

REGULAR MONTHLY COUNCIL MEETING

October 12, 2016

Approved Minutes

DATE: October 12, 2016
TIME: 7:30 p.m. - 8:29 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 7:30 p.m. and welcomed those in attendance.

2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Randy Cooper and seconded by Councillor Gail MacDonald that the agenda be approved as circulated. Motion Carried

3. MINUTES

It was moved by Councillor Steve Ogden and seconded by Councillor Diane Griffin that the Regular Monthly Meeting Minutes of September 14, 2016 be approved as presented. Motion Carried.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PRESENTATIONS FROM THE FLOOR

Nil

6. CARI REPORT

No Report

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:

- Along with Robert, met with Minister Doug Currie to discuss schools within Stratford in addition to other areas of importance to Stratford regarding education and heritage.
- Attended the Greater Charlottetown Area Chamber of Commerce Business Mixer hosted by the Town of Stratford. Thanks to Wendy and other staff who helped with organizing and setting up the event.
- Attended a PEI Connectors “Six on Six” meeting hosted by the Town of Stratford. The Town is a sponsor of PEI Connectors through the Chamber of Commerce. The “Six on Six” meetings are designed to bring six newcomers and six business people together to discuss business opportunities on PEI.
- Attended the meeting of the Community Energy Plan Steering Committee.
- Attended a special board meeting of the Chamber of Commerce. This is an annual meeting of various stakeholders in the Charlottetown area to discuss their accomplishments and challenges.
- Along with Robert and Councillors Clow, Ogden, MacLean, and MacDonald, attended the open house/public meeting for the new PEI Municipal Governance Act.
- Along with Councillors MacDonald and Clow – participated in the Guardian’s “Raise-a-Reader” campaign by collecting donations at the Stratford Tim Horton’s (\$934.10).
- On October 1, attended the flag raising as part of International Day of the Older Person.
- Attended the staff and Council social generously hosted by our CAO Robert Hughes and his wife Debby. It was a great event.
- Attended the school consultation for long term planning that the Public School Branch has underway, and it was well attended. Mayor Dunphy noted that he and Robert will pursue this further over the next month.
- Made a presentation to two grade six French immersion classes at Stratford Elementary School. They are doing a community project on Stratford and wanted to know more about their community. Two excellent groups of young people in our community. Thank you to Wendy for getting the materials together for the presentation.
- Attended the 50th Anniversary of Robert and Ferne Harvey and presented them with a certificate. It was noted that Robert was once a member of the Town’s Heritage Sub-Committee.
- Attended a Canadian Citizenship Ceremony hosted by the Town earlier today with 31 new Canadians sworn in by His Honour Frank Lewis.
- Attended the joint transit funding announcement regarding the new busses.
- Attend a joint meeting to review the draft of the new Municipalities Governance Act.

9. CHIEF ADMINISTRATIVE OFFICER

Included in the package for Council to review.

Councillor Griffin asked about the time frame of the resident survey. Robert replied it will be online in January, and we will allow about three weeks for people to complete the on-line version before we send out the paper copies.

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 system continues to operate well. The request for proposals for the design of the new waste water facility will be issued once the funding is approved.

Inflow and Infiltration Study – the data collection is complete and we are still waiting to meet with the consultant to review it. The project will continue well into 2016.

Rankin Water – there are more than 54 residents who are in the process of connecting to the system. Reinstatement will continue into the fall of 2016.

Sidewalk Construction – the next phase of work on the Georgetown Road is well underway. Storm sewer, sidewalk, and concrete curb construction is complete. The area for the bike lanes is prepared and paving has started. The project should be complete by mid-October.

Bike Lanes – work has commenced on the Keppoch Road from Skye Lane to Woodlane Drive, to complete paved shoulders for bike lanes. This work is being completed in partnership with the PEI Department of Transportation, Infrastructure and Energy and should be completed by the end of October.

Trans Canada Trail – the portion of trail between Williams Gate and Hollis Avenue on the Mason Road is being designed and should be tendered early in October. Construction will hopefully be complete before the end of December.

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.

Staff was kept busy during the recent rain and wind storm. There were some power outages, but staff was able to monitor the sewer system closely and avoided any issues with overflows. This was done by having sewer pumper trucks on standby to reduce the

load on certain sewer pumping stations. There were no major issues with the waste water collection system, or water distribution system during the month of September.

b) Resolution INC0010-2016 Award of Snow Clearing Contract for two Option Years 2016/2017 and 2017/2018

Moved by Councillor Gary Clow

Seconded by Deputy Mayor Randy Cooper

WHEREAS tenders for snow removal, including HST, for Town, Utility and Seniors were received as follows:

MacRae's Backhoe and Trucking:

Snow Removal from Town Properties	Price	HST	Total
Fixed Rate 2014/2015	\$15,525.00	\$2173.50	\$17,698.50
Fixed Rate 2015/2016	\$15,525.00	\$2173.50	\$17,698.50
Fixed Rate Optional Year 2016/2017	\$15,725.00	\$2201.50	\$17,926.50
Fixed Rate Optional Year 2017/2018	\$15,725.00	\$2201.50	\$17,926.50

Snow Removal from Seniors Property	Price	HST	Total
Fixed Rate 2014/2015	\$1900.00	\$266.00	\$2166.00
Fixed Rate 2015/2016	\$1900.00	\$266.00	\$2166.00
Fixed Rate Optional Year 2016/2017	\$1900.00	\$285.00	\$2185.00
Fixed Rate Optional Year 2017/2018	\$1900.00	\$285.00	\$2185.00

Snow Removal from Utility Property	Price	HST	Total
Fixed Rate 2014/2015	\$6500.00	\$910.00	\$7410.00
Fixed Rate 2015/2016	\$6500.00	\$910.00	\$7410.00
Fixed Rate Optional Year 2016/2017	\$6700.00	\$1005.00	\$7705.00
Fixed Rate Optional Year 2017/2018	\$6700.00	\$1005.00	\$7705.00

Hourly Rate for Additional Work	Price	HST	Total
2014/2015	\$85.00	\$11.90	\$96.90
2015/2016	\$85.00	\$11.90	\$96.90
Optional Year 2016/2017	\$90.00	\$13.50	\$103.50
Optional Year 2017/2018	\$90.00	\$13.50	\$103.50

AND WHEREAS the contract was awarded for two years, with the option of extending the contract for an additional two years based on satisfactory performance.

BE IT RESOLVED that MacRae's Backhoe and Trucking be awarded the contract for Snow Removal from the Town, the Utility, and the Seniors property for the Calendar years 2016/2017 and 2017/2018.

Discussion: It was noted that this resolution bears the recommendation of the Infrastructure Committee.

Councillor Clow stated that we are more than satisfied with the work being done on all these properties, and as a result we are approving a two year extension.

Mayor Dunphy asked if we typically extend both years at the same time and Councillor Clow replied that we do.

Question: **CARRIED**

c) **Resolution IN0011-2016 Snow Removal Tender Extension – Sidewalks, Trails, and Walkways for 2016/2017 and 2017/2018**

Moved by Councillor Gary Clow

Seconded by Councillor Steve Ogden

WHEREAS tenders for snow removal, including HST, for sidewalks, trails, and walkways were received as follows:

Snow Removal from Town Sidewalks, Trails, and Walkways	PRICE	HST	TOTAL
Hourly Rate 2014/2015	\$78.00	\$10.92	\$88.92
Hourly Rate 2015/2016	\$78.00	\$10.92	\$88.92
Hourly Rate 2016/2017	\$80.00	\$11.20	\$91.20
Hourly Rate 2017/2018	\$80.00	\$11.20	\$91.20
Standby Rate 2014/2015	\$125.00	\$17.50	\$142.50
Standby Rate 2015/2016	\$125.00	\$17.50	\$142.50
Standby Rate 2016/2017	\$125.00	\$18.75	\$143.75
Standby Rate 2017/2018	\$125.00	\$18.75	\$143.75

AND WHEREAS the contract was awarded for two years, with two additional years as an option.

BE IT RESOLVED that the option to extend the contract for two additional years is exercised, and MacRae's Backhoe and Trucking is awarded the contract for snow removal from Town Sidewalks, Trails, and Walkways for the calendar years 2016/2017 and 2017/2018.

Discussion: It was noted that this resolution bears the recommendation of the Infrastructure Committee.

Question: **CARRIED**

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 that the winter program flyer was distributed the third week in September.

The Stratford Playschool will be operating a 10 week program on Tuesdays and Thursdays starting on October 18, and a rain barrel has been placed at the MacNeill Community Centre to incorporate water conservation into the playschool teaching curriculum.

There is a new program being offered for seniors called ‘Go Healthy Lifestyles for 50+’ and will run for a period of nine weeks. Each week will focus on a different aspect of fitness and health. The ‘Go Seniors Chair Yoga’ is also being offered again.

On September 24, the Stratford Recreation Events Committee and staff hosted the Annual Stratford Community Expo. There were 37 groups/organizations/clubs and local businesses who participated in the expo. The Stratford Lion’s Club pancake breakfast fundraiser for the Stratford Elementary School and the Glen Stewart School was also held during the expo. The expo provided volunteer organizations an opportunity to network and market themselves to the community and other volunteer groups, and residents were also able to register for various programs.

The Stratford Farmers Market had their last day of the season on September 24 at Cotton Park, and the members will hold a wrap up meeting in November.

The Stratford Arts and Culture Committee hosted the Annual Cultural Days Event on October 2 with a ‘Stratford Magical History Tour’ included.

On August 30 and September 1, the Stratford Youth Council held a ‘Pokemon in the Park’ event to collect items for the food bank. More than 150 people attended the event, and a trunk load of food and monetary donations were collected for the food bank.

The Stratford Skatepark Steering Committee continues to meet on a bi-weekly basis. The committee has joined with the Cross Roads Fire Department and the Charlottetown Legion to start a ‘*Chase the Ace*’ fundraiser.

12. FINANCE AND TECHNOLOGY

a) Report

Deputy Mayor Cooper noted that the report is included in the package.

b) Financial Statements

The financial statements for the Town and the Utility were included in the meeting package. Councillor Clow noted that the commercial assessments are going down and asked if that is a concern. He added that we will be losing HJV soon as well. Deputy Mayor Cooper noted that HJV is in a rented facility and the owners of the facility do have a prospect who may become a tenant. He also noted that since the Home Hardware building has been vacant for more than six months, it has been reduced to a residential tax rate, so that is a loss of revenue for the Town.

13. PLANNING, DEVELOPMENT AND HERITAGE

a) No Report

Councillor Griffin noted that Culture Days was held at the Town Centre on October 2. There was a tour of the heritage houses led by Robert Wood and former Mayor Michael Farmer. Sixteen drawings of the heritage homes, done by Sterling Stratton, are now located in the foyer for public viewing. The owners of the heritage homes were also given a copy of the drawings.

Councillor Griffin stated that the committee is taking the pictures that were done by Sterling Stratton, as well as some information that the committee gathered, and produced a book. The committee now needs to decide on the number of copies to be printed and possible sale of the book. Councillor Griffin noted that it is a nice piece of heritage of our Town, and nice art work.

The Town has added to its map collection with the reproduction of the Cummings Atlas of 1925. It shows property ownership in those years and it will be displayed in our main lobby.

The Planning, Development and Heritage Committee took a summer hiatus on public meetings related to the bylaw review. The committee is holding a special meeting on October 13 and there will be a walking tour and an invitation was extended to councillors who are available to attend.

It was noted that Wednesday, October 19 will be the first big public meeting regarding the bylaw. Patrick went over all the avenues being used to get the message out to residents.

b) Permit Summary

Included in the package for Council to review. Councillor Griffin noted that we are double the value of construction as compared to this time last year; we are close to eighteen million as opposed to eight million last year.

14. COMMITTEE OF THE WHOLE

a) Resolution CW008-2016 Transit Bus Purchase

Moved by Councillor Steve Ogden

Seconded by Councillor Gary Clow

WHEREAS the Town of Stratford is party to an agreement with the City of Charlottetown, Cornwall and Trius Transit to operate a seamless transit service in the three municipalities; and

WHEREAS the municipalities are responsible for providing the fleet of busses for the service, there is federal and provincial funding available for upgrading the transit fleet.

BE IT RESOLVED that the purchase of 10 refurbished buses from the City of Calgary be hereby approved with Stratford's share of the cost being \$38,700.

Discussion: It was noted that this resolution bears the recommendation of the Committee of the Whole.

Mayor Dunphy noted that the funding for the busses is 25% municipal, 25% provincial, and 50% federal.

Question: **CARRIED**

15 SAFETY SERVICES

a) No Report – The committee did not meet since the last Council meeting.

b) Street Light Report

Nil

c) RCMP Report

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

d) Humane Society Report

The Humane Society Report for the month of September was included in the agenda package.

e) Transit Report

The Transit Report for the month of September was included in the agenda package. Councillor Ogden read an excerpt of the letter from Ying Gilbert, Director of Business Services – T3 Transit as follows: *Attached please find the monthly report from T3 Transit for Stratford for September 2016. Stratford witnessed in September 2016 its best daily record since beginning transit in September 2008 – reaching 109 average passenger fares per day for regular transit service.*

Mayor Dunphy noted that the chart shows we have been increasing our numbers since March so we are going in the right direction. Councillor Ogden feels confident that with the new busses there will be more riders, and if we can make adjustments to the routes to cover the entire Town, it will ensure we have a sustainable service.

f) Fire Company

No Report

16. SUSTAINABILITY

a) Report

Mayor Dunphy gave a brief overview of his report noting that the committee met on September 29. Our community energy plan coordinator Ben Grieder gave an update on the community energy plan, and watershed coordinator Kelley Farrar gave an update on bio-diversity. Councillor Griffin added that Kelley did a lot of work on her presentation and really engaged the committee.

Mayor Dunphy noted that we are exploring a Stratford Foundation Fund, and there have been some discussions with the Community Foundation of PEI, to see if it is viable.

18. ACCOUNTABILITY AND ENGAGEMENT

a) Report

Councillor MacLean gave a brief overview of his report noting that the committee has been working on the open data policy. Mayor Dunphy asked about the timeline for the policy. Robert explained that when Council approves the policy, we want to be sure we have some datasets ready for the website, and we hope to be ready for the December Council meeting.

19. HUMAN RESOURCES

No Report

20. OTHER COMMITTEES

a) Stratford Seniors Complex – Councillor MacDonald gave a brief report noting that the committee worked on the draft budget for 2017 and it will go to the Committee of the Whole in a few weeks.

It was noted that there will be a fire drill at the complex on Monday, October 17, and residents have been notified. Councillor MacDonald noted that there was an application submitted for funding through CMHC under an energy retrofit program, but we have not heard anything back yet.

21. PROCLAMATIONS

Nil

22. OTHER BUSINESS

Councillor Ogden took a moment to compliment Town staff for their actions during the emergency school evacuations, and to also publicly thank Jody from Sobey's who provided water and snacks for the children at no charge.

Councillor Ogden stated that he went out last week with Citizens on Patrol. They have a regular schedule of places they check, and he feels they fulfill a great function for the Town. Mayor Dunphy suggested that this could be a good story for the Guardian and it would let residents of the Town know that we are being pro-active.

23. ADJOURNMENT

There being no further business, the meeting adjourned at 8:29 p.m.

Mayor David Dunphy

Robert Hughes, CAO