

REGULAR MONTHLY COUNCIL MEETING

February 10, 2016

Approved Minutes

DATE: February 10, 2016
TIME: 7:30 p.m. – 8:34 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

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

REGRETS: Councillors Steve Ogden and Diane Griffin

CHAIR: Mayor David Dunphy

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

It was moved by Councillor Gail MacDonald and seconded by Deputy Mayor Cooper that the agenda be approved as circulated.

3. MINUTES

It was moved by Deputy Mayor Cooper and seconded by Councillor Gary Clow that the Regular Monthly Meeting Minutes of January 14, 2016 be approved as circulated. Motion Carried.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PRESENTATIONS FROM THE FLOOR

Nil

6. CARI REPORT

Report

The CARI report was included in the package for Council to review.

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**

Following is a list of meetings and events attended by the Mayor since the last Council meeting:

- Interviewed by Crystalle Ramlakhan, CBC regarding Stratford's changes to the water capital contribution charge. Received positive feedback from residents and others on the change.
- Along with Wendy, Rachel, and Tanya attended a Seniors Home Care Lunch and Learn at Andrews of Stratford.
- Interviewed by Laura Meader, CBC regarding Stratford's Snow Angels Program.
- Along with CAO Robert Hughes, and Deputy Mayor Cooper met with Minister Mitchell, his Deputy, Minister Biggar and her Deputy, and members of the department of finance to discuss the current CUSA grant system and various infrastructure priorities.

Deputy Mayor Cooper asked how the Snow Angel initiative was going and Mayor Dunphy replied that we had great coverage through the media – both the Guardian and CBC. Wendy added that it is going good, but noted that we could use more shovelers. Deputy Mayor Cooper noted that one of the groups that helped out last year was a Pownal senior hockey team, and if we need more helpers, he suggested that Wendy contact Cory Barlow who is the coach of the team.

9. **CHIEF ADMINISTRATIVE OFFICER**

Report included in the package. Robert briefly reviewed the report noting that the EMO Emergency Operations Centre group has met to begin the process of updating the EMO plan, and to establish a protocol for using the Town Centre as a warming centre now that we have a generator. He also noted that the Red Cross will be doing a tour of our facility on February 11, 2016.

10. **INFRASTRUCTURE**

a) **Report** – Councillor Clow noted that some of the items being worked on by the infrastructure department are as follows:

Waste Water Treatment Facility – the facility continues to struggle to meet the Ammonia, TSS and Faecal effluent criteria required by provincial and federal regulators. We continue to be in close contact with the developer of the Blue Frog System and have expressed our concern with the performance of the system. We have also engaged a wastewater expert from Stantec to do an independent review of the system. With this review he can confirm if the system is working correctly and what can be done to keep the facility in compliance. We are in the process of replacing the UV treatment system and we are also working on the addition of a disinfectant to help with the treatment process.

Inflow and Infiltration Study – phase II of the program will begin soon with the monitoring of spring flows. The consultant will then review the fall and spring data and

provide recommendations regarding the condition of the system and what can be done to fix it. The project will continue into 2016.

Toilet Rebate Program – phase III of the program continues. To date we have processed 23 of the 30 budgeted rebates.

Rankin Water – the first draft of the drawings have been received and we are reviewing them. The drawings and specifications should be complete by the end of February and the project should be out for tender in March 2016.

Town Centre Emergency Generator – work is complete and the generator is operational. The project was completed on schedule and slightly under budget.

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. In addition to the work that has already started, we plan to complete an additional 400 metres in 2016.

Budget 2016 – the first and second draft of the budget has been presented to Council and we are currently waiting for Council approval.

During the past month there were no major issues with the sanitary collection system, or the water distribution system.

Deputy Mayor Cooper noted that he wanted to commend the staff of the infrastructure department for going above and beyond in the snow removal of our trails, properties and sidewalks.

11. RECREATION, CULTURE AND EVENTS

a) Report

The report was included in the package for Council to review. Councillor MacDonald gave a brief overview of the report noting that the second term of the fall and winter program schedule resumed after the Christmas break. The GO PEI programs are still being offered. The 'Learn to Run' program is offered on Monday evenings. The pickleball program continues on Monday, Wednesday and Friday in the Town's gymnasium. Members of the pickleball group represented Stratford in the Eastern 55+ Provincial Games the weekend of January 20 - 23 in Souris, and some will be participating in the Island 55+ Provincial Games in Summerside February 22 - 27.

Annual winter carnival festivities will be held from February 11 – 15 and a wide host of activities will be provided again this year, with some new events included. It was noted that the winter carnival schedule is available online.

The Stratford Youth Centre continues to run its regular drop-in times and there continues to be a great turnout each day with an average of 18 youth attending. Councillor MacDonald noted that the Youth Centre now has 38 active youth members.

Go girls! is a new program being offered in February for girls aged 11 to 14. The Youth Centre has partnered with Big Brother Big Sisters, to offer the program free of charge. The program is designed as a self-esteem booster and allows girls to work closely with female mentors in a group sharing environment. Registrations are now being accepted with a maximum of 12 spots available.

Kate Sharpley continues to lead her pre-school program, at no cost, at the library each Tuesday afternoon. Ms. Sharpley has led this program for several years and attendance averages 10 to 15 families. The program runs from January to June and again from September to December 2016.

The Stratford Farmers Market meeting will be held for vendors Tuesday, February 2, to begin their planning for the 2016 season. The Farmers Market will operate every Saturday in Cotton Park from June 25 to September 2 from 9:00 a.m. to 1:00 p.m.

Councillor MacDonald noted that the Town facility for the month of January was extremely busy with many events and programs taking place.

Deputy Mayor Cooper stated that next weekend Pownal Minor Hockey will be hosting their second of two large tournaments that they hold every year. The tournament will run from February 18 – 21 with approximately 2000 people (93 teams in total) coming to Pownal and various rinks. The major sponsor this year is Rodd Hotel and Resorts.

12. FINANCE AND TECHNOLOGY

a) Report

The report was included in the package for Council to review. Deputy Mayor Cooper noted that the Finance Committee met on February 2 and reviewed draft 3 and 4 of the 2016 budget. He noted that Council is ready to proceed with the budget, but the concern at this time is we haven't received word back from the province on the CUSA grant. Deputy Mayor Cooper stated that there was a great deal of discussion regarding the revenue number. We have the 'wish list' and that is our draft 3. However, if we don't get an increase from the province, we will have to go with a status quo budget which will not include any new programming. If we had a modest increase from the province, we would be able to take care of most of the 'asks' from staff and residents. Deputy Mayor Cooper stated that Wendy and Kim and the rest of the finance staff have been working diligently to put the presentation together, but we want to know what the number from the province will be so we can stand behind our budget for the whole year. Deputy Mayor Cooper commended the staff on behalf of the Finance and Technology Committee for a job well done and we look forward to presenting the 2016 budget.

Mayor Dunphy congratulated everyone involved in the in the budget process, and he looks forward to hearing from the province in terms of funding so we can finalize the budget.

b) Financial Statements

No Report

13. PLANNING, DEVELOPMENT AND HERITAGE

a) Report

Included in the package for Council to review. In the absence of the chair and vice-chair, Deputy Mayor Cooper gave a brief overview of the report. He noted that there was a update given on the Marshall MacPherson condo development and the committee had a lengthy discussion on the issue.

There was some discussion regarding the implementation of the bylaw regarding the water and sewer capital contribution. Deputy Mayor Cooper stated that he has received phone calls from developers asking where things stand with regards to the bylaw, and he has passed the names of these developers on to the planning staff who will contact the developers.

It was noted that the background work for the bylaw review has begun.

b) Permit Summary

The permit summary was included in the package for Council to review.

c) Resolution PH003-2016 – Dale McKeigan – Conditional Change of Use – Single Family Dwelling to Duplex – 22 Aylward Drive

Moved by Deputy Mayor Cooper

Seconded by Councillor Gary Clow

WHEREAS an application has been received from Dale McKeigan to convert his single family dwelling into an over-under Duplex located at 22 Aylward Drive on parcel number 830000 which is located within the Two-Family Residential Zone (R2); and

WHEREAS in accordance with the Development Bylaw, Duplex or Semi Detached Dwellings are permitted within the R2 zone for up to 20% of the units within a Block meaning any unit of land consisting of a grouping of lots bounded on all sides by watercourses, streets, or large parcel boundaries or as otherwise defined by the municipality; and

WHEREAS this Block has 27 parcels of land, of which 6 are currently being used for Duplex or Semi-Detached residential uses, which calculates to be 22.2% of the Block; and

WHEREAS in the case of a Conditional Use, Council can permit Duplex or Semi Detached Dwellings up to 100% of the units in a Block; and

WHEREAS the request to change the use of the existing single family dwelling into a Duplex would require the number of units within the Block used for Duplex to be increased from 6 to 7, which results in a percentage increase of 3.71% for a total of 25.9% of the units within the Block now being used for Duplex; and

WHEREAS based on the minor percentage increase and the fact that there are already 6 established Duplex or Semi-Detached use within the area, planning department staff do not feel this change would adversely impact the established character; and

WHEREAS with regard to the Town's Official Plan, staff has determined that the proposal is consistent with policies aimed at increasing density in residential areas where existing character can be maintained, as well as, policies aimed at improving housing affordability.

BE IT RESOLVED that approval be granted to a conditional change of use request from Dale McKeigan to convert a Single Family Dwelling into an over-under Duplex located at 22 Aylward Drive on parcel number 830000, which is located within the Two-Family Residential Zone (R2) and requires an increase in the permitted number of Duplex units in a Block from 22.2% to 25.9%, subject to the following:

- A. That adequate parking spaces must be provided in accordance with the Town of Stratford Zoning and Subdivision Control (Development) Bylaw.
- B. That the development t shall meet all other relevant or provisions of the Town of Stratford Zoning and Subdivision Control (Development) Bylaw.

Discussion: This resolution bears the recommendation of the Planning and Heritage Committee.

Question: **CARRIED**

14. COMMITTEE OF THE WHOLE

a) Resolution CW002-2016 Federation of Prince Edward Island Municipalities (FPEIM) Board Member Appointment

Moved by Councillor Gail MacDonald
Seconded by Councillor Keith MacLean

WHEREAS the Federation of Prince Edward Island Municipalities (FPEIM) constitution allows for a member of the Stratford Town Council to serve as a member on the FPEIM Board; and

WHEREAS Councillor Diane Griffin has agreed to serve another term as a member of the Board.

BE IT RESOLVED that Councillor Diane Griffin be re-appointed to serve as a member of the FPEIM Board of Directors for 2016– 2017.

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

Question: **CARRIED**

b) Resolution CW003-2016 Committee Member Appointment

Moved by Councillor Keith MacLean

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 the Diversity and Inclusion Committee is in need of members.

BE IT RESOLVED that Heather McGrath, David Ing, and Angela McNally be appointed to the Diversity and Inclusion Committee for the remainder of the two year term ending November 30, 2016.

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

Question: **CARRIED**

15. SAFETY SERVICES

a) Report

The report was included in the package for Council to review. In the absence of the chair, vice-chair Councillor MacDonald gave a brief overview of the report. She noted that there was a discussion on additional street lighting for an area on MacKinnon Drive and the Trans Canada Highway.

Councillor MacDonald noted that a resident made the committee aware of a safety issue with traffic flow at the corner of Keppoch Road and the Stratford Road near Our Lady of Assumption Church. The issue is cars that are travelling south on Keppoch and turning – the oncoming traffic travels very fast and it was suggested that a stop sign be installed to alleviate the issue. A roundabout was also suggested an option, and Staff Sgt. Crowther, who attended the meeting, felt that a roundabout would help with the ongoing speeding issues.

The RCMP was made aware of the loitering and garbage issues at Pondsides Park. There are also some snowmobile issues on the Reeves Estates trail and the infrastructure director will continue to work with the PEI Snowmobile Association.

b) Street Light Report
No Report

c) RCMP Report

The RCMP Report for the month of January was included in the meeting package for Council to review.

Deputy Mayor Cooper asked if Council could be made aware when the Town gets new RCMP officers. He also suggested that the officer(s) who are working on the morning of the pancake breakfast could drop by as it is the opening of our winter carnival. Councillor MacDonald replied that she will find out who is working the day of the pancake breakfast and invite them to drop in. She will also bring the request back to the Safety Services Committee that Council be advised when there is a change in the Stratford RCMP members. Mayor Dunphy asked for a list of who is currently in the Stratford RCMP Detachment and Councillor MacDonald replied that she will have that available at the next meeting.

Councillor Clow asked about the comment made in the report that the clerk is spending six hours a day on criminal record checks. It was noted that if the check is for a non-profit or volunteer it is free of charge, but if it is for work there is a charge.

Robert noted that he received an email from Staff Sgt. Mark Crowther regarding the criminal record checks, and in the email he stated that there were 760 record check requests processed for Stratford in 2015, and each record check takes an average of 30 minutes.

It was noted that the finance director is working with the province regarding the fines that were issued in Stratford. She is asking them to tell us what the totals are for the Town, but she is running into some difficulty because their system is not able to handle this request.

Councillor Clow stated that a few years back we had Stratford on our cars, but we have since lost that. The staff sergeant, who was in charge at the time, agreed that it was a good idea to have the Stratford name on the cars, because Stratford pays for them. Councillor MacDonald noted that she will bring this issue up at the next Safety Services meeting.

d) Humane Society Report

The Humane Society Report for the month of January was included in the meeting package for Council to review.

e) Transit Report

The Transit Report for the month of January was included in the meeting package for Council to review.

Mayor Dunphy noted that we had a record number of transit users for the month of January and he stated that it would be interesting to know why. Councillor MacDonald stated that there were some extra efforts made to inform the Newcomers Association of the availability of the transit for the Ducks Landing area. It was noted that the 3:30 run that was started in September may have also contributed to the higher January numbers.

f) Fire Company

No Report

16. SUSTAINABILITY

a) Report

The report was included in the package for Council to review. Mayor Dunphy gave a brief overview of the report noting that we have engaged Insight Marketing to undertake a process to help us engage the residents in our support local initiative, and we hope to hear some good things in the next few months.

Mayor Dunphy stated that Council decided to put out an RFP to real estate companies to help sell the lots in phase II of the business park, and it will close on February 18. It was noted that the RFP was also supposed to be included in the Association's newsletter last Friday; however, Councillor MacLean noted that it wasn't included. Robert will follow up and see if he can get it in this Friday, February 12.

Mayor Dunphy stated that there was a meeting with the chair Dave McInnis and general manager Ron Waite of CADC, to discuss issues that are important to the Town of Stratford.

There was a Diversity and Inclusion meeting held recently and one of the events that the committee will be looking after is the International Tea House during winter carnival. This is a family event and everyone is welcome to attend.

Mayor Dunphy noted that March 21 is the International Day for the Elimination of Racial Discrimination and we are working on an event to mark the day.

17. ACCOUNTABILITY AND ENGAGEMENT

a) Report

The report was included in the package for Council to review. Councillor MacLean gave a brief overview of his report noting that the Committee finished Results Matter and Robert gave a verbal report on the key performance indicators (KPI's). It is hoped that we will soon have the KPI's on our website.

Councillor MacLean noted that Robert is working very hard on the One Governance Project and there have been some advances made on the project.

Councillor MacLean stated that the 2016 resident survey is underway with the online version active and the hard copies being sent out next week. Mayor Dunphy added that we are working on an event to help newcomers fill out the resident survey. The idea is to have translators on hand to help the newcomers.

17. HUMAN RESOURCES

a) No Report

18. OTHER COMMITTEES

a) Stratford Seniors Complex

The report was included in the package. Councillor MacDonald noted that we recently lost a long time committee member. Alma Birt has passed away and she will be very much missed. Councillor MacDonald took a moment to pass on condolences on behalf of the Mayor and Council to Alma's family.

It was noted that there are two vacancies in the complex and they will be filled from the waiting list. The new fire alarm policy was distributed to all residents, along with the parking lot snow removal notice.

Councillor MacDonald noted that we will be getting a new senior's liaison and she will bring their name forward to the next Committee of the Whole meeting.

19. PROCLAMATIONS

Nil

20. OTHER BUSINESS

Nil

21. ADJOURNMENT

There being no further business, the meeting adjourned at 8:34 p.m.

Mayor David Dunphy

Robert Hughes, CAO