REGULAR MONTHLY COUNCIL MEETING
January 12, 2011
Approved Minutes

DATE: January 12, 2011
TIME: 7:30 p.m. - 8:38 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Gary Clow; Councillors Steve MacDonald; Emile Gallant; Randy Cooper; Steve Ogden; Robert Hughes, CAO; Jeremy Crosby, Manager Public Works and Utility; Joanne Weir, Recreation Coordinator; Kim O'Connell, Manager of Finance and Administration; Vahid Ghomoshchi, Director of Planning; and Mary McAskill, Recording Clerk

REGRETS: Councillor Diane Griffin and Ron Fisher, Recreation Director

CHAIR: Mayor David Dunphy

1. CALL TO ORDER

Mayor David Dunphy called the January 12, 2010 Regular Monthly Council Meeting to order at 7:30 p.m. and welcomed those in attendance.

2. APPROVAL OF AGENDA

It was moved by Councillor Cooper and Councillor MacDonald that the agenda be approved as circulated.

Discussion: None
Question: **CARRIED**

3. MINUTES

It was moved by Councillor Ogden and seconded by Councillor Clow that the December 8, 2010 Regular Monthly Council Meeting Minutes be approved with one spelling correction to item # 14 a - Keith MacLain should read Keith *MacLean*.

Discussion: None
Question: **CARRIED**

4. PRESENTATIONS

Nil

5. CARI REPORT

Report included in the package.

6. CORRESPONDENCE

Included in the meeting package for Council to review is a list of all correspondence received since the last Council meeting.

7. **MAYOR'S REPORT**

Included in the package for Council to review. Mayor Dunphy gave an overview of his report stating that he is trying to attend as many committee meetings as possible. He noted that he attended the Finance and Administration Committee meeting on December 14, 2010, and the Public Works and Property Committee meeting on December 17, 2010.

Mayor Dunphy noted that he addressed the Chamber of Commerce roundtable breakfast meeting on December 16, and thanked Doug Deacon for organizing the event. Mayor Dunphy stated that he feels it is important to maintain communication with the business community in the Town.

Both the Town's volunteer Christmas Social , and the New Year's Levee were hugely attended and very successful events, and Mayor Dunphy thanked those responsible for organizing them.

On January 7, 2011, Mayor Dunphy noted that he met with Councillor Cooper, Robert Hughes and Kim O'Connell, to discuss the upcoming pre-budget consultation meeting. He also met with Doug Murray who is the chair of the Active Transportation Committee, to discuss the committee's progress on a long term plan for trails and bike paths for the Town.

8. **CHIEF ADMINISTRATIVE OFFICER**

Included in the package for Council to review. Robert gave a brief overview of his report noting that we did hold our pillar sessions in December for *Results Matter - Sustainable Stratford*, and he hopes to schedule the next round of sessions when councillors are available to attend. He noted that we haven't finished compiling the information from the first five sessions, but once that has been completed we will schedule further.

Robert noted that staff members Paulette, Tanya, Gerry and Adele made up the committee who put together the Christmas Social for the volunteers and Mayor Dunphy thanked the committee for a very successful event.

9. **PUBLIC WORKS AND PROPERTY**

a) **Report**

Included in the package for Council to review. Councillor MacDonald gave a brief overview of his report noting that the Tea Hill and Cricket building tender has been awarded to Tom Gill construction and work is currently underway. The foundation is in and the walls are under construction. Mayor Dunphy asked about a completion date and public works manager Jeremy Crosby stated that they are hoping for a completion date of April 2011.

Stratford Municipal Complex - Councillor MacDonald noted that a tender was released for the repair of the decorative trim and window casing repairs. The successful contractor is T and J Construction and work is to start immediately and depending on weather conditions, the work should be completed within a few months. It was also noted that the roof is being assessed to determine the extent of repairs.

b) Resolution PW001- 2011 Tea Hill Washrooms and Cricket Pavilion

Moved by Councillor Steve MacDonald
Seconded by Councillor Gary Clow

WHEREAS one tender was received from Gill Construction Inc. for the construction of the new Tea Hill Washroom and Cricket Pavilion in the amount of $260,015.00; and
WHEREAS the tender was reviewed at a regular monthly meeting of the Public Works and Property Committee held on December 17, 2010; and

WHEREAS the Public Works and Property Committee recommends that the tender submitted by Gill Construction Inc. be accepted, as it meets the tender requirements, and

WHEREAS the budgeted amount of $50,000 for the Towns proportionate share of the cost of the building is within budget.

BE IT RESOLVED that the acceptance of the tender submitted by Gill Construction Inc in the amount of $260,015.00 GST excluded, be hereby confirmed.

Discussion: It was noted that this resolution bears the recommendation of the Public Works and Property Committee and a poll of Council held on December 17, 2010.
Question: **CARRIED**

c) Resolution PW002-2011 Prince Edward Island Capacity Building Fund Application for a Regional Active Transportation Plan

Moved by Councillor Steve MacDonald
Seconded by Councillor Emile Gallant

WHEREAS the Town of Stratford, together with the City of Charlottetown, the Town of Cornwall, and the Department of Transportation and Infrastructure Renewal are interested in working together to develop a plan for a regional active transportation network that will connect the major hubs within and between the communities and that will connect the communities to existing or planned major active transportation routes on the border of the communities; and

WHEREAS the budget estimate for this project is $90,000 of which $60,000 is funded through the Capacity Building Fund and the remaining $30,000 shared between the parties with Stratford's share being $3000.

BE IT RESOLVED that the Town of Stratford apply to the Prince Edward Island Capacity Building Fund for the amount of $90,000 needed to complete the above project.

BE IT FURTHER RESOLVED that the Town of Stratford will be responsible for its designated share of the project as outlined above. In addition, Council will assume responsibility for any and all operating and maintenance costs resulting from the project.

Discussion: It was noted that this resolution bears the recommendation of the Public Works and Property Committee.

Mayor Dunphy asked for clarification on the last clause of the resolution that reads: *In addition, Council will assume responsibility for any and all operating and maintenance costs resulting from the project,* and Robert explained that under the capacity fund requirement a council resolution in support of an application is required. In the resolution they require you to state that if any additional operating costs are incurred, you will not go back to the Island Capacity Building Fund requesting additional funds.

Question: **CARRIED**

Robert stated that he would like to acknowledge both the province and ACOA for their contribution to the Cricket Pavilion and the Field Project. Their contribution came up quite a bit to accommodate the over budget tender. He also noted that both Jeremy Crosby and Ron Fisher worked very hard with the funding partners to get the funding in place.

10. STRATFORD UTILITY CORPORATION

a) Report

Councillor Ogden gave an overview of the report that was included in the package.

Cable Heights Wellfield - we are currently preparing this wellfield to bring the new well drilled in 2009 online. When this well is operational and the piping is complete, it will allow us some additional allocation of water to use as a buffer until the new wellfield is operational.

New Wellfield - it was noted that we are still negotiating with the landowners to acquire the land to protect the wells.

Sewer and Water Rate Study - a sewer and water rate study is being conducted, and on January 27 there will be a meeting to discuss the options. Once the process is complete there will be a presentation to Council. However, if any member of council is interested in attending the January 27 meeting, they are most welcome to do so.

There were a number of emergency call outs in the month of December. Councillor Ogden noted that there was a main break at the Pondside station, but added that there was no loss of service during this repair.

b) Financial Statements

No Report

11. RECREATION AND ENVIRONMENT REPORT

a) Report

Included in the package for Council to review. Vice-chair Steve MacDonald gave a brief overview of the report in Councillor Griffin's absence. He noted that the winter guide was released early this year to accommodate the early start programs. He also noted that the students of Glen Stewart School and Stratford Elementary School received a copy of the program.

Councillor MacDonald stated that in partnership with Dance Stars Academy, we now offer a new after school arts and craft program funky dance/tumbling program. It is a two hour program that is available each Thursday afternoon for children attending Glen Stewart School. This program is set to begin on January 27 for a period of eight weeks. Another new fitness course, cardio-strength, is also available at the new Stratford Elementary School under the guidance of Brenda Richards. The course will operate each Monday and Wednesday from 5:30 p.m. - 6:30 p.m.

It was noted that the plans for the Stratford Winter Carnival being held February 25 - 28, 2011 are being finalized.

12. FINANCE & ADMINISTRATION

a) Report

Included in the package for Council to review. Councillor Cooper thanked Mayor Dunphy for taking the time to attend their first meeting.

Councillor Cooper noted that the finance department is quite busy preparing year end financials. He stated that on January 19 at 7:00 p.m. the pre-budget consultation meeting will be held here at the Town Centre. At that time, there will be a presentation to residents of what we as a Council feel are the priorities for the Town, and it is very important to engage the residents to gather their input and find out what they feel are priorities for the Town. It was also noted that there will be a Special

Committee of the Whole budget meeting on February 3 at 7:00 p.m. to present the draft budget to Council. The final draft will be forwarded to the March Council meeting for approval.

Mayor Dunphy stated that he did attend the first Finance and Administration Committee meeting and noted that it is a great committee. He also took a moment to thank the committee in advance for all the hard work they will be putting in over the next month.

Mayor Dunphy asked if the committee would be reviewing the Donations Policy and Councillor Cooper replied that the committee will be reviewing the policy early in the new year.

13. PLANNING AND HERITAGE

a) Report

Included in the package for Council to review. Deputy Mayor Clow noted that the new Planning and Heritage Committee held their first meeting on Monday, January 10, 2011. Unfortunately the committee had one member who had to resign, but hopefully that vacancy will be filled within the next month or two.

Deputy Mayor Clow stated that Joshua Collins gave a presentation on the building inspector's position, and a review of the National Building Code, and he hopes to have Joshua give this presentation at the next Committee of the Whole meeting to keep Council informed.

b) Permit Summary

Included in the package. Also included in the package was a residential estimated value comparison chart, and the director of planning explained the increase as outlined on the chart.

c) Resolution PH001-2011 - Trevor Abbott - Home Occupation - 33 Pembroke Crescent

Moved by Deputy Mayor Gary Clow
Second by Councillor Steve Ogden

WHEREAS an application has been received from Trevor Abbott to operate a Home Occupation (Abbott and Langille Plumbing, Heating, and Electrical) out of their home located at 33 Pembroke Crescent; and

WHEREAS The applicant has stated that the business will have no thru traffic on site and only intends to use a small office within the house and a small portion of the garage to store small plumbing and electrical supplies. No signage will be used on the property to advertise the Home Occupation.

BE IT RESOLVED that Council grant approval to an application from Trevor Abbott to operate a Home Occupation (Abbott and Langille Plumbing, Heating, and Electrical) out of their home located at 33 Pembroke Crescent subject to the applicant entering into a Development Agreement pursuant to which the property owner agrees with the Towns bylaw requirements as outlined in section **5.9 Home Occupation** of the Towns Development Bylaw # 29.

Discussion: It was noted that this resolution bears the recommendation of the Planning and Heritage Committee.
Question: **CARRIED**

14. COMMITTEE OF THE WHOLE

a) Resolution CW001-2011 Appointment of Members at-large to the Economic Development Committee

Moved by Councillor Steve Ogden
Seconded by Councillor Randy Cooper

WHEREAS Council has established Special Committees in Bylaw #25, 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 residents are appointed to the Special Committees for a two year term.

BE IT RESOLVED that the following residents be appointed as At-Large Members of the Economic Development Committee for a two year term - from December 1, 2010, to November 30, 2012.

- **Tony Sauer**
- **Chris Jones**
- **Andrew Davies**
- **Joel Ives**

Discussion: None
Question: **CARRIED**

b) **<u>Resolution CW002-2011 Regional Aquatic Facility Board Appointment</u>**

Moved by Councillor Gary Clow
Seconded by Councillor Steve MacDonald

WHEREAS the Town of Stratford, through the agreement with Capital Area Recreation Inc. (CARI), must appoint a representative to the Board of Directors of CARI, a not for profit company that was created to design, construct and operate the regional aquatic facility; and

WHEREAS Ron Fisher served as the Town's representative to the Board of Directors of CARI in 2009 - 2010, and has agreed to serve again.

BE IT RESOLVED that Ron Fisher be re-appointed to the CARI Board for the year 2011, to represent the Town's interest on the Board.

Discussion: It was noted that this resolution bears the recommendation of the Committee of the Whole.
Question: **CARRIED**

c) **<u>Resolution CW003-2011 - Library Board Appointment</u>**

Moved by Councillor Emile Gallant
Seconded by Councillor Steve MacDonald

WHEREAS the agreement between the Town and the Provincial Library requires that a library board be established and members be appointed to the board by Council; and

WHEREAS it is desirable to have a Councillor of the Town sit on the board; and

WHEREAS Sandy McMillan's appointment as representative expired with the term of Council ending on ***November 15, 2010; and***

WHEREAS Councillor Diane Griffin has agreed to serve as the Town's representative on the Library Board.

BE IT RESOLVED that Councillor Diane Griffin be appointed to the Stratford Public Library Board for the year 2011.

Discussion: It was noted that this resolution bears the recommendation of the Committee of Whole.
Question: **CARRIED**

d) **<u>Resolution CW004-2011 - Committee Bylaw Amendment, Bylaw 25-C - Second Reading</u>**

Moved by Councillor Randy Cooper
Seconded by Councillor Steve Ogden

WHEREAS Council felt it desirable to make changes to the Stratford Committee Bylaw, Bylaw #25, by moving the responsibility for 'Environment' from the Safety Services and 'Environment' Committee, to the Stratford Recreation Commission; and

WHEREAS Bylaw 25-C was read and approved a first time on December 8, 2010.

BE IT RESOLVED that the attached Stratford Committee Bylaw Amendment, Bylaw 25-C, be read and approved a second time.

Discussion: None
Question: **CARRIED**

e) **<u>Resolution CW005-2011 - Committee Bylaw Amendment, Bylaw 25-C - Adoption</u>**

Moved by Councillor Steve MacDonald
Seconded by Councillor Steve Ogden

WHEREAS Council felt it desirable to make changes to the Stratford Committee Bylaw, Bylaw #25, by moving the responsibility for 'Environment' from the Safety Services and 'Environment' Committee, to the Stratford Recreation Committee; and

WHEREAS Bylaw 25-C was read and approved a second time on January 12, 2011.

BE IT RESOLVED that the attached Stratford Committee Bylaw Amendment, Bylaw 25-C, be hereby adopted.

Discussion: None
Question: **CARRIED**

15. <u>SAFETY SERVICES</u>

a) No Report
Councillor Gallant noted that the new committee will hold their first meeting in January.

b) **Street Light Report**
No Report

c) RCMP Report

The RCMP report for the month of December was included in the package.

d) Humane Society Report

No Report

e) Fire Company

No Report - Councillor Clow asked if we could request an annual report for Council and Councillor Gallant replied that he will make that request.

f) Transit Report

Included in the package.

g) <u>Resolution SS001-2011 Appointment of Directors to the Cross Roads Rural Community</u>

Moved by Councillor Emile Gallant
Seconded by Councillor Gary Clow

BE IT RESOLVED that the following persons be appointed to serve on the Board of Directors of the Cross Roads Rural Community Fire Company for the year 2011.

Town Council Representative:

- Councillor Emile Gallant

Community Representatives:

- Clair Jenkins
- David Milligan
- David Swan
- David Panton
- Cynthia Chugg
- Derek Smith

Discussion: It was noted that this resolution bears the recommendation of the Committee of the Whole.

Question: **CARRIED**

16. <u>ECONOMIC DEVELOPMENT COMMITTEE</u>

a) No Report

Mayor Dunphy noted that the first meeting of the Economic Development Committee meeting will be held the last week of January, and we will determine our regular monthly meeting date at that time.

Mayor Dunphy noted that he will start the meetings with four members and will wait to ask a fifth person until we determine what skill set would best fit the committee. Councillor Gallant noted that he is also a member of the Economic Development Committee.

17. HUMAN RESOURCE COMMITTEE

No Report

18. OTHER COMMITTEES

a) Stratford Seniors Complex

Councillor MacDonald noted that the committee met on Tuesday, January 11, 2011. He noted that things are going well with the complex and there is nothing to report at this time.

Deputy Mayor Clow noted that he attended the seniors Christmas dinner and it was an excellent event.

b) Land Acquisition Committee

No Report

20. OTHER BUSINESS

Nil

21. ADJOURNMENT

There being no further business the meeting adjourned at 8:38 p.m.

David Dunphy, Mayor	**Robert Hughes, CAO**