

REGULAR MONTHLY COUNCIL MEETING

October 12, 2011

Approved Minutes

DATE: October 12, 2011
TIME: 7:37 p.m. - 9:00 p.m.
PLACE: Stratford Town Centre, 234 Shakespeare Drive

PRESENT: Deputy Mayor Gary Clow; Councillors Diane Griffin; Steve Ogden; Steve MacDonald; Emile Gallant; Randy Cooper; Robert Hughes, CAO; Joanne Weir, Assistant Recreation Director; Jeremy Crosby, Manager Public Works and Utility; Kim O'Connell, Manager of Finance and Administration and Mary McAskill, Recording Clerk

REGRETS: Vahid Ghomoshchi, Director of Planning

CHAIR: Mayor David Dunphy

1. CALL TO ORDER

Mayor Dunphy called the Regular Monthly Council Meeting to order at 7:37 p.m. and welcomed those in attendance.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. MINUTES

It was moved by Councillor Steve MacDonald seconded by Councillor Diane Griffin that the September 14, 2011 Regular Monthly Council Meeting Minutes be approved as circulated.

4. BUSINESS ARISING FROM MINUTES

Mayor Dunphy noted that there was one issue regarding the water system on the lower Rosebank Road and we will be meeting with those residents next Tuesday, October 18 at 7:30 p.m. to discuss the issue. Mayor Dunphy stated that he and Councillor Ogden, as well as Deputy Mayor Clow, Jeremy Crosby, and Robert Hughes will attend the meeting.

5. PRESENTATIONS FROM THE FLOOR

Nil

6. CARI REPORT

Included in the package for Council to review.

7. CORRESPONDENCE

Included in the meeting package for Council to review is a list of all correspondence received since the last Council meeting.

8. MAYOR'S REPORT

Included in the package for Council to review. Mayor Dunphy gave an overview of his report noting that since the last Council meeting he attended the following events and meetings:

- participated in the Stars for Life 'Mayor's Cup' at the Belvedere Golf Club
- made a presentation to the Greater Charlottetown Area Chamber of Commerce Board of Directors 'Stratford Update'
- attended building committee meeting
- attended Economic Development Committee meeting
- attended the 'Grand Opening' of the Stratford House of Excellence
- attended the first Diversity and Inclusion Committee meeting
- participated in the Guardian's Raise-a-Reader campaign at the Stratford Robin's Donuts
- along with Robert Hughes and Doug Deacon met with Neil Stewart of Innovation PEI which is part of the Department of Innovation and Advanced Learning
- attended the Islanders by Choice Reception along with Councillor Cooper
- attended the Election 2011 Candidates Forum for districts 5 and 6
- volunteered with the Stratford and Area Watershed Group to plant trees in Keppoch Park
- sent a letter of congratulations to Premier Ghiz and requested that when he is putting together his cabinet that he include representation from the Town of Stratford

Mayor Dunphy took a moment to congratulate James Aylward on his election as MLA for the Town of Stratford, and we look forward to working with both Alan McIsaac and James Aylward over the next four years.

Councillor Ogden wanted to note that regarding the tree planting, we had asked Bus Gay if he could line up a backhoe for us to get the trees planted, and there wasn't one available so Bus dug eight of the holes himself. Mayor Dunphy noted that the group from MacPhail's Woods, who donated the trees was also there helping out.

9. CHIEF ADMINISTRATIVE OFFICER

Included in the package for Council to review. Robert gave a brief overview of his report noting that he attended an Act Review Committee meeting earlier today and the committee continues to meet every two weeks. He noted that we are making progress and are about 50 percent through the first draft of the new act.

Robert noted that the consultants for the Regional Active Transportation Plan are going to be here again next week to meet with stakeholders, and all councillors have been invited to meet with them individually and the meeting time can be setup through Mary McAskill. Robert noted that focus group sessions will be held for business/tourism; seniors/special needs; health and active living; and environment/sustainability representatives, to ensure we get as much input as we can from the public.

Councillor Ogden asked about the launch of "Results Matter" and Robert replied that we

have invited members of local marketing firms to have a roundtable discussion with us on October 21, to talk about communication strategy and branding and how it fits into Results Matters, and we hope to have the launch next January.

10. **PUBLIC WORKS**

a) Report

Councillor MacDonald gave an overview of his report.

Sidewalk construction 2011 - the tender closed on October 6, 2011 and a resolution is in the agenda package recommending the awarding of the project to Island Coastal. The resolution will provide further details. Councillor MacDonald noted that the majority of the work is scheduled to be completed in 2011.

Compact Utility Vehicle - this tender closed on October 7, 2011 and only one tender was received from Reddin Farm Equipment and it met all the required specifications and is within the approved budget.

Trans Canada Trail - a meeting was held last week with acting director Jane Murphy of the Trans Canada Trail (TCT) regarding the construction of the trail in Stratford. Ms. Murphy was excited to hear that this section of trail may be constructed in the Town. She also indicated that TCT may fund up to 50% of the construction cost of the section of trail. Councillor MacDonald noted that Doug Murray and Jeremy Crosby are working on budget numbers and the trail route location to be presented to the Public Works Committee.

Councillor MacDonald also gave an update on the duties of the outdoor staff.

Councillor Ogden stated that he had a question from a resident today regarding the disposition of assets. He noted that there is a truck that is being advertized in the paper today and is subject to a reserve bid. The resident thought that the reserve bid meant someone in the Town made a bid on the vehicle and Councillor Ogden assured him that was not the case, and that the reserve bid is based on an appraisal. Councillor Ogden asked what the appraisal is based on and Jeremy replied that we look at the book value of the vehicle and put it through an appraisal program. Jeremy also noted that if the reserve bid is not met, the vehicle is not released. Councillor Ogden asked how long the vehicle is required to be advertized, as the resident had asked why the vehicle was only advertized for two days (Tuesday and Wednesday) and bids were required to be in by 1:00 p.m. on Thursday, and Jeremy replied that we follow the requirements of our procurement policy.

Mayor Dunphy noted that the Mayflower Seniors Club has put in a request for a storage area and Councillor MacDonald replied that they wanted to be sure the request was submitted in time for the budget deliberations.

b) Resolution PW003-2011 - Keppoch Road and Mason Road Improvements

Moved by Councillor Steve MacDonald

Seconded by Councillor Randy Cooper

WHEREAS the Keppoch Road and Mason Road Storm Sewer/Sidewalk and Bike Path Extension tender closed on Thursday, October 6, 2011; and

WHEREAS the two tenders received for the completion of the work are as follows:

Contractor	Tender Price (GSTI)	Mason Road Completion Date	Keppoch Road Completion Date	Total Work Days
Birt & MacKay Backhoe Services Ltd.	\$905,141.64	June 19, 2012	August 14, 2012	77
Island Coastal Services Ltd.	\$910,135.80	November 17, 2011	June 30, 2012	33

AND WHEREAS the two tenders received are close in price, but have significant differences in their tentative schedules. The low tenderer proposes to start and finish the work in 2012, while the second lowest tenderer proposes to finish the majority of the project in 2011, with the exception of the asphalt paving on the Keppoch Road; and

WHEREAS due to a portion of the project being financed by the Prince Edward Island Department of Infrastructure Renewal, it is important that the majority of the work be completed in 2011. After the tender closing the low tenderer was asked if he would match the construction schedule of the second lowest tender. They advised that they could not complete either of the sites in 2011. Based on this, the tender submitted by Island Coastal is preferable.

THEREFORE BE IT RESOLVED the budget for the project is \$900,000. The total cost of the project including engineering \$944,993.70 and when the GST is removed the total project cost is \$899,994.00.

BE IT FURTHER RESOLVED based on the project cost being within budget and the information above, the project be awarded to Island Coastal Services Ltd. for the tendered amount of 910,135.80 GSTI.

Discussion: For clarification Mayor Dunphy stated that the low tender, Birt and

MacKay, cannot complete the project until 2012, therefore the recommendation is to select the higher tender, Birt and MacKay, so the majority of the work can be completed this year. Jeremy replied that is correct. The Department of Highways is a partner with us on this project and they want the majority of work completed this year. He also noted that with the longer schedule, the Town could incur more costs.

Councillor Gallant asked how much was being done and Jeremy replied approximately 700 meters on Mason Road from the existing section down to Williams gate where the new homes have been constructed, and near a kilometer from Skylane to Bonivista on the Keppoch Road.

Robert stated that usually when we award these tenders, we take the tender price and add the number of days of work multiplied by the inspection rate for our consultant and then take the total price. Robert asked if we did that in this case and Jeremy replied that in this instance the rfp that went out for the consulting services was lump sum. Robert asked if there was a clause in the contract about finishing the work at a particular time and Jeremy replied that as much as possible will be completed in 2011, depending on weather, but both contractors indicated the work would be completed in 2012, however one contractor indicated that he would not be able to start the work in 2011 which was a point of interest for us.

Councillor Gallant asked about the funding and Robert replied that 50% of the cost is being provided directly by Transportation and Infrastructure Renewal for the ditch infilling and we are using gas tax money for the sidewalk and bikelanes part of it.

Councillor Ogden stated that this was voted on as a budget item for this fiscal year and he asked what portion is paid out of this year and what portion would be paid out next year and does it leave us with a significant carry over? Robert replied that what we do for capital budget is we would re-budget for the unfinished portion of the work for next year. The capital budget expires in the year so if we don't complete the work, we come back and ask for whatever amount is left and we won't know what that is until the contractor submits his bill.

Councillor Ogden confirmed that this won't prevent us from doing any sidewalks next summer and Robert replied that is correct.

Question: **CARRIED**

11. STRATFORD UTILITY CORPORATION**a) Report**

Included in the package for Council to review. Councillor Ogden gave an overview of the report noting that there was a rate study presentation to the Utility Corporation and Council on September 7 by the consultants.

Wellfield Exploration - the utility is in the process of drilling an exploratory well on another piece of property in the Town. This is a result of issues with acquiring land around the original exploration wells drilled in 2010. Drilling of the new well could start before the end of October.

Rosebank Cottage Area Water System - the utility is working with approximately 12 property owners who are currently connected to a seasonal water system. The owner of this system plans on terminating service to these property owners after this season and the owners are requesting assistance from the utility to maintain some level of water service from the existing system, or a new system.

Councillor Ogden noted that the fall flushing of the water system will begin this week; the wastewater treatment plant sample results have been improving dramatically since the introduction of the Biologic SR2 solution; and the sanitary sewer collection system will be flushed following the flushing of the water system.

Councillor Ogden noted that there was one emergency call out to the Stratford Esso for a sewer blockage.

Councillor Cooper, referring to the exploration of a new wellfield, asked if we will be negotiating the price before the drill goes in the ground, as we want to be sure the land owner wants to sell before we proceed, and Robert replied that we have had some negotiations with this particular land owner in the past, so we know what their conditions are.

Councillor Ogden stated that it is imperative that we find a new source of water very soon because we are at about 85% capacity, and we have some infrastructure money set aside for this purpose, but there is a deadline and it is approaching.

a) Financial Statements

Included in the package.

12. RECREATION AND ENVIRONMENT**a) Report**

Included in the package for Council to review. Councillor Griffin gave a brief overview

of the recreation report. She noted that the fall/winter program flyer was distributed to residents the second week of September. More than 40 programs and special events are included in this year's flyer, and this year's activities follows our mandate to offer as many choices as possible to a wide variety of age groups.

Some of the new programs this year include: after school Zumbatomic for grades 1, 2 and 3 starting on October 11 for eight weeks; adults Yoga; beginner and intermediate tennis lessons, and noon time Zumba.

Councillor Griffin noted that our partnership with GO PEI has enabled the department to offer several 'free' programs to the public.

It was noted that a playground tender to install playground equipment at various neighbourhood parks was issued and new play equipment will be installed at Williams Gate and Keppoch Park this fall.

Councillor Griffin noted that our representative teams in the Stratford Soccer Program performed very well this year with the highlight being the capture of a provincial title for the Under 16 Boys Team.

The Annual Hit and Hunt Golf Tournament was hosted by the Town and our local Rotary Club at Fox Meadow in September and a total of 16 teams participated in the event.

Environmental

It was noted that our sustainable economic development coordinator, Doug Deacon, is joining ACOA's best practice mission to New England States the last week of this month, and the focus is on waterfront and cultural development.

Councillor Griffin stated that another great opportunity is the spring tulip festival (with the Minister of Tourism/ Points East Coastal Drive), and seven municipalities will plant 100,000 tulips, and Stratford's planting will be 20,000.

It was noted that the watershed group engaged in repairing the dyke structure at Jenkin's Pond preventing further erosion or washout, and the Canada World Youth helped plant trees in two Town parks. The MacPhail Woods project is engaged in planting in three parks, and the Walmart Green Fund is planting in Keppoch Park.

Watershed coordinator Kelly Arnold completed a natural heritage study and developed an inventory of the ecological lands within the Town, and this has been presented to the planning department.

Councillor Griffin noted that we are developing a research project on climate change and this is in partnership with the Institute of Island Studies. Morell and Stratford are the two communities in this effort.

Deputy Mayor Clow asked if there were any cricket games taking place and Joanne Weir replied that they are finished for this year. There was a brief discussion about the cricket field, and it agreed that we will do something next spring to bring attention to the fact that there is a cricket field in the Town.

Joanne stated that we are also looking at revising next year's expo to a one day session instead of two now that Pownal Minor Hockey will be doing their registration on-line. Councillor Cooper noted that there was a delay in getting our newsletter out that contained the expo information, and this probably contributed to the numbers being down this year.

13. FINANCE AND ADMINISTRATION

a) Report

Included in the package for Council to review. Councillor Cooper noted that the Finance Committee held a meeting in September and most of the meeting was spent reviewing requests that came in over the summer. These were requests that met the policy guidelines and were looked after by staff. Councillor Cooper stated that we are now preparing for year end and getting ready for the budget process for 2012. He noted that things have been moving along quite well, and we are in a good surplus position. Councillor Cooper also noted that there were some items we budgeted for this year that didn't take place.

Councillor Cooper noted that in these changing times and global difficulties, the Finance Committee has asked that we hold the line on our expenses. Councillor Ogden stated that what we need to keep in mind is that we are a new community and the third fastest growing community in PEI, and our residents need services, so we have to put in the infrastructure.

Mayor Dunphy noted that the budget process is going to be starting soon and we always try to put some emphasis on community engagement - getting some input from our residents on their priorities. He asked if any thought has been given to what we will do this year, and Councillor Cooper replied that we do have a lot of tools such as our website and a mass email list compiled. We have to make sure we make good use of these tools and communicate with our residents in a timely fashion. He noted that with the election last year things got pushed forward a bit, but we hope to have meetings set up in a timely fashion this year.

b) Financial Statements

Included in the package for Council to review.

14. PLANNING AND HERITAGE**a) Report**

Included in the package for Council to review. Deputy Mayor Clow noted that one of the main items that came out of that the last meeting was the Official Plan Review. The official plan is the most important legal document of the Town. All documents are based on the official plan, and it is the foundation for any development activity, and every five years the Town is required to review and renew its' official plan and the process of preparing a plan to complete the review is underway.

b) Permit Summary

Included in the package for Council to review. Deputy Mayor Clow noted that multi-family units are up and single family dwellings are down from last year, but overall we are up 13 percent.

Deputy Mayor Clow noted that he has received a lot of positive feedback on the new Petro Canada/Tim Horton's that has just opened.

Councillor Gallant stated that he has been receiving calls from residents who are concerned about people putting in pools and decks without permits, and these residents would like to do a presentation to the planning board. Councillor Gallant noted that he has advised them to put their concerns in writing and forward them to the planning board. Deputy Mayor Clow replied that he has also received some calls on this issue and it will be added to the next meeting agenda, and added that he would welcome a presentation at a planning meeting.

15. COMMITTEE OF THE WHOLE

Nil

16. SAFETY SERVICES**a) Report**

Included in the package for Council to review. Councillor Gallant stated that the committee met in September and Corporal Roy from the RCMP was in attendance and there was a good discussion on several issues. One item discussed at past meetings was when there are multiple break-ins does the RCMP send out a report to advise the media and Corporal Roy stated that they do. Mayor Dunphy asked if it would be possible for the RCMP to copy the Town on these media releases and Councillor Gallant replied that he will pass the request along.

The Traffic Safety Committee met following the Safety Services Meeting. Councillor Gallant stated that the final meeting will be held in the next few weeks and a final report will be prepared and submitted to the Safety Services Committee.

b) Street Light Report

No Report

c) RCMP Report

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

d) Humane Society Report

No Report.

e) Transit Report

Included in the package. There was some discussion on the report and the route changes and Mayor Dunphy asked if we can put something on our webpage noting the Stratford pickups and drop offs.

f) Fire Company Report

Councillor Gallant noted that the fire company held their annual event which was well attended, and they were able to recruit six or seven new fire fighters.

17. ECONOMIC DEVELOPMENT**a) Report**

Included in the package for Council to review. Mayor Dunphy noted that we invited members of the business community to our last meeting to discuss what the committee could be doing to attract more business to the Town and we had a very good discussion. One of the things that came out of that meeting was that phase I of the business park is full, and there is no space in the Town for rental. If a company wanted to set up in Stratford there is really no space available, and it was suggested that the Town needs a professional multi use office space building to attract businesses long term. Mayor Dunphy noted that at our next economic development meeting, we will be discussing all the ideas that were put forth at the last meeting.

Mayor Dunphy noted that he, Robert Hughes and Doug Deacon met with Innovation of PEI to discuss a number of items in terms of commercial development in Stratford and plan to meet again to continue the discussion.

Mayor Dunphy noted that we are growing slowly but surely. The House of Excellence had their grand opening and new Petro Canada/Tim Horton's is now open.

It was noted that Murphy's Pharmacy has started an evening clinic above the Southport Pharmacy and the clinics are held on Tuesday, Wednesday and Thursday evening from 6:00 p.m. - 8:00 p.m.

18. HUMAN RESOURCES

The next HR meeting will be held on Thursday, October 13, 2011 at 8:00 a.m.

18. OTHER COMMITTEES

a) Stratford Seniors Complex

Included in the package for Council to review.

19. PROCLAMATIONS

Nil

20. OTHER BUSINESS

Nil

21. ADJOURNMENT

There being no further business the meeting adjourned at 9:00 p.m.

David Dunphy, Mayor

Robert Hughes, CAO