

REGULAR MONTHLY COUNCIL MEETING

June 10, 2020

Approved Minutes

DATE: June 10, 2020
TIME: 4:30 p.m.
PLACE: Zoom Meeting Platform

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

4. ADOPTION OF THE MINUTES

It was moved by Deputy Mayor Gary Clow and seconded by Councillor Jill Burridge that the Regular Monthly Council Minutes of May 13, 2020 be approved with one noted correction.

5. BUSINESS ARISING FROM THE MINUTES

Councillor Burridge asked if there were any further conversations regarding public meetings and Mayor Ogden replied that he had a discussion with Minister Thompson's office and was told there would be an amendment or change. However, he noted that he also received a text from Minister Aylward who indicated that we will have to make arrangements to have

Regular Council Minutes June 10, 2020

only 15 people in a room and maybe have the overflow in another room with video and audio and that was where things were left. Mayor Ogden added that he understands that the number of people allowed at a public meeting in the next phase will be 50.

6. **MAYOR'S REPORT**

Following is a list of Zoom/virtual meetings attended by the Mayor since the last Council meeting:

- Weekly Committee of the Whole meetings
- Telephone conversation with the Chair of the Board of Directors of the Cross Roads Fire Company
- Met with Charlottetown Mayor Philip Brown and members of the Charlottetown Council for a tour of the new Stratford Emergency Services building
- Telephone Conversations with Minister Fox and Minister Aylward regarding the Planning Act requirements for public meetings for rezoning requests
- Presented certificate of congratulations to Ryan Llewelyn for winning two gold medals at World Culinary Olympics
- Telephone conversation with Minister Thompson's Director of Municipal Affairs regarding the Planning Act
- Gave out public safety signs at the Town Centre with Councillors Burrridge and Gallant

7. **CAO REPORT**

Robert noted that because we have been having weekly meetings Council is up to speed on everything he is working on, so he didn't submit a report this month. Councillor Burrridge suggested that for the benefit of the public maybe a report should be included, and Robert replied that he will be submitting a report next month.

8. **SAFETY SERVICES**

a) Report

Councillor Smith noted that before he starts his report he has two brief statements he wishes to make to Council.

Over the past several months our country has seen our way of life change. The coronavirus situation and now police and emergency services around the world being put under a microscope due to the incident in the United States. I would like to note that we all should feel privileged to live in a community like Stratford. There is a high level of respect between the Town citizens and the emergency personal. The level of professionalism shown by our safety services officials is much appreciated and it should make us all proud to live in Stratford.

Regular Council Minutes June 10, 2020

The second statement is for information purposes. Our new RCMP Clerk has been named and it is Janine Neilson. Janine was born and raised on PEI. She worked as a dental hygienist for 22 years, and switched to federal service beginning with the payroll centre and has now been hired to work as our clerk for Stratford. Councillor Smith stated that she is looking forward to working for our residents and welcomed her to our detachment.

b) Street Light Report

Nil

c) RCMP

Councillor Smith noted that the statistics are fairly standard for the month. The SOTS are down due to the virus situation. The RCMP is under direct orders from Ottawa in regards to what police duties they are allowed to do. It doesn't matter where they are located – they are all under the same orders and they are abiding by the rules for the safety of the public and themselves. Councillor Smith asked if anyone had any questions.

Councillor Gallant asked Councillor Smith if he was happy with the numbers being there were only six tickets given out. Councillor Smith replied that the RCMP was told to only hand out tickets in the most dire of circumstances, and they are not to set up radar or stop signs because of the contact with the public and that is the reason for the low amount of tickets. Councillor Gallant noted that he has received some emails about speeding in his area and Councillor Smith stated that Corporal Dudley did go to see the complainant to get his input and we gave our input and they came to a resolution. Councillor Smith added that the area needs to be reviewed because there are three speed zones and we may have to look at a universal speed zone. Councillor Gallant asked about criminal record checks and Councillor Smith replied that Ottawa is saying across the country they are not currently being done. He added that there is a private firm in Charlottetown that is doing criminal checks, but at a cost.

The infrastructure director Jeremy Crosby noted that there is a backlog of criminal checks and he was told that Ottawa is coming up with a plan for the detachments. He thought they may be doing them now at Maypoint but he will check to be sure.

Councillor Gallant asked how many officers are currently working in Stratford and Councillor Smith replied that one officer transferred out and another transferred in and he believes we have all six officers working now. Councillor Gallant noted that there is one officer off on leave, and he asked what would be the process for replacement and Councillor Smith replied that that the contract allows for up to 30 days to replace an

Regular Council Minutes June 10, 2020

officer on leave. However, he added that in Stratford they usually have a replacement officer within a week.

Deputy Mayor Clow asked about the check stops and Jeremy Crosby noted that as of June 1 the RCMP were doing their regular check stops.

Deputy Mayor Clow asked when the new clerk will be in the Stratford RCMP office and Councillor Smith replied that she has to wait until a buzzer is installed on the outside of the building, but it is being worked on.

Councillor Smith reviewed the written report that was submitted by the RCMP.

d) Humane Society Report

Included in the agenda package. Councillor Smith noted that it was a pretty standard month for the Humane Society with 15 patrols during the month. He also noted that their offices are closed; however, they can be reached online and through the Message Centre.

Councillor MacDonald asked about the year to date numbers on the report and Jeremy will check in with the Humane Society regarding their numbers.

e) Transit

Included in the package. Ridership is down due to the situation of Covid-19. The good news is the numbers are up slightly from last month.

f) Cross Roads Fire Department

The number of fire calls for Stratford last month was 17 and the breakdown is false alarms 6, fires 6, motor vehicle accidents 3, and assisting other agencies 2. Councillor Smith noted that there was a fire on Marion Drive and the fire might have been started by a cigarette butt in the mulch. A young person in the house woke up and discovered there was a fire; he then woke up everyone in the house probably saving lives. Councillor Smith noted that he believes that the fire department will be reaching out and issuing a certificate to this young person. Councillor Smith also took a moment to congratulate him on a job well done.

Councillor MacDonald asked about the other five fires that were noted in the report and Councillor Smith replied that he doesn't know what they were, but added that he will get the information and forward it to Councillor MacDonald. He also noted that in future if Council would like that information added to the monthly report, we could we request it.

Regular Council Minutes June 10, 2020

Councillor Smith noted that the Hillsborough Bridge is now open and he thanked the citizens of the Town for their patience.

6. RECREATION, CULTURE, AND EVENTS

It was noted that the committees and sub-committees have not met in person or by conference call since early March, but they have been kept abreast of planning and development related to the department with email updates.

With the introduction of Phase 2 and Phase 3 guidelines from the Chief Health Officer's office, many facilities, playgrounds, parks, and sport fields have opened up in the Town and it is great to see our local amenities opening up and being utilized by residents. It is unfortunate, but some facilities and amenities remain closed with opening dates to be determined. The Town Centre gym, walking track, and fitness area is the primary facility that will remain closed. Councillor Gallant asked the recreation director Jeremy Pierce to give an update on the day camp and Jeremy noted that they have started to work on a plan and he is optimistic that the camp will start on June 29.

Several Arts and Culture programs continue to be offered until June 11. The art club and intermediate water colour painting classes continue to be well supported. The public art installation of the "Red Winged Blackbird" by Gerald Beaulier is scheduled to be installed at Fullerton's Conservation Park by July 31.

It was noted that local minor organizations are offering return to play programming at various Stratford fields and courts.

Meeting room rentals will be opened at the Town Centre at a reduced capacity in order to comply with social and physical distancing requirements.

The Events Committee has been actively planning for an impactful Canada Day Celebration for Stratford. The event will be composed of virtual and in-person events. There will be a virtual address by the Mayor and Council, and a compilation of Oh Canada sung in many languages and will be available for viewing on the Town's website and social media beginning on June 24. There will also be a motorcade to Celebrate Stratford's first responders and essential workers on July 1 from 12 noon and will begin and end at the Town Centre. Residents and businesses are encouraged to decorate their vehicles for Canada Day and/or send a special thank you to all of our first responders and essential workers.

The Stratford Youth Centre programs were held online over the past few months and will wind up soon. The Youth Council will continue to meet once a month over the summer.

Regular Council Minutes June 10, 2020

Councillor Smith asked if there were any new developments or projects going on and Councillor Gallant replied that one project was the painting of the gymnasium. The staff did a great job painting it from top to bottom.

Councillor Smith asked about Fullerton's Conservation Park and Pondside Park getting upgrades and Jeremy replied that the Pondside Park multi-use court project will see revitalization and Island Coastal will oversee the project. The construction has started at the Fullerton's Conservation Park of the multi-use washrooms and storage facility and Williams Murphy and McLeod (WM&M) is overseeing that project. We also started working with the Cobequid Consulting and the Glen Group on the initial designs of the natural playground for Fullerton's Conservation Park in conjunction with the public art piece. It was noted that we have asked for public input by the end of the day Thursday, June 11 which we will forward onto the consultant. Mayor Ogden agreed that we want to encourage residents, especially if there are young people living in the Town, to look at the plan for the natural playground and give their input.

Councillor Burridge asked that an eye be kept on the work of the multi-use court at Pondside, and recreation director Jeremy Pierce replied that there will be some earth work done and staff is working with Island Coastal to ensure that all protective measures are put in place so the watershed areas are protected. He added that we will continue to monitor the project. Deputy Mayor Clow noted that there have been some issues with lighting at Pondside Park in the past and we have to ensure that the light shines in, and not on the water towards residents. He also noted that the lights should be on a timer at night, because there have been times in the past when they have been on all night. Deputy Mayor Clow also felt that we need to do a better job on the parking lot at Pondside and Mayor Ogden agreed that we need to look at the parking lot as a budgetary item for next year.

Councillor MacDonald asked if once the requests for input have been received from residents regarding Fullerton's Creek will it then come back to Council for the final decision and Jeremy replied that we will send the information to the consulting group and they will come back with another almost final design and Council will review it at that stage. Councillor Gallant added that it will go through the Recreation, Culture, and Events Committee for their input and approval and then on to Council.

Councillor MacDonald would like to see a grand opening for the public art installation – sometime after July 31. Jeremy stated that the installation of the public art piece was initially July 31. However, he suggested that we do the install of the art piece at the same time as the rest of the park, as there could potentially be some disruptions on the trail. Mayor Ogden suggested that we could have the grand opening at the Fall Fest in September.

Regular Council Minutes June 10, 2020

Mayor Ogden took the opportunity to thank the Town's recreation director Jeremy Pierce who was monitoring the skate park on his own time, and caught an incident of vandalism and called the RCMP who responded very quickly.

7. FINANCE AND TECHNOLOGY

a) Report

Included in the agenda package. Councillor MacDonald noted that the committee is not meeting in person yet, but we do reach out via email when we want input from the committee on issues.

Some of the items being worked on in the finance department are as follows:

- The asset management team met to finalize a terms of reference and Asset Management Policy for Council to adopt which is on today's agenda
- E-billing sign up is underway and to date 437 customers have registered
- Staff attended an asset management module training and web services module training with Townsuite
- Staff is working on year end for the Town, the Stratford Business Park, and the Utility
- Work continues on the operational plan for the Town office to get all signage and cleaning supplies in place
- Weekly Zoom meetings with managers and staff
- An application was submitted for the essential worker program
- Staff is researching federal grant programs to see if any new funds have been announced for municipalities
- Management participated in an Office 365 demonstration with our IT technician
- Auditors are looking for information from CRA on our accounts and have requested that we pass a resolution to help us get information quicker from CRA and that resolution is on today's agenda
- The insurance tender was originally planned to be completed this year, but after discussions with the providers of municipal insurance, we are going to stay with our current provider for one more year with hope that the insurance market will improve over the next year.

b) Financial Statements

Included in the agenda package. Councillor MacDonald briefly reviewed the financial statements. She noted that revenue is down and a lot of it is related to Covid-19.

Councillor Burridge wondered if it will be necessary to tweak the budget, and Councillor MacDonald asked the finance director to reply. Finance director Kim O'Connell replied that a revised budget has not been discussed, but she will put it on the next manager's meeting agenda for discussion.

Regular Council Minutes June 10, 2020

Mayor Ogden noted that we are now working with real time numbers and not estimates and it is much more meaningful for Council and he thanked Kim for making the change.

c) **Resolution FT013-2020 Asset Management Policy**

Moved by Councillor Gail MacDonald

Seconded by Councillor Derek Smith

WHEREAS the Province of PEI, pursuant to section 261 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1, subsection 9(1) and 9(2), requires the Town of Stratford to have an Asset Management Program in place and an Asset Management inventory; and

WHEREAS the Town of Stratford participated in a large cohort training program with other island municipalities and developed an Asset Management policy whose purpose is:

- Improve the long-term sustainability of our infrastructure.
- Provides the Town of Stratford a consistent framework for service delivery and infrastructure planning.
- Provides for a transparent and accountable process to demonstrate the legitimacy of decision-making which combines strategic plans, budgets, service levels and risks and climate change mitigation.

WHEREAS asset management will help staff and Council make decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

BE IT RESOLVED that the attached Asset Management Policy, Policy # 2020-FT-01, be hereby adopted.

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

Question: **CARRIED**

d) **Resolution FT014-2020 Utility Loan Renewal**

Moved by Councillor Gail MacDonald

Seconded by Councillor Darren MacDougall

WHEREAS a loan for Utility capital projects from 2010 has expired in the amount of approximately \$174,000, with an amortization of 10 years remaining on the loan; and

WHEREAS the amount of the loan requested for the Stratford Utility Corporation is \$174,000 with option one being a 5 year term and amortization remaining option two being a 10 year term and amortization remaining; and

Regular Council Minutes June 10, 2020

WHEREAS the amount of the loan requested of \$174,000 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 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 June 8, 2020; and

WHEREAS the following 5 year rates and 5 year term were received:

				Provincial	
Term	CIBC Rate	Royal Rate	TD Rate	Credit Rate	BMO Rate
5	2.96%	2.83%	2.05%	3.24%	2.55%

AND WHEREAS the following 10 year rates and 10 year term were received:

				Provincial	
Term	CIBC Rate	Royal Rate	TD Rate	Credit Rate	BMO Rate
		Not Avail			
10	3.64%		2.40%	3.56%	3.42%

BE IT RESOLVED that the tender for the loan with an amortization of 10 years remaining will be awarded to TD Bank for a 10 year term at a rate of 2.40%.

Discussion: This resolution bears the recommendation of the Finance and Technology Committee via an email poll.

Question: **CARRIED**

e) **Resolution FT015-2020 CRA Request for Authorized Delegated Authorities**

Moved by Councillor Gail MacDonald

Seconded by Darren MacDougall

Regular Council Minutes June 10, 2020

WHEREAS the Canada Revenue Agency (CRA) allows for delegated authorities to access business account information online or by telephone; and

WHEREAS Robert Hughes, Chief Administrative Officer (CAO) and Kim O'Connell, Director of Finance and Technology, will from time to time need to contact the CRA to access information related to the business accounts of the Town.

BE IT RESOLVED that Robert Hughes and Kim O'Connell be authorized as delegated authorities for the CRA business accounts of the Town of Stratford (business number 14075 5786), the Stratford Utility Corporation (business number 89351 1683), and the Stratford Business Park (business number 87480 6722).

Discussion: Mayor Ogden asked if the Stratford Seniors should also be included and Kim replied that it would not be included in this resolution. It is a separate entity.

Question: **CARRIED**

7. PLANNING, DEVELOPMENT, AND HERITAGE

a) Report

Councillor Burrridge noted that there have not been any committee meetings yet, but staff has been very busy with building permits and our town planner Blane Yatabe is busy reviewing the Official Plan.

It was noted that staff is also working on a Plan B scenario for carrying out public meetings for rezoning, as well as for any other public meeting that might be required.

Mayor Ogden noted that public meetings were considered at Cabinet and the decision was that things would remain the same (not change anything in the Planning Act), and that we should try to fit the meeting into the existing rules.

The planning director Kevin Reynolds noted that we have welcomed back Sarah Kennedy as our planning technician. She is now a permanent part-time employee and we are glad to have her back. Mayor Ogden also welcomed Sarah back to the Town.

b) Permit Summary

The permit summary was included in the agenda package. Councillor MacDonald asked how many under the accessories heading would be swimming pools and Kevin replied that on the report there is a section for accessory structures, and you can see by the value of them that the more expensive ones are typically swimming pools. The smaller accessory structures are decks and small accessory buildings. Councillor MacDonald asked if the Town ensures that the proper fences are built for the pools and are they included in the amount noted in the report, and Kevin replied yes, the fences are

Regular Council Minutes June 10, 2020

included, and they are required. It is a very specific requirement within the bylaw how the fence is constructed and it is all part of the application and the permit that is issued to a resident. Kevin noted that there is also a requirement that the resident contact the Town when everything is completed per the permit.

c) **Resolution PH-010-2020 – Forest Trail Street Name**

Moved by Councillor Jill Burridge

Seconded by Councillor Derek Smith

WHEREAS the Forest Trails subdivision will require a new private street name for the next phase of development; and

WHEREAS the Heritage Committee has suggested the following street name:

- Chester Thomas Way

WHEREAS Chester Thomas Balderston was killed in action in the First World War and his family owned and farmed this property for many years.

BE IT RESOLVED that approval be granted to the following street name for the Forest Trails Subdivision:

- ***Chester Thomas Way***

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

It was noted that this naming was a request put forward by the Heritage Committee. Mayor Ogden noted that it did come to the Committee of the Whole meeting for discussion as well, and it was recommended at that time.

Councillor MacDonald wondered if the Heritage Committee checked in with the family or was Chester Thomas Way the Committee's choice. Kevin stated that he was asked to check in with the former owner of the property, Roger Balderston, and Roger agreed because Balderston's had already been used within the area (Balderston Court is in Forest Trails) the Heritage Committee chose to use the first name in the naming of the

Regular Council Minutes June 10, 2020

street. Kevin noted that we need to have street names that don't conflict in order to meet the 911 civic address guidelines.

Question: **CARRIED**

d) Resolution 011-2020 – MacKinnon Drive to Marion Drive Connection Street Name

Moved by Councillor Jill Burridge

Seconded by Deputy Mayor Gary Clow

WHEREAS a new street is being constructed to connect MacKinnon Drive to Marion Drive; and

WHEREAS the Heritage Committee has suggested the following street name:

- Perley Drive

WHEREAS W. Perley Mutch grew up, married, and raised his own family in the "brick house" on Stratford Road; and

WHEREAS the new road extends down the farm on which Perley worked his entire life and "The Barn" which existed on this property was built by Perley for his Holstein cattle later became a popular restaurant before burning in the 80's.

BE IT RESOLVED that approval be granted to the following street name for connection between MacKinnon Drive and Marion Drive:

- **Perley Drive**

Discussion: This resolution bears the recommendation of the Committee of the Whole. It was also noted that the family was contacted for their input as requested by Council, and they were in agreement with the name.

Question: **CARRIED**

8. INFRASTRUCTURE

a) Report

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

Wastewater Treatment Plant Update – The annual spring turnover of the lagoon system is still affecting operations at the facility. Unfortunately, we had to cease sludge removal operations at the site because of the opening of the spring shellfishery. With the late start of the project, as a result of travel issues due to COVID-19, and the fact that we had to cease operations early, we were not able to remove all of the sludge

Regular Council Minutes June 10, 2020

from the second cell of the lagoon system. Unfortunately, with not being able to get all the sludge removed and the annual spring turnover, our effluent quality is above the recommended guidelines outlined within the Conditional Management Plan for the facility. Staff is working diligently with the system by adding natural products and adjusting operations to help the system return to normal.

Wastewater Collection System to the Charlottetown Pollution Control Plant – Work continues on the pump station, with approximately 75% of the structure's shell complete. The expansion joint replacement work on the bridge is complete, as well as the pipe installed by Horizontal Directional Drilling. The structural work under the bridge will begin in the next week or two.

Inflow and Infiltration Reduction Strategy – Twelve manholes were repaired to prevent the infiltration of groundwater into the sewer system, and 200 manholes were inspected to identify where further repairs are needed. Manhole tray liners continue to be installed in manhole covers to prevent surface inflow into the manholes.

Investing in Canada Infrastructure Program Update

- **Sewer Lift Station Upgrades** – Coles has completed the preliminary design report. Their findings indicate extensive upgrades required to the gravity mains along Kinlock Road and from the intersection of Keppoch and Stratford Road to the Bayside pump station, to divert flows from Pondsider to Bayside. They also indicate the need to upgrade the force mains from the Corish and Bayside stations. This results in approximately 4200 meters of pipe replacement to proceed with this change which was not anticipated. After some department discussions, Coles has been asked to assess the possibility of pumping Corish station directly into the trunk main at MacKinnon Drive. This would result in approximately 2500 meters of new pipe along with the upgrades to the Corish station. We are awaiting Coles proposal to complete the change of scope.
- **Water Station Upgrades** – CBCL has begun the design for the upgrades and is expected to submit a pre-design report for review this week.

Hearing Loop System for Council Chambers – The four assisted listening devices for the Council chambers are in place and functional. We are in the process of purchasing a router that will allow users to download an app on their mobile device and listen using their headsets. This should be complete in the next couple of weeks.

Provincial Active Transportation Fund - The RFP for the Georgetown Road sidewalk and bicycle lanes extension is out and closed today. The RFP for the Keppoch Road multi-purpose trail is out and closes June 17. These projects are contingent on 50% funding through the Provincial Active Transportation Fund.

Regular Council Minutes June 10, 2020

Fullerton's Washroom Facility - WM&M has mobilized the site and is ready to begin construction.

Fullerton's Natural Playground - Cobequid Trail Consulting and the Glen Group Ltd. have prepared concept plans of the playground and are currently being reviewed by staff and Council. Construction is planned to begin this summer.

In addition to the above, Infrastructure Staff has been busy with the following items:

- Grass cutting of sports fields and some Town properties
- Landscaping and gardening operations
- Speed hump installation and placement of the speed radar trailer
- Trail grooming and maintenance throughout the Town
- Sports field preparation for the upcoming season
- Sewer lift station maintenance and monitoring/adjusting operations at the wastewater treatment facility; and
- The hydrant maintenance program has started

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

Mayor Ogden noted that the bridge only went over the completion date by a few days and people have been incredibly patient. He thanked the residents for their patience and understanding.

Mayor Ogden noted that the shellfish closure caused a lot of angst and hardship for the shellfishers and he asked if there was any update on the issue. The infrastructure director Jeremy Crosby replied that sample results were received on June 9 and the Town is below the guidelines of our Conditional Management Plan. However, the samples leading up to the last set were above the guidelines. It is a decision of the Department of Fisheries and Environment Canada, but from what Jeremy understood, it will be seven days before the fishery would reopen based on the last set of samples. He added that the Utility will need to continue to monitor the situation and to sample, but the plant is starting to stabilize and we hope to have it back to normal operations very soon.

Deputy Mayor Clow noted that on the upside this will be our last year dealing with the lagoon issues and it will benefit the shell fishers.

Councillor MacDonald asked if there is a timeline to decommissioned the lagoon and Jeremy replied that we want to have the new pumping station up and running for at

Regular Council Minutes June 10, 2020

least a month so we know that there are no issues and then we will immediately start the decommission of the lagoon (late October or early November).

Councillor Gallant stated that this is a job well done and thanked everyone involved. Jeremy added that Jeannie Gallant our project manager is also doing a great job dealing with the contractor.

9. **COMMITTEE OF THE WHOLE (COW)**

Moved by Councillor Gail MacDonald

Seconded by Deputy Mayor Gary Clow

WHEREAS 1/3 of Council's remuneration was considered non-taxable by the Canadian Revenue Agency until the rule was changed on January 1, 2019 to remove that benefit; and

WHEREAS Council remuneration is reviewed periodically to ensure that Council members are fairly compensated for their duties and expenses and many municipalities have reviewed Council compensation following the CRA tax ruling change; and

WHEREAS Section 82 of the Municipal Government Act requires Council to appoint an independent Remuneration and Allowances Commission to review and to make recommendations to Council before altering existing types, rates, and conditions of compensation, allowances or benefits to be paid to members of Council.

BE IT RESOLVED that a Council Remuneration and Allowances Commission be hereby established, that the attached Terms of Reference for the Commission be approved, and that the following members be appointed to the Commission:

- John McQuaid, Chair
- Mike Farmer, Member
- Ray Murphy, Member

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

Councillor Smith understood that this is only a study and the results can be discussed at a later date. He asked if the three people who were appointed to the Commission were from Stratford and Robert replied that they are all from Stratford.

Councillor BurrIDGE stated this issue did go through the Committee of the Whole and she spoke against it then and she wanted to confirm that she is still against it. She felt that the timing was not right – she is not against a review, noting that she wants people working in

Regular Council Minutes June 10, 2020

municipal government to be paid fairly, but she felt the timing was not right. She noted that in the spring Council raised taxes on residential and commercial, and it was a fiscally responsible decision. The water and sewer rates went up as well. Councillor Burrridge noted that budgets have been tough since she has been on Council. She noted that we also have the backdrop of Covid-19 and our residents and our businesses are struggling, and she felt this is the wrong time for this initiative. This time should be focused on how we can help in a major recovery.

Councillor Burrridge reiterated that she is not against the review - just the timing of it. She would like to see a set predictable schedule so we are not being reactive to something that happened such as the federal government tax code change. She felt it would be fair to have a review done just before a municipal election, and this Council would have the review for the new Council, so you would not be seen as setting your own wages and would avert negative attention.

Councillor MacDougall agreed that timing is one of the very important pieces of this initiative. He noted that he agrees with fair market and if the market suggests we should get a certain pay then he is all for that. However, he concurred with Councillor Burrridge and her suggestion that we implement a specific time for a review and that it becomes a regular occurrence. Councillor MacDougall is against doing a review at this time for the same reasons cited by Councillor Burrridge.

Deputy Mayor Clow stated that what we are voting on is a three person Commission for a review. He noted that all we are asking for is what is fair and comparable to other municipalities with similar populations, and we have previous studies that the Commission could go through, as well as a terms of reference. He felt that it was time that we do a review, and the Commission will come back with a report that we can review and debate, and then decide to go forward, or not, with their recommendation. In regards to timing, it's never the right time. We just want to be treated fairly.

Councillor Gallant stated that he did vote for a review at the Committee of the Whole meeting, but has since given it more thought and his position on the issue has changed. The timing is not right, and included in the terms of reference is it a severance package, severance pay, and pensions and the Town of Stratford is not big enough for these things; we are just a small community. If you go with a review now, it will be Council looking for a raise. There are tough times out there and it is not the right time for Council to be looking for a raise. He agrees with compensation for a job well done, but right now the optics are not good so he can't support the resolution.

Regular Council Minutes June 10, 2020

Councillor Smith would like to have the Commission do the review because it will answer our questions that we have all been asking. There are three ways the Commission can go – they can go with the status quo, an increase in benefits and/or salary, or a decrease in benefits and/or salary. The Commission will be asking each individual Councillor and the public for their input as part of their mandate. Councillor Smith is okay with the review and would like to proceed to the vote.

Councillor Gail MacDonald agreed with Deputy Mayor Clow that the time is never right for an issue such as this. When we did the Council remuneration review in 2017, we had no idea that the federal government was going to make a major change in 2019 that would impact our bottom line. Many Councils across Canada dealt with it in 2019, but the Town of Stratford did not and we are now six months into 2020 and finally getting it to this stage. As Councillor Smith noted, we are not asking for a raise; we have an independent Remuneration Commission that will look at everything and they will make the decision. We are not giving ourselves a raise – that is not the case. Councillor MacDonald felt we would be doing a dis-service to ourselves and to future potential Councillors if we don't have a fair remuneration policy in place, and if anyone felt uncomfortable taking a raise, should one be recommended, they would have the option to not accept it. Councillor MacDonald noted that some citizens feel that politicians are overpaid and this study would determine if that is true or not. The Commission would also reach out to the public for their input and all of Council for their opinion on the matter. Councillor MacDonald felt that it wouldn't have to be a budget item this year because the FCM Annual Conference budget of approximately \$40,000 was not used due to Covid-19. She reiterated Deputy Mayor Clow's point that we would just be appointing a Commission at this time. We agreed to the three people mentioned earlier to serve as our Commission and they agreed to do it and Councillor MacDonald felt we should move forward with the review.

Mayor Ogden felt it is an important issue and the Councillors positions on the issue is quite clear, and he can see both sides. There is a feeling from those who have been on Council for a number of years that we should look at this and try to take into account some of the things that have happened such as making income taxable that wasn't previously taxable. The Councillor to resident ratio is pretty much the same, and in fact greater than some of the municipalities where the compensation is quite a bit higher. However, Mayor Ogden also understood the timing couldn't be any worse in terms of all the things that have happened because of the virus. This virus has changed everything, and he doesn't think people will understand, even though it is only a study, that we are looking for more money when other people are struggling, and that is why he can't support the study at this time. We could have the mover withdraw it and have the study done prior to the budget for 2021, or we can vote now. Mayor Ogden reiterated that he supports the idea of the study

Regular Council Minutes June 10, 2020

and felt it was important, but because of the timing he can't support it at this time. The motion could also be amended to call for the study to be done after the current situation.

Robert stated that there is a motion on the floor and any Councillor can make an amendment to the motion or defer the motion.

Question: **DENIED (Against Councillors Burrridge, MacDougall, Gallant, and Mayor Ogden who broke the tie)**

10. SUSTAINABILITY

Councillor MacDougall gave a verbal report noting that the Sustainability Committee has not met since March 1, 2020.

Think Stratford - At this time, when businesses are reopening and pivoting to change their service models, we now, more than ever, encourage residents to support our local businesses. The Town thanks all residents and businesses who continued to serve our community through the COVID-19 pandemic.

PACE Program – Stratford is joining, along with the City of Charlottetown, the Towns of Wolfville and Kentville, and PACE Atlantic to develop an application to the Federation of Canadian Municipalities to develop and implement a Property Assessed Clean Energy (PACE) program. Residential and Commercial property owners will be able to apply for loans against their property value to implement energy efficiency improvements and/or install renewable energy. It will include a pre-screening tool, a streamlined online application process and coordination with provincial programs. It is one of the projects identified in the Community Energy Plan to help the community meet greenhouse gas reduction targets.

Sustainable Communities Program – Stratford submitted an application to the Provincial Sustainable Communities Program to create a beyond net zero Community Campus. This means that facilities will be designed to avoid energy use and renewable energy generation will be installed to meet or exceed the remaining energy requirements. This project will help Stratford to meet its' corporate greenhouse gas reduction targets. This is a good opportunity for our community and in keeping with our commitment to sustainable communities.

Councillor Burrridge noted that one thing she felt would line up with sustainability in the report would be the funding the Town applied for and she asked Robert to elaborate. Robert noted that it is a sustainability community's initiative and it is essentially a program that the province started to invite submissions from communities – it could mean a city block or an official community like the Town of Stratford - to suggest innovative ideas for renewable energy and energy efficiency, and reducing greenhouse gas emissions. The idea is that they will help the communities figure out the details of what needs to be done, how

Regular Council Minutes June 10, 2020

it needs to be done, and the cost. Hopefully, they will also have some funding available for communities to implement the programs. The Town's application has been sent in and the response from the program manager was very positive.

b) Resolution SC001-2020 FCM PACE Application Approval

Moved by Councillor Darren MacDougall

Seconded by Councillor Derek Smith

WHEREAS Council adopted a Community Energy Plan which includes targets to reduce community greenhouse gas emissions; and

WHEREAS Stratford ran a pilot program (SPEAR – Stratford's Program for Energy Audits and Renewables) to make it easier for residents and businesses to reduce energy use through efficiency improvements and increase renewable energy production, based on the Property Assessed Clean Energy (PACE) concept, whereby funds are advanced to property owners to cover the capital cost of improvements which are paid back from savings in electricity and fuel costs; and

WHEREAS Stratford has joined with the City of Charlottetown, the Towns of Wolfville and Kentville in Nova Scotia, and the PACE Atlantic Community Interest Corporation, to develop an application to FCM for loan and grant funding to offer a PACE program to the residents and businesses of these communities.

BE IT RESOLVED that the Stratford Town Council:

- Endorse the submission of a joint application with the City of Charlottetown and the Towns of Wolfville and Kentville to the Federation of Canadian Municipalities (FCM), for \$10 million in low interest loans and \$5 million in grant money, to enable the implementation of a PACE program in each community;
- Endorse the attached Memorandum of Understanding among the Municipalities and PACE Atlantic; and
- Endorse the implementation of a PACE program in Stratford and direct staff to develop a bylaw to enable the implementation of the program in accordance with Sections 206 and 207 of the Municipal Government Act.

Discussion: Councillor Smith stated that he will be voting in favour of this resolution. He believes that seniors and low income families will benefit from this, and it will also create jobs for local businesses within the Town and outside the Town which is greatly needed.

Deputy Mayor Clow felt that the PACE program would have a major impact on Town employees. We will need to involve lawyers so there will be legal costs, and credit checks will need to be done. Deputy Mayor

Regular Council Minutes June 10, 2020

Clow noted that the following items were included in their report - an annual operating cost for running the PACE Atlantic program; one Town employee will be required; staff training for finance personal will need to be done in addition to LIL billing and collections; and there are a higher number of default payments due to Covid-19. The report also stated that there is a lack of internal staffing capacity and competency due to employees working for home - this is a time of uncertainty for municipalities and their residents and business.

Deputy Mayor Clow stated that there is also a section in the report on the unknown and he felt that with the risks and the unknowns he can't support the motion. He noted that only four municipalities took this on and questioned why so few were interested. This program will be at a cost to the tax payers of Stratford and he felt that this was not the right time to take this on.

Councillor MacDonald noted that she agrees with the program in principle, and she knows there is a deadline, but felt that FCM should have adjusted it. Councillor MacDonald doesn't feel this is the right time because of the issues that were addressed by Deputy Mayor Clow and she would like to defer the motion. She added that she will not be voting in favour of the motion.

Robert noted that although the program won't start until 2021, we are working under FCM targets, so we have to make a decision at this meeting. In terms of the number of municipalities participating, PACE approached municipalities that were going in this direction, and once the program is up and running they have plans to expand with additional municipalities.

Councillor MacDonald noted that we could join the program in the future and Robert replied that we will not have the FCM money that would let us offer low interest loans in the future, so we would not have the same advantage.

Councillor Burrridge stated that when we were working through this she did not support it at first, but now that FCM stepped up with funding and Efficiency PEI is in support of it, she is in favour of it and she will be she will be voting for it. This may a way of helping the economic recovery and that is a good thing.

Deputy Mayor Clow stated for the record, we are voting on this resolution not knowing the cost to the Town – is that correct, and Robert replied that there is a plan that there will be no out of pocket costs to the

Regular Council Minutes June 10, 2020

Town. The FCM application requires 20% co-pay and that funding will come from in-kind and potentially from accessing other programs. Robert added that we are not asking for any budget money, but we will need to take some time from the finance department and it will take some time from the new environmental coordinator.

Question: **CARRIED (2 Against Councillor MacDonald and Deputy Mayor Clow)**

11. ACCOUNTABILITY AND ENGAGEMENT

Black Lives Matter - Mayor Ogden stated that the Town of Stratford would like to acknowledge that we stand with the black community. The recent death of George Floyd and others, along with acts of hatred and violence towards any individual or group leaves us with great sadness. As a municipality, we continue to embrace diversity, equality, and inclusion of community, and we strongly condemn any acts of bigotry. We stand with all those feeling the pain and fear that comes from prejudice and racism and we are committed to doing better, to learning more, and to share our community with all. Mayor Ogden stated that he wanted to make that statement because the Town did take a lot of action regarding 'black lives matter' on social media and on our Town sign to indicate our solidarity of being against racism and prejudice. He reiterated Councillor Smith's comment that we are lucky to live in this community, but at the same time we each have to do our part to make sure we deal with any prejudice and racism that we encounter, and that we try to do better with the things we control in the Town. We want to make sure all the benefits are available to everyone in our community.

Mayor Ogden noted that Stratford is adopting a new Records Management Bylaw to blend with our existing Records Management Policy requirements, as it is a requirement of the new Municipal Government Act (MGA) to create a comprehensive management program where records are filed, kept, stored, or disposed of in accordance with the retention schedule.

a) Resolution AE004 – 2020 Records Management Bylaw – 1st Reading

Moved by Councillor Jill Burridge

Seconded by Councillor Derek Smith

WHEREAS Council established a Records Management Policy in 2008 to classify and set retention periods for files; and

WHEREAS Section 117 of the Municipal Government Act requires municipalities to establish a Records Retention and Disposal Schedule and the Records Retention Regulations sets out retention and disposal requirements for certain files; and

Regular Council Minutes June 10, 2020

WHEREAS a new Records Retention Bylaw was drafted to meet the Act and Regulation requirements and to continue current records management practices and classification to the greatest extent possible.

BE IT RESOLVED that the Records Retention Bylaw, Bylaw # 51, be hereby read and approved a first time.

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

Question: **CARRIED**

12. HUMAN RESOURCES

Nil

13. INQUIRIES BY COUNCIL

Councillor Smith took a moment to acknowledge a long term resident, member of Ward 1, and Town volunteer, Pat Martell, after 33 years of working for CBC has been awarded a lifetime achievement award by Radio Television Digital News Association (RTDNA). This award recognizes outstanding service and continuing excellence in journalism. As a footnote Pat Martell was one of the main driving forces behind a number of jokes on April's Fools Day on CBC. Mayor Ogden also congratulated Mr. Martell adding that the award was well deserved. Councillor Gallant stated that Mr. Martell is on the Events Committee and is a great resource and also congratulated him on a well-deserved award.

14. OTHER COMMITTEES

a) Stratford Seniors

Report included in the package.

- Waiting to get the draft statements back from the auditors on the senior's complex
- Annual inspections at the senior's complex will be completed on June 17 and 18. We have reduced the number of inspectors down to two people due to COVID
- Working on our capital replacement plan items for 2020. Gerry is currently getting quotes for the planned work
- Spring cleanup for the gardening contract has been completed. River rock is on back order and the replacement of mulch with river rock should be done next week

14. ADJOURNMENT

There being no further business, the meeting was adjourned.

Mayor Steve Ogden

Robert Hughes CAO