



January 2020



Monthly Council Meeting Agenda

January 20, 2020

- 1) **Call to Order 6:30pm by Mayor Stewart**
 - a) Approval of the Agenda
 - b) Any Conflict of Interest Declaration
- 2) **Minutes**
 - a) Approval of the Monthly Council Meeting Minutes of December 16, 2020
- 3) **Correspondence**
- 4) **HR/Legal Affairs, Culture Summerside & Policy & Bylaw Review Committee** Chair, Councillor Carrie Adams
 - a) HR & Legal Affairs Report
 - b) Culture Summerside Report
 - c) Policy and Bylaw Review Committee Report
 - d) Resolutions
 - i) Resolution COS 20-002 CS-29 Access to Information and Protection of Personal Information Bylaw first reading
 - ii) Resolution COS 20-003 CS-30 Records Retention Bylaw first reading
- 5) **Financial Services** - Chair, Deputy Mayor Norma McColeman
 - a) Report
- 6) **Technical Services** - Chair, Councillor Justin Doiron
 - a) Report
- 7) **Economic Development** - Chair, Councillor Brian McFeely
 - a) Report
- 8) **Police Services/Fire Emergency Planning** - Chair, Councillor Barb Ramsay
 - a) Police Services Report
 - b) Fire Services Report
- 9) **Community Services** - Chair, Councillor Cory Snow
 - a) Report
- 10) **Municipal Services** - Chair, Councillor Bruce MacDougall
 - a) Report
- 11) **Electric Services** - Chair, Councillor Greg Campbell
 - a) Report
 - b) Resolutions
 - i) COS 20-001 FCM Green Fund

12) Committee of the Whole

- a) Municipal Government Act Section 119 (1) a
- b) Municipal Government Act Section 119 (1) a
- c) Municipal Government Act Section 119 (1) d

13) Adjournment



Monthly Report

Council Meeting Date: January 20, 2020

Department/Committee: HR & Legal Affairs

- 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 announce that Kenny Blanchard and Clay Moase have been promoted to the rank of Deputy Chief within our Fire Service. As well, we welcome Cst. Jesse McCabe and Cst. Colby Landrigan to our Police Service as Part Time members.
- We currently have a competition open for the position of Recreation Coordinator within Community Services.
- HR staff have been busy with budget preparations and planning health and wellness initiatives for 2020/21

Council Meeting Date: Jan. 20, 2020

Department/Committee: Culture Summerside

The following report captures some highlights of Culture Summerside's activity from the mid Dec. to the mid Jan. time period.

- Culture Summerside's annual Christmas program took place through the month of December. For the first time in its 19-year history the event was opened up to the general public and offered with evening hours.

The 2019 format also offered an expanded exploration of the Wyatt Historic House Museum and incorporated piano playing, refreshments, singing, interpretation and storytelling. Early housekeeping staff of Wanda Wyatt's were part of the program offering a glimpse into the days of working in the home. Positive feedback from the community was plentiful. It was clear that our citizens want to spend more time in the Museum during the holidays and participate in "Christmas at the Museum" type events. Community members considered the event "a gift to the community".

The school component was also well received. Each student, teacher and chaperone participating walked away with a new perspective on the Wyatt Museum. The program topics change each year and are written to correlate with curriculum and connect to the holidays. Among other objectives, this event was focused on creating greater accessibility to our museums and cultural sites

- Deadlines are being met in the area of grant writing; proposals and reports are being submitted to several government organizations.





Monthly Report

Council Meeting Date: January 20th, 2020

Department/Committee: Bylaw, Policy and Review Committee

In November, Council passed second readings for amendments to several bylaws in order to bring them into compliance with new Municipal Government Act. The current catalogue of bylaws is now up to date in terms of consistency in formatting, references, and numbering for retrieval purposes.

This work is primarily legislative housekeeping, which means that all bylaws remain subject to Council review and revision for as the need arises for improving their content, language, and application.

New Bylaws Mandated by the Province

Previous BPR reports have indicated that the City has been waiting to receive models of two new bylaws mandated by the new Municipal Government Act. The two required bylaws are the Access to Information Bylaw and the Retention of Records Bylaw. Proposed versions of these bylaws have been specifically drafted for inclusion in the City of Summerside's bylaw catalogue, and the City's external legal counsel will be here tonight to answer any questions on the proposed content.

The new deadline for passage of these new bylaws is February 28th, 2020. First reading should take place at the January meeting of Council and second reading in February to meet the deadline.

Taxi Bylaw

Council has directed the Bylaw and Policy Review Committee to review the current Taxi Bylaw and to bring recommended changes back to Council. This Council direction is a response to hearing a growing number of concerns registered by taxi operators, taxi rides and the public in general. It has been suggested that existing Taxi Bylaw is outdated, irrelevant in some respects, and difficult to enforce. This review process is underway and will include outreach to local stakeholders before the revised bylaw comes back to Council.



Resolution
COS 20-002

January 20, 2020

Moved by Councillor _____

Seconded by Councillor _____

Resolution:

Carried	<input type="checkbox"/>
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For	<input type="checkbox"/>
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Defeated	<input type="checkbox"/>
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Against	<input type="checkbox"/>
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Whereas the City of Summerside Bylaw CS-29 Access to Information and Protection of Personal Information Bylaw was presented at the Monthly Meeting on January 20, 2020 for a first reading

Be it resolved That the City of Summerside Bylaw CS-29 Access to Information and Protection of Personal Information Bylaw be hereby declared read a first time and be referred back to committee for review and recommendation



CORPORATION OF THE CITY OF SUMMERSIDE

BYLAW NAME: Access to Information and Protection of Personal Information
Bylaw

BYLAW #: # CS-29

BE IT ENACTED by the Council of the City of Summerside as follows:

1. Title

- 1.1.** This Bylaw shall be known and cited as the “Access to Information and Protection of Personal Information Bylaw”.

2. Definitions

- 2.1.** In this Bylaw:

- (a) “Act” means the *Municipal Government Act*, RSPEI 1988, c M-12.1;
- (b) “Applicant” means a person applying for access to information under this bylaw;
- (c) “City” means the City of Summerside;
- (d) “Coordinator” means an Access to Information and Protection of Privacy Coordinator appointed by the Council of the City pursuant to this bylaw;
- (e) “Council” means the Mayor and other members of the Council of the City of Summerside;
- (f) “development” means development as defined in the *Planning Act*, RSPEI 1988, c P-8;
- (g) “law enforcement” means
 - i. policing, including criminal intelligence operations,
 - ii. a police, security or administrative investigation, including the complaint giving rise to the investigation, that leads or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the investigation or by another body to which the results of the investigation are referred, or

- iii. proceedings that lead or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the proceedings, or by another body to which the results of the proceedings are referred;
- (h) “personal information” means recorded information about an identifiable individual, including
 - i. the individual’s name, or home or business telephone number, but not including their home or business address;
 - ii. the individual’s race, national or ethnic origin, colour or religious or political beliefs or associations,
 - iii. the individual’s age, sex, marital status or family status,
 - iv. an identifying number, symbol or other particular assigned to the individual,
 - v. the individual’s fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
 - vi. information about the individual’s health and health care history, including information about a physical or mental disability,
 - vii. information about the individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been given,
 - viii. anyone else’s opinions about the individual, and
 - ix. the individual’s personal views or opinions, except if they are about someone else;
- (i) “record” means any information that the City is required to provide access to under subsection 147(1) of the Act;
- (j) “regulations” means the *Access to Information and Protection of Personal Information Regulations* under the Act;
- (k) “third party” means a person, a group of persons or an organization other than an applicant or the City.

3. Application

- 3.1.** This bylaw applies to:
- (a) access to information referred to in section 147 of the Act; and
 - (b) the protection of personal information pursuant to section 148 of the Act.

PART 1: ACCESS TO INFORMATION

4. Accessibility

- 4.1.** Information referred to in subsection 4.2 and in subsection 7.3, subject to the limitations specified in those subsections, that is under the control of the City shall be accessible to any person at City Hall during regular office hours.
- 4.2.** The City shall promptly make available for public inspection the following information:
 - (a) current approved financial plans;
 - (b) current approved annual financial statements;
 - (c) audited financial reports;
 - (d) minutes of all meetings of the Council and Council committees;
 - (e) resolutions contained in the register referred to in clause 93(3)(i) of the Act;
 - (f) bylaws or proposed bylaws which have received first reading;
 - (g) all compensation, expenses and other payments made annually to each Council member for the previous fiscal year;
 - (h) all compensation, expenses and other payments made annually to Council committee members and all members of any boards or other bodies established by Council for the previous fiscal year;
 - (i) current strategic plans;
 - (j) all policies.

5. Coordinator

- 5.1.** The Chief Administrative Officer shall appoint an Access to Information and Protection of Privacy Coordinator whose duties shall include:
 - (a) accepting and processing applications for access to information;
 - (b) clarifying and responding to access to information applications, including deciding whether to grant or refuse the application for access to information;
 - (c) providing education and training to members of Council and employees of the City with respect to the bylaw and the Act as it applies to access to information and the protection of personal information;

- (d) assisting municipal staff in conducting searches in response to access to information applications;
 - (e) preparing fee estimates; and
 - (f) providing a written annual report to the Council which includes, at a minimum,
 - i. the number of applications for access to information,
 - ii. the number of applications where access to information was granted, and
 - iii. the number of applications where access to information was denied.
- 5.2.** The following persons are not eligible to be appointed as the Coordinator for the City:
- (a) a person who is appointed or employed as the chief administrative officer of another municipality;
 - (b) a member of Council.

6. Applications for Access

- 6.1.** Applications for access to information shall
- (a) be made by the applicant, in writing, to the Coordinator;
 - (b) provide sufficient detail to enable the Coordinator to identify the information sought, and
 - (c) indicate whether the applicant is requesting a photocopy of the information or to examine the information.
- 6.2.** The requirement in subsection 6.1 for an application to be in writing may be satisfied by an application in electronic format where the Coordinator consents to receiving the application by electronic means.
- 6.3.** Subsequent communications between an applicant and the Coordinator may be by electronic means where both the Coordinator and the applicant consent to communicate by that means.

7. Entitled to Access

- 7.1.** Subject to subsections 7.2 and 7.3, an applicant is entitled to access to records and the Coordinator shall provide records that were created or collected by the City which, at a minimum, includes access to the types of information referred to in subsection 147(1) of the Act.
- 7.2.** An application for access to information that contains personal information of another individual or information of a third party, or information not referred to in subsection 4.2, shall be made to the Coordinator in accordance with the requirements of section 6.

- 7.3.** Where the information requested by an applicant under subsection 7.2 contains personal information of another individual or information of a third party, the applicant shall only be entitled to access to the information identified with respect to each of the following clauses of the Act:
- (a) clause 147(1)(a), the information contained in the assessment list as defined in clause 1(1)(c) of the Regulations under the *Real Property Assessment Act*, RSPEI 1988, c R-4, or a portion of that list;
 - (b) clause 147(1)(h),
 - i. the nature of the permit application, together with only the name and address of the applicant for the permit, and
 - ii. if the application was for a development permit,
 - A. any maps or site plans provided as part of the development application delineating the location of the proposed development,
 - B. a summary of the public notification process,
 - C. a summary of the responses received as a result of the public notification process,
 - D. staff reports in relation to the application, and
 - E. the minutes of Planning Board in relation to the application;
 - (c) clause 147(1)(i), the name of the person to whom the approval has been granted and a general description of the approval;
 - (d) clause 147(1)(j), the name of the recipient and the amount and purpose of the grant, contribution or donation to the recipient;
 - (e) clause 147(1)(k), the name of the person to whom the contract has been awarded, the amount of the contract and a general description of the goods or services that are to be provided under the contract.

8. Duties of Coordinator

- 8.1.** Where access to the record or information requested is authorized by the Act, the bylaw or any other Act, and the information is reasonably accessible to the City, the Coordinator shall, within 30 days of the application for access to information,
- (a) provide the applicant with a written estimate of any fees that may be charged for copies of the record or document containing the information; and
 - (b) subject to subsection 11.3, allow the applicant access to the information.

- 8.2.** Where, in the opinion of the Coordinator, the requested information cannot reasonably be accessed within 30 days of the date of receipt of the application, the Coordinator
- (a) shall inform the applicant, in writing, when the information will be accessible; and
 - (b) provide the applicant with a written estimate of any fees that will be charged for copies of the record or document containing the information.
- 8.3.** Where the Coordinator refuses the application for access to information, the Coordinator shall provide the applicant with written notification of the reasons for the refusal and the provision of an Act or bylaw on which the refusal is based.

9. Record Not Available

- 9.1.** No person, other than a member of Council or staff of the City authorized by the chief administrative officer in the performance of the person's duties, shall have the right to inspect or obtain a copy of any record that:
- (a) is subject to solicitor-client privilege;
 - (b) is a record of a closed meeting of council or a council committee where the matters discussed related to:
 - (i) commercial information which, if disclosed, would likely be prejudicial to the City or parties involved;
 - (ii) information received in confidence which, if disclosed, would likely be prejudicial to the City or parties involved;
 - (iii) personal information, other than a person's address, that is protected under the Act;
 - (iv) relates to confidential human resource matters relating to specific employees;
 - (v) is a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice the City's ability to carry out its negotiations;
 - (vi) relates to the conduct of existing or anticipated legal proceedings;
 - (vii) relates to the conduct of an investigation under, or enforcement of, an Act or bylaw; or
 - (viii) is information which, if disclosed, could prejudice security and the maintenance of the law.
- 9.2.** The minutes of a closed meeting shall be made available to the public and shall be restricted to

- (a) the date of the meeting;
- (b) the type of matter under subsection 119(1) of the Act that was discussed during the meeting; and
- (c) who was present at the meeting.

10. Inspection of Records

- 10.1.** The inspection of records or documents containing the information requested shall be made under the supervision of an employee of the City.
- 10.2.** Subject to section 11, copies of records or documents shall be provided by the City to an applicant, on request by the applicant, as
 - (a) a photocopy of the record or document; or
 - (b) an electronic version of the record or document, if available.

11. Fees

- 11.1.** The Council hereby establishes a Fee Schedule setting out the amounts that the City may charge an applicant for the following services:
 - (a) for a photocopy of a record or document, 8 cents per page;
 - (b) for all records or documents to which a right of access to the information is established pursuant to subsection 147(1) of the Act, the actual cost to the City for the services and materials provided in,
 - i. locating, retrieving and producing the information,
 - ii. preparing the information for disclosure,
 - iii. supervising the examination of information;
 - iv. providing a record or document in an electronic format if available.
- 11.2.** The fees established under subsection 11.1, do not apply to a request for the applicant's own personal information, except for the cost of producing a photocopy, if requested.
- 11.3.** The following provisions apply to all applications made under this bylaw:
 - (a) all fees associated with the request for access to information shall be paid before the release of copies of the records or the documents containing the information;
 - (b) a deposit of 50 per cent of the estimated fees shall be paid to the City before any search for the information requested shall be commenced.
- 11.4.** The Fee Schedule to this bylaw is adopted and forms part of this bylaw.

11.5. The fees established under clause 11.1(b) and set out in the Fee Schedule may be altered by simple resolution of Council.

PART II: PROTECTION OF PERSONAL INFORMATION

12. Authority to Collect Information

- 12.1.** No personal information may be collected by or for the City unless
- (a) the collection of that information is expressly authorized by or under an enactment of Prince Edward Island or Canada or a bylaw;
 - (b) the information relates directly to and is necessary for an operating program or activity of the City; or
 - (c) the information is collected for the purposes of law enforcement.

13. Manners of Collection

- 13.1.** Personal information shall be collected directly from the individual to whom it relates unless
- (a) the information may be disclosed to the City under the *Freedom of Information and Protection of Privacy Act*;
 - (b) another method of collection is authorized by that individual or by an enactment or bylaw referred to in clause 13.1(a);
 - (c) the information is necessary
 - i. to determine the eligibility of an individual to participate in a program of or receive a benefit, product or service from the City and is collected in the course of processing an application made by or on behalf of the individual the information is about, or
 - ii. to verify the eligibility of an individual who is participating in a program of or receiving a benefit, product or service from the City and is collected for that purpose;
 - (d) the information is collected for the purpose of collecting a fine or a debt owed to the City;
 - (e) the information is collected for the purpose of managing or administering personnel of the City;
 - (f) the information concerns an individual who is designated as a person to be contacted in an emergency, or other specified circumstances;

- (g) the information is collected for the purpose of determining suitability for an honour or award; or
- (h) the information is collected for the purpose of law enforcement.

14. Right to be Informed

- 14.1.** Where personal information is collected directly from an individual under section 12 or 13, the individual shall be informed of
- (a) the purpose for which the information is collected;
 - (b) the specific legal authority for the collection; and
 - (c) the contact information of an employee of the City who can answer the individual's questions about the collection.

15. Accuracy of Personal Information

- 15.1.** Where an individual's personal information will be used by the City, the City shall
- (a) make every reasonable effort to ensure that the information is accurate and complete; and
 - (b) retain the personal information in accordance with the Records Retention Bylaw of the City.
- 15.2.** For greater certainty, a reference in this section and in sections 16, 19, 20, 21, 22 and 23 to the collection, use or disclosure of personal information by the City includes the collection, use or disclosure of the personal information by
- (a) an employee of the City;
 - (b) a volunteer, including a volunteer firefighter;
 - (c) a person appointed to conduct an inquiry under subsection 217(2) of the Act;
 - (d) a supervisor appointed under subsection 219(2) of the Act; and
 - (e) an official trustee appointed under subsection 220(1) of the Act.

16. Right to Request Correction

- 16.1.** An individual may request that the Coordinator correct personal information where the individual believes there is an error or omission in the individual's personal information.
- 16.2.** A request for a correction to personal information shall
- (a) be made in writing by the individual whose personal information it is, or by an authorized person on that individual's behalf; and

- (b) provide sufficient detail to enable the Coordinator to identify the personal information that is the subject of the request.
- 16.3.** The requirement in subsection 16.2 for a request to be in writing may be satisfied by a request in electronic format where the Coordinator consents to receiving the request by electronic means, and subsequent communications between an individual making a request for correction and the Coordinator may be by electronic means where both the Coordinator and the individual consent to communicate by that means.
- 16.4.** The Coordinator shall not correct or otherwise alter an opinion included in an individual's personal information, including a professional or expert opinion.
- 16.5.** The Coordinator shall make the correction requested in accordance with the procedure specified in section 17 unless prohibited by law from doing so.

17. Record of Request to Correct Personal Information

- 17.1.** Where,
- (a) a correction is made in response to a request under clause 16.1, the Coordinator shall make a notation either on the record or document in question or attached to it that a correction has been requested and made; or
 - (b) no correction is made in response to a request under clause 16.1, or a correction is prohibited under clause 16.4, the Coordinator shall make a notation that there was a request to make a correction to the individual's personal information either on the record or document in question or attached to it.
- 17.2.** Within 60 days after the request under clause 16.1 is received, the Coordinator shall give written notice to the individual that
- (a) the correction has been made under clause 17.1(a); or
 - (b) no correction has been made under clause 17.1(b).
- 17.3.** The Coordinator shall notify any third party to whom personal information has been disclosed within the preceding year that a request to correct that personal information has been made and the decision that was made in response to the request.
- 17.4.** Notwithstanding subsection 17.3, the Coordinator may dispense with notifying a third party as required in that subsection if
- (a) in the opinion of the Coordinator, the request to correct the personal information and the decision that was made is not material; and
 - (b) the individual who requested the correction is advised and agrees in writing that notification is not necessary.

17.5. Where the personal information that is the subject of a request for correction was collected by another party or another party created the record or document containing the personal information, the Coordinator may, within 30 days from receiving the request to correct the personal information under section 16, transfer the request to that party.

17.6. Where a request is transferred under subsection 17.5, the Coordinator shall notify the individual of the transfer as soon as possible.

18. Security of Personal Information

18.1. The Chief Administrative Officer shall ensure that personal information is protected by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, disposal or destruction.

19. Use of Personal Information

19.1. The City may use personal information only

- (a) for the purpose for which the information was collected or compiled or for a use consistent with that purpose;
- (b) if the individual to whom the information pertains has identified the information and consented, in writing, to the use; or
- (c) for a purpose for which that information may be disclosed by the City under sections 20 and 21.

19.2. The City may use personal information only to the extent necessary to enable the City to carry out its purpose in a reasonable manner.

19.3. For greater certainty, a reference in this section and in sections 16, 19, and 20 of this bylaw to the collection, use or disclosure of personal information by the City includes the collection, use or disclosure of the personal information by an employee of the City.

20. Disclosure of Personal Information

20.1. The City may disclose personal information only

- (a) for the purpose of complying with the Act or the bylaw;
- (b) for the purpose of complying with an enactment of Prince Edward Island or Canada;
- (c) for the purpose for which the information was collected or compiled or for a use consistent with that purpose;
- (d) if the individual the information is about has identified the information and consented, in writing, to the disclosure;

- (e) for determining an individual's suitability or eligibility for a program or benefit, including determining if an individual remains eligible or suitable for a program or benefit that individual is already participating in;
- (f) if the information is necessary for the delivery of a program or service of the City;
- (g) for the purpose of managing or administering personnel of the City or to a representative of a bargaining agent who has been authorized, in writing, by the employee to whom the information pertains to make an inquiry; or
- (h) to a law enforcement agency in Canada to assist in an investigation
 - i. undertaken with a view to a law enforcement proceeding, or
 - ii. from which a law enforcement proceeding is likely to result.

20.2. The City may disclose personal information about an individual

- (a) when the information is available to the public;
- (b) if the information is of a type that is routinely disclosed in a business or professional context and the disclosure is
 - i. limited to the individual's name and business contact information, including business title, address, telephone number, facsimile number and email address, and
 - ii. does not reveal other personal information about the individual or personal information about another individual; or
- (c) if the Chief Administrative Officer believes, on reasonable grounds, that the disclosure will avert or minimize an imminent danger to the health or safety of any person.

21. Use or Disclosure Consistent with Purpose

- 21.1.** For the purposes of clauses 19.1 (a) and 20.1(c), a use or disclosure of personal information is consistent with the purpose for which the personal information was collected or compiled if the use or disclosure
- (a) has a reasonable and direct connection to that purpose; and
 - (b) is necessary for performing the statutory duties of, or for operating an authorized program of the City.

22. Disclosure for Research or Statistical Purposes

22.1. The City

- (a) may disclose personal information in an individually identifiable form for a research purpose, including statistical research, only if
 - i. the research purpose cannot reasonably be accomplished unless that information is provided in individually identifiable form,
 - ii. the provision of information is not harmful to the individual the information is about and the benefits to be derived from the provision of information are clearly in the public interest,
 - iii. the Chief Administrative Officer has approved conditions relating to the following:
 - A. security and confidentiality,
 - B. the removal or destruction of individual identifiers at the earliest reasonable time, and
 - C. the prohibition of any subsequent use or disclosure of the information in individually identifiable form without the express authorization of the Council; and
- (b) the person to whom the information is disclosed has signed an agreement to comply with the approved conditions, the Act, the bylaw and any other bylaws, policies and procedures of the City relating to the confidentiality of personal information.

23. Disclosure of Personal Information to Applicant

- 23.1.** The only personal information that the City shall disclose to an applicant in relation to a third party is information authorized to be disclosed under the Act or this bylaw.

24. Information Refusal where Threat to Health and/or Safety

- 24.1.** The Coordinator may refuse to disclose to an applicant

- (a) information, including personal information about the applicant, if the disclosure could reasonably be expected to
 - i. threaten anyone else's safety or mental or physical health, or
 - ii. interfere with public safety;
- (b) personal information about the applicant if, in the opinion of a physician, psychologist, psychiatrist or any other appropriate expert depending on the circumstances of the case, the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's health or safety; and

- (c) information in a record or document that reveals the identity of an individual who has provided information to the City in confidence about a threat to an individual's safety or mental or physical health.

25. Complaint and Review

- 25.1.** An individual who believes that the individual's personal information has been collected, used or disclosed, or has not been corrected, in contravention of the Act or the bylaw may, in writing, file a complaint with the Council and request that a review of the matter be conducted.

26. Response by Council

- 26.1.** On receiving a complaint and a request for a review of the matter referred to in section 25, the Council shall, by resolution and as soon as practicable, appoint an adjudicator as specified in subsection 26.2.
- 26.2.** The adjudicator referred to in subsection 26.1 shall be an independent third party.
- 26.3.** All costs associated with the review of the complaint by the adjudicator, including the fees and expenses of the adjudicator, shall be the responsibility of the City.

27. Adjudicator's Process

- 27.1.** Subject to this bylaw, the adjudicator may determine and control their own process in reviewing the complaint, and the adjudicator may decide all questions of fact and law arising during the course of the review.
- 27.2.** The individual who requested the review and the City shall be given the opportunity to make representations to the adjudicator.
- 27.3.** No person, other than the individual who requested the review and a representative of the City, is entitled to be present during, to have access to or to comment on representations made to the adjudicator, except with the written consent of both parties.
- 27.4.** The adjudicator may decide whether the representations may be made orally, in writing or both.
- 27.5.** The individual who requested the review and the City may be represented by legal counsel or an agent.
- 27.6.** The adjudicator's review shall be completed within 90 days after the Council receives the request unless the adjudicator
 - (a) notifies the individual who requested the review and the City that the adjudicator is extending that period; and

- (b) provides an anticipated date for the completion of the review.

28. Decision of Adjudicator

- 28.1.** On completing a review under section 27, the adjudicator shall issue a decision, in writing, including reasons for the decision, ordering one or more of the following:
 - (a) that the City not correct the personal information of the individual who requested the review;
 - (b) that the City correct the personal information of the individual who requested the review;
 - (c) that the City stop collecting, using or disclosing personal information in contravention of the Act or the bylaw;
 - (d) that the Chief Administrative Officer destroy personal information collected in contravention of the Act or this bylaw;
 - (e) that the complaint be dismissed.
- 28.2.** In addition to the order referred to in subsection 28.1, the adjudicator may make other recommendations that the adjudicator determines appropriate.
- 28.3.** The adjudicator shall provide a copy of the decision
 - (a) to the person who requested the review;
 - (b) to the Chief Administrative Officer of the City; and
 - (c) to the Council.

29. Effect of Decision

- 29.1.** Where an adjudicator renders a decision
 - (a) subject to clause (b), not later than 40 days after being given a copy of a decision of the adjudicator, the City shall comply with the decision;
 - (b) the City shall not take any steps to comply with the decision of the adjudicator until the end of the period for bringing an application for judicial review of the decision under the *Judicial Review Act*, RSPEI 1988, c J-3; and
 - (c) if an application for judicial review is made before the end of the period referred to in clause (b), the decision of the adjudicator is stayed until the application is dealt with by the court.

30. Informal Resolution

- 30.1.** The adjudicator may, at any time during the review, attempt to informally resolve the complaint referred to in section 25.

31. Effective Date

31.1. This Access to Information and Protection of Personal Information Bylaw, Bylaw #CS-29, shall be effective on the date of approval and adoption by Council.

First Reading:

This Bylaw, Bylaw# CS-29, was read a first time at the Council meeting held on the _____ day of _____, 2020.

This Bylaw, Bylaw# CS-29, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Second Reading:

This Bylaw, Bylaw# CS-29, was read a second time at the Council meeting held on the _____ day of _____, 2020.

This Bylaw, Bylaw# CS-29, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Approval and Adoption by Council:

This Bylaw, Bylaw# CS-29, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

This Bylaw is declared to be passed on the _____ day of _____, 2020.

Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Bylaw adopted by the Council of the City of Summerside on the _____ day of _____, 2020 is certified to be a true copy.

Chief Administrative Officer Signature

Date



CORPORATION OF THE CITY OF SUMMERSIDE

SCHEDULE: FEE SCHEDULE

BYLAW NAME: Access to Information and Protection of Personal Information

BYLAW #: # CS-29

1. Fees

- 1.1.** The Fees established pursuant to section 11 of the bylaw for locating, retrieving, preparing, producing, and supervising the examination of information shall be in accordance with the amounts set out in the table below.

SERVICE	FEE
Photocopying	8 cents per page
Administrative Staff / IT	\$25 per hour
Senior Staff / Management	\$50 per hour
External Legal Counsel	Actual Cost

- 1.2.** Pursuant to section 11.3 of the bylaw, a deposit of 50 percent of the estimated fees shall be paid to the City before any search for the information requested shall be commenced, and all fees associated with the request for access to information shall be paid before the release of the copies of the records or the documents containing the information.



Resolution
COS 20-003

January 20, 2020

Moved by Councillor _____

Seconded by Councillor _____

Resolution:

Carried	<input type="checkbox"/>
Defeated	<input type="checkbox"/>

For	<input type="checkbox"/>
Against	<input type="checkbox"/>

Whereas the City of Summerside Bylaw CS-30 Records Retention Bylaw was presented at the Monthly Meeting on January 20, 2020 for a first reading

Be it resolved That the City of Summerside Bylaw CS-30 Records Retention Bylaw be hereby declared read a first time and be referred back to committee for review and recommendation



CORPORATION OF THE CITY OF SUMMERSIDE

BYLAW NAME: Records Retention Bylaw

BYLAW #: # CS-30

BE IT ENACTED by the Council of the City of Summerside as follows:

1. Title

1.1. This Bylaw shall be known and cited as the “Records Retention Bylaw”.

2. Definitions

2.1. In this Bylaw:

- (a) “Act” means the *Municipal Government Act*, RSPEI 1988, c M-12.1;
- (b) “CAO” means the Chief Administrative Officer of the City of Summerside or their designate;
- (c) “City” means the City of Summerside;
- (d) “Council” means the Mayor and other members of the Council of the City of Summerside;
- (e) “permanent record” means a record that the City is required to retain permanently;
- (f) “record” means a record of information in any form, including electronic form, but does not include a mechanism or system for generating, sending, receiving, storing or otherwise processing information;
- (g) “temporary record” means a record that the City is required to retain for a minimum period of time in accordance with the Schedule to this Bylaw.

3. General

3.1. The City establishes under this bylaw a records retention schedule for maintenance and disposal of records as contained in Schedule “A”.

3.2. Schedule “A” may be amended by resolution as permitted in clause 135(2)(c) of the Act, but shall comply with all legal requirements for records retention under the Act and applicable regulations.

3.3. The CAO shall ensure in respect of each record, that

- (a) the record is retained by the City in accordance with this Bylaw;
- (b) where the record is not stored at City Hall, the record is stored in a location and a manner that is secure and will preserve the integrity of the record; and
- (c) documentation of the final disposition of the record is maintained by the City which provides details of the destruction of the record or its transfer to permanent storage, as the case may be.

4. Temporary Records

- 4.1.** Each temporary record of a type specified in the Schedule to this Bylaw shall be
 - (a) retained at City Hall for a minimum of two years; and
 - (b) during that period, accessible within 24 hours.
- 4.2.** The CAO may, at the end of the retention period specified in clause 4.1(a), move a temporary record to a storage facility outside of City Hall for the remainder of the retention period specified in the Schedule to this Bylaw in respect of that record, if
 - (a) the storage facility meets the requirements of clause 3.3(b); and
 - (b) the record is accessible within three business days.

5. Permanent Records

- 5.1.** Permanent records shall be
 - (a) retained at City Hall for a minimum of five years;
 - (b) during that period, accessible within 24 hours; and
 - (c) not destroyed.
- 5.2.** The CAO may, after the end of the retention period specified in clause 5.1(a), move a record to which subsection 5.1 applies to permanent storage in a facility that the CAO has determined is secure and will preserve the integrity of the record.
- 5.3.** While in permanent storage, the record referred to in subsection 5.2 shall be accessible within three business days.

6. Destruction of Temporary Records

- 6.1.** At the end of the retention period specified in respect of a temporary record, the CAO may securely destroy the record.
- 6.2.** Subject to the requirements for retention of duplicate copies specified in the Records Retention Schedule set out in the Schedule to this Bylaw, the CAO may destroy or authorize the destruction of a duplicate copy of a record at any time.

- 6.3.** The CAO shall ensure in respect of each record that reasonable care is taken to protect the record against damage, deterioration, unauthorized destruction, sale or other disposition, or theft.

7. Retention in Electronic Form

- 7.1.** Records in electronic form shall be retained and retrievable for the minimum retention period.
- 7.2.** A permanent record to be retained in electronic form shall also be copied to paper for the purpose of transfer to permanent storage.

8. Schedule Adopted

- 8.1.** The Schedule to this Bylaw is adopted and forms part of this Bylaw.

9. Effective Date

- 9.1.** This Records Retention Bylaw, Bylaw #CS-30, shall be effective on the date of approval and adoption by Council.

First Reading:

This Bylaw, Bylaw# CS-30, was read a first time at the Council meeting held on the _____ day of _____, 2020.

This Bylaw, Bylaw# CS-30, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Second Reading:

This Bylaw, Bylaw# CS-30, was read a second time at the Council meeting held on the _____ day of _____, 2020.

This Bylaw, Bylaw# CS-30, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

Approval and Adoption by Council:

This Bylaw, Bylaw# CS-30, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2020.

This Bylaw is declared to be passed on the _____ day of _____, 2020.

Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Bylaw adopted by the Council of the City of Summerside on the _____ day of _____, 2020 is certified to be a true copy.

Chief Administrative Officer Signature

Date



CORPORATION OF THE CITY OF SUMMERSIDE

SCHEDULE: RECORDS RETENTION SCHEDULE

BYLAW NAME: RECORDS RETENTION BYLAW

BYLAW #: # CS-30

Note: The subject matter is listed alphabetically followed by a retention period. The retention period is identified either as "PERMANENT" or expressed as a number of years. Retention periods are labelled as:

- a) CY - a retention period that concludes after the end of a calendar year (i.e. after December 31st of a given year).
- b) FY - a retention period that concludes after the end of a fiscal year as established in section 149 of the Municipal Government Act.
- c) closed after information is superseded (replaced or take the place of) or obsolete (no longer in use) (S/O)

SUBJECT	DESCRIPTION	RETENTION PERIOD (YEARS)	ENDS
Accountants	Working Papers	7	FY
Accounts	Paid (summary sheet)	7	FY
	Payable Vouchers	7	FY
	Receivable duplicate invoices	7	FY
Administration	Reports (not part of Minutes)	7	CY
Advertising	Electoral	4	CY
	Other notices – MGA, other legislation	2	CY
Agendas	Part of Minutes	PERMANENT	
Agreement	General	12	S/O
	Development	12	S/O
	Major legal	12	S/O
	Minor legal	12	S/O
Annexations	Correspondence	7	CY
	Final Order	PERMANENT	
Annual Reports	Council, Boards, Commissions	5	CY
Applications	Site plan approval	2	CY
	Subdivision (after final approval)	3	CY

	Part-time employees (after end of employment)	1	CY
Appointments	Other than those in Minutes	3	FY
Assessment	Rolls Assessment Review Board (ARB) Minutes ARB work file Appeals ARB records Duplicate roll Review Court records	PERMANENT PERMANENT 5 12 7 7 7	FY FY FY FY FY FY
Assessment Appeal	Board file	5	FY
Assets	Asset Management Inventory Records of surplus Temporary files	20 7 2	S/O FY FY
Bank	Deposit books Deposit slips Memos (credit/debit) Reconciliations Statements	7 7 7 2 7	FY FY FY FY FY
Boards	Minutes Authority & Structure Correspondence	PERMANENT 5 5	S/O CY CY
Briefings/Reports	To Council	7	CY
Budgets	Operating (in minutes) Capital (in minutes) Working papers	PERMANENT PERMANENT 3	
Bylaws	All	PERMANENT	
Cash	Receipts journal Disbursements journal Duplicate receipts	7 7 7	FY FY FY
Certificates	Of Title	PERMANENT	
Census	Reports	12	CY
Cheques	Cancelled (paid) Register Stubs	7 7 7	FY FY FY
Claims	Notice of Statement of	12 12	S/O S/O
Committee	Minutes	PERMANENT	

Compensation	Records	10	FY
Contracts	Files (completion of)	12	S/O
	Forms	12	FY
	Major legal	12	S/O
	Minor legal	12	S/O
Council	Minutes	PERMANENT	
Court Cases		12	S/O
Destroyed Records	Index	PERMANENT	
	Signed destroyed records statements	PERMANENT	
Documents	Not part of bylaws	12	S/O
	Agreements, major legal	12	S/O
	Agreements, minor legal	12	S/O
	Contracts legal	12	S/O
	Easements	12	S/O
	Leases (after expiration)	12	S/O
	Notices of change of land titles	12	S/O
Elections	All election documents other than ballot box contents	4	CY
	Ballot box contents	In accordance with the MGA	CY
Engineering	Drawings	PERMANENT	
Employee Benefits	Health, Dental, WCB Claims, etc.	5	CY
Employees	Job applications (hired)	3	CY
	Job applications (not hired)	1	CY
	Job descriptions	3 (after position abolished)	CY
	Oaths of Office	1 (after position vacated)	CY
	Personnel file	3 (after cessation of employment) or 6 (after dismissal)	CY
Financial Statements	Interim	10	FY
	Working papers	7	FY
	Final	12	FY
Franchises		PERMANENT	
Income Tax	Deductions	7	FY
	TD1	7	FY
	T4	7	FY
	T4 Summaries	7	FY

Inquiries	From the public	3	CY
Insurance	Claims	12 (after settled)	FY
	Records (after expiration)	12	FY
Land	Appraisals	1 (after sold)	
Leases	After expiration	7	S/O
	Opinions	12	S/O
Legal	Proceedings	12	S/O
Legislation	Acts (after superseded)	1	CY
Licenses	Applications	3	CY
	Business (after expired)	5	CY
	Literature	2	CY
Local Improvements	Records	PERMANENT	
Maps	Base (original)	PERMANENT	
	Contour	PERMANENT	
Maintenance Reports		12	CY
Minutes	Council	PERMANENT	
	Boards	PERMANENT	
	Committees	PERMANENT	
Monthly Reports	Road	5	FY
Municipal Affairs	Annual reports	5	FY
Organization	Structure and records	2	S/O
Payroll	Garnishes	7 (after garnish is removed)	FY
	Individual earning records		FY
	Journal	7	FY
	Time cards	7	FY
	Time sheets – daily	7	FY
	Time sheets – overtime	7	FY
	Time sheets – weekly	7	FY
	Employment Insurance	7 5 (after cessation of employment)	FY
Permits	Development	12	S/O
Petitions		10	CY
Plans	Official	PERMANENT	
	Amendments	PERMANENT	
	Subdivision	PERMANENT	

Policy	After superseded	5	CY
Progress Reports	Project	5	CY
	Under contract (final payment)	7	S/O
Property Files		Until sold +10	FY
Prosecution	All	12	S/O
Publications	Local reports	3	CY
Purchase	Land	Until sold +12	FY
Receipts	Books	7	FY
	Duplicate cash	7	FY
	Registration	7	FY
Receptions & Special Events (non-historic)		3	CY
Reports	Accident	12	S/O
	Accident statistics	12	S/O
	Field	12	S/O
Requisitions	Copies	2	FY
	Duplicate	7	FY
	Paid	7	FY
Resolutions	Minutes	PERMANENT	
Subdivision	After Final Approval	12	CY
Street	Sign Inventory Register	PERMANENT	
Tax Recovery	Records	PERMANENT	
Taxes	Arrears	7	FY
	Final Billing	12	FY
	Municipal Credits	7	FY
	Receipts	7	FY
	Rolls	PERMANENT	
	Sale Deeds	PERMANENT	
Termination	Employees	7	CY
Tenders	Files	12	FY
	Successful	12	FY
	Purchase Quotations	12	FY
	Unsuccessful	10	FY
Traffic	Streets	7	CY
Training & Development files		5	CY
Trial Balances	Monthly	5	FY

	Year End	7	FY
Vendors	Acknowledgments To	2	FY
	Contracts	12	FY
	Suppliers Files	12	FY
Vouchers	Duplicate	7	FY
Weed Control Reports	Until updated	1	CY
Zoning	Bylaws Bylaw Enforcement	PERMANENT 5	CY



Monthly Report

Council Meeting Date: January 20, 2020

Department/Committee: Finance

Good evening to my colleagues on City Council and to residents of the City of Summerside.

My report tonight consists of an update on our preliminary financial results as of the end of December.

While the City is showing a shortfall in the December operating results we do not expect to be reporting a deficit at the end of the fiscal year (March 31). We have a number of options available to offset the additional operating and capital expenditures (e.g. street sweeper) which were approved subsequent to the budget being adopted.

In addition to these added operating and capital expenditures we are expecting our wind energy revenue to be lower than budget. This is due to a couple of reasons:

- We have seen much lower levels of wind, compared to the same time last year
- Two of our wind turbines were damaged by post-tropical storm Dorian, and were not in operation for approximately a month-and-a-half

We have also incurred significant cost related to the cleanup and restoration of operations following post-tropical storm Dorian. However, we expect to recover some or most of these costs over the course of time from insurance claims and through the PEI Disaster Financial Assistance Program.

Capital spending overall is over budget as of the end of December but it is not necessarily attributable to any one project. \$7.0 million has been spent on capital projects as of the end of December, against a year-to-date budget of \$6.0 million.

On a final note, we have commenced our 2020-21 budget deliberations with senior managers and will be presenting a draft budget to council in mid-February. This process will take us through to mid-March, when we will present our proposed 2020-21 Budget to residents.

Thank you for the opportunity to present this report, and either myself or the CFO are available to take your questions.



Summary of Revenue and Expenses
As of December 31, 2019

	2019-20 Projection	2019-20 YTD Actual	2019-20 YTD Budget	2019-20 Budget
Revenue				
General Revenue	22,148,884	15,967,088	14,486,861	20,604,866
General Government	18,465	18,465	-	-
Information Technology	18,000	13,500	13,500	18,000
Summerside Raceway	340,000	255,788	255,000	340,000
Fire Services	2,400	2,000	1,800	2,400
Police Services	114,600	88,087	22,500	44,600
Economic Development	259,532	31,220	27,923	97,231
54/56 Central St	137,847	102,980	103,385	137,847
Culture Summerside	138,372	67,942	48,613	58,150
Community Services	1,699,658	985,343	1,080,684	1,709,503
Public Works	40,500	1,320	-	40,000
Transfer from Reserve	1,678,834	810,000	810,000	810,000
Total Revenue	26,597,091	18,343,734	16,850,265	23,862,597
Expenses				
General Government	697,237	662,738	537,911	555,151
Administration	169,533	100,818	125,667	169,033
Financial Services	4,517,368	3,133,934	2,757,324	3,660,680
Information Technology	149,316	85,210	114,349	160,438
Summerside Raceway	340,000	255,788	255,000	340,000
Human Resources	250,668	172,696	181,898	247,837
Fire Services	770,298	551,645	527,465	707,486
Police Services	4,211,361	3,130,384	3,017,412	3,957,529
Economic Development	829,937	482,031	504,685	676,328
54/56 Central St	137,847	102,980	103,385	137,847
Culture Summerside	699,486	532,640	413,025	550,081
Community Services	4,836,634	3,487,434	3,590,385	4,724,555
Technical Services	447,119	290,959	301,783	440,393
Public Works	2,807,841	1,740,584	1,632,431	2,584,940
Capital Projects	6,054,631	4,861,987	4,143,203	4,947,378
Transfer to Reserve	1,356,490	1,356,490	-	-
Total Expenses	28,275,765	20,948,318	18,205,923	23,859,675
Surplus/(Deficit) - General Fund	(1,678,674)	(2,604,584)	(1,355,658)	2,923
Utility Funds				
Revenue				
Electric Utility	23,331,037	16,089,395	16,135,567	22,957,184
ETS (Heat for Less Program)	89,680	81,214	149,447	199,262
Water Utility	2,211,639	1,647,666	1,590,858	2,166,677
Sewer Utility	3,794,715	2,816,204	2,713,691	3,631,549
Total Revenue - Utilities	29,427,071	20,634,479	20,589,562	28,954,672
Expenses				
Electric Utility	23,275,548	15,993,579	16,881,879	22,946,355
ETS (Heat for Less Program)	89,680	84,362	149,447	199,262
Water Utility	2,211,639	1,456,790	1,613,199	2,166,677
Sewer Utility	3,794,715	2,428,716	2,619,108	3,631,549
Total Expenses - Utilities	29,371,582	19,963,448	21,263,633	28,943,844
Operating Surplus/(Deficit) by Utility				
Electric Utility	55,489	95,815	(746,312)	10,830
ETS (Heat for Less Program)	-	(3,148)	-	-
Water Utility	-	190,876	(22,342)	-
Sewer Utility	-	387,488	94,583	-
Total Operating Surplus/(Deficit)	55,489	671,031	(674,071)	10,830
Total Surplus/(Deficit)	(1,623,185)	(1,933,553)	(2,029,728)	13,752



Summary of Capital Expenditures As of December 31, 2019

	2019-20 Projection	2019-20 YTD Actual	2019-20 YTD Budget	2019-20 Budget
Funded by Current Year Revenue				
General Government	-	-	-	-
Administration	-	-	-	-
Financial Services	-	-	-	10,000
Summerside Raceway	-	-	-	-
Information Technology	61,619	47,566	70,000	70,000
Human Resources	-	-	-	-
Fire Services	365,257	14,750	15,000	318,000
Police Services	96,499	75,109	79,000	85,000
Economic Development	1,140,659	1,127,260	1,020,000	1,020,000
Central Suites	-	-	-	-
Culture Summerside	141,361	(59,115)	-	95,000
Community Services	1,090,089	835,629	728,750	858,750
Technical Services	2,844,905	2,522,097	2,225,453	2,470,628
Public Works	314,241	298,690	5,000	20,000
Subtotal - Funded by Current Year Revenue	6,054,631	4,861,987	4,143,203	4,947,378
Funded by Long Term Debt				
Energy & Facility Renewal Project (Honeywell)	-	336,630	-	-
Subtotal - Funded by Long Term Debt	-	336,630	-	-
Utility Funds - Funded by Long Term Debt				
Electric Utility	3,239,714	544,306	666,250	3,293,750
ETS (Heat for Less Program)	-	-	-	-
Water Utility	1,290,138	968,995	890,000	1,097,631
Sewer Utility	648,783	276,823	304,750	684,750
Subtotal - Utilities	5,178,635	1,790,125	1,861,000	5,076,131
Total Capital Expenditures	11,233,266	6,988,742	6,004,203	10,023,509



Monthly Report

Council Meeting Date: Jan 20, 2020

Department/Committee: Technical Services

The 2019 construction season has ended. Staff are in the process of preparing budgets for the 2020 capital projects. Staff are in the preliminary stages of designing and preparing some tenders for next season.

Staff continues to review and assist the public with pending developments and building permits to be issued for this year. A few building permits were issued for the month of December. They mainly had to deal with repairs and renovations to demolished or fire damaged buildings. The total value of building permits issued for 2019 was \$38.6 million. A good portion of those permits were represented in new residential dwellings, \$14.5 M in apartments, \$4.7 in new semidetached and \$4.3 M in new single family. Another \$10.7 M were issued in additions for commercial and institutional permits.

Developers are stopping in and speaking to staff for assistance with their proposed projects for 2020. Citizens are also encouraged to ask for assistance with their projects that they may have planned for 2020.

Aaron MacDonald

Director of Technical Services

Council Meeting Date: January 20, 2020

Department/Committee: Department of Economic Development

Mr Mayor, What a way to kick off 2020! My report is going to focus on our Latest Mega Project

On January 14th the Three Levels of Government and our Private Sector Partner Samsung Renewable Energy announced Summerside Sunbank Project. This \$68 Million-dollar project is Summerside and Samsung SRE next step along the innovation journey, phase two of our long-term partnership.

So, what is Sunbank, its over 61,000 solar panels predicted to generate over 21 Megawatts of Solar Energy and a 10 Megawatt, 20 Megawatt hour Utility scale Renewable Energy system. The project is funded through a collaborative model under the new Invest Canada Infrastructure Plan as well as Private Sector Financing.

Some facts about Sunbank as it is envisioned to

- ✓ Enhance stability, security, reliability and resilience of supply
- ✓ Increase level of renewable energy generated from local sources
- ✓ Reinforce independence from electricity imports
- ✓ Increase flexibility in infrastructure for future needs
- ✓ Enhance local knowledge and skills in advanced technology deployment and operations
- ✓ Establish the City's energy back-bone for smarter innovations longer term
- ✓ Reduce greenhouse gas emissions attributable to the City's footprint

The City of Summerside and Samsung SRE ... Is a true International Partnership

Summerside and Samsung SRE built a relationship founded on like mindedness. In 2016 while at an International Trade event hosted by the Federal Government, Samsung SRE and the City of Summerside connected. Based on several enabling factors including the City's robust infrastructure, its innovation ambitions, depth in electrification and its Living Lab Program along with Samsung's global expertise and capabilities in renewable energy and real smart city solutions, the parties struck a mutual collaborative agreement to further innovation on renewable energy projects inside the City of Summerside.

The basis of this partnership was to enhance Summerside's leadership position in Canada by deploying next generation technical solutions while showing other jurisdictions in North America how to replicate Summerside's approach whilst partnering with a leading global company in Samsung SRE.

The Summerside Sunbank Project is a collaboration between mutual partners to move our community forward based on innovation, energy, economic development and environmental sustainability, while bringing technology reliability and application to the Province of PEI. We want to thank Samsung SRE and look forward to their involvement, investment and networking to grow our community.

This project will have significant benefit to the residents and our hats are off to Minister McKenna, MP Morrissey and all the team for bringing this 2.5 years in the making project a reality.

I will be providing a more fulsome update during next months meeting, but given the significance of this project I did wish to bring forward and recognize what a project for Summerside

Council Meeting Date: January 20, 2020

Department/Committee: Summerside Police Services

Committee and Volunteer Work

During December, SPS members took part in two programs. The first one titled '**Cops for Christmas**' involved several members volunteering at the CUP trying to fill the police truck with toys & sporting equipment. It was a very successful event with the fruits of our labour turned over to a local charity for distribution to the less fortunate. The second event titled '**Cops Shop With Kids**' involved several members taking 6 children shopping to buy gifts for their siblings & parents. Donations & food was supplied by local businesses. Again a very successful event.

Training and Service Enhancements

- ⇒ Several members certified in the '**Use of Force**' training
- ⇒ Several members re-certified in domestic violence prevention training

Community Policing Activities

- ⇒ One member volunteered at a charity concert at the College of Piping
- ⇒ One member volunteered with a Summerside Pathfinders fundraising initiative
- ⇒ Several members volunteered with the Salvation Army kettle drive
- ⇒ Assisting Kensington Police with their annual Xmas parade
- ⇒ Several members assisting in delivering food hampers to the less fortunate
- ⇒ Several members attended the **National Day of Remembrance** service at a local church

Occurrence Statistics

The following is a list of some of the occurrence totals for December 2019 and totals for all of 2019.

Calls for Service – **515 (Total for 2019 is 7191)**

Traffic Accidents – **28 (Total for 2019 is 306)**

Reported Crimes of Assaults & Threat – **21 (Total for 2019 is 278)**

Theft Reports – **33 (Total for 2019 is 491)**

Impaired Driving Offences – **10 (Total for 2019 is 98)**

Provincial Traffic Offences – **52 (Total for 2019 is 1317)**

Break & Enter Reports (Business & Residential) – **11 (Total for 2019 is 85)**

Drug Enforcement Charges – **7 (Total for 2019 is 95)**

Any questions can be directed to Chief Poirier or Deputy Chief Walker.

J. David Poirier, Chief of Police



Monthly Report

Council Meeting Date: January 2020

Department/Committee: Fire Services

December 2019 Report

There were 24 calls for assistance during the month of December; the breakdown is as follows:

2- MFR (Medical First Responder) Calls
2 - Structure Fire
1 - Mutual Aid Call
8 - Alarm Panel Calls
6 - Miscellaneous Calls
1 - Flu Fire
1 - MVA/Fire (Motor Vehicle Accident/Fire) Call
1 - Carbon Monoxide (CO) Call
2 - Cancelled Calls

There were 9 training opportunities during the month totaling 21 hours; the breakdown is as follows:

Dec 02/19 - Truck Overhaul	1 hr
Dec 02/19 - Bunker Gear Committee	3 hrs
Dec 03/19 - Truck Maintenance	1 hr
Dec 09/19 - Pump & Ladder	1.5 hrs
Dec 09/19 - Pack Hose & Training Preparation	2 hrs
Dec 11/19 - Confirm New Truck Specs in Winnipeg	8 hrs
Dec 16/19 - Drone Presentation	2 hrs
Dec 18/19 - Level 1 Instructor	1.5 hrs
Dec 30/19 - Truck Maintenance	1 hr

Notes:

- Summerside Firefighters would like to thank Miscouche and Wellington Fire Departments for their invitation to their respective Christmas banquets.
- It's always a treat to entertain groups of kindergarten children, but especially fun during the holiday season. Thank you for paying us a visit!
- Chief Enman worked with EMO and the Prince County Hospital on an evacuation plan in the event of an emergency.
- Chief Enman and Acting Deputy Chief Moase spent three days in Winnipeg verifying and confirming all of the specs for the new fire engine being built for Summerside.
- Openings for two Deputy Fire Chiefs was recently posted. These positions will be filled by the successful candidates in January.
- Summerside Firefighters answered a mutual aid call to Tyne Valley Fire Department in the recent loss of their community rink.
- Congratulations to Safety Officer Wally MacAusland, who was recently awarded our 2019 Firefighter of the Year at our Christmas Awards Banquet.

Respectfully,

Ken Culleton
Secretary
Summerside Fire Services

Council Meeting Date: January 20, 2020

Department/Committee: Community Services

December was here and gone with the hustle and bustle of the Holiday Season.

Commemorative 5-Game Flex Passes for the World Under-17 Hockey Challenge went on sale just in time for the Holiday's. The premier hockey tournament will be coming to PEI in November and bringing the world's best young hockey talent right here to Summerside.

Active Winter was launched for the Winter season that offers residents a variety of outdoor winter activities, including ice-skating, fat biking, snow-shoeing, tobogganing and more. Crews monitor and prepare for these outdoor activities on a daily basis and are available to the public throughout the winter.

The Five Days of Christmas returned for the first week of December that offered customers various promotions and saving during the five-day span. Each day featured a new promotion within Credit Union Place.

The Aquatics Centre and bowling lanes had a busy month as Toonie Days were offered from December 13 – 27, 2019.

New Year's Eve festivities took place on December 31 at Credit Union Place that offered residents an evening packed with family fun. Everything from inflatables, face-painters, entertainment, balloon art, bowling, swimming, a free Caps game and much more! Despite the conditions, over 3,000 people braved the weather and enjoyed the festivities.

Summerside Western Capitals had a quiet month at home going 2-1, while maintaining top spot in the Eastlink North Division and continue to be ranked nationally in the Canadian Junior Hockey League top-10. The annual school day game took place at 11am on December 19 that had over 3,400 students packed inside the Eastlink Arena.

The Veteran's Convention Centre was busy during the month of December with 32 bookings throughout the month, which is up 13 from last year.

The Parks and Green Spaces division continues to focus on walkways, facility repairs at Credit Union Place, and maintaining and preparing the outdoor ice surfaces and trails for Active Winter.

Council Meeting Date: January 20, 2020

Department/Committee: Municipal Services – Public Works / Water and Sewer Utilities

- Staff assisted with the installation of Holiday Season lights for the downtown area of the City.
- New Wellfield ran on generator power many times this month to allow for electrical infrastructure construction along putter's lane – new subdivision – for relocation of pole line.
- Sewer lift station continues to be problematic from mop heads in the sewer lines jamming up the pumps. The public is reminded to dispose of mop heads n the trash and not in the sewer lines.
- Tree trimming was performed in the rights of way where branches were hanging low hitting trucks and equipment travelling for snow removal and general traffic safety.
- Several new water connections along Dory View subdivision were completed this month.
- Assisted Community services in the placement of age friendly benches in 8 areas of the City. New rest and relaxation areas identified by the Age Friendly committee.
- In tracking the new operations costs at the waste water treatment plant for treating the wastewater and making fertilizer the costs for this part of the process is reduced since August 2019 by 10% since the installation of the new centrifuge system.
- The following Snow Removal Efforts were completed this month:
 - 4 Road plowing events
 - 4 Sidewalk Plowing events
 - 12 road salting events
 - 10 sidewalk salting events
 - 1 downtown clearing event

GENERAL OPERATIONAL STATISTICS:

Water and Sewer Utilities:

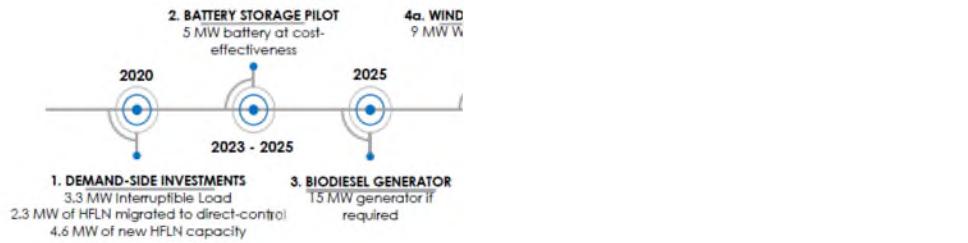
- 32 water samples were taken with clear of bacteria.
- 15 chlorination samples taken all within parameters.
- 3 water main breaks occurred this month, one on Curran Drive, one on Phillips Avenue, and one on Notre Dame Street (Christmas Day).
- 1 water service laterals were repaired this month.
- 1 sewer lateral video occurred this month.
- 1 sewer lateral piping was replaced this month.
- 9 sewer calls this month
- Sewer effluent to harbor all within regulated parameters. (336,690 cubic meters treated)
- 51,290 gallons of septage received to the plant from outlying areas. (servicing the county).
- 352 Tons of Bio fertilizer were created this month at the Sewage Treatment Plant.

Council Meeting Date: January 20, 2020

Department/Committee: Electric

Work Tasks Highlights:

- Electrical Infrastructure continues being installed along Putters Lane in the MacKenzie Drive subdivision.
- Substation repairs were completed in December and all preparations for winter loadings are ready.
- The circuit that feeds Gavin Subdivision and Pope road area is being maintained due to frequency of power outages in this area, the infrastructure is being reviewed for reliability.
- A large Christmas Tree was constructed on top of the power plant smoke stack and was well received within the community to bring all into the festive season. It is planned to be erected each December for the next 10 years.
- This month operations vacated the 94 Ottawa Street building as renovation to the building will start in January of 2020 and it is expected to be completed by end of May. The public is reminded that if any contact is needed for the electric utility operations that the new main office is at 99 Harvard Street.
- The Electric utility has issued a safety program assessment Request for Proposals to review the current safety program and suggest possible improvements. Closed January 17, 2020.
- The netting was removed for the ballfields and flags were maintained throughout the City.
- Staff have been received refresher training on Bucket Evacuation and rescue at heights.
- 2 Heat For Less Now Appliances have been installed this month.
- All meter changes have been completed for 2019 – a total of 1500 meters were changed in 2019. (20% of the meters)
- January 14th announcement of new Solar and Battery Project:
 - Green-house gas emission for the Summerside electric utility electricity will be reduced to that of half of neighboring provinces.
 - Expected to be completed by May 2022.
 - Reuse of the Land at the new wellfield along MacKenzie Drive
 - The battery initiative was part of the Capacity Resource Plan received by the City a year ago. (Dunsky Report). See below for reference of the timeline.



GENERAL OPERATIONAL STATISTICS:

Electric Utility:

- 38.2% of our Electricity came from wind in December.
- Generator run hours were 8.5 hours.
- 11 new electric customers energized this month.
- 4 Electrical Service Upgrades
- 6 customer outage events this month. (one City wide on December 20th for substation preparations for winter loading, final repairs).



Resolution
COS 20-001

January 20, 2020

Moved by Councillor _____

Seconded by Councillor _____

Resolution:

Carried	<input type="checkbox"/>
Defeated	<input type="checkbox"/>

For	<input type="checkbox"/>
Against	<input type="checkbox"/>

WHEREAS Phase 1 of the City of Summerside's Solar/Battery Integration Project located at Credit Union Place has been a successful undertaking in terms of significant energy savings and GHG reductions, and:

WHEREAS The City of Summerside is now positioned to move forward with Phase 2 of the Solar/Battery Integration Project to further its renewable footprint under the *Invest in Canada Infrastructure Program* (ICIPP, and;

WHEREAS several partners are working jointly towards project approvals in 2019 from several sources,

THEREFORE

BE IT RESOLVED that Council endorses the Solar/Battery Integration Project, Phase 2, and directs staff to apply for a Low Interest Loan/Grant Funding opportunity from the Federation of Canadian Municipalities' (FCM)Green Municipal Fund (GMF) , and;

BE IT FURTHER RESOLVED that the City of Summerside will commit \$3,284,300 as its share towards the overall costs of the project.

This bears the recommendation of Summerside City Council

COUNCIL MINUTES



Monthly Council Meeting Minutes

December 16, 2019

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
Bob Ashley, Chief Administrative Officer
Rob Philpott, Director of Financial Services
Brian Hawrylak, HR Officer
Members of the Media
Members of the Public

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

The meeting was called to order by Mayor Stewart

Motion was moved and seconded that two resolutions be added to the agenda, Property Forfeiture and CAO appointment.

Motion It was moved and seconded;
That The Agenda be approved as amended.
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 November 18, 2019 be approved as circulated.
Motion Carried

Financial Services – Chair, Deputy Mayor McColeman

Report:

While the City is showing a shortfall in the October operating results, this can be partially explained by the timing of our revenues and expenditures throughout the year.

However, there are other reasons why we are projecting to finish the year in a deficit position. We are not expecting to generate as much revenue from wind energy this year (\$535,000 less than we expected), for a couple of reasons:

- We have seen much lower levels of wind, compared to the same time last year
- Two of our wind turbines were damaged by post-tropical storm Dorian, and were not in operation for approximately a month-and-a-half

In addition, we have incurred an additional \$678,000 in unbudgeted emergency expenditures to address items that materialized shortly after our budget was approved in April. For example, we had to replace our street sweeper, which cost over \$300,000.

We have also incurred significant cost related to the cleanup and restoration of operations following post-tropical storm Dorian. However, we expect to recover some or most of these costs over the course of time from the Province.

Finally, later this evening we will present a resolution for Council to consider, regarding the one-time increase in our annual Gas Tax funding. We are required to allocate this funding to a project (or series of projects). Even with this additional funding, we are still projecting a deficit at the end of the year. To address this deficit, we will have to look at funding the shortfall through our financial reserves, borrowing against the shortfall, or a combination of the two.

Capital spending overall is over budget as of the end of October, but it is not necessarily attributable to any one project. \$5.9 million has been spent on capital projects as of the end of September, against a year-to-date budget of \$5.1 million.

On a final note, we will soon be commencing our planning for next year's budget. This process will take us through to mid-March, when we will present our proposed 2020-21 Budget to residents.

Recommendation SUPPORTING EXPLANATION:

Purpose: In October 2019 the City of Summerside was required to submit capital investment plans to allocate the direct allocation gas tax funds expected for the time period 2019-20 to 2023-24. Recently gas tax recipients were advised that there was a requirement to file a capital investment plan for the additional gas tax funding received in 2019-20. For the City of Summerside this amounted to \$1,356,490.

Background:

The following capital investment plans were submitted to support direct allocation gas tax being received for 2019-20 to 2023-24:

Fiscal Year	Project	Amount
2019-20	Paving 2019	\$444,090
	Storm Sewer 2019	300,000
	Boardwalk Remediation 2019	300,000
	Sidewalks 2019	262,400
	Pedestrian Crossing Lights 2019	50,000
	Total	\$1,356,490

2020-21	Central St/Pope Rd Redesign	\$1,356,490
Additional Gas Tax Funding	East West Connector	1,356,490
2021-22	East West Connector	1,433,775
2022-23	East West Connector	1,433,775
2023-24	East West Connector	1,510,352

It is being recommended that the additional gas tax funding be allocated to the East West Connector project for the following reasons:

- The capital investment plan was due to the Infrastructure Secretariat (Province of PEI) on December 9, 2019 (were advised recently of this requirement).
- A capital investment plan for the East West Connector project had already been prepared for the previous deadline in October 2019.
- The project cannot have occurred yet.
- Direct allocation gas tax funds can be transferred to other projects as long as capital investment plans are submitted and approved by the Project Review Committee (Provincial Committee). For example, if the City of Summerside decided in 2022-23 to apply gas tax funding to another project a gas tax transfer request form would need to be completed.

RECOMMENDATION: Council allot the unallocated amount, totaling \$1,356,490, of the direct allocation gas tax to the East West Connector project

Resolution COS 19-139 It was moved and seconded;

Whereas the Infrastructure Secretariat with the Province of PEI requires a council resolution to allot the unallocated portion of the Gas Tax which represents the additional payment made for 2019-20.

Be it Resolved that Council endorses that the unallocated portion of the direct allocation of Gas Tax funding in the amount of \$1,356,490 be allocated as follows:

- East West Connector

The table below recaps the capital investment plans submitted to the Province of PEI for the allocation of gas tax funding for 2019-20 to 2023-24:

Fiscal Year	Project	Amount
2019-20	Paving 2019	\$444,090
	Storm Sewer 2019	300,000
	Boardwalk Remediation 2019	300,000
	Sidewalks 2019	262,400
	Pedestrian Crossing Lights 2019	50,000
	Total	\$1,356,490
2020-21	Central St/Pope Rd Redesign	\$1,356,490
Additional Gas Tax Funding	East West Connector	1,356,490
2021-22	East West Connector	1,433,775
2022-23	East West Connector	1,433,775
2023-24	East West Connector	1,510,352

Resolution carried 7-0

Technical Services – Chair, Councillor Justin Doiron

Report:

The 2019 construction season has pretty well come to a close. Staff are in the process of preparing budgets for next year's capital projects. Work has completed for the season on the Eco Park. The installation of Water, Sewer and Storm mains as well as the electrical and earth work was able to be completed before the freeze up. Work is set to resume in the spring and will consist of the gravels and paving.

Staff continues to review and assist the public with pending developments and building permits to be issued this winter. 9 building permits were issued for the month of November. We issued permits for 4 Semi Detached houses, and then a number for accessory buildings, signs, etc., some Residential renovations.

There are still people stopping in and speaking to staff for assistance with their projects. Citizens are encouraged to ask for assistance with their projects that they may have planned for 2020.

Economic Development – Chair, Councillor Brian McFeely

Report:

Thank Mr. Mayor/Council and I am pleased to bring forward the Economic Development update for December. As we wrap the year and look towards the new year, I can say unequivocally that 2019 has been a tremendous year for moving Summerside's Economy forward.

December and for that matter 2019 as a whole, our Private Sector and partners have embraced the new vision for growing our economy be it from new investments in our downtown, expansion of our local business enterprise, immigration investors landing in Summerside, our international living lab investors forging a path to establishment to general inquiries and investment activity, 2019 has been a truly positive shift.

We have often been accused and in a most positive form of being unique, entrepreneurial and approaching things differently and that does not come without its critiques or growing pains, but those tenants have reimagined a new energy in Summerside. I think as cities we can't do business the same old way—we must become smarter, more creative, develop a strong and dynamic economy and 2019 was that year of shift.

The month has been filled with a variety of activities of the EDO, with but a few highlighted below:

- ✓ The office participated in a round table panel discussion on Energy and Economic Development hosted by UNB Energy Fundamentals Program. This roundtable was specifically aligned with Summerside's approach under its living lab program on aligning energy and adopting innovative approaches to alternative technologies in the energy sector
- ✓ The office has continued its Summerside Roadshow with various professional associations in Summerside to provide context and overview of the significant influx of investors looking and actually coming to invest in Summerside in 2020. While much of this new growth, estimated at over 300,000 of potential industrial, commercial and retail space will require the collective of all our professionals including our banking, real estate, lawyers and accountants to be aware and prepare for and assist in. These roadshows are the first step in preparing our community team to seize these opportunities we have been seeking for decades.
- ✓ The office has continued to host endorsed and prospective immigrant investors throughout the month looking for that perfect business location and that perfect house in Summerside to settle down in. Given the activity over the course of 2019, demand for all space and services is expected to significantly increase in 2020 in all sectors.
- ✓ This month the office hosted another of its Foreign Investment Clients whom now is finalizing their investment plans for Summerside in 2020, Connective Touch whom the office has been working with for over 18 months is now looking to finalize their plans for expansion and looking to hire a General Manager to assist in setting up the operation
- ✓ The team has and is continuing the planning and development stages of the Eco Park, despite the weather shutting down construction we are ready with 4 serviced lots that we are actively in discussions with clients on. We will be working with our partners to explore solutions in early 2020 to begin construction on at least 3 buildings as soon as possible in the new year
- ✓ We are continuing to develop and innovate when it comes to new program offerings and solutions to spur and stimulate development in Summerside. EDO is working on some new concept programs to specifically target development in key areas and types in Summerside. To that end the department is working on several new programs and enhancements to current incentive for council consideration in 2020

Our goals, actions and path forward are being implemented to give the Summerside Investment community the help they need to succeed, making smart investments to grow our economy for the long term and embrace more cooperation and partnerships to realize those aspirations by working in partnership with our key growth partners.

Mr. Mayor as we close out 2019, I want to wish all of council, our citizens, our partners and our business community health and happiness and a restful time over the holiday season, because in 2020 we are going to hit the ground running

Police/Fire& Emergency – Chair, Councillor Barb Ramsay

Police Report:

Committee and Volunteer Work

The SRO (Cst. Montgomery) has completed his first full month of duties at Three Oaks and submitted his report from Oct 28 to Nov 30. Some of the items mentioned in Cst Montgomery's report include; Two presentations to students, patrols in Heather Moyse Park, parking lots, school hallways, 35 classroom visits, all bathrooms for vaping offences, and attended fights inside and outside of the school. Has generated files for parking complaints, seized drugs, seized a weapon, fights & referrals to youth worker. All in all, a very busy first month for the School Resource Officer.

Training and Service Enhancements

- ⇒ Attended a risk management seminar at the CUP
- ⇒ Two members attended a Major Crime conference in Halifax
- ⇒ Six members attended and received their Taser certification

Community Policing Activities

- ⇒ Chief presented to students at the Youth Engagement Centre
- ⇒ Members attended remembrance services at Trinity United Church and the CUP
- ⇒ Members attended at the Gen XX dinner & auction in Miscouche
- ⇒ Several members assisting Fire Services with Santa Claus parade
- ⇒ Members attending the Special Olympics fun day at SIS
- ⇒ Members assisting with the International Day of the Child parade
- ⇒ Members attending at the Notre Dame Clubhouse re fundraiser
- ⇒ Several MADD checkpoints conducted throughout the city

Occurrence Statistics

The following is a list of some occurrence totals for October 2019.

Calls for Service – **516**

Traffic Accidents – **25**

Reported Crimes of Assaults & Threats – **32**

Theft Reports - **32**

Impaired Driving Offences – **7**

Highway Traffic Offences – **46 + 7 warnings**

Break & Enter Reports (Business & Residential) - **12**

Drug Enforcement Charges – **8**

Fire Report:

There were 22 calls for assistance during the month of November; the breakdown is as follows:

6 - MFR (Medical First Responder) Calls
2 - Structure Fire
4 - Alarm Panel Calls
6 - Miscellaneous Calls
2 - Dumpster Fires
2 - Cancelled Calls

There were 16 training opportunities during the month totaling 51 hours; the breakdown is as follows:

Nov 04/19 - Company Practice	1.5 hrs
Nov 04/19 - Notre Dame Place Fire Education	1.5 hrs
Nov 08/19 - First Aid CPR/AED Level C	8 hrs
Nov 11/19 - Remembrance Day Service	2 hrs
Nov 12/19 - B.A. Cleaning	2 hrs
Nov 12/19 – Non-Violent Crisis Intervention	4 hrs
Nov 13/19 - Bunker Gear Info Session	3.5 hrs
Nov 14/19 - ICS 100	4 hrs
Nov 18/19 - Hangar 8 Tour & Preplan	2 hrs
Nov 19/19 - Deputy Chief Richard Session	1 hr
Nov 20/19 - WHMIS	4 hrs
Nov 21/19 - Advanced Cardiac Life Support	8 hrs
Nov 21/19 - Bunker Gear Committee	3.5 hrs
Nov 25/19 - Hall Maintenance	2 hrs
Nov 25/19 - Truck Maintenance	2 hrs
Nov 27/19 - Hose Testing	2 hrs

Notes:

Fire Services has been a very busy spot of late:

- Calls for assistance numbers have just been finalized and 2019 will go down as the busiest year in the history of our department. 344 calls were answered this year, surpassing the previous number of 227...a

whopping 47% increase. One of the main reasons for this increase is the number of medical first responder calls we now attend. 85 for the year, representing 25% of our total calls.

- Our members would like to thank the residents of the city for helping us make this year's Santa Claus Parade an outstanding success. All proceeds generated from the parade will be given to those local charitable organizations that put together Christmas hampers for our residents. This will happen during the Kinsmen Christmas Appeal.
- Chief Enman and Deputy Chief Moase will be travelling to Winnipeg to go over the final details on the new replacement truck for Engine 3.
- Firefighters, Police and EMS attended an assembly at Athena school discussing leadership qualities as first responders...a great afternoon!
- November 6th was "Take a Student to Work" day. The fire department was fortunate to be able to host three students from Athena school; a great time was had!

Resolution COS 19-137 It was moved and seconded;

That Council direct staff to look into the pros and cons of a winter parking ban which is variable depending on the weather and to come back to Council with a report

Resolution Carried 6-1

Resolution COS 19-140 It was moved and seconded;

WHEREAS the frequency and seriousness of citizens' concerns about illegal activities being conducted in private residences has been brought to attention of Mayor and Councillor for the City of Summerside, and;

WHEREAS criminal operations in otherwise peaceful, residential neighborhoods threaten the personal security and safety of all Summerside residents in general, the risk is heightened with vulnerable populations such as seniors and youth in particular, and;

WHEREAS Summerside's elected officials have seen demonstrated public support towards taking any steps to hold unlawful individuals to account, by all levels of government enforcement; and

WHEREAS a key step taken by all Provinces apart from Prince Edward Island and Newfoundland & Labrador, has been the enactment of civil forfeiture statutes which allow police to seize property investigators believe has been involved in a crime; and

WHEREAS the Cities of Charlottetown and Summerside have an opportunity to join forces in lobbying the government to take this key step; **THEREFORE**

BE IT RESOLVED THAT Council supports the creation of a Provincial Forfeiture Law as a means for government to seize criminals' property, and further

THAT the City of Summerside write to Premier Dennis King to ask his government to enact such legislation

Resolution carried 7-0

Community Services – Chair, Councillor Cory Snow

Report:

Each month seems busier than the last and November was no different.

First things first, Chantal Delaney was recognized as the Employee of the Year by the Greater Summerside Chamber of Commerce Annual Awards Gala. Chantal is the Client Services Manager at Credit Union Place and her co-workers couldn't be more happy for her. Congratulations, Chantal!

Eastlink Arena hosted the annual Remembrance Day Ceremony that saw over 3,200 people through the doors of Credit Union Place.

We Will Rock You, The Musical was announced in October and tickets went on sale in November. Tickets are moving quickly, especially during the holiday season.

The Summerside Dolphins Swim Club hosted the Fall Splash Swim Meet which attracted over 180 swimming from across the Maritimes to The Aquatics Centre at Credit Union Place. In addition to that, Fall Swimming Lessons came to a close, and will return in January for Winter Swimming Lessons.

The Fit Stop introduced some new family-oriented fitness classes in November, a Family Fun Boot Camp and Mommy and Me Boot Camp. These types of offerings make it easier for parents and families to keep active while spending time together.

The Veteran's Convention Centre had yet another busy month with 27 bookings that included a variety of Christmas parties, Christmas craft fairs, conventions and meetings.

The annual Santa Skate kicked off the Holiday Season in the Eastlink Arena. With this, public and pre-school skates are underway, along with men's and women's shinny hockey. Summerside Minor Hockey Association has tournaments each of the weekends in November and continues throughout the majority of the winter weekend months.

The Parks and Green Spaces division finished preparing for the winter months and now with turn their focus to walk-ways, Credit Union Place facility repairs and preparing for the spring.

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,
- The Staff Association Christmas party was held on November 30
- Competitions are taking place for part-time police constables, Deputy Fire Chief and IT Specialist
- WHMIS training sessions were held for staff earlier this month
- Health and wellness initiatives for staff for 2020 are being planned
- Staff are preparing for payroll year end

Culture Summerside Report:

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

- The November 21st Draw of Art event hosted by Wyatt Heritage Properties Inc. was a sold-out and successful event for this year. Ticket holders enjoyed an evening of fine food, music and the selection of an original work by a local artist or artisan to call their own. Picture below right
- Culture Summerside annual school Christmas program is currently underway; Each of the school children, teachers and chaperones attending this year get a new perspective on the Wyatt Historic House Museum. In 2019 the educational activates take participants into new sections of the museum for an in-depth exploration of program topics. The topics change each year, are written to correlate with curriculum and have connection to the holidays. The image top right shows Public Program Coordinator, Marlene Campbell addressing a group of students at the museum.

A public event is planned for this year as an extension of the School Christmas Program. This "Christmas at the Museum" event scheduled for Thursday, December 19th from 6 pm to 9 pm, invites the community to tour and enjoy the museum. The visit will stimulate all five senses and visitors will enjoy the talent of Carl Phillips as he plays Christmas carols on the 1890 Wyatt piano. The regular admission price to the museum is being waived on the 19th in favour of a donation to make the event accessible for all.

Council is invited to join in for an evening that will transport you back in time to the magical setting of a Victorian Christmas night that will warm your spirit and create special holiday memories of "days gone by".

- Deadlines are being met in the area of grant writing; proposals and reports are being submitted to several government organizations.

Policy & Bylaw Review Committee Report:

Existing Bylaw Catalogue

Last month Council passed second readings for amendments to a number of bylaws in order to bring them into compliance with new Municipal Government Act. The current catalogue of bylaws is now up to date in terms of consistency in formatting, references, and numbering for retrieval purposes.

This work is primarily legislative housekeeping, which means that all bylaws remain subject to Council review and revision for as the need arises for improving their content, language, and application.

New Bylaws Mandated by the Province

Previous BPR reports have indicated that City has been waiting to receive models of two new bylaws mandated by the new Municipal Government Act. The two required bylaws are the *Access to Information Bylaw* and the *Retention of Records Bylaw*. The province has just recently distributed these models and BPR is convening later this week to review versions specifically drafted for inclusion in the City of Summerside's bylaw catalogue.

The new deadline for passage of these new bylaws is February 28th, 2020. BPR's plan is bring the two bylaws to committee night early in January. First reading should take place at the January meeting of Council and second reading in February to meet the deadline.

Taxi Bylaw

Council has directed the Bylaw and Policy Review Committee to review the current Taxi Bylaw and to bring recommended changes back to Council. This Council direction is a response to hearing a growing number of concerns registered by taxi operators, taxi rides and the public in general. It has been suggested that existing Taxi Bylaw is outdated, irrelevant in some respects, and difficult to enforce. This review process will include inviting input from various local stakeholders.

Resolution Cos 19-141 It was moved and seconded;

Whereas The City of Summerside Staffing Bylaw CS-23 states that Summerside City Council, shall appoint an individual to the position of Chief Administrative Officer by resolution

Be It Resolved That Mr. Rob Philpott be hired as the Chief Administrative Officer for the City of Summerside effective January 3, 2020

Resolution Carried 7-0

Municipal Services – Chair, Councillor Bruce MacDougall

Report:

Biosolids warehouse of fertilizers has been emptied and delivered to agricultural fields for applications.

- Lagoon sludge depths have been measured this month and report is pending for end of December.
- Waste Water Treatment Plant provided a tour of the Plant for SIS students to explain its operations.
- All requested privately owned fire hydrants were maintained this month.
- Catch Basin Cleaning was completed this month.
- Street sweeping efforts are completed for the year.
- The new business park water services were connected this month.
- Road Signage repairs were the concentration this month to catch up on storm Dorian damage.
- Staff assisted with the Santa Claus parade this month with barricades placement and retrieval.
- The following Snow Removal Efforts were completed this month:
 - 2 Road plowing events
 - 2 Sidewalk Plowing events
 - 9 road salting events
 - 8 sidewalk salting events

GENERAL OPERATIONAL STATISTICS:

Water and Sewer Utilities:

- 24 water samples were taken with clear of bacteria.
- 12 chlorination samples taken all within parameters.
- 10 water turn on and offs for customers
- 1 water main break occurred during on Lefurgey Avenue.
- 1 water service laterals were repaired this month.
- 1 sewer lateral video occurred this month.
- 7 sewer calls this month
- Sewer effluent to harbor all within regulated parameters. (338,840 cubic meters treated)
- 240,210 gallons of septage received to the plant from outlying areas. (servicing the county).
- 390 Tons of Bio fertilizer were created this month at the Sewage Treatment Plant.

Electric Services – Chair, Councillor Greg Campbell

Report:

Work Tasks Highlights:

- Staff installed the Holiday Lighting throughout the City this month.
- Electrical Infrastructure is being installed along Putters Lane in the MacKenzie Drive subdivision. Expected to take the rest of December to complete.
- Andrews Lodge expansion efforts are under way for rerouting the electrical services.

- The high speed electric vehicle charger service at Canadian Tire has been designed and will be installed in December.
- Lighting on the Central Street Water Tower has been repaired.
- The new business park electrical services have been started but is on hold for the winter.
- Staff personal protective equipment has been re-tested this month in its semi-annual cycle.
- Substation repairs are being conducted for completeness in December from the November 4 outage of a substation fault.
- 10 Customer electrical Meters are left to be changed for 2019 for retesting. (194 meters changed this month)
- Light repairs on the replaced section of boardwalk past KFC on water street were repaired.
- Power Plant did a tour to the Holland College class this month (electro-mechanical).

GENERAL OPERATIONAL STATISTICS:

Electric Utility:

- 62.1% of our Electricity came from wind in November. (excellent month).
- Generator run hours were 8.9 hours.
- 10 new electric customers energized this month.
- 3 Electrical Service Upgrades
- Heat For less now appliances now total 421 units throughout the City (increase of 2).
- 15 customer outage events this month. (Two City wide, two to repair damage in substation), another one planned for some time in mid to late December.

Resolution COS 19-138 It was moved and seconded;

Whereas Tenders were called for the City of Summerside – 94 Ottawa Street Building Renovations and
Whereas the City of Summerside received 4 tender submissions which are as follows:

Firm	Price (Excluding HST)	Project Length
WM&M (1993) Ltd.	\$1,299,000	19 weeks
MacLean's Construction	\$1,368,500	34 weeks
Wellington Construction	\$1,369,018	29 weeks
Strategic Construction	\$1,440,000	14 weeks

Be it Resolved that the City of Summerside awards the City of Summerside – 94 Ottawa Street Building Renovations tender to WM&M (1993) Ltd. for a price of \$1,299,000 (excluding taxes).
This bears the recommendation of the Committee meeting of December 3, 2019.

Resolution Carried 7-0

Adjournment

Before adjournment, Mayor Stewart and Deputy Mayor McColeman presented CAO Bob Ashley with a plaque in recognition of his upcoming retirement and his service to the City of Summerside.

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

Motion Carried

Basil L. Stewart
Mayor

Brian Hawrylak
HR Officer

COMMITTEE MINUTES

Community Services Committee Meeting Minutes

January 7, 2020

Present

Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron
Councillor Barb Ramsay
Councillor Cory Snow, Chair
Councillor Greg Campbell
Councillor Brian McFeely
Councillor Carrie Adams, Co-Chair
Rob Philpott, Chief Administrative Officer
Kristen Dunsford, Acting Director of Financial Services
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs
JP DesRosier, Director of Community Services
Brian Hawrylak, HR Officer
Members of the Media
Members of the Public

Call to Order

The meeting was called to order

Agenda was approved

Gateway signage

JP Desrosiers presented a report on gateway signage on the entrance to the City based on a request from Council in late 2019.

Staff conducted research with other municipalities, online and signage companies.

Staff looked at proposed locations within the city; near the Red Bridge, from Travellers Rest to Reads Corner, all Weather Highway before the traffic circle coming from Miscouche, coming in from Linkletter, near Green Diamond entering the city. Staff also suggested new signage as people enter the downtown Summerside.

Different design concepts were introduced with samples shown from other communities, along with mock drawings for Summerside.

Estimated pricing would be between \$107 and \$117 K based on the recommendation of staff on the type of signage and locations.

The Committee recommends that staff bring a proposal forward for budget considerations.

Adjournment

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

Technical Services Committee Meeting Minutes

January 7, 2020

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron, Chair
Councillor Barb Ramsay
Councillor Cory Snow, Co-Chair
Councillor Greg Campbell
Councillor Brian McFeely
Rob Philpott, Chief Administrative Officer
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs
Kristen Dunsford, Acting Director of Finance
Brian Hawrylak, HR Officer
Aaron MacDonald, Director of Technical Services
Members of the Media
Members of the Public

Call to Order

The meeting was called to order

Agenda was approved

Dangerous, Hazardous and unsightly premises

Aaron MacDonald provided an update on several dangerous, hazardous and unsightly properties in the City:

99 Duke Street – waiting for the removal of the existing foundation. Staff said the owner intends to put another dwelling on the same location at a later date

422 Palmer Avenue – Staff have met with the property owners and believe that the owners plan on rebuilding. Owners have started the cleanup.

357 Elm Street – is still ongoing and is secured with windows boarded up. Staff have spoken to their legal representative who confirmed that the insurance is still being dealt with so at this point, they are unsure what is being covered.

149 Pope Road – property owner had work started and a stop work order was issued, the contractor then went onto other jobs and the owner is having difficulty getting another contractor for a while but has had completed some work to lift the stop work order. There is still remaining work to do and the deadline has passed for the completed work to be done.

Councillor Doiron inquired on where the City goes from here.

Gordon MacFarlane stated that there are options in the bylaw to deal with the property.

Council has asked staff to meet with the property owner and outline the options that are available and the next steps.

Adjournment

Motion It was moved and seconded;

That The meeting be adjourned.

Motion Carried

Police, Fire & Emergency Planning Committee Meeting

Minutes

January 7, 2020

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron
Councillor Barb Ramsay, Chair
Councillor Cory Snow
Councillor Greg Campbell, Co-Chair
Councillor Brian McFeely
Councillor Carrie Adams
Rob Philpott, Chief Administrative Officer
Kristen Dunsford, Acting Director of Financial Services
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs
Ron Enman, Fire Chief
Brian Hawrylak, HR Officer
Members of the Media
Members of the Public

Call to Order

The meeting was called to order

Agenda was approved

Fire Hall

Councillor Ramsay stated that it is time to look at the firehall and make decisions as it is an aging facility. She stated that firefighters need an adequate facility to do their job safely and properly.

Councillor Ramsay is proposing to put a committee together to look at the issue.

Chief Enman stated that he agrees with the idea to put a committee together and to look more into the issues.

Council was in agreement to form a committee to explore options on either a renovation to the existing firehall or a new firehall.

Some noted that firehalls in other parts of the country are innovative in the sense of sharing space or housing other agencies.

Councillor Ramsay said that they hope to have a fundraising concert at Credit Union Place in the spring for the Tyne Valley rink.

The Fire Committee recommends that a committee be formed.

Adjournment

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