Monthly Council Meeting Minutes

March 18, 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 February 19, 2019 and the minutes of the Special Council Meetings dated February 27, 2019 and March 7, 2019 be approved as circulated.
Motion Carried

Business arising from minutes

No business arising from the minutes.

Presentations

Claudette Theriault and Karen Gallant made a presentation on behalf of the Congres Mondial Acadien 2019. The event will be held in NB and PEI with Summerside being 1 of the host communities. It is an Acadien celebration held every 5 years and reunites Acadiens in France, Louisiana, Quebec and the Maritimes.

Summerside will host on August 13 with events at the Silver Fox and Harbourfront Theatre.

Financial Services – Chair, Deputy Mayor McColeman

Report:
Good evening to my colleagues on City Council and to residents of the City of Summerside.

My report tonight will be very brief, as our financial results are essentially unchanged from previous months. I am pleased to report that the City's financial performance remains consistent across the General Fund as well as our utilities.

A detailed breakdown of our operating and capital results is contained in the attached Budget Summary, which focuses on a projection based on actual results as of the end of January against the budget for the same 15-month period.

Given the generally consistent financial performance in City operations thus far this year, we are projecting that the City organization will finish the year according to expectations.

And speaking of expectations, City Council is finalizing its 2019-20 budget. The preparation of the budget has been informed by the great response we received from our budget survey of residents last fall. We will be presenting the proposed budget to City residents on Monday, March 25 at 7pm, and we look forward to the conclusion of the budget process.

On a final note, the City recently received its property tax assessment figures for 2019 from the Province, and it shows that our property tax base has grown by 2.5%.

Our efforts to enhance our commercial tax base will take on increasing importance in the upcoming fiscal year.

DID YOU KNOW? Approximately $400,000 is set aside by the City each year for Community Support grants, which go to external organizations and groups to support programs and services in line with the City's mandate.

Resolution COS 19-017 It was moved by Deputy Mayor McColeman and seconded by Councillor McFeely

Whereas In accordance with City of Summerside Procedural Bylaw CS-2, City Council wishes to have a recess for the July Monthly Council meeting

Be it Resolved that The regular July 2019 Monthly meeting will be on recess and if required a Special Council Meeting will be called

Be it further resolved The June and August 2019 Monthly meetings will have a start time of 5:00pm

Resolution Carried 8-0

Resolution COS 19-018 It was moved by Deputy Mayor McColeman and seconded by Councillor McFeely;

Whereas The City of Summerside partners with the Province of Prince Edward Island and the Government of Canada to fund selected infrastructure projects through the Gas Tax program;

Be it resolved That Council authorizes the City's application for funding under the Gas Tax program (Municipal Strategic Component) to facilitate basic infrastructure designed to foster strategic, long-term growth of the city's commercial/industrial tax base.

Resolution Carried 8-0

Deputy Mayor McColeman presented a flag for the 55+ Winter Games that will be held in Summerside next year,

Technical Services – Chair, Councillor Justin Doiron

Report:

Staff are doing preparatory work on the capital budget to be passed by Council in early April. 2019. This work includes assembling some of the tender documents so that tenders will be able to go out this spring, in hopes to get started in May.

Building permits for the month of February were typical for this time of year. We issued permits for interior residential renovations, as well as some commercial and industrial additions and alterations. Staff continues to review and assist the public with pending developments and building permits to be issued in 2019.

There were a couple of rezoning's recently approved for developments off of Water Street. The first being a 30-lot single family type development and the second was a 40-lot Semi-detached development. Both have been approved by Council. There also was preliminary subdivision approval for a 50-lot subdivision between Bayview Dr and MacKenzie Dr that was before planning board and was recommended by the planning board for approval. This preliminary subdivision approval will be before council tonight for a final decision.

This will potentially bring 5 new developments all across the City. The 50 lot in the western region, 30 and 40 lots in the eastern region, as well as a 10 lot in the northern region was previously rezoned as well as multi-unit development was rezoned in the northern region of the City. If all these developments break ground this year, it should provide good growth in all regions of the City.

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.

Planning Board - Chair, Councillor Brian McFeely

Resolution COS 19-019 It was moved by Councillor McFeely and seconded by Councillor Ramsay;
WHEREAS an application for a major subdivision was received from MacDuff Holdings Inc., PID # 1102318 to subdivide this parcel into 50 lots, intended for Low Density Mixed Residential (R2), as shown on plan by Highland Geomatics & Engineering Inc. titled "MacDuff Holdings Inc. ", dated January 25, 2019, Plan #H18096-00;

AND WHEREAS in accordance with section 3.6 of the Subdivision and Site Development Bylaw, Council shall consider the following general criteria, as applicable:

- Conformity with all requirements of this Bylaw;
- Conformity with the Official Plan;
- Conformity with the Zoning Bylaw;
- The 'orderly and following' nature of the development;
- Physical suitability of the site for the proposed development, including avoidance of natural hazards, un-due water run-off, or environmental damage;
- Compatibility of the proposed development with the present and future surrounding patterns of streets, lots and services, including conformity with any City concept plans;
- Adequacy of the applicant's proposal for traffic circulation, parking pedestrian access, water supply, sewage disposal and storm drainage, including the adequacy of City streets and services to handle increased loads;
- Suitability of Parkland provisions;
- Impacts on City finances and budgets;
- Proof of conformity with any applicable Provincial legislation and regulations;
- Other matters as considered relevant.

Be It Resolved That Council grant preliminary subdivision approval in accordance with Section 8.5 of the Subdivision and Site Development Bylaw, to MacDuff Holdings Inc., PID # 1102318 to subdivide this parcel into 50 lots, intended for Low Density Mixed Residential (R2), as shown on plan by Highland Geomatics & Engineering Inc. titled "MacDuff Holdings Inc.", dated January 25, 2019, Plan # H18096-00, subject to the following conditions:

- The developer satisfies all municipal servicing requirements
- The developer enters into a subdivision construction agreement with the City.

This bears the recommendation of the Planning Board meeting held on March 5, 2019**.**

Resolution Carried 8-0

Resolution COS 19-020 It was moved by Councillor McFeely and seconded by Councillor Adams;
Whereas the City's Street Naming Policy is contained in the Subdivision & Site Development Bylaw SS-19, as Schedule 'B'.

And Whereas it is recognized that **Appendix A** of Schedule B **– Street Name List** needs to be updated.

And Whereas Planning Board at its meeting on March 5 2019 is recommending Council approve a Task Force of up to six volunteers referred to as the *Summerside Street Name List Task Force*. The mandate of the *Task Force* is to provide recommendations to Planning Board and Council regarding:

- Identification of new Street Names to be included in Appendix 'A' – Street Name List;
- Identify Themes for Streets, which will include the following, but not limited to:
    - Former Mayors/ Chairpersons and Councillors
    - Outstanding Citizen or Good Neighbor Award Recipients
    - Family Name of those that lost their lives in World Wars
    - Heritage Names
- The Task Force will report to the Planning Board and Council.

Organization
The Task Force will be comprised of one representative from each of the identified Stakeholder Groups. The Task Force Chair shall be chair of Planning Board or his designate.

Term: 2019 –

Stakeholders
⇒ Summerside & Area Historic Society (1)
⇒ Planning Board (Chair or designate) (1)
⇒ Heritage Planning Board (citizen member) (1)
⇒ Developer (1)
⇒ Age Friendly Committee or East Prince Seniors Initiative (1)
⇒ Youth (Junior Council or Youth of the Year) (1)

April 1 – May 31, eight weeks (tentative dates)

This bears the recommendation of the Planning Board meeting of March 5, 2019
Resolution Carried 8-0

Economic Development – Chair, Councillor Brian McFeely

Report:

Mr Mayor, I wish to present the Economic Development report for March. The time since our last update has been filled with inquiries, prospective investors and local business looking to expand and grow. During our last committee meeting we embraced the notion of advancing Economic Development in Summerside with the expressed purpose of growing the percentage of our Industrial/Commercial tax base from its current 18.6% to a minimum of 21% over the next four years. We believe the foundation of this 4 Year plan is to stimulate a balanced and sustainable economic base for the benefit of both businesses and residents. Our goal is to focus on growing and attracting new business and industry to Summerside to create new tax revenue, job growth and community building.

As discussed, we will accomplish this by supporting our strategies with three foundational pillars - Developing more robust tools to service our client base, engage in more economic development communications and foster strategic business focused relationships to drive growth in our economy.

Some of the global elements of our approach include ensuring Summerside is developing, attracting and retaining a skilled and diverse workforce that enables business attraction and retention, fostering new infrastructure to support the start-up culture and established business and developing tools to stimulate development in our key sectors we wish to grow. We will be looking to heighten and enhance our Living Lab – a program to support, grow and engage clients both local and abroad to further validate their products or services.

Equally as important is to ensure we communicate the benefits and opportunities that exist in the Summerside marketplace to drive business investment. And finally working to build upon our relationships, both public and private section as a tenant to moving opportunities forward.

This evening I will be bringing a resolution forward which will formally adopt our 4-year strategy that specifically will embrace our desire as a council and community to grow the industrial and commercial base of Summerside as a priority over the next four years and ensure that we stay focused on that goal.

The strategy is about taking the lead and embracing a change for the better, it is not meant to substitute our current efforts, but enhance our current mandate and make Summerside even a greater place to call home. It will help concentrate our team, our organization, our partners and our community to focus and understand where we want to be in 4 years which is a more diverse and fiscally sound community laying the foundation for a community we want tomorrow, today.

Resolution COS 19-021 It was moved by Councillor McFeely and seconded by Councillor Doiron;
Whereas The City of Summerside wishes to grow the percentage of our Industrial/Commercial tax base from its current 18.6% to a minimum of 21% over the next four years.

And whereas a strategic framework has been presented to achieve these goals and objectives

Be It Resolved that Council endorses the strategic framework to support our Economic Development goals to further enhance our goals to grow non-residential assessment

This bears the recommendation of the Economic Development Committee

Resolution Carried 8-0

Police/Fire& Emergency – Chair, Councillor Barb Ramsay

Police Report:

Committee and Volunteer Work

Our members love to participate in community activities. During February several officers participated in a floor hockey game against the Special Olympians. This goes a long way in creating a lasting friendship. What makes this even more interesting, is players will often swap positions (Special Olympians to police & vice versa) to make the game more interesting. A good team building event.

Training and Service Enhancements

- ⇨ Several members took law & social sciences training at the APA. (Atlantic Police Academy)
- ⇨ Mobile mental health crisis response committee meeting
- ⇨ Members involved in a 'Safety Circle' training session
- ⇨ Several members took First Aid training

Community Policing Activities

- ⇨ Member volunteering at a local swim meet.
- ⇨ MADD checkpoints during the month
- ⇨ Relay for Life meeting
- ⇨ Chief received the Holland College Alumni Award in February
- ⇨ Two members assisting with serving breakfast to the youth of the Boys & Girls Club

Occurrence Statistics

The following is a list of some of occurrence totals for February 2019.
Calls for Service – **401**
Traffic Accidents **– 19**
Reported Crimes of Assaults & Threats – **23**
Theft Reports **- 43**
Impaired Driving Offences **– 2**
Highway Traffic Offences **– 63**
Parking Tickets Issued – **240 & 35** Warnings
Break & Enter Reports (Business & Residential) - **4**
Drug Charges **– 13**

Fire Report*:*
*There were **27** paged calls for the month of* February*; the breakdown is as follows:*

10 - MFR (Medical First Responder) Calls
1 - Structural Fire
5 - Miscellaneous Calls
1 - Motor Vehicle Fire
6 - Cancelled Calls
2 - Alarm Panel Calls
1 - Accidental False Alarm
1 - Smoke Complaint

There were 8 training opportunities during the month totalling 67.5 hours; the breakdown is as follows:

Feb 04/19 – Tour > Spa - ADL - PC Jail - Youth Center	**2 hrs**
Feb 08/19 - First Aid / CPR	**8 hrs**
Feb 02,03,09,10/19 - MFR Training	**40 hrs**
Feb 11/19 - Truck and Equipment Cleaning	**1 hr**
Feb 11/19 - OH&S Committee Meeting	**1.5 hrs**
Feb 18/19 - Cummie Canada Tour	**1 hr**
Feb 18/19 - Thermal Imaging Course	**1 hr**
Feb 20/19 - Class 3A License Training	**5 hrs**
Feb 23/19 - Basic Emergency Management	**6.5 hrs**
Feb 25/19 - MFR Training	**1.5 hrs**

Councillor Ramsay stated that an Emergency Measures meeting was held last week with the City team with additional meetings planned in the coming months.

Community Services – Chair, Councillor Cory Snow

Report:
February was a busy month for the Community Services Department with everything from swim meets, bowling tournaments and Hockey Tournaments. On Islander day families and individuals came out to enjoy a swimming, bowling skating and several outdoor activities. In addition to that we also had a afternoon Summerside Capitals Game.

The facilities division continues to stay busy with maintaining the ice in the Eastlink Arena and the ice pad for the never-ending minor hockey figure skating, public skate, shinny hockey and Summerside Capitals Games that take place. We also had minor hockey tournaments every weekend in February.

The events team announced that the legendary Gordon Lightfoot will be on stage in November. The planning has already started for the 2020 World Under 17 Hockey Challenge that was recently announced by Hockey Canada.

The Greenspaces Crews continue to groom trails at Heather Moyse Park, Rotary Friendship Park and the boardwalk for Cross Country Biking and hiking trails. They have also been maintaining the monster hills and ice skating rinks throughout our city.

Our programs division have been busy with winter programming and planning for March Break Camp and PD day activities. Our Winter Learn to Swim lessons finished up as our Spring Learn to Swim Lesson Registration has

begun. The Aquatic area also introduced a come play water polo and basketball on Thursdays nights which has been well attended.

As you can see it really does all happen here!

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

Human Resources and Legal Affairs Report:

- The Joint Occupational Health and Safety Committee continue to meet on a regular monthly basis, as well as department sub-committees

- Health & Fitness Challenge: Get Fit One Day at a Time, continued for the Month of March. Participants are asked to complete a fitness exercise each day of the month. This program will be offered through to the end of March with participants building up the exercises each month.

- Finance Fridays wrapped up this month, with the last month's topic being Mortgage Repayment Options.

- WHIMIS Education held March 8th and March 27th with Aquatics staff.

- First Aid/CPR/AED Training was held March 15th for all staff.

- March 11 staff raised funds for the PEI Humane Society through a Cupcake & Bake sale with 100% of the proceeds going to our local animal shelter.

Culture Summerside Report:

Culture Summerside is busy creating partnerships, securing sponsorship and finalizing program plans for the 2019 Summerside Lobster Carnival. This year's program will include two nights of traditional lobster suppers, traditional maritime music, harness racing; many taste testing opportunities, incredible lobster trap stacking challenges, midway excitement and much, much more. A detailed program will be released later this month. Event dates are July 11, 12 and 13th.

Details are currently being finalized for Wyatt Heritage Properties Olde Fashioned Carnival scheduled for June 21nd 2019

Work is ongoing in the cataloguing of artifacts and the describing of archival material at the Lefurgey Cultural Centre and the MacNaught History Centre and Archives. A grant was received from the Community Museums Association to further this work.

Wyatt Heritage Properties Inc. has received support from Canadian Heritage for the delivery of the 2019 edition of the Summerside Arts Festival. A detailed program will be released later this month. Event dates are July 22, 23, 24th

The arts festival will once again challenge the community on the topic of consumption and encourage artists to see and discover the potential of recycled materials as a medium for the creation of new work. The selected works will be part of an outdoor art exhibition called “Refresh”. This celebration of the creative reuse of materials requires artists to sculpt in three dimension using only recycled materials that have been scrounged, hoarded, bartered or gifted. This project creates an opportunity for the arts community to align with City of Summerside’s interest in green initiatives.

Policy & Bylaw Review Committee Report:
Affordable Housing Program, Phase II

The Bylaw, Policy Review Committee report earlier in March drew attention to working on Phase II of the Affordable Housing Program, Phase I, adopted by Council in January. The Chair, Vice Chair and CAO plan to meet soon after the city’s budget deliberations to start this work. The purpose of Phase II is to clarify and elaborate on Phase One’s parameters, evaluation criteria, terms and conditions.

Procedural Bylaw--Potential Amendments

The matter of presentations to Council or Committees was discussed at the March meeting of the Bylaw, Policy Review Committee. Discussion circulated around three aspects of presentations; 1) what is and what is not a delegation? 2) should the scheduling of presentations be suspended during the period of city budget deliberations? and 3) How should council manage meeting agendas if and when individual citizen want to address council as a whole instead of through their elected representative?

The CAO, in consultation with the Chair/Vice Chair, will examine the bylaw’s language or lack thereof with the objective of recommending improvements of council consideration. If acceptable, the bylaw would require going through the legislated amendment process, which includes a first, then second reading prior to official adoption.

Councillor Adams stated that there are guidelines on the City website for small backyard fires that she encourages residents to become familiar with.

Municipal Services – Chair, Councillor Bruce MacDougall

Report:

Snow removal and salting efforts are continuing in February. 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 15 times
- Salt sidewalks 12 times
- Plowing sidewalks 9 times
- Clean downtown 3 times
- Parking lot plowing 8 times

- Parking Lot salting 15 times
- Blowing work occurred 5 times this month.
- Fire Hydrants were cleared out this month (635 in total)

- Public works staff had two significant thaw and rain events in February on the 8th and the 16th causing some responses necessary to clean catch basins, extra salting efforts, and ditch cleaning to allow storm water to flow properly.

- Public works have been responding to pothole repairs with temporary cold patch material all month. The City asks the travelling public to be mindful of potholes this time of year with the changes of temperature wreaking havoc on our pavement systems. Please report potholes to our main reception number at Municipal works 902-432-1268.

- Water Utility participated in a program of testing water on customers having lead service lines from the main to the house. A total of 8 tests were submitted to the Province for analysis. One house had a count of >60 Ecoli Bacteria in the water from a contaminated aerator on their faucets. The public is reminded to clean their aerators and water softeners from time to time to rid of any bacteria build up. Please contact our main office at 902-432-1268 if any questions arise.

- This month the sewer utility experienced a lot of mop heads being flushed down the sewer and ending up jamming up the sewer pumps. The public is reminded to be mindful of what is put in the sewer lines as the items can cause many problems in the operations of the sewer collection system.

GENERAL OPERATIONAL STATISTICS:

Water and Sewer Utilities:

- 28 water samples were taken with 2 samples having background bacteria at the new well field on MacKenzie Drive. Resampling was all clear of bacteria.
- 12 chlorination samples taken all within parameters.
- 1 water turn on and offs for customers
- 6 water main breaks occurred this month
- 0 water service lateral was repaired this month.
- 1 new water service was installed this month.
- 17 sewer calls this month
- 0 sewer lateral videos and 0 repairs this month
- 1 new sewer lateral was installed this month.
- 315 tons of fertilizer produced
- Sewer effluent to harbor all within regulated parameters. (56,888,700 gallons treated)
- 21,303 gallons of septage received to the plant from outlying areas. (servicing the county).

Electric Services – Chair, Councillor Greg Campbell

Report:

- Power Plant staff continues with removal of heavy fuel storage equipment for #5

- All standby generators throughout the City municipal facilities were tested weekly for operations. The monthly test runs for the power plant were completed with no identifiable issues or concerns.

- The final snowflake lighting decorations were removed from downtown now that spring is on its way.

- Bi-annual battery maintenance was performed this month on all battery systems of the power plant.

- Bi-annual preventative maintenance was performed this month for the solar farm and battery system at the Credit Union Place.

- The City of Summerside Electric's consultants has completed two open houses on the Electrical Capacity Planning report and has tabulated the public input from the process and will be finalizing the draft report in the coming month. Copies of the plan and public presentation can be found on the City's website at www.summerside.ca. If there are any comments yet to be submitted they can be submitted to the consultants if anyone missed the open houses.

- The Electrical Rate Increase application proposed by MECL has been delayed until later this year, expecting the case to be heard by IRAC in the Summer and a determination in the fall.

GENERAL OPERATIONAL STATISTICS:

Electric Utility:
- 53.9% of our Electricity came from wind in February. (Very Windy Month)
- Generator run hours were 7.2 hours.
- 1 new electric customer energized this month.
- 1 Electrical Service Upgrades
- 5 customer outage events this month.
- 8 street lights were repaired this month.

Adjournment

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

Basil L. Stewart
Mayor

Brian Hawrylak
HR Officer