

REGULAR MONTHLY COUNCIL MEETING

July 13, 2016

Approved Minutes

DATE: July 13, 2016
TIME: 4:30 p.m. – 5:45 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Randy Cooper; Councillors Gary Clow; Keith MacLean; Steve Ogden; Gail MacDonald; Diane Griffin; 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; Wendy Watts, 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 4:30 p.m. and welcomed those in attendance.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Randy Cooper and seconded by Councillor Gary Clow that the agenda be approved with one change - #15 will become #10 (Safety Services – as the RCMP will be in attendance this evening), and #10 will become #15 (Infrastructure).

Motion Carried

3. MINUTES

It was moved by Councillor Diane Griffin and seconded by Councillor Steve Ogden that the Regular Monthly Meeting Minutes of June 8, 2016 be approved as presented. Motion Carried.

4. BUSINESS ARISING FROM MINUTES

Mayor Dunphy noted that the ‘Water’s Cool’ presentation of awards that took place at last month’s Council meeting was excellent. It is a great initiative taken on by members of our staff each year, to teach school children all about water and water conservation.

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**

Mayor Dunphy noted that he attended the following meetings and events since the last Council meeting:

- Attended an all day workshop put on by the Department of Advanced Learning on the Retention of Newcomers. Mayor Dunphy thanked Deputy Mayor Cooper for attending the opening of Sign Cuts on that same day.
- Attended and spoke at the launch of “Think! Stratford” our support local initiative - great participation from our business community.
- Met with Mayor Lee, Councillor Rice, and officials from the City of Charlottetown to discuss the possible collaboration between Charlottetown and Stratford on a long term solution for our waste water treatment plant. Also in attendance from Stratford was Deputy Mayor Randy Cooper, Councillor Gary Clow, CAO Robert Hughes, and Jeremy Crosby, Director of Infrastructure.
- Attended the public meeting on the Town’s upcoming planning bylaw review.
- Along with Councillor MacDonald, Councillor Ogden, and Stratford businesses, attended a Think! Stratford “Wave Mob” at the entrance to the bridge in front of No Frills, as part of the support local initiative.
- Met with Minister Mitchell and his new Deputy Minister Michele Dorsey as part of the Capital Area Coordination Committee meeting.
- Attended the CADC Annual Meeting.
- Attended and spoke at the International Tea House event. Excellent event with multicultural entertainment.
- Attended the Canada Day festivities at Tea Hill Park. Congratulations to Cory Barlow – Volunteer of the Year Award recipient, and Landon Holmes – Youth Volunteer of the Year Award recipient. Mayor Dunphy took a moment to thank Rachel, Tanya, and Wendy for organizing such a successful event.
- Attended the Town Hall meeting on federal electoral reform.

9. **CHIEF ADMINISTRATIVE OFFICER**

The report was included in the meeting package for Council to review. Robert gave an overview of his report. He noted that he is working on an application to ACOA for the governance project, and he met with a number of local consultants to try and move the project along. Robert stated that he hopes to have the application done by the end of July.

In addition to the meetings he attended with the Mayor, Robert also attended two consultation sessions on climate adaption with the Federation of Prince Edward Island Municipalities (FPEIM) delegation.

10. SAFETY SERVICES

a) Report

The report was included in the meeting package for Council to review. Councillor Ogden gave an overview of the report noting that an additional street light was installed on Sunnyside Drive, as it had been identified as a safety issue.

Councillor Ogden stated that speed bumps have been installed and the RCMP continues to monitor troubled areas. Infrastructure director Jeremy Crosby noted that there are a few residents who are not pleased with the speed bumps right in front of their home; however, the majority of residents are quite pleased with them. It was noted that the committee also dealt with some unsightly premises issues.

b) Street Light Report

Nil

c) RCMP Report

The RCMP report for the month of June was included in the agenda package. Councillor Ogden welcomed Corporal Chris Gunn to the meeting and thanked him for attending. Corporal Gunn reviewed the report and noted that if anyone had any questions, he would be happy to answer them. It was noted that the summary offence tickets issued are down a little from the previous year.

Corporal Gunn noted that there are six members assigned to Stratford, and although two of the members are currently working in the office due to injuries, the response time has not decreased as Queen's members are responding to Stratford calls.

Councillor Gary Clow brought to Corporal Gunn's attention the lane by Balderston's fruit stand. He noted that traffic has started using a lane that has been blocked off as a passing lane (since Balderston's closed their fruit stand). Corporal Gunn stated that he was not aware this was happening, but he will inform others, and what they will do is observe the morning traffic coming in, and educate/inform them that it is not a passing lane.

d) Humane Society Report

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

e) Transit Report

The Transit Report for the month of June was included in the meeting package for Council to review. It was noted that the numbers are up marginally again. Councillor Ogden stated that his hope is when we receive the new buses, the numbers will go up.

Mayor Dunphy asked if there were any plans in the works for promotion for September, and Councillor Ogden replied that we don't have anything specific right now, but he would like to talk to Wendy Watts about promoting our new buses.

f) Fire Company

Councillor Ogden noted that there were nine call outs that include five fires, two alarms, one medical first responder call, and one carbon monoxide call that turned out to be a false alarm. He noted that all of these calls were in Stratford with the exception of one fire call.

11. RECREATION, CULTURE AND EVENTS

a) Report

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

Councillor MacDonald thanked Councillor Clow for looking after the Recreation, Culture and Events report for her at the June Council meeting. Recreation staff is busy maintaining facilities, providing supervision, and organizing special events.

Councillor MacDonald stated that the Town welcomes Emily Taylor as summer day camp supervisor, and Makala Jenkins as assistant supervisor. As part of our partnership with GO PEI, we will be offering healthy cooking classes each week to the youth registered in our summer camp.

Ritchie Bulger and the Wannabees provided musical entertainment for the Canada Day events. The Lions Club hosted a pancake breakfast and several activities were provided throughout the afternoon, and ethnic food from around the world was served.

Upcoming special events include the hosting of our 7th Annual Community Expo on September 24, and Culture Days which will also be hosted the first weekend of October.

The Stratford Market opened on June 25 and will run each Saturday until September 24. We welcome our new market manager Kate Dempsey and assistant manager Conoly Hogan.

The Stratford Youth Centre held their second annual community flea market on June 4, and approximately 700 people attended. They also hosted a 'survivor challenge camp' on the weekend of June 10 – 12. The event was held at Camp Gencheff and was open to youth centre members who completed their volunteer requirements.

The Stratford Youth Centre closed for the season on Thursday, June 23. An extension will be added on to the youth room in July, and the centre will be closed for party rentals until the project is complete.

Councillor Ogden thanked Councillor MacDonald and the recreation staff for another great Canada Day event. He also noted that Cory Barlow received the volunteer of the year award, and Landon Holmes received the youth volunteer of the year award which were presented to them on Canada Day - two very deserving recipients.

Councillor Ogden also thanked the RCMP for having Constable Kim Dudley attend the event in her red serge dress uniform, as it certainly added to the day.

12. FINANCE AND TECHNOLOGY

a) Report

The report was included in the meeting package. Deputy Mayor Cooper reviewed some highlights of the last meeting. He noted that there was a resolution passed at the last meeting for the 20 year Utility loan at TD at an amazing rate of 3.20%.

Deputy Mayor Cooper stated that we received the management report from our auditors BDO. He noted that there has been some work done to the procurement policy, and it is being circulated to different departments for further comments before we put the plan into action.

It was noted that discussions are still on-going regarding the waste water treatment plant, as we want to be sure we come up with the right decision for our residents.

b) Financial Statements

The financial statements were included in the meeting package.

Councillor Ogden asked about the financial statements and if the committee discussed having a format that would be easier for the layperson, and Deputy Mayor Cooper replied that it is on the agenda and they will be working on it over the next few months. Mayor Dunphy agreed that it is something that needs to be worked on so Town residents can go online and read the statements.

Councillor MacLean asked about the procurement policy – if there are cost overruns is there anything in the policy to deal with this, and Deputy Mayor Cooper replied that many tenders come in over budget and we negotiate with the company. He used the example of the latest project noting that some things were taken out to bring the project back to the budget. Mayor Dunphy added that he does not recall any overruns, and that is a credit to the Town's staff.

Mayor Dunphy noted that the Sustainability Committee and the Finance Committee both gave great input when the new procurement policy was being drafted.

c) Resolution FT010-2016 Clean Water and Waste Water Fund (CWWF) – Asset Management

Moved by Deputy Mayor Randy Cooper
Seconded by Councillor Diane Griffin

WHEREAS the Town of Stratford is submitting an application to the Clean Water and Waste Water Fund (CWWF) for funding towards the purchase of an Asset Management/integrated software system; and

WHEREAS the Town of Stratford is applying to the CWWF program in the amount of \$154,000 to complete the above project in the period 2016 through 2018; and

WHEREAS the Town of Stratford submitted five priority items at the June 8, 2016 Council meeting, so this application would be listed as priority number 6 of the CWWF projects applied for under the most recent call for applications closing June 17, 2016; and

WHEREAS the Town of Stratford will allocate resources to their annual operational budget to maintain the yearly maintenance costs of the asset management/integrated software.

BE IT RESOLVED that council supports the Clean Water and Waste Water Fund application for the purchase of Asset Management/integrated Town software.

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

For clarification, Deputy Mayor Cooper noted that we did make an application to a different program and it was denied, so we are now applying to a different fund.

Question: **CARRIED**

13. PLANNING, DEVELOPMENT AND HERITAGE

a) No Report

The committee did not hold a meeting in June.

b) Permit Summary

The permit summary was included in the package for Council to review. Councillor Griffin referred to the summary and noted that it shows we are ahead of where we were this time last year.

Councillor Griffin thanked the councillors who attended the bylaw review public meeting in late June. There were some great comments received from the residents who attended the meeting, and staff was able to take those comments back and work with them.

Councillor Griffin noted that the website has been revised to allow more visitors to effectively locate the review material, and there is also a section for residents to leave their comments.

Councillor Griffin noted that staff is working through the official plan policies that require an amendment for a new bylaw. Councillor Griffin noted that this will now be opened to other departments, as well as the planning department for revisions. It will then go to future public meetings.

Signage – Councillor Griffin stated that the Town is meeting with the province to work out an arrangement of who will enforce signage in the Town, and how our bylaw should address the public right of way.

Heritage – through the summer months, the director of planning is working with sub-committee members on a number of things, but most notably to make progress on the mapping project, to identify heritage assets and road name research.

Councillor Griffin stated that the final item she would like to mention is the community energy plan. We now have a staff member working on an energy plan and the planning staff will assist him. This was made possible with funding from the Federation of Canadian Municipalities (FCM).

Councillor Ogden took a moment to congratulate Councillor Griffin on her appointment to the Museum and Heritage Foundation.

14. COMMITTEE OF THE WHOLE

a) Resolution CW005-2016 Provincial Infrastructure Fund Projects

Moved by Councillor Gail MacDonald

Seconded by Deputy Mayor Cooper

WHEREAS the Province has established the Provincial Infrastructure Fund (PIF) to help offset the impact of the imposition of the HST on municipalities; and

WHEREAS \$150,000 was allocated to the Town of Stratford for 2016/17; and

WHEREAS Council has identified the following projects as its priority for the 2016/17 allocation from the PIF:

- Stratford Town Centre Paving (\$50,000)
- New Tractor for trail and sidewalk maintenance (\$50,000)
- Integrated Software Project (\$50,000)

BE IT RESOLVED that the 2016/17 PIF allocation of \$150,000 be directed to the Stratford Town Centre Paving project (\$50,000), the New Tractor for trail and sidewalk maintenance (\$50,000) and the Integrated Software Project (\$50,000).

Discussion: None

Question: **CARRIED**

15. INFRASTRUCTURE

a) Report

Councillor Clow noted that some of the items being worked on by the infrastructure department are as follows:

Wastewater Treatment Plant Update – the lagoons have gone through the spring turnover with minimal odours this year, and only a slight disruption in effluent quality. The blue frog system is providing effective treatment to the system at this time. The spring melt and slow rise in temperature this year were certainly factors in the performance of the system.

Inflow and Infiltration Study – the majority of the work is completed and we will soon meet with the consultant to review the data. The project will continue well into 2016.

Rankin Water – the project is 99% complete. Letter will go out to residents when the system is ready for operation and reinstatement will continue into the fall of 2016.

Sidewalk Construction - the next phase of work on the Georgetown Road will be going out to tender this month and the work should start in late August.

Councillor Clow noted that there were no major issues with the wastewater collection system or water distribution system during the month of June.

Councillor Griffin stated that she is very pleased that the blue frogs are now working. She feels the work of staff in terms of managing the wastewater treatment plant staff has given 150% and she thanked Jeremy and Gerry and all the staff. Mayor Dunphy agreed and asked that the thanks be passed on to the appropriate staff members.

Jeremy stated that Gerry works a large number of hours to keep things running at the lagoon and he would like to take a minute to acknowledge him as well.

b) Resolution INC007-2016 Aptos Pumping Station Upgrade

Moved by Councillor Gary Clow

Seconded by Councillor Steve Ogden

WHEREAS the Aptos Pumping Station Upgrade construction tender closed on May 26, 2016; and

WHEREAS the following tenders were received (HST included) which includes the Aptos Pumping Station upgrade and 488 m of sewer force main:

Contractor/Company	Tender Price (HST Included)
Island Coastal Services Ltd.	\$ 194,699.92
Birt & MacKay Backhoe Services Ltd.	\$ 210,204.35

AND WHEREAS the total available budget for this project is \$160,000 (funded under the Gas Tax-Municipal Strategic Component) including engineering services, and when the taxes and engineering are removed it leaves an available construction budget of approximately \$133,700. It is recommended that the construction budget be reduced to \$130,000 to allow for some contingency. This reduction in cost can be achieved by reducing the amount of new sewer force main being replaced. The upgrade to the station will be completed as proposed.

WHEREAS the low bidder has agreed to the reduced the scope of work, therefore it is recommended that the project be awarded to Island Coastal for \$130,000 plus HST, which included the Aptos Pumping Station upgrades, and approximately 220 metres of new 200 mm diameter force main.

BE IT RESOLVED that the tender be awarded to Island Coastal Services Ltd. in the amount of \$194,699.92 (HST included) with the above noted changes to the scope of work.

Discussion: Jeremy explained that we originally put in an upgrade to the force main along with the upgrade to the station, and we were able to reduce the scope of work without affecting the actual upgrades to the station. As we noted earlier when we have things that come in over budget, we reduce the scope of the work down to a manageable budget, and that is what we did in this case.

Question: **CARRIED**

16. SUSTAINABILITY

a) Report

Included in the package for Council to review. Mayor Dunphy was pleased to report that we have received very few phone calls regarding the pesticide bylaw. He noted that the calls we did receive were from residents who were looking for information. He also noted that we have not received any applications asking for exemptions for infestations. Mayor Dunphy also noted that the City of Charlottetown passed their pesticide bylaw at a recent Council meeting and it will become effective on January 1, 2017.

Mayor Dunphy noted that the support local initiative ‘Think Stratford’ was launched in June and the objective was of the initiative was to bring more awareness to our residents about the businesses that are available in Stratford. He noted that the business people have created a group separate from the Town, but they will continue to work with the Town to support the businesses in Stratford. Mayor Dunphy thanked Wendy Watts for all her work on this on-going initiative. It was also noted that part of the initiative will be updating our business listing.

Mayor Dunphy noted that Ben Grieder was hired as the Town’s Community Energy Plan Coordinator on a one year contract. The Steering Committee’s initial meeting will be next week. He noted that with the committee’s help, Ben will develop a community energy plan for the Town to help reduce greenhouse gas emissions.

Mayor Dunphy noted that the committee reviewed the draft of the updated Procurement Policy and gave their input.

Councillor Ogden asked if there has been any news regarding the walking and cycling on the bridge and Mayor Dunphy replied that there has been nothing new since our last discussion with the province. Councillor Ogden wondered if there is something that can be done in the interim and Mayor Dunphy noted that it is a provincial matter, and he doesn’t see any short term solutions. However, he did note that the issue was discussed at the recent Capital Area Coordination Committee meeting, and we will continue to work with the province.

18. ACCOUNTABILITY AND ENGAGEMENT

- a) No Report** – the next committee meeting will be held next week.

19. HUMAN RESOURCES

- a) Resolution HR001-2016 Position Classifications**

**Moved by Deputy Mayor Randy Cooper
Seconded by Councillor Diane Griffin**

WHEREAS the position of Youth and Family Coordinator, which is classified at Salary Level 3 in the town’s pay plan, has evolved due to the skill and experience of the incumbent; and

WHEREAS the position of Infrastructure Technician II, which is classified at Salary Level 4.5 in the town’s pay plan, has evolved due to the skill and additional certification of the incumbent; and

WHEREAS a comprehensive review of the pay plan will be conducted later this year.

BE IT RESOLVED that the position of Youth and Family Coordinator be re-classified to Salary level 4 and that the position of Infrastructure Technician II be re-classified to Salary level 5.5 effective immediately, and that both positions be examined more closely when the comprehensive review is carried out.

Discussion: This resolution was recommended by the Human Resources Committee.

Question: **CARRIED**

20. OTHER COMMITTEES

a) Stratford Seniors Complex

Report included in the package. Councillor MacDonald noted that the senior's complex is fully rented. She stated that at the last meeting a new fire escape route was mapped and a meeting was held with the residents on June 20 to review the fire escape plan. A member of the Provincial Fire Marshall's office, and a member of the Cross Roads Fire Department were in attendance, and the residents had an opportunity to ask questions. Councillor MacDonald stated that the Canada Mortgage and Housing Corporation (CMHC) has just recently announced a renovation program for capital items on social housing. The deadline is August 2 and the committee will submit an application for funding before the deadline.

21. PROCLAMATIONS

Nil

22. OTHER BUSINESS

Mayor Dunphy noted that he and Robert Hughes will be meeting with Minister Tina Mundy, Minister of Family and Human Services on July 14, to discuss seniors housing and affordable housing. He asked if anyone had anything they wanted brought forward to the Minister to let Robert know.

23. ADJOURNMENT

There being no further business, the meeting adjourned at 5:45 p.m.

Mayor David Dunphy

Robert Hughes, CAO