

REGULAR MONTHLY COUNCIL MEETING

July 12, 2017

Approved Minutes

DATE: July 12, 2017

TIME: 4:35 p.m. – 6:07 p.m.

PLACE: Stratford Town Centre, 234 Shakespeare Drive

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

REGRETS: Nil

CHAIR: Mayor David Dunphy

1. CALL TO ORDER

Mayor Dunphy called the Regular Monthly Council Meeting to order at 4:35 p.m. and welcomed those in attendance.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Steve Ogden and seconded by Councillor Keith MacLean that the agenda be approved with the addition of 11 b) the acknowledgement of athletes from Stratford who are travelling to the Canada Games, and Stratford resident Emma Jinks who is travelling to New Zealand to the world squash championship. Motion Carried.

3. MINUTES

It was moved by Councillor Gary Clow seconded by Councillor Gail MacDonald that the Regular Monthly Meeting Minutes of June 14, 2017 be approved as circulated. Motion Carried.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PRESENTATIONS

Nil

6. CARI REPORT

Included in the agenda package.

7. CORRESPONDENCE

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

8. MAYOR'S REPORT

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

- along with CAO Robert Hughes met with Parker Grimmer and John Cummings of the Public Schools Branch regarding school infrastructure for Stratford
- met with the Stratford and Areas Watershed Improvement Group (SAWIG) to discuss the decision made by the province to have Stratford pipe its wastewater to the Charlottetown plant
- attended the PEIANC Municipal Working Group in Montague on newcomer retention
- helped to unveil Stratford's 150 Canada Day Mosaic project (as well as painting one of the tiles)
- attended the press conference in Montague to announce the strategic partnership between Aspin Kemp and Associates, and MAN Diesel and Turbo from Germany
- attended the water meter presentation by vendors who were rated the top three in response to the Town's recent RFP
- the Volunteer of the Year Awards were presented to Sister Anne MacDonald, and Jim and Karen Spears at the Canada Day festivities. The Youth of the Year Award, named in honour of Steve McQuaid, was presented just prior to the Council meeting to Maura Kelly who was unable to attend the presentation on Canada Day. Photographer Winston Maund was on hand to take photos as the award was presented to Ms. Kelly. The McQuaid family was also in attendance for the presentation and gave Council a beautiful thank you card for naming the Youth of the Year Award in memory of Mr. McQuaid.

9. CHIEF ADMINISTRATIVE OFFICER

Report included in the package. Robert briefly reviewed the report noting that he attended the Police Review Transition Committee meeting. This committee is to oversee the implementation of the report that was released last year.

Councillor MacLean asked about the students of the sustainable engineering program and the sign project, and Robert replied that they are not able to do it for us, because students do not take on any projects that need to be deliverable - in the event that they don't turn out.

Councillor Clow asked if there was any update on an agreement with Charlottetown regarding the waste water treatment plant and Robert replied that he does have a draft agreement to review with Charlottetown, and he hopes to have something ready for next week for the Infrastructure Committee.

10. INFRASTRUCTURE

a) Report

The report was included in the package. Mayor Dunphy noted that some of the items being worked on by the infrastructure department are as follows:

Waste Water Treatment Plant – the facility is working well.

Wastewater Collection System to the Charlottetown Pollution Control Plant – the RFP for engineering services has closed and we are currently reviewing the proposals.

Inflow and Infiltration Study – information has been received from the consultant, but we are still waiting for the final report.

Sidewalk Construction – the design is complete for the section of the Georgetown Road to Upper Tea Hill Crescent and we are waiting on funding.

Mason Road Trans Canada Trail Extension – this project has started and approximately 40% of the storm sewer has been installed. The project should be completed by the end of July.

Hopeton Road/Horton Park Water Extension – all of the watermain has been installed and testing is underway. The contractor is now working on paving and landscaping reinstatement. The project is on schedule to be complete by the end of August.

Eastern Realities Phase 1 and Phase II Water Extension – the consultant has completed the design for Phase 1 of the Keppoch Road project, and we are currently reviewing the documents. The remaining portions of the project should be completed for review before the end of July. We hope to be out to tender for construction by mid to late August.

The public works staff has been busy deploying speed humps, painting the Cotton Centre youth/seniors building, and working on trails and walkways.

The utility staff has been busy with water and sewer inspections and maintenance and cleaning of our 29 sewer lift stations.

During the month of June there were no major issues with the sanitary sewer collection system or water distribution system.

11. RECREATION, CULTURE AND EVENTS

a) Report

The report was included in the package for Council to review. Councillor MacDonald noted that staff has been very busy with special events, registrations.

All summer recreational activities are in full swing. Planning and advertising strategies have been completed and staff is now busy with maintaining facilities, providing supervision, organizing summer support staff work schedules, dealing with parental concerns, and organizing special events. As well, further registrations are still being accepted for all summer activities.

For the past couple of weeks, as in past years, the recreation department has been meeting with residents at various parks to get their input and ideas regarding their neighbourhood park.

Recreation staff will continue to coordinate and organize all house league baseball players aged 3 - 14 years. Representative teams are managed by our Stratford Ball Association, and representative teams started league play in June.

Our summer day camp is up and running, and as part of our on-going partnership with GO PEI, we are offering a healthy cooking classes each week.

Upcoming special events include the hosting of the 8th Annual Community Expo and Culture Days on Saturday, September 30, 2017.

The Artist in residence RFP closed on June 1, 2017 for three programs: visual arts enrichment for grade 1 students at Glen Stewart Primary; yoga/meditation enrichment program for grade 6 students at Stratford Elementary; and a pottery program for Stratford.

The Stratford Youth Centre closed for the summer on June 29, 2017 and will reopen in late September. However, the facility will still be used over the summer by the day camp, birthday parties, and youth council meetings.

The multipurpose field at Fullerton should be completed in the next few weeks, and the resurfacing of the Bunbury outdoor rink resurfacing should begin within the next few weeks.

There will be a Pride Flag Raising Ceremony at 11:00 a.m. on July 24, 2017 in celebration of Pride Week in PEI.

Deputy Mayor Cooper took a moment to acknowledge Team PEI, and the Stratford residents on the team who will be travelling to the Canada Games in Winnipeg. He also

noted that Stratford resident Emma Jinks will be heading to New Zealand for the World Junior Squash Championship. We wish them all the best.

Deputy Mayor Cooper congratulated Joanne Weir, her staff and Councillor MacDonald for a great Canada Day 150 celebration.

Mayor Dunphy noted that Stratford resident Michael Morris was the first ever Special Olympian to be inducted in to the Maritime Sports Hall of Fame. His sports were Nordic Skiing and bowling and we will recognize him more formally at a later date.

Councillor Ogden also felt everything went very well with the Canada Day celebrations and thanked those who were involved in putting it all together. He wanted to also recognize the two officers, Acting Staff Sgt. Leanne Butler and Constable Kim Dudley, who were in attendance in their red serge for the flag raising ceremony.

Councillor Clow also took a moment to thank Citizens on Patrol for the excellent job they did looking after the parking on Canada Day.

Councillor Jackson stated that it was his first Canada Day as a Councillor and he thanked Councillor MacDonald and recreation staff for their great work in putting it together. He also recognized the Lions Club for looking after the pancake breakfast.

12. FINANCE AND TECHNOLOGY

a) No Report

Deputy Mayor Cooper noted that because there were no major issues, the committee did not hold a meeting in June.

b) Financial Statements

Included in the agenda package.

c) Resolution FT009 – 2017 Clean Water and Waste Water Fund (CWWF) – Asset Management Purchase

Moved by Deputy Mayor Cooper

Seconded by Councillor Jody Jackson

WHEREAS the Town of Stratford received funding under the Clean Water and Waste Water Fund (CWWF) towards the purchase of an Asset Management/integrated software system; and

WHEREAS the Town of Stratford currently uses the TownSuite software system for accounts payable, receivable, and payroll, and TownSuite has asset management modules that are fully integrated with the financial modules; and

WHEREAS the Town's purchasing policy allows sole source purchases when existing systems are being expanded.

BE IT RESOLVED that additional TownSuite modules be purchased from ProCom Data Townsuite Municipal Software for asset management and related transactions in the amount of \$123,975 + HST which includes installation and training.

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

Deputy Mayor Cooper reiterated that the reason for sole sourcing is because we are expanding on our current system.

Mayor Dunphy noted that we will receive funding in the amount of 75% under the Clean Water Waste Water Fund.

Question: **CARRIED**

13. PLANNING, DEVELOPMENT AND HERITAGE

a) Report

Report was included in the package. Councillor MacLean noted that there was a request for a variance and letters have been set out. We will now wait for the feedback before a decision is made on holding a public meeting.

Councillor MacLean noted that Coles continues to look after our building inspections and things are working relatively well.

b) Permit Summary

The permit summary was included in the package for Council to review. Councillor Maclean noted that the permits are up over this time last year.

13. COMMITTEE OF THE WHOLE

- a) Mayor Dunphy noted that the Town has been heavily engaged in the school review process. We have a serious situation in regards to school infrastructure requirements in Stratford, and we feel that we have to be pro-active in our roll with the Public Schools Branch and the Province of PEI. Mayor Dunphy noted that the Town worked with the Home and School Association through the school review process.

The upcoming resolution is the Town of Stratford's support for additional school infrastructure in the Town.

b) Resolution CW007-2017 Schools in Stratford

Moved by Councillor Keith MacLean
Seconded by Councillor Steve Ogden

WHEREAS the students in the Stratford area attend overcrowded schools in Stratford from Grades K – 6, and schools outside of Stratford that will soon be overcrowded from Grades 7 – 12, and this situation will only get worse as the town's school age population continues to increase.

AND WHEREAS the Town of Stratford made a presentation to the Public Schools Branch during the recent school review process which included a recommendation that a task force be struck immediately, with Public Schools Branch, school, home and school and town representatives to develop a plan to meet the school infrastructure needs of Stratford and area students.

AND WHEREAS the Public Schools Branch Board of Directors approved a motion, at the conclusion of the School review process, which states "that the Public Schools Branch recommend to the Minister of Education, Early Learning and Culture that immediate action be taken to add additional school infrastructure in the Stratford area."

BE IT RESOLVED that the Town of Stratford endorses the recommendation of the Public Schools Branch Board of Directors to add additional school infrastructure in the Stratford area and stands ready to collaborate with the Public Schools Branch, school administrations and parents to identify the additional school infrastructure that is required to serve Stratford area students.

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

Question: **CARRIED**

c) Resolution CW008-2017 CADC Board Appointment of the CAO

Moved by Councillor Jody Jackson
Seconded by Councillor Gary Clow

WHEREAS the Charlottetown Area Development Corporation (CADC) is winding up and selling off their assets; and

WHEREAS the Town of Stratford owns 2% of the shares; and

WHEREAS in the interim – the province has requested that Council appoint the Town's CAO Robert Hughes to the Board.

BE IT RESOLVED that Robert Hughes, CAO for the Town of Stratford, be appointed to the CADC Board.

Discussion: It was noted that 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. Councillor Clow stated that the committee discussed the speeding and stop sign violations in the subdivisions of the Town. Constable Bowring attended the meeting and is aware of the issues and has assured the committee that visibility of the RCMP will be increased in the problem areas.

Councillor Clow stated that there have been many requests for speed humps. He noted that when the speed humps are removed to be placed in other areas residents call and ask why they are being removed because they do work. It was noted that the infrastructure director is researching and pricing speed radar and electronic speed sign devices.

Councillor Jackson thanked Councillor Clow and Jeremy for the speed humps and he would like to see the Town contact the province to have some permanent humps put in place.

Deputy Mayor Cooper stated that he knows there are many requests coming in for the speed humps. However, he noted that there are also people who are following the law and driving the speed limit and they don't like to see the speed humps in their sub-division. We were promised more enforcement, but he doesn't feel that we are getting it.

Councillor Clow stated that we are setting up a meeting with the RCMP and we will be addressing the issue of enforcement. Councillor MacDonald asked if we could request a location report from the RCMP on a monthly basis and Councillor Clow replied that he will put forward the request. Mayor Dunphy noted that we have a

situation where there is currently no staff sergeant in place. However, a meeting will still be scheduled with the RCMP and he plans to attend.

Councillor Ogden would like to look at photo radar for next year's budget. He noted that research shows that the only thing that actually works for speeding is physical constraints – even when enforcement is optimal.

Mayor Dunphy stated that the Town appreciates all the work that the RCMP does for us. However, the number one issue we hear about in the Town is speeding, and as a Town we are trying to do our part. According to the RCMP report, we are down in tickets and warnings by 65% from previous years and Mayor Dunphy asked Councillor Clow to take it to his committee for further discussion.

b) Street Light Report

No report

c) RCMP Report

The RCMP Report for the month of June was Included in the meeting package.

d) Humane Society Report

The Humane Society Report for the month of June was included in the meeting package.

e) Transit Report

The Transit Report for the month of June was included in the meeting package and the Town is up 33% over last June.

Councillor Ogden asked if there was any progress on expanding the system to include Clearview Estates and Reeves Estates. Robert replied that this issue has not been addressed yet, but staff will be setting up a meeting with the operator to see what can be done.

Councillor Ogden stated that an issue that he has had concerns about for a long time is the marketing of the transit system. Robert noted that the contract calls for between one and two percent of their budget to be spent on marketing. He looked back over their budgets (actuals) for the past number of years and the amount in their budget for marketing exceeds the requirement of the contract.

Councillor Clow asked the CAO if he could take an issue back to the Transit Committee when they meet next. He noted that the busses don't run on holidays and he wondered if this is something that could be considered. Robert replied that they would likely do it, but he would like to find out the costs first, and he will forward that information to Councillor Clow.

f) Fire Company

It was noted that the board spent most of the meeting in a discussion on the purchase of land for their new fire company building.

g) Resolution SS003 – 2017 – Noise and Nuisance Bylaw Exemption – 32 Langley Road

Moved by Councillor Gary Clow

Seconded by Councillor Steve Ogden

WHEREAS the residents of 32 Langley Road are hosting a family wedding on August 12, 2017 on their property and have requested an exemption from the Noise and Nuisance Bylaw to allow the reception to continue until 1:00 a.m.; and

WHEREAS pursuant to Section 5 Noise and Nuisance Bylaw, Council may approve an application for an exemption from any of the provisions of the bylaw.

BE IT RESOLVED that an exemption from the Noise and Nuisance Bylaw be hereby granted for a wedding and reception being held at 32 Langley Road on August 12 until 1:00 a.m. on August 13.

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

Question: **CARRIED**

16. SUSTAINABILITY

a) No Report

Councillor Jackson noted that the committee did not meet in June. He added that there will only be one meeting during the summer months and that meeting will be held in August.

Councillor Jackson reminded everyone that July 13 to July 20 is “Think Stratford” week. This is a campaign to profile local businesses in social media and throughout the community. Mayor Dunphy will be presenting awards to local businesses that were nominated by fellow residents. The goal is to remind residents to think of local businesses.

Councillor Jackson took a moment to thank the Town’s community engagement coordinator Erin Clarke for all her work on the “Think Stratford” project.

17. ACCOUNTABILITY AND ENGAGEMENT

a) Report

Included in the package for Council to review. Councillor Ogden gave an overview of his report noting that Vicki Bryanton was in attendance and gave a presentation on the results of the resident survey. There was a good discussion on whether or not

the Town should keep the paper version of the survey going – in addition to the electronic version. After a lengthy discussion, it was agreed that a whole demographic could be lost if the paper version was discontinued, so the committee agreed to keep the paper version going.

Councillor Ogden stated that the committee discussed the retention of newcomers to our community. He noted that we would like to find out if there is anything the Town could do to help them stay in the community, and this is an item to consider for next year's survey.

The committee discussed the proposed framework for program review. It was agreed that the key issues for the Organization Excellence Team to look at would be efficiency and customer service, and responsibility for effectiveness reviews would be assigned to the Accountability and Engagement Committee.

The upgrade to the website was discussed, as well as the current analytics that we are collecting; we want to be sure the data we are collecting is useful and that we don't get data overload.

The committee discussed the next steps of the governance project. Councillor Ogden noted that there has been quite a bit of progress on this item, and Robert added that they are just waiting for the Atlantic Canada Opportunities Agency (ACAO) to respond to the application that was submitted.

Mayor Dunphy noted that he is part of a group that was organized by the PEI Association for Newcomers to Canada, a municipal working group, on the retention of newcomers in our community. He stated that we do everything we can to make all residents feel welcome in our Town.

Councillor Ogden noted that the reason this item came up was because we are not sure if newcomers are participating in our resident survey.

Councillor MacLean stated that people from certain countries will not fill out a survey from a government. They have great concerns about a survey from any 'government.' Councillor MacLean suggested that we should really start now if we want to make them feel comfortable about filling out a survey. We could get some information to the Association of Newcomers, and/or the Chinese sites – to tell them what it is all about and that it is an anonymous survey. He added that it wouldn't do any good to try to do it just a week before the survey goes out.

18. HUMAN RESOURCES

a) No Report

b) Resolution HR006-2017 – Staff Compensation System

Moved by Deputy Mayor Randy Cooper

Seconded by Councillor Gail MacDonald

WHEREAS the employee job classification and compensation plan is due for an update: and

WHEREAS Section 86 of the New Municipal Government Act states that the Council shall appoint a Chief Administrative Officer and direct, manage, and supervise the person appointed; and

WHEREAS Section 93 of the New Municipal Government Act states that the Chief Administrative Officer is responsible for hiring, directing, managing and supervising the employees of the municipality.

BE IT RESOLVED that responsibility for the employee job classification and compensation plan be hereby delegated to the Chief Administrative Officer, except for the classification and compensation of the Chief Administrative Officer, which shall remain the responsibility of Council.

Discussion: This resolution bears the recommendation of the Human Resource Committee.

Question: **CARRIED**

19. OTHER COMMITTEES

a) Stratford Seniors Complex – No Report

Councillor MacDonald noted that the vacancy at the complex has been filled. The yearly inspection of all the units has taken place and there were a few minor repairs which have been addressed.

We received our physical inspection report from Canada Mortgage and Housing Corporation (CMHC) and there are some items that need to be addressed in our capital plan over the short, medium, and long term. Items in the short term included a new door for the electrical room and a new roof. We received quotes which we added to our capital replacement plan and submitted them to CMHC.

Our capital replacement plan has been reviewed, and all the items in the physical inspection have been included. The revised plan has been sent to CMHC and we are awaiting their reply.

20. PROCLAMATIONS

Nil

21. OTHER BUSINESS

Nil

22. ADJOURNMENT

There being no further business, the meeting adjourned at 6:07 p.m.

Mayor David Dunphy

Robert Hughes, CAO