REGULAR MONTHLY COUNCIL MEETING
February 9, 2011
Approved Minutes

DATE: February 9, 2011
TIME: 7:35 p.m. - 8:55 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Gary Clow; Councillors Steve MacDonald; Diane Griffin; 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; Joanne Weir; Recreation Coordinator; and Mary McAskill, Recording Clerk

REGRETS: Ron Fisher, Recreation Director

CHAIR: Mayor David Dunphy

1. CALL TO ORDER
Mayor Dunphy called the Regular Monthly Council Meeting to order at 7:35 p.m. and welcomed those in attendance.

2. APPROVAL OF AGENDA
The agenda was approved as circulated.

3. MINUTES
It was moved by Councillor Steve MacDonald and seconded by Councillor Steve Ogden that the January 12, 2011 Regular Monthly Council Meeting Minutes be approved as circulated.

4. PRESENTATIONS FROM THE FLOOR
Nil

5. CARI REPORT
Included in the package for Council to review.

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 attended the Revenue Sharing and Act Review Committee meeting with the Province of PEI, the cities of Charlottetown and Summerside, and the towns of Cornwall, Montague and Kensington.

Some other activities the mayor attended throughout the past month are as follows:

- Attended the pre-budget consultation meeting held on January 19, 2011. The turn out was good and there was excellent feedback from those in attendance.
- Attended 'Literacy Day' at the Stratford Public Library and had the opportunity to read a book to a group of young children.
- Attended the Sustainable Stratford Results Matter session.
- Gave a presentation at the Charlottetown Rotary Club Luncheon that was held on January 24, and the topic was the future vision of Stratford.
- Attended Laura MacPhail's 98th birthday at Andrews of Stratford and presented Ms. MacPhail with a certificate to commemorate the milestone.
- Mayor Dunphy and Robert met with Jim Spears and Peter VanInderstine to discuss the possibility of setting up a cadet core in the Town. Mr. Spears and Mr. VanInderstine will now will bring now bring back a formal request for Council to consider.

Councillor Griffin noted that Mayor Dunphy's presentation to the Charlottetown Rotary received good newspaper coverage. Mayor Dunphy stated that it was a great opportunity to speak on behalf of the town.

8. CHIEF ADMINISTRATIVE OFFICER

Included in the package for Council to review. Robert gave a brief overview of his report noting that he is meeting with his colleagues from Charlottetown and Cornwall to go through the transit report and to prepare some recommendations to submit to the joint councils. Robert noted that there is a meeting with the operator scheduled for February 10 and we will work with the operator to implement the report.

Robert noted that there is another Sustainable Stratford Results Matter session being held on Thursday, February 10 at noon and he extended an invitation to Council to attend, and thanked them for their participation thus far.

9. PUBLIC WORKS

a) Report

Included in the package for Council to review. Councillor MacDonald gave a brief overview of his report noting that the Tea Hill washroom and cricket building project is well underway and the building is scheduled to be completed by March 31, 2011.

Councillor MacDonald stated that repairs are underway on the window casings and the exterior finishes of the municipal complex building. Work is slow due to weather conditions, but they are making good progress for this time of year.

It was noted that the Public Works Committee is currently reviewing the sidewalk and trail priorities for this year and the committee will bring a recommendation to Council in the near future.

Mayor Dunphy asked if there were any issues with snow removal and Councillor MacDonald replied that we did have one complaint, but that has been looked after by the manager of public works.

10. STRATFORD UTILITY CORPORATION

a) Report

Included in the package for Council to review. Councillor Ogden gave a brief overview of his report noting that the final draft of the water and sewer rate study is in the final stages and there is a meeting with the consultant scheduled for February 10 to discuss the findings. He noted that there will be a formal presentation to Council once the draft is complete.

Councillor Ogden stated that the final report of the Charlottetown sewer study has been prepared by CBCL and has been submitted to Arsenault Best Cameron Ellis accounting firm for their portion of the project.

The committee is currently reviewing the water and sewer prioritization plan in preparation of future infrastructure funding - when it becomes available.

Staff is currently reviewing the recommendations outlined in the water safety plan. Councillor Ogden stated that we hope to have the recommendations complete or underway in the next few years.

b) Resolution SUC001-2011 - CMHC Loan for Sundance Sewer

Moved by Councillor Ogden
Seconded by Councillor Gary Clow

WHEREAS the Town of Stratford has applied for a loan through CMHC under the Municipal Infrastructure Lending Program; and

WHEREAS the Town of Stratford has been approved for a loan in the amount of $213,520 repayable over a period of 15 years.

BE IT RESOLVED that the Town of Stratford enter into a loan agreement with CMHC through its Municipal Infrastructure Lending Program to fund the Sundance Sewer Infrastructure project, for the amount of $213,520 at an interest rate to be mutually agreed upon at the time of the loan advance but not exceeding a rate of 4.5%, in accordance with the terms and conditions set forth in the Loan Commitment letter dated December 30, 2010 and the form of loan agreement attached thereto.

Discussion: It was noted that this resolution bears the recommendation of the Stratford Utility Corporation.
Councillor Gallant asked if this rate is better than the bank rate and the

finance manager replied that yes, it is a better rate and it is a 15 year term. The longest term we can receive from the banks is 10 years. Robert added that it is more that 1% less than the quoted rate from the bank.

Question: **CARRIED**

c) Resolution SUC002-2011 - CMHC Loan for Lantz Water and Sewer

Moved by Councillor Ogden
Seconded by Councillor Randy Cooper

WHEREAS the Town of Stratford has applied for a loan through CMHC under the Municipal Infrastructure Lending Program; and

WHEREAS the Town of Stratford has been approved for a loan in the amount of $257,220 repayable over a period of 15 years.

BE IT RESOLVED that the Town of Stratford enter into a loan agreement with CMHC through its Municipal Infrastructure Lending Program to fund the Lantz Water and Sewer Infrastructure project, for the amount of $257,220 at an interest rate to be mutually agreed upon at the time of the loan advance but not exceeding a rate of 4.5%, in accordance with the terms and conditions set forth in the Loan Commitment letter dated January 13, 2011 and the form of loan agreement attached thereto.

Discussion: It was noted that this resolution bears the recommendation of the Stratford Utility Corporation.

Kim noted that these loans will be the final loans we can get through this program, as the funds are tied into the stimulus program which is coming to an end this year.

Question: **CARRIED**

d) Resolution SUC003-2011 - CMHC Loan for Glencove Rodgerson Water

Moved by Councillor Ogden
Seconded by Councillor Emile Gallant

WHEREAS the Town of Stratford has applied for a loan through CMHC under the Municipal Infrastructure Lending Program; and

WHEREAS the Town of Stratford has been approved for a loan in the amount of $131,657 repayable over a period of 15 years.

BE IT RESOLVED that the Town of Stratford enter into a loan agreement with CMHC through its Municipal Infrastructure Lending Program to fund the Glencove Rodgerson Water Infrastructure project, for the amount of $131,657 at an interest rate to be mutually agreed upon at the time of the loan advance but not exceeding a rate of 4.5%, in accordance with the terms and conditions set forth in the Loan Commitment letter dated January 13, 2011 and the form of loan agreement attached thereto.

Discussion: It was noted that this resolution bears the recommendation of the Stratford Utility Corporation.

Question: **CARRIED**

11. RECRECREATION AND ENVIRONMENT

a) Report

Included in the package for Council to review. Councillor Griffin noted that the January meeting was cancelled due to a snow storm and rescheduled to February 24, 2011.

The recreation director's monthly report is included in the package and Councillor Griffin gave a brief overview of the report noting that staff has met to review their work plans for 2011, and a wide variety of programs, events and services are being pursued.

As noted earlier, the final agreement was reached with ACOA, the province, and the Cricket Club regarding the construction of a cricket facility and town washroom at Tea Hill Park.

Our after school arts and crafts programs and funky dance tumble program is offered to Kindergarten to grade three and operates on Thursdays for eight weeks. Councillor Griffin noted that this is in addition to a variety of other programs such GO PEI, UFIT class and a Cardio Strength Fitness class that is offered at the Stratford Elementary School.

Councillor Griffin noted that the Stratford Minor Baseball Association is planning off season training camps in the Town's gymnasium. Through Baseball Canada, the Association has been recognized as RBI accredited which means the program can be eligible for $5,000 in funding to assist the program.

The winter carnival will be held from February 24 to 27 and there will be a further notice sent out as the date draws closer.

Councillor Griffin noted that our recreation director will be going into semi retirement and this will result in changes in duties by other staff members and she hopes this arrangement will work out well for all involved.

Councillor Gallant stated that he takes a healthy eating course at Sobey's in West Royalty each week, and there was some discussion on exercise facilities among the participants. There were many positive comments made about our gymnasium as the best place to exercise and he just wanted to pass on these comments.

Mayor Dunphy took a momen to thank Ron Fisher for his 30 years of service to the Town and also thanked Joanne Weir and her fellow staff members for stepping up and taking on extra responsibilities.

12. FINANCE AND ADMINISTRATION

a) Report

Included in the package for Council to review. Councillor Cooper gave a brief overview of his report noting that the Finance Committee and the finance department are well engaged in preparing the budget for 2011.

Councillor Cooper stated that Council has been working on the budget and another budget meeting will immediately follow this meeting. We are working diligently to complete the 2011 budget and hope to bring it forward to the March Council meeting for approval.

13. PLANNING AND HERITAGE

a) Report

Included in the package for Council to review. Deputy Mayor Clow stated that the director of planning gave a brief overview of the master transportation plan that will be going to a public meeting on February 16, 2011 at 7:00 p.m., and Delphi MRC Consultants will present a final draft of the plan. The public meeting will also include the building bylaw inspection and proposed building bylaw. Deputy Mayor Clow noted that it is very important for all of Council to attend this meeting.

Deputy Mayor Clow stated that Vahid gave a presentation on the Climate Change Adaptation Plan and the plan is on the Town's website for anyone who would like to review it.

The committee discussed the new service station that is coming to the Town, Karbrennel's Company Inc. - Stratford Quick S top, and there is a resolution later in the agenda to call for a public meeting.

Deputy Mayor Clow noted that he attended the Heritage Committee Meeting on January 25 and representatives from the Bellevue Cove Cottage Association attended the meeting to discuss the notification by the federal government on the surplus lighthouses (there are two lighthouses in the Bellevue Cove area). A general discussion with the Cottage Association was held and it is felt that the Association is really not ready to take over the ownership of the lighthouses. However, it was felt they should remain in the Town, so this is something we will be discussing at future meetings.

b) Permit Summary
Included in the package for Council to review.

c) <u>Resolution PH002-2011 - Karbrennel's Company Inc. - Stratford Quick Stop - Call a Public Meeting</u>

Moved by Councillor Gary Clow
Seconded by Councillor Diane Griffin

WHEREAS an application has been received from Karbrennel's Company Inc, to develop a Petroleum outlet (Stratford Quick Stop) on the corner of Shakespeare Drive / Jubilee Road and the TCH. The land is located in the Town's Core Area and zoned TCR (Town Centre Commercial); and

WHEREAS The development proposal includes a Gas Station, convenience store, a drive-thru coffee shop and a drive thru ATM service; and

WHEREAS according to the Town's development bylaw a Service Stations fall under the special permitted uses within the TCR.

BE IT RESOLVED that pursuant to section 24.2 of the Town of Stratford Zoning and Subdivision Control (Development) Bylaw, a public meeting will be held on February 23, 2011 to solicit input from residents on the development proposal request.

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

Vahid demonstrated the location with the aid of an overhead projector.

Councillor Ogden asked about the location of the diesel for tractor trailers and asked Vahid if he could check into it.

Question: **CARRIED**

14. <u>COMMITTEE OF THE WHOLE</u>
Nil

15. <u>SAFETY SERVICES</u>

a) Report

Included in the package for Council to review. It was noted that the Town has been trying to change over to dark sky compliant and energy efficient LED lighting, but Maritime Electric has been reluctant to work with the Town on this endeavor. However, they have now agreed to a pilot project for the Keppoch Road lights.

Councillor Gallant stated that safety and speeding were issues that were noted during the election. Councillor Gallant noted that for the first three or four months, the Safety Services Committee is going to put togther a sub-committee to go out and consult with the public on safety issues, and the sub-committee will then put together a plan to bring to Council. He also noted that they would like to have someone from public works involved.

b) Street Light Report

Included in the package.

c) RCMP Report

The RCMP report for the month of January was included in the package. Deputy Mayor Clow noted that everything is down on the RCMP report with the exception of warnings which are up. Councillor Griffin stated that what we want is compliance at the end of the day. Councillor Ogden stated that one thing that really needs to be addressed is speeding in the subdivisions.

Deputy Mayor Clow noted that the names of the Stratford officers are now included in the RCMP report as per our request.

d) Humane Society Report

No Report

e) Transit Report

Included in the package.

f) Fire Company Report

Councillor Gallant stated that the committee will be meeting next week and he will request a monthly report that can be included the Council agenda package.

16. ECONOMIC DEVELOPMENT

a) Report

Mayor Dunphy stated that the first meeting of the new Economic Development Committee was held on Monday, February 7. The terms of reference were reviewed and the mandate of the committee was discussed.

a) Diversity and Inclusion Report

Included in the package for Council to review.

17. HUMAN RESOURCES

a) Resolution HR001-2011 Job Description and Compensation Plan Amendments

Moved by Councillor Gary Clow
Seconded by Councillor Diane Griffin

WHEREAS the Town's Recreation Director has advised that he would like to begin to transition to retirement after 30 years of service to the community; and

WHEREAS it is proposed that:

- the Recreation Director would become a part time (17.5 hours per week) position;
- the Recreation Coordinator would become the Assistant Recreation Director with responsibility to act as the director when the director is not working;
- the Assistant Recreation Coordinator would become the Recreation Coordinator with added responsibilities including acting as the Director in the absence of the Recreation Director and Assistant Recreation Director;
- the Program Leader would relinquish the direct role of coordinating and supervising the youth program and share added responsibilities with the new Recreation Coordinator with an emphasis on cultural programming; and
- a new part time (20 hours per week) position of Youth Coordinator be created to provide coordination and supervision for the youth program that is now carried out by the Program Leader.

WHEREAS the compensation of the positions of Recreation Assistant Coordinator and Recreation Program Leader were reviewed for external equity and the positions of Accounting Clerk I and Accounting Clerk II were reviewed for internal equity.

BE IT RESOLVED that the job titles, duties and classifications be adjusted as per the attached updated job descriptions March 14, 2011 as follows:

- Re-classify the Recreation Director position to a part time position of 17.5 hours per week at Salary Level 8;
- Re-classify the Recreation Coordinator position at Salary Level 5 to the Assistant Recreation Director at Salary Level 7;
- Re-classify the Assistant Recreation Coordinator position at Salary Level 3 to the Recreation Coordinator position at Salary Level 4.5;
- Re-classify the Program Leader position from Salary Level 3 to Salary Level 4.5;
- Create the new 20 hour per week part time position of Youth Coordinator at Salary

Level 3;

- Re-classify the Accounting Clerk I position from Level 4 to Salary Level 4.5; and
- Re-classify the Accounting Clerk II position from Level 4 to Salary Level 4.5.

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

Question: **CARRIED**

18. OTHER COMMITTEES

a) Stratford Seniors Complex

Councillor MacDonald noted that the committee met yesterday. He stated that Canada Mortgage and Housing Corporation (CMHC) allows us to have four to five units a year painted and we are currently getting quotes to have some of the units painted.

CMHC Invitation to Funding Announcement of Renovation and Retrofit Initiative:

Councillor MacDonald stated that an invitation has been issued to all committee members and tenants of the seniors complex to attend the official funding announcement provided under CMHC's Renovation and Retrofit Initiative. This announcement will take place on February 14 at 10:00 a.m. in the common room of the seniors complex. The complex participated in this initiative when we received funding to have the vinyl siding installed on the building. Councillor MacDonald noted that Council is welcome to attend.

19. PROCLAMATIONS

Nil

20. OTHER BUSINESS

Everyone took a moment to wish Councillor Cooper a very Happy 40th Birthday.

21. ADJOURNMENT

There being no further business the meeting adjourned at 8:55 p.m.