



The Corporation of the City of Stratford  
Infrastructure, Transportation and Safety Sub-committee  
Open Session  
AGENDA

**Date:** Wednesday, April 24, 2024

**Time:** 4:30 P.M.

**Location:** Council Chamber, City Hall

**Sub-committee Present:** Councillor Burbach - Chair Presiding, Councillor Nijjar - Vice Chair, Councillor Beatty, Councillor Hunter, Councillor McCabe

**Staff Present:** Taylor Crinklaw - Director of Infrastructure Services, Tatiana Dafoe - City Clerk, Neil Anderson - Director of Emergency Services/Fire Chief, Tim Wolfe - Director of Community Services, Johnny Bowes - Manager of Environmental Services, Miranda Franken - Council Clerk Secretary

To watch the Sub-committee meeting live, please click the following link:

<https://video.isilive.ca/stratford/live.html>

A video recording of the meeting will also be available through a link on the City's website

<https://calendar.stratford.ca/meetings> following the meeting.

Pages

**1. Call to Order**

The Chair to call the Meeting to Order.

Land Acknowledgment

Moment of Silent Reflection

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence

from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

**3. Delegations**

None scheduled.

**4. Report of the Director of Emergency Services / Fire Chief**

**4.1 Lease Agreement with Vanmeurs Farms Ltd. (ITS24-009)**

4 - 6

Motion by

**Staff Recommendation:** THAT the expression of interest [EOI] from Vanmeurs Farms Ltd., be accepted for the lease of approximately 160 acres of land at the Stratford Municipal Airport for a five-year term;

THAT a five (5) year lease agreement with Vanmeurs Farms Ltd. for the lease of 160 acres of land described as Part of Lots 39, 40, 41, Concession 5 and Parts of Lots 38, 39, 40 and 41 Concession 6, from January 1, 2024 to December 31, 2028, be authorized;

AND THAT the Mayor and City Clerk, or their respective delegates, be authorized to sign the Lease Agreement.

**5. Report of the Manager of Environmental Services**

**5.1 2023 Stratford Water Pollution Control Plant Annual Report (ITS24-007)**

7 - 40

Motion by

**Staff Recommendation:** THAT the 2023 Stratford Water Pollution Control Plant Annual Report (ITS24-007) be received for information to ensure transparency between the owner and operating authority.

**6. Report of the Events Coordinator**

**6.1 Request for an exemption to Noise Control By-law 113-79 for the Stratford Live Music and Food event (ITS24-008)**

41 - 47

Motion by

**Staff Recommendation:** THAT approval be granted to the event organizers of Stratford Live Music and Food for an exemption to Noise Control By-law 113-79 for the event occurring from June 21 to June 23, 2024, to permit the operation of loudspeakers and amplification of sound in a Residential Zone on:

- Friday, June 21 and Saturday, June 22 until 11:00 p.m., and on
- Sunday, June 23 from 10:00 a.m. to 6:00 p.m.

AND THAT an exemption be granted from the unreasonable noise provision [Schedule 1, clause 8] for the duration of the 2024 Stratford Live Music and Food event, including setup on Thursday, June 20 from 6:00 a.m. to 7:00 p.m., and Friday, June 21 from 6:00 a.m. to 4:00 p.m., and take down on Sunday, June 23 until 8:00 p.m.

## 7. Department Update

The Director/Manager to provide an update on department activities and ongoing projects. A copy of the update will be posted to the City's website on the "Engineering Division" page.

## 8. Advisory Committee/Outside Board Minutes

48 - 56

The following Advisory Committee Minutes were provided for the information of Sub-committee:

- Active Transportation Advisory Committee Minutes of January 24, 2024
- Active Transportation Advisory Committee Minutes of February 28, 2024

## 9. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is May 29, 2024, at 4:30 p.m. in the Council Chamber, City Hall.

## 10. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

**Sub-committee Decision: THAT the Infrastructure, Transportation and Safety Sub-committee meeting adjourn.**



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## MANAGEMENT REPORT

**Date:** April 5, 2024  
**To:** Mayor and Council  
**From:** Neil Anderson, Fire Chief  
**Report Number:** ITS24-009  
**Attachments:** None

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**Title:** Lease Agreement with Vanmeurs Farms Ltd.

**Objective:** To consider entering into a revised lease agreement with Vanmeurs Farms Ltd., for farmland located adjacent to the Stratford Municipal Airport.

**Background:** Vanmeurs Farms Ltd., has been farming and maintaining the 160 acres of agricultural land, described as Part of Lots 39, 40, 41, Concession 5 and Parts of Lots 38, 39, 40 and 41 Concession 6, located adjacent to the Stratford Municipal Airport since 1986. Approximately 100 acres of that land is farmable.

Over the years, Vanmeurs Farms Ltd. has put considerable time and effort into clearing the fields of debris and rehabilitating the land into workable farmland. They have also consistently installed drainage tile at their own expense, which has greatly improved the land to the City's benefit, enhancing the land by making it less prone to flooding and easier to farm. They also tend to the 60 acres that are not easily accessible through having the small trees and weeds cut back, benefitting the airport by avoiding an increase in annual airport land care costs.

Negotiations completed in 2021 yielded a 33% increase in rental revenue, increasing from \$9,000 annually to \$12,000 for the period January 1, 2021 – December 31, 2023. This agreement contained extension clauses for up to two additional one-year extensions. These were not executed, given the timing of the Service Delivery Review and follow-up Airport Feasibility Study that were conducted, back-to-back, leaving the future of the airport and lands unknown. During this period, Vanmeurs Farms Ltd. has continued farming the land with payment at the expired contract rate.

From the studies and council discussions, staff have been exploring ways to increase revenue generation for the airport division.

As a result, a request for expression of interest (EOI) was advertised for two weeks in the Beacon Herald, the Marketplace, the Town Crier and the City of Stratford website, February 2024.

Vanmeurs Farms Ltd. was the only submission. Their proposal included a 5-year offer with a lease increase of an additional 133% of their prior agreement fees, increasing from \$12,000 to \$28,000, not including HST. The 5-year offer is due to the lessee attempting to realize on the lifecycle of slow-release fertilizers applied in 2024, as these take several years to be used up by the plants.

**Analysis:** The lease renewal represents one important and constant revenue stream generated by the airport division.

Given the continued stewardship of the lands, the Vanmeurs' professional working relationship with the City's contracted Airport Manager, and the added benefit of their training in the Transport Canada Air Transportation rules and regulations, staff are recommending that Council authorize a new 5-year lease agreement with Vanmeurs Farms Ltd.

The terms of the new lease agreement will be like the previous agreement, including termination clauses and some updated language around the insurance and indemnity clauses to reflect current practices. Consumer Price Index (CPI) increases will be applied annually, similar to those captured in the Fees and Charges By-law.

The City incurs annual costs for these lands in the form of property taxes to Perth East. In 2023, the taxes were \$14,835 and are expected to increase in 2024 to an estimated \$16,000.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

If approved, the City will collect \$28,000 in rental income plus \$3,640 HST that is remitted to Canada Revenue Agency, a total annual lease of \$31,640. After paying property taxes, the City will have an approximate net revenue of \$12,000 that will positively impact the airport division's bottom line.

#### **Financial impact on future year operating budget:**

Given annual increases expected in both revenues and costs, the net impact is expected to remain similar each year.

#### **Insurance considerations:**

Vanmeurs Farms Ltd. currently carries \$5 million of tenant insurance but does not currently name the City as additional insured. Because there is no City property involved, the proof of insurance provides assurance to the City that the business has sufficient coverage to deal with risks that arise within the corporation, but this section

of the agreement will be reviewed by our insurance advisor before completion of the agreement.

### **Alignment with Strategic Priorities:**

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

### **Alignment with One Planet Principles:**

#### **Equity and Local Economy**

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

#### **Land and Nature**

Protecting and restoring land for the benefit of people and wildlife.

#### **Local and Sustainable Food**

Promoting sustainable humane farming and healthy diets high in local, seasonal organic food and vegetable protein.

**Staff Recommendation: THAT the expression of interest [EOI] from Vanmeurs Farms Ltd., be accepted for the lease of approximately 160 acres of land at the Stratford Municipal Airport for a five-year term;**

**THAT a five (5) year lease agreement with Vanmeurs Farms Ltd. for the lease of 160 acres of land described as Part of Lots 39, 40, 41, Concession 5 and Parts of Lots 38, 39, 40 and 41 Concession 6, from January 1, 2024 to December 31, 2028, be authorized;**

**AND THAT the Mayor and City Clerk, or their respective delegates, be authorized to sign the Lease Agreement.**

**Prepared by:** Neil Anderson, Director of Emergency Services/Fire Chief  
**Recommended by:** Joan Thomson, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** April 24, 2024  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Johnny Bowes, Manager of Environmental Services  
**Report Number:** ITS24-007  
**Attachments:** Stratford WPCP Annual Performance Report 2023

**Title:** 2023 Stratford Water Pollution Control Plant Annual Report

**Objective:** To submit the 2023 Stratford Water Pollution Control Plant Annual Report to Council for their information to ensure transparency between Council and the operating authority.

**Background:** The Stratford Water Pollution Control Plant (WPCP) is owned by the City of Stratford and operated under contract by the Ontario Clean Water Agency (OCWA). OCWA has prepared the 2023 Annual WPCP Report, which must be submitted annually to the Ministry of the Environment, Conservation and Parks (MECP), showing how the treatment plant performed throughout the year.

The report summarizes the operation for the WPCP and reports on all the activities that occurred at the treatment plant throughout the year. The report also summarizes how the plant met all the Environmental Compliance Approval (ECA) requirements for effluent discharge into the Avon River.

### **Analysis:**

**Total Flows:** The treatment plant treated a total of 7,454,499m<sup>3</sup> of influent for an average flow of 18,658m<sup>3</sup> per day. This is an 28% increase in total flows from last year. This increase in flow is directly attributed to the heavy precipitation experienced in 2023, specifically in July. The design capacity of the treatment plant is 30,660m<sup>3</sup> per day and based on the flows received for 2023, operated at 60.9% of the design capacity. This percentage increased slightly from 58.2% in 2022.

**Overflow Events:** During the 2023 year, the treatment plant had 13 overflow events (2022 had 7 events) where flows were directed to the wet weather equalization tank and subsequently discharged into the Avon River. These events were all due to flows caused by heavy precipitation and/or snow melt for a total of 1,216,868m<sup>3</sup> (2022 – 452,315m<sup>3</sup>).

During a flow exceedance, the excess flow is diverted to an equalization tank and contact chamber where appropriate chlorination of the flow is achieved. Upon leaving the chlorine contact chamber and all pathogens are sufficiently removed, the flow is then de-chlorinated prior to discharge into the Avon River.

The treatment plant also experienced 1 bypass event due to planned maintenance for the UV treatment upgrade. A bypass event refers to a situation when only a portion of the entire treatment process is bypassed. The bypass events typically complete close to full treatment. A total volume of 664,906m<sup>3</sup> was bypassed during these events. All bypass and overflow events were reported to the MECP.

Effluent Quality: The effluent discharges met all requirements for levels of removal for 2023:

- Total Suspended Solids: 98.89%
- Total Phosphorus: 97.80%

Capital Projects: The following are some of the more major capital projects undertaken for the 2023 year:

- UV system replacement completed
- Filter #2 and #4 underdrain and media replacement
- Flow meter installation for UV system
- Turbo blower VFD and blowoff valve replacement
- Primary effluent check valve #2 replaced
- Motor and brake replacement on bar screen #1
- Weather station repair and upgrades
- SCADA Upgrades

In summary, the Water Pollution Control Plant, operated by OCWA, has met, and exceeded all Environmental Compliance Approval requirements for the 2023 operating year.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

There are no financial implications as this report is informational.

#### **Financial impact on future year operating budget:**

Future operating budget impacts will be based on the annual major maintenance recommendations report presented by OCWA to City of Stratford management in November of each year as well as contributions to the reserves for all ongoing capital works required at the WPCP. Staff will continue to review the capital requirements and reserve fund contributions needed to support these projects as part of the budgeting process. As the Sanitary division is a 'user pay' division, the intent is that these costs are fully covered by fees so these will also be reviewed.



## **Alignment with Strategic Priorities:**

### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

## **Alignment with One Planet Principles:**

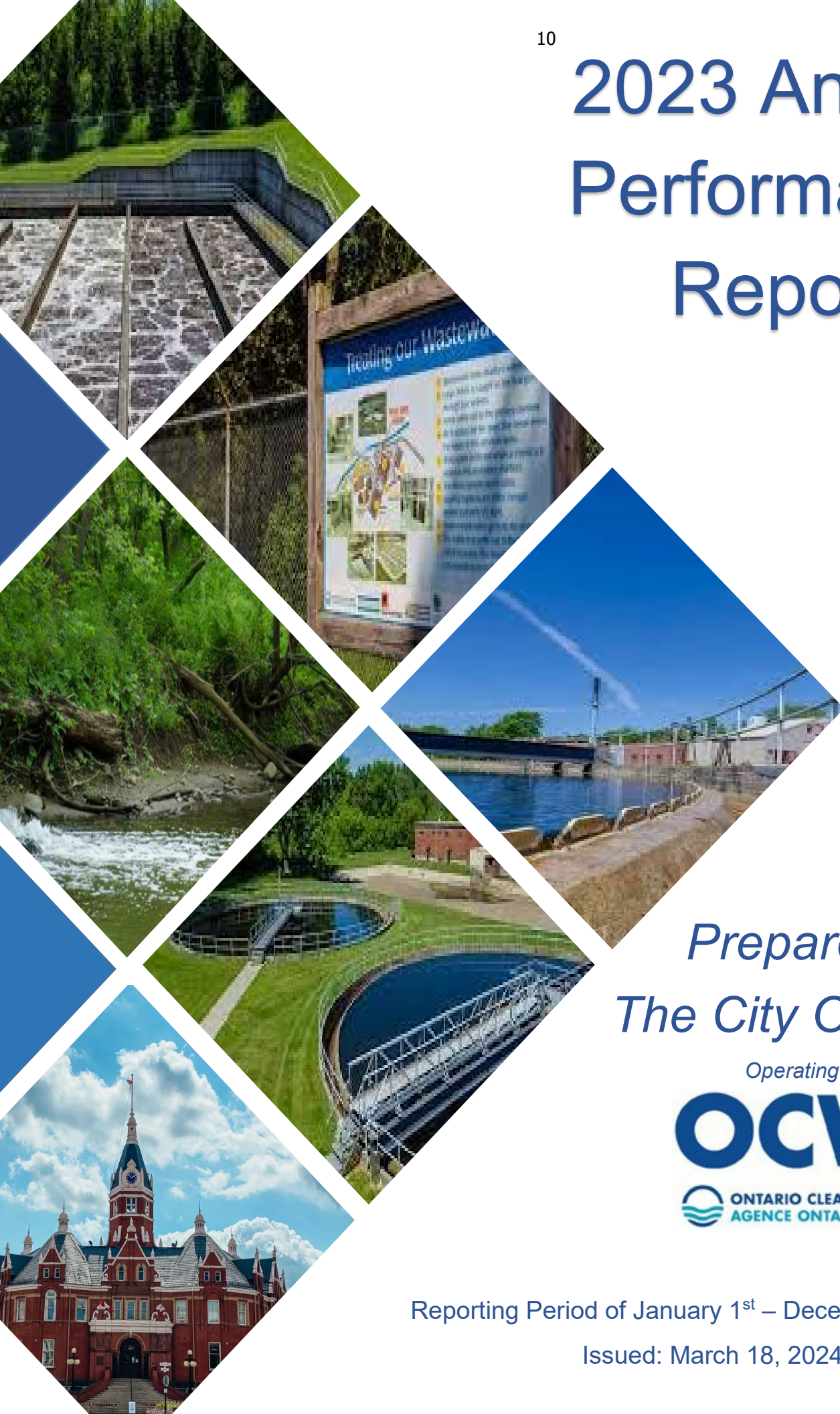
### **Sustainable Water**

Using water efficiently, protecting local water resources and reducing flooding and drought.

**Staff Recommendation: THAT the 2023 Stratford Water Pollution Control Plant Annual Report (ITS24-007) be received for information to ensure transparency between the owner and operating authority.**

<b>Prepared by:</b>	Johnny Bowes, Manager of Environmental Services
<b>Recommended by:</b>	Taylor Crinklaw, Director of Infrastructure Services
	Joan Thomson, Chief Administrative Officer

# 2023 Annual Performance Report



*Prepared For:*  
*The City Of Stratford*

*Operating Authority:*



Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup>, 2023

Issued: March 18, 2024

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## Overview

The following report was prepared by Ontario Clean Water Agency on behalf of the City of Stratford in accordance with:

- Section 20(4) (a) through (m) cited in Environmental Compliance Approval #9501-BG3JPF issued June 10<sup>th</sup>, 2020 to The Corporation of the City of Stratford.

## System Process Description

The Stratford WPCP is located at 701 West Gore Street, Ontario. The plant is a conventional activated sludge plant with a rated capacity of 30,660 m<sup>3</sup>/d and is comprised of the following components:

- Headworks
- Wet Weather Flow Equalization Tanks and disinfection system
- Preliminary treatment facility consisting of screens and grit removal
- Imported Waste holding tanks and primary clarifiers
- Biological Treatment facility including supplementary treatment system
- Secondary sedimentation consisting of 3 secondary clarifiers
- Tertiary filtration system
- Ultraviolet based disinfection system
- Anaerobic digestion based sludge stabilization and storage facilities

## Raw Wastewater Collection

The wastewater is directed by gravity to 11 pump stations located throughout the City. All pump stations are operated by the City of Stratford Environmental Services Department. For additional information, refer to the City of Stratford Sewage Collection System, Consolidated Linear Infrastructure Annual Performance Report.

## Lift Station

The wastewater collection system throughout the City carries the raw domestic wastewater through the use of pumping stations to the Water Pollution Control Plant's Raw Sewage Lift Station located just inside the front gate. The 825mm and 1,500mm diameter inlet sewers feed to the lift station from the Forman/O'Loane and the Erie/Brydges/Worsley trunk sewers. The lift station is equipped with four screw pumps; three screw pumps each with a capacity of 427L/s to handle peak dry weather flows and one screw pump with a capacity of 2,600L/s to handle wet weather flows.

The raw sewage that has entered the plant through the lift station is then fed by gravity to a distribution chamber.

## Wet Weather Equalization Tanks

The flow diversion chamber and equalization tanks provide temporary storage for raw sewage during times when incoming sewage flow exceeds plant capacity. When incoming flow returns to below plant capacity, the stored sewage may be pumped to the inlet chamber for proper treatment.

During severe wet weather events, once all storage is full, excess flow is diverted to two wet weather flow equalization tanks each with a capacity of approximately 3,762m<sup>3</sup> and equipped with sediment

flushing systems and a 300 mm diameter drain pipe connecting to the base of the raw sewage lift station.

Flow passes through a manual bar screen before entering equalization tank 1, where it receives primary treatment through sedimentation. Flow then passes over the baffles into equalization tank 2 where it is dosed with sodium hypochlorite and integrated into raw flows with the use of an in-line mixer. Equalization tank 2 is equipped with baffled walls to act as a chlorine contact chamber to provide additional mixing during emergency wet weather overflow events. Prior to discharge to the Avon River, flows are dosed with sodium bisulphite and integrated with an in-line mixer to ensure sufficient de-chlorination is achieved.

### Preliminary Treatment

When incoming flow is below plant capacity, raw water flows through the distribution chamber and into the screening building. The building consists of two mechanical bar screens rated at a hydraulic peak flow of 450L/s. Collected screenings are lifted into a discharge hopper and dewatered by a dewatering screw auger. The screenings and grit are removed and sent to the City of Stratford Landfill.

Following screening, the raw sewage enters the Detritor, a square tank with a rotating scraper mechanism. When in the Detritor, the grit in the raw sewage settles to the bottom of the tank, while the degritted sewage flows over the effluent weir, into the primary clarifier inlet channel. The grit is collected by the rotating scraper and deposited at the base of the grit auger located in a channel beside the Detritor. The auger mechanism slowly pushes the grit up a gradual incline and into a grit bin. While passing up the incline, organic solids are separated from the grit and flow downward back into the channel. A return pump pumps sewage from the Detritor to the point where the auger emerges from the channel, causing a reverse flow which carries the organic solids back to the Detritor.

### Primary Treatment

Detritor effluent enters the primary influent distribution chamber, at this same location waste activated sludge and stored sludge supernatant is added to the stream for co-thickening in the four primary clarifiers.

Under normal operating conditions two primary clarifiers provide primary treatment while the other two are used for receiving and holding imported sewage. During peak flow conditions these clarifiers can also perform as wet weather flow holding tanks.

The primary clarifiers are designed to remove settled and floating solids from the wastewater stream, utilizing sludge collector mechanisms, and thereby reducing the organic load on the downstream biological treatment process. Settled sludge collects on the bottom of the primary clarifiers and is moved to the central hoppers by a rotating scraper mechanism.

Scum and other floatables from the surface of the clarifiers are collected by the rotating surface skimmers and directed to the scum troughs. The scum troughs drain by gravity into shared scum chambers. Primary clarifiers 1 and 2 share a common combined valve and scum chamber, as do primary clarifiers 3 and 4. The collected scum can be removed from the shared scum chambers by using either of the primary sludge pumps (discharge to the digesters).

Both the sludge and scum are pumped by two sludge pumps and macerated through in-line grinders to the primary anaerobic digester.

The primary effluent system consists of three submersible pumps located in the wet well and include related piping and accessories. The clarified effluent flows over the “V” notch weirs located around the perimeter of the tank, into the clarifier effluent channel that flows by gravity into the wet well from where it is pumped to the aeration tank inlet chamber.

### Secondary Treatment

The secondary treatment system, also known as the aeration or biological part of the process is the removal of dissolved and suspended solids that were not removed in the primary treatment. Effluent from the primary clarifiers flows by gravity to the wet well, from which the primary effluent is pumped to the aeration tank inlet chamber. Also, the return activated sludge and Ferrous Chloride is discharged to this chamber where it mixes with the primary effluent. The mixture is evenly distributed between the 4 aeration tanks via the aerated inlet channel.

Each tank is divided into three passes to provide a plug flow aeration pattern which provides flexibility to vary the air supply within the tanks allowing better oxygen transfer and dissolved oxygen (DO) control. It also improves sludge settleability. Aeration and mixing are provided by lattices of 944 ceramic disc fine pore diffusers per aeration cell. The air supply system consists of one duty APG Neuros 350HP Turbo Blower and two standby Hoffman 200HP centrifugal blowers that deliver compressed air to the aeration tanks and the diffuser air system.

Mixed liquor from aeration enters the final clarifier influent distribution chamber and is distributed evenly to the three tanks. Mixed liquor enters each of the final clarifiers via a feed pipe located at the base of the clarifier. The feed pipe discharges within a circular feed well which acts as a baffle to deflect the incoming flow downwards and reduce short circuiting.

The clarifier mechanism in each tank is classified as a rapid sludge removal type. The settled sludge is continuously removed from the tank bottom by pipes which are supported on two rotating trusses. Mechanical rake arms on the bottom of the trusses scrape the settled sludge towards the opening in the suction pipes.

The hydraulic head producing the flow in the suction pipes is equal to the difference between the liquid levels in the clarifier and the sludge return box. The eight (8) suction pipes enter the sludge return box from below. A butterfly valve on each pipe is used to control the sludge flow rate into the box from each withdrawal pipe. The settled sludge from the final clarifiers is identified as return activated sludge (RAS). It is either returned to the main RAS header and further to the inlet chamber upstream of the aeration tanks or waste activated sludge (WAS) which is pumped to the discharge point in the primary settling tank inlet chamber. The WAS then settles within the primary clarifiers and is mixed with the primary sludge and then pumped to the primary digester. The sludge from the sludge box flows through a 450 mm diameter pipe, located inside the clarifier inlet column, to the inlet of the RAS pump located in the basement of the blower building (RAS pumping station). The clarified effluent flows over the “V” notch weirs located around the perimeter of the tank, into the clarifier effluent channel that discharges to the clarifier outlet chamber.

### Filtration

Secondary effluent is lifted by the Archimedean screw pumps and flows into the filter inlet gate where it is distributed evenly between four rapid filters. Each filter contains three (3) layers of media; gravel varying in size, sand and anthracite. In removing the solids, some of the residual BOD and phosphorus

are also reduced. The solids accumulated in the filter are removed when the filters are backwashed and the backwash wastewater is recycled to the primary clarifier inlet channel. In the process of pumping to the primary clarifier inlet chamber, many of the solids removed by filtration are removed in the second routing through the plant by physical, chemical or biological flocculation and resultant sedimentation; as a result the finely divided solids do not accumulate in the plant.

During backwashes, there are two rotating sub-surface agitators in each filter. Each agitator arm is provided with 38 nozzles and is designed to mix the expanded media during the backwash in order to effectively scour the media and remove all accumulated solids.

The effluent passes down through the filter media and is collected in the clear well beneath the filters and flows into the UV disinfection building channel. The rate of flow through the filters can be controlled for each filter by the filter rate control valve or by the filter inlet gate. Once passed through the filter, the effluent flows via channel to the final effluent disinfection process.

### Final Effluent Disinfection

Filtered effluent flows into the UV channel where it is disinfected by the ultraviolet (UV) light before being discharged to the Avon River. The UV system consists of two banks each comprised of 10 modules with 6 lamps per rack, totaling 120 lamps within one disinfection channel. The water level in the channel is maintained by the weir located at the end of the channel.

### Sludge Management System

The raw sludge removed from the primary treatment process is pumped to the primary digester. The primary digester has a fixed cover and is maintained at a constant level. When sludge is pumped into the digester, excess sludge overflows into the primary tank supernatant overflow box. The lowest pipe in the overflow box connects to the transfer line that leads to the secondary digester. The second highest pipe connects to the supernatant return line to the inlet works (acts as an emergency overflow). The third pipe in the box is the feed line for the box from the primary digester.

The primary digester is gas mixed. The gas compressor located in the gas pump room continuously moves gas through the diffusers located in the bottom cone of the tank. This induces a rolling motion in the digester that provides complete mixing in the unit. Sludge is heated by pumping it through the heat exchanger and back to the primary digester.

Once sludge is transferred to the secondary digester, it settles and thickens in the tank. Methane gas that is produced is stored in the gas holder cover. Methane gas is used as fuel to run the boiler system which supplies heat to the heat exchanger, which in turn keeps the anaerobic digester at a constant temperature. Any methane gas that is not used will burn off into the atmosphere through the waste gas burner. Supernatant from the tank overflows in the secondary overflow box and is returned (by gravity) to the primary clarifier influent channel. Sludge can be sampled at various levels inside the digester by opening the appropriate valves in the sampling room.

Sludge is withdrawn from the bottom of the secondary digester and transferred to the sludge storage holding tank or sludge storage lagoon. Sludge can be withdrawn from either the holding tank and/ or lagoon through the sludge loading pumps. All sludge is removed and applied to agricultural land as per the NASM Guidelines.



### Standby Power

The Toromont- Cat diesel generator provides supplies emergency power to the Stratford WPCP, thereby maintaining plant operation during power outages. The generator has been sized to provide adequate power to operate the entire plant under normal conditions.

## Plant Facts:

<b>Environmental Compliance Approval:</b>	#9501-BG3JPF (issued June 10 <sup>th</sup> , 2020)
<b>Rated Capacity:</b>	30,660m <sup>3</sup> /d
<b>Receiving Water:</b>	Avon River

For 2023, the Stratford WPCP was operated in accordance with the provincial regulations as required in ECA# #9501-BG3JPF. The following report is presented such that it corresponds with Section 20(4) (a) through (m).

## Flow Monitoring

The Stratford WPCP is rated to treat an average daily flow of 30,660 m<sup>3</sup>. Refer to Figure 1 for a comparison of the average daily flow for the last six years against the rated capacity of the plant. The average daily flow rate in 2023 is up 24% from 2022 average daily flow.

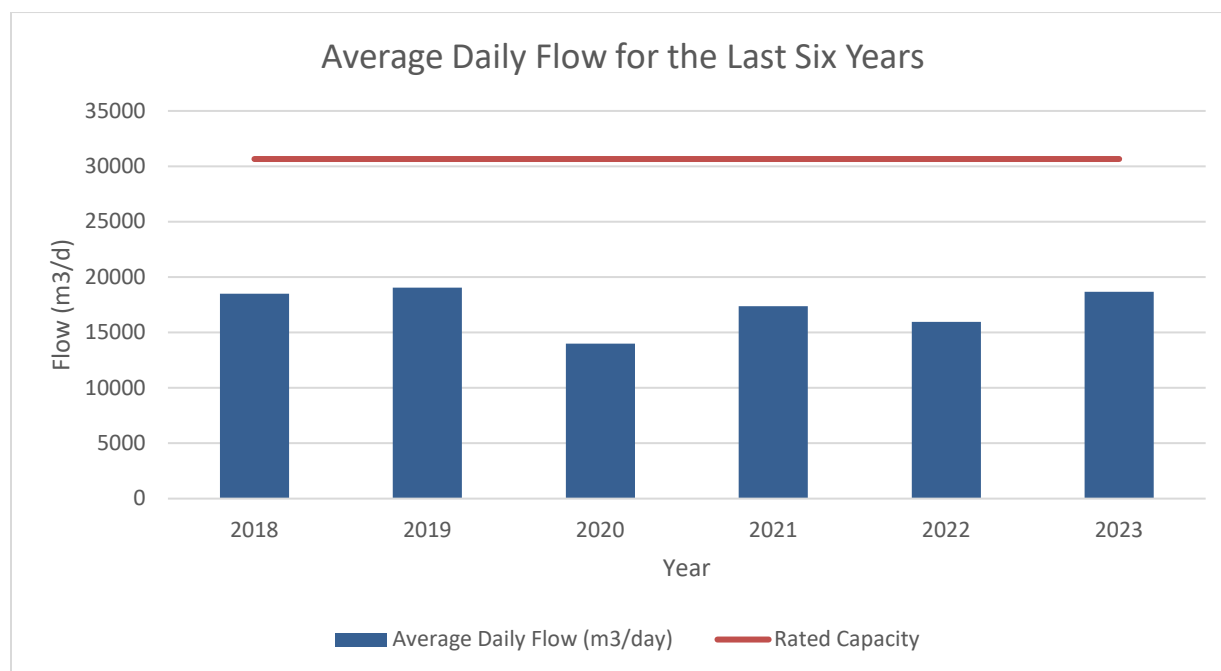


Figure 1. Average Daily Flow or the Last Six Years

The average daily flow in 2023 was 18,658 m<sup>3</sup>/d. The WPCP was at 60.9 % of the rated capacity of 30,660 m<sup>3</sup>/d in 2023. Refer to Figure 2 for average daily flow each month and the overall annual average daily flow.

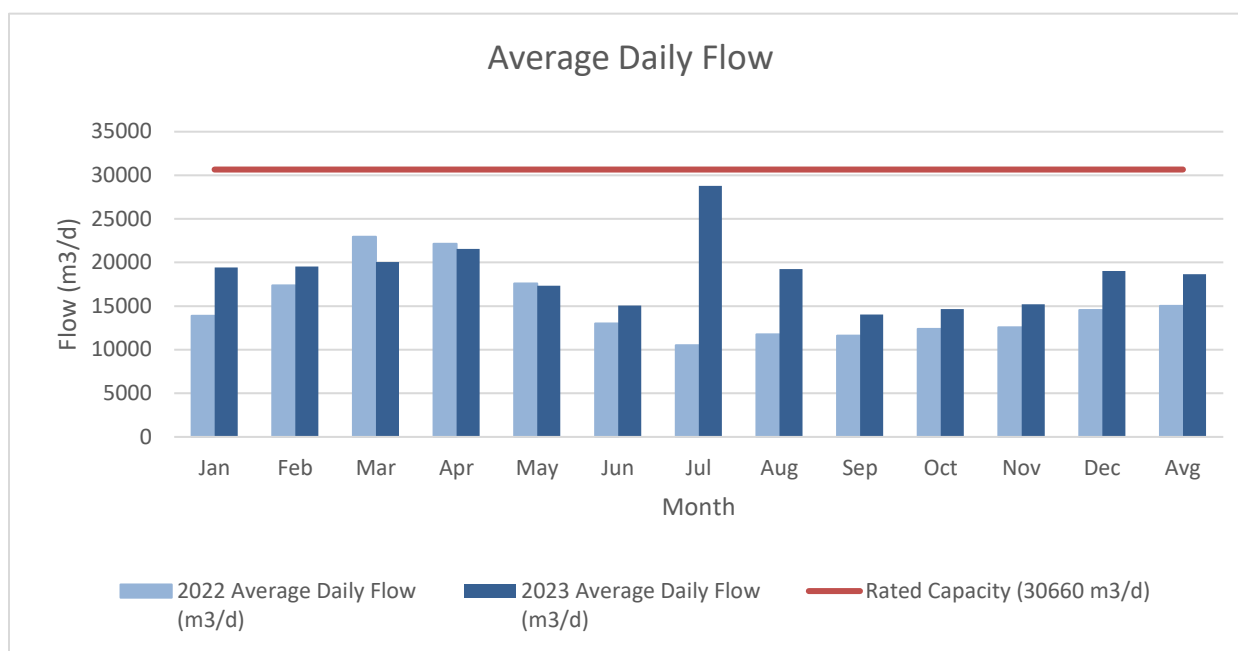


Figure 2. Average Daily Flow each Month

## Influent Data

The influent is monitored for BOD5, total suspended solids, total phosphorous and total Kjeldahl nitrogen on a weekly basis by means of composite sample. Refer to **Appendix A Influent and Effluent Data** for more detail on monthly results.

In 2023, the average raw Biochemical Oxygen Demand (BOD5) concentration was 122.5 mg/L, which is 102% of the design concentration that the plant can effectively treat. There have been four monthly concentrations above the design concentrations, this did not result in ineffective treatment of the raw sewage or to effluent limit exceedances. Refer to Figure 3 for a comparison of 2023 monthly raw BOD5 concentrations to 2022 concentrations.

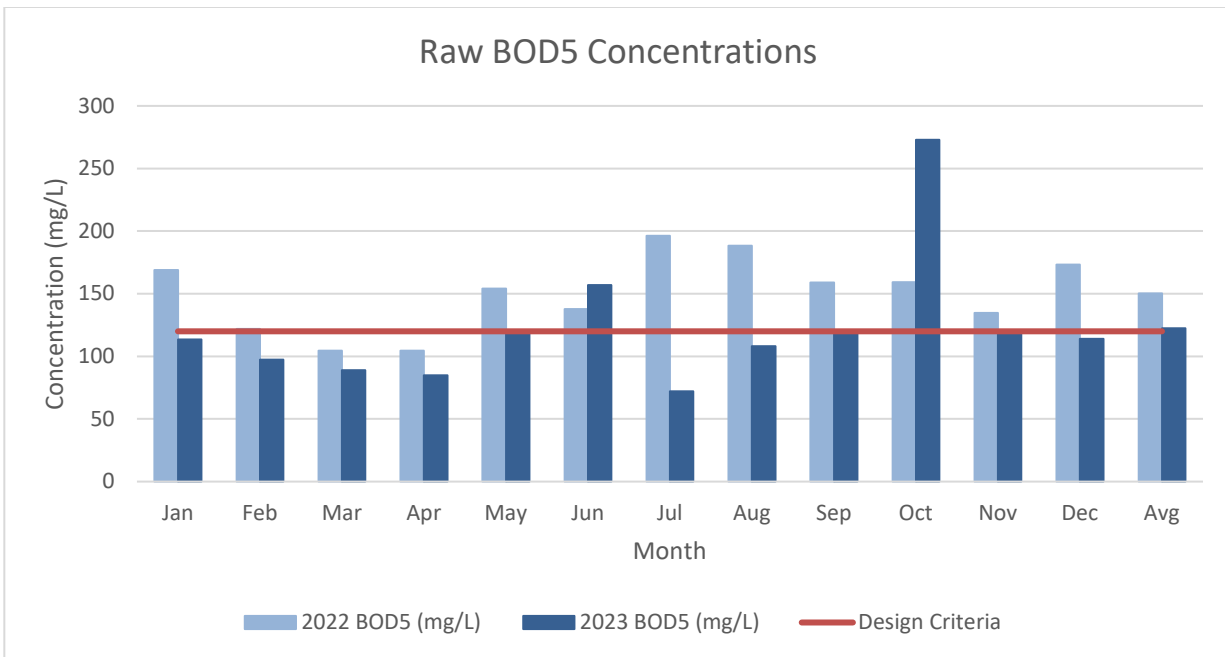


Figure 3. Raw BOD Concentrations

In 2023 the average raw Total Suspended Solids (TSS) concentration was 105.6 mg/L, which is 70% of the design concentration that the plant can effectively treat. There has been one monthly concentration above the design concentration, this did not result in ineffective treatment of the raw sewage or to effluent limit exceedances. Refer to Figure 4 for a comparison of 2023 monthly raw TSS concentrations to 2022 concentrations.

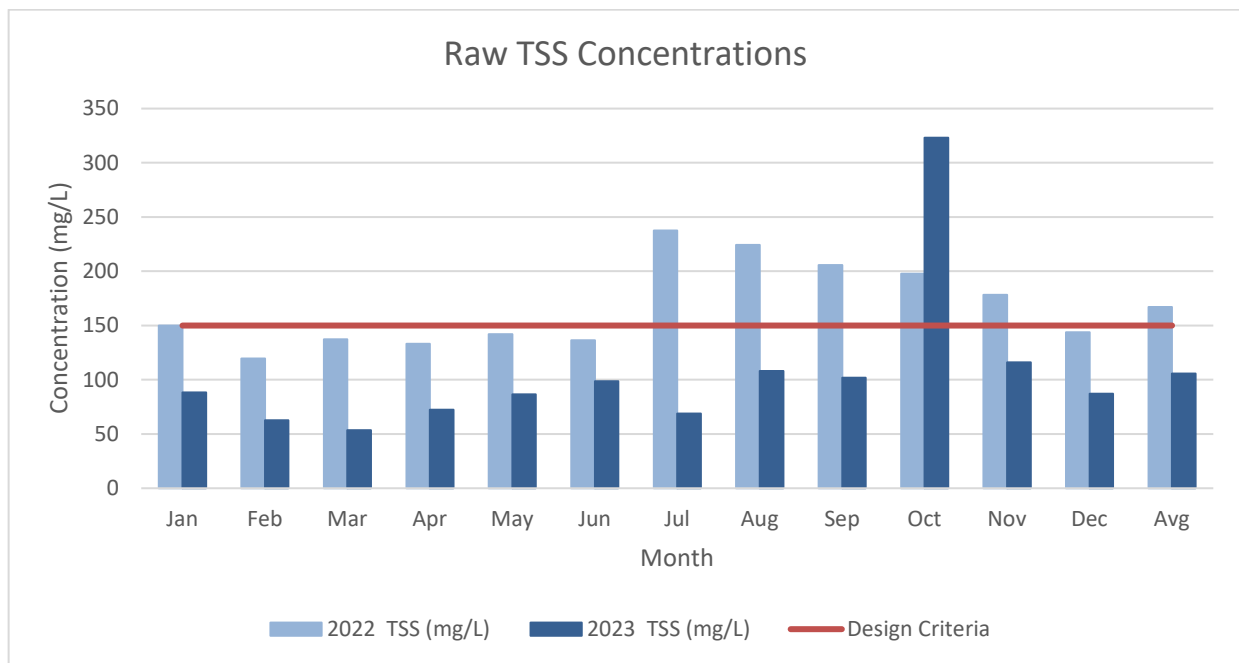


Figure 4. Raw TSS Concentrations

In 2023, the average raw Total Phosphorus (TP) concentration was 2.7 mg/L, which is 53% of the design concentration that the plant can effectively treat. There have been no monthly concentrations above the design concentration. Refer to Figure 5 for a comparison of 2023 monthly raw TP concentrations to 2022 concentrations.

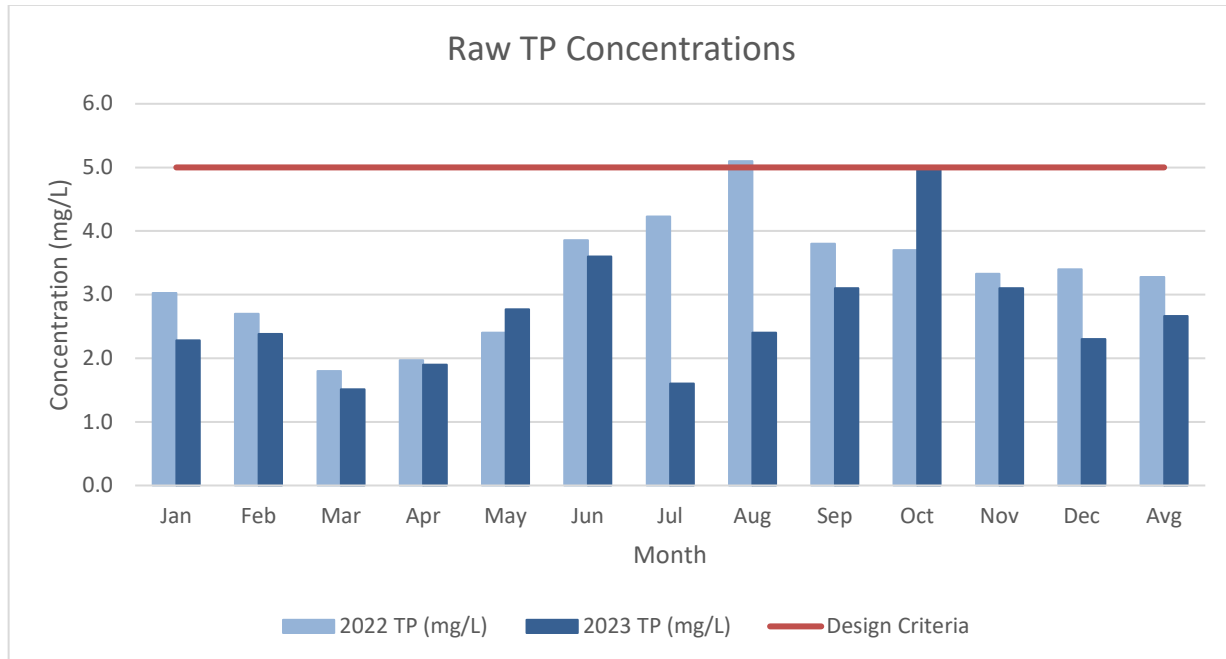


Figure 5. Raw TP Concentrations

In 2023 the average raw Total Kjeldahl Nitrogen (TKN) concentration was 21.6 mg/L, which is 86% of the design concentration that the plant can effectively treat. There have been four concentrations above the design concentration, this did not result in ineffective treatment of the raw sewage or cause effluent limit exceedances. Refer to Figure 6 for a comparison of 2023 monthly raw TKN concentrations to 2022 concentrations.

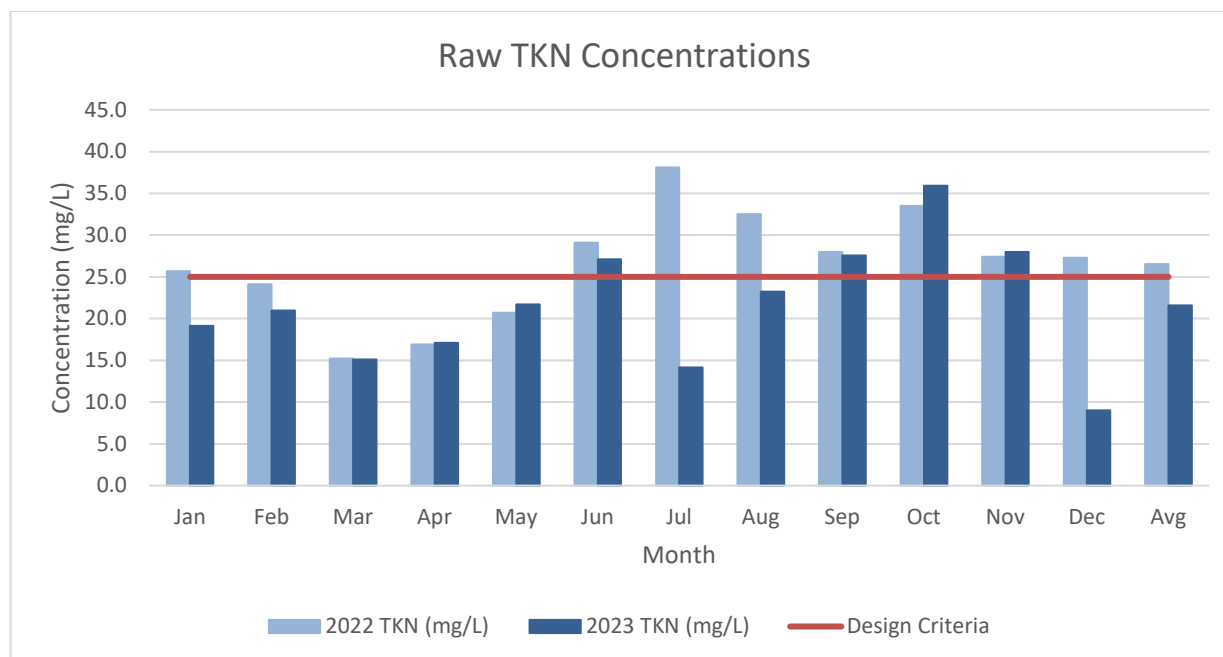


Figure 6. Raw TKN Concentrations

## Imported Sewage

The Stratford WPCP is approved to accept imported sewage by licensed waste management system operators as identified within Regulation 347, General Waste Management, as amended for co-treatment in the sewage treatment plant. In 2023, the WPCP has accepted 12,584.7 m<sup>3</sup> of imported sewage as shown in Table 1. This is a 29% decrease when compared to 2022.

Month	2022	2023
January	2,122.6	1,479.0
February	1,863.3	1,315.0
March	6,928.0	1,864.0
April	2044.4	1,543.0
May	1,882.8	1,311.0
June	579.3	13.6
July	21.4	51.5
August	41.1	963.0
September	60.7	24.70
October	11.6	704.7
November	876.9	1,617.8
December	1,520.5	1,697.4
<b>Total</b>	<b>17,952.6</b>	<b>12,584.7</b>

Table 1. Total Imported Sewage

## Effluent Monitoring Data

Effluent from the Stratford WPCP is sampled for on a weekly basis and analyzed for: CBOD<sub>5</sub>, total suspended solids, total phosphorous and Unionized Ammonia by a composite sample, with grab samples

collected weekly and tested for E.coli, pH and D.O. Detailed results are found in **Appendix A Influent and Effluent Data**. Table 2 below shows the monthly average effluent loadings results.

Month	CBOD <sub>5</sub> (kg/d)	TSS (kg/d)	TP (kg/d)	Unionized Ammonia (kg/d)
January	47.7	77.7	1.3	0.019
February	39.1	48.8	1.1	0.020
March	68.1	75.2	1.2	0.020
April	100	86.2	1.4	0.022
May	45.1	48.6	1.3	0.017
June	33.9	41.4	1.6	0.015
July	69.1	92.1	2.0	0.029
August	38.5	62.5	1.5	0.038
September	28.1	28.1	1.3	0.014
October	29.3	52.8	1.8	0.015
November	30.4	38.0	1.4	0.015
December	38.0	52.3	1.4	0.019
<b>Average</b>	<b>47.3</b>	<b>58.6</b>	<b>1.4</b>	<b>0.020</b>
<b>Limit</b>	<b>306</b>	<b>306</b>	<b>6.1</b>	<b>3.06</b>

Table 2. Effluent Loading Results

## Comparison to Compliance Limits and Objectives

The Stratford WPCP average monthly effluent Carbonaceous Biochemical Oxygen Demand (CBOD<sub>5</sub>) concentration in 2023 was 2.2 mg/L, which is a 2.9% decrease from the annual average in 2022. There were no objective or limit exceedances in 2023. Refer to Figure 7 for a comparison of 2023 monthly effluent CBOD<sub>5</sub> concentrations to 2022 concentrations.

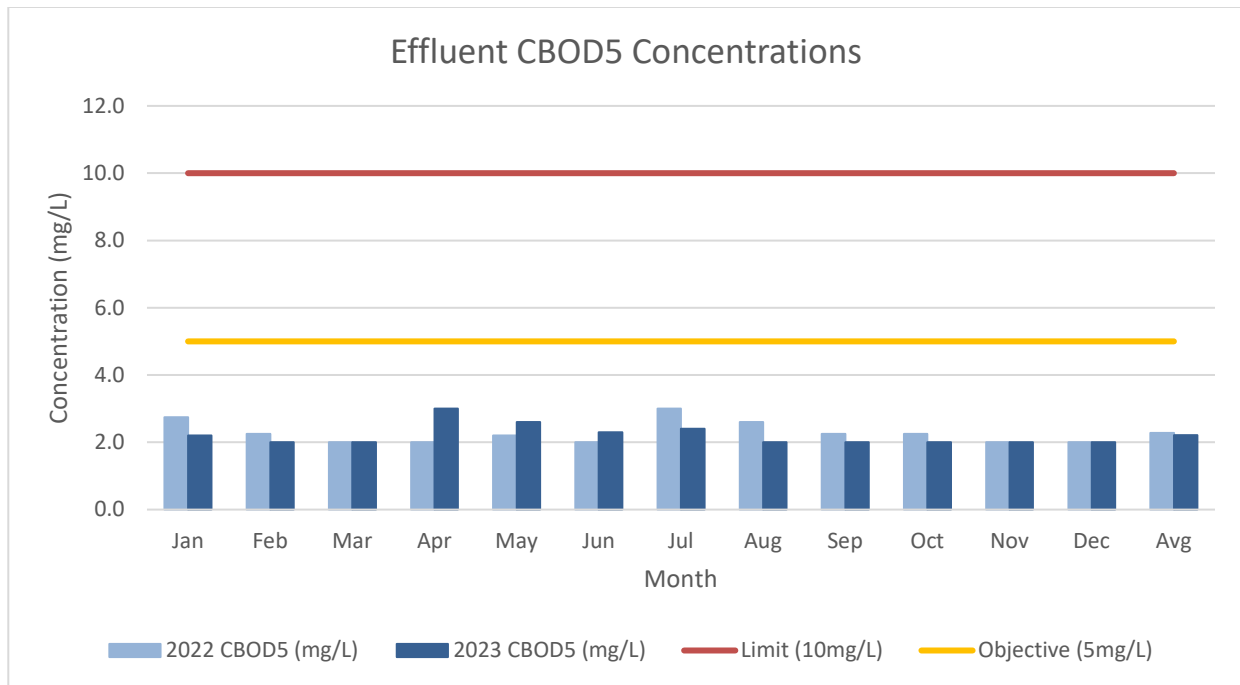


Figure 7. Effluent CBOD Concentrations

The average monthly effluent Total Suspended Solids (TSS) concentration in 2023 was 3.0 mg/L, which is a 37% decrease from the annual average in 2022. There were no objective or limit exceedances in 2023. Refer to Figure 8 for a comparison of 2023 monthly effluent TSS concentrations to 2022 concentrations.

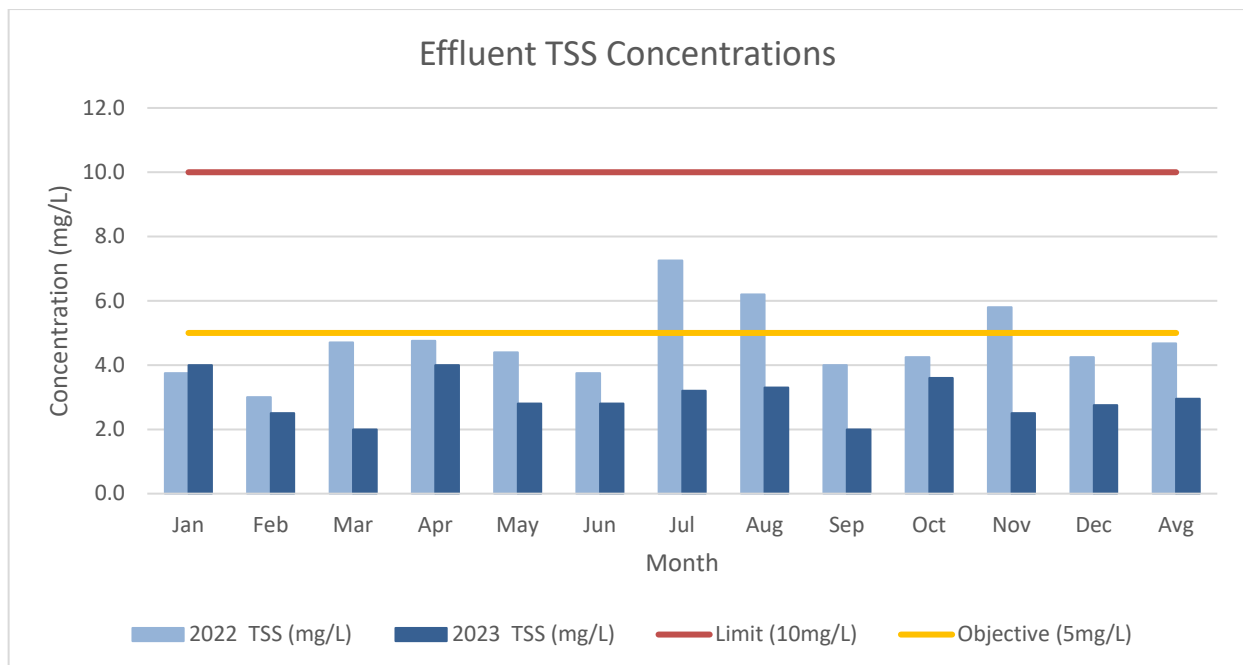


Figure 8. Effluent TSS Concentrations

The average monthly effluent Total Phosphorus (TP) concentration in 2023 was 0.08 mg/L, which is an 18% decrease from the annual average in 2022. There have been two months where the monthly



average did not meet the objective, which did not result in any limit exceedances as discussed in **Summary of Efforts Made to Achieve Design Objectives**. Refer to Figure 9 for a comparison of 2023 monthly effluent TP concentrations to 2022 concentrations.

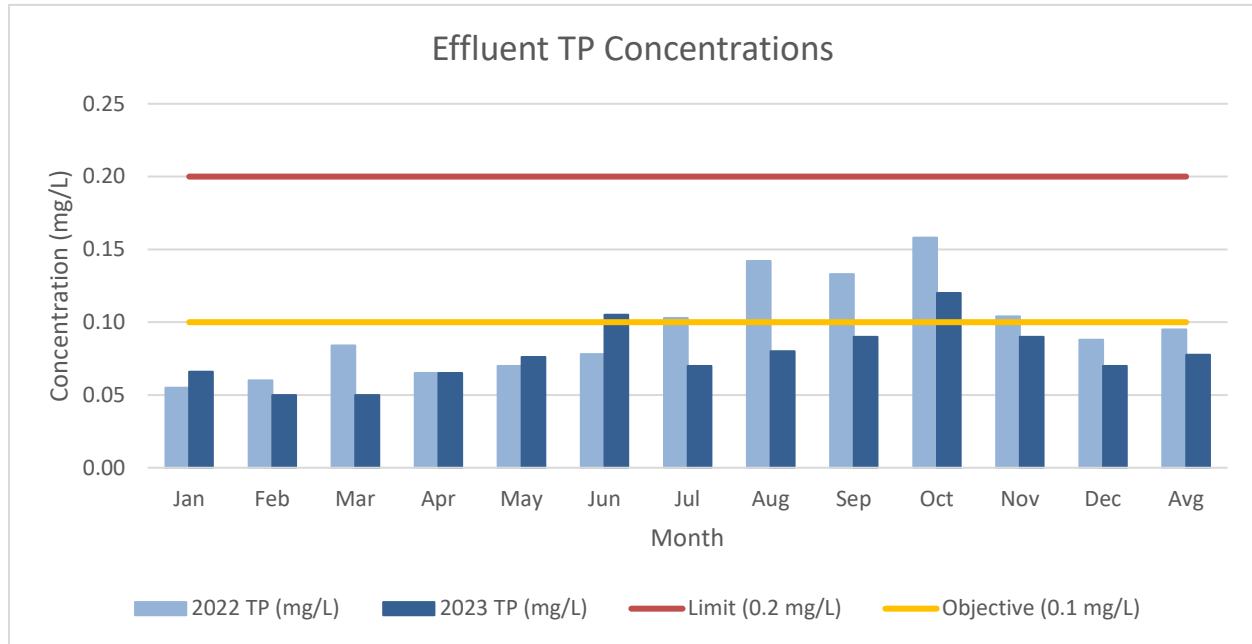


Figure 9. Effluent TP Concentrations

The average monthly effluent Unionized Ammonia concentration in 2023 was 0.001 mg/L, which is equal to the annual average in 2022. There were no objective or limit exceedances in 2023. Refer to Figure 10 for a comparison of 2023 monthly effluent Unionized Ammonia concentrations to 2022 concentrations.

In 2023, Unionized Ammonia Single Sample results ranged from 0.0001-0.001mg/L, which is well below the limit of 0.2mg/L. Refer to Figure 11 for the single sample concentrations compared to the exceedance limit.

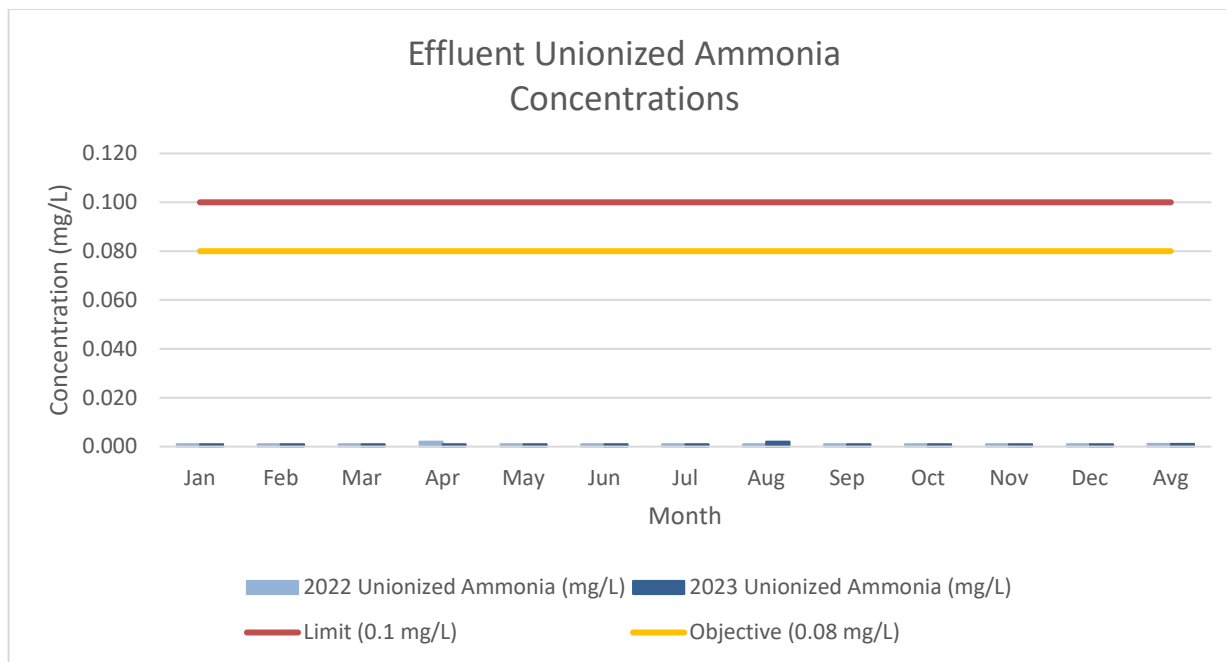


Figure 10. Effluent Unionized Ammonia Concentrations

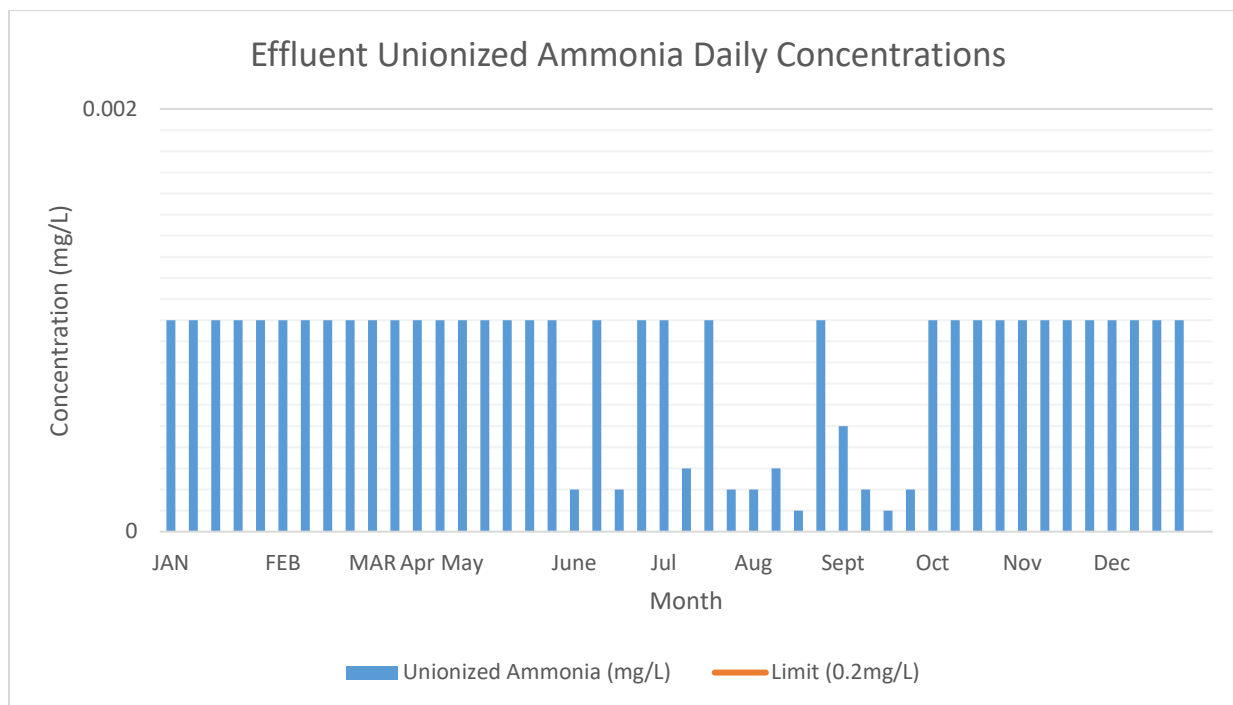


Figure 11. Daily Effluent Unionized Ammonia Concentrations

The monthly geometric mean effluent *E. coli* concentration in 2023 was 15 cfu/100mL, which is a 119% increase from the annual average in 2022. This increase is due to the planned bypass of the disinfection system that occurred as part of the UV system upgrades in March and April 2023. There were no objective or limit exceedances in 2023. Refer to Figure 12 for a comparison of 2023 monthly effluent *E. coli* concentrations to 2022 concentrations.

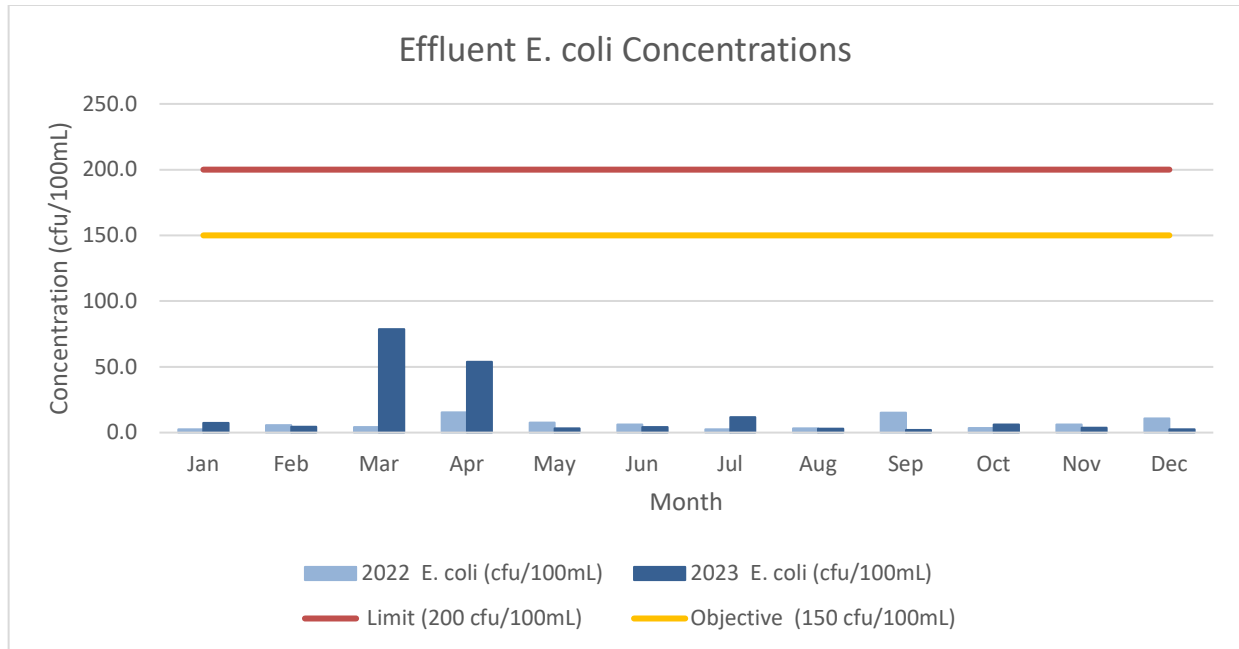


Figure 12. Effluent E. coli Concentrations

The annual monthly average pH value in 2023 was 7.2. There were no objective or limit exceedances in 2023. Refer to Figure 13 for a comparison of 2023 daily effluent pH values to the objectives and limits.

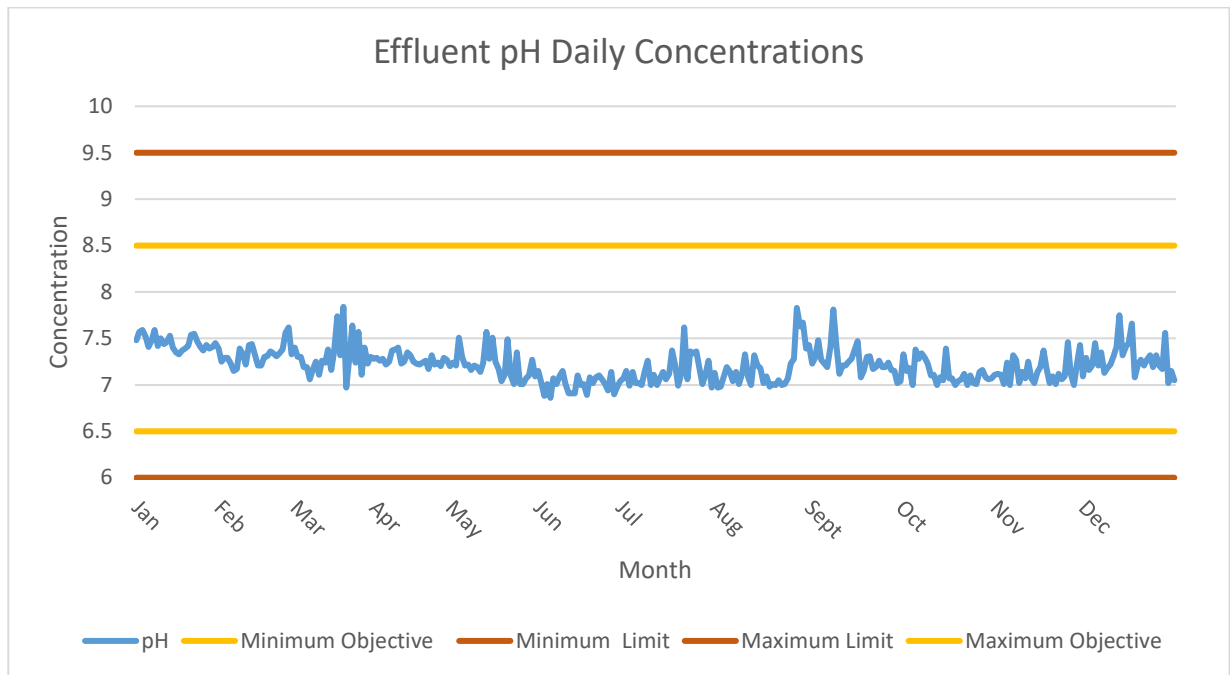


Figure 13. Effluent pH Concentrations

The monthly average Dissolved Oxygen (DO) concentration in 2023 was 9.4 mg/L. There were no objective or limit exceedances in 2023. Refer to Figure 14 for a comparison of 2023 daily effluent DO concentrations to the objective and limits.

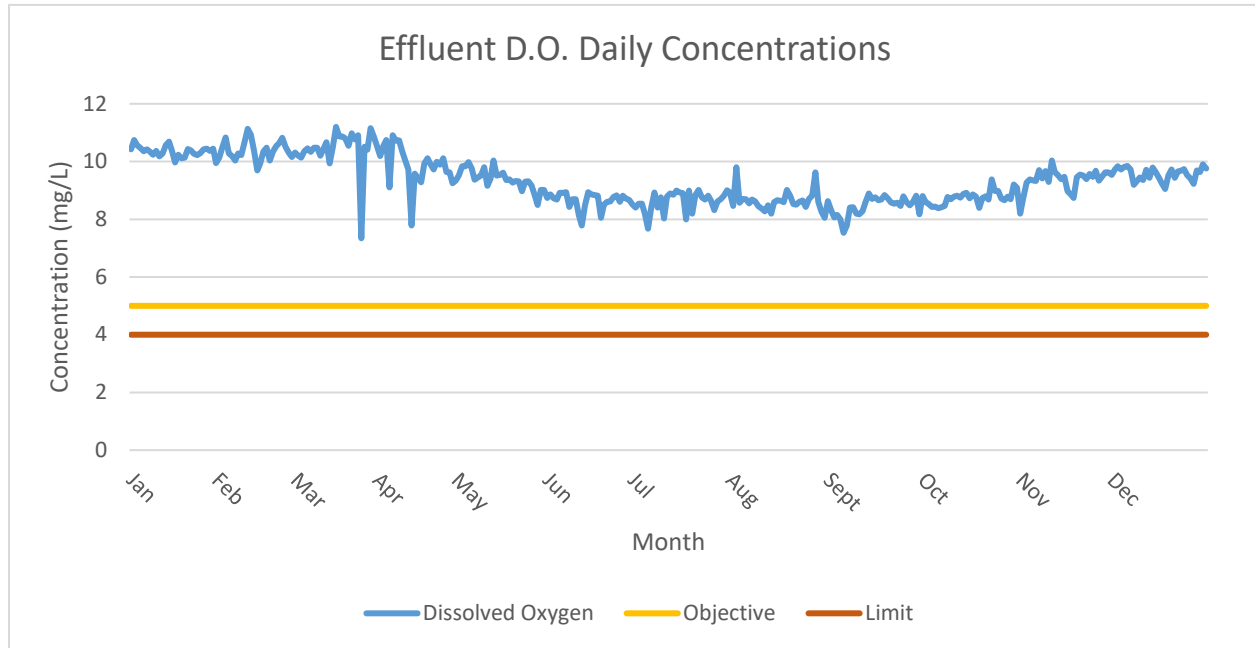


Figure 14. Effluent DO Concentrations

The Stratford WPCP performed well in 2023 producing quality effluent and meeting all limits for all required parameters, with two objective exceedance for total phosphorous as discussed in **Summary of Efforts Made to Achieve Design Objectives**.

## Deviations from Monitoring Schedule

Deviations from the 2023 sample calendar are outlined in Table 3. Refer to **Appendix D Monitoring Schedule** for the 2024 sampling schedule.

Scheduled Date	Collected Date	Reason for Deviation
10/03/2023	10/06/2023	Effluent E.coli resamples collected due to original sample not being processed within holding time
10/03/2023	10/10/2023	Monthly Sludge resamples collected due to original sample not being processed within holding time
10/03/2023	10/23/2023	Sludge E.coli resamples collected due to original sample not being processed within holding time and sludge hauling company required analysis

Table 3. Summary of Deviations from Monitoring Schedule

## Operating Problems & Corrective Actions

Inflow and infiltration in the collection system continues to cause operational challenges at the WPCP, due to high flows during significant rain and snow melt events. These events resulted in multiple Primary Treated Overflows and also resulted in high volumes of inorganics and grit being carried into the WPCP. These solids are unable to be properly processed which contributes to high levels of inert solids within the primary clarifiers, aeration and anaerobic digester, which then contributes to the volume of sludge hauled each year, as well as wear on process equipment (e.g. pumps and pipes). Operational staff continue to monitor facility performance and make adjustments accordingly as well as complete preventative maintenance throughout the facility to alleviate concerns with the process and equipment. Refer to the City of Stratford Sewage Collection System, Consolidated Linear Infrastructure Annual Performance Report for a strategy on managing future overflow events.

Sludge storage can be a challenge for the WPCP due to limited space and land application capabilities. With the growing population and climate change, these challenges will only be compounded. OCWA's Innovations, Process Optimization and Technical Services (IPOTS) has submitted a proposal to assess and offer solutions and strategies for the digestion and storage at the WPCP to better manage these challenges.

Capital and major maintenance recommendations have been submitted by OCWA to the City of Stratford to address aging infrastructure and ongoing maintenance requirements for the WPCP to continue to produce high quality effluent. Items included on the list for 2024 are:

- Annual generator service/repairs
- Annual turbo blower service/repairs
- Annual aeration cleanout/maintenance
- SCADA upgrades
- Annual slower servicing/maintenance
- Raw sludge pump grinder replacement parts
- Raw sludge pump repairs/replacement parts
- Administration office and Laboratory building upgrades
- Raw sewage pump rebuild
- Archive building roof repairs
- RAS pump repair/maintenance
- Ferrous chloride building floor
- Ferrous chloride pump maintenance
- Mudwell pump spare/replacement
- Digester pump replacement parts
- Lift station screw pump- bearing replacement/maintenance
- Sodium hypo/bisulphite pump replacement (for overflow events)
- Milltronics level transmitter replacements
- Shop electrical room - MCC electrical upgrades
- Filter valve/actuator maintenance
- Filter- MCC electrical upgrades/maintenance
- Filter screw pump maintenance

- Filter backwash/surface wash pump maintenance/replacement
- Primary clarifier maintenance
- Sludge storage clean out

## Maintenance Activities

Preventative and corrective maintenance is assigned and monitored within OCWA's Workplace Management System (WMS) program. Refer to **Appendix B Maintenance Summary** for the WMS report for 2023. Refer to Table 4 for a list of normal and emergency repairs and replacements that took place in 2023.

Major Maintenance
Replaced faulty breaker for ferric chemical pumps. Removed each motor, disassembled and cleaned commutators and carbon build up from brushes.
Repaired piping for the surface wash system in Filter #4.
Replaced the rotor and stator in the raw sludge pumps multiple times each. Currently each rotor and stator lasts approximately 3 months.
Completed the Annual Extended Preventative Routine Maintenance (EPRM) on the turbo blower.
Replaced a faulty recirculation pump on the digester heat exchanger system
Replaced the circulation pump for the glycol heating system.
Removal of the old underdrain of Filter #2.. Installation of new underdrain piping and replacement of filter media.
Clean both the Primary Clarifier #1 and #4 centre sump pits with hydro-vac.
UV new system start-up, commissioning, and training.
New flowmeter installation for UV system.
Day bed sludge transfer pump repair.
Flame arrestor installed.
Repaired faulty 3-way valve on the digester heat exchanger and tested.
Turbo blower VFD and blowoff valve installation.
Primary effluent pump #1 fail. Spare installed, original out for repairs.
New version of WIN911 installed for alarm notifications
Weather station repair.
Primary effluent pump #2 check valve replaced.
Lift station pump #1 upper bearing repair.
Aeration cell #4 header repairs.
Flow meter calibrations.
Motor and brake replacement on bar screen #1.
Ferrous tank #2 cleanout.
Sludge day bed cleanout.
Gas monitoring equipment calibrations.
Backflow preventer inspections.
Ferrous discharge line replacement.
ESA inspections.
Boiler maintenance completed.

Table 4. Major Maintenance

## Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the facilities processes. Operational staff monitor plant performance by performing weekly in-house laboratory analysis on; raw sewage, raw sludge, primary sludge, MLSS, activated sludge and effluent. These tests include dissolved oxygen, pH, temperature, settling tests and Mixed Liquor Suspended Solids (MLSS). Chemical dosages and wasting volumes are also monitored and recorded. Data collected from these tests provide valuable information to the operators to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

## Calibration Records

Influent and effluent flow meters were calibrated by Pierce Services & Solutions Inc. on October 18<sup>th</sup>, 2023. The flow meters met the accuracy tolerance of within 15% of the actual flow rate. Imported sewage volumes are calculated utilising the haul truck manifests. All in-house meters were also calibrated by Pierce Services & Solutions Inc. in accordance with manufactures instructions. Operational staff complete routine pH meter calibrations and verifications. Refer to **Appendix F Calibration Reports** for the 2023 calibration records.

## Summary of Efforts Made to Achieve Design Objectives

Design objectives were not exceeded more than 50% of the time in 2023 and there were no trends in deterioration of final effluent quality. In addition, the average influent flow has not reached or exceeded 80% of the rated capacity.

## Notice of Modification to the Works

The Stratford WPCP Final Disinfection Process modification was completed and commissioned on April 11<sup>th</sup> and 12<sup>th</sup>, 2023. A planned bypass, approved by the MECP, of the disinfection system occurred to facilitate the UV system upgrades in March and April 2023. For details of the UV project refer to **Appendix E Modification of Works** for the Limited Operational Flexibility (LOF).

There was one proposed modification to the process at the Stratford WPCP in 2023 which required a Notice of Modification to Sewage Works as required within ECA#9501-BG3JPF (Issued June 10, 2020) section 19 Limited Operational Flexibility. The project is to be completed in 2024. Refer to **Appendix E Modification of Works** for signed LOF.

## Sludge Generation & Haulage

The Stratford WPCP has the capacity to store a total of 4,370 m<sup>3</sup> of sludge. The storage tanks are rated for 2,850 m<sup>3</sup> and the storage lagoon is rated for 1,520 m<sup>3</sup>. Sludge is hauled periodically between April 1<sup>st</sup> and November 30<sup>th</sup> annually for field application, refer to Table 5 for summary land application sites and volumes. For a comparison of the total hauled sludge over the last six years, refer to Figure 15.

In 2023, wet weather conditions have affected land application capabilities causing a lower volume of hauled sludge. Refer to **Appendix C Sludge Analysis** for a summary of stored sludge data from 2023.

The anticipated sludge production value for 2024 is approximately 19,000m<sup>3</sup>.

NASM Plan Site ID	Month	Volume (m <sup>3</sup> )
25006	April	3,080
24995	May	964
25086 & 24404	July	1,713
24404	August	4,921
24408	September	522
24408	October	3,771
24408 & 60906	November	3,524
	<b>Total</b>	<b>18,495</b>

Table 5. Sludge Land Application

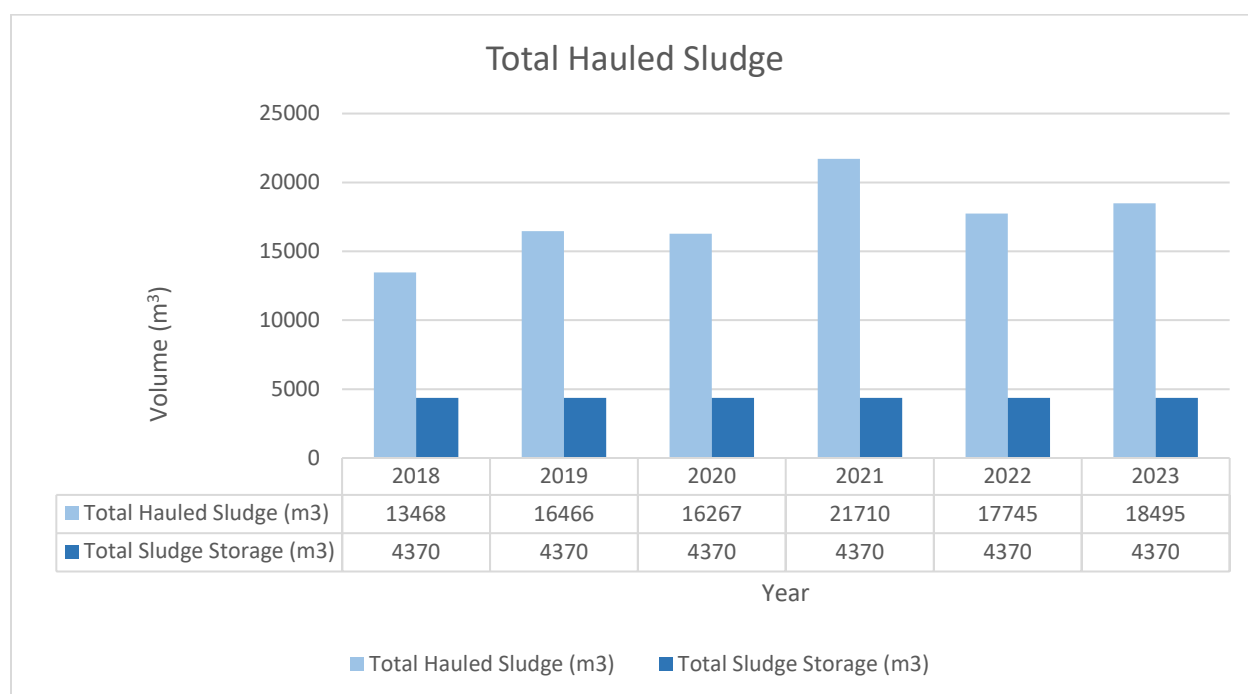


Figure 15. Total Hauled Sludge Volumes

## Complaints

There were no complaints received for the Stratford WPCP in 2023.

## Bypass, Overflows or Abnormal Discharge Events

A Bypass is the diversion of sewage around one or more treatment processes, within the WPCP. An Overflow is the discharge to the environment from designed location(s) other than the approved effluent discharge location. A bypass or overflow can occur during heavy precipitation and/or snowmelt



events when the raw flow exceeds the rated capacity or if a treatment component is out of service for maintenance purposes.

There have been multiple overflow events in 2023, all of which have been due to heavy rain and some due to snow melt. Table 6 summarizes all bypass and overflow events in 2023. Quarterly Bypass and Overflow reports are submitted to the MECP summarizing the events and providing sample results.

There were no Outside Normal Operating Condition events that occurred in 2023.

Date	Type: Bypass/Overflow	Volume (m <sup>3</sup> )
December 30- January 7, 2023	Primary Treated Overflow	134,536
February 9-13, 2023	Primary Treatment Overflow	95,940
March 17-April 8, 2023	Primary Treatment Overflow	582,950
March 13-April 12, 2023	Approved Bypass- UV upgrade	664,906
April 22-23, 2023	Primary Treatment Overflow	6,298
June 24- 25, 2023	Primary Treatment Overflow	5,948
July 6-7, 2023	Primary Treatment Overflow	15,989
July 13-16, 2023	Primary Treatment Overflow	80,246
July 16-18, 2023	Primary Treatment Overflow	30,732
July 20-22, 2023	Primary Treatment Overflow	34,010
July 27-31, 2023	Primary Treatment Overflow	85,790
August 23-26, 2023	Primary Treatment Overflow	37,642
December 1-5, 2023	Primary Treatment Overflow	45,193
December 27-30, 2023	Primary Treatment Overflow	61,594

Table 6. Summary of Bypass and Overflow Events

The ECA requires additional sampling for the WPCP when the plant experiences an overflow or bypass event. Bypass sample results are included in the final effluent results. For the overflow events, samples are collected every hour and combined into an 8 hour composite sample for the duration of the event. The samples are analyzed for BOD<sub>5</sub>, total suspended solids and total phosphorous. All applicable notifications have been made and samples collected as required by the Environmental Compliance Approval (ECA) as seen in Table 7.

Month	BOD <sub>5</sub> (mg/L)	TSS (mg/L)	TP (mg/L)
January	44.3	23.5	1.2
February	55.7	30.3	7.1
March	24.6	16.3	0.8
April	33.7	24.9	0.9
May	n/a	n/a	n/a
June	49.5	63.5	2.1
July	31.5	30.7	1.0
August	36.9	28.3	1.0
September	n/a	n/a	n/a
October	n/a	n/a	n/a
November	n/a	n/a	n/a
December	45.4	29.9	1.1
<b>Average</b>	<b>39.2</b>	<b>29.0</b>	<b>1.1</b>

Table 7. Overflow Event Results

## Summary of Efforts made to achieve conformance with F-5-1

Refer to the City of Stratford Sewage Collection System, Consolidated Linear Infrastructure Annual Performance Report, for a summary of efforts to eliminate Bypasses/ Overflows within estimated budget forecast.

# Appendix A

## Influent and Effluent Data

(Appendices can be provided upon request to Clerk's Office)

## Appendix B

### Maintenance Summary

(Appendices can be provided upon request to Clerk's Office)

# Appendix C

## Sludge Analysis

(Appendices can be provided upon request to Clerk's Office)

# Appendix D

## Monitoring Schedule

(Appendices can be provided upon request to Clerk's Office)

# Appendix E

## Modification of Works

(Appendices can be provided upon request to Clerk's Office)

# Appendix F

## Calibration Reports

(Appendices can be provided upon request to Clerk's Office)





## MANAGEMENT REPORT

**Date:** April 24, 2024  
**To:** Infrastructure, Transportation, Safety Sub-committee  
**From:** Heather Denny, Events Coordinator  
**Report Number:** ITS24-008  
**Attachments:** Stratford Live Music and Food – Comment 1  
 Stratford Live Music and Food – Comment 2  
 Stratford Live Music and Food – Comment 3

**Title:** Request for an exemption to Noise Control By-law 113-79 for the Stratford Live Music and Food event.

**Objective:** To consider a request from the organizing committee of Stratford Live Music and Food for an exemption to Noise Control By-law 113-79 for the event taking place from June 21 – 23, 2024.

**Background:** Noise By-laws are designed to reduce and control both unnecessary and excessive sounds which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods. The Noise By-law identifies different rules and restrictions for noise based on four geographical areas throughout the city known as zones (Quiet zone, Residential zone, Commercial zone, Park zone).

The production, reproduction, or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79. The nature of this event would include the aforementioned sounds.

Below are the schedules and clauses within the Noise By-law applicable to this event that organizers are requesting an exemption to.

Schedule 2, Clause 2 – “The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction, or amplification of sound.”

**Prohibited all day Sundays and Statutory Holidays, and from 5pm of one day to 7am next day.**

Schedule 2, Clause 4 – “The loading, unloading, delivering, packing, unpacking, or otherwise handling of any containers, products, materials or refuse whatsoever, unless necessary for the maintenance of essential services or the moving of private household effects.”

**Prohibited all day Sundays and Statutory Holidays, and from 7pm of one day to 7am next day.**

Schedule 1, Clause 8 – “Unreasonable noise provision.”

**Analysis:** The event location is at the outdoor bandshell on Veterans Drive between York Street and Waterloo Street and within the Veterans Drive parkland. While the event location is within the Park Zone, the event borders a residential area and therefore event organizers are requesting an exemption to permit the amplification of sound in a **Residential Zone**.

The intent of this noise exemption request in a Residential Zone, is to;

- a) permit amplification of sound for the duration of the event.
- b) allow for certain noise during set up and take down.
- c) support an exemption from the unreasonable noise provision for the duration of the event.

The event schedule is as follows:

- Thursday, June 20 – Setup from 6:00am to 7:00pm
- Friday, June 21 – Setup from 6:00am to 4:00pm - Event from 4:00pm to 11:00pm
- Saturday, June 22 – Event from 11:00am to 11:00pm
- Sunday, June 23 – Event from 10:00am to 6:00pm – Take down from 6:00pm to 8:00pm

#### Notice of Intent to Neighbouring Residents

A notice of the noise exemption request was issued in the Town Crier, and event organizers have sought public input by hand delivering notices to residents within 120m of the event location and three responses were received. Two responses opposed the exemption, and one response expressed concern with the level of volume. All copies of the correspondence received have been attached with all personal information redacted.

#### Previous Events and Requests

The request from event organizers is similar to previous requests approved by City Council for this event in 2015, 2016, 2017, 2019 and 2022. In 2018, the request was approved by the Director of Corporate Services, and in 2023, the request was approved

by the Director of Community Services, as authorized by By-law 135-2017. The event did not run in 2020 and 2021 due to COVID-19 pandemic restrictions.

With the level of concern expressed, an exemption to Noise Control By-law 113-79 is subject to Council review and final approval.

### **Financial Implications:**

#### **Not applicable:**

There are no financial implications to be reported as a result of this report.

### **Alignment with Strategic Priorities:**

#### **Mobility, Accessibility and Design Excellence**

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

#### **Strengthening our Plans, Strategies and Partnerships**

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

#### **Widening our Economic Opportunities**

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

### **Alignment with One Planet Principles:**

#### **Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

#### **Equity and Local Economy**

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

#### **Culture and Community**

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

#### **Sustainable Water**

Using water efficiently, protecting local water resources and reducing flooding and drought.

### **Travel and Transport**

Reducing the need to travel, encouraging walking, cycling and low carbon transport.

### **Material and Products**

Using materials from sustainable sources and promoting products which help people reduce consumption.

### **Zero Waste**

Reducing consumption, reusing and recycling to achieve zero waste and zero pollution.

**Staff Recommendation: THAT approval be granted to the event organizers of Stratford Live Music and Food for an exemption to Noise Control By-law 113-79 for the event occurring from June 21 to June 23, 2024, to permit the operation of loudspeakers and amplification of sound in a Residential Zone on:**

- **Friday, June 21 and Saturday, June 22 until 11:00 p.m., and on**
- **Sunday, June 23 from 10:00 a.m. to 6:00 p.m.**

**AND THAT an exemption be granted from the unreasonable noise provision [Schedule 1, clause 8] for the duration of the 2024 Stratford Live Music and Food event, including setup on Thursday, June 20 from 6:00 a.m. to 7:00 p.m., and Friday, June 21 from 6:00 a.m. to 4:00 p.m., and take down on Sunday, June 23 until 8:00 p.m.**

**Prepared by:**

Heather Denny, Events Coordinator

**Recommended by:**

Tim Wolfe, Director of Community Services

Joan Thomson, Chief Administrative Officer

From: [REDACTED]  
 Subject: Fwd: Noise concerns  
 Date: March 9, 2024 10:25:10 PM

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**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

----- Forwarded message -----

From: [REDACTED] >  
 Date: Sat, Mar 9, 2024, 12:01 p.m.  
 Subject: Noise concerns  
 To: <[stratfordliveinfo@gmail.com](mailto:stratfordliveinfo@gmail.com)>

Dear Stratford Live Music and Food Committee,

I would like to express my concerns in response to your recent letter (dated March 1, 2024) I received regarding your application for the Noise Control By-law Exemption between Friday June 21st and Sunday June 23rd, 2024. As I have mentioned in previous years, as a resident living [REDACTED] the bandshell, I can assure you that in the past the music at your event is extremely loud. Even with the windows and sliding door closed(which is a shame in the summer), it is painfully loud. While I support your efforts to entertain tourists and local residents, I am wondering if maybe the music wouldn't have to be quite as loud. Historically, I have been able to hear it across town at Greenwood Court when visiting over there. I would think it would be more enjoyable for all involved if it was just a bit quieter. The proposed hours that the music will be played are fine with me, it's just the potentially ear damaging decibels that I am concerned with. I also have concerns regarding difficulty [REDACTED] during such events. Thank you for your consideration.

Sincerely,

[REDACTED]

[REDACTED]



Virus-free [www.avg.com](http://www.avg.com)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Fwd: Objection to concert  
**Date:** March 6, 2024 2:54:12 PM

---

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

----- Forwarded message -----

From: [REDACTED] >  
Date: Wed, Mar 6, 2024, 12:54 p.m.  
Subject: Objection to concert  
To: <[stratfordliveinfo@gmail.com](mailto:stratfordliveinfo@gmail.com)>

I just received the notice about your concert to be held in June. I am writing, as I have done for the past two years, to object to this concert in the strongest sense possible. My previous objections have not been acknowledged which I find very rude. I live in one of the [REDACTED] [REDACTED] and your music is so loud the art on my walls vibrates. Please please please turn the music down. there is no reason for it to be so loud. I cannot tolerate loud noises so have to leave my home that weekend and some compensation for this inconvenience would be appreciated. At least have the courtesy to acknowledge my concerns  
Sent from my iPad

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Fwd: Stratford Live Music and Food event  
**Date:** March 13, 2024 5:24:23 PM  
**Attachments:** [PastedGraphic-1.tiff](#)  
[PastedGraphic-1.tiff](#)

---

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

----- Forwarded message -----

**From:** [REDACTED] >  
**Date:** Wed, Mar 13, 2024, 1:12 p.m.  
**Subject:** Stratford Live Music and Food event  
**To:** [REDACTED]  
**Cc:** [REDACTED] >, [REDACTED] >

Thank you for the notice of your application for an exemption to the Noise Bylaw for this event. I am objecting to your application.

I [REDACTED] directly opposite the site of the event and wish to object in the strongest possible way to your application for a noise exemption.

[REDACTED] [REDACTED] [REDACTED] [REDACTED]

Having experienced the impact of traffic, noise and the putrid smoke from the food vendors for several years I can say that this event does not belong on city streets and parks in downtown Stratford. Like the circus that comes to town, it should be located on the fringe of the city.

For the past two years I have had to leave town during this event to get some relief from the assault on my ears of the amplified music booming from the Bandshell. I cannot [REDACTED] during the weekend of 21 to 23 June due to traffic restrictions and the noise problem.

I will be conveying this message to Stratford City Council as well as Destination Stratford

regards

[REDACTED]





# Active Transportation Advisory Committee

## MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, January 25, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

**Committee Members Present:** David Daglish – Chair presiding, Councillor Burbach, Councillor Nijjar, John Lewis, Pat Ranney – Cycle Stratford Representative, Ian Morton

**Staff Present:** Vicky Trotter – Recording Secretary, Nick Sheldon – Project Manager

**Regrets:** Tatiana Dafoe – Clerk, Felicity Sutcliffe – Energy & Environment Advisory Committee Representative, Inspector Jason Clarke – Stratford Police Services

### 1. Call to Order

The Chair called the meeting to order at 7:00 p.m.

### 2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

### 3. Adoption of Previous Minutes

**Motion by** Ian Morton

**Seconded by** Councillor Burbach

**THAT the minutes from the Active Transportation Advisory Committee meeting dated November 22, 2023, be adopted as printed. Carried**

### 4. Election of 2024 Chair and Vice-chair

Staff declared nominations open for the 2024 Chair of the Active Transportation Advisory Committee. John Lewis nominated David Daglish.



Staff asked if there were any further nominations. No further nominations were made.

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT the nominations for the 2024 Active Transportation Advisory Committee Chair be closed. Carried**

David Daglish indicated that he would allow his nomination to stand.

**Motion by** Pat Ranney

**Seconded by** John Lewis

**THAT David Daglish be elected as the 2024 Chair of the Active Transportation Advisory Committee. Carried**

Staff declared nominations for the 2024 Vice-Chair of the Active Transportation Advisory Committee open. John Lewis nominated Ian Morton.

Staff asked if there were any further nominations. No further nominations were made.

**Motion by** David Daglish

**Seconded by** Pat Ranney

**THAT the nominations for the 2024 Active Transportation Advisory Committee Vice-Chair be closed. Carried**

Ian Morton indicated that he would allow his name to stand.

**Motion by** John Lewis

**Seconded by** Pat Ranney

**THAT Ian Morton be elected as the 2024 Vice-Chair of the Active Transportation Advisory Committee. Carried**

## **5. Business Arising from Previous Minutes**

### **5.1 T.J. Dolan Entrance Signage**

Vicky Trotter, Recording Secretary, stated the signage did not proceed under 2023 business as the content for the sign was unable to be provided in sufficient time. Felicity Sutcliffe continues to work with the Avon Trail group to complete the sign content. The project can proceed under the Wayfinding portion of the 2024 budget should it be approved.

## **5.2 Bike Racks at Rear of City Hall**

Vicky Trotter, Recording Secretary, stated the bike rack quote received from ABC Recreation notes the bike rack is to be surface mounted, which is currently not permitted in Market Square. She noted Ontario Steel Solutions was contacted for a quote and to date no response has been received.

Councillor Burbach stated the Downtown BIA is interested in collaborating with ATAC on a bike rack project in the downtown core. The Downtown BIA has funds in their budget for the project and Kim Griffiths may be able to attend the February ATAC meeting to discuss the project.

## **6. New Business**

### **6.1 Share the Road 2024 Ontario Bike Summit**

The Share the Road 2024 Ontario Bike Summit is scheduled to be held in Waterloo from April 3-5, 2024 at the Delta Waterloo. Vicky Trotter, Recording Secretary, stated \$1,500 has been requested for conferences and workshops in the 2024 budget. At this time the conference costs have not been released.

This item will be relisted on the February agenda for further discussion.

### **6.2 Bike Month Event 2024**

Members discussed the 2024 Bike Month event. Highlights of the discussion included the following:

- Cycle Stratford being interested in a joint event;
- the Downtown BIA being able to link the Bike Month event with other events such as Car Free Friday;
- Market Square and St. Patrick Parking Lot being potential locations for the holding of this event;
- A Downtown location allowing for foot traffic;
- the Chair to contact the Huron Perth Health Unit to confirm if they have any staff available to assist with the event;
- Police and Park Patrol assistance to be requested; and

- St. Paul's Optimists to be contacted regarding a potential bike rodeo.

Vicky Trotter, Recording Secretary, will email an outline from the 2023 event and the debrief as a reference document.

This item will be listed on the February agenda for further discussion.

### **6.3 Sidewalk Plowing**

John Lewis questioned if the City of Stratford will be eliminating sidewalk plows in favour of residents and businesses being responsible for clearing the sidewalk in front of their property. Councillor Burbach stated a report was provided to Council for review, however, savings are insignificant in comparison to the liability and the costs for enforcement.

## **7. Date of Next Meeting**

The next ATAC meeting is scheduled for February 28, 2024 at 7:00 p.m. at the Stratford Rotary Complex, Mansbridge Room.

## **8. Adjournment**

**Motion by** Pat Ranney

**Seconded by** Councillor Burbach

**THAT the January 24, 2024 ATAC meeting adjourn.**

**Carried**

Start Time: 7:05 P.M.

End Time: 7:42 P.M.



# Active Transportation Advisory Committee

## MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, February 28, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

**Committee Members Present:** David Daglish – Chair presiding, Councillor Burbach, Councillor Nijjar, John Lewis, Pat Ranney – Cycle Stratford Representative, Felicity Sutcliffe – Energy & Environment Advisory Committee Representative

**Staff Present:** Vicky Trotter – Recording Secretary

**Also Present:** Kim Griffiths, Downtown Stratford BIA

**Regrets:** Tatiana Dafoe – Clerk, Nick Sheldon – Project Manager, Inspector Jason Clarke – Stratford Police Services, Ian Morton

### 1. Call to Order

The Chair called the meeting to order at 7:03 p.m.

### 2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

### 3. Adoption of Previous Minutes

The minutes from the January 24, 2024 meeting will be listed on the March 27, 2024, agenda for consideration.

### 4. Delegation Request

The Downtown Stratford BIA, represented by Kim Griffiths requested to address ATAC regarding a bike rack project in the downtown core.

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT the delegation by Kim Griffiths on behalf of the Downtown Stratford BIA be heard. Carried**

Ms. Griffiths stated she is the member liaison for the Downtown Stratford Business Improvement Area (BIA). The BIA has a Beautification Committee which deals with items such as bike racks, flowers and public art. She noted the following:

- there being 3 post and rings, 2 corrals and 25 moveable bike racks in the downtown area;
- the BIA, ideally, moving toward post and ring bike racks rather than movable racks;
- the BIA having allocated \$29,000 in their budget for bike racks, however, if ATAC was to partner with the BIA funds could be reallocated;
- Green Spoke creating post and rings that look like items such as bikes, coffee cups, light bulbs, etc.;
- the BIA having an updated map which outlines the locations of post and ring bike racks with photos;
- there being a need to contact the BIA membership to confirm who would like a bike rack near their business;
- location being key as there is a lot on the sidewalks already; and
- the cost per item being approximately \$600.00 to \$800.00.

## **5. Business Arising from Previous Minutes**

### **5.1 Bike Racks in the Downtown Core**

Members discussed bike racks in the downtown core. Highlights of the discussions included:

- there not being enough bike parking in the downtown during events;
- best practice being to have bike parking in open spaces;

- installing bike racks which are pieces of art themselves being great marketing for active transportation;
- the 2024 budget including \$3,000.00 for bike racks;
- installation of a bike rack at the same time as the bike month event being be a good promotion; and
- a sub-group of John Lewis and Councillor Burbach being formed to work with the BIA on the project.

**Motion by** Felicity Sutcliffe

**Seconded by** Pat Ranney

**THAT the Active Transportation Advisory Committee work with the Downtown Stratford BIA on the development and installation of new post and ring bike racks in the downtown core;**

**THAT up to \$3,000.00 of the 2024 budget be spent on the bike racks;**

**AND THAT a final plan be brought back to ATAC for their final approval. Carried**

## **5.2 T.J. Dolan Entrance Signage**

Felicity Sutcliffe provided printouts of the draft signage for the group to review. She noted one of the signs is to be placed in Confederation Park with the intention of capturing the attention of people in the park.

Councillor Burbach questioned if the City logo and the advisory committee name could be added to the bottom of each panel of the sign. Vicky Trotter, Recording Secretary, advised she would confirm if this is a possibility and will obtain a quote once the information has been finalized.

## **5.3 Share the Road 2024 Ontario Bike Summit**

A discussion took place regarding the Share the Road 2024 Ontario Bike Summit. Highlights of the discussion included:

- the cost of the three-day conference being \$545.00 per person;

- members considering the purchase of one pass that could be shared with a different person attending each day; and
- Pat Ranney to contact the conference organizers to confirm if it is possible to share a pass.

**Motion by** Pat Ranney

**Seconded by** Felicity Sutcliffe

**THAT a three-day pass to the Share the Road 2024 Ontario Bike Summit be purchased at a cost of \$545.00 plus HST, provided members are able to each use the pass on a different day. Carried**

#### **5.4 Bike Month Event Update**

A discussion took place regarding the 2024 Bike Month event. Highlights of the discussion included:

- Councillor Burbach contacting Huron Perth Public Health to confirm if they are able to assist with the event;
- June 2 being the preferred date with the event taking place on Market Place with the road closed;
- Vicky Trotter, Recording Secretary, completing the special event application on behalf of the Committee with assistance from the Chair;
- Cycle Stratford being able to lead an adult ride due to the location; and
- a bike rally being held for the children.

### **6. New Business**

#### **6.1 Report Card**

Councillor Burbach stated one more data source is required and following receipt of the data it can be sent to the graphic designer.

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT a quote to update the report card be obtained from Molenhuis Design Co. and up to \$500 be spent from the 2024 budget to update the report card. Carried**

**7. Date of Next Meeting**

The next meeting is scheduled for March 27, 2024, at 7:00 p.m. at the Stratford Rotary Complex, Mansbridge Room.

**8. Adjournment**

**Motion by** John Lewis

**Seconded by** Felicity Sutcliffe

**THAT the February 28, 2024 ATAC meeting adjourn. Carried**

Start Time: 7:03 P.M.

End Time: 8:13 P.M.