REGULAR MONTHLY COUNCIL MEETING
January 9, 2008
Approved Minutes

<u>DATE</u>: January 9, 2008
<u>TIME</u>: 7:30 p.m. - 8:40 p.m.
<u>PLACE</u>: Stratford Town Centre, 234 Shakespeare Drive

<u>PRESENT</u>: Deputy Mayor Steve MacDonald; Councillors Sandy McMillan; Gary Clow; Emile Gallant; Diane Griffin; Patrick Ross; Robert Hughes, CAO; Kim O'Connell, Manager of Finance and Administration; Jeremy Crosby, Manager Public Works and Utility; Vahid Ghomoshchi, Town Planner and Mary McAskill, Recording Clerk

<u>REGRETS</u>: Ron Fisher, Recreation Director

<u>CHAIR</u>: Mayor Kevin Jenkins

1. <u>CALL TO ORDER</u>

Mayor Kevin Jenkins called the January 9, 2008, Regular Monthly Council Meeting to order at 7:30 p.m. and welcomed those in attendance.

2. <u>APPROVAL OF AGENDA</u>

It was moved by Deputy Mayor Steve MacDonald and seconded by Councillor Gary Clow that the agenda be approved with the following addition: under Economic Development #16 b) Resolution ED01-2008 - Sustainable Economic Development Coordinator Position - NDCC Funding Application.

Discussion: None
Question: **CARRIED**

3. <u>MINUTES</u>

It was moved by Councillor Sandy McMillan and seconded by Councillor Emile Gallant that the Regular Monthly Meeting Minutes of December 12, 2007, be approved as circulated.

Discussion: None
Question: **CARRIED**

4. <u>PRESENTATIONS</u>

Norm Lalonde of 238 Sundance Lane introduced himself and stated that he would like to address an issue that has arisen over the last number of weeks. Mr. Lalonde stated that back in November he noticed that his yellow box for the Guardian newspaper had been removed from his property, and upon surveying the area discovered that all of his neighbours had also had their yellow boxes removed. Mr. Lalonde stated that he called the Guardian office and was informed that the Town had made a decision that these boxes were not to be used any longer and the Guardian would now be delivering the newspaper onto the driveway. Mr. Lalonde stated he then called Robert Hughes at the Town office and informed him that he has a problem with this method of delivery. He added that Mr. Hughes indicated that the Guardian wasn't exactly upfront and that the Town did not say that they couldn't use the boxes, but suggested that they find an alternative method and deliver the paper to the door. Mr. Lalonde stated that after some time he decided that due to the fact that his paper was being left in the driveway and in the yard and not being delivered to the door, he would cancel his subscription and purchase a copy of the newspaper at a convenience store.

Mr. Lalonde noted that from time to time there are still deliveries such as flyers and catalogues that once went into the yellow box, but now are left in the driveway, and with current winter conditions they are plowed with the snow and are strewn all over his property. Mr. Lalonde took pictures to demonstrate his concern and circulated a copy of the photos to Council. As the Guardian is unable to recruit enough carriers, Mr. Lalonde believes the yellow boxes were a reasonable solution to that problem. He is not sure why these boxes were suggested to be removed. He does understand from Mr. Hughes that some residents complained about the boxes and did not want them, however, he has not been told how many people complained. Is it just one or two, or were there a lot of people and Mr. Lalonde would also like to know why he did not get a vote.

Mayor Jenkins thanked Mr. Lalonde for his presentation and by way of a brief response stated that when the yellow boxes appeared on Mason Road there was an outcry from his neighbours about the appearance and also concerns regarding safety issues for snow removal. We did contact the Guardian to express our concern, but added that the boxes are in the public right-of-way and the Town does not have the right to have them installed or have them removed. From the Town's perspective, we did receive a lot of complaints regarding the yellow boxes. Councillor Griffin noted that this issue was discussed at the Safety Services and Environment Committee, as well as the weekend flyer issue. When speaking with the Guardian we were informed that by contract these items are supposed to be placed in the mailboxes and some are adhering to this, but some are not. Councillor Griffin stated that it is a problem and she and Robert Hughes will be meeting with the publisher of the Guardian next week to further discuss the issue.

Mr. Lalonde stated that his point is that at least when we had the yellow boxes all the paper was in one place, and Councillor Griffin agreed that what she sees in the photo he circulated is unacceptable.

Councillor Gallant asked for clarification that it was the Guardian's decision to remove the yellow boxes and Councillor Griffin replied that it was. Mr. Lalonde wanted to point out that the removal of the boxes was precipitated by the Town. Robert Hughes stated that the issue was discussed at the Safety Services and Environment Committee meeting and following that meeting he had numerous conversations and e-mails with the circulation manager of the Guardian office. He noted that this issue actually started with flyers, but then yellow boxes began to appear in subdivisions where they had never been before because they couldn't get carriers. At one point the circulation manager had stated that maybe we can find another solution. The following Monday Robert spoke with the publisher who stated that they are going to solve the issue by the end of the year. However, they proceeded to remove the boxes and didn't ask or tell us they were going to do this. Robert noted that he did receive complaints because the boxes were removed, including a complaint from Mr. Lalonde. He added that he was given assurance in an e-mail from the Guardian that the people who deliver the paper will not be leaving them in the driveway and that they are required to deliver them to the door, but that hasn't been the case. Robert noted that we did precipitate it by passing along the concerns of residents, but we too had to call the Guardian office to find out what happened. Robert reiterated that he and Councillor Griffin will be meeting again next week with the Guardian to try and find a solution.

5. CARI REPORT

No Report.

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. Robert briefly highlighted his report noting that most of his time over the past month has been spent on budget related issues.

Robert noted that our Sustainability Coordinator, Katherine Clough would like to hold a few more meetings with Council and added that she will soon be concluding her report.

9. PUBLIC WORKS

a) Report

Deputy Mayor Steve MacDonald noted that his committee did not meet this month, but a report of the department's activities over the past month has been circulated. He briefly highlighted the report noting that Town staff has been very busy over the past month ensuring that the snow is properly removed. Councillor Ross commented that it is great to see the sidewalks cleared so quickly after the storms. Jeremy agreed, adding that our contractor has been doing a great job this year and we have only received a few minor complaints.

Deputy Mayor MacDonald noted that all Christmas decorations have been removed, with the exception of the lights that outline the structure at Robert Cotton Park, as these lights have been left in place to provide better visibility during the winter months.

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 a lot of time has been spent on the budget and utility rate re-balancing, and he would like to commend both the committee and the staff for all their work - both have done a great job.

Councillor Ross noted that the Utility is currently in the process of putting together the tender for the 2008 engineering services. He also noted that the Bunbury Road water project is scheduled to take place in the spring/summer of 2008.
Jeremy noted that an agreement has been reached with the representatives of the Keppoch Beach Hotel and we will be able to proceed with the remainder of the work

this spring.
Kim noted that because adjustments must be made on our computer system, the January Utility bills will be sent out a few weeks later than usual.

b) <u>Resolution SUC001-2008 Adoption of 2008 Utility Operating Budget</u>

Moved by Councillor Patrick Ross
Seconded by Councillor Gary Clow

WHEREAS the utility corporation receives infrastructure grants that are applied directly against the assets, and the utility corporation needs to carry a large surplus to cover the principal payments on the loans of the Stratford Utility Corporation.

BE IT RESOLVED that the attached 2008 Stratford Utility Corporation operating budget be approved as follows:

	Combined
Revenue	$1,333,000
Expenses	$1,166,300
Surplus (Deficit)	$166,700

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

Mayor Jenkins stated that he understands that this represents a break even budget on a cash flow basis and Councillor Ross replied that this is correct.

Question: **CARRIED**

c) <u>Resolution SUC002-2008 - Adoption of the 2008 Utility Capital Budget</u>

Moved by Councillor Patrick Ross
Seconded by Deputy Mayor Steve MacDonald

BE IT RESOLVED that the attached 2008 Stratford Utility Corporation Capital Budget be approved with total capital expenditures of $2,309,500.

Discussion: It was noted that this resolution bears the recommendation of the Stratford Utility Corporation and the Committee of the Whole.

Question: **CARRIED**

d) <u>Resolution SUC003-2008 - Adoption of the 2008 Utility Tariff</u>

Moved by Councillor Patrick Ross
Seconded by Councillor Emile Gallant

WHEREAS the Stratford Utility Corporation has not changed the sewer rate since at least 1995 and the water rate since 2001; and

WHEREAS the number of water customers has increased dramatically from less than 200 in 2001 to over 1200 in 2007; and

WHEREAS a forecast of future project financing and an examination of the allocation of costs between water and sewer customers and the various classes of customers was conducted in 2007; and

WHEREAS the Town has a rate model that was developed by a consultant hired by the Province for the amalgamated communities of Stratford, Cornwall, Summerside and Charlottetown to set water and sewer rates by fairly allocating costs among the various classes of customers using industry standard rate setting practices; and

WHEREAS the rate model has indicated that the sewer flat rates should decrease and the water flat rates should increase as follows:

- sewer flat rate per equivalent unit from $350 per year to $295 per year.
- water flat rate per equivalent unit from $180 per year to $235 per year.

AND WHEREAS it is not possible to reduce the sewer rates and increase the water rates at the same rate because there are still significantly more sewer customers than water customers; and

WHEREAS the metered rates were first developed using the rate model in 2000 with very limited customer data and the rate model has indicated that all of the metered rates should change, with some decreasing, and most increasing, for an overall average increase of approximately 24%; and

WHEREAS most apartments are currently un-metered and it is it is considered more fair to move apartment buildings to metered rates which will result in a significant loss of revenue the Utility; and

WHEREAS it is desirable to phase the rate changes in over a period of years so that both customer costs and utility revenues are not impacted too severely; and

WHEREAS we are now servicing some areas that have larger lots with larger frontages that were, in some cases, mandated by the zoning bylaw to ensure more sustainable on site septic systems and the charge for frontage over 100 feet is considered un-fair by these customers.

BE IT RESOLVED that the attached Stratford Utility tariff for 2008 be approved which incorporates:

- the first phase of rate changes to flat rate water and sewer customers and the water and sewer frontage charges which will be changed over a period of three years; and
- the first phase of rate changes for apartments which will be changed over a period of three years and all apartments will then be metered in the fourth year; and
- the first phase of rate changes to metered water and sewer customers which will be changed over a period of three years; and
- a change to the application of the frontage for frontage over 100 feet to frontage for over 125 feet.

Discussion: It was noted that this resolution bears the recommendation of the Stratford Utility Corporation and the Committee of the Whole.

Councillor Gallant asked for some clarification on the increases and decreases of rates and Councillor Ross replied that in year one, based on the rate model, the water increase for the first year will be $10 and $5 for the second and third year. For clarification Mayor Jenkins stated that there is no change in the combined overall rate. Robert noted that there is a table included with the resolution which shows that in 2008 the rate will be *sewer $335 and water $205* and while the rate model said they should go to $335 and $295, we are not able to get there in the short term because we do not have an equivalent number of sewer and water customers. The three year phase in will have a $10 overall increase in the first year, and $5 increase in the second and third years - depending on growth.

Question: **CARRIED**

11. <u>RECREATION REPORT</u>

e) <u>Report</u>

A complete written report was included in the package for Council to review. Councillor Clow gave a brief overview of his report noting that in the month of December the recreation staff has been extremely busy with all the programs up and running. He noted that the Events Committee was also quite busy with Christmas party preparations and the Town Levee. Councillor Clow noted that the Levee was a success, but due to weather conditions numbers were down from last year. The Winter Carnival will be held February 27 to March 2 and will again be offering a wide variety of activities. A complete listing will be included in the Town's newsletter being distributed later this month.

Councillor Clow noted that Ron Fisher continues to attend weekly meetings with the National Junior Baseball Championships representatives, and things are going well.

Councillor Clow noted that the Youth-Can-Do Award Banquet was held on Saturday, December 16 at the cotton centre. He added that the Stratford Youth-Can-Do provided 1,267 hours of volunteer service to Stratford and other community based organizations in 2007, and are to be congratulated for all the work they are doing in the community.

12. FINANCE & ADMINISTRATION

Your worship, fellow Councillors, staff, media and most importantly, residents of Stratford,

My name is Emile Gallant and I am Chairperson of the Finance and Administration Committee of the Town of Stratford. It gives me great pleasure tonight to present to you the 2008 operational and capital budgets for our great Town.

As I've mentioned to you over the last several months, Stratford is the fastest growing municipality in Prince Edward Island and one of the fastest in Atlantic Canada. We experienced almost 24 million dollars of housing starts in 2007, which gave us over 70% growth for the year 2007. This growth was even higher than one of the provinces two cities, and is amongst the highest in the country. Your worship, this speaks volumes of the interest and attraction Stratford has for families looking for a safe, friendly and growing community to build their home.

The year 2008 is going to be a very busy, but also a very important one for the Town of Stratford. We are at a crossroads in the development of our great Town. When Council met to prepare this budget, we knew our task was not going to be easy. We had some very important and expensive proposals on our table. We could have easily said the provincial government is freezing assessments, so let's not look at costly new initiatives. But no, we had invested funds last year to study those big projects and when it came time to make our decisions, we were better informed and capable of making what we feel are the right decisions for our residents.

Let's start with the revenues of the town. As I indicated before, we experienced strong growth last year and we are projecting similar numbers for 2008. On the residential side we might not reach the numbers of 2007, but we should still see some good growth. As for commercial construction, this is where our Town sees increases in its numbers. With some of the new funding proposals that I will be presenting later in my budget, it is Town Council's objective to see some major growth in commercial property construction over the next couple of years.

In 2007, property tax brought in $2,919,650, which was around 82% of our total revenues. For 2008, we are projecting revenues of $3,082,700, for an increase of $163,050. We are also projecting increases in police fines, as well as a small increase in building permits. All these amounts will give us revenues of $3,777,500 for 2008. This amount is a 5.8% increase in revenues from the $3,555,412 revenue budget of 2007.

On the expenses side of the Town's budget, Council has spent many hours looking at all the proposals of the Town managers and councillors, as well as listening to various proposals from groups and residents in the community. We feel that 2008 is going to be a big year in Stratford and we are ready for all the challenges.

To get right to the point, Town Council has included funds in the 2008 budget to increase the number of police officers in the Town from five to six. This will be done with $50,000 of this year's revenues and another $50,000 of next year's revenue for a total cost of $100,000. We expect to have the new officer in place sometime next summer. Even though the Town's crime rate is among the lowest in Atlantic Canada, Council feels it is important to continue to increase its' police force as our number of residences and commercial identities continue to grow. By planning this expense over two years this permits the Town to spend funds on other projects in both fiscal years.

The Town's other major spending request was the establishment of a transit system. After several years of consultation and a study on transit and common transportation proposals for the Town, Stratford Town Council has decided to go ahead and establish a transit system. We are presently in discussions with the operator of the transit system in Charlottetown and have requested they include two buses to their system for the Town of Stratford. Our plan is to start the service in September 2008. We have budgeted $30,000 of operational money for this fiscal year and reserving an additional $100,000 in next year's new revenues. Council has put in a request to the Transit Infrastructure Program for $900,000 of capital money to purchase two buses and shelters for the bus stops.

This is a big decision for our Town and there are three main reasons why Town Council has decided to go ahead with this proposal. The first reason is that a transit system will benefit those in the community who have limited or no means of transportation, such as seniors and students. Even though this service will not be used by all residents, it is important that we establish it to help those who need it. Secondly, we will be helping the environment by decreasing the number of vehicles on the roads of Stratford and promoting cleaner air. Town Council is committed to doing its' part in helping the environment.

The third reason is in relation to the impact it could have on the economic development of the Town and increasing our commercial base. With the arrival of

CGI in our Town and its international staff, Council recognizes the need to offer a transit system to help attract international companies like CGI to our Town. Transit systems are very common around the world and if we are going to compete for these companies, we must be ready to offer such services. Town Council would like to see companies like Trimark and others that are building in Charlottetown right now, come to Stratford.

These are two major investments for our Town. Even though they might not have a high impact in this year's budget, they will have a major implication in next year's budget. In total, $150,000 ($50,000 - police; $100,000 transit) of new money will be needed for these two items in the 2009 budget. We, as a Council, are committed to these two investments in our Town, but we also understand that the biggest financial concern of the residents of our Town is property tax. I want to indicate to residents that the mayor and all Council members are committed to not increasing taxes to pay for these services this year and the following years.

A transit system is not the only way that Town Council plans on increasing the commercial base in the Town. In this year's budget, I am very excited to announce that Town Council will be increasing the economic development/sustainability budget from $10,000 to $50,000. These funds will be used to hire resources and increase the activities and tools in this field. If we want to increase our commercial base, we have to put resources in place to do that.

Town Council will also be contributing $14,000 to the Glen Stewart School Playground Committee for the purchase of new equipment, as well as other activities of the committee. Council also approved a contribution of $32,000 to the Pownal Rink Committee. This is an increase of $2,000 from the 2007 budget.

As for the Town's capital budget, we will continue to spend money in our recreation installations and parks equipment. As well, Town Council is very happy to be investing in two new recreational facilities in the Town. The first one is the PEI Soccer Association's indoor soccer facility, which will be built in Stratford. Earlier this year Council had approved a $30,000 a year contribution for five years. These funds will help in the construction of the facility, which will be owned and operated by the PEI Soccer Association.

The other recreational facility will be a first for Prince Edward Island. With the arrival of CGI in Stratford and its' international workforce, an interest in the sport of cricket was developed. Town Council has approved a contribution of $5,000 to go toward the construction of a cricket field in Stratford.

Town Council will also be investing some of the new gas tax money toward sidewalks, trails and adding bicycle lanes to some of the major roads in the Town, as was done on the Kinlock Road last fall.

In conclusion, we are embarking on some major projects in the Town and we must if we want to continue our growth. As I indicated earlier, we need to increase our commercial base so all our growth is not left on our residential sector. Town Council is confident that this year's budget is a step in the right direction. Our decisions were not easy to make and some may not agree with all of our decisions, but we feel they are the right ones at this time.

b) **Resolution FA001-2008 Adoption of 2008 Operating Budget**

Moved by Councillor Emile Gallant
Seconded by Patrick Ross

BE IT RESOLVED that the attached 2008 Operating Budget be approved as follows in accordance with the attached revenue and expense tables:

REVENUE	
Total Revenue	$ 3,777,500
EXPENDITURES	
Total Expenditures	$ 3,775,700
Surplus (Deficit)	$1,800

BE IT FURTHER RESOLVED that the non commercial municipal tax rate be $0.64 per $100 of assessment for 2008.

BE IT FURTHER RESOLVED that the commercial municipal tax rate be set at the same level for 2008, which is $0.99 per $100 of assessment.

Discussion: This resolution bears the recommendation of the Committee of the Whole.
Question: **CARRIED**

c) **Resolution FA002-2008 Adoption of the 2008 Capital Budget**

Moved by Councillor Emile Gallant
Seconded by Councillor Diane Griffin

BE IT RESOLVED that the attached 2008 Capital Budget be approved in the amount of $1,484,000 less New Deal funding of $1,246,000 for a net Town Capital Budget of $238,000.

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

Councillor Gallant noted that this is a large capital budget, but the reason for this is the $900,000 transit buses are included - but are funded 100% by the federal government.

Question: **CARRIED**

Mayor Jenkins took a moment to thank Councillor Gallant for the budget presentation.

13. PLANNING & HERITAGE

a) No Report

b) December 2007 Permit Summary

Included in package for Council to review. Councillor McMillan noted that in the year end figures we did hit the 24.4 million dollars in permits and of that approximately 1.1 million was non residential.

Councillor McMillan noted that the first meeting of the year was held on Monday, January 7, but there were no action items. She did note, however, that Leigh Jenkins resigned as a committee member and asked if anyone becomes aware of someone they think might like to become a member of the committee to let her know.

It was noted that Paul Whalen has been hired on a short term contract, funded by the provincial government, to identify heritage homes and buildings within the Town. Mr. Whalen will meet with the owners of the homes and encourage them to have them registered. He will also be preparing a brochure promoting this activity, which will inform residents of the benefits of registering heritage buildings. Mr. Whalen will also be contributing a page to our website on this new initiative.

14. COMMITTEE OF THE WHOLE

Nil

15. SAFETY SERVICES AND ENVIRONMENT

a) Report

A complete written report was included in the package for Council to review. Councillor Griffin noted that currently the main issues of discussion are street lighting and yellow Guardian boxes. She noted that some residents are requesting more lighting, while other do not want any additional lighting. We are also investigating the possibility of obtaining lights that are more environmentally friendly.

b) Street Lights

Nil

c) Humane Society Report

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

d) **RCMP Report**

The RCMP report for the month of December was included in the meeting package for Council to review. Councillor Griffin noted that over the holidays check stops were conducted and three impaired drivers were apprehended in Stratford.

Councillor Griffin noted that two of the RCMP priorities are speeding and the impaired driving situation in general on Prince Edward Island.

e) **Cross Roads Rural Community Fire Company**

No Report.

Imagine Stratford

Councillor Griffin noted that the third quarter report of Imagine Stratford has been circulated for information purposes. We are now working toward the final meetings with Council to finalize the sustainability plan.

f) **Resolution SS001-2008 - Appointment of Directors to Cross Roads Rural Community Fire Company**

Moved by Councillor Patrick Ross
Seconded by Councillor Gary Clow

BE IT RESOLVED that the following persons be appointed to serve on the Board of Directors of the Cross Roads Rural Community Fire Company for the year 2008.

Town Council Representative:

- Councillor Diane Griffin

Community Representatives:

- Clair Jenkins
- Dave Milligan
- David Swan
- David Panton
- Neil MacDonald
- Derek Smith

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

Question: **CARRIED**

16. ECONOMIC DEVELOPMENT COMMITTEE

a) **Report**

Mayor Jenkins noted that a meeting was held on Monday, January 7 and CADC representatives were in attendance to further discuss the waterfront development.

b) **Resolution ED001-2008 - Sustainable Economic Development Coordinator Position - NDCC Funding Application**

Moved by Councillor Emile Gallant
Seconded by Councillor Gary Clow

WHEREAS the Town of Stratford is committed to a sustainable future whereby decisions and actions are based on the four dimensions of sustainability; economic, environmental, social and cultural (quadruple bottom line); and

WHEREAS a community sustainability plan and decision making framework is being created with funding assistance from the New Deal Cities and Communities (NDCC) capacity building fund; and

WHEREAS one of the objectives of the Town's sustainability plan will be to create a sustainable local economy; and

WHEREAS it is desirable to hire a Sustainable Economic Development Coordinator to develop and implement a sustainable economic development strategy and to ensure that sustainability objectives are promoted and carried out throughout the Town organization and beyond to residents and business in the Town; and

WHEREAS the Town will require seed funding for this permanent staff position that will eventually be sustained through increased economic development and a commensurate increase in commercial tax assessment.

BE IT RESOLVED that an application to the NDCC Capacity Building Fund for $118,600 to subsidise the hiring of a Sustainable Economic Development Coordinator on a three year declining basis be hereby approved. The Town of Stratford acknowledges that it will be responsible for its' $62,000 share of the cost of the permanent staff person on an increasing basis and will assume full cost responsibility for the position when the funding ceases after three years.

Discussion: Robert noted that this issue was discussed at the Economic Development on Monday and we just realized that a resolution is required. There still is time to review the draft application (*attached)* and give any comments, but rather than wait another month, we asked that the resolution be brought forward to Council this evening.

Question: **CARRIED**

17. HUMAN RESOURCE COMMITTEE

a) Report

No Report.

b) **Resolution HR001-2008 Employee Compensation Review Recommendations - Policy # 2007-HR-01**

Moved by Councillor Diane Griffin
Seconded by Councillor Sandy McMillan

WHEREAS the Town of Stratford has established a compensation plan for permanent Town employees in 1999 and has committed to review the plan regularly to help ensure internal equity external competitiveness; and

WHEREAS HRA was selected, via a request for proposals, to conduct a review of the Town's compensation plan.

BE IT RESOLVED that the recommendations of HRA to re-classify the following positions be accepted, effective the first pay period in 2008:

- Re-classify the Program Coordinator from Level 2 to Level 3
- Re-classify the Maintenance Worker from Level 2 to Level 3
- Re-classify the Recreation Maintenance Worker from Level 2 to Level 4
- Re-classify the Administrative Clerk II from Level 3 to Level 4
- Re-classify the Administrative Clerk III from Level 3 to Level 4
- Re-classify the Public Works/Utility Technician from Level 5.5 to Level 6
- Re-classify the Public Works/Utility Supervisor from Level 6 to Level 7
- Re-classify the Recreation Director from Level 7 to Level 8
- Re-classify the Town Planner from Level 7 to Level 8
- Re-classify the Manager of Public Works and Utility from Level 8 to Level 8.5
- Re-classify the Chief Administrative Officer from Level 10 to Level 11

BE IT FURTHER RESOLVED that the following additional recommendations of HRA be accepted, effective the first pay period in 2008:

- Add additional steps to pay levels 8 through 11 to allow for more latitude in recruitment of management and professional positions as follows:
  - add steps 6 - 8 for Salary Level 8
  - add steps 6 - 8 for Salary Level 8.5
  - add steps 6 - 9 for Salary Level 9
  - add steps 6 - 10 for Salary Level 10
  - add steps 6 - 10 for Salary Level 11

- increase the employer's contribution to employee RRSP plans from 5% of salary to 6% of salary on a matching basis;
- approve the attached job descriptions which have been updated to reflect the evaluation of each position.

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

Question: **CARRIED**

c) **Resolution HR002-2008 Employee Wellness Fund Policy Amendment - Policy #2007-HR-01**

Moved by Councillor Diane Griffin
Seconded by Deputy Mayor Steve MacDonald

WHEREAS the Town of Stratford adopted an Employee Wellness Policy, policy #2007-HR-01 in June 2007 in recognition that an investment in a Health and Wellness Policy will result in employees who are able to function better in all aspects of their life, including the workplace; and

WHEREAS the consultant who conducted the Compensation Review, HRA, has indicated that employees find the policy too restrictive and that they have not been able to use it as intended and recommends that the restrictions be removed.

BE IT RESOLVED that the policy #2007-HR-01 Employee Wellness Policy, be revised by moving the following items from the list of activities that are not eligible for funding to the list of activities that are eligible for funding (see attached):

- *participation in organized sport and leisure activities such as baseball, soccer etc.;*
- *memberships in sport and leisure clubs such as golf, tennis, etc*
- *purchase of equipment*

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

Councillor Gallant asked for some clarification on what is and is not eligible - noting such things as jazz and ballet dancing. Councillor Griffin replied that we cannot give every example, but there is a clause in the policy that states *other similar activities to increase health and wellness approved by the manager of finance and administration.*

Question: **CARRIED**

18. OTHER COMMITTEES

a) Stratford Seniors Complex

A complete written report was circulated at the meeting. Deputy Mayor MacDonald briefly reviewed the report noting that snow removal over the past two or three weeks has been a problem at times. We have asked CMHC for approval to purchase a snow blower, and in the interim if there is another storm, we will borrow a snow blower from the Town to clear the patios.

Mayor Jenkins noted that Deputy Mayor MacDonald represented him at the Pownal Rink in December and asked if he could give a brief update. Deputy Mayor MacDonald noted that it was the Annual Midget Tournament. He noted that the families of deceased players who have used the rink over the years were called out by name and presented with a rose. He also noted that once again they recognized Stratford and Jimmy Dunn remarked that the Pownal Rink would not be what it is today without Stratford's support.

19. PROCLAMATION

Nil.

20. OTHER BUSINESS

Nil

21. ADJOURNMENT

There being no further business, the monthly Council meeting adjourned at 8:40 p.m.

Kevin Jenkins, Mayor **Robert Hughes, CAO**