

**REGULAR COUNCIL
REGULAR MONTHLY MEETING
{APPROVED} MINUTES**

DATE: **October 8, 2025**

TIME: **04:30 P.M.**

PLACE: **Bunbury Room**

CHAIR: Mayor Steve Ogden

PRESENT: Deputy Mayor Steve Gallant, Councillors; Jeff MacDonald, Jody Jackson, Jill Chandler, Gordie Cox, and Ron Dowling.

STAFF CAO, Jeremy Crosby, Planning Director, Dale McKeigan, Town Planner, Phil
PRESENT: Rough, Financial Coordinator, Crystal Burrows, Community and Business
Engagement Manager, Wendy Watts, Deputy CAO and Recreation Director,
Jeremy Pierce and Recording Clerk, Jodi Corcoran.

1. CALL TO ORDER

Mayor Ogden called the meeting to order at 4:30 P.M.

- a) 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

Nil.

3. APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved as circulated.

4. MINUTES

- a) **Regular Monthly Meeting Minutes**

- b) **Special Council Meeting Minutes**

It was moved and seconded that both sets of minutes be approved as circulated.

5. BUSINESS ARISING FROM THE MINUTES

Nil.

6. PRESENTATIONS FROM THE FLOOR

Nil.

7. MAYOR'S REPORT

- a) **Report - September 10 to October 8, 2025:**

- Attended a meeting with the Francophone Newcomers Association
- Reviewed Towns Financial Statements with Auditors
- Enjoyed attending a Chamber of Commerce Event at Fox Meadow
- Participated in a Planning Committee meeting and a Diversity and Inclusion Committee meeting
- Honoured to attend two events to represent the Town on Indigenous Truth and Reconciliation Day and on Treaty Day
- Attended a Public Meeting to discuss a rezoning proposal
- Meeting with RCMP Commanding Officer
- Participated in a meeting with Consultants and Council about the draft new Official Plan and Zoning Bylaw
- Very happy to participate in another very successful Fall Fest
- Participated in a meeting with Doane Grant Thornton who are organizing an upcoming conference called “Vibrant Communities”
- Interviews by CTV and CBC about the Fairy Walk at Cotton Park
- Participated in an FPEIM Finance Committee meeting, also, a FPEIM Board of Directors meeting and a FPEIM Strategic Planning session
- Honoured to participate in and provide remarks on behalf of the Town to the Annual Cheryl Duffy Walk, a major fundraiser for the Youth Centre
- Committee of the Whole Meeting
- Regular Monthly Council Meeting, also a Special Meeting of Council
- Meetings with residents and Staff members
- Looked after the day-to-day business and internal affairs of the Town

8. CHIEF ADMINISTRATIVE OFFICER

a) Report

- Along with the Deputy CAO and the Community and Business Engagement Manager, I attended a meeting with representatives from Innovation PEI to discuss economic development opportunities within the town.
- I attended a meeting and presentation with members of the Immigrant and Refugee Service Association, along with our provincial MLAs, to discuss a possible development in Stratford.
- I met with the HR Coordinator/Manager to address various HR-related matters.
- In collaboration with the Town Planner, I attended a meeting with residents regarding development on their property.

- Along with the Deputy CAO, I participated in a meeting with the transit coordinating committee to further discuss a new transit operating agreement.
- I joined Finance Staff and Council for a presentation by MRSB concerning our audited financial statements.
- I chaired two bi-monthly Department Head meetings.
- Together with the Mayor and Deputy Mayor, I attended a meeting with a resident to discuss farming practices and exemptions within the town limits.
- I attended a meeting with planning staff to review the proposed waterfront and area rezoning.
- I attended and participated in the monthly Town Council meeting.
- Along with the Mayor and Deputy Mayor, I attended the quarterly meeting with the Chief Superintendent of the RCMP and his staff to discuss policing matters in Stratford.
- I attended the Mayor, Council, and Staff social event at Red Shores Racing, which was a great night and well attended by both staff and council members.
- I took part in a meeting with planning staff to review some recent applications.
- I attended a presentation on the proposed changes to the official plan and zoning development bylaw.
- I met with Island EMS, information technology staff, and infrastructure staff to discuss the possibility of providing additional space for expanding the Island EMS server room.
- I attended the special council meeting held on September 17, 2025.
- Along with the Mayor and Deputy CAO, I attended a meeting with the Francophone Immigration Association of PEI to discuss how we could assist individuals looking to immigrate to PEI and settle in Stratford.
- I chaired the monthly CAO department meeting.
- I also chaired the monthly staff meeting, which included a presentation from our insurance provider on the new employment assistance program. I attended the staff barbecue as well.
- I attended and participated in the monthly committee of the whole meeting.
- I attended and participated in the monthly Intergovernmental Affairs and Accountability monthly meeting.
- Together with the Deputy CAO, I met with our Stratford MLAs to discuss town projects and initiatives.
- Lastly, I tuned into the online portion of the public planning meetings held on September 29, 2025.

In addition, I have organized and led meetings with staff, developing detailed agendas and providing relevant materials for various committee discussions to ensure everyone stays informed. I've also assessed

infrastructure projects, reviewed planning-related issues and the proposed changes to the official plan and zoning and development bylaw and efficiently managed various HR files. I have handled correspondence, responding to emails and letters from residents, stakeholders, government officials, and other relevant parties.

9. SAFETY SERVICES

- a) **Report** - The minutes were included in the agenda package for council to review.
- b) **Street Light Report** - No report.
- c) **RCMP Report** - Corporal Paynter provided an update on his report.
 - Persons crimes for September marginally rose from August, adding three occurrences to end the month with 13. Assault led the list with seven incidents, followed by indecent/harassing communications at four. There was a single sexual offense occurrence, which is still under investigation.
 - Property crime decreased to 42 occurrences from August to 34 occurrences, down from 42. Mischief was the most frequent occurrence, with 16 occurrences, including several instances involving youth in the Town. Theft under \$5000 accounted for eleven occurrences, followed by a single incident each of fraud and break and enter.
 - There were three drug enforcement occurrences in September, two related to possession and one “other.”
 - Traffic enforcement occurrences increased over last month, with 185 occurrences recorded (+25). It was also consistent with September of last year (188 or-3). Impaired driving accounted for one occurrence, this being alcohol related and cleared by charge. There were 66 speeding violations recorded, with an additional 58 other traffic violations/offences. There were no fatal collisions, and five Check stops were documented.
 - Overall, September 2025 recorded 344 occurrences with 325 founded or still under investigation. Overall, this is consistent with the previous month (349 occurrences with 330 founded/SUI) and higher than September 2024, when 316 occurrences were recorded, with 292 founded/SUI.
- d) **Humane Society Report** - The report was included in the agenda package for council to review.
- e) **Fire Company Report** - The report was included in the agenda package for council to review.

10. RECREATION CULTURE AND EVENTS

- a) **Report** - The full report was included in the agenda package for council to review. The following is an overview of projects and items being worked on.

- Work is progressing steadily at the Stratford Community Campus, with several key projects moving forward this fall.
- The six new soccer fields and a dedicated cricket field have been shaped and seeded, setting the stage for future play.
- On the ball field side, three fields are in the process of being fenced, with lighting scheduled to be installed on two of them in November and December.
- Parking lots are also taking shape, with paving expected to be completed in late October.
- The new trail system has been contoured and will soon be graveled.
- Construction continues on the Stratford High School, which will serve as a central anchor to the campus once completed.
- Progress is also being made on the Atlantic Pickleball Facility, which is on track for an anticipated opening in January 2026.
- The Youth Centre continues to be a hub of activity and engagement for young people in our community. Membership remains strong, with 84 active Youth Members and 4 Youth Engagement Team Members (young adults providing leadership and support).
- The Junior Membership Program (Grades 5-6) has reached full capacity at 30 members, and registrations are now closed.
- Looking ahead, the Centre is excited to launch a variety of youth clubs starting in October, including: 2 Groups of Art Club 2 Groups of Drama Club Newspaper Club Leadership Club Dungeons and Dragons Club These clubs offer diverse opportunities for youth to explore their interests, develop skills, and connect with peers in a positive environment

11. FINANCE AND TECHNOLOGY

- a) **Report** - The full report was included in the agenda package for Council to review. The following is an overview of projects and items being worked on within the Finance Department.

- Utility 1st and 2nd letters were sent out September 19th with an October 6th deadline to make payment arrangements. Another round of disconnects are planned for mid-October.
- Quarterly utility bills are expected to be issued by October 10th with a November 14th payment due date. In response to the Canada Post strike, communications are going out via social

media to inform residents of bill timing, how they can access their bills electronically and the various payment methods accepted. Bills will also be available for pick up at the front desk of the Town Centre Office.

- MRSB met with the Finance Chair, Vice Chair, Mayor and Deputy Mayor and staff on September 11th to review the financial statements for the year ended March 31, 2025. The financial statements were approved.
- Staff are participating in training on Townsuite accounting software.
- Staff are busy with day-to-day items.

- b) **Financial Statements** - The financial statements were included in the agenda package for council to review.

12. PLANNING DEVELOPMENT AND HERITAGE

- a) **Report** - The report was included in the agenda package for council to review.
- b) **Permit Summary** - The report was included in the agenda package for council to review.
- c) **Resolution PH049-2025 – Official Plan & Zoning and Development Bylaw Call for a Public Meeting**

Motion Carried **X**

Motion Lost

Motion Withdrawn

Committee

Planning & Heritage

Moved by Councillor

Jeff MacDonald

Seconded by Councillor

Jill Chandler

WHEREAS Upland have been collaboratively working with the Town's staff and have hosted a number of working sessions and public engagements throughout to develop a more cohesive and visionary Official Plan to guide decisions on land use and development over a 15-year horizon in accordance with Section 12 (b) Prince Edward Island's Planning Act; and

WHEREAS a review of the Stratford Official Plan had occurred in 2014 and was approved by the Minister of Finance, Energy and Municipal Affairs on February 13th, 2015; and

WHEREAS pursuant to *Section 15.1(1) of the Planning Act* of PEI – Council of a municipality shall review its Official Plan and Bylaws at intervals of not more than five years; and

WHEREAS the Zoning and Development Bylaw, which is developed to implement the policies of the new Official Plan, has also been included in this review; and

WHEREAS the Town Planning staff are requesting to proceed to a public meeting to allow residents and interested persons to make representations on the New Draft Official Plan for the Town of Stratford as per *Section 11 and Section 18 of the Planning Act* of PEI; and

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 Town to present the proposed new Official Plan and the Zoning and Development Bylaw to residents and to obtain their input.

This resolution bears the recommendation of the Planning, Development and Heritage Committee as discussed at a meeting held September 29th, 2025.

Discussion:

Council and staff emphasized the importance of public engagement in shaping the New Draft Official Plan, highlighting that it is a community-driven document. Input from residents is essential to help guide Stratford's future, and all members of the public are encouraged to share their opinions and comments.

d) **Resolution PH050-2025 - Official Plan Amendment -Waterfront Core Area Amendment**

Motion Carried _____ **X** (1 against for Councillor Dowling)

Motion Lost _____

Motion Withdrawn _____

Committee

Moved by Councillor

Seconded by Councillor

Planning & Heritage

Jeff MacDonald

Gordie Cox

WHEREAS the Planning Department is proposing amendments to the Town of Stratford Official Plan to permit additional Mixed-Use designation to the adopted 2008 Core Area Subsidiary Plan; and

WHEREAS this Official Plan amendment stems from the Housing Accelerator Fund initiatives to encourage more residential, commercial, and mixed-use development where possible, within the Town; and

WHEREAS this General Text amendment has been developed in conjunction with RZ004-2025 Zoning Bylaw Amendments; and

WHEREAS in accordance with the Stratford Zoning and Development Bylaw #45, planning staff circulated written notice (124 letters/sent July 4, 2025) of the amendment request to all property owners within 150 metres (490 feet) of the boundaries of the subject property or properties, and placed multiple signs on the subject land; 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 in 2 separate editions (July 12th and July 19th) and was also posted on the Town's Facebook page; and

WHEREAS a public meeting was held on July 21, 2025, at 7:00 p.m. with the Town's consultant Upland Planning presenting to those in attendance. Nine attendees stood up and asked questions of the presenters, comments were recorded in the minutes and was live streamed on the Town's Facebook pages and YouTube; and

WHEREAS residents were given until 4:00 p.m. on July 25, 2025, to submit their comments, and planning staff received 13 letters from residents before the deadline and one signed petition after the deadline with various concerns around parking, its proximity to an existing mature neighbourhood, traffic congestion and other general concerns; and

BE IT RESOLVED that Bylaw OPA01-2025, a bylaw to amend the Town of Stratford Official Plan 2014, be hereby read and approved.

AND BE IT FURTHER RESOLVED that this Resolution replaces Resolution PH037-2025 - Official Plan Amendment -Waterfront Core Area Amendment-1st Reading, which was incorrectly presented at the September 10th, 2025, Council meeting.

This resolution bears the recommendation of the Planning, Development & Heritage Committee on August 4, 2025.

It was moved by Councillor MacDonald and seconded by Councillor Jackson to amend that the resolution reads:

BE IT RESOLVED that Bylaw OPA01-2025, a bylaw to amend the Town of Stratford Official Plan 2014, be hereby read and **adopted**.

e) **Resolution PH051-2025 - Zoning Bylaw Amendment -WMU Zoning Amendment-2nd Reading**

Motion Carried X (1 against for Councillor Dowling)

Motion Lost _____

Motion Withdrawn

Committee

Planning & Heritage

Moved by Councillor

Jeff MacDonald

Seconded by Councillor

Jill Chandler

WHEREAS the Town is proposing the rezoning of 28 lots from the General Commercial (C1), Highway Commercial (C2), Low Density Residential (R1), Multiple Unit Residential (R3) and Waterfront Residential (WR) Zones to the Waterfront Mixed-Use (WMU) Zone as shown on the attached map) and revisions to the Waterfront Mixed-Use (WMU) Zone in the Town of Stratford Zoning and Development Bylaw #45; and

WHEREAS this amendment to rezone stems from the Housing Accelerator Fund initiatives to encourage more residential, commercial, and mixed-use development where possible, within the Town; and

WHEREAS this rezoning and text amendment has been developed in coordination with the OP001-2025 Official Plan Amendment; and

WHEREAS in accordance with the Stratford Zoning and Development Bylaw #45, planning staff circulated written notice (124 letters/sent July 4, 2025) of the amendment request to all property owners within 150 metres (490 feet) of the boundaries of the subject property or properties, and placed multiple signs on the subject land; 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 (July 12th and July 19th) and was also posted on the Town's Facebook page; and

WHEREAS a public meeting was held on July 21, 2025, at 7:00 p.m. and with the Town's consultant Upland Planning presenting to those in attendance. Nine attendees stood up and asked questions of the presenters, comments were recorded in the minutes; and was live streamed on the Town's Facebook pages and YouTube; and

WHEREAS residents were given until 4:00 p.m. on July 25, 2025, to submit their comments, and planning staff received 13 letters from residents before the deadline and one signed petition after the deadline with various concerns around parking, its proximity to an existing mature neighbourhood, traffic congestion and other general concerns; and

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

This resolution bears the recommendation of the Planning, Development & Heritage Committee on August 4, 2025.

f) **Resolution PH052-2025 - Zoning Bylaw Amendment -WMU Zoning Amendment-Adoption**

Motion Carried X (1 against for Councillor Dowling)

Motion Lost

Motion Withdrawn

Committee

Planning & Heritage

Moved by Councillor

Jeff MacDonald

Seconded by Councillor

Steve Gallant

WHEREAS Bylaw #45-W, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, was read and approved a first time on September 10, 2025; and

WHEREAS Bylaw #45-W, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, was read and approved a second time on October 8, 2025.

BE IT RESOLVED Bylaw #45-W, 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.

This resolution bears the recommendation of the Planning, Development & Heritage Committee on August 4, 2025.

g) **Resolution PH053-2025 - Leading Edge – Variance**

Motion Carried X
Motion Lost
Motion Deferred

Committee	<u>Planning & Heritage</u>
Moved by Councillor	<u>Jeff Macdonald</u>
Seconded by Councillor	<u>Jody Jackson</u>

WHEREAS an application has been received from the Leading Edge Group for a Minor Variance to the Minimum Front Yard Setback for a proposed addition (DP052-25) unto the existing industrial building at 17 Myrtle Street (PID 890038) within the Business Park (M2) Zone; and

WHEREAS the M2 zone requires a minimum front yard setback of 50 ft. whereas the applicant has proposed the addition to only be 37 ft from the front property line. This represents a variance of 26%;

WHEREAS pursuant to subsection 6.1.2. of the Zoning and Development Bylaw #45, Variance applications shall demonstrate one of several tests for justifying a Variance approval. This application has been considered against the following tests:

- a) *the lot in question has peculiar conditions, including small Lot size, irregular Lot shape, or exceptional topographical conditions, which make it impractical to develop in strict conformity with Bylaw standards;*
- b) *strict application of all Bylaw standards would impose undue hardship on the Applicant by excluding the Applicant from the same rights and privileges for reasonable Use of his/her Lot as enjoyed by other persons in the same zone; and*
- c) *the Variance is consistent with the intent and purpose of the Official Plan;*

WHEREAS, meets the proposed addition to the existing building meets the intention of the Official Plan that calls for the efficient use and management of industrial lands towards sustainable growth, good site planning and high standards of appearance.

WHEREAS in July 2025, in accordance with subsection 6.1.6. where a Variance in excess of ten percent (10%) is being requested, nine (9) notification letters were sent to property owners who own parcels of lands which are located in whole (or in part) within sixty-one metres (61 m) or two hundred feet (200 ft.) from any lot line of the parcel being proposed for the Variance. No written comments were submitted, while there was one (1) verbal comment from an adjacent property owner expressing support of the proposed variance; and

BE IT RESOLVED that approval be granted to the application from Leading Edge Group for a Minor Variance to a Minimum Front Yard Setback for a

proposed addition (DP052-25) at 17 Myrtle Street (PID 890038) within the Business Park (M2) Zone, subject to the following conditions:

1. The required front yard setback for the proposed addition to the existing building at 17 Myrtle Street is granted a variance of 26% and must be a minimum of 37 ft.
2. The existing show homes need to be moved so that they are located outside of the required 3 m (10 ft.) landscape buffer.
3. The show home on the left side of the property needs to be moved so that meets the required front yard setback for development withing the M2 zone.
4. That a fence be erected on the property, surrounding any outdoor storage areas of materials or goods.
5. All other relevant provisions of the Town of Stratford Zoning and Development Bylaw #45 must be met.

This resolution does bear the recommendation of the Planning & Heritage Committee as discussed at a meeting held on September 29, 2025.

h) **Resolution PH054-2025 - CMLMT Holdings Ltd - Cond. Uses - Proposal #2**

Motion Carried **X**

(3 against for Deputy Mayor Gallant, Councillor Chandler and Councillor Dowling)

Motion Lost

Motion Deferred

Committee

Planning & Heritage

Moved by Councillor

Jeff MacDonald

Seconded by Deputy Mayor

Gordie Cox

WHEREAS Council granted preliminary approval to the Swallow Drive Extension Subdivision Application SD004-25, on September 10th, 2025, to change the boundaries of the PID's 190173 & 529545 and permit the extension of Swallow Drive with a temporary cul-de-sac.

WHEREAS a revised application was received September 26, 2025, from CMLMT Holdings Ltd. for an 8-unit Stacked Townhouse Dwelling complex and two (2) 5-unit Townhouse Dwelling complexes, on 2 parcels of land being created by the Swallow Drive Extension Subdivision (SD004-25). Both of these land use types are Conditional Uses within the Medium Density Residential (R2) zone.

WHEREAS Council denied the original application from CMLMT Holdings Ltd. by, Resolution PH048-25, for an 8-unit Stacked Townhouse Dwelling complex on the new south lot that is created by the Swallow Drive Extension Subdivision (SD004-25) and deferred making

a decision on the two (2) Stacked Townhouse Dwelling complexes on the north lot of the aforementioned subdivision for more information.

WHEREAS in accordance with Section 7.3.3 of the Zoning Bylaw, *where an application has been received that seeks approval of a matter that has been denied, it will not be reconsidered unless it is demonstrated that it is different from the previous application and altered to meet the requirements of the Bylaw.*

WHEREAS pursuant to Section 11.3.3 of the Town of Stratford Zoning and Development Bylaw #45, prior to the issuance of a Development Permit for a Conditional Use, Council shall ensure that property owners that directly about the subject property are notified in writing and asked to provide their comments.

WHEREAS in August 2025, information letters were sent out to the thirteen (13) abutting property owners seeking comments on the original proposal for three (3) Conditional Use Stacked Townhouse Dwellings. A second information letter was hand-delivered to the same property owners on October 2, 2025, with details of the revised application and new site plans in consideration of community feedback including privacy and parking concerns.

WHEREAS five (5) letters with comments and a signed petition (with 31 signatures) from residents regarding the original proposal were received and comments may be received on the revised application.

BE IT RESOLVED that Council grants approval to the revised application, submitted September 26, 2025, from CMLMT Holdings Ltd. to construct one (1) 8-unit Stacked Townhouse Dwelling complex on the south lot and two (2) 5-unit Townhouse Complexes on the north lot created by Swallow Drive Extension Subdivision (SD004-25) subject to the following conditions:

1. Conformance with the Architectural Site Plan prepared by Sable Arc Sustainable Architecture and Design, Project Number 24092, Drawing Number A1.01, Dated September 25, 2025.
2. That one 8-unit Stacked Townhouse Dwelling complex is permitted to be constructed on the newly created parcel located south of the Swallow Drive Extension as shown in Subdivision SD004-25.
3. That two 5-unit Townhouse Dwelling complexes are permitted to be constructed on the newly created parcel located north of the Swallow Drive Extension as shown in Subdivision SD004-25
4. That a Development Agreement be executed between the Town and the Applicant subject to such terms and conditions as Council deems necessary.
5. Detailed servicing plans for both parcels must be submitted for approval to the Stratford Utility Corporation.

6. Detailed stormwater management/site grading plans for both parcels must be prepared by a qualified engineer and approved by both the Town of Stratford and DTI.
7. A detailed Erosion and Sedimentation plan for both parcels must be prepared showing how erosion and sedimentation will be controlled and contained during construction.
8. A fence or railing shall be installed along the top of the retaining wall, shown on the site plan for the South lot. The specifics of this fence or railing will be determined during the Development Permit application process.
9. Once the buildings have been constructed, final grading plans must be submitted and approved by the Town of Stratford.
10. Prior to the issuance of any final occupancy permits, the Swallow Drive Extension Road must be deemed public by the DTI
11. All other relevant provisions of the Town of Stratford Zoning and Development Bylaw #45 are met.

This resolution bears the recommendation of the Planning & Heritage Committee as discussed at a meeting held on September 29, 2025.

Discussion:

Council acknowledged that the updated proposal includes changes from the previous application, thereby allowing the developer to submit a new application for approval.

During the discussion, councillors raised concerns regarding traffic impacts, resident objections, and the incompatibility of the proposed development with the existing neighbourhood.

Planning staff informed Council that design modifications had been made to minimize the impact on existing dwellings, based on the revised site layout and the positioning of the buildings on the property.

In conclusion, three councillors voted against the resolution and three voted in favour. Mayor Ogden cast the deciding vote in support of the resolution, resulting in its approval.

i) **Resolution PH055-2025 - JDLB Holdings - Special Permit**

Motion Carried **X**

Motion Lost

Motion Withdrawn

Committee

Moved by Councillor

Seconded by Councillor

Planning & Heritage

Jeff MacDonald

Jody Jackson

WHEREAS an application has been received from John Davidson, owner of JDLB Holdings, to construct a Stacked Semi-Detached Dwelling at 95 & 97 Smallwood Terrace (PID 1178078). Within the Medium Density Residential (R2) zone, Stacked Semi-Detached Dwellings are listed as a Special Permit Use.

WHEREAS pursuant to sections 8.16.1(d) & (e) 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 that a public meeting be held to allow residents to provide their input before a decision is rendered by Council.

WHEREAS a public meeting was held on September 29, 2025, at 6:00 p.m. with two (2) residents in attendance. This public meeting was live streamed on the Town's Facebook and YouTube pages and residents were given until 4:30 p.m. on October 3, 2025, to submit their comments; and

WHEREAS planning staff received no written comments from residents

BE IT RESOLVED that Council Grant approval to the Special Permit application DP092-25 from JDLB Holdings to construct a 4 unit Stacked Semi-Detached Dwelling located at 95 and 97 Smallwood Terrace (PID 1178078), subject to the following:

1. A detailed site plan, with proposed drainage, showing the information required under Section 7.3.5 of the Zoning Bylaw.
2. A detailed servicing plan must be submitted for approval to the Stratford Utility Corporation.
3. Prior to the issuance of the occupancy permit for the new dwelling, a final grading plan must be submitted and approved by the Town of Stratford. And
4. All other relevant provisions of the Town of Stratford Zoning and Development Bylaw #45 are met.

This resolution bears the recommendation of the Planning & Heritage Committee in an email poll conducted between October 3 and October 8, 2025.

13. INFRASTRUCTURE

- a) **Report** - The report was included in the agenda package for council to review.
- b) **Resolution INC005-2025 Supplemental Capital Budget for Myrtle Street Extension**

Motion Carried **X**
 Motion Lost
 Motion Withdrawn

Committee Infrastructure Committee
 Moved by Deputy Mayor Steve Gallant
 Seconded by Councillor Gordie Cox

WHEREAS the 2025 Town capital budget includes \$75,000 for the extension of approximately 50 meters of Myrtle Street to allow the subdivision of two additional lots; and

WHEREAS the Department of Transportation require a turning cul-de-sac be incorporated in the construction for snow clearing operations, which was not anticipated and not included in the initial budget amount; and

WHEREAS a public tender was advertised, and four bids were received for the project on October 1, 2025, as follows:

Contractor	Price Excluding HST
Chapman Bros Construction Ltd.	\$88,475.96
MacKay's Backhoe & Trucking Ltd.	\$88,979.16
Birch Hill Construction Ltd.	\$102,056.00
Island Coastal Services Ltd.	\$115,467.27

AND WHEREAS the low bid of \$88,475.96 exceeds the capital budget by \$13,475.96 plus HST.

BE IT RESOLVED that a supplemental Town capital budget of \$13,475.96 be approved to increase the Myrtle Street Extension project budget to \$88,475.96.

c) **Resolution INC006-2025 - Municipal Strategic Component of the Canada Community Building Fund**

Motion Carried **X**
 Motion Lost
 Motion Withdrawn

Committee Infrastructure Committee
 Moved by Deputy Mayor Steve Gallant
 Seconded by Councillor Jeff MacDonald

WHEREAS the call for applications for the Municipal Strategic Component (MSC) of the Canada Community Building Fund was made with applications due by October 3, 2025; and

WHEREAS the Utility Capital budget passed in March 2025 includes the Cable Heights Water Station Upgrades and the Zakems Sewer Lift Station Upgrades projects expected to be completed in the 2025 and 2026 fiscal years contingent on 50% support from MSC funding; and

WHEREAS the Utility has applied to the MSC program for funding for the Zakems Sewer Lift Station Upgrades project as priority #1 with a total eligible cost of \$1,182,500.00 and the Cable Heights Water Station Upgrades project as priority #2 with a total eligible cost of \$572,000.00.

BE IT RESOLVED that both applications for funding for the Cable Heights Water Station Upgrades and the Zakems Sewer Lift Station Upgrades projects under the Municipal Strategic Component of the Canada Community Building Fund are hereby supported by council. In addition, Council understands and commits that it will be responsible for its' designated share of the eligible capital costs of the project and will assume responsibility for any and all operating and maintenance costs resulting from the project, if the funding is approved.

d) **Resolution INC007-2025 Inflow & Infiltration Implementation Program 2025**

Motion Carried _____ X _____
Motion Lost _____
Motion Withdrawn _____

Committee Infrastructure Committee
Moved by Deputy Mayor Steve Gallant
Seconded by Councillor Jill Chandler

WHEREAS the 2025 Utility capital budget includes \$150,000.00 (excluding HST) for the implementation of Inflow & Infiltration (I & I) reduction measures on the Town's sewer collection system; and

WHEREAS trenchless repair and relining of existing aging and deteriorated sewer mains with cured-in-place pipe (CIPP) has proven to be an effective I & I reduction strategy; and

WHEREAS a public tender was advertised, and bids were received on September 24, 2025, for CIPP lining work on 357m of concrete sewer main located on Heron Drive, with four submissions as follows:

Contractor	Bid Excluding HST
Clean Water Works Inc.	\$139,818.00
GFL Environmental Services Inc.	\$144,660.00
Eastern Trenchless Ltd.	\$174,575.00
Aqua Tech Solutions Inc.	\$235,124.00

AND WHEREAS Clean Water Works Inc., having submitted the lowest bid, has been found duly qualified to complete the work and to have had satisfactory reference checks; and

WHEREAS the tender fee provided by Clean Water Works Inc. is within the capital budget allocated for the implementation of the Utility's I & I program.

BE IT RESOLVED that the work for CIPP lining of 357m of concrete sewer main located on Heron Drive, as part of the 2025 I & I Implementation Program, be awarded to Clean Water Works Inc. in the amount of \$139,818.00 (HST excluded).

This resolution bears the recommendation of the Infrastructure Committee as determined via email poll conducted September 26 – October 1, 2025.

14. COMMITTEE OF THE WHOLE

Nil.

15. SUSTAINABILITY

- a) **Report** - No report.
- b) **Transit Report** - The transit report was included in the agenda package for council to review.
- c) **Resolution SC001-2025 - Application with Trees for Life to the Federation of Canadian Municipalities' Growing Canada's Community Canopies Funding Program**

Motion Carried X

Motion Lost

Motion Withdrawn

Committee

Moved by Councilor

Seconded by Councilor

 Sustainability

 Jill Chandler

 Gordie Cox

WHEREAS the nonprofit organization Canadian Trees for Life are seeking municipalities to partner in an application to the Federation of Canadian Municipalities' Growing Canada's Community Canopies Funding Program

WHEREAS the opportunity to receive funding from this program for tree planting is in alignment with the Town's Forest Management Plan and Climate Action Plan to support biodiversity, climate resilience, and the urban canopy

WHEREAS the Town has prepared the application documents for the joint funding opportunity and sufficient budget exists for the Town's contribution to the project of \$26,300

BE IT RESOLVED that the application jointly with Canadian Trees for Life to the Federation of Canadian Municipalities' Growing Canada's Community Canopies Funding Program is hereby supported by council. In addition, Council understands and commits that it will be responsible for its designated share of the eligible costs of the project and will assume responsibility for any and all operating and maintenance costs resulting from the project, if the funding is approved.

This resolution bears the recommendation of the Sustainability Committee based on a meeting held on October 6, 2025.

16. INTERGOVERNMENTAL AFFAIRS AND ACCOUNTABILITY

- a) **Report** - No report.

17. INQUIRIES BY MEMBERS OF COUNCIL

Council briefly discussed the possibility of placing a donation box for residents to contribute to Cotton Park in recognition of the increased events being held and growing popularity. It was agreed that this topic will be brought forward for further consideration at the next Committee of the Whole meeting.

18. OTHER COMMITTEES

- a) **Stratford Seniors Complex**
- Seniors Complex sign was scraped and repainted.
 - Drywall was repaired in the furnace room.
 - A handrail was installed on the patio steps that lead to the lower parking lot. Chris is working with contractor to extend the railing from the patio all along the walkway to the lower parking lot.
 - Chris is working on getting prices to replace remaining patios with patio stones to concrete pads.

- Staff and the Management Committee are reviewing the Management Committee Policy for potential updates. • There are currently 29 people on the waiting list.

19. APPOINTMENTS TO THE COMMITTEES

Nil

20. PROCLAMATIONS

Nil

21. OTHER BUSINESS

Nil

22. ADJOURNMENT

Mayor Ogden adjourned the meeting at 7:37 P.M.

X

CAO, Jeremy Crosby

X

Mayor, Steve Ogden

X

Approved - November 13, 2025