

REGULAR MONTHLY COUNCIL MEETING

February 13, 2008

Approved Minutes

DATE: February 13, 2008
TIME: 7:30 p.m. - 8:33 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Steve MacDonald; Councillors Sandy McMillan; Gary Clow; Emile Gallant; Patrick Ross; Kim O'Connell, Manager of Finance and Administration; Jeremy Crosby, Manager Public Works and Utility and Acting CAO, and Ron Fisher, Recreation Director

REGRETS: Councillor Diane Griffin; Robert Hughes, CAO; and Vahid Ghomoshchi, Town Planner

CHAIR: Mayor Kevin Jenkins

1. CALL TO ORDER

Mayor Kevin Jenkins called the February 13, 2008, Regular Monthly Council Meeting to order at 7:30 p.m. and welcomed those in attendance.

2. APPROVAL OF AGENDA

It was moved by Councillor Emile Gallant and seconded by Deputy Mayor Steve MacDonald that the agenda be approved with the following change: Under #4 Presentations - Remove Presentation by Bus Gay and add Presentation by the Indoor Soccer Complex Committee.

Discussion: None

Question: **CARRIED**

3. MINUTES

It was moved by Councillor Emile Gallant and seconded by Councillor Sandy McMillan that the Regular Monthly Meeting Minutes of January 9, 2008, be approved as circulated.

Discussion: None

Question: **CARRIED**

Mayor Jenkins noted that Robert Hughes, CAO, is attending a meeting in Ottawa and Jeremy Crosby will be acting CAO in his absence.

Councillor Emile Gallant noted that last month we discussed the problem with flyers being scattered everywhere. He stated that this problem still persists. After the last storm there were many flyers under the snow that were scattered everywhere when the driveways were cleared. Mayor Jenkins added that the Mason Road flyers are still being thrown onto driveways as well. Councillor Ross stated that this issue was discussed at the Safety Services and Environment Committee and noted that he will address it later in the meeting.

4. PRESENTATIONS

Mayor Jenkins welcomed David Arsenault and David Swan of the Indoor Soccer Complex Committee the meeting.

David Arsenault thanked Mayor Jenkins and noted that he and Dave Swan are co-chairs of the Indoor Soccer Complex Committee. He noted that the committee felt it was time to come and give an update on where the project stands today. He stated that it was about this time last year when the committee approached Council about granting us some land, cash and property tax relief, to form the basis of a business plan for which we would put forward for a brand new indoor soccer complex to be built in Stratford. In June of 2007, you approved those requests and armed with that we went and prepared a detailed business plan, which in turn was submitted to the Municipal Rural Infrastructure Funding Committee (MRIF) in the fall of 2007.

Now, just to remind you once again, the PEI Soccer Association is a group of all the soccer clubs in the province of Prince Edward Island. This soccer facility is a regional facility for the use of all PEI soccer players, and because of that in April of 2007 the PEI Soccer Association went out and had a levy of \$10 a year put on its players which has been collected. It will be twenty dollars a player starting in April of 2008, and those funds are going to be used to support the \$800,000 that we need to put into the project ourselves. That whole process has been approved by all the soccer clubs in the province, and as noted earlier, that collection process has been started.

Our application, as far as we know, is in with MRIF. We have answered questions over a three month period. We have been to the bank to ensure that financing and funding is available. We have even gone so far as to tender the architect services. We have opened the tenders, but we cannot award the tender until we see if the MRIF funding is available. Our plan, depending on the MRIF funding, is to have the architect do the detail drawing this month, or as soon as the funding announcement is made. We hope to break ground in May. It is not a complicated construction, as you know from the designs you have been shown. We expect to be open in October and fully functional at that time.

Councillors and Mayor, your support to this project has been critical. A lot more critical than I ever considered when we first came over. I don't know how many times I was asked by government agencies and people in Stratford for sure going to give you the land, or is Stratford in this? It is the fact that a municipality would step up like this for a soccer facility. Your support has been tremendous and it has allowed the project to get to this stage, which I believe will be announced. On behalf of the soccer people I thank you. Gerald MacDonald the president was going to come in tonight, but he lives in Brackley and the roads are quite icy, so on his behalf and behalf of all soccer I want to thank you for everything you have done and for everything you continue to do.

At this time Mr. Arsenault asked if there were any questions and Councillor Gallant asked what type of building the committee is looking to construct. Mr. Arsenault replied that we are looking at a brand new building. It will be an oval and the centre is where the turf will

be. It will have a 10 foot concrete oval around it and there will be an administration building attached. We have also asked our architect to incorporate every energy saving measure that he can to keep our costs down. One of the attractive features of a soccer complex, from our research, is that it will not take a lot to operate the facility. Councillor Gallant asked how high the building will be and Mr. Arsenault replied that it will be 30 feet.

Mayor Jenkins thanked Mr. Arsenault for his presentation. He noted that the soccer complex has been important for the Town from a recreation perspective and an economic development prospective, so we have been happy to support the project from the start and hope to see it take place in 2008.

5. CARI REPORT

Included in the meeting package for Council to review is a complete written report. Ron Fisher noted that the January 23, 2008 meeting was Gordon MacKay's last meeting as chair. He added that Mr. MacKay did a terrific job in his role as chair and he will be missed by the members. It was noted that Al Stewart will now serve as chair of the CARI Board.

6. CORRESPONDENCE

Included in the meeting package for Council to review is a list of all correspondence received since the last Council meeting.

7. MAYOR'S REPORT

Included in the package for Council to review.

8. CHIEF ADMINISTRATIVE OFFICER

Included in the meeting package for Council to review.

9. PUBLIC WORKS

a) Report

A report was circulated and Deputy Mayor Steve MacDonald gave a brief overview. He noted that staff has been busy with snow removal, salting and sanding. The sidewalks required sanding on two occasions since the beginning of the year, but the walkways and parking lots have been salted numerous times.

Deputy Mayor MacDonald noted that Bus Gay was going to speak tonight on intersection modifications, but will address this issue at the March meeting, as he was unable to attend this evening.

Jeremy noted that we have been actively searching for a suitable truck to use as a water truck that can also be used by the other the departments of the Town such as recreation and utility. He noted that staff is currently considering a 1999 International five ton truck with a flat dump.

10. STRATFORD UTILITY CORPORATION

a) Report

A complete written report was included in the package for Council to review. Councillor Ross gave a brief overview of the report noting that it was a very busy fall with staff working on the 2008 budget, as well as the new utility tariff. He noted that an additional staff person was brought in to assist the department.

Jeremy stated that the Langley/Battery Point sewer system will be commissioned next week and will be fully operational by the end of next week. He noted that there was quite a delay due to the three phase power that had to be brought down to the system.

b) Financial Statements

Included in the package for Council to review.

Kim noted that these financial statements do not include year end adjustments and added that the auditors are planning to be here the last week of February to start the year end work.

Mayor Jenkins thanked Councillor Ross for all the extra work that had to be done to adjust the rates and noted that he has received positive feedback on the rate changes.

Deputy Mayor MacDonald asked about the Bunbury water project and how we will explain to the residents that they will not be getting water this year. Councillor Ross replied that we as a Council voted on which project we would like to do for this upcoming summer. After looking at previous studies, we decided that we would go with the Bunbury water project. At the same time, we still have to wait for the funds to be awarded by the federal and provincial government. We now wait and see what comes out of the Build Canada Fund. Councillor Ross stated that he is fairly confident that the project is going to happen, and reiterated that we as a Council support it fully, but that we have to wait for approval.

Deputy Mayor MacDonald asked what funds we were voting on when the vote was taken - was it the Build Canada Fund, and Councillor Ross replied that when we voted on this the thought at that time was to apply to MRIF to see if there was some funding left because we were unsure where we were with the Build Canada Fund. Councillor Ross stated that he believes it is safe to say that we are a little closer to reality now with the Build Canada Fund.

Deputy Mayor MacDonald stated that when we took the vote there was enough money in the MRIF fund to do the Bunbury water project and Mayor Jenkins replied that the MRIF fund was over subscribed to - there were several projects that had to be dropped entirely from the MRIF fund, but the Bunbury water project is at the top of the list and when the Build Canada funding is approved in late March, he has every expectation that the Bunbury water project will get done this summer. Deputy Mayor asked for clarification - if it wasn't for the soccer complex the Bunbury water

project would get done this year and Councillor Ross replied that this is two different questions. When we decided as a Council what we wanted to do, we narrowed it down to three and decided on the Bunbury water - based on test results. At that time we applied to the MRIF in case there was money available. However, we didn't know for sure if we would be able to get it. Then a decision had to be made on what our next step was going to be, and because the Build Canada Fund was on the horizon, much more than when we voted on this, we were confident that the Build Canada Fund would cover this project in the very near future. Deputy Mayor MacDonald stated that this is why we changed our mind - because we had enough money for the Bunbury water, but we didn't have enough funds for both the Bunbury water and the soccer complex, so we had to choose which one we wanted. Councillor Gallant stated that we have a list of sewer and water projects and they can come out of either the MRIF fund or the Build Canada Fund, but the provincial and federal governments had so much money invested in the soccer complex no matter what its location. He added that he doesn't see a problem getting the Bunbury water project done this year.

Deputy Mayor MacDonald stated that we told the residents that they would have water in 2008 and Mayor Jenkins replied that they will have it.

11. **RECREATION REPORT**

a) **Report**

A complete written report was included in the package for Council to review. Councillor Clow gave a brief overview of his report noting that the recreation staff has been extremely busy in the month of February dealing with a number of programs.

Councillor Clow noted that discussions to develop a cricket field in Stratford are well underway. The local cricket association has received federal funding and site locations are being assessed.

A partnership with the PEI Division of the Canadian Cancer Society to develop and place additional park signs to highlight 'tobacco free' and 'sun safe park' has been finalized.

Councillor Clow noted that there is one remaining free skate at the Pownal Sports Centre on March 8 from 3:25 p.m to 4:25 p.m. and all councillors are invited to attend.

The Winter Carnival will be held from February 27 to March 2 and a host of activities are being provided.

Councillor Clow noted that on January 11 there was a youth dance for grades 7, 8 and 9 and Constable Greg McCormick of the RCMP was in attendance for the entire dance offering great support.

12. FINANCE & ADMINISTRATION**a) No Report****b) Financial Statements**

The financial statements for the period ending December 31, 2007 were included in the package. However, it was noted that these statements do not include year end adjustments. As noted earlier, the auditors will be in the last week of February to start the audit.

13. PLANNING & HERITAGE**a) Report**

Councillor McMillan noted that the planning committee is changing their meeting time to allow staff more time to prepare their reports. The next planning meeting will be held on Monday, February 25 at 7:00 p.m.

b) January 2008 Permit Summary

Included in package for Council to review.

Councillor McMillan noted that last evening she and Mayor Jenkins joined with members of the Stratford Rotary Club, the provincial librarian, and two other members of the library to start a dialogue about the possibility of building a new library building.

Councillor McMillan stated that the heritage project is going very well and Paul Whalen is doing a remarkable job.

14. COMMITTEE OF THE WHOLE**a) Resolution CW012-2008 - Paperless Office Software Solution**

**Moved by Emile Gallant
Seconded by Patrick Ross**

WHEREAS the Town of Stratford is moving towards sustainability and has identified reducing the amount of paper the organization uses, particularly around the regular monthly Council and Committee meetings, as a concrete step towards a more sustainable future; and

WHEREAS laptops were purchased for Councillors and Managers in 2007, to facilitate electronic meetings and correspondence; and

WHEREAS a criteria was developed for the desired software solution which includes:

- file management capability;
- scanning all correspondence for electronic distribution;
- more efficient meeting management (agenda preparation, approval and distribution and minute taking and distribution);

- easy to learn and use, easy to display and read electronically;
- ability to archive and retrieve important documents; and
- remote access;

AND WHEREAS two different approaches to software were identified as follows:

- the traditional model where the software is purchased and installed on our own server and deployed to pc clients; and
- the remote hosted model where the software resides on a remote hosted server and is accessed over the internet.

AND WHEREAS we have identified one company, iCompass Technologies Inc., from Vancouver, BC who has developed a remote hosted meeting management solution specifically geared towards local governments that meets our needs and is significantly less expensive than the traditional model software solutions that we have identified.

AND WHEREAS iCompass have agreed to reduce their price from \$6600 for implementation and \$6600 per year for the software license to \$6000 for implementation and \$6000 per year for the software license if we purchase their solution directly;

AND WHEREAS \$20,000 was included in the 2008 capital budget for the purchase and implementation of the necessary software and the remote hosted solution would be an operating expense and not a capital expense.

BE IT RESOLVED that the Town accept the proposal from iCompass Technologies for the CivicWeb Meeting Management Solution for \$6000 for implementation and \$6000 per year for the software solution; and

BE IT FURTHER RESOLVED that the funds for the purchase and implementation of the iCompass software solution be allocated from the Town contingency fund in the amount of \$9000 and the Utility contingency fund in the amount of \$3000.

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

Councillor Gallant stated that this was discussed at length at the Finance Committee meeting and some members just wanted to caution the Town that they look closely at the package they are buying.

Question: **CARRIED**

b) Resolution CW002-2008 Earth Hour

**Moved by Councillor Patrick Ross
Seconded by Councillor Gary Clow**

WHEREAS the Town of Stratford is developing a community sustainability plan and is committed to treading more lightly on the earth and reducing its' greenhouse gas emissions; and

WHEREAS the Town would like to encourage residents and businesses in Stratford to do the same; and

WHEREAS Earth Hour delivers a message regarding the connection between energy usage and climate change; and

WHEREAS Earth Hour is a global event happening on March 29 between 8:00 p.m. and 9:00 p.m.; and

WHEREAS the Town of Stratford will close the recreation centre one hour early on March 28 as a way of publicizing the event.

BE IT RESOLVED that the Town of Stratford will participate in Earth Hour 2008 by turning off all lights, that are not necessary for public safety in the Town Centre, between 8:00 p.m. and 9:00 p.m. on Saturday, March 29, 2008 and encouraging residents to do the same.

Discussion: It was noted that this resolution bears the recommendation of the Safety Services and Environment Committee and the Committee of the Whole.

Question: **CARRIED**

15. **SAFETY SERVICES AND ENVIRONMENT**

a) **Report**

A complete written report was included in the package for Council to review. Vice chair Patrick Ross gave a brief overview of the report noting that the committee has been discussing dark sky compliant energy efficient street lights. We have been receiving requests from some residents who want more lighting, and requests for less lighting because of the effect the lighting has on the night sky. Councillor Ross stated that we have been doing some research regarding the dark sky compliant lights and at this time Maritime Electric does not carry them, but we are continuing to research the issue.

Another issue that the committee has been discussing is the Guardian delivery boxes. Robert Hughes and Councillor Griffin met with staff members of the Guardian, who have asked that we forward all complaints regarding the boxes to their office and they will deal with them.

Councillor Ross stated that we have just passed a resolution for "Earth Hour" and noted that there are actually only a few places in North America that are participating, and the Safety Services and Environment Committee was very excited about Stratford being asked to take part in this initiative.

Councillor Gallant asked Councillor Ross if a transit sub-committee could be setup under the Safety Services and Environment Committee, to help get things underway, as he believes we need to be able to give our input. Councillor Ross replied that at this time Councillor Griffin and Robert Hughes have met and continue to meet with Trius Tours.

- b) **Street Lights**
Nil

- c) **Humane Society Report**
The Humane Society report for the month of January was included in the meeting package for Council to review.

- d) **RCMP Report**
The RCMP report for the month of January was included in the meeting package for Council to review.

Traffic tickets were briefly discussed.

- e) **Cross Roads Rural Community Fire Company**
No Report.

16. **ECONOMIC DEVELOPMENT COMMITTEE**

- a) **Report**
Included in the package for Council to review. Mayor Jenkins gave a brief overview of the report noting that we are focusing mainly on the waterfront development. He noted that he, Deputy Mayor MacDonald, Councillor McMillan and Councillor Gallant will be meeting with the Minister and Deputy Minister of Development and Technology tomorrow, Thursday, February 14, to follow up on some issues.

17. **HUMAN RESOURCE COMMITTEE**

- a) **Report**
No Report.
- b) **Resolution HR003-2008 Public Works and Utility Technician II Position**
Moved by Councillor Gary Clow
Seconded by Councillor Patrick Ross

WHEREAS the workload of the Public Works and Utility Technician has increased significantly over the past several years, particularly with respect to the operation and maintenance of the infrastructure, due to the aggressive utility servicing strategy and the continued strong growth in the Town; and

WHEREAS the 2008 Town and Utility budgets include provisions for a new staff person in the Utility Department to meet the additional workload.

BE IT RESOLVED that the new position of *Public Works and Utility Technician II* be approved at Salary Level 4 per the attached job description and that the position be advertised and filled in accordance with the Town's Hiring Policy.

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

Question: **CARRIED**

18. OTHER COMMITTEES

a) Stratford Seniors Complex

A complete written report was included in the meeting package for Council to review. Deputy Mayor MacDonald noted that everything is going well at the complex and all units are filled.

19. PROCLAMATION

Nil.

20. OTHER BUSINESS

Nil

21. ADJOURNMENT

There being no further business, the monthly Council meeting adjourned at 8:33 p.m.

Kevin Jenkins, Mayor

Jeremy Crosby, Acting CAO