

REGULAR MONTHLY COUNCIL MEETING

November 9, 2016

Approved Minutes

DATE: November 9, 2016

TIME: 7:34 p.m. - 8:45 p.m.

PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Randy Cooper; Councillors Gary Clow; Keith MacLean; Steve Ogden; Gail MacDonald; Diane Griffin; Robert Hughes, CAO; Kim O'Connell, Director of Finance and Technology; Jeremy Crosby, Director of Infrastructure, Kevin Reynolds, Development Officer, Joanne Weir, Recreation Director; Wendy Watts, Community Engagement Coordinator; 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 7:34 p.m. and welcomed those in attendance.

2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Randy Cooper and seconded by Councillor Steve Ogden that the agenda be approved as circulated. 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 12, 2016 be approved as presented. Motion Carried.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PRESENTATIONS FROM THE FLOOR

a) Presentation by Council to outgoing Councillor Diane Griffin

Mayor Dunphy and fellow Councillors presented outgoing Councillor Diane Griffin with a token of gratitude on behalf of the Town of Stratford – a framed portrait of Kelly Pond. Mayor Dunphy stated that it has been a pleasure to have her on Council with her wealth of knowledge, her experience and her wisdom, and she will be missed. He also extended congratulations to Councillor Griffin on her appointment to the Senate of Canada.

Councillor Griffin stated that it was great working with Council and she will miss it. She thanked Council for the beautiful photo and noted that it will go in her office in Ottawa.

Each Councillor took a moment individually to express their thanks and gratitude to Councillor Griffin.

Councillor MacDonald thanked her for all her guidance over the past two years and wished her all the best. Councillor Ogden thanked her for her dedication and her hard work and attention to the smallest things, and wished her all the best in Ottawa.

Councillor Clow stated that it has been an honour and a pleasure working with Councillor Griffin. He noted that when Council goes to the FCM Annual Conference in 2017 they can stop in and see her in her new office.

Councillor MacLean stated that he learned a lot from Councillor Griffin and he used her as his role model. He noted that when she spoke her thoughts were well thought out and that says a lot about someone.

Deputy Mayor Cooper stated that he has been on Council for six years and it has been an extreme pleasure to sit with you on Council. Attending meetings and debating has been a real learning experience. Deputy Mayor Council stated that Councillor Griffin will be missed around the Council table, and wished her all the best.

CAO Robert Hughes stated that Councillor Griffin is well liked and well respected by staff. He noted that her approach is very collaborative and respectful. He noted that personally he will miss working with her and he considers her a great mentor of his, as well as a friend. Robert stated that he knows she will make an excellent Senator and he looks forward to working with her in that role.

6. CARI REPORT

Report is included in the agenda package. Deputy Mayor Cooper asked if there was a presentation made by CARI to the recreation committee or the committee of the whole regarding an increase in our contribution, and Councillor Clow replied that they presented at the recreation meeting. He noted that their request was to increase to \$19,000, from our current annual contribution of \$15,000.

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 noted that he attended the following meetings and events since the last Council meeting:

- Met with a Stratford business to discuss how businesses could utilize renewable energy sources for their energy needs.
- Attended the 'Fall Colours Trail Walk' at Fullerton's Creek Park. Ken Mayhew gave a great presentation, and there was an excellent turnout for the event.
- Participated in a tour of a 'passive energy house' in Stratford. It was a very interesting tour and lots of information on how a home can be made very energy efficient.
- Attended the Biz 2 Biz Expo.
- Attended the Kidney Foundation of Canada (PEI Chapter) Gala Dinner.
- Along with other Mayors, met with the Province of PEI Ministers where a revenue sharing proposal was given to municipalities.
- Appeared with Councillor Griffin and others on Boomer's Community Promo on CBC's Compass.
- Attended the pre-budget consultation meeting.
- Attended the 95th birthday celebration of Joe Gallant, WWII veteran, and one of the Stratford Heroes.
- Attended UPEI's Recognition of Founders Ceremony which honoured the Aboriginal Peoples of Prince Edward Island and their collective contributions to the University.
- Was interviewed by Brian Higgins of CBC Compass regarding the Marshall MacPherson IRAC appeal decision.
- Attended the public meeting on the review of PEI schools and made a presentation on behalf of the Town. We will also follow-up with a written submission.
- Attended the Charlottetown & Area Chamber of Commerce President's Excellence in Business Awards. Ray Murphy of Stratford was recognized as the Entrepreneur of the Year.
- Attended the Key Performance Initiatives (KPI) presentation.
- Made a joint presentation on active transportation with the infrastructure director, Jeremy Crosby, to the PEI Standing Committee on Infrastructure and Energy. The main focus of our presentation was the need for an active transportation corridor on the Hillsborough Bridge.
- Attended Stratford's 'Explore Energy Day' at Cotton Park.
- Attended the Remembrance Day Ceremony at Andrews of Stratford.
- Along with Councillors MacDonald, MacLean, and Ogden, met with Cory Barlow and four members of his Bantam AA Hockey Team. They traded their hockey sticks for rakes to help seniors in their own homes with yard work. This was an excellent initiative by these fine Stratford youth.

Councillor Griffin stated that Cory Barlow and his group did a wonderful job for Ann Wotton who is very particular about her yard.

9. CHIEF ADMINISTRATIVE OFFICER

Included in the package for Council to review. Robert briefly reviewed his report noting that the compensation review RFP has been awarded to Resolve HR in partnership with Analytic OR.

10. INFRASTRUCTURE

a) Report

Councillor Clow noted that some of the items being worked on by the infrastructure department are as follows:

Waste Water Treatment Plant Update – the sludge removal program that was originally planned for the spring is now complete. The contractor was here from November 4 to November 9 to complete the work. This program focused on the second cell which is the clarifier. By removing upwards of 90% of the sludge from this cell, it should help the system overcome the issue with suspended solids. It will also minimize the issues we sometimes have with the turnover in the spring.

Inflow and Infiltration Study – the data collection is complete and we are still waiting to meet with the consultant to review the data.

Rankin Water – resident connections have started to slow down for this year due to the weather, but will resume in 2017.

Sidewalk Construction – the project is now complete and the sidewalk and bike lanes are ready for use.

Bike Lanes – work on the paved shoulders for bike lanes on the Keppoch Road from Skye Lane to Woodlane Drive is complete. There have been several comments from residents that this section of road is much safer now.

Trans Canada Trail – the portion of trail between Williams Gate and Hollis Avenue on the Mason Road has been designed; however, due to the time of year, the project is being deferred until the spring of 2017.

Budget 2017 – staff is preparing forecast numbers until the end of the year and preparing operational and capital numbers for 2017. There will be further information available soon.

Metering Program – staff has finished research and testing on the comparison between meters with moving parts versus non-moving parts. The meters with non-moving parts are significantly more accurate at lower flow rates. We are now ready to prepare the tender for the purchase and installation of the meters.

Outdoor staff has been busy getting ready for the winter season and getting Christmas decoration ready to be installed. The Utility staff has been out doing the fall water flushing program and the sewer lift station maintenance.

Councillor MacLean asked if we could get bicycle markings on the new road on Keppoch where they put the shoulder to make it look more like a bike lane, and Jeremy replied that we have asked for these markings, but the province is not willing to mark those as bike lanes at this time. However, we will continue to ask for the markings. Councillor MacLean stated that he may put a call in as well.

Councillor Ogden asked for an update on the waste water treatment plant noting that there is a perception that the Town is being unreasonable. He feels that it is important that it be understood that we are trying to get the best deal for Stratford. He noted that maybe it is better for us to ship our waste to Charlottetown, but not under the option that is being presented to us. For example, paying a 25% premium on Stratford's rate really doesn't make sense. We would lock in future generations to paying this rate and this has to be understood.

Councillor Ogden stated that the environmental assessment shows that Charlottetown's plant would be three feet under water with a 3.5 meter rise in the ocean, but Stratford's plant would be fine. The Stratford solution is much less environmentally at risk, and we would be using new technology with our tanks all underground. There are a number of issues that the residents are not aware of and Councillor Ogden feels it is important that these things be made public. Mayor Dunphy stated that it is difficult for us to comment through the media, but we will hopefully meet with the Premier and come to a resolution soon. He understands Councillor Ogden's concern of what has been made public by the media, but we cannot control that. He noted that if we feel there is a need to set the record straight we will do that.

Councillor Clow stated that Councillor Ogden's comments are all good points and right now it is a matter of getting a meeting with the Premier

11. RECREATION, CULTURE AND EVENTS

a) Report

- The report was included in the agenda package for Council to review. Councillor MacDonald gave an overview of her report noting the following:

- The 2016/17 fall and winter programs are in full swing, including the minor basketball program which has 160 participants registered.
- There is an after school arts and crafts program every Thursday at Glen Stewart School.
- In partnership with Glen Stewart, Stratford Elementary, and Go PEI, a walk to school day was held on October 7.
- The Stratford Recreation Events Committee is planning three special events over the next two months. There will be the Annual Remembrance Day Ceremony, the Santa Christmas Party for the kids, and the Town Levee Reception.
- Maintenance staff is currently preparing for the installation of a new playground apparatus which will be located to the left of the Stratford Town Centre.
- The Stratford Youth Centre secured Skills PEI funding to hire an additional full time staff person to assist our youth and family coordinator Duane Pineau from mid-October to mid-July.
- The Stratford Youth Centre and Island First Aid Services teamed up to offer PD Day courses at the Youth Centre. On October 27, a Babysitting Course for Youth aged 11 – 15 was held and on October 28, a 'Home Alone' Course for Youth aged 9 -11 took place. Both courses were filled (maximum of 16 participants), and both courses had a waiting list.

b) Resolution RC002-2016 Fullerton's Creek Multi Sports Field Tender Award

Moved by Councillor Gail MacDonald

Seconded by Councillor Keith MacLean

WHEREAS the Fullerton's Creek Multi Sports Field tender closed on Thursday, October 27, 2016 and;

WHEREAS the following tenders were received (HST included):

Contractor/Company	Tender Price (HST Included)
Kings County Construction Ltd	\$136,530.00
MacRae Backhoeing Services	\$178,250.00
M&M Resources Ltd.	\$197,800.00
Birt and MacKay Backhoe Services Ltd.	\$225,168.00

AND WHEREAS the low bidder has agreed to delay work until the spring of 2017 due to inclement weather, and will honour the same price that was submitted for this project; and

WHEREAS the estimated cost for this project, including engineering, is \$144,000.00; and

WHEREAS a capital budget of \$150,000.00 was approved for the construction of the multi-purpose sports field; and

WHEREAS the \$150,000 capital budget amount be deferred to the 2017 capital budget.

BE IT RESOLVED that the tender submitted by Kings County Construction Ltd in the amount of \$136,530.00 (HST included) be accepted.

Discussion: Mayor Dunphy noted that the last whereas states the \$150,000 capital budget amount be deferred to the 2017 capital budget. He noted that it is possible that it could happen, but it is also possible it might not happen. If it does not make the cut – are we bound by this resolution to award the project? Robert stated that we can write a letter to the company stating that it is subject to the appropriation of the funds from Council in 2017. Councillor Griffin stated that this information should be added to the resolution and everyone agreed. The last whereas will be amended to read.

BE IT RESOLVED that the tender submitted by Kings County Construction Ltd in the amount of \$136,530.00 (HST included) be accepted subject to the project being approved in the 2017 capital budget.

Question: **CARRIED**

12. FINANCE AND TECHNOLOGY

a) No Report

Deputy Mayor Cooper noted that the committee did not meet in October. However, the pre-budget consultation meeting was held on October 26 and many members of the Finance Committee were in attendance to take part in the discussions led by Steve McQuaid. It was also noted that the 2017 budget preparations are well underway. Deputy Mayor Cooper took a moment to thank the finance department for all their work in putting together the information for the meeting. It was also noted that the information showed residents how many of their suggestions were implemented over the past number of years.

Councillor Clow stated that the pre-consultation meeting was great and a lot of information was provided, but he wondered how the Town could get more people to attend. Deputy Mayor Cooper replied that we are doing the most that we have ever done through social media, Town Talk, emails, Town sign, and those who did attend were very engaged and wanted to be part of the process.

b) Financial Statements

The financial statements for the Town and the Utility were included in the meeting package.

c) Resolution FT011-Sustainable Procurement Policy # 2016-FT-01

Moved by Deputy Mayor Randy Cooper

Seconded by Councillor Gary Clow

WHEREAS the Procurement Policy, Policy # 2007-PW-01 was reviewed and updated to align the Town of Stratford's purchasing practices with its goals of environmental, social, cultural, and economic sustainability; and

WHEREAS the purchasing thresholds have been increased to align with the Atlantic Procurement Agreement, which municipalities are bound to; and

WHEREAS a local preference provision has been included to help strengthen the local economy, and to augment the Think Stratford! support local campaign for goods and services, with a value of less than \$25,000 in order to comply with the Atlantic Procurement Agreement.

BE IT RESOLVED that the attached Sustainable Procurement Policy, Policy #2016-FT-01, be hereby adopted; and that the Procurement Policy, Policy # 2007-PW-01, be hereby repealed.

Discussion: This resolution bears the recommendation of the Finance and Technology Committee, the Committee of the Whole meeting, Infrastructure Committee and the Sustainability Committee.

Question: **CARRIED**

13. PLANNING, DEVELOPMENT AND HERITAGE

a) No Report

Councillor Griffin noted that the committee did not meet in October.

c) Permit Summary

Included in the package for Council to review. Councillor Griffin noted that the permits for the 10 month period in 2015 were \$10,290,000, and for the 10 month period in 2016 permits were \$21,714,000. This is more than double last year's total.

14. COMMITTEE OF THE WHOLE

Nil

15 SAFETY SERVICES

- a) Included in the package for Council to review. Councillor Ogden took a moment to thank infrastructure director Jeremy Crosby and his committee for their continued attention to the crosswalk issue at Horton Park. The crosswalk is now ready to be put in and this is a major accomplishment.

Mayor Dunphy reiterated Councillor Ogden's remarks and thanked everyone who was involved in getting the new crosswalk installed at Horton Park.

b) Street Light Report

It was noted that six new LED lights were installed on McGregor Drive.

c) RCMP Report

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

d) Humane Society Report

The Humane Society Report for the month of October was included in the agenda package. Councillor Ogden stated that there was a dog issue, but it was resolved because our bylaw worked the way it was supposed to work.

Citizens on Patrol – both Councillor MacDonald and Councillor Ogden have been out for 'a ride around' with Citizens on Patrol and Councillor Ogden noted that it was quite an interesting experience.

e) Transit Report

The Transit Report for the month of October was included in the agenda package. It was noted that the numbers continue to trend upward. We are hoping to encourage T-3 to use the new busses on the Stratford runs.

f) Fire Company

The Board Chair gave a presentation on their statistics. Councillor Ogden noted that they also talked about the need for a new station. They feel that they are in a crisis situation as they have run out of space for their equipment.

16. SUSTAINABILITY

- a) **No Report** – Mayor Dunphy stated that the committee did not hold a meeting in October. However, the pesticide bylaw will be reviewed to see how everything went the first year, especially with the infestation clause.

The Diversity and Inclusion Committee will meet next week. The PEI Association of Newcomers to Canada has been involved in trying to retain newcomers and they are holding quarterly meetings. Mayor Dunphy stated that he will attend those meetings.

Robert noted that on December 9, 2016, we will be partnering with the Human Rights Commission to host a Human Rights Day. This is something they have done for the past three years, and they are interested in what we are doing in Stratford so they agreed to have the event in Stratford. Robert stated that we will send something around to everyone to confirm the time of the event.

17. ACCOUNTABILITY AND ENGAGEMENT

- a) **No Report** – no meeting was held in October.

Councillor MacLean noted that the committee did not hold a regular monthly meeting; however, there was a KPI presentation held and both staff and members of Council attended.

Councillor MacLean stated that interviews will be conducted for Wendy's maternity leave replacement. The Hiring Committee will consist of himself, community engagement coordinator Wendy Watts, and CAO Robert Hughes.

18. HUMAN RESOURCES

No Report

19. OTHER COMMITTEES

- a) **Stratford Seniors Complex** – Councillor MacDonald gave an overview of the report noting that everything is going well. She noted that there was a fire drill held and we received some good feedback.

All residents received a letter to remind them not to feed the wildlife and why it is harmful to do so.

The senior's liaison person gave a report noting issues and concerns brought up by residents.

Councillor MacDonald stated that they were approached by Zeta Roberts, who was a good friend of Alma Birt, and she asked for permission to plant a tree in Alma's memory in the spring. Everyone agreed that would be a great idea.

Councillor MacDonald referred to the senior's report where it states that our allocation to the replacement reserve should be more in the range of \$15,000 per month as compared to \$500 per month.

Kim stated that CMHC has asked that we do a new capital replacement plan. She noted that it had been submitted previously, but it had to be adjusted as per the Canada Mortgage and Housing Corporation (CMHC) instructions. The building is 26 years old and most of the items are at the end of their useful life. Based on our existing replacement reserve and the capital replacement scheduled for the next 20 years, the replacement reserve should be more in the range of \$15,000 per month as opposed to our \$500 a month. Councillor MacDonald stated that Kim will be working closely with CMHC to see what can be done.

20. PROCLAMATIONS

Nil

21. OTHER BUSINESS

Nil

22. ADJOURNMENT

There being no further business, Councillor Diane Griffin moved that the meeting be adjourned.

Mayor David Dunphy

Robert Hughes, CAO