

REGULAR COUNCIL MEETING
December 13, 2023
Approved Minutes

DATE: December 13, 2023
TIME: 4:30 p.m. – 7:02 p.m.
PLACE: Council Chambers

ATTENDANCE: Councillors Jill Chandler; Gordie Cox; Jeff MacDonald; Ron Dowling; Jody Jackson; Jeremy Crosby, CAO; Jeremy Pierce, Deputy CAO and Director of Recreation; Kim O’Connell, Director of Finance and Technology; Jeannie Gallant, Director of Infrastructure; Dale McKeigan, Acting Director of Planning; Wendy Watts, Community and Business Engagement Manager; and Mary McAskill, Recording Clerk

REGRETS: Deputy Mayor Steve Gallant

CHAIR: Mayor Steve Ogden

1. CALL TO ORDER

Mayor Steve Ogden called the Regular Monthly Council Meeting to order at 4:30 p.m. and welcomed those in attendance and those viewing via social media.

Mayor Steve 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.

2. DECLARATIONS OF CONFLICT OF INTEREST

No conflicts were declared.

3. APPROVAL OF THE AGENDA

It was moved by Councillor Jeff MacDonald and seconded by Councillor Gordie Cox that the agenda be approved with the following change – Planning will be moved to item #10.

4. PRESENTATIONS

Nil

5. ADOPTION OF THE MINUTES

It was moved by Councillor Jody Jackson and seconded by Councillor Gordie Cox that the regular monthly meeting minutes of November 8, 2023, be approved as circulated.

It was moved by Councillor Jody Jackson and seconded by Councillor Gordie Cox that the Public verbatim minutes of November 1, 2023, be approved as circulated.

6. BUSINESS ARISING FROM THE MINUTES

Nil

7. PRESENTATIONS FROM THE FLOOR

Nil

8. MAYOR'S REPORT

The report for the period November 8, 2023 to December 13, 2023 was included in the agenda package for Council to review. Mayor Ogden reviewed his report as follows:

- Chaired the regular monthly meeting of Council and the Committee of the Whole Council
- Participated in meetings of the Planning Committee and the Infrastructure Committee
- Met with an immigrant family who very graciously presented Diwali gifts to the Town
- Enjoyed a Christmas social event for Council
- Participated in FCM meetings in Ottawa and met with MP's, several Cabinet Ministers, and senior federal officials to discuss Stratford and PEI municipal issues
- Attended a virtual meeting of the Diversity and Inclusion Committee
- Chaired the bi-monthly meeting of the Intergovernmental Affairs and Engagement Committee, the regular Heritage Sub-Committee meeting, and the Seniors Committee meeting held at the Seniors Complex on Mutch Drive
- Helped with Menorah lighting ceremony to mark the beginning of Hanukkah
- Attended and addressed the Meals On Wheels Christmas luncheon and the opening ceremony of the Markan Pownal memorial hockey tournament
- Along with Deputy Mayor Gallant and CAO Crosby, met with RCMP Commanding Officer for PEI, Supt. Lewis, to discuss policing in Stratford; also took part in a MADD/RCMP Checkpoint on the TCH to emphasize the critical importance of driving sober
- Recorded a Christmas radio greeting on behalf of the Town
- Attended and was honoured to speak at the annual Volunteer Social to recognize and thank all those who so unselfishly volunteer for Town Committees and initiatives
- Met, along with CAO Crosby with VAC Deputy Minister Paul Ledwell to discuss future collaboration opportunities on initiatives to honour and commemorate Veterans
- Attended and was honoured to speak at the seniors Christmas dinner provided by the Stratford Lions Club
- Enjoyed attending the Mayflower Seniors Christmas luncheon

- Participated in a Shape Stratford Presentation (final results) of Stantec's analysis and research
- Attended the Tremploy Open House formally opening their new facility
- Very much enjoyed the opening of Christmas in the Park and seeing the beautiful Christmas lights
- I was very honoured to attend the Crossroads and Area Fire Company Christmas banquet
- Also was very honoured to say a few words at the recent Human Rights Day Event put on by the Human Rights Commission of PEI
- Along with CAO Crosby and Environmental Coordinator Maddy Crowell, met with the Executive Director of the Island Nature Trust to discuss possible future collaborations
- I was deeply honoured to lay a wreath on behalf of the Town at the Stratford at the Remembrance Day Ceremony
- Attended several Christmas Receptions, including Holland College, IRSA, and others
- Spoke and visited with several residents to discuss various issues; and
- Attended internal meetings and looked after the day-to-day affairs of the Town.

9. CHIEF ADMINISTRATIVE OFFICER (CAO) REPORT

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

- Had a meeting with staff to review the long-term forecast and run the model
- Had a telephone conversation with John Jamieson, the new CAO of the Town of Three Rivers
- Attended a meeting with the representatives from Island Nature Trust to discuss the preservation of environmentally sensitive land in Stratford
- Chaired the biweekly department head meeting to discuss Town projects and initiatives
- Attended a Shape Stratford meeting with Mayor, Council, and developers
- Attended a meeting with representatives from the Communities Foundation to discuss fundraising opportunities
- Attended a meeting with an RCMP member and conservation officers regarding our Noise and Nuisance Bylaw
- Attended a meeting with the Deputy CAO and members of the Charlottetown Curling Club regarding locating their organization within the Community Campus
- Attended the monthly Town Council meeting
- Had an interview with Vicky Bryanton regarding the CARI Facility Strategic Plan Update.

- Attended a meeting with developers regarding a potential development located on the Georgetown Road
- Attend a meeting with our project manager and representatives from ACOA regarding the Climate Comfort Centre Funding
- Chaired a meeting with staff in preparation for the Christmas Volunteer Appreciation function
- Attended a meeting with staff and representatives from Stantec regarding the Stratford Growth Management Strategy and Development Cost Study
- Attended and participated in our annual staff team building day
- Attended the monthly Safety Services meeting
- Chaired the biweekly department head meeting to discuss Town projects and initiatives
- Attended the Shape Stratford working group meeting
- Chaired the monthly staff meeting
- Attended a meeting with staff and representatives of Pace Atlantic to discuss our loan management program
- Attended the monthly Committee of the Whole meeting
- Attended a meeting with staff and Council members regarding the Stratford E-Watch program
- Attended the monthly Intergovernmental Affairs and Engagement meeting
- Chaired the monthly CAO staff meeting
- Attended a meeting with staff and representatives from Island Nature Trust to discuss the proposed Memorandum of Understanding
- Attend a meeting with the RCMP, Charlottetown City Police, Mayor, Council, and staff regarding the Stratford E-Watch program
- Attended a meeting with the Mayor to discuss town business and initiatives; and
- Attended a meeting with the Mayor, Councillor Jackson, and Paul Ledwell, Deputy Minister of Veteran's Affairs, regarding the Stratford Veterans Memorial Green and services offered to Veterans in Stratford.

In addition, I started a review of our Noise and Nuisance Bylaw and conducting through preparations for our organizational review. I actively engaged with staff through carefully organized meetings, ensuring comprehensive agendas and relevant materials were prepared for the various committee meetings. Additionally, I assessed infrastructure projects and their respective deadlines, deliberated upon various planning related matters, and effectively managed various HR related files. I also responded to emails and letters from residents, stakeholders, governmental officials, and other entities.

10. PLANNING, DEVELOPMENT, AND HERITAGE

- a) The report was included in the agenda package for Council to review.

b) Permit Summary

Included in the agenda package. Councillor MacDonald briefly reviewed the permit summaries.

c) Resolution PH034-2023 – DP168-23 – What’s the Scoop? Inc. (c/o Craig Murphy) – 20 Irving Avenue (PID 398693) – Special Permit Use / Temporary Commercial Use (Food Trailer)

Moved by Councillor Jeff MacDonald

Seconded by Councillor Jody Jackson

WHEREAS An application has been received from Craig Murphy on behalf of What’s the Scoop? Inc. to operate Ken’s Island Fries Food Trailer, a Temporary Commercial Use, located at 20 Irving Avenue (PID 398693) which is a Special Permit Use within the Mason Road Commercial (MRC) Zone; and

WHEREAS in accordance with section 8.34. TEMPORARY COMMERCIAL USES of the Zoning and Development Bylaw #45: temporary Development permits may be issued for a temporary commercial use subject to compliance with the following:

- (a) the Development shall not result in any traffic hazard;
- (b) the Development shall not interfere with the parking requirements of permanent users of the Lot on which the Development will be located;
- (c) the Development shall not create a public nuisance;
- (d) the temporary permit shall not exceed a twenty (20) week period;
- (e) the Applicant shall provide a letter of approval from the Property Owner of the Lot on which the temporary Development will be situated;
- (f) where required, the Applicant shall satisfy Council that such Development complies with all health regulations.

BE IT RESOLVED That Council grant approval to application DP168-23, from Craig Murphy on behalf of What’s the Scoop? Inc. for a Special Permit Use (Temporary Commercial) to operate a Ken’s Island Fries Food Trailer, on parcel number 398693, located at 20 Irving Avenue within the Mason Road Commercial (MRC) Zone subject to the following conditions:

- 1. the Development shall not result in any traffic hazard;
- 2. the development shall not interfere with the parking requirements of permanent users of the Lot on which the Development will be located;
- 3. a site plan needs to be located that shows how vehicle and pedestrian movement on the site will be regulate;
- 4. the Development shall not create a public nuisance;
- 5. the temporary permit shall not exceed a twenty (20) week period;

6. the Applicant shall provide a letter of approval from the Property Owner of the Lot on which the temporary Development will be situated;
7. where required, the Applicant shall satisfy Council that such Development complies with all health regulations;
8. if the Town implements a Street Vendors License Program, then this development will need to comply with the new program;
9. that the on-site waste area/garbage receptacles be screened from adjacent streets in accordance with Appendix F, Section F.3.2. (d) i.;
10. that a barrier be constructed along the left side of the Drive-Thru land adjacent to the trailer to discourage pedestrian travel behind the food trailer where there may be a blind spot for vehicles in the queue for the Drive-Thru; and
11. that the food truck shall be removed from the property once the Temporary Commercial Permit has expired.

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

Councillor Cox asked if there was any push back from Phinley's or any other Town restaurants and Councillor MacDonald replied that there has not been any specific pushback. He noted that we did receive some comments from our community and business engagement manager Wendy Watts, who is acting as an advocate in regard to the businesses and we are taking those comments into account. Councillor MacDonald also explained that our long term vision would be to have a specified zone for temporary food trucks. He added that we are also looking to develop a robust bylaw to deal with applications such as this one.

Question: **CARRIED**

d) Resolution PH035-2023 – DP179-23 – APM MacLean – Community Campus High School – 215 John Joe Sark Street (PID 1137884) – Part 3 Institutional Building w/Height Exemption Revision

Moved by Councillor Jeff MacDonald

Seconded by Councillor Gordie Cox

WHEREAS at a regular meeting held on Wednesday, October 11, 2023, Council granted approval to an application received from APM MacLean in cooperation with the Province of Prince Edward Island and the Town of Stratford to construct a High School (approx. 140,000 ft² in area) with a height exemption of 5.2% on future Lot 1, parcel number 1137884 (approx. 34.20 acres in total area) located at 215 John Joe Sark Street within the Stratford Community Campus, zoned Public Service Institutional (PSI) subject to a number of conditions; and

WHEREAS one of said conditions being that: "In accordance with section 10.2.1.(h) of the Town of Stratford Zoning and Development Bylaw #45, where the bus parking lot abuts the Low Density Residential (R1) Zone a landscaped Buffer area of at least 1 m (3.3 ft.) in height shall be added to the landscape plan, planted on the property and shall be maintained in a healthy growing condition by the Property Owner or the existing tree line may substitute the landscaped Buffer area provided the existing tree line is located on the subject property, shown on a plan of survey as a treed Buffer area, and shall be maintained in a healthy growing condition by the Property Owner; and

WHEREAS after internal discussions it was brought to the Planning Department's attention that there is a deep embankment to be planted with white clover along the rear property line that is greater than 1 m (3.3 ft.) in height and will effectively buffer the bus parking lot from the adjacent Low Density Residential (R1) Zone satisfying Section 10.2.1(h).

BE IT RESOLVED that approval be granted to amend the conditions of Resolution No. PH031-23 granting approval to an application received from APM MacLean in cooperation with the Province of Prince Edward Island and the Town of Stratford to construct a High School (approx. 140,000 ft² in area) with a height exemption of 5.2% on future Lot 1, parcel number 1137884 (approx. 34.20 acres in total area) located at 215 John Joe Sark Street within the Stratford Community Campus, zoned Public Service Institutional (PSI) subject to the following:

1. Conformance with the conceptual drawings submitted to the Town on September 21, 2023, as prepared by Nine Yards Studio;
2. The site plan shall be revised to include a minimum of 9 Barrier Free Parking Spaces withing 30 m of the building entrance it services, and such entrance shall include a curb ramp in accordance with section 10.7.3 of the Town of Stratford Zong and Development Bylaw #45;
3. A detailed servicing plan must be submitted for approval to the Stratford Utility Corporation;
4. A detailed stormwater management plan must be prepared by a qualified engineer and approved by both the Town of Stratford and DOTI;
5. A detailed Erosion and Sedimentation plan must be prepared showing how erosion and sedimentation will be controlled and contained during construction;
6. A detailed landscaping plan must be submitted by a qualified expert outlining the details and quantities of the materials to be used;
7. Provision is made for unobstructed access around the building exterior year round for emergency services access;

8. The building contains a sprinkler system with adequate fire rated central water pressure or an internal standpipe system with adequate water capacity and pressure;
9. Approval and compliance with any comments received is obtained from the Cross Roads Fire Department; and
10. All other relevant provisions of the Town of Stratford Zoning and Development Bylaw #45 are met.

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

The town planner Dale McKeigan noted that they are actually over the requirement of one meter. There is a flat piece of land that drops off and is sloped at 15 feet and then it comes up again to six feet.

Councillor MacDonald added that planning was in agreement with the proposed amendment. The embankment will do a good job screening the school busses from the future R1 property.

Question: **CARRIED**

e) Resolution PH036-2023 – Zoning and Development Bylaw #45-N – Stacked Townhouse Amendments – Second Reading

Moved by Councillor Jeff MacDonald

Second by Councillor Jody Jackson

WHEREAS several text amendments involving: the addition of the use “Stacked Townhouse Dwelling” into 9 Residential zones; new lot development/parking standards for stacked townhouse dwellings; an adjustment of the townhouse uses within the Medium Density Residential (R2) zone and other general housekeeping amendments to clarify the Town of Stratford Zoning and Development Bylaw #45; and

WHEREAS in accordance with the Stratford Zoning and Development Bylaw #45, an advertisement was placed in the Guardian newspaper on two occasions (Oct.10, 2023 & Oct. 17, 2023) and the media ad was also shared on the Town’s website and social media platform, to notify residents of a public meeting and to solicit input from residents on the proposed amendment request; and

WHEREAS additional notice of the proposed amendment was included in the adjacent landowner notification letters sent out by the Town for zoning amendment RZ001-23 (Bylaw Amendment #450); and

WHEREAS a public meeting was held on October 18, 2023, at 7:00 p.m., but was also live streamed on the Town's Facebook and YouTube. Residents were given until October 25, 2023, to submit their comments; and

WHEREAS planning staff received 2 response letters from residents expressing concerns regarding potential impacts on land values of existing residential dwellings by stacked townhouse dwellings and parking concerns.

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

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

Using the overhead Councillor MacDonald indicated where the stacked townhouses would be located.

Councillor MacDonald noted that there were a lot of comments provided by residents and there were some concerns about a reduction in property values and there were also some concerns regarding parking. He added that to assist us in our deliberations and our determinations, the planning staff has done a good job showing the actual parking requirements. Councillor MacDonald noted that Stratford has the most generous parking requirements for stacked townhouse developments across the region.

Councillor Chandler stated that when she looks at our current bylaw and the parking requirements what she doesn't see is the allowance for visitor parking. Has visitor parking been factored into previous builds for multiple attached dwellings of six units or less? Town planner Phil Rough explained that the parking standards are being met.

Councillor Dowling stated that he is speaking in favour of the application and noted that townhouses in general are a good move toward our future housing requirements. He added that we should also be aware that we are on the cusp and it is the result of a lot of work done by the Shape Stratford project. Councillor Dowling added that it is important for people to remember that the stacked townhouses will be located in their proper zone.

Question: **CARRIED**

f) **Resolution PH037-2023 – A001-23 – Stacked Townhouse and General Text Amendments – Town of Stratford Zoning and Development Bylaw #45-N – Adoption**

Moved by Councillor Jeff MacDonald

Seconded by Ron Dowling

WHEREAS Bylaw #45-N, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, was read and approved a first time on November 8, 2023; and

WHEREAS Bylaw #45N, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, was read and approved a second time on December 13, 2023.

BE IT RESOLVED that Bylaw #45-N, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, be hereby adopted and that the Mayor and Chief Administrative Officer be authorized to affix their signatures and the corporate seal of the Town thereto and to be formally declared the said Bylaw passed.

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

Question: **CARRIED**

g) **Resolution PH038-2023 – DP206-23 - 8818223 Canada Inc. (Just Joe's Automotive) Special Permit Use – 240 Mason Road**

Moved by Councillor Jeff MacDonald

Seconded by Councillor Jody Jackson

WHEREAS An application has been received from 8818223 Canada Inc. (Just Joes Automotive), to move onto 240 Mason Road (PID 819235). This new business is a Change of Use of the property and falls under the Special Permit Use "Activities connected with the Automobile Trade other than a Scrap Yard" in the Mason Road Commercial (MRC) Zone where the Mason Road Core Area Design Standards are in effect; and

WHEREAS pursuant to section 11.1.4(b)(iv) in the Zoning and Development Bylaw #45, Council shall ensure that property owners within 61 m (200 ft.) of the subject property are notified in writing and asked to provide their comments; and ensure that a public meeting be held to allow residents to provide their input before making a decision.

BE IT RESOLVED that a public meeting be held on a Date/Time to be determined by staff and the Planning, Development and Heritage Committee in order to provide an

opportunity for the applicant to present the proposed Use to residents and obtain their input regarding the Special Permit Use.

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

Councillor MacDonald gave some background information noting that what is occurring is that Just Joe's Automotive is assuming tenancy of the building as the current tenant is moving on. It was noted at the planning meeting on December 4, 2023, that the design standards of the Mason Road core area would require a special permit use. It was never discovered before and we are trying to protect the record and make sure the use is conforming to our Development and Zoning Bylaw and that is why we are having a public meeting – it is a requirement for a special permit use.

Question: **CARRIED**

Councillor MacDonald left the meeting at this time.

It was moved, seconded, and carried that Safety Services be the next item on the agenda.

11. SAFETY SERVICES

a) Report – Included in the agenda package for Council to review.

Councillor Jackson stated that the last meeting was held on November 20, 2023, and he gave an overview of his report as follows:

He noted that in regard to the E-Watch program, he met with Deputy Mayor Gallant, CAO Jeremy Crosby and Wendy Watts, Community and Business Engagement Manager, to discuss the program and move it along. There were also some discussions with provincial representatives. As mentioned by the CAO, we have a camera on the Stratford side of the bridge which is fantastic, and we will work with the province to have some additional cameras placed in the locations that we have chosen. Councillor Jackson noted that the cameras will be great prevention tools.

b) RCMP

The report for the month of November was included in the agenda package. Councillor Jackson stated that Corporal Weatherbie provided some information that had been gathered for the past year from the speed radar on the Stratford Road and Bunbury Roads. He noted that there was only a small percentage of people who were using excessive speed and about 74% of people who were 10 to 15 km's over the speed limit. These areas will continue to be monitored, but they are not considered to be areas of major concern.

There was also some discussion on impaired driving and Corporal Weatherbie noted that with the holiday season they are putting on a major push and increasing their spot checks.

Councillor Jackson stated that there was a discussion about speeding on the Keppoch Road/Tea Hill Park area. Residents of the area requested that the speed limit be reduced and the committee agreed that a request be forwarded to the province asking for a reduction in the speed limit in this area.

c) Street Light

There was a question regarding the lights on the Bunbury Road. Currently, the lights are on the opposite side of the street from the sidewalk. Twenty three lights have been installed and it is a significant improvement in the lighting in the area.

Councillor Jackson stated that this is a request that both he and Deputy Mayor Gallant received last year from a resident on Williams Gate. He noted that lighting was installed from the trees to the roundabout, but this concern was about a lack of lighting from Williams Gate to the trees. The area was assessed and a recommendation was made to add three additional lights.

c) Humane Society Report

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

d) Transit

The report for the month of November was included in the agenda package. Councillor Jackson stated that the ridership numbers remain strong with 285 riders in the month of November, and the October number was incorrect last month and the correct number was 284 riders.

e) Cross Roads Fire Department

The report was included in the agenda package for Council to review. Councillor Jackson reviewed the report for November noting that there were 19 calls and the majority of those calls were false alarm calls.

Councillor Chandler noted that there was a complaint regarding the lighting in the Town's parking lot. She added that she also finds it dark as you are leaving the parking lot. Councillor Jackson stated that he will bring the item to the Safety Services Committee for discussion.

12. RECREATION, CULTURE, AND EVENTS

- a)** The report was included in the agenda package for Council to review. Councillor Jill Chandler reviewed the report as follows:

Committees – the recreation, Culture, and Events Committee met on November 23, 2023, and some of the topics reviewed were the community campus project, Waterfront Park boardwalk, policies related to naming rights, sponsorship and donation, the capital budget and updates on various department related programming.

Stratford Youth Centre & Council – the Youth Council has donated items or a family in need from Glen Stewart School. In total they purchased more than \$1600 in gifts and gift cards to support the family over the holidays.

The Youth Council/Youth Centre members have been selling tickets for their holiday raffle through November and December and the tickets are five dollars each. The prize is \$500 in gift cards and the draw date is December 20, 2023. The money raised from the raffle will go towards the various fundraising projects of the Youth Council and the Youth Centre.

The Youth Centre will be hosting their annual holiday party and Youth Awards on December 22, 2023. The youth Centre will close on December 22 for the holidays and reopen in the new year on January 8, 2024.

Arts and Culture - adult art programming and youth art programming are finishing up their fall sessions this month. Winter 2024 art programming registration opened on December 1, 2023, for both the youth and adults classes.

Christmas in the Park – Stratford annual holiday celebration was held on Thursday, November 30, 2023, at the Robert Cotton Park and approximately 800 people attended. This was the largest turnout for this event. The “Harry James Memorial Christmas Lights” were turned on in the Community Gardens each evening.

Santa arrived in a fire department ladder truck much to the thrill and excitement of all attending. Michael Pendergast entertained everyone in the Mayflower Seniors Room while they enjoyed their homemade cookies and warm chocolate serviced by the Stratford Youth Centre.

Hanukkah Menorah Lighting Ceremony – hosted at the Stratford Town Hall on December 8, 2023, the Hanukkah Menorah Lighting Ceremony – the display was lit on the second night of Hanukkah. A small reception followed in the Southport Room. Hanukkah is celebrated from December 7 – 15, 2023.

New Year’s Levee – the Town of Stratford New Year’s Levee will be held on Monday, January 1, 2024, from 12:00 p.m. to 1:30 p.m. in the Southport/Bunbury/Cross Roads

Rooms. Council will receive the public in the front foyer beginning at 12:00 p.m. Wine, punch, coffee, tea, and food will be served. This has traditionally been a very well attended event with between 1200 to 1800 attending each year.

Programs – winter 2024 program registration opens December 18 at 10:00 a.m. Residents and guests will be able to register for a number of recreational programs that are aimed to increase physical activity levels, encourage social interaction and to generally get the community active. All programs are open to people of all ages, demographics, and skill abilities.

Winter Preparations – Thank you to the Town’s infrastructure team for their extensive efforts towards the decorating and set up of the Cotton Park. Community Gardens and numerous other areas around the community. The abundant positive comments about the holiday decorations are certainly a testament to the efforts of the many individuals that planned and installed the decorations.

The Town has begun efforts towards the setup and maintenance of the three outdoor ice surfaces and aims to have them operational once the cold weather permits.

On behalf of the Recreation, Culture, and Events Committee, we wish everyone a very happy holiday season.

13. FINANCE AND TECHNOLOGY

a) Report

The report was included in the agenda package for Council to review. Councillor Dowling reviewed the report as follows:

- Utility collections – disconnects were issued this week and four disconnects were issued on December 4, 2023, for disconnect on December 7, 2023. It was noted that one property was connected.
- Attended the CARI board meeting.
- Attended the Shape Stratford meeting on development changes.
- Staff participated in a team building day.
- Attended the Institute of Public Administration of Canada (IPAC) event on ‘Building a Workforce for the Future.
- Attended organizational Review meetings (KPMG).
- Job applications for the utility clerk position closed on November 27, and we received 47 applications. Five people were interviewed and an offer was made to the individual and we are now waiting for a reply.
- Attended the Christmas party for our volunteers.

- Prepared information for Revenue Sharing meeting and attended meeting held on December 4, 2023.
- Worked on gathering information on projects put forward from priority session with Council.
- Updated budget spreadsheet for staff to start entering numbers for 2024 – 2025.
- ICIP government claim has been submitted for payment; and
- Staff is busy with day-to-day work.

b) Financial Statements

Included in the agenda package for Council to review. The statements were briefly reviewed.

14. INFRASTRUCTURE

- a) Report** – Included in the package for Council to review. In Deputy Mayor Gallant's absence Councillor Chandler gave an overview of the report as follows:

Work is winding down on the community campus site for the winter months. Both John Joe Sark Drive and Russell Drive are paved with base asphalt and all but a few hundred meters of the multi-use trail is also paved. Light standards are yet to be installed as materials are not received yet. The solar array and complete and commissioning of the sewage lift station will take place in the spring/summer of 2024.

Work continues on the Waterfront Gathering and Event Space project. The boardwalk is taking shape with many of the board now in place. A delay in processing shop drawings for the structural components for the lookouts will postpone that portion of the work beyond the proposed completion of December 31st.

Construction continues at the second water reservoir on Georgetown Road. The foundation for the tank is complete and erection of the tank wall has begun. Commissioning of the tank has been pushed to the end of January due to scheduling delays.

Construction continues on the replacement of the Corish sewage lift station and on the upgrades to the Bunbury sewage lift station albeit at a slow pace this time of year. Both projects are on hold awaiting mechanical and electrical material delivery and will both be completed and commissioned in the spring/summer of 2024.

The contract for cured-in-place pipe lining of concrete sewer main has been awarded to Eastern Trenchless Ltd. The work will include 275 meters of pipe renewal along Southport, Sunnyside, and Bayside Drive to eliminate water infiltration.

The contract for the construction of a concrete slab in the dray storage building at the Town's maintenance facility has been negotiated and will be awarded to Ostridge Bros 1983 Inc. pending the passing of a resolution this evening to approve a supplemental budget for the project.

The design work for the Corish Force Main Extension project is nearing completion and the project will be tendered early in the new year.

Infrastructure staff has been busy with the following:

- Funding applications submitted for the PEI Active Transportation Fund, PEI Climate Challenge Fund, PEI Reception Centre Resiliency Fund and the ACOA Hurricane Fiona Recovery Fund;
- Reviewing number of properties not connected to water and/or sewer;
- Reviewing Bylaw #21 and the Procurement Policy for updates and revisions;
- Preparing for the hiring process for the infrastructure technician position;
- Ongoing maintenance at Town owned properties, buildings, and trails;
- Assisted with set up for Christmas in the Park and Adopt a Plot;
- Christmas decorating around Town is complete and monitored daily for repairs;
- Bylaw complaints and investigations are ongoing;
- Water and sewer inspections and water turn-ons for new development is ongoing;
- Gravity flushing of the sewer system continues with hopes to be complete by the end of December; and
- Managing ongoing customer and resident inquiries and concerns.

During the month of November there were no major incidents or emergencies.

b) Resolution INC011-2023 Supplemental Capital Budget for Concrete Floor in Dry Storage Building

Moved by Councillor Jill Chandler

Seconded by Councillor Gordie Cox

WHEREAS the 2023 Town capital budget includes \$20,000 for the installation of a concrete floor in the dry storage building at 21 Hollis Avenue; and

WHEREAS three quotes were solicited with only one bid submitted in the amount of \$42,000 plus HST; and

WHEREAS after consulting with the design engineer the scope of work was adjusted and negotiated with the bidder resulting in the revised bid amount of \$29,750 plus HST; and

WHEREAS the design fee for the project was \$1,000 plus HST for a total project cost of \$30,750.00 plus HST, requiring a supplemental budget of \$10,750

BE IT RESOLVED that a supplemental capital Town budget of \$10,750 be approved to increase the Concrete Floor in the Dry Storage Building project budget to \$30,750.

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

Question: **CARRIED**

c) **Resolution INC012-2023 – Adoption of the Active Transportation Plan**

Moved by Councillor Jill Chandler

Seconded by Councillor Ron Dowling

WHEREAS in 2010, the town adopted an Active Transportation plan which defined the approach for growing Active Transportation and recommended the type of Active Transportation to be constructed throughout the town; and

WHEREAS the town continued to source funding to strive toward completion of the Active Transportation network as identified in this plan. Over the years, the plan was accomplished with help from provincially shared dollars and other funding programs; and

WHEREAS Upland Planning + Design were engaged in January 2023 to update the plan to prioritize locations and types of Active Transportation systems to be installed based on factors such as population density, development, traffic intensity, safety issues, etc. which the Town can use as a factual guide moving forward to further develop the Active Transportation network.

BE IT RESOLVED that the attached Active Transportation Plan prepared by Upland Planning + Design be hereby adopted.

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

Mayor Ogden noted that this is a very important document. He noted that he has always said that we want to use safety as a guide and use professional based information in order to make decisions on where we

should be putting active transportation, and he felt that this plan allows us to do that.

Question: **CARRIED**

15. COMMITTEE OF THE WHOLE

The report was included in the agenda package for Council to review. Councillor Dowling gave a brief overview of the report.

16. SUSTAINABILITY

a) Report was included in the agenda package for Council to review. Councillor Cox gave an overview of his report as follows:

Climate Action Plan

In 2022, Clean Foundation received funding from the PEI Climate Challenge Fund to advance municipalities solutions on climate change by assisting them to draft Climate Action Plans. In collaboration with the Federation of PEI Municipalities (FPEIM), Clean Foundation has worked with the Town of Stratford to research and compile a new Climate Action Plan, replacing a decade old version that was no longer useful. The draft Climate Action Plan for Stratford is available on our website and we are seeking feedback and comments from residents on the draft.

Forest Management Plan

With funding from the Climate Challenge Fund, the Town's forestry consultant is currently in the final stages of completing a Forest Management Plan. This plan is intended to help the Town strategically acquire land for protection/afforestation, plan for funding opportunities like 2 Billion Trees and the PEI Forest Enhancement Program, improved resident access to nature, and generally improved the health and resiliency of our forests. This is a big step in the Town being an active and sustainable steward of the approximately 200 acres of forest it owns. The final plan will be released in early February.

17. INTERGOVERNMENTAL AFFAIRS AND ACCOUNTABILITY

Report was included in the agenda package for Council to review. Mayor Ogden noted that the last meeting was held on November 30, 2023 and one of the items discussed was the E-Watch program. A question was put forward by a committee member about the possibility of privacy infringement and it was pointed out that the program does meet the privacy requirements.

Mayor Ogden noted that he attended the FCM's Advocacy Days where he met three of the four Island MP's. He added that we are also hoping to meet with the Hon. Lawrence MacAulay in the very near future to discuss a number of Stratford issues.

Mayor Ogden noted that we also had discussions with Stratford MLA's Jill Burridge and Jenn

Redmond and the CAO meets with them on a regular basis as issues arise.

A letter was written by the Charlottetown mayor to the premier, and we fine-tuned the letter and signed it and it was in regard to the changes to the Planning Act and the appeal process, and we received a positive response from the provincial government.

It was noted that there was also a discussion on our social media platforms.

18. HUMAN RESOURCES

No Report

19. INQUIRIES BY MEMBERS OF COUNCIL

Nil

20. OTHER COMMITTEES

a) Stratford Senior's Complex

Included in the agenda package. In Deputy Mayor Gallant's absence, Mayor Ogden reviewed the report as follows:

- We are waiting for the shower unit to arrive to finish the bathroom in unit 10. Once the bathroom is complete, we will reach out to the next person on our waiting list.
- Unit 13 has been completely gutted and build up will start once the new kitchen cupboards and the shower unit arrives. This unit was in very bad shape due to the person being one of the original tenants of the building and grandfathered into being allowed to smoke in the unit. This is the final unit that where the tenant was allowed to smoke in it. The building is now completely smoke free.
- Tenants have the building decorated for Christmas and they had a social in early December.
- The seniors board held their monthly meeting at the complex on December 12 and there was a meet and greet with the tenants and there was a discussion on any of the issues that the seniors had.
- A new person has been put forward to act as the senior's liaison for the building. The person's name will go to the next Council meeting for approval.
- There are currently 24 people on our waiting list.

21. APPOINTMENTS TO THE COMMITTEE

Nil

22. PROCLAMATION

Nil

23. OTHER BUSINESS

Councillor Jackson took a moment to thank the volunteer committee members of the two committees that he sits on (Safety Services and Intergovernmental Affairs). He also wished everyone a Merry Christmas.

Councillor Cox noted that he would like to see the entrance and exit signs at the Cotton Park lit up on both sides because currently they are hard to see.

23. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:02 p.m.

Mayor Steve Ogden

Jeremy Crosby, CAO