

REGULAR MONTHLY COUNCIL MEETING

April 8, 2020

Approved Minutes

DATE: April 8, 2020
TIME: 4:30 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.

2. DECLARATIONS OF CONFLICT OF INTEREST

No declarations were made.

3. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Clow and seconded by Councillor Steve Gallant that the agenda be approved as circulated.

4. ADOPTION OF THE MINUTES

It was moved by Councillor Jill Burridge and seconded by Councillor Gail MacDonald that the Regular Meeting Minutes of March 11, 2020 be approved.

5. SAFETY SERVICES

a) Report

Cross Roads Fire Department

Councillor Smith gave an overview of his reports noting that the fire department had a pretty standard month. In March there were 2 fires; 5 fire alarms; and 2 motor vehicle accidents. He noted that outside assistance to other departments is way down. That is

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likely due to people isolating in their own community and can respond to their own calls.

RCMP Report

The RCMP wrote 11 tickets during the month. Six for speeding; two for driving while suspended; and two for using cell phones while driving. There was also one non-moving violation.

Councillor Smith spoke with Constable Glen Dudley, and there is one person at the RCMP Station at all times for the public. The RCMP also looked after a number of mental health calls, and did 31 criminal record checks during the month. The morale of the RCMP is quite high and they are happy that they are not seeing any social gatherings.

Transit

Transit numbers are down (a decrease of 18%) but that is to be expected during this time.

Councillor Smith stated that he received a call from a resident who had a concern about a coyote in the Bellevue Road Area. The coyote is going on people's property but not leaving when people are present so we will have to look into the problem.

b) Resolution SS001-2020 Transit Mini Busses

Moved by Councillor Derek Smith

Seconded by Councillor Steve Gallant

WHEREAS the City of Charlottetown, on behalf of the Capital Area Transit Coordinating Committee (CATCC), submitted an application to the Investing in Canada Infrastructure Program (ICIP) for two mini-buses to be acquired in 2019-2020; and

WHEREAS the pricing was higher than previously budgeted, and an updated application was submitted to ICIP for the additional funds required as outlined by the Council approval by Resolution **SS0015-2019 Transit Mini Buses** December 11, 2019. As a result, Crestline Coach Ltd. was asked to extend their pricing for 120 days to accommodate the new timeline; and

WHEREAS there was only one bid submitted for the purchase of the two (2) mini buses by Crestline Coach Ltd. in the total amount of \$408,577.74; and

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WHEREAS there is a budget of \$472,500 (HST included) to allow for the transit mini buses that offer greater accessibility for transit riders and that include electronic fare boxes for improving ridership data.

BE IT RESOLVED that the tender from Crestline Coach Ltd. for the purchase of two (2) mini buses in the total amount of \$408,577.74 (HST and delivery included) be accepted.

BE IT FUTHER RESOLVED that the Town's contribution to this project will be \$18,080.52 (HST included) with the remaining expenses covered by the approved ICIP funding, the City of Charlottetown and the Town of Cornwall. The Town's contribution to this project will be expensed out of the 2020-2021 Capital Budget.

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

Councillor Burrridge asked the infrastructure director how much it increased from the original amount and Jeremy replied that the original amount was \$270,000 but they didn't have the low platform for wheelchairs to make the busses more accessible. He noted that these busses are more of a traditional transit bus, but still on the mini side of the version. There were also quite a few more amenities added to the busses to make them more usable within the fleet. So the cost was \$200,000 more that we had originally had in the budget. Overall, our budget for the transit fleet allowed for the increase.

Deputy Mayor Clow asked if there is anything in this for ward 3 and Jeremy replied that the intention was to use these busses for the pilot program in ward 3, but because of the pandemic and the slowdown in the workforce, the manufacturing of these busses could take longer to get them into the fleet. We may have to look at some alternatives for ward 3 in the meantime.

Councillor Smith stated that the RCMP is doing a good job for us and he is happy with the service being provided, as well as our fire department and EMS. Everyone is doing a good job.

Question: **CARRIED**

Mayor Ogden took a moment to retract a statement he made at last month's Council meeting when he said that the RCMP wrote a comparable number of tickets to Charlottetown Police. In conversation with the commanding officer of the RCMP, he

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was advised that the only way to make a fair comparison would be to look at it on a per police officer basis.

6. FINANCE AND TECHNOLOGY

a) Resolution FT011-2020 – Town of Stratford Line of Credit Increase

Moved by Councillor Gail MacDonald

Seconded by Councillor Derek Smith

WHEREAS the Town of Stratford currently has a line of credit of \$750,000 with the Provincial Credit Union; and

WHEREAS the construction of the Emergency Services Facility is complete, and the payout of the holdback release on the facility will exceed the line of credit; and

WHEREAS the Town is waiting for the receipt of government funding towards the facility for energy efficiency (gas tax funding) and the capital expenditure HST rebate (Municipal Capital Expenditure Grant) and therefore needs to extend the line of credit from \$750,000 to \$1,250,000 until June 30, 2020; and

WHEREAS the increase to the line of credit is \$500,000 is within the 10% capital debt threshold of the Town of Stratford. The current borrowing limits for the Town of Stratford based on our total assessed tax base (\$829,534,696 x 10% = \$82,953,469) of which we are using \$8,839,771 as of March 31, 2019; and

BE IT RESOLVED that the line of credit for the Town of Stratford with the Provincial Credit Union be increased from \$750,000 to \$1,250,000 until June 30, 2020.

Discussion: This resolution bears the recommendation of the Committee of the Whole. The CAO noted that a change in the date was discussed yesterday and he was not sure if a decision was made. However, if you wish to change the date it can be done by friendly amendment to extend the date to December 31, 2020.

Councillor MacDonald agreed with amending the resolution and the seconder Councillor Smith agreed. He asked if we should consider making it a permanent thing and asked the finance director if she was happy with the \$750,000 and she replied that it was just a timing issue due to the construction of the emergency services final holdback release.

The amended clause will now read:

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BE IT RESOLVED that the line of credit for the Town of Stratford with the Provincial Credit Union be increased from \$750,000 to \$1,250,000 until December 31, 2020.

Question on the amended resolution: **CARRIED**

b) Resolution FT012-2020 – Withdrawal of Solar Panel Project Stratford Town Centre

Moved by Councillor Gail MacDonald

Second by Councillor Darren MacDougall

WHEREAS the Town of Stratford had allocated Gas tax funding towards Solar Panels to be placed on the Stratford Town Centre (Project 21.4.17); and

WHEREAS engineers were hired to review the structure of the Stratford Town Centre to find out if solar panels were feasible. After analysis, it was determined that solar panels were not feasible for the Town Centre roof and we would not be proceeding with the project; and

WHEREAS the conditions for the gas tax funding is that if a project does not go ahead the funds allocated to project are to be paid back to the gas tax allocation; and

WHEREAS the Town of Stratford had incurred \$8,698 on this project.

BE IT RESOLVED that project 21.4.17 - Solar Panels Stratford Town Centre, be withdrawn from the Town of Stratford's gas tax funding allocation and the funds of \$8,698 be allocated back to the Town of Stratford's gas tax bank account.

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

Councillor Burridge asked about the section in the resolution that states *the Town of Stratford had incurred \$8,698 in this project*. Mayor Ogden replied that we did incur that expense. Councillor Burridge asked if that is what it cost to have the engineers do the assessment and Robert replied that is correct. Robert stated that we didn't know until we did the assessment that we wouldn't be able to go ahead with the project. The Infrastructure Secretariat requires us to put those funds back in the New Deal bank account. We couldn't recover the amount because the project did not proceed, so it ended up in our budget as an expense.

Question: **CARRIED**

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7. PLANNING, DEVELOPMENT AND HERITAGE

a) **Report**

Councillor Burrridge wanted to advise every one of the decisions that have been made in the planning department such as all public processes of the Planning Act have been suspended until further notice. The Planning Board meetings have been cancelled indefinitely and the public meeting that was scheduled for March 25 has been cancelled, but we are keeping in touch with the developers. Permits are still being received and processed but no building permits are being issued. Inspections are still taking place but social distancing is being observed.

Councillor Smith stated that we are still accepting applications for development and he asked how many the Town received to date. Planning director Kevin Reynolds replied that this time last year we issued approximately the value of 5 million dollars of development up until the end of March. Pending this year, we have approximately 6.1 million dollars in development, but we have only issued about 1 million dollars and that was before we stopped issuing permits. Kevin added that we have a fair number of development applications that we are currently processing so they will be ready to go when the ban is lifted.

Mayor Ogden asked what is the number of building permits currently in the works being held up because of the pandemic, and Kevin replied that we have received 21 applications plus four additional applications that we don't have all the information for yet, so we have about 25 received so far this year, but have only issued 4.

b) **Resolution PH007-2020 – Bylaw #50-A – General Amendments – Town of Stratford Building Bylaw #50 – First Reading**

Moved by Councillor Jill Burrridge

Seconded by Councillor Darren MacDougall

WHEREAS since the Building Bylaw, Bylaw #50 has been approved, the province has since approved the Building Code Act Regulations, and the latest version of these Regulations have created a couple of conflicts with our Building Bylaw #50 which need to be corrected.

BE IT RESOLVED that Building Bylaw #50-A, a Bylaw to amend the Building Bylaw #50, be hereby read and approved a first time.

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

Question: **CARRIED**

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8. **INFRASTRUCTURE**

a) **Report**

Deputy Mayor Clow stated that work at the wastewater treatment plant is continuing. The wastewater collection system continues and work is currently being done on the east side of the bridge. Structural work under the bridge that is required for the pipe installation will begin soon.

The Stratford Emergency Services now houses the Cross Roads Fire Department, the Royal Canadian Mounted Police (RCMP), and the Emergency Medical Services (EMS).

Sewer Lift Station Upgrades - Coles Associates is working on the preliminary design report.

SCADA Software and System Control Upgrades – Belanger Electric Ltd. has begun work on the antennae installations required for the radio transmission.

Both the Utility staff and the Town staff are keeping things going from day to day and Deputy Mayor Clow thanked them for everything they are doing.

Mayor Ogden also took a moment to thank our essential workers.

Councillor Smith asked about our reader board sign and Jeremy replied that the sign will be reinstalled very soon. We picked the location and we have approval to put it a little bit closer to the road than it was before.

b) **Resolution INC-002-2020 Stratford Public Library Space – Lease Agreement Renewal**

Moved by Deputy Mayor Clow

Seconded by Councillor Gail MacDonald

WHEREAS the lease agreement with Parkdale Holdings Ltd for the provision of lease of 3,215 square feet of space for the Stratford Library has expired; and

WHEREAS a new lease agreement has been proposed for the provision of the current lease space of 3,215 square feet for a term of five years commencing April 1, 2020 at an annual rate of \$16 per square foot of gross leasable area. All utilities will be paid by the Landlord and reimbursed by the Tenant through Additional Rent. The Town will also be responsible for its proportionate cost of the landlord's real estate taxes and common area costs; and

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WHEREAS In addition to the above, the Town shall have First Right of Refusal on the additional 2,000 square feet in the building at the same net rent and leasing terms as in this lease. The Town shall have one week notice to exercise their right to take additional space or to waive their right;

BE IT RESOLVED that the Town accepts the terms of the lease agreement submitted by Parkdale Holdings Ltd in the amount of \$16 per rentable square foot for a five-year term commencing April 1, 2020 be accepted.

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

Councillor Burridge referred to a section in the resolution that states The Town *will also be responsible for its proportionate cost of the landlord's real estate taxes and common area costs* and asked what that would entail and Jeremy replied that the Town would pay their proportionate share of the taxes and the common area and noted that this is common practice.

Mayor Ogden stated that in terms of relative costs - was a comparison done with other commercial spaces in Stratford and Jeremy replied that he didn't do a comparison for all spaces, but added that our rate hasn't changed for the past several years, so they are keeping us at a good rate. Councillor Burridge added that the company she works for rents space and noted that the rate we are getting for the library is an excellent rate.

Question: **CARRIED (Councillor Steve Gallant abstained from voting due to a conflict of interest).**

9. ACCOUNTABILITY AND ENGAGEMENT

a) Resolution AE002-2020 – Enforcement and Summary Proceedings Bylaw, Bylaw #49 – Revised Schedule A & B

Moved by Councillor Jill Burridge

Seconded by Councillor Darren MacDougall

WHEREAS a new Building Bylaw, Bylaw # 50 was adopted in March 2020; and

WHEREAS Schedule A - the Municipal Offence Ticket and Schedule B – Out of Court Settlements of the Enforcement and Summary Proceedings Bylaw, Bylaw #49, reference the former Building Bylaw, Bylaw # 32 and must be updated to reflect the new Building Bylaw, Bylaw # 50.

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- Schedule A - the Municipal Offence Ticket, dated April 2020; and
- Schedule B – Out of Court Settlements, dated April 2020

BE IT RESOLVED that the above revised schedules of the Enforcement and Summary Proceedings Bylaw, Bylaw #49, be hereby adopted.

Discussion: This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on April 7, 2020.

Councillor Smith asked if these tickets cover all of our bylaws with the exception of planning, and Robert replied that in the new Municipal Government Act (MGA) there is an expanded list of bylaws that allows us to issue tickets, including the development bylaw and the building bylaw. So any bylaw that has enforcement requirements are now covered under the Summary Proceedings Bylaw. Councillor Smith asked if there is a fine levied does the Town receive the money and Robert replied that yes the Town does receive the money, but there is a \$50 surcharge that goes to the court.

Question: **CARRIED**

b) Resolution AE003-2020 – Commemorative Naming of Park after Evelyn Meader

Moved by Councillor Jill Burridge

Seconded by Darren MacDougall

WHEREAS the Town of Stratford received a request from Evelyn Meader's daughter Laura to name a park on Saints Crescent in honour of her mother Evelyn Meader; and

WHEREAS Ms. Meader's family donated a portion of the land owned by Ms. Meader before her death which more than tripled the size of the parkland on Saints Crescent; and

WHEREAS Ms. Meader was a dedicated community volunteer and nature lover who planted many trees on the property that was donated; and

WHEREAS a resolution was passed by Council on March 11, 2020 to notify members of the public that it intends to name the park after Evelyn Meader, and no objections were received from the members of the public.

BE IT RESOLVED that the park on Saints Crescent be named Evelyn's Park to commemorate Evelyn Meader's contributions to the community.

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

Mayor Ogden stated that Evelyn Meader was a friend of his and she was a fine community person. He noted that she welcomed him when he first came to Stratford. She was a girl-guide leader, and she and her husband were involved in the community and their legacy continues with the land that they donated. Mayor Ogden hopes the park brings a lot of people pleasure and when people use the park they will know what a fine woman Evelyn Meader was and how much she contributed to our community.

Councillor Gallant noted that recreation director Jeremy Pierce said that Evelyn's park is planted with trees which they will make into a maze for the kids. Everyone thought that was a great idea.

10. RECREATION

Councillor Gallant noted that the youth centre programs have been cancelled and there is an ongoing effort to move some of the programs online. We have had painting and cooking classes online and have linked fitness programs to our website. Councillor Gallant noted that we are offering refunds for the programs that have been cancelled. The playground, skatepark, and dog park are all closed as we do our part to reduce the spread of Covid-19. The trails are open, but we ask that everyone observe the social distancing when out walking. We would also like to encourage people to stay active and get outside and walk and enjoy the fresh air.

In closing, Mayor Ogden would like to say to anyone who is watching this meeting online; we want to make sure the operations of our municipal government continue and we are here to provide any help that we can. We have put a fund in place with the criteria to assist residents and businesses during this difficult time.

Wendy added that we put a program in place where residents who live alone can contact us if they would like someone to call them just for a social conversation. Mayor Ogden stated that we want people to be optimistic and confident and there is a municipal government here for you and we will assist you in any way we can.

11. ADJOURNMENT

There being no further business, the meeting was adjourned.

Mayor Steve Ogden

Robert Hughes CAO