



**Stratford City Council**  
**Regular Council Open Session**  
**AGENDA**

**Meeting #:** 4749th  
**Date:** Monday, July 8, 2024  
**Time:** 7:00 P.M.  
**Location:** Council Chamber, City Hall

**Council Present:** Mayor Ritsma - Chair Presiding, Councillor Beatty, Councillor Biehn, Councillor Briscoe, Councillor Burbach, Councillor Henderson, Councillor McCabe, Councillor Nijjar, Councillor Sebben, Councillor Wordofa

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

To watch the Council 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:**

Mayor Ritsma, Chair presiding, to call the Council meeting to order.

Councillor Hunter provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

## Respectful Workplace Policy Statement

### 2. **Declarations 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 to otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

### 3. **Adoption of the Minutes:**

8 - 33

Motion by

**THAT the Minutes of the Regular Meeting dated June 24, 2024, the Special Council Meeting dated June 27, 2024 and July 2, 2024 of Council of The Corporation of the City of Stratford be adopted as printed.**

### 4. **Adoption of the Addendum/Addenda to the Agenda:**

Motion by

**THAT the Addendum/Addenda to the Regular Agenda of Council and Standing Committees dated July 8, 2024 be added to the Agenda as printed.**

### 5. **Report of the Committee of the Whole In-Camera Session:**

**5.1 At the July 8, 2024, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

4.1 Downtown Stratford Business Improvement Area Board of Management Applications - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b))

### 6. **Hearings of Deputations and Presentations:**

None scheduled.

### 7. **Orders of the Day:**

**7.1 Resolution - Proposed 2025 Budget Process, Tentative Schedule and Multi-Year Budgeting Policy (FIN24-019)**

34 - 45

Motion by

**Staff Recommendation:** THAT the report titled, "Proposed 2025 Budget Process, Tentative Schedule and Multi-Year Budgeting Policy" (FIN24-019), dated June 18, 2024, be received;

THAT Council approve the Multi-Year Budgeting Policy as presented;

THAT Council provide direction regarding any changes to the budget survey and/or public engagement format preference;

THAT Staff be authorized to proceed to schedule budget meeting dates for Finance Committee as follows:

- November 28, 2024 – 9:00 a.m. to 4:00 p.m.
- December 3, 2024 – 9:00 a.m. to 4:00 p.m.
- December 9, 2024 – 4:30 p.m. to 8:00 p.m.

AND THAT Council provide staff with any specific known initiatives to be considered, changes or additions to capital projects identified in the current 10-year capital forecasts, and changes in service levels or activities to advance the approved strategic priority goals it wishes to be considered for the 2025 fiscal year, if any at this time.

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| 7.2 | Resolution - Road Widening Pertaining to Site Plan Application SP21-21, 207 St. Patrick Street (COU24-069) | 46 - 49 |
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Motion by

**Staff Recommendation:** THAT the conveyance of Part 2 on Reference Plan 44R-5971 from Waterloo Development Inc. to The Corporation of the City of Stratford, be authorized;

AND THAT upon conveyance of Part 2 on Reference Plan 44R-5971 to the City of Stratford, these lands be dedicated as public highway forming part of St. Patrick Street.

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| 7.3 | Resolution - Purchase of 4-Wheel Drive Industrial Loader Backhoe and Attachments (COU24-070) | 50 - 52 |
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Motion by

**Staff Recommendation:** THAT the Tender (T-2024-14) for the Supply and Delivery of one 4-Wheel Drive Industrial Loader Backhoe and Attachments be awarded to Delta Power Equipment for a total price of \$230,842.05, including HST.

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| 7.4 | Resolution - Closed Meeting Investigation Final Reports (COU24-071) | 53 - 64 |
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Motion by

**Staff Recommendation: THAT the Closed Meeting Investigation Final Reports 36684-6 and 36684-7, be received for information;**

**AND THAT direction be given on the process to be followed for making closed meeting investigation reports public.**

**7.5 Resolution - Canada Community-Building Fund (COU24-072) 65 - 67**

Motion by

**Staff Recommendation: THAT the entering into of the Municipal Funding Agreement on the Canada Community-Building Fund with the Association of Municipalities of Ontario be authorized;**

**THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Municipal Funding Agreement;**

**AND THAT the Clerk be directed to prepare a by-law authorizing the execution of the agreement.**

**7.6 Resolution - Award of Tender T-2024-07 (COU24-073) 68 - 70**

Motion by

**Staff Recommendation: THAT the Tender (T-2024-07) for the Supply and Delivery of one Forestry 4x4 One Ton Dually Extended Cab Chassis be awarded to Winegard Motors Ltd. at a total tender price of \$144,364.28, including HST.**

**7.7 Resolution - Downtown Stratford Business Improvement Area Board of Management Appointment (COU24-074) 71 - 73**

Motion by

**Staff Recommendation: THAT direction be given on the appointment of two members to the Downtown Stratford Business Improvement Area Board of Management for the remainder of the four-year term to November 14, 2026, or until successors are appointed by Stratford City Council.**

**7.8 Proclamation - Childhood Cancer Awareness Month 74**

Motion by

**THAT Stratford City Council hereby proclaims September as Childhood Cancer Awareness month to raise awareness that Childhood Cancer is a Canadian child-health priority;**

**AND THAT Stratford City Council authorizes the flying of the Childhood Cancer Awareness Gold Ribbon flag in support of those affected, to remember those who have passed and to bring hope for a future where**

Childhood cancer is no longer the number one cause of death by disease of Canadian Children.

**8. Business for Which Previous Notice Has Been Given:**

None scheduled.

**9. Reports of the Standing Committees:**

There are no Standing Committee reports to be considered at the July 8, 2024 meeting.

**10. Notice of Intent:**

**10.1 Notice of Motion**

At the July 22, 2024, Regular Council meeting, Councillor Sebben intends to put forward the following motion for consideration:

**THAT the "Respectful Workplace Policy," policy number H.1.36, be suspended;**

**AND THAT staff provide options for the review of this policy to council for consideration at a future meeting.**

**11. Reading of the By-laws:**

The following By-laws require First and Second Readings and Third and Final Readings and could be taken collectively upon unanimous vote of Council present:

Motion by

**THAT By-laws 11.1 to 11.6 be taken collectively.**

Motion by

**THAT By-laws 11.1 to 11.6 be read a First and Second Time.**

Motion by

**THAT By-laws 11.1 to 11.6 be read a Third Time and Finally Passed.**

**11.1 Conveyance for the Widening of St. Patrick Street**

75

To accept the transfer (conveyance) from Waterloo Development Inc. of Part 2 on Reference Plan 44R-5971.

**11.2 Dedication of Part of St. Patrick Street as Public Highway**

76

To dedicate Part 2 on Reference Plan 44R-5971 as public highway

forming part of St. Patrick Street in the City of Stratford.

**11.3 Award Tender for Supply and Delivery of One 4-Wheel Drive Backhoe and Attachments 77**

To authorize the acceptance of a tender, from Delta Power Equipment for the supply and delivery of one 4-Wheel Drive Industrial Loader Backhoe and Attachments (T-2024-14).

**11.4 Municipal Funding Agreement - Canada Community Building Fund 78 - 79**

To authorize the execution of the Municipal Funding Agreement on the Canada Community Building Fund with The Association of Municipalities of Ontario to March 31, 2034.

**11.5 Award Tender for Supply and Delivery of One Forestry 4x4 One Ton Dually Extended Cab Chassis with installed Aluminum Chipper Box 80**

To authorize the acceptance of a tender, from Winegard Motors Ltd. for the supply and delivery of one Forestry 4x4 One Ton Dually Extended Cab Chassis (T-2024-07).

**11.6 Downtown Stratford BIA Board Of Management Appointments 81**

To amend By-law 4-2023, as amended, to make appointments to the Downtown Stratford Business Improvement Area Board of Management.

**12. Consent Agenda: CA-2024-116 to CA-2024-120 82 - 83**

Council to advise if they wish to consider any items listed on the Consent Agenda.

**13. New Business:**

**14. Adjournment to Standing Committees:**

The next Regular Council meeting is July 22, 2024 in the Council Chamber, City Hall.

Motion by

**THAT the Council meeting adjourn to convene into Standing Committees as follows:**

- **Infrastructure, Transportation and Safety Committee [7:05 P.M or thereafter following the Regular Council meeting]**

**and to Committee of the Whole if necessary, and to reconvene into Council.**

**15. Reading of the Confirmatory By-law:**

The following By-law requires First and Second Readings and Third and Final Readings:

**By-law 11.7 Confirmatory By-law**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on July 8, 2024.

Motion by

**THAT By-law 11.7 be read a First and Second Time.**

Motion by

**THAT By-law 11.7 be read a Third Time and Finally Passed.**

**16. Adjournment of Council Meeting**

Meeting Start Time:

Meeting End Time:

Motion by

**THAT the July 8, 2024 Regular Council meeting adjourn.**



## Stratford City Council Regular Council Open Session MINUTES

Meeting #: 4746th  
 Date: Monday, June 24, 2024  
 Time: 7:00 P.M.  
 Location: Council Chamber, City Hall

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

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

Also Present: Members of the Public and Media

### 1. **Call to Order:**

Mayor Ritsma, Chair presiding, called the Council meeting to order.

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada



## Respectful Workplace Policy Statement

### 2. **Declarations 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 to 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 June 24, 2024, Regular Council meeting.

### 3. **Adoption of the Minutes:**

R2024-227

**Motion by** Councillor Nijjar

**Seconded by** Councillor Briscoe

**THAT the Minutes of the Special Council Meeting of The Corporation of the City of Stratford dated June 3, 2024 and the Regular Meeting of Council of The Corporation of the City of Stratford dated June 10, 2024 be adopted as printed.**

**Carried**

### 4. **Adoption of the Addendum to the Agenda:**

There was no addendum to the June 24, 2024, Regular Council agenda.

### 5. **Report of the Committee of the Whole In-Camera Session:**

#### **5.1 At the June 24, 2024, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

4.1 Proposed Acquisition of Land - Affordable Housing Project - Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years), and A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k)).

At the In-Camera session, direction was given to staff with regards to Item 4.1.

## **6. Hearings of Deputations and Presentations:**

### **6.1 Request for Delegation by Krista Robinson, CEO, Stratford Public Library**

R2024-228

**Motion by** Councillor Burbach

**Seconded by** Councillor McCabe

**THAT Krista Robinson on behalf of the Stratford Public Library, be heard.**

**Carried**

Krista Robinson, Chief Executive Officer of the Stratford Public Library, provided a presentation about the 2023 Social Return on Municipal Investment in the Library, as calculated using the Valuing Ontario Libraries Toolkit. Highlights of the presentation included:

- public libraries being important cultural and social infrastructure, providing an array of critical supports;
- 2023 being an outstanding year for the Stratford Public Library, with increasing demand for services and use of library space;
- notable statistics from 2023 including:
  - circulation of library materials having risen 9% over 2022 and visits to the library having risen 23% over the same year,
  - volunteers providing over 500 deliveries of library materials to those unable to visit the library themselves,
  - almost 22,000 people having attended over 673 programs;
- the Ontario Library Service and NORDIK Institute having developed the Valuing Ontario Libraries Toolkit (VOLT) to assess the social return on investment (SROI) of libraries;
- SROI calculations taking something offered at no charge such as library services and applying a dollar value to them;
- VOLT being used to assess the dollar value of the library in seven different domains;

- VOLT results for the SPL showing that for every municipal dollar invested, the SROI is \$6.48 for every person with a total economic benefit of \$17,547,287;
- based on the 2023 Budget and the census population, the cost of the library last year being approximately \$82 per resident;
- the calculation based on the SROI showing that the economic benefit is \$508 per person which corresponds to a 648% return in investment; and,
- SPL continuing to support residents in their leisure, educational, and basic needs.

A question and answer period took place between CEO Robinson and Council with respect to the following:

- the library activity and event calendar being circulated to all students in Stratford, Downie Central Public School in Perth South, and various locations throughout the County;
- there being no fundraising updates for the new library at this time; and,
- using VOLT to calculate for specific periods such as the summer time for future reporting.

Members thanked CEO Robinson and the Stratford Public Library for the work that they do for the community.

## **6.2 Request for Delegation by United Way Perth Huron**

R2024-229

**Motion by** Councillor Hunter

**Seconded by** Councillor Briscoe

**THAT Ryan Erb and Elizabeth Cooper on behalf of United Way Perth Huron, be heard.**

**Carried**

Ryan Erb, Executive Director and Elizabeth Cooper, Community Development Manager, of United Way Perth Huron presented an update on the 2023-2024 Campaign and the United Housing initiative. Highlights of the presentation included:

- highlighting the United Way activities from the past year;

- the City's annual gift and the City of Stratford employees' contribution in 2023 having helped with providing assistance to 6,345 Stratford residents as well as over 30,000 in Perth and Huron County;
- United Way providing funding to local organizations that promote diversity, equity, and inclusion and supporting indigenous events at the Local;
- United Way fundraising for and supporting programs that provide immediate assistance to residents including the Urgent Needs Fund, free income tax clinics, advocacy for a living wage, and the Stratford Connection Centre;
- an overview of United Housing and its goal to have an established, sustainable not-for-profit housing developer in the community by 2030; and,
- the Coldest Night of the Year event having raised over \$209,000 in support of local charities.

A question and answer period was held between members of Council and the United Way team regarding the following:

- the offering of opportunities to invest in the projects to community members including the project that is expected to be announced in 2025 in Stratford;
- the proposed project in Stratford, which is currently under negotiations, involving a 60-unit stacked townhouse development;
- the current negotiations being undertaken by United Housing for lands for future projects; and,
- the affordable housing rental units being the goal of the projects.

Members of Council thanked the United Way team for the work that they do in the community and congratulated them for another successful campaign.

## 7. Orders of the Day:

### 7.1 Resolution - Tender Award of T-2024-20 for the Supply and Installation of Sewer Liners (COU24-062)

R2024-230

**Motion by** Councillor Burbach

**Seconded by** Councillor McCabe

**THAT the tender (T-2024-20) for the Supply and Installation of Sewer Liners be awarded to Clearwater Structures Inc. at a total tender price of \$676,080.47, including HST;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the necessary Contract Agreement for contract T-2024-20.**

A member commented that the Downtown Stratford BIA has requested that the businesses be given plenty of notice when water needs to be shut off for the project so that they can plan accordingly.

The Mayor called the question on the motion.

**Carried**

It was noted that a member of the public with a temporary suspension from attending City facilities was present. The meeting recessed at 7:27 p.m. and reconvened at 7:35 p.m.

As the person suspended from attending City facilities did not leave the meeting, the Mayor called for a motion to adjourn.

R2024-231

**Motion by** Councillor Beatty

**Seconded by** Councillor Hunter

**THAT the June 24, 2024 Regular Council meeting adjourn.**

Council held a discussion with respect to the motion to adjourn the meeting. A member commented that due to the time sensitive matters on the agenda, particularly Item 7.6, that a special meeting be held as quickly as possible.

A member commented that they disagreed with the adjournment of the meeting including other meetings being adjourned or cancelled. The member further stated that they share in the concerns of the community

regarding the process and implementation of the banning of individuals from City facilities.

A member commented that they have heard from residents as well congratulating Council on stopping the bullying and carry on happening in Council chambers.

A member requested a recorded vote on the matter.

The Mayor called the question on the motion.

In Support (9): Councillor Biehn, Councillor McCabe, Councillor Briscoe, Mayor Ritsma, Councillor Henderson, Councillor Beatty, Councillor Hunter, Councillor Nijjar, and Councillor Burbach

Opposed (2): Councillor Sebben, and Councillor Wordofa

**Carried**

Meeting Start Time: 7:00 P.M.

Meeting End Time: 7:36 P.M.

The remaining items on the agenda were considered at the July 2, 2024 Special Council meeting excluding Item 7.6 and 11.5.

## **7.2 Resolution - Supply and Delivery of Hybrid Vehicles (COU24-063)**

Motion by

**Staff Recommendation: THAT the portion of the tender (T-2024-05) for the supply and delivery of six (6) Hybrid Ford 150 XL Pickup Trucks be awarded to East Court Metro Lincoln at a total tender price of \$467,432.05, including HST;**

**AND THAT the portion of the tender (T-2024-05) for the supply and delivery of one (1) Hybrid Ford Escape SUV be awarded to Lunar Contracting at a total tender price of \$66,267.72, including HST.**

## **7.3 Resolution - T-2024-11 Asphalt Resurfacing Tender Award (COU24-064)**

Motion by

**Staff Recommendation: THAT the Tender (T-2024-11) for the Asphalt Resurfacing 2024 Contract be awarded to GIP Paving Inc. at a total tender price of \$1,716,649.69, including HST;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the T-2024-11 Contract Agreement.**

**7.4 Resolution - Health Unit Cost Apportionment Agreement Renewal (COU24-065)**

Motion by

**Staff Recommendation: THAT the Huron Perth Public Health Cost Apportionment Agreement between The Corporation of the City of Stratford, The Corporation of the Town of St. Marys, The Corporation of the County of Perth and The Corporation of the County of Huron be renewed for a further four (4) year term effective January 1, 2025 to December 31, 2028;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of The Corporation of the City of Stratford.**

**7.5 Resolution - Spruce Lodge Apportionment Agreement Renewal (COU24-066)**

Motion by

**Staff Recommendation: THAT the Spruce Lodge Cost Apportionment Agreement between The Corporation of the City of Stratford, The Corporation of the Town of St. Marys and The Corporation of the County of Perth effective January 1, 2026 to December 31, 2028 be approved;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of The Corporation of the City of Stratford.**

**7.6 Resolution - CDX Land Lease Renewal Agreement (COU24-067)**

Motion by

**Staff Recommendation: THAT the agreement for the lease of municipally owned lands at the former fairgrounds site with Underhill Enterprises Inc. (o/a Canadian Dairy XPO) be renewed for a further five-year term;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of the Corporation.**

## **7.7 Correspondence - Resignation from Heritage Stratford**

Motion by

**THAT the resignation of Jack West from the Heritage Stratford Advisory Committee be accepted.**

## **8. Business for Which Previous Notice Has Been Given:**

None scheduled.

## **9. Reports of the Standing Committees:**

### **9.1 Report of the Infrastructure, Transportation and Safety Committee:**

Motion by

**THAT the Report of the Infrastructure, Transportation and Safety Committee dated June 24, 2024, be adopted as printed.**

#### **9.1.1 Amend Fireworks By-law 73-2006**

THAT the Fireworks By-law 73-2006, as amended, be further amended by:

- Amending section 1.6 to remove sparklers from the definition of "family fireworks".
- Amending section 5.1 to "No person shall set off Family Fireworks in the City, except on the designated days of Victoria Day, Canada Day, and on the first day of the Diwali Festival annually. In the event that weather conditions such as rain, fog, smog or wind, on Victoria Day or Canada Day or the first day of the Diwali Festival make it impractical and/or unsafe to set off family fireworks, the next day preceding or following Victoria Day or Canada Day or the first day of the Diwali Festival shall be the designated day."
- Amending section 11.1 to: "The act of setting off of Family Fireworks on private property by the owner, tenant or authorized person on Victoria Day or Canada Day or the first day of Diwali for their own personal display shall not be deemed to be a Display Fireworks."



AND THAT the City Clerk be directed to prepare and list an amendment to By-law 73-2006, for consideration at a future Regular Council meeting.

## **9.2 Report of the Finance and Labour Relations Committee:**

Motion by

**THAT the Report of the Finance and Labour Relations Committee dated June 24, 2024, be adopted as printed.**

### **9.2.1 Destination Stratford 2024 Update 2 (FIN24-017)**

THAT the Destination Stratford 2024 Update 2 (FIN24-017) dated May 22, 2024, be received for information.

### **9.2.2 Financial Indicator Review, Financial Profile and Municipal Debt Limits (FIN24-014)**

THAT the report titled "Financial Indicator Review, Financial Profile and Municipal Debt Limits" (FIN24-014), be received for information.

### **9.2.3 Preliminary 2023 Year-end Results (FIN24-016)**

THAT the report titled, "Preliminary 2023 Year-end Results" (FIN24-016), dated May 22, 2024, be received for information.

## **10. Notice of Intent:**

None noted.

## **11. Reading of the By-laws:**

The following By-laws require First and Second Readings and Third and Final Readings and could be taken collectively upon unanimous vote of Council present:

Motion by

**THAT By-laws 11.1 to 11.8 be taken collectively.**

Motion by

**THAT By-laws 11.1 to 11.8 be read a First and Second Time.**

Motion by

**THAT By-laws 11.1 to 11.8 be read a Third Time and Finally Passed.**

### **11.1 Award Tender for Supply and Installation of Sewer Lines**

To authorize the acceptance of a tender, execution of a contract and the undertaking of work from Clearwater Structures Inc. for the Supply and Installation of Sewer Liners (T-2024-20).

### **11.2 Award Tender for the Supply and Delivery of Six (6) Hybrid Ford 150 XL Pickup Trucks**

To authorize the acceptance of a tender, from East Court Metro Lincoln for the supply and delivery of six (6) Hybrid Ford 150 XL Pickup Trucks (T-2024-05).

### **11.3 Award Tender for the Supply and Delivery of One (1) Hybrid SUV**

To authorize the acceptance of a tender, from Lunar Contracting for the supply and delivery of one (1) Hybrid Ford Escape SUV (T-2024-05).

### **11.4 Amend Fireworks By-law 73-2006**

To amend By-law 73-2006 as amended, to add the first day of the Diwali Festival to the designated dates approved under Family Fireworks and to remove sparklers from the family fireworks definition.

### **11.5 Lease of a Portion of Lands - Old Fairgrounds**

To authorize the execution of a Lease Agreement with Underhill Enterprises Inc. O/A Canadian Dairy XPO for the lease of a portion of the lands referred to as the Old Fairgrounds municipally identified as 24 Glastonbury Drive in the City of Stratford for a six-year term to 2029.

### **11.6 Cost Apportionment Agreement - Spruce Lodge**

To authorize the execution of the Spruce Lodge Long Term Care Cost Apportionment Agreement with The Corporation of the Town of St. Marys and The Corporation of the County of Perth from January 1, 2026 to December 31, 2028.

### **11.7 Cost Apportionment Agreement Renewal - Huron Perth Public Health**

To authorize the execution of the Huron Perth Public Health Cost Apportionment Renewal Agreement with The Corporation of the Town of St. Marys, The Corporation of the County of Perth, and The Corporation of the County of Huron with respect to the provision of public health

programs and services for a further four (4) year term effective January 1, 2025 to December 31, 2028.

### **11.8 Award Tender for Asphalt Resurfacing**

To authorize the acceptance of a tender, execution of a contract and the undertaking of work from GIP Paving Inc. for the Asphalt Resurfacing 2024 Contract (T-2024-11).

### **12. Consent Agenda: CA-2024-102 to CA-2024-115**

Council to advise if they wish to consider any items listed on the Consent Agenda.

### **13. New Business:**

### **14. Adjournment to Standing Committees:**

The next Regular Council meeting is July 8, 2024 in the Council Chamber, City Hall.

Motion by

**THAT the Council meeting adjourn to convene into Standing Committees as follows:**

- **Finance and Labour Relations Committee [7:05 p.m or thereafter following the Regular Council meeting]**

**and to Committee of the Whole if necessary, and to reconvene into Council.**

### **15. Council Reconvene:**

#### **15.1 Declarations of Pecuniary Interest made at Standing Committees**

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.

Declarations of Pecuniary Interest made at Standing Committee meetings held on June 24, 2024 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

## **15.2 Committee Reports**

### **15.2.1 Finance and Labour Relations Committee**

Motion by

**THAT Item 5.1 of the Finance and Labour Relations Committee meeting dated June 24, 2024, be adopted as follows:**

**5.1 2023 Audited Financial Statements and 2024 Unaudited Financial Statements and Commentary of Festival Hydro Inc. (FHI) and Festival Hydro Services Inc. (FHSI) for the year ended December 31, 2023 (FIN24-021)**

**THAT the Festival Hydro Inc. audited financial statements for the year ended December 31, 2023, be received for information;**

**THAT the Festival Hydro Services Inc. audited financial statements for the year ended December 31, 2023, be received for information;**

**THAT the Festival Hydro Inc. unaudited financial statements and commentary for the period ending March 31, 2024, be received for information;**

**THAT the Festival Hydro Services Inc. unaudited financial statements and commentary for the period ending March 31, 2024, be received for information;**

**AND THAT Council, as the sole shareholder, declare a top-up Common Share dividend in the amount of \$233,750 for the year 2023, calculated in accordance with Festival Hydro's Dividend Policy, to be paid in Q2 of 2024.**

### **15.3 Reading of the By-laws (reconvene):**

The following By-laws require First and Second Readings and Third and Final Readings.

#### **By-law 11.9 Confirmatory By-law**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on June 24, 2024.

Motion by

**THAT By-law 11.9 be read a First and Second Time.**

Motion by

**THAT By-law 11.9 be read a Third Time and Finally Passed.**

### **15.4 Adjournment of Council Meeting**

Meeting Start Time:

Meeting End Time:

Motion by

**THAT the June 24, 2024 Regular Council meeting adjourn.**

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Mayor - Martin Ritsma

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Clerk - Tatiana Dafoe



## Stratford City Council Special Council Open Session MINUTES

Meeting #: 4747th  
 Date: Thursday, June 27, 2024  
 Time: 7:00 P.M.  
 Location: Council Chamber, City Hall

Council Present: Mayor Ritsma - Chair Presiding, Councillor Beatty, Councillor Henderson, Councillor Nijjar, Councillor Sebben, Councillor Wordofa

Regrets: Councillor Biehn, Councillor Briscoe, Councillor Burbach, Councillor Hunter, and Councillor McCabe

Staff Present: Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Kim McElroy - Director of Social Services, Taylor Crinklaw - Director of Infrastructure Services, Tim Wolfe - Director of Community Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Danielle Clayton - Recording Secretary, Audrey Pascual - Deputy Clerk, Alexander Burnett - Planner

Also Present: Members of the Public and Media

### 1. Call to Order:

Mayor Ritsma, Chair presiding, called the Council meeting to order.

Councillor Burbach, Councillor Hunter, Councillor McCabe, Councillor Biehn, and Councillor Briscoe provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Respectful Workplace Policy Statement

## 2. **Declarations 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 to otherwise comply with the *Act*.

### Name, Item and General Nature Thereof

No disclosures of pecuniary interest were made by a member at the June 27, 2024, Special Council meeting.

## 3. **Adjournment to a Public Meeting under the Planning Act:**

R2024-232

**Motion by** Councillor Nijjar

**Seconded by** Councillor Hunter

**THAT the Council meeting adjourn to a public meeting under the Planning Act to hear from members of the public on Zone Change Application Z01-24, for 93 Trinity Street and 266 King Street and to reconvene at the conclusion of the public meeting.**

**Carried**

The Special Council meeting adjourned to a Public Meeting at 7:05 p.m. and reconvened at 10:10 p.m.

## 4. **Reading of the By-laws:**

The following By-law required First and Second Readings and Third and Final Readings:

### 4.1 Confirmatory By-law – By-law 69-2024

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on June 27, 2024.

R2024-233

**Motion by** Councillor Henderson

**Seconded by** Councillor Nijjar

**THAT By-law 69-2024 be read a First and Second Time.**

**Carried** two-thirds support

R2024-234

**Motion by** Councillor Beatty

**Seconded by** Councillor Wordofa

**THAT By-law 69-2024 be read a Third Time and Finally Passed.**

**Carried**

**5. Adjournment:**

R2024-235

**Motion by** Councillor Nijjar

**Seconded by** Councillor Wordofa

**THAT the June 27, 2024, Special Council Meeting adjourn.**

**Carried**

Meeting Start Time: 7:02 P.M.

Meeting End Time: 10:11 P.M.

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Mayor - Martin Ritsma

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Clerk - Tatiana Dafoe





## Stratford City Council Special Council Open Session MINUTES

Meeting #: 4748th  
 Date: Tuesday, July 2, 2024  
 Time: 4:30 P.M.  
 Location: Council Chamber, City Hall

Council Present: Mayor Ritsma - Chair Presiding, Councillor Beatty, Councillor Biehn, Councillor Burbach, Councillor Henderson, Councillor McCabe, Councillor Nijjar, Councillor Wordofa

Regrets: Councillor Briscoe, Councillor Hunter, and Councillor Sebben

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

Also Present: Members of the Public

### 1. **Call to Order:**

Mayor Ritsma, Chair presiding, called the Council meeting to order.

Councillor Sebben, Councillor Hunter, and Councillor Briscoe provided regrets for this meeting.

Land Acknowledgment

Councillor Wordofa now present at the meeting at 4:30 p.m.

Moment of Silent Reflection

Respectful Workplace Policy Statement

## **2. Declarations 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 to otherwise comply with the *Act*.

### Name, Item and General Nature Thereof

No disclosures of pecuniary interest were made by a member at the July 2, 2024, Special Council meeting.

## **3. Adoption of the Minutes:**

The June 24, 2024, Regular Council meeting minutes will be listed for adoption at the next Regular Council meeting.

## **4. Adoption of the Addendum/Addenda to the Agenda:**

There was no addendum to the July 2, 2024, Special Council agenda.

## **5. Report of the Committee of the Whole In-Camera Session:**

None scheduled.

## **6. Hearings of Deputations and Presentations:**

None scheduled.

## **7. Orders of the Day:**

### **7.1 Resolution - Supply and Delivery of Hybrid Vehicles (COU24-063)**

R2024-236

**Motion by** Councillor Burbach

**Seconded by** Councillor Beatty

**THAT the portion of the tender (T-2024-05) for the supply and delivery of six (6) Hybrid Ford 150 XL Pickup Trucks be awarded to East Court Metro Lincoln at a total tender price of \$467,432.05, including HST;**

**AND THAT the portion of the tender (T-2024-05) for the supply and delivery of one (1) Hybrid Ford Escape SUV be awarded to Lunar Contracting at a total tender price of \$66,267.72, including HST.**

**Carried**

**7.2 Resolution - T-2024-11 Asphalt Resurfacing Tender Award (COU24-064)**

R2024-237

**Motion by** Councillor McCabe

**Seconded by** Councillor Biehn

**THAT the Tender (T-2024-11) for the Asphalt Resurfacing 2024 Contract be awarded to GIP Paving Inc. at a total tender price of \$1,716,649.69, including HST;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the T-2024-11 Contract Agreement.**

**Carried**

**7.3 Resolution - Health Unit Cost Apportionment Agreement Renewal (COU24-065)**

R2024-238

**Motion by** Councillor Henderson

**Seconded by** Councillor Nijjar

**THAT the Huron Perth Public Health Cost Apportionment Agreement between The Corporation of the City of Stratford, The Corporation of the Town of St. Marys, The Corporation of the County of Perth and The Corporation of the County of Huron be renewed for a further four (4) year term effective January 1, 2025 to December 31, 2028;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of The Corporation of the City of Stratford.**

**Carried**

**7.4 Resolution - Spruce Lodge Apportionment Agreement Renewal (COU24-066)**

R2024-239

**Motion by** Councillor Biehn

**Seconded by** Councillor Burbach

**THAT the Spruce Lodge Cost Apportionment Agreement between The Corporation of the City of Stratford, The Corporation of the Town of St. Marys and The Corporation of the County of Perth effective January 1, 2026 to December 31, 2028 be approved;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of The Corporation of the City of Stratford.**

**Carried**

**7.5 Resolution - 2023 Audited Financial Statements and 2024 Unaudited Financial Statements and Commentary of Festival Hydro Inc. (FHI) and Festival Hydro Services Inc. (FHSI) for the year ended December 31, 2023 (FIN24-021)**

R2024-240

**Motion by** Councillor McCabe

**Seconded by** Councillor Beatty

**THAT the Festival Hydro Inc. audited financial statements for the year ended December 31, 2023, be received for information;**

**THAT the Festival Hydro Services Inc. audited financial statements for the year ended December 31, 2023, be received for information;**

**THAT the Festival Hydro Inc. unaudited financial statements and commentary for the period ending March 31, 2024, be received for information;**

**THAT the Festival Hydro Services Inc. unaudited financial statements and commentary for the period ending March 31, 2024, be received for information;**

**AND THAT Council, as the sole shareholder, declare a top-up Common Share dividend in the amount of \$233,750 for the year**

**2023, calculated in accordance with Festival Hydro's Dividend Policy, to be paid in Q2 of 2024.**

**Carried**

## **7.6 Correspondence - Resignation from Heritage Stratford**

R2024-241

**Motion by** Councillor Burbach

**Seconded by** Councillor McCabe

**THAT the resignation of Jack West from the Heritage Stratford Advisory Committee be accepted.**

**Carried**

## **8. Business for Which Previous Notice Has Been Given:**

None scheduled.

## **9. Report of the Standing Committees:**

### **9.1 Report of the Infrastructure, Transportation and Safety Committee:**

R2024-242

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT the Report of the Infrastructure, Transportation and Safety Committee dated July 2, 2024 be adopted as printed.**

**Carried**

#### **9.1.1 Amend Fireworks By-law 73-2006**

THAT the Fireworks By-law 73-2006, as amended, be further amended by:

- Amending section 1.6 to remove sparklers from the definition of "family fireworks".
- Amending section 5.1 to "No person shall set off Family Fireworks in the City, except on the designated days of Victoria Day, Canada Day, and on the first day of the Diwali Festival annually. In the event that weather conditions such as rain, fog, smog or wind, on Victoria Day or Canada Day or the first day of the Diwali Festival make it impractical and/or unsafe to set off family fireworks, the next day

preceding or following Victoria Day or Canada Day or the first day of the Diwali Festival shall be the designated day.”

- Amending section 11.1 to: “The act of setting off of Family Fireworks on private property by the owner, tenant or authorized person on Victoria Day or Canada Day or the first day of Diwali for their own personal display shall not be deemed to be a Display Fireworks.”

AND THAT the City Clerk be directed to prepare and list an amendment to By-law 73-2006, for consideration at a future Regular Council meeting.

## **9.2 Reports of the Finance and Labour Relations Committee:**

R2024-243

**Motion by** Councillor Henderson

**Seconded by** Councillor McCabe

**THAT the Report of the Finance and Labour Relations Committee dated July 2, 2024 be adopted as printed.**

**Carried**

### **9.2.1 Destination Stratford 2024 Update 2 (FIN24-017)**

THAT the Destination Stratford 2024 Update 2 (FIN24-017) dated May 22, 2024, be received for information.

### **9.2.2 Financial Indicator Review, Financial Profile and Municipal Debt Limits (FIN24-014)**

THAT the report titled "Financial Indicator Review, Financial Profile and Municipal Debt Limits" (FIN24-014), be received for information.

### **9.2.3 Preliminary 2023 Year-end Results (FIN24-016)**

THAT the report titled, "Preliminary 2023 Year-end Results" (FIN24-016), dated May 22, 2024, be received for information.

## **10. Notice of Intent:**

None noted.

## 11. Reading of the By-laws:

The following By-laws required First and Second Readings and Third and Final Readings and were taken collectively upon unanimous vote of Council present:

R2024-244

**Motion by** Councillor Biehn

**Seconded by** Councillor Beatty

**THAT By-laws 70-2024 to 77-2024 be taken collectively.**

**Carried** unanimously

R2024-245

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT By-laws 70-2024 to 77-2024 be read a First and Second Time.**

**Carried** two-thirds support

R2024-246

**Motion by** Councillor McCabe

**Seconded by** Councillor Biehn

**THAT By-laws 70-2024 to 77-2024 be read a Third Time and Finally Passed.**

**Carried**

### 11.1 June 24, 2024 Confirmatory By-law – By-law 70-2024

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on June 24, 2024.

### 11.2 Award Tender for Supply and Installation of Sewer Lines – By-law 71-2024

To authorize the acceptance of a tender, execution of a contract and the undertaking of work from Clearwater Structures Inc. for the Supply and Installation of Sewer Liners (T-2024-20).

### 11.3 Award Tender for the Supply and Delivery of Six (6) Hybrid Ford 150 XL Pickup Trucks – By-law 72-2024

To authorize the acceptance of a tender, from East Court Metro Lincoln for the supply and delivery of six (6) Hybrid Ford 150 XL Pickup Trucks (T-2024-05).

#### **11.4 Award Tender for the Supply and Delivery of One (1) Hybrid SUV – By-law 73-2024**

To authorize the acceptance of a tender, from Lunar Contracting for the supply and delivery of one (1) Hybrid Ford Escape SUV (T-2024-05).

#### **11.5 Amend Fireworks By-law 73-2006 – By-law 74-2024**

To amend By-law 73-2006 as amended, to add the first day of the Diwali Festival to the designated dates approved under Family Fireworks and to remove sparklers from the family fireworks definition.

#### **11.6 Cost Apportionment Agreement - Spruce Lodge – By-law 75-2024**

To authorize the execution of the Spruce Lodge Long Term Care Cost Apportionment Agreement with The Corporation of the Town of St. Marys and The Corporation of the County of Perth from January 1, 2026 to December 31, 2028.

#### **11.7 Cost Apportionment Agreement Renewal - Huron Perth Public Health – By-law 76-2024**

To authorize the execution of the Huron Perth Public Health Cost Apportionment Renewal Agreement with The Corporation of the Town of St. Marys, The Corporation of the County of Perth, and The Corporation of the County of Huron with respect to the provision of public health programs and services for a further four (4) year term effective January 1, 2025 to December 31, 2028.

#### **11.8 Award Tender for Asphalt Resurfacing – By-law 77-2024**

To authorize the acceptance of a tender, execution of a contract and the undertaking of work from GIP Paving Inc. for the Asphalt Resurfacing 2024 Contract (T-2024-11).

### **12. Consent Agenda: CA-2024-102 to CA-2024-115**

Council did not advise of any items to be considered on the Consent Agenda.

### **13. New Business:**

#### **13.1 Canada Day**

A member thanked all the individuals who assisted in the Canada Day celebrations at Market Square and the SERC site.



#### 14. Reading of the Confirmatory By-law

The following By-law required First and Second Readings and Third and Final Readings.

##### **By-law 11.9 Confirmatory By-law – By-law 78-2024**

To confirm the proceedings of Council of the Corporation of the City of Stratford at its meeting held on July 2, 2024.

R2024-247

**Motion by** Councillor Beatty

**Seconded by** Councillor Nijjar

**THAT By-law 78-2024 be read a First and Second Time.**

**Carried** two-thirds support

R2024-248

**Motion by** Councillor Biehn

**Seconded by** Councillor Burbach

**THAT By-law 78-2024 be read a Third Time and Finally Passed.**

**Carried**

#### 15. Adjournment:

R2024-249

**Motion by** Councillor Wordofa

**Seconded by** Councillor McCabe

**THAT the July 2, 2024 Special Council Meeting adjourn.**

**Carried**

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:40 P.M.

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Mayor - Martin Ritsma

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Clerk - Tatiana Dafoe



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## MANAGEMENT REPORT

**Date:** June 18, 2024  
**To:** Finance and Labour Relations Sub-committee  
**From:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
**Report Number:** FIN24-019  
**Attachments:** Draft Multi-Year Budget Policy

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**Title:** Proposed 2025 Budget Process, Tentative Schedule and Multi-Year Budgeting Policy

**Objective:** To provide updates to Council regarding the proposed process and tentative timelines for approval of the 2025 budget, to outline preliminary assumptions being used for the 2025 budget and to consider adopting a multi-year operating budget framework/policy.

**Background:** Until recent years, historic practice in some municipalities, including the City of Stratford, had been to seek Council direction for a budget target prior to staff putting together a draft budget. The intent was that with a clearly defined budget target, staff could return a budget that meets requested guidelines and simplifies deliberations.

This historic practice does not allow for factors that are outside of Council or staff control, such as provincial downloading, inflation, or supply chain cost considerations. Further, impacts to approved levels of service and new initiatives to support and advance the strategic priorities of this Council cannot effectively be considered or presented in this type of framework. This approach often results in a lesser array of options and forced reductions in services rather than a more fulsome discussion of any changes to levels of service.

The method used in many municipalities in recent years, including Stratford, is for staff to present a responsible draft budget based on the current established levels of service and approved initiatives. It includes the operating costs, as well as capital requirements to ensure those established levels can continue without interruption. The draft budget presented is the cost to deliver these approved services and includes previously provided direction and implications of decisions provided in the previous year(s).

This methodology shift has occurred because line items no longer contain significant contingencies. The costs to deliver the services are analyzed in detail by professional department staff and managers and reviewed by the senior leadership team and accredited finance staff. This approach has been used in the past three budget years.

There is no rule as to when the budget must be approved as long as it is within the year. However, timely budget approval is critical to ensure that planning and procurement for operating activities and capital works occurs early on to ensure competitive pricing and timing can occur within the year where possible.

In past years the budget timeline has been presented at Sub-committee, with a subsequent pre-budget meeting scheduled with Council to further review strategy and direction, however this practice is also evolving.

Staff are proposing a slightly different process and timeline for 2025 that is outlined below.

### **1) Analysis: Multi-Year Budgeting**

The use of multi-year operating budgets is common practice in many municipalities and Stratford has been moving towards this. For 2025, the intent is to present a multi-year operating budget covering 2025, plus three additional years, 2026-2028.

There is no expectation that approving the 2025 budget is an approval of the subsequent years. Instead, as outlined in the Municipal Act, Council approves a one-year operating budget only. The purpose of the subsequent years is intended to illustrate inflationary impacts and known cost pressures that are likely to affect those subsequent years. It is also intended to reflect declining debt levels and increases to reserve fund transfers to fund the 10-year capital program. If legislative changes are known or anticipated, or new funding strategies are approved, this also gives a format to show what those effects might look like.

Attached to this report is a draft policy to simply outline the parameters of multi-year budgeting for the City. This policy is consistent with other municipalities who have such policies.

### **2) Process and Assumptions for 2025**

Department staff consider whether efficiencies can be found without impacting services and present a budget that is 'zero-based' – that is, includes only the costs and revenue assumptions to maintain the status quo level of service that has been established and approved by Council. Considerations are also given to potential efficiencies that can be recognized due to reduced fuel consumption, the switch to more efficient equipment and so on.

Some pricing contingencies and assumptions are included for things where full pricing impacts are not yet known, such as where an agreement for services is due for renegotiation and expected to be renewed at a different cost from current.

Should Council at any time request a review of the established service level that could impact the current or future year budgets, this may also be incorporated into the process.

Inflation is considered, but not blanketly assumed for the year being reviewed. Staff use known market information for inflation and consumption levels are built into things like fuel, hydro, heat, materials, and supplies. For 2025, there seems to be some relief approaching when assessing national pricing indices for both consumer goods and commercial building costs. For the purposes of preparing the 2025 budget, general inflation is assumed to be **2.5%**.

In cases where material costs more accurately mirror non-residential building indices (including capital projects), higher assumptions will be used, sometimes in the range of 4-10%. Note that while inflation estimates in late 2022 and early 2023 were significantly higher than this, actual expenditure results in 2023 and 2024 have remained within expected levels due to the careful analysis and monitoring performed by the operational departments.

Other factors and effects that departments will provide additional detail on and that may impact 2025's draft budget include:

- Ongoing impacts of Bill 23 phasing in/waiving of Development Charges.
- Reconsideration of Community Improvement Plan incentives (Housing, Heritage, other) that were deferred in the 2024 budget process.
- The Community Grants and other Community Supports programs.
- Capital /Infrastructure/Asset Management pressures to replace existing assets that have reached their end of useful life, including those within the 10-year capital program period.
- Rising insurance costs (both premiums and costs of claims management).
- Labour markets/recruiting and retaining and the financial impact of that/wage review.
- Implementation/continuation costs of initiatives that have been approved/are in progress:
  - Cultural Plan
  - Sport Tourism Plan
  - Cooper Site development
  - Other Industrial Land servicing requirements
  - Accessibility (included in the 10-year capital program)

- Climate change initiatives (included in the 10-year capital program)
  - Climate change effects (included in the 10-year capital program) to meet 2030 and 2050 milestones (many of these initiatives are capital intensive in the initial stages and will result in some operational savings through the life of the investment).
  - Investment in affordable housing (deferred 398 Erie impacts, and any others).
  - Any Council or other initiatives not yet identified.

Estimates from any of these considerations inform the 'base budget'.

As has been experienced in the past three budget years, the most significant contributor to any budget increases is expected to be the transfers to reserve funds (for capital purposes). The required investment in our assets still far exceeds our current contributions. Using a combination of reserve funds, long-term debt, and sourcing grant funding where possible continue to be the primary funding sources.

For the 2025 budget, staff will be recommending increasing transfers to reserves to fund the capital program in an effort to meet the 2025 capital expenditure requirements as well as build the transfers to ensure future years of capital replacements are possible.

In 2024, the approach taken regarding funding of new salaries (expansions) and new debt (398 Erie project) – to defer the impact by 50% - will add to the 2025 opening pressures.

Council should consider that legislated services and impacts are not discretionary and consider strategic priorities in that context. These are the difficult concepts that will continue to be part of the budget processes for 2025 and beyond.

### **3) Overview of Timeline and Internal Process Controls**

The 2025 budget process will begin very shortly with Departments first reviewing the Fees and Charges By-law, which will inform many of the fee revenue lines in the 2025 budget.

Departments will use guidelines and budget assumptions for:

- wages (based on collective agreement information).
- employer costs for statutory payroll remittances.
- employee benefit rates (based on an analysis of claim history and estimated changes from collective agreements).

- utilities (based on consumption levels, estimated savings due to climate change investments where possible, hedging agreements and pricing trends).
- corporate administrative costs, such as property taxes, IT costs and inter-functional allocations.

Finance staff will provide information to departments so that budgets are developed with consistent assumptions for items that affect all departments.

The Treasurer will hold a budget training/review session for Managers and Directors very shortly to review general budgeting principles and ensure a smooth process. This session will augment the updated budget instruction manual that is provided to departments each year that outlines required processes to ensure a consistent budget document.

After preparing their departmental draft budgets meeting the deadlines established, each Department Head meets with the Treasurer and/or Chief Administrative Officer (CAO) to discuss, review and assess individual budget proposals. This is to ensure accuracy, completeness, and consistency corporate-wide.

Once these budget component reviews are completed and compiled, the draft budget will be discussed in its entirety by Corporate Leadership Team led by the Treasurer and Chief Administrative Officer, and then compiled into a comprehensive Draft Budget package that is expected to be released to Council and the public mid-October.

It is at this stage the budget survey will be released with commenting open for 3 weeks and some form of Open House or Chat with the Treasurer to seek feedback from residents.

This timeframe allows sufficient time to summarize and compile comments into themes to provide at one of the early budget meetings.

The 2024 budget meetings consisted of two full-day meetings, plus two subsequent evening sessions. Staff would like to suggest a similar format, with two full days scheduled, and if required, an additional evening meeting can be added.

Proposed dates:

Day 1 – Thursday, November 28: A full day for preliminary budget presentations and overview plus Capital Program overview and Operating budget.

Day 2 - Tuesday, December 3: A full day for Expansion Initiatives (if any), deliberations and Council directions.

Day 3 (if required) - Monday, December 9: An evening meeting to finalize all recommendations to bring forward the final budget for Council approval.

Final adoption of the 2025 Budget By-law: at Regular Council on January 13, 2025 (depending on if the third meeting date is required).

If this format is approved, the meetings can be scheduled by the Clerk's Office.

The intent is to keep momentum without rushing and ensure best use of the time. Should the full day option not proceed, the structure would likely require 3-5 evening meetings.

Staff will continue to make adjustments to the budget survey format to seek useful feedback for Council's consideration and welcome any suggestions from Council and members of the public.

The following is a summary of the proposed 2025 budget timeline as noted above:

<b>Timelines</b>	<b>Proposed Dates</b>
Proposed 2025 budget process, tentative schedule and multi-year budgeting policy to Council	to June 18, 2024, Finance and Labour Relations Sub-committee
Fees and Charges By-law update for 2025 rates	to August 12, 2024, Council
Release of 2025 draft budget to Council and the public	October 15, 2024
Public Engagement - release of 2025 budget survey to the public	Open October 15, 2024
<ul style="list-style-type: none"> <li>• Closing date for 2025 budget survey</li> </ul>	Close November 15, 2024  Survey results provided at Day 2 budget meeting
Public Engagement – if directed <ul style="list-style-type: none"> <li>• Open House (in-person)</li> <li>• Chat with the Treasurer</li> </ul>	dates to be determined if directed by Council
Finance Committee budget meetings	November 28, 2024 December 3, 2024 December 9, 2024
Public notice for passing of the by-law	Notice of Intent to adopt the annual budget to be published once at least 10

	calendar days prior to the scheduled Council meeting (between December 10/24-January 3/25)
Final approval of 2025 budget by Council (Tax Levy By-Law)	Regular Council January 13, 2025

### **Financial Implications:**

Budget assumptions, current service levels, the implementation of strategic priority goals and changes to funding envelopes from the provincial government will be reflected in the 2025 draft budget package. There are no direct financial, legal, insurance or asset implications to this report.

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

#### **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.

### **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.

**Staff Recommendation: THAT the report titled, "Proposed 2025 Budget Process, Tentative Schedule and Multi-Year Budgeting Policy" (FIN24-019), dated June 18, 2024, be received;**

**THAT Council approve the Multi-Year Budgeting Policy as presented;**

**THAT Council provide direction regarding any changes to the budget survey and/or public engagement format preference;**



**THAT Staff be authorized to proceed to schedule budget meeting dates for Finance Committee as follows:**

- **November 28, 2024 – 9:00 a.m. to 4:00 p.m.**
- **December 3, 2024 – 9:00 a.m. to 4:00 p.m.**
- **December 9, 2024 – 4:30 p.m. to 8:00 p.m.**

**AND THAT Council provide staff with any specific known initiatives to be considered, changes or additions to capital projects identified in the current 10-year capital forecasts, and changes in service levels or activities to advance the approved strategic priority goals it wishes to be considered for the 2025 fiscal year, if any at this time.**

**Prepared by:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
 Joan Thomson, Chief Administrative Officer



**DRAFT**

## The Corporation of the City of Stratford Policy Manual

**Policy Number:** F.1.22  
**Policy Section:** Financial and Fiscal  
**Department:** Corporate Services

**Date Adopted:**  
**Date Amended:**  
**Scheduled for Review:**  
**Date of Last Review:**  
**Policy Type:** Council-adopted Policy

### MULTI-YEAR BUDGET POLICY

#### Policy Statement:

The Council of the City of Stratford is committed to budget strategy that integrates business planning, capital and operating requirements, and demonstrates a commitment to prudent financial leadership and sustainability.

#### Purpose:

The purpose of the Multi-Year Budget Policy is to define the approach to be used for multi-year budgeting and associated Council approvals.

#### Definitions:

**Capital Program** – A multi-year program (typically 10 or more years) that funds new infrastructure projects as well as expands and maintains existing infrastructure. Some of the project types could include a new arena, widening roads, and roof replacement on an existing community centre.

**City of Stratford** – The Corporation of the City of Stratford.

**City Treasurer** – The individual appointed by the municipality as Treasurer.

**Departments** – Service Areas that operate within the Corporation.

**Boards and Commissions** – Groups outside the Corporation, typically (although not always) funded by the municipal tax base, that provide specific and/or specialized services to the Stratford community.

**Budget** – An estimated financial plan of revenue and expenditure for a set period.

**Multi-Year Budget** – Approval of a 4-year operating and 10-year capital forecast.

**Multi-Year Budget Policy** – Refers to this policy.

**Municipal Act** – Refers to legislation that governs municipalities in Ontario.

**Net Budget** – The net budget is the cost to deliver the City of Stratford's programs and services, after accounting for all non-tax/non-rate revenues and subsidies received. This is the portion of the budget that is paid for through property taxes or utility/user rates/fees. This is also sometimes referred to as Tax Levy Revenue/Rate Revenue where applicable.

**Operating Budget** – A budget that funds the day-to-day operations of the municipality. Some of the expense types could include personnel, utilities, and reserve fund contributions.

### **Scope:**

The scope of multi-year budgeting, including both the operating and capital program, extends to all City of Stratford departments, boards, and commissions and applies to both the property tax-supported as well as water and wastewater rate-supported budgets.

### **Procedure:**

#### Approvals / Adjustments to Multi-Year Budget:

1. A Multi-Year Budget is developed covering a four- year period. Annual updates will be brought forward for Council consideration every budget year. The first year of a new Council term will reconfirm the fourth year of the Multi-Year Budget.
2. Early in a new Council term, Council will develop its Strategic Plan. Following that, Council will approve a Multi-Year Budget that includes a four-year average annual tax levy adjustment from rates and four-year water and wastewater rates that address municipal inflationary pressures and funding for additional investments that are aligned with Council's Strategic Plan.

3. After Council approves the Strategic Plan and the Multi-Year Budget, Corporate Leadership Team will continually work with the fluid business plans that clearly outline the current state and future direction of each service. The business plans are intended to identify the strategies and priorities that are driving the strategic direction of the service. All strategies and priorities must be aligned with the Council's Strategic Plan and the funding approved through the Multi-Year Budget. Throughout the Multi-Year Budget process, business plans will be modified for material changes that result from any material amendments through annual updates.
4. The Treasurer, with the support of the Corporate Leadership Team will present to Council a budget that complies with the *Municipal Act, 2001*. The budget will contain adjustments to reflect inflationary pressures and additional investments or disinvestments that would further adjust the budget requirement. Each additional investment or disinvestment submitted for Council consideration shall be supported with a comprehensive business case.
5. In the first year of a budget cycle, the Corporate Leadership Team will be seeking approval of a Multi-Year Budget for a four-year period. Commencing in the second year and in each subsequent year of the multi-year budget, Council is required by the *Municipal Act, 2001* to review and readopt the budget for that year. As part of the review process, Council is required to make changes that are required for the purpose of making the budget compliant with the provisions of the *Act* which include ensuring that the municipality has sufficient funds to pay all debts, amounts required for sinking funds or retirement funds and amounts required for boards, commissions, or other bodies. As such, Council will have the opportunity to make other amendments to the budget annually.

In addition to the matters required to be addressed by the *Municipal Act, 2001*, the scope of annual budget changes may include, but are not limited to, the following:

- a) **New or Changed Regulation** – A new or changed legislation or regulation with a financial impact to the municipality.
- b) **New Council Direction** – A new Council direction that has transpired after the approval of the Multi-Year Budget.
- c) **Cost or Revenue Driver** – A corporate or service area budget adjustment because of changes in economic conditions.

Proposed changes to future years' operating budgets should only be brought forward and approved once per year. Adjustments are limited to once per year, during the annual update period, to ensure that all requests are considered together.

6. The City Treasurer or designate is authorized to make adjustments considered “housekeeping” in nature including operating and capital budget transfers made by a service that do not change the net budget.
7. The City Treasurer or designate would be authorized to release budget funds prior to a new Multi-Year Budget or annual budget update approval up to a prorated amount based on the previous fiscal year’s approved budget. Such authorization will continue for a reasonable period until budget approval of a new Multi-Year Budget or Annual Budget Update.

### **Legislative Authority:**

*Municipal Act, 2001*, Section 291(1) authorizes a municipality to prepare and adopt a budget covering a period of two to five years in the first year to which the budget applies or in the year immediately preceding the first year to which the budget applies. The process for preparing and adopting a multi-year budget and the requirements for a municipality’s budget are prescribed in the *Municipal Act, 2001*.

If a municipality chooses to adopt a multi-year budget, establishing an annual review process is mandatory as outlined in section 291(4) of the *Municipal Act, 2001*. The annual review process requires Council to readopt the budget for that year and subsequent years that the budget applies to ensure the municipality has sufficient funds to pay all debts, amounts required for sinking funds or retirement funds, and amounts required for boards, commissions, or other bodies.

Also, pursuant to section 290(6) of the *Municipal Act, 2001* the passing of a multi-year budget does not limit the power of a municipality to amend or revoke a budget adopted under section 290 nor does it remove the obligation of a municipality to levy taxes/rates in each year.

### **Related Documents:**

- Not applicable.



## MANAGEMENT REPORT

**Date:** July 8, 2024  
**To:** Mayor and Council  
**From:** Juliane vonWesterholt, Consulting Planner (MHBC Planning)  
**Report Number:** COU24-069  
**Attachments:** Reference Plan and Location Map

**Title:** Road Widening Pertaining to Site Plan Application SP21-21, 207 St. Patrick Street

**Objective:** To authorize the conveyance of Part 2 on Reference Plan 44R-5971 from Waterloo Development Inc. to The Corporation of the City of Stratford and to dedicate these lands as public highway for the purpose of a 1.5 metre road widening along St. Patrick Street.

**Background:** Waterloo Development Inc. has made a submission for site plan approval for the proposed use of the subject lands for a commercial parking lot. As a condition of the Site Plan approval the owner will be required to dedicate a 1.5m - metre-wide strip of land to the City of Stratford along the St. Patrick Street frontage for road widening purposes. This dedication shall be free and clear of all encumbrances and all costs shall be the responsibility of the owner.

**Analysis:** Part 2 on Reference Plan 44R-5971 is required to be dedicated to the City of Stratford to satisfy the above-described condition of Site Plan approval and this dedication is for road widening purposes along St. Patrick Street. Upon being transferred to the City, the referenced part(s) shall be dedicated as public highway.

### Financial Implications:

#### Financial impact to current and future year operating budgets:

The owner will be responsible for all costs associated with the transfer of the land to the City of Stratford. Upon assumption of the road widening, there will be negligible impact on annual operating and maintenance costs for the grassed boulevard. The transaction does not have a cash outlay requirement from the City to the property owner.

**Link to asset management plan and strategy:**

As with any property conveyance, the parcel becomes part of the City's land inventory. In the case of minor sections intended to widen the existing road asset, they do not result in an acquisition, rather just an expansion of the existing asset, with no financial consequences of the nominally valued addition.

**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.

**Alignment with One Planet Principles:****Not applicable:**

The conveyance of the road widening will help meet the Design Width of St. Patrick Street and provide the opportunity for improved road design.

**Staff Recommendation: THAT the conveyance of Part 2 on Reference Plan 44R-5971 from Waterloo Development Inc. to The Corporation of the City of Stratford, be authorized;**

**AND THAT upon conveyance of Part 2 on Reference Plan 44R-5971 to the City of Stratford, these lands be dedicated as public highway forming part of St. Patrick Street.**

**Prepared by:** Juliane vonWesterholt BES, MCIP, RPP, Consulting Planner  
(Associate, MHBC Planning)

**Recommended by:** Adam Betteridge, MPA, MCIP, RPP, Director of Building and  
Planning Services  
Joan Thomson, Chief Administrative Officer

Figure 1: Reference Plan 44R-5971

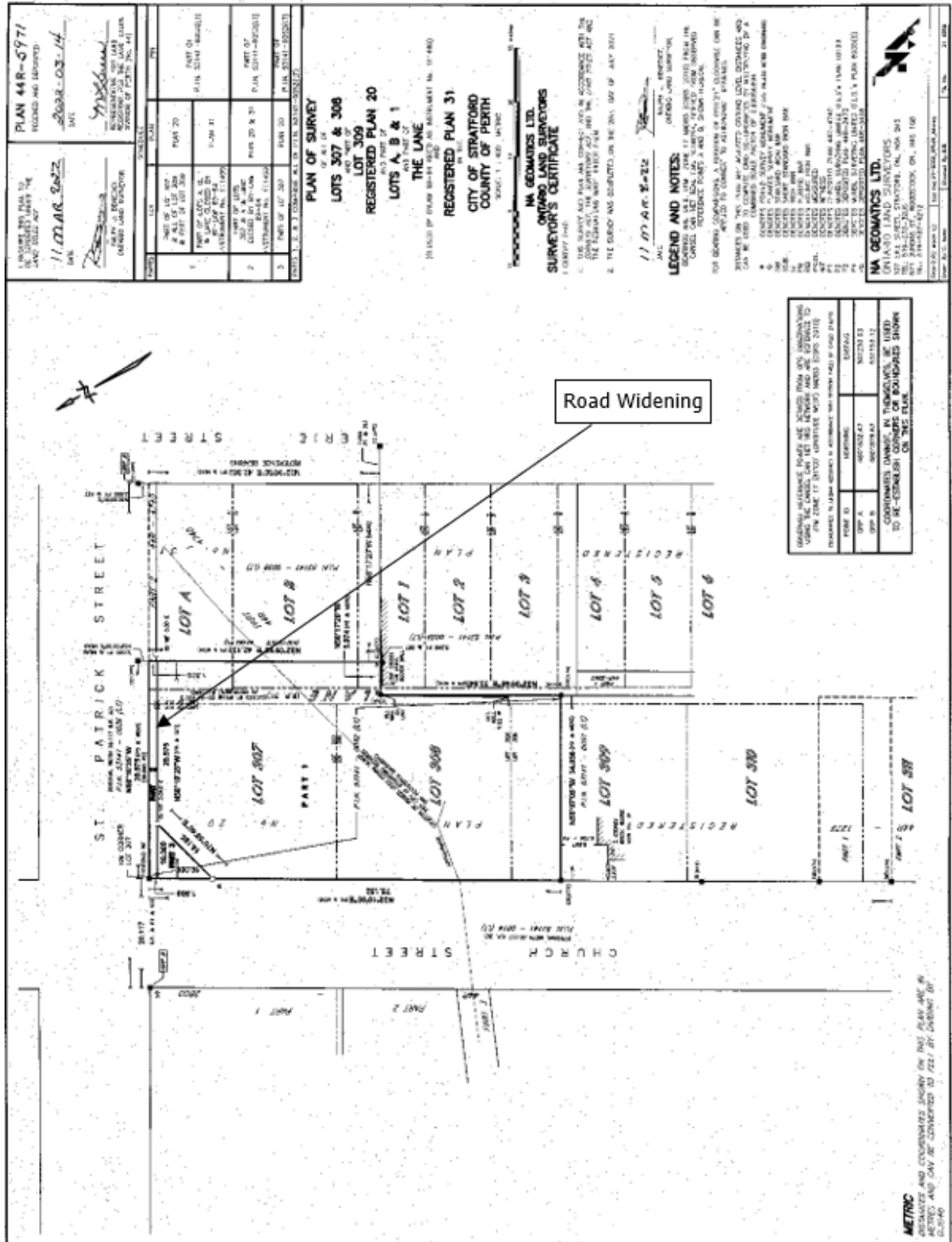
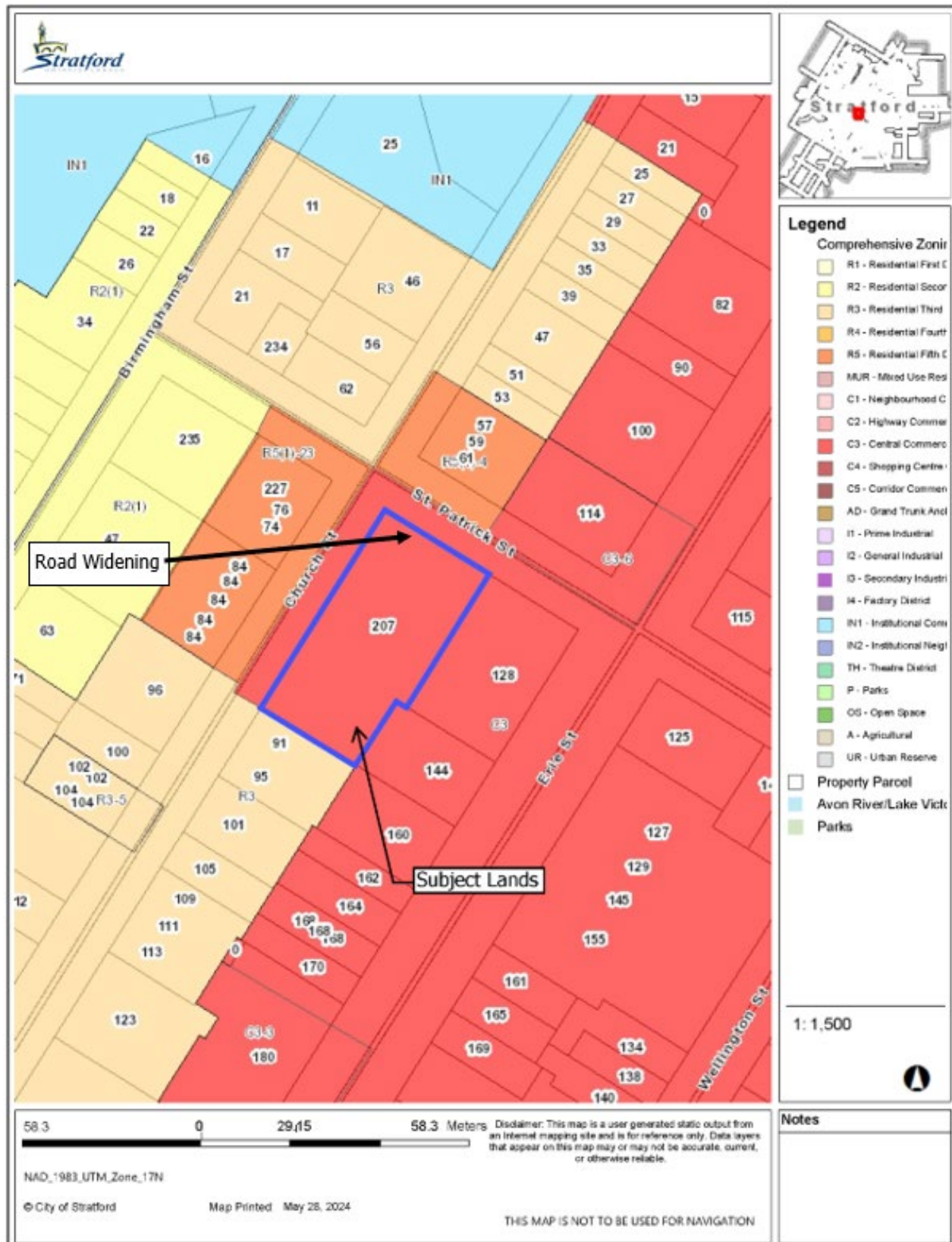




Figure 2: Location Map





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## MANAGEMENT REPORT

**Date:** July 8, 2024  
**To:** Mayor and Council  
**From:** Brent Raycraft, Supervisor of Fleet  
**Report Number:** COU24-070  
**Attachments:** T-2024-14 Bid Summary

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**Title:** Purchase of 4-Wheel Drive Industrial Loader Backhoe and Attachments

**Objective:** To obtain Council approval to award tender T-2024-14 for one 4-Wheel Drive Industrial Backhoe and Attachments to Delta Power Equipment.

**Background:** The Water Division requires a backhoe largely for repair and maintenance of the City's water distribution infrastructure. When there are leaks, breaks, or other issues in the water distribution system, a backhoe can quickly excavate the area around the problem, allowing workers to access and repair the damaged pipes or infrastructure. Currently, these services are facilitated with the use of a 2012 backhoe that is scheduled for lifecycle replacement.

Tender T-2024-14 was posted and closed May 6, 2024.

**Analysis:** Four submitted tenders were received, with Delta Power Equipment having the lowest package price, including attachments and warranty (\$204,285.00 before taxes, \$230,842.05 including HST). The submission met all requested specifications and requirements and references were checked.

The new replacement backhoe provides greater efficiency and cost savings for the Water Division by reducing downtime and the repair and maintenance costs associated with older machinery. The 4-Wheel Drive Industrial Loader Backhoe and its attachments come with a one-year warranty covering all repairs and up to a 60-month warranty for major components.

Additionally, the replacement unit uses a more fuel-efficient engine compared to the existing equipment, being equipped with the new Teir 4 Emissions. This not only enhances fuel efficiency but also helps lower the carbon footprint of our operations.

The price of Delta Power Equipment's submission is within the approved budget for this equipment purchase. The approved budgeted amount of this purchase was

\$250,000.00, and based on estimated costs of another supplier, so the total costs are lower at \$230,842.05 including HST or \$207,880.42 after HST rebate. Amounts budgeted, but not spent remain in the Fleet reserve for future replacements.

### **Financial Implications:**

#### **Financial impact to current and future year operating budgets:**

As these items were included in the 2024 budget, there are no anticipated financial implications. The new equipment will result in reduced fuel and repair costs compared to the existing equipment.

#### **Link to asset management plan and strategy:**

The equipment being replaced has a lifecycle of ten years, and the new equipment will have a similar ten-year lifecycle. Replacement costs of \$25,000 annually are included in the annual budget as transfers to capital reserves set aside of eventual planned replacement.

### **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:**

#### **Material and Products**

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

**Staff Recommendation: THAT the Tender (T-2024-14) for the Supply and Delivery of one 4-Wheel Drive Industrial Loader Backhoe and Attachments be awarded to Delta Power Equipment for a total price of \$230,842.05, including HST.**

**Prepared by:** Brent Raycraft, Supervisor of Fleet

**Recommended by:** Taylor Crinklaw, Director of Infrastructure Services  
Joan Thomson, Chief Administrative Officer

# T-2024-14

Supply and Deliver One (1) 4-wheel Drive Industrial Loader Complete with Loader and Extend Hoe (Backhoe)

Closing Date: June 5, 2024

## **Submission Summary**

<b><u>Vendor</u></b>	<b><u>City/Province</u></b>	<b><u>Submission Name</u></b>	<b><u>Unofficial Value or Notes</u></b>
Delta Power Equipment	Mitchell Ontario	Submission 1	\$191,987.00
Toromont Cat	Concord Ontario	Submission 1	\$214,304.50
Strongco Ltd. Partnership	Brampton Ontario	Submission 1	\$222,949.00
Brandt Tractor	Regina Saskatchewan	Submission 1	\$228,825.00



## MANAGEMENT REPORT

**Date:** July 8, 2024  
**To:** Mayor and Council  
**From:** Tatiana Dafoe, City Clerk  
**Report Number:** COU24-071  
**Attachments:** Appendix A: Closed Meeting Investigation Final Reports 36684-6 and 36684-7

**Title:** Closed Meeting Investigation Final Reports

**Objective:** To provide the findings of two closed meeting investigations conducted by Cunningham, Swan, Carty, Little & Bonham LLP.

**Background:** As of January 1, 2008 any person may request that an investigation be undertaken questioning whether a municipality or local board, or a committee of either, has complied with the closed meeting rules outlined in the Municipal Act, 2001 (the Act).

Pursuant to Section 239(2) of the Act, the City has appointed Local Authority Services Limited (LAS) to provide Closed Session meeting investigation services to the City. LAS is a subsidiary of the Association of Municipalities of Ontario (AMO). It is the role of the investigator to determine compliance with the Municipal Act or the City of Stratford's Procedure By-law with respect to closed meetings and provide a report on the results of such investigations.

LAS has retained and delegated authority to Cunningham, Swan, Carty, Little & Bonham LLP to act as the alternate closed meeting investigator to its participating municipalities. As the closed meeting investigator, they are authorized to conduct investigations on meetings or parts of meetings which are closed to the public.

Section 239 of the Act provides that all meetings of a municipality, including its Council, local boards, and committees, shall be open to the public. Section 239(2) includes a list of exceptions that may be considered in a session closed to the public.

**Analysis:** On January 31, 2024, the Clerk's Office received a request to investigate the January 22, 2024, Committee of the Whole In-camera Session. On June 3, 2024, the

Clerk's Office received a request to investigate the January 8, 2024, Committee of the Whole In-camera Session.

The scope of the requests was to investigate:

- whether the resolution to adjourn into the closed session on January 22, 2024, contained sufficient information to reveal the general nature of the matter under discussion;
- whether Council voted in closed session to settle a matter before the Ontario Land Tribunal.

The requests were provided to the Closed Meeting Investigator and the reports with the findings of their investigations are attached as Appendix A. The reports from the Investigator conclude that in all cases, the City of Stratford did not contravene the Act in respect to the issues identified in the requests.

The final Closed Meeting Investigation reports state:

"The Clerk should identify on the agenda for the next open session Council meeting that this report will be discussed. Staff should consider whether it is appropriate to place the full report on the agenda in advance of Council deciding how the report should otherwise be made public."

Past practice has been to list closed meeting investigation reports directly on the next available Council agenda with a covering report following receipt from the Investigator. The report is then listed on the City's website under the "Accountability and Transparency" page. Staff are seeking direction on whether this practice is to continue. An alternative is for staff to provide notice on the next available agenda under section 8, Notice of Intent, that a report has been received and is to be considered at a subsequent meeting. The final report would then be listed on the agenda of the subsequent meeting.

### **Financial Implications:**

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

Closed meeting investigation services are funded by the City with \$50,000 having been included in the 2024 budget. Under the City's contractual arrangements with the Local Authority Services (LAS), a business services arm of AMO, a \$200 per year retainer is paid to serve as the City's closed meeting investigator. A further fee paid at an hourly rate, plus taxes and reasonable out of pocket expenses, is also payable upon receipt of an itemized invoice. The City has not received the invoices for work performed.

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

Approximately \$20,000 is placed in a reserve annually to cover costs for closed meeting investigation services. The City will continue to place funds in the annual budget for these services.

**Alignment with Strategic Priorities:**

**Not applicable:** This report does not align with one of the Strategic Priorities as the Municipal Act provides that any person or corporation may request an investigation into a closed meeting.

**Alignment with One Planet Principles:**

**Not applicable:** This report does not align with One Planet Principles as the Municipal Act provides that any person or corporation may request an investigation into a closed meeting.

**Staff Recommendation: THAT the Closed Meeting Investigation Final Reports 36684-6 and 36684-7, be received for information;**

**AND THAT direction be given on the process to be followed for making closed meeting investigation reports public.**

**Prepared by:** Tatiana Dafoe, City Clerk

**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Joan Thomson, Chief Administrative Officer

Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

**CONFIDENTIAL**

Jun 21, 2024

**SENT BY EMAIL TO: [TDafoe@stratford.ca](mailto:TDafoe@stratford.ca)**

Mayor and Members of Council  
c/o Tatiana Dafoe, City Clerk  
City of Stratford  
1 Wellington Street  
P.O. Box 818  
Stratford, ON N5A 6W1

Dear Mayor and Members of Council:

**RE: Closed Meeting Investigation  
Our File No.: 36684-7**

This public report of our investigation is being provided to Council in accordance with Section 239.2(1) of the *Municipal Act*. We note that Section 239.2(11) of the *Municipal Act* requires that Council make the report public. The Clerk should identify on the agenda for the next open session Council meeting that this report will be discussed. Staff should consider whether it is appropriate to place the full report on the agenda in advance of Council deciding how the report should otherwise be made public.

Should Council desire, the Closed Meeting Investigator is prepared to attend at the open session meeting to present the report and answer any questions from Council.

At the meeting, Council must first receive the report for information. Council does not have the authority to alter the findings of the report, only consider the recommendations. Per section 239.2 (12), if the report contains a finding that all or part of a meeting was held in closed session contrary to the *Act*, then Council is required to pass a resolution stating how it intends to address the recommendations in the report.

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TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)



The Closed Meeting Investigator has included only the information in this report that is necessary to understand the findings. In making decisions about what information to include, the Investigator is guided by the duties set out in the *Municipal Act*. Members of Council are also reminded that Council has assigned to the Investigator the duty to conduct investigations in response to complaints under the *Municipal Act*, and that the Investigator is bound by the statutory framework to undertake a thorough process in an independent manner. The findings of this report represent the Investigator's final decision in this matter.

## THE COMPLAINT

On June 3, 2024, our office received a closed meeting complaint made to the City on June 2, 2024. The complaint concerned Minutes of Settlement that the City had entered into with respect to a matter before the Ontario Land Tribunal. According to the Complaint, the only time that the matter had appeared on Council's agenda was at a closed session on January 8, 2024. The complaint alleged that Council had never made the substantive decision to settle the matter in public, and therefore sought an investigation on the basis that Council may have made the decision to settle in closed session.

The *Municipal Act* provides the Closed Meeting Investigator with powers which include the ability to interview witnesses and review documents deemed relevant to the investigation process. In conducting the preliminary review, our process included:

- Reviewing the relevant provisions of the *Municipal Act*;
- Correspondence with the complainant; and
- Reviewing agendas, closed session resolutions, and similar documentation.

## ANALYSIS:

It is a requirement of the *Municipal Act* that votes are, by default, held during public meetings of Council. However, the *Municipal Act* provides limited exceptions which allow for some decision making to be done behind closed doors. These exceptions, and how they apply, were the subject of a lengthy report by our office to the City of Stratford in February, 2024. In that report, we explained that two criteria must be met for a vote to be held in closed session:

- 1) The vote must be procedural in nature, or otherwise only providing direction; and
- 2) The vote must pertain to a topic that is covered by one of the *Act's* closed meeting exceptions

Votes can only properly be held in closed session where both criteria are met.

The complaint leading to this investigation was concerned primarily with the January 8, 2024, closed meeting's discussion of the Land Tribunal matter. However, the underlying concern

was whether the Minutes of Settlement entered into by the City were authorized during a closed session. For that reason, we looked at both of these issues separately.

Was an illegal vote held at the January 8, 2024, meeting?

Council did indeed discuss the Ontario Land Tribunal matter during its January 8, 2024, closed session. The minutes reveal a thorough consideration of the issue, and of what position to take. At the end, Council voted to provide its solicitor and CAO with several instructions regarding the City's position.

Above, we noted that two criteria must be met for a vote to be held in closed session.

First, the vote must be procedural in nature, or provide instructions. Having had the opportunity to review the Minutes of Council, we can confirm that the vote simply provided instructions regarding the ongoing OLT matter. We are satisfied that this criterion is met; what Council did in this case was nothing more than providing staff and legal counsel with a position to follow in an ongoing process. This was procedural.

Second, the subject matter of the vote must be on the list of exceptions which allows a meeting to be held in closed session. This vote concerned both legal advice and ongoing tribunal matters. Both legal advice and ongoing litigation are situations where the *Municipal Act* permits a Council to hold discussions in closed session. This, of course, makes sense, as to do so in open session would necessarily undermine the Municipality's legal positions. Therefore, we are satisfied that this criterion is also met.

As a result, we are satisfied that the January 8, 2024, vote was properly held in closed session.

Was the Decision to enter into a settlement made in closed session?

In order to fully investigate this matter, we asked for further information from the City regarding the authority to enter into Minutes of Settlement. The City advised that it relied upon its Delegation of Authority By-Law. A copy of this By-Law was provided to our office; it does indeed delegate to the CAO the authority to resolve litigation, including matters before the OLT, on behalf of the City.

What this means, for the purposes of this investigation, is that Council had delegated its authority to make decisions in this matter to the CAO. The CAO therefore had the authority, in their sole discretion, to enter into a settlement without a further decision of Council being made. Our office only has the authority to investigate closed meetings, and votes taken in closed meetings. Because entering into this settlement didn't actually require a vote of Council, it falls entirely outside of our jurisdiction. The only decision of Council in this regard was the one to delegate this authority, which occurred as part of the Delegation By-Law. No suggestion has been made that this by-law was not voted on in open session.

## **CONCLUSION AND RECOMMENDATIONS**

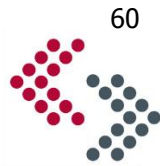
The processes that lead, together, to the Minutes of Settlement ultimately did not offend the rule against voting in closed session. Council correctly used its authority to provide a position to the City's lawyer in closed session, and the CAO correctly used their delegated authority to accept a settlement and resolve ongoing litigation.

In conclusion, we do not find that any illegal vote was held on the matters in question in this Complaint.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**

Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF;jm



Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

**CONFIDENTIAL**

June 21, 2024

**SENT BY EMAIL TO: TDafoe@stratford.ca**

Mayor and Members of Council  
c/o Tatiana Dafoe, City Clerk  
City of Stratford  
1 Wellington Street  
P.O. Box 818  
Stratford, ON N5A 6W1

Dear Mayor and Members of Council:

**RE: Closed Meeting Investigation**  
**Our File No.: 36684-6**

This public report of our investigation is being provided to Council in accordance with Section 239.2(1) of the *Municipal Act*. We note that Section 239.2(11) of the *Municipal Act* requires that Council make the report public. The Clerk should identify on the agenda for the next open session Council meeting that this report will be discussed. Staff should consider whether it is appropriate to place the full report on the agenda in advance of Council deciding how the report should otherwise be made public.

Should Council desire, the Closed Meeting Investigator is prepared to attend at the open session meeting to present the report and answer any questions from Council.

At the meeting, Council must first receive the report for information. Council does not have the authority to alter the findings of the report, only consider the recommendations. Per section 239.2 (12), if the report contains a finding that all or part of a meeting was held in closed session contrary to the *Act*, then Council is required to pass a resolution stating how it intends to address the recommendations in the report.

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TEL: 613-544-0211  
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WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

The Closed Meeting Investigator has included only the information in this report that is necessary to understand the findings. In making decisions about what information to include, the Investigator is guided by the duties set out in the *Municipal Act*. Members of Council are also reminded that Council has assigned to the Investigator the duty to conduct investigations in response to complaints under the *Municipal Act*, and that the Investigator is bound by the statutory framework to undertake a thorough process in an independent manner. The findings of this report represent the Investigator's final decision in this matter.

## THE COMPLAINT

On February 2, 2024, our office received a closed meeting complaint, made to the City on January 31, 2024. The complaint alleged that the agenda for the January 22, 2024 closed session of City Council did not provide enough information as to the general nature of the subject matter being discussed.

The *Municipal Act* provides the Closed Meeting Investigator with powers which include the ability to interview witnesses and review documents deemed relevant to the investigation process. In conducting the preliminary review, our process included:

- Reviewing the relevant provisions of the *Municipal Act*;
- Correspondence with the complainant; and
- Reviewing agendas, closed session resolutions, and similar documentation.

## FACTS:

On January 22, 2024, the following matter was included on Committee of the Whole's agenda to be discussed in closed session:

4.2 Proposed Disposition of Land (Long-Term Care Home) - Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years), and Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)), and A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k)).

A review of the minutes indicates that this agenda accurately reflects the motion that was passed to move into closed session.

## Municipal Act

239 (1) Except as provided in this section, all meetings shall be open to the public.

- (2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

[...]

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

[...]

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- (4) Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution,

(a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or

(b) in the case of a meeting under subsection (3.1), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

## ANALYSIS:

Under the *Municipal Act*, the default position is that meetings of Council and similar bodies are open to the public. This is an important rule, as it reinforces principles of open and accountable government. However, there will, naturally, be circumstances in which Council must address issues that should not be discussed in public; for this reason, the *Act* includes a number of exceptions.

The scheme of the *Act*, and previous decisions of closed meeting investigators, make clear that for a meeting to be properly closed to the public, the following requirements must be met:

1. The meeting must begin in open session, and a resolution must be passed to move into closed session;
2. The resolution to move into closed session must cite the section of the *Act* relied upon and must give a general description of the matters to be discussed; and

3. The content of the meeting must actually fall within the cited exception.

The complaint only addressed the second of these three criteria; our report will, therefore be limited to considering whether the resolution to move into closed session provided a sufficient description of the matters to be discussed.

Even where an exception applies which permits a meeting to be held in closed session, the *Municipal Act* still imposes certain restrictions to ensure the possibility for a level of public scrutiny.

The motion to move into closed session must provide the “general nature” of what is to be discussed. In *Farber v. Kingston (City)* 2007 ONCA 173, the Ontario Court of Appeal described the contents of this requirement as follows:

I think that the resolution to go into closed session should provide a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for excluding the public.

A member of the public, not having been permitted to be present during the closed session, must nevertheless be able to review the motion and have a general idea as to what was discussed except in limited circumstances. This is important, not least of all because, without this step, the public has no way to otherwise hold its Council accountable with respect to the closed meeting.

#### Did Committee of the Whole Pass an Appropriate Resolution in Open Session to Move into Closed Session

The Minutes of January 22, 2024, show that the description provided was simply “Proposed Disposition of Land (Long-Term Care Home)”. We have had the benefit of reviewing the closed meeting minutes, in order to see whether this description matches what was actually discussed. In our opinion, it does. Although the complaint, quite accurately, points out that this description does not disclose whether the City is selling land that has a long term care home on it, or land for the purposes of building a long term care home, and does not reveal the location of the land to be sold, in our opinion, these details are not required. The public is entitled only to a general idea of what is discussed, not the specifics.

## **CONCLUSION AND RECOMMENDATIONS**

We have found that the motion passed to move into closed session, with respect to agenda item 4.2 on January 22, 2024, provided a sufficient amount of general information about the topic being discussed so as to comply with the *Municipal Act*. Accordingly, the complaint is dismissed.

This concludes the investigation and report in this matter.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**

Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF;jm





## MANAGEMENT REPORT

**Date:** July 8, 2024  
**To:** Mayor and Members of Council  
**From:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
**Report Number:** COU24-072  
**Attachments:** None

**Title:** Canada Community-Building Fund

**Objective:** To seek Council approval to enter into the new funding agreement with His Majesty the King for the Canada Community-Building Fund.

**Background:** The Canada Community-Building Fund is administered on behalf of the Federal government by the Association of Municipalities of Ontario (AMO). It has recently undergone some administrative changes and a new agreement has come forward from the Federal government that requires signing by each municipality.

The City has received their allocation details until 2028, as noted below. These allocations are not affected by the new agreement.

2024 - \$2,089,636.18

2025 – \$2,176,704.36

2026 - \$2,176,704.36

2027 - \$2,263,772.53

2028 - \$2,263,772.53

**Analysis:** Changes that are reflected in the agreement include:

- **Resilience** - The disaster mitigation category is now the resilience category.
- **Staff costs** - Are now eligible – with limitations – under the capacity-building category only.
- **Equity** - Municipalities are expected to consider GBA+ lenses when undertaking projects. (Gender-based Analysis Plus (GBA Plus) is an analytical tool used to support the development of responsive and inclusive policies, programs, and other initiatives).

- **Record retention** - Municipalities must retain records for at least six years.
- **Housing needs assessments (HNAs)** - Are required for single-and lower-tier municipalities with a 2021 census population of 30,000 or more by March 31, 2025 (and are encouraged for other municipalities with housing pressures).
- **Housing outcomes resulting from CCBF investment** - Will need to be reported for each project that ended construction in the reporting year.
- **Some related costs are eligible for CCBF funding** - HNAs and studies, strategies, or systems related to housing or land use are eligible under the capacity-building category.
- **Incrementality** - CCBF funds are still expected to complement (without replacing or displacing) other sources of funding for municipal infrastructure –but you are no longer required to monitor a “base amount” or the incremental use of funds.
- **Insurance** - Still required –but you are no longer required to submit a Certificate of Insurance each year.
- **Wording** - Revised the wording –but not the content –of many sections to clarify requirements.

While there are many eligible categories for spending the funding including some enhanced eligible categories, the City has typically allocated CCBF funding to road and linear infrastructure projects for simplicity of reporting and because historically, the fund was only intended for roads. Practically, the largest investment need remains roads, so if the CCBF were to be allocated to some other type of eligible project, then the amount required for roads would have to come from some other source.

### **Financial Implications:**

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

No direct financial implications for this agreement-related report. Should there be delays in submitting an executed agreement, AMO has advised that the July and November instalments could be withheld until the agreements are provided.

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

No direct financial implications for this agreement-related report.

#### **Link to asset management plan and strategy:**

This agreement does not have a direct link, however the funding the City receives makes a significant contribution to the capital program and long-term asset management strategy.

**Legal considerations:**

Not applicable.

**Insurance considerations:**

Not applicable.

**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:**

**Not applicable:** This report does not have a direct connection to the One Planet Principles.

**Staff Recommendation: THAT the entering into of the Municipal Funding Agreement on the Canada Community-Building Fund with the Association of Municipalities of Ontario be authorized;**

**THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Municipal Funding Agreement;**

**AND THAT the Clerk be directed to prepare a by-law authorizing the execution of the agreement.**

<b>Prepared by:</b>	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
<b>Recommended by:</b>	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer Joan Thomson, Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** July 8, 2024  
**To:** Mayor and Council  
**From:** Brent Raycraft, Supervisor of Fleet  
**Report Number:** COU24-073  
**Attachments:** T-2024-07 Bid Summary

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**Title:** Award of Tender T-2024-07

**Objective:** To obtain Council approval to award tender T-2024-07 for the supply and delivery of one Forestry 4x4 One Ton Dually Extended Cab Chassis with installed Aluminum Chipper Box.

**Background:** The Parks and Forestry Division of the Community Services Department currently operates a 2005 Ford Chipper Truck for daily tree trimming and emergency tree services. This Chipper Truck, along with the current 2015 Veermer Woodchipper are scheduled for replacement in 2025. The Veermer woodchipper replacement is being procured separately through Canoe, the competitive group procurement that is offered through the Local Authority Service (LAS).

**Analysis:** Four tenders were submitted meeting the City's specifications, with Winegard Motors Ltd. from Caledonia, Ontario offering the lowest price at \$127,756.00 before taxes, or \$144,364.28 including HST for the truck.

The aluminium woodchipper attachment has been sourced separately through competitive process via Canoe/LAS. The lowest price offering for the attachment meeting all stated specifications was \$75,060.88 before HST, or \$84,818.79 HST included. The Director of Infrastructure Services has delegated authority to purchase this piece of equipment, which is being done separately.

The new equipment offers enhanced efficiency and supports environmentally friendly initiatives. The replacement vehicle features a more fuel-efficient engine, reducing our carbon footprint. In addition to the environmental benefits, this updated equipment reduces downtime and lowers repair and maintenance costs associated with older equipment. The vehicle comes with a three-year engine warranty and a five-year warranty on the cutting disc and feed wheel.

The total price of the Winegard Motors Ltd. submission along with the woodchipper attachment is within the approved budget for this vehicle and equipment purchase of \$265,000.00. The total costs for both the truck and woodchipper attachment is 202,816.88 before taxes, or \$229,183.07 including HST, which is \$206,386.46 after HST rebate.

Staff are requesting Council approval to purchase the Chipper Truck.

### **Financial Implications:**

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

As these items were included in the 2024 budget, there is no financial implications to the operating budget to report. The new vehicle and woodchipper attachment will result in reduced fuel and repair costs compared to the existing equipment.

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

Regular maintenance and repairs are included in the annual operating budgets and there is no expected impact as a result of this replacement purchase.

#### **Link to asset management plan and strategy:**

The vehicle and equipment being replaced each have a lifecycle of ten years, and the new equipment will have a similar ten-year lifecycle. Replacement costs of \$26,500 annually are included in the annual budget as transfers to capital reserves set aside of eventual planned replacement.

### **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:**

#### **Material and Products**

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

**Staff Recommendation: THAT the Tender (T-2024-07) for the Supply and Delivery of one Forestry 4x4 One Ton Dually Extended Cab Chassis be awarded to Winegard Motors Ltd. at a total tender price of \$144,364.28, including HST.**

#### **Prepared by:**

Brent Raycraft, Supervisor of Fleet

#### **Recommended by:**

Taylor Crinklaw, Director of Infrastructure Services

Joan Thomson, Chief Administrative Officer

# T-2024-07

## Supply and Deliver One Forestry Truck

Closing Date: May 28, 2024

### **Submission Summary**

<b><u>Vendor</u></b>	<b><u>City/Province</u></b>	<b><u>Submission Name</u></b>	<b><u>Unofficial Value or Notes</u></b>
Winegard Motors Ltd	Caledonia, Ont.	Submission 1	\$144,364.28
Blue Mountain Chrysler LTD.	Collingwood Ont.	Submission 1	\$156,359.23
Downtown Autogroup	Toronto Ont.	Submission 1	\$164,561.90
Lunar Contracting	Oakville Ont.	Submission 1	\$178,698.20



## MANAGEMENT REPORT

**Date:** July 8, 2024  
**To:** Mayor and Council  
**From:** Tatiana Dafoe, City Clerk  
**Report Number:** COU24-074  
**Attachments:** None

**Title:** Downtown Stratford Business Improvement Area Board of Management Appointment

**Objective:** To consider appointments to the Downtown Stratford Business Improvement Area Board of Directors for the 2022-2026 term of Council.

**Background:** The Downtown Stratford Business Improvement Area is Stratford Ontario's only Business Improvement Area (BIA). The Board of Management of the Downtown Stratford BIA consists of up to eight (8) volunteers who are business owners or representatives in the Stratford BIA boundaries, in addition to a City Council representative. The positions are for a four year term that runs concurrently with city council terms.

### Eligibility

1. Every person who owns a commercial or industrial property within an area where a business improvement area (BIA) is established, who is shown on the last revised assessment roll of the City of Stratford is responsible for paying the BIA levy, is subject to receiving notices and therefore eligible to be appointed to the Board of Directors.
2. In the BIA, every person who operates a business, either owning the business premises or holding them under a lease requiring the payment of property taxes, is subject to receiving notice and therefore is eligible to be appointed to the Board of Directors.
3. Every person operating a business in leased space under a gross lease entered into on or before June 11, 1998 is a member of the (BIA) City Centre whether or not the landlord has exercised the right to make the business owner responsible for the (BIA) City Centre levy.

4. Incorporated members shall be represented only by a named person so designated in the corporation's official designation letter for that purpose filed with the City of Stratford.

Notwithstanding Paragraph 3 above, every person operating a business in leased space under a gross lease that was entered into between January 16, 1997 (the date of the introduction of the Fair Municipal Finance Act, 1997 which repealed the business occupancy tax) and June 11, 1998 (the date the Small Business and Charities Protection Act, 1998 took effect) is eligible for appointment if the landlord and tenant took the elimination of the business occupancy tax into account when determining the rent. Every person who is not subject to notice, is therefore, not eligible for appointment.

Every person operating a business in leased space under a gross lease that was entered into after June 11, 1998 is not subject to notice, are therefore, not eligible for appointment.

## **Analysis:**

### **Appointments**

City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

Two vacancies remain on the BIA Board and two applications have been received from the following individuals:



- Ryan O'Donnell - Mercer Kitchen + Beer Hall + Hotel, The Prune Restaurant
- Carl Gross – Alley Cat Café

Staff are seeking direction on additional appointments to the BIA Board.

### **Financial Implications:**

#### **Financial impact to current and future year operating budgets:**

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

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

**Not applicable:** This report does not directly relate to one of Council's Strategic Priorities.

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

**Not applicable:** This report does not directly relate to the One Planet Principles.

**Staff Recommendation: THAT direction be given on the appointment of two members to the Downtown Stratford Business Improvement Area Board of Management for the remainder of the four-year term to November 14, 2026, or until successors are appointed by Stratford City Council.**

**Prepared by:** Tatiana Dafoe, City Clerk



Dear Miranda,

### **September is Childhood Cancer Awareness Month**

Childhood Cancer is the number one cause of death by disease of Canadian children.<sup>i</sup>

The latest data shows that incidence rate of childhood cancer in Ontario is increasing by approximately 1% per year (1986-2018)<sup>ii</sup>.

On behalf of Childcan, I am writing to ask you to proclaim September as Childhood Cancer Awareness Month in Stratford. I have enclosed a draft proclamation for your review.

Faced with the news that their child has cancer, families from across western Ontario have turned to Childcan for direct support since 1974. Financial assistance, emotional support, social programs, research funding – it's all supported solely by donors who get involved because they know that childhood cancer is an experience that nobody thinks they will face, let alone one that families can prepare for.

There are families in your area that are struggling with this reality.

Childcan's vision is to make childhood cancer a health priority, fund innovative research, and expand family supports until childhood cancer is eliminated.

I strongly believe in Childcan's vision.

You can help us achieve our vision and stem the increasing incidence rates by proclaiming September as Childhood Cancer Awareness Month and flying our gold ribbon flag. By recognizing this month, you will show support for those affected, remember those who have passed, and bring hope for a future where childhood cancer is no longer the number one cause of death by disease for Canadian children.

If you have any questions or queries, please don't hesitate to reach out to me at [Sarah@childcan.com](mailto:Sarah@childcan.com) or 519-685-3500.

We appreciate your support and your consideration of this request.

Sincerely,

*Sarah Dimitropoulos*

Sarah Dimitropoulos  
Community Fundraising & Events Associate

<sup>i</sup> <https://www.childhoodcancer.ca/Your-Impact/Childhood-Cancer-Statistics-Resources>

<sup>ii</sup> Incidence rate statistic provided by Pediatric Oncology Group of Ontario. Childhood Cancer in Ontario: The 2020 POGO Surveillance Report. Toronto: Pediatric Oncology Group of Ontario; 2020.



**BY-LAW NUMBER XXX-2024  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to accept the transfer (conveyance) from Waterloo Development Inc. of Part 2 on Reference Plan 44R-5971.

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**WHEREAS** Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 10(1) of the Municipal Act, 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** a condition of site plan approval requires the owner, being Waterloo Development Inc. to dedicate a 1.5m -metre-wide strip of land to the City of Stratford along the St. Patrick Street frontage for road widening purposes;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

1. That The Corporation of the City of Stratford shall accept a conveyance of Part Lots 307 and A and Lane closed by By-law 69-64 Instrument No. 111499, Plan 20 and 31, being part of P.I.N. 53141-0052 (LT), now designated as Part 2 on Reference Plan 44R-5971 for the widening of St. Patrick Street from Waterloo Development Inc.
2. That the Mayor and Clerk, or their respective delegates, of The Corporation of the City of Stratford are hereby authorized to execute all documents necessary for this conveyance that have been prepared by or reviewed by the City Solicitor.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of July, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2024  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to dedicate Part 2 on Reference Plan 44R-5971 as public highway forming part of St. Patrick Street in the City of Stratford.

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**WHEREAS** Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 31(2) of the Municipal Act, 2001, provides that after January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money;

**AND WHEREAS** The Corporation of the City of Stratford is the owner of Part 2 on Reference Plan 44R-5971;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

1. The lands described in Section 2 herein are hereby dedicated as public highway forming part of St. Patrick Street in the City of Stratford.
2. The lands referred to in Section 1 hereof are described as being:  
  
Part Lots 307 and A and Lane closed by By-law 69-64 Instrument No. 111499, Plan 20 and 31, being part of P.I.N. 53141-0052 (LT), now designated as Part 2 on Reference Plan 44R-5971.
3. That this By-law shall come into force upon registration with the Land Titles Office for Perth County.
4. That the City Solicitor is hereby authorized to register or have registered, this By-law in the Land Titles Office for Perth County.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th of July, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2024  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to authorize the acceptance of a tender, from Delta Power Equipment for the supply and delivery of one 4-Wheel Drive Industrial Loader Backhoe and Attachments (T-2024-14).

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**WHEREAS** Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, ("the Municipal Act, 2001") provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 10(1) of the Municipal Act, 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

1. That the tender (T-2024-14) of Delta Power Equipment for the supply and delivery of one 4-Wheel Drive Industrial Loader Backhoe and Attachments, be accepted and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the contract for the said work and to affix the Corporate seal thereto.
2. That the accepted amount of the tender (T-2024-14) for the supply and delivery of one 4-Wheel Drive Industrial Loader Backhoe and Attachments is \$230,842.05, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of July, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2024  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to authorize the execution of the Municipal Funding Agreement on the Canada Community Building Fund with The Association of Municipalities of Ontario to March 31, 2034.

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**WHEREAS** Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, ("the Municipal Act, 2001") provides that a municipal power shall be exercised by By-law;

**AND WHEREAS** Section 8(1) of the Municipal Act, 2001, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Government of Canada, the Government of Ontario, The Association of Municipalities of Ontario ("AMO"), and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the "Administrative Agreement"), which governs the transfer and use of the Canada Community-Building Fund ("CCBF") in Ontario;

**AND WHEREAS** AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake certain activities as set out in the Agreement;

**AND WHEREAS** Council for The Corporation of the City of Stratford wishes to enter into a Municipal Funding Agreement to access Canada Community Building Fund funding with AMO from April 1, 2024 up to and including March 31, 2034;

**NOW THEREFORE BE IT ENACTED** by the Council of The Corporation of the City of Stratford as follows:

1. That the Municipal Funding Agreement on the Canada Community Building Fund dated the 1st day April, 2024 between The Corporation of the City of Stratford and The Association of Municipalities of Ontario, be entered into and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the said agreement on behalf of and for this Corporation and to affix the corporate seal thereto.

Read a FIRST, SECOND and THIRD time and  
FINALLY PASSED this 8th day of July, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2024  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to authorize the acceptance of a tender, from Winegard Motors Ltd. for the supply and delivery of one Forestry 4x4 One Ton Dually Extended Cab Chassis (T-2024-07).

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**WHEREAS** Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, ("the Municipal Act, 2001") provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 10(1) of the Municipal Act, 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

1. That the tender (T-2024-07) of Winegard Motors Ltd. for the supply and delivery of one Forestry 4x4 One Ton Dually Extended Cab Chassis, be accepted and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the contract for the said work and to affix the Corporate seal thereto.
2. That the accepted amount of the tender (T-2024-07) for the supply and delivery of one Forestry 4x4 One Ton Dually Extended Cab Chassis is \$144,364.28, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of July, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe





**BY-LAW NUMBER XXX-2024  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to amend By-law 4-2023, as amended, to make appointments to the Downtown Stratford Business Improvement Area Board of Management.

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**WHEREAS** Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Council of The Corporation of the City of Stratford adopted By-law 4-2023 to appoint Council Members to Sub-committees of Council and Standing Committees of Council and to Advisory Committees, Boards and Agencies and to appoint Citizens to Advisory Committees and Boards during the 2022 term of municipal office;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it necessary to amend By-law 4-2023 to make further appointments to the Downtown Stratford Business Improvement Area Board of Management;

**NOW THEREFORE BE IT ENACTED** by the Council of The Corporation of the City of Stratford as follows:

1. That section 2.5 d) of By-law 4-2023, as amended, be deleted and replaced with the following new section 2.5 d):
  - 2.5 b) That (insert name) is hereby appointed as a Director to the Board of Management of the Downtown Stratford Business Improvement Area (BIA) for a four-year term to November 14, 2026, or until a successor is appointed by City Council.
- 2 That Section 2.5 f) of By-law 4-2023, as amended, be deleted and replaced with the following new section 2.5 f):
  - 2.5 f) That (insert name) is hereby appointed as a Director to the Board of Management of the Downtown Stratford Business Improvement Area (BIA) for a four-year term to November 14, 2026, or until a successor is appointed by City Council.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of July, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



## **STRATFORD CITY COUNCIL**

### **CONSENT AGENDA**

July 8, 2024

<b>REFERENCE NO.</b>	<b>CONSENT AGENDA ITEM</b>
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- |             |   |
|-------------|---|
| CA-2024-116 | <p>In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:</p> <p>Brunswick Street between Well Street and Bay Streets, in the City of Stratford will be closed from 12:30 p.m. June 18, 2024 to approximately 4:00 p.m. for tree removal.</p>  |
| CA-2024-117 | <p>In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:</p> <p>In addition to the road closures cited on the June 24, 2024 Consent Agenda for the Stratford Live Music and Food event, the York Street Parking Lot will be closed from Thursday, June 20 at 6:00 a.m. until Monday, June 24 at 7:00 a.m.</p>   |
| CA-2024-118 | <p>In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:</p> <p>Short Street between O'Loane Avenue and Matilda Street in the City of Stratford was closed June 20 at 3:30 p.m. for an emergency hydro repair.</p>  |
| CA-2024-119 | <p>In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:</p> <p>The following street will be temporarily closed to through traffic from 8:30 a.m. until 10:30 a.m. Monday, July 15 to load the Barge into the Avon River for the Stratford Summer Music's – BargeMusic Series:</p> <ul style="list-style-type: none"> <li>• Lakeside Drive North from Lakeside Drive to William Street</li> </ul> <p>Additionally, the following street will be temporarily closed to through traffic from 8:30 a.m. until 10:30 a.m. Monday, August 12 to unload the Barge from the Avon River:</p> <ul style="list-style-type: none"> <li>• Lakeside Drive North from Lakeside Drive to William Street</li> </ul> |

CA-2024-120

In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:

The following streets will be temporarily closed to through traffic from 5:00 p.m. until 11:00 p.m. Monday, July 1 for the Canada Day Fireworks Celebration:

- Oakdale Avenue from O'Loane Avenue to Forman Avenue
- Matilda Street from Galt Road to Bell Court



**BY-LAW NUMBER XXX-2024  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on July 8, 2024.

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**WHEREAS** subsection 5(1) of the *Municipal Act, 2001, S.O. 2001 c.25*, as amended, (*the Act*) provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** subsection 5(3) of the *Act* provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

**NOW THEREFORE BE IT ENACTED** by the Council of The Corporation of the City of Stratford as follows:

1. That the action of the Council at its meeting held on July 8, 2024, in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of July, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe