

REGULAR MONTHLY COUNCIL MEETING

November 9, 2011

Approved Minutes

DATE: November 9, 2011
TIME: 7:35 p.m. - 9:00 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Gary Clow; Councillors Steve Ogden; Steve MacDonald; Emile Gallant; Robert Hughes, CAO; Joanne Weir, Assistant Recreation Director; Jeremy Crosby, Manager Public Works and Utility; Kim O'Connell, Manager of Finance and Administration; Vahid Ghomoshchi, Director of Planning and Mary McAskill, Recording Clerk

REGRETS: Councillor Diane Griffin and Councillor Randy Cooper

CHAIR: Mayor David Dunphy

1. CALL TO ORDER

Mayor Dunphy called the Regular Monthly Council Meeting to order at 7:35 p.m. and welcomed those in attendance.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. MINUTES

It was moved by Councillor Steve MacDonald seconded by Councillor Emile Gallant that the October 12, 2011 Regular Monthly Council Meeting Minutes be approved as circulated.

4. BUSINESS ARISING FROM MINUTES

Mayor Dunphy noted that there was one issue regarding the water system on the lower Rosebank Road, and he will be meeting with those residents on October 18, along with Deputy Mayor Clow; Councillor Ogden, Utility Chair; Jeremy Crosby, Manager of Public Works and Utility; and Robert Hughes, CAO to discuss the issue.

5. PRESENTATIONS FROM THE FLOOR

Mr. Bus Gay introduced himself and wanted to recognize that both Council and staff are doing a very good job. He stated that he has been hearing that the Town is discussing metering the water and he would be in favour of this, as it would be a fair way to bill residents for the water they use.

Mr. Gay gave a brief update of the things he has been working on since his last presentation. Councillor Ogden took a moment to formally recognize Mr. Gay's contribution to the Town noting that he is a good solid citizen who does many things for the Town and the Town is richer because of him. Thank you very much Bus!

Mayor Dunphy stated that he has known Mr. Gay for a number of years and would also like to say thank you to Mr. Gay for all his efforts over the years.

6. CARI REPORT

Included in the package for Council to review.

7. CORRESPONDENCE

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

8. MAYOR'S REPORT

Included in the package for Council to review. Mayor Dunphy gave an overview of his report noting that since the last Council meeting he attended the following events and meetings:

- attended the presentation by the RCMP to the Safety Services Committee and Council
- attended the roundtable discussion on communication and branding
- attended the Senior Islander of the Year Award presented by the province to Stratford resident Tina Davis
- attended the FPEIM Semi Annual Meeting hosted by the Town on October 29
- met with the consultant for the Regional Active Transportation Plan
- attended the Remembrance Day Service put on by Andrews of Stratford for their residents - there are about 18 veterans living at Andrews of Stratford
- attended the veteran's social held at the Town Centre on November 4, and the four new veteran banners were unveiled at that time - the event was well attended and the Deputy Minister of Veterans Affairs and both Stratford MLA's were in attendance
- attended the grand opening of the Stratford Quick Stop/Petro Canada
- Mayor Dunphy thanked Deputy Mayor Clow for attending the Seniors Art Program at the Confederation Centre on his behalf

Councillor Ogden noted that Bus Gay attended the proceedings at IRAC to argue in favour of having another service station in Stratford.

9. CHIEF ADMINISTRATIVE OFFICER

Included in the package for Council to review. Robert gave a brief overview of his report noting that he attended an Act Review and Revenue Sharing Committee meeting earlier today. The next meeting has been scheduled for November 21 and we hope to be able to develop a formula at this meeting. Robert noted that the Act Review Committee is still a very positive process and we are about half way through drafting a new act.

It was noted that the regional active transportation consultations were here last week and they are planning to come back the second week in December to meet with the advisory committee and then to present their findings to the public. They will then come back with a final report for active transportation.

Robert noted that progress is being made on results matter. There is an rfp out for the citizen survey portion, and there will soon have a branding and communication rfp out. The project management training has been completed for management and staff who will be responsible for the implementation of the strategic initiatives. Robert noted that we are identifying options for the management and reporting of the indicators and we will soon be cascading the plan throughout the organization.

10. **PUBLIC WORKS**

a) Report

Councillor MacDonald gave an overview of his report. He noted that the sidewalk construction is well underway on the Mason Road and Keppoch Road sections. The contractor will be paving the shoulder and driveways on the Mason Road this week and the sidewalk placement is scheduled to begin the week of November 14.

The snow removal tenders closed on October 7, 2011, and there are resolutions in the agenda package regarding the tenders.

Councillor MacDonald noted that the public works department is in the process of preparing the draft budget for 2012, and more information will be available at the next meeting.

b) Resolution PW004-2011 - Grass Cutting Tender Extension

Moved by Councillor Steve MacDonald

Seconded by Councillor Steve Ogden

WHEREAS tenders were received (in 2009) for grass cutting for properties owned by the Town of Stratford, the Stratford Utility, the Stratford Business Park and the Southport Seniors Complex for a two year contract with an option to extend one year, and Greenmeadows Landscaping had the lowest overall bid.

WHEREAS the following tender was received from Greenmeadows Landscaping gst included; and

Greenmeadows Landscape (SRD)	2010	\$19,367.00	\$1,926.00	\$2,782.00	\$4,066.00	\$28,141.00
	2011	\$19,367.00	\$1,926.00	\$2,782.00	\$4,066.00	\$28,141.00
	Optional yr	\$20,330.00	\$1,926.00	\$2,889.00	\$4,173.00	\$29,318.00
	Totals	\$59,064.00	\$5,778.00	\$8453.00	\$12,305.00	

WHEREAS the hourly rate for additional work by Greenmeadows Landscaping is \$30.00 per hour. All other bidders ranged from \$45 to \$60 per hour.

AND WHEREAS the tender price submitted by Greenmeadows Landscaping for the optional year 2012 is marginally (\$1,177.00) above the current overall cost; and

WHEREAS the Public Works Committee discussed exercising the option of awarding the optional year (2012) Grass Cutting Contract to our current grass contractor Greenmeadows Landscaping.

BE IT RESOLVED that the optional year provided by Green meadows Landscaping be accepted in the amount of \$29,318 (GST included).

Discussion: It was noted that this resolution bears the recommendation of the Public Works and Property Committee.

Question: **CARRIED**

c) **Resolution PW005-2011 Snow Removal Tender**

Moved by Councillor Steve MacDonald

Seconded by Deputy Mayor Gary Clow

WHEREAS the Snow Removal Tender for the Town, Utility and Seniors Properties Closed on Friday, October 7, 2011; and

WHEREAS the tenders received from D&D Lawn Care did not meet the requirement set forth in the bid document specifically **Section 4, Clause 3, Proposed Methodology** *The Town will consider the proposed methodology of the contractor for carrying out the work of this contract when selecting the Contractor. The Contractor will describe how the contract requirements will be met, including determining when snow clearing operations will commence, how many pieces of equipment will be dedicated to the job, the estimated time of completion, when widening will be done, what precautionary measures may be taken to avoid damage, etc. The contractor shall not deviate from the proposed methodology during the term of the contract without the prior written consent of the Town; and*

WHEREAS as result of the tender not meeting the requirements of the bid specification the bid submitted by D&D Lawn Care was rejected;

AND WHEREAS the bids submitted are as follows:

	MacRae's	Gaudet's	D & D
Town Properties			
2011/2012 Fixed Rate	\$15,219.75	\$18,165.00	\$13,860.00
2012/2013 Fixed Rate	\$15,219.75	\$18,165.00	\$13,860.00
2013/2014 Option Year	\$15,219.75	\$19,005.00	\$13,860.00
Seniors Property			
2011/2012 Fixed Rate	\$1,995.00	\$2,835.00	\$1,617.00
2012/2013 Fixed Rate	\$1,995.00	\$2,940.00	\$1,617.00
2013/2014 Option Year	\$1,995.00	\$3,045.00	\$1,617.00
Utility Properties			
2011/2012 Fixed Rate	\$5,040.00	\$5,775.00	\$2,301.00
2012/2013 Fixed Rate	\$5,040.00	\$5,890.00	\$2,301.00
2013/2014 Option Year	\$5,040.00	\$6,008.10	\$2,301.00
All Properties Combined	Total gst Inc.	Total gst Inc.	Total gst Inc.
2011/2012 Fixed Rate	\$22,254.75	\$26,775.00	\$17,787.00
2012/2013 Fixed Rate	\$22,254.75	\$27,415.50	\$17,787.00
2013/2014 Option Year	\$22,254.75	\$28,058.10	\$17,787.00
Optional Hourly Rates			
2011/2012 Fixed Rate	\$89.25	\$110.25	\$91.25
2012/2013 Fixed Rate	\$89.25	\$110.25	\$91.25
2013/2014 Option Year	\$89.25	\$112.35	\$91.25

BE IT RESOLVED that MacRae's Backhoe and Trucking be awarded the contract for Snow removal from Town owned properties for the Calendar years 2011/2012 and 2012/2013.

BE IT FURTHER RESOLVED that the optional year be accepted in 2013/2014 based on satisfactory performance of the contract.

Discussion: It was noted that this resolution bears the recommendation of the Public Works and Property Committee.

Question: **CARRIED**

d) Resolution PW006-2011 Snow Removal Tender - Sidewalks

Moved by Councillor Steve MacDonald
Seconded by Councillor Emile Gallant

WHEREAS the Snow Removal Tender for sidewalks closed on Friday, October 7, 2011; and

WHEREAS tenders were reviewed by the Public Works and Property Committee at its October meeting, and the bid received from D&D Lawn Care was incomplete in that it did not include equipment list and methodology, and the bid received from Gaudet's Snow Removal was incorrectly filled out by way of bidding a lump sum instead of hourly rate; and

WHEREAS the tenders submitted by D&D Lawn Care and Gaudet's Snow Removal did not meet the requirements of the bid specification and were rejected;

AND WHEREAS the bids submitted are as follows:

Snow Removal Sidewalks	Hourly Rate 2011/2012	Hourly Rate 2012/2013	Option Hourly 2013/2014	Standby Rate 2011	Standby Rate 2012	Option Standby 2013
MacRae's	\$78.80	\$81.90	\$81.90	\$131.25	\$131.25	131.25
D&D	\$91.25	\$91.25	\$91.25	\$23.10	\$23.10	\$23.10
Gaudet Snow Removal	\$24,158.00 Lump sum	\$25,200.00 Lump sum	\$26,250.00 Lump sum	\$115.50	\$115.50	\$120.75

BE IT RESOLVED that MacRae's Backhoe and Trucking be awarded the contract for Snow Removal from Sidewalks for calendar years 2011/2012 and 2012/2013.

BE IT FURTHER RESOLVED that the optional year be accepted in 2013/2014 based on satisfactory performance of the contract.

Discussion: It was noted that this resolution bears the recommendation of the Public Works and Property Committee.

Councillor Gallant noted that in the past we had the same company do the snow removal for the Town owned properties as well as the sidewalks,

and Jeremy replied that in the past we did have the same company, but last year Gaudet's did the Town owned properties and MacRae's did the sidewalks.

Councillor Ogden asked about the standby rate and Jeremy explained that the standby rate is a daily rate (not an hourly rate) that the contractor receives from November 15 to December 20 (whether it snows or not) to have them available.

Question: **CARRIED**

11. **STRATFORD UTILITY CORPORATION**

a) **Report**

Included in the package for Council to review. Councillor Ogden noted that the Utility Corporation is working on the following initiatives:

Wellfield Exploration - two additional exploration wells have been drilled on the site that we are currently investigating, and both wells appear to be providing the required yield. However, more analysis is required on the pump data prior to releasing the official numbers.

The rfp for the Wastewater Master Plan closed on October 6, 2011 and a subcommittee comprised of two staff members and three Utility Board members evaluated the rfp's and Coles Associates was the successful consultant for the project. The project is expected to cost \$45,500.

Staff is in the process of preparing the 2012 draft budget and further information will be available at the next meeting.

Councillor Ogden noted that directional flushing of the municipal water system is now complete. Flushing of the municipal sanitary sewer has begun and should be completed by the end of the week. The cleaning of the sewer lift stations is scheduled for the week of November 14, 2011.

Councillor Ogden noted that there was a partial power outage in Reeves Estates during the wind and rain storm on October 29 and 30, and the lift station had to be pumped out. The power to the sewer lift station was off, but the water station was still operational so residents still had water available.

Councillor Ogden noted that the Utility staff met recently with Lloyd Manual, the owner of the Rosebank water system, *(but will no longer be operating the system after this season)* to review the entire system with him in order to determine where all the valves

and components are located. Mr. Manual will be shutting the system down this weekend, and the Utility will be taking it over and reopening it in the spring.

a) Financial Statements

Included in the package.

12. RECREATION AND ENVIRONMENT

a) Report

Included in the package for Council to review. In Councillor Griffin's absence Councillor MacDonald gave an overview of the recreation and environment report noting that the fall and winter programs are all underway.

The Introduction to Hockey program that Ron Fisher organized a few years ago is once again proving to be a big hit with the children and their parents. The program runs Saturday mornings at the Pownal Sports Arena, and it is great for the children who just want to play for fun.

The Stratford Minor Basketball Program is now underway and there are 102 children registered.

In partnership with GO PEI, physical activity 101 course will be offered to youth in the new year. It was also noted that staff and Council participated in a healthy breakfast eating challenge the week of October 2 - 7, 2011.

The Events Committee is currently busy planning the Annual Remembrance Day Ceremony; the Town Levee; and the Christmas Winter Wonderland Theme (scheduled for December 8).

Councillor MacDonald noted that the Town hosted a Veteran's Social on November 4 and it was a great event.

The maintenance staff is currently preparing a playground surface at Williams Gate Park, as well as installing additional equipment at Keppoch Park and resurfacing the tennis courts at Pondside and Kinlock Parks.

It was noted that Youth-Can-Do assisted in the delivery of a pancake breakfast on October 1 in support of the Glen Stewart School and Stratford Elementary School breakfast program.

Mayor Dunphy took a moment to note that the hockey program that Ron Fisher started

a few years ago, and now with Corey Barlow 'leading the charge' on the ice, it is great for the children who just want to play for fun, or to help them decide if they want to play in an organized league.

Mayor Dunphy noted that he attended the pancake breakfast that was held at the Town Centre in aid of the breakfast program for Glen Stewart and Stratford Elementary. He noted that there was a great turn out and he thanked the Lion's Club for volunteering their time at this event.

13. FINANCE AND ADMINISTRATION

a) Report

Included in the package for Council to review. In Councillor Cooper's absence Councillor Gallant gave a brief overview of the report noting that the committee will be dealing with budget deliberations, and there will be a pre-budget consultation meeting later this month.

b) Financial Statements

Included in the package for Council to review.

14. PLANNING AND HERITAGE

a) Report

Included in the package for Council to review. Deputy Mayor Clow gave a brief overview of the report noting that the Official Plan Review and the Parkland Dedication Policy were the two main items discussed at the last meeting. He also noted that a bylaw enforcement officer for the Town was discussed. Deputy Mayor Clow noted that we hope to get these three items on the next Committee of the Whole agenda for further discussion and to give some direction to the Planning Committee.

b) Permit Summary

Included in the package for Council to review. Deputy Mayor Clow noted that we are up 10 percent over last year.

c) Resolution PH030-2011 Dr. Leo Frank Park in Streathearn Cove Subdivision - Request to Name the Parkland Dr. Leo Frank Park and Trail

Moved by Deputy Mayor

Seconded by Councillor Steve Ogden

WHEREAS the new subdivision owned by Connor Holdings and known as Streathearn Cove has dedicated parkland; and

WHEREAS the Heritage Committee has reviewed the history of the property and found that Dr. Leo Frank owned and operated a fox ranch known as Rosebank Farm on this

property and he was the first breeder to ship foxes to Japan and Russia in the 1900's as related in notes from the Kernel's Kolumn; and

WHEREAS the Heritage Committee has recommended the proposed parkland and trail is named after Dr. Leo Frank.

BE IT RESOLVED that approval be granted to the parkland and trail adjacent to the Streathearn Cove Subdivision be names as listed below:

- Dr. Leo Frank Park and Trail

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

Question: **CARRIED**

15. **COMMITTEE OF THE WHOLE**

Nil

16. **SAFETY SERVICES**

a) Report

Councillor Gallant noted that the committee did not hold their meeting on the regular meeting date, but did hold a meeting on November 3, 2011.

b) Street Light Report

No Report

c) RCMP Report

The RCMP report for the month of October was included in the package. Deputy Mayor Clow asked if some of the calls noted on the report were due to Halloween and Councillor Gallant stated that Citizens on Patrol had six cars out that night, in addition to the cars that the RCMP had out, and it was felt it was a very quiet Halloween. Robert added that Staff Sgt. Murphy attended the last department head meeting and he felt it was one of the quietest Halloween nights the Queens District has ever had.

Deputy Mayor Clow would like a request submitted to the RCMP asking for a breakdown of the check stops and Councillor Gallant replied that we can request it.

Mayor Dunphy asked if there was anything in the Traffic Safety Survey that indicated that not enough people were being fined, and Councillor Gallant replied that the three main things people wanted were education, traffic calming, and more enforcement.

Councillor Gallant stated that there was a lengthy discussion about the RCMP at the meeting and the committee will be bringing forth a recommendation to be considered under the budget deliberations.

It was also noted that a report will be presented to the public from the Traffic Safety Committee. It will then go to the Committee of the Whole for discussion and then to Council.

Mayor Dunphy noted that the Finance Committee had a discussion about the value for services versus other options and suggested to Councillor Gallant that he may want to take this information back to the Safety Services Committee for further discussion. Councillor Gallant replied that the Safety Services Committee had a lengthy discussion regarding the RCMP, and overwhelmingly supports the Town looking at signing a long term contract with the RCMP based on the service we are receiving. He noted that all of the committee members indicated that they are quite satisfied with the service we receive from the RCMP.

d) Humane Society Report

Included in the package.

e) Transit Report

Included in the package. Mayor Dunphy noted that the graph is difficult to read and would like to request that Trius provide us with a graph that is easier to read.

Councillor Gallant stated that there will be a subcommittee formed to look at the routes next week, and we have invited a few members from the community who use the services to solicit their input. He added that he hopes to have the finalized schedule to bring to the next Committee of the Whole meeting.

Councillor Ogden asked about our ridership compared to Charlottetown and Cornwall per capita, and Councillor Gallant replied that we can ask Trius to calculate this information for us.

f) Fire Company Report

No Report

17. ECONOMIC DEVELOPMENT

a) Report

Included in the package for Council to review. Mayor Dunphy gave a brief overview of the report noting that the committee had a good discussion on branding and engagement.

He also noted that the Diversity and Inclusion Committee held a meeting recently and is planning an event in conjunction with the Levee.

18. HUMAN RESOURCES**a) Resolution HR003-2011 - Job Description and Compensation Plan Amendment**

Moved by Deputy Mayor Clow

Seconded by Councillor Ogden

WHEREAS the Chief Administrative Officer needs more time to carry out the town's big picture agenda which includes better managing the communication and community engagement functions, continually improving governance and delivery of services and promoting our big picture agenda to the broader community; and

WHEREAS the Manager of Public Works and Utility is interested in taking on more operational responsibility.

BE IT RESOLVED that the position of Public Works and Utility Manager be re-classified from Salary Level 8.5 to Salary Level 9 and that the attached revised job description be approved which includes added responsibility to Act as CAO in the absence of the CAO and operational responsibility for Safety Services related matters.

Discussion: This resolution bears the recommendation of the Human Resources Committee.

Question: **CARRIED**

18. OTHER COMMITTEES**a) Stratford Seniors Complex**

Included in the package for Council to review. Councillor MacDonald noted that everything is going well at the complex.

19. PROCLAMATIONS

Nil

20. OTHER BUSINESS

Mayor Dunphy wanted to remind everyone to be sure and come out on November 11 to honour our veterans.

21. ADJOURNMENT

There being no further business the meeting adjourned at 9:00 p.m.

David Dunphy, Mayor

Robert Hughes, CAO