

REGULAR COUNCIL MEETING
Approved Minutes

DATE: November 13, 2024
TIME: 4:30 p.m. – 7:10 p.m.
PLACE: Council Chambers

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

REGRETS: Nil

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 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

Nil

3. APPROVAL OF THE AGENDA

It was moved by Councillor Jody Jackson and seconded by Councillor Jeff MacDonald that the agenda be approved as circulated.

4. ADOPTION OF THE MINUTES

It was moved by Councillor Gordie Cox and seconded by Councillor Jeff MacDonald that the regular monthly meeting minutes of October 9, 2024, and the Public Meeting Minutes of October 8, 2024, be approved as circulated.

5. BUSINESS ARISING

Councillor MacDonald wanted to note for the record that the item that had been before the public meeting won’t be proceeding for consideration at this point in time. If people are following along with the agenda package, the item is still under consideration and under

review at the application level so we will not have a decision on it tonight. He added that Deputy Mayor Gallant had asked him to reach out to some of the concerned citizens who attended the public meeting. Councillor MacDonald stated that both Deputy Mayor Gallant and Councillor Jackson have been in regular contact with these citizens.

Mayor Ogden stated that the exact reason for a public meeting is for residents to bring any issues to the attention of Council for consideration, and we can ask the developer to address those issues before it proceeds to Council for approval. He added that it is always great to see the citizens of the Town give their input as it makes the Town a better place.

Deputy Mayor Gallant stated that Councillor MacDonald spoke to these residents via email to follow up with them because it is important to keep them in the loop. Mayor Ogden agreed that it is important that any concerns raised by residents be addressed.

6. PRESENTATIONS FROM THE FLOOR

Nil

7. MAYOR'S REPORT

Mayor Ogden gave an overview of his report as follows:

- Mayor Ogden thanked staff for all their efforts regarding the Remembrance Day Ceremony; he also thanked the RCMP and the Cross Roads Fire Department members who were in attendance
- Chaired the regular monthly meeting of Council, and the Committee of the Whole Council meeting
- Enjoyed a week of vacation. Thank you to Deputy Mayor Gallant and Councillors for representing the Town at the opening ceremony of the new waterfront boardwalk
- Was very honoured to lay wreaths at Andrews of Stratford Remembrance Ceremony on November 5, 2024, on behalf of the Town, and at the Town Remembrance Day Ceremony on November 11, 2024
- Participated in a virtual meeting of the FCM Finance, Infrastructure, and Transportation Committees
- Enjoyed participating in the Curling Hall of Fame Induction Ceremony
- Along with Council and several staff members attended a meeting with a property owner interested in selling some property to the Town
- Participated in a meeting with the Stratfords of the World representatives regarding the upcoming meeting in New Zealand
- Was interviewed by CBC regarding the wellness centre fundraising, and on a second occasion was interviewed regarding the provincial capital budget announcement of a new junior high school for Stratford

- Participated in a meeting of the Planning, Development, and Heritage Committee, as well as a virtual meeting of the Diversity and Inclusion Committee
- Participated in a public meeting to discuss a bylaw with regards to street vendors
- Attended the Beautification Awards Ceremony and was very pleased to see the Town receive three awards. Two were accepted by Heidi Wood and Rosie Laybolt for their great work, and one to the Youth Council for their community garden
- Enjoyed participating in the wellness centre fundraising kickoff event
- Attended an Active Transportation Summit held in Stratford
- Participated in meetings with consultants about the new Official Plan and Short Term Rentals Bylaw
- 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.

8. CHIEF ADMINISTRATIVE OFFICER (CAO) REPORT

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

- Attended a meeting with the department heads to discuss the Canadian Community Building Funding for the next five years
- Attended a meeting with the Deputy CAO and a member of DP Murphy to discuss potential development opportunities and funding opportunities for the community campus
- Attended a meeting with the director of finance, the Deputy CAO, the town solicitor, and the town's accounting firm, to discuss how we should proceed with the potential development of future lots within the community campus property
- Attended and participated in the Heritage Sub-Committee meeting
- Attended a meeting with staff in preparation for the opening ceremony of the waterfront boardwalk
- Attended and participated in the Intergovernmental Affairs and Accountability Committee meeting
- Attended and participated in the urban mayors' meeting
- Attended a meeting with the mayor and residents of the Clearview Estates area to discuss future municipal watermain expansion in the lower area of the subdivision
- Attended and participated in the interviews for the front desk administrative clerk position
- Chaired the bi-weekly department head meetings
- Attended a meeting with members of the Charlottetown Area Development Corporation (CADC) regarding the possible purchase of land on Sheppard Drive
- Chaired a meeting with staff in preparation for the committee social event

- Attended a revenue sharing meeting with the director of finance to discuss the next steps in the process
- Attended a meeting with representatives of the Town of Cornwall to discuss the revenue sharing process
- Attended a meeting with planning staff to discuss several developments
- Attended the ESRI GIS session regarding the new City Works Program
- Attended the Atlantic Canada Opportunities Agency (ACOA) funding announcement for the opening of the new waterfront boardwalk
- participated in a meeting regarding large group facility rentals in the gym area
- Attended the Engineers PEI Environment Committee meeting
- Attended a meeting with the Deputy CAO and a developer looking to setup a manufacturing facility in a future phase of the business park
- Chaired the monthly staff meeting
- Attended a meeting with infrastructure staff and the Deputy CAO to discuss the newly built multi-use courts in the Clearview Estates subdivision park
- Attended and participated in the monthly Committee of the Whole meeting
- Attended a meeting with department heads to discuss additional office space for the Town Centre offices
- Attended a meeting with the director of finance and the director of infrastructure regarding the Wastewater Treatment Agreement with the City of Charlottetown
- Attended a meeting with the Deputy CAO and a group looking to set up a recreational facility on the community campus lands
- Chaired the monthly CAO department meeting
- Attended and participated in the monthly Charlottetown Area Development Corporation (CADC) board meeting
- Attended a virtual session on the official plan review
- Attended a meeting with planning staff and a consultant to discuss stormwater management strategies in Stratford
- Attended a meeting regarding the development of the Short Term Rentals Bylaw; and
- Attended a meeting with the community and business engagement manager regarding our upcoming team building day scheduled for December 6, 2024.

In addition, the CAO organized meetings with staff, prepared comprehensive agendas, and materials for the various committee meetings to keep them up to date. The CAO additionally assessed infrastructure projects, reviewed planning-related matters, and effectively managed various HR related files. He also responded to emails and letters from residents, stakeholders, government officials, and other entities. The CAO noted that he is currently working on the Stratford Business Park file in preparation of the sale of the lots in phase III and possible further development within the community campus lands.

9. SAFETY SERVICES

a) Report

The report was included in the agenda package for Council to review. Councillor Jackson noted that there was an update from the fire chief on the Provincial Fire Safety Act that is hopefully going to be passed this year. We will wait until the Act is passed and then decide if we want to develop a Fire Prevention Bylaw to enable us to have more stringent controls over barbecues, electric bike storage, and things of that nature.

Councillor Jackson stated that the committee discussed the parking issues on Bryer Jones. He noted that there will be 'no parking signs' installed to deal with the parking on the street and hopefully this will alleviate the parking issues.

The committee was provided with an update on street lighting and active transportation initiatives that are forthcoming.

There was a good discussion on traffic as we wanted to give the committee a 'heads up' on some of the planned infrastructure projects over the next few years.

Councillor MacDonald asked if the Noise and Nuisance Bylaw amendment is on the workplan or are we waiting to see the provincial updates first before we look at our bylaw? The infrastructure director replied that it was the fire chief who brought to our attention how we may want to address barbecues on the balconies of apartments as there are concerns of fire in apartment buildings. She added that we weren't considering amending the bylaw but it is something we can consider. It was recommended that if we are going to consider amending the bylaw, we should wait and see what the province is going to put out first so we can be in line with what they are doing.

Councillor MacDonald asked about the infrastructure plan for the Stratford side of the bridge and the infrastructure director replied that the roundabout at Glen Stewart Drive and Stratford Road is planned for the next construction season in 2025.

Councillor Cox asked if there was any talk about a roundabout at Our Lady of Assumption church the 'blue church' and the infrastructure director replied that we have not heard any plans for that area but she will follow up to see if anything is planned.

Councillor Chandler noted that a while back there was a session where Council and stakeholders gave their input for the active transportation plan and she asked if that information was communicated to the province as they set their priorities. She added that one of the areas of concern was Our Lady of Assumption Church (blue church) as well as some other areas. The infrastructure director noted that yes, we did have a session where we updated our active transportation plan and it has been shared with the province. She

added that there were a number of projects that were identified that would be provincial projects and not Town projects.

b) Street Lights

Nil

c) RCMP

Councillor Jackson noted that there was also an update from the RCMP on traffic patrols. There has been very strong enforcement in school zones as well as high visibility and we thank Corporal Weatherbie and his team for their efforts.

It was noted that the provincial traffic unit was set up in Stratford for a full day and a number of fines were issued.

Corporal Weatherbie gave an update noting that the month of October was a very busy month. There were 286 occurrences and 138 traffic related occurrences. He noted that they are trying to focus as much as possible on selective traffic enforcement program files. There were four check stops in the month of October and 44 summary offence tickets and 31 warnings were issued. Corporal Weatherbie added that this was with the Stratford RCMP members as well as assistance from the provincial traffic section.

Corporal Weatherbie stated that during the month there was a brutal attack on a couple of Stratford seniors and an attempted murder investigation ensued. The Stratford members were first on scene for both and there were a lot of resources from the major crime unit and the forensic identification section. There was also assistance from King's District and our police dog unit. A 60 year old male, Allen Wood, was arrested at his residence in Vernon Bridge. He was originally arrested for attempted murder; however, both of the seniors have succumb to their injuries. Corporal Weatherbie stated that Mr. Wood, while in custody, had a medical situation and he passed as well, so the attempted murder charges were stayed by the crown prosecutor. He noted that the investigation is still ongoing by the lead investigators of the major crime unit and the files are still open, so there is not a lot more he can comment on.

Councillor Chandler stated that she has noticed in other communities there are different seminars being offered by RCMP members or possibly even retired RCMP members to educate seniors on cyber security, safety, and fraud. She wondered if there was a possibility of doing something similar in Stratford adding that there are things happening online that are impacting our residents. Councillor MacDonald noted that there is a group called Community Legal Information and they specialize in providing this type of information by doing presentations. He added that it might be worthwhile to have someone reach out to them and they could do a presentation in conjunction with the

RCMP. Corporal Weatherbie noted that Corporal Gavin Moore as well as himself have been to the seniors homes to talk about fraud and scams. Wendy added that she had a meeting with Scott Ferris who is the senior communications advisor for the RCMP, and through the PEI Association of Chiefs of Police there is some funding, so they are looking at partnering with some municipalities to do some of these types of things.

d) Humane Society Report

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

e) Transit

The report for the month of October was included in the agenda package. Councillor Jackson noted that again the ridership numbers are great with approximately 326 riders per day in October.

f) Cross Roads Fire Department

The report for the month of October was included in the agenda package. Councillor Jackson noted that there were 16 calls in October with the majority of them being in Stratford. Of those 16 calls some were false alarms. There were four fires and two medical first responses, and three motor vehicle collisions. Councillor Jackson stated that we continue to see CO2 alarms and added that this year we have seen significant buildup of CO2 in homes.

10. RECREATION, CULTURE AND EVENTS

Councillor Chandler gave an overview of her report as follows:

Recreation, Culture, and Events

The committee met on October 24, 2024 and the community campus (cultural spaces discussion) and program updates were the main agenda topics.

Stratford Community Campus

The Town hosted a Stratford Community Campus Fundraising Launch on November 5, 2024, at Fox Meadow Golf Course. The event was an opportunity to provide insights into the planning for the community campus while also introducing the fundraising initiative that the Town has undertaken to help mitigate the considerable cost of the project. A special thank you to Ray Murphy and David Dunphy for leading this campaign.

Stratford Youth Centre and Council

The youth centre hosted another successful Spooktoberfest weekend. The home decoration contest had eight properties to register. The youth council provided for first, second, and third place. The trick or treat trail had 262 children participate. The haunted trail ran over a period

of two evenings and 208 people participated. In total, more than 50 youth members volunteered over the weekend.

The youth centre program has closed registrations for the season and has a total of 78 active youth members. We will look at opening late registration in January if we feel we can accommodate additional members. The youth centre will be starting their holiday raffle on November 12, 2024. Members will be selling tickets for a chance to win \$500 in gift cards just before Christmas – tickets are \$5 each.

The youth centre drama club has been working hard in rehearsals for their production of 'A Christmas Carol'. The group will be hosting four shows in December (13 to 15).

Events

Despite the inclement weather, there was a great turn out for the annual Remembrance Day Service. The service had a large turnout for the parade, with RCMP, and the Cross Roads Fire Department and cadets leading the parade. The Town was pleased to secure the services of Lt.-Col. Moriarty as a guest speaker. His comments accentuated the selflessness of many Stratford residents with their enlistments in several global conflicts. Thank you to seven youth council members who volunteered throughout the day in setting up and cleaning up after the event.

The Town is preparing for the 'Light up the Night' Christmas celebration on Friday, November 20, 2024, from 6:00 p.m. to 7:30 p.m. The evening will consist of a parade followed by a Christmas tree and park lighting. The parade route map and details will be advertised on the Town website and social media later this week. Christmas decorating is underway and will be lit up starting on November 29, 2024.

The Town has developed a March of the Elves for Thursday, December 19, 2024, from 1:00 to 2:00 p.m. at Andrews of Stratford. The Glen Stewart grade 2 choir, led by Lisa MacDonald and Elizabeth MacLean, and consisting of 50-60 students will dress in colorful clothing and be Santa's helpers as they pass out small presents to the seniors and sing a few holiday songs for the seniors. This is a community event pairing children with seniors and giving children the opportunity to learn that sharing your time and talent is the best gift.

Programs

Winter 2025 programs are currently being finalized with registration set to open on December 1, 2024.

Gymnasium

The gymnasium continues to operate at full capacity. The addition of the Kid Hub after school program has been relatively seamless. The program uses half the gymnasium and the full stage from Monday to Friday starting at 2:30 p.m. each day.

11. FINANCE AND TECHNOLOGY

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

- The utility bills were due on November 12, 2024. We are reviewing the overdue accounts and we may do another round of disconnects before the end of November
- Attended the AMAPEI annual meeting
- Attended ESRI presentation to get the demo roll out of our GIS system for next year
- Attended the Federation of Canadian Municipalities (FCM) PACE scale up support program
- Finalized and submitted our Canada Community Building Fund (CCBF) applications for our next five year allocation
- Attended the CARI board meeting
- Reviewed the Wastewater Treatment Agreement with the infrastructure director and the CAO
- Attended a virtual training session on GST for real property
- Attended meetings with groups interested in the community campus, along with the CAO and Deputy CAO
- The financial coordinator Taewoo Kim developed a spreadsheet for managers to use to review budget versus actual - up to the end of October
- Attended Excel Level 3 course at Holland college
- Jodi Corcoran started as an Administrative Assistant on October 28, 2024, and she is settling in well
- Melanie Stetson attended the Canadian Association of Municipal Administrators (CAMA) Conference for administrative assistants which was held in Fredericton
- Attended the launch of the fundraising campaign at Fox Meadow. Excellent job by Ronelda Peters for her help in organizing the event; and
- Staff is busy with day to day tasks.

b) Financial Statements

Included in the agenda package for Council to review.

c) **Resolution FT011-2024 – Allocation of the Canada Community Building Fund (CCBF) for 2024-25 to 2028-29**

Moved by Councillor Ron Dowling

Seconded by Councillor Jeff MacDonald

WHEREAS the Town of Stratford has an estimated \$5,407,616 to allocate to CCBF projects for the next five-years (2024-25 to 2028-29) Canada Community Building Fund program; and

WHEREAS the Town of Stratford has an allocation of \$5,384,385 in new funding from the 2024-25 to 2028-29 Canada Community Building Fund Program and has earned interest in the amount of \$23,231.

BE IT RESOLVED that the \$5,407,616 in available funds from the 2024-25 to 2028-29 CCBF program to be allocated to the following projects that were approved in the 2024-25 to 2028/29 five-year capital plan:

- Community Campus Sports Fields and Amenities
- Active Transportation Trail Rosebank Road
- Waterfront Boardwalk Phase 2
- Community Campus Wellness Centre Turf Field
- Community Campus Wellness Centre Arena

Discussion: This resolution bears the recommendation of the Finance and Technology Committee.

Councillor MacDonald stated that he is happy to see the inclusion of the active transportation trail on the Rosebank Road. He added that it is a vital part of getting that community connected to our active transportation network.

Question: **CARRIED**

12. PLANNING, DEVELOPMENT AND HERITAGE

- a) Report was included in the agenda package for Council to review.
- b) Permit Summary was included in the agenda package for Council to review. Councillor MacDonald briefly reviewed the summary.
- c) **Resolution PH029-2024 – DP136-24 – Nine Yards Studio – 255 Sundance Lane (PID 894519) Accessory Building in a Front Yard**

Moved by Councillor Jeff MacDonald
Seconded by Councillor Jody Jackson

WHEREAS a revision to an application has been received from Nine Yards Studio on behalf of the property owner to place an Accessory Building, a Private Detached Garage within

the Front Yard of the proposed Single Dwelling to be located on PID 894519, 255 Sundance Lane; and

WHEREAS in accordance with section 8.1.2. Council may issue a Development Permit for an Accessory Building located within the Front Yard of a Lot, where the Town is satisfied the Structure includes Building design components such as Building material, scale, and form that are consistent with surrounding Development; and

WHEREAS the revisions to the proposed detached garage incorporate design elements and materials that are consistent with the proposed single dwelling. The proposed location of the detached garage has been revised to be more in line with the established buildings in the area and the orientation of the detached garage has been rotated 90 degrees, so the garage doors now face the left property line minimizing the required turning radius; and

WHEREAS the aforementioned revisions assist the detached garage in appearing as an attached projection of the single dwelling, which is consistent with the surrounding development and the recommended conditions of PH025-2024.

BE IT RESOLVED that approval be granted to an application received from Nine Yards Studio on behalf of the property owner to place an Accessory Building, a Private Garage which is Detached, within the Front Yard of PID 894519, 255 Sundance Lane in accordance with the following conditions:

1. That the 10-foot-wide tree buffer be maintained in a healthy growing condition and, if damaged for any reason, be replanted within the first available growing season.
2. That 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.

With the aid of the overhead, Councillor MacDonald noted that the rendering of the new structure shows the changes. He stated that prior to the deferral, the accessory building was essentially a flat black surface which was facing the road. It was stuck out a bit and it didn't really 'mesh' with everything. Councillor MacDonald felt that they did a good job adding some architectural interest with the landscaping to the side of the garage facing the roadway. The second rendering shows that they have placed an almost a fencing type structure to make it seem from the roadway that it is all one continuous

structure. They have moved the structure around so that it really does fall in line with the structures to the left and to the right. The concerns were taken to heart by the applicant and the architect, and they came back with a much better product. Councillor MacDonald stated that from his perspective it meets the requirements of our Planning and Development Bylaw and he will be voting in favour of it.

Councillor Dowling stated that he agrees with Councillor MacDonald that it is a good example of new thinking. We as a council and future councils will need to adopt, to some degree, the significant changes in development that will take place in the community over the next 20 years. We need to always be mindful of existing residents in existing neighbourhoods and the quality of life that they enjoy. Councillor Dowling added that this is a good example of staff working with the proponent's willingness to recognize the necessity for change and the willingness to make that change and he will be supporting the resolution.

Councillor Chandler stated that she agrees with everything that has been said and that we had to work within the existing rules. She added that she loves what they have done and noted that it is a wonderful demonstration of open lines of communication.

Deputy Mayor Gallant also agreed with Councillor Chandler and Councillor Dowling noting that it turned out great.

Planning director Dale McKeigan took a moment to acknowledge all of work that Sarah Kennedy did on this file.

Question: **CARRIED**

d) Resolution PH030-2024 – DP153-24 – 102111 PEI Inc. (Milestones) – Part 3 Commercial Building Addition – 251 Mason Road

Moved by Councillor Jeff MacDonald

Seconded by Councillor Gordie Cox

WHEREAS An application has been received from 102111 PEI Inc. to construct a 600 sq. ft. addition to an existing Child Care Centre, on Lot 20-1, parcel number 776799 (approx. 1.06 acres in total area) located at 251 Mason Road; and

WHEREAS the two storey 10' by 30' addition is proposed to be located on the north side of the existing building. The purpose of the addition is to accommodate a locker room for

use by the existing children attending the centre on the main level and open offices for use by the existing staff on the second level; and

WHEREAS the site currently contains surface parking for 29 vehicles, where the bylaw requires parking for the total floor area used for commercial purposes, typically excluding areas used for stairwells, bathrooms, and staff rooms, and where the addition will not cause an increase to the number of staff or children attending the centre; no additional parking spaces are required for the addition; and

WHEREAS the proposed development is located within the Mason Road Commercial (MRC) Zone; therefore, must be designed in accordance with the Mason Road Core Area (MRCA) Design Standards. Plans for the development have been reviewed in accordance with the design standards and meet all relevant provisions applicable to the addition.

BE IT RESOLVED that approval to an application received from 102111 PEI Inc. to construct a 600 sq. ft. addition to an existing Child Care Centre on Lot 20-1, parcel number 776799 (approx. 1.06 acres in total area) located at 251 Mason Road in accordance with the following conditions:

1. Conformance with the architectural drawings submitted to the Town prepared by SableArc Sustainable Architecture and Design, Project Number 24063, Issued for Permit September 27, 2024.
2. 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.

Councillor MacDonald asked Mr. Rough to provide Council with an overview of why this resolution needs to come before Council. Mr. Rough stated that it needs to come before Council because it is outside the scope of the development and any additions or changes need to come to Council.

Question: **CARRIED**

e) Resolution PH031-2024 – Permit Ready Housing Plans

Moved by Councillor Jeff MacDonald

Seconded by Councillor Jill Chandler

WHEREAS the Town of Stratford is committed to addressing the housing crisis and ensuring that its residents have access to safe and attainable housing options; and

WHEREAS in 2024, the Town successfully attained funding through the Housing Accelerator Fund, established by the Canada Housing and Mortgage Corporation (CMHC). The Housing Accelerator Fund is a funding initiative designed to provide financial support and resources to municipalities in developing attainable housing projects; and

WHEREAS the Town Council passed the Resolution **CWO12-2023 – Housing Accelerator Fund** to move forward with the identified Initiatives designed to implement systematic changes to the Towns planning and zoning bylaws to promote more housing developments and remove the inefficiencies and obstacles to diverse housing typology; and

WHEREAS the Town Council understands Initiative 3 of the Housing Accelerator Fund was to adopt a set of Permit-Ready Housing Plans that will reduce design fees and speed up application times for those looking to bring in missing middle housing types into the Town, and

WHEREAS proposals were received on October 11, 2024, for the Permit-Ready Housing Plans; and

WHEREAS three submissions were received, one from UPLAND Planning and Design, one from Fowler Bauld Mitchell Ltd, and one from Formed Alliance Architectural Studio evaluated by a team of 3 who ranked each submission out of a total score of 100 with the following results:

Proponent	Total Score	Total Price (excl. HST)
UPLAND Planning and Design	90.1	\$223,275
Fowler Bauld Mitchell Ltd	87.1	\$714,530
Formed Alliance Architectural Studio	91.3	\$200,000

AND WHEREAS Formed Alliance Architectural Studio had the highest score at 91.3; and

WHEREAS there is funding approved in the Housing Accelerator Fund budget allocated for the Permit-Ready Housing Plans.

BE IT RESOLVED that the Town of Stratford Permit-Ready Housing Plans project be awarded to Formed Alliance Architectural Studio for the price provided of \$200,000 (HST excluded).

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

Councillor Dowling asked if he could get an overview of what the statement 'to move forward with the identified initiatives designed to implement systematic changes to the Town's planning and zoning bylaws to promote more housing developments' entails as it relates to the housing accelerator fund.

Councillor MacDonald stated that we are in the early stages of the official plan review which is one of the initiatives of the housing accelerator fund. There is a broad umbrella that applies to systematic changes within our Town in terms of the development regime that would be closely addressed with the language of the official plan review. There is also a large number of other initiatives that we are looking to address. The view of the permit ready housing plans provides a ready set menu of pre-approved housing plans to a developer.

Scott explained that when we submitted the application for the housing accelerator we had to develop seven initiatives and one of the initiatives was to create a set of permit ready housing plans to basically speed up planning applications. Scott added that once the new bylaw comes into effect at the end of next year, we will look at re-evaluating those designs based on potential changes to apartments and lot sizes.

Question: **CARRIED**

- f) **Resolution PH032-2024 – A001-24 – JDLB Holdings – Zoning Bylaw Text Amendment - Addition of a new use called Stacked Semi-Detached Dwellings into the Medium Density Residential (R2) Zone – Second Reading**

Moved by Councillor Jeff MacDonald

Seconded by Councillor Gordie Cox

WHEREAS an application has been received from JDLB Holdings Inc. requesting to add several text amendments to the Town of Stratford Zoning and Development Bylaw #45 involving: the addition of a definition for a new use called "Stacked Semi-Detached Dwelling, the addition of the use "Stacked Semi-Detached Dwelling" into Medium Density

Residential (R2) zone as a Special Permit use and the addition of lot development/parking standards for Stacked Semi-Detached Dwellings; and

WHEREAS in accordance with the Stratford Zoning and Development Bylaw #45, notice of this amendment application and public meeting occurred through the placement of an advertisement in the local Guardian Newspaper on 2 separate editions (August 31st and September 7th) and notice of the public meeting was also posted on the Town's Facebook page; and

WHEREAS a public meeting was held on September 12, 2024, at 7:00 p.m., with only 2 residents in attendance. This public meeting was also live streamed on the Town's Facebook and YouTube. Residents were given until September 23, 2024, to submit their comments; and

WHEREAS planning staff received no response letters from residents or landowners;

BE IT RESOLVED Bylaw #45Q, 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 recommendation of the Planning, Development, and Heritage Committee.

Councillor MacDonald stated that to understand the proposed amendment he referred to the overhead which displayed the current R2 zones that currently exist in the Town. To understand the scope of the 'ask' the proposed text amendment to our bylaw has at a minimum the potential to go into these zones within the Town. However, not every lot in the R2 zone is capable of supporting this use, and that comes down to the development standards, the lot standards, as well as the parking standards. The reality is only certain size lots in certain areas are going to be able to support a development of this type. Because it is somewhat of a novel use and it has the potential to increase densification in any existing zone, it does have the potential to add four units to what might otherwise be potentially two units or even one unit. It's designed as a special permit use and that means there are a lot of procedural steps before it gets approved. A lot of procedural safeguards are in place to ensure that we are protecting the existing R2 zones and the neighbourhoods.

Question: **CARRIED**

- g) **Resolution PH033-2024 – A001-24 – JDLB Holdings – Zoning Bylaw Text Amendment - Addition of a new use called Stacked Semi-Detached Dwellings into the Medium Density Residential (R2) Zone – Adoption**

Moved by Councillor Jeff MacDonald

Seconded by Councillor Jody Jackson

WHEREAS Bylaw #45-Q, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, was read and approved for a first time on October 9, 2024; and

WHEREAS Bylaw #45-Q, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, was read and approved a second time on November 13, 2024.

BE IT RESOLVED that Bylaw #45-Q, 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 recommendation of the Planning, Development, and Heritage Committee.

Question: **CARRIED**

13. INFRASTRUCTURE

a) The Report was included in the package for Council to review. Deputy Mayor Steve Gallant reviewed the report as follows:

- Some construction/installation activity continues while the weather holds, but will be finishing up soon for the winter season, including paving on the community campus, the forcemain extension project on Kinlock Road, and completion of the solar projects at the Stratford Emergency Services Centre and maintenance building on Hollis Avenue
- Design for the multi-use path along Glen Stewart Drive was awarded to CBCL and this work has begun with construction to take place in the summer of 2025
- Continued coordination with the consultant preparing the design for Reeves Estates watermain replacement and sewer lift station decommissioning
- Completed the replacement of outdoor showers at Tea Hill with funds received from the PEI Beach Infrastructure Program. The building is now shut down for the winter, but the new showers will be in operation next summer
- Planning for launching the sump pump redirection program has begun. This is a program funded by the Climate Change Fund that will provide rebates to eligible property owners who currently have a sump pump connected to the sewer system, to have it properly directed to the exterior of the building. As an incentive to register for the program, the installation of a battery backup sump pump will be included in the rebate; and
- An RFP for design of the decommissioning of the Aptos sewage lift station and upgrades to the Zakem sewage lift station was issued and will close on November 15, 2024.

Infrastructure staff has also been busy with the following:

- Assisting with funding applications
- participating in the Active Transportation Summit held at the Stratford Emergency Services Centre
- Coordinating line painting at the Town Centre and Pondsides Park parking lots
- Mowers have been cleaned and serviced and stored for the winter. Snow removal equipment is being readied for the season
- Preparing the Christmas decorations and displays is underway. Preliminary work in terms of additional power, ground stakes and anchors, lights on poles and buildings, etc., will continue through November
- Assisting with plans for Light up the Night Santa Claus Parade
- Winterizing and closing of buildings
- Trail maintenance and repair is ongoing
- Fire hydrant maintenance continues
- Watermain flushing is underway
- Gravity sewer flushing and lift station cleaning continues
- All sewer laterals requiring seasonal maintenance have been jetted and flushed
- Water meter removal and water turn-off at cottages and other seasonal premises continues
- Water and sewer inspections, meter installations, and water turn-ons for new developments are ongoing; and
- Managing ongoing customer and resident inquiries and concerns.

During the month of October there were no major sewer or water emergencies. Three minor blockages on utility owned portions of sewer laterals were reported of which two have been addressed by installing clean-out access. The third is awaiting further investigation.

14. COMMITTEE OF THE WHOLE

Nil

15. SUSTAINABILITY COMMITTEE

- a) Report was included in the agenda package for Council to review. Councillor Cox reviewed the report as follows:

Community Gardens

The Stratford Community Garden is now closed for the season. This season, we partnered with Meals on Wheels and the produce from the Town's garden plot was donated to support the Meals on Wheels efforts. Thanks to the Meals on Wheels volunteers who regularly harvested from the plot – close to 200 individual servings of assorted vegetables were delivered to clients over the summer months. This partnership resulted in fresh,

locally grown produce available to those in need and helping with community involvement and supporting residents.

Official Plan Review

Following the request of the Sustainability Committee to meet with the consultants, an invitation with two dates to select from was offered to all Town committee members. This opportunity allowed resident committee members to have their input into the official plan from a committee perspective and was valuable to the process.

Business Community

Members of the Stratford business community had an opportunity to participate in the official plan and was valuable to the process.

Diversity and Inclusion Updates

The primary focus of the Diversity and Inclusion Committee continues to be the Town's anniversary project. A legacy book for the upcoming 30th Anniversary of the Town will feature the stories of 30 residents recorded and written by 30 youth as an inter-generational project. Nominations continue; however, as time gets tighter, the interviews and writing are getting underway.

Councillor Cox noted that he will be attending a Sustainability Conference in February of 2025.

16. INTERGOVERNMENTAL AFFAIRS AND ACCOUNTABILITY

Report was included in the agenda package for Council to review. Mayor Ogden noted that there was a good discussion on some of our major initiatives such as Shape Stratford. Another item discussed was the resident survey which was successful again this year with approximately 1000 responses, which is a valid sample size. The survey provides us with good information of how our residents feel about the work that we are doing as a Council and the work that we are doing as a Town. The survey provides us with some direction on key questions on some of the things that we are working on.

Mayor Ogden noted that there was a Capital Area Mayors' meeting and some of the items discussed were wellfield protection, transit, and infrastructure funding. There was also an Urban Mayors' meeting and items of discussion were islanders with complex needs, housing, and climate adaption.

It was noted that we have applications in to the federal government for funding for the community campus and we are hoping to hear something soon.

Mayor Ogden stated that he provided an update on some of the important initiatives undertaken by the Federation of Canadian Municipalities (FCM) and the biggest initiative is the municipal growth framework and they are trying to lobby government to provide sustainable funding for municipalities across the country so they can fulfill their mandate.

17. HUMAN RESOURCES

a) No Report

18. INQUIRIES BY MEMBERS OF COUNCIL

a) No inquiries were made.

19. OTHER COMMITTEES

a) Stratford Senior's Complex

Deputy Mayor Gallant gave an update on the Stratford Senior's Complex as follows:

- We are still waiting for the Building Assessment Report
- The budget for 2025 is currently being worked on
- We have two vacant units at the complex as two tenants have moved to long term care homes and we are in the process of contacting people on our wait list to view the vacant units. We have also asked Wendy to post some notices on social media to get some additional applications on file
- The fire alarm testing has been completed
- We are currently waiting to get the annual inspection completed on the generator; and
- There are currently 26 people on the waiting list

20. APPOINTMENTS TO THE COMMITTEE

Nil

21. PROCLAMATIONS

Nil

22. OTHER BUSINESS

Councillor Chandler noted that the Christmas craft fair will be held at Glen Stewart School this coming weekend and it is a big fundraiser for the Home and School Association of both Stratford Elementary and Glen Stewart Schools. She also noted that the food drive will take place on Saturday, November 16, 2024, from 9:00 a.m. until 2:00 p.m.

23. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:10 p.m.

Mayor Steve Ogden

Jeremy Crosby, CAO