REGULAR MONTHLY COUNCIL MEETING
March 12, 2008
Approved Minutes

DATE: March 12, 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; Diane Griffin; Robert Hughes, CAO; Kim O'Connell, Manager of Finance and Administration; Jeremy Crosby, Manager Public Works and Utility; Ron Fisher, Recreation Director and Vahid Ghomoshchi, Town Planner

REGRETS: Nil

CHAIR: Mayor Kevin Jenkins

1. CALL TO ORDER
Mayor Kevin Jenkins called the March 12, 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 Patrick Ross and seconded by Councillor Gary Clow that the agenda be approved as circulated.

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 February 13, 2008, be approved as circulated.

Discussion: None
Question: **CARRIED**

4. PRESENTATIONS
Nil

5. CARI REPORT
Included in the meeting package for Council to review is a complete written report. Ron Fisher noted that the Board of Directors are currently in negotiations to fill the vacancy left by Eli MacEachern Sports.

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. Mayor Jenkins noted that his trip to Brandon Manitoba to attend the FCM quarterly board meeting was extended due to flight cancellations, and he was unable to attend the Commonwealth Event. He noted that there was some discussion regarding holding a National FCM Conference in PEI.

Mayor Jenkins noted that he is on the FCM International Affairs Committee and they do quite a bit of project work. He noted that there is an Afghanistan project coming up and he believes it is something that Council and staff may want to consider supporting. It wouldn't necessarily be a large financial contribution, but more of a time commitment from Council and staff.

8. CHIEF ADMINISTRATIVE OFFICER

Included in the meeting package for Council to review. Robert noted that he is working with a staff committee to develop the master record list and retention schedule for the new records management system. Once this has been completed, it will go to the Finance Committee and the Committee of the Whole, and then on to Council for approval.

Robert noted that one of the recommendations that came out of the web site review was that we should have more professional, higher resolution photos available for our web site, so we have engaged the services of a local photographer to attend selected functions and events that the Town is hosting. We have also requested some general Town photos be taken of each season.

9. PUBLIC WORKS

a) Report

A complete written report was included in the package for Council to review. Deputy Mayor MacDonald gave a brief overview of the report noting that the public works department purchased a 1999 five ton flat bed dump truck for a purchase price of $13,500 plus taxes. He noted that this truck will be used by all departments as a water truck and a multipurpose maintenance vehicle.

Deputy Mayor MacDonald stated that there was a meeting with representatives from the Department of Transportation, to discuss the proposed road design for the new section of road that is proposed to be constructed on the waterfront property. He noted that other priority projects for the Town were also discussed.

It was noted that within the next month, the department will be issuing a tender for the purchase of a Z-Trak or comparable heavy duty front mount mower to replace the existing front mount mower that currently does all the grass cutting of the sports fields. The estimated cost is $18,000 to $20,000.

There was a brief discussion on the Town's request for a crosswalk at CGI on the Stratford Road. Robert noted that their answer right now is that they don't have a policy in place for a request such as this because it is not a four-way stop, but we have been told that a policy will be in place by April.

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 the utility technician position has closed and interviews will be conducted soon. He added that this is an extension of a part time position to full time.

Councillor Ross stated that an RFP for engineering consulting services will be going out at the end of March.

Councillor Ross noted that with all of the wet weather we have had over the past week, he would like to remind residents that we have a bylaw that does not permit residents to connect their sump pumps into our sewer system, as it overloads our lagoon.

Kim gave an update on the project billings noting that invoices have been sent out for the Beacon Hill and Langley projects.

Robert asked Jeremy to comment on the chemical analysis to bring Council up to date. Jeremy noted that according to the provincial regulations, a detailed chemical analysis of our wells must be conducted every three years. We have received the results of the analysis and everything was clear. The only thing that was close to the limit was on Pondside - well #1. We have a limit of 1.0 mg per litre for barium and we are right at the limit. We are not over the limit and there is nothing to be alarmed about, but we are going to monitor it to ensure that it doesn't become an issue. There are some precautions and treatment we can apply to the system if it did happen to go over. Jeremy added that the recent samples were below the limit.

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 Events Committee and the recreation staff are to be commended and congratulated for a wonderful winter carnival. The weather was cooperative with the exception of Sunday. The pancake breakfast was well attended with over 600 in attendance. It was noted that there were two new events this year -*Celebrations of Island Life and Carving Stratford's Future*. Both events were excellent and attendance was good for a first time event.

Councillor Clow noted that the recreation commission met on Saturday, March 8, to review and evaluate each park in the *Parks Master Plan*.
It was noted that we are averaging approximately 300 daily sign-ins per day for the

recreation facilities and walking track. Councillor Clow added that all the feedback he has received regarding the facilities has been positive.

Ron Fisher noted that he is still waiting on the cricket club for site analysis and he will bring the specifics to Council once he receives them.

We would like to remind all Stratford residents that *Earth Hour* will take place on March 29 from 8:00 -9:00 p.m and a reminder ad will also be placed in the Guardian.

b) **Resolution RC001-2008 - 2009 Junior National Baseball Championships**

Moved by Councillor Gary Clow
Seconded by Councillor Patrick Clow

WHEREAS the Town of Stratford will co-host the Canadian Junior National Baseball Championships being held, August 13-16, 2008, with the City of Charlottetown; and

WHEREAS the Stratford portion of games will be played at MacNeill Field; and

WHEREAS the Host Committee is actively seeking corporate sponsorships.

BE IT RESOLVED that the Town of Stratford contribute $5,000 to the 2008 National Junior Baseball Championships Committee to ensure successful delivery of the games.

Discussion: It was noted that this resolution bears the recommendation of the Recreation Commission.

Councillor Gallant asked if this was included in the budget and Ron Fisher replied that it was part of the budget discussions and believes it was included in the budget.

Question: **CARRIED**

12. FINANCE & ADMINISTRATION

a) **Report**

A complete written report was included in the package for Council to review.

b) **Resolution FA003-2008 Pat and the Elephant Donation**

Moved by Councillor Emile Gallant
Seconded by Councillor Diane Gallant

WHEREAS a request for financial assistance from Pat and the Elephant was received; and
WHEREAS the Town of Stratford has historically supported Pat and the Elephant,

who provide a much needed service to the residents of the Town; and

WHEREAS the Finance and Administration Committee has recommended that a $2,000 grant be provided to Pat and the Elephant.

BE IT RESOLVED that $2,000 be donated to Pat and the Elephant.

Discussion: It was noted that this resolution bears the recommendation of the Finance and Administration Committee.
Question: **CARRIED**

c) <u>Resolution FA004-2008 - Loan Approval</u>

Moved by Councillor Emile Gallant
Seconded by Councillor Gary Clow

WHEREAS a 5 year loan for the Eastern School District lease agreement in the amount of $1,669,282 expired on February 28, 2008, with an amortization of 15 years remaining on the loan; and

WHEREAS the amount of the loan requested is $1,669,282 and as per the lease agreement with the Eastern School District the loan must be renewed every 5 years for 5 year terms; and

WHEREAS we requested proposals from the following financial institutions:

- National Bank
- Bank of Montreal
- Metro Credit Union
- CIBC
- Dunne Consulting
- Royal Bank
- Scotia Bank
- TD Bank

AND WHEREAS the request for proposals closed at 1:30 p.m. on March 10, 2008; and

WHEREAS the following 5 year rates were received:

	5 Year
• Bank of Montreal	4.53%
• Dunn Consulting	4.61%
• Royal Bank	4.16%

BE IT RESOLVED that the tender for the loan with an amortization of 15 years remaining will be awarded to the Royal Bank for a 5 year term at a rate of 4.16%.

Discussion: It was noted that this resolution bears the recommendation of the Finance and Administration Committee.
Question: **CARRIED**

13. PLANNING & HERITAGE

a) Report

A complete written report was included in the package for Council to review. Councillor McMillan noted that the committee discussed wind energy and will be developing a policy for the Town.

Councillor McMillan noted that there is a meeting scheduled for Thursday, March 13 for both Council and planning board, to discuss the revised core area plan with Phil Wood, and pending the outcome of that meeting, a public meeting will follow later in the month.

Councillor McMillan noted that the Heritage Committee also met and is writing a submission to the IRIS Group regarding the policy review on heritage.

b) February 2008 Permit Summary

Included in package for Council to review.

c) Resolution PH001-2008 Planning and Heritage Committee Board Member Appointment

Moved by Councillor Sandy McMillan
Seconded by Councillor Emile Gallant

WHEREAS Leigh Jenkins has submitted his resignation as a member of the Planning and Heritage Committee leaving a vacancy on the committee; and

WHEREAS Norman Lalonde has put his name forward to serve as a member.

BE IT RESOLVED that Norman LaLonde be appointed to serve on the Planning and Heritage Committee for the remainder of this two year term ending December 31, 2008.

Discussion: None
Question: **CARRIED**

d) Resolution PH002-2008 - Nazmi Lawen - 2 Lot Subdivision - Rosebank Road

Moved by Councillor Sandy McMillan
Seconded by Deputy Mayor Steve MacDonald

WHEREAS an application has been received from Nazmi Lawen to subdivide parcel number 399477 (approx. 21,855 sq.ft) into 2 single family dwelling lots; and
WHEREAS the subject parcel is located on the corner of Keppoch Road and the

Rosebank Road within the Single Family Residential Zone (R1) and is required to have a minimum area of 11,000 sq.ft with a minimum frontage of 75 feet; and

WHEREAS the planning staff were unclear whether or not this subdivision proposal would change the character of the existing established neighbourhood that surrounds it, therefore the request was forwarded to the Planning and Heritage Committee for their recommendation.

BE IT RESOLVED that Council grant approval to a request from Nazmi Lawen to subdivide a portion of parcel number 399477 (approx. 21,855 sq.ft) into 2 single family dwelling lots having an approximate area of 10,927 sq.ft each, subject to the following conditions:

A. Conformance with the concept plan Sk1, as provided by the developer.

B. That any new sewer and water laterals shall be installed in accordance with the Stratford Utility Corporation Servicing Standards and a Utility Agreement shall be executed between the Developer and the Stratford Utility Corporation.

C. That the applicant shall submit nine (9) copies of a final subdivision plan showing all lots pinned and certified by a land surveyor registered to practice in the Province.

D. That no building permits shall be issued until conditions (A-C) are satisfied.

E. That the preliminary subdivision approval shall be valid for a three (3) year period from the date of Council's approval.

Discussion: It was noted that this resolution bears the recommendation of the Planning and Heritage Committee.

Councillor Ross noted that one of the comments made with the previous application was regarding the two added driveways and the additional traffic, and Councillor McMillan replied that there will be two driveways because there will be two lots and two houses. She added that the size of the lot it is acceptable the way it is, however, planning staff wanted the planning board to be aware of it.

Councillor Clow asked if letters need to be sent to adjoining residents and Mayor Jenkins noted that the primary objection last year was that it was going to be a duplex, and this request is for two single family dwellings.

Councillor Clow asked that diagrams/ maps accompany resolutions at future meetings for clarification purposes.

Question: **CARRIED**

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 Diane Griffin thanked Councillor Ross for chairing the meeting in her absence. She gave a brief overview of the report noting that there had been a recommendation from the committee that Town Council should have a resolution to participate in the Partners for Climate Protection Program, and it will be brought forward to the next Council meeting in April.

b) Street Lights

Councillor Clow asked about reporting street lights that are out and Robert replied that we do pass these requests along to Maritime Electric, however, we do encourage residents to call them directly. Councillor Clow suggested that this may be something we can put in our newsletter.

Councillor Gallant stated that he has received a number of positive comments regarding the dark sky compliant lighting that Stratford is endeavoring to implement.

c) Humane Society Report

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

d) RCMP Report

The RCMP report for the month of February was included in the meeting package for Council to review.

Councillor Clow asked if we are still using our speed radar and Councillor Griffin replied that it has been put away for the winter, but we will be using it again soon. Councillor Gallant noted that there were a lot of check stops, especially during winter carnival, and he hopes this will help curb the speeding in the Town.

Councillor Ross also noted that there is a problem with all terrain vehicles (ATV’s) on our fields and private property. Ron noted we have on occasion caught some kids when we were on site, but it is very difficult unless you are right there to catch them. Councillor Clow added that the RCMP are aware of the problem, but again you have to be there to catch them.

Councillor Gallant reiterated his comments from an earlier meeting where he had noted that he would like to have a committee setup to ensure that Stratford has a role in setting things up in the new transit system.

Mayor Jenkins took a moment to thank Constable Greg Goodwin for providing a community policing report each month.

e) **<u>Cross Roads Rural Community Fire Company</u>**
No Report.

16. <u>ECONOMIC DEVELOPMENT COMMITTEE</u>

a) **<u>Report</u>**
Included in the package for Council to review. Mayor Jenkins gave a brief overview of the report noting that we had our CADC Board representative attend our last meeting to discuss some issues.

Mayor Jenkins noted that a terms of reference was established for our new Diversity and Inclusion Subcommittee and Mary Hughes has agreed to serve as chair of the committee.

17 <u>HUMAN RESOURCE COMMITTEE</u>

a) **<u>Resolution HR004-2008 Sustainable Economic Development Coordinator Position</u>**
Moved by Councillor Diane Griffin
Seconded by Deputy Mayor Steve MacDonald

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 an application was made 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 IT RESOLVED that the new position of *Sustainable Economic Development Coordinator* be approved at Salary Level 7 as per the attached job description and that the position be advertised and filled in accordance with the Town's Hiring Policy subject to approval of the NDCC Capacity Building Fund application.

Discussion: This resolution bears the recommendation of the Human Resources 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

Whereas: *the Battle of the Atlantic was the longest running battle of the Second World War and represents the outstanding contribution that Canadians made to the war effort; answering their nations' call during its time of greatest need to fight for the rights and freedoms of all Canadians; and*

Whereas: *May 1943 was considered the pinnacle and turning point in favour of the allies in the Battle of the Atlantic and is commemorated by Canada's navy, merchant navy, air force and other Veterans on the first Sunday in May; and*

Whereas: *Sunday, May 4, 2008 marks the 65th Anniversary of the turning point of the Battle of the Atlantic.*

Therefore, *in recognition of the 65th Anniversary of the Battle of the Atlantic , I, Kevin Jenkins, Mayor of the Town of Stratford, do hereby proclaim that on May 4 the Town of Stratford will pause to honour the significant achievement of Canada's Second World War Veterans at the Battle of the Atlantic and to recognize all those who served in Canada's Forces in times of armed conflict and in peace.*

In Witness, Whereof: *I have set my had and caused the seal of the Town of Stratford to be affixed hereto.*

20. OTHER BUSINESS

Eastern School District Report - Councillor McMillan stated that the Eastern School District is undertaking a review of student capacity and future enrollment and asked if we have been contacted to provide our input. Mayor Jenkins replied that he spoke with Chairperson Clow who informed him that the report was nearing completion. He asked Mr. Clow if we would be given the opportunity to give out input and was assured that we would be contacted.

Councillor Ross noted that in regards to enrollment, the latest numbers put out by the Glen Stewart School Home and School are indicating higher numbers than expected. It is a ten year trend and hopefully they will see the continuous rise in numbers.

Special Olympics - Deputy Mayor Steve MacDonald noted that last week he represented the Town at the Special Olympics event held at the Delta, and would like to invite Michael Morris, who we have helped sponsor, to a Council meeting for a presentation and Council agreed. Deputy Mayor Jenkins noted that he will bring the plaque to the Town Hall for presentation.

Kara Grant - Councillor McMillan would also like to recognize Kara Grant who received a third place at a world class event.

FCM - Robert noted that FCM have changed their registration method for the annual conference. The only option for registration is on-line with a credit card.

21. **ADJOURNMENT**

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

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