

REGULAR MONTHLY COUNCIL MEETING

Approved Minutes

March 14, 2018

DATE: March 14, 2018

TIME: 7:30 p.m. – 9:15 p.m.

PLACE: Stratford Town Centre, 234 Shakespeare Drive

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

Guest: Staff Sgt. Shane Hubley

REGRETS: Councillor Gary Clow

CHAIR: Mayor David Dunphy

1. CALL TO ORDER

Mayor Dunphy called the Regular Monthly Council Meeting to order at 7:34 p.m. and welcomed those in attendance.

2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Randy Cooper and seconded by Councillor Gail MacDonald that the agenda be approved with the following change: Safety Services will become item #10 and Infrastructure will become item # 15.

3. APPROVAL OF THE MINUTES

It was moved by Councillor Steve Ogden and seconded by Councillor Jody Jackson that the Regular Monthly Meeting Minutes of February 14, 2018, and the Special Council meeting of February 28, 2018 be approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

Nil

5. PRESENTATIONS FROM THE FLOOR

Nil

6. CARI REPORT

Included in the package for Council to review.

7. CORRESPONDENCE

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

8. MAYOR'S REPORT

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

- Along with CAO Robert Hughes – met with Minister Mundy and her staff to discuss affordable housing funding for Stratford
- Along with Councillor MacLean attended a municipal roundtable on infrastructure funding hosted by MP Mark Miller, Parliament Secretary to the Minister of Infrastructure and Communities
- Was fortunate enough to attend the opening ceremonies and the closing banquet of the 55 plus games hosted by the Town
- Participated in the Cow's 'Moo Let's Talk Event' in honour of Jason Driscoll which raised funds for Mental Health on PEI
- Attended the 2018 Chinese New Year celebration
- Attended a meeting with representatives of the RCMP, city police, Cross Roads Fire Company, and Emergency Medical Services (EMS) to discuss how we can improve traffic flow on the Hillsborough Bridge following a traffic accident. Also in attendance was the Town's CAO, the Infrastructure Director, and the Planning Director
- Hosted an Entrepreneur's Forum which was another successful event

9. CHIEF ADMINISTRATIVE OFFICER

Report was included in the package. Robert briefly reviewed the report noting that the Electoral Boundaries Commission is up and running. They have held two meetings, and a third meeting is planned with Elections PEI to go through an exercise of moving boundaries to see what that does to the number of voters using the Geographic Information System (GIS). There are also plans to have a public meeting or open house on May 8. This will give Councillors a change to talk about changes to the boundaries, and there will likely be some changes because there is a bit of an imbalance in the three wards.

Robert noted that he met with other municipalities regarding a potential joint application to the Smart Cities initiative, but he doesn't see it coming together. The Town held its own session on Monday, March 12 with facilitators from Winding Path,

and a number of residents participated in the session. We are now awaiting the report from Winding Path so we can get the application underway.

Robert stated that he recently attended the FCM Asset Management Working Group meeting in Ottawa. He noted that he is going to try and get something going on PEI, because we are not taking advantage of the funding that FCM has to advance the state of asset management.

10. SAFETY SERVICES

a) Report

In the absence of Councillor Clow – Councillor Ogden gave a brief overview of the report. He noted that the last meeting was held on February 12, and there was an excellent presentation by the RCMP Criminal Provincial Intelligence Agency members. They explained how they collect the data, analyze and assess it and provide the information as a tool to help front line police officers in preventing and solving crimes.

Councillor Ogden took a moment to thank the Citizens on Patrol group for all the hard work they do. They do two patrols a week and have logged 636 volunteer patrol hours in 2017 - in addition to the help they provide during many Town events.

The committee is currently dealing with flyer delivery complaints. The flyers get caught up in the snow blowers and can cause damage to the machines. There will be a meeting with the people who deliver the flyers, and we hope the problem can be resolved.

Councillor Jackson noted that if someone is away and flyers build up, it alerts people that there is no one has been home for a while, and Councillor Ogden agreed that it can be a safety issue if flyers are left on the lawn when people are away. Councillor Jackson noted that there are now apps for flyers that people can get on their smart phones.

At this time Councillor Ogden gave the floor to Staff Sgt. Hubley to present his report. Staff Sgt. Hubley formally announced that Glen Dudley was chosen as the successful candidate for Corporal in Stratford. Mayor Dunphy noted that we are very happy to have Glen Dudley as the Town's Corporal.

The RCMP is currently working on their strategic planning for their fiscal year and the priorities trickled down from Ottawa – there are national priorities for the entire country.

Staff Sgt. Hubley noted that the focus for 2018/19 for Queen's District is safe highways and community involvement, as well as some smaller initiatives. He asked

if anyone had any comments to please let Councillor Ogden know and they can be discussed at the Safety Services Committee meeting.

Councillor Ogden noted that the report of summary offence tickets is in the agenda package and thanked Staff Sgt. Hubley for his diligence, as there has been a significant increase in the number of tickets given out. Mayor Dunphy thanked Staff Sgt. Hubley and added that he looks forward to working with Corporal Dudley.

b) Street Light Report

No Report

c) RCMP Report

Included in the package for Council to review. This item was discussed earlier in the agenda.

d) Humane Society Report

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

e) Transit Report

The Transit Report for the month of February was included in the meeting package and the numbers are up significantly. Mayor Dunphy agreed that we are gradually getting our numbers up. He noted that there is an event coming up on March 26 – the demo electric bus will be in the area, and T-3 is looking at the electric bus as a potential option going forward.

f) Fire Company

There were 13 calls and 9 of them were from Stratford. It was noted that false alarm calls continue to be an issue, and it is believed that they are occurring due to lack of maintenance on the alarm systems.

11. RECREATION, CULTURE AND EVENTS

a) Report

The report was included in the package for Council to review. Councillor MacDonald reviewed the report noting that both the Events Committee and staff were happy with the good turnout at Fam Fest - which happened to coincided with Charlottetown's Jack Frost event. The sleigh rides went ahead at the Great Northern Adventures farm and there were more than 150 people in attendance.

Councillor MacDonald noted that the recreation centre continues to be well utilized by residents. In addition to the many programs offered there is an average daily sign in of 180 people for the fitness area.

It was noted that the Town continues to receive a large number of requests for space for meetings, birthdays, dances and many other events and programs.

The Stratford Minor Basketball Association held its 14TH Annual Jamboree on February 17; the jamboree format is solely for house league teams.

The after school Arts and Crafts Program has 12 children registered and will continue to run until the week before March break.

In addition to maintaining our fall/winter programming, preliminary work has already started for some of our summer based programs such as ball and soccer. Meetings with both groups will take place with the goal of providing another successful season for our many participants.

The Town of Stratford hosted the 55 plus provincial winter games, from Monday, February 26, to Saturday, March 3 and it was a huge success. Councillor MacDonald took a moment to personally thank Mary Hughes and John Kenny for all their hard work.

The Stratford Youth Centre has started a Jr Leadership Program for youth members in grades 5 and 6. The Stratford Youth Centre Jr Club registered two teams for the Bowl for Kids Sake event on March 4 and raised \$1600 which was fantastic.

Tricia Baldwin will be instructing a quilling class March 17 and a 2D dry felting class on April 21 at the Gertrude Cotton building.

A tender went out this week for the Skatepark and one for the playground equipment for a number of parks in the Town.

12. FINANCE AND TECHNOLOGY

a) Report

The report was included in the package. Deputy Mayor Cooper noted that the discussion at the last meeting was a final review of the budget, and the committee supports the final budget document.

A lot of work went into the budget, and Deputy Mayor Cooper felt that the budget being put forward is a good budget.

Mayor Dunphy thanked Deputy Mayor Cooper for all of his work. Councillor Jackson thanked Deputy Mayor Cooper as the new Councillor, and mostly as a resident for not raising the taxes.

Councillor Ogden stated that we have been able to reduce the debt down from 4 million dollars to just a little more than 2 million which was great.

BUDGET PRESENTATION – Presented by Deputy Mayor Cooper

Welcome members of Council, residents, media representatives, and staff of the Town of Stratford. It is my pleasure to present to you the 2018/19 Town of Stratford budget. Under the new Municipal Government Act, municipalities in PEI are required to change their fiscal year end from December 31 to March 31, to coincide with the year ends of both the provincial and federal governments. Under this change our first year end will be March 31, 2019 – creating an initial 15 month fiscal period. Many of the figures shown in the budget document will be based on 15 months of activity; however, for comparative purposes, we have broken out the financial information into a 3 month period (January 1 to March 31, 2018) and a 12 month period (April 1, 2018 to March 31, 2019) to allow you to compare to previous years financial information.

I am pleased to present another balanced budget where we are able to continue to provide all of our current services and programs, add in a few new initiatives, and address some requests from our residents, community organizations, and partners. We also have some significant new capital projects planned for 2018/19, as a number of capital projects have carried over from previous years. These include the long term solution for the waste water treatment plant, continuation of the Georgetown Road sidewalk, and another phase of Fullerton's Creek Conservation Park development.

We are looking forward to a busy 2018/19, with residential and commercial development in the Town. Like our residents, we are excited about the prospective redevelopment of the former Home Hardware property, the construction of the new emergency services facility, and the new subdivisions that are underway.

Stratford is a thriving, diverse community that has experienced strong growth over the last number of years. Our municipal tax rate remains the lowest of fully serviced municipalities. We are pleased to maintain our residential tax rate at \$0.44 per \$100 of assessment and our commercial rate at \$0.99 per \$100 of assessment.

There are great things happening in Stratford and your Council, along with Town staff, continues to work hard every day on your behalf. We are ready to work with you to make the tough decisions, to find ways to continue to grow the Town, and to provide the services that you as a resident deserve. Residents continue to be proud to live, work, and play in Stratford.

TOWN REVENUE

In the 2018/19 Town budget, we are forecasting revenue of \$6,641,900 and expenses of \$6,633,700 with a resulting surplus of \$8,200. The majority of the Town's revenue, more than 4.7 million dollars, is from property taxes, while the Municipal Support Grant provides another 1.3 million dollars of revenue for Stratford.

TOWN EXPENSES

GENERAL GOVERNMENT

The expenses in the General Government category include all expenses that are not attributable to the four line departments. This includes: police and fire protection, Council expenses, CAO's office expenses, street lighting, transit, sustainability, citizen engagement, library and animal control.

The 2018 General government budget includes funding for:

- Funding for safety services, including police and fire protection, transit, and street lighting
- The completion of the Town's website upgrade
- The development of new bylaws as required in the new Municipal Government Act
- Funding for the municipal election that will be held in November 2018.

In addition to the recurring expenses noted above, the General Government section includes an allowance for a full time RCMP civilian clerk in Stratford starting in January 2019 when it is anticipated that the new accommodations for the RCMP will be ready within the new emergency services facility. We currently fund 59% of the cost of a civilian clerk location at the Maypoint RCMP Detachment. This will enable residents to access services locally - such as criminal record checks during normal office hours.

Other new items that are included in the General budget include:

- an allowance of \$10,000 to develop an on demand service to the transit system for residents who live in areas that are currently not located near a bus stop
- Nine thousand (\$9000) for water monitoring equipment as requested by the Stratford and Area Watershed Improvement Group, to allow them to assess and plan for rehabilitation of the Pondside water system
- an allowance of \$12,500 to cost share a needs assessment as requested by a local group who is seeking to establish a YMCA in Stratford.

In the capital budget there is an allowance of \$5,000,000 for the development of the new emergency services facility. This facility will replace the old firehall and RCMP office located on the Mason Road which is outdated and must be removed to make way for the new roundabout that the province is constructing. The new facility will include additional space for the fire company to allow them to meet the growing needs of Stratford and the surrounding area they serve - a larger space for the RCMP so they can conduct interviews, perform breathalyzer checks, etc. in Stratford instead of travelling back and forth to the Maypoint detachment, and the facility will also include space for Island EMS.

There is also funding for the purchase of busses for the transit fleet as part of an ongoing replacement of the fleet, with funding from the federal and provincial governments, in partnership with Charlottetown and Cornwall, and funding is included for an update to the aerial photography for our Geographic Information System (GIS) in association with Summerside, Cornwall, Montague, and Kensington.

FINANCE AND TECHNOLOGY

In the finance and technology department budget, the largest expense outside of staff expenses is the interest payment on the Town debt.

Each year the interest on the Town's long term debt has been decreasing.

Some of the additional investments from the finance and technology department we are making in order to build the best community possible include:

- The introduction of a web portal module which would allow customers to access their utility and recreation accounts, and pay their bill online. This will also allow us to switch to electronic billing.
- Purchase integrated software that will encompass all Town of Stratford departments.

RECREATION, CULTURE AND EVENTS

The recreation, culture and events department budget continues to support close to 100 programs and events that the Town offers. We have focused a lot of our time on expanding our Stratford youth programming, and have experienced growth in the number of participants taking part in our family-oriented events. We will once again be offering a summer day camp for school aged children in 2018.

Other investments from the recreation, culture and events budget to help make Stratford the best community possible include:

- Funding in the capital budget for the continued development of parks and playgrounds (\$100,000), completion of lights at both upper and lower MacNeill ballfields (\$66,000), renovations and repairs to the batting cage at MacNeill Ballfield (\$19,000), as well as a new backstop at Upper MacNeill Ballfield (\$12,000)
- Funding of \$310,000 that was carried over from the 2016 capital budget to construct a skateboard park in Stratford to support our active youth
- Funding for the Pownal Sports Centre in the amount of \$50,000 and the CARI pool in the amount of \$15,300
- Continued funding for arts and culture programming to ensure that residents can strengthen all aspects of their physical, mental and spiritual health.

INFRASTRUCTURE

The department of infrastructure budget includes the maintenance of all Town owned facilities, equipment, trails, and sidewalks.

Some of the targeted investments to help make Stratford the best community possible include:

- Trail construction – this year we will resurface a few trail sections with asphalt to improve the durability and usability of this important infrastructure. Work will begin in June and should be complete by the end of August. The capital budget amount is \$50,000 which is funded through New Deal Funding.
- Sidewalk and bike lane construction in partnership with the Province of PEI in the amount of \$557,000. The main section being considered for this year is the continuation of the Georgetown Road sidewalk to Upper Tea Hill Crescent, as well as several crosswalk landing areas.
- Town Centre capital repairs and additions in the amount of \$201,000 which include a new operable wall on the gym stage to allow it to be better used

for recreational activities, building automation upgrades and capital building improvements.

- Equipment replacement and additions of \$84,000 which includes new tandem trailer, updated surveillance cameras for the Town Centre to improve safety and security, new recreation truck based on equipment replacement program, and a new sand and salt spreader.

PLANNING, DEVELOPMENT AND HERITAGE

In 2018/19 the focus of the planning, development and heritage department will be to continue with the review of our new Zoning and Subdivision Control (Development) Bylaw, which will largely implement the Town's Official Plan adopted in 2015.

In order to continue to improve the planning and development control function in the Town, the priorities are as follows:

- Staff and committee will proceed, with drafting the new bylaw with the aid of professionals to help with the drafting and implementation of the new Development Bylaw.
- In order to celebrate Stratford's heritage – funds have been allocated to help with the planned book release for the *Stratford's Heroes of WWI*.

CAPITAL BUDGET

We are budgeting \$7,308,600 for capital items in 2018/19 which, after infrastructure funding and partnership in the amount of \$1,628,800 will be a net cost of \$5,679,800 to taxpayers. Funding includes New Deal Funding in the amount of \$1,266,000, anticipated partnerships funding of \$283,000, Green Municipal Fund of \$22,000, and CWWF funding of \$57,800. Our capital budget is higher than normal due to the construction of the new emergency services facility (\$5,000,000).

In Summary, we are continuing to make strategic investments in priority areas to meet the needs of residents now and into the future, as we continue to build the best community possible. At the same time, we are mindful of the trust placed in us by you, as taxpayers, to be prudent and responsible with your money. Detailed revenue and expenses can be found in the budget report.

STRATFORD UTILITY CORPORATION

The Town continues to make a substantial investment in our water system infrastructure. The Town of Stratford currently has a water supply system that

includes four wellfields: Fullerton's Creek, Beacon Hill, Cable Heights, and Pondside. The overall capacity of the system is 6,700 litres per minute that pumps into a 1,200,000 litre storage tank located on the Georgetown Road.

The current system is able to sustainably supply enough water to the Town for the next 10 to 20 years, depending on the rate of development and conservation efforts. As part of the Town's overall strategy to use resources sustainably water metering is being implemented in 2018. The water meters were purchased in 2017 and the installation program will begin in April of 2018, with plans to be complete by December 31, 2018.

Based on the above information, it was determined that the Town was not charging enough in water rates to cover the capital and operating expenses. As a result, the Town will be increasing our Single Family Dwelling quarterly water rate from \$72.25 to \$73.55 per quarter (1.8%) as of July 2018.

WASTEWATER TREATMENT FACILITY

The replacement of the wastewater treatment plant is proceeding with the design of the system nearing completion. Construction of the new pumping station and associated delivery system (forcemain pipe) to Charlottetown will begin in June of this year. The majority of the work is planned to be completed prior to March 31, 2019. The project will continue into 2019 with the decommissioning of the lagoons.

We have included \$10,920,000 in the capital budget for the construction of the delivery system that is required to pump our sewer to the Charlottetown plant. Funding of 50% from the federal government and 25% from the provincial government enabled this project to happen.

To pay for the cost of the long term wastewater solution, sewer rate increasing was planned to be phased in over a three year period. We are now in phase 2 of this plan.

We are budgeting for revenue of \$3,345,900, which is from our unmetered and metered customers. Expenses are budgeted at \$2,801,600, resulting in \$544,300 surplus. The surplus will be used to reduce the borrowing for the sewer pump station and delivery system.

When the long term wastewater solution is fully operation our operational cost will increase by more than \$500,000 per year.

Some of the targeted investments within the Utility budget include:

- Wastewater pumping station upgrades. New chlorine pumps at selected water stations at a cost of \$35,000
- Installation of a solar array at the Fullerton's Creek wellfield to offset some of the energy consumption from the pumps at this water station at a cost of \$400,000 – subject to funding.
- Repairs and upgrades of \$100,000 to our sewer infrastructure as a result of our inflow and infiltration system analysis
- Pondside and Cable Heights water station upgrades at a cost of \$65,000.

The Utility is also planning for some additional projects in 2018/2019. However, these projects are contingent on receiving funding from the federal and provincial levels of government.

- Reeves Estates Water and Sewer Replacement – this project would include the replacement of the existing underground infrastructure to meet current standards for fire flows and maintenance. Work would also include the decommissioning of the sewer pumping station by diverting the flows by gravity to the newer sewer lift recently installed in the Forest Trails subdivision. The estimated capital cost would be \$2,402,000.

SUMMARY

In summary, we will be looking closely at our long term water and sewer needs in 2018/19, with a view to developing a long term financial plan. We will continue to analyze expenses to ensure that rates are equitable among our customers, sufficient to meet our long term needs, and stable and fair for our customers.

Members of Council, ladies and gentlemen that concludes my budget presentation. Thank you for your attention.

b) Resolution FT003- Tax Rate Group Bylaw – Bylaw #37

Moved by Deputy Mayor Randy Cooper

Seconded by Gail MacDonald

WHEREAS the new Municipal Government Act (MGA) provides municipalities with additional authority and autonomy, together with additional accountability via a requirement that actions be enabled by bylaws; and

WHEREAS a bylaw is required to enable the application of differential tax rates for different properties Stratford has a different tax rate for commercial and non-commercial properties

BE IT RESOLVED that the attached Tax Rate Group Bylaw, Bylaw #37, be hereby read and approved a first time.

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

Question: **CARRIED**

c) **Resolution FT004-2018 Borrowing Bylaw – Bylaw #40**

Moved by Deputy Mayor Cooper

Seconded by Councillor Steve Ogden

WHEREAS the new Municipal Government Act (MGA) provides municipalities with additional authority and autonomy, together with additional accountability via a requirement that actions be enabled by bylaws; and

WHEREAS a bylaw is required to enable short term and long term borrowing and Stratford must borrow funds from time to time to cover the cost of operations or interim financing of capital projects, due to the timing of the receipt of revenue and infrastructure funding, and to finance infrastructure projects over the longer term

BE IT RESOLVED that the attached Borrowing Bylaw, Bylaw #40, be hereby read and approved a first time.

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

Question: **CARRIED**

d) **Resolution FT005-2018 Adoption of 2018/19 Town Operating Budget**

Moved by Deputy Mayor Randy Cooper

Seconded by Councillor Jody Jackson

BE IT RESOLVED that the 2018/19 Town of Stratford Operating Budget with revenue of \$6,641,900 and expenses of \$6,633,700 for a surplus of \$8,200 and a cash flow surplus

of \$145,700, be hereby approved in accordance with the attached revenue and expense tables:

Operating	Actual 2016	Budget 2017	Budget 2018/19 Jan to March 2018	Budget 2018/19 April to March 2019	Budget 2018/19 Jan to March 31/19
Property Tax	\$3,433,296	\$3,575,500	\$925,100	\$3,818,400	\$4,743,500
CUSA Grant	\$912,563	\$1,044,100	\$253,700	\$1,047,500	\$1,301,200
Salary Recovery	\$10,000	\$10,000	\$2,500	\$10,000	\$12,500
Rent Income	\$251,319	\$243,300	\$63,300	\$246,000	\$309,300
Police Fines	\$43,823	\$58,000	\$15,000	\$60,000	\$75,000
Fees and Permits	\$97,923	\$80,000	\$16,400	\$85,500	\$101,900
Interest Income	\$6,613	\$900	\$150	\$150	\$300
Recreation	\$69,625	\$75,000	\$13,400	\$81,500	\$94,900
Other	\$10,308	\$0	\$0	\$3,300	\$3,300
Total Revenue	\$4,835,470	\$5,086,800	\$1,289,550	\$5,352,350	\$6,641,900
Government Grants	\$945,042	\$0	\$0	\$0	\$0
Total Revenue	\$5,780,512	\$5,086,800	\$1,289,550	\$5,352,350	\$6,641,900

Operating	Actual 2016	Budget 2017	Budget 2018/19 Jan to March 2018	Budget 2018/19 April to March 2019	Budget 2018/19 Jan to March 31/19
General Government Expenses	\$2,127,042	\$2,301,800	\$580,300	\$2,443,500	\$3,023,800
Finance Expenses	\$502,069	\$530,800	\$115,200	\$543,700	\$658,900
Recreation Expenses	\$652,817	\$696,800	\$146,500	\$742,500	\$889,000
Infrastructure Expenses	\$686,628	\$731,600	\$191,300	\$784,300	\$975,600
Planning Expenses	\$297,357	\$324,400	\$81,200	\$305,200	\$386,400
Depreciation	\$505,233	\$560,000	\$140,000	\$560,000	\$700,000
Total Expenses	\$4,771,147	\$5,145,400	\$1,254,500	\$5,379,200	\$6,633,700

Operating	Actual 2016	Budget 2017	Budget 2018/19 Jan to March 2018	Budget 2018/19 April to March 2019	Budget 2018/19 Jan to March 31/19
Total Surplus	\$1,009,365	(\$58,600)	\$35,050	(\$26,850)	\$8,200
Add: Depreciation	\$505,233	\$560,000	\$140,000	\$560,000	\$700,000
Less: Principal payment	(\$390,765)	(\$430,000)	(\$110,500)	(\$452,000)	(\$562,500)
Total Cash Flow Surplus	\$1,123,833	\$71,400	\$64,550	\$81,150	\$145,700

BE IT FURTHER RESOLVED that the non-commercial municipal tax rate be set at \$0.44 per \$100 of assessment for 2018.

BE IT FURTHER RESOLVED that the commercial municipal tax rate be set at \$0.99 per \$100 of assessment for 2018.

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

Question: **CARRIED**

Resolution FT006-2018 Adoption of the 2018/19 Town Capital Budget

Moved by Deputy Mayor Randy Cooper

Seconded by Councillor Keith MacLean

BE IT RESOLVED that the attached 2018/19 Capital Budget be approved in the amount of \$7,308,600 less New Deal funding of \$1,266,000, less TIE sidewalk/bike lane partnership of \$200,000, CWWF –Clean Water and Waste Water fund of \$57,800, Green Municipal Fund of \$22,000 and other grants of \$83,000 for a net Town Capital Budget of \$5,679,800.

Capital	Budget 2017	Budget 2018/19	
Park Development	\$90,000	\$100,000	
Recreation Centre Equipment	\$8,000	\$8,000	
Recreation Capital Projects	\$20,000	\$112,000	
Sidewalk/Bike Path Construction	\$430,000	\$557,000	***
Trail Construction	\$240,000	\$50,000	
Canada 150 Projects	\$87,000		
Street Lighting		\$13,000	
Equipment Replacements/Additions	\$21,000	\$83,600	
Town Centre Capital Repairs/Additions	\$69,000	\$206,000	
Cotton Park Building Repairs/Additions	\$45,000		
Other Building/Grounds Repairs/Additions	\$25,000	\$54,000	
Emergency Services Facility		\$5,000,000	
Public Art	\$0	\$15,000	
Computer Hardware	\$185,500	\$139,000	
Skateboard Park	\$340,000	\$310,000	***
Waterfront Parkland and Road	\$500,000	\$0	
Diversity and Inclusion Park	\$50,000	\$0	

Transit	\$72,000	\$144,000	
Traffic Calming		\$30,000	
Splash Park	\$158,000		
Community Energy Initiatives	\$200,000		
Wellfield Park	\$180,000	\$212,000	***
Paving	\$30,000	\$30,000	
Shore Access	\$155,000	\$200,000	
Aerial Photography Project		\$45,000	
Total Capital Expenses	\$2,905,500	\$7,308,600	
*** projects not completed in 2017 and re-budgeted in 2018/19.			

Capital Funding	Budget 2017	Budget 2018/19
New Deal Funding	\$1,628,000	\$1,266,000
CWWF Fund	\$115,500	\$57,800
Canada 150 Fund	\$43,500	\$0
Skatepark Fundraiser	\$200,000	\$0
TIE sidewalk/bikelane Partnership	\$200,000	\$200,000
Provincial Infrastructure Fund	\$200,000	
Green Fund		
Other Grants	\$184,000	\$105,000
Total Capital Funding	\$2,571,000	\$1,628,800
Net Capital Expenditure	\$334,500	\$5,679,800

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

Question: **CARRIED**

e) Resolution FT007-2018 Adoption of the 2018/19 Utility Operating Budget

Moved by Deputy Mayor Randy Cooper

Seconded by Councillor Gail MacDonald

BE IT RESOLVED that the attached 2018-19 Stratford Utility Corporation operating budget with revenues of \$3,345,900 and expenses of \$2,801,600 for a surplus of \$544,300 be approved as follows:

	Actual 2016	Budget 2017	Budget January to March 2018	Budget April to March 2019	Budget January 2018 to March 2019
Unmetered Sales Sewer	\$1,079,702	\$1,223,400	\$335,200	\$1,525,000	\$1,860,200
Unmetered Sales Water	\$718,495	\$801,800	\$226,700	\$907,000	\$1,133,700
Metered Sales Sewer	\$93,454	\$85,500	\$25,400	\$101,600	\$127,000
Metered Sales Water	\$74,233	\$70,900	\$20,400	\$81,600	\$102,000
Frontage Charges Sewer	\$34,579	\$37,100	\$10,800	\$49,000	\$59,800
Frontage Charges Water	\$14,401	\$16,600	\$4,700	\$18,800	\$23,500
Penalty Charges/Late Fees	\$21,016	\$15,000	\$5,000	\$25,000	\$30,000
Connection Fees	\$5,610	\$2,100	\$0	\$6,700	\$6,700
Interest Income	\$7,176	\$1,500	\$500	\$2,500	\$3,000
Other Income	\$769,111	\$100	\$0	\$0	\$0
Donated Capital	\$241,123	\$0	\$0	\$0	\$0
Total Revenue	\$3,058,900	\$2,254,000	\$628,700	\$2,717,200	\$3,345,900

Regular Council Meeting – March 14, 2018

	Actual 2016	Budget 2017	Budget January to March 2018	Budget April to March 2019	Budget January 2018 to March 2019
Salaries	\$449,511	\$464,500	\$130,600	\$519,600	\$650,200
Property Taxes	\$6,589	\$6,500	\$0	\$6,900	\$6,900
Interest & Service Charges	\$21,087	\$20,000	\$6,500	\$26,500	\$33,000
Interest on Long Term Debt	\$257,116	\$270,000	\$62,000	\$259,000	\$321,000
Workers Compensation	\$5,123	\$8,000	\$0	\$10,000	\$10,000
Honorariums	\$1,000	\$1,000	\$0	\$1,000	\$1,000
Electricity	\$169,093	\$162,600	\$32,300	\$169,000	\$201,300
Telephone	\$20,626	\$20,000	\$3,900	\$19,000	\$22,900
Snow Removal	\$7,156	\$7,700	\$5,600	\$7,700	\$13,300
Repairs & Maintenance	\$212,458	\$151,500	\$21,500	\$130,000	\$151,500
Office Expenses	\$12,285	\$12,400	\$1,100	\$14,000	\$15,100
Software Maintenance	\$16,133	\$19,300	\$2,000	\$19,000	\$21,000
Postage	\$13,226	\$14,800	\$3,000	\$14,800	\$17,800
Summer Maintenance - Grass	\$1,766	\$3,700	\$0	\$4,000	\$4,000
Professional Fees	\$5,677	\$14,000	\$2,500	\$14,000	\$16,500
Consulting	\$71,244	\$80,000	\$26,000	\$80,000	\$106,000
Rentals - Office	\$22,700	\$22,700	\$0	\$35,400	\$35,400
Rentals - maintenance bldg., tractor	\$14,600	\$14,600	\$0	\$14,600	\$14,600
Meetings & Travel	\$8,650	\$10,000	\$2,000	\$11,000	\$13,000
Dues & Fees	\$1,230	\$2,500	\$1,200	\$3,300	\$4,500
Insurance	\$11,105	\$13,000	\$2,800	\$13,300	\$16,100
Tools & Equipment	\$6,503	\$8,000	\$1,000	\$8,000	\$9,000
Vehicle	\$19,200	\$19,000	\$2,500	\$19,500	\$22,000
Tree Planting/Water Conservation	\$12,885	\$18,000	\$2,500	\$18,000	\$20,500
Contingency	0	5,000	0	0	0
Depreciation	\$793,345	\$810,000	\$215,000	\$860,000	\$1,075,000
Total Expenses	\$2,160,308	\$2,178,800	\$524,000	\$2,277,600	\$2,801,600

Total Surplus	\$898,592	\$75,200	\$104,700	\$439,600	\$544,300
Less: Donated Capital	(\$241,123)	\$0	\$0	\$0	\$0
Add: Depreciation	\$793,345	\$810,000	\$215,000	\$860,000	\$1,075,000
Less: Principal payments	(\$556,534)	(\$533,000)	(\$139,000)	(\$593,000)	(\$732,000)
Total Cash Flow Surplus	\$894,280	\$352,200	\$180,700	\$706,600	\$887,300

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

Councillor Ogden thinks it is important to remember that we have substantially higher sewer and water rates than Charlottetown and once we get the new system in place and it has stabilized, we should work towards having our water and sewer rates as close as possible to the rates in Charlottetown – the same price for the same service.

Deputy Mayor Cooper stated that the Town will be entering into a five year agreement with Charlottetown once the new system is functional and then we will be able to get an idea of what our real costs are going to be. He feels the Town has very good estimates going forward and we will have five years to analyze the numbers.

Mayor Dunphy noted that our water and sewer prices may be a little bit higher; however, our property taxes are substantially lower than those in Charlottetown.

Question: **CARRIED**

f) Resolution FT008-2018 Adoption of the 2018/19 Utility Capital Budget

Moved by Deputy Mayor Cooper

Seconded by Councillor Steve Ogden

BE IT RESOLVED that the attached 2018/19 Stratford Utility Corporation Capital Budget be approved with total capital expenditures of \$15,085,000 less CWWF - Clean Water and Wastewater funding of \$8,190,000 and Green Municipal funding of \$293,332 for a net capital expenditure of \$6,601,668.

Capital	Budget 2017	Budget 2018/19	
Misc Capital Items	\$145,000	\$45,000	
Water and Sewer Extensions	\$3,844,800	\$2,967,000	
Replace Treatment Plant	\$8,600,000	\$10,920,000	****
Inflow Infiltration Study Recommendations		\$100,000	
Solar Array at Fullertons		\$400,000	
Metering	\$563,000	\$653,000	
Total Capital Expenses	\$13,152,800	\$15,085,000	
Capital Funding	Budget 2017	Budget 2018/19	
CWWF Funding	\$9,333,600	\$8,190,000	
Green Fund		\$293,332	
Total Capital Funding	\$9,333,600	\$8,483,332	
Net Capital Expenditure	\$3,819,200	\$6,601,668	
*** projects not completed in 2017 and re-budgeted in 2018/19.			

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

Question: **CARRIED**

g) Resolution FT009-2018 Approval of the 2018 Utility Tariff

Moved by Deputy Mayor Cooper

Seconded by Councillor Keith MacLean

WHEREAS a comprehensive review of water and sewer expenses, as well as a projected 5 year capital plan was completed in 2015; and

WHEREAS these projections were analyzed through utility rate models to determine the rates for the water and sewer rate payers.

BE IT RESOLVED that the attached Stratford Utility tariff for 2018, which incorporates the following, be hereby approved as follows:

- the water for a single family dwelling (SFD) will go from \$72.25 to \$73.55 per quarter as of July 2018;

- the sewer for a single family dwelling (SFD) will go from \$95.00 to \$108.00 per quarter as of July 2018;
- the consumption charge for metered water will go from \$0.8526 to \$0.8679 per cubic metre; and
- the consumption charge for metered sewer will go from \$1.1210 to \$1.2744 per cubic meter.

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

Question: **CARRIED**

h) Resolution FT010-2018 -English School Lease Loan Approval

Moved by Deputy Mayor Randy Cooper

Seconded by Gail MacDonald

WHEREAS a 5 year loan for the Public Schools Branch lease agreement in the amount of approximately \$666,500 expires in March 2018, with an amortization of 5 years remaining on the loan; and

WHEREAS the amount of the loan requested is \$666,500 and as per the lease agreement with the Public Schools Branch the loan must be renewed every 5 years for 5 year terms; and

WHEREAS the amount of the loan requested of \$666,500 is within the 10% capital debt threshold of the Town of Stratford. The current borrowing limits for the Town of Stratford based on our total assessed tax base (\$764,949,889 x 10% = \$76,494,989); and

WHEREAS we requested proposals from the following financial institutions:

- Bank of Montreal
- Provincial Credit Union
- CIBC
- Royal Bank
- Scotia Bank
- TD Bank

AND WHEREAS the request for proposals closed at 1:30 pm on March 14, 2018; and

WHEREAS the following 5 year rates were received:

	BMO	ROYAL	TD	CIBC	PROVINCIAL CREDIT UNION
Term	Rate	Rate	Rate	Rate	Rate
5	3.53%	3.66%	2.98%	3.45%	3.40%

BE IT RESOLVED that the tender for the loan with an amortization of 5 years remaining will be awarded to the TD Bank for a 5 year term at a rate of 2.98%.

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

Question: **CARRIED**

13. PLANNING, DEVELOPMENT AND HERITAGE

a) Report

Included in the agenda package. Councillor MacLean stated that things are still busy in the planning department. He added that it has been one of the busiest winter's the planning department has had.

a) Permit Summary

Included in the package for review. Councillor MacLean briefly reviewed the report noting that if you compare last year to this year for family homes, the total permits for January and February of 2018 is a little more than six million as opposed to \$941,000 in 2017.

b) Resolution PH006-2018 – BYLAW #29-g TO Amend Bylaw #29 Appendix A Zoning Map of the Town of Stratford Zoning and Subdivision Control (Development) Bylaw – 2nd Reading – Southport Motel Property

Moved by Councillor Keith MacLean

Seconded by Councillor Jody Jackson

WHEREAS An application has been received from Pan American Properties Inc. to rezone a portion of parcel number 327973, originally shown as Lot E (1.458acres) located on the Southport Motel Property, from the Waterfront Public Space Zone (WPS) to the Waterfront Residential Zone (WR) under the Town of Stratford Zoning and Subdivision (Development) Control Bylaw, Bylaw #29;

WHEREAS the proposed rezoning is to allow for the development of a 79 unit, 5 story apartment building with underground parking; and

WHEREAS notification letters were sent to 24 property owners within a five hundred foot radius to solicit input on the proposed zoning amendment and notifying them of the public meeting to be held; and

WHEREAS a public meeting was held on January 3, 2018, to discuss the rezoning application with approximately 50 people in attendance. A number of people spoke both for and against the rezoning. In addition, a number of letters and emails were received, both for and against the proposal, in the weeks following the public meeting; and

WHEREAS after holding a public meeting on January 3, 2018, and hearing concerns from residents on the original rezoning application, Council is considering a modification to the proposed zoning amendment to allow for more public park space on the waterfront within this area; and

WHEREAS the zoning amendment, as modified by Council, will now be to rezone a portion of parcel number 327973 from the Waterfront Mixed Use Zone (WMU) to the Waterfront Residential Zone (WR) and to rezone a portion from the Waterfront Public Space Zone (WPS) to the Waterfront Residential Zone (WR).

BE IT RESOLVED that Bylaw #29-G, a bylaw to amend the Town of Stratford Zoning and Subdivision Control (Development) Bylaw, Bylaw #29, be hereby read and approved a second time.

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

Mayor Dunphy stated that this has been discussed at length and asked if anyone had any further comments. Councillor MacLean agreed that all the information was presented at the last Council meeting.

Question: **CARRIED**

- c) **Resolution PH007-2018 – Bylaw #29-G to Amend Bylaw #29 Appendix A – Zoning Map of the Town of Stratford Zoning and Subdivision Control (Development) Bylaw – Adoption – Southport Motel Property**

Moved by Councillor Keith MacLean

Seconded by Councillor Gail MacDonald

WHEREAS Bylaw #29-G, a bylaw to amend the Town of Stratford Zoning and Subdivision Control (Development) Bylaw, Bylaw #29 was read and approved a first time on February 28, 2018; and

WHEREAS Bylaw #29-G, a bylaw to amend the Town of Stratford Zoning and Subdivision Control (Development) Bylaw, Bylaw #29 was read and approved a second time on March 14, 2018

BE IT RESOLVED that Bylaw #29-G, a bylaw to amend the Town of Stratford Zoning and Subdivision Control (Development) Bylaw, Bylaw #29, be hereby adopted and that the Mayor and Chief Administrative Officer be authorized to affix their signatures and the corporate seal of the Town thereto and to be formally declared the said Bylaw passed.

Discussion: Nil

Question: **CARRIED**

d) Resolution PH008-2018 – (SD016-17) Pan American Properties 1 Lot Subdivision Southport Motel Property – Michael Thomas Way

Moved by Councillor Keith MacLean

Seconded by Jody Jackson

WHEREAS an application has been received from Pan American Properties to subdivide 1 lot (Lot E, approx. 1.21 acres) from parcel number 327973 (approx. 7.6 acres) located on the Southport Motel property along the extension of Michael Thomas Way; and

WHEREAS the subdivision is currently located within both the WPS and WMU zones and is currently within a rezoning process to change Lot E to WR; and

WHEREAS the subdivision proposal will have a parkland dedication of 0.78 acres (10.26%) to the Town of Stratford for parkland and open space, as well as an additional 0.90 acres to be purchased by the Town of Stratford as additional parkland and open space (Lot E-2);

WHEREAS this subdivision application meets the general intent of the core area vision that was completed in 2008 by Ekistics Design;

BE IT RESOLVED that Council grant preliminary subdivision approval to an application (SD016-2017) from Pan American Properties to subdivide 1 lot (Lot E, approx. 1.21 acres) from parcel number 327973 (approx. 7.6 acres) located on the Southport Motel property along the extension of Michael Thomas Way, subject to the following conditions:

- A. Conformance with the concept plan prepared by APM – Proposed Rezoning Map (The Shorefront) dated Feb 22, 2018.
- B. That a stormwater management plan be designed by a registered engineer using Low Impact Development guidelines that is approved by both Transportation, Infrastructure and Energy as well as the Town of Stratford.
- C. That proposed public roads shall be designed to meet the design standards of the Waterfront Core Area and must be approved by the P.E.I. Department of Transportation, Infrastructure and Energy and that a subdivision road agreement shall be executed.
- D. That the sewer and water systems shall be designed in accordance with the Stratford Utility Corporation Servicing Standards and that a Utility Agreement shall be executed along with the payment of any applicable fees required by the Utility Corporation.
- E. That the proposed parkland area, as shown on the Survey Plan (Lot E1 – 0.78 acres), be deeded to the Town of Stratford as parkland dedication.
- F. That the proposed subdivision meets all other requirements of relevant Town of Stratford bylaws and policies.
- G. That preliminary subdivision approval shall be valid for a period of 3 years from the date of this approval.

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

The planning director Kevin Reynolds explained that in the agenda package there's a copy of the sketch that was referenced in the resolution to show the actual area. He noted that he included an additional sketch that removes the colour to make it a little clearer to see the lot areas of the subdivision. With the aid of the coloured map shown on the overhead, Kevin noted that everything that is outlined in red on the sketch is part of the subdivision application (Lot-E) as referenced in the application for the proposed new apartment building. Lot E-2 is in the centre and is a portion of land that is planned to be purchased by the Town to be used as increased greenspace for the

waterfront. Lot E-1 is the 10% parkland dedication that comes from the overall Southport Motel property that extends from the water to the Stratford Road - which is 10% of the overall area of 7.6 acres. The parkland dedication is .78 acres (10.26%), and the extension of Michael Thomas Way is shown outlined in red and will also be part of the subdivision approval.

Mayor Dunphy noted that there had been some discussion on the limit to the number of units that could be used from Michael Thomas Way and Shepard Drive, as well as other properties. Kevin stated that there was a discussion at the planning board meeting. The Board had information from TIE that stated there could be some concern with the number of units that are allowed to be accessed from a single access road. However, in further consultation with TIE they assured the Town that as long as the property which is ending either with a temporary cul-du-sac or a future street, and as long as the laneway that currently services the sewage treatment plant is extended to touch the temporary cul-du-sac at the end of the Michael Thomas Way extension – it can be a private laneway. It can be gated so that no public vehicles could travel through it, with the exception of emergency vehicles if required. It can be used as a secondary access point for emergency vehicles if Michael Thomas Way and Shepard Drive are blocked. If the Town is in agreement there would be no issue with limiting the number of units that can be built along these roadways.

Question: **CARRIED**

14. COMMITTEE OF THE WHOLE

Nil

15. INFRASTRUCTURE

a) Report

The report was included in the agenda package for Council to review. Mayor Dunphy noted that the Utility capital budget for 2018 until March of 2019 was passed and there was a significant amount of capital expenditures in the budget, with the largest being the waste water treatment plant extension to Charlottetown.

Water Metering Program – The Town will soon be mailing the first letters to customers regarding the metering program, and there will be a public information session on April 5.

Waste Water Treatment Facility Update – the facility continues to function well.

Inflow and Infiltration Study – we have met with the consultant and they are finalizing the report.

Wastewater Collection System to the Charlottetown Pollution Control Plant – preliminary sewer pumping station selection has been made and we are awaiting the initial design brief. Construction is scheduled to start in late spring.

Emergency Services Facility – the Town is working with the architect to finalize the initial concept plans.

Skatepark – the project has gone to tender and the closing date is March 29 which will allow a resolution to be brought to the April Council meeting for the awarding of the work.

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

b) Resolution INC001-2018 Amendment to Bylaw #21-F, Water and Sewer Customer Service Regulations Bylaw Amendment, 1st Reading

Moved by Deputy Mayor Cooper

Seconded by Keith MacLean

WHEREAS Bylaw 21, the Town of Stratford Customer Service Regulations Bylaw, must be amended to enable universal metering; and

WHEREAS the utility wishes to include a penalty for the refusal to install a water meter in Schedule A outlined in the attached document.

BE IT RESOLVED that Bylaw #21G, a Bylaw to amend the Town of Stratford Customer Service Regulations Bylaw, Bylaw #21, be hereby read and approved a first time.

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

Deputy Mayor Cooper stated that we are now installing meters, and in order for the Town to be able to levy a penalty, we need to have that stated in the bylaw for those who refuse to install a meter.

Question: **CARRIED**

c) **Resolution INC002-2018 – Prince Edward Island Gas Tax Municipal Strategic Component Fund (GT-MSC) – Application for Collaborative GIS Aerial Photo and Data Project**

Moved by Deputy Mayor Cooper

Seconded by Councillor Keith MacLean

WHEREAS the Town of Stratford, together with the City of Summerside and the Towns of Cornwall, Montague and Kensington are interested in working together to acquire GIS data to allow the communities to better plan and maintain data for asset management; and

WHEREAS the essential elements of the project include taking aerial photographs of each community and providing colour orthophotos and physical attribute data for each community based on their needs; and

WHEREAS the budget estimate for this project is as follows:

	Summerside	Stratford	Cornwall	Montague	Kensington	Totals
Total Project Cost	\$59,845	\$56,845	\$52,872	\$15,834	\$15,102	\$200,500
GT-MSC Funding Application	\$29,923	\$28,423	\$26,436	\$7,918	\$7,551	\$100,250
Net Project Cost	\$29,923	\$28,423	\$26,436	\$7,918	\$7,551	\$100,250

BE IT RESOLVED that the application to the Gas Tax Municipal Strategic Component Fund (GT-MSC) for the amount of \$200,500.00 be hereby approved.

BE IT FURTHER RESOLVED that each community will be responsible for its designated share of the project, as outlined in the table above. In addition, Council understands and commits that it will be responsible for its' designated share of the eligible costs of the project, and will assume responsibility for any and all operating and maintenance costs resulting from the project.

Discussion: It was noted that this resolution is required, as it must be submitted with the funding application and the deadline is March 15, 2018.

Question: **CARRIED**

16. SUSTAINABILITY

a) Report

The report was included in the package for Council to review. Councillor Jackson gave a brief overview of the report noting that the committee is waiting for the results of the resident survey to come back, and the members are anxious to find out how the residents answered the smoke free questions. He added that the Smoke Free Committee is looking forward to putting together a recommendation by the end of April or early May.

17. ACCOUNTABILITY AND ENGAGEMENT

a) Report

The report was included in the package for Council to review. Councillor Ogden noted that there was a session on Monday, March 12, to brainstorm ideas for the Smart Cities Challenge, and additional ideas are being collected on the Town's website.

It was also noted that the resident survey closed on February 26 and the report will be ready sometime in April.

18. HUMAN RESOURCES

a) No Report

19. OTHER COMMITTEES

a) Stratford Seniors Complex

Councillor MacDonald noted that the last meeting was postponed, but added that everything is going well at the complex.

20. PROCLAMATION –PURPLE DAY FOR EPILEPSY AWARENESS

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world; and

Whereas Purple Day was founded in 2008 by Cassidy Megan, an nine year old girl from Nova Scotia, who wanted people to know that if you have epilepsy you are not alone; and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and more than 300,000 people in Canada; and

Whereas the public is often unable to recognize the common seizure types, or how to respond with appropriate first aid; and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma, and improve the quality of life for people with epilepsy throughout the country and globally.

Now

Therefore I, the Mayor of Stratford, do hereby proclaim the 26th day of March to be Purple Day for Epilepsy Awareness in the Town of Stratford.

In Witness

Whereof I hereby set my hand this 14th day of March 2018.

21. OTHER BUSINESS

Nil

22. ADJOURNMENT

There being no further business, the meeting adjourned at 9:15 p.m.

Mayor David Dunphy

Robert Hughes, CAO