

REGULAR MONTHLY COUNCIL MEETING
October 14, 2020
Approved Minutes

DATE: October 14, 2020
TIME: 4:30 p.m. – 6:18 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

ATTENDANCE: Deputy Mayor Gary Clow; Councillors Derek Smith; Darren MacDougall; Jill Burridge; Steve Gallant; Gail MacDonald; Robert Hughes, CAO; Jeremy Crosby, Deputy CAO and Director of Infrastructure; Kevin Reynolds, Director of Planning, Development, and Heritage; Jeremy Pierce, Director of Recreation, Culture, and Events; Kim O'Connell, Director of Finance and Technology; Wendy Watts, Community and Business Engagement Manager; and Mary McAskill, Recording Clerk

REGRETS: Nil

CHAIR: Mayor Steve Ogden

Mayor Ogden took a moment to acknowledge the land upon which we gather is the unceded territory of the Mi'Kmaq people, and we pay our respects to the indigenous Mi'Kmaq people of this territory past, present, and future.

1. CALL TO ORDER

Mayor Steve Ogden called the Regular Monthly Council Meeting to order at 4:30 p.m. and welcomed those in attendance and those who may be viewing via Facebook. Mayor Ogden also welcomed Corporal Mike Lukey to the meeting.

2. DECLARATIONS OF CONFLICT OF INTEREST

No declarations were made.

3. APPROVAL OF THE AGENDA

It was moved, seconded, and carried that the agenda be approved as circulated.

4. PRESENTATIONS FROM THE FLOOR

Nil

5. ADOPTION OF THE MINUTES

It was moved, seconded, and carried that the Regular Meeting Minutes of September 9, 2020 be approved as circulated.

6. BUSINESS ARISING

Nil

7. MAYOR'S REPORT

Mayor Ogden stated that he wanted to publicly thank Minister Myers and his staff at the Department of Transportation, Infrastructure, and Energy (TIE) for all the good work that is being done in Stratford - such as doing the transportation lane at the bridge this year instead of waiting until next year.

There was an unveiling of a plaque to commemorate the 90th Anniversary of Canada's first Trans-Atlantic flight that left Tea Hill Park on September 23, 1930.

Mayor Ogden noted that he was asked to attend Reverend Douglas Sherren's 100th birthday and he took that opportunity to present Reverend Sherren with a framed certificate of congratulations.

Councillor Burrridge asked Mayor Ogden if he could elaborate on the Capital Area Mayors' meeting that he attended. She also noted that the Minister of Environment Natalie Jameson was in attendance, and Mayor Ogden added that Minister Jameson is also the Minister responsible for the greater Charlottetown area which includes Stratford and Cornwall. Mayor Ogden stated that he did have a chance to have a discussion with the Minister, and she agreed to meet with him and CAO Robert Hughes to go over any issues we might have that she could bring forward to Cabinet on the Town's behalf. The Honourable Jamie Fox, Minister of Communities and Fisheries was also in attendance to hear concerns about the capital area. Mayor Ogden noted that some of the items discussed at the meeting were active transportation and the housing study. There was also a presentation by Mitch Underhay regarding active transportation of the whole area and how there is a need to link it all together, and they are working actively with the municipalities on this issue.

Support was also re-confirmed for a regional wastewater facility, and to ensure we have a seat at the table when decisions are being made. Two other items of discussion were revenue sharing and crossing guards.

Deputy Mayor Clow noted that as a result of the Tea Hill story being in the newspaper, he was approached by an individual who read the article and was impressed with it, and he asked if the Town would be interested in taking a painting that he had. The painting depicts a horse and wagon and someone pitching hay, and the location is Tea Hill Park. Deputy Mayor Clow noted that he did take the painting and thanked the individual. He then gave it to Tanya Craig who will find a place in the Town Centre to hang it.

Mayor Ogden noted that he was also approached by someone who read the article, who works at Aeronautics in Ottawa, and he may follow-up by putting something in the Aeronautics Museum.

8. CHIEF ADMINISTRATIVE OFFICER (CAO)

The report was included in the package. Robert noted that we do have the ability to issue a tax receipt for the painting Deputy Mayor Clow received, and he will speak with Tanya about it.

Robert stated that we have started to figure out how we are going to implement our new Records Management Bylaw. We have engaged Juliana MacEwen, who is an expert in records management, to help us with the task. Juliana's business is a local business and is located in the Stratford Business Park. So far Juliana has conducted two training sessions with a third scheduled for next week.

Robert noted that he met with the people who are appointed and designated as the Town's bylaw enforcement officers, to officially designate them under the new bylaw and give them the new bylaw ticket books. He added that we still have a few staff members who are interested, but they require some training. The RCMP is named in the bylaw as already being designated and they were given some of the ticket books. The ticket books fall under our new Enforcement and Summary Proceedings Bylaw. Robert noted that there was a bit of a hold up as we had to wait for the ticket books to arrive.

Robert noted that a discussion was started at the CAO level about revenue sharing. He added that he will include the finance director and/or the Deputy CAO because he will not be taking the lead on it. However, we wanted to start the discussion because our agreement is up in a year and a half.

The Town has applied for funding, and was approved, for a climate intern from UPEI. Robert noted that we put an application in to have this person work with us for six months and do two things – one is to look at our vulnerable infrastructure, particularly our lift stations that might be in a location that sea level could impact when it rises. The second thing is to look at vulnerable properties. Individuals who may have a home or a building on a property that could someday be underwater or affected by storms and flooding. We would like to identify these properties and identify things the owners can do to address any issues.

Robert noted that he attended a meeting with provincial housing, the City of Charlottetown, and the Town of Cornwall about the Housing Demand Study. When we looked at this a year ago, the province was looking at doing a provincial study. However, because of changes in staffing they don't have the support they need in-house to look at it provincially, so we are

just going to do a capital area study; however, the province will still be a partner because they are still interested in finding out what the demand is for affordable housing. The province is still in as a financial and technical partner. Robert noted that we will be putting together an RFP and hopefully have it out in the next month or so, but again, it will just be for the capital and area region.

Councillor Smith noted that with regards to the bylaw enforcement officers and the Atlantic Police Academy training – is it possible to contact the RCMP to see if they can provide that service or do we have to go to the police academy, and Robert replied that he didn't contact the RCMP, but he could reach out to them to see if they could do the training.

Deputy Mayor Clow asked if CADC was up and running and Robert replied that CADC has been running all along, but with a temporary board. The new board has not been appointed yet. It was an item on the Capital Area Mayors' meeting and they issued a communique after the meeting and one of the items was to encourage the province to fill the board seats with permanent board members.

Councillor MacDonald asked Robert to elaborate on the item in his report that states *reviewed/assisted with application re natural assets* and Robert replied that there is an organization called Natural Assets Canada and they have a funding program, and we have a program in our workplan to identify the natural assets in our Town and preserve them. We sent in the application last week to apply for funding, but we haven't heard back yet.

9. SAFETY SERVICES

a) Report

The report was included in the agenda package. Councillor Smith noted that the committee had a Zoom meeting on September 21, 2020. He referred to item 6 (a) of his report which was calming measures, and that it brought to our attention the school area in Stratford. There are members who are on the Safety Services Committee who are experts in the field, and they gave their opinions on the different types of traffic calming measures and the pros and cons of each one. One thing to note is that the province owns the roads in Stratford, and they must be consulted regarding traffic calming measures, but it is being worked on and people's concerns are being addressed.

Councillor Smith noted that the committee members were updated on what took place during the past six months while the committee was unable to meet.

Councillor BurrIDGE remarked that it was great that Glencove crosswalk is being addressed. The infrastructure director Jeremy Crosby noted that he has been talking with the Provincial Department of Transportation, Infrastructure, and Energy (TIE) in regard to

the Glencove crosswalk. He noted that the Town needs to put in a small section of sidewalk on the other side of the road to connect with the sidewalk that exists on Keppoch Road, and we requested additional direction from TIE, but we haven't heard back from them yet. Jeremy added that he doesn't think it will be put in this year, but it will be the first thing we will want to do next year.

Councillor BurrIDGE asked about a permanent speed bump on Rosebank and Councillor Smith replied that what he has found is some people want speed bumps while others do not. He felt a survey of the area should be done in order to get feedback from the residents of the area. Jeremy stated that Rosebank Road has had an issue with speeding for quite some time and we have placed the movable speed bumps there for many years. Jeremy felt Rosebank Road would be an excellent location for a permanent speed bump. He noted that permanent speed bumps have been installed on Marion Drive for quite some time and we have not received any complaints. He noted that we can do some consultation but added that two years ago we were prepared to put the permanent speed bumps in and sent letters to the residents and received some opposition, so Council decided not to proceed with the installation. Jeremy stated that we can do another consultation, but we will need to look close at what type of complaints we get and maybe we can remedy some of the complaints. There are people with small children in the area who request speed bumps every year and it would help to slow the traffic down. Jeremy noted that there are several areas where we would like to put in some permanent speed bumps because the requests for our removable ones are constant.

b) Street Light Report

No report

c) RCMP Report

The report for the month of September was included in the agenda package. Councillor Smith referred to the *Common Police Activities* section of the report and noted that there were 80 index checks completed last month and that is a large number for just one month. These checks were mostly for teachers and health professionals within our area. Tickets for the month were 25 and the number of complaints within the community was 129.

Last month Councillor Smith reported on an incident in a subdivision that is commonly referred to as 'car shopping' and that investigation is still on-going. He asked the Corporal in attendance if he could update Council, and Corporal Lukey replied that the RCMP did lay charges of theft and possession of stolen property against two males and one female and they are currently before the courts. Related to that investigation, charges were also laid under the Controlled Drugs and Substances Act against them.

Corporal Lukey mentioned that there will be three active patrols out on Halloween night and Citizens on Patrol will also be actively out and about.

Councillor Smith reviewed the additional information report and one item of interest was that the RCMP is now checking on people who are in isolation due to Covid-19.

Mayor Ogden took a moment to thank the RCMP for all the information they provide noting it is very helpful to Council.

Deputy Mayor Clow asked if the fines (\$4792) collected comes back to the Town, and the finance director replied that the collection of fines is all done through the provincial court. Once the fines are collected, the provincial court will issue the funds to the Town.

d) Humane Society Report

The report for the month of September was included in the agenda package. Councillor Smith noted that when a complaint is received it is investigated by an officer, and they can give a verbal warning, a written warning, and if no action is taken a summary ticket can be issued.

Councillor MacDonald noted that the reports show the names and email addresses of people and Councillor Smith will request that the Humane Society redact the names and any identifying information as it is a privacy issue.

Councillor Gallant stated that there was a unanimous donation of 1.1 million dollars to the Humane Society and that was great news, and everyone agreed.

e) Transit Report

The report for the month of September was included in the agenda package. Councillor Smith noted that the ridership has reached 98 and hopefully by next month we will be over the 100 mark. However, as long as we are still affected by Covid-19, the ridership will be down. Councillor Smith did note that the un-serviced areas in Stratford have not been forgotten.

f) Cross Roads Fire Department

The report for the month of September was included in the agenda package. Councillor Smith noted that he circulated an email to the board members of the fire company to advise them that they must reapply if they wish to stay on the fire company board. Every two years we ask our volunteers to reapply, or they may want to apply to another committee/board. This is the time that this is done.

There was one major apartment fire on Glen Stewart Drive that happened in September. It was a major fire with a lot of property damage. Councillor Smith noted that there are some things he would like to point out for the record.

- 1) It appeared that the fire alarm was working
- 2) A resident of the building had the presence of mind to knock on everyone's door in addition to the alarm sounding
- 3) Everyone should be made aware of fire hazards within their living space such as lint in a dryer or a space heater etc.
- 4) The Cross Roads ladder truck was used to combat this fire. The truck allows the fire fighters to get above the fire without going onto the roof. Thus, it was safer for all at the scene.
- 5) Two other fire departments assisted with the fire. They were Charlottetown and Vernon River, and we all want to thank them for their attention and help.
- 6) The opening of the new road, MacKinnon Drive, allowed the residents of the area to have an exit point from the fire area.
- 7) The distance between the buildings allowed the fire to remain isolated to this building alone. This saved other buildings from damage.

Councillor Smith stated that this is another example of a major fire in our district and again the action of our fire department went above and beyond. I hope and believe that the residents of the area appreciate the great dedication and expertise of our fire department.

Deputy Mayor Clow asked Councillor Smith to elaborate on number 7 and Councillor Smith replied that it seems that we want smaller lots and with the building materials that we have now such as vinyl siding, plywood, and chipboard, it is easier for these buildings to catch fire. The closer the buildings are together, the more the fire can 'jump'. So, sometimes distance between buildings can save a lot of damage.

Councillor Gallant asked Councillor Smith to elaborate on number 6 – the opening of MacKinnon Drive and Councillor Smith replied that at one time Stratford was made up of many smaller subdivisions. These subdivisions are now being joined with other subdivisions and actually becoming development areas which makes for increased traffic and calming measures. Any time a new subdivision is built, we need to look for a second exit point because if we have a closed area and there is a fire, the people of the area can't get out of the subdivision. This is the reason we look at second exit points.

Mayor Ogden took a moment to thank the fire department for their prompt action and getting the fire under control and protecting the residents of the area. He also thanked Kevin Reynolds who is our planning director, as well as a volunteer on the fire department.

Councillor BurrIDGE noted that she was interested in the comments made by Councillor Smith of the houses being closer together. She felt that the building code would address this issue. She added that regarding the second access point, that is within the Provincial Department of Transportation, Infrastructure, and Energy (TIE) standards and a second exit point is needed once they reach the maximum capacity. The planning director gave some additional information regarding the number of openings allowed in a building, and what material is used for the buildings. He noted that in some cases alternative material must be used if a structure is too close to a property line to ensure the next building is protected.

Mayor Ogden thanked the RCMP who also attended at the fire and offered a great deal of assistance.

10. RECREATION, CULTURE AND EVENTS

a) Report

The report was included in the agenda package.

The following is an overview of projects and items being worked on within the Recreation, Culture and Events Department:

Recreation, Culture, and Events Committee – a Zoom meeting was held on September 24 and agenda items included the plan for the Town Centre gym re-opening; capital update; 2021 capital planning; Community Campus and Waterfront Park update, and a preview of the 2020/21 programs.

Arts and Culture – the committee met via Zoom on September 10 and again on October 1, 2020.

An underpass Mural RFP was put out, but unfortunately no proposals were received. Funding had been endorsed for the federal “The Great Trail” program. Fortunately, the Town will be able to re-offer the RFP in the spring and the funding will still be available. Two Requests for Proposals (RFP) will soon be issued for the purchase of handmade indigenous musical instruments for Stratford Elementary School and a public art piece for Pondside Park.

Stratford Youth Centre and Council – September was a great first month at the Stratford Youth Centre. Although the groups are smaller – programs run each evening providing an enriching environment for Stratford Youth.

Town Centre Gymnasium, Walking Track, and Fitness Area Re-opening – after having been closed, the Town of Stratford was proud to re-open the gym, walking track, and fitness area on October 5, 2020. However, the recreation centre will see numerous changes for the foreseeable future.

Stratford Programs – the Town of Stratford has resumed offering recreation programs with the re-opening of the gymnasium.

Fall programming has once again begun. The ever popular introduction to Hockey Skills and Drills program started on October 10 with 25 kids registered. The program operates at the Pownal Sports Centre on Saturday mornings. Thank you to Coach Ross Burton and his volunteer team for leading this great program, and he was able to secure program support from Chuckies Sports Excellence, and a participant's parent has offered to supply Skills and Drills decals for all players helmets.

Fields – As baseball, softball, and soccer programs wind up from a busy summer season, the Town of Stratford's infrastructure team began closing fields. A program of aerating and over-seeding is underway. As of October 14, the only field open to the public will be the MacNeill field. Baseball PEI has initiated a fall ball program in Island communities to extend the baseball season.

Events – Fall Fest, originally planned for mid-October, has had to re-focus with large events not being permitted at this time. The Town is actively promoting the various trail networks and parks through social media to encourage residents to try and get outside and be active during this great fall weather.

Christmas in the park held the past two years at Cotton Park shall be restricted to a lighting ceremony of the Butterfly Garden. Lights will be left on until the New Year so everyone can enjoy them at their leisure.

Acknowledgements – The Town of Stratford would like to extend sincere congratulations to several Stratford based softball and baseball teams on claiming Provincial Championships. Congratulations to the Stratford Stealers U-14 girls softball team, and the Eastern Express Mosquito AAA and Peewee AAA teams who won the Provincial title in early September.

Councillor MacDougall stated that the recreation department does a fantastic job, and he felt that an arena would tie into our community campus. He added that he felt it was time we started to push for an arena, or two, for Stratford and Councillor Gallant agreed. Mayor Ogden noted that we will be doing a consultation with residents on our long term forecast and an arena will be one of the items on the list.

Deputy Mayor Clow asked for an update on Remembrance Day and recreation director Jeremy Pierce replied that in person celebrations are not being encouraged at this time. He noted that the recreation department is exploring some options. One would be to conduct a ceremony in advance (record it) and play it on social media at 11 o'clock on November 11. We could set up all the banners like we have in the past and record them and speak with a veteran or two about the significance of the day. Another option being explored is having a closed group service live streamed to social media.

Councillor Smith noted that Ryan Bradley set up a bicycle tour and it is great to see people out on their bikes getting exercise. Councillor Smith stated that it was surprising to see how many people were out walking the trails. He added that the people he spoke to on the trails referred to the trail system as a 'hidden gem' and he would encourage anyone within Stratford looking to go for a walk to try Fullerton's Marsh. It was also noted that last Friday there was some planting of fruit trees at Fullerton's Marsh.

Councillor Gallant gave a brief report on the Youth Council noting that there are currently 48 youth members registered. There are many youth programs currently running, but the new maximum at the youth centre is 20 people. Mayor Ogden noted that he values input from the youth on what they would like to see in our Town.

11. FINANCE AND TECHNOLOGY

a) Report was included in the agenda package. Councillor MacDonald noted that the staff is working on the following items:

- The auditors have completed their work and we are waiting for the draft statements to arrive.
- CWWF claims are being completed.
- Staff is finalizing the MCEG grant information.
- ICIP claims are being completed.
- October utility billing is being processed and the due date on the bills will be November 13.
- Correspondence was sent out to utility customers to inform them that the interest on their accounts will be reinstated as of November 13.

- Reviewed the long term forecast scenarios with the management team to prepare for future surveys to be sent to residents.
- The management team worked on a forecast to the end of the 2020 budget to take into consideration COVID related losses in revenue and changes to expense; This report will be going to the Finance Committee and the Committee of the Whole meeting in October.
- The capital project spreadsheets have been updated.
- Staff is busy with day to day work.
- Staff is working on the asset management inventory to prepare for the introduction of the Townsuite Asset Management Module.

b) Financial Statements

Included in the agenda package. Councillor MacDonald briefly reviewed the financial statements.

Councillor Burrige noted that the water meter readings are lower than we expected. She asked how often the meters were read, and the finance director Kim O'Connell noted that it is just a timing issue because the metered bills were not prepared until October.

12. PLANNING, DEVELOPMENT AND HERITAGE

a) No Report

Councillor Burrige noted that the committee did not meet in October. However, the Mayor, the CAO, the director of planning, and herself met for a debrief on the last few decisions that were made. Councillor Burrige noted that they plan to research planning processes to see if things can be done in a way that would be better for everyone concerned.

b) Permit Summary

The permit summary was included in the agenda package and Councillor Burrige briefly reviewed it.

13. INFRASTRUCTURE

a) Report

Deputy Mayor Clow noted that the committee met via Zoom. He reviewed the report that was included in the agenda package.

Wastewater Treatment Plant Update – the system continues to function well and is being closely monitored by staff in case adjustments are required.

Wastewater Collection System to the Charlottetown Pollution Control Plant – both the pump station construction and the pipe work are in the final phases. The contractors are busy with the final tasks but have encountered some delays with materials and subcontractor scheduling. It is now expected to be November before commissioning of the system takes place preceded by the decommissioning of the treatment plant.

Inflow and Infiltration Reduction Strategy – quotes were received for additional work on the system. This work should start in the coming weeks and be finished before the end of the year.

Investing in Canada Infrastructure Program Update

- **Sewer Lift Station Upgrades** – The infrastructure department gave Coles Associates the direction to proceed with finalizing the design of having the Corish pump station diverted to the sewer trunk main. They will prepare a probable cost of construction which the department will use to determine how the project can be phased and funded, as the cost is expected to exceed the current funded amount through the Investing in Canada Infrastructure Plan.
- **Water Station Upgrades** – the tender package is being reviewed for the upgrades to the well pumps, controls, and interior piping at the Pondside Station, as well as lightening and surge protection added to Cable Heights, Fullerton's, and Pondside stations. This is intended to be tendered before the end of October with construction to begin soon after.

Provincial Active Transportation Fund – the Georgetown Road sidewalk and bicycle lanes extension project was awarded to Island Coastal Services in the amount of \$598,720.00 plus HST. Island Coastal Services is expected to begin construction this week and be complete by the end of November.

Fullerton's Washroom Facility – deficiencies have been identified and are being addressed by the contractor. Completion of the project is expected by the end of the month.

Fullerton's Natural Playground – a site meeting will be held with Cobequid Trail Consulting this week to finalize the project budget and schedule.

Staff is starting to plan for the upcoming change in the season as fall transitions into winter. During the fall, the utility staff will finish the annual flushing of the water system, and residents may experience some discoloration of their water during this maintenance. The

annual sewer flushing/jetting will also take place during this time; however, utility customers will not be affected by this work.

During the month of September there were no major issues with our water distribution or wastewater collection system.

Mayor Ogden noted that it is good to see the work that is going on at the Cenotaph, and Deputy Mayor Clow added that Earthform, a local company, is doing the work.

Mayor Ogden stated that the consultants are looking for input from residents on the waterfront once the lagoons have been decommissioned. We only get one chance at it and we want to be sure it is done right.

Councillor Gallant asked the infrastructure director Jeremy Crosby if he knew when the province would have the active transportation trail on the bridge finished and Jeremy replied that they hope to have it completed by December 31, 2020. Jeremy added that there will be a meeting next week to discuss the project and he should have some additional information following that meeting.

b) Resolution INC003-2020 Georgetown Road Sidewalk and Bicycle Lanes Extension

Moved by Deputy Mayor Clow

Seconded by Councillor Derek Smith

WHEREAS the Georgetown Road and sidewalk and bicycle lanes extension construction tender closed on September 17, 2020;

Contractor/Company	Tender Price (HST Included)
Island Coastal Services Ltd.	\$688,528.00
Birch Hill Construction Ltd.	\$1,908,803.47

AND WHEREAS a capital budget of \$1,000,000 was approved for the construction of active transportation paths and sidewalks; and

WHEREAS funding through the Province of PEI's Sustainable Transportation Action Plan in the amount of \$261,799.75 will be contributed toward the project; and

WHEREAS engineering design, construction services and project testing fees are \$36,512.50 (HST included); and

WHEREAS the total price of the project is \$725,040.50 (HST included).

BE IT RESOLVED that the award of the tender to Island Coastal Services Ltd. In the amount of \$688,528.00 (HST included) be confirmed.

Discussion: This resolution bears the recommendation of the Committee of the Whole.

Councillor MacDougall asked how there can be such a gap between the two prices that were submitted and Jeremy replied that he felt that one of the contractors may have had more work on than they expected to have, but decided to still put a price in. He added that he felt that the price Island Coastal submitted is a good price and they will be able to complete the work.

Question: **CARRIED**

14. COMMITTEE OF THE WHOLE

a) Report was included in the package.

b) **Resolution CW008 – 2020 – Results Matter Strategic Plan Approval**

Moved by Deputy Mayor Gary Clow
Seconded by Councillor Derek Smith

WHEREAS Stratford developed a strategic performance management plan by blending the town 's sustainability vision and the balanced scorecard process: and

WHEREAS each Council renews and updates the plan to reflect their priorities; and

WHEREAS the plan contains strategic objectives, initiatives, and performance measures to guide the work of the organizations over the next few years.

BE IT RESOLVED that the attached Results Matter strategic performance management plan be hereby approved.

Discussion: This resolution bears the recommendation of the Committee of the Whole.

Robert took a moment to point out, for the benefit of the residents watching, who might wonder why two years after Council was elected, we are just approving the strategic management plan. He noted that Council did have sessions early on and have been implementing the recommendations. We were working to get the key performance

indicators (kpi's) up to date in order to complete the plan and have it approved by Council, but Council has been working on the objectives and initiatives for quite some time.

Question: **CARRIED**

Date of November's Council Meeting

Robert took a moment to remind Council and residents that the November Council meeting falls on Remembrance Day, so a resolution was passed last year to change the date of the Council meeting to **Thursday, November 12 at 4:30 p.m.**

15. SUSTAINABILITY

- a) The report was included in the agenda package. Councillor MacDougall took a moment to thank Joe White for his time and input to the Sustainability Committee. Joe gave his resignation recently, but while he was on the committee, he was a great contributor. He offers a lot to the community and he offered a lot to the committee. Councillor MacDougall felt that Joe would likely get involved with the Town in some other capacity.

Councillor MacDougall also took a moment to offered condolences to committee member and former Mayor Kevin Jenkins who recently lost his mother.

Our community and engagement manager Wendy Watts brought the committee up to date on what was being done behind the scenes in regard to the business community. A virtual coffee chat has been scheduled for October 15 at 9:00 a.m., with the hope that it will attract some of the members of the business community. A business scavenger hunt is taking place during the month of October to try and get some interaction between the businesses and the residents and if it goes well, we might consider doing it again. We want to remind the business community that the Town is trying to work on their behalf.

Councillor MacDougall noted that other items discussed were phase III of the business park, tree protection initiatives, the waterfront park, and developer consultation.

Councillor Burridge felt that there are businesses that are currently in the business park that potentially should be on a 'front street' as opposed to being in a business park. As the Gray Group moves along in the development of the urban core some of those businesses may come out of the business park and go into the front retail spaces. We don't want to compete with the Gray Group, and we need to be cognizant of the fact that some of the businesses in the business park would rather be on a 'front street' once those spaces are available. Councillor MacDougall agreed and added that the committee recommended a conversation with the Gray Group as part of the planning of the next phase.

Mayor Ogden noted that Stratford resident Rosemary Curley was also a member of the Sustainability Committee (she has since resigned), and over the years she contributed a lot on the environmental file, and he thanked her for her contribution, as did Councillor MacDougall.

16. ACCOUNTABILITY AND ENGAGEMENT

- a) Verbal Report - The committee held a Zoom meeting in September, and the discussion was mainly on the Town's communication and engagement strategy, and the work we do to engage residents. The consensus from the committee was that overall, the Town is doing a lot of positive work in this regard. Our community and business engagement manager Wendy Watts will be preparing an RFP for services from a qualified firm to do a review of our engagement and communications. The successful applicant will review the overall process and we hope to have the RFP out in November. Mayor Ogden noted that we do get a lot of input from residents, but it would be good to look at some of the best practices in other jurisdictions to see if there is anything we can do better to make the best use of the expertise and professionalism that we have among our residents.

Mayor Ogden also informed the committee that the deadline for committee volunteer applications is October 15, 2020. He encouraged all residents who would like to serve on a committee to apply and the application can be found on the Town's website. The Town values the contribution of the residents by providing their opinions and perspectives and helps in Council's decision making.

Deputy Mayor Clow asked if Councillors could receive a copy of residents who have submitted an application to sit on a committee. He felt a personal call, or an email might be in order. Wendy noted that all the names were provided to the department directors this week and then they were following up as needed.

Mayor Ogden asked Wendy about the application process and Wendy replied that we are getting a good response. She added that we are at 75% of what we will need.

17. HUMAN RESOURCES

- a) No Report

18. INQUIRIES BY MEMBERS OF COUNCIL

Councillor Smith stated that FCM is holding a Zoom meeting on October 15 and he understood that not everyone received the email. Mayor Ogden asked Councillor Smith if he could forward the email he received to all of Council.

19. OTHER COMMITTEES

a) Stratford Community Seniors

Report was included in the agenda package. Councillor MacDonald noted that Ostridge Bros. will be installing patio doors in three of the units in late October. Unfortunately, the windows are taking longer to be delivered, but once received, the windows in three of the units will be replaced.

We are currently waiting for the board's approval on the 2021 draft budget. Information has been sent to the committee for their review, and their recommendations on the budget will go to the Committee of the Whole for further review.

Quotes are being reviewed for snow removal and salting of the walkway for the complex.

There will be a vacant unit as of November 1, 2020. The unit will be cleaned and painted before it is shown to someone from the waiting list.

b) Community Campus Report

No Report

20. APPOINTMENTS TO THE COMMITTEE

Mayor Ogden noted that he met with the chair of each committee and he has asked them to stay on and everyone has agreed to continue with their current portfolio. He noted that there is some advantage to staying with the current portfolio as it takes time to learn, and there are several things that are underway, so continuity is important. Mayor Ogden noted that what he does plan to do is to change/rotate all the vice-chairs so each Councillor will have an opportunity to learn another portfolio besides the one they chair. Mayor Ogden stated that he will meet with Robert to get his input, and he will also meet with the Deputy Mayor Clow to get his comments and then he will announce the appointments.

21. PROCLAMATIONS

Nil

22. OTHER BUSINESS

Nil

23. ADJOURNMENT

There being no further business, the meeting adjourned at 6:18 p.m.

Mayor Steve Ogden

Robert Hughes CAO