REGULAR MONTHLY COUNCIL MEETING
December 9, 2015
Approved Minutes

DATE: December 9, 2015
TIME: 7:33 p.m. – 9:22 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Randy Cooper; Councillors Steve Ogden; Diane Griffin; Gary Clow; Gail MacDonald; Keith MacLean; and staff members Robert Hughes, CAO; Jeremy Crosby, Director of Infrastructure; Kim O'Connell, Director of Finance; Joanne Weir, Recreation Director; Patrick Carroll, Director of Planning; Wendy Watts, Community Engagement Coordinator, and Mary McAskill, Recording Clerk

REGRETS: Nil

CHAIR: Mayor David Dunphy

1. **CALL TO ORDER**
   Mayor David Dunphy called the Regular Monthly Council Meeting to order at 7:33 p.m.

2. **APPROVAL OF THE AGENDA**
   It was moved by Councillor Diane Griffin and seconded by Councillor Gary Clow that the agenda be approved as circulated.

3. **MINUTES**
   It was moved by Councillor Gary Clow and seconded by Councillor Gail MacDonald that the Regular Monthly Meeting Minutes of November 12, 2015 be approved as circulated. Motion Carried.

4. **BUSINESS ARISING FROM MINUTES**
   Nil

5. **PRESENTATIONS FROM THE FLOOR**
   Nil

6. **CARI REPORT**
   Report included in the package.

7. **CORRESPONDENCE**
   A list of all correspondence sent and received since the last Council meeting was included in the meeting package.

8. MAYOR'S REPORT

Mayor Dunphy reviewed his report as follows:

- Mayor Dunphy stated that along with CAO Robert Hughes, he met with Chief Superintendent Joanne Crampton to discuss RCMP services in Stratford and on PEI in general.
- attended the 'Voices for Veterans' ceremony at Government House which was held to thank the participants (Stratford sponsored a flag) in the 'Flags of Remembrance' event where 128 flags were erected in the Charlottetown Event Grounds. Mayor Dunphy noted that he was presented with a plaque and a flag which he circulated around the Council table for everyone to view.
- attended the pre-budget public presentation and roundtable discussions. Mayor Dunphy thanked both staff and Council for their work on the pre-budget presentation.
- attended the Skatepark Committee meeting and open house that was held at Cotton Park.
- attended the opening of Landon's light show, and the opening of Harry James' light show.
- attended the Results Matter session in preparation of the 2016 Town budget.
- attended the International Day for Persons with Disabilities 'Lunch and Learn' on Thursday, December 3 which was hosted by the Town.
- also attended the International Day for Persons with Disabilities hosted by Tremploy.
- attended the Stratford Community School closing banquet and a plaque was presented to the Town in appreciation for all the help provided to their group.
- attended the Town's Volunteer Committee Members Christmas Reception on Friday, December 4 – busy time of year for Christmas socials.

9. CHIEF ADMINISTRATIVE OFFICER

Robert briefly reviewed his report noting that he recently met with Todd MacLean and several resident volunteers regarding the establishment of a Roots and Shoots program in Stratford. It is a Dr. Jane Goodall Foundation initiative, and it is designed to engage youth in environmental awareness activities. It dovetails nicely with our Waters' Cool Program, and we would be required only to provide space and support for the program.

10. INFRASTRUCTURE

a) Report is included in the agenda package for Council to review. Councillor Clow gave an overview of his report as follows:

- *Waste Water Treatment Facility* – the system continues to operate effectively. Some repairs to the UV system were completed and that should help with our treatment process.

- *Inflow and Infiltration Study* – staff has been working with the consultant to provide as much data as possible regarding the wastewater collection system. The project will continue well into 2016.

- *Toilet Rebate Program* – phase III of the program is now underway. To date there have been 11 (of the 30 budgeted) rebates processed. The program will continue until December 31, 2015.

- *Rankin Water* – design work continues for this project and will be tendered in the spring of 2016.

- *Town Hall Emergency Generator* – work continues on this project. The generator is now installed, along with the associated infrastructure. The generator is scheduled to be commissioned on December 14, 2015.

- *Sidewalk Construction* – to date, approximately 50% of the work is complete. The storm sewer system and base for the sidewalk has been installed. The remainder of the project will be completed in the spring of 2016.

- *Budget 2016* – the forecast until the end of the year is complete, and we are now working on the first draft of the budget.

- *Water and Sewer Capital Contributions* – data and information has been analyzed and a recommendation has been presented to Council for discussion.

It was noted that there were no major issues with the sanitary collection system, or the water distribution system.

Councillor MacLean asked about residents dumping into the Town's system, and the infrastructure director Jeremy Crosby explained that we have notified the Department of Environment. He also explained how it was done.

b) Resolution INC005-2015 Bylaw 21-F, a Bylaw to Amend the Water and Sewer Customer Service Bylaw, Bylaw #21 – 1st Reading

Moved by Councillor Gary Clow
Seconded by Councillor Keith MacLean

WHEREAS it is desirable to amend the Water Supply Capital Contribution charge to apportion the charge based on the number of dwelling units, instead of the number of lots, to more fairly allocate the cost among new users of the water supply; and

WHEREAS it is desirable to establish a Sewer Treatment Capital Contribution charge to apportion part of the anticipated cost of new treatment to new users, so that existing users do not have to pay the full cost of required upgrades which will also benefit new users; and

WHEREAS capital contribution charges are established in the Water and Sewer Customer Services Regulations Bylaw, Bylaw # 21.

BE IT RESOLVED that Bylaw #21-F, a Bylaw to amend the Water and Sewer Customer Service Regulations Bylaw - Bylaw # 21, be hereby read and approved a first time.

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

Mayor Dunphy asked Robert to summarize the changes that we are making. Robert explained that the proposal is to change the water supply capital contribution, which is currently $1500 per lot. It would be changed to $600 per single family dwelling and then prorated .8 per townhouse or duplex and .7 per apartment, and establish a new charge of $900 per single family dwelling for sewer, and again prorated .8 for a townhouse or duplex and .7 for apartments. The charge would be inflated by CPI every year, and although it is not in the bylaw Council discussed the potential of paying over time, as opposed to paying everything upfront. It would be contained in the regulations we currently have for new subdivisions and developers.

Councillor MacLean asked if the rate changed for non-residential, and Robert replied that it is currently $3500 for water supply, so it will be $2100 for sewer and $1400 for water - per acre.

For clarification, Councillor Ogden asked if the bylaw will require an upfront payment, or can the whole amount be recovered from the rate? Robert replied that the way the bylaw is worded now, and the way it is being planned, is that people be levied at the time of development instead of at the time of subdivision. He added that there will be an option to spread the payment over five years – if the owner/developer sign an agreement and pay the interest and administrative costs.

Councillor Cooper asked if the regulations referred to will be incorporated in the bylaw for second reading and adoption, and Robert replied that they will be drafted and ready for Council to review before the second reading. Mayor Dunphy added that the regulations are referenced in the bylaw, but are not necessarily part of the bylaw, so you can change regulations on an on-going basis versus an actual bylaw change.

Councillor Cooper stated that the concern for him is when we are making a big change to the bylaw and some of the regulations. People have to be aware of these things when they are starting out, and Mayor Dunphy agreed and added that the changes will be included in the second reading.

Councillor Ogden asked about the water meters and if there would be any additional charge over the next year, and Mayor Dunphy replied that we don't have a time frame established yet for the water meters.

Councillor Cooper noted that there was some discussion about bringing in developers and land owners in the community, who either own land or has been developing some of the properties within the Town. Is this something we could do before second reading and adoption, and Councillor Clow noted that if it is Council's wishes it should be possible.

Question: **CARRIED**

11. RECREATION, CULTURE AND EVENTS

a) Report is included in the package for Council to review. Councillor MacDonald reviewed the report as follows:

- registrations are being accepted from December 14, 2015 until January 15, 2016 for all of the second semester winter programs.
- the children's Christmas party that was held on December 3 was a huge success with 300 to 400 youth and family in attendance.
- the Stratford Town Levee will be held on January 1, 2016 at the Stratford Town Centre from 12:00 – 1:30 p.m.
- early planning for the winter carnival is underway and a wide host of activities will be presented. The carnival will be held from February 11 – 14, 2016.
- the Stratford Youth Centre numbers continue to grow in November with approximately 19 youth using the facility every day.
- family fun day was held on the last Saturday in November and it was well attended.
- the Stratford Youth Centre had members and parents on hand to help out with the food drive that was held on November 15, and a large number of food items were collected for the food bank.
- final reports from the three Stratford Artists in Residence will be available to Council on December 31, 2015.
- a meeting was held on November 3 for the Stratford Farmers Market to review the 2015 season and prepare for 2016 season.

Mayor Dunphy stated that it is a busy time of year with many events taking place and he thanked Councillor MacDonald and staff for their great work.

12. FINANCE AND TECHNOLOGY

a) Report

Report is included in the package for Council to review. Deputy Mayor Cooper stated that the auditor's (BDO) were approved at the last meeting for 2015 to 2018 which is the term of Council.

Kim gave a presentation for the committee on the costing scenarios of the wastewater treatment plant for the two options. Councillor Cooper stated that there are pros and cons for both of the options – which are shipping to Charlottetown or building a new plant in Stratford.

Deputy Mayor Cooper stated that there was a great turnout at the pre-budget meeting, and there was a lot of good discussion thanks to our new format.

b) Finance Statements

Included in the package. Councillor Cooper noted that some information was received from the RCMP today and they did agree to the scope of work of going back and working through the fines that are issued in Queens County and extract those that apply to Stratford. They have agreed to put some time and effort into the process, so Council can have an understanding of the types of fines issued in Stratford. However, we have run into a bit of a road block with the court system. The information we are looking for is in the database, but they have no way of sorting it by municipality and printing a report.

Councillor Cooper noted that he had a subsequent meeting with Staff Sgt. Crowther following his discussion with Councillor Cooper, and Staff Sgt. Crowther agreed that we would be able to get the information that was requested, but it will take some time. Once we receive the information, we can reconcile it against our records. Mayor Dunphy stated that he will follow this closely.

13. <u>PLANNING, DEVELOPMENT AND HERITAGE</u>

a) Report

Included in the package.

b) Permit Summary

Included in the package. Councillor Griffin stated that we are approximately 77% of where we were last year at this time.

c) <u>Resolution PH011-2015 Marshall MacPherson – 36 Unit Condominium Development – Shakespeare Drive</u>

Moved by Councillor Diane Griffin
Seconded by Councillor Steve Ogden

WHEREAS a concept plan has been received from Marshall MacPherson to develop 36 residential apartment style condo units on lot 15-2 (approx. 1.67 acres in total) located on parcel number 882084 within the TCMU Zone; and

WHEREAS the development will consist of three 12 Unit, 3 storey buildings on lot 15-2 (approx. 1.67 acres) and a condominium corporation will be created on the proposed lot; and

WHEREAS all buildings will be fully serviced by municipal sewer and municipal water. Also all stormwater runoff within the development must be designed by a professional engineer and approved by both the Town and the Department of Transportation of Infrastructure and Energy (DOTIE); and

WHEREAS the concept plan has been reviewed by planning department staff and revisions have been made to ensure the required core area development design guidelines are included. Attention has been given to building placement, parking lot layouts, pedestrian linkages, open space, exterior lighting and landscaping features; and

WHEREAS each apartment building includes 12 units. The total built area of each building is 14,330 ft^2 which includes a basement of 1375 ft^2, a main floor of 4415 ft^2, and a 2nd and 3rd floor of 4270 ft^2 each.

BE IT RESOLVED that approval be granted to a concept plan received from Marshall MacPherson to develop 36 residential apartment style condominium units on lot 15-2 (approx. 1.67 acres) located on parcel number 882084 on Shakespeare Drive within the TCMU Zone subject to the following conditions:

1. Conformance with the proposed concept plan as well as all relevant Bylaw provisions.

2. Final subdivision approval must be obtained for lot 15-2 prior to any building permits being issued.
3. A detailed servicing plan must be submitted for approval to the Stratford Utility Corporation.

4. A detailed stormwater management plan must be prepared by a qualified engineer and approved by both the Town of Stratford and DOTIR.

5. All other relevant provisions of the Town of Stratford Zoning and Subdivision Control (Development) Bylaw are met.

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

Mayor Dunphy asked for a quick review and planning director Patrick Carroll stated that everyone present has seen the full presentation, so using the overhead he displayed the original concepts that they had started out with to show where the lots are in relation to the Town Centre. He also illustrated the revised concept – both front and back, noting that the details are included in the resolution itself. He outlined the lot on the overhead noting that there is a concurrent lot ready for subdivision approval, but it will only be approved pending the decision on this file.

For clarification Councillor Cooper asked if the subdivision approval was for both lots and Patrick replied that is was as indicated at our last meeting that it is almost created by default. Patrick noted that the proposed development would be just on lot 15-2 and any development over 18 units needs to go to Council for approval on Lot 15-1.

He added that we are only dealing with three structures at this phase and that the concept shows pedestrian linkages throughout. There is a linkage to Shakespeare Drive and ultimately, we are hoping to see a cross walk, but we need to deal with the province on that issue.

Patrick stated that we just followed the bylaw and our focus was pedestrian flow and we would be looking at options for a connection between lots 15-2 and lot 15-1, and ultimately to the Town Centre. It is private property, so access would be limited based on the condominium corporation. Patrick stated that there would need to be bike parking and other amenities that can be dealt with through conditions stipulated in the bylaw. The parking spaces are at the required number – 1.5 per unit. Patrick also noted that we will be following the full bylaw in regards to the garbage units. There were some landscaping elements added to the revised concept plan, and it was noted that the design does not have vegetation in all of the parking rows and they prepared the design in a way that actually ran it through the centre of the parking. However, development officer Kevin Reynolds indicated that can be revised by their landscape architect. Patrick also outlined the lighting of both the back and front view which is a requirement of the core area.

Patrick noted that when we get the stormwater management process moving, if we receive preliminary approval, we will get into far more detail how water will flow off the site and how water will be retained. Councillor Clow noted that the drawing does not indicate the grade and Patrick replied that it is incorporated into the concept, but what we don't see is where the water will flow and that is a major consideration. We rely on the experts from the province to help us with this issue.

Councillor Clow asked if the province has approved the entrance going in and Patrick replied that they did receive the proposed lots, but until we have a full grading plan we will not have a response. Councillor Clow asked if we approve this application tonight and the province comes back with issues what would happen, and Patrick replied that they would have to re-work their design – that is a condition of approval.

Councillor Clow asked with all the parking would there be a problem for a fire truck to get to the buildings in the middle of the night when all the cars are there, and Patrick replied that there were no issues noted and the driveway is of standard width.

Councillor MacLean asked how we could revise the stormwater management plan, and Patrick explained the concept the province works with is to manage pre and post development. They will be looking at what is the flow now and they do not want to worsen the situation in any way, so they make sure that the water that is going to flow through, in terms of the quantity, will make it out into a swale and take it off the site and continue on. Where quality comes in there is another model where you don't simply try to get the water to move off the site – your actual goal is to hold the water in. You do need engineered systems and they tend to be referred to as best management practices, and the concept is essentially landscaping beds that use engineered materials that will hold the water in and either detain it for a temporary period, or ideally, retain it and bring it right into the ground. Patrick added that he has been told by the Town's infrastructure staff that full retention is quite a challenge. He also noted that we will receive the numbers from the Department of Transportation, Infrastructure and Energy's office, and they will give us their comments from a quantity perspective. They will provide their expertise by giving us advice on what kind of best management practices they think can be employed.

Patrick showed the rear view noting that the entrance is at ground level to provide accessibility. There is a requirement that one (1) unit in twelve (12) be designed to be accessible and we do follow through with that.

The entryways were discussed and Councillor Clow asked if they would be the same and it was noted that they will be essentially the same with a few facade changes proposed. Patrick stated that we have indications that if the developer is successful, and they do return with an application for an addition 48 units they would look at alternative designs and possibly even larger structures.

In order to refresh everyone's memory Patrick reviewed the Core area requirements as follows:

- Parking must be concealed from Shakespeare Drive and there were a few design changes to meet that requirement.
- Pedestrian linkages and bicycle facilities and that were dealt with by the landscape architect. Although bicycle facilities are not in, it certainly could be made a condition of approval – and will be.

- Amenity space within the development but our bylaw does not specify how much space.
- The exterior lighting – noted earlier.
- Adequate landscaping features – Patrick stated that he wanted to highlight the requirement because you have the ability under the bylaw to call for additional landscaping features – more than what is stated in the bylaw, and we require 50 sq feet for each development which is the minimum requirement.
- Buffering of surrounding uses and that is discretionary with Council. The commercial lot will be required to buffer to residential.

Patrick noted that the revised concept was circulated and discussed on December 7, 2015 and as noted earlier, the Planning, Development and Heritage Committee recommended approval based on the applications consistency with the official plan and the bylaw in the Town.

Councillor MacLean noted that he was not a part of Council when the official plan was drafted and he asked which takes priority, the official plan or the zoning bylaw, and Patrick replied that it would be the official plan with the zoning bylaw. In all situations you must be sure that you are not conflicting with the official plan.

Councillor MacLean asked Patrick if he knew the percentage of mixed use of commercial to residential as he believes there should be a percentage for commercial, institutional and residential uses. He also asked what percentage, that has been developed, has been used for residential. Patrick replied that as he understands it, along the Shakespeare run, the core area plan as well as the official plan, acknowledges it to be a residential corridor, although there are mixed use zones, they are not required to be all mixed use. The core area plan does not provide how we address the whole area, but it does allow for apartments as a permitted use. Patrick stated that we are not certain, without an amendment to the bylaw, how we could ensure mixed use goes in Town Centre Mixed Use (TCMU) zones.

Mayor Dunphy stated that in the official plan it suggests mixed use and Robert clarified that it is not mandating mixed use in the core are plan; it is allowing mixed use. However, it mandates mixed use in the waterfront commercial zone.

Councillor MacLean asked if we rezone it, can we put a percentage on what has to go non-residential and Patrick replied that we can.

Councillor Ogden stated that he will support this resolution because this developer is a good developer and has a good track record in the Town. Councillor Ogden noted that he has gone door to door in other developments – notably Kinlock Road and Stratford Road and the people who live in these developments are quite happy and proud of their town. The second reason is that this type of housing was highlighted as a need in the housing study we had commissioned. The third and main reason is because it meets the requirements of the Planning Act.

Deputy Mayor Cooper stated that he knows the developer and he does good work within the Town. He knows the Town's planning bylaw very well and can take a planning design from scratch and work with land owners and do a great job. Deputy Mayor Cooper stated that we do have a land owner who is quite familiar with the project in attendance this evening. He added that there is no doubt that he would do a good job; however, Councillor Cooper feels this is the wrong location for this project. There is much land within the Town and some people feel that the area around the Town Centre is getting congested. We do have to meet the needs, as everyone cannot live in a two story 3000 square foot home that would probably be assessed at a half a million dollars here in Stratford. We do want to work with land owners and developers as best we can on our affordable housing initiatives. However, we are having a tough time with it in Stratford - partly to do with the provincial and federal governments with their initiatives and their funding toward it, because without it, it is very tough. Deputy Mayor Cooper stated that in this particular case he really does hope that we can come to some sort of an agreement; but as it is presented, he feels it is in the wrong area. It is not what he believes needs to be in the Town Centre area next to a commercial zone. Deputy Mayor Cooper stated that he would love to see the landowner make a presentation to Council for rezoning and he would certainly be in support of that. He wants to see development in the area and he would like to see the land around the Town Centre with the necessary green space, but we can have too much of it as well – and we may not all agree on that. Deputy Mayor Cooper stated that he doesn't think we can just continue in the same fashion. One thing he does know from the developer is that this is a proposal and maybe if it's approved, or not approved, they could go back to the drawing board a little bit.

Deputy Mayor Cooper stated that he knows it meets the guidelines, the official plan, the bylaw regulations, and personally he thinks it is a good project, but in the wrong area, and he hopes that it will go back to the drawing board.

Question: Councillors Ogden, Griffin, and MacLean voted Yea
Councillors MacDonald, Cooper, and Clow voted Nay

Mayor Dunphy stated that like some of the Councillors he too has some concerns. He noted that there has been a lot of discussion on this project at the committee level about stormwater management issues, about elevation and buffering with the Town property and other properties. The

future of the second lot – what that's going to be, and because of the concerns that have been raised his vote is also Nay
MOTION DEFEATED

14. COMMITTEE OF THE WHOLE

a) **Resolution CW017-2015 Committee Member Appointments**

Moved by Councillor Diane Griffin
Seconded by Councillor Gail MacDonald

WHEREAS Council has established Special Committees and sub-committees to those Special Committees in Bylaw #33, the Stratford Committee Bylaw, to advise and assist Council in its deliberations; and

WHEREAS the Bylaw provides for the appointment of residents by Council to provide public input to Council in its deliberations; and

WHEREAS Council has also established a steering committee to oversee the development of a Skatepark in Stratford.

BE IT RESOLVED that Elaine Gaudet be appointed to the Heritage Sub-Committee for the remainder of the two year term ending November 30, 2016; and

BE IT FURTHER RESOLVED that Alistair Dowie be appointed to the Stratford Skatepark Steering Committee.

Discussion: This resolution bears the recommendation of the Planning, Development and Heritage Committee.
Question: **CARRIED**

15. SAFETY SERVICES

a) Report

Included in the package for Council to review.

Councillor Ogden stated that Erin Smith from Little Blessings Daycare attended the meeting to address safety concerns. Her concern was that it is very dangerous to cross the Bunbury Road to the Hopeton Road in order to reach the Stratford Library - with the children from the daycare. She has requested a crosswalk.

Infrastructure director Jeremy Crosby indicated that in order to have a crosswalk a landing pad is required. Councillor Ogden stated that he has asked Jeremy to assess the request, and the costs of installing a crosswalk close to the mall entrance – based on the Department of Transportation, Infrastructure and Energy's (TIE) requirements and bring them back to the next Safety Services Committee meeting for further discussion. It was noted that this is the second request for a crosswalk/sidewalk in this area.

Councillor Ogden stated that a budget request to purchase video cameras for various areas in the town has come forward from the Safety Services Committee. It was felt that video surveillance has worked in Charlottetown, and it could help with many of the concerns being faced in Stratford.

Street Light Report
Councillor Ogden noted that the lighting on the Trans-Canada Highway (TCH) from the top of the hill to the Petro Can corner needs to be addressed. Although it is well lit when coming off of the bridge, it stops after a few poles. The Safety Services Committee requested that it be added to the discussion list for the next meeting between Mayor Dunphy and the Minister of Transportation. It was noted that the request for more lighting was made at staff level.

It was also noted that residents have been requesting that the speed bumps be reinstated and Deputy Mayor Cooper asked if something could be put in the newsletter explaining that they will be reinstated in the spring.

b) RCMP Report
Report included in the package. Staff Sgt. Crowther advised Councillor Ogden that he would be happy to meet with Council if they have any concerns. Mayor Dunphy would like to have a meeting scheduled for February or March to meet with Staff Sgt. Mark Crowther and Councillor Odgen noted that he will ask to have a meeting scheduled.

Councillor MacLean asked about the cameras and Councillor Ogden stated that the committee felt that there was some vandalism at the Bunbury Rink and they felt that might be a possible location. Mayor Dunphy noted that there will need to be a good plan in place in order to request funding for cameras.

Councillor Ogden noted that Harry MacLellan from Citizens on Patrol recently returned from a national conference in Winnipeg where he was elected Vice-president of the organization. Mr. MacLellan has also been busy assisting with the development of Citizens on Patrol in Souris, and he has helped Cornwall get their Citizens on Patrol up and running.

c) Humane Society Report
Report included in the package.

d) Transit Report
Report included in the package. The numbers are down from this time last year. There was a transit users group held on December 1, and a number of recommendations were

made. There was also a good discussion with the contractor. Mayor Dunphy stated that more work has to be done because we are not going in the right direction with the ridership.

e) Fire Company Report

Councillor Ogden stated that one of the things that would be of interest to Council is that we are about three or four apartment buildings away from the fire company having to procure a ladder truck. He also noted that the current fire company building is full, so they would also require a new building. Councillor Ogden stated that this is an on-going issue and is dependent on the Trans-Canada Highway intersection.

Councillor Cooper asked if the Town still has an agreement with Charlottetown to provide a ladder truck when needed and Councillor Ogden replied that is correct. However, with a certain number of taller buildings, the insurance company recommends that the fire company has its' own ladder truck. Deputy Mayor Cooper asked if the requirement is to have a ladder truck, or access to a ladder truck, and Councillor Ogden replied that the issue is if Charlottetown had a fire at the same time as Stratford, the Cross Roads Fire Department would not be able to access the ladder truck. Deputy Mayor Cooper noted that Charlottetown has purchased a second ladder truck. He also noted that the Cross Roads Fire Department does a wonderful job in Stratford, but he would like some validation from the fire company why they need a ladder truck, as the cost of a used one would be half a million dollars. Councillor Ogden stated that he will bring this question to the fire company and will bring back some information to the next meeting.

16. SUSTAINABILITY

a) Report included in the package for Council to review. Mayor Dunphy stated that the two main topics were the buy local campaign and the marketing of the business park. He noted that we recently had an RFP for the support local campaign and it was awarded to Insight Marketing. This is a plan to find ways to promote local businesses.

The second item was phase II marketing of lots in the business park. Mayor Dunphy noted that he took Councillor MacLean's suggestion to the committee, and the committee agreed that we should have a professional to help sell lots in the business park.

Councillor Ogden feels that the business directory should be included in the Town's newsletter, and Councillor MacLean agrees that we should at least list the businesses in the newsletter. Deputy Mayor Cooper stated that we can make sure it goes into the welcome packages and have some hard copies on hand for those who do not have a computer. It was noted that it could be included in the newsletter that if anyone wants a copy of the business listing to call the Town Centre and a copy would be sent to them. After discussions Mayor Dunphy stated that we will ask Insight Marketing, who was hired to find ways to support local, for their input on the issue.

17. ACCOUNTABILITY AND ENGAGEMENT

a) No Report. The next committee meeting will be held on December 10. Councillor MacLean noted that some of the items on the agenda are the renewal of results matter and the key performance indicators (KPI's). Also, because part of the mandate for the Accountability and Engagement Committee is to review all legislation, the water and sewer customer services regulation bylaw amendment will be on the agenda. The final items to be discussed are the global governance project and the Town's engagement activities.

18. HUMAN RESOURCES

a) Councillor Cooper suggested that we should have some issues for the end of the year and he suggested that an HR meeting be held. Robert agreed and noted that he hopes the meeting can be held next week.

19. OTHER COMMITTEES

a) Stratford Seniors Complex

Councillor MacDonald noted that T & K Fire Alarm installed the new fire alarms. Since the alarms have been installed there have been three fire alarms due to cooking incidents.

Councillor MacDonald also noted that there is a new contract with Coverall to do snow removal of the sidewalks and patios of the complex.

20. PROCLAMATION

Nil

21. OTHER BUSINESS

a) Mayor Dunphy thanked the Councillors and staff for their hard work this past year and wished everyone a Merry Christmas and a Happy New year.

22. ADJOURNMENT

There being no further business the meeting was adjourned at 9:22 p.m.

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