

REGULAR MONTHLY COUNCIL MEETING
April 11, 2012
Approved Minutes

DATE: April 11, 2012
TIME: 7:37 p.m. - 8:46 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Gary Clow; Councillors Emile Gallant; Diane Griffin; Randy Cooper; Steve Ogden; Steve MacDonald; Joanne Weir, Assistant Recreation Director; Robert Hughes, CAO; Jeremy Crosby, Manager Public Works and Utility; Vahid Ghomoshchi, Director of Planning, and Mary McAskill, Recording Clerk

REGRETS: Kim O'Connell, Manager of Finance and Administration

CHAIR: Mayor David Dunphy

1. CALL TO ORDER

Mayor Dunphy called the Regular Monthly Council Meeting to order at 7:37 p.m. and welcomed those in attendance.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. MINUTES

It was moved by Councillor Diane Griffin and seconded by Councillor Steve MacDonald that the March 14, 2012 Regular Monthly Council Meeting Minutes and the Special Council Meeting of March 28, 2012 be approved with the following correction to the March 28 minutes - Councillor Gallant was absent and Deputy Mayor Clow was present.

4. BUSINESS ARISING FROM MINUTES

Mayor Dunphy recognized that Jeremy Crosby, Manager of Public Works and Utility did a great job as Acting CAO last month in Robert's absence.

5. PRESENTATIONS FROM THE FLOOR

Nil

6. CARI REPORT

No Report.

7. CORRESPONDENCE

Included in the package is a list of all correspondence sent and received since the last council meeting.

Councillor Ogden asked about the municipal tax roll and Robert replied that we did receive one with our final numbers. The final numbers to start the year were higher than what we actually used for the budget.

8. MAYOR'S REPORT

Included in the package for Council to review. Mayor Dunphy gave a brief overview of his report noting that there was a special event organized by the Diversity and Inclusion Committee to recognize the *International Day for the Elimination of Racial Discrimination* on March 21. The guest speaker for the event was Dr. Godfrey Baldacchino, Professor and Canada Research Chair in Island Studies at UPEI. Dr. Baldacchino gave an excellent speech on immigration to PEI. Mayor Dunphy noted that Eastlink was on hand to tape the event and it will be broadcast starting Thursday, April 12 at 9:00 p.m. He added that it will be re-broadcast over the next seven days.

- Mayor Dunphy noted that he made a presentation on March 16 to MRSB Consulting to update them on the Town's activities.
- attended the Public Works Committee meeting.
- attended the Communications and Branding Steering Committee meeting on March 26. It was noted that the Sharp Group is working on our Communication and Branding strategy and there will be a focus group held on Thursday, April 12.
- attended the special Council meeting on March 26 to officially approve the RCMP contract which began on April 1, 2012.
- attended *Canada Economic Action Plan 2012 Information Session* with the Hon. Gail Shea on March 30. The session was organized by the Greater Charlottetown & Area Chamber of Commerce.
- attended *Earth Hour* at Tea Hill Park on March 31 with MLA James Aylward. Mayor Dunphy noted that there was a good turn out and he would like to acknowledge and thank the Royal Astronomical Society for providing the telescopes and other equipment used to view the night sky.
- attended the Capital Area Coordination Committee meeting on April 3.
- on April 4 the Town hosted the Stratford Rotary Club and Mayor Dunphy noted he gave a 'Stratford update' to the Rotarians.
- along with Robert, met with Don MacCormac and Lannia MacAleer of the Charlottetown Chamber of Commerce regarding the PEI Connectors Program. This is a program designed to connect new Islanders interested in getting involved in business with the local business community. The Town will be using this program for some of our new residents who have expressed an interest in starting their own business.
- attended the Vimy Ridge Commemoration at the Cenotaph in Charlottetown with MLA James Aylward.

9. CHIEF ADMINISTRATIVE OFFICER

Included in the package for Council to review. Robert gave a brief overview of his report noting that the Act Review Committee had a meeting earlier today and it continues to be a

positive exercise. He noted that the meeting was cut short, as some of the staff were summoned to be available for the legislature. The legislation to amend our Act to allow us to issue tickets was supposed to be on the docket, and Robert asked MLA Aylward if this was tabled today, but Mr. Aylward replied that it was not. Robert stated that the Revenue Sharing Committee has not met since the province announced that it is cutting the municipal support grants. He noted that the recent cuts have shown that it is more important than ever to have something written in legislation.

Robert stated that he is pleased to report that we received more than 500 responses to our resident survey and this is quite an impressive number. We had 270 completed online and more than 300 hard copies received. Once the deadline closes on Friday, April 13, and all the data is entered, we will have a formal summary.

Robert noted that there was a focus group meeting held today at noon with Councillors and staff on our Communication and Branding strategy, and there will be a second focus group meeting with residents on Thursday, April 12 at 7:00 p.m.

It was also noted that we are in the process of delivering a business survey to businesses with employees, and a copy is being mailed to all the home-based businesses. One of the measures we identified was the number of jobs in Stratford, to try and measure how successful we are at growing the local economy. We purposely kept the survey simple so the employers would not have to spend a lot of time on it. We asked how many full time employees each business had last year, and we asked how we are doing on a rating from 1 to 5.

All staff members have completed their sustainability scorecard and we are going through them and giving feedback. Robert noted that we also discussed a scorecard for Council as a group and this is something that can be discussed further at the Committee of the Whole.

10. PUBLIC WORKS

a) Report

Included in the package for Council to review. Councillor MacDonald gave a brief overview of the report.

Cotton Park Extension - construction has started on the 480 square foot addition to the Cotton Centre. Brumac Construction was awarded the work and construction should be completed by late summer/early fall.

Trans Canada Trail - the concept plan for the phased trail sections within the Town has been submitted for funding consideration and the first section of trail could begin construction in July.

Municipal Maintenance Building - the plans for the addition are being finalized and the project should be tendered for construction in May. The building addition should be finished by November 2012.

Municipal Cleaning Contract - Ness Maintenance has been retained for the optional year. However, the seniors complex will not be included in this optional year.

Councillor Cooper asked if we are down in terms of the snow removal this year and Jeremy replied that there is a reduction from last year, but the final numbers are not in yet.

Councillor Gallant asked if we know what roads will be paved this year and Jeremy replied that we did submit a list with the assistance of our MLA James Aylward, but we haven't heard back from the province yet.

Mayor Dunphy stated that last year we were late getting the sidewalks started because we were waiting on the ditch infilling. He asked if there is any word on the timing for this year and Jeremy replied that it is up to the province, but we are prepared to do an RFP and get started as soon as possible. Jeremy added that his hope is that they will let us know within the next couple of month so we can get things started in August at the latest.

Councillor Cooper asked what it would cost if we were to go to tender for the sidewalks that we want to do this year and have the bids come in without knowing if the ditches are going to be infilled, and Jeremy replied that it would cost about \$30,000 to \$40,000 to get the RFP's out and do the design. Jeremy stated that the only problem with that is the contractors will only hold their bids for 30 days. Councillor Cooper asked that this be added to the agenda for further discussion at the next Public Works Committee meeting and Jeremy replied that the next meeting is tomorrow (April 12) and he will add it to the agenda.

Councillor Ogden asked what percentage is the ditch infilling in the overall cost of the project and Jeremy replied it would be 40 - 50 percent of the cost.

11. STRATFORD UTILITY CORPORATION

a) Report

Included in the package for Council to review. Councillor Ogden noted that the Utility Corporation continues to work on the following items:

Water Conservation Program - the water conservation program continues to be developed and some of the initiatives we are considering are household water audits, rain barrel incentive program, toilet rebate program, showerhead exchange program and a water conservation education program.

Trial Metering Program - the trial metering program is ready for implementation and staff will be contacting approximately 50 residents for voluntary participation to gather the data we need to make a decision about metering.

Wastewater Master Plan - a draft copy of the report has been received and staff is currently reviewing the information with the consultant.

Wellfield Development - an RFP for engineering services is being developed and should be issued for tender in late April or early May.

In addition to the above, the utility staff has been busy with the following items:

- wastewater treatment plant maintenance
- pumping station maintenance
- painting and maintenance of the water stations
- scheduled water sampling; and
- emergency call outs as they occur

Councillor Ogden noted that there were no major issues with the sanitary collection system or the water distribution system during the past month.

Mayor Dunphy asked if there is a timeline for the volunteer trial metering. Jeremy stated that we have been in consultation with several metering companies to try and determine the most cost effective way to develop a small program in order to gather data that we can enter into our rate model. This will give us the information we need regarding metering in the future. Jeremy noted that the metering company that Charlottetown uses has partnered with us for the same pricing, and Charlottetown has agreed to read the meters electronically for us, so we are looking at a substantial cost savings. We are looking at a cost of approximately \$6,000 to \$8,000 to develop the program for the first 50 meters. Jeremy noted that it will take some time to get our 50 volunteers, but if everything goes well we should have the meters installed within the next few months.

b) Resolution SUC003-2012 - Supplementary Capital Budget - Wellfield Land Purchase

Moved by Councillor Steve Ogden

Seconded by Deputy Mayor Clow

WHEREAS the Stratford Utility capital budget includes \$2,416, 000 for the development of a new municipal wellfield, excluding land; and

WHEREAS a suitable site for the new wellfield has been identified and an agreement in principle has been reached to purchase the land.

BE IT RESOLVED that a supplementary capital budget of \$650,000 be approved to cover the purchase of land and associated costs for the new wellfield; and

BE IT FURTHER RESOLVED that the cost of the wellfield land purchase be funded by a transfer of funds from the water supply capital contribution reserve.

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

Councillor Gallant noted that the location of the land is not stated in the resolution, and Mayor Dunphy stated that this is a budget item and not the actual purchase. He also noted that the capital budget amount and the purchase price are not the same. Councillor Gallant asked if a resolution will be coming forward for the land purchase and Robert replied that the Utility Board will actually approve the sale of the land once the budget is approved. Councillor Ogden noted that when this happens, he will provide Council with the information.

Question: **CARRIED**

12. RECREATION AND ENVIRONMENT

a) Report

Included in the package for Council to review. Councillor Griffin noted that the winter programs are wrapped up and new programs are underway for the spring/summer season. She noted that the children's summer camp will run again this year. Last year was the first year for the summer camp and it went very well.

Councillor Griffin noted that the Winter Carnival was a great success and well attended.

It was noted that the Youth Can Do will lead several sessions at the PEI Youth Connex Symposium. It is a two day event and is being hosted by the Town of Stratford.

Councillor Griffin noted that we are looking for nominations for the 'volunteer of the year award' and considering the number of volunteers we have in the Town we should receive many nominations. Councillor Griffin stated that she would appreciate everyone giving some thought to this and bringing some names forward with a rationale.

It was noted that five years has passed since we last did a values update for recreation, culture and arts items related to our Town and it is now time to review and update, and Ron Fisher will be taking the lead on this project.

Councillor Gallant asked if the Instructional Hockey Program is run by the Town and Joanne replied that it is run by the recreation department. Councillor Gallant noted that they were doing their wrap up party at Pizza Delight, and since it is one of our programs

it would be great if they could support Town businesses. Joanne noted that the recreation department did try to book Phinley's, but they weren't open early enough to accommodate us.

Deputy Mayor Clow asked when Tea Hill Park will be opening, as he was speaking to some residents who were inquiring, and Joanne replied that we usually open mid June when we have a staff person to look after it. Deputy Mayor Clow stated that it is a safety issue and Mayor Dunphy suggested that we leave it with Councillor Griffin and Joanne to discuss the issue to see if there is anything we can do to open it earlier.

13. FINANCE AND ADMINISTRATION

a) No Report

Councillor Cooper stated that the committee did not hold a meeting in March. He noted that the auditors have completed their report and we have their preliminary findings. Mayor Dunphy added that he has seen the draft statements and everything looks good from a financial perspective, and they will be coming out in the next few weeks in the final format.

14. PLANNING AND HERITAGE

a) No Report

Deputy Mayor Clow noted that the committee did not meet in March and the next meeting of the Planning and Heritage Committee is scheduled for Monday, April 16. He noted that he did attend the Heritage Committee meeting that was held last evening.

b) Permit Summary

Included in the package for Council to review.

c) Resolution PH009-2012 Housing Needs Study

Moved by Deputy Mayor Gary Clow

Seconded by Councillor Diane Griffin

WHEREAS the Town of Stratford is planning to perform a study on "Seniors Affordable Housing" in Stratford; and

WHEREAS as a component of the Town's Official Plan Review a Housing Demand Study is required to identify the Town's strategic housing policy and related future actions; and

WHEREAS due to the strong interrelationship between the two studies, and also in order to save time and cost, the two studies are united under one project as "Housing Demand Study," and

WHEREAS the budget estimate for this project is \$20,000 of which \$13,000 is allocated in the planning department budget and the remaining \$7,000 will be provided through the CMHC **Seed** Funding program; and

WHEREAS a call was issued for interested consultants to submit proposals to perform the proposed study; and

WHEREAS four proposals were received and were evaluated by a steering committee made up of the CAO, Manager of Finance and Director of Planning, and as a result, the Stantec Consulting Ltd. was rated the best proposal.

BE IT RESOLVED that the proposal submitted by the Stantec Consulting Ltd. in the amount of \$19,917 plus applicable taxes be accepted as the proposal that best meets the requirements of the proposal call.

Discussion: It was noted that this resolution bears the recommendation of the Planning and Heritage Committee. Deputy Mayor Clow noted that Stantec Consulting Ltd. is a company based out of Halifax, but also has an office in Charlottetown.

Vahid noted that as mentioned in the resolution, we combined the two studies together. We have a study for residential needs for the official plan for the next 10 to 15 years, and we are also considering affordable housing for seniors.

Councillor Ogden noted that he is pleased that this is moving forward.

Question: **CARRIED**

15. **COMMITTEE OF THE WHOLE**
Nil

16. **SAFETY SERVICES**
a) No Report

Councillor Gallant stated that the Safety Services Committee did not hold a meeting in March. He noted that the Traffic Safety Committee will be holding its final meeting next week and will be presenting its report at the Safety Service meeting on April 23. Councillor Gallant noted that the committee hopes to have a public meeting in early May to present the findings. He also noted that we were able to take advantage of the expertise of the consulting firm that was working on the Capital Area Transportation Plan. They were able to give us some practical ideas and suggestions.

b) Street Light Report

No Report

c) RCMP Report

The RCMP report for the month of March was included in the package. Councillor Gallant noted that the RCMP Contract was approved at a special Council meeting on March 28, 2012. He noted that Constable St. Pierre is leaving and we will be getting a new female RCMP officer to replace him.

Deputy Mayor Clow noted that traffic related charges are down this month and Councillor Gallant noted that last month they were up.

d) Humane Society Report

The Humane Society report for the month of March was included in the package.

e) Transit Report

Included in the package. Mayor Dunphy stated that at the Capital Area Coordination Committee meeting Mayor Lee indicated that the transit numbers in Charlottetown are down compared to last year. Councillor Gallant noted that it is likely be due to the changes that have been made to the schedule.

Councillor Cooper took a moment to note that he has heard a lot of great comments on the pilot project of the LED lights. Councillor Gallant noted that it is a pilot project and we will follow it yearly to find out what the operating costs are, as it is more of a long term project. He noted that we are hoping Maritime Electric will develop a policy for these types of lights.

f) Fire Company Report

No Report

17. ECONOMIC DEVELOPMENT**a) Report**

Included in the package for Council to review.

Mayor Dunphy noted that there was some discussion on phase II of the business park, and the decision was made to hold off on development of that phase for now.

Strategic communications and branding was another item that was discussed and this project continues to move forward.

Mayor Dunphy noted that Robert and Doug Deacon hand delivered the business surveys to businesses with employees. This gives a personal touch and it gives staff a better understanding of the how the business community feels about the Town. He noted that a survey was also mailed to all home-based businesses.

As noted in the Mayor's Report, the Diversity and Inclusion Committee organized the special event to recognize the *International Day for the Elimination of Racial Discrimination* with Dr. Godfrey Baldacchino as the guest speaker. It was a great event and well attended. Mayor Dunphy noted that we had a number of residents from our immigrant community attend (or our new settlers as Dr. Baldacchino calls them).

Mayor Dunphy stated that he has been meeting with new immigrants over the past three months. He stated that some of them would like to start businesses or invest in the Town, so he has also been meeting with representatives from the Chamber of Commerce PEI Connectors Program which is a program to assist new Islanders who want to go into business make connections.

It was noted that the Annual Report is being prepared and Doug is looking for reports by the end of this week or early next week.

The Diversity and Inclusion Committee did not meet in March, but there will be a meeting held soon with the objective of organizing another event. Councillor Gallant noted that there are only two members of the community on the committee and asked if there are plans to add more members, and Mayor Dunphy replied that he wanted to get the committee started with Thilak Tennekone as the chair, and have a few initial meetings and then decide what skill sets and backgrounds they would like to have on the committee.

18. HUMAN RESOURCES

No Report

19. OTHER COMMITTEES

a) Stratford Seniors Complex

Report included in the package for Council to review. Councillor MacDonald noted that Mae Affleck has been hired as the new cleaner for the seniors complex. He noted that everything is going well with the exception of a parking problem and a CMHC representative will attend the June meeting to discuss the issue.

20. PROCLAMATIONS

Nil

21. OTHER BUSINESS

Nil

22. ADJOURNMENT

There being no further business the meeting adjourned at 8:46 p.m.

David Dunphy, Mayor

Robert Hughes, CAO