

REGULAR MONTHLY COUNCIL MEETING

November 12, 2015

Approved Minutes

DATE: November 12, 2015
TIME: 7:34 p.m. – 8:35 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Randy Cooper; Councillors Steve Ogden; Diane Griffin; Gary Clow; Gail MacDonald; Keith MacLean; and staff members Robert Hughes, CAO; Jeremy Crosby, Director of Infrastructure; Kim O’Connell, Director of Finance; Joanne Weir, Recreation Director; Patrick Carroll, Director of Planning; Wendy Watts, Community Engagement Coordinator, and Mary McAskil, Recording Clerk

REGRETS: Nil

CHAIR: Mayor David Dunphy

1. CALL TO ORDER

Mayor David Dunphy called the Regular Monthly Council Meeting to order at 7:30 p.m.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Gail MacDonald and seconded by Deputy Mayor Cooper that the agenda be approved with two additions – (1) under 10 b) Resolution INC004- 2015 Georgetown Road Sidewalk, Bike Lane and Storm Sewer Construction 2015 and (2) under 12 c) Resolution FA009-2015 Auditing Services Tender. Motion Carried.

3. MINUTES

It was moved by Councillor Gary Clow and seconded by Councillor Keith MacLean that the Regular Monthly Meeting Minutes of October 14, 2015 be approved as circulated. Motion Carried.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PRESENTATIONS FROM THE FLOOR

Nil

6. CARI REPORT

Report included in the package.

7. CORRESPONDENCE

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

8. MAYOR'S REPORT

Mayor Dunphy reviewed his report as follows:

- Along with Deputy Mayor Cooper and Robert Hughes - met with Patsy MacLean to discuss municipal funding.
- Interviewed by CBC TV/Radio regarding capital funding for transit busses.
- Attended a portion of the Finance & Technology Committee Meeting.
- Along with Robert, attended the Capital Area Coordination Committee meeting. Minister Mitchell, Mayors Lee and McCourt also attended the meeting. Good discussion.
- Attended the Chamber of Commerce Biz 2 Biz Expo at the Eastlink Centre. Great booth by the Town and excellent work by Wendy Watts, staff and Council who helped make the Town's booth one of the best!
- Attended part 1 of the Results Matter planning session that was facilitated by Steve McQuaid.
- Attended the PEI Association of Newcomers to Canada's Annual General Meeting.
- Attended the Canadian Youth funding Association Fundraising Dinner.
- Along with Councillors MacDonald, Ogden, Clow, Town staff and residents – attended the unveiling of Stratford's three 'Art in the Park' pieces located at Cotton Park.
- Along with Kelly Arnold, was interviewed by CBC TV/Radio (Pat Martell) regarding the Town's plans to improve Kelly Pond.
- Delivered a presentation on Democratic Renewal to the Provincial Democratic Renewal Committee.
- Attended the Chamber of Commerce President's Awards Dinner. A Stratford business, Precision Document Management, was nominated in the Emerging Business category.
- Attended Andrews of Stratford's Remembrance Day Ceremony.
- Attended the Town's Remembrance Day Ceremony – Excellent Event! It was a beautiful day with a great crowd on hand. Thanks to all staff and volunteers who contributed to the success of the event.

9. CHIEF ADMINISTRATIVE OFFICER

Robert briefly reviewed his report noting that we should see something within the next week on the Pace Car Program. He noted that staff and our consultant had a training session with the people at the parachute charity who are sponsoring the program.

Robert stated that he did meet with Jacob Heimstra and he is now waiting to hear back from him regarding the Southport Motel land issue.

Robert met with the Deputy Finance Minister regarding funding for transit capital. He also noted that earlier today there was a meeting with the Minister of Land, Local Governance and Environment Robert Mitchell.

10. INFRASTRUCTURE

a) Report is included in the agenda package for Council to review. Councillor Clow gave an overview of his report as follows:

- *Waste Water Treatment Facility* – the system continues to operate effectively, with some minor issues of the faecal parameters on the last sample result. We are working with the province to come up with a solution to the issue of floods and snow melt overflows during the late fall and early spring. One alternative would be a bypass of the system so as not to affect the treatment process with these high flows. The majority of the water during these events is clear water and does not require treatment.
- *Inflow and Infiltration Study* – staff has been working with the consultant to provide as much data as possible regarding the wastewater collection system. The project will continue well into 2016.
- *Toilet Rebate Program* – the program has been extended until December 31, 2015, and the hope is to provide an additional 30 rebates to residents prior to the deadline.
- *Rankin Water* – design work continues for this project and will be tendered in the spring of 2016.
- *Town Hall Emergency Generator* – work continues on this project. To date, the electrical conduit, concrete mounting pad, electrical room alterations, and the transformer to installation/electrical panels have been installed. The generator is still on schedule to be operational in December.
- *Sidewalk Construction* – the design work for the Georgetown Road project is complete and tendered. Work will commence immediately.
- *Budget 2016* – the forecast until the end of the year is complete, and we are now working on the first draft of the budget.
- *Water Metering* – data for the program is being analyzed in the water model to see how it will affect rates. Further information will be available soon. Councillor Clow noted that during the past month there were no major issues with the sanitary collection system or the water distribution system.

b) Resolution INC004-2015 Georgetown Road Sidewalk, Bike Lane and Storm Sewer Construction 2015

**Moved by Councillor Gary Clow
Seconded by Councillor Steve Ogden**

WHEREAS the Georgetown Road Sidewalk, Bike Lane and Storm Sewer construction tender closed on October 30, 2015; and

WHEREAS the following tenders were received (HST included):

Contractor/Company	Tender Price (HST Included)
Birt & MacKay Backhoe Services Ltd.	\$356,164.62
Island Coastal Services Ltd.	\$439,105.20

AND WHEREAS a capital budget of \$400,000 was approved for the construction of the sidewalk, bike lane and storm sewer construction; and

WHEREAS once the GST rebate is applied to the project and the engineering cost of \$20,000 is added, the total cost for the project is \$371,717.36.

BE IT RESOLVED that the award of the tender to Birt & MacKay Backhoe Services Ltd. In the amount of \$356,164.62 (HST included) be confirmed.

Discussion: None

Question: **CARRIED**

11. RECREATION, CULTURE AND EVENTS

- a) Report is included in the package for Council to review. Councillor MacDonald reviewed the report noting that the 2015-16 fall and winter programs are in full operation. Some of the programs include the Introduction to Hockey Program and the Stratford Minor Basketball Program.

The after school Arts and Crafts Program takes place every Thursday at Glen Stewart School and men's ball hockey takes place at Glen Stewart School on Monday and Wednesday evenings.

In partnership with Glen Stewart School, Stratford Elementary School and Go PEI, a walk to school day was held on Friday October 9.

The Events Committee is currently working on the Town Levee Reception and the children's Santa Christmas Party which will be held on December 3 from 6:00 – 7:30 p.m.

Councillor MacDonald stated that the Remembrance Day Ceremony gets better every year. She stated that the veterans were honoured and the residents felt it was really well done. Thanks goes out to staff for all their hard work.

It was noted that the maintenance staff is preparing for the installation of a new playground apparatus at Horton Park.

Councillor MacDonald stated that the Youth Centre numbers continued to increase in October, with an average of 18 to 24 youth attending at drop-in times.

12. FINANCE AND TECHNOLOGY

a) No Report

Report is included in the package for Council to review.

b) Finance Statements

The Town's financial statements were included in the package for Council to review. Councillor Cooper apologized that the Utility statements were not included; however, he has been assured by the department that they are on track and showing a healthy surplus as we move on to the end of the year.

Councillor MacLean asked about the school board lease with the changes that are taking place, and Robert noted that they have a 20 year lease and the way it is structured is the province pays the operating expense and they pay the capital cost of that portion of the building. After the 20 years, the capital will be fully paid. Robert noted that there is no termination or 'out clause' and Robert feels that they will occupy it until the end of the lease. He did add that this is something that we will have to discuss with them.

RCMP vehicles – Councillor Ogden asked if all three vehicles were purchased in 2013 and Councillor Cooper replied that is correct. Councillor Cooper also noted that if we need to purchase three more cars in 2018 we will start to budget for them.

c) Resolution FA009-2015 Auditing Services Tender

Moved by Councillor Randy Cooper

Seconded by Councillor Keith MacLean

WHEREAS requests for proposals were issued for auditing services for the Town of Stratford, the Stratford Utility, the Stratford Business Park, and the Stratford Seniors Complex covering the next four years; and

WHEREAS seven proposals were received and reviewed by a finance sub-committee consisting of Chair Randy Cooper, committee member Charlene Morrison, Chief Administrative Officer Robert Hughes and Finance Director Kim O'Connell in accordance with the following table:

		BDO	Fitzpatrick & Co.	Arsenault Best Cameron Ellis	MRSB	Mella & Shea	Grant Thornton	Bradley Handrahan
<i>Description</i>	<i>Maximum</i>	<i>Rating</i>	<i>Rating</i>	<i>Rating</i>	<i>Rating</i>	<i>Rating</i>	<i>Rating</i>	<i>Rating</i>
Qualifications of Firm	30	29	27	29	28	25	28	27
Extent of Municipal Experience	25	22	20	25	25	17	25	20
Cost of Service	30	30	13	20	25	14	15	18
Other Comments	15	13	9	13	14	7	12	14
Total Rating	100	94	69	87	92	63	80	79

AND WHEREAS the finance sub-committee recommends that the proposal submitted by BDO be accepted, as it meets the proposal requirements and provides adequate resources to the audit; and

WHEREAS the proposed fees are based on a four year timeline.

Proposed fee	\$47,800	\$110,740	\$72,980	\$56,520	\$104,400	\$95,600	\$77,980
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BE IT RESOLVED that the auditing services proposal submitted by BDO for the fiscal years ending December 31, 2015, 2016, 2017 and 2018 be accepted.

Discussion: It was noted that this resolution bears the recommendation of the Finance and Administration Sub-Committee.

Mayor Dunphy feels it is good to put it out to competition every four years.

Question: **CARRIED**

13. **PLANNING, DEVELOPMENT AND HERITAGE**

a) **No Report**

Councillor Griffin noted that the committee met on November 9 and she thanked Councillor Ogden for chairing that meeting in her absence.

At the November 9 meeting there was some discussion on the gateway and lagoon project. Councillor Griffin noted that the landscaping is in place and once the trees grow it will look fantastic.

Councillor Griffin stated that the historical maps have been prepared of ownership of property. She noted that there are four different maps and those historical maps are going to be shown at an open house in February 2016 during ‘Heritage Week.’

b) Permit Summary

Included in the package. Councillor Griffin stated that the building permits are about 70% of where they were this time last year. There are a number of things still going on in the Town, but like everywhere else, it is slower than it used to be.

The last item Councillor Griffin reported on was the bylaw review. The committee is currently working through the options of how to proceed. Councillor Griffin stated that she hopes to see a response from the residents like we saw when the Official Plan was developed.

14. COMMITTEE OF THE WHOLE

a) Resolution CW016 -2015 Sub-Committee Terms of Reference

Moved by Councillor Gail MacDonald

Seconded by Councillor Gary Clow

WHEREAS Council has established Special Committees and sub-committees to those Special Committees in Bylaw #33, the Stratford Committee Bylaw, to advise and assist Council in its deliberations; and

WHEREAS the terms of reference for the sub-committees were at one time approved by the Special Committees under which they were established, but that responsibility now resides with Council in Bylaw #33.

BE IT RESOLVED that the attached policy, Policy #2015-CW-01, Sub Committee Terms of Reference be hereby adopted.

Discussion: None

Question: **CARRIED**

15. SAFETY SERVICES

a) Report

Included in the package for Council to review. Councillor Ogden stated that the committee plans to get all the parties involved and hold a meeting to discuss the traffic issue on Glen Stewart Drive, as the situation is getting quite dangerous. The committee then plans to make some recommendations to Council. Another area of concern discussed was the Tim Horton’s/Petro Canada intersection and the RCMP has been asked to keep ‘an eye’ on that area, especially in the mornings. It was noted that discussions

regarding the crosswalk between No Frills and Horton Park are also continuing. Councillor Ogden stated that the committee may make a recommendation so that the Department of Transportation, Infrastructure and Energy (TIE) can hopefully install a crosswalk.

b) Street Light Report

No Report

c) RCMP Report

Report included in the package. Councillor Gary Clow noted that the RCMP tickets are down and continue to drop each month. Councillor Ogden stated that he spoke to Staff Sgt. Crowther, who indicated to him that due to the increase in the dollar amount of fines more people are paying attention.

Deputy Mayor Cooper asked if the RCMP were using the hand held radar device and Councillor Ogden replied that Staff Sgt. Crowther informed him that they are using it and that it has paid for itself three times over already. Councillor Cooper asked if the hand held radar were being used in the areas where speed bumps were removed, and Councillor Ogden replied that the Town did make that request.

d) Humane Society Report

Report included in the package.

e) Transit Report

Report included in the package. There was some discussion on the number of riders and Mayor Dunphy felt that we may have to think of some better methods of promotion. Councillor Ogden stated that they hope to have another meeting with the users group before Christmas to solicit their input on why this trend is happening.

f) Fire Company Report

No Report

16. SUSTAINABILITY

- a)** Report included in the package for Council to review. Mayor Dunphy stated that the committee met on October 15 and one of the items discussed was the watershed enhancement – which followed the watershed presentation the previous month.

The first community curbside treasure hunt was held recently, and it was well received.

The Town had a booth at the Biz to Biz Expo and Mayor Dunphy thanked both councillors and staff for taking the initiative and making it a great success.

It was noted that the toilet rebate program has been started up again and will run until December 31, 2015.

Business Park Lots - Councillor MacLean feels that the business park lots should be promoted by professionals. He believes that they would get sold faster and development could get started.

17. ACCOUNTABILITY AND ENGAGEMENT

- a) No Report. The next committee meeting will be held on December 10.

18. HUMAN RESOURCES

- a) No report

19. OTHER COMMITTEES

- a) **Stratford Seniors Complex**

No Report. Councillor MacDonald did note that the new smoke detectors are quite sensitive and the fire department was at the complex again this month. Otherwise, everything else is good.

20. PROCLAMATION

Nil

21. OTHER BUSINESS

- a) Nil

22. ADJOURNMENT

There being no further business the meeting was adjourned at 8:35 p.m.

David Dunphy, Mayor

Robert Hughes, CAO