

Monthly Council Meeting Minutes

April 20, 2020

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron
Councillor Barb Ramsay
Councillor Cory Snow
Councillor Greg Campbell
Councillor Brian McFeely
Councillor Carrie Adams
Rob Philpott, Chief Administrative Officer
Kristen Dunsford, Acting Director of Financial Services
Brian Hawrylak, HR Officer
Journal Pioneer/ Guardian

This meeting was held virtually Via Zoom conferencing

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

The meeting was called to order by Mayor Stewart

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

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

City Council had a moment of silence for those affected and involved in the tragedy in Nova Scotia on April 19, 2020.

Approval of the Minutes

Motion It was moved by and seconded;
That The minutes of the Monthly Meeting dated March 16, 2020 and the minutes of the Special Council Meeting dated April 7, 2020 be approved as circulated.
Motion Carried

Financial Services – Chair, Deputy Mayor McColeman

Report:

Our latest projection for the 2019-20 fiscal year is showing a small surplus of \$63,356. We are able to offset additional costs incurred, such as cleanup and restoration costs from post-tropical storm Dorian, and lower than expected revenue without adding to our long-term debt. We will present final operating and capital results once our year end audit is complete and our 2019-20 financial statements are released in June.

The 2020-21 budget was approved at the March 16, 2020 council meeting. We are in the early stages of analyzing the impact of the COVID-19 pandemic on city operations and will continue to monitor for programs that are available to municipalities. The following has been put in place to assist utility customers who may require additional support at this time:

- A \$25 rebate will be processed on April utility bills for all customers within the municipal boundary (for those residents receiving electricity from Maritime Electric this rebate will be included on your water and sewer bill for April).
- No late payment charges will be billed until further notice
- No disconnections of utility services for non-payment will be done until further notice
- We encourage customers who are unable to pay their utility bills to contact us at 902-432-1230 and we will develop a flexible payment arrangement

Councillor Snow inquired about funding for active transportation as he had the understanding that there would be money set aside in the current budget, but it was not. He stated that there is an opportunity to access provincial funding for active transportation. CAO Philpott stated staff could come back with some options and have the budget amended along with following up with the province on their funding program. The City does have project submissions into the province.

Technical Services – Chair, Councillor Justin Doiron

Report:

The 2020 construction season is upon us. Staff are in the process of preparing tenders for the 2020 capital projects. The first few tenders have closed and have been awarded. Watermain replacements, Sewer main replacement, Cedar St. sewer, Eco park Phase 2, and Paving have all closed and have been awarded. The City is currently out for bids this week and they include Sidewalk, Infill and Boardwalk replacement. Tenders will continue being evaluated and will continue for the month of April. We will then be ready to start construction when the current situation allows for construction.

Staff continues to review and assist the public with pending developments and building permits to be issued for this year. We ask that citizens and business owners to continue to submit your information for permitting. Our staff are continuing to work remotely and are reviewing all information submitted and responded back to these submissions if any additional information may be required for their permits.

A number of building permits were issued for the month of March and since Spring is here a number of these are for new construction projects. We issued 13 new single family, 3 semi-detached, 2 - 7unit buildings. Also, few for

interior renovations and additions to various buildings. As of March 31, the Province has brought in a new Act whereby the national building code is now being applied province wide. As a result of this new Act our staff have been working on some revisions that will need to be made to some of our bylaws. When these revisions are completed, they will be brought forward.

Several Developers are still reaching out to staff for assistance with their proposed projects for 2020. Staff will continue to work with these developers to bring these developments to the permit stage. Citizens are also encouraged to ask for assistance with their projects that they may have planned for 2020.

Councillor Campbell stated that he has inquired about a development off of Craig Avenue and he has not been able to get any answers. Councillor Doiron stated that he believes the property owner is clearing some land but doesn't believe any development plan or project has been submitted.

The city website is being updated to show the winning bidders in recent tender awards.

Economic Development – Chair, Councillor Brian McFeely

Report:

The office of Economic Development continues to conduct its operations with as much normalcy as possible during these unprecedented times

The office is currently fielding dozens of call a day helping business navigate the uncertainties of forced closures, supply chain interruptions, isolation requirements and those business looking to open and re-open

We have and are continuing to prepare for the infrastructure work as part of phase 2 of our Eco Business Park and will be ready to hit the ground once we have a better sense of how the future unfolds. We are also in our design phase for the two properties we would like to see started in 2020 should we be able to get there. We currently have interest (pre-virus) of over 20,000 of leasable space under an intent to lease if things move forward. The office will be issuing later this month a request to collaborate as part of the innovation in building design as part of this process as well

The office is continuing as one of the leads on the Sunbank Project which is our industrial scale solar/battery park. We are currently going through some environmental and system studies but again hope to start construction on that in late summer or early fall. We are also continuing to work with our Partners Samsung SRE on some exciting initiatives including phase 2

The office is working on addressing some of our legacy projects including updating all our information sources, looking at a complete update to our business directory, consolidating resources for business post-Covid and continuing to further some important economic development initiatives to help kickstart and grow our economy

Proposals have been received for the development of land on Water street west and will be evaluated. Staff have issued a survey to businesses to determine the impact of COVID 19. A task force will be meeting to work together to assist and provide recommendations to deal with impacts resulting from the virus.

Police Report:

Committee and Volunteer Work

Cst. Montgomery (SRO) has returned to the patrol section because of the school shut down over the coronavirus concern. He will remain on the platoon until the province decides on whether or not the schools will re-open.

We had some of our staff work from home during the month. We also made arrangements in the platoon system to ensure we had an uninfected platoon available to work in the event of a coronavirus outbreak.

We also made arrangements with Charlottetown Police and RCMP to take over our dispatch center should our dispatch become infected. Our dispatchers have been segregated from the patrol staff to ensure their safety.

Our staff has been responding to concerns from Public Health for self-isolation, etc.

Training and Service Enhancements

Our Forensic Ident Member attended a two week Advanced Friction Ridge Analysis Course in Ottawa

Cpl. McCarthy spent two weeks training cadets at APA in Standard Field Sobriety Testing. His salary is covered by the Federal Government impaired driving initiative.

Community Policing Activities

There were no community activities as a result of coronavirus.

Occurrence Statistics

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

Calls for Service – **394**

Traffic Accidents – **17**

Reported Crimes of Assaults & Threats – **16**

Theft Reports - **15**

Impaired Driving Offences – **6**

Highway Traffic Offences – **14 plus 4 warnings**

Break & Enter Reports (Business & Residential) - **9**

Drug Enforcement Charges – **12**

Councillor Ramsay is asking citizens to ensure properties meet the guidelines in City bylaws to ensure that they are not unsightly or dangerous. Police follow up on complaints and when they do this, it takes time away from their other duties. Councillor Snow stated that he would like to see a dedicated bylaw officer as he is often getting repeated and similar complaints.

Councillor Snow stated that he will be bringing a motion forward at the next meeting to deal with unsightly premises.

Residents are to be reminded that there is a provincial fire ban, but backyard fires are permitted but they must follow city bylaws in terms of the size and what can be burned.

Fire Report:

There were 16 calls for assistance during the month of February; they are as follows:

3 - MFR (Medical First Responder) Calls
1 - Structure Fire
5 - Alarm Panel Calls
1 - Electrical Fire
4 - Miscellaneous Calls
1 - Carbon Monoxide Call
1 - Cancelled Call

Firefighters training sessions totaled 74.5 hours for the short month; they are as follows:

Mar 02/20 - Radio Installation	1 hr.
Mar /20 - Instructing Level 1	10 hrs.
Mar /20 - Level 1 Classroom	27 hrs.
Mar 7,8/20 - PEI Fire School	18 hrs.
Mar 7/20 - Ice Water Rescue	8 hrs.
Mar /20 - Fitness	1 hr.
Mar 9/20 - Class 3 Driver Training	1.5 hrs.
Mar 9/20 - Hose Work	1.5 hrs.
Mar 9/20 - Truck Setup	1 hr.
Mar 10/20 - Level 1 Instructor	2 hrs.
Mar 16/20 - Hose Work	1.5 hrs.
Mar 16/20 - Class 3 Driver Training	1.5 hrs.
Mar 16/20 - Station 2 Company Work	1.5 hrs.

Notes:

All extracurricular activities for firefighters have been suspended, including:

- Firefighter Training
- Fitness in Gym
- Fire School
- Meetings
- Social activities

Even though all of our activities are following strict protocols with physical distancing and suspension of normal daily routines, we are there, ready and waiting, for our residents in the event we are needed.

Emergency measures report

As the COVID-19 pandemic continues to evolve around the world and in our local community, the health and wellbeing of Summerside residents remains our top priority.

All levels of government are monitoring the situation and have taken measures to ensure public health readiness at the federal, provincial and municipal levels. Here in Summerside, the City is following the guidance provided by the provincial Chief Public Health Officer to monitor the situation and taking all the necessary steps to be fully prepared for any appropriate responses.

In the meantime, residents are encouraged to delay any non-essential business with the City, or to consider conducting business online or by phone, where possible.

All emergency services and essential municipal services are continuing. We are in regular contact with the provincial Emergency Measures organization for any developments on our COVID-19 response.

These are challenging times for our community. We recognize that the pace at which decisions and changes are occurring is disruptive and disconcerting, and that these decisions may have significant impact on those we serve. We regret the disruption these changes will have; however the safety and wellbeing of our residents and our community is our top priority. Based on the recommendations of our provincial and federal health care leaders, we believe these decisions are in the best interest of our community, and our collective health.

Community Services – Chair, Councillor Cory Snow

Report:

March of 2020 began like many others with staff preparing for a long list of events in the weeks and months that lie ahead. However, by mid-month, March 13th to be more specific, it became evident that our worlds were going to change and change drastically in short order.

In early March event staff attended the Power Sport and Motorcycle tradeshow in Halifax to promote the Atlanticade Motorcycle Festival that is taking place at Greens Shore in August 2020. The tradeshow gave staff a first-hand opportunity to market and promote Atlanticade to a large gathering of the events target demographic in Atlantic Canada. The events new brand and long list of new activities was very well received by tradeshow guests and delegates.

Additionally, facility staff were eagerly planning and preparing for March Break camps and programming, Annual Mardis Gras Rec Hockey Tournament, Midget AAA Atlantics, Eastern Canadian Judo Championships, ADL Food Show, Harlem Globetrotters, along with many more events on sale to the general public.

However, as March moved along it became evident that the mounting global concern of the Covid-19 situation was likely to have an impact on PEI and The City of Summerside. On the evening of Friday, March 13th a decision was made by Director of Community Services in consultation with the CAO to close Credit Union Place indefinitely with a primary objective of public safety.

Although the facility is closed, The Fit Stop (Fitness Centre) offers a variety of free online fitness classes. Each class is led by an instructor and are being offered seven days a week, various times throughout the day. Additionally, the department is offering online activity challenges multiple times weekly to bring some creative fun into people's homes during this time of social distancing.

As we continue to navigate through these unprecedented times, the Community Services Department continues to work from home on the many tasks that are delegated their way.

Councillor Snow reminded dog owners to clean up after their pets when they are on public and other people's property, particularly the westend boardwalk.

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

Human Resources and Legal Affairs Report:

Human Resource staff have adjusted well to the new Covid -19 work environment. For the most part staff have been working from home and, with the help of our IT Department, HR staff have been able to maintain our payroll system from home.

HR has been supporting other City Departments helping them develop their Covid – 19 work arrangements to make sure essential City services are delivered in a safe manner. HR staff continue to support Council as well with Councils' virtual meetings.

It's also important to remember that in these uncertain times staff stress levels can increase and our HR department has been reminding staff of the benefits offered through our Employee Assistance Program. Our staff have been dealing with the same challenges as others – caring for children out of school, living

with relatives who have other medical issues, worrying about finances, and a host of other issues. We want to say thank you to all our staff for their tremendous public service over the last month.

Culture Summerside Report:

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

Culture Summerside staff have made a quick adjustment to the new restrictions connected to the COVID 19 situation and have been busy on several fronts.

- Content for our Culture Summerside website is being rewritten, to better communicate event and service information to the community and visiting public.
- A revised and improved Culture Summerside website is being developed internally. This has been in the works for some time and developing slowly. At this time, we are advancing this work at a faster pace and have achieved good progress over the last few weeks.
- Heritage profiling of some of Summerside homes for 2020 is currently underway. Research, writing and photography is being conducted to finish off the architectural components and overall heritage integrity statements.
- Each year we install an exhibit on the Water Street lamp poles of downtown Summerside. This year's exhibit is being developed now.
- Exhibit research and writing is being conducted now for some of the exhibits that will be housed in the Summerside Armoury post renovation. Additional applications have gone out to organizations for funding for the armoury project and staff are currently handling questions and requests for additional information on those files.
- The digitalization of irreplaceable historic footage and interviews is currently underway.
- Staff are updating social media accounts, organizing and keeping posting active while also preparing information and training materials for summer students.
- Research requests and inquiries regarding history and genealogy are being handled as they come.

Councillor Snow stated that the city will be working with the Lest We Forget Committee to look into the possibility of a military museum.

Policy & Bylaw Review Committee Report:

Last fall, 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.

Despite the restrictions brought on by COVID-19, the business of the municipality continues in many key areas. One aspect of the BPR Committee's work has been focused on the taxi bylaw. The Committee has discussed proposed amendments to the bylaw, and the next step will be to meet with industry representatives to seek their input on these proposed changes. This will take place once the COVID-19 restrictions are lifted, and a recommendation on the proposed changes will be then brought to Council.

Ongoing policy work

The Committee will continue to assess areas within City policies and operations that merit further review. This will involve a combination of priorities for review identified by Council, as well as staff suggestions on areas for follow-up. We will keep Council apprised of our progress.

Municipal Services – Chair, Councillor Bruce MacDougall

Report:

Water Utility staff have been repairing many curb stops broken due to frost heaves. The public is advised if your curb stop (water shut off at property line) is raised or missing please let us know at (902) 432-1268.

- Potholes are being repaired this month.
- Road debris pickup is occurring this month with the street sweeper running in April.
- A new lane arrow sign was installed at Granville and Ryan intersection on Lanes heading North. (Left /Center/Right turning).
- Rotary park road path was levelled and repaired for parking and visitors.
- The following Snow Removal Efforts were completed (March 7 to April 13): (Considered over now).
 - 2 Road plowing events
 - 5 Sidewalk Plowing events
 - 10 road salting events
 - 11 sidewalk salting events
 - 10 Parking Lot salting events
 - 3 Drifting events
- Covid 19 Update to Operations: (Operations continues regular duties) – Staff are split up into two teams A and B and are practicing social distancing while at work with a daily cleaning and sanitizing routine at start of day. All essential operations are operating well to maintain safe drinking water, road maintenance, spring cleaning routines, and sewage treatment to protect resident’s health.
- Reminder to the residents that lawn repair and right of way repairs will be commencing in May when materials are ready for use and grass seed will start to germinate. Please be patient with the timing and all repairs should be completed by end of May.

GENERAL OPERATIONAL STATISTICS:

Water and Sewer Utilities:

- 24 water samples were taken with clear of bacteria.
- 15 chlorination samples taken all within parameters.
- 1 water main break occurred on Kirk Street.
- 1 sewer lateral videos occurred.
- 25 water turn on and offs for the month.
- 19 sewer calls this month.
- Sewer effluent to harbor all within regulated parameters. (308,241 cubic meters treated)
- 25,550 gallons of septage received to the plant from outlying areas. (servicing the county).
- 393 Tons of Bio fertilizer were created this month at the Sewage Treatment Plant.

Electric Services – Chair, Councillor Greg Campbell

Report:

Work Tasks Highlights:

- The Summerside Sunbank project has issued and awarded the system impact study for the interconnection between the project and the electric utility. The Open house for the project will be rescheduled once social separating is relaxed and public meetings can be held once again.
- Line crews continued changing out older pole mount transformers on the system, 11 were completed this month.
- Line crews continued pole replacement efforts, 11 were completed this month.
- Small avenue crosswalk was repaired, and equipment replaced.
- Andrews Lodge expansion electrical servicing was completed.
- Generator #2 engine fuel injectors were replaced, quantity of 2.
- A large red heart will be installed on the top of the smokestack for a symbol during this time of a pandemic. It is scheduled to be installed this week. (similar to the Christmas tree).
- Covid 19 Operations Highlights:
 - o Line crews split into teams and special distancing. New connections and repairs are continuing
 - o Power Plant Operators split into teams and continue as normal – power plant maintained ready.
 - o Electricians split into teams with an evening shift continue maintenance and meter changes.
 - o Meter readers split into sperate vehicle and reading meters (excluding interior meters).
 - o All electric utility functions considered essential to maintain service and plans are in place for that.

GENERAL OPERATIONAL STATISTICS:

Electric Utility:

- 43.2% of our Electricity came from wind in February.
- Generator run hours were 4.6 hours.
- 4 new electric customers energized this month.
- 2 Electrical Service Upgrades
- 6 customer outage events for the month.
- 4 Heat For Less Now Appliances has been sold for a total of 427 appliances

Committee of the Whole

Motion

It was moved by and seconded;

That

That Council move into Committee of the Whole after a brief Recess.

Motion Carried

Open Session Resumed

Report:

No report

Adjournment

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

Basil L. Stewart
Mayor

Brian Hawrylak
HR Officer