

Special Council Meeting

Approved Minutes

DATE: June 25, 2025

TIME: 4:00 p.m.

PLACE: Bunbury Room

PRESENT: Deputy Mayor Steve Gallant; Councillors Jody Jackson, Jeff MacDonald, Jeremy Crosby, Ron Dowling, Gordie Cox, CAO; Jeremy Pierce, Deputy CAO and Recreation Director; Dale McKeigan, Director of Planning; Phil Rough, Town Planner; Sarah Kennedy, Development Officer; Wendy Watts, Community and Business Engagement Manager; and Recording Clerk Neala Smallman

REGRETS: Councillor Jill Chandler

GUESTS: Nil

CHAIR: Mayor Steve Ogden

1. CALL TO ORDER

Mayor Steve Ogden called the meeting to order at 4:00 p.m.

We acknowledge the land upon which we gather is the unceded territory of the Mi'kmaq, and we pay our respects to the Indigenous Mi'kmaq People of this territory past, present, and future.

2. DECLARATION OF CONFLICT OF INTEREST

No conflicts were declared.

3. APPROVAL OF AGENDA

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

4. RESOLUTIONS

- a) **No. PH030-2025 – DP067-25 – Stratford Recreation Department – Michael Thomas Park (PID 571414) –Permit for 7 Temporary Accessory Use Structures for 2025 Canada Day Event**

**Moved by Councillor Jeff MacDonald
Seconded by Councillor Gordie Cox**

WHEREAS an application has been received from Melanie Weatherbie on behalf of the Town of Stratford's Recreation, Culture & Events Department to operate various Temporary Uses (1 Food Truck and 6 Food/Drink Accessory structures), at Michael Thomas Park (PID 571414) as part of the Town's annual Canada Day event; and

WHEREAS in accordance with Section 8.20 of the Zoning and Development Bylaw #45, where Council deems that there would be no health or safety risks to users and there would be no significant nuisance created for adjoining properties, Council may issue a temporary Development Permit enabling the temporary erection of a Building or Structure and/or the Temporary Use of land to accommodate a celebration or event; and

WHEREAS the duration of a Temporary Use permit shall not exceed thirty (30) days; and

WHEREAS Council may attach conditions to a Temporary Use permit which are appropriate to ensure the health and safety of residents, visitors, and neighbouring residents, or to minimize any potential nuisances.

BE IT RESOLVED that approval be granted to development permit application DP067-25, from Melanie Weatherbie on behalf of the Town of Stratford's Recreation, Culture & Events Department to operate various Temporary Uses (1 Food Truck and 6 Food/Drink Accessory structures), at Michael Thomas Park (PID 571414) as part of the Town's annual Canada Day event subject to the following conditions:

1. That the Temporary Uses (Food Truck/Accessory Structures) shall operate and be located per the application site plan; and the hours of operation shall be between 11:30 am and 6:00 on July 1, 2025
2. That the Applicant shall provide the Town with valid copies of the Food Service Licenses or Permits, and any other relevant Licenses or /Permit, issued by the Province that relate to these various temporary uses
3. That these Temporary Uses (Food Truck/Accessory Structures) shall be discontinued and removed as soon as reasonably possible and not exceeding thirty (30) days following the issuance of the permit.
4. That the Applicant shall ensure the clean-up of all debris around the location and the site is reinstated to its previous condition prior to the event.

Due to the short notice of this application and the special event date, this resolution did not have time to be reviewed by the Planning, Development & Heritage Committee

Discussion: Mayor Ogden asked to clarify why the food truck will be closing at 6:00 p.m. Councillor MacDonald answered that the town event is really limited to the Canada Day celebrations which is a part of the recreation agenda. CAO Crosby advised that the vendor asked to have it open until 6 p.m. in the event that patrons stay around after the closing at 4:30 p.m.

Councillor Dowling suggested changing the current process for handling applications—such as those from food truck operators—for setting up at parks or events. Instead of requiring applicants to come directly to council for approval, they proposed delegating this authority to the CAO, through the appropriate department director. This change would streamline approvals, especially when multiple events take place at different parks throughout the year. However, the council member acknowledged that applications falling outside the scope of existing bylaws may still need to come before council.

Councillor MacDonald advised that this will be alleviated in the future with the Mobile Vendor Bylaw and called on town planner Mr. Rough to confirm this information.

Mr. Rough clarified that the vendors bylaw that was passed last month is still awaiting final approval from the minister. Once it is signed off, the bylaw will eliminate the need for applications for town-initiated events involving food trucks and other vendors. The bylaw includes a clause that exempts the town from requiring licenses for such events. As a result, this will likely be the last year council will see these types of vendor requests coming from the town.

Question: **CARRIED**

b) No. PH031-2025 – DP051-25 – FitzGerald and Snow (2010) Ltd. – Pickleball Facility with Two Lease Spaces – 75 John Joe Sark Drive - Part 3 Building

Moved by Councillor MacDonald

Seconded by Jody Jackson

WHEREAS an application has been received from FitzGerald and Snow (2010) Ltd. on behalf of Atlantic Pickleball Club Inc. to construct a pickleball facility complete with two lease spaces (approx. 29,282 ft² in total floor area), on Lot 25-1, parcel number 1137884, located at 75 John Joe Sark Drive within the Stratford Community Campus, zoned Public Service Institutional (PSI); and

WHEREAS the existing lot 25-1 has adequate frontage on a public street and the development is proposed to be serviced with municipal sewer and water; and

WHEREAS the site plan submitted shows surface parking for 72 vehicles, four of which are Barrier Free and 2 of which will contain electric vehicle charging stations; and

WHEREAS the Community Campus stormwater management plan encompassed entire Campus Lands, individual lot stormwater management plans are not required.

BE IT RESOLVED that preliminary approval be granted to DP051-25 subject to the following conditions:

1. Conformance with the Atlantic Pickleball Club plans, as prepared by Nine Yards Studio, file no: 23034, issued for permit May 2, 2025.
2. That a development agreement shall be entered into and registered to the property.
3. A detailed servicing plan must be submitted for approval to the Stratford Utility Corporation.
4. A detailed Erosion and Sedimentation plan must be prepared showing how erosion and sedimentation will be controlled and contained during construction.
5. A detailed landscaping plan must be submitted by a qualified expert outlining the details and quantities of the materials to be used.
6. All other relevant permit requirements and provisions of the Town of Stratford Zoning and Development Bylaw #45 are met.

The application was not considered by the Planning Board, as the board meeting occurred prior to the finalization of the lot sale.

Discussion: Councillor MacDonald directed a question to planning staff, noting that there hadn't been a chance to discuss the matter at the planning committee. Councillor MacDonald sought clarification on whether the current resolution pertains specifically to issuing a permit for only the foundation, as they had previously understood.

Development officer Sarah Kennedy clarified that the resolution is intended to approve the full Part 3 building, not just the foundation. While there had been prior discussion about potentially issuing a foundation permit ahead of full approval, the entire building must be approved under

Part 3. A development officer does not have the authority to approve a Part 3 building on their own.

Councillor MacDonald acknowledged that he may have misunderstood previous correspondence and sought clarification. He also confirmed that council has not yet seen the actual development application and asked if there were any substantial changes to the building's design, features, appearance, or floor plan. Ms. Kennedy confirmed that there have been no substantial changes to the building design or floor plan as presented in the package. The only modification is a minor reduction in parking spaces—from 72 to 69—to meet accessibility requirements and ensure proper slope in the parking lot. This change was made following a meeting with the site engineer and is not considered a significant alteration. It would be reflected in a simple amendment to the resolution. The specific location of the three removed parking spaces was pointed out on page nine of the site plan.

Councillor MacDonald asked if there was any preliminary work done on the development agreement and Ms. Kennedy replied that some remaining items from both the utility and planning departments need to be incorporated into the development plans. Specifically, an easement will need to be registered on adjacent properties to allow for proper drainage. This is a standard requirement during subdivision, as drainage swales typically straddle property lines. The easement will ensure implementation of the swale, and the grading will be adjusted to match the existing grades on either side of the property.

Councillor MacDonald confirmed that the drainage and grading plans align with the overall stormwater management plan for the community campus. They requested that planning staff provide the full development agreement to both council and planning staff once it's prepared, noting that the process is being handled somewhat out of order. This will help ensure everyone is fully informed and aware of any potential issues. Ms. Kennedy responded by clarifying that the reason the application wasn't discussed at the planning board was due to the board meeting occurring before the lot sale was finalized. The timing was coordinated to align with construction schedules. Councillor MacDonald acknowledged this and emphasized the importance of staying informed.

Councillor Gordie Cox asked Ms. Kennedy if they foresee any problems with the development as discussed, noting that it seems standard. Councillor

Cox wanted confirmation that there are no red flags or issues expected moving forward. Ms. Kenneday confirmed there are no issues anticipated. The development is a permitted use in the zone, involving two lease spaces whose uses will be determined with commercial fit-up permits. Overall, it is a standard process with no red flags.

Councillor Cox asked if the builders and the pickleball organization are aware of the project timeline and outstanding issues. Ms. Kennedy confirmed they have communicated with the builders, who are not overly concerned and are focused on meeting timelines. The builders understand that final approvals and permits will be awaited before construction proceeds. After the resolution passes, the next steps include finalizing the development agreement, reviewing the recently received landscape plan and erosion control measures, and completing the building code review with a consultant. Once these are complete, the project can move forward.

Deputy Mayor Steve Gallant congratulated the owners for choosing Stratford. Mr. Gallant highlighted that the campus was purchased to attract such opportunities alongside existing sports facilities like soccer fields, cricket, baseball, softball, and nearby schools. Mr. Gallant expressed optimism about future developments, such as the wellness center. Mr. Gallant also thanked the planning committee and others involved for their hard work in bringing the project to completion.

Mayor Steve Ogden echoed the positive sentiment, praising the efficient and solution-focused approach taken to get the project approved. Mayor Ogden emphasized the importance of striving to find “yes” answers and commended the team for successfully bringing the project to completion. He expressed hope that the new facilities will be valuable assets for Stratford residents and thanked everyone involved.

Question: **CARRIED**

5. ADJOURNMENT

Jeff MacDonald moved to adjourn the meeting at 4:30 p.m.