

REGULAR MONTHLY COUNCIL MEETING

February 11, 2015

Approved Minutes

DATE: February 11, 2015
TIME: 7:37 p.m.–8:55 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Councillors Gary Clow; Gail MacDonald; Keith MacLean; and Steve Ogden; and staff members Kim O’Connell, Director of Finance and Technology; Jeremy Crosby, Acting CAO; Joanne Weir, Recreation Director; and Mary McAskill, Recording Clerk

REGRETS: Councillor Diane Griffin and CAO Robert Hughes

CHAIR: Acting Mayor Randy Cooper

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

It was moved by Councillor Keith MacLean and seconded by Councillor Gary Clow that the agenda be approved as circulated. Motion Carried.

3. MINUTES

It was moved by Councillor Gary Clow and seconded by Councillor Gail MacDonald that the Regular Monthly Meeting Minutes of January 14, 2015 be approved as circulated. Motion Carried.

4. BUSINESS ARISING FROM MINUTES

Nil

At this time Councillor Clow took over as chair of the meeting and thanked everyone for coming out for the budget presentation.

5. FINANCE AND TECHNOLOGY

a) Budget Presentation

Message from Acting Mayor, and Chair of the Finance Committee - Randy Cooper

It is my pleasure to present to you the 2015 Town of Stratford budget. For the 2014 fiscal year, we are projecting a surplus of \$319,000 which will help us once again exceed our debt reduction target of 4% of revenue. Our revenue growth has slowed in the past few years due to the cooling in the Island real estate market, and the unilateral change from a tax credit to a grant imposed by the province in 2008. These two factors have made it very difficult to meet the growing needs of the Town. Due to the new grant system, we

now have less than half the revenue from the CUSA transfer than we would have if it was still the tax credit system. This is a loss in revenue of \$480,000 in 2015, and more than \$1,800,000 since 2008. This is a substantial amount of money that our municipality should have in order to deliver important services and infrastructure to residents. Municipalities have been trying to negotiate a fair revenue sharing agreement with the province as recommended by the Commissioner on Land and Local Governance, but after more than three years and many, many hours invested, we have made little progress.

We will continue to work with other municipalities to pressure the province to negotiate a fairer revenue sharing agreement, so that municipalities can provide the services that our residents need and want. Despite these challenges, Council is committed to prudently managing the dollars entrusted to us by taxpayers. Property tax rates for residential owners in Stratford will remain at the lowest rate for all large municipalities on PEI 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 this evening.

Town Revenue

In the 2015 Town budget, we are forecasting revenue of \$5,625,200 which includes government transfers of \$917,000, and expenses of \$4,839,800 with a resulting surplus of \$785,400. The Public Sector Accounting Board Guidelines now require that we show government transfers as revenue in the year of purchase. This causes what appears to be a large budget surplus, but in actuality the capital assets are depreciated over a period of time, and we set our budget to ensure that there is sufficient cash flow to cover the principal payments on any borrowing for the capital assets. The majority of the Town's revenue is received from Property Tax and from the Municipal Support Grant from the province. We budgeted for the Municipal Support Grant to remain at the same level in 2015. As stated earlier, this results in \$480,000 less revenue than the tax credit system that was in place prior to 2008.

Town Expenses

Town expenses are divided into six categories which are General Government; Finance and Technology; Recreation and Culture; Infrastructure; Planning, Development and Heritage; and Depreciation. Total expenses are up 8.0% over the 2014 budget. This is due to a change in accounting policy for our depreciation expense, a full year civilian clerk for the RCMP, increased cost for the Stratford library, economic development, transit and beautification, staff and other expenses and targeted investments in support of our efforts to build the best community possible!

General Government

The expenses in the General Government category include all of the expenses that are not attributable to the four line departments including police protection, fire protection,

Council expenses, CAO's office expenses, street lighting, transit, sustainability, citizen engagement, library and animal control. We are very committed to creating the best working environment that we can for our employees. Research shows that healthy and happy employees are more productive and less likely to miss work due to sickness. To that end, we have included \$7000 in the 2015 budget to introduce and support the practice of mindfulness to help employees focus better and feel less stress. As part of our commitment to creating a more sustainable community, we have included \$10,000 in the 2015 budget to kick start the development of a Community Energy Plan. The goals of this project include reducing community energy use, increasing the use of renewable energy, and reducing greenhouse gas emissions. We will collaborate with residents and stakeholders on the development of the plan which should lead to cost savings for residents, businesses and Town facilities from reduced energy use; increased energy self-sufficiency from local renewable energy sources; and additional local economic activity from energy retrofits and renewable energy installations. We will also propose energy efficiency standards for new development in Stratford. Other notable General Government investments in the operating budget for 2015 include:

- an allowance of \$20,200 for an additional police vehicle
- an increase from \$50 per month to \$100 per month to cover Council local travel and communications expenses which has not been increased in many years
- an increase of \$6000 in the donations budget to reflect the increasing requests from community youth for travel assistance and community organizations for support
- an increase in the honorarium for sub-committee members from \$100 to \$200 per year to recognize their dedication and commitment to our Town
- an allowance of \$10,000 to continue our support of the buy local program.

In the 2015 capital budget, we included an allowance of \$260,000 for the installation of an emergency generator for the Stratford Town Centre, funded from the New Deal money we receive from the federal government. The generator will allow the recreation area of the building to be used as a community gathering spot in the event of an emergency where there is a prolonged power outage. It will also assure the uninterrupted operation of the Town's Emergency Operations Centre in the event of a declared emergency. With the increased frequency and intensity of storms due to climate change, the Town is taking steps to be prepared for whatever 'Mother Nature' might throw our way. There is an allowance in the capital budget of \$135,000 for the enhancement of the Hillsborough Bridge entrance to the Town, also funded from the New Deal program. This program started in 2014, but was not completed due to the proposed location of structures in the road right-of-way that were disallowed. We are now looking at other options to achieve the sense of welcoming that we are striving for.

Other notable General Government investments in the capital budget for 2015 include:

- \$25,000 for the installation of community signage in each subdivision to remind people to slow down, move over and think of others as part of our ongoing efforts to make the roads in Stratford safer for all users, motorized and non-motorized.
- \$15,000 for the completion of the installation of new street name signs with larger lettering and the new Town brand. The private roads are all that remain to be done and we expect to complete them in 2015.

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 cash flow surplus to ensure that our annual principal payments on long term debt is satisfied. The table shows how we are doing on debt reduction.

Some of the additional investments we are making in order to build the best community possible include:

- The introduction of a web portal module to allow customers to access their utility Accounts and pay online. This will also allow us to switch to electronic billing.
- Purchase of a recreation and facility management module that interacts with our accounting system.
- Purchase of an asset management module for VueWorks to meet new Asset Management guidelines required for government funding.

In 2015 we will be retendering for accounting services, insurance and photocopier/multifunction machines.

Recreation, Culture and Events

In the Recreation Culture and Events Department budget, there is funding to support more than 90 programs and events that the Town offers and/or supports each year. We are planning to once again offer a summer day camp for kids in 2015. This was a pilot project in 2011 and it has grown into a popular and successful program.

The Town of Stratford will continue to partner with Go PEI to develop wellness programs for the residents of Stratford. In addition, the Town and the Stratford Area Watershed Improvement Group will continue to partner on the community gardens at the location across from Cotton Park that was started in 2013.

In 2014, the Stratford Farmers Market was established to enable local Island farmers and artisans to sell their products directly to the public. The Town will continue to hold this

event at Cotton Park in 2015, and will be looking at ways to expand the market so it becomes a repeated destination for residents and families in Stratford.

Other investments to help make Stratford the best community possible include:

- Funding in the capital budget for the continued development of parks and playgrounds (\$50,000), resurfacing Kinlock tennis courts (\$20,000) and another art piece for the parks (\$12,000).
- Seed funding of \$150,000 in the capital budget to develop a partnership for a skateboard park in Stratford to support our active youth.
- Funding of \$25,000 in the capital budget to begin the development of a new major municipal park at the Fullerton's Creek Park. This will be funded by the accumulated parkland reserve that was collected from subdivision developers where cash was accepted in lieu of land and with New Deal funding.
- Funding for the Pownal Rink in the amount of \$50,000 and the CARI Pool in the amount of \$15,000.
- Continued funding for arts and culture programming to ensure that residents can strengthen all aspects of their physical, mental and spiritual health. The Artist in Residence program held at Glen Stewart School, Cotton Centre and the Stratford Town Centre was once again very successful in 2014. This program introduced various aspects of art techniques to approximately 318 students attending Glen Stewart School. Programs for preschool, youth, seniors and families were also introduced with high numbers.
- Staff will conduct a review and planning process to revamp our youth and family programs. Through the resident survey, the Town hopes to get resident input on the types of programs and events needed for youth and families.

Infrastructure

The Department of Infrastructure budget includes the maintenance of all Town owned facilities, equipment, trails and sidewalks. Expenses are forecast to be up slightly in 2015, due to some minor increases in electricity and increased use of our facilities. Some of the targeted investments to help make Stratford the best community possible include:

- Repairs to the Cotton Centre facility including roof repairs, renovations to the kitchen floor and cabinet refinishing, upgrading to the main entrance, and renovation to the washroom in the arts and culture building at an estimated cost of \$26,000.

- Sidewalk and bike lane construction continues to be a priority in 2015. An allowance of \$400,000 is included in the capital budget, funded by New Deal Funding. This project is contingent on the Provincial Department of Transportation and Infrastructure Renewal infilling the ditches along the proposed alignment. The main section being considered for this year is the Georgetown Road.
- Other capital investments include the purchase of an additional public works truck, heat pump repairs at the Stratford Town Centre, the addition of a storage room and small storage building at the Stratford Town Centre, and sound system upgrades totaling \$53,000.

Planning, Development and Heritage Department

In 2015, the focus of the Planning, Development and Heritage Department will be developing a new Zoning and Subdivision Control (Development) Bylaw to implement the recently approved Official Plan. The capital budget includes money to finalize the Diversity Fountain with the installation of the misting system. The salary budget includes a position for a temporary planning technician to assist planning staff during the busy development season.

Targeted investments to help make Stratford the best community possible include:

- An allowance for a consultant to design a detailed storm water management plan for the Dale Drive area which has experienced flooding during storm events.
- In order to celebrate Stratford's Heritage, \$12,500 will be available to the Heritage Committee for the Stratford's Veterans' Posters, a History of Stratford (property ownership project) and publishing a book on the biography of Stratford's Veterans in WWI, as well as signage for the Michael Thomas statue.

Capital Budget

We are budgeting \$1,659,500 for capital items in 2015 which after infrastructure funding in the amount of \$1,420,000, will be a net cost of \$239,500 to taxpayers. Funding includes New Deal funding in the amount of \$1,145,000, Provincial Infrastructure funding in the amount of \$150,000, anticipated Trans Canada Trail funding in the amount of \$100,000 and a \$25,000 allocation from the Parkland Reserve Fund. 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.

Stratford Utility Corporation

In 2014, the Town's growth was moderate compared to the hectic pace of the past several years. The Utility now has more than 3,904 sewer customers and 3,164 water customers.

I am pleased to report that there will be no increase in Utility rates in 2015. We are budgeting for revenue of \$2,663,000, most of which comes from unmetered customers. Expenses are budgeted at 2,018,500 resulting in a \$644,500 surplus. The significant surplus is due to new Public Sector Accounting Board Guidelines that require government transfers for the purchase of capital assets to be recorded as revenue in the year of the purchase. Total budgeted Utility expenses for 2015 are approximately 1% higher than the 2014 budget due mainly to increased infrastructure, increased staff costs, and increased electricity charges. In 2013, we initiated a pilot metering project to gather data on local water usage, to allow us to better examine the possibility of customer metering. Metering provides accurate information about water use and informs customers about the amount of water consumption in their homes and businesses, and leads to significantly reduced water consumption. This is often without any noticeable impact on customer lifestyles. Water consumption is reduced through repairs to leaky faucets, toilets and fixtures, and through the use of low flow fixtures. Metering reminds us to use water more efficiently. The required data has been collected for the metering study and a recommendation will be made to Council on whether or not to move forward with metering in 2016.

In the 2013 sewer system study, it was recommended that we perform an inflow and infiltration investigation, to help to ensure that storm water 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. The introduction of storm water into the sanitary sewer system results in overflows in the lift stations and the sewer treatment plant during heavy rain events. This leads to added expense and less effective treatment of sewage due to higher flows and the additional capacity required for accommodating the storm water. The project was scheduled to take place in 2014, but was re-scheduled to 2015 due the completion of other more pressing projects. An allowance is made in the 2015 budget for this investigation.

The Utility will continue its water conservation program efforts in 2015, 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 the per capita operating cost due to lower pumping rates, and may also result in the deferral of capital costs for additional water supply to meet future demand in our growing Town. In addition to water conservation initiatives, Town staff will continue with the very successful water school program which helps to educate our youth on the proper management and use of our precious water resources. In addition, the Utility will continue with the toilet rebate program (Stratford 4.8 Toilet Rebate). Approximately \$8000 has been allocated for this initiative.

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 waste water treatment plant. Some of the targeted investments included in the Utility budget this year include:

- Replacement of the Aptos Sewer Pump Station. This will allow the sewer system to run more efficiently in the area (\$160,000)
- Water servicing to the Rankin Subdivision area (\$1,000,000 contingent on funding from the New Build Canada Fund)
- Sewer installation on the Bellevue Road/Georgetown Road South (\$650,000 of which 50% will come from the surplus New Deal fund)
- Upgrades to our Supervisory control and data acquisition (SCADA) system (\$25,000). This will include enhancements to our communications system to improve monitoring of sewer and water systems
- Replacement of the roof at the waste water treatment plant maintenance building \$6000, crane or boom truck for removal and maintenance of the blue frog system devices \$20,000, and landscaping/screening and site remediation of the Geotubes and their contents \$50,000.

In summary, we will be looking closely at our long term Utility needs in 2015, 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.

RESOLUTION

It was moved by Deputy Mayor Cooper and seconded by Councillor MacLean that the budget document be approved as presented.

Discussion: Nil

Question: **CARRIED**

b) Resolution FT001 Adoption of the 2015 Operating Budget

Moved by Councillor Keith MacLean

Seconded by Councillor Gail MacDonald

WHEREAS the Town of Stratford complies with Public Sector Accounting Board guidelines, which means that government transfers for the purchase of capital assets are recorded as revenue in the year of the purchase. This causes what appears to be a large budget surplus, but in actuality, the capital assets are depreciated over a period of time and

we set our budget to ensure that there is sufficient cash flow to cover the principal payments on any borrowing for the capital assets.

BE IT RESOLVED that the 2015 Town of Stratford Operating Budget with revenue of \$5,625,200 and expenses of \$4,839,800 for a surplus of \$785,400 be approved in accordance with the attached revenue and expense tables:

Operating	Actual 2013	Budget 2014	Budget 2015
Property Tax	\$3,095,076	\$3,236,700	\$3,361,200
CUSA Grant	\$896,780	\$896,800	\$905,700
Government Grants	\$552,050	\$343,000	\$917,000
Salary Recovery	\$9,000	\$9,000	\$10,000
Rent Income	\$233,201	\$225,300	\$231,300
Police Fines	\$60,709	\$62,000	\$70,000
Fees and Permits	\$56,031	\$58,800	\$57,400
Interest Income	\$3,148	\$2,600	\$2,100
Recreation	\$54,711	\$72,800	\$70,500
Other	\$9,900		
Total Revenue	Actual 2013	Budget 2014	Budget 2015
Total Revenue	\$4,970,605	\$4,907,000	\$5,625,200

Operating	Actual 2013	Budget 2014	Budget 2015
General Government Expenses	\$1,896,417	\$2,050,700	\$2,143,400
Finance Expenses	\$561,406	\$553,300	\$559,900
Recreation Expenses	\$588,469	\$653,300	\$668,200
Public Works Expenses	\$605,301	\$634,000	\$656,900
Planning Expenses	\$325,879	\$321,700	\$300,400
Depreciation	\$511,357	\$242,000	\$511,000
Total Expenses	Actual 2013	Budget 2014	Budget 2015
	\$4,488,829	\$4,455,000	\$4,839,800

Total Surplus	Actual 2013	Budget 2014	Budget 2015
	\$455,181	\$452,000	\$785,400

BE IT FURTHER RESOLVED that the non-commercial municipal tax rate be set at \$0.44 per \$100 of assessment for 2015.

BE IT FURTHER RESOLVED that the commercial municipal tax rate be set at \$0.99 per \$100 of assessment for 2015.

Discussion: This resolution bears the recommendation of the Finance and Technology Committee and the Committee of the Whole.

Question: **CARRIED**

c) **Resolution FT002 – Adoption of 2015 Capital Budget**

Moved by Councillor Keith MacLean

Seconded by Councillor Gary Clow

BE IT RESOLVED that the attached 2015 Capital Budget be approved in the amount of \$1,659,500 less New Deal funding of \$1,145,000, less Trans Canada Trail funding of \$100,000, less Provincial Infrastructure Funding of \$150,000, less Parkland Reserve of \$25,000 for a net Town Capital Budget of \$239,500.

Capital	Budget 2014	Budget 2015
Park Development	\$50,000	\$50,000
Recreation Centre Equipment	\$6,000	\$13,000
Recreation Capital Projects	\$40,000	\$34,000
Sidewalk/Bike Path Construction	\$440,000	\$400,000
Trail Construction	\$300,000	\$200,000
Core Area Capital Projects	\$0	\$0
Signage/Branding program	\$25,000	\$15,000
Equipment Replacements/Additions	\$40,000	\$24,000
Town Centre Capital Repairs/Additions	\$51,500	\$38,000
Cotton Park Building Repairs/Additions	\$8,000	\$26,000
Other Building/Grounds Repairs/Additions	\$50,000	\$10,000
Public Art	\$12,000	\$12,000
Computer Hardware	\$28,000	\$22,000
Skateboard Park	\$50,000	\$150,000
Entry and Waterfront Landscaping	\$200,000	\$135,000
Diversity and Inclusion Fountain	\$20,000	\$5,500
RCMP Office Upgrade	\$300,000	\$0
Traffic Calming/Signage	\$50,000	\$25,000
Wellfield Park	\$65,000	\$225,000
Paving	\$25,000	\$15,000
Town Centre Generator	\$0	\$260,000
Total Capital Expenses	Budget 2014	Budget 2015
	\$1,760,500	\$1,659,500
Capital Funding	Budget 2014	Budget 2015
New Deal Funding	\$792,000	\$1,145,000
Trans Canada Trail (pending approval)	\$240,000	\$100,000
Provincial Infrastructure Fund	\$300,000	\$150,000
Parkland Reserve	\$65,000	\$25,000
Total Capital Funding	Budget 2014	Budget 2015
	\$1,397,000	\$1,420,000
Net Capital Expenditure	Budget 2014	Budget 2015
	\$363,500	\$239,500

Discussion: This resolution bears the recommendation of the Finance and Technology Committee and the Committee of the Whole.

Question: **CARRIED**

d) Resolution FT003-2015 Adoption of the 2015 Utility Operating Budget

Moved by Councillor Gary Clow

Seconded by Councillor Steve Ogden

WHEREAS the Stratford Utility Corporation complies with Public Sector Accounting Board guidelines which mean that government transfers for the purchase of capital assets are recorded as revenue in the year of the purchase. This causes what appears to be a large budget surplus, but, in actuality, the capital assets are depreciated over a period of time and we set our budget to ensure that there is sufficient cash flow to cover the principal payments on any borrowing for the capital assets.

BE IT RESOLVED that the attached 2015 Stratford Utility Corporation operating budget with revenues of \$2,663,000 and expenses of \$2,018,500 for a surplus of \$644,500 be approved as follows:

Operating	Actual 2013	Budget 2014	Budget 2015
Unmetered Sales	\$1,621,102	\$1,626,500	\$1,668,400
Metered Sales	\$112,336	\$120,100	\$116,900
Frontage Charges	\$59,110	\$44,600	\$49,600
Penalty Charges	\$30,341	\$25,000	\$20,000
Connection Fees	\$11,342	\$2,500	\$2,500
Government Transfers	\$882,653		\$805,400
Interest Income	\$2,582	\$100	\$100
Other Income	\$75		\$100
Donated Capital	\$38,716	\$100	
Total Revenue	Actual 2013	Budget 2014	Budget 2015
	\$2,758,257	\$1,818,900	\$2,663,000

Total Expenses	Actual 2013	Budget 2014	Budget 2015
	\$1,984,103	\$1,470,700	\$2,018,500

Utility Surplus	Actual 2013	Budget 2014	Budget 2015
	\$774,154	\$348,200	\$644,500

Discussion: This resolution bears the recommendation of the Finance and Technology Committee and the Committee of the Whole.

Question: **CARRIED**

e) Resolution FT004-2015 – Adoption of the 2015 Utility Capital Budget

Moved by Councillor Gary Clow

Seconded by Councillor Keith MacLean

BE IT RESOLVED that the attached 2015 Stratford Utility Corporation Capital Budget be approved with total capital expenditures of \$1,936,000 less New Deal funding of \$327,000 and Build Canada funding of \$666,700 for a net capital expenditure of \$942,300.

Discussion: This resolution bears the recommendation of the Finance and Technology Committee and the Committee of the Whole.

Question: **CARRIED**

6. PRESENTATIONS FROM THE FLOOR

John Salter from Tea Hill introduced himself and stated that he was very pleased to see there is funding for the sidewalks for the Georgetown Road. In that section you noted that this is contingent upon the province infilling the ditches. Has anything been done in terms of contacting the province. Councillor Cooper explained that the requests have been made, but the province is not prepared at this time to announce what they will be doing in 2015. He added that there was infilling in 2012 and 2013, but not in 2014, so we are being hopeful for this year.

Mr. Salter stated that one other issue he will note is the water. Since the last time I made a presentation both my wife and I have spoken with several neighbours on Edgehill Terrace who have been informed that their water is contaminated. One individual, just recently had a quadruple bypass and he could not use his own water to cleanse his wounds – basically they had to buy bottled water so he could keep the scars from his surgery clean and that is a pretty sad situation. It is my understanding that there is at least two if not three households that are affected by this. When there is a power outage, we have to rely on bottled water, and to flush toilets we have to fill buckets full of water prior to an anticipated outage, and hopefully we don't get caught. Notice there is money being funded towards improvements towards the Rankin subdivision, and I have no problems with that or with the other projects. I applaud them all. I would just like to see the same consideration be given to our subdivision.

Councillor Cooper stated that we don't interact during the Council meeting, but we certainly accept presentations from the floor. However, he noted that following the meeting he would be more than happy to meet with anyone.

7. **CARI REPORT**

Report

Included in the package for Council to review.

8. **CORRESPONDENCE**

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

9. **MAYOR'S REPORT**

Acting Mayor Cooper noted that he and Jeremy Crosby, Acting CAO attended an important meeting today with Minister Gail Shea to discuss the Build Canada Fund. Also in attendance was the City of Summerside, and the City of Charlottetown. We wanted to let the Minister Shea know what our priorities are, including a new fire station/ems building that doesn't currently meet the guidelines. However, we hope to work with the Minister and other groups to get that clarified. Acting Mayor Cooper noted that it was a productive meeting and everyone is looking forward to continuing discussions on the issue.

Acting Mayor Cooper stated that he recently attended a dinner to help raise funds for supplies for Camp Gencheff, and was happy to report that they raised just over \$20,000.

10. **CHIEF ADMINISTRATIVE OFFICER**

Report included in the package for review.

11. **INFRASTRUCTURE**

a) Report

Councillor Clow stated that the Infrastructure Committee held their first meeting on January 20. The committee spent time discussing the budget, and the waste water treatment plant screener - construction of the building is complete and we are awaiting the final installation for the mechanical equipment.

It was noted that residents are taking advantage of our toilet rebate program. Thirty utility customers have already received a rebate.

Councillor Clow stated that applications have been submitted to the New Build Canada Funding Program for the following projects: Rankin subdivision; Keppoch Estates/Harbour Hill Sewer; Slow Acres Sewer; and Cove Road Sewer/Corish pumping station upgrade. The applications have been received by the federal and provincial representatives and are currently being reviewed and we should hear back soon which projects have been approved for 2015.

The Infrastructure staff has been very busy clearing snow throughout the Town. The contractor hired to look after the sidewalks is doing a good job - given all the snow we have received over the past three weeks. Councillor Clow added that Town staff is also doing a great job keeping the Town Hall and recreation centre clear of snow and ice.

Staff has also been busy doing some interior painting and maintenance at the Town Hall to keep up with the wear and tear from all the activities that take place in the Town Hall and the recreation centre.

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

Councillor Ogden stated that it notes in the minutes that there was some discussion on the Trans Canada Trails and he wondered if there was any discussion about extending the trail across the bridge to make it safer. At one point the Active Transportation Committee was working on it and he asked Councillor Clow if he could bring back some information to the next meeting.

12. RECREATION, CULTURE AND EVENTS

a) Report

Councillor MacDonald gave a brief overview of the report noting that the second term of our fall/winter program schedule resumed after the Christmas break. Our after school arts & crafts program is offered to youth in grades 1- 3. The program began on January 15 and operates every Thursday from 2:30 to 4:30 p.m., and will run for a total of eight weeks. The registration fee of \$55 covers the cost of the instructor and supplies.

Go PEI programs are still being offered. The 'Learn to Run' program is offered on Wednesday evenings at 6:00 p.m. and they meet at the Stratford Town Centre. The program started on January 28 and will run for 10 weeks.

Councillor MacDonald noted that a pickleball program is also being offered on Monday, Wednesday and Friday in the gymnasium.

The outdoor ice surface at Bunbury was prepared and was available to the public the second week of January and Pondside Park is also up and running.

Staff met to review their work plans for 2015. A wide host of programs, events, and service goals are being pursued through strategic objectives and goals.

Councillor MacDonald noted that there are still three free public skates remaining at the Pownal Sports Centre – February 21, 28, and March 21. Skates times for all skates are 3:20 p.m. to 4:20 p.m.

The Annual Winter Carnival will be held from February 19 to February 22 and a wide host of activities will be provided. New events this year include the youth pink shirt party for grades 4-6 and 7-9 (separate times) and the Stratford Rotary Club will be hosting a masquerade with a dinner and dance.

12. PLANNING, DEVELOPMENT AND HERITAGE

a) Report

Included in the package for Council to review. In Councillor Griffin's absence Councillor Ogden gave a brief overview of the report noting that there was just one item of business. An application was received from Larry Stewart to construct a 3 unit Townhouse as a conditional use on parcel number 479394 located at 222 Stratford Road. A resolution on this item has been prepared.

b) Permit Summary

The permit summary was included in the package for Council to review. The numbers are still fairly low, but they have come up from this time last year.

c) Resolution PH002-2015 – Larry Stewart – “Conditional Use” – 3 Unit Townhouse – 222 Stratford Road

**Moved Councillor Steve Ogden
Seconded by Councillor Gary Clow**

WHEREAS an application has been received from Larry Stewart to construct a 3 unit townhouse on parcel number 479394 (approx. 17,172 sq.ft.) located at 222 Stratford Road; and

WHEREAS this property currently contains an old single family dwelling that is in very poor condition. It has been proposed to demolish this dwelling to allow for the 3 unit townhouse to be constructed. This property is fully serviced with municipal sewer and water and all 3 driveways will be located on Stratford Road; and

WHEREAS the property is located within a Two-family Residential Zone (R2), where Townhouse or Row House Dwellings having up to 6 units are considered to be Conditional Use, subject to such terms and conditions as shall be imposed by Council; and

WHEREAS the bylaw requirement for Townhouse development is 14,000 sq. ft. for the first 3 units, and 3,000 sq. ft. for each additional unit. This lot has approximately 17,172sq.ft and is being proposed for a 3 unit building therefore it exceeds the minimum lot size requirements and has almost enough land for a fourth unit; and

WHEREAS a survey of land use has been completed for the area surrounding this lot on Stratford Road showing a total of 15 lots containing 1 duplex, 14 single family dwellings and no vacant lots. With a mix of land use within the area and all new driveways fronting on Stratford Road which is considered to be a collector street, the addition of a 3 unit townhouse should not have any negative impacts on the neighborhood.

BE IT RESOLVED that approval be granted for an application from Larry Stewart to construct a 3 unit Townhouse as a conditional use on parcel number 479394 (approx. 17,172 sq. ft.) located at 222 Stratford Road subject to the development meeting all other relevant provisions of the bylaw.

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

Jeremy demonstrated the request with the use of the overhead. It was noted that it is not required that this item goes to a public meeting because it is a conditional use of the property in the current zoning.

Councillor Clow stated that if he had a single family home and there was a triplex going up beside him he might have a concern. Councillor Ogden noted that a similar dwelling went up on Barkley Avenue and it actually increased the property values.

Question: **CARRIED**

13. COMMITTEE OF THE WHOLE

a) Resolution CW003-2015 Date Change of the November Council Meeting

Moved by Councillor Gail MacDonald
Seconded by Councillor Gary Clow

WHEREAS Town Council meetings are held every second Wednesday of each month; and

WHEREAS in November the second Wednesday of the month falls on Remembrance Day.

BE IT RESOLVED that for the month of November the Stratford Town Council meeting will be held on Thursday, November 12 at 7:30 p.m.

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

Question: **CARRIED**

14. SAFETY SERVICES

a) Report

Included in the package for Council to review.

b) Street Light Report

We have received some requests for street lights and we are clarifying with Maritime Electric whether or not they are installing LED lighting as replacements or new requests.

c) RCMP Report

The RCMP Report for the month of January was included in the meeting package for Council to review. The RCMP has given fewer warnings and more tickets. Staff Sgt. Crowther noted that people are getting the message that if they speed they will get a ticket – there were 41 tickets written this January to 6 last January. We requested additional patrols around Rogerson Crescent - there is a stop sign there that is being ignored and causing some safety issues. We have also asked the province to install better stop lines on the road. This issue will be addressed in the next issue of our newsletter.

It was noted that we are having difficulty with people causing trouble with four wheelers on the trails, and also some trouble with people snowmobiling in the Town. Councillor Ogden noted that these issues are being dealt with by the RCMP.

Councillor Clow noted that the portable speed sign the province has on the Trans Canada Highway by Balderston's is working. He noted that he has pulled over just to watch the traffic and about 90% of drivers are slowing down. He also noted that the RCMP is putting messages on our sign board and a lot of good comments have been received from residents regarding these messages.

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. Transit numbers are trending upwards again.

Councillor Ogden read the following regarding the transit initiative:

The Town of Stratford, the City of Charlottetown and the Town of Cornwall have partnered with T3 transit on what is called *A Love Transit Event* taking place Friday, February 13 just in time for Valentine's Day. Councillors from Stratford, Charlottetown and Cornwall will be on select morning routes handing out snacks to show some love to transit riders. At the same time, Charlottetown, Stratford, Cornwall and Trius want to hear from the public and what they love about transit. Riders can let their councillors know or send feedback to Charlottetowntransit@pei.aibn.com. We are also asking people to tweet some love using #lovetransit or @transit. Councillor Ogden stated that this initiative is to raise the profile of the transit system. To let people know that it does exist and it is being used.

f) Fire Company

Councillor Ogden stated that the fire company indicated that January was a very active month with both accidents and fires.

15. SUSTAINABILITY

a) Report

The report was included in the package for Council to review. Acting Mayor Cooper noted that he didn't attend the meeting but added that some of the items discussed were the gateway enhancements, the expansion of the business park, cosmetic pesticides, a community action plan, and a Stratford business group.

16. ACCOUNTABILITY AND ENGAGEMENT

a) Report

The report was included in the package for Council to review. Councillor MacLean noted that the committee is working on the resident survey and the key performance indicators (kpi's). What we are measuring, how we are measuring and the time lines. He noted that Robert introduced the committee to the Global Governance to get feedback from the committee. Councillor MacLean would like to welcome Patrick LeVeque who has taken an interest in our Town and will be an active member of the committee.

In regards to the pesticide issue, the committee does plan to engage the public to solicit their input.

17. HUMAN RESOURCES

a) No Report

b) Resolution Hr001-2015 Personnel Policy Amendment Regarding Overtime

Moved by Councillor Gary Clow

Seconded by Councillor Gail MacDonald

WHEREAS the Overtime Section , Section 5(b) of the Personnel Policy was recently amended which included the establishment of on-call pay at 2.5 hours per week at time-and a half; and

WHEREAS the on-call pay is not working as well as intended because of differences in on-call shifts.

BE IT RESOLVED that the Personnel Policy, Policy # 2000-HR-01, be hereby amended as follows:

In Section 5(b), Overtime, replace
On Call Pay

Employees who are required to be available for calls shall be paid two and one half extra hours of paid overtime (2.5 x 1.5 hourly rate) for each week they are on call.

with

On Call Pay

Employees who are required to be available for calls shall be paid \$.70 for each hour that they are on call. Utility employees shall also be paid an additional \$.30 per hour for each hour that they are on call as compensation for taking calls that they can resolve without reporting to work via electronic alarm and control systems and no overtime shall be claimed or paid for such calls.

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

Question: **CARRIED**

c) Resolution HR002-2015 Unpaid Leave Request

Moved by Councillor Gary Clow

Seconded by Councillor Steve Ogden

WHEREAS Mary McAskill has requested 7 days of unpaid leave from April 27 to May 5 inclusive; and

WHEREAS, in accordance with Section 4-c of the Personnel Policy, a leave of absence, with or without pay, must be approved by Council.

BE IT RESOLVED that the request from Mary McAskill for 7 days of unpaid leave from April 27 to May 5 be approved.

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

Question: **CARRIED**

18. OTHER COMMITTEES

a) Stratford Seniors Complex

The report was included in the package for review. Councillor MacDonald gave an overview of the report noting that the committee reviewed the terms of reference and the committee bylaws. Alma Birt gave the interior report. Alma keeps the committee up to date on any concerns regarding the tenants and the building. An exterior maintenance report was given by Gerry O'Connell who keeps a close eye on the building for any issues that may arise. The financial report and the CMHC Operating Agreement were

reviewed. The Seniors Complex Policy was also reviewed for the benefit of the new committee.

There will be one unit coming available on April 1, 2015 and the waiting list will be accessed to fill the vacancy.

19. PROCLAMATIONS

Nil

20. OTHER BUSINESS

Nil

21. ADJOURNMENT

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

Randy Cooper, Acting Mayor

Jeremy Crosby, Acting CAO