

REGULAR MONTHLY COUNCIL MEETING
February 12, 2020
Approved Minutes

DATE: February 12, 2020
TIME: 4:30 p.m. – 6:25 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.

Mayor Ogden took a moment to acknowledge Family Violence Protection Week on PEI and noted that there were many activities taking place and he encouraged residents to go on the StopFamilyViolence.pe.ca website for additional information.

2. DECLARATIONS OF CONFLICT OF INTEREST

No declarations were made.

3. APPROVAL OF THE AGENDA

It was moved by Councillor Derek Smith and seconded by Deputy Gary Clow that the agenda be approved as circulated.

A meeting was not held in January due to bad weather and a decision was made not to reschedule it as there were no resolutions coming forward.

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4. **PRESENTATIONS FROM THE FLOOR**

Nil

5. **ADOPTION OF THE MINUTES**

It was moved by Deputy Mayor Clow and seconded by Councillor Gail MacDonald that the Regular Meeting Minutes of December 11, 2019 be approved.

6. **BUSINESS ARISING**

Councillor Burrridge asked about the housing study and Robert replied that the province is waiting for the City of Charlottetown to sign on. There was also a brief discussion on bicycle lanes in the Town.

7. **MAYOR'S REPORT**

Report was included in the package. There were meetings held with many of the provincial Ministers and Deputy Ministers as noted in the report. He gave a brief review of some of the items that were discussed.

Councillor Burrridge asked if it would be possible to have a copy of the agenda with links in it circulated to all of Council and Mayor Ogden replied that yes he could have someone include the links.

8. **CHIEF ADMINISTRATIVE OFFICER (CAO)**

The report was included in the package.

CAO Robert Hughes noted that his reports for January and February are included in the agenda package, but he added that most of his time has been spent on the budget. Councillor Burrridge added that Robert also spent a lot of time on the Town's strategic plan. Robert agreed, noting that the plan needs to go back to the Accountability and Engagement Committee and then it will come back to Council.

Councillor Ogden appreciates the all the work done by Robert on the long term financial plan - 20 year forecast; the budget; and the strategic plan.

9. **SAFETY SERVICES**

- a) The report was included in the package. Councillor Smith took a moment to note that the RCMP reached out to him regarding a meeting room at the new Stratford Emergency Services Centre - they are looking for a room to hold their meetings.

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b) Street Light Report

There were requests for two new street lights – one at the Cotton Centre and one at the Rankin Drive Crosswalk.

Councillor Burrridge asked about the bylaw officer and Councillor Smith replied that there is a certain amount of time each year that she works, but she is not usually needed in the winter.

c) RCMP Report

The report for December 2019 and January 2020 was included in the agenda package.

There was some discussion about cars parking on the side of the road, but Robert stated that because we don't own the roads it would be a provincial issue. However, he added that there is an overnight parking ban in the Highway Traffic Act.

It was noted that the RCMP has been taking the initiative to check that cars are being completely cleared of snow before driving on the roads. They also plan to check closely for cell phones being used when people are driving and of course speeding.

On January 16 Glen Stewart did a school trip, but all the students didn't attend, so Corporal Dudley spent the day with those who remained at school and discussed internet safety with them.

Mayor Ogden noted that he had the tour of the new Stratford Emergency Services Centre, along with Minister Jamie Fox and Councillor Burrridge, and he felt it was everything that it needed to be and that there will be an official open and ribbon cutting ceremony in the spring. He added that it was a great project and really well done.

The office hours of the RCMP portion of the building were discussed and Corporal Dudley stated the once the clerk has their clearance they will be in the office from 8:00 a.m. to 4:00 p.m.

Corporal Dudley mentioned an annual performance plan where the RCMP would lay out their priorities for the year. Councillor Burrridge asked if we could have a meeting and discuss it and Corporal Dudley agreed that a meeting would be a good idea.

Councillor Gallant asked about the speed limit on the bridge and infrastructure director Jeremy Crosby replied that the speed limit will remain at 60 km until the entire project is completed.

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d) Humane Society Report

The report for the month of December 2019 and January 2020 was included in the agenda package.

e) Transit Report

The report for the month of December 2019 and January 2020 was included in the agenda package.

There was some discussion about getting the transit system to the parts of the Town that still do not have it such as ward 3.

f) Cross Roads Fire Department

The report for the month of December 2019 and January 2020 was included in the agenda package. Councillor Smith noted that there were only six calls for the whole month of January 2020.

11. RECREATION, CULTURE AND EVENTS

a) Report

Included in the Agenda Package. Councillor Gallant briefly reviewed the report noting that the Second Annual Art Expo started on January 27 and will run until March 28, 2020 and it has been a resounding success. One hundred and fifty two pieces of art were submitted by Stratford artists. On February 4 an Art Expo opening reception was hosted in the Town centre foyer. Approximately 40 people attended and many more visit the art display daily.

The Town will be hosting a free skate at the Pownal Sports Centre on Saturday, February 22 from 3:20 to 4:30 p.m. Additional community skates are also being planned for Pondside and Bunbury outdoor rinks.

WinterFest – approximately 40 youth members and their families are preparing to volunteer at this year's WinterFest. They will be focusing on trying to recruit more grade 5 and 6 youth members. The youth council will run the canteen and care at WinterFest, and will also assist in the supervision of the younger youth centre members.

Both Pondside and Bunbury rinks have been operational since the first week of January. It was noted that Pondside is seeing considerable more use in its second year of existence.

The Town is working with the Charlottetown Islanders to host a second annual 'Skate with the Islanders' event, while Councillor Steve Gallant and Deputy Mayor Gary Clow

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will host a public skate at Bunbury rink on Sunday, February 23, 2020 from 6:00 to 7:00 p.m.

12. FINANCE AND TECHNOLOGY

- a) Report was included in the agenda package. Councillor MacDonald noted that the pre-budget meeting will consist of a new format with a draft budget being presented to residents **on February 20, 2020 at 7:00 p.m.**

- b) **Financial Statements**

Councillor MacDonald briefly reviewed the financial statements that were included in the agenda package.

- c) **Resolution FT001-2020 – Stratford Emergency Services Centre Long Term Financing**

Moved by Councillor Gail MacDonald

Seconded by Deputy Mayor Clow

WHEREAS the Town of Stratford has constructed an Emergency Services Centre which will be the location of RCMP, Cross Roads Rural Fire Company and Island EMS Ambulance services. The expected date of completion is by December 16, 2019; and

WHEREAS the Town of Stratford asked for proposals for Long Term financing of \$6,100,000; and

WHEREAS we requested proposals from the following financial institutions:

- Bank of Montreal
- Provincial Credit Union
- CIBC
- Royal Bank
- Scotia Bank
- TD Bank

AND WHEREAS the request for proposals closed at 1:30 pm on December 9, 2019; and

WHEREAS the financing is \$6,100,000 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

WHEREAS we asked the banks to submit two alternative options for financing. Option 1 is fixed term financing and Option 2 is banker's acceptance and interest rate swap; and

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WHEREAS the following rates were received for Option 1 fixed term financing form of long term financing:

	<u>TD</u>	<u>RBC</u>	<u>CIBC</u>
Fixed Rate Loan			
10 years	2.71%	3.13%	3.63%
15 years	2.92%	3.50%	N/A
20 years	3.01%	3.65%	N/A

WHEREAS the following rates were received for Option 2 banker's acceptance and interest rate swap form of long term financing:

Banker's Acceptance and Interest Rate Swap			
	<u>TD</u>	<u>RBC</u>	<u>CIBC</u>
10 years	2.59%	2.61%	3.13%
15 years	2.78%	2.73%	3.28%
20 years	2.89%	2.81%	3.36%

BE IT RESOLVED that the long-term financing be awarded to RBC bank at a rate 2.81% for a 20-year swap term of 2.34% + a stamping fee of .47% for an all-in rate of 2.81% subject to market fluctuations prior to closing.

Discussion: This resolution bears the recommendation of the Finance and Technology Committee.

Question: **CARRIED**

d) Resolution FT002-2020 – Pipe to Charlottetown Sewer Project Construction Financing

Moved by Councillor Gail MacDonald

Moved by Councillor Derek Smith

WHEREAS the Town of Stratford is currently constructing a waste water delivery system to Charlottetown. The expected date of completion is by October 31, 2020; and

WHEREAS the Town of Stratford asked for proposals for Interim construction financing of \$12,500,000. It is the Town of Stratford's intention to replace the construction financing net of funding from other funding partners with term financing on or before December 31, 2020; and

WHEREAS we requested proposals from the following financial institutions:

Bank of Montreal
Provincial Credit Union
CIBC

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Royal Bank
Scotia Bank
TD Bank

AND WHEREAS the request for proposals closed at 1:30 pm on February 10, 2020; and

WHEREAS the construction financing is planned to be approximately \$12,500,000 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 the Town of Stratford is using \$8,839,771 as of March 31, 2019; and

WHEREAS the tender provided two options for bidding. Option 1 was floating rate loan and option 2 was a banker acceptance loan. The following rates were received for Option 1:

Prime Rate			
	<u>TD</u>	<u>BMO</u>	<u>CIBC</u>
Option 1			
Prime Rate = 3.95%	Prime -.75%	Prime -.50%	Prime
	3.2%	3.45%	3.95%

And Option 2

Banker Acceptance			
	<u>RBC</u>	<u>BMO</u>	<u>CIBC</u>
	2.32%	3.02%	2.63%
	3 mth BA rate of 1.97%	3 mth BA rate	Monthly BA rate of 1.96%
	Stamping fee of .35%	3.05%	Stamping Fee of .67%
	2.35%	6 mth BA rate	
	6 mth BA rate of 2.0%	3.10%	
	Stamping fee of .35%	1 year BA rate	
	2.40%		
	1 year BA rate of 2.05%		
	Stamping fee of .35%		

BE IT RESOLVED that the construction financing be awarded to RBC bank at a 1 Year Bankers Acceptance Rate 2.05% + Stamping fee of .35% for an all-in rate of 2.40% subject to market fluctuations prior to closing.

Discussion: It was noted that this resolution bears the recommendation of the Finance and Technology Committee.

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Deputy Mayor Clow asked if Council could receive these types of resolutions any earlier, and the finance director Kim O'Connell replied that it is a timing thing with the banks. They can only hold their prices for a certain amount of time, so an email poll is done with the Finance Committee the day of Council in order to guarantee the prices.

Councillor Smith stated that he takes this as good debt because the Town is growing and we need this infrastructure.

Question: **CARRIED**

13. **PLANNING, DEVELOPMENT AND HERITAGE**

a) **Report**

The report was included in the package. Councillor MacDougall asked about the Reddin Subdivision and Councillor Burrridge replied that we are continuing to work with the developer. The planning director Kevin Reynolds added that they are working on a few changes to the development scheme and once he has them he will bring them to council for review.

b) **Permit Summary**

The permit summary was included in the package and was reviewed by Councillor Burrridge.

Resolution PH001-2020 Building Bylaw, Bylaw #50 1st Reading

Moved by Councillor Jill Burrridge

Seconded by Councillor Derek Smith

WHEREAS pursuant to s. 4. (2) of the Building Codes Act, the Council of a municipality shall be responsible for the administration and enforcement of the Act in the municipality; and

WHEREAS a new Building Bylaw was drafted to incorporate the requirements of the Building Codes and Regulations; and

WHEREAS a review of the new Building Bylaw occurred in the fall of 2019 by the Planning and Heritage Committee; and

WHEREAS a number of minor changes were made to the draft bylaw after legal review, but nothing substantial to change the intent of the bylaw.

BE IT RESOLVED that the attached Building Bylaw, Bylaw #50, be hereby read and approved a first time.

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Discussion: It was noted that this resolution bears the recommendation of the Planning, Development and Heritage Committee.

Building inspector Carter Livingston attended the meeting and he stated that he didn't have any concerns with the bylaw.

Question: **CARRIED**

14. INFRASTRUCTURE

a) Report

Deputy Mayor Gary Clow noted that some of the items being worked on by the infrastructure department are as follows:

Wastewater Treatment Plant Update – we are still waiting for parts to complete the repairs on the rotating biological contactor (RBC). We have seen some fluctuations in our test results and are monitoring things closely in order to make any necessary adjustments. Hopefully, when the RBC is back in operation things will return to normal.

Emergency Services Facility – staff has received training on the new system within the building. There are still several deficiencies that need to be addressed by the contractor.

Inflow and Infiltration Reduction Strategy – we are waiting on the next shipment of manhole trays to be installed as soon as the snow is gone.

Investing in Canada Infrastructure Program Update

- Sewer Lift Station Upgrades – Coles Associates has submitted a preliminary design report for review. Questions and edits have been returned to Coles for consideration. A revised report is expected by the end of the month.
- Water Station Upgrades – Request for Proposal has been issued with two submissions received on February 5, 2020 from Cole Associates and CBCL. An evaluation team will be formed to review the proposals with the expectation that the work will be awarded before the end of February.

Cotton Park Lighting – EA Engineering has presented a cost estimate of \$200,000 to complete the lighting along the one kilometer of trail within the park. This is being reviewed by recreation and Council to determine whether this project will be pursued.

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Trans Canada Trail – An application was submitted for a grant of up to \$5000 to purchase equipment used to groom/maintain the Trans Canada Trail. Notification of acceptance or denial of the application is expected by March 31, 2020.

It was noted that during the month of January there were no major issues with the water distribution or wastewater collection system.

Councillor Burridge stated that she had a few concerns with the active transportation list. She asked who put the list together and the infrastructure director replied that it was done back in 2005. He also noted that the Keppoch Road was a priority on the list for several years.

15. COMMITTEE OF THE WHOLE

- a) Report was included in the package.

16. SUSTAINABILITY

- a) Report was included in the agenda package. Councillor MacDougall gave a brief overview of the report noting that Cory Gray, President and Trevor MacLeod, Vice-president of the Gray Group attended that last meeting and there was a general discussion held.

17. ACCOUNTABILITY AND ENGAGEMENT

- a) Report was included in the agenda package. Mayor Ogden gave an overview of the report noting that the resident survey and the preservation of trees were discussed. He also noted that the Key Performance Indicators (KPI's) were refreshed to better reflect the priorities of today. There was also some discussion regarding the website.

18. HUMAN RESOURCES

No Report.

19. INQUIRIES BY MEMBERS OF COUNCIL

Nil

20. OTHER COMMITTEES

a) Stratford Community Seniors

Included in the package. Councillor MacDonald gave a brief overview noting that everything is well at the senior's complex.

b) Community Campus Report

No Report

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21. APPOINTMENTS TO THE COMMITTEE

a) Resolution CW001-2020 Appointment of Committee Member

Moved by Councillor

Seconded by Councillor

WHEREAS Council has established Special Committees and Sub-Committees to those Special Committees in Bylaw #33, the Stratford Committee 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 Recreation, Culture, and Events Committee had one member resign and is in need of a replacement.

BE IT RESOLVED that Mike Dougan be appointed to the Recreation, Culture, and Events for the remainder of the two year term ending November 30, 2020.

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

Question: **CARRIED**

22. PROCLAMATIONS

Nil

23. OTHER BUSINESS

Councillor Burrridge noted that in regards to the community campus, the Town should receive a letter from the province within the next week confirming that they are going to put a school on the community campus land. She also noted that the Town will be submitting an Expression of Interest for a Short Track Speed Skating Venue for the Canada Games.

Councillor Gallant took a moment to recognize two Stratford residents - Zack MacEwen who scored his second goal of the season as a member of the Vancouver Canucks of the NHL, and Gordie Dwyer who was announced head coach of the Shawingan Cataracts of the QMJHL.

Pre-Budget Meeting - Councillor MacDonald reiterated that that the pre-budget meeting will consist of a new format with a draft budget being presented to residents **on February 20, 2020 at 7:00 p.m.**

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24. ADJOURNMENT

There being no further business, the meeting adjourned at 6:25 p.m.

Mayor Steve Ogden

Robert Hughes CAO