



The Corporation of the City of Stratford
Planning and Heritage Committee
Open Session
AGENDA

Date: Monday, May 13, 2024

Time: 7:10 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Sebben - Chair Presiding, Councillor Burbach - Vice Chair, Mayor Ritsma, Councillor Beatty, Councillor Biehn, Councillor Briscoe, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Nijjar, Councillor Wordofa

Staff Present: Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Audrey Pascual - Deputy Clerk, Adam Betteridge - Director of Building and Planning Services, Kim McElroy - Director of Social Services, Taylor Crinklaw - Director of Infrastructure and Development Services, Karmen Krueger - Director of Corporate Services, Tim Wolfe - Director of Community Services, Neil Anderson - Director of Emergency Services/Fire Chief, Dave Bush - Director of Human Resources

To watch the 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.

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. Sub-committee Minutes

4 - 8

Sub-committee minutes are attached for background regarding the discussion held at the April 25, 2024, Sub-committee meeting.

4. Delegations

4.1 Request for Delegation by Janice Lindsay

Janice Lindsay will be speaking to Committee to request:

1. that the fee of \$4,835.00 to apply for a zone change application at 187 Wellington Street be waived; and that
2. consideration be given to removing the principle residence requirement for short term rental accommodations.

Motion by

THAT Janice Lindsay be heard.

5. Zoning By-law Application Fee Waiver and Short Term Accommodation Amendments

At the April 25, 2024, Planning and Heritage Sub-committee meeting, Sub-committee deferred the following matter to Committee for consideration:

Sub-committee Recommendation: THAT the request to remove the principal residence requirement for short term rental accommodations be deferred for consideration to the May 13, 2024, Planning and Heritage Committee meeting.

Motion by

For the consideration of Committee.

Motion by

Sub-committee recommendation: THAT the request for a fee waiver in the amount of \$4,835.00 to apply for a zone change application at 187 Wellington Street be filed.

6. For the Information of Committee

6.1 Department Update

9 - 14

The department update is attached to the agenda.

6.2 Advisory Committee/Outside Board Minutes

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The following Advisory Committee minutes are provided for the information of Committee:

- Heritage Stratford Advisory Committee Minutes of September, 12, 2023
- Heritage Stratford Advisory Committee Minutes of November 14, 2023
- Heritage Stratford Advisory Committee Minutes of December 12, 2023
- Heritage Stratford Advisory Committee Minutes of February 13, 2024
- Heritage Stratford Advisory Committee Minutes of March 12, 2024

7. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

Committee Decision: THAT the Planning and Heritage Committee meeting adjourn.



The Corporation of the City of Stratford Planning and Heritage Sub-committee MINUTES

Date: April 25, 2024
 Time: 4:30 P.M.
 Location: Council Chamber, City Hall

Sub-committee Present: Councillor Sebben - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Biehn, Councillor McCabe

Regrets: Councillor Wordofa

Staff Present: Tatiana Dafoe - City Clerk, Miranda Franken - Council Clerk Secretary

Also Present: Member of the public

1. **Call to Order**

The Chair called the meeting to Order.

Councillor Wordofa provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

The Chair read the City of Stratford Respectful Workplace Policy statement.

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

No disclosures of pecuniary interest were made by a Member at the April 25, 2024, Planning and Heritage Sub-committee meeting.

3. Delegations

3.1 Request for Delegation by Janice Lindsay

Sub-committee Discussion:

Motion by Councillor Biehn

THAT Janice Lindsay be heard.

Carried

Janice Lindsay, referring to a PowerPoint presentation, presented to Sub-committee about the Zoning By-law and short-term rental accommodation restrictions relating to her secondary residence. The following information was provided:

- requesting the use of 187 Wellington Street for a blend of purposes including short term rentals which has been completed for the last 8 years;
- 18 apartments in two buildings downtown being owned and upgrades being completed over the last 10 years;
- having worked with tenant businesses to offer free rent and subsidized improvements;
- the house having been shared with: family and friends, theatre patrons, factory workers, theater designers, construction workers, students, an unhoused family, and health care workers during the pandemic among others;
- a Cease and Desist Order having been received from the City in July 2023, regarding the operation of a short term rental accommodation;
- Planning staff having identified three requirements to be met to provide short term rental accommodations;
- one requirement being that 5 bedrooms requires 0.66 parking spots with only two spaces in a row, and there being 0.66 parking spaces with all spaces being in a row;

- drawings having been completed and it being identified a garden could be taken out and a parking pad added to have two parking spaces in a row on both sides of the house;
- the second requirement being that a short term rental accommodation can be used for a maximum of 180 days, which is not an issue;
- the third requirement being that short term rental accommodations can only be operated in one's primary residence;
- as 187 Wellington Street is a secondary residence an exemption to the Zoning By-law being required and application costs being \$4,835.00, and the application may not be supported;
- long term rental housing being an important issue;
- questioning that leaving a unit empty does not meet the goal of increased housing;
- proposing that persons be permitted to operate short term rentals in one secondary residence and this being known as an "out of town primary";
- short term rental accommodations generating income for the City and municipal accommodation tax revenue would be generated;
- proposed a category called "tertiary residences" as investment properties and one as Stratford Primary to allow the owner a home while dealing with business properties;
- re-zoning taking the power out of the neighborhood and not being the answer to address the situation;
- a license would apply to the owner of the property and the licensee would be responsible for complying with the regulations; and
- having gone door to door and spoke to 12 people who were in support and left letters for others.

The Chair advised the delegate they were over time.

Sub-committee members discussed the request noting:

- the presentation showed an understanding of the complexity of what is possible in Stratford and what actually happens as opposed to a theoretical city;
- the current Zoning By-law being restrictive and does not solve the problem it is meant to solve;
- people buying properties with the intention of retiring and investing illustrates what the City wants to encourage and not discourage in the community;
- support being expressed for changes to the Zoning By-law;
- it being problematic to ask people to invest in the rezoning process;
- staff reviewing the Official Plan and reviewing by-laws for short term rentals;
- putting a motion forward to look at the Zoning By-law in this regard interrupting the current work being done;
- this being a discussion for the whole Council;
- concerns being expressed about housing affordability for locals to buy and live here and not gentrifying; and
- there not being an interest in waiving fees as this sets a dangerous precedent.

Motion by Councillor Burbach

Sub-committee Recommendation: THAT the request to remove the principal residence requirement for short term rental accommodations be deferred for consideration to the May 13, 2024, Planning and Heritage Committee meeting.

Carried

Motion by Councillor McCabe

Sub-committee recommendation: THAT the request for a fee waiver in the amount of \$4,835.00 to apply for a zone change application at 187 Wellington Street, be filed.

Carried

4. Department Update

Sub-committee Discussion: The City Clerk advised an update would be requested for the May 13, 2024, Planning and Heritage Committee meeting.

5. Advisory Committee/Outside Board Minutes

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

- Heritage Stratford Advisory Committee Minutes of September, 12, 2023
- Heritage Stratford Advisory Committee Minutes of November 14, 2023
- Heritage Stratford Advisory Committee Minutes of December 12, 2023
- Heritage Stratford Advisory Committee Minutes of February 13, 2024
- Heritage Stratford Advisory Committee Minutes of March 12, 2024

6. Next Sub-committee Meeting

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

7. Adjournment

Motion by Councillor Biehn

Sub-committee Decision: THAT the Planning and Heritage Sub-committee meeting adjourn.

Carried

Meeting Start Time: 4:30 P.M.

Meeting End Time: 5:01 P.M.

Building and Planning Services Department Update

Planning & Heritage Committee

May 13, 2024

This Activity Report summarizes the ongoing and completed initiatives handled by the Building and Planning Services Department. It highlights departmental matters and recent/active developments including subdivision applications, zoning amendments, and community improvement plans, aiming to align these initiatives with the City's strategic priorities.

General Department Matters

Departmental Position Vacancies

The Department is currently experiencing position vacancies. The Building Division engages a registered code agency, RSM Consulting, to assist in the review of building permit applications in order to meet prescribed timelines. In the Planning Division, the City's former Manager of Planning, Jeff Leunissen, who previously retired in 2020, returned for an eight-month contract, which recently ended in early March. Similarly to Building, MHBC Planning, a private planning firm, has been contracted to process and review planning applications, provide professional planning advice, as well as be involved on some City projects. Despite this valuable external support to both divisions, these arrangements have placed additional demands on existing staff and continue to challenge the efficiency of service delivery.

With the City's recent hiring of a new Human Resources Director, addressing these issues are now re-prioritized.

Short Term Rentals (STR) and Administrative Monetary Penalties (AMPS)

The administration and enforcement of STRs continue to present significant challenges. These challenges are compounded by departmental vacancies and turnover.

- a) STR Licensing Fees Implementation: A public meeting was recently held proposing new licensing fees for short-term rentals. The implementing fees and charges by-law will be brought to Council at an upcoming meeting.
- b) Public Engagement on STR Regulations: WSP Consulting, which is assisting with our Official Plan Review, will facilitate separate discussions and feedback sessions on STR regulations. This engagement, while aligned with the broader Official Plan Review process, will specifically address the unique aspects and community impacts of short-term rentals.
- c) Implementation of Administrative Monetary Penalties (AMPS): The development of an AMPS program and corresponding by-law has been drafted with input from Staff and the City's Legal Counsel. The implementation of AMPS is anticipated to enhance our enforcement capabilities, allowing for more efficient and effective responses to non-compliance issues. Despite some

delays due to departmental challenges and competing priorities, this initiative is expected to be presented to Council soon.

Updating and Maintaining Facility Fire Safety Plans

The Department's Chief Building Official (Kelsey Hammond) oversees fire safety for City Hall and City Hall Annex, and is in the process of completing the necessary plan updates to ensure compliance with the Ontario Fire Code.

Building & By-law

Building Permit Statistics

The following building permit statistics are provided for the full 2023 calendar year, as well as for the 2024 period from January 1 to February 29. The tables noted below note the number of New Residential Dwelling Units that have been issued under a Building Permit, as well as denoting the Total of Number of Permits, Construction Values & Permit Fees Collected for Residential, Commercial, Institutional & Industrial projects.

2023 Residential New Dwelling Units Stats (Year Total)

New Residential Units	Number of New Dwelling Units
Single Detached	41
Semi Detached	0
Duplex	2
Triplex	0
Quad	0
Townhouse	0
Apartment	194
Conversions	1
Secondary Suites	5
ADUs - Detached Structure	1

2023 Total Permits Issued (Year Total)

Data Reported	Number
Total New Units	244
Number of Permits Issued	369
Total Construction Value	\$134,355,883.78
Total Permit Fees Collected	\$729,412.95

January 1 – February 29, 2024 Residential New Dwelling Unit Stats

New Residential Units	Number of New Dwelling Units
Single Detached	9
Semi Detached	0
Duplex	0
Triplex	0
Quad	0
Townhouse	14
Apartment	17
Conversions	0
Secondary Suites	2
ADUs - Detached Structure	0

January 1 – February 29, 2024 – Total Permits Issued

Data Reported	Number
Total New Units	42
Number of Permits Issued	45
Total Construction Value	\$14,575,662.00
Total Permit Fees Collected	\$89,500.02

2023 New ICI Unit Stats (Institutional, Commercial & Industrial) Year Total

Type of Unit	Number
Industrial	3
Commercial	2
Institutional	0
Total	5

2024 New ICI Development Stats (January 1, 2024 – February 29, 2024)

Type of Unit	Number
Industrial	2
Commercial	1
Institutional	0
Total	3

Please note that these new ICI units that have been permitted are included within the total permit numbers, construction values and permit fees collected that are referenced within the tables above.

The ICI tables currently are only referencing the number of new ICI units that are created and does not account for the renovations to existing ICI buildings/units, those numbers are again captured within the total permit numbers, construction values and permit fees collected that are referenced within the tables above.

Building Staff has yet to breakout numbers of permits and construction values provided for each sector of construction (residential, commercial, institutional, and industrial) but can have those numbers for future reports.

By-law Enforcement

The Department has welcomed two new “Municipal By-law Enforcement Officers”. Both bring years of prior experience: Kamil Wierzbicki and Josh Lee-Him. Kelton Frey remains within the Department taking on a new assignment role as a “Community Safety and Wellbeing By-Law Officer” which is further explained in the next subsection of this Report.

2024 B&B and STR License and Renewals: By-law Staff have been processing this years’ renewal applications.

Community Safety and Wellbeing By-law Officer

The Department has worked with the City’s Social Services Staff on the establishment and roll-out of a new pilot program and position to actively address issues related to homelessness and youth safety, particularly in the Downtown Core. The position is to assist and guide the public towards appropriate existing support and service areas, including social services and police services, and providing early education to residents on City By-Laws (noise, property standards, lot maintenance etc.). This officer maintains a high-visibility presence, fostering a safer and more connected City. One of the City’s Municipal By-law Enforcement Officers, Kelton Frey, is assuming this role. Early feedback from the public and stakeholders is positive.

Planning Services

Formal Consultations:

This City process was formally implemented as a result of amendments to the Planning Act, enacted through Bill 109, the More Homes for Everyone Act, 2022. These amendments require municipalities to conduct pre-consultations (referred in the City as “Formal Consultation”) with developers before certain types of planning applications are submitted. This legislative change ensures that all parties understand the required documentation and technical information from the outset, helping to ensure that planning applications are complete and that decisions are made in a timely manner.

The number of Formal Consultation (“FC”) files processed in the previous and current year are as follows:

Year	Applications
2021	50
2022	35
2023	30
2024 (to date)	16

It is important to note that active FC files are not yet “formal” Planning Act applications; any proposals reviewed through the FC process is neither an absolute commitment of the developer/proponent, nor is it a public process.

Although FC files are not a stated commitment of any developer/proponent, it is the intent that pertinent statistics associated with active FCs will be accounted for in aggregate and summarized in future Activity Reports.

Subdivision/Condominium Development:

Notable developments include:

- Former Fairgrounds Subdivision: Site development is imminent pending execution of a subdivision agreement and final approval.
- Cachet Subdivision: Site development is imminent pending execution of a subdivision agreement.

Zone Change Applications “ZCAs” (also referred to as Zoning By-law Amendments/“ZBAs”):

The Division processed:

- 18 ZCA applications in 2021;
- 9 ZCA applications in 2022; and,
- 6 ZCA applications in 2023.

Committee of Adjustment:

The Division’s Planning Coordinator, Anthony Fletcher, has recently assumed the responsibilities of “Secretary-Treasurer” of the Committee of Adjustment (“CoA”). The CoA administers minor variances and land severances.

The following table provides the number of applications processed for each application type during the previous three years:

Year	Minor Variances	Severances
2021	43	13
2022	25	9
2023	31	16
2024 (to date)	19	5

Official Plan Review:

The following provides a summary of a key project for the City:

- Recent Activities (Last 4 Months)
 - Population Projections and Discussion Papers: The City's consultants (Watson and Associates, and WSP) are finalizing population projections and other discussion papers respectively. These documents are planned to

be published on the City's EngageStratford website in the near future to foster community engagement and feedback.

- Interactive Online Engagement: Residents have been encouraged to use the EngageStratford platform to provide inputs and ideas, stay updated and participate in the planning process, ensuring transparency and community involvement.
- Upcoming Events
 - Public Consultation Opportunities: The City and WSP is planning to host more public consultation sessions, which will be announced on the City's Engage platform. These sessions aim to gather broad community input and refine the Official Plan accordingly.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, September 12, 2023 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary.

Committee Members Present: Brian Johnson –Chair Presiding, Barb Cottle, Laura Dent, Councillor Larry McCabe, Andy Bicanic, Jacob Vankooten

Staff Present: Alex Burnett – Planner, Adam Betteridge – Director of Building & Planning, Casey Riehl – Recording Secretary

Regrets: Jack West, Jeff Atchison

1. Call to Order

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

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Jacob Vankooten

Seconded by Councillor McCabe

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated June 13, 2023, be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 Update on 265 St. David Street Permit – Alex Burnett

Alex Burnett, Planner, reported that on March 28, 2022, Council adopted a recommendation that the heritage alteration application for 265 St. David Street to permit replacement of the upper story doors with windows be denied, as it is contrary to the recommendations of the Stratford Heritage Permit Review Committee and the record of designation for 265 St. David Street. Staff were directed to work with the property owner on the removal of the windows that were installed and on the replacement of the wooden doors that match the original doors in terms of colour, shape, pattern and material in a timely manner. In September 2022, it was determined by Planning staff that while the doors installed currently are not what Heritage Stratford had originally recommended, they did meet the recommendation from Council. Based on this discussion, the application is deemed closed.

4.2 James Anderson & Blue Plaque Awards Update – Brian Johnson/ Barb Cottle

The Awards Sub-committee is continuing to review the submissions received for both awards. The plan is still to hold presentation events for both awards before the end of 2023.

4.3 Shakespearean Garden – Heritage Designation –J. Atchison/L. Dent

Brian Johnson shared an update from Jeff Atchison regarding the work on the Shakespearean Garden designation. Jeff Atchison has met with Reg White to discuss the possible designation and they are still very interested in moving ahead with a designation. The garden is owned by the City and would need to be discussed with Parks & Forestry staff and Council on what the designation would cover. He will inquire about a meeting between Heritage Stratford members and staff to do a site visit and discuss the specifics of what is owned by the City and what is owned by the County. Laura Dent added that the garden is within the Heritage Conservation District, which is a Part V designation, but it can also have a Part IV designation as well. This would identify attributes that are more specific to the garden.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register – Alex Burnett

Alex Burnett, Planner, reported that the owners of the 36 properties identified in the first phase have been sent letters on behalf of the City to gauge their interest in becoming designated properties. The deadline

provided in the letter for a response is September 22, 2023. Staff will clarify how long the non-designated properties can remain on the register before they must be either designated or removed from the list and not added back on the register or designated for five years.

Laura Dent raised a concern about non-residential or commercial properties that are not registered or designated and that should be identified. It was questioned whether Heritage Stratford members have enough time to designate identified residential properties and commercial properties within the two-year deadline. Members agreed that concentrating on the current residential list would be the plan moving forward. So far staff has received interest back from four properties, with three submitting the required documentation to move on to the next step. Two property owners have phoned and asked to have their property removed from the list. Staff will issue a second follow-up letter to the property owners, excluding the two who already expressed they are not interested, to clarify details on deadlines and dates.

Adam Betteridge, Director of Building and Planning will contact the City Clerk to discuss the process of updating the by-laws to accompany the designation recommendations. Planning staff will work on preparing the recommendations for the November HS meeting. Members of the Designation Sub-committee will inquire with Marg Rowell at the University of Waterloo Heritage Research Centre to see what her availability is to complete additional research on the properties.

Motion by Councillor McCabe

Seconded by Barb Cottle

THAT the Heritage Stratford Advisory Committee supports Planning Staff sending a follow-up letter to (34) properties included on the Phase I of the Non-Designated Properties List to outline the details and significant dates of the designation process. Carried

6. Development Services Report – Alex Burnett

Alex Burnett, Planner, submitted the September 2023 Development Services Report for the Committee's information and was available for questions.

7. New Business

7.1 2024 Heritage Stratford Budget Request – Brian Johnson

Motion by Andy Bicanic

Seconded by Councillor McCabe

Heritage Stratford Advisory Committee
September 12, 2023

THAT the Heritage Stratford Advisory Committee requests a 2024 budgetary figure of \$7,725.00 from the City of Stratford as follows:

- **Heritage Research/Service Contracts (to provide research/writing for property designations, at-risk buildings, properties of interest list, other specific research reports, photography): \$5,000.00**
- **Awards, Plaques, Event/Conference Expenses: \$2,500.00**
- **Memberships: \$225.00**

Carried

7.2 Reminder of Members Terms Expiring November 30, 2023

Staff reminded members whose terms will be ending on November 30, 2023 that they will be required to re-apply to sit on the committee. The positions will be re-advertised and staff will inform them of the deadline to send their applications in to the Clerk.

7.3 Renewal of National Trust for Canada Annual Membership

Motion by Barb Cottle

Seconded by Andy Bicanic

THAT the Heritage Stratford Advisory Committee spends \$158.00 to renew their annual membership with the National Trust for Canada.
Carried

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, October 10, 2023, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

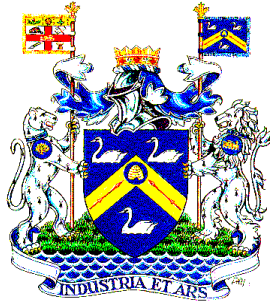
Motion by Jacob Vankooten

Seconded by Councillor McCabe

THAT the September 12, 2023 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 8:18 P.M.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, November 14, 2023 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary.

Committee Members Present: Brian Johnson – Chair Presiding, Barb Cottle, Jack West, Andy Bicanic, Jacob Vankooten, Jeff Atchison

Staff Present: Alex Burnett – Planner, Casey Riehl – Recording Secretary

Regrets: Laura Dent, Councillor Larry McCabe

1. Call to Order

Brian Johnson, Chair, called the meeting to order at 7:00 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Jacob Vankooten

Seconded by Jeff Atchison

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated September 12, 2023, be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 James Anderson/Blue Plaques Update –B. Johnson/B. Cottle

Barb Cottle advised she would obtain a quote and inquire about ordering the two Blue Plaques for this year's recipients prior to year-end.

4.2 Shakespearean Garden Heritage Designation Update – Jeff Atchison

Jeff Atchison reported that a meeting will be set up with all parties concerned to work on plans to move forward on designating the garden.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register – Alex Burnett

Barb Cottle reported that Marg Rowell, from the Heritage Research Centre at the University of Waterloo, is currently working on updated descriptions of the architectural aspects of the houses, she will not be working on research into the history of the houses. The Stratford-Perth Archives has provided all the information they had on the properties. Ms. Cottle will share the information and provide an update at the next meeting.

6. Building & Planning Report (October/November 2023) – Alex Burnett

Alex Burnett, Planner, reviewed the October and November 2023 Development Services Reports for the Committee's information and was available for questions.

7. New Business

7.1 Street Name Review – Alex Burnett

Alex Burnett, Planner, advised members that Heritage Stratford has been asked to review and comment on two new street name suggestions.

Heritage Stratford Advisory Committee
November 14, 2023

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, December 12, 2023, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

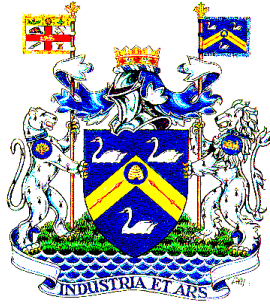
Motion by Andy Bicanic

Seconded by Jacob Vankooten

THAT the November 14, 2023 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 7:23 P.M.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, December 12, 2023 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary.

Committee Members Present: Brian Johnson – Chair Presiding, Barb Cottle, Jack West, Jacob Vankooten, Jeff Atchison, Laura Dent, Councillor Larry McCabe

Staff Present: Alex Burnett – Planner, Casey Riehl – Recording Secretary

Regrets: Andy Bicanic

1. Call to Order

Brian Johnson, Chair, called the meeting to order at 7:00 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Jacob Vankooten

Seconded by Jeff Atchison

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated November 14, 2023, be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 James Anderson/Blue Plaques Update –B. Johnson/B. Cottle

Barb Cottle reported that she has heard back from both nominees of the 2023 blue plaques and they are excited to be receiving plaques for their properties.

Motion by Barb Cottle

Seconded by Jacob Vankooten

THAT the Heritage Stratford Advisory Committee spends up to a maximum of \$1,800.00 to purchase the two Blue Plaques for the 2023 recipients;

AND THAT the Heritage Stratford Advisory Committee spends up to a maximum of \$350.00 to frame the 2023 James Anderson Award. Carried.

4.2 Shakespearean Garden Heritage Designation Update – Jeff Atchison

Jeff Atchison reported that he met with Quin Malott, Cemetery, Parks & Forestry Manager and representative from the Friends of the Shakespearean Gardens. Staff does not have any issues with the designation and a list of items within the park will be identified in the designation description. A proposal will go to the Parks Board for their approval and then proceed to Council. Members are hoping that the designation can take place prior to the 88th Anniversary of the gardens in June.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register – Alex Burnett

Alex Burnett reported that Margaret Rowell completed the revised architectural descriptions for the three properties that submitted applications to be added to the non-designated list. Barb Cottle will share the revised descriptions with the Committee members for their review and feedback. Once reviewed, Alex Burnett will begin working on the reports to go to Council for their approval.

Heritage Stratford Advisory Committee
December 12, 2023

Motion by Barb Cottle

Seconded by Councillor McCabe

THAT the Heritage Stratford Advisory Committee spends \$125.00 from their 2023 Budget to pay Margaret Rowell for her research services on three properties proposed for the Non-Designated Properties Register. Carried

6. Building & Planning Report (December 2023) – Alex Burnett

Alex Burnett stated that there were no items to report for the month of December.

Brian Johnson reported that he was sent a proposed new street name to review. Arthur Boon Street or Boon Street has been proposed. Mr. Johnson submitted feedback to the Planning Department that Arthur Boon Street was quite similar to the already named Arthur Street and that Boon Street would be the preference.

7. New Business

None noted.

8. Date of Next Meeting

Motion by Councillor McCabe

Seconded by Laura Dent

THAT the Heritage Stratford Advisory Committee cancels their January 9, 2024 Committee meeting. Carried.

The next meeting of Heritage Stratford will be held on Tuesday, February 13, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

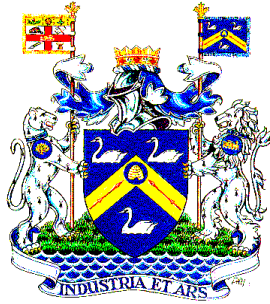
Motion by Jacob Vankooten

Seconded by Jeff Atchison

THAT the December 12, 2023 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 7:21 P.M.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, February 13, 2024 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary.

Committee Members Present: Brian Johnson – Chair Presiding, Barb Cottle, Jacob Vankooten, Jeff Atchison, Laura Dent, Councillor Larry McCabe

Staff Present: Alex Burnett – Planner, Casey Riehl – Recording Secretary

Regrets: Andy Bicanic, Jack West

1. Call to Order

Brian Johnson, Chair, called the meeting to order at 7:08 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Jacob Vankooten

Seconded by Jeff Atchison

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated December 12, 2023, be adopted as printed.

Carried

4. Business Arising from Previous Minutes

4.1 James Anderson/Blue Plaques Update –B. Johnson/B. Cottle

Barb Cottle reported that the videos for both the blue plaque recipients have been completed. Staff will inquire if the videos can be shared at an upcoming Council meeting and if a member of Heritage Stratford would be required to attend. The hope is that both plaques can be presented to the recipients this spring.

Barb Cottle stated that the James Anderson plaque has been sent to the framer and will be completed shortly and an event date can be set.

4.2 Shakespearean Garden Heritage Designation Update

Alex Burnett, Planner, reported that he was scheduled to speak at this month's Parks Board meeting, however the meeting was cancelled, and he is scheduled to address the Board next month. Once he receives approval from the Parks Board, he can work on drafting a report and by-law to proceed to Council for final approval.

The goal is to have the designation request proceed to Council by May to line up with the 88th Anniversary of the garden in May.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register – Alex Burnett, Planner

The Planner reported that the background information for 120 St. Vincent Street and 87 Nile Street has been completed. There is another property that the owners have expressed interest in possibly designating in the future. At this point, the designation process for the properties on St. Vincent Street and Nile Street can proceed with a staff report for Council.

Laura Dent noted that to be considered for a heritage designation, a property must meet a minimum of two of the nine criteria listed in the evaluation. Both of these properties meet four of the criteria. The Heritage Committee should feel confident that both properties exceed the designation criteria. The Committee members can work on identifying more details regarding the heritage attributes for the by-law.

Heritage Stratford Advisory Committee
February 13, 2024

Motion by Councillor McCabe

Seconded by Jake Vankooten

THAT the Heritage Stratford Advisory Committee supports the evaluations completed for 120 St. Vincent Street and 87 Nile Street;

AND THAT both properties meet the designation criteria to move forward with a heritage designation.

Carried

6. Building & Planning Report (February 2024) – Alex Burnett, Planner

Alex Burnett, Planner, provided the following update:

- a Heritage Alteration Permit was issued for 63 Avon Street;
- the property at 55 Elizabeth Street being under review for a Heritage Alteration Permit, and
- the applicant for 203 Waterloo Street South being in the process of redesigning the proposed building and the Heritage Alteration Permit Application being recirculated to the Heritage Alteration Permit Review Sub-Committee to re-review.

Brian Johnson noted that the Heritage Alteration Permit Review Sub-Committee received e-mails today from the Building and Planning Department regarding 265 St. David Street rental units and a new garage with living space. The second e-mail was for the property at 74 Church Street regarding an apartment and addition.

Mr. Johnson requested designation information for properties, preferably the by-law, be included when Building and Planning sends through applications for review.

7. New Business

7.1 Conservation of Heritage Masonry Case Studies & Workshop (Guelph, ON)

Alex Burnett, Planner, circulated information regarding an upcoming seminar being held April 16-17, 2024 regarding heritage masonry. Members will discuss at the March Heritage Stratford meeting and determine if any members are interested in attending.

Heritage Stratford Advisory Committee
February 13, 2024

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, March 12, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

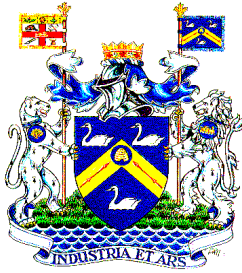
Motion by Barb Cottle

Seconded by Councillor McCabe

THAT the February 13, 2024 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:08 P.M.

End Time: 7:36 P.M.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, March 12, 2024 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Brian Johnson – Chair Presiding, Barb Cottle, Jacob Vankooten, Jeff Atchison, Andy Bicanic, Jack West

Staff Present: Alex Burnett – Planner, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Regrets: Councillor Larry McCabe, Laura Dent

1. Call to Order

Brian Johnson, Chair, called the meeting to order at 7:04 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes – February 13, 2024

Motion by Andy Bicanic

Seconded by Jeff Atchison

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated February 13, 2024, be adopted as printed.

Carried

4. Business Arising from Previous Minutes

4.1 James Anderson/Blue Plaques Update

Barb Cottle reported that she now has the James Anderson Award. The Heritage Committee and the recipient will need to decide on a date and a location to hold the presentation event.

Ms. Cottle has the two videos for the 2023 Blue Plaque Award recipients completed. She will forward links to both of them for staff to send to Council members for their information. Both blue plaques were previously purchased and are at the engravers. Heritage Stratford and the recipients can arrange dates and locations for both presentations as well.

4.2 Shakespearean Garden Heritage Designation Update

Alex Burnett, Planner, reported that he presented the designation request to the Parks Board at their March meeting. The Parks Board is supportive of the designation and have given staff approval to proceed. Mr. Burnett has the list of criteria and the specific areas/items in the garden that will be requested to be designated. The Manager of Parks, Forestry and Cemetery, Parks Board and Friends of the Shakespearean Garden worked together to compile the list.

Motion by Jeff Atchison

Seconded by Barb Cottle

THAT the Heritage Stratford Advisory Committee supports Building and Planning staff completing the required designation reports for the Stratford Shakespearean Garden.

Carried

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register

Alex Burnett, Planner, advised the reports for the two properties that completed the request to be added to the list have been started. Once the draft reports are completed they will be shared with Heritage Stratford members for review and feedback. There has been some interest from two additional properties – one on Cambria Street and the other on Water Street. Barb Cottle volunteered to contact the Stratford Archives to start the research process for these properties.

6. Building & Planning Report (March 2024)

The Building & Planning report for March 2024 was previously provided to members. The Planner reviewed the report with members and was available to answer questions.

7. New Business

7.1 Bike Racks – Active Transportation Advisory Committee/BIA

Vicky Trotter, Council Committee Coordinator, explained that the Active Transportation Advisory Committee is working with the Downtown Stratford BIA, who have beautification funds, to install additional bike racks. The concept will be to install 4-5 art pieces throughout the downtown area that double as bike racks.

Barb Cottle inquired about leaving some streetscapes free of too many bike racks and items not easily removed for instances such as recent filming taking place in the downtown area. The Council Committee Coordinator stated that if Heritage Stratford has specific areas that they feel should not have bike racks installed, they would take that into consideration when choosing locations.

The Council Committee Coordinator will bring specific samples of the bike rack designs, as well as proposed locations, to an upcoming HS meeting for feedback.

7.2 Community Heritage Ontario Annual Membership Renewal

Motion by Andy Bicanic

Seconded by Jacob Vankooten

THAT the Heritage Stratford Advisory Committee spends \$75.00 from their 2024 budget to renew their annual membership with Community Heritage Ontario.

Carried

7.3 Conservation of Heritage Masonry Workshop – April 16-17, 2024 (Guelph)

Members will discuss this item further at the April meeting and decide if a HS member will attend.

Heritage Stratford Advisory Committee
March 12, 2024

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, April 9, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

Motion by Jacob Vankooten

Seconded by Andy Bicanic

THAT the March 12, 2024 Heritage Stratford Advisory Committee meeting adjourn.

Carried

Start Time: 7:04 P.M.

End Time: 7:32 P.M.