

## **REGULAR MONTHLY COUNCIL MEETING**

**November 8, 2017**

**Approved Minutes**

**DATE:** November 8, 2017  
**TIME:** 7:36 p.m. – 9:02 p.m.  
**PLACE:** Stratford Town Centre, 234 Shakespeare Drive

**PRESENT:** Deputy Mayor Randy Cooper; Councillors Gail MacDonald; Gary Clow; Steve Ogden; Jody Jackson; Keith MacLean; Robert Hughes, CAO; Jeremy Crosby, Director of Infrastructure; Kevin Reynolds, Director of Planning, Development and Heritage; Kim O'Connell, Director of Finance and Technology; Joanne Weir, Director of Recreation; and Mary McAskill, Recording Clerk

**REGRETS:** Nil

**CHAIR:** Mayor David Dunphy

### **1. CALL TO ORDER**

Mayor Dunphy called the Regular Monthly Council Meeting to order at 7:36 p.m. and welcomed those in attendance, and a special welcome was extended to veteran Joe Gallant and his son.

### **2. APPROVAL OF THE AGENDA**

- a) It was moved by Councillor Steve Ogden and seconded by Councillor MacLean that the agenda be approved with the following change and addition: Planning and Heritage will become #10 and Finance and Administration will become #13, and a Recreation Resolution will be added as 11 b. Motion Carried.

### **3. MINUTES**

It was moved by Deputy Mayor Randy Cooper and seconded by Councillor Gail MacDonald that the Regular Monthly Meeting Minutes of October 11, 2017 be approved as presented. Motion Carried.

### **4. BUSINESS ARISING FROM MINUTES**

Nil

### **5. PRESENTATIONS FROM THE FLOOR**

Mayor Dunphy welcomed Joseph Alfred Gallant, a WW II veteran and one of our Stratford Heroes. Mayor Dunphy took a moment to read what was on his banner - Joseph Alfred Gallant was a Royal Canadian Engineer in the Royal Canadian Army Service Core. He

enlisted on January 8, 1943 and was discharged on February 26, 1946. He is one of our war heroes who we have been celebrating the last number of years. Most, if not all of you, attend the Remembrance Day Ceremony, and Joe has laid the wreath for the past two years on behalf of Veterans of the Town. The reception following the ceremony is held in the gymnasium where the banners are on display. Joe was standing beside his banner and it was great to see so many young people who wanted to get their picture taken with him. Joe has done a great service for our country many years ago, but most recently through the Stratford Hero's Program he was able to inspire our young people who look up to people like Joe who have served their country. On behalf of the Town of Stratford, we have a small token of our appreciation. We appreciate everything you have done for the Town and for the country and we wanted to recognize your contribution. Thank you Joe. Mayor Dunphy presented Mr. Gallant with a plaque that had a picture of his banner and a picture of Joe laying the wreath on Remembrance Day. Photos were taken at this time.

6. **CARI REPORT**

Report included in the package for Council to review.

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**

Following is a list of meetings and events attended by the Mayor since the last Council meeting:

- Attended the Pownal Sports Centre's 50<sup>th</sup> Anniversary celebration - Norman Thompson of Stratford was one of the original board members and he was in attendance for the celebration
- There were a number of school working group meetings and a presentation will be made on November 15 to the Public Schools Branch
- Attended the Biz 2 Biz Expo and the Chamber of Commerce After Hours Social which were part of Small Business Week
- Attended a forum in Summerside for municipal leaders to grow the population on the Island
- Attended a number of Remembrance Day Events including the service at Andrews of Stratford

Councillor MacLean asked Mayor Dunphy if he could provide the Sustainability Committee with some of the information from the event he attended in Summerside. Mayor Dunphy replied that he will see if he can get a copy of the presentation and forward it on to Councillor MacLean. Mayor Dunphy noted that the one message he would pass on from the

presentation is that 85% of the jobs created in the economy are from start-ups. The message was that we need to encourage new business.

Councillor MacLean mentioned the grand opening of Target Tours and Mayor Dunphy replied that Target Tours started as a business in John and Lynn Dunphy's basement in Morell. They gradually expanded to the point where they required a larger space and they picked Stratford as the location for the business. For those in the audience who may not know, John Dunphy is Mayor Dunphy's brother.

**9. CHIEF ADMINISTRATIVE OFFICER (CAO)**

Included in the package.

Councillor MacDonald asked when the facility needs study would be completed and Robert replied that we asked them to have it done by the end of the year. Stakeholder meetings have been setup for next week and they are well underway with the study.

Councillor MacDonald asked about the timeframe for the new website and Robert replied that we have selected the consultant, but our community engagement coordinator is on sick leave and she was the point person for the project. Robert stated that he is waiting to find out if she will be back soon, and if not, he will find a way to get the project underway. Robert added that he believes the schedule was going to take them into February of 2018, so it will be next spring before it is fully operational.

Councillor MacDonald also asked about the active transportation corridor meeting and Robert replied that it is early days and they don't have any funding identified yet, but they did agree at the meeting to engage an outside expert consultant to do the design. It was only the first meeting, and the Bike Association was not in attendance, nor anyone from Trails. Mayor Dunphy stated that it is a good sign that they are holding meetings.

**10. PLANNING, DEVELOPMENT AND HERITAGE**

**a) Report**

Included in the package for Council to review.

**b) Permit Summary**

The permit summary was included in the package for Council to review. It was noted that the biggest growth is in single family homes.

**c) Resolution PH015-2017 – (DP157-17) – Larry Stewart – 24 Unit Apartment Building – 29 Stratford Road**

**Moved by Councillor Keith MacLean**

**Seconded by Councillor Steve Ogden**

**WHEREAS** an application has been received from Larry Stewart to construct a 24 unit, 3-storey Apartment Building on parcel number 328021 (approx. 0.8 acre) which is located at 29 Stratford Road; and

**WHEREAS** on August 9, 2017, Council granted approval to a variance application (VA002-17) from Larry Stewart for a density variance of seven additional units (or 40%) to the current R3 zone allowance allowing for the development of a 24 unit, 3 story, multiple unit building subject to the following condition:

- That the developer, as a requirement for permission to develop, submit a landscape plan that outlines where trees will be preserved and where trees must be replaced at a ratio of two large caliper trees for each mature tree lost during construction; and

**WHEREAS** the 24 unit, 3-storey Apartment Building will be fully serviced with municipal sewer and water, contain underground parking for 33 vehicles and surface parking for 9, will have a sprinkler system for fire protection, an enclosure for IWMC waste bins and will be serviced with an elevator; and

**WHEREAS** the average roof height for the building will be 36'-9" which is slightly over the allowed 35 foot roof height permitted under the bylaw. However, the Development Officer has already worked with the architect and has given a 5% variance to the overall height to allow for a better architectural look, as well as to ensure the elevator shaft is completely contained within the roof system; and

**WHEREAS** the building is proposed to be phased starting with a foundation permit prior to all remaining drawings being complete and the developer is requesting the landscaping plan be finalized after the foundation is in the ground; and

**WHEREAS** the landscape designer has completed an inventory of existing trees on the site and has provided his professional recommendation of how the replanting of any trees should occur on the site;

**BE IT RESOLVED** that approval be granted to an application received from Larry Stewart to construct a 24 unit, 3-storey Apartment Building on parcel number 328021 (approx. 0.8 acre) which is located at 29 Stratford Road subject to the following:

1. Conformance with the architectural drawings as attached to the application submitted to the Town prepared by SableArc Studios dated 2017-10-24.

2. That the landscaping plan shall be finalized outlining all landscaping features including where trees will be preserved and where trees must be replaced with 2 large caliper trees for each mature tree lost during construction. The final landscaping plan shall be submitted and approved by the Town of Stratford.
3. That a stormwater management plan for the site be submitted and approved by the Town of Stratford and the Provincial Department of Transportation, Infrastructure and Energy.
4. All relevant provisions of the Town of Stratford Zoning and Subdivision Control (Development) Bylaw are satisfied prior to the issuance of the Development Permit.

Discussion: This resolution bears the recommendation of the Planning, Development, and Heritage Committee.

Councillor MacLean stated that the file has been well reviewed, and in order to get started this year they have to do the foundation permit before the rest of the plans come in.

Question: **CARRIED**

**d) Resolution PH016-2017 – (DP156-17) – FMT RE Development Commercial Development – 26-28 Hollis Avenue**

**Moved by Councillor Keith MacLean**

**Seconded by Councillor Jody Jackson**

**WHEREAS** an application has been received from FMT RE Development Inc. to construct two 6000 sq.ft. Commercial Buildings as well as 2 accessory storage unit buildings on parcel number 822460 (1.25 acres) which is located at 26 and 28 Hollis Avenue within the Stratford Business Park; and

**WHEREAS** the proposed use for the spaces are to be Service Shops or Light Industrial Uses as well as Business and/or Professional Offices. Based on these uses requiring 1 parking space for every 300 sq.ft. of buildable area, 20 parking spaces for building 1 and 21 parking spaces for Building, as shown, are in compliance with bylaw minimums; and

**WHEREAS** a detailed stormwater management plan has not been completed yet as the sale of the lot has just been finished and the developer has selectively cleared the lot to allow his surveyor to complete a topo survey which the engineer will use in producing the stormwater management plan.

**BE IT RESOLVED** that approval be granted to an application received from FMT RE Development Inc. to construct two 6000 sq.ft. Commercial Buildings, as well as 2 accessory storage unit buildings on parcel number 822460 (1.25 acres), which is located at 26 & 28 Hollis Avenue within the Stratford Business Park subject to the following:

1. Conformance with the architectural drawings as attached to the application submitted to the Town prepared by Architecture 360 dated Oct 13, 2017.
2. A detailed storm water management plan must be prepared by a qualified engineer and approved by both The Town of Stratford and The Department of Transportation, Infrastructure and Energy (DOTIE).
3. A detailed site plan that must be prepared that outlines landscaping and signage features pursuant to Section 2b of Development Standards for the Stratford Business Park.
4. That the proposed Development meets all other requirements of the Stratford Business Corporation's Development Standards.
5. All relevant provisions of the Town of Stratford Zoning and Subdivision Control

Discussion: This resolution bears the recommendation of the Planning, Development, and Heritage Committee.

The drawings were included in the agenda package. Kevin gave a brief summary of the request. He noted that there will be two commercial buildings on the property. They will be parallel to the street with parking in the centre, and at the back of the property there will be two accessory buildings for external storage.

Question: **CARRIED**

## **11. RECREATION, CULTURE AND EVENTS**

### **a) Report**

The report was included in the package for Council to review. Councillor MacDonald highlighted a number of items from the report as follows:

The 2017/2018 fall/winter programs are now in full operations. There is also a new program called I Love to Skate and there are 40 children participating. It is a six week program in partnership with GoPEI, Canadian Tire Jumpstart, and the Town of Stratford and it is free of charge. The program takes place every Sunday and Monday and we

once again have Cory Barlow as head volunteer. Rachel Arsenault from the Town's recreation department is also helping out with the program.

There are 14 pre-school aged youth registered in the Stratford Playschool Programs for children aged three and four.

The Stratford Minor Basketball Program is underway with 167 registered participants.

The Recreation Events Committee is planning three special events over the next two months – the Annual Remembrance Day Ceremony on November 11, the children's Christmas party on December 7, and the Town Levee on January 1, 2018.

There have been 30 additional plots added to the community gardens, including six raised plots.

The seeding, fertilizing and sodding applications are currently underway in all sports fields – this is a process that is done twice a year.

The Stratford Youth Council held their second Spooktoberfest event on the October 27-28 weekend with a total of 700 people in attendance.

The Stratford Youth Centre and Island First Aid Services partnered to offer PD Day courses at the youth centre. On October 19 a babysitting course for youth ages 11 to 15 was held. On October 20 a home alone course for youth ages 9 to 11 took place.

Councillor Ogden referred to a section of the infrastructure minutes where it stated that the Kinlock Beach expansion is being held up by the province and asked if there were any updates. Joanne replied that the province stated that if the Town is interested in purchasing the piece of land for one dollar they would take it back to upper management for another review. Joanne noted that she discussed the offer with the CAO who said go ahead with the purchase. She contacted the province to let them know and was advised that it is still being reviewed by upper management, so it is still in the hands of the province.

Councillor Jackson took a moment to congratulate the youth council on a job well done on the Spooktoberfest event which was very well attended.

**b) Resolution RC004-2017 MacNeill Upper and Lower Ball Lights Upgrades**

**Moved by Councillor Gail MacDonald**

**Seconded by Councillor Jody Jackson**

**WHEREAS** the MacNeill upper and lower ball field lights tender closed on Thursday, October 19, 2017; and

**WHEREAS** the following tenders were received (HST included):

| <b>Contractor/Company</b> | <b>Tender Price (HST Included)</b> |
|---------------------------|------------------------------------|
| Hansen Electric           | \$221,145.00                       |
| Olympia Electric Ltd      | \$308,990.05                       |

**AND WHEREAS** a capital budget of \$150,000.00 was approved for the MacNeill upper and lower ball field lights; and

**WHEREAS** when the cost for engineering is added the total cost of the project is \$227,182.50. When the 5% HST rebate is applied to the project the final cost is \$215,823.37. Based on the original budget of \$150,000 we are over budget by \$65,823.37.

**BE IT RESOLVED** that we award the project to Hansen Electric at a cost of \$221,145.00.

**BE IT FURTHER RESOLVED** that we approve \$150,000.00 be spent in this year's budget and the remainder to be budgeted in 2018.

Discussion: The project will start this fall and be completed in the early spring of 2018. For clarification, Councillor Ogden stated that he understands the funding for this project will come from the gas tax and Councillor MacDonald replied that is correct.

Question: **CARRIED**

## **12. SAFETY SERVICES**

a) Report included in the agenda package for Council to review. Councillor Clow noted that we are currently waiting for the speed bumps to be installed on Marion Drive and we hope the work will be completed this fall.

### **b) Street Light Report**

No report

### **c) RCMP Report**

Councillor Clow noted that the report has some errors in it, and Staff Sgt. Hubley will be providing him with a corrected copy which he will circulate to Council.

It was noted that there have been about 20 thefts from unlocked vehicles in the Town. We need to get the message across to the residents to lock their car doors and don't

leave anything of any value in the car. Councillor Clow added that these thefts are also happening in Charlottetown and Cornwall.

Councillor Clow took a moment to thank Citizens on Patrol for patrolling on Halloween. They had three vehicles out with two people in each vehicle and they coordinated with the RCMP.

Councillor Ogden noted that an issue was raised at the Safety Services Committee meeting about infractions taking place during normal shift changes. Staff Sgt. Hubley had a number of vehicles out patrolling at these particular times and Councillor Ogden thanked him for prompt response to the issue.

Deputy Mayor Cooper noted that with the pending approval of the legalization of marijuana in 2018, and the costs associated it with it, he feels that we need to be ready if we are going to see an increase of rates from the RCMP. He asked Councillor Clow to address this point when he and Mayor Dunphy meet with commanding officer Jennifer Ebert on November 10.

**d) Humane Society Report**

The report for the month of October was included in the agenda package.

**e) Transit Report**

The report for the month of October was included in the agenda package.

**f) Fire Company**

Councillor MacLean asked about the calls that are false alarms, and Councillor Clow noted that some communities are giving warnings for false alarms and if they continue a fine is issued. He noted that the committee will have a discussion to see what can be done to reduce the number of false alarms.

The fire company received 129 calls to date, and 89 of them were from Stratford.

Councillor Clow noted that he attended the Fireman's Appreciation Banquet at Fox Meadow recently, and two Town employees, Joe Driscoll and Kevin Reynolds, were recognized for 15 years of service.

Kevin also earned his level 2 certificate. He attended 18 classrooms of presentations at the fire school. He also put in two full weekends of practical work on fire rescue, along with two full weekends on medical first responders, and a weekend on hazardous material. Councillor Clow thanked Kevin and Joe, and all the firemen and women for keeping Stratford a safe community. Retired firemen were also honoured at the banquet.

**13. FINANCE AND TECHNOLOGY**

**a) Report**

Deputy Mayor Cooper noted that the pre-budget consultant meeting will be held on November 29 at 7:00 p.m.

Councillor Clow asked if there was any money for training regarding the legalization of cannabis, and Deputy Mayor Cooper stated that his concern is unexpected costs by the RCMP.

Councillor MacDonald asked about the revenue regarding police fines and Deputy Mayor Cooper replied that there have been letters sent from both the CAO and the director of finance requesting this information; however, to date we have not received it.

**b) Financial Statements**

Included in the package for Council to review.

**14. COMMITTEE OF THE WHOLE**

No Report

**15. INFRASTRUCTURE**

- a)** The report was included in the package for Council to review. Mayor Dunphy noted that the Town has an agreement with the City of Charlottetown for a long term solution for the waste water treatment plant and the design of the infrastructure has begun.

*Eastern Realities Phase I and Phase II Water Extension* – the project is well underway and work is progressing well. Phase I of the project on the Keppoch Road is approximately 90% complete. Phase II in the subdivision are is approximately 75% complete. Both projects are scheduled to be substantially complete by December 2017.

*Water Metering* – staff has been in discussions with the supplier and installer to develop an information program for residents. Further information will be available soon regarding public consultation. Some finance and utility staff members attended a Neptune Metering Seminar in Moncton that went over all the functions of the meter we selected, along with information on how it will be incorporated in our billing system. The presentation provided valuable information for our metering program.

*Emergency Services Facility* – a meeting was held on November 3, 2017 to discuss the design of the new building and project timelines. In attendance were representatives from the fire company, the architect and Town staff. In addition to the discussion, a tour of the existing facility was completed and initial design work has started.

*Stratford Road Paved Sidewalk* – design work is complete for this project which includes a paved section of sidewalk on the west side of the Stratford Road from Southport to Bayside Drive. This construction will also allow for the installation of a crosswalk at Marion Drive – for added safety while cross the Stratford Road. The project has been tendered and we hope to complete the majority of the work this year.

Infrastructure maintenance staff continues to be busy winterizing our seasonal buildings and getting all of the winter equipment ready for operation. They are also preparing all of the Christmas decorations to be place throughout the Town.

Utility staff is continuing with fall flushing of our water system and cleaning of the sewer collection system.

During the month of October there were no major issues with the sanitary sewer collections system or water distribution system.

Councillor Jackson asked if we could if we could notify residents when water will be coming their way, and Mayor Dunphy replied that both the committee and staff will review the priorities.

## **16. SUSTAINABILITY**

### **a) Report**

The report was included in the agenda package for Council to review. Councillor Jackson gave a summary of the report.

It was noted that we have approved funding from the Federation of Canadian Municipalities (FCM) to do a pilot project, and the idea of the pilot program is to remove barriers for homeowners. To date, we have three home owners signed up, but we still don't have a business signed up.

The committee discussed the smoke free Stratford initiative. Councillor Jackson noted that we want to find out how our residents feel about it and we plan to include a question in our resident survey. It is about important to get the message out there and we want to hear back from everyone. Mayor Dunphy added that the main thing is to get the public discussing the issue.

## **17. ACCOUNTABILITY AND ENGAGEMENT**

No Report. The committee did not hold a meeting in October.

## **18. HUMAN RESOURCES**

### **a) No Report**

**19. OTHER COMMITTEES**

**a) Stratford Seniors Complex**

Included in the package for Council to review. Councillor MacDonald noted that the roof work was completed at the end of October.

**20. PROCLAMATIONS**

Nil

**21. OTHER BUSINESS**

Nil

**22. ADJOURNMENT**

There being no further business, the meeting adjourned at 9:02 p.m.

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**Mayor David Dunphy**

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**Robert Hughes, CAO**