

REGULAR MONTHLY COUNCIL MEETING

February 13, 2013

Approved Minutes

DATE: February 13, 2012
TIME: 7:30 p.m. – 9:05 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

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

REGRETS: Councillor Diane Griffin and Councillor Steve MacDonald

CHAIR: Mayor David Dunphy

1. CALL TO ORDER

Mayor David Dunphy called the Regular Monthly Council Meeting to order at 7:30 p.m. and welcomed those in attendance.

2. APPROVAL OF THE AGENDA

The agenda was approved with the noted changes - Finance and Technology will be moved up in the agenda to become #10 and Infrastructure will become #11.

3. MINUTES

It was moved by Councillor Ogden and seconded by Councillor Cooper that the Regular Monthly Meeting Minutes of January 9, 2013, be approved as circulated.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PRESENTATIONS FROM THE FLOOR

Queen’s Diamond Jubilee Medal Presentation to Mayor Dunphy by Deputy Mayor Gary Clow.

Your Worship Mayor David Dunphy, on behalf of Her Majesty Queen Elizabeth II and His Excellency, the Right Honourable David Johnston, it is my pleasure to present to you the Queen Elizabeth II Diamond Jubilee Medal in honour of the contributions you have made to Stratford and to Canada. The Federation of Canadian Municipalities (FCM) nominated you for this prestigious award for your exemplary efforts to make Stratford a great place to live. It recognizes the important role that municipalities and their elected leaders play in ensuring our prosperity and high quality of life.

The Queen Elizabeth II Diamond Jubilee Medal honours significant contributions and achievements by Canadians. During the year of celebrations 60,000 deserving Canadians will be recognized. The medal was created by the Government of Canada to mark Her Majesty Queen Elizabeth II's 60 years of service to this country. FCM had the honour of nominating 4000 deserving recipients for this distinction.

On behalf of the residents of Stratford and the Stratford Town Council – thank you for your continued contribution to our community, our province and our country. Congratulations.

Mayor Dunphy thanked Deputy Mayor Clow, Council members, FCM, and the Government of Canada, and stated that it is a pleasure to work with such a great group of people in such a great community.

6. CARI REPORT

Included in the package for Council to review.

7. CORRESPONDENCE

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

8. MAYOR'S REPORT

Included in the package for Council to review. Mayor Dunphy gave a brief overview of his report noting that since the last Council meeting he attended the following events and meetings:

- Attended the Diversity and Inclusion Committee meeting. Mayor Dunphy noted that the committee is planning for the next event which will be held on March 21 - The International Day for the Elimination of Racism and Racial Discrimination
- Along with the MLA for Stratford – Kinlock attended the Fox Hunt Concert that Lacey Koughan won for PEI
- Attended the Committee of the Whole budget meeting
- Attended the Stratford Seniors meeting and gave a presentation on the Town's efforts toward additional affordable housing
- Attended the Greater Charlottetown Area Chamber of Commerce event – Unite and Ignite, a Multi-Generational Workplace
- Along with other mayors - met with Minister Sheridan to discuss revenue sharing for municipalities
- Attended the Canada China business mixer at the Town Hall
- Attended the first 'Buy Local' Citizens Reference Panel session

9. CHIEF ADMINISTRATIVE OFFICER

Included in the package for Council to review. Robert gave a brief update on his report noting that the Buy Local Citizen's Panel held their first meeting Monday, February 11,

2013, with a very dedicated group of residents who are keen on being involved with the Town. It is great to see residents who are willing to give so much of their time to help us make some good decisions regarding this issue.

Robert noted that the website is moving along, and although it is behind schedule, we are going to try and have it launched by the end of March. We are also looking at on-line citizen engagement tools.

10. FINANCE AND TECHNOLOGY

a) Report

Included in the package for Council to review.

Town Budget

Councillor Cooper stated that it is always with great anticipation that you get ready for a budget for a Town of our size. We have grown in leaps and bounds in many ways. He thanked members of council, as well as staff who have put in a lot of time preparing the budget. As we get ready for 2013, we have a lot of positives and we have a few challenges. The growth of the Town is tremendous, and since 2012 there is no doubt that across Prince Edward Island we have become one of the most desirable, if not the most desirable place to live on PEI. Our building permits exceeded thirty million dollars for the fourth year in a row. In fact, there were almost 700 new dwelling units added in the Town during that four year period which equates to 1,700 new Stratfordians.

A recent housing demand study, which is currently available on our website, forecasts that this strong growth will continue into the foreseeable future and that Stratford's population will almost double over the next twenty years. This strong growth bring in additional revenue from new property tax and utility charges, but it also brings in added expense to provide and maintain infrastructure, to ensure public safety and to provide programs for new users. It has also been difficult in recent years to provide for all of the needs due to the province changing our tax credit to a grant in 2008, and unfortunately the grant was cut in 2012 bringing fewer dollars into the Town. This has resulted in over \$300,000 less revenue in 2012, and we forecast that there will be \$386,000 less revenue in 2013 and that will grow as we progress forward.

Despite these challenges Council is committed to prudently managing these dollars entrusted to us by taxpayers. Subject to the successful negotiation of a fair revenue sharing agreement with the province, property tax rates will remain at \$.44 per \$100 of assessment for residential properties and \$.99 per \$100 of assessment for commercial properties. In our effort to build the best community possible, we will continue to make select investments in areas that are important to residents which I will highlight.

Town Revenue

In the 2013 town budget we are forecasting revenue of just under 4 ½ million dollars and expenses of just under 4.3 million dollars with a resulting surplus of \$176,300. We need to generate this level of surplus to make sure we are able to cover our principal payments and interest as we pay down the debt. The Public Sector Accounting Board guidelines require that we budget using depreciation rather than principal payments. The majority of the Town's revenue is received from property tax and from the municipal support grant. The municipal support grant was cut by 5% in 2012 and we are forecasting that it will remain at that level in 2013. As mentioned earlier, this results in \$380,000 less revenue than the tax credit that was in place prior to 2008. The Commissioner on Land and Local Governance recommended a return to the tax credit system, and municipalities hope to be able to negotiate a fair revenue sharing agreement with the province in the coming weeks and months.

Town Expenses

The Town expenses are divided into six categories which are General Government, Finance, Recreation, Public Works, Planning and Depreciation. Total expenses are up 5.8% over the 2012 budget. This is due to cost increase in fire dues, staff expenses, electricity, the implementation of the HST and targeted investments in support of our efforts to build the best community possible.

Something that we are very proud of, and it seems to be taking shape quite well here in Stratford, is what we call *Sustainable Stratford – Results Matter*. In 2011, the Town adopted a strategic performance management system called Sustainable Stratford – Results Matter, to increase transparency and accountability to our residents and to ensure that the mayor, council and staff deliver results. For those of you who may not know it – our vision is: *to become a sustainable community where the social needs of residents are taken care of, where our culture and heritage are rich, diverse and celebrate, where the limits of the earth to sustain us are recognized and respected, where there is a thriving local economy and where there is a transparent and responsive local government.*

We have identified high level strategic objectives and corporate level initiatives that are designed to move us toward our vision. We have also identified a new Town website and it will include a section with these performance measures when it is launched in the spring.

General Government

The largest expense category of General Government includes the big ticket items of police protection, fire protection, transit and street lighting. The Cross Roads Rural Community Fire Company increased the rates they charge by more than 30% effective May 1 of 2012, so the full effect of this increase will be felt in 2013. Many of the outlying communities outside of Stratford took the full hit back in 2012, but we recognized that was too large, so we spread it out over two years and the rest of it will be felt this year. This has increased the fire expense to \$280,000.

Other investments we are making in order to build the best community possible include:

- Funding in the budget for a civilian clerk for the RCMP office in Stratford so residents can go to their local RCMP office for criminal record checks, or any other business they may have with the RCMP. This will require an upgrade, or possibly a new RCMP office for security reasons. A small allowance has been included in the budget for an upgrade, but we will not know what our best option is until we finish negotiations with the RCMP. Also included in police protection is support for our Citizens on Patrol group which has given us exemplary service and is a well respected group, not only by the citizens, but by the RCMP as well.
- Funding in the amount of \$25,000 for a short term lease for the Stratford Library plus capital funding of \$25,000 for additional furniture. The current library is bursting at the seams at the Robert Cotton Centre and we have been approached by the Library Committee and they would like us to do something about the space and the Stratford Town Council is committed to doing that.
- We have also looked at the implementation of the Traffic Safety Plan. This was originally planned for 2012, but we are still waiting on feedback and approval from the Provincial Department of Transportation and Infrastructure Renewal, who own the streets in Stratford. The draft plan was developed by a committee that was formed to examine ways to reduce speeding and improved pedestrian safety in the Town. There is also money allocated in the capital budget for signage and traffic calming to support this initiative.
- Funding for increased collaboration with residents in decision making in accordance with our recently approved Engagement Strategy. This includes a Buy Local Citizen Reference Panel, the completions of the website, an on-line discussion forum, and training in the use of social media.

Finance and Technology

In the Finance and Technology Department budget, the largest expense is the interest payment on the Town debt. Each year the interest on the Town's long term debt has been decreasing. We budget for a surplus to at least cover the difference between depreciation and our annual principal payments, so that each year the full amount of our principal payments on long term debt is satisfied. We have also been generating a surplus large enough to cover off most of the Town capital expenses, and we have not needed to increase borrowing to cover Town capital costs. Since 2008, a debt reduction strategy has been in place to meet a target of at least 4% of revenue, and since 2008 we haven't dropped less than 9% toward the Town debt which has resulted in at least \$360,000 going toward the debt annually. We have done this for the past five years and hope to continue it in the future.

Some of the additional investments the Town is making in order to build the best community possible include:

- The addition of a part-time utility administrative clerk. Since 2006 the number of sewer customers has increase by more than 50% to 3,700 customers, and the number of water customers has increased by more than 100% to almost 3.000 customers.
- We are looking at the addition of WI-FI internet throughout the Stratford Town Centre so that individuals and user groups can access the internet while working out in the recreation area, or meeting in one of the meeting rooms of the facility.
- The addition of a disaster recovery and off-site data backup up service to enhance the security of the Town's digital information.
- A budget allowance for a consultant to assist with the development of a performance based budgeting system, to better align our budget with our strategic goals and performance measures and to facilitate deeper, more meaningful involvement of residents in the budgeting process.

Recreation, Culture and Events

In the Recreation, Culture and Events budget there is base funding to support the more than 60 programs and events that we offer and/or support each year. We are planning to once again offer a summer day camp for kids in 2013. This was a pilot project in 2011, and it has grown into a popular and successful program. Parents may wish to register their children early to get the theme weeks that they want. Other investments to help make Stratford the best community possible include:

- Funding in the capital budget for the continued development of parks and playgrounds (\$40,000), a wireless sound system for the gym for events (\$10,000), resurfacing Pondside tennis courts (\$25,000), a new scoreboard for McNeill Field (\$15,000), pave and resurface parking lots throughout the Town (\$25,000), and another art piece for the parks (\$5,000).
- Seed funding (\$50,000) in the capital budget to develop a partnership for a skateboard park in Stratford to support our active youth.
- In addition to the annual funding for the Pownal Rink in the amount of \$45,000, and the CARI Pool in the amount of \$15,000, an allowance of \$5,000 is included for the improvement of the grounds at Glen Stewart School, contingent on matching funds by the school.
- Additional funding for arts and culture programming to continue to ensure that residents can take advantage of programming to strengthen all aspects of their physical, mental and spiritual health. In 2012 there was a very successful 'Arts Day' program held at Glen Stewart School and Stratford Elementary School that we continue to build on, as well as the introduction of an 'Artist in Residence' program. This program introduces various aspects of art techniques to approximately 580 students attending Glen Stewart School. Another cultural offering is our 'Celebration of Island Life' event that occurs during the winter carnival. We have seen the number of people attending this event steadily increase from year to year.

Infrastructure

The Department of Infrastructure budget includes the maintenance of all Town owned facilities, equipment, trails and sidewalks. Expenses are forecast to be up approximately 8% in 2013 due largely to the increase in electricity and other HST related increases. Some of the targeted investments within this department are:

- An allowance of \$10,000 for improved maintenance of our growing trail network.
- Replacement of the Bunbury Rink building which is at the end of its useful life, and replacing it with a more efficient and compact changing/washroom facility near the outdoor rink at a cost of \$30,000.
- Construction of an additional 2 km of Trans Canada Trail in cooperation with the Trans Canada Trail Foundation. Eventually the trail will connect to the main trail in Charlottetown and in Iona.
- Sidewalk and bike lane construction from Bonavista Avenue to Sundance Lane (this project is contingent on the Provincial Department of Transportation and Infrastructural Renewal infilling the ditches along this alignment).
- Other capital investments include replacement of the industrial front mower used to maintain the grass at Cotton Park (\$20,000), new sliding doors for the gym entrance (\$10,000), a six passenger golf cart for events and maintenance (\$6,000) and some additional storage and heat pump repairs for the Stratford Town Centre (\$20,000).

For those of you who are looking closely at the expense tables when our budget goes live on our website tomorrow, you may have noticed that the Building Maintenance expense was significantly higher in 2011 than budgeted for in 2012 and 2013. That is because the maintenance issues identified in the municipal complex were completed in 2011 and this was an extraordinary expense. This work included repairs to the exterior siding, decorative trim, window casing, doors, roof repairs, exhaust hoods and painting. The total cost for these repairs was just over \$145,000.

Planning, Development and Heritage

The focus this year will be the review of the Town's Official Plan. The salary budget includes a position for a temporary junior planner to assist with the development of the Official Plan, and the professional fee budget includes an allowance for the development of a visualization tool to enable residents to examine and comment on potential future development scenarios.

Targeted investments include:

- An allowance of \$5,000 to engage the services of a part-time/seasonal enforcement officer to help enforce the Town's Development Bylaw and other bylaws, specifically during the summer season.
- An additional \$3,000 for a heritage recognition project.

Capital Budget

We are budgeting \$1,359,000 for capital items in 2013 which, after New Deal funding provided by the federal government through gas tax funding, will be a net cost of \$389,000 to taxpayers. In addition to the items already mentioned, our capital budget for 2013 will include additional investments for core area projects in accordance with the Core Area Plan, which sets higher standards for street construction and amenities in our commercial core. These, together with sidewalks and bike lanes, are funded through the Federal New Deal Gas Tax Program for which we are very grateful. We have also included \$25,000 to complete the update to the Town entry signage and to start installing new street signs in accordance with our new signage standards. The new street blades will have a larger font to make it easier for seniors and others with a visual impairment to ensure that they are heading in the right direction.

In summary, we are making strategic investments in priority areas to meet the needs of residents and to build the best community possible, while being mindful of the trust placed in us by taxpayers to be prudent and responsible with their money.

Councillor Cooper noted that when the budget goes live on the website there will be detailed revenue and expense tables included.

Utility Budget

As the Town's growth continues at a hectic pace, so does that of the utility. We now have more than 3,800 sewer customers and 3,000 water customers. I am pleased to report that there will be no increase in Utility rates in 2013. We are budgeting for revenue of \$1,799,200, most of which comes from unmetered customers. Expenses are budgeted at just over \$1,454,000 resulting in a \$345,000 surplus. A significant surplus is required to allow us to pay the principal portion of the loan payments which exceed the depreciation charges by \$220,000.

The largest issue facing the utility not only today, tomorrow and in the foreseeable future is the replacement of the sewer treatment plant which is not consistently performing to the required standard. The additional surplus, after principal payment on the debt, will allow us some flexibility as we examine rates on the completion of capital projects in relation to the long term sewer treatment plant requirements, the new wellfield, and the potential implementation of water metering.

Total budgeted utility expenses for 2013 are 3.8% higher than the 2012 mainly due to increased infrastructure, increased staff costs, increased electricity charges and again other HST related increases. In 2012, we initiated a pilot metering project to gather data on local water usage to allow us to better examine the possibility of customer metering as recommended in the 2011 utility rate study. Studies have shown that metering can reduce water consumption significantly through repairs to leaky faucets, toilets and fixtures, and without any noticeable impact on customer lifestyles. Metering reminds us to use water

more efficiently. Once the pilot metering study is complete in the fall of 2013, we will examine the issue of metering and engage residents in a public discussion.

In the 2012 sewer system study, it was recommended that we perform an inflow and infiltration investigation to help ensure that stormwater was not getting into the sanitary sewer system. One of the ways this happens is when sump pumps and downspouts from eaves troughs are piped into the sanitary sewer system. This results in overflows and causes us to go over capacity. We will be investigating this as we move forward and there is an allowance in the 2013 budget for this investigation.

The utility will continue its water conservation program efforts in 2013, in partnership with the Stratford Area Watershed Improvement Group, to reduce water usage and protect and enhance the watershed. A successful water conservation program will reduce per capita operating costs due to lower pumping rates and may also result in the deferral of capital costs for additional water supply to meet future demands in our fast growing Town.

The utility operation is part of the infrastructure department which, in addition to maintaining the Town's infrastructure, is also responsible for the entire sewer and water infrastructure within the Town, including five wellfields and the wastewater treatment plant. Some of the targeted investments include:

- The interconnection of the Langley Estates water system to the Town's main water distribution system (this project is contingent on funding through the federal and provincial levels of government).
- Sewer and water servicing to the lower Rosebank Road area (this project is contingent on funding through the federal and provincial levels of government).
- Completion of the new wellfield located in the Fullerton's Creek watershed. This wellfield is located next to the Reeves Estates subdivision just off of Macintosh Drive.

As stated earlier, the sewer treatment plant upgrade or replacement is the biggest issue facing the utility in 2013. Once final options and costs are identified, we will consult with residents to determine the best option.

In summary, we will be looking closely at our long term utility needs in 2013 with a view to developing a long term financial plan and rate model to ensure that rates are equitable among our customers, sufficient to meet our long term needs, stable, fair and predictable for our customers.

Councillor Cooper reiterated that when the budget goes live on the website there will be detailed revenue and expense tables included.

Mayor Dunphy thanked Council and staff for all their hard work. He feels the Town has struck a good balance trying to fund the projects that are needed in the Town, and at the same time keeping the tax rate where it is.

At this time, the resolutions to adopt the budgets were read.

Resolution FT002-2013 Adoption of the 2013 Town Operating Budget

Moved by Councillor Randy Cooper

Seconded by Gary Clow

WHEREAS the Town of Stratford complies to Public Sector Accounting Board guidelines which results in depreciation expense being lower than the Town's principal payment on debt; and

WHEREAS the amount required to cover the principal payments on the Town's loans exceeds the depreciation expense by \$157,000 and a significant surplus is required to allow the Town to make the principal payments.

BE IT RESOLVED that the 2013 Town of Stratford Operating Budget with revenue of \$4,451,600 and expenses of \$4,275,300 for a surplus of \$176,300 be approved in accordance with the attached revenue and expense tables:

Operating	Actual 2011	Budget 2012	Budget 2013
Property Tax	\$ 2,666,038	\$ 2,829,800	\$ 3,111,100
CUSA Grant	\$ 941,642	\$ 944,000	\$ 896,800
Equalization Grant	\$ 1,454	\$ -	\$ -
Salary Recovery	\$ 9,000	\$ 9,000	\$ 9,000
Rent Income	\$ 224,287	\$ 244,300	\$ 246,300
Police Fines	\$ 65,979	\$ 70,000	\$ 55,000
Fees and Permits	\$ 85,008	\$ 94,500	\$ 90,500
Interest Income	\$ 7,528	\$ 4,000	\$ 4,100
Recreation	\$ 24,890	\$ 31,800	\$ 38,800
Other	\$ 17,891		
Total Revenue	Actual 2011	Budget 2012	Budget 2013
	\$ 4,043,717	\$ 4,227,400	\$ 4,451,600

Operating	Actual 2011	Budget 2012	Budget 2013
General Government Expenses	\$ 1,566,061	\$ 1,770,400	\$ 1,906,300
Finance Expenses	565,266	581,500	583,400
Recreation Expenses	491,345	553,300	593,700
Public Works Expenses	708,737	580,300	626,900
Planning Expenses	267,628	303,900	315,000
Depreciation	244,207	250,000	250,000
Total Expenses	Actual 2011	Budget 2012	Budget 2013
	\$ 3,843,244	\$ 4,039,400	\$ 4,275,300

Total Surplus	Actual 2011	Budget 2012	Budget 2013
	\$ 200,473	\$ 188,000	\$ 176,300

BE IT FURTHER RESOLVED that the non-commercial municipal tax rate be set at \$0.44 per \$100 of assessment for 2013.

BE IT FURTHER RESOLVED that the commercial municipal tax rate be set at \$0.99 per \$100 of assessment for 2013.

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

Question: **CARRIED**

Resolution FT003-2013 Adoption of the 2013 Town Capital Budget

Moved by Councillor Randy Cooper

Seconded by Councillor Emile Gallant

BE IT RESOLVED that the attached 2013 Capital Budget be approved in the amount of \$1,359,000 less New Deal funding of \$900,000, less Trans Canada Trail funding of \$70,000 for a net Town Capital Budget of \$389,000.

Capital	Budget 2012	Budget 2013
Park Development	\$ 40,000	\$ 40,000
Recreation Centre Equipment	\$ 6,000	\$ 16,000
Recreation Capital Projects	\$ -	\$ 40,000
Sidewalk/Bike Path Construction	\$ 300,000	\$ 450,000
Trail Construction	\$ 130,000	\$ 200,000
Core Area Capital Projects	\$ 320,000	\$ 320,000
Signage/Branding program	\$ 25,000	\$ 25,000
Equipment Replacements/Additions	\$ 2,700	\$ 26,000
Town Centre Capital Repairs/Additions	\$ 68,000	\$ 32,000
Maintenance Bldg. Capital Repairs/Additions	\$ 100,000	\$ -
Cotton Park Building Repairs/Additions	\$ 28,000	\$ 25,000
Other Building/Grounds Repairs/Additions	\$ 24,000	\$ 30,000
Public Art	\$ 5,000	\$ 5,000
Computer Hardware	\$ 14,000	\$ 25,000
Information Systems	\$ 35,000	\$ -
Skateboard Park	\$ -	\$ 50,000
Transit	\$ 12,000	\$ -
RCMP Office Upgrade	\$ -	\$ -
Traffic Calming/Signage	\$ 50,000	\$ 50,000
Town Centre Generator	\$ 200,000	
Paving		25,000
Total Capital Expenses	Budget 2012	Budget 2013
	\$ 1,359,700	\$ 1,359,000
Capital Funding	Budget 2012	Budget 2013
New Deal Funding	\$ 750,000	\$ 900,000
Trans Canada Trail (pending approval)	\$ 55,000	\$ 70,000
Island Community Fund (pending approval)	\$ 150,000	
Total Capital Funding	Budget 2012	Budget 2013
	\$ 955,000	\$ 970,000
Net Capital Expenditure	Budget 2012	Budget 2013
	\$ 404,700	\$ 389,000

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

Question: **CARRIED**

Resolution INC001-2013 – Adoption of the 2013 Utility Operating Budget

Moved by Councillor Randy Cooper

Seconded by Councillor Steve Ogden

WHEREAS the Stratford Utility Corporation complies with Public Sector Accounting Board guidelines which results in depreciation expense being lower than the Utility's principal payment on debt; and

WHEREAS the amount required to cover the principal payments on the Utility's loans exceeds the depreciation expense by \$220,000 and a significant surplus is required to allow the Utility Corporation to make the principal payments.

BE IT RESOLVED that the attached 2013 Stratford Utility Corporation operating budget with revenues of \$1,799,200 and expenses of \$1,454,200 for a surplus of \$345,000 be approved as follows:

Operating	Actual 2011	Budget 2012	Budget 2013
Unmetered Sales	\$ 1,491,704	\$ 1,519,600	\$ 1,603,600
Metered Sales	\$ 112,660	\$ 102,200	\$ 115,600
Frontage Charges	\$ 46,687	\$ 60,500	\$ 47,500
Penalty Charges	\$ 32,779	\$ 25,000	\$ 25,000
Connection Fees	\$ 7,090	\$ 2,500	\$ 4,000
Capital Contributions	\$ 241,236	\$ -	\$ -
Interest Income	\$ 15,256	\$ 4,000	\$ 2,500
Other Income	\$ 12,468	\$ 1,000	\$ 1,000
Total Revenue	Actual 2011	Budget 2012	Budget 2013
	\$ 1,959,880	\$ 1,714,800	\$ 1,799,200

Total Expenses	Actual 2011	Budget 2012	Budget 2013
	\$ 1,336,723	\$ 1,400,200	\$ 1,454,200

Utility Surplus	Actual 2011	Budget 2012	Budget 2013
	\$ 623,157	\$ 314,600	\$ 345,000

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

Question: **CARRIED**

Resolution INC002-2013 – Adoption of the 2013 Utility Capital Budget

Moved by Councillor Randy Cooper

Seconded by Deputy Mayor Clow

BE IT RESOLVED that the attached 2013 Stratford Utility Corporation Capital Budget be approved with total capital expenditures of \$1,625,000 less build Canada funding of \$1,066,700 for a net capital expenditure of \$558,300.

Capital	Budget 2012	Budget 2013
Well field exploration	\$ 2,416,000	\$ 1,000,000
Misc Capital Items	\$ 10,000	\$ 10,000
Water system primary treatment	\$ 10,000	\$ 10,000
New Roof for Pondsides Water Building.	\$ 5,500	
Flat bottom boat for WWTP.	\$ 3,500	
Water and Sewer Projects	\$ -	\$ 600,000
Small Equipment Purchases	\$ -	\$ 5,000
SCADA System upgrades.	\$ 10,000	
New Utility Truck	\$ -	
Total Capital Expenses	Budget 2012	Budget 2013
	\$ 2,455,000	\$ 1,625,000
Capital Funding	Budget 2012	Budget 2013
Build Canada Funding	\$ 1,533,300	\$ 1,066,700
Total Capital Funding	Budget 2012	Budget 2013
	\$ 1,533,300	\$ 1,066,700
Net Capital Expenditure	Budget 2012	Budget 2013
	\$ 921,700	\$ 558,300

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

Question: **CARRIED**

RECREATION, CULTURE AND EVENTS

a) Report

Included in the package for Council to review. In the absence of the chair and vice-chair, Deputy Mayor Clow gave a brief overview of the report. He noted that the second term

of the fall/winter program schedule resumed after the Christmas break. Additional recreational programs have been added in the new year and include an after school arts and crafts program, and after school yoga.

Deputy Mayor Clow noted that GO PEI programs are still being offered and various fitness programs are made available weekly at the Stratford Recreation Centre.

It was noted that staff met to review work plans from 2012 and a wide host of programs, events and service goals are being pursued through strategic objectives and goals.

Deputy Mayor Clow stated that there are three public skates remaining at the Pownal Sports Centre and the dates are February 23, March 2, and March 23, from 3:20 – 4:20 p.m.

The Annual Winter Carnival will be held February 21 to February 24 and a wide host of activities will be provided including a youth dance, trivia contest, Celebration of Island Life, card play, pancake breakfast, family fun hour, sleigh rides, snowshoeing and a family skate. There will be 15 activities provided to residents during the winter carnival weekend.

Councillor Cooper noted that Councillor MacDonald is recuperating from his medical procedure and he would like to take a moment to wish him well.

11. INFRASTRUCTURE

a) Report

Included in the package for Council to review. Councillor Gallant stated that the committee had their first meeting on January 29. He noted that the Public Works and property Committee and the Utility committee have been joined to create the new Infrastructure Committee. He noted that the committee consists of both former members and new members.

Councillor Gallant stated that there was a good discussion regarding the responsibilities of the committee. He noted that he did indicate to the members of the committee that his objective this year is to bring some recommendations to Council on the two large projects that the committee is dealing with - the water metering project, and the wastewater treatment plant project.

Councillor Gallant noted that the chair of the Active Transportation Committee will be invited to attend the Infrastructure Committee meeting every second or third month to in order to update the committee.

12. COMMITTEE OF THE WHOLE

a) Resolution CW003-2013 Committee Member Appointment

Moved by Councilor Steve Ogden

Seconded by Councillor Cooper

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 some committees do not yet have a full complement of members.

BE IT RESOLVED that the following residents be appointed to the Special Committees and their sub-committees for a two year term from January 1, 2013 to November 30, 2014, as follows:

Infrastructure Committee

- David Godkin

Active Transportation Sub-Committee

- Melanie McCarthy

Accountability and Engagement Committee

- JoAnne Holden
- Shaun MacNeill

Diversity and Inclusion Sub-Committee

- Tony Dolan

Arts and Culture Committee

- Carrie St. Jean
- Paula Paula Hansen is to be removed from the Events Committee as she has is a member of the Finance and Technology Committee and she only wanted to serve on one committee.

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

Question: **CARRIED**

13. PLANNING, DEVELOPMENT AND HERITAGE

a) Report

Included in the package for Council to review. Deputy Mayor Clow gave a brief overview of the report noting that the committee spent a lot of time discussing the housing demand study and the official plan. The committee recommended that Council accept the housing demand study as presented - to be used as a background study for the official plan review, and Deputy Mayor Clow hopes to have this item on the next Committee of the Whole agenda.

The director of planning gave the committee an overview of the official plan review. He stated that there is still a lot of work to be done, but hopes to have something to bring to Council in the fall.

Deputy Mayor Clow noted that he attended a developer's workshop recently that was held at the Town Centre and it was well attended by both developers and contractors.

b) Permit Summary

Included in the package for Council to review. It was noted that we are down from last year, but it is hoped that as the weather improves the numbers will get better.

14. SAFETY SERVICES

a) No Report

The Safety Services Committee did not meet in January.

b) Street Light Report

No Report

c) RCMP Report

The RCMP Report for January 2013 was included in the package for review.

Councillor Ogden noted that in the area of enforcement, the numbers are down in January 2013 compared to January 2012. One impaired driver was apprehended, and there were 10 motor vehicle collisions reported. It was noted that calls for service in January was down from last year; however, criminal occurrences were up from 6 to 16 and these can be attributed to vehicles being left unlocked. It was also noted that there was one break and enter to a business and one to a private home, as well as one drug offence.

Councillor Ogden noted that in terms of the quarterly report there are some highlights that are of interest to Council. The three objectives that we have set and agreed upon with the RCMP for the Town are *contribute to safe roads, contribute to community safety, and contribute to safer youth*.

The quarterly report shows an increase of in the number of impaired charges and a decrease in in motor vehicle accidents. Deputy Mayor Clow asked if this was for all of

Queens District and Mayor Dunphy replied that the report is for the Queen's District with the Stratford statistics included.

Councillor Ogden noted that the measures used to gauge community safety, our second objective, falls under the category of property crime and relate to occurrence of mischief, break and enter, and theft. After the breakdown for the district, it shows that Stratford had 74 occurrences which is down 10%, but it is unclear whether that 10% is for the whole district or for Stratford.

The third objective, contribute to safer youth, had an increase of presentations to youth, and there was an increase in youth being referred to the outreach program.

Councillor Ogden stated that he will request a more detailed breakdown report for Stratford for the next meeting.

Mayor Dunphy asked Councillor Ogden to request the statistics on tickets issued in Stratford for the past two or three years. Deputy Mayor Clow stated that he would like to have a member of the RCMP attend a Committee of the Whole meeting and Councillor Ogden replied that this could be arranged.

d) Humane Society Report

The Humane Society Report for January 2013 was included in the package for review.

e) Transit Report

Included in the package. Councillor Ogden stated that the transit report shows a decrease in average ridership since 2010. He noted that we need to encourage more marketing, and encourage our residents to use the transit system.

f) Fire Company

Councillor Ogden stated that the fire company held two meetings since the last Council meeting. He noted that the fire company has plans to purchase a new truck this year and take delivery of it before the HST comes into effect.

15. SUSTAINABILITY

a) Report

Report included in the package for Council to review. Mayor Dunphy gave a brief overview of the report noting that the Diversity and Inclusion sub-committee falls under this committee. The committee met on January 17 and did a review of the Levee, which had a diversity component to it, and this is something that they want to build on for next year. The committee is planning an event for March 21 which is the international day for the elimination of racism and racial discrimination, and the committee hopes to have a speaker come in for this event.

Mayor Dunphy noted that on February 8 a very successful Canada/China business mixer was held at the Stratford Town Centre.

At the Sustainability Committee meeting held on January 24, the buy local initiative was discussed. A buy local citizens' panel was formed and they held their first meeting on Monday, February 11. The panel will attend a total of six meetings and should wrap up in late April or early May, and will provide Council with information on ways to promote 'buy local' in the community.

Mayor Dunphy noted that David Tingley, who represents Community Economic Development Business, recently put on a 'flow through' presentation for business owners. He noted that he wasn't able to attend himself, so he doesn't have a lot of information on it, but basically it is a vehicle that will allow people to invest locally and receive a tax credit. Doug Deacon is looking into it further to provide us with more detailed information.

16. ACCOUNTABILITY AND ENGAGEMENT

a) Report

In Councillor Griffin's absence Councillor Gallant gave a brief overview of the report. He noted that the first meeting was held on January 24 and it was basically an orientation meeting. The terms of reference were reviewed, and Robert gave a Power Point presentation outlining the Town's objectives in order to help committee members understand their role on the committee.

17. HUMAN RESOURCES

a) Resolution HR001-2013 Employee Compensation Plan Adjustments

Moved by Deputy Mayor Clow
Seconded by Councillor Steve Ogden

WHEREAS the Town of Stratford has established a compensation plan for permanent Town employees in 1999 and Council has established the practice of reviewing the plan every five years to help ensure that employee compensation is fair and equitable; and

WHEREAS Focal HR was selected, via a request for proposal process, to conduct a review of the plan in the fall of 2012 and a number of recommendations were made to ensure internal equity and external competitiveness.

BE IT RESOLVED that the following changes be made to the compensation plan for permanent employees effective the first pay period in 2013:

- approve the attached job descriptions which have been updated to reflect the evaluation of each position;
- increase the hourly rates in salary level 3 by 5% to be more competitive in the marketplace;
- re-classify the following positions based on a revised job rating:

- Recreation Maintenance Supervisor from Salary Level 4 to Salary Level 4.5;
 - Infrastructure Technician II from Salary Level 4 to Salary Level 4.5;
 - Infrastructure Coordinator from Salary Level 4 to Salary Level 4.5;
 - Development Officer from Salary Level 6 to Salary Level 6.5;
 - Building Inspector from Salary Level 6 to Salary Level 6.5 and then to Salary Level 7 when the incumbent receives the Professional Engineering Designation; and
- increase the steps in salary levels 8 – 11 from 2% to 2.5% to create a wider pay band to be more competitive in the marketplace.

Discussion: It was noted that this resolution bears the recommendation of the Human Resource Committee. Robert stated that the job descriptions are not attached to the resolution, however, a copy of the job descriptions were emailed to Council last week.

Councillor Ogden noted that every five years outside consultants review all the job descriptions to ensure people are being paid fairly and in line with the market.

Question: **CARRIED**

18. OHER COMMITTEES

a) Stratford Seniors Complex

The report is included in the package for Council to review. Mayor Dunphy noted that he attended the last meeting and gave a presentation on affordable housing and the background on the housing needs study. The committee definitely feels there is a need for more affordable housing, especially for seniors, and they are happy we are addressing the issue.

19. PROCLAMATIONS

a) Nil

20. OTHER BUSINESS

It was noted that February 27 is Anti-bullying Pink Shirt Day and the shirts can be purchased at Mark's Work Warehouse. Councillor Ogden noted that Joe Killorn has great initiatives planned for the day and he asked that everyone wear their pink shirt on the February 27 to show our support.

21. ADJOURNMENT

There being no further business the meeting adjourned at 9:05 p.m.

Mayor David Dunphy

Robert Hughes, CAO