

**REGULAR COUNCIL
REGULAR MONTHLY MEETING
APPROVED MINUTES**

DATE: December 10, 2025

TIME: 4:30 P.M.

PLACE: Council Chambers

PRESENT: Deputy Mayor Steve Gallant
Councillor Ron Dowling
Councillor Jody Jackson
Councillor Jill Chandler (Online)
Councillor Jeff MacDonald (arrived at 5:33 P.M.)

REGRETS: Councillor Gordie Cox

STAFF Jeremy Crosby, CAO
PRESENT: Jeremy Pierce, Deputy CAO and Recreation Director
Kim O’Connell, Director of Finance and Technology
Wendy Watts, Community and Business Engagement Manager
Jeannie Woodard, Director of Infrastructure
Phil Rough, Town Planner

INVITED Corporal Paynter, RCMP
GUESTS:

ATTENDEES: Members of the public

1. CALL TO ORDER

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 conflict of interest was declared.

3. APPROVAL OF AGENDA

It was moved by Councillor Jackson and seconded by Deputy Mayor Gallant that the agenda be approved as circulated.

4. MINUTES

a) **Regular Monthly Meeting Minutes**

It was moved by Deputy Mayor Gallant and seconded by Councillor Jackson that the minutes be approved as circulated.

b) **Special Council Meeting Minutes**

It was moved by Deputy Mayor Gallant and seconded by Councillor Jackson that the minutes be approved as circulated.

5. BUSINESS ARISING FROM THE MINUTES

No business arose from the minutes.

6. PRESENTATIONS FROM THE FLOOR

No presentations.

7. MAYOR'S REPORT

a) **Deputy Mayor Report for period November 15 – December 6 (acting Mayor)**

- Acting Mayor for the Special Council Meeting to discuss and award the Waterfront Pavilion construction.
- Attended the Meals on Wheels Luncheon and provided welcoming remarks from the Town. New Chapter in Stratford.
- Attended the RCMP Quarterly Meeting.
- Attended Holland College Christmas invitation at the Culinary Institute.
- Represented the Town at the opening ceremony of the Pownal Markan Memorial Tournament and delivered welcoming remarks to participants and attendees.
- Attended the Annual Community Volunteer Holiday Social.
- Attended the Island Bloom Organization Community Event and provided welcoming remarks.
- Attended the Crossroads Fire Dept Banquet.
- Reviewed and authorized monthly utility and financial payments for the town

8. CHIEF ADMINISTRATIVE OFFICER

a) **CAO Report**

- Attended and participated in the monthly planning board meeting.
- Together with the Director of Finance and the Deputy CAO, I met with a consultant to discuss the possibility of conducting an audit to recover eligible HST rebates.
- Participated in the annual Rotary photo with staff and Council.
- I chaired two bi-monthly Department Head meetings.
- Participated in a City Talk Live webinar on funding opportunities included in the new federal budget.
- Attended several meetings with Planning staff to discuss the draft Official Plan and Zoning & Development Bylaw.
- Along with Planning staff, met with developers regarding the proposed Hollis Drive development.

- Attended a meeting with developers to discuss the proposed changes to the Official Plan and Zoning & Development Bylaw.
- Attended several meetings with staff to plan and organize the Stratford Committee Volunteers Holiday Social, recognizing their contributions throughout the year.
- I attended and participated in the monthly Town Council meeting.
- I attended and participated in the annual staff team building day.
- Along with the Mayor, Council, and our two MLAs, met with MP Kent MacDonald to discuss funding for the Community Campus Health and Wellness Facility.
- Along with the Deputy CAO, we met with the Charlottetown and Area Transit Coordinating Committee to continue negotiations for a new contract.
- Along with the Deputy CAO, participated in several meetings and reviewed proposals for the new Waterfront Pavilion Centre.
- Attended meetings where the first draft of the Official Plan and Zoning & Development Bylaw was presented to the public and key stakeholders.
- Attended a meeting for a preview of the new website before its public launch.
- Attended the Engineers PEI Annual MLA Reception, which provides a valuable opportunity to engage with provincial MLAs and discuss ongoing projects and initiatives.
- Attended a meeting with provincial library representatives to discuss potential changes to the Provincial Libraries Act and its regulations.
- Attended a virtual meeting to discuss the results of the public meetings on the Official Plan and Zoning & Development Bylaw.
- Attended the monthly Charlottetown and Area Development Corporation meeting.
- Chaired the monthly staff meeting.
- Along with staff from Infrastructure, Recreation, and Sustainability, attended a presentation by the Nature Conservancy of Canada on the importance of wellfield conservation.
- Attended the special Council meeting on November 26, 2025, to discuss and vote on the resolution to award the design and construction work for the Waterfront Pavilion.
- Attended the Engineers PEI Annual General Meeting, along with the continuing education seminars and the awards ceremony.

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 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 report was included in the agenda package for council to review.

- b) **Street Light Report**
Nothing to report.
- c) **RCMP Report**
The report was included in the agenda package for council to review.
- 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 report was included in the agenda package for council to review.

11. FINANCE AND TECHNOLOGY

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

12. PLANNING DEVELOPMENT AND HERITAGE

- a) **Report**
There are no planning committee minutes, as the meeting was cancelled
- b) **Permit Summary**
The report was included in the agenda package for council to review.
- c) **Resolution PH058-2025 - A001-25 - Zoning and Development Bylaw #45 – Fire Separations - 2nd Reading**

Moved by Councillor Ron Dowling
Seconded by Deputy Mayor Steve Gallant

WHEREAS Planning Staff are proposing a housekeeping text amendment to the Zoning and Development Bylaw #45 to reduce confusion in the industry caused by referring to the vertical fire separation required for semi-detached and townhouse dwellings as a “firewall.”; and

WHEREAS the proposed text amendments will not change building permit requirements or the ability to subdivide attached dwellings from what has been required since the Town first adopted the National Building Code of Canada in 2011; and

WHEREAS in accordance with Section 3.2.3. of the Zoning and Development Bylaw #45, notice of the amendments and public meeting occurred through the placement of an advertisement in the local Guardian Newspaper on 2 separate editions (September 19 and September 27, 2025), and notice of the public meeting was posted on the Town’s Facebook and YouTube page; and

WHEREAS a public meeting was held on September 29, 2025, at 6:30 p.m. at the Town Centre and was live streamed on the Town’s Facebook page and YouTube. No questions or comments were received at the meeting and no written comments were received by the deadline of October 3, 2025.

BE IT RESOLVED that Bylaw #45S, 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 & Heritage Committee as discussed at a meeting held on November 3, 2025.

Discussion

Nil.

CARRIED (4-0)

d) **Resolution PH059-2025 - A001-25 - Zoning and Development Bylaw #45 – Fire Separations - Adoption**

Moved by Councillor Ron Dowling

Seconded by Councillor Jody Jackson

WHEREAS Bylaw #45S, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, was read and approved a first time on November 12, 2025; and

WHEREAS Bylaw #45S, a bylaw to amend the Town of Stratford Zoning and Development Bylaw, Bylaw #45, was read and approved a second time on December 10, 2025.

BE IT RESOLVED that Bylaw #45S, 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 & Heritage Committee as discussed at a meeting held on November 3, 2025.

Discussion:

Nil.

CARRIED (4-0)

13. INFRASTRUCTURE

a) **Report**

The report was included in the agenda package for council to review.

14. COMMITTEE OF THE WHOLE

a) **Resolution CW010-2025 - Regularly Scheduled Council Meetings - Date, Time and Location for 2026**

Moved by Deputy Mayor Steve Gallant

Seconded by Councillor Jody Jackson

WHEREAS the Town of Stratford must post an annual schedule of the regular monthly Council meetings; and

WHEREAS the date, time, and location of each meeting must be posted on the Town’s website, on the notice Board within the Town Centre, and in the Stratford Newsletter; and

BE IT RESOLVED that the date, time, and location of Regular Council Meetings will be held as follows:

| DATE | TIME | LOCATION |
|----------------------|-------------|--------------------------------------|
| • January 14, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • February 11, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • March 11, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • April 08, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • May 13, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • June 10, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • July 08, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • August 12, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • September 09, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • October 14, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • November 12, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • December 09, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |

Discussion:

Nil.

CARRIED (4-0)

b) **Resolution CW011-2025 – Regularly Scheduled Committee of the Whole Meetings -Date, Time, and Location for 2026**

Moved by Deputy Mayor Steve Gallant

Seconded by Councillor Jody Jackson

WHEREAS the Town of Stratford must post an annual schedule of the regular monthly Committee of the Whole meetings; and

WHEREAS the date, time, and location of each meeting must be posted on the Town’s website, on the notice Board within the Town Centre, and in the Stratford Newsletter; and

BE IT RESOLVED that the date, time, and location of the Committee of the Whole Meetings will be held as follows:

| DATE | TIME | LOCATION |
|----------------------|-------------|--------------------------------------|
| • January 28, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • February 25, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • March 25, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • April 22, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • May 27, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • June 24, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • July 22, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • August 26, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • September 23, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • October 28, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • November 25, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |
| • December 22, 2026 | 4:30 p.m. | 234 Shakespeare Drive, Stratford, PE |

Discussion:
Nil

CARRIED (4-0)

15. SUSTAINABILITY

- a) **Report**
The report was included in the agenda package for council to review.
- b) **Transit Report**
The report was included in the agenda package for council to review.

16. INTERGOVERNMENTAL AFFAIRS AND ACCOUNTABILITY

- a) **Report**
The report was included in the agenda package for council to review.

17. INQUIRIES BY MEMBERS OF COUNCIL

Deputy Mayor Gallant inquired about increasing Christmas decorations throughout the town.

Director of Infrastructure, Jeannie Woodard, noted that this would be included as a budget item. She explained that decorations are typically placed in the same areas

each year; however, she added that next year, additional decorations and new locations throughout the town will be considered.

Mayor Ogden asked if staff could look at it for next year.

Councillor Chandler raised concerns about the crosswalks on Kinlock Road near Aintree Drive, noting that it is difficult to see pedestrians at night.

Mayor Ogden stated that the Infrastructure Director has noted the concern and will investigate the issue.

18. OTHER COMMITTEES

Stratford Seniors Complex

The report was included in the agenda package for council to review.

19. APPOINTMENTS TO THE COMMITTEES

Nil

20. PROCLAMATIONS

Nil

21. OTHER BUSINESS

Councillor MacDonald extended holiday greetings, wishing everyone a Merry Christmas and expressing appreciation for the hard work of CAO Jeremy Crosby and staff. Mayor Ogden, Deputy Mayor Gallant, and Councillor Chandler echoed these sentiments, also wishing everyone a Merry Christmas and thanking all for their dedication and efforts.

22. ADJOURNMENT

The meeting was adjourned at 5:46 P.M.

Steve Ogden, Mayor

Jeremy Crosby, CAO

Neala Smallman, Recording Clerk

Approved on: _____