudos and congrats on an amazing Ghost "sit" last night! Wow! Well organized, GREAT sound effects, awesome decorations, wonderful actors, overall fantastic job, you should be proud of all your hard work!*

- *Culture Summerside is currently finishing a collections project supported by the Community Museums Association and has submitted an application for further funding. These collection projects support the ongoing work of cataloguing and the organization of museum artifacts.*
- *Culture Summerside is currently exploring options for Christmas programming. Considerations are being made to what (COVID 19 format) of delivery will work for the general public, and any individual classroom or group cohorts that have the resources or proximity to participate. Details to come."*

### **Policy & Bylaw Review Committee Report:**

*"Recently, the BPR Committee presented proposed changes to the taxi bylaw. Members of the public and representatives of the taxi industry had the opportunity to provide feedback on the changes and to ask any questions of Council and staff. We appreciate the engagement of all of those who have weighed in with their feedback. The Committee will take this feedback into account, and we will circle back with our recommendations at the December Committee of Council.*

*The Committee's work also continues on other fronts. Over the next few weeks, we will be taking a closer look at the permitting process and whether changes need to be made insofar as public notification of permit applications (or other business) is concerned. The Committee's research on the issue of short-term housing is also continuing.*

*Of note as well is that the City will soon be seeking expressions of interest from residents who would like to serve on the City's new seniors committee. This follows up on a commitment made by Council earlier this year. This new framework will build upon the work that has helped make our City an age-friendly community, with a focus on ensuring that our services and programs are tailored to meet the needs of the seniors demographic. We look forward to getting this committee up and running."*

### **Municipal Services – Chair, Councillor Bruce MacDougall**

#### **Report:**

*"The biosolids warehouse has been emptied of fertilizer and is ready for the winter operations.*

- *The sewer treatment plant completed the following maintenance items:*
  - *annual inspections on plant hoisting gear (all passed)*
  - *Blend tank gate valve was replaced.*
  - *Installed a new rag shredding kit on Northumberland Lift Station*
  - *Aeration grit chamber blower was replaced.*
- *All plow and salting gear have been reviewed for the upcoming snow and salting season and is ready.*
- *Staff have completed the privately owned fire hydrants maintenance this month.*

- New 4 way stop was installed on Willow and Elm Streets.
- New flashing stop signs on Greenwood Drive and Pope Road.
- Road signage repairs and replacements continue to be completed.
- The new public works ½ ton truck has been received this month.
- Catch basin cleaning has been completed for the year.
- Two new speed humps are being installed along Elm street between Hawthorne and Poplar street and between Hawthorne and Chestnut Street.
- the following upgraded water lines have passed water quality testing and have been commissioned:
  - MacEwen development by Walker Avenue
  - Gavin Estates extension
  - Highland Avenue replacement
  - Phillips Avenue replacement

**Water and Sewer Utilities:**

- 32 water samples were taken with clear of bacteria.
- 15 chlorination samples taken all within parameters.
- 1 water service was repaired this month.
- 1 water main taps were conducted for water main upgrades.
- 7 water service connections were completed for new developments.
- 2 water turn on and offs for the month.
- 1 sewer lateral was replaced this month.
- 13 sewer calls this month.
- Sewer effluent to harbor all within regulated parameters. (235,215 cubic meters treated)
- 264,999 gallons of septage received to the plant from outlying areas. (servicing the county).
- 423 tons of bio fertilizer were created this month at the Sewage Treatment Plant.”

***Electric Services – Chair, Councillor Greg Campbell***

**Report:**

***Work Tasks Highlights:***

- *Granville and Victoria flashing yellow beacon was repaired.*
- *Crosswalk light on Bay Avenue was repaired.*
- *2 overhead pedestrian crossing lights were removed on Water and Autumn Streets and Water and Small Avenue. The attachment failed in high winds. To be replaced later this month.*
- *Police services building lighting and parking lot lighting were repaired this month.*
- *Boardwalk lighting was repaired this month.*
- *New traffic loops for vehicle detection were installed at Granville and Water Street intersection.*
- *The new 70 unit apartment building on Water Street was energized this month.*
- *New lighting installed at the dog park.*
- *New street lighting was installed at the intersection of Notre Dame / Granville / and Harvard Streets.*
- *The following projects were completed:*
  - *Lefurgey Avenue primary extension for servicing the new biomass boiler.*
  - *85 Pope road row housing was completed.*
  - *Walker Avenue secondary wiring upgrade.*
- *Two infrastructure signs were put up on the property of the wellfield for the Summerside Solar Project.*

- *The red heart on the power plant smoke stack will be taken down this month and the Christmas Tree will be going up on November 27 to coincide with the Christmas Parade.*

**GENERAL OPERATIONAL STATISTICS:**

***Electric Utility:***

- *46.6% of our Electricity came from wind in September.*
- *Generator run hours were 8.4 hours.*
- *15 new electric customers energized this month.*
- *8 Electrical Service Upgrades*
- *13 customer outage events for the month. (Most during high wind storm in October).*
- *15 underground locates were performed this month.*
- *4 HFLN appliances was sold – total is at 448*

***Committee of the Whole***

***Motion***                      It was moved and seconded;  
***That***                              That we move into Committee of the Whole after a brief Recess.  
***Motion Carried***

***Open Session Resumed***

**Report:**

No report

***Adjournment***

***Motion***                      It was moved and seconded;  
***That***                              The meeting be adjourned.  
***Motion Carried***

Basil L. Stewart  
Mayor

Brian Hawrylak  
HR Officer