



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

**Date:** Wednesday, January 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, Neil Anderson - Director of Emergency Services/Fire Chief, Tatiana Dafoe - City Clerk, Adam Ryan - Manager of Public Works, 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 Manager of Public Works**

**4.1 Stratford Landfill Public Input Invited December 2023 (ITS24-001)**

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Motion by

**Staff Recommendation: THAT Council consider any comments received;**

**AND THAT the report on the Stratford Landfill Public Input December 2023 be received for information.**

**5. 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.

**6. Advisory Committee/Outside Board Minutes**

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The following Advisory Committee/Outside Board minutes are provided for the information of Sub-committee:

- Energy and Environment Advisory Committee Minutes of November 2, 2023
- Accessibility Advisory Committee Minutes of November 7, 2023

**7. Next Sub-committee Meeting**

The next Infrastructure, Transportation and Safety Sub-committee meeting is February 28, 2024 at 4:30 p.m. in the Council Chamber, City Hall.

**8. Adjournment**

Meeting Start Time:

Meeting End Time:

Motion by

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



## MANAGEMENT REPORT

**Date:** January 24, 2024  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Adam Ryan, Manager of Public Works  
**Report Number:** ITS24-001  
**Attachments:** Email Correspondence

**Title:** Stratford Landfill Public Input Invited December 2023

**Objective:** To consider comments received regarding the operation of the Landfill site.

**Background:** As a requirement of Environmental Compliance Approval (ECA) Number A150101 for the Stratford Landfill Site, the public must be invited to make comments, either verbal or written, about the operation of the Landfill Site on a semi-annual basis.

**Analysis:** Notice was placed in the Beacon Herald Town Crier and Marketplace from November 9<sup>th</sup> through December 2<sup>nd</sup>, 2023, inclusive, inviting citizens to provide comments on the operation of the landfill site or request to appear as a delegation at the January 2024 Infrastructure, Transportation and Safety Sub-committee meeting.

Four comments were received by Staff, with staff responses noted below.

**Comment 1:** Landfill staff received praise for their courtesy and professionalism.

**Comment 2:** Suggestions relating to household hazardous waste included shifting the timing of Household Hazard Waste (HHW) events to the afternoon, to avoid conflict with the Farmer's Market traffic at the Rotary Complex, and the acceptance of hazardous waste more regularly and directly at the Landfill Site.

**Response 2:** Hours of operations are not proposed to be changed as they are specified on our provincially approved ECA document. Changing the hours of operations via an ECA amendment could be considered at Council's direction, noting that the process is onerous and can take a year or more. Staff are not recommending this change at this time.

**Comment 3:** Suggestions were also received related to garbage and recycling collection, with a suggestion that recycling be collected weekly, and waste be collected every other week.

**Response 3:** As of May 2024, Recycling collection frequency will be at the discretion of the Circular Materials Ontario who will be paying for collection services. Staff plan to evaluate collection services post-2026, once recycling collection transition is fully transitioned.

**Comment 4:** Finally, a recommendation encouraged additional signage to educate on which household appliances and tools should be received in the metal waste bins at the Landfill Site, to divert these recyclable materials from the Landfill.

**Response 4:** Staff have taken the comments for consideration.

### **Financial Implications:**

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

As a result of the public engagement there are no implications at this time.

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

Any change in service levels at the Stratford Landfill site would have a financial impact to be determined by staff and brought to a future meeting for consideration.

### **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:**

#### **Culture and Community**

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

#### **Zero Waste**

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

#### **Zero Carbon Energy**

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

**Staff Recommendation: THAT Council consider any comments received;**

**AND THAT the report on the Stratford Landfill Public Input December 2023 be received for information.**

#### **Prepared by:**

Adam Ryan, Manager of Public Works

#### **Recommended by:**

Taylor Crinklaw, Director of Infrastructure Services

Joan Thomson, Chief Administrative Officer

**From:** Harry Cuerden  
**To:** Michelle Cronin  
**Subject:** Suggestion  
**Date:** Saturday, November 25, 2023 3:44:27 PM

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When I go to the dump I look in the bins that are for general household stuff and often see items that could go in the metal bin. People have no understanding of how modern scrap is handled when it goes through the shredder. My suggestion is to have signs letting people know that it's OK to put small kitchen appliances, garden tools, weed eaters, clothes line anything that includes any metal in its manufacture into the scrap metal bin. Maybe you will get more "shred" and less recycling going into landfill. If your not aware and I'm sure you are see shredding on YouTube.  
Harry Cuerden

**From:** [noreply@stratford.ca](mailto:noreply@stratford.ca) on behalf of [Kate Michelle Cronin](#)  
**To:** [Michelle Cronin](#)  
**Subject:** Swift  
**Date:** Tuesday, November 14, 2023 3:56:59 PM

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Overall I'm happy with the garbage collection & services at the landfill with one exception.

I'd like to see a hazardous waste disposal available at the landfill ideally year round but if that's not feasible then at least one day a week.

**From:** [noreply@stratford.ca](mailto:noreply@stratford.ca) on behalf of [Liz Payne](#)  
**To:** [Michelle Cronin](#)  
**Subject:** Landfill  
**Date:** Tuesday, November 14, 2023 2:54:03 PM

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The Stratford Landfill runs like a well oiled machine. I am there weekly to drop off cardboard from my local business and yard waste from my garden. I am always impressed with how tidy things are and the courtesy of the staff.

Im not sure if this next comment is land fill site related or not but I do wish that recycling home pickup could be every week and regular household garbage requiring a tag could move to every second week - it would certainly reflect more accurately the changes we have made in moving towards greener community.

Thanks

**From:** Susan  
**To:** Infrastructure Services Department  
**Subject:** Waste & Recycling Schedule  
**Date:** Thursday, November 9, 2023 1:42:42 PM

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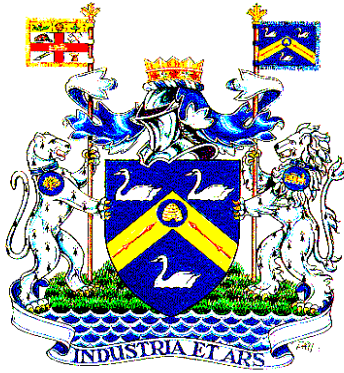
I am impressed with the format and information contained in your Waste & Recycling Schedule.

I have a suggestion for next year's schedule regarding the timing for Household Hazardous Waste.

Because it is always on a Saturday at the Rotary Complex, the timing from 8AM conflicts with the Farmer's Market. Many times I have witnessed the chaos of traffic trying to go to both events. Would it not make more sense to have people bring their waste after Noon when the Farmer's Market is finished? Maybe it would work to have it from Noon to 6PM or even 1PM to 6PM after the farmers have packed up and left. Just food for thought.

Susan McLeod





## Energy & Environment Advisory Committee

### MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on November 2, 2023 at 4:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

**Committee Members Present:** Ian Morton – Chair Presiding, Sharon Collingwood, Craig Merkley, Ken Clarke, Anita Jacobsen, Felicity Sutcliffe, Geoff Krauter, Vanni Azzano

**Staff Present:** Casey Riehl – Recording Secretary

**Regrets:** Councillor Larry McCabe, Councillor Jo-Dee Burbach, Sadaf Ghalib – Climate Change Program Manager

#### 1. Call to Order

Ian Morton, Chair, called the meeting to order at 4:00 p.m.

Land Acknowledgment

Moment of Silent Reflection

#### 2. Declaration of Pecuniary Interest

None declared.

#### 3. Adoption of Previous Minutes – October 5, 2023

**Motion by** Craig Merkley

**Seconded by** Geoff Krauter

**THAT the minutes from the Energy & Environment Advisory Committee meeting dated October 5, 2023, be adopted as printed. Carried**

#### **4. Working Group Updates: Ecological, I.C.I. Waste Reduction and Carbon Reduction**

##### Ecological:

Craig Merkley shared with E&E the draft slide presentation that the working group has been working on. The plan is to present it to Council as an update on what projects and initiatives the E&E Committee has been working on. Committee members shared some feedback and felt that the presentation was very well done and would be informative to share at an upcoming Council meeting.

##### I.C.I. Waste Reduction:

Sharon Collingwood provided the following update from the I.C.I. Waste Reduction Working Group:

- The Rotary Club has shared with the working group their list of event procedures. It would be helpful to review their list and compare it to what the City's event procedures are and work towards updating it.

##### Carbon Reduction:

Sharon Collingwood provided the following update from the Carbon Reduction Working Group:

- Sharon Collingwood shared with E&E a document that the working group has been working on. The purpose of the document is to reduce carbon with items such as retrofits, EV chargers, funding opportunities, inspectors and issues other people have encountered doing retrofits.

#### **5. Climate Change Program Manager's Update – Sadaf Ghalib**

The Climate Change Program Manager provided a written update that was shared with E&E. Highlights of the update included:

- Corporate Energy and Emissions Plan (CEEP) Update
  - The Corporate Energy and Emissions Plan (CEEP) was presented to the Infrastructure, Transportation and Safety Committee on October 10, 2023. Three delegations spoke and 15 written submissions in support of the Plan were received.
  - The Plan was formally endorsed by Council at the Regular Council meeting on October 23, 2023.

Energy & Environment Advisory Committee  
November 2, 2023

- The CEEP will now be available on the 'Climate Change' webpage for public viewing. Per Council's direction Staff will also have a mechanism in place to report annual corporate emissions, commencing from year 2022.
- Community Climate Action Plan (CCAP) Update
  - Plan development is underway. Draft plan anticipated to be presented to Council in Q1, 2024 (timeline to be determined).
- Under O. Reg 25/23, annual energy reporting to the province for 2021 is complete. 2022 and 2023 reporting is expected to be completed by mid-2024, as per provincial guidelines.
- Climate considerations have been a key part of the 2024 budget. Staff developed a tool to calculate greenhouse gas emissions of proposed upgrades and expansions for the City, in accordance with CEEP recommendations, and the intent is to embed a climate lens into corporate operations.
- Climate Action Division continues to provide cross-departmental support to all City departments, investStratford and Destination Stratford to embed a climate lens into projects and initiatives.

**6. Update from Active Transportation Advisory Committee (ATAC) – Felicity Sutcliffe**

Felicity Sutcliffe provided the following update from ATAC:

- They are working on additional signage for the Avon trail to help mark the trail through town, along the multi-use trail, along the south side of the river to behind Devon Street to Road 112.
- They are also working on two large signs that will indicate the entrances to the trail. The entrance on Devon Street and the entrance near Gallery Stratford are the two proposed locations.

**7. Business Arising from Previous Minutes**

**7.1 Climate Action Incentive Payments Update – Councillor Jo-Dee Burbach**

Councillor Burbach advised the climate action incentive payments motion that she made was referred to staff. Staff will review and determine the best ask for

using the outstanding 10% of the carbon tax (if anything). This will allow the ask to be more specific and hopefully successful.

## 7.2 E&E Signs – Native Grasses and Committee Information – Felicity Sutcliffe

The Ecological Working Group has submitted sizes and wording for two signs to the Manager of Parks, Forestry and Cemetery, By-law Enforcement and the City Clerk for review. They will proceed with one informational sign (12" X 24") to be placed in the native grass planting and another sign 18" x 24" (sandwich-board style), that E&E members can take with them while they are working on projects to explain about the E&E Committee. This sign will be placed out at the location where members are working and then taken down when they leave.

**Motion by** Felicity Sutcliffe

**Seconded by** Ken Clarke

**THAT the Energy & Environment Advisory Committee spends up to a maximum of \$300.00 to have two informational signs printed for the native grass plantings and E&E Committee information. Carried.**

## 8. New Business

### 8.1 Stratford District Secondary School Urban Garden – Vanni Azzano

Vanni Azzano reported that the SDSS Eco Club is working on a community garden on a parcel of City owned land located near Smith Street and O'Loane Avenue. They are encountering an issue of having to purchase insurance to be permitted to use the land, however the Eco Club has received quotes for insurance between \$2,000.00 - \$3,000.00. The Eco Club is looking to partner with other local groups to ease the burden of the cost of insurance. E&E members suggested that the Eco Club could possibly inquire about partnering with the Civic Beautification & Environmental Awareness Committee or the Horticultural Society, who may both already carry adequate insurance. The Eco Club is also working with the Local Community Food Centre on this project.

## 9. Upcoming Events

- 2024 Pride Events

## 10. Date of Next Meeting

The next meeting of the E&E Committee will be held on Thursday, December 7, 2023, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

Energy & Environment Advisory Committee  
November 2, 2023

**11. Adjournment**

**Motion by** Ken Clarke

**Seconded by** Vanni Azzano

**THAT the November 2, 2023, Energy & Environment Advisory Committee meeting adjourn. Carried**

Meeting Start Time: 4:00 P.M.

Meeting End Time: 5:20 P.M.



## Accessibility Advisory Committee (AAC)

### MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, November 7, 2023, at 11:30 a.m., in the Mansbridge Room at the Stratford Rotary Complex.

**Committee Members Present:** Roger Koert – Chair Presiding, Peter Zein, Jamie Pritchard, Geoff Krauter, Diane Sims, Andy Mark, Heather Contois

**Staff Present:** Gabby Rodriguez – Accessibility, Diversity & Inclusion Coordinator, Nathan Bottema – Project Engineer, Casey Riehl – Recording Secretary

**Regrets:** Councillor Bonnie Henderson

#### 1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 11:34 a.m.

Land Acknowledgment

Moment of Silent Reflection

#### 2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

#### 3. Adoption of the Previous Minutes – October 3, 2023

**Motion by** Jamie Pritchard

**Seconded by** Andy Mark

**THAT the minutes from the Accessibility Advisory Committee meeting dated October 3, 2023, be adopted as printed. Carried**

#### 4. Infrastructure Services Update – Nathan Bottema, Project Engineer

Nathan Bottema, Project Engineer, provided the following update:

Accessibility Advisory Committee  
November 7, 2023

- Curbs and gutters are scheduled to be poured this week for the Albert Street reconstruction project. Asphalt should be placed the week of November 13, 2023 on the section between Waterloo Street and Nile Street. There is still an active site from Front Street with about 120 meters to the west for the underground work to continue and restoration will follow once the underground work is complete. Work on the section between Nile Street to Front Street will be completed in the spring after a winter shutdown. The contractors will bring all surfaces to hard surfaces (sidewalks/roads) for the winter months to be maintained over the winter months.
- The 2024 sidewalk contract tender has closed and will be going to Council for approval on Tuesday, November 14, 2023. The contractor has indicated that they will begin the work early in the spring.
- The Erie Street watermain re-lining project is 95% complete. Crews are repairing some of the asphalt patches and then they will be removing the traffic control and opening up Erie Street fully.
- The cement work has been completed on the Dunn's Bridge rehabilitation project. They will be paving the week of November 20, 2023, weather dependent. Once line painting and guardrail installation is complete, O'Loane Avenue is estimated to open up by the end of November 2023.
- All three pedestrian crossovers have now been installed. Line painting on the crossover on Lorne Avenue at St. Vincent is still to be completed, the other two crossovers are now fully complete. Nathan Bottema, Project Engineer, will check that all three new crossovers have audible indicators for crossings and report back to the AAC. Information post cards have been mailed out to citizens, as well as social media posts explaining driver's responsibilities at the crossovers. As an additional measure, delineators will be installed again in the spring at each crossing.
- The Huron Street reconstruction project is now complete. Work will begin over the next month to repaint Huron Street from John Street to Matilda Street and this section will also have the 3-lane configuration with two through lanes and one common left-turn lane. There was a study completed with the original road reconstruction and it was for this entire corridor.
- Plans for a sidewalk or permanent platform have been sent to the Manager of Parks, Forestry and Cemetery for discussion. He recommended that if the AAC wishes to proceed with the permanent platform option, it will be required to go to the Parks

Board for their approval and then once it is approved by the Parks Board, the request will go to Council for approval and budgeted for a future project.

Roger Koert, Chair, stated that if what is installed is a wide enough path for people to pass by while some people may be choosing to be static, such as watching a performance, that it would be an acceptable solution. Nathan Bottema, Project Engineer, will present the plan for installing a multi-use path along Veteran's Drive. He will also inquire if it is still possible to make curb-cuts and landings at each end of the multi-use path before the end of 2023, prior to a multi-use path being installed next year.

AAC members discussed the possibility of using their remaining accessibility budget with the City's Engineering Division to make improvements. Peter Zein suggested two locations downtown where there are accessible parking spots with full curbs beside them. Both spots would benefit by having the curbs dropped to a roll-over curb versus a barrier curb to allow for people to access the passenger side of the vehicle without a barrier. Nathan Bottema, Project Engineer, advised he would review the parking spots indicated on Ontario Street and on Albert Street. He will contact their contractor to inquire if dropping the curbs in both these locations can possibly be completed before the end of the year.

Roger Koert inquired about the previously requested curb-cuts at SERC. The Project Engineer reported that there is a multi-use trail being installed through that location and various curb-cuts will be considered in the design plan.

The Project Engineer suggested that for 2024, the AAC can submit recommendations prior to the spring tender process to make additional accessible improvements and to best use their accessibility budget from the Engineering Division.

Some other locations suggested as possible improvement areas were:

- The bus stop area near the Canadian Tire gas bar, as well as the stop across from it on the north side of Ontario Street. These locations do not currently have sidewalks to them.
- Sidewalks in Upper Queen's Park (Community Services).
- Accessible improvements to the Rotary Complex parking lot (Community Services).



- Additional tactile plates at intersections and additional audible crossings. The audible push buttons for crossings could be purchased this year and be installed as staff are available to do so. Further discussion at the December meeting to be had pending outcome of curb cuts on Veteran's Drive and accessibility parking spots.

**Motion by** Andy Mark

**Seconded by** Peter Zein

**THAT the Accessibility Advisory Committee recommends that the remaining \$25,000.00 in the Engineering Divisions's Accessibility Improvement budget be spent on:**

- **Installation of two (2) new curb cuts on Veteran's Drive (in park area across from the bandshell); and**
- **accessibility improvements to curbs at accessible parking spots identified on Ontario Street and Albert Street.**

**Carried**

## **5. Update on Annual Accessibility Award – Heather Contois**

Heather Contois reported that the media release has been posted and they have received one nomination so far. Nominations are open until November 17, 2023. Ms. Contois will arrange for site visits for AAC members to tour the locations. Staff will inquire about arranging for the mobility bus to take members on either the afternoon of November 21<sup>st</sup> or 28<sup>th</sup>.

Heather Contois left the meeting at 12:27 p.m.

## **6. Update from Site Plan Review Sub-Committee - Nathan Bottema, Project Engineer**

No new updates.

## **7. Report from Accessibility, Diversity & Inclusion Coordinator – Gabby Rodriguez**

Gabby Rodriguez, Accessibility, Diversity and Inclusion Coordinator, thanked AAC members for reviewing the multi-year accessibility plan. Their recommendations have been added to the report and the report has been sent to the Directors for approval before going to Council on November 27, 2023.

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

### **8.1 Next steps on launch of FADM – Gabby Rodriguez**

Gabby Rodriguez, Accessibility, Diversity and Inclusion Coordinator, reported that with the FADM updated and the presentation now complete, they can now move forward with a presentation to the Huron Perth Builder's Association. However, she has not been successful in getting a response from their representative on a date for the presentation. She will continue to try and firm up arrangements. She will also contact the Director of Building & Planning to inquire if he can assist with a contact at HPBA to try and move forward with this project.

### **8.2 Accessibility Audit at Stratford Municipal Golf Course – Gabby Rodriguez**

Gabby Rodriguez, Accessibility, Diversity and Inclusion Coordinator, provided AAC members with an e-mail copy of the report from the audit completed at the Municipal Golf Course. She thanked Andy Mark and Peter Zein for assisting with the audit. The audit report has been forwarded to Community Services staff and it will be added to their budget to make the updates, specifically accessible washrooms. Mark Hackett, Community Facilities Manager, will be forwarding a list of additional City facilities that they would like audited to continue with the accessibility upgrades.

### **8.3 AAC Promotional Items – Jamie Pritchard**

Jamie Pritchard provided the AAC with a list of possible items that the Committee could purchase for future use at events. Suggestions of useful items that people would use such as bags, business card mint packs, lanyards, corkscrews, note pads, etc. He also suggested an informational postcard would be a good item to hand out at events. Roger Koert noted that the postcard would be high on his list of priorities, as it gets information out about the AAC. If there are funds remaining, some additional items could also be purchased. Roger Koert and Gabby Rodriguez, Accessibility, Diversity and Inclusion Coordinator volunteered to work on a draft design for the postcards. Andy Mark suggested having information included on the postcard where people can send their accessibility concerns. Roger Koert suggested the link from the City's website to "report an issue" might be helpful. The Accessibility, Diversity and Inclusion Coordinator will also reach out to the I.T. Division to inquire about the app that is used and if "accessibility" could be added as an option in the drop-down menu and then concerns could be diverted to the Accessibility, Diversity & Inclusion Coordinator for follow-up.

Accessibility Advisory Committee  
November 7, 2023

**Motion by** Andy Mark

**Seconded by** Diane Sims

**THAT the Accessibility Advisory Committee spends up to a maximum of \$1,000.00 to design and purchase information postcards and various other promotional items for the AAC to use at future events. Carried**

**9. New Business**

None noted.

**10. Date of Next Meeting:**

The next meeting of the AAC will be held on Tuesday, December 5, 2023, at 11:30 a.m. in the Mansbridge Room, Stratford Rotary Complex, 353 McCarthy Road, Stratford.

**11. Adjournment**

**Motion by** Jamie Pritchard

**Seconded by** Geoff Krauter

**THAT the November 7, 2023, Accessibility Advisory Committee meeting adjourn. Carried**

Start Time: 11:34 A.M.

End Time: 12:55 P.M.