Monthly Council Meeting Minutes

January 21, 2019

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron
Councillor Barb Ramsay
Councillor Cory Snow
Councillor Greg Campbell
Councillor Brian McFeely
Councillor Carrie Adams
Bob Ashley, Chief Administrative Officer
Rob Philpott, Director of Financial Services
Brian Hawrylak, HR Officer
Members of the Media
Members of the Public

Call to Order / Approval of Agenda / Any Conflict of Interest Declaration

The meeting was called to order by Mayor Stewart

Motion It was moved and seconded;
That The Agenda be approved as circulated.
Motion Carried

Conflict of Interest Declaration – There were no conflicts declared by any Council member with any item on the agenda

Approval of the Minutes

Motion It was moved by and seconded;
That The minutes of the Monthly Meeting dated December 17, 2018 be approved as circulated.
Motion Carried

Business arising from minutes

December 2018 resolution re: Committee Structure

Councillor McFeely stated that he feels comfortable that concerns he raised last month will be addressed with due process.

Motion was made by Councillor MacDougall and seconded by Councillor McFeely
That Monthly Council Meetings be held at 6:30pm and Committee meetings be held beginning at 5pm
Motion carried

Financial Services – Chair, Deputy Mayor McColeman

Report:

I am pleased to report that the City's financial performance remains consistent across the General Fund as well as our utilities. The reasons for this are due to factors such as better-than-expected wind energy sales and municipal support funding from the Province, among others. In addition, we did experience higher-than-expected energy consumption as a community, due to the colder weather for extended periods of time in early 2018.

The rest of our budget categories are either on budget or within an acceptable range.

A detailed breakdown of our operating and capital results is contained in the attached Budget Summary, which focuses on actual results against the budget as of the end of November.

Given the generally consistent financial performance in City operations thus far this year, we are projecting that the City organization will finish the year in a positive financial position.

And, the City has commenced preparations for its 2019-20 budget. As we are transitioning to a fiscal year that now starts on April 1st (instead of January 1st), this will affect the deadlines and other milestone dates for this process. The first step is the provisional approval of our capital budget later this month, followed by our operating budget in late February. We look forward to the outcome of this process.

FUN FACT: Did you know that almost **70%** of the revenue the City receives each year comes from property tax and grants that we receive from the Province? And, that almost **65%** of the money we spend each year goes to capital infrastructure projects and services like police and fire protection as well as culture and recreation?

Resolution COS19-001
It was moved by Deputy Mayor McColeman and seconded by Councillor McFeely;
Be it resolved That the City of Summerside reaffirm the commitment to the Science and Discovery Centre for the leasing of a 3-acre property off MacKenzie Drive for the amount of $1 a year for a 50-year lease and that Councillor Brian McFeely be re-appointed as the City's representative on their board.

Resolution Carried 8-0

Mayor Stewart inquired as to the percentage of property tax received back from the province from what was collected from the City. COA Ashley stated that the City does not get all of it back as the province administers the program, but in addition, the City also receives a grant from the province.

Councillor McColeman stated that there are plans through Downtown Summerside that there will be recognition of the MacDonald brothers who were well known in the area with one of them passing away recently by a pedestrian motor vehicle accident.

Technical Services – Chair, Councillor Justin Doiron

Report:

Now that we are into the new year, we are already planning for the 2019 construction season.

Staff have reviewed existing infrastructure and brought forward a capital budget for the 2019 construction season. Staff will begin shortly to pull together the information to draft some tender documents so that tenders will be able to go out later this winter, in order to get started in early spring, as soon as the weather will allow.

Building permits for the month of December were typical for this time of year. New permits issued usually decrease with the onset of the cold weather. We issued permits for interior renovations, placement of a couple manufactured homes, signage as well as demolitions. For the rest of the Winter season staff will be focusing on the inspections and completion of the permits issued in 2018. Building permit values for 2018 totaled just over $25 million which represents an increase, which has been consistent across the island. That $25 M would be broken down into $11 M residential and $14M nonresidential, which would include Commercial, Industrial and Institutional.

The new St. Eleanor's Well field has been commissioned and running for a few weeks. The wellfield is being monitored to make sure all systems are operating as intended, staff will continue to closely monitor the wells and systems to ensure a smooth transition to our new water supply.

Staff continues to review and assist the public with development and building permit information. Citizens are encouraged to stop in and speak to staff for assistance with their projects that they may have planned for this upcoming construction season.

Staff will be requesting a meeting date with the planning board and council members very shortly to deal with some planning changes.

Councillor Doiron stated that concerns that Councillors have heard on the doorstep during the election campaign such as Pope Rd extension and Greenwood Drive will be pushed for during the upcoming budget deliberations.

Planning Board - Chair, Councillor Brian McFeely

Report:
Councillor McFeely stated that there was a discussion on street naming at the January 8 meeting, and the Policy and Bylaw Review Committee will review the procedures of how a street is named.

Resolution COS19-002
It was moved by Councillor McFeely and seconded by Councillor Ramsay;
Whereas *the City of Summerside is a Designated Municipality under the Emergency 911 Act:*

And Whereas as a Designated Municipality is responsible to name a street, public or private, where the street serves three or more properties:

And Whereas *the developer* MacDuff Holdings Inc., wishes to use a street name that is not on the approved street name list

And Whereas as required by Schedule 'B' – Street Naming Policy of the *City Subdivision & Site Development Bylaw SS-19* Council, shall approve or deny the recommendation or request, by simple resolution, based on:

1. The recommendation of the street naming committee
2. The conformance of the proposed name with this policy
3. Any other considerations that Council considers relevant

Be It Resolved That Council approve the following street name submitted by the developer:

- Putters Street

This bears the recommendation of the Technical Services Committee [Planning Board] meeting held on January 8, 2019.

Resolution Carried 8-0

Resolution COS19-003
It was moved by Councillor McFeely and seconded by Councillor Adams;
Whereas *the City of Summerside is a Designated Municipality under the Emergency 911 Act:*
And Whereas as a Designated Municipality is responsible to name a street, public or private, where the street serves three or more properties:
And Whereas the owner of the private street, 100018 PEI Inc. (Steve Malayny), wishes to submit the street name Dory View Street, to reflect the nautical theme they plan for future development on the property and nearby developments (Marine Drive, White Cap Drive);
And Whereas as required by Schedule 'B' – Street Naming Policy of the *City Subdivision & Site Development Bylaw SS-19* Council, shall approve or deny the recommendation or request, by simple resolution, based on:

4. The recommendation of the street naming committee

5. The conformance of the proposed name with this policy
6. Any other considerations that Council considers relevant

Be It Resolved That Council approve the following street name submitted by the property owner:

- Dory View Street

This private street is located off Water Street East (formerly known as Heritage Trailer Park)

Resolution Carried 8-0

Councillor McFeely also filed a photocopy of excerpts of the Summerside street name book with the resolutions.

Economic Development – Chair, Councillor Brian McFeely

Report:

Since our election I have been busy working on getting up to speed on the initiatives and ambitions of the Department. We're working towards developing a 4-year plan of where we want to be as a City and council in regards to some of our major Economic Development objectives.

After some very in-depth orientations sessions discussing the unique opportunities and challenges of Summerside and growing our economy, we look forward to discussing with Council the establishment of simple but memorable vision/themes for our next 4 years in terms of major initiatives we would like to pursue. Summerside is in an enviable position to grow our economy based on its sector strengths in Aerospace, Information Technology, Green and Renewable Energy and our Living Lab Program.

Looking back, we have achieved much in the last number of years with some significant expansion both in terms of our locally established enterprises also new prospects that will help to continue to diversify our economy.

Case in point, 2018 alone was one of the most significant in terms of interest and inquiry into investment potential in our community, including

- The establishment of Starport Managed Services opening up a satellite office in Summerside and Careworks expanding and growing, both companies choosing the Holman IT Centre as their preferred location, making that complex near full occupancy. Both these companies involved in providing services to their client base as it relates to their Information Technology needs. With the addition of these enterprise it brings Holman's nearing full occupancy which is a significant milestone from the double digit vacancies of the early 2000's
- On the industrial front with the combined impact of HueGO Electric, A1 Filters and Reito Bottling expanding and growing in our Industrial Park this past year. It means we have achieved near full occupancy in business park for new and existing clients. This is a blessing but it also reveals a future challenge, i.e. *Where do commercial and industrial firms go now?*
- Downtown got a shot in the arm with the purchase and significant renovation to the former PEI Bag company building spearheaded by HR.Com bringing much needed mixed-use options to our downtown core.

With that we still face challenges to achieving our full potential. We can meet these challenges with our full attention and effort. Among the issues, we must confront:

- The current stock of our industrial space inventory. We've reached a critical point in terms of addressing our clients' needs for unique, high quality options for expanding operations. The same can be said for our retail and office inventory
- Another challenges we face, much like the rest of Canada, is our ageing demographic and a dwindling economic participation in our population. It may seem very abstract, but the challenge exerts a very real counterforce to economic development.

After consultation and our learning sessions over the past two months I've come to be very optimistic about our approaches moving forward over the next 4 years. Council and staff should look forward to working on addressing some of our market challenges both inside and outside of the organization. As mentioned, our plan is to create a Major Projects vision with themes for moving our economy forward in the City of Summerside.

Police/Fire& Emergency – Chair, Councillor Barb Ramsay

Police Report:

Committee and Volunteer Work

SPS prides itself with doing community service work throughout our city. During December members took part in the MADD launch & red ribbon cutting ceremony followed by a roadway checkpoint. The red ribbon is a small but powerful symbol of the wearer's commitment to sober driving. Drug & alcohol impaired driving remains the number one criminal cause of death in Canada with an average of 4 people a day killed and 174 injured on our country's roadways because of this preventable crime. SPS continues to do road checks on a regular basis, and especially during the holidays to try to curb this criminal offence.

Training and Service Enhancements

⇨ Member instructed on the taser re-certification
⇨ Drug Recognition Expert (DRE) annual training
⇨ Indigenous Liaison training
⇨ Six members trained & certified in the Conducted Energy Weapon (taser) training

Community Policing Activities

⇨ Several members attended the National Day of Remembrance service re violence against women
⇨ 'Cops for Christmas' toy drive
⇨ 'Cops Shop With Kids' program
⇨ Volunteer with the Summerside Pathfinders
⇨ Assisted with the Kensington parade. Assist is reciprocated for Summerside's parade in July.
⇨ Assisted with the Kinsmen Christmas hamper deliveries. ⇨

Occurrence Statistics

The following is a list of some of occurrence totals for December 2018 and totals for 2018.
Calls for Service – **526** (**Total of 9551 for all of 2018)**
Traffic Accidents **– 28 (Total of 305 for all of 2018)**
Reported Crimes of Assaults & Threats – **27 (Total of 197 for all of 2018)**
Theft Reports **- 46 (**50% shoplifting) **(Total of 651 for all of 2018)**
Impaired Driving Offences **– 8 (Total of 90 for all of 2018)**
Provincial Traffic Offences **– 62 (Total of 929 for all of 2018)**
Parking Tickets Issued – **108 & 19** Warnings (**Total of 1643 tickets & 245 Warnings for all of 2018)**
Break & Enter Reports (Business & Residential) - **6 (Total of 70 for all of 2018)**
Drug Charges **– 5 (Total of 72 for all of 2018 plus JFO charges)**

Fire Report*:*

*There were **13** paged calls for the month of* December*; the breakdown is as follows:*

MFR (Medical First Responder) Calls	**6**
Structural Fires	**2**
Miscellaneous Calls	**3**
CO (Carbon Monoxide) Calls	**2**
Dumpster Fires	**1**

There were four training opportunities during the month totalling 9 hours; the breakdown is as follows:

Dec 03/18 - Captains Session	**1.5 hrs**
Dec 03/18 - CUP Evacuation Plan	**4 hrs**
Dec 10/18 - Gas Detector Training	**2 hrs**
Dec 17/18 - BA Training	**1.5 hrs**

Congratulations go out to Captain Danny Richard. The 2018 Summerside Firefighter of the Year.

Councillor Ramsay mentioned that at the Police Committee meeting, Chief Poirier indicated that he would work to assign an officer to traffic one or two days a month to help curb speeding in the city.

Community Services – Chair, Councillor Cory Snow

Report:

This month the Community Services Department was excited to announce that Barbegazi which is a free family winter action sport festival that welcomed thousands of visitors to the Credit Union Place this past weekend. Activities for all ages included snow skating, fat biking, axe throwing, human curling, sledding hills, inflatables, swimming, skating and so much more! From all accounts the event was a huge success and City staff are already working with Tourism PEI on the return of the event in 2020.

Thousands converged on Credit Union Place and rang in New Year's Eve in Summerside where those in attendance enjoyed a free night of swimming, skating, bowling, inflatables, magic show, face, painting, balloon creations and an exciting night of hockey with 3289 fans cheering on Summerside Caps followed by fireworks to finish off the evening.

Credit Union Place announced this month its excitement to be hosting the 2019 Junior National Table Tennis Championship which will be held at the Eastlink arena in July, there will be an estimated 150 athletes, coaches and families that will experience our beautiful city in the summer.

Winter Active kicked off this month and the Greenspaces division Crews continue to groom trails at Heather Moyse Park, Rotary Friendship Park and the boardwalk for Cross Country skiing, Fat Biking and hiking trails. They have also been busy building three monster hills and creating ice skating rinks throughout our city.

The annual and VERY popular stocking stuffer "CUP Christmas Activity Pass Booklets" we once again a seasonal favorite seeing over 5,000 individual passes sold to CUP facilities.

Our programs division has been busy promoting many new programs and services within the department such as Silver Socials, come try Fat Bike events, kids camps, bowling socials and much more!

HR & Legal Affairs, Culture Summerside and Policy & Bylaw Review Committee

Human Resources and Legal Affairs Report:

- There is currently a replacement competition open for the position of Distribution Supervisor within our Electric Utility
- The Joint Occupational Health and Safety Committee continue to meet on a regular monthly basis as well as department sub-committees
- Health & Fitness Challenge, One Day at a Time, started for the Month of January. Participants are asked to complete a fitness exercise each day of the month. This will be offered in February and March as well, building up on the exercises each month. 14 staff members are participating for January.
- Finance Fridays continue this month, with this month's topic being Savings, Emergency Funds and Investing with Anne Flynn of Cluett Insurance happening on Friday, January 25th.
- Electrical Engineer Student Sami Ullah started with the City of Summerside, working within our Electric Utility.
- On January 16th we hosted a lunch and learn with eForce PEI coming in to talk about their free training options available to our staff members. eForce shared what programs they offer, how to sign up, etc. This provider offers us a number of free training programs, including WHMIS.

- Bell Let's Talk Day will be on January 31st and the Department will be coordinating with information and resources sent to staff on that day.

Culture Summerside Report:
Culture Summerside completed the 2018 School Christmas Program on Dec. 19th 2018. The program had, yet another year of very high registration, with over 800 school children, teachers and chaperones signed up. Each student visited the Wyatt Historic House Museum, the MacNaught History Centre and Archives and the Lefurgey Cultural Centre where they received thematic educational sessions in each area. The feedback is positive.

Feedback:

Comment Teacher:	The Wyatt Christmas school program is the highlight of my school year. I give it as a gift to my class. When we return to the classroom, we encompass what we learned into our lessons. We talk for days about the program.
Comment Teacher:	2018 was my first time attending the program and I was amazed at how much I learned as a teacher. My students were enthralled. Parts of what we learned keep coming up in the classroom and in our home life. As a first time visitor I realize Summerside has much to discover.
Principal:	Every class that returned to the school loved the program and talked extensively about the experience. Thanks for the great work you do for the community.
Grade Five Teachers:	The program so fits with our social studies curriculum. It was a perfect fit.
Teacher:	Wow! You taught my upcoming social studies program in ninety minutes.
Numerous students:	Why can't we see all the Wyatt House? It is amazing.
Numerous students:	I love coming here.

Program development is currently underway for Heritage Week activities; this includes Flag Day, the Mayor's Heritage Tea and our upcoming municipal Heritage and Culture Awards.

Grant applications for summer student's wages are currently being submitted, as are other program and project grant applications.

Working on the development of the 2019 Lobster Carnival

Policy & Bylaw Review Committee Report:

Recap of BPR Meeting, January 8, 2019
The BPR Committee met January 8, 2019 to study a draft resolution and "phase one" program outline concerning affordable housing. The Committee reviewed a long list of different types of incentives, eligibility criteria, as well as considering a reasonable length for the program to run.

Several changes to the wording of the draft and additions to policy were suggested and added to program document. Notably, the ratio of affordable units to market rent units did not appear in the draft but is now included. In addition, the Committee directed the addition of a statement in program document which reaffirms the fact that housing is not a legislated responsibility of municipalities.

The subject of program or policy review was also raised at the meeting. A statement which calls attention to program review in six months has been added. Council may decide that a one-year review may be sufficient. Alternatively, a set time period could be dropped in favor of wording to the effect that *Council reserves the option to review the program at any time it deems appropriate.*

If the following resolution is passed by Council, the follow up is delve into all aspects of the program in more detail. This would constitute Phase Two of the program. For now, however, the major core incentives are ready for immediate offer to proponents of affordable housing development.

Upcoming BPR Work
Due to its broad mandate of policy and bylaw development the Bylaw Policy Review Committee reaches across the entire breadth and depth of the municipal corporation. This is therefore a special committee without ties to a specific department connection, but nevertheless concerned with all of them, as well as Council governance.

Several potential areas in addition to the affordable housing work have been identified as due for attention. These include: the staffing bylaw; the licensing bylaw; the tree bylaw; the procedural bylaw; and travel and hospitality policy. These directions should be prioritized and set by Council. The BPR may examine these priorities and make a recommendation to Council on a suggested order based on overall importance, urgency, deficiencies or other criteria determined by BPR.

Resolution COS19-004
It was moved by Councillor Adams and seconded by Councillor MacDougall;
WHEREAS Council for the City of Summerside recognizes that the inventory of affordable housing units in the community has declined to critically low levels, *and*;

WHEREAS housing is not a municipal responsibility mandated by the Municipal Government Act, Council nevertheless sees that a strategic alliance with federal and provincial government partners stands to achieve the greatest success in correcting the shortage, *and*;

WHEREAS affordable housing developers need the unified support of federal, provincial, and municipal partners in order to build compelling business cases to expand housing affordable housing inventories; *and*;

WHEREAS the City has recently revised its Official Plan and Zoning By-Law with progressive policies on secondary suites, parking, setbacks, building heights, as well as the rate-saving electrical *Heat-for-Less* program, all of which can assist innovative housing development, *and;*

WHEREAS the City of Summerside can play a key role in offering local incentives for affordable housing development which complement and supplement incentives offered by senior governments, *and*;

WHEREAS accomplishing an effective incentive policy or program at the local level requires extensive time and effort for research, stakeholder consultation, innovations, and procedural review, initative should nevertheless be seized sooner than later, *and*;

WHEREAS the city can conceive of executing both a quick-start program followed by a more in-depth policy for later implementation through a sequenced two-phase approach.

THEREFORE, BE IT RESOLVED THAT Council for the City of Summerside approves the immediate roll-out of Phase One of a two-phased Affordable Housing Incentive Program;

and further that

Phase One of the program, appended to this resolution, will concentrate on core incentives for immediate delivery and Phase Two will further study additional criteria and program options to address such matters as program duration, innovative bonuses, eligibility refinements, smart energy incentives, downtown targeting, Official Plan amendments, among others as they arise.

Resolution Carried 8-0

Councillor Adams stated that requests that Councillors make to staff come from residents and wanted to assure residents that Council bring their concerns forward.

Municipal Services – Chair, Councillor Bruce MacDougall

Report:

- Traffic light pole was damaged by a vehicle accident in December on Ryan and Granville intersection

- The Water well S8 experienced a main line break and was repaired this month. It has been a busy December with a total of 7 main line water main breaks needing repair. The water utility normally experiences a total of 12-25 breaks in a year.

- During the high rain events amidst the winter season and thaw events of snow, staff performed cleaning of the catch basins manhole covers to make sure no obstructions (iced over) cause problems with flooding.

- Snow removal and salting efforts are continuing in December. The department had the following snow removal and salting events for the roadways, sidewalks, parking lots, and recreational areas.
    - Street plowing 8 times
    - Salting streets 14 times
    - Salt sidewalks 10 times
    - Plowing sidewalks 8 times
    - Clean downtown 2 times
    - Parking lot plowing 7 times

- Blowing work occurred 2 times this month (widening the roadway for next snow event)

Water and Sewer Utilities:

- 24 water samples all clear of bacteria (safe drinking water testing).
- 15 chlorination samples taken all within parameters. (between 0.1 and 0.6 ppm residual)
- 6 water turn on and offs for customers
- 7 water main breaks occurred this month
- 1 water service lateral was repaired this month.
- 20 sewer calls this month
- 2 sewer lateral videos and 2 repairs this month
- 316 tons of fertilizer produced
- Sewer effluent to harbor all within regulated parameters. (68,815,120 gallons treated)
- 38,472 gallons of septage received to the plant from outlying areas.

Electric Services – Chair, Councillor Greg Campbell

Report:

- The Generation Power Plant on Harvard Street had number 1 generator experience a rotor pole failure during an operation/running event. The engine was offline for approximately 5 weeks to get repaired. It was put back in service in January of 2019. It was suspected the failure was due to age of engine upon testing reports.

- The new electricians bucket truck has arrived in December. It has the capability of reaching over 30 feet in the air for decorative street lighting repairs and traffic light needs. It is a welcomed addition to the vehicle fleets capability for the electrician repair capabilities.

- The utility had several clean up items to repair from wind storm damage during the month and the large wind events in November. Some debris clean up and repairs of sagging wires, etc…. These were repaired by mid-December (no power outages during these repairs).

- The first phase of lighting for Legere park splash pad were installed this month with the final wiring and lighting fixtures next to be installed.

- The customer electrical services along Water Street from Harvard to Noonan Street were transferred to the new upgraded lines this month. The final phase of this work from Noonan Street to Kent Building Supplies is planned to be completed by end of February.

- The open house for the electrical capacity study and review draft report is scheduled to occur on February 27 and 28. This is an opportunity for the public to participate in hearing the what the report has to say and offer input to the process on the current draft report. There will be advertisements for times and places for the open houses later this month.

- The month of January will see customer services along South Drive from Seaweed road to Pope Road be transferred to the new energized and upgraded high voltage lines. These customer outages will be short in duration (less than one hour) and will not damage homes due to heating loss. Notifications are being handed out to customers individually as they are affected with advanced notice before the outage is completed.

Electric Utility:

- 41.7% of our Electricity came from wind in December.
- Generator run hours were 25.8 hours.
- Heat For Less sold 1 new appliance in December. Total sold is now 392 units.
- 1 new electric customer energized this month.
- 7 Electrical Service Upgrades
- 4 customer outage events this month.
- 11 street lights were repaired this month.

Gas Tax

Mayor Stewart inquired on the gas tax and the amount received over the coming years. Rob Philpott stated that the city will receive $1.36 million this year, a decrease of 9% from the previous year, but for the next 5 years, the city will receive $157,000 more in total gas tax than it received in the previous 5 years.

Committee of the Whole

Motion It was moved and seconded;
That That we move into Committee of the Whole after a brief Recess.
Motion Carried

Open Session Resumed

Report:

Adjournment

Motion It was moved and seconded;
That The meeting be adjourned.
Motion Carried

Basil L. Stewart
Mayor

Brian Hawrylak
HR Officer