

REGULAR MONTHLY COUNCIL MEETING

January 9, 2013

Approved Minutes

DATE: January 9, 2013
TIME: 7:30 p.m. – 8:35 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Gary Clow; Councillors Emile Gallant; Diane Griffin; Steve MacDonald; 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 and Mary McAskill, Recording Clerk

REGRETS: Vahid Ghomoshchi, Director of Planning

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 as circulated.

3. MINUTES

It was moved by Councillor Steve Ogden and seconded by Councillor Steve MacDonald that the Regular Monthly Meeting Minutes of December 12, 2012, be approved as circulated.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PRESENTATIONS FROM THE FLOOR

Nil

6. CARI REPORT

No Report

7. CORRESPONDENCE

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

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 QEH Foundation Christmas reception.
- attended the Christmas reception that was held for the Town's dedicated volunteers.
- attended the Town of Stratford's 'Holiday Party for newcomers.' Mayor Dunphy stated that it was an excellent event and well attended.
- attended the public works meeting held at the home of Stevie and Sally MacDonald where a lovely lunch was served by Councillor MacDonald's wife Sally. Mayor Dunphy thanked Councillor MacDonald for hosting the meeting at his home.
- hosted a very successful and well attend Levee on January 1. Thank you to staff for organizing the event.
- participated in an interview with Sara Fraser of CBC TV regarding the recently released Stratford Housing Demand Study.
- attended various committee meetings throughout the month.

9. CHIEF ADMINISTRATIVE OFFICER

Included in the package for Council to review. Robert gave a brief update on Results Matter. He noted that we are working on the tool kit for implementing the engagement strategy. We have a draft social media strategy and we have a communication manual facilitation guide, and once completed we will train staff in the use of these manuals.

Website project – the revised layout and design of the website has been completed and the site pages are now being developed.

Robert stated that we have advertised for facilitation services to create a list of skilled persons who can assist with some of the collaboration initiatives that we will be undertaking as part of the engagement strategy, including a citizen reference panel focus group. He also noted that the second annual resident survey will be launched next week.

Mayor Dunphy asked about the timeline for the completion of the website and Robert replied that they are behind schedule, so it will probably be March before the work is completed.

10. PUBLIC WORKS

a) Report

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

Trans Canada Trail – we are in the process of meeting with landowners along the proposed trail alignment to ensure we are able to continue with the construction in 2013. There are several options and alignments that can be considered to ensure a section is completed this year. The overall goal is to complete the gap between the Hillsborough Bridge and Mount Herbert Road.

Sidewalk and Bike Lane Construction 2013 – the section we plan to construct in 2013 is from Sky Lane to Bonavista Avenue. The project will include the construction of storm sewer, ditch infilling, sidewalk and bike lanes. The Town is looking forward to partnering with the Provincial Department of Transportation and Infrastructure Renewal on this project.

Councillor MacDonald noted that the public works staff is busy with interior building repairs and winter maintenance.

Mayor Dunphy noted that he has heard some good feedback from residents on the Trans Canada Trail. It is a great addition to the community, and we are working on connecting it on down to the bridge. He noted that staff deserves some thanks for getting it done this year.

11. STRATFORD UTILITY CORPORATION

a) Report

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

Fullerton's Creek Wellfield Development – construction continues on the control building for the new wellfield. The walls and roof have been constructed and work on the interior mechanical piping has started. The new well pumps and associated controls have been ordered, and should be arriving onsite sometime in February.

Build Canada Infrastructure Funding – application forms for the two projects have been submitted and are now being considered by the Federal and Provincial Infrastructure Committee. Councillor Ogden stated that we hope to hear back on the applications sometime in February.

In additions to the above, the utility staff has been busy with maintenance at the waste water treatment plant; inspecting new water and sewer connections as required; water sampling; and emergency call outs as they occur.

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

Mayor Dunphy asked about the timeline for the wellfield and Councillor Ogden replied that all the work should be completed by late spring or early summer.

b) Financial Statements

Included in the package for Council to review.

Councillor Cooper arrived at this time.

12. RECREATION AND ENVIRONMENT

a) Report

Included in the package for Council to review. Councillor Griffin noted that this will be her final report as chair of this committee. She noted that the winter program guide will be released early in early January and a copy will be provided to students attending both Glen Stewart School and Stratford Elementary School.

The after school programs will be reintroduced this month, and they include arts and crafts, yoga, basketball, and pillow polo. Program and registration fees are identified in the winter program guide.

Councillor Griffin stated that preparation to ready the outdoor skating surfaces at the Bunbury Rink and Pondside Park is underway. A schedule has been established for both skating surfaces and appropriate signage has been installed.

Both the children's Christmas party and the annual Town Levee were extremely well attended.

It was noted that the Winter Carnival is scheduled for February 21 – 24 and there will be a wide host of activities.

Councillor Griffin noted that Stratford Artist in Residence Terry Stevenson has been very busy working with young people and adults, and we will soon see some adult work on display at the Town Centre. She noted that the grade one class has their art work displayed in the front lobby of the grade one area of the school, and the work is called 'Reflect Respect.'

Councillor Griffin thanked all the staff for their work related to all these activities, as well as their everyday duties related to recreation. She added that it has been great being chair of the Recreation and Environment Committee and she looks forward to staying on as vice-chair.

Councillor Gallant stated that in regards to the Levee, he feels this year was the best one to date, and added that the multicultural food was a great addition.

Deputy Mayor Clow took a moment to congratulate town resident Sarah Steele and her hockey team for winning the gold medal for the under 18's at the World Junior's this past weekend.

13. FINANCE AND ADMINISTRATION

a) No Report

Councillor Cooper gave a verbal report noting that the committee did not meet in December. He noted that he will remain as chair of the committee, and as such will be

presenting the budget for 2013. Councillor Cooper stated that he feels that we will not have any problem reaching our targets and goals, as well as meeting or exceeding our debt reduction target.

Councillor Cooper stated that it was a pleasure working with Councillor Gallant as vice-chair of the committee. His knowledge and experience was most appreciated. He also extended a welcome to Deputy Mayor Clow as the new vice-chair of the committee.

Mayor Dunphy asked if a timeline has been set for approving the 2013 budget, and Councillor Cooper replied that the goal is to pass the budget at the February Council meeting.

Councillor Cooper noted that our largest hockey tournament in Pownal is going to happen on the same weekend as our winter carnival (February 21-24). There will be 92 teams coming to PEI, and it was suggested that we put an information flyer about the winter carnival in the team packages - provided we can handle everyone.

b) Financial Statements

Included in the package for Council to review

c) Resolution FA001-2013 Pink Shirt Day

Moved by Councillor Randy Cooper

Seconded by Councillor Steve Ogden

WHEREAS a request for financial assistance was submitted in December 2012 from the coordinator of Anti-bullying Pink Shirt Day 2013, towards the purchase of T-shirts for elementary school children in Stratford to raise awareness; and

WHEREAS the Youth of Stratford, Charlottetown and Cornwall participated in a contest to design the logo for the 2013 Pink Shirt Day; and

WHEREAS the winning logo was designed by Kelly McCardle of Stratford.

BE IT RESOLVED that a \$1000 donation be granted to Pink Shirt Day 2013 from the Community Group Support Budget of 2012 to help cover the purchase of shirts for Stratford kids.

Discussion: None

Question: **CARRIED**

14. PLANNING AND HERITAGE

a) No Report

Deputy Mayor Clow stated that the Planning and Heritage Committee did not meet in December.

He thanked Councillor Griffin for her work as vice-chair of the committee over the past two years noting that her expertise was very much appreciated. He stated that Councillor Ogden will be the joining the committee as vice-chair, and Councillor Cooper will also be joining as a member of the committee.

Deputy Mayor Clow noted that one of the projects we will be working on is the Official Plan Review, and we hope to have something to present to Council this summer.

Permit Summary

Included in the package for Council to review.

Mayor Dunphy noted that the permits issued in 2012 totaled \$30,881,107 versus 2011 which totaled \$29,693,819, and he asked Deputy Mayor what his thoughts were on the continued growth. Deputy Mayor Clow replied that time will tell, but this time last year we didn't think we would exceed our numbers, but we did.

15. COMMITTEE OF THE WHOLE

a) Resolution CW001-2013 Regional Aquatic Facility Board Appointment

Moved by Councillor Diane Griffin

Seconded by Deputy Mayor Gary Clow

WHEREAS the Town of Stratford, through the agreement with Capital Area Recreation Inc. (CARI), must appoint a representative to the Board of Directors of CARI, a not for profit company that was created to design, construct and operate the regional aquatic facility; and

WHEREAS Joanne Weir served as the Town's representative to the CARI Board of Directors of CARI in 2012 and has agreed to serve again.

BE IT RESOLVED that Joanne Weir be re-appointed to the CARI Board for the year 2013, to represent the Town's interest on the Board.

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

Question: **CARRIED**

b) Resolution CW002-2013 – Committee Member Appointment

Moved by Councillor Randy Cooper

Seconded by Deputy Mayor Clow

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.

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:

Sustainability Committee

- David McKenna
- Chris Jones
- Andrew Davies
- Joel Ives
- Tony Sauer

Finance and Technology

- Rick Richard
- Danny Neuffer
- Keith MacEachern
- Paula Hansen

Events Sub-Committee

- Gail MacDonald, Chair
- David Ing
- Judy MacKenzie
- Paula Hansen
- Gloria Hastie
- Pat Martel

Safety Services Committee

- Harry MacLellan
- Wilfred MacDonald
- Michael Spidel
- Jeanette MacAulay
- Cory Barlow

Heritage Sub-Committee

- Doug Kelly, Chair
- Mike Farmer
- Joan Brown
- Robert Harvey
- Lana Beth Barkhouse
- Robert Wood

Diversity and Inclusion Sub-Committee

- Thilak Tennekone, Chair
- Kim Doyle
- Mike Brychuk
- Sherry Huang

Recreation Culture and Events Committee

- Lea Rand
- Steve McQuaid
- Ted Lawlor
- Theresa Hennebery
- Bill Murphy

Arts and Culture Sub-Committee

- Sandy McMillan, Chair
- Allie McCrady, Vice Chair
- Della Wood
- Ayelet Stewart
- Scott Cudmore
- Elizabeth Deblois

Planning, Development and Heritage

- Rob DeBlois
- Norman Lalonde
- Cliff Campbell
- Sharon Cameron

Infrastructure Committee

- Keith MacLean
- Wellington Gay
- Derek Smith
- Monty Gautreau

Active Transportation Committee

- Doug Murray
- Holly Smith
- Beth Grant

Accountability and Engagement Committee

- Nicole Phillips
- Rosemary Curley
- Kevin Jenkins

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

Question: **CARRIED**

16. SAFETY SERVICES

a) No Report

The Safety Services Committee did not meet in December. Councillor Gallant thanked Councillor Ogden who was vice-chair of the committee for his support over the past two years.

b) Street Light Report

No Report

c) RCMP Report

The RCMP Report for December 2012 was included in the package for review.

Deputy Mayor Clow noted that the numbers are down once again. There was a brief discussion on the report.

d) Humane Society Report

The Humane Society Report for December 2012 was included in the package for review.

e) Transit Report

No Report

f) Fire Company

No Report

g) Resolution SS001 – 2013 Appointment of Directors to Cross Roads Rural Community Fire Company

Moved by Councillor Emile Gallant

Seconded by Councillor Randy Cooper

WHEREAS the Town of Stratford has a right and responsibility to appoint seven members to the Board of Directors of the Crossroads Rural Community Fire Company; and

WHEREAS it is desirable to have new persons appointed each year to represent the Town on the Fire Company Board.

BE IT RESOLVED that the following persons be appointed to serve on the Board of Directors of the Cross Roads Rural Community Fire Company for the year 2013.

Town Council Representative:

- Councillor Steve Ogden

Community Representatives:

- David Milligan
- David Swan
- David Panton
- Cynthia Chugg
- Mark Lanigan

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

Councillor Gallant took a moment to thank Clair Jenkins and Derek Smith who have completed their terms with the Cross Roads Rural Fire Company representing Stratford. Both of these members have served on the board for a number of years and Councillor Gallant wanted to thank them publicly for their service as members of the Board.

Mayor Dunphy noted that there is one more space to fill on the Board, and he has approached someone to fill the opening, and will have an answer next week. He also noted that Mark Lanigan is a new board member and a chartered accountant, so he will bring a new skill set to the Board.

Question: **CARRIED**

17. ECONOMIC DEVELOPMENT

a) Report

Report included in the package for Council to review. Mayor Dunphy gave a brief overview of the report noting that one of the things the committee has been working on is the 'buy local' initiative. He noted that using our new engagement strategy, we will use the citizen's panel as a mechanism to discuss the issue, and see what we can do to encourage buying local. Mayor Dunphy noted that an email is being sent out to all residents who have provided us with their email address, to see if they wish to participate on the citizen's panel.

Mayor Dunphy thanked Councillors Gallant and Cooper for sitting on the committee for the past two years. He then welcomed new vice-chair Councillor Griffin to the newly named Sustainability Committee.

Councillor Ogden stated that he was approached by a business person who wanted to know what incentives the Town offers a new business starting up in the Town, and

Robert replied that they tax incentive program we have now is for sustainability; if you build a building to a LEED or Green Globe standard you will have a lower tax rate. We also have a rebate program for a period of five years if you establish a new business in the business park. Mayor Dunphy added that the Economic Development Committee debated having a tax incentive for businesses the first few years, but it was felt that if a business is going to locate in the Town it would be for other reasons. It was also felt that our rate is quite low compared to other municipalities close to us and the committee felt that was incentive enough.

18. HUMAN RESOURCES

a) Resolution HR001-2013 Administrative Clerk II – Sick Leave Extension

Moved by Deputy Mayor Clow
Seconded by Councillor Diane Griffin

WHEREAS the incumbent Administrative Clerk II has been on sick leave recovering from surgery and the recovery is taking longer than expected and the employee will have to go on Long Term disability;

AND WHEREAS the Town's long term disability will not kick in until the incumbent uses 80 sick days (out of 100 remaining) and Council must approve any use of sick leave credits over 75 days in accordance with the policy which states:

“For any period of illness or injury, an employee may use up to a maximum of seventy-five (75) sick leave days where credits are earned. If the employee's illness or injury continues beyond the 75 days, the employee must transfer to a government benefit program or the Town's long term disability benefit, if eligible. Council may approve an extension of the 75 days if sick leave credits are available and if the employee is not yet eligible for a government benefit program or the Town's long term disability benefit.”

BE IT RESOLVED that the maximum sick leave credit allowance be extended to 80 days for the current recovery for the Administrative Clerk II position.

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

Question: **CARRIED**

b) Resolution HR002-2013 – Part Time Utility/Administrative Clerk Position Establishment

Moved by Deputy Mayor Clow
Seconded by Steve Ogden

WHEREAS the number of Utility customers has increased dramatically over the past few years as follows:

<i>2006 customers</i>	<i>2012 customers</i>
<i>Sewer – 2,387</i>	<i>Sewer – 3,737</i>
<i>Water – 1,479</i>	<i>Water – 2,968</i>

AND WHEREAS there is need for additional support staff to take Utility bill payments and administer the Utility collections policy and assist with other general clerical duties; and

WHEREAS the cost of a 17.5 hour per week part time position would be approximately \$4500 per year after allowing for a reduction in the casual budget for front desk coverage.

BE IT RESOLVED that the 17.5 hour per week part time position of Utility/Administrative Clerk be hereby established at Salary Level 3 in accordance with the attached Job Description and that the position be filled in accordance with the Town's Hiring Policy.

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

Question: **CARRIED**

19. OHER COMMITTEES

a) Stratford Seniors Complex

The report is included in the package for Council to review. Mayor Dunphy stated that if Councillor MacDonald thinks that the committee would be interested in what we are trying to do regarding affordable housing for seniors, he would be willing to attend a meeting, and Councillor MacDonald replied that he would like to invite him to attend the next meeting, as he feels the committee would be very interested in this information. Mayor Dunphy noted that he will also contact the chair of the Mayflower Seniors to see if they are interested in the information, and he will offer to attend a one of their meetings.

20. PROCLAMATIONS

a) Nil

21. OTHER BUSINESS

Mayor Dunphy stated that he would like to thank all the Councillors who sat on the various committees as chairs and co-chairs for the past two years. He noted that we have gone through a re-organization of the committee structures and the new committees, chairs and vice-chairs are as follows:

- *Sustainability Committee* – (previously the Economic Development Committee) Chair Mayor Dunphy; Vice-Chair Councillor Griffin
- *Infrastructure Committee* – (the Utility Committee and the Public Works Committee have been combined into one committee) - Chair Councillor Gallant; Vice-Chair Councillor Cooper

- *Finance and Technology Committee* – (committee renamed) Chair Councillor Cooper; Vice-Chair Deputy Mayor Clow
- *Recreation, Culture and Events Committee* – (committee renamed and the environmental part of the committee has been removed and now falls under the Sustainability Committee) Chair Councillor MacDonald; Vice-Chair Councillor Griffin
- *Planning, Development and Heritage Committee* – (committee renamed) Chair Deputy Mayor Clow; Vice-Chair Councillor Ogden; Committee Member Councillor Cooper
- *Accountability and Engagement Committee* – (new committee) Chair Councillor Griffin; Vice-Chair Councillor Gallant
- *Safety Services Committee* – Chair Councillor Ogden; Vice-Chair Councillor MacDonald
- *Human Resources* – Chair Deputy Mayor Gary Clow; Vice-Chair Councillor Cooper; Committee Members Councillor Steve MacDonald; Councillor Steve Ogden; Councillor Diane Griffin; Councillor Emile Gallant and Mayor Dunphy

Mayor Dunphy noted that all Councillors bring a certain amount of experience to the table, and he tried to utilize this as much as possible. He wished everyone the best over the next two years in their new positions.

22. ADJOURNMENT

There being no further business the meeting adjourned at 8:35 p.m.

Mayor David Dunphy

Robert Hughes, CAO