

SPECIAL COUNCIL MEETING
March 30, 2020
Approved Minutes

DATE: March 30, 2020
TIME: 12:05 p.m. - 1:05 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; Jeremy Crosby, Deputy CAO and Director of Infrastructure; Kevin Reynolds, Director of Planning, Development and Heritage; 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

1. CALL TO ORDER

Mayor Steve Ogden called the Special Council Meeting to order at 12:05 p.m.

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. BUDGET PRESENTATION

The Budget Presentation is attached.

5. RESOLUTION FT006-2020 ADOPTION OF THE 2020/21 TOWN OPERATING BUDGET

Moved by Councillor Gail MacDonald

Seconded by Councillor Darren MacDougall

BE IT RESOLVED that the 2020/21 Town of Stratford Operating Budget with revenue of \$7,051,600 and expenses of \$7,051,500 for a surplus of \$100 and a cash flow surplus of \$244,100, be hereby approved in accordance with the following revenue and expense tables:

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Operating Revenue	Actual 2019 (15 mths)	Budget 2019/20	Budget 2020/21
Property Tax	\$4,733,126	\$4,161,800	\$4,702,100
CUSA Grant	\$1,331,410	\$1,147,700	\$1,242,600
Salary Recovery	\$12,500	\$10,000	\$10,000
Rent Income	\$288,530	\$757,100	\$754,800
Police Fines	\$70,672	\$60,000	\$60,000
Fees and Permits	\$290,312	\$148,000	\$172,200
Interest Income	\$10,008	\$100	\$100
Recreation	\$103,656	\$95,500	\$94,500
Other	\$20,112	\$4,500	\$15,300
Total Operating Revenue	\$6,860,326	\$6,384,700	\$7,051,600
Government Grants	\$993,056	\$0	\$0
Total Revenue	\$7,853,382	\$6,384,700	\$7,051,600

Operating	Actual 2019 (15 mths)	Budget 2019/20	Budget 2020/21
General Government Expenses	\$3,017,238	\$2,782,600	\$3,020,400
Finance Expenses	\$598,957	\$795,600	\$790,500
Recreation Expenses	\$899,234	\$713,200	\$748,300
Infrastructure Expenses	\$1,009,822	\$1,037,200	\$1,231,000
Planning Expenses	\$423,938	\$334,400	\$361,300
Depreciation	\$737,595	\$720,000	\$900,000
Total Expenses	\$6,686,784	\$6,383,000	\$7,051,500

Operating	Actual 2019 (15 mths)	Budget 2019/20	Budget 2020/21
Total Surplus	\$173,542	\$1,700	\$100
Add: Depreciation	\$737,595	\$720,000	\$900,000
Less: Principal payment	(\$610,964)	(\$488,000)	(\$656,000)
Total Cash Flow Surplus	\$300,173	\$233,700	\$244,100

BE IT FURTHER RESOLVED that:

- the non-commercial municipal tax rate be set at \$0.445 per \$100 of assessment for 2020.
- the non-commercial non-resident municipal tax rate be set at \$0.89 per \$100 of assessment for 2020.
- the non-commercial apartment municipal tax rate be set at \$0.60 per \$100 of assessment for 2020.
- the non-commercial non-resident apartment municipal tax rate be set at \$1.20 per \$100 of assessment for 2020.
- the non-commercial motel municipal tax rate be set at \$0.60 per \$100 of assessment for 2020.
- the non-commercial non-resident motel municipal tax rate be set at \$1.20 per \$100 of assessment for 2020.
- the commercial municipal tax rate be set at \$1.16 per \$100 of assessment for 2020.

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

Councillor Burridge wondered why the rent income is lower than last year given that we are going to have additional rentals with Island EMS and the fire hall rental space.

Mayor Ogden asked the finance director Kim O'Connell to respond. Kim noted that last year we budgeted for money from the province as part of the rental for the emergency services facility and that is no longer a part of the emergency services facility. Councillor MacDonald reiterated that we had budgeted for \$250,000 from the province but it did not come to fruition and as a result our revenues were lower.

Question: **CARRIED**

6. RESOLUTION FT007-2020 ADOPTION OF THE 2020/21 CAPITAL BUDGET AND 4-YEAR PLAN

Moved by Councillor Gail MacDonald

Seconded by Darren MacDougall

WHEREAS as part of the new Municipal Government Act the Town of Stratford is required to submit a five year capital expenditure plan that includes an asset management program; and

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WHEREAS the Town of Stratford is currently participating in an Asset Management Cohort Program with other PEI municipalities, which will eventually provide the Town with the required deliverables under the Municipal Government Act for Asset Management;

BE IT RESOLVED that the 2020/21 Capital Budget per the following schedules be approved in the amount of \$4,317,900 less New Deal funding of \$2,022,000, less Investing in Canada funding of \$1,206,100 and other funding of \$60,000 for a net Town Capital Budget of \$1,029,800.

BE IT FURTHER RESOLVED that the attached four year capital plan covering the years 2021/22 to 2024/25 per the following schedules be approved.

BE IT FURTHER RESOLVED that the following four year capital plan covering the years 2021/22 to 2024/25 per the following schedules be approved:

Capital	Budget 2019/20	Budget 2020/21
Park Development	\$72,500	\$101,000
Recreation Centre Equipment	\$8,000	\$8,000
Recreation Capital Projects	\$75,000	\$255,000
Sidewalk/Bike Path/Trail Construction	\$350,000	\$1,000,000
Electric Vehicle Charging Stations		\$40,000
Street Lighting	\$75,000	\$15,000
Equipment Replacements/Additions	\$60,000	\$8,000
Town Centre Capital Repairs/Additions	\$120,000	\$155,000
Cotton Park Building Repairs/Additions	\$35,000	
Other Building/Grounds Repairs/Additions		\$78,300
Emergency Services Facility	\$7,354,000	\$325,000
Public Art	\$15,000	\$15,000
Computer Hardware	\$103,000	\$25,000
Skate Park	\$5,000	
Waterfront Park	\$580,000	\$1,000,000
Community Campus Land (in negotiaions) *		
Community Campus Site Design **		100,000
Transit	\$33,500	\$94,000
Traffic Calming		\$6,200
Kelly's Pond Watershed Restoration	\$150,000	\$300,000

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Fullerton's Creek Conservation Park	\$10,000	\$242,400
Shore Access		\$500,000
Stratford Honour Roll Project - Heritage		\$50,000
Total Capital Expenses	\$9,046,000	\$4,317,900
* not listed due to ongoing negotiations		

** contingent on consultation and funding

Capital Funding	Budget 2019/20	Budget 2020/21
New Deal Funding	\$2,315,000	\$1,022,000
CWWF Fund	\$57,800	
Canada 150 Fund		
Investing in Canada	\$190,600	\$1,206,100
TIE sidewalk/bike lane Partnership		\$500,000
Other Grants		\$560,000
Total Capital Funding	\$2,563,400	\$3,288,100

Net Capital Expenditure	\$6,482,600	\$1,029,800
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Four Year Capital Plan

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Capital	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
Other Building/Grounds Repairs/Additions	\$ 60,000			
Fullertons Creek Conservation Park				
Shore Access				
Solar Pannels	\$ 130,000			
Lights on Robert Cotton Trail	\$ 200,000			
Dry Storage Building at Maintenance Building Site	\$ 238,900			
Active Transportation Path Construction/Sidewalk	\$ 350,000	\$ 350,000	50,000	
Park Development	\$ 100,000	\$ 100,000	100,000	100,000
Public Art	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Waterfront Park & Connecting Trails				
Computer Replacement	\$ 32,500	\$ 15,000	15,000	15,000
Equipment Replacements	\$ 77,500	\$ 50,000	50,000	8,000
Transit	\$ 87,200	\$ 87,200	87,200	
Kelly's Pond Watershed Restoration				
Town Centres Additions/Replacements	\$ 614,000	\$ 68,000	58,000	
Community School Campus	\$ 15,225,000	\$ 2,950,000	2,500,000	2,900,000
Total Capital Expenses	\$17,130,100	\$3,635,200	\$2,875,200	\$ 3,038,000
Capital Funding	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
Investing in Canada	\$ 11,475,100	\$ 2,162,400	\$ 1,832,500	\$ 2,125,700
New Deal Funding	\$ 575,000	\$ 350,000	\$ 50,000	
Other Funding				
Total Capital Funding	\$ 12,050,100	\$2,512,400	\$1,882,500	\$ 2,125,700
Net Capital Expenditure	\$ 5,080,000	\$1,122,800	\$ 992,700	\$ 912,300

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

Councillor Burridge noted that she has a few questions to clarify a few things. In regards to the community campus design, she wanted to note for the benefit of the residents that the land purchase is not itemized because it is currently in negotiations. The other items that she thought we should 'walk through' are the \$325,000 of capital spending for the emergency services facility – what is that for, and CAO Robert Hughes replied that the majority of it would be financial holdbacks until the work is completed. Kim also advised him that we budgeted for solar panels that are subject to approval. Councillor Burridge noted that one thing that is in our budget, but we don't get into too much detail is the million dollars for the waterfront, and she felt we should elaborate on it. Robert explained that we budgeted for developing the park in

front of the Southport motel property on land that we purchase and was designated as parkland. As well as land in front of the CADC property that was deeded over to the Town as parkland, and finally the sewer treatment plant land – should Council decide to make all of that or part of that as parkland and it would be included in the design. It will be a board walk and gathering space but it will be done in consultation with residents. When we hire a consultant we will have a very public process to determine exactly what residents would like to see there. Councillor Burrridge asked if it was funded and Mayor Ogden replied that it was fully funded.

Councillor Burrridge noted for clarification purposes that the shore access for \$500,000 at the end of Mason Road is to launch boats, and Mayor Ogden replied that is correct. It is to make it a safe place to launch boats into Hillsborough Bay.

Councillor Burrridge noted that when you go into the four year capital plan you see the \$15 million for the campus for 2021- 2022 and that is a big number, and as Councillor MacDonald stated in her presentation this is all contingent on consultation, but she believed the wellness centre is a huge component of the \$15 million and Mayor Ogden replied that is correct.

Councillor Burrridge wanted the residents to know that we did do a reforecast and department staff took another look at the budget with Covid-19 in mind and that is where the \$38,000 contingency fund came from. She asked if anyone could elaborate on what changed in the budget and Mayor Ogden asked Kim O'Connell to respond. Kim replied that some of the changes were meeting expense, donations, office supplies, staff development and travel, electricity, fuel, some recreational maintenance expenses, and planning heritage expense and that is what makes up the \$38,000. Mayor Ogden noted that with the contingency fund, it does allow us to target the greatest need and criteria will be developed by Council. He also noted that we have submitted an application for funding for the wellness centre.

Deputy Mayor Clow wanted to state that of all his years on Council this is the toughest budget he has ever gone through, and it is the first one where we had to raise taxes. However, we have accomplished some major projects over the past year – one being the EMS building which is state of the art. We have been working for years to get our waste to Charlottetown and that project is now being done. The lagoons will be filled in and we will beautify the area. It will

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be money well spent for what we are gaining. Deputy Mayor Clow noted that he did struggle with the budget and he didn't want to have to raise taxes but when you look at the final outcome it will be money well spent. Mayor Ogden noted that Deputy Mayor Clow's points were very important and it is also important that we note that even with these increases, we are still among the lowest tax rates of any comparable municipality in PEI.

Mayor Ogden thanked everyone for all their hard work on the budget.

Councillor Gallant stated that we are moving forward and as chair of recreation he would like our girls and boys to be able to play in their own rink.

Question: **CARRIED**

7. **RESOLUTION FT008-2020 ADOPTION OF THE 2020/21 UTILITY OPERATING BUDGET**

Moved by Councillor Gail MacDonald

Seconded by Councillor Darren MacDougall

BE IT RESOLVED that the attached 2020-21 Stratford Utility Corporation operating budget with revenues of \$2,996,600 and expenses of \$2,996,200 for a surplus of \$400 be approved as follows:

Revenue	Actual 2019 (15 mths)	Budget 2019/20	Budget 2020/21
Unmetered Sales Sewer	\$1,208,383	\$313,400	\$307,900
Unmetered Sales Water	\$717,538	\$108,000	\$73,600
Metered Sales Sewer	\$709,654	\$1,282,000	\$1,481,600
Metered Sales Water	\$494,765	\$859,500	\$1,000,700
Frontage Charges Sewer	\$48,975	\$30,100	\$40,000
Frontage Charges Water	\$19,554	\$8,000	\$17,800
Penalty Charges/Late Fees	\$34,197	\$30,000	\$36,000
Connection Fees	\$9,868	\$7,000	\$7,000
Interest Income	\$2,655	\$500	\$1,000
Other Income	\$206,759	\$4,000	\$31,000
Donated Capital	\$1,600,114	\$0	
Total Operating Revenue	\$5,052,462	\$2,642,500	\$2,996,600
Government Grants		\$0	\$0

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Total Revenue	\$5,052,462	\$2,642,500	\$2,996,600
Total Expenses	\$2,912,961	\$2,610,200	\$2,996,200

Total Surplus	\$2,139,501	\$32,300	\$400
Less: Donated Capital	(\$1,600,114)	\$0	
Less: Government Transfers			
Add: Depreciation	\$1,209,497	\$1,000,000	\$1,033,000
Less: Principal payments	(\$891,708)	(\$684,000)	(\$678,000)
Total Cash Flow Surplus	\$857,176	\$348,300	\$355,400

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

Mayor Ogden stated that it is important that we look at this in terms of the provision of fresh pure drinking water to every water customer in Stratford, as well as the pipe to Charlottetown and the improvement that it represents as referenced by Deputy Mayor Clow. These are both major improvements and these things will move the Town forward.

Question: **CARRIED**

8. **RESOLUTION FT009-2020 ADOPTION OF THE 2020/21 UTILITY CAPITAL BUDGET AND 4-YEAR CAPITAL PLAN**

Moved by Councillor Gail MacDonald

Seconded by Councillor Darren MacDougall

WHEREAS as part of the new Municipal Government Act the Town of Stratford is required to submit a five year capital expenditure plan that includes an asset management program; and

WHEREAS the Town of Stratford is currently participating in an Asset Management Cohort Program with other PEI municipalities, which will eventually provide the Town with the required deliverables under the Municipal Government Act for Asset Management;

BE IT RESOLVED that the following tables for the 2020/21 Utility Capital Budget be approved in the amount of \$8,068,100 less Investing in Canada funding of \$1,102,900 and

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CWWF –Clean Water and Waste Water funding of \$4,818,800 for a net Capital expenditure of \$2,146,400.

Be it approved that the following table for the four year capital plan covering the years 2021/22 to 2025/26.

Capital	Budget 2019/20	Budget 2020/21	
Misc Capital Items	\$116,000	\$28,500	
Water and Sewer Extensions	\$3,150,000	\$1,410,000	
Replace Treatment Plant	\$10,925,000	\$6,425,000	****
Inflow Infiltration Study Recommendations	\$100,000	\$100,000	
Solar Array Water Stations	\$450,000	\$94,600	
SCADA Upgrades	\$100,000		
Metering	\$15,000	\$10,000	
Total Capital Expenses	\$14,856,000	\$8,068,100	
Capital Funding	Budget 2019/20	Budget 2020/21	
CWWF Funding	\$8,193,800	\$4,818,800	
MSC Funding	\$55,000		
Investing in Canada	\$2,668,100	\$1,102,900	
Green Fund			
Total Capital Funding	\$10,916,900	\$5,921,700	
Net Capital Expenditure	\$3,939,100	\$2,146,400	
*** projects not completed in 2019/20 and re-budgeted in 2020/21.			

Four year Capital Plan

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Capital	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
Misc Capital Items	\$ 67,000	\$ 22,000	\$ 97,000	\$ 22,000
Water and Sewer Extensions	\$ 1,080,000			
Dry Storage Facility	\$ 91,900			
Inflow Infiltration Recommendations	\$100,000	100,000	100,000	100,000
Solar Array Water Stations	\$ 851,600	\$ 252,000		
Total Capital Expenses	\$ 2,190,500	\$ 374,000	\$ 197,000	\$ 122,000
Capital Funding	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
Investing in Canada	\$ 1,415,900	\$ 184,700		
Total Capital Funding	\$ 1,415,900	\$ 184,700	\$ -	\$ -
Net Capital Expenditure	\$ 774,600	\$ 189,300	\$ 197,000	\$ 122,000

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

Question: **CARRIED**

9. RESOLUTION FT010-2020 APPROVAL OF UTILITY TARIFF

Moved by Councillor Gail MacDonald

Seconded by Darren MacDougall

WHEREAS a comprehensive review of water and sewer expenses, as well as a projected 5 year capital plan was completed in 2020; and

WHEREAS these projections were analyzed through utility rate models to determine the rates for the water and sewer rate payers.

BE IT RESOLVED that the attached Stratford Utility tariff for 2020, which incorporates the following, be hereby approved as follows:

- the water for a single family dwelling (SFD) will go from \$75.30 to \$82.05 per quarter as of April 2020;
- the sewer for a single family dwelling (SFD) will go from \$121.00 to \$122.86 per quarter as of April 2020;
- the consumption charge for metered water will go from \$0.8885 to \$0.9680 Per cubic metre as of April 2020; and
- the consumption charge for metered sewer will go from \$1.4278 to \$1.4530 per cubic meter as of April 2020.

Discussion: This resolution was recommended by the Finance and Technology Committee and the Committee of the Whole.

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Councillor Burridge noted that she had two points and the first one was on consumption and the free water audits that were taking place. They found that washing machines are a big part of the increased water usage. Her second point was when we first went through this we had a lot of expansion plans for our water and sewer. However, to try and keep the rates down and affordable we had to put off some of those plans and she asked Jeremy to elaborate. Jeremy replied that we did need to defer some of our sewer and water projects over the next two years. We want to try and get the connection to Charlottetown completed and not put any unnecessary burden on the residents. We will need to get the lagoon decommissioned and find out what type of flows will be going to the Charlottetown plant and really narrow down what the rates will be in the future.

Question: **CARRIED**

Mayor Ogden noted that this was a very difficult part of the budget and he again complemented everyone who worked so hard on putting this budget together. He also thanked the chair of Finance and Technology Gail MacDonald for all her hard work and her presentation.

Mayor Ogden felt that this budget sends a signal that we are optimistic that this pandemic will be over at some point and we will be able to move on with the continuity of government and making our community the best community possible. He felt it was a very positive budget and it keeps things moving. It lets us respond to residents priorities. It also affects flexibility and the ability to respond to needs that may be identified that are unforeseen right now.

Councillor MacDonald echoed Mayor Ogden's comments and added that they have been meeting on the budget since the first week of January almost weekly and she thinks in the end they did what was best for the residents of Stratford.

Mayor Ogden stated that if we can all be positive and optimistic and follow the directions of the Provincial Chief Health Officer and keep following her directions, hopefully this crisis will not be as bad as has been anticipated.

Councillor Burridge noted that she has been watching how many viewers are watching the Zoom Council meeting and we had up to 35 viewers. This is more than we get when we hold the meeting in the Council Chambers.

Councillor Gallant noted that we have some beautiful trails and he asked people to get out for walks and use social distancing.

24. ADJOURNMENT

There being no further business, the meeting adjourned at 1:05 p.m.

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Mayor Steve Ogden

Robert Hughes CAO