

REGULAR COUNCIL MEETING
August 11, 2021
Approved Minutes

DATE: August 11, 2021
TIME: 4:00 p.m. – 5:42 p.m.
PLACE: Council Chambers – Public via Social Media

ATTENDANCE: Deputy Mayor Gary Clow; Councillors Derek Smith; Darren MacDougall; Jill Burridge; Steve Gallant; Gail MacDonald; 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

GUESTS: Corporal Lutley, RCMP

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 4:00 p.m. and welcomed those who were viewing via social media.

2. DECLARATIONS OF CONFLICT OF INTEREST

No declarations were made.

3. APPROVAL OF THE AGENDA

It was moved by Councillor Jill Burridge and seconded by Councillor Gail MacDonald that the agenda be approved as circulated. Motion Carried.

4. ADOPTION OF THE MINUTES

It was moved by Councillor Jill Burridge and seconded by Deputy Mayor Clow that the Regular Meeting Minutes of July 14, 2021, and the Special Council Minutes of July 28, 2021, be approved as circulated. Motion Carried. It was noted that the minutes from the Special Meeting on July 15, 2021, was omitted in error and will be included in the September agenda package for approval.

Councillor Smith noted that in the July 28 minutes - the first page second last paragraph - Councillor MacDougall asked if the money that we borrow for the land for the community campus was at a variable or a fixed rate. He noted that the CAO is on holidays, but he would like to have that question answered when the CAO returns. Mayor Ogden replied that there is no one in attendance from the finance department, so we will have to look into it.

5. BUSINESS ARISING

Councillor Burrridge noted that the e-coli at Tea Hill Park was something that came up at the last meeting. The Deputy CAO noted that e-coli was discovered and there was some significant investigation done. There was some work done to the system and new UV lights were installed. It was noted that the water is now clear and is being closely monitored. It was also noted that there are some septic tanks in the area that the Town and the Department of Environment will be investigating to see if the source of the problem can be located.

6. PRESENTATIONS FROM THE FLOOR

Nil

7. MAYOR'S REPORT

The report was included in the agenda package for Council to review. Mayor Ogden briefly reviewed the report as follows:

- Chaired two special meetings of Council to finalize the purchase of 172 acres of property for the new high school and community campus;
- Had the honour of signing the documents to complete the purchase of the property for the new high school and community campus;
- Along with CAO Hughes, met with Hon. Lawrence MacAulay MP, and Minister James Aylward to discuss the need for increased federal and provincial infrastructure funding for Stratford;
- Along with Councillor Burrridge, CAO Hughes, and the director of recreation Jeremy Pierce – participated in a Canada Games fundraising event;
- Was interviewed by the Guardian about Mi'kmaq names;
- Had the pleasure of helping raise the Pride Flag to kick off Pride Week;
- Presented welcome packages and gifts to two new businesses – Northmen HVAC and All EV Car Sales that only sells electric vehicles.

8. CHIEF ADMINISTRATIVE OFFICER (CAO)

The report was included in the agenda package for Council to review. The CAO was not in attendance, so the Deputy CAO asked if anyone had any questions but there were none.

Mayor Ogden noted that the CAO and others did a lot of work to complete the purchase of the land for the community campus and he congratulated them all on their hard work.

Councillor Smith noted that the CAO also reviewed the transit on demand pilot proposal and he, as well as other Councillors, appreciate the work done towards transit. The Deputy CAO noted that he did a review of the proposal before he went on vacation and the CAO followed up for him.

Councillor Smith noted that a letter was drafted to Bill Blair, Minister of Public Safety and Emergency preparedness regarding relief for the RCMP one time cost adjustment due to the new union contract.

At this time, Mayor Ogden took a moment to welcome Corporal Lutley to the meeting.

9. SAFETY SERVICES

a) Report

Councillor Smith noted that the Safety Services Committee did not meet in July. He added that the next meeting will be held in September.

b) Street Lights

No Report

c) RCMP Report

The report for the month of July was included in the agenda package. Councillor Smith stated that there were 7 motor vehicle collisions, 4 impaired drivers, 1 driving while disqualified, 65 record checks, 39 tickets were issued, and 39 warnings were issued. There were also 65 index checks conducted in the month of July.

Councillor Smith asked Corporal Lutley to briefly explain what offences related to death means. Corporal Lutley replied that it means a sudden death that was investigated by the RCMP. He noted that any time someone passes away at home the police are called to ensure there are no suspicious circumstances.

Councillor MacDonald thanked Corporal Lutley for the change in the format of the report that she had requested.

Councillor MacDougall felt it was time that we met with the RCMP as we have a lot to discuss with them. Councillor Smith noted that we are still waiting on the police study to be completed. Mayor Ogden noted that he will contact Chief Superintendent Ebert and

her management team to set up a meeting but felt that it would also be best to have the results of the police study before the meeting.

Councillor MacDougall added that it would be best to also wait for the outcome of the RCMP contract negotiations before we meet.

Councillor MacDonald asked how big of an issue it would be to get the cell phone SOT's that are issued each month and Councillor Lutley replied that it wouldn't be an issue to have that information included in the report.

Councillor Gallant asked Corporal Lutley if there are any plans regarding schools and education on drugs etc., and Corporal Lutley replied that they are starting the planning process next week to assign officers to the two Stratford schools. There will be a discussion with the administration of the schools to see what their wants and needs are in their schools. Corporal Lutley added that there will also be high visibility on Glen Stewart Drive at high traffic times.

Mayor Ogden thanked Corporal Lutley for everything he does for the Town and for attending the Council meetings.

d) Humane Society Report

The report for the month of July was included in the agenda package for Council to review.

e) Transit

The transit graph report for the month of July was included in the agenda package for Council to review. The numbers have stayed basically the same over the past few months. Councillor Smith noted that the pilot project for the on-demand transit will begin in September. He added that it will be a ride sharing program where people can call and be picked up and taken to a regular bus stop, and Councillor Smith hopes this project will be a success.

It was noted that there is a resolution later in the agenda for a feasibility study of Electric busses coming to the greater Charlottetown area which is Cornwall, Charlottetown, and Stratford.

Deputy Mayor Clow asked what the Town is doing to get the information regarding the on demand transit service to the residents who will be affected, and Councillor Smith replied that it will be displayed on our Town sign and through emails. The community and business engagement manager, Wendy Watts noted that it is featured in our upcoming edition of the Town Talk Newsletter. She also noted that T-3 has committed to doing an information session and it will be promoted through social media.

f) Cross Roads Fire Department

The report for the month of July was included in the agenda package. Councillor Smith noted that there was a capsized vessel off of Rosebank and the Cross Roads Fire Department had the capability, equipment, and the expertise for a rescue. There were also two appliance fires, and a propane odour report, but no leak was found.

Deputy Mayor Clow asked if the Board is still meeting monthly and Councillor Smith replied that they did not meet in July, and they will not be meeting in August. However, if something does come up they contact the members via email for their input.

g) Resolution SS002-2021 – Transit Electrification Planning and Consulting Services

Moved by Councillor Derek Smith

Seconded by Deputy Mayor Gary Clow

WHEREAS the Capital Area Transit Coordinating Committee (CATCC) issued a proposal call for Transit Electrification Planning & Consulting Services to provide support for the planned electrification of the capital area transit system including developing specifications for buses and facilities, supporting funding applications, and creating operational strategies for electrifying transit; and

WHEREAS four proposals were received as follows (excluding HST):

Wood Environment and Infrastructure Solutions	\$121,500
Left Turn Right Turn Ltd.	\$139,600
Dillon Consulting	\$155,542
IBI Group	\$175,000

AND WHEREAS the proposals were rated by the CATCC, and the proposal submitted by Wood Environment and Infrastructure Solutions scored highest, and their references were excellent; and

WHEREAS the total cost of the project, including contingency and HST, is \$162,725 of which Stratford's share is 15% or \$24,400.

BE IT RESOLVED that the Transit Electrification Planning & Consulting Services RFP be awarded to Wood Environment and Infrastructure Solutions for \$121,500 plus applicable taxes and a contingency of \$20,000 plus applicable taxes be established to be used if necessary, and at the discretion of the CATCC for the project completion.

BE IT FURTHER RESOLVED that a supplementary capital budget in the amount of \$24,400 be hereby approved for the Transit Electrification Consulting Services.

Discussion: This resolution bears the recommendation of the Safety Services Committee via an email/phone poll. Councillor Smith stated that the committee members did a lot of research before they made their recommendation, and he appreciates the time they took to do that.

Question: **CARRIED**

10. RECREATION, CULTURE AND EVENTS

a) Report

The report was included in the agenda package for Council to review. Councillor Gallant highlighted some of the items from the report as follows:

Committee Meetings – There were no Recreation, Culture, and Events, Arts & Culture, or Events Committee meetings held since the last Council meeting. All meetings will resume in September.

Stratford Youth Centre and Council – While most Youth Centre programs are not offered in the summer, the youth who had accumulated outstanding volunteer hours from the previous year are rewarded with an off-Island trip to Moncton (Aug 9 – 11). While Covid had a negative impact on many activities and events, it did not hamper the community minded spirit of the Youth Centre Council and members. Collectively, they contributed upwards of 20000 hours of community volunteer time over the past year.

Planning for the September opening of the Youth Centre is well underway. There is considerable expectation that membership numbers will return to pre-Covid capacities.

Parks, Courts, and Sports Fields - Summer minor sport programs have entered into their final weeks of the season. Inconsistent weather has played havoc on scheduling of games, but baseball, softball, soccer, and lacrosse, from all accounts are having great seasons. Baseball PEI recently announced that a second season of Fall Ball will return making use of three of four Stratford diamonds for the months of September and October. Pickleball continues to grow in popularity and participation with daily play at Kinlock Courts. The four courts see daily morning play by Stratford and neighbouring community residents.

Programs – As summer programs are reaching mid-point of their respective seasons, fall programs will commence in September and October. Registration for art classes and recreation programs will open on August 17, 2021.

Councillor Gallant noted that our new horticulturalist is doing a great job at Cotton Park and all our parks – they are all looking great.

b) Resolution RC002-2021 Request from Decision Shawn and Julie MacDougall

Moved by Councillor Steve Gallant
Seconded by Councillor Derek Smith

WHEREAS the Town of Stratford received a Request for Decision to purchase or obtain the right to use a portion of parkland adjacent to their lot on Saints Crescent; and

WHEREAS the Recreation, Culture and Events Committee recommended against the purchase but were open to an easement for the use of the property; and

WHEREAS the parkland was dedicated to the Town as part of the subdivision for the use and enjoyment of all residents, particularly those in the area; and

WHEREAS the Chief Administrative Officer recommends against selling any portion of parkland that was deeded to the Town for public use.

BE IT RESOLVED that the request from Shawn and Julie MacDougall to purchase a portion of the Town's parkland be hereby denied.

Discussion: This resolution bears the recommendation of the Committee of the Whole. Councillor Smith noted that this is an issue where residents want to extend their property line; however, there are a number of houses that are also in this area and he felt that others may also want additional land, and once you sell land you can't get it back, so he is not in favour of selling the land.

Mayor Ogden noted that the resolution is written in the positive, so if someone votes for the resolution they are voting to deny the request.

Question: **CARRIED**

11. FINANCE AND TECHNOLOGY

a) Report was included in the agenda package for Council to review. Councillor MacDonald highlighted some of the items in the report as follows:

- The auditors are finished of the on-site work, and we are continuing to answer audit questions on the file;
- Staff is reviewing the water supply and sewer treatment charges for new development;

- There were three bidders for the insurance tender and the tender was awarded to Hyndman & Company;
- Kent Dean, IT Specialist was invited to the Finance Committee meeting to discuss network security, phishing emails, and open Wi-Fi;
- The SWITCH/PACE Program has started up and submissions are coming in;
- July utility bills are due on August 16, 2021;
- Receiving lots of phone calls from residents regarding their utility bills;
- Staff is enjoying their vacation time over the summer; and
- Staff is working on revamping the format of the long range forecast model.

Councillor Smith asked Councillor MacDonald if it would be wise to have Kent Dean to come in and talk to Council about network security and phishing emails, and she felt that it would be a great idea.

Councillor Smith mentioned the revamping of the long range forecast model and asked if we should have someone come in (economist) and speak to us. Mayor Ogden stated that the long range forecast model that was done was based on three scenarios: most optimistic, most pessimistic, and what we really think will happen based on current and past trends. In terms of the worst case scenario, it might be of value to have an economist come in and look at the model to see if the best case and worst case scenarios are realistic. Mayor Ogden added that the reason we did a long term forecast was to be sure that whichever scenario happens in the future, we would be able to deal with it – based on our projections. Councillor Burrridge stated that the long range forecast spreadsheet is just being reformatted by the financial coordinator; the actual forecast is not being changed.

b) Financial Statements

Included in the agenda package. Councillor MacDonald briefly reviewed the statements and noted that the Town revenue is down to just a little over 4% and expenses are down just a little over 9% for the year to date. Mayor Ogden asked about the Utility and Councillor MacDonald noted that revenue is up 29%.

Mayor Ogden noted that the analysis that was done on the insurance tender was excellent, and it saved the Town a significant amount of money. He thanked the finance department for all their work on the tender.

12. PLANNING, DEVELOPMENT AND HERITAGE

a) Report

The report was included in the agenda package for Council to review. Councilor Burrridge noted that the director of planning gave an update to the committee on how the planning

resolutions were received by Council. She noted that because the Reddin Meadows resolution was denied, we received a letter stating that the developer is taking the issue to the Island Regulatory and Appeals Commission (IRAC).

Councillor Burrridge noted that the Canada Mortgage and Housing Corporation (CMHC) has a housing supply challenge out and they are looking for municipalities to apply for funding opportunities. They have a number of things they want to address, and this is a nation wide challenge. The committee reviewed the funding application and agreed that it would be a good opportunity for the community, so staff is currently working on the application to apply for this funding opportunity.

b) Permit Summary

Included in the agenda package for Council to review. Councillor Burrridge briefly reviewed the permit summaries noting that 141 permits were issued to date. The town planner Blaine Yatabe added that to date we have received applications for 168 permits.

Councillor Smith noted that Foxwood subdivision had a call out and he asked Councillor Burrridge if she attended, and she replied that she will be meeting with the crew at Foxwood. Mayor Ogden added that they wanted to speak with him and each councillor about the concept plan that was approved prior to Covid. He added that they want to move ahead with the development noting that they have hired a contractor who is willing to come and start the next phase. The town planner noted that because it is a sustainable subdivision, the consultation is part of the process. It was noted that the recreation director Jeremy Pierce and our new horticulturist will also go down and meet with them as well.

c) Resolution PH024 – 2021 – Melanie and Graham Shaw – Lot Size, Front and Rear Setback Variance Request – Creekside Drive- August 14, 2021

Moved by Councillor Jill Burrridge

Seconded by Councillor Darren MacDougall

WHEREAS an application has been received for three variances from Melanie and Graeme Shaw for a portion of parcel number 865550, located on Creekside Drive for a proposed single detached dwelling; and

WHEREAS the proposed single dwelling would be located within two zones, the R1L (Low Density Residential Large Lot) and R1 (Low Density Residential) and therefore it has been determined that variances are needed for the portions within the existing R1L zone to allow for conformity to the Zoning Bylaw; and

WHEREAS the lot size variance request is for 357sq m, (or 24%) to the minimum lot size that would be permitted in the R1L zone. The applicant, therefore, is seeking a lot size variance from 1,440sq.m. to 1,083sq.m.; and

WHEREAS the front yard setback variance request is for 2m (or 18%) to the minimum front yard setback that would be permitted in the R1L zone. The applicant, therefore, is seeking a side yard variance from 10.6m to 8.6m; and

WHEREAS the rear yard setback variance request is for 0.3m (or 5.6%), to the minimum rear yard setback that would be permitted within the R1L Zone. The applicant, therefore, is seeking a rear yard setback variance from 7.5m to 7.2m; and

WHEREAS pursuant to section 6.1.1, Council may authorize variances in excess of ten (10%) percent from the provisions of the Bylaw, if Council deems such a variance is desirable and appropriate and if such a variance is in keeping with the general intent and purpose of the Bylaw; and

WHEREAS on July 21, 2021, sixteen (16) notification letters were sent to property owners who own parcel(s) of land which are located (in whole or in part) within sixty meters (200 feet) from any lot line of the parcel being proposed for variance. No comments were received in regard to the variance requests.

BE IT RESOLVED that Council grant approval to a Lot size variance request is for 357sq m, (or 24%), for a proposed single detached dwelling on a portion of parcel number 865550, located at Creekside Drive within the R1L Zone; and

BE IT FURTHER RESOLVED that Council grant approval to a front yard setback variance request for 2m, (or 18%), for a proposed single detached dwelling on portion of parcel number 865550, located at Creekside Drive for dwelling within the R1L Zone; and

BE IT FURTHER RESOLVED that Council grant approval to a rear yard setback variance request for 0.3m, (or 5.6%), for a proposed single detached dwelling on portion of parcel number 865550, located at Creekside Drive for dwelling within the R1L Zone.

Discussion: This resolution bears the recommendation of the Planning, Development, and Heritage Committee.

Councillor Burrridge stated that this is a proposed subdivision, so it hasn't been subdivided yet. Before they subdivide they want to figure out if they can do what they want to do with the lot. The lot is cut down the middle between two zones – R1L and R1. Because half of the lot is R1L they are

trying to apply R1 zoning to the lot. They want to build the house to R1 specifications rather than R1L specifications, and because all the houses are on that side are R1, it would fit within the neighbourhood.

Question: **CARRIED**

13. INFRASTRUCTURE

a) Report

The report was included in the package. Deputy Mayor Clow highlighted some of the items from the report:

Wastewater Collection System to the Charlottetown Pollution Control Plant – with the screener building now sold, and a plan approved by the Department of Environment and Energy, the contractor is now able to return to the site and continue with the decommissioning work. We anticipate the infilling of the lagoon cells and removal of remaining infrastructure to be completed by the end of September.

Inflow and Infiltration Reduction Strategy – Inspection of manholes continues and covers identified as being low, are being raised to avoid surface water entering the collection system. The utility department is preparing a tender for the renewal of two segments of pipe on East River Drive, using a trenchless technology called cured-in-place-pipe lining.

Investing in Canada Infrastructure Program Update

- **Sewer Lift Station Upgrades** – The consultant is preparing a schedule and cost estimate for the first phase of the work.
- **Water Station Upgrades** – The work is complete, and the station has been commissioned.
- **Active Transportation** –
 - Work began on the Keppoch Road multi-use trail project, and it is estimated to be complete by the end of October.
 - A tender was issued for paving of the section of Trans Canada Trail along Stratford Road and Glen Stewart Drive. Three quotes were received, and the work was awarded to KD Construction Inc. The work was completed last week.

SCADA System Upgrades – Phase 2 – Belanger Electric Ltd. has ordered the materials required and will begin the upgrade work as soon as the materials are received - which is anticipated to be in September.

Dry Storage Building – An RFP has been issued for the design services of a pole barn structure at the maintenance building site at 21 Hollis Avenue. The structure will be approximately 2400 square feet. Proposals are being received until August 25, 2021.

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

After some maintenance on the septic system and water UV system, as well as disinfecting the well at Tea Hill, the water samples have returned with no E.coli or bacteria. Our regular sampling program will resume to monitor the quality.

Councillor Smith asked if there is enough staff in the infrastructure department to maintain and it was noted that both the infrastructure director and the project manager are monitoring things, but if required, they will bring a request forward at budget time.

Councillor Gallant asked about bylaws regarding storage containers in people's driveways or property that are being used as storage sheds, and the infrastructure director will check the bylaws and get back to Council.

14. COMMITTEE OF THE WHOLE

a) Resolution CW009-2021 Committee Member Appointments

Moved by Councillor Darren MacDougall
Seconded by Deputy Mayor Gary Clow

WHEREAS Council has established Standing Committees and Sub-Committees to those Standing Committees in Bylaw #47, the Council Procedural Bylaw, to advise and assist Council in its deliberations; and

WHEREAS the Bylaw provides for the appointment of residents by Council to provide public input to Council in its deliberations; and

WHEREAS the Diversity and Inclusion Sub-Committee has several vacancies.

BE IT RESOLVED that Abraham Roy and Erika Croft be appointed to the Diversity and Inclusion Sub-Committee for the remainder of the two-year term ending November 30, 2022.

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

Question: **CARRIED**

15. SUSTAINABILITY COMMITTEE

- a) Councillor MacDougall gave a verbal report noting that the business survey and the eastern strategy that Councillor Smith is spearheading were two items that were discussed.

It was noted that David Faulkner has a parcel of land he would like to see preserved and he wanted to know if the Town would be interested in acquiring the land. The Town's environmental sustainability coordinator Maddy Crowell went to the site to access the land, and she saw the value in the land for the Town. The committee agreed and recommended that the possibility of acquiring the land be forwarded to Council for approval.

Councillor MacDougall noted that the committee also discussed the Canada Mortgage and Housing Corporation (CMHC) housing challenge.

Mayor Ogden noted that for the benefit of people who watch the meeting online, we are doing a business survey to see if there are ways the Town could support the businesses better. We want to find out from business owners what their issues are in terms of how we can support them, and our hope is that they will provide us with this information.

Councillor Smith noted that there was a workshop put on for the SWITCH Program online and there were a lot of people from Stratford on the call who were interested in the program. Wendy added that there is going to be a SWITCH homeowners in-person session next Wednesday at the Stratford Emergency Services Building. It will be open to any homeowner who wants to learn more about the program.

Councillor MacDougall noted that there is great interest in the program as upward of 70 submissions or inquiries were received. They are also looking to have a session with Council when they are here next week.

16. ACCOUNTABILITY AND ENGAGEMENT

- a) No Report – the committee did not meet since the last Council meeting.

17. HUMAN RESOURCES

- a) Deputy Mayor Clow stated that there is a sub-committee of Council members to work with the CAO to develop a performance evaluation in order to finalize the policy. He added that a sub-committee was also developed for Council to be on the interview panel for the hiring of the new Chief Administrative Officer.

18. INQUIRIES BY MEMBERS OF COUNCIL

Nil

19. OTHER COMMITTEES

a) Stratford Community Seniors

The report was included in the agenda package for Council to review. Deputy Mayor Clow noted the following:

- Annual inspection of units will be done by mid-August;
- All units are rented;
- Gardens and landscaping are in great shape at the complex; and
- Discussed with the Council of the Disabled some procedures for allocation of parking spots.

20. APPOINTMENTS TO THE COMMITTEE

Nil

21. PROCLAMATION

Nil

22. OTHER BUSINESS

Nil

22. ADJOURNMENT

There being no further business, the meeting adjourned at 5:42 p.m.

Mayor Steve Ogden

Jeremy Crosby, Deputy CAO