

## **REGULAR MONTHLY COUNCIL MEETING**

**October 14, 2015**

**Approved Minutes**

**DATE:** October 14, 2015  
**TIME:** 7:33 p.m. – 8:27 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 McAskill, Recording Clerk

**REGRETS:** Nil

**CHAIR:** Mayor David Dunphy

**1. CALL TO ORDER**

Mayor David Dunphy called the Regular Monthly Council Meeting to order at 7:33 p.m. and welcomed those in attendance.

**2. APPROVAL OF THE AGENDA**

It was moved by Councillor Diane Griffin and seconded by Councillor Keith MacLean that the agenda be approved as circulated. Motion Carried.

**3. MINUTES**

It was moved by Deputy Mayor Randy Cooper and seconded by Councillor Diane Griffin that the Regular Monthly Meeting Minutes of September 9, 2015 be approved as circulated. 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 briefly reviewed his report as follows:

- Attended the news conference where the Insurance Bureau of Canada announced the results of Stratford's rain barrel project - which was a great success.
- The Town hosted an excellent Business Mixer on September 17 and it was well attended event.
- Attended the inaugural Michael Thomas race that ended at the Stratford Town Centre. Michael Thomas' grandson was in attendance and he sponsored the race.
- Attended the 'Raise a Reader' at the Tim Hortons/Petro Can in Stratford. Another successful year raising necessary funds for literacy programs on PEI.
- Mayor Dunphy noted that he and Robert met with Paula Biggar, Minister of Transportation, Infrastructure and Energy, Robert Mitchell, Minister of Communities, Land and Environment, Alan McIsaac, Minister of Agriculture and Fisheries, and Premier Wade MacLauchlan to discuss Stratford issues.
- The Citizenship Ceremony was held this morning at the Stratford Town Centre, and 30 newcomers were sworn in as new Canadians.

**9. CHIEF ADMINISTRATIVE OFFICER**

Robert briefly reviewed his report noting that Mayor Dunphy did a presentation to the Environmental Advisory Committee on the *Water Act*, and it was very well received.

Robert stated that he and the director of planning, Patrick Carroll, met with Jennifer Cairn-Burke from the Chief Health Officer's office. Their office is hosting a Health Prevention Conference on October 30, and Robert and Patrick have been asked to do a presentation at the Health Expo. This will be another opportunity to let people know what the Town is doing.

Mayor Dunphy noted that in addition to him, Deputy Mayor Cooper, and CAO Robert Hughes will meet with provincial representative Patsy MacLean on October 15 to discuss municipal funding.

**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 is within the required parameters with the exception of the ammonia, and both staff and the Blue Frog representatives are working on a solution.
- *Inflow and Infiltration* - staff has been working with the consultant to provide as much data as possible regarding the waste water collection system. The consultant will also begin installing meters and monitoring devices throughout the system, to

collect flow data for analysis during normal and peak flows. The project will continue well into 2016.

- *Toilet Rebate Program* - phase II of the program is complete and a total of 115 rebates were given to utility customers.
- *Bellevue Road Sewer* - construction is substantially complete and customers are starting to connect to the system.
- *Rankin Water* - design work continues for this project and it will be tendered in the spring of 2016.
- *Town Hall Emergency Generator* – work has commenced on this project and it should be complete by the end of November 2015.
- *Sidewalk Construction* – the design work for the project is almost complete. The majority of the work can be completed this year, with the remainder of the paving being completed in the spring of 2016.
- *Trails* – construction of trail from the intersection of Jubilee and Shakespeare to Williams Gate is complete. This section of trail is approximately 380 m in length and will eventually connect to the Trans Canada Trail on the Mason Road. We have also been working closely with the recreation department on the design of the trail system at Fullerton's Creek. Construction of this trail system should begin in late October.
- *Provincial Water Act* – the infrastructure department provided comments to Robert, to be incorporated into the Water Act submission that was presented at a public forum on October 8, 2015.
- *Budget 2016* – work will commence on the forecast until the end of the year, and information should be available for the next meeting.
- *Water Metering* – data collected through the pilot program has been analyzed and compared to water usage across Canada and the results were very similar. In addition, an estimate was completed regarding the cost to implement a metering system including purchase, installation, and data acquisition. This information is now being analyzed in the water model to see how it will affect rates. Further information will be available soon.

It was noted that there were no major issues with the sanitary collection system or the water distribution system.

Councillor MacLean asked if there is another date set for the Blue Frog representatives to meet with the Town, and Councillor Clow replied that they will be here on October 20 and we can have a meeting if Council requires one. Councillor MacLean asked if there could be an informal meeting on site, and Councillor Clow replied that he will set it up.

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

- a) Report is included in the package for Council to review. Councillor MacDonald reviewed the report noting that all the fall programs are up and running and the recreation department attempts to provide a variety of programs for all age groups.

The Bantam AA's baseball team participated in their division at the Atlantic Tournament which was held mid-September, and they took home the silver medal.

The Annual Stratford Community Expo was held on September 26. Twenty eight groups, organizations, and clubs participated in the Expo and expressed interested in participating again in 2016.

The Lion's Club pancake breakfast fundraiser for the Stratford Elementary School and the Glen Stewart School program was held during the Expo, and 875 people attended the breakfast.

The Stratford Farmers Market joined the Expo at the Town Centre, and vendors were situated both inside and outside the recreation centre.

The Town of Stratford Arts and Culture Committee hosted Culture Days from September 25 to September 27 at the Stratford Town Centre. There were some great authors reading from their books, and most of the sessions were well attended.

The Stratford Youth Centre opened for the 2015/16 season on September 14, and attendance has been great with an average of 15 to 20 youth attending each day.

The Skate Park Steering Committee continues to meet on a weekly basis. The location has been approved and the committee is currently in the process of collecting quotes for a survey and conceptual plan. There are some fundraising projects set for the fall and the committee is now selling raffle tickets for a 'products of Stratford' basket. The draw will take place on November 23 during their community bingo night at the Stratford Town Centre.

The Town is in the running for the Aviva Community Fund for the \$100,000 prize and Councillor MacDonald encouraged everyone to go on-line and vote. There will be 30 applicants awarded prizes and we hope to be one of them.

**b) Resolution RC003-2015 Fullerton Creek Trail Extension**

**Moved by Councillor Gail MacDonald**

**Seconded by Councillor Gary Clow**

**WHEREAS** the Fullerton Creek Trail Extension tender closed on Tuesday, October 13, and

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

| <b>Contractor/Company</b>             | <b>Tender Price (HST Included)</b> |
|---------------------------------------|------------------------------------|
| MacRae Backhoeing Services            | \$123,636.68                       |
| M&M Resources Ltd.                    | \$163,590.00                       |
| Birt and MacKay Backhoe Services Ltd. | \$214,971.51                       |
| Island Coastal Services Ltd.          | \$276,740.70                       |

**WHEREAS** the low bidder will meet the indicated substantial completion date of November 27, 2015; and

**WHEREAS** the estimated cost for this project, with the low bid, including engineering, is \$134,569.28; and

**WHEREAS** a capital budget of \$225,000.00 was approved for the construction of this section of trail.

**BE IT RESOLVED** that the tender submitted by MacRae Backhoeing Services in the amount of \$123,636.68 (HST included) be accepted.

Discussion: Mayor Dunphy asked where the extension is going and the recreation director Joanne Weir explained that it is going partly through the woods and connecting to the Trans Canada Trail, and then ending at Fullerton's Marsh. She added that it will be about two kilometers.

Question: **CARRIED**

**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. Deputy Mayor Cooper noted that the Utility statements are not included in the package.

However, they would reflect the actual numbers to be in line with the budget. The only shortfall for both the Town and the Utility is that to date, we have not received any of our government grants for infrastructure projects. Other than that, the Town would have a surplus of about \$19,000. We are showing a deficit at the present time, as we are allocating the money we spent but haven't yet received. We would have a surplus of about half a million dollars in the Utility had we received any of the government grants.

**13. PLANNING, DEVELOPMENT AND HERITAGE**

**a) No Report**

Councillor Griffin noted that there was no meeting in September as there were no items ready to go before the committee for a decision.

**b) Permit Summary**

The permit summary is included in the package.

**c) Resolution PH010-2015 Jean Bellievue Home Occupation**

**Moved by Councillor Diane Griffin**

**Seconded by Councillor Steve Ogden**

**WHEREAS** an application has been received from Jean Bellievue to establish and run an Automobile Detailing Business, under a Home Occupation category, out of his residential property located at 1 Glencove Drive; and

**WHEREAS** the applicant is proposing to use the existing private detached garage, which has its own separate driveway, and have a maximum of three (3) vehicles on site at a time but the normal would usually just be one which is being cleaned and detailed; and

**WHEREAS** In accordance with Section 5.9 Development Bylaw:

- *not more than 25 % of the total Floor Area of the Dwelling is devoted to the Home Occupation;*
- *not more than 50% of the total Floor Area of any Accessory Building(s) is devoted to the Home Occupation;*
- *adequate off-street parking, separate from that required for the Dwelling, in accordance with this Bylaw, is provided;*
- *Premise Signs shall be restricted to a maximum of 0.3 sq. m. (465 sq. in.) and are non-illuminated;*
- *there is no Open Storage or Display area;*
- *the level of intensity of the Use shall not be increased to a level which would damage the integrity of the existing Neighbourhood; and*

**WHEREAS** the applicant is prepared to meet all Development Bylaw requirements and enter into a development agreement with the Town on the proposed "Home Occupation."

**BE IT RESOLVED** that approval be granted to an application from Jean Bellievue to establish and run an Automobile Detailing Business, under a Home Occupation category, out of his residential property located at 1 Glencove Drive subject to the applicant meeting all the Development Bylaw requirements and entering into a Development Agreement with the Town on the proposed “Home Occupation.”

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

Councillor MacLean asked if we people in the community are solicited for their input, or is it just something that meets the requirements and is approved, and the planning director, Patrick Carroll replied that they are not required to be notified, but the request does require Council approval in this case.

Question: **CARRIED**

#### **14. COMMITTEE OF THE WHOLE**

##### **a) Resolution CW014 -2015 Gas Tax Capital Investment Plan – Transit**

**Moved by Steve Ogden**

**Seconded by Keith MacLean**

**WHEREAS** the Town of Stratford receives an annual allocation of funds from the Federal Gas Tax Program and \$110,169 has not yet been allocated out of the 2014-19 funding Envelope; and

**WHEREAS** the Town of Stratford, as part of our obligation under the agreement for the T3 regional transit system, must pay for 15% of the cost of new buses required for the system.

**BE IT RESOLVED** that \$89,925 of the outstanding allocation be designated for transit infrastructure in accordance with the attached Capital Investment Plan and that the remaining allocation of \$20,224 be designated for trails and that the Town understands that it is responsible for its share of the funding where indicated, and for the ongoing operation and maintenance cost of the infrastructure that is funded under this program.

Discussion: This resolution bears the recommendation of the Committee of the Whole.

Question: **CARRIED**

##### **b) Resolution CW014-2015 – Shawn and Jana Shaw Land Purchase**

**Moved by Councillor Gary Clow**

**Seconded by Deputy Mayor Randy Cooper**

**WHEREAS** the Stratford Utility owns a parcel of land, PID # 874750, on the Kinlock Road that was once used for a lift station but is no longer required now that a lift station has been installed at the bottom of the Kinlock Road; and

**WHEREAS** the parcel abuts the property at 23 Saints Crescent which is owned by Shawn and Jana Shaw; and

**WHEREAS** Shawn and Jana Shaw have expressed interest in obtaining the parcel from the Stratford Utility, to consolidate with their lot so that they can install a continuous fence along that property line; and

**WHEREAS** the parcel has a market value of \$646 based on the purchase price of the adjacent lot, and the square footage of the property.

**BE IT RESOLVED** that parcel # 874750 on the Kinlock Road be sold to Shawn and Jana Shaw for \$646 to be appended to their property at 23 Saints Crescent.

Discussion: This resolution bears the recommendation of the Committee of the Whole

Question: **CARRIED**

**c) Resolution CW015 -2015 Committee Member Appointment**

**Moved by Councillor Gail MacDonald**

**Seconded by Councillor Diane Griffin**

**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 Bylaw provides for the appointment of residents by Council to provide public input to Council in its deliberations.

**BE IT RESOLVED** that Charlotte Wood-Dobson be appointed to the Events Sub-Committee for the remainder of the two year term ending November 30, 2016.

Discussion: None

Question: **CARRIED**

**15. SAFETY SERVICES**

**a) Report**

Included in the package for Council to review. Councillor Ogden stated that the director of infrastructure Jeremy Crosby has asked the province what the Town needs to do in order to have the crosswalk issue at Horton Park/ No Frills addressed. We did receive a reply from the province, and unless there is a sidewalk or trail to provide a landing area they will not put a crosswalk in.

The director of infrastructure, Jeremy Crosby, noted that he spoke with Alan Aitken from the province who advised him that the crosswalk policy is in the process of being revamped and we won't have an answer until the revamping of the policy is complete. Mr. Aitken stated that it would likely be sometime this winter before we receive an official response. Jeremy stated that he asked Mr. Aitken to outline what the Town needs to do in order to get these crosswalks in.

Mayor Dunphy agreed that it is a safety issue that we all want to have addressed.

Councillor Ogden stated that the reason we want to write a letter is to get clarification of what the Town needs to do in order to have this crosswalk installed, because this is a very dangerous area. Councillor Ogden stated that the experts need to look at it and make some recommendations and take some action, and failing that, we really need to lobby to have the situation addressed. Jeremy stated that Mr. Aitken said he would reply quicker to an email than a letter, but Mr. Aitken added that until the policy has been revamped we will not get our answer.

Councillor Cooper added that we have discussed this issue for four years and we are now getting to the point of asking the province what they require. He noted that the crosswalk has to be safe, or he would rather not see it put in at all.

Robert noted that when the crosswalk was put in at the Stratford Road, the province also put in an overhead crosswalk sign, and he feels that an overhead sign would also be required here. Robert stated that we should go on record requesting the overhead crosswalk sign for the Horton Park – No Frills area. He suggested that the committee look at making a recommendation to Council that they write a letter to the province asking them to install the overhead crosswalk sign as part of our final plan – whatever it turns out to be.

Councillor Ogden stated that we also need a decision soon on the Mason Road alignment. The fire company will be getting new equipment, and there are other things that are dependent on the alignment as well, so he would ask those involved in the discussions to highlight these facts. Mayor Dunphy noted that it was actually a point of discussion today with the Deputy and the Minister, and Councillor Ogden noted that he was happy to hear it was being discussed.

**b) Street Light Report**

No Report

**c) RCMP Report**

Report included in the package. There was a brief discussion on the number of crimes against properties, and Mayor Dunphy would like to know if the RCMP feel this is an

accurate trend. Councillor Ogden asked Robert to please make a note to contact the RCMP regarding Mayor Dunphy's inquiry.

**d) Humane Society Report**

Report included in the package.

**e) Transit Report**

Report included in the package. Councillor Ogden stated that the numbers continue to grow and the daily average is steadily climbing. He noted that there was a successful event for the 10<sup>th</sup> Anniversary of the transit system held on October 10.

There was a brief discussion on the transit numbers.

**f) Fire Company Report**

No Report

**16. SUSTAINABILITY**

- a)** Report included in the package for Council to review. Mayor Dunphy noted that we should have invited Council to attend the presentation of the Stratford and Area Watershed Improvement Group (SAWIG). The presentation was given by watershed coordinator Kelley Arnold and we will follow-up with some questions at our meeting. Mayor Dunphy added that he may bring Kelley in at some point to give the presentation to Council – either at a Committee of the Whole meeting or we may do a separate meeting.

The gateway landscaping project has started, and the contractor started work to replace the fence before the climbing vines are added. Shrubs will be planted for the screening of the lagoon that goes around two sides of the plant.

Mayor Dunphy noted that we are continuing to work with the developer of the Blue Frog System and we have not had any issues since July.

**b) Resolution SC006-2015 Community Energy Plan FCM Application**

**Moved by Councillor Diane Griffin**

**Seconded by Councillor Keith MacLean**

**WHEREAS** the Town of Stratford is a member of the Federation of Canadian Municipalities (FCM) Partners for Climate Protection Program wherein we committed to developing an action plan to reduce greenhouse gas emissions within the community; and

**WHEREAS** the Town of Stratford has a long term vision of a more sustainable community and a strategic performance management system that contains goals and

targets to achieve the vision, including goals to increase renewable energy use, to reduce greenhouse gas emissions and to increase energy efficiency within the community; and

**WHEREAS** the staff and the Sustainability Committee think it best if all of the energy related objectives are incorporated into a Community Energy Plan project where the community is broadly engaged in the development of the plan.

**BE IT RESOLVED** that an application be made to the FCM Green Municipal Fund for financial assistance for the development of a Community Energy Plan for Stratford.

Discussion: This resolution bears the recommendation of the Planning, Cultural and Events Committee via an email poll.

Question: **CARRIED**

#### **17. ACCOUNTABILITY AND ENGAGEMENT**

- a) Included in the package for Council to review. Councillor MacLean noted that Robert advised the committee that the province has launched a public consultation process on a proposed new Water Act.

Councillor MacLean noted that due to certain circumstances there was no meeting this month and the next meeting will be held on November 19, 2015.

Mayor Dunphy stated that he made the presentation on the Water Act, and the next presentation will be the Democratic Reform on November 4.

#### **18. HUMAN RESOURCES**

- a) No report

#### **19. OTHER COMMITTEES**

- a) **Stratford Seniors Complex** – Report included in the package for Council to review. Councillor MacDonald noted that there was one vacancy that will be filled on November 1, 2015. At the last meeting, the committee reviewed the 2016 operating budget, and it will be discussed further at the next meeting.

Councillor MacDonald stated that new smoke alarms have been installed in the building, including strobe light alarms for the hearing impaired. The capital replacement plan is also being reviewed for CMHC.

We have filled the snow removal position with Coverall Snow Removal. The contract price is \$2,500.

#### **20. PROCLAMATION**

Nil

**21. OTHER BUSINESS**

- a) It was noted that the next Council meeting will be held on November 12, 2015, as our regular meeting date fall on Remembrance Day.

**22. ADJOURNMENT**

There being no further business the meeting was adjourned at 8:27 p.m.

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**David Dunphy, Mayor**

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**Robert Hughes, CAO**