

## Monthly Council Meeting Minutes

March 26, 2018

### **Present**

Mayor Bill Martin  
Councillor Bruce MacDougall  
Councillor Gordie Whitlock  
Councillor Brent Gallant  
Councillor Norma McColeman  
Councillor Brian McFeely  
Councillor Greg Campbell  
Bob Ashley, Chief Administrative Officer  
Rob Philpott, Director of Financial Services  
Brian Hawrylak, HR Officer  
Joanne King, Communications Officer  
Members of the Media  
Members of the Public

### **Call to Order / Approval of Agenda / Conflict of Interest Declaration**

The meeting was called to order by Mayor Martin

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

**Conflict of Interest Declaration** – No conflicts were declared by members of Council

### **Approval of the Minutes**

**Motion**                    It was moved and seconded;  
**That**                        The minutes of the Monthly Meeting dated February 20, 2018 be approved as circulated.  
**Motion Carried**

## **New Business**

Councillor McFeely recognized resident Noel Gaudet on regularly attending City Council meetings.

Mayor Martin congratulated the Western Caps on their recent first round playoff win.

Mayor Martin recognized Paralympian Billy Bridges on a silver medal win.

## **Mayor's Report**

Mayor Martin hosted a bus tour of immigrants for a meet and greet. He attended the Special Olympics announcement on the national bowling championships as well as the Chinese New Year's event at the Confed Centre. The Junior Mayor and Council was sworn in at City Hall recently.

## **Financial Services**

### **Report:**

Finance Committee's work continues on several fronts as we commence the transition to a new fiscal year for the City. This new fiscal year is mandated by the Province's new Municipal Government Act and will help enhance consistency and comparability of our financial results with other municipalities.

Tonight, I will be presenting resolutions for official approval of our 2018 Gas Tax application as well as the adoption of our 2017 audited financial statements.

The City's budget was presented on January 29<sup>th</sup>, 2018, and the budget was formally ratified at the February monthly meeting of Council. As such, residents should bear in mind that since we are just starting our new budget year, this report is a very early snapshot of the City's activities in 2018. Our financial results tend to evolve over the course of the fiscal year based on the timing of such things as our tax credit and equalization funding from the Province, the commencement of capital projects, and others.

With respect to our approved budget, while we were generally pleased with the process and the engagement by staff and the broader community in the weeks leading up to the budget approval, we did identify some areas where we will do further work to make the process even better next time.

I have attached a Budget Summary which focuses on actual results for the period ended January 31<sup>st</sup>, 2018. Again, as mentioned earlier, the fiscal year is just underway, so our financial results will evolve as the year progresses.

As mentioned earlier, we will be presenting a resolution tonight to adopt the City's 2017 audited financial statements. We are pleased with the final results and hope to continue this momentum into 2018-19. Among other things, we are confident that we will be able to reduce the accumulated operating deficit in the utility at a more accelerated pace than we anticipated a couple of years ago.

And finally, as part of the year-end audit, our pension consultant undertook a preliminary analysis of the financial position of the City's pension plan. While a final valuation will follow in the near future, preliminary results indicate that the unfunded liability as of the end of 2017 is now at \$800,000, a significant reduction from its peak of \$4.2 million in 2012 (the liability was \$1.7 million as of the end of 2016).

Part of the reason for the anticipated reduction in the liability is that Plan's assets experienced an investment return of approximately 7% in 2017; this exceeded the expected return of 6.0%. The use of asset smoothing has also generated gains for the Plan. In addition, the contributions to the Plan exceeded the expected cost of new benefits earned.

**Resolution** It was moved and seconded  
**Be it Resolved** that the audited Financial Statements for the fiscal year ending December 31<sup>st</sup>, 2017, as audited by Grant Thornton, Chartered Professional Accountants, be approved.

**Resolution Carried**

**Resolution** It was moved and seconded;  
**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 the development of affordable housing in the City's downtown core.

**Resolution Carried**

### **Economic Development**

#### **Report:**

**PNP Immigration** – The office has seen a surge in immigration clients looking to immigrate to PEI and specifically Summerside. Under the new rules of the program, there is encouragement for clients to seek investment opportunities outside the capital region and Summerside given its strong economy, significant business cost advantages and its vast depth of support and community assets is bearing the fruit of these changes. The department in the last 30 days has interviewed many clients seeking immigration investment and has endorsed candidates from those meetings that could be a great fit and addition to the Summerside Economy. To suggest this has created extra workload on the department would be an understatement but through the work of Neil and Mike, they have built a system to be able to receive, vet, inform and engage with clients to expose them to the true benefits of Summerside as a business destination. I know some of the applicants are as broad ranging as business itself from tourism, to manufacturing, to agriculture to Information Technology, there have been some very strong candidates looking to establish, which can take up to 2 years, but planting the seed today, we hope will bear fruit

into the future. I know the staff are working hard not only in the direct meetings but supporting the clients through tours to local schools, municipal buildings, networking with local business and constant follow up on questions from clients after they have left. Our team is working hard to stay in constant contact with these potential new business residents and we feel strongly Summerside will be the net beneficiary of this new program

**Atlantic Economic Developers Association** – Given the unique opportunities in Atlantic Canada for economic growth, the Director is participating as a founding member in a new ad hoc group of Atlantic Canada Economic Developers whose mandate is to share, exchange and support growth in our collective regions. We are pleased that our office is able to be part of this new and growing association that has a strong focus on ensuring the sustainability and growth of our local economy.

**Local Business Expansion is on the rise** – In discussions with staff, I can confirm that they are currently working with a local and growing company in the personal services/manufacturing sector to grow their operations significantly in Summerside. It's very exciting to be able to assist in site selection, professional support and business guidance to assist this amazing company as they look to make a significant investment in Summerside. It is hoped in the coming months, we will be able to share the full details of this growth opportunity, but given the work to date, I am confident that this will be an exciting opportunity to further grow our business community and know the EDO is excited to be part of helping this local company

**Business for Sale** – The EDO is currently working with 3 local business professionals as they look to transition from ownership in some thriving business. Later in the month the EDO along with Innovation PEI will be hosting a group of investors looking at investment opportunities in Summerside and specifically three immediate opportunities. Further the EDO is working with their matchmaker in the UK to further network these investment opportunities abroad.

**Speaking to East Prince Youth Development** – Our Director has the distinct pleasure to speak to a group at the East Prince Youth Development Centre about entrepreneurial and economic opportunities in Summerside. I understand this group was very engaged and interested in becoming part of the business landscape and understand that since that discussion the EDO is working with a young adult looking to seek employment in the IT industry.

**Entrepreneurial Ecosystem Research** – EDO along with Mayor Martin participated in research discussion being conducted by the Island Advanced Partnership on the state of the entrepreneurial ecosystem in PEI and changes that could make entrepreneurship stronger. EDO and the Mayor were pleased to be able to submit a formal report on the state of the sector in Summerside along with some potential enhancements to ensure Summerside garners the necessary support needed outside other areas to make Summerside a more robust entrepreneurial hub than it is today. There are lots of ideas the EDO has to enhance this sector and hopefully with support from other organizations we can start to truly make a difference.

**IT Company Expanding** – The EDO hosted over the course of two days a new company looking at expansion into Summerside. Following up on leads from the Mayors Rotary Tour last summer, the EDO has been able in partnership with Innovation PEI take this lead to the point of establishment in Summerside. While the final details are being worked out, EDO is confident based on the discussions to date and our compelling business climate that we will see this new opportunity come to fruition in the very near future once labour can be secured.

**E Health Company Exploring Growth in Summerside** – The EDO is in early discussions with an E Health company out of the USA that is looking to meet their growing business demands and have reached out to the EDO to seek guidance and support to help in establishing a satellite office in Summerside. This contact was developed over 5

years ago at a trade event the EDO attended and quoting the CEO, “we are in growth mode and I remember Summerside and its compelling business model”. While still early in discussions, the EDO is confident that with our strong IT skill and cluster in Summerside we can compete for this expansion opportunity.

IO Solutions still has immediate openings and work for over 300 customer care representatives and is trying to work with as many partners as possible to get the word out about this great opportunity right here in downtown. For those interested in learning more about this, you can visit the company website at [www.iosolutions.ca](http://www.iosolutions.ca) and apply online.

As well EDO is working with a company looking to hire specialists in Oracle based solutions for cloud and web based service delivery. To learn more about the company contact the EDO office at [mike@summerside.ca](mailto:mike@summerside.ca) or visit our website at [www.bigpossibilities.ca](http://www.bigpossibilities.ca) and register under our labour tool to learn more.

### **Technical Services**

#### **Report:**

Now that we are nearing the end of winter, we are already planning for the next construction season. Some of the larger commercial or industrial projects carried on throughout the winter.

The residential sector is already getting ready for spring as we issued a few permits which will allow some to get an early start, there was a mix of single family, semidetached as well as a multi-unit building.

In regards to our own City projects, we had a few of those projects carry over as well this winter: Renovations at the treatment plant are continuing, the last tender for the new well field closed for the building and associated equipment. That work is scheduled to start very soon.

Staff are now preparing for the next construction season. Staff have reviewed the approved capital budget for the 2018 construction season. Staff are in the process of pulling together the information to release some tender documents, in order to get started in early spring, as soon as the weather will permit. One tender is currently out and a few more will be out in the coming weeks.

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.

### **Police/Fire& Emergency Planning**

#### **Police Report:**

#### **Committee and Volunteer Work**

Our police service continues to work with several organizations in our community. Several members are on different committees/groups which address many issues such as: family, social, educational & security concerns.

During February police services participated in the annual 'Pink Shirt' day which is day dedicated to taking a stance against bullying.

### Training and Service Enhancements

Several members trained in First Aid, several members trained in 'Standard Field Sobriety Testing', two members trained in 'Resolving Conflict', two members trained in the alcohol roadside screening device, one member assisted in standardized field sobriety testing.

### Community Policing Activities

Police review meetings, members participated in the 'Walk in Silence' for victims of family violence, Chief attended 1<sup>st</sup> meeting of the 'Poverty Reduction Advisory Council'. One member did a presentation for the "Girls Strong" group at the Summerside Boys and Girls Club – Youth Engagement Center. The talk focused on the following topics: Bullying, Internet Safety and Identity fraud.

### Occurrence Statistics

The following is a list of some of occurrence totals for February 2018.

Traffic Accidents –**19**

Crimes Against Persons (Assaults, Threats, etc.) – 40

Crimes Against Property (Thefts, B & E's, Mischief, etc.) – **63**

Impaired Driving Offences – **7**

Highway Traffic Act Tickets – **50** (Speeding, stop signs, hand held devices, etc.)

Parking Tickets Issued – **160 & 15** Warnings

Provincial Traffic – **50** (Fail to remain, Due Care & Attention, Disqualified Driving, etc.)

### Fire Report

*There were 19 paged calls for the month of February; the breakdown is as follows:*

Type of Call	# of Calls
Alarm Panel	11
Structural Fires	2
Accidental False Alarm	1
Cancelled Call	2
Miscellaneous	3

There were 10 training opportunities for the month totalling 49.5 hours; the breakdown is as follows:

Feb 3-4/18 - First Responders Re-Cert	20 hrs
Feb 5/18 - Resilient Minds Module #3	1 hr
Feb 7/18 - CPR Training	3 hrs
Feb 12/18 - Cataloguing Engine 3	1.5 hrs
Feb 15/18 - First-Aid / CPR	6 hrs
Feb 18/18 - PEI Fire School	6 hrs
Feb 19/18 - B.A. Training	1 hr
Feb 20/18 - Emergency First-Aid	8 hrs
Feb 26/18 - Ice Rescue Equipment	1 hr
Feb 26/18 - Company Practice	2 hrs

- Members of the Summerside Fire Department recently won the PEIFFA curling championships. The team of Ray McCourt, Robbie Rankin, Gordon MacFadyen and Jason Cameron will be representing PEI at Thunder Bay Ontario on March 29 for the National Firefighter Curling Championships. Best of luck to the Guys.

### **Community Services**

#### **Report:**

The Summerside Western Capitals have begun their playoff journey to the 2018 MHL Cup. The Credit Union Place team has planned several game day activation to increase awareness and excitement surrounding the games.

Credit Union Place is hosting its first supervised March Break camp this week. The camp includes a full day of programming that utilizes almost all the facilities at CUP.

Newcap Radio has announced its partnership with Credit Union Place as the naming partner of the Box Office. It is now known as the Ocean 100 Box Office at Credit Union Place. Since the naming announcement, two high profile names have been announced to perform at Credit Union Place – Bryan Adams & ZZ Top.

Indoor and outdoor Islander Day activities were well attended. Credit Union Place was busy all day with families utilising the facilities and attending the Western Capitals game. The green space team hosted two outdoor activities – a snowshoe activation at Rotary Friendship Park and sledding at the Snow Hill. Consolidated Credit Union sponsored hot chocolate at both locations.

A contingent that included Summerside’s Sport Tourism Coordinator and Explore Summerside’s Executive Director travelled to Halifax the Event Atlantic Summit and the Annual Canadian Sport Tourism Alliance Congress. The 4-day

experience included 1-on-1 meetings with national and international sport organizations. 3-4 bid submissions for events in 2019 & 2020 will be a result of these meetings.

### ***HR/Legal Affairs/Heritage & Culture***

#### **HR Report:**

- Two part time officers have been hired
- We welcome Michael D'Agostino as the Assistant Facility Supervisor at Credit Union Place
- The department is preparing for the hiring of summer seasonal and labourer positions
- The Joint Occupational Health and Safety Committee continue to meet on a regular monthly basis as well as department sub-committees
- Recent Lunch and Learn sessions include Planning for Retirement and Shopping on a budget
- The department participated in the Skills PEI Expo
- Staff will be looking to form a team for the Canadian Cancer Society's Relay for Life

#### **Culture Summerside**

Culture Summerside is busy creating partnerships, securing sponsorship and finalizing program plans for the 2018 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 12, 13 and 14<sup>th</sup>.

Wyatt Heritage Properties Inc. has received support from the Building Communities through Arts and Heritage program for the delivery of the 2018 edition of Arts in Motion / Chautauqua. The overarching name of this 2018 festival will be changed to Summerside Arts Festival. The new name adds clarity for promotion and better accommodates future growth. 2018 Summerside Arts Festival will include the popular and favourite activities from previous years plus more. A detailed program will be released later this month. Event dates are July 23, 24, 25<sup>th</sup>

Work is ongoing in the cataloguing of artifacts and the describing of archival material at the MacNaught History Centre and Archives.

Details are currently being finalized for Wyatt Heritage Properties Olde Fashioned Carnival scheduled for June 22<sup>nd</sup> 2018



## Governance, Policy and Strategy Committee

### Request for Decision

GPS recommends

#### **THAT**

*Council adopt the set of 18 recommendations addressing facility fees, waivers and discounts as listed in the GPS report to Council, March 26<sup>th</sup>, 2018.*

### Background

Earlier in the year, GPS had presented 14 recommendations addressing facility fees, waivers and discounts. Committee of Council was generally supportive but identified the following gaps and directed GPS to devise approaches to closing them:

- 1) *Facility fee waiver requests from organizations other than those we've identified elsewhere;*
- 2) *Turf field capital replacement/improvement*
- 3) *Late applications*
- 4) *Applications from organizations based outside of Summerside*

### New Recommendations

Further to the fourteen recommendations identified below in the January 9<sup>th</sup> report, GPS presented the following recommendations.

**15)** Staff to develop a system of categories to deal with these types of requests based on three broad groupings:

- a)** Community Services user groups, building tenant, minor or amateur sport/rec group or have an existing program services partnership MOU in place,
- b)** Non sport-rec, City of Summerside located charitable organizations or those who are delivering programs or services deemed as either a partnership (VIA MOU) or program support to the Department of Community Services,
- c)** Private Sector groups, organizations who do not have NFP status nor a partnership agreement with the City of Summerside's Department of Community Services.

**16)** Staff will be working with Turf field user groups to attempt to establish a contribution level towards a dedicated turf field capital improvement fund

**17)** Generally speaking, most groups are on time with their applications. The language in the application form is clear, in that late applications will not be accepted. Admittedly, given the perceived value of the Community Support program in the city, it does put Council in a difficult position to refuse a late application. Policy is intended to provide clear direction in fuzzy situations, guard against favoritism whereby one group's late application might be accepted and another's rejected, and to prevent disruptions to an otherwise reasonable timetable for all processes to take place.

**18)** The language in the current policy and again on the current application form is clear. Organizations based outside of city limits are automatically disqualified from community support funding. However, there are several examples of organizations that provide programming in the city strictly dedicated to the benefit of city residents.

It should be acknowledged in the policy that “...it would be preferred if applicants were based in Summerside, but it is not required. However, applicants will be required to clearly demonstrate that their programs and services are delivered in the City of Summerside and how the city and its residents will benefit from the programs that receive community support funding and in-kind services from the City of Summerside.” This will provide greater flexibility to staff and Council when considering applications by organizations that are based outside of the city.

Committee of Council resolved to bring the revised set of 18 recommendations on facility fees, waivers and discounts to March Council for consideration and a request for a decision

**Resolution** It was moved and seconded;  
**THAT** Council adopt the set of 18 recommendations addressing facility fees, waivers and discounts as listed in the GPS report to Council, March 26, 2018.

**Resolution Carried**

**Resolution** It was moved and seconded;  
**THAT** The City’s provision of annual funding support for the Harbourfront Theatre and the College of Piping, beginning in the 2019 fiscal year, be transferred out of the Community Support Policy process and into a 3-year funding/accountability structure based on individual Memorandums of Understanding (MOUs) between the City and each of the two organizations.

And further, **THAT** If adopted, Council direct staff to prepare draft MOUs for Council review by June, 2018.

**Resolution Carried**

**Municipal Services**

**Report:**

Plant effluent for the month of February was within regulated requirements for the month. The operating permit for the City of Summerside Waste water treatment plant is based on Total Suspended Solids (TSS) of less than 25 part per million and Carbonaceous Oxygen Demand (COD) of less than 50 parts per million. The Province of PEI’s department of the Environment regulates the plant and the effluent being deposited into the Summerside Harbor and the waste water treatment plant must meet this criterion. Staff sample the effluent from Monday to Friday every working day and send samples to the lab in Charlottetown for certified results. By ensuring the plant treats to these criteria it ensures a safe Summerside harbor and great shell fishery industry. The plant treated 207,528 cubic meters (45,656,160 gallons) of raw sewage while producing 13 tons of Exceptional Quality fertilizer from its waste sludge processing, with 0 ton of waste going to the landfill and processed 0 gallons of primary sewage from the surrounding area.

The City’s sewer collection efforts focused on service to 13 residents in distress and performed 2 sewer videos. Crews replaced two sewer laterals this month and installed one new pump on White Cap Drive.

The City’s water utility efforts continued their focus on service to read all water meters, performed 15 shut off and turn-ons, tested and maintain chlorine levels for safe drinking water 12 times throughout the month with

all systems operating normally. Curbs stops that were popping up due to frost heave were repaired. All water samples for the month (24) were tested clear of all bacteria.

In February, staff performed 3 snow plowing events, 15 salting events and 3 cleaning of the downtown for snow.

The crews were busy repairing potholes with cold patch. Cleaning out ditches, storm drains and culverts to allow water to run with several thaw and rain events in February.

Water Testing Methods – Staff do bi-weekly water testing in all 8 wards of the city by sampling different water samples.

Councillor Whitlock reported on the City Youth Committee, there is now an executive who are working on a special project with details to be announced at a later date.

The transit committee will be having their first meeting next week.

### ***Electric Services***

#### **Report:**

Wind power production in February was 36% of our power this month coming from renewable wind energy. The peak electricity for the month was 25.9 MW's. In February of 2018 electric purchase costs rose by 9.8% over last year due to higher energy consumption in the community.

The City's Electric Utility had 6 new customers and 1 service upgrade this month. The utility experienced 10 customer outage events this month. Crews worked at upgrading the lines in Vivian Lee mobile home park, replacing aging transformers (30), upgraded the overhead lines on Maple Grove Road, and repaired 27 street lights.

The City sales in its heat for less now program had 2 new units sold in February. The total units contracted for sales increased to 376 for February.

Businesses that request it can get smart meters and a web account to access their hourly electrical usage to help them control their business costs. By knowing how much your business uses for electricity each hour the business can understand how they are using their electricity and use that information to save consumption and ultimately lower the electricity monthly cost. Summerside Electric has been using smart meters since 2011 and have rolled out over 10% of its meters to this new technology and have launched a new customer portal in 2017 that will inform our customers in a new way.

***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:**

No report

***Adjournment***

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

Bill Martin  
Mayor

Brian Hawrylak  
HR Officer