

REGULAR COUNCIL MEETING
September 14, 2022
Approved Minutes

DATE: September 14, 2022
TIME: 4:00 p.m. – 5:30 p.m.
PLACE: Council Chambers

ATTENDANCE: Deputy Mayor Gary Clow; Councillors Derek Smith; Darren MacDougall; Jill Burridge; Steve Gallant; Jeremy Crosby, CAO; Kevin Reynolds, Director of Planning; Kim O’Connell; Director of Finance; Jeremy Pierce, Deputy CAO and Director of Recreation, Culture, and Events; Jeannie Gallant, Director of Infrastructure; and Mary McAskill, Recording Clerk

REGRETS: Councillor Gail MacDonald

GUESTS: Constable Haight

CHAIR: Mayor Steve Ogden

1. CALL TO ORDER

Mayor Steve Ogden called the Regular Monthly Council Meeting to order at 4:00 p.m. and welcomed those who were viewing via social media.

Mayor Ogden took a moment to acknowledge the land upon which we gather is the unceded territory of the Mi’Kmaq people, and we pay our respects to the Indigenous Mi’Kmaq people of this territory past, present, and future.

MOMENT OF SILENCE - QUEEN ELIZABETH II

Mayor Ogden called for a moment of silence to honour our head of state Queen Elizabeth II who recently passed away. A moment of silence was observed.

2. DECLARATIONS OF CONFLICT OF INTEREST

No declarations were made.

3. APPROVAL OF THE AGENDA

It was moved by Councillor Derek Smith and seconded by Deputy Mayor Gary Clow that the agenda be approved as circulated.

4. ADOPTION OF THE MINUTES

It was moved by Councillor Steve Gallant and seconded by Councillor Darren MacDougall that the Regular Council Minutes of August 10, 2022, be approved as circulated. Motion Carried.

5. BUSINESS ARISING FROM THE MINUTES

Nil

6. PRESENTATIONS FROM THE FLOOR

Nil

7. MAYOR'S REPORT

The report was included in the agenda package for Council to review. Mayor Ogden reviewed his report as follows:

- Had the pleasure of hearing the great news that Stratford is the first community to achieve Milestone 4 for its' Energy Plan
- Met with representatives of PACE Atlantic to discuss future plans for the Switch Program
- I was pleased, and assisted by Councillor MacDonald, and Jade Verra, Research and Engagement Coordinator, to present a contribution on behalf of the Town to Ocean 100 Stuff-a-Bus Campaign
- Together with Duane Pineau, Youth and Family Coordinator, met with members of the Duffy family to discuss plans for the 'Walk' in honour of Cheryl Duffy to be held on September 24, 2022
- Had the honour of participating, along with members of the Ukrainian community, Town staff, and Councillors in a ceremony to celebrate Ukrainian Independence Day
- Had the honour, along with Councillors MacDonald and Gallant, and Jeremy Pierce, Recreation Director, of participating in a ceremony to officially welcome the Canada Games Flag to PEI
- Along with Councillor Burridge, CAO Crosby, infrastructure supervisor Joe Driscoll, and RCMP Cst. Doucette, met with residents of Rosebank Road to discuss speed control approaches in their neighborhood

8. CHIEF ADMINISTRATIVE OFFICER (CAO) REPORT

Report was included in the agenda package. The CAO gave an overview of his report as follows:

- Enjoyed a few weeks off the first few weeks of August to recharge and enjoy the Island
- Met with representatives from the Humane Society regarding their contract and dog licensing
- Department head meeting to discuss Town projects and initiatives
- Attended the Municipal Bylaw session put on by the province
- Attended the monthly CAO department meeting

- Attended the Stratford Community Campus stormwater review meeting
- Housing supply challenge meeting to discuss the next steps in the program
- Monthly staff meeting to discuss Town projects, initiatives, and events
- Attended an AIM Network presentation
- Attended the monthly Committee of the Whole meeting
- Attended the community energy plan update and presentation by student intern Ashton Dudley
- Meeting to discuss active transportation presentation material
- Meeting to discuss the Stratford Community Campus site grading plan
- Meeting with MRSB to review and discuss the audited financial statements

In addition to the above, continued work on the organizational review RFP as time allowed, updated the Stratford Switch Program file, spent considerable time on the community campus file, reviewed infrastructure projects and timelines, reviewed the Grants and Donations Policy, and dealt with various staff human resource related issues. In addition, attended to other Town and Utility related business as required.

Councillor Smith – Her Majesty Queen Elizabeth II

In the last week, Stratford, PEI, and Canada lost a very special monarch, Her Majesty Queen Elizabeth II. On behalf of the Stratford Town Council, I would like to extend our most sincere condolences to the Royal Family. Queen Elizabeth's faith and leadership to the people she served will be missed.

We also wish our new king, King Charles III, the very best in his new reign.

9. SAFETY SERVICES

a) No Report – the committee did not meet in August. The next meeting will be held later in September.

b) Street

No Report

c) RCMP

Councillor Smith reviewed the report for the month of August as follows:

- 11 motor vehicle accidents - two had reportable damage
- 34 tickets and 13 warnings issued
- 3 - 911 calls
- Responded to 3 Fire Prevention Act calls
- Responded to 2 calls under the Trespass Act

- There were 66 index checks completed
- Councillor Smith noted that bicycle thefts are still happening in the Town

Constable Haight noted that he personally checked upwards of 450 to 500 cars and found 47 of the cars were unlocked and three actually had the keys in the ignition. He added that he left a note to advise the owners that their vehicle was checked, and that he found valuables in sight and keys in the ignition – as a reminder to residents to lock their vehicles.

Councillor Smith asked how Operation *Ice Cream Giveaway* went and Constable Haight replied that it went very well. He noted that the owners of 'What's the Scoop' provided the RCMP with 70 coupons to present to youth who they 'caught' being law abiding citizens.

Councillor Burrridge felt that both the 'car check' and the 'ice cream giveaway' initiatives were fantastic.

Mayor Ogden also thanked the RCMP for attending the meeting with the Rosebank Road residents to discuss speeding traffic in their area.

d) Humane Society Report

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

e) Transit

The report for the month of August was included in the agenda package. Councillor Smith noted that transit numbers continue to increase which is good news.

f) Cross Roads Fire Department

The report for the month of August and the fire chief's report was included in the agenda package. Councillor Smith noted that there is a recruitment drive being held at the Cross Roads Fire Hall later this evening and hopefully it will be well attended.

Councillor Smith noted that the Board will meet next week, and he will have more information to report next month.

10. RECREATION, CULTURE AND EVENTS

a) Report

The report was included in the agenda package. Councillor Gallant gave an overview of projects and items being worked on within the recreation department:

Recreation Culture and Events – There were no meetings during the summer months; the committee will meet on September 22, 2022. Updates and discussions will take place pertaining to the waterfront park, community campus, active transportation, arts and culture programs and events, and the committee will preview fall and winter planning.

Arts and Culture – The Arts and Culture Sub-Committee met on September 8, 2022. It was the first full committee meeting since March. The interactive public art piece for Pondside Park – the ‘Leap’ by Stratford artist Gerald Beaulieu will be ready before the end of September. The long awaited project experienced material delays and will be a welcome addition to Pondside Park.

Adult and youth programs are open for registration with classes beginning in October.

Stratford Youth Centre and Council – The Youth Centre Leadership Committee recently had their trip to Moncton. The trip included six youth and two adults.

The youth centre opened on September 12, 2022, for the season and programs and clubs will start in October.

The youth centre will hold two big fundraisers/community events in September – both during Stratford Fall Fest. They include a fun fair and we will be introducing a new event – the Cheryl Duffy Memorial Walk. The ‘walk’ will take place on Saturday, September 24, 2022, at Cotton Park. Participants of all ages and abilities are welcome to participate in a 1K, 2K, or 5K walk. There is an option to register as an individual or a team and although there are no fees participants are asked to collect donations, sell raffle tickets, or fundraise for the event. All proceeds will go to the youth centre and to the new Cst. Cheryl Duffy Stratford Youth Centre Bursary/Award. This will be awarded annually to a youth centre member attending post secondary education.

Events – The Fall Fest will be held at Cotton Park on September 23, 24, and 25, 2022. Activities will include such things as a family fun fair, dance and music performances, demonstrations, and a lit trail each evening.

Programs – Fall program registration is now open, and the Skills and Drills Program will start on October 8, 2022.

Provincial Championships – The Town of Stratford is proud to have worked with Stratford Baseball and Stratford Stealers Softball to host several provincial championships at Stratford ballfields this September.

Congratulations to the U11 AA Stratford A's coached by Brent Byrnes, Andrew MacNeill, Josh Toombs, Troy Coffin, and Matt Bradley on winning the U11 AA provincial championships in Cardigan. The team will represent PEI in Bridgewater, Nova Scotia at the Atlantics.

Fitness Area and Gymnasium - Daily attendance in the Town Centre fitness area appears to be returning to pre-Covid numbers. The expectation will be that numbers continue to rise for the fall and winter seasons. The Town is committed to continuing the increased cleaning levels implemented during the Covid pandemic to help mitigate any concerns of our guests.

Indian Festival Onam - The Town was proud to host the Indian Festival Onam on Saturday, September 2, 2022, and approximately 250 people attended.

Reptile Pet/Expo - The Town will be hosting a reptile/pet expo in the gymnasium on Saturday, September 24, 2022.

11. FINANCE AND TECHNOLOGY

a) Report was included in the agenda package for Council to review. In the chair's absence, the vice-chair gave the report as follows:

- The auditor met with Council and staff to finalize the financial statements and they are now on the Town's website. It was noted that the Town had another clean audit
- Work is being done on the tourism levy based on comments received from the committee and will now go to the Sustainability Committee for review
- A virtual meeting was held with Switch program representatives to discuss future options
- There was a virtual meeting with Reeve Consulting regarding our Sustainable Procurement Policy
- Met with Vue Works to discuss their product and requested GIS assistance for a sewer upgrade
- Researching what other municipalities are using for municipal software
- Some staff members and some councillors attended an Asset Management Conference that was held in Charlottetown – excellent conference.

b) Financial Statements

Included in the agenda package for Council to review.

12. PLANNING, DEVELOPMENT AND HERITAGE

a) No report – the committee did not meet in August.

b) Permit Summary

Included in the agenda package for Council to review. Councillor MacDougall briefly reviewed the summary.

c) Resolution PH030-2022 – A003-22 Zoning and Development Bylaw #45 – Home Occupation Text Amendments – 1st Reading

Moved by Councillor Darren MacDougall

Seconded by Deputy Mayor Gary Clow

WHEREAS several text amendments to the Zoning and Development Bylaw #45 have been identified to modernize the Home Occupations section to reflect changing times and to respond to new opportunities, as well as other text amendments bringing updated language to improve the Zoning and Development Bylaw #45; and

WHEREAS a public meeting was held on July 27, 2022, at 7:00 p.m., and was live streamed on the Town's Facebook and YouTube. Residents were given until August 1, 2022, to submit their comments; and

WHEREAS one comment was received from the public regarding the required text amendments.

BE IT RESOLVED that Bylaw #45-L, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, be hereby read and approved a first time.

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

Planning director Kevin Reynolds noted that the majority of the amendments have to do with home occupation. He stated that following the public meeting there was a detailed discussion at the Committee of the Whole meeting. Following that discussion there were some amendments made to the bylaw document that included the number of employees allowed and the business hours. Kevin added that we want to ensure that residential comes first.

Mayor Ogden stated that this bylaw strikes a balance between entrepreneurship and ensuring residents are not inconvenienced.

Councillor Burrridge acknowledged that some very intensive research was done by planning and development technician Sarah Kennedy and town planner Dale McKeigan.

Councillor Gallant also acknowledged the research that was done, and he felt that this bylaw gives the Town a strong guideline for home occupations.

Question: **CARRIED**

d) Resolution PH031-2022 – Temporary Use – Food Truck Request – Cotton Centre Property

Moved by Councillor Darren MacDougall

Seconded by Deputy Mayor Gary Clow

WHEREAS the Recreation, Culture & Events Department for the Town of Stratford submitted a Development Application (DP197-22) for a Temporary Use (Food Truck) to be located on the Cotton Centre property adjacent to and behind the Gertrude Cotton building as part of the Town's annual Fall Fest; and

AND WHEREAS in accordance with the Zoning and Development Bylaw #45, Section 8.20 Temporary Uses, where Council deems that there would be no health or safety risks to users and there would be no significant nuisance created for adjoining properties; and

WHEREAS Council may issue a temporary Development Permit enabling the temporary erection of a Building or Structure and/or the Temporary Use of land to accommodate a celebration or event and the duration of a Temporary Use permit shall not exceed thirty (30) days; and

AND WHEREAS Council may attach conditions to a Temporary Use permit which are appropriate to ensure the health and safety of residents, visitors, and neighbouring residents, or to minimize any potential nuisances.

BE IT RESOLVED that Council grant approval to an application for a Temporary Use (Food Truck) to be located on the Cotton Centre property subject to the following conditions:

1. That the Food Truck shall be located on the Cotton Centre property (as per the site plan) from September 22 to September 25, 2022, and the hours of operation for these days shall be from 12 noon to 9 p.m.
2. That the Food Truck vendor shall provide the Town with a valid copy of the Food Service License/Permit, and any other relevant License/Permit, issued by

the Province prior to the Food Truck being located on the Cotton Centre property.

3. That the Food Truck vendor shall ensure the clean-up of all debris around the location and the site is reinstated to its previous condition prior to the event.

Discussion: Mayor Ogden noted that this temporary permit is to allow food at the Fall Fest event. Recreation director Jeremy Pierce stated that the department reached out to some different organizations and worked with the planning department to obtain the temporary permit.

Deputy Mayor Clow stated that he supports having the food truck, but he would like to see something in the bylaw that would apply to everyone. He referred to the food truck that MacKenzie Produce was asked to close down a few years ago, and Kevin noted that they are located on the Trans Canada Highway (TCH) and a food truck on an agricultural use driveway on the TCH is not permitted. Kevin noted that this issue is on his workplan and added that some questions were included in the last resident survey regarding food trucks, and a lot of positive feedback was received. He added that when we look at food trucks, we need to look at where we will allow them. He stated that Charlottetown has a Vendor Bylaw that is completely separate from the Zoning and Development Bylaw and specifically notes where food trucks are allowed.

Question: **CARRIED**

13. INFRASTRUCTURE

a) Report

The report was included in the package. Deputy Mayor Clow highlighted some of the items from his report as follows:

Waterfront Park – The maintenance building on site has been painted to match the new pump station building which improves the area greatly.

Drainage piping was installed through the park to control a spring that was discovered on site. Hydroseeding of the site has been complete. There is minor cleanup for the contractor to complete.

Coles Associates is finalizing the design of the boardwalk and expects to have a tender package ready by the end of the month.

Inflow and Infiltration Reduction Program – A tender is being prepared to complete cured-in-place pipe lining on MacDonald Road and East River Drive. This same process was used last year to renew sewer mains on Clifford Road and East River Drive. The two sections of sewer main selected for this year are concrete pipes showing deterioration of the joints where infiltration occurs. The lining is expected to be complete this fall.

Pondside Watershed Restoration – Three tenders were submitted, with two considered overpriced and one quite low. The low bidder was not comfortable and forfeited their bid. Changes were made to the scope of work and the three were asked to bid on the project again, but only one bid was received.

Keppoch Road Sidewalk Replacement – A resolution is being brought forward recommending that the project be awarded to Earthform Landscaping in the amount of \$224,000 plus HST. Earthform is scheduled to begin work later this month.

Corish Pump Station Upgrades – The consultant is reviewing changes to the station upgrades that may reduce the project costs to remain within budget, as the first tender only received one bid which was three times over budget. The revised project will likely be re-tendered through the winter with construction to begin in the spring.

Landmark has begun the forcemain installation along Kinlock Road and it is progressing well.

Community Campus Site Servicing – In collaboration with the province, the Bunbury Road and campus road intersection alignment is being finalized. The province has committed to installing a lighted intersection where the campus road will line up with Duffy Road and will acquire any lands required to accomplish this.

Meetings have been held with the Provincial Department of Environment, Ducks Unlimited, and the adjacent property owners to begin discussion of options for stormwater management and discharge into the adjacent wetlands. Information is being gathered so decisions can be made, and the design finalized.

The consultant is preparing a site grading plan to determine if material from the school site can be utilized on the Town property as fill. Preliminary indications show that there will be a significant volume of material required to be removed from the school site.

Kinlock Road Multi-Purpose Path – Two proposals were received and they were reviewed by a team of three. WSP Canada Inc. scored the highest and was awarded the design and contract administration services in the amount of \$46,575 plus HST. The

tender package will be ready for issue in January with construction to begin in the spring.

Infrastructure staff has been busy with the following:

- Grass cutting and maintenance of flower beds and planter boxes is ongoing
- Sports field maintenance, playground maintenance, building maintenance, and trails and sidewalk maintenance are all ongoing
- Speed hump installation and relocation, including planning for permanent speed hump installation on Rosebank Road
- Bylaw complaints and investigations are ongoing
- Tenders for the snow removal contract, Town Centre painting, and a new tractor were issued
- Water system sampling and maintenance is ongoing, fire hydrant and valve maintenance and exercising is underway
- Water and sewer inspections and water turn-ons for new development is ongoing.

During the month of August, there were no major sewer or water emergencies.

Deputy Mayor Clow took a moment to congratulate Carter Livingstone who applied for the project manager position and was successful.

b) Resolution INC006-2022 Keppoch Road Sidewalk Replacement

Moved by Deputy Gary Clow

Second by Councillor Derek Smith

WHEREAS the replacement of approximately 255 meters of sidewalk along the Keppoch Road from Pondside Park to Woodlane Drive was approved in the 2022 capital budget; and

WHEREAS a tender was issued for the replacement of the 255 meters of sidewalk, and for the replacement of the corner section of sidewalk at the intersection of Kinlock and Stratford Roads, where the utility had to excavate to complete an emergency repair to a water valve last winter; and

WHEREAS Earthform Landscape Professionals was the only bidder with a price of \$224,000 excluding HST; and

WHEREAS the approved capital budget for Active Transportation projects is \$1,225,000.

BE IT RESOLVED that the construction of the Keppoch Road Sidewalk replacement be awarded to Earthform Landscape Professionals in the amount of \$224,000 excluding HST.

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

Question: **CARRIED**

c) Resolution INC007-2022 – Pondsides Watershed Restoration – Moore’s Pond

Moved by Deputy Mayor Gary Clow

Seconded by Councillor Derek Smith

WHEREAS A capital budget of \$315,000 has been approved for rehabilitation of both Moore’s Pond and Kelly’s Pond; and

WHEREAS a tender was issued for the rehabilitation of Moore’s Pond with the following results:

Contractor	Bid
Island Coastal Services Ltd.	\$196,900.00 (Excluding HST)
Birch Hill Construction Ltd.	\$199,300.00 (Excluding HST)
Gaudette’s Transit Mix	\$47,300.00 (Excluding HST)

AND WHEREAS the low bidder asked to remove their bid from the tender process thereby forfeiting their bid bond, and the consultant did not recommend awarding to the next low bidder at the prices submitted; and

WHEREAS The watershed group and staff worked with the consultant to modify the plan and reduce the scope of work slightly and invited the three contractors to bid again. Only one bid was received from Island Coastal Services Ltd. in the amount of \$140,300.00 plus HST; and

WHEREAS Kelly’s Pond work has been postponed to next year to coincide with culvert replacement work to be undertaken by the province, and the design fees for the entire project are \$82,165.00 for a total project cost, including Moore’s Pond rehabilitation, of \$222,465.00.

BE IT RESOLVED that the construction of Moore’s Pond Rehabilitation be awarded to Island Coastal Services Ltd. in the amount of \$140,300 excluding HST.

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

Question: **CARRIED**

14. COMMITTEE OF THE WHOLE

No Report

15. SUSTAINABILITY COMMITTEE

No Report - Councillor BurrIDGE noted that there was a meeting held earlier today. She stated that 'National Forest Week' is from September 18 to 24 and there will be two events to mark the week.

The CAO noted that the events will be a forest inventory consultation on September 21 from 6:00 p.m. to 7:30 p.m. in the Southport Room of the Town Centre, and on September 22 there will be a forest inventory demonstration at Fullerton's Creek from 3:00 p.m. to 4:00 p.m.

The committee also discussed the Switch program, watershed restoration, sustainable procurement, and there was an update on the community energy plan which will eventually be presented to the public.

16. ACCOUNTABILITY AND ENGAGEMENT

No Report – there will be an in-person meeting held in October.

17. HUMAN RESOURCES

No Report

18. INQUIRIES BY MEMBERS OF COUNCIL

The chair from of the 'Stratfords of the World' who is from Stratford Ontario, was visiting PEI and she dropped in to the Town Centre to say hello. She is also the chair for 'Stratfords of the World' Committee - Ontario Division, and they will be hosting 'Sister Cities' in 2023.

19. OTHER COMMITTEES

a) Stratford Senior's Complex

Deputy Mayor Clow noted that we are still waiting on parts for the broken washing machines at the complex. He noted that the dryer is also broken, and we are having the same issue with parts being delayed.

The draft budget for 2023 is being completed and will soon go to the Board for review.

A tender is being reviewed by the Board to hire a firm to help with the new replacement plan as required by Canada Mortgage and Housing Corporation (CMHC). Staff is also working on a tender for snow removal.

It was noted that there are currently 19 people on the waiting list for a unit at the complex.

b) Community Campus Implementation Committee

Councillor Burrige stated that the committee has not held a meeting in some time, as the project is in the engineering phase for the road.

20. APPOINTMENTS TO THE COMMITTEE

Nil

21. PROCLAMATIONS

a) NATIONAL FOREST WEEK

***Whereas** Canada's forests are a valuable, renewable resource that contributes to our economy and the livelihoods of our communities; and*

***Whereas** Canada's forests play a crucial role in maintaining healthy ecosystems, clean air, water, and wildlife habitat while being an important aspect of climate change mitigation efforts; and*

***Whereas** the Town of Stratford and its' citizens rely on the surrounding forests for livelihood, health, and recreation; and*

***Whereas** this annual one week campaign with the theme of "Canada's Forests – Solutions for a Changing Climate" will be celebrated across Canada by individuals and Organizations.*

***Be it Resolved** that I Steve Ogden, Mayor of the Town of Stratford, do hereby proclaim September 18 – 24, 2022 "NATIONAL FOREST WEEK."*

In Witness

***Whereof** I have set my hand and caused the seal of the Town of Stratford to be affixed this 14th day of September 2022.*

b) INTERNATIONAL DAY OF PEACE

***Whereas** in 1981, the United Nations proclaimed the **International Day of Peace** be devoted to commemorating and strengthening the ideals of peace both within and among all nations and peoples; and*

***Whereas** peace can be contagious when promoted, and our strengths are based on relationships of mutual respect, integrity, compassion, kindness, and freedom; and*

***Whereas** the Town of Stratford is a signatory of the Coalition of Inclusive Municipalities by which we commit to uphold the Coalition's commitments for respecting, protecting, and promoting human rights and diversity; and*

***Whereas** there is a local group coordinating activities on PEI on the **International Day of Peace**.*

***Be it Resolved** that I Steve Ogden, Mayor of Stratford, do hereby proclaim September 21, 2022 "**International Day of Peace**" in the Town of Stratford.*

In Witness

***Whereof** I have set my hand and caused the seal of the Town of Stratford to be affixed hereto on this 14th day of September 2022.*

22. OTHER BUSINESS

Nil

23. ADJOURNMENT

There being no further business, the meeting adjourned at 5:30 p.m.

Mayor Steve Ogden

Jeremy Crosby, CAO