



The Corporation of the City of Stratford
Infrastructure, Transportation and Safety Committee
Open Session
AGENDA

Date: Monday, July 8, 2024

Time: 7:05 P.M.

Location: Council Chamber, City Hall

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

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

To watch the Committee meeting live, please click the following link:

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

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

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

Pages

1. Call to Order

The Chair to call the Meeting to Order.

Councillor Hunter provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a

member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Sub-committee Minutes

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Sub-committee minutes are attached for background regarding the discussion held at the June 26, 2024 Sub-committee meeting.

4. Delegations

None scheduled.

5. Report of the Director of Infrastructure Services

5.1 Stratford Landfill Public Input Invite June 2024 (ITS24-012)

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Staff Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input June 2024;

AND THAT the report titled Stratford Landfill Public Input Invite June 2024 (ITS24-012) be received for information.

Motion by

Sub-committee Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input June 2024;

AND THAT the report titled Stratford Landfill Public Input Invite June 2024 (ITS24-012) be received for information.

6. Report of the Director of Community Services

6.1 Exemption to Noise Control By-law 113-79 for a private event held at Memorial Baptist Church in Stratford (ITS24-011)

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Staff Recommendation: THAT approval be granted to the event organizers from Memorial Baptist Church, located at 113 Bruce Street, Stratford for an exemption to Noise Control By-law 113-79 for a private event to be held on Saturday, August 10, 2024 from 5:00 p.m. to 11:00 p.m. from the following provisions:

- Unreasonable noise [Schedule 1 clause 8]
- The operation of loudspeakers and amplification of sound [Schedule 2 Clause 2]

Motion by

Sub-committee Recommendation: THAT approval be granted to the event organizers from Memorial Baptist Church, located at 113 Bruce Street, Stratford for an exemption to Noise Control By-law 113-79 for a private event to be held on Saturday, August 10, 2024 from 5:00 p.m. to 11:00 p.m. from the following provisions:

- Unreasonable noise [Schedule 1 clause 8]
- The operation of loudspeakers and amplification of sound [Schedule 2 Clause 2]

7. For the Information of Committee

7.1 Department Update

A copy of the update has been posted to the City's website on the "Engineering Division" page.

7.2 Advisory Committee/Outside Board Minutes

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

- Active Transportation Advisory Committee Minutes of April 24, 2024
- Energy and Environment Advisory Committee Minutes of May 2, 2024
- Accessibility Advisory Committee Minutes of May 7, 2024

8. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

Committee Decision: THAT the Infrastructure, Transportation and Safety Committee meeting adjourn.



The Corporation of the City of Stratford Infrastructure, Transportation and Safety Sub-committee MINUTES

Date: June 26, 2024
 Time: 4:30 P.M.
 Location: Council Chamber, City Hall

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

Regrets: Councillor Hunter

Staff Present: Taylor Crinklaw - Director of Infrastructure Services, Neil Anderson - Director of Emergency Services/Fire Chief, Audrey Pascual - Deputy Clerk, Miranda Franken - Council Clerk Secretary

1. Call to Order

The Chair called the Meeting to Order.

Councillor Hunter provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Respectful Workplace Policy Statement

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

June 26, 2024

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

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a Member at the June 26, 2024 Infrastructure, Transportation and Safety Sub-committee meeting.

3. **Delegations**

None scheduled.

4. **Report of the Director of Infrastructure and Development Services**

4.1 **Stratford Landfill Public Input Invite June 2024 (ITS24-012)**

Staff Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input June 2024;

AND THAT the report titled Stratford Landfill Public Input Invite June 2024 (ITS24-012) be received for information.

Sub-committee Discussion: The Director of Infrastructure Services provided an overview of the report, highlighting the following:

- Environmental Compliance Approval for the Stratford Landfill Site requiring the public to be invited to provide feedback twice annually;
- one response having been received regarding compost at the Landfill;
- staff aiming to make compost available to residents for the spring gardening session;
- 2024 spring dates not having been met as the compost had not met temperature requirements for safe residential use;
- the contract with TRY Recycling, the company screening the Cities compost, stipulating that compost be provided to the City in the interim should our compost not meet requirements for public use;
- compost having been provided and being available to the general public at the Landfill now; and

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- staff anticipating the City's compost being ready for public use in the coming weeks.

It was noted this year's compost is good quality.

Motion by Councillor McCabe

Sub-committee Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input June 2024;

AND THAT the report titled Stratford Landfill Public Input Invite June 2024 (ITS24-012) be received for information.

Carried

5. Report of the Director of Community Services

5.1 Exemption to Noise Control By-law 113-79 for a private event held at Memorial Baptist Church in Stratford (ITS24-011)

Staff Recommendation: THAT approval be granted to the event organizers from Memorial Baptist Church, located at 113 Bruce Street, Stratford for an exemption to Noise Control By-law 113-79 for a private event to be held on Saturday, August 10, 2024 from 5:00 p.m. to 11:00 p.m. from the following provisions:

- Unreasonable noise [Schedule 1 clause 8]
- The operation of loudspeakers and amplification of sound [Schedule 2 Clause 2]

Sub-committee Discussion:

Motion by Councillor Beatty

Sub-committee Recommendation: THAT approval be granted to the event organizers from Memorial Baptist Church, located at 113 Bruce Street, Stratford for an exemption to Noise Control By-law 113-79 for a private event to be held on Saturday, August 10, 2024 from 5:00 p.m. to 11:00 p.m. from the following provisions:

- Unreasonable noise [Schedule 1 clause 8]
- The operation of loudspeakers and amplification of sound [Schedule 2 Clause 2]

Carried

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6. Department Update

Sub-committee Discussion: The Director of Infrastructure Services provided the following highlights from the department update:

- parking concerns on Well Street having been received from members of the public;
- Well Street being a narrower street and limits to parking may negatively impact parking in the general area due to intensification initiatives such as secondary and garden suites;
- staff not changing parking on streets unless associated with a reconstruction project, as it enables a review of parking and any potential impacts;
- staff recommending that if a review of parking on Well Street were to be completed that the review be completed for the entire neighbourhood as conditions are similar;
- the broader review being more extensive as staff would need to review from a planning perspective how much parking is available for the amount of residents in the area; and
- a further review not being completed unless directed by Council.

Discussion on this matter took place between Sub-committee and staff.

Highlights of the discussion included;

- there being no plan to reconstruct Well Street in the next 5 years and staff intending for the current parking plan to remain unless directed otherwise;
- parking being permitted on some collector streets;
- staff having completed an extensive review of parking signage in 2020 and found the by-law did not align with what was observed on the streets;
- staff having rectified areas where signage should be permitted; and
- staff currently addressing parking concerns as they arise and verify if the concern has been stipulated in the by-law.

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The Director of Infrastructure Services highlighted the following additional items from the department update:

- Erie Street resurfacing project anticipated to start mid July;
- Huron Street line painting anticipated to start near the end of July;
- Perth Line 36 has re-opened as the construction ceased due to higher than anticipated ground water, and work is to be continued at a later date with a road closure anticipated in the fall;
- staff having addressed concerns regarding water security prompted by the Calgary water situation which relies on a single feeder main;
- Stratford having several pumping stations and wells throughout the city which supply water, as well as locations which have redundancy, if a main break were to occur;
- if a main break were to occur staff would isolate the break location, approximately 12 houses would be impacted, and the remainder of the City would have the remaining pumping stations supplying water and pressure;
- staff having several procedures in place to ensure water will continue throughout the City and the risk being low;
- approximately one month ago, the water pollution control plant having encountered higher than anticipated pressure and the emergency release valve, which is connected to avoid pressure buildup, having failed which staff are reviewing;
- two digestives in the facility remaining operational however staff advise this item will have to be addressed before winter 2024 when it will become difficult to manage the sludge coming out of the facility;
- the plant operator, Ontario Clean Water Agency, having engaged contactors to start the preliminary work required to undertake an investigation determining the damage, how to navigate the repair, the cost and extent of repair,
- the work to be done and cost will be dependent on what is observed however the damage is likely to cost a minimum of \$60,000 - \$100,000, with final numbers being included in the consultation report;

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- a Management Report outlining the findings and an action plan being expected to be provided to Council late summer or early fall; and
- staff reviewing the draft Community Climate Action Plan with a Management Report being finalized and expected to be made public for the July 24, 2024 meeting.

7. Advisory Committee/Outside Board Minutes

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

- Active Transportation Advisory Committee Minutes of April 24, 2024
- Energy and Environment Advisory Committee Minutes of May 2, 2024
- Accessibility Advisory Committee Minutes of May 7, 2024

8. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is July 24, 2024 at 4:30 p.m. in the Council Chamber, City Hall.

9. Adjournment

Motion by Councillor McCabe

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

Carried

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:45 P.M.



MANAGEMENT REPORT

Date: June 26, 2024
To: Infrastructure, Transportation and Safety Sub-committee
From: Emily Skelding, Supervisor of Waste Operations
Report Number: ITS24-012
Attachments: Email Correspondence

Title: Stratford Landfill Public Input Invite June 2024

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

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

Analysis: Notice was placed in the Beacon Herald Town Crier and Marketplace from May 11th through June 22nd, 2024, inclusive, inviting citizens to provide comments on the operation of the landfill site or request to appear as a delegation at the June 2024 Infrastructure, Transportation and Safety Sub-committee meeting.

One response was received by Staff as of June 6th, with comments and suggestions summarized below.

Comment 1: An inquiry was received regarding the availability of compost at the landfill.

Response 1: Staff confirmed that the composting process is ongoing, with a provincially mandated period of active composting, curing and final testing before this material can be made available for use. It is expected that compost will be available at the end of June. Additionally, wood chips are available at the landfill on a first come first serve basis.

Financial Implications:

Financial impact to current year operating budget:

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

Financial impact on future year operating budget:

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

Alignment with Strategic Priorities:**Developing our Resources**

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

Alignment with One Planet Principles:**Culture and Community**

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

Zero Waste

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

Zero Carbon Energy

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

Staff Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input June 2024;

AND THAT the report titled Stratford Landfill Public Input Invite June 2024 (ITS24-012) be received for information.

Prepared by:

Emily Skelding, Supervisor of Waste Operations

Recommended by:

Taylor Crinklaw, Director of Infrastructure Services

Joan Thomson, Chief Administrative Officer

From: Brian Fewkes
To: Michelle Cronin
Subject: landfill input
Date: Friday, May 31, 2024 1:08 PM

I was just wondering why it seems so hard to get compost from the landfill. Last year they had none and this year I was told it would not be screened until the end of May and when I recently inquired at the dump I was told it would not be before the end of June at the earliest. Most of the planting season will be over by then. Thank you. Brian



MANAGEMENT REPORT

Date: June 26, 2024
To: Infrastructure, Transportation, Safety Sub-committee
From: Heather Denny, Events Coordinator
Report Number: ITS24-011
Attachments: None

Title: Exemption to Noise Control By-law 113-79 for a private event held at Memorial Baptist Church in Stratford.

Objective: To consider a request from Noise Control By-law 113-79 for a private event held on Saturday, August 10, 2024 from 1:00p.m. to 11:00p.m. at Memorial Baptist Church which is located at 113 Bruce Street, Stratford.

Background: Noise by-laws are designed to reduce and control both unnecessary and excessive sound which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods. The Noise By-law identifies different rules and restrictions for noise based on 4 geographical areas throughout the city known as zones (Quiet zone, Residential zone, Commercial zone, Park zone).

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

Any new exemption to Noise Control By-law 113-79 is subject to Council review and final decision.

Analysis: This private event will be held at 113 Bruce Street and event organizers are requesting an exemption to Noise Control By-law 113-79 in a Residential Zone.

The intent of this noise exemption request on Saturday, August 10, 2024 from 5:00p.m. to 11:00p.m. in a residential zone, is to;

- Permit the noise produced by the event.
- Permit the operation of loudspeakers and amplification of sound for music played.

Impacts to Noise Control By-law 113-79 in a Residential Zone

Below are the schedules and clauses within the Noise By-law applicable to this event.

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

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

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

Notice of Intent to Neighbouring Residents

A notice of the noise exemption request was issued in the Town Crier, and the event organizers hand delivered 26 notices to residents within 120m of the event location. The deadline for comments due back to staff and organizers was Friday, May 24, 2024. To date, no responses have been received.

Financial Implications:

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

Alignment with One Planet Principles:

Health and Happiness

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

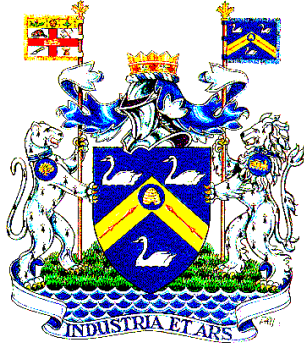
Culture and Community

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

Staff Recommendation: THAT approval be granted to the event organizers from Memorial Baptist Church, located at 113 Bruce Street, Stratford for an exemption to Noise Control By-law 113-79 for a private event to be held on Saturday, August 10, 2024 from 5:00 p.m. to 11:00 p.m. from the following provisions:

- **Unreasonable noise [Schedule 1 clause 8]**
- **The operation of loudspeakers and amplification of sound [Schedule 2 Clause 2]**

Prepared by: Heather Denny, Events Coordinator
Recommended by: Tim Wolfe, Director of Community Services
 Joan Thomson, Chief Administrative Officer



Active Transportation Advisory Committee

MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, April 24, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: David Daglish – Chair Presiding, Councillor Jo-Dee Burbach, Councillor Harjinder Nijjar, John Lewis, Pat Ranney – Cycle Stratford Representative

Staff Present: Nick Sheldon – Project Manager, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Regrets: Inspector Jason Clarke – Stratford Police Services

1. Call to Order

The Chair called the meeting to order at 7:04 p.m.

Reading of the Land Acknowledgement and Moment of Silent Reflection.

Reading of the Respectful Workplace Policy.

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Councillor Burbach

Seconded by Councillor Nijjar

THAT the minutes from the Active Transportation Advisory Committee meeting dated March 27, 2024 be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 Bike Month Event Update

Vicky Trotter, Council Committee Coordinator provided the following updates on the June 2, 2024 Bike Event:

- on April 10, 2024 all closure notices were mailed out to the addresses on Marketplace;
- the BIA, Huron Perth Public Health and Perth Pride are unfortunately not available to assist with the event;
- Stratford Police Services and Park Patrol are confirmed for the event;
- pylons will be obtained for the rally area;
- a bubble machine has been ordered and it can be used at future events or loaned out;
- sidewalk chalk and bubble soap will be purchased;
- prepackaged snacks and drinks in recyclable packaging will be purchased
- coffee will be purchased for the volunteers;
- prize baskets will be made up again this year.
- Councillor Burbach has volunteered to reach out to the local bike shops to inquire if they will donate;
- HPPH and Cycle Stratford both have extra bike lights available that could be given out this year;
- Councillor Burbach has completed the promotional poster for the event which has been posted on the community board at City Hall and will be posted on social media;
- David Daglish will pick up the bike valet on Friday, May 31, 2024 at the Agriplex and bring it to Market Square;
- barricades will be dropped off in Market Square prior to the event;
- volunteers are to arrive at Market Square between 8:30 - 9:00 a.m.

4.2 Report Card Update

A draft copy of the report card was circulated to members with the agenda package for review.

ATAC members provided the following feedback:

- Pat Ranney suggested that goals should be included in the next report card to evaluate what progress has been made. Staff noted that subsequent report cards will coincide with the Master Transportation Plan and will include this data;
- Pat Ranney asked for clarification between the data relating to bicycle lanes (9.11 km) and the total length of signed cycling routes (3.709 km). Councillor Burbach explained that signed cycling routes do not have lanes, they are identified by signage only. The 9.11 kms of bike lanes have actual painted lanes on the road;
- members suggested removing the line for the number of public wayfinding displays as there is no data;
- members suggested removing number of elementary schools that have participated in the Active and Safe Routes to School program as there is no current data;
- Councillor Burbach reported that the number of annual walking, running or cycling events for 2022 should be 13;
- John Lewis suggested shortening the total length of signed cycling routes to 3.7 to keep the data consistent with one decimal point.

Motion by Pat Ranney

Seconded by John Lewis

THAT the Active Transportation Advisory Committee proceeds with the 2022 Active Transportation Report Card with the above noted amendments and spend up to a maximum of \$500.00 from their 2024 budget. Carried

Councillor Burbach inquired with staff regarding John Street previously having bike lanes and since being repaved now has a parking lane added. Nick Sheldon, Project Manager, stated there was a centre line previously painted on John Street and currently a white line has been painted to narrow the lanes.

Staff will list this item on the next agenda for further discussion regarding a proposal for bike lanes on John Street based on the Master Transportation Plan.

4.3 Update on New Bike Racks

Councillor Burbach reported that once the final quote has been received a proposal will be created and discussed with the BIA. Sponsorship options are continuing to be researched.

4.4 Update on 2024 Ontario Bike Summit

Pat Ranney and John Lewis attended the summit and both felt it was a worthwhile event to attend. There were discussions such as street design, bike

lanes, traffic and pedestrian safety. They noted a great deal of information was provided on design information and recommended that the event would be very helpful for City staff to attend. There were many municipalities represented by engineering staff to gain information for their master plans. There were also Mayors from various municipalities in attendance and doing presentations.

Councillor Burbach recently attended the Good Roads Conference, which covers a broader look at infrastructure and is mostly elected officials and municipal staff in attendance. The keynote speaker discussed making cities more pedestrian friendly, including cycling. Complete streets, road diets, sharing the road and road safety for everyone were the main message.

4.5 School Travel Planning Project (Stencil Locations)

Vicky Trotter reported that staff will paint the stencils on the sidewalk locations identified and is waiting on a quote from Public Works to confirm the cost.

It is recommended Public Works assists in choosing the location and as many locations will be completed as the budget allows.

Motion by Councillor Burbach

Seconded by Councillor Nijjar

THAT the Active Transportation Advisory Committee spends up to a maximum of \$500.00 on stencil painting for the School Travel Planning Project, working through the list of locations as funds allow. Carried

4.6 Trail Signage

Vicky Trotter reported a quote has been received for the trail signage to be located at the Bridge to Nowhere. Including the cement work, the quote came in under budget at approximately \$3,800.00. Ms. Trotter will provide a proof to ATAC members for their review at the next meeting. If funds allow, there may be enough budget to purchase two signs.

5. New Business

None noted.

6. Date of Next Meeting

The next ATAC meeting is scheduled for May 22, 2024, at 7:00 p.m. at the Stratford Rotary Complex, Mansbridge Room.

7. Adjournment

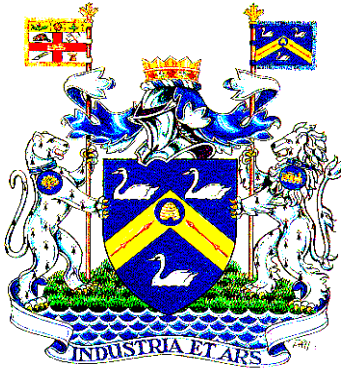
Motion by Councillor Nijjar

Seconded by John Lewis

THAT the April 24, 2024 ATAC meeting adjourn. Carried

Start Time: 7:04 P.M.

End Time: 8:08 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on May 2, 2024 at 4:00 p.m., Stratford City Hall – Auditorium, 1 Wellington Street

Committee Members Present: Councillor Jo-Dee Burbach – Interim Chair Presiding, Sharon Collingwood, Craig Merkley, Ken Clarke, Anita Jacobsen, Felicity Sutcliffe, Geoff Krauter, Vanni Azzano

Staff Present: Vicky Trotter – Council Committee Coordinator, Sadaf Ghalib – Manager of Climate Change Programs, Casey Riehl – Recording Secretary

Also Present: Jane Marie Mitchell, Zach Kritzer

Regrets: Councillor Larry McCabe

1. Interim Chair Appointment

Vicky Trotter, Council Committee Coordinator, stated that an administrative decision was made that in the interim of the Chair of E&E being on leave for an unknown amount of time, Councillor McCabe will take over chairing the meetings. As Councillor McCabe previously sent regrets for this meeting, Council Burbach will be chairing today.

2. Call to Order

Councillor Burbach, Chair called the meeting to order at 4:02 p.m.

Reading of the Land Acknowledgment and a moment of silent reflection.

Reading of the Respectful Workplace Policy.

Energy & Environment Advisory Committee
May 2, 2024

3. **Declaration of Pecuniary Interest**

None declared.

4. **Adoption of Previous Minutes**

Motion by Craig Merkley

Seconded by Anita Jacobsen

THAT the minutes from the Energy & Environment Advisory Committee meeting dated March 7, 2024 be adopted as printed and the minutes from the April 4, 2024 be adopted as amended. Carried

Sharon Collingwood requested the minutes be amended to include Councillor McCabe volunteering to research if Engage Stratford could be utilized regarding the Green Dining Guide for restaurants. This item will be added under the I.C.I. Waste Reduction update in the April 4, 2024 minutes.

Sharon Collingwood also inquired why the youth member was not listed as a committee member. Staff noted that his application has been received, however Council has not yet made appointments to fill vacancies on the committee.

*Sharon Collingwood is no longer present at the meeting at 4:09 p.m.

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

Ecological:

Craig Merkley provided the following update from the Ecological Working Group:

- the working group participated in the Earth Day event including handing out information and talking with attendees regarding E&E initiatives;
- The Stratford Times and the City's Corporate Communication Specialist were on hand to cover the story at the first weed pull along the North Shore on April 22, 2024;
- two additional weed pulls are planned for May 10th and May 24th with the intention to organize one pull a month;
- continuing to meet with Quin Malott, Cemetery Manager, Parks & Forestry Manager to keep the communication lines open on projects taking place in the City;
- signs have been received that will be used when volunteers are out in the City working on various projects and also a sign that will be located at the native grass planting;

Energy & Environment Advisory Committee
May 2, 2024

- turtle crossing signs have been approved and are currently being designed and will be installed shortly.

I.C.I. Waste Reduction:

No new updates at this time.

Carbon Reduction:

Geoff Krauter stated the group is continuing to research partnering with a local credit union on co-hosting a presentation from the Institute for Catastrophic Loss Reduction (Western University). The first step would be having representatives come to an E&E meeting to discuss.

Councillor Burbach inquired if a representative would be interested in coming to the June E&E meeting. Mr. Krauter will discuss with the working group and contact staff prior to the meeting to make arrangements.

6. Climate Change Program Manager Update – Sadaf Ghalib

The Climate Change Program Manager provided the following updates:

- a thank you was extended to Felicity Sutcliffe for all her work helping with the Green Recognition Program, organizing site visits and doing background work;
- Green Recognition Program for 2024 has concluded with (17) applications received;
- eight applications were selected covering all four categories with the recipients having been invited to the May 13, 2024 Council meeting to be presented with a certificate;
- Ken Clarke inquired about the policy on applicants applying year after year. Ms. Ghalib noted that there is no policy on how often you can apply, as long as the application is highlighting further action they have taken since their last application.
- The Community Climate Action Plan is now at a stage where staff has reviewed the baseline emissions for Stratford for 2022. They are now in a position to make informed decisions for the next few decades and work on plan development. The first baseline exercise has helped them understand what the pace needs to be moving forward and what type of emissions Stratford is emitting as a city. At this time, staff is facilitating stakeholder workshops to finalize the entire plan. The first meeting was held on April 25, 2024 and the next two meetings will be held on May 23 and June 4, 2024, 4:00-6:00 p.m. online. The June 4, 2024 meeting will be

open to the public and they hope to have a broad range of participants. Please share the information with anyone who might be interested.

Felicity Sutcliffe inquired if the presentation from the April 25, 2024 meeting could be shared with the committee. Sadaf Ghalib will forward the information onto committee members once she has received it.

- The City partnered with the UTRCA to plant various species of trees for Earth Day. The Scouts planted 250 saplings in T.J. Dolan and UTRCA planted another 250 saplings with the help of students near the Court Drain.

7. Active Transportation Advisory Committee (ATAC) Update – Vicky Trotter

Vicky Trotter provided the following updates from the previous ATAC meeting:

- the Bike Event is scheduled for June 2, 2024;
- the ATAC Report Card has been finalized showing the most recent data and has been posted on the City's website;
- working on getting active movement stenciling around local school, similar to a hopscotch getting kids active on the way to and from school;
- thanked Felicity Sutcliffe for all her work on the Avon Trail signage and they have now received a proof of the first sign to be installed near the Bridge to Nowhere;
- continuing to work on art installations in the downtown core that double as bike racks with further updates to be provided.

8. Business Arising from Previous Minutes

8.1 Climate Conversations Events

Vicky Trotter requested clarification on the details for the Climate Conversation events that were discussed at the March 7, 2024 E&E meeting and what plans have been set so far. Felicity Sutcliffe explained at the initial presentation, Sheila Clarke had asked for representation from the E&E Committee on an organizing committee for the talks. Ms. Sutcliffe attended a meeting on behalf of E&E. The date of the first event has been put on hold. Sadaf Ghalib reported the date of May 27, 2024 has been proposed.

Ms. Sutcliffe noted the presentations are meant to be a partnership between Climate Momentum, the E&E Advisory Committee and the City of Stratford. E&E

initially passed a motion to support holding the events; however, Ms. Trotter will contact Ms. Clarke and inquire if she can provide details on what sort of support they will be asking of E&E. If there will be any financial obligation, what will the topics be, who will be speaking, facility bookings, how much staff involvement is required, etc. Ms. Trotter may inquire if Sheila Clarke would like to attend E&E again to discuss the details once they are confirmed.

8.2 Update on New TJ Dolan Sign (Kiosk at Entrance)

Felicity Sutcliffe reported that a rough draft of the new sign has been started. The proof will be sent to Quin Malott, Cemetery Manager, Parks & Forestry Manager to review and approve. They will also be requesting the Avon Trail members complete the map that will be included on the sign. The funds for this sign will come out of the E&E 2024 budget line allocated for Community Projects – T.J. Dolan. The goal is to have the proof to staff by June.

Councillor Burbach noted that limiting or deterring off-path bike use in T.J. Dolan is an important point that should be included on the sign. Members also discussed that in the future, the back of the sign could be an opportunity to add more information, such as invasive species information.

8.4 Invasive Species Management Plan – Phase 2 & 3

Anita Jacobsen reported on the recently completed Invasive Species Management Plan for the City of Stratford. The purpose of the Plan is to spend money more effectively on controlling invasive species in the City. Prevention is the most cost-effective way of mitigating the effects of invasive species. The Plan will help City staff coordinate and document the management of the invasive species and will become a framework for control moving forward. Consultants from the Invasive Species Centre worked with City staff, UTRCA and members of E&E's ecological working group to create a plan specifically for Stratford.

Ms. Jacobsen reviewed information with the committee that is contained in the plan regarding best management practices and timing windows for all control methods, common pathways of spread for each species on the Watch List and a summary of high-level prevention and management activities for invasive species within the City.

Councillor Burbach noted possibly investigating if there would be grant funds available to hire a student to focus on the Management Plan.

Vicky Trotter will contact the Corporate Communications Specialist to inquire if they would be available to post information regarding upcoming events, such as the weed pulls. E&E members will forward the information they would like posted. Members of the ecological working group will put in a request to be a delegation at an upcoming Council meeting when the recommendation goes forward to Council.

Motion by Anita Jacobsen

Seconded by Ken Clarke

THAT the Energy & Environment Advisory Committee recommends that Stratford City Council adopt the Stratford Invasive Species Plant Plan and for City staff to follow its recommendations. Carried

Motion by Craig Merkley

Seconded by Vanni Azzano

THAT the Energy & Environment Advisory Committee spends \$9,322.50 from their 2024 Budget for payment of the Invasive Species Centre invoice for completion of Phase 2 and 3 of the Invasive Species Plant Plan. Carried

9. New Business

9.1 Working Groups

Vicky Trotter reviewed with members the role of working groups within Advisory Committees. This information is meant to provide all Advisory Committees with the same processes to follow when forming a working group and members can ask for any clarification on processes they might have.

The following items were addressed in the presentation:

- What is an Advisory Committee?
- What is a Working Group
- Who can be a part of a working group?
- What decisions can working groups make?
- Can we consult with experts in the community?
- Can community members still volunteer for specific events?

Members are encouraged to reach out with any questions regarding policies and procedures. Ms. Trotter is here as a resource and is willing to work with members moving forward in reaching their goals for projects.

Geoff Krauter inquired about the current working groups that E&E has established, if the way they are reporting back at the monthly E&E meetings is the procedure that should be followed. Ms. Trotter explained that the E&E Committee members who have formed working groups should not be making decisions and implementing action items outside of the Committee. They are to be gathering information and details which can be shared with the entire Committee at their monthly meetings and the committee as a whole will make a decision on recommendations to Council.

9.2 Council Committee Coordinator Role

Deferred to next meeting.

9.3 Request for the Committee to Stand Adjourned

Geoff Krauter addressed E&E Committee members and requested that the Committee consider a motion to stand adjourned until City Council fills the vacancies on committees. It is not his intention to stop or cancel the good work that the committee is doing, however he does not know that there is any less urgent stance to take to impress upon Council the importance of the appointments after waiting nearly six months.

Anita Jacobsen inquired with Vicky Trotter, Council Committee Coordinator, if she could estimate a date that the appointments might be completed. Ms. Trotter stated that she and the City Clerk are currently working on the appointments, that unfortunately up until this point, it has been a staffing issue that they are working through now to get it to Council. Staff would very much like to see re-appointments and vacancies filled as soon as possible.

Craig Merkley stated that he cannot support the motion, as it would put all projects that the Committee is working on currently on hold. If they want to get projects in order and completed by the end of the year, they need to continue to meet.

Felicity Sutcliffe stated she also does not support the motion, as the Committee already breaks for the summer and there will not be enough time to complete projects. Ms. Sutcliffe stated she is embarrassed that the youth appointment to E&E has not been completed. The Committee worked very hard to get a student who would fill the vacant youth position and they now do not feel welcome to attend the meetings. Ms. Sutcliffe was also working with the representative nominated by Avon Trail to apply to the E&E Committee who is still waiting to be appointed to the Active Transportation Advisory Committee. She questioned it takes a year for someone to recognize the importance of

having these representatives on the committees. Ms. Sutcliffe stated she is embarrassed to tell people she is on the E&E committee, as people tell her that the committee is useless and do not care. Ms. Sutcliffe would like to stick up for E&E, but when she hears that people put their application in almost a year ago, she is embarrassed. Ms. Sutcliffe believes it is E&E's job is to work with the community on climate action and that is what they are trying to do, to all work together with community groups and they need to be on the committees.

Geoff Krauter does not want to see the E&E Committee hindered in any way; however, this seems like the logical next step.

Vanni Azzano stated he agrees with Geoff Krauter's frustration, however, does not support his motion, as it would mean that all the work would have to stop and they would not be able to resume Committee work until September or October. Mr. Azzano stated he agrees it has gone on too long, however also understands the staffing issues as well.

Councillor Burbach thanked members for the discussion, it is important to talk about the issues. She has been approached by members on other Committees and Boards who have also expressed their frustration with the delay in appointments. Councillor Burbach understands that staff has to prioritize items and this is one of many administrative tasks that staff are working on.

Geoff Krauter, Member, requested that the Energy & Environment Advisory Committee stand adjourned until City Council completes the member appointments to committees. There was no seconder for this motion.

10. Upcoming Events

- Weed Pulls:
 - North Shore of Lake Victoria – May 10, 2024 (9-12 p.m.)
 - T.J. Dolan (across from Spruce Lodge) – May 24, 2024 (9-12 p.m.)
- ATAC Bike Event – June 2, 2024 (10-12 p.m.) – Marketplace
- Pride March & Pride in the Park – June 2, 2024 – Upper Queen's Park

11. Date of Next Meeting

The next meeting of the Energy & Environment Advisory Committee will be held on Thursday, June 6, 2024, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road, W., Stratford ON

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12. Adjournment

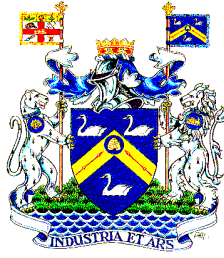
Motion by Ken Clarke

Seconded by Felicity Sutcliffe

THAT the May 2, 2024, Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:02 P.M.

Meeting End Time: 5:38 P.M.



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, May 7, 2024, at 11:30 a.m., Stratford Police Administration Building, 789 Erie Street, Stratford ON

Committee Members Present: Roger Koert – Chair Presiding, Diane Sims, Jamie Pritchard, Andy Mark, Heather Contois

Staff Present: Oonagh Vaucrosson – Accessibility, Diversity & Inclusion Coordinator, Nathan Bottema – Project Engineer, Tim Wolfe – Director of Community Services, Mark Hackett – Community Facilities Manager, Adam Betteridge – Director of Building and Planning, Casey Riehl – Recording Secretary

Also Present: Connor Luczka - Media

Regrets: Vicky Trotter – Council Committee Coordinator, Geoff Krauter, Councillor Bonnie Henderson

1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 11:36 a.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection.

Reading of the Respectful Workplace Policy.

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Welcome from Chief Greg Skinner and Discussion on New Location

Police Chief Skinner welcomed members of the AAC and staff to their new facility at 789 Erie Street. Working towards improving accessibility, the new location offers a more accessible facility for employees and the public to access services. With the new

location, they are working towards compliance with the 2025 AODA requirements. Chief Skinner stated Stratford Police Services recognizes the challenges they face with accessibility at the current police station at 17 George Street. Once the new location is fully operational, the vast majority of the members of the public who are looking for police services would be directed to 789 Erie Street.

As part of their accessibility strategy, they are working on enhancing the ability have some of the services available online. This would include calls for service either online, via video or another form of technology that would allow for that type of work to be done without any kind of barriers in place.

The Police Service has entered into a 5-year lease at 789 Erie Street. The building has 7,500 square feet on one floor and designed to accommodate employees needs in consultation with the AAC for specific areas of the facility. They have put a lot of thought into making this building accessible not only for the public but for any members of the Service who may find themselves in the situation where they need accessibility accommodation to perform their work.

Chief Skinner thanked the Committee members for visiting their new facility. They are the first group he has hosted in their new meeting room.

4. Accessibility Update for the Stratford Police Station – 17 George Street W.

Mark Hackett, Community Facilities Manager, addressed the Committee regarding the 2024 capital project item for 17 George Street which is the installation of an accessible ramp at the main entrance to the Stratford Police Service.

Community Services has taken this item to budget deliberation for Council to consider with a couple different options. Mr. Hackett shared with the Committee the design that staff believes to be the best option moving forward. Council has approved this project to move forward in 2024. The proposed design is constructing a new north/south modular prefabricated metal ramp that is AODA approved. Mr. Hackett shared a copy of the proposed design with members.

The scope of work for the project includes:

- demolishing a portion of the existing retaining wall, garden and landing;
- removing the existing handrails and replacing with new AODA approved rails;
- installation of the new metal ramp with an anti-slip surface as per the OBC;
- repairing existing garden, curbing, concrete sidewalk and pavers;
- removal of existing entrance door and replacing with new door, new power door operator and push button.

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Tim Wolfe, Director of Community Services, stated that due to the uncertainty of future renovations at the 17 George Street location for the Police Service, having a removable metal ramp and the option to use elsewhere makes sense.

Mr. Hackett stated the design is currently with the consultant the City has retained. Once the design is finalized and approved, it can move forward to the tender process. Tim Wolfe stated that if the AAC is satisfied with the design proposed today, there is no need to follow up at another meeting and the tender process can begin immediately and the ramp can get installed as soon as possible.

Diane Sims inquired if there is any work being done to the steps at the entrance to 17 George Street. Mr. Hackett stated that there is a new pad being poured at the top of the steps to level up the landing to the door entrance and then repairs and restoration will take place to the existing steps.

Ms. Sims also stated the importance of keeping the Police Station in the downtown area. Chief Skinner noted that the Stratford Police Board agrees that maintaining a downtown presence is important. In anticipation of a possible expansion/renovation, the site in between 17 George Street and Chocolate Barrs has been assessed and would be suitable land to expand.

Roger Koert inquired if the slope ratio of 1:12 shown on the design should be updated to 1:16 in accordance with the new Code. Mr. Hackett insured members that the consultant working on the design is familiar with the FADM and he will also follow up with them to ensure that the slope is correct. Mr. Koert stated that the more gradual the slope, the more welcoming of an entrance it will be.

Heather Contois inquired about the type of maintenance that a metal ramp that is outside would require and if it would deteriorate quicker than cement. Mr. Hackett noted that staff will keep the ramp clear in the winter and use appropriate ice melter. The ramp is powder coated for long term use.

Andy Mark inquired if there is a curb cut near the start of the ramp? Mr. Hackett stated that there is a curb cut very close and suggested the pavers that are currently in the location of where the ramp is to be installed should possibly be replaced with solid concrete for a more level, flat surface.

Motion by Jamie Pritchard

Seconded by Diane Sims

THAT the Accessibility Advisory Committee supports the design concept (option #2) presented by Community Services staff at the May 7, 2024 AAC meeting. Carried

5. Adoption of the Previous Minutes – March 5, 2024 and April 2, 2024

Motion by Andy Mark

Seconded by Jamie Pritchard

THAT the minutes from the Accessibility Advisory Committee meetings dated March 5, 2024 and April 2, 2024 be adopted as printed. Carried

6. Infrastructure Services Update

Nathan Bottema, Project Engineer provided the following update:

- Erie Street road widening tender closes May 8, 2024;
- Moderwell Street reconstruction tender closes on May 10, 2024;
- Kenner Crescent watermain relining, sanitary sewer relining program tender has been awarded;
- Neal/Glendon walkway watermain replacement tender has been awarded;
- St. Vincent Street (between Cambria and West Gore) and Forman Avenue (between Huron and Hibernia) has been awarded;
- the 2023 Albert Street reconstruction project is ongoing with work continuing in the second block;
- sidewalk work continuing on McCarthy Road west and east (at Mornington Street) and O'Loane Avenue (between Brown Street and Orr Street);
- design plans are continuing on the asphalt resurfacing project on Devon Street, additional pedestrian crossovers, downtown intersection improvement projects, the Perth Line 36 culvert replacement and Oakdale Avenue multi-use trail;
- the previous inquiry by Councillor Henderson to add limited parking on St. Andrew Street, mainly for Sundays, has been reviewed by staff, however, according to the parking by-law you require an access aisle behind to facilitate the turn, which is a minimum of 4.5 meters. If you put parking on that area of the street you would encroach that minimum distance;
- the work on the additional accessible parking spaces requested for St. Andrew Street will be addressed during the downtown intersection improvements;

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- the requested accessible platform in the park area across from the Lakeside Drive bandshell has gone to the Parks Board and the request was supported by Board members. Staff has inquired on the next steps required to begin designing the space. Roger Koert noted that the new Mobi-mats have been purchased and event organizers can now make arrangement through the City's Event Coordinator to use them to increase accessibility until a permanent solution is completed.

Diane Sims inquired if staff had reviewed the intersection at St. David Street and Wellington Street. Mr. Bottema will have the inspector take a closer look at the three remaining corners that need to be replaced. The annual sidewalk inspections will be beginning throughout the city this month and this intersection has been flagged.

Roger Koert reported that he had an incident this past weekend where he fell out of his wheelchair due to a large crack in the sidewalk near Memorial Park. It is his hope that this area will be on the list for the concrete contractor to repair this year.

Mr. Koert inquired if the curb cut replacements and intersection improvements at the Downie Street and Ontario Street intersection is high on the list to be completed. This is a busy intersection connecting the downtown to the river. Mr. Bottema stated that this large intersection is identified to be improved in 2025.

7. Site Plan Review Sub-Committee Update

Oonagh Vaucrosson, Accessibility, Diversity & Inclusion Coordinator, provided an update that the Review Sub-Committee reviewed the following plans and submitted reports:

- 25 Wright Boulevard;
- 54 Lorne Avenue West;
- 376-396 Ontario Street West.

Sites to be reviewed this month include:

- Milton Street Park playground design;
- 3188 Vivian Line 37 – Long term care home and retirement home;
- 45 Cambria Street;
- 315-317 Huron Street.

Adam Betteridge, Director of Building and Planning is now present at the meeting (12:21 p.m.)

8. Update from the Accessibility, Diversity & Inclusion Coordinator

Oonagh Vaucrosson provided a written report to the AAC members and highlighted the following items:

- Accessibility Steering Committee will be meeting on May 27, 2024 to discuss the More Inclusive Communities Grant. Staff is investigating the possibility of converting one of the rent-geared to income bungalows on Warwick Street into an accessible property for a family;
- ONAP Conference is being held May 9-10, 2024;
- AccessAbility Week is May 28–June 3, 2024 with the Julie Sawchuk presentation and a Walk & Roll around downtown event planned;

9. Update from Council

Deferred to next meeting.

10. Business Arising from Previous Minutes

10.1 Launch of the FADM with Perth-Huron Builders Association

No new updates.

10.2 Developing an AAC Rebate Program

Roger Koert reported that the funds for the proposed AAC rebate program cannot be taken from the Community Improvement line of the 2024 AAC budget as the rebates would be for private businesses, not community space. Council deferred incentive programs to 2025 budget deliberations. Mr. Koert suggested the AAC could work on the details and focus of the program and possibly consider adapting the concept of encouraging the use of the FADM. Specifically, if applicants have done renovations to the specifications in the design manual, they are welcome to apply.

Oonagh Vaucrosson inquired if the program could also be run as a grant program, allowing applicants to submit their plans for accessible renovations to the AAC for consideration.

10.3 2024 National AccessAbility Week Plans & Accessibility Award

Roger Koert provided an update on AccessAbility Week noting the following:

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- Andy Mark will take the lead on the annual Accessibility Award and Diane Sims volunteered to assist;
- staff will forward a copy of last year's media release to update for this year;
- Heather Contois will also forward all the information she has on file regarding the award;
- Julie Sawchuk presentation will be held on Wednesday, May 29, 2024 at 2:00 p.m. (location to be determined). Diane Sims, Jamie Pritchard and Roger Koert volunteered to attend the event and set up an AAC information table.

Diane Sims inquired if the Corporate Communications Specialist could interview past recipients of the annual Accessibility Award to have them explain the importance of accessibility to their business and their community.

10.4 Update on Accessibility Audits for City of Stratford Facilities

Oonagh Vaucrosson is working with Mark Hackett, Community Facilities Manager on this project. They would like to have AAC volunteers also attend the site visits with them to provide feedback. Staff will schedule some possible dates for visits with the hope that a minimum of two AAC members will be available to attend. Most outdoor sports facilities have been audited previously, however there are still some outstanding locations to visit.

Oonagh Vaucrosson reported that the City has contracted a digital accessible company to look at ensuring their digital output is also accessible. They will be helping to ensure that the website and PDF's are all accessible.

Roger Koert inquired about a status update on the inaccessible walking path installed at the Packham Road soccer facility. Mr. Hackett stated that staff has reached out to the Stratford Youth Soccer Club to inquire what the process was and why the changes were made. He will provide an update when possible.

11. New Business

11.1 AAC Review of 2024 Playground Submissions for Milton Street (due date for feedback is May 14, 2024)

Roger Koert reported that the Site Plan Review Sub-Committee will review the eight plans submitted and provide their feedback to Community Services by the deadline.

11.2 Update on the SERC Modernization Project

Roger Koert reported that he met with Mayor Martin Ritsma, Tim Wolfe – Director of Community Services and Kylie Wasser – Director of Sport Development and Tourism regarding the SERC modernization project. Staff is supportive on working towards modernizing this facility for accessibility and para sport. Mr. Koert would like to extend an invitation to Kylie Wasser to possibly attend the October AAC meeting to provide an update.

12. Date of Next Meeting:

The next meeting of the AAC will be held on Tuesday, June 4, 2024, at 11:30 a.m. at the Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

13. Adjournment

Motion by Diane Sims

Seconded by Andy Mark

**THAT the May 7, 2024, Accessibility Advisory Committee meeting adjourn.
Carried**

Start Time: 11:36 A.M.

End Time: 12:54 P.M.