



THE TOWN OF STRATFORD RESOLUTION

CW003-2026 – Appointment of Acting Chief Administrative Officer

Motion Carried X
Motion Lost
Motion Withdrawn

Council Chambers
Town Hall
March 18, 2026

Committee

Moved by Deputy Mayor

Seconded by Councillor

Committee of the Whole

Steve Gallant

Jody Jackson

WHEREAS the Town of Stratford (the “Town”) recognizes the critical importance of continuous and effective administrative leadership to ensure the uninterrupted delivery of municipal services, the stewardship of public resources, and the implementation of Council’s strategic priorities; and

WHEREAS the Town is mourning the sudden passing of its respected late Chief Administrative Officer, Jeremy Crosby, whose extraordinary contributions, dedicated service and leadership have left a lasting legacy in the organization and the community;

WHEREAS Council extends its deepest condolences to the family, friends, colleagues, and community members who were impacted by Mr. Crosby’s passing; and

WHEREAS Council wishes to ensure a stable and orderly administrative transition while a formal recruitment and selection process for a permanent Chief Administrative Officer is undertaken; and

WHEREAS Deputy Chief Administrative Officer Jeremy Pierce possesses the knowledge, experience, and organizational familiarity required to provide continuity of leadership and oversight of municipal administration during this transition period;

BE IT RESOLVED that Council of the Town of Stratford hereby: Appoints Jeremy Pierce as the Acting Chief Administrative Officer (Acting CAO) of the Town of Stratford, effective March 18, 2026.

BE IT FURTHER RESOLVED that the Acting CAO shall serve until Council completes a formal recruitment and hiring process and appoints a new permanent Chief Administrative Officer, or until this appointment is otherwise rescinded by Council resolution.

BE IT FURTHER RESOLVED that Council confers upon the Acting CAO all responsibilities, authorities, and accountabilities customarily assigned to the Chief Administrative Officer under applicable municipal bylaws, policies, and Council directives, including but not limited to:

- Overall administration and management of Town operations and staff;
- Implementation of Council decisions, bylaws, and policies;
- Financial stewardship, risk management, and oversight consistent with approved budgets and applicable policies;
- Execution of contracts and documents as authorized and required; and
- Provision of timely advice and professional recommendations to Council.

BE IT FURTHER RESOLVED that the Acting CAO reports to Council and shall maintain regular communication with Council through the Mayor and established governance channels and authorizes the Acting CAO to delegate responsibilities to qualified staff as necessary to ensure operational continuity, subject to applicable bylaws, policies, and Council direction.