



Stratford City Council
Regular Council Open Session
AGENDA

Meeting #: 4757th
Date: Monday, October 28, 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 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, Dave Bush - Director of Human Resources, Audrey Pascual - Deputy Clerk

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 McCabe has 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:**

7 - 39

Motion by

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated October 15, 2024, 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 October 28, 2024, be added to the Agenda as printed.

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

5.1 **October 28, 2024 Committee of the Whole In-camera Session**

The October 28, 2024, Committee of the Whole In-camera Session has been cancelled.

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

None scheduled.

7. **Orders of the Day:**

7.1 **Resolution - Boathouse Roof Membrane & Railing Replacement – Tender Award (COU24-124)**

40 - 46

Motion by

Staff Recommendation: THAT the Tender for the supply and installation of a new roofing system and waterproofing for the Boathouse, be

awarded to Grand Valley Roofing & Coatings Inc. at a total cost of \$105,997.39, including HST;

THAT the Tender for the supply and installation of a new railing system for the Boathouse, be awarded to Kee Safety Ltd. at a total cost of \$129,743.21, including HST;

THAT the Tender for the supply and installation of a new interlocking paver system for the Boathouse, be awarded to A Touch of Dutch Landscaping and Garden Services Ltd. at a total cost of \$27,484.99, including HST;

THAT Recreation Capital Reserve Fund R-R11-RECR be used to provide the funding required;

AND THAT if additional work is required, subject to approval by the Director of Community Services, an additional contingency be authorized to fund any potential issues that are not within the approved Tender scope of work from Recreation Capital Reserve Fund R-R11-RECR.

7.2 Resolution - Respectful Workplace Policy Options (COU24-126)

47 - 69

Motion by

Staff Recommendation: THAT Council direct the Director of Human Resources to implement Option 1 in Report COU24-126 – Separate the current Respectful Workplace Policy H.1.36 into three (3) separate policies and update the City's Respect in the Workplace web page;

THAT Council adopts the Public Conduct Policy;

AND THAT Council accepts the Administration Policy "Respectful Workplace Policy H.1.36" as information.

7.3 Resolution - Deputy Mayor Appointment 2024-2026 (COU24-125)

70 - 72

Motion by

Recommendation: THAT direction be given on the appointment of a member of Council to the Deputy Mayor role for the remainder of the term from November 14, 2024 to November 14, 2026.

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 October 28, 2024, be adopted as printed.

9.1.1 Avon Trail Blazing Request (ITS24-018)

73 - 77

THAT the request from the Avon Trail to blaze the Stratford Side Trail from the Devon Street playground through the City to the TJ Dolan natural area be considered.

10. Notice of Intent:

None scheduled.

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 11.1-11.3 be taken collectively.

Motion by
THAT By-laws 11.1-11.3 be read a First and Second Time.

Motion by
THAT By-laws 11.1-11.3 be read a Third Time and Finally Passed

11.1 Award Tender for the Supply and Installation of a New Roofing System and Waterproofing for the Boathouse

78

To authorize the acceptance of a tender and execution of a contract with Grand Valley Roofing & Coatings Inc. for the supply and installation of a new membrane roofing system and waterproofing for the Boathouse.

11.2 Award Tender for the Supply and Installation of a New Railing System for the Boathouse

79

To authorize the acceptance of a tender and execution of a contract with Kee Safety Ltd. for the supply and installation of a new railing system for the Boathouse.

11.3 Award Tender for the Supply and Installation of a New Interlocking Paver System for the Boathouse

80

To authorize the acceptance of a tender and execution of a contract with A Touch of Dutch Landscaping and Garden Services Ltd. for the supply and installation of a new interlocking paver system for the Boathouse.

12. Consent Agenda: CA-2024-174 to CA-2024-180

81 - 84

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 November 12, 2024, in the Council Chamber, City Hall.

Motion by

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

- **Social Services Committee [7:05 or thereafter following the Regular Council meeting]; and**
- **Community Services Committee [7:10 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 October 28, 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 Reading of the By-laws (reconvene):

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

By-law 11.4 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on October 28, 2024.

Motion by

THAT By-law 11.4 be read a First and Second Time.

Motion by

THAT By-law 11.4 be read a Third Time and Finally Passed.

15.3 Adjournment of Council Meeting

Meeting Start Time:

Meeting End Time:

Motion by

THAT the October 28, 2024, Regular Council meeting adjourn.



Stratford City Council Regular Council Open Session MINUTES

Meeting #: 4756th
 Date: Tuesday, October 15, 2024
 Time: 7:00 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 Sebben, Councillor Wordofa

Regrets: Councillor Briscoe, Councillor Hunter

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, Dave Bush - Director of Human Resources, Audrey Pascual - Deputy Clerk, Jeff Wilson - Manager of Housing, Marc Bancroft - Manager of Planning, Alex Burnett - Planner

Also Present: Joani Gerber - CEO, Stratford Economic Enterprise Development Corporation/investStratford, Kendra Fry - Housing Specialist, investStratford, Krista Robinson – CEO, Stratford Public Library, Zac Gribble – Executive Director, Destination Stratford, Members of the Public and Media

1. **Call to Order:**

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

Councillor Hunter and Councillor Briscoe provided regrets for the meeting.

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

Reading of the 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

There were no disclosures of pecuniary interest made by a member at the October 15, 2024 Regular Council meeting.

3. **Adoption of the Minutes:**

R2024-394

Motion by Councillor McCabe

Seconded by Councillor Nijjar

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated September 23, 2024 be adopted as printed.

Carried

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

R2024-395

Motion by Councillor Biehn

Seconded by Councillor Burbach

THAT the Addendum to the Regular Agenda of Council and Standing Committees dated October 15, 2024, be added to the Agenda as printed.

Carried

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

5.1 At the October 15, 2024, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

4.1 Confidential Report of the Chief Administrative Officer with respect to the Proposed Disposition of Land - 270 Water Street (CM-24-01) – proposed or pending acquisition or disposition of land s. 239(2)(c) 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))

4.2 Confidential Report of the Chief Administrative Officer with respect to a Shared Services Agreement (CM-24-02) – 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))

At the In-Camera Session a confidential report was received and direction was given to the Chief Administrative Officer regarding Item 4.1. Direction was given to the Chief Administrative Officer, the City Solicitor, and the Treasurer regarding Item 4.2.

6. Hearings of Deputations and Presentations:

6.1 Parkinson Society Southwestern Ontario Presentation

R2024-396

Motion by Councillor McCabe

Seconded by Councillor Burbach

THAT Stephen Owen be heard.

Carried

Stephen Owen, Community Engagement Coordinator for the Parkinson Society Southwestern Ontario, referring to a PowerPoint presentation, spoke to Council about Parkinson's Disease and provided an overview of the work being done by the organization in Stratford and the surrounding areas. Highlights of the presentation included:

- an overview of the areas currently being served by the Parkinson Society Southwestern Ontario which includes the Perth, Huron, Oxford, Norfolk, Middlesex, and Elgin regions;
- Parkinson's being the fastest growing neurological disorder in the world and related statistics about the reported cases of Parkinson's in Canada and Ontario;
- an overview of the diagnosis for Parkinson's and the limited number of neurologists in Southwestern Ontario leading to longer wait times for people following their diagnosis;
- an overview of the mission and vision of the organization;
- information regarding the Stratford Parkinson's Support Group;
- an overview of the programs and services being offered by the organization;
- the Stratford's Walk for Parkinson's having a goal of fundraising \$76,000 in support of the organization; and
- a call to share the organization's programs and services to members of the community who are impacted by the disease.

A member of Council thanked Mr. Owen for the informative presentation. The Mayor recognized Ms. Barb Myers for her work with the Stratford's Walk for Parkinson's. The Mayor also thanked Mr. Owen and the organization for the work that they do for those impacted by Parkinson's.

7. Orders of the Day:

7.1 Resolution - Zone Change Application Z01-24 for 93 Trinity Street in the City of Stratford (COU24-117)

The Planner, referring to a PowerPoint presentation, provided an overview of Zone Change Application Z01-24 for 93 Trinity Street. Highlights of the presentation included:

- the application proposing the rezoning of the subject lands to a Site Specific Residential Fifth Density R5(3)-2 zone;

- the application aiming to permit townhouse dwellings in addition to all other uses in the R5 zone and requesting site specific provisions as noted in the report;
- there being several modifications made to the application since the Public Meeting in June;
- an overview of the updated concept plan of the proposed site;
- the zoning, location, and use of the subject lands being noted;
- an overview of the factory district area policies of the Official Plan;
- the lands in the factory district area being steadily converted as the demand for residential spaces have outgrown the demand for industrial spaces;
- a history of the uses of the subject lands being noted;
- the property being sold in 2023 to a non-industry purchaser demonstrating the property being no longer in demand for industrial use;
- the proposed conversion to residential use not being expected to conflict with the remaining industrial uses;
- the conversion to residential use conforming to the industrial area and factory district area policies of the Official Plan;
- the property not being a designated heritage property;
- the preservation of the property maintaining the continuous heritage frontage along Douro Street and Trinity Street meeting the heritage goals of the Official Plan;
- the application having been circulated to agencies with comments being noted in the recommendation report;
- the concerns raised by the public being noted;
- the recommendation report addressing some of the concerns with others to be addressed at a future site plan application;

- an overview of the planning analysis as outlined in the recommendation report; and
- staff recommending approval of the zone change application subject to the conditions noted in the planning report and for reasons outlined in the planning report.

A member of Council enquired regarding the reduction of the loading spaces. The Planner noted that the current Zoning By-law requires a loading space per apartment with 30 units or more and for the proposed application, this would equate to about 6 loading spaces. The Planner added that the applicant has determined that they only require 4 loading spaces and staff are in support of less trucks on the property and of approving the requested reduction.

R2024-397

Motion by Councillor Biehn

Seconded by Councillor Wordofa

THAT Caroline Baker, Eva Bailey, Henroy Bailey, Garvia Bailey, Robert Ritz, and Mike Sullivan be heard.

Carried

Caroline Baker, the agent for the applicant, referring to a PowerPoint presentation, provided an overview of the application. Highlights of the presentation included:

- an outline of the modifications to the application and additional responses to the public comments received;
- the property having a high walkability score of 71;
- the removal of the 266 King Street site reducing the total number of dwelling units to 361 and the reduction reducing the number of townhouses on the site;
- an overview of the redesign which includes the existing buildings and the addition of new multi-unit residential buildings and townhouse blocks to the site;

- the site design being intentional to allow future developments to align with access and parking and do not preclude development on adjoining lands;
- an overview of the updated renderings for the project illustrating the buildings on the site;
- an overview of a table illustrating the changes to the site statistics based on the changes to the overall site design;
- the lot coverage having decreased as a result of the changes, but the landscaped open space has remained the same;
- there being 37% of landscaped open space exceeding the Zoning By-law as well as an additional rooftop amenity space which is not calculated as part of the landscaped open space for the site;
- there being a peer review completed for the submitted traffic study resulting in the revision of the parking rate proposed to clearly identify the number of visitor parking required for each unit;
- there being proposed amendments to the Zoning By-law to allow for the retention of the existing buildings;
- an overview of the site specific provisions requested to facilitate the proposed development;
- an outline of responses to questions that were raised during the public meeting relating to parking, affordable housing, accessibility, construction management, sustainability, and the public consultation process;
- the application being appropriate and represents good land use planning allowing for the adaptive re-use of existing buildings; and
- the application being consistent with the Provincial Planning Statement and conforms to the Official Plan.

Members of Council and Ms. Baker discussed the application. Highlights of the discussion included:

- a variety of colours and materials to be used for the design as well as details such as porches and windows to articulate the building height;
- district energy and other forms of non-natural gas being considered for the site and the balance between providing affordable and attainable housing and the net benefits in terms of the environment and long-term energy costs;
- a comparison of the density of the site and the downtown areas of Kitchener-Waterloo and London;
- the requested lot coverage area being 40% to allow for flexibility for the building design; and
- the 38 affordable housing units being a significant number.

Henroy Bailey presented to Council regarding concerns about the proposed application. Highlights of the presentation included:

- concerns regarding the sheer size of the building as the proposed ten storeys is far out of step with the neighbourhood and dwarfs everything in the area;
- the privacy issue being addressed through the setbacks;
- the issue of the aesthetics of the ten-storey building among a neighbourhood of three-storey houses;
- Mr. Bailey noting that they understand the need for increased density and housing;
- Mr. Bailey representing his mother and sister and their entire family who have lived in their home for forty years;
- a request for a development that increases density while respecting the aesthetics of the neighbourhood;
- a request to reconsider the height of the proposed building;

- concerns about the proposed road going through the development and how the initial road comes out directly in front of the Bailey family's house;
- concerns about the increased density and the streets in the neighbourhood being used as a thoroughfare;
- a request for the large maple tree in front of the Bailey family's house to be protected during the development;
- concerns about privacy in the rear of properties and a request for trees be planted to address this concern;
- a request to maintain the woodland in front of the subject property and behind the Bailey family's house; and
- a request for Council to reconsider the height of the building and how it would fit in small residential area.

Robert Ritz, referring to a PowerPoint presentation, spoke to Council to ask for the denial of buildings exceeding 5 storeys and parking requirements less than 1.25 spaces per unit. Highlights of the presentation included:

- a background about the history of the subject property;
- the repurposing of the building and the increase in housing being quite commendable;
- aspects of the application lacking respect for the neighbours and the community;
- the development as proposed setting a precedent for other developments happening in neighbourhoods within the City;
- concerns about the height of the building and its location adjacent to one-storey houses;
- concerns about the number of parking spaces for every dwelling unit;

- concerns about the 10 extra parking spots not being able to accommodate visitors and residents with secondary vehicles;
- there being a lack of on-street parking in the surrounding streets;
- the lack of parking having negative impacts to the residents in the surrounding areas and the residents in the building;
- the approval of reduced parking provisions setting a precedent; and
- a request for Council to support the application but with the condition that no building exceeds five storeys in height and that there are no fewer than 1.25 parking spaces per dwelling unit.

Mike Sullivan spoke to Council to ask for the rejection of the proposed official plan and zoning amendments. Highlights of the presentation included:

- there being a previous comment that no greenhouse gas emissions come from development and the issue being flagged by Council members;
- there being a previous comment that each and every parking space should have provision for charging facilities which has not been addressed and the current number will not be enough;
- there being a previous comment that a noise wall needs to be built to satisfy the Federation of Canadian Municipalities and CN's concerns that the development is too close to an active railyard;
- there being no Needs and Alternative Test completed which is required under the Provincial Policy Statement;
- there being questions from CN regarding the proximity of the development to an active railyard and the completion of an air quality and odour testing;
- CN having requirements about agreements being signed prior to the approval of the zoning amendment;

- concerns about the installation of fossil fuel heating in the development and its impacts to future residents;
- concerns about the findings of the noise study and the provisions for air conditioning; and
- concern that if one ten-storey building goes up, every other developer will ask for more increased density.

R2024-398

Motion by Councillor Beatty

Seconded by Councillor McCabe

THAT Application Z01-24 to amend the zoning of 93 Trinity Street from a Factory District I4 Zone to a Residential Fifth Density R5(3) Special R5(3)-2 Zone with site specific regulations BE APPROVED to allow:

- a. **the uses of “Cluster Townhouse Dwellings”, “Stacked Townhouse Dwellings”, and “Street Townhouse Dwellings” to the permitted uses, in addition to all other uses permitted in the R5 Zone.**
- b. **Notwithstanding Section 3, the lot lines shall be deemed as follows:**
 - i. **Douro Street – Front Lot Line**
 - ii. **Trinty Street – Exterior Side Lot Line**
 - iii. **King Street – Exterior Side Lot Line**
- c. **Notwithstanding Section 4.20.1, balconies, porches, and decks are permitted to encroach into the required front yard setback and exterior side yard setback and shall be no closer than 0 metres from the lot line of an existing building.**
- d. **Notwithstanding Section 4.20.1, architectural adornments including but necessarily restricted to, sills, belt courses, chimneys, cornices, eaves, gutters, parapets, and pilasters,**

shall be no closer than 0 metres from any lot line to an existing building.

- e. Notwithstanding Section 4.30.1, a walkway connecting to a dwelling unit shall have a maximum width of 2.0 metres.**
- f. Notwithstanding Section 5.0, off-street parking shall be provided as follows:**
 - i. Studio/1 Bedroom Dwelling Unit: 0.75 parking spaces/unit, plus 0.14 parking spaces/unit dedicated to visitor parking**
 - ii. 2 and 3-Bedroom Dwelling Unit: 1 parking spaces/unit, plus 0.14 parking spaces/unit dedicated to visitor parking**
 - iii. Any form of Townhouse Dwelling: 1.25 parking spaces/unit, plus 0.14 parking spaces/unit dedicated to visitor parking**
- g. Notwithstanding Table 5.4.4, one (1) loading space per 100 dwelling unit is required.**
- h. Notwithstanding Table 6.4.5:**
 - i. Maximum Density:**
 - 1.45 Floor Space Ratio**
 - ii. Maximum Lot Coverage: 40%**
 - iii. Maximum Height: 36 metres**
 - iv. Minimum Front Yard Setback:**
 - Existing Buildings: 0 metres**
 - New buildings: 3.0 metres**
 - v. Minimum Exterior Side Yard Setback (Trinity Street):**
 - Existing Buildings: 0 metres**

- **New buildings: 1.5 metres**

vi. Minimum exterior Side Yard Setback (King Street):

- **New Buildings: 3.0 metres**

vii. Minimum setback to a property line for any building or structure with a height greater than 22 metres: 17 metres

viii. Minimum Rear Yard Setback:

- **Any Townhouse Dwelling: 1.5 metres**
- **Apartment Building: 7.5 metres**

- i. **For the purposes of the R5(3)-2 Zone, Floor Space Ratio shall mean the figure obtained when the gross floor area on a lot is divided by the lot area. Only gross floor area that constitutes a storey shall contribute to the calculation of the Floor Space Ratio.**

SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. THAT only one building with a height greater than 22 metres be developed on the subject land and;**
- 2. THAT the overall density and landscaped open space of the development remain consistent with what is shown on the submitted preliminary Site Plan;**

THAT the approval be granted for the following reasons:

- 1. The request is consistent with the Provincial Policy Statement;**
- 2. The request is in conformity with the goals, objectives, and policies of the Official Plan;**
- 3. The zone change will facilitate the redevelopment of a vacant industrial property for residential purposes appropriate for the subject lands;**

4. Inclusion and comprehensive analysis of public feedback received during the application circulation and at the public meeting has been appropriately addressed within the Planning Report;

AND THAT no further notice be required under Section 34 (17) of the Planning Act.

Members of Council, staff, and the applicant's agent discussed the application noting:

- the implementation of noise and odour mitigation steps as identified in the study and in response to the concerns raised by CN;
- the nuisance concerns raised being addressed at the site plan approval process;
- the housing crisis being on the forefront of conversations across different platforms and the development being an opportunity for the community;
- the need for housing in the community, the rising costs for infrastructure and providing services to the residents, and the development being a win for the community;
- the need for moving away from centering around cars for travel;
- developments looking at accentuating other modes of transportation;
- the project being a great opportunity for growth and it will be taking an underperforming asset and making it a performing asset for the community;
- the need for public consultation prior to voting on the project;
- how the number of storeys is calculated;
- the requirements for noise and vibration mitigation; and

- how parking concerns can be addressed following the approval of the zoning by-law amendment.

A member requested a recorded vote.

Discussion continued regarding the following:

- the proposal being significantly higher than what is permitted in the Zoning By-law and the parking requirements not being met;
- how every application is considered on an individual basis;
- the care and consideration being given in reviewing the application; and
- the availability of underground parking and surface parking in the site.

The following amendment was put forward:

Motion by Councillor Biehn

Seconded by Councillor Sebben

THAT the motion be amended as follows:

f. Notwithstanding Section 5.0, off-street parking shall be provided as follows:

- i. Studio/1 Bedroom Dwelling Unit: 1 parking spaces/unit, plus 0.14 parking spaces/unit dedicated to visitor parking
- ii. 2 and 3-Bedroom Dwelling Unit: 1 parking spaces/unit, plus 0.14 parking spaces/unit dedicated to visitor parking
- iii. Any form of Townhouse Dwelling: 1.25 parking spaces/unit, plus 0.25 parking spaces/unit dedicated to visitor parking

Members of Council discussed the amendment as follows:

- there being a need to get away from cars, the reduction of parking minimums for the City, and the cost of having vehicular traffic to governments;

- Stratford being a rural community and not a metropolitan area and as such residents need cars to travel;
- other municipalities having even lower parking minimums and encouraging residents to not have two cars and to use public transit due to how constrained they are for space;
- there being a bus system in Stratford and how it will work for this development as there is an opportunity to easily use public transit; and
- Stratford not being a rural community but an urban community and how it should think as a small city and progress to being a bigger small city.

The Mayor called the question on the motion to amend the main motion.

Defeated

The Mayor called the question on the original motion.

In Support (8): Councillor Biehn, Councillor McCabe, Councillor Wordofa, Mayor Ritsma, Councillor Henderson, Councillor Beatty, Councillor Nijjar, and Councillor Burbach

Opposed (1): Councillor Sebben

Absent (2): Councillor Briscoe and Councillor Hunter

Carried

7.2 Resolution - Proposed Development of Surplus Municipal Properties for Affordable and Attainable Housing (COU24-123)

R2024-399

Motion by Councillor Henderson

Seconded by Councillor Nijjar

THAT Council directs City staff to develop a Request for Expression of Interest [REOI] process to gauge developer interest in the municipal lands at 38 Coriano Street and 161 East Gore Street;

THAT the REOI be developed to attract developers engaged in the creation of affordable and attainable units of housing on the lands in question;

THAT a report be prepared for Council's consideration following the evaluation process;

THAT the City issue an RFP to create two new affordable housing units at 246 Railway in the most efficient and economically sustainable way possible;

AND THAT the Matrix of evaluation criteria account for donated goods and in kind services.

Carried

Council recessed at 9:16 P.M.

Council reconvened at 9:22 P.M.

The CEO of investStratford, the Housing Specialist, and the Manager of Housing, referring to PowerPoint presentation, provided an overview of the Proposed Development of Surplus Municipal Properties for Affordable and Attainable Housing. Highlights of the presentation included:

- a review of the housing continuum in the City of Stratford being provided;
- an overview of the status of Stratford's Attainable Housing Project;
- various City departments being engaged in identifying City-owned lands where housing can be developed;
- an overview of the organizations and developers in the not-for profit housing landscape;
- there being a difficulty in getting not-for-profit or market rate developers due to the HAF funding currently available to municipalities;
- there being a need to be attractive and competitive in providing incentives for building affordable housing;

- an overview of current opportunities including the redevelopment of 161 East Gore Street, 38 Coriano Street, and 246 Railway Avenue;
- staff proposing going to a Request for Expressions of Interest (REOI) process instead of a Request for Proposals (RFP) process to reduce impact on not-for-profit developers and bring as many developers to the table at the initial stage; and
- it being possible to do a full RFP following the REOI process.

Members of Council and staff held a discussion regarding the following:

- the City maintaining ownership of 246 Railway Avenue and going to an RFP process for the other properties which could be a joint venture or full donation of the land, but will ultimately depend on the proposals from the developers;
- the property at 246 Railway Avenue not being large enough to accommodate more units due to the number of parking spots, location of the well in the property, and its proximity to a pumping station;
- a member noted that Canada ranked 35 out of 36 jurisdictions in the OECD regarding permitting times and the additional costs to the developers in holding the land which further make housing not affordable; and
- a member commenting that they are leaning towards maintaining ownership of the properties.

7.3 Resolution - Winter Al Fresco Project Update (COU24-116)

Zac Gribble, Executive Director of Destination Stratford, provided an overview of the Destination Stratford By-law Amendment report. Highlights of the presentation included:

- it being the fifth year of running the Winter Al Fresco Project;
- the origin of the project coming from the pandemic when restaurants had no capacity or limited capacity;

- there being constraints to the current project;
- it being the time to remove some of the restrictions which are outlined in the report to allow the culinary sector to be creative and to support events happening in the Al Fresco locations;
- Stratford having one of the most progressive approaches towards supporting the culinary sector with liquor in public spaces;
- other municipalities consulting Stratford about the program and how it can be replicated in their jurisdictions; and
- there being a need to be creative about how public spaces are used for maintaining vibrancy.

A member commented that this innovation sets up Stratford as a vibrant community. The member further noted that they are glad that the program is being simplified to eliminate any confusion. The Mayor commented that it is a lovely continuation of a previous Council's decision, and the project continues to grow based on its success.

R2024-400

Motion by Councillor Beatty

Seconded by Councillor Burbach

THAT the Consumption of Liquor with Food in Designated Public Places By-law 37-2021, as amended, be further amended to:

- **Change the Permitted Spaces and Hours in section 3(b) to:**
 - **The hours that Liquor may be consumed in any Permitted Spaces are as follows:**
 - **Sunday to Thursday from 11:00 a.m. to 8:00 p.m.**
 - **Friday to Saturday from 11:00 a.m. to 9:00 p.m.**
- **Replace the Terms and Conditions for the Consumption in Permitted Spaces Section 5 to:**
 - **The consumption of Liquor in the Permitted Spaces shall only be permitted subject to the following terms and conditions:**

- **Only Liquor purchased from City restaurants registered in the Stratford Al Fresco program shall be allowed in the Permitted Spaces;**
- **The consumption of Liquor must be in a responsible manner and in compliance with all Applicable Laws including all City policies, by-laws, practices and procedures; and**
- **Liquor shall not be consumed in any area situated outside of the designated Permitted Spaces.**

Carried

7.4 Resolution - Destination Stratford Board and Councillor Representative Request (COU24-115)

Members of Council, staff, and the Executive Director of Destination Stratford, held a discussion regarding the following:

- the City Clerk noted the Board and the current Council representative are in support of the request;
- the current Council representative noted that there are no issues requiring the need for more Council representation and that the request was in part due to the increase in City finances being directed to Destination Stratford; and
- the Executive Director noted that more voices from Council make sense as the organization is involved with all kinds of partnerships and collaborations with the City, which are increasing. The Executive Director added that more Council input is welcome especially with the upcoming implementation of various municipal accommodation tax projects.

The City Clerk noted that with Option 1, if approved by Council, staff would solicit interest from members of Council and bring a report forward to a future meeting. The City Clerk added that if there is a member who would like to be appointed, Council can vote on the matter.

The Mayor noted that there may be more than one member interested in the position. Members who are interested can put their name forward, in accordance with Option 1, and then the appointment can be considered at a future meeting.

R2024-401

Motion by Councillor Burbach

Seconded by Councillor Henderson

THAT the request to nominate a second member of Stratford City Council to the Destination Stratford Board of Directors be received;

AND THAT direction be given to proceed with Option 1, the nomination of a second Council member to the Board with a report to be brought forward at a subsequent Council meeting to select the nominee.

Carried

- 7.5 Resolution - Part Lot Control Exemption for Lot 3, Registered Plan 44M-91, further identified as Parts 1-13, Reference Plan 44R-6259, municipally addressed as 53-55 Worsley Street (COU24-121)**

R2024-402

Motion by Councillor Biehn

Seconded by Councillor Nijjar

THAT Council approve the application for part lot control exemptions for a one (1) year term from the date of this Council approval for lands legally described as Lot 3 of Registered Plan 44M-91 and more specifically as Parts 1-13 of Reference Plan 44R-6259, municipally addressed as 53-55 Worsley Street.

Carried

- 7.6 Resolution - Agreement Extension Benefits Consultant 2024 (COU24-111)**

R2024-402

Motion by Councillor Nijjar

Seconded by Councillor Burbach

THAT Council authorize the extension agreement with Mosey & Mosey benefit consultants;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized to execute the agreement.

Carried

7.7 Resolution - Connecting Link Program 2025-2026 for Huron Street Phase 2 (COU24-118)

R2024-403

Motion by Councillor Burbach

Seconded by Councillor Beatty

THAT Council support the City's application to the Connecting Links Program 2025-2026 of \$3,000,000 for Phase 2 of the Huron Street Reconstruction project, with the remainder of the project funded from capital reserve funds committed to this project;

THAT Council authorizes proceeding with the Huron Street Reconstruction Phase 2 project, from Matilda Street to John Street, as outlined in the ten-year capital program at an estimated cost of \$6,300,000;

AND THAT the Director of Corporate Services be authorized to sign and submit the application on behalf of the City.

Carried

7.8 Resolution - Encroachment Application for 370 Ontario Street (COU24-119)

R2024-404

Motion by Councillor Sebben

Seconded by Councillor Henderson

THAT the encroachment application for 370 Ontario Street to permit the existing asphalt parking space, concrete walkway, concrete pad with stairs, covered porch, gravel walkway, garden/bushes and sign to encroach onto the Ontario Street road allowance for a total encroachment area of 55.69m², be approved;

THAT the annual fee of \$414.91 adjusted yearly by the CPI, be added to the property tax bill for 370 Ontario Street;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 370 Ontario Street.

Carried

7.9 Resolution - Road Widening for Consent Application B01-24, 370-396 Ontario Street (COU24-122)

R2024-405

Motion by Councillor Biehn

Seconded by Councillor Burbach

THAT Council authorize the conveyance of Parts 1, 2, 3, and 4 on Reference Plan 44R-6254 from Chancery Development Ltd. to The Corporation of the City of Stratford;

AND THAT upon conveyance of Parts 1, 2, 3, and 4 on Reference Plan 44R-6254 to the City of Stratford, these lands be dedicated as public highway forming part of Ontario Street.

Carried

7.10 Resolution - Encroachment Application for 639, 649 and 663 Ontario Street (COU24-120)

R2024-406

Motion by Councillor Beatty

Seconded by Councillor Nijjar

THAT the encroachment application for 639, 649 and 663 Ontario Street to permit the following:

- **wood porch and steps located at 639 Ontario Street (Lot 49);**
- **sidewalk (ramped) and sign located at 649 Ontario Street (Lot 50/51/52); and**
- **enclosed porch and steps located at 663 Ontario Street (Lot 53)**

to encroach onto the Ontario Street road allowance for a total encroachment area of 44.04m², be approved;

THAT the retaining wall garden where a mature tree was removed at 649 Ontario Street be removed at the sole cost of the owner;

THAT the concrete sidewalk and step off the City sidewalk at 649 Ontario Street be removed at the sole cost of the owner;

THAT the annual fee of \$133.56 adjusted yearly by the CPI, be added to the property tax bill for 639, 649, and 663 Ontario Street;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 639, 649, and 663 Ontario Street.

Members of Council and staff held a discussion regarding the following;

- a member commented that they will be opposing the motion as they are not in favour of adding to the property tax bills of residential properties while a review of the current policy is underway;
- due to competing priorities, there being no date yet for when the policy review report will be coming back to Council; and
- it being too early for staff to comment on whether previous encroachments will be covered by the new policy.

The Mayor called the question on the motion.

Carried

7.11 Proclamation - Ontario Public Library Week

R2024-407

Motion by Councillor Burbach

Seconded by Councillor Nijjar

THAT Stratford City Council hereby proclaims October 20 to 26, 2024 as Ontario Public Library Week in the City of Stratford and encourages all residents of Stratford to show support for our local public library by visiting the library year round to utilize the wide variety of services offered.

The Mayor thanked the CEO of the Stratford Public Library and staff for their work. A member commented that the Stratford Public Library will be having an open house and other programs during the Ontario Public Library Week.

The Mayor called the question on the motion.

Carried

7.12 Proclamation - Probus Month

R2024-408

Motion by Councillor Henderson

Seconded by Councillor Nijjar

THAT Stratford City Council hereby proclaims the month of October as Probus Month in the City of Stratford to raise awareness of the Probus Club, serving as a social group for retired individuals.

Carried

7.13 Proclamation - National Disability Employment Awareness Month

R2024-409

Motion by Councillor Henderson

Seconded by Councillor Burbach

THAT Stratford City Council hereby proclaims the month of October as National Disability Employment Awareness Month in the City of Stratford to raise awareness to be a part of continuing conversation about disability inclusion in employment, in business and in our communities.

A member, on behalf of the Accessibility Advisory Committee, thanked business in town who are already employing people with disabilities and are helping them bring pride to the work that they do.

The Mayor called the question on the motion.

Carried

8. Business for Which Previous Notice Has Been Given:

None noted.

9. Reports of the Standing Committees:

9.1 Report of the Social Services Committee

R2024-410

Motion by Councillor Henderson

Seconded by Councillor Biehn

THAT the Report of the Social Services Committee dated October 15, 2024, be adopted as printed.

Carried

9.1.1 Annual Community Income Tax Clinic for Completion of 2023 Returns (SOC24-009)

THAT the City of Stratford issue a thank you to all businesses that provided their support and services during the Annual Community Income Tax Clinic.

9.1.2 Introduction to Quarterly Infographics (SOC24-010)

THAT the report titled, "Introduction to Quarterly Infographics" (SOC24-010), be received for information.

9.1.3 Supported Transitional Housing Pilot Project (SOC24-011)

THAT the report titled, "Supported Transitional Housing Pilot Project" (SOC24-011), be received for information.

9.1.4 Updated Fixed Site Supported Housing Agreements (SOC24-008)

THAT The Corporation of the City of Stratford enter into an agreement with the Canadian Mental Health Association Huron-Perth Addictions and Mental Health Services for the operation of the North Perth Fixed Site Supported Housing program;

THAT The Corporation of the City of Stratford enter into an agreement with Little Lake Residential for the operation of the St. Marys Fixed Site Supported Housing program;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreements with the Canadian Mental Health Association Huron-Perth Addictions and Mental Health Services and Little Lake Residential on behalf of The Corporation of the City of Stratford.

9.2 Report of the Finance and Labour Relations Committee:

R2024-411

Motion by Councillor Burbach

Seconded by Councillor Biehn

THAT the Report of the Finance and Labour Relations Committee dated October 15, 2024, be adopted as printed.

Carried

9.2.1 Update of Natural Gas and Electricity Procurement (FIN24-028)

THAT the report titled, "Update of Natural Gas and Electricity Procurement" (FIN24-028), dated September 17, 2024, be received for information.

9.2.2 Treasurer's Statement for Development Charges and Parkland Reserve Funds 2023 (FIN24-029)

THAT the 2023 Treasurer's Statement for City of Stratford Development Charges Reserve Funds be received for information;

AND THAT the 2023 Treasurer's Statement for City of Stratford Parkland Dedication Reserve Fund be received for information.

9.2.3 Second Quarter 2024 Operating Variance Report (FIN24-027)

THAT the report titled, "Second Quarter 2024 Operating Variance Report" (FIN24-027) dated September 17, 2024, be received for information.

9.2.4 Stratfords of the World Advisory Committee Funding Request for the 2025 New Zealand Reunion (FIN24-030)

THAT the request from the Stratfords of the World Advisory Committee to assist members with registration costs relating to the January 2025 New Zealand Reunion, be approved;

AND THAT Council direct the Director of Corporate Services to identify the funding source options at a future meeting.

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 could have been taken collectively upon unanimous vote of Council present:

Requests were made to take Items 11.3 and 11.11 separately.

R2024-412

Motion by Councillor Biehn

Seconded by Councillor Burbach

THAT By-laws 113-2024 to 121-2024 be taken collectively.

Carried unanimously

R2024-413

Motion by Councillor Beatty

Seconded by Councillor Nijjar

THAT By-laws 113-2024 to 121-2024 be read a First and Second Time.

Carried two-thirds support

R2024-414

Motion by Councillor Biehn

Seconded by Councillor McCabe

THAT By-laws 113-2024 to 121-2024 be read a Third Time and Finally Passed.

Carried

R2024-415

Motion by Councillor Beatty

Seconded by Councillor Burbach

THAT By-law 122-2024 be read a First and Second Time.

Carried two-thirds support

R2024-416

Motion by Councillor Henderson

Seconded by Councillor Beatty

THAT By-law 122-2024 be read a Third Time and Finally Passed.

Carried

R2024-417

Motion by Councillor Beatty

Seconded by Councillor Nijjar

THAT By-law 123-2024 be read a First and Second Time.

Carried two-thirds support

R2024-418

Motion by Councillor Burbach

Seconded by Councillor McCabe

THAT By-law 123-2024 be read a Third Time and Finally Passed.

Carried

11.1 Benefits Agreement with Mosey and Mosey - By-law 113-2024

To authorize the execution of the Benefit Consulting Services Agreement with Mosey & Mosey for a three year term with an option to renew for two additional one year periods.

11.2 Amend By-law 79-2024 - Conveyance for the Widening of St. Patrick Street - By-law 114-2024

To amend By-law 79-2024 to reflect the owner of Part 2 on Reference Plan 44R-5971 is Legion Valet Parking.

11.3 Encroachment Agreement - 639, 649 and 663 Ontario Street - By-law 122-2024

To authorize the entering into and execution of an encroachment agreement with 6520910 Canada Corporation to permit the existing wood porch and steps located at 639 Ontario Street (Lot 49), sidewalk (ramped) and sign located at 649 Ontario Street (Lot 50/51/52) and the enclosed porch and steps located at 663 Ontario Street (Lot 53) to encroach onto the Ontario Street municipal road allowance at 639, 649 and 663 Ontario Street.

11.4 Encroachment Agreement - 370 Ontario Street - By-law 115-2024

To authorize the entering into and execution of an encroachment agreement with 6520910 Canada Corporation to permit the existing asphalt parking space, concrete walkway, concrete pad with stairs, covered porch, gravel walkway, garden/bushes and sign to encroach onto the Ontario Street municipal road allowance at 370 Ontario Street.

11.5 Part Lot Control By-law - 53-55 Worsley Street - By-law 116-2024

To exempt Lot 3, Registered Plan 44M-91 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying semi-detached dwelling units to individual owners.

11.6 Agreement - North Perth Fixed Site Supported Housing Program - By-law 117-2024

To authorize the execution of the Purchase of Service Agreement with CMHA Huron Perth Addiction and Mental Health Services for the North Perth Fixed Site Supported Housing Program.

11.7 Agreement - St. Marys Fixed Site Supported Housing Program - By-law 118-2024

To authorize the execution of the Purchase of Service Agreement with Little Lake Residential for the St. Marys Fixed Site Supported Housing Program.

11.8 Amend Consumption of Liquor with Food in Designated Public Places By-law 37-2021 - By-law 119-2024

To amend the Consumption of Liquor with Food in Designated Public Places By-law 37-2021, as amended, to change the permitted spaces and hours and the terms and conditions for the consumption in permitted spaces.

11.9 Conveyance for the Widening of Ontario Street - By-law 120-2024

To accept the transfer (conveyance) from Chancery Development Ltd. of Parts 1, 2, 3, and 4 on Reference Plan 44R-6254.

11.10 Dedication of Part of Ontario Street as Public Highway - By-law 121-2024

To dedicate Parts 1, 2, 3, and 4 on Reference Plan 44R-6254 as public highway forming part of Ontario Street in the City of Stratford.

11.11 Zone Change Amendment Application Z01-24 - 93 Trinity Street - By-law 123-2024

To amend By-law 10-2022 as amended, with respect Zoning By-law Amendment application Z01-24, 93 Trinity Street, legally described as all of Lots 501-504, 531-534, 551-558, 575-582, 599, 600, 630-632, 649-651 and 656 of Part of College Street (Closed), Registered Plan No. 47, City of Stratford.

12. Consent Agenda: CA-2024-159 to CA-2024-172

12.1 CA-2024-172

R2024-419

Motion by Councillor Biehn

Seconded by Councillor Burbach

THAT CA-2024-172, being a resolution from the County of Brant regarding Southwest Community Transit Funding, be endorsed.

Carried

12.2 CA-2024-162

Motion by Councillor Henderson

Seconded by Councillor Nijjar

THAT CA-2024-162, being a resolution from the City of Kitchener regarding Renovictions and Safe and Adequate Housing, be endorsed.

Members of Council and staff held a discussion regarding the following:

- a member commented that they do not see it as a good policy as it could lead to potential problems such as causing landlords to get rid of the rental properties due to losing money; and
- the Director of Social Services advised that it is a very debatable topic and they could see both sides of the issue.

The motion was withdrawn.

12.3 CA-2024-171

R2024-420

Motion by Councillor Biehn

Seconded by Councillor Burbach

THAT CA-2024-171, being a resolution from the Regional Municipality of Waterloo regarding Solve the Crisis, be endorsed.

Carried

13. New Business:

None noted.

14. Adjournment to Standing Committees:

The next Regular Council meeting is October 28, 2024 in the Council Chamber, City Hall.

R2024-421

Motion by Councillor Biehn

Seconded by Councillor McCabe

THAT the Council meeting adjourn to convene into Standing Committee 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.

Carried

15. Council Reconvene:

15.1 Reading of the By-laws (reconvene):

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

By-law 11.12 Confirmatory By-law - By-law 124-2024

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on October 15, 2024.

R2024-422

Motion by Councillor Henderson

Seconded by Councillor Burbach

THAT By-law 124-2024 be read a First and Second Time.

Carried two-thirds support

R2024-423

Motion by Councillor Beatty

Seconded by Councillor Sebben

THAT By-law 124-2024 be read a Third Time and Finally Passed.

Carried

15.2 Adjournment of Council Meeting

R2024-424

Motion by Councillor Biehn

Seconded by Councillor Nijjar

THAT the October 15, 2024, Regular Council meeting adjourn.

Carried

Meeting Start Time: 7:00 P.M.

Meeting End Time: 10:05 P.M.

Reconvene Meeting Start Time: 10:08 P.M.

Reconvene Meeting End Time: 10:09 P.M.

Mayor - Martin Ritsma

Clerk - Tatiana Dafoe



MANAGEMENT REPORT

Date: October 28, 2024
To: Mayor and Council
From: Mark Hackett, Manager of Community Facilities
Report Number: COU24-124
Attachments: Roofing Material and Services Proposal

Title: Boathouse Roof Membrane & Railing Replacement – Tender Award

Objective: To provide Council with information and to award the Tender for the replacement of the membrane roofing system, and railing system at the Boathouse.

Background: At the February 26, 2024, Council Meeting, Council approved the 2024 budget and the capital expenditure of \$260,000 for the replacement of the membrane roofing system, and the railing system at the Boathouse.

The completed building condition assessment in 2020 identified the precast concrete roof deck to be in good condition but noted issues with the membrane waterproofing with signs of water leakage from above. The building condition assessment recommended replacement of the waterproofing membrane in 2023.

Water leaking from the top deck level into the bottom level of the Boathouse has been an ongoing issue for several years. Annual maintenance and repairs are completed as required for waterproofing. These annual repairs will be ongoing until the replacement project is completed. In 2023, there was a significant water leak that caused damage to the contents in the leased space of the tenant. This issue resulted in a claim against the City to cover the expenses of the contents that required replacement. The claim was below the City's deductible, so was funded from the applicable budget line for claims.

The building condition assessment in 2020 identified that the handrails and guardrails are in poor condition with corrosion noted throughout and recommended replacement in 2023 to align with the membrane waterproofing project.

As the membrane roofing system, and the railing system are currently past their useful life, replacement is required to extend the life of the asset.

Analysis: With the oversight of the Community Services Department, Garland/DBS Canada Inc. issued the tender (at no cost to the City) for the replacement of the

membrane roofing system, and the railing system using the Kinetic GPO cooperative public sector purchasing program.

Kinetic GPO is a group purchasing organization for public sector entities, much like that of LAS's Canoe program. It does offer different features and besides price savings and following broader public sector procurement processes, including contract management and supplier education. It functions with membership fees from suppliers.

For the replacement of the membrane roofing system and waterproofing, three submissions were received:

- Grand Valley Roofing & Coatings Inc. - \$93,803 plus HST.
- Pollard Enterprises Ltd. - \$148,172 plus HST.
- Riverside Roofing Inc. - \$155,973 plus HST.

For the replacement of the railing system, two submissions were received:

- Kee Safety Ltd. - \$114,817 plus HST.
- Big Lakes - \$133,800 plus HST.

For the replacement of the interlocking pavers, two submissions were received:

- A Touch of Dutch Landscaping and Garden Services Ltd. - \$24,323 plus HST.
- Ross Yantzi's Pavestone Plus Limited - \$39,995 plus HST.

The lowest cost submission received for the membrane roofing system and waterproofing is from Grand Valley Roofing & Coatings Inc. in the amount of \$93,803 plus HST, the lowest cost submission received for the railing system is from Kee Safety Ltd. In the amount of \$114,817 plus HST, and the lowest cost submission received for the interlocking pavers is from A Touch of Dutch Landscaping and Garden Services Ltd. in the amount of \$24,323 plus HST. The total submission cost for the project is \$232,943 plus HST.

Garland/DBS Canada Inc. has experience working with both Grand Valley Roofing & Coatings Inc., and Kee Safety Ltd. on previous projects and has expressed positive feedback regarding their performances.

A Touch of Dutch Landscaping and Garden Services Ltd. has been contracted for other city projects and maintenance in the past with no issues noted.

Staff recommend that the scope of work for the membrane roofing system and waterproofing be awarded to the lowest bid, Grand Valley Roofing & Coatings Inc., that the scope of work for the railing system be awarded to the lowest bid, Kee Safety Ltd., and that the scope of work for the interlocking pavers be awarded to the lowest bid, A Touch of Dutch Landscaping and Garden Services Ltd.

Financial Implications:

Financial impact to current year operating budget:

There are no anticipated impacts to the operating budget.

Financial impact on future year operating budget:

Annual repairs and maintenance to the roofing membrane system, railing system, and interlocking pavers will be included in future operating budgets and are expected to be significantly reduced over a 15-to-20-year forecast period following the replacements of the systems.

Link to asset management plan and strategy:

The roofing membrane system is expected to have a lifespan of 30 to 40 years, the railing system is expected to have a lifespan of 20 to 30 years, and the interlocking paver system is expected to have a lifespan of 15 to 20 years. Future transfers to reserve funds will need to reflect planned replacements over the period and at the end of the useful life for all systems, like all assets included in the asset management plan.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority as this project will extend the life of the asset and reduce the risk of failure that would result in the asset not being able to be utilized.

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 Tender for the supply and installation of a new roofing system and waterproofing for the Boathouse, be awarded to Grand Valley Roofing & Coatings Inc. at a total cost of \$105,997.39, including HST;

THAT the Tender for the supply and installation of a new railing system for the Boathouse, be awarded to Kee Safety Ltd. at a total cost of \$129,743.21, including HST;

THAT the Tender for the supply and installation of a new interlocking paver system for the Boathouse, be awarded to A Touch of Dutch Landscaping and Garden Services Ltd. at a total cost of \$27,484.99, including HST;

THAT Recreation Capital Reserve Fund R-R11-RECR be used to provide the funding required;

AND THAT if additional work is required, subject to approval by the Director of Community Services, an additional contingency be authorized to fund any potential issues that are not within the approved Tender scope of work from Recreation Capital Reserve Fund R-R11-RECR.

Prepared by: Mark Hackett, Manager of Community Facilities
Recommended by: Tim Wolfe, Director of Community Services
Joan Thomson, Chief Administrative Officer



Garland/DBS Canada Inc.
209 Carrier Drive
Etobicoke, ON M9W 5Y8, Canada
Phone: (416) 747-7995
Fax: (416) 747-1980



ROOFING MATERIAL AND SERVICES PROPOSAL

Project Number	240016.6	Rev R3
Project Name/ Ref	City of Stratford	
Project Description	1- Boathouse Roof Replacement 2- Supply and Installation of Railing System 3- Supply and install pavement	
Project address 1	30 York St, Lower Level, Stratford, Ontario N5A 1A1	
Project Date	11-Oct-24	
Project Type	Kinetic GPO Master Agreement	
Garland Sales Rep:	Andrew Michaud & Mike Ishe	

KINETIC GPO MASTER AGREEMENT

Purchase orders to be made out to: Garland/DBS Canada Inc.

Please Note: The following proposal is being provided according to the pricing established under the Kinetic GPO Master Agreement. The line item pricing breakdown from EXHIBIT E - RFSO 19-03 Roofing Supplies and Services, Waterproofing and Related Products and Services should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Garland/DBS Canada Inc. proposes to furnish all labour, materials, equipment, apparatus, tools, transportation, and services necessary at the City of Stratford for:

- 1- Boathouse Roof Replacement
- 2- Supply and Installation of Railing System
- 3- Supply and install pavement

Scope of Work:

1. Boathouse Roof Replacement- Modified Bitumen Membrane

- 1.1. Set up construction to secure the entire site including stair areas
- 1.2. Railing removed by others
- 1.3. Remove interlocking stone and filter cloth to membrane
- 1.4. Remove any loose membrane and repair
- 1.5. Prime existing membrane with Garla Prime at 1/2 gal per sq

- 1.6. Install Flexbase 80 E & Stressply Max in Garlalasitc
- 1.7. Install 2ply flashing with the same wrap flashing on the face and pin with nails
- 1.8. Install term bar at windows and walls GarlaFlex and mesh leading edge
- 1.9. Perform water test with Garland Rep
- 1.10. Skim coat roof with asphalt install 6 mil poly when cool
- 1.11. Install US Drain Sheet 650
- 1.12. Install 24 gauge metal to walls and face of deck

2 - Handrail Stratford Boathouse (Approximately 257')

- 2.1. Klamp fitting are iron casting manufactured to the requirements of ASTM A47-77-32510. We have engineered a range of components to suit eight different sizes of pipe. Hexagon set screws firmly lock the component to the pipe. Set Screws are manufactured in case hardened steel and are protected against corrosion with our unique protectant called Kee Coat. A Kee Klamp component can support an axial load of 2000 lbs per set screws with the set screw tightened to a torque of 29 lbs./ft. The System design will meet OH & S act, OBC, IBC.
- 2.2. This quote includes all components required to assemble the solution described below. A detailed bill of materials is provided upon receipt of order.
- 2.3. Installation of System

3 - Interlocking Supply and Installation

- 3.1. The installation of a 5 yards of sand to set the pavers on 1255sf of melville-slab-60 pavers. joints filled with poly sand. All edges to be placed up to the steel that will be installed by others.

Garland/DBS Canada Pricing Based Upon Local Market Competition:

240016.6.1 - Boathouse Roof Replacement- Modified Bitumen Membrane

Grand Valley Roofing and Coating	\$93,803.00
Pollard Enterprises Ltd.	\$148,172.00
Riverside Roofing Inc.	\$155,973.00
H & N Roofing	Declined to Bid
Proteck Roofing	Declined to Bid

240016.6.2 - Handrail Stratford Boathouse (Approximately 257')

Kee Safety Ltd - To supply and install railings in hot dip Galvanized finish	\$114,817.00
Big Lakes - To supply and install Railings in Hot Dip Galavanised finish	\$133,800.00
Skyline Group	Declined to Bid

240016.6.3 - Interlocking Supply and Installation

A Touch of Dutch	\$24,323.00
Ross Yantzi's Pavestone Plus Limited	\$39,996.00

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. Proposal pricing will be valid until 10 Nov 2024.

Clarifications/Exclusions:

1. Good and Services Taxes (GST) or Harmonized Sales Taxes (HST) are not Included.
2. Building Permits and Heritage Permits are excluded.
3. Plumbing, Mechanical, Electrical work is excluded.
4. Interior Temporary protection is excluded.
5. Any structural or masonry repairs that may be necessary are excluded.
6. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Sayed Azizi

Sayed Michael Azizi, P.Eng.
Project Manager, Garland/DBS Canada Inc.
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MANAGEMENT REPORT

Date: October 28, 2024
To: Mayor and Council
From: Dave Bush, Director of Human Resources
Report Number: COU24-126
Attachments: Draft Public Conduct Policy
 Revised Respectful Workplace Policy H.1.36

Title: Respectful Workplace Policy Options

Objective: Review the current Respectful Workplace Policy H.1.36 and provide options for council for consideration.

Background: Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) received Royal Assent December 15, 2009. Since that time policies have evolved into what is now referred to as Respect in the Workplace.

On May 8, 2023, Council at the City of Stratford adopted Policy H.1.36 Respectful Workplace Policy.

The Corporation of the City of Stratford (the City) is committed to providing quality service to all members of the public. Our goal is to promote a safe, healthy, respectful, inclusive and positive environment for all members of the public, council and our employees.

The City will not tolerate any behaviour that is hostile, offensive, humiliating and denies people of their dignity and respect in our workplace. All City employees, council members and members of the public have a responsibility to treat people with respect.

Creating a safe and respectful workplace and public spaces is a shared responsibility.

At the July 8, 2024, Regular Council meeting, notice was given that Councillor Sebben intended 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.

At the July 22, 2024, Regular Council meeting, Council adopted the following resolution:

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

Analysis: Since Policy H.1.36 was adopted there have been several events that have taken place connected to the policy that have caused great concern for members of the public, members of council and staff. There appears to be confusion in the current policy as members of the public, elected officials, local board and committee members, and staff are all layered into one policy.

Staff have reviewed the following options:

1. Separate the current Respectful Workplace Policy into three (3) separate policies.
2. Remove the Public portion of the current Respectful Workplace Policy and focus on Code of Conduct – Council, Local Boards & Committees and Respectful Workplace for employees.
3. Maintain the current Respectful Workplace Policy

Staff are recommending Option #1 – Separate the current Respectful Workplace Policy into three (3) separate policies:

1. Public Conduct Policy
2. Code of Conduct – Council, Local Boards & Committees (existing)
3. Respectful Workplace Policy – Employees

Human Resources, in consultation with an employment law firm that specializes in workplace investigation/workplace audit services related to allegations of bullying, harassment, discrimination, and sexual harassment in the workplace, have reviewed the current policy and support a revision of the current H.1.36 policy and separate the policy into three (3) distinct policies: Public Conduct Policy, Council Code of Conduct and an updated employee focused Respectful Workplace Policy.

Public Conduct Policy: A council policy applicable to all members of the public (residents, non-residents, visitors, tenants, etc.).

Council Code of Conduct: Council policy applicable to Members of City Council, Local Boards and Committees.

Respectful Workplace Policy: Administration policy applicable to all City of Stratford employees (full-time, part-time, casual, temporary, volunteers and councillors).

Creating three (3) separate policies to address behaviours clarifies the responsibilities, the policy impact, the format applied and proper procedures to follow should it be necessary.

Financial Implications:**Financial impact to current and future year operating budget:**

Consultation and staff time are supported through the budgeting process.

Legal considerations:

There are no legal implications to be reported.

Alignment with Strategic Priorities:

Not applicable

Alignment with One Planet Principles:**Health and Happiness**

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

Equity and Local Economy

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

Culture and Community

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

Staff Recommendation: THAT Council direct the Director of Human Resources to implement Option 1 in Report COU24-126 – Separate the current Respectful Workplace Policy H.1.36 into three (3) separate policies and update the City’s Respect in the Workplace web page;

THAT Council adopts the Public Conduct Policy;

AND THAT Council accepts the Administration Policy “Respectful Workplace Policy H.1.36” as information.

Prepared by:	Dave Bush, Director of Human Resources
Recommended by:	Dave Bush, Director of Human Resources
	Joan Thomson, Chief Administrative Officer



The Corporation of the City of Stratford Policy Manual

Policy Number: C.3.XX
Policy Section: Corporate
Department: Council

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

Public Conduct Policy

Policy Statement:

The Corporation of the City of Stratford (City) is committed to providing quality service in the delivery of City Services, and use of City Facilities, and addressing service requests and complaints equitably, comprehensively, and in a timely manner, while promoting a respectful, safe, and harassment-free environment between Council Members, City Staff, and Members of the Public.

City Staff and Council Members are required to follow the City's policies, procedures, by-laws, and applicable laws, and have a right to a Respectful Workplace free from Inappropriate Behavior, when performing their work on behalf of the City.

This policy contributes to the City's objective of dealing with all Members of the Public in ways that are respectful, consistent, and fair while acknowledging that there may be a need to protect City Staff, Members of Council, and other Members of the Public from Inappropriate Behavior in any form arising from the use of a City Facility or Service.

The City is responsible for providing a safe work environment for all City Staff and Council Members, and ensuring the workplace is free from harassment, discrimination, and violence in accordance with the **Occupational Health and Safety Act**. This includes providing a safe work environment within Council meetings.

A Member of the Public must not commit or engage in Inappropriate Behavior or contravene this policy when using City Facilities or requesting City Services.

A Member of the Public must not commit or engage in Inappropriate Behavior in any space in which City Services are provided.

Purpose:

The purpose of this policy is to outline procedures for dealing with Inappropriate Behavior by Members of the Public in their direct or indirect interactions with City Staff, Council Members, and other Members of the Public arising from the use of a City Facility or Service.

This policy establishes the minimum behavior requirements of Members of the Public and outlines the consequences for violations of the behavioral requirements.

Accordingly, this policy provides clear examples of the type of conduct that is prohibited, as well as clear steps for Members of the Public, City Staff, or Council Members to follow to report incidents of Inappropriate Behavior.

Any restrictions made under this policy will depend on the particular circumstances, and there is an opportunity for the affected individual to have any restrictions reviewed and/or appealed in accordance with the provisions of this policy.

Scope:

This policy and procedures shall apply to all Members of the Public use of City Facilities, in any space in which City Services are provided, and in any space where City programs or events are being held. It also applies to both in-person interactions and all forms of communication including social media, telephone, and written correspondence (electronic or hardcopy).

It applies to incidents between Members of the Public, Members of the Public and City Staff, and Members of the Public and Council Members.

This policy does not apply to incidents between City Staff, Council Members, or Council Members and City Staff.

This policy is not intended to deal with generally difficult clients and individuals. It applies to Members of the Public whose behaviors and actions contravene the minimum behavior requirements expected of them while using City Services or accessing City Facilities, as described in this policy.

This policy is intended to align with the City's Respectful Workplace Policy, Code of Conduct Policies, Health and Safety Policy, Facilities Code of Conduct Policy, and applicable laws.

Definitions:

"Abusive Language" - includes profane, obscene, threatening derogatory or discriminatory language, language that may be perceived as inciting violence, or words or language that are intended to are may be perceived as offensive, abusive, humiliating, or degrading to City Staff, Council Members, or Members of the Public

"CAO" - means the City's Chief Administrative Officer

"City" - is the Corporation of the City of Stratford

"City Business" - means all business activities related to the City's operations, whether conducted in, on or outside of City Facilities including programs and events offered or run by the City.

"City Facilities" - for the purpose of this policy means, but is not restricted to, all land, property, structures, installations, vehicles or equipment owned, leased, operated, used, or otherwise controlled by the City and includes all City worksites and premises, including off-site meetings/events, community engagement activities, and all locations where City Business is conducted.

"City Services" - means all services, programs, and events provided by the City, including waste collection, bylaw enforcement, building inspection, front counter, and volunteer events but excludes police services.

"City Staff" - means all Employees and volunteers engaged in City Business.

"Council" - is the municipal council of the City.

"Council Member" - includes the Mayor and any member of the Council of the City, of a local board of the City, and of an advisory committee of the City.

"Employee" - means all City unionized and non-unionized employees, whether full-time, part-time, regular, or casual.

"Inappropriate Behaviour" - means behavior that is unacceptable in all circumstances because it compromises the health, safety and security of City Staff, Members of Council or Members of the Public. It includes behavior that obstructs or interferes with the lawful, free use and enjoyment of City Facilities or use of City Services and includes:

- Violence of any kind or conduct that is frightening or threatens use of violence or attempts to incite violence against an identifiable group or person or is indecent, hateful, including use of material with text or imagery that has explicit or malicious intent, and includes any unwanted physical contact.
- Constitutes Vandalism, or damage to City Facilities
- Constitutes Harassment, bullying, ridicule or intimidating behaviour, whether in person, on phone, email or social media.
- Constitutes discrimination, including language, gestures including making derogatory, insensitive and offensive jokes, or demeaning comments towards others.
- Constitutes Abusive Language
- Threatens retaliation or constant criticism to intimidate, humiliate and demean
- Frivolous or Vexatious Requests
- Refusal to follow health and safety policies, and practices, City policies, City procedures, posted Facility Rules, by-laws, Rental Agreements, or applicable laws.

"Harassment" – means workplace harassment as defined in the **Occupational Health and Safety Act**, to be a course of vexatious conduct that is known or ought to be reasonable to be known as unwelcome.

"Frivolous or Vexatious Requests" - means an unreasonable complaint or request initiated with the intent to embarrass or annoy the recipient or is part of a pattern of conduct by the requestor that abuses the complaint process or service requests. A frivolous complaint has no

serious purpose or value, is about a matter that is trivial or without merit on its face, and for which an investigation would be disproportionate in terms of time and cost, and can include requests or complaints that are incomprehensible, inflammatory or based on conspiracy theories. Such requests consume a disproportional amount of Council Members and/ or City Staff time and resources and compromise their ability to provide assistance or deliver good customer services efficiently and effectively. Examples may include one or more of the following behaviors:

- submission of obsessive requests with a very high volume and frequency of correspondence,
- requests for information the requester has already been informed of or seen, or with a clear intention to reopen issues that have already been considered or determined,
- intended to cause maximum inconvenience, disruption or annoyance, including requests that lack any serious purpose of value, or are harassing of the City,
- intermingling requests with accusations and complaints.

"Violence" - means workplace violence as defined in the **Occupational Health and Safety Act** to be the exercise of physical force, or attempt to exercise physical force, by a person, against another, that causes or could cause physical injury. It includes a statement or behaviour that it is reasonable for a person to interpret as a threat to exercise physical force that could cause physical injury and includes:

- aggressive or intimidating Verbal Abuse.
- threats and/or attempts to intimidate.
- deliberate throwing of articles in an aggressive or disruptive manner.
- actual or attempted physical assaults of another person.
- sexual violence.
- attempts to goad or incite violence in others.
- possession of weapons.

"Members of the Public" - for the purpose of this policy means any person (s) who is not City Staff or a Council Member.

"Notice of Trespass" - means a written notice prohibiting a person from entering an identified City property for a specified duration under the **Trespass to Property Act**. It is issued to a person to impose a ban either outright or subject to various conditions.

"Vandalism" - is the malicious, willful and deliberate destruction, damage, or defacing of City Facilities, including causing unsanitary conditions (i.e. expulsion of bodily fluids). **"Respectful Workplace"** - is characterized by courteous and considerate behaviour towards others; inclusion of all persons of different backgrounds, cultures or opinions; safety from inappropriate behaviour, and includes constructive resolution of disputes.

Incident Procedures - Reporting an Incident

If an incident presents an immediate threat, contact 9-1-1. The City's primary concern is the safety of Members of the Public and City Staff. City Staff are not expected to jeopardize their safety or that of others in responding to an incident.

Police should be called to respond to all occurrences of illegal or acts or potential acts of Violence. Other types of Inappropriate Behaviour may also be reported to the Stratford Police Services. Charges may follow.

Members of the Public are encouraged to notify a City Staff member on-premises to provide assistance when they experience or witness Inappropriate Behaviour towards City Staff, Council Members or other Members of the Public in receiving or using City Services or City Facilities.

In responding to an incident, City Staff are expected to consult with their supervisor and to act fairly and equitably in accordance with this policy, the **Occupiers Liability Act**, the **Occupational Health and Safety Act**, the **Trespass to Property Act**, **Criminal Code**, and any other relevant provincial legislation. City Staff are authorized to respond at City Facilities if Inappropriate Behaviours are observed or reported.

If appropriate, City Staff will attempt to explain to the person or persons engaging in Inappropriate Behavior that their behavior is unacceptable and ask the behavior to cease. City Staff may also attempt to de-escalate the situation, where appropriate.

If the Inappropriate Behavior continues, and depending on the severity of the Inappropriate Behavior, City Staff may require the person to leave the City Facility immediately. If the person refuses to leave the City Facility, they may request police assistance.

Disrespectful Behaviour involving Minors

If the incident involves Inappropriate Behaviour involving minors, City Staff will make reasonable attempts to notify the parent or guardian as soon as reasonably possible, in particular, if a claim for costs will/may be made, and/or where a trespass notice is implemented.

Online Incident Report

A Member of the Public who witnesses or experiences Inappropriate Behavior is encouraged to complete an Online Incident Report form found on the City Respectful Workplace webpage under the Public Conduct Policy link.

Incident Reports should provide sufficient details, including:

- Details of the incident (length of time that City Staff or Member of Public have been in contact with the individual and history of interactions, frequency or duration of Inappropriate Behaviors)
- Names and contact information of the person(s) who engaged in the Inappropriate Behavior
- Names and contact information of any witnesses
- Any written statements provided by witnesses or other evidence (photos, video)

Once the Online Incident Report form and all other related documentation are received by the City, the Director of Human Resources and the CAO will assess the circumstances and determine if additional action should be taken in accordance with this policy.

City Staff

As soon as reasonably possible following the incident, City Staff will report the incident to their manager/director or the Director of Human Resources and will complete the Online Incident

Report form found on the City Respectful Workplace Webpage under the Public Conduct Policy link.

Any hardcopy written incident report should be submitted to the respective manager/director.

Incident Reports are required to maintain a formal record of occurrences that are considered Inappropriate Behavior. Incident Reports also serve to identify repeat offenders and will be used to track an escalating situation.

Council Members

Council Members who encounter Inappropriate Behaviour as defined in this policy while conducting City Business shall also report incidents using the Online Incident Report form found on the City Respectful Workplace Webpage under the Public Conduct Policy link.

The completed form should be sent to the Integrity Commissioner for guidance and assistance.

Incident Consideration & Determination of Inappropriate Behaviour

The decision to classify a person's behavior as Inappropriate Behaviour could have serious consequences for the individual, including restricting their access to City Staff, Council Members, Services, and Facilities. This determination may be a result of a repeated pattern of conduct, or it may be a single significant incident that requires invocation of this policy. Determining whether particular behaviors are Inappropriate Behavior can require a flexible balancing exercise considering all circumstances of a particular case.

Before classifying a person's behaviour as Inappropriate Behavior, the assigned director and CAO must be satisfied that the incident has been thoroughly reviewed and investigated, including consultations with Members of the Public, City Staff, or Council Members who reported or were involved in the incidents or previous incidents and, that communication with the alleged offender has been adequate.

Each case will be considered on an individual case-by-case basis as deemed appropriate in the circumstances. The Director and CAO may consult with the City Solicitor to seek legal advice or refer the incident to an external third party at any time for investigation if deemed necessary.

Application of Restrictions

If the incident is found to be in contravention of this Policy to the point that restrictions or other actions are deemed appropriate, the Member of Public, where possible and appropriate, will receive written communication that:

1. Explains the decision the City has made in response to an interaction or event deemed Inappropriate Behavior in contravention of this policy.
2. Details the implication(s) of this decision on the person's future interactions with the City.
3. Sets out any restrictions being imposed.
4. Advises how long the restriction(s) will last.
5. Advises how the person may appeal the decision.

Such restrictions may include, but are not limited to the following:

- Pursuing legal action in consultation with the City Solicitor, including the issuance of a Notice of Trespass or pursuing cost recovery.
- Refusing the person(s) access to certain or all City Facilities indefinitely or for a specified period of time.
- Refusing the person(s) access to certain or all City Facilities except by appointment and/or with specific conditions.
- Issuing a warning letter outlining that any further incident will result in restrictions being applied.
- Limiting the number and duration of the person's interactions with City Staff, Council Members
- Limiting the person(s) to one method of contact (examples: telephone, e-mail, appointment-based service, etc.).
- Limiting the person(s) to one City point of contact for all interactions.
- Informing the person(s) that further complaints or requests regarding a matter, and/or just general contact will not be acknowledged by City Staff.

Appeal Process

If a person wishes to appeal any action taken by the City in response to Inappropriate Behaviour, the person may address their concerns in writing to:

1. The CAO, or should the occurrence involve the CAO, to the Director of Human Resources within 14 days of the decision.
2. The appeal will be reviewed by the assigned City Director and CAO. The review will result in confirming, rescinding, or amending the restriction. The CAO may consult with the City's Diversity Equity and Inclusion division to garner subject matter expertise. The CAO may seek legal advice or refer the incident to a consultant at any time for investigation if deemed necessary.
3. The person making the appeal will receive a letter outlining the outcome of the decision.
4. The CAO's decision will be final. If the appellant is not satisfied, all further inquiries regarding the incident shall be referred to the Ontario Ombudsman.

Evaluation of Occurrences

On an annual basis, an analysis of occurrences will be completed by the Corporate Leadership Team. This Policy will be evaluated and revised as needed.

Communication

A copy of this policy and procedures will be posted on the City's website. Signage will be posted at all facilities and public service areas. Facility users/tenants who sign contracts or acquire permits from the City will, at a minimum, be notified of the policy and its location on the City's

website. Employees will receive training on the policy. Management will review the policy with their employees and provide any additional site-specific training required.

Legislative Authority: The parameters of this policy adhere to the applicable policies and regulations:

Ontario Human Rights Code (OHRC)

Occupation Health and Safety Act (OHSA)

Accessibility for Ontarians with Disabilities Act (AODA)

Occupiers Liability Act

Trespass to Property Act (R.S. O. 1990, c.T.21)

Criminal Code (R.S.C., 1985, c. C-46)

Related Documents:

H.1.36 Respectful Workplace Policy

H.1.27 Employee Code of Conduct Policy

Code of Conduct – Council, Local Boards and Committees

C.1.13 Facilities Code of Conduct Policy

H.1.12 Health & Safety Policy

Health and Safety Manual



The Corporation of the City of Stratford Policy Manual

Policy Number:	H.1.36
Policy Section:	Human Resources
Department:	Human Resources
Date Adopted:	May 8, 2023
Date Amended:	October 28, 2024
Scheduled for Review:	October, 2029
Date of Last Review:	
Policy Type:	Administrative Policy

Respectful Workplace Policy

Policy Statement:

In keeping with its Corporate Values, the Corporation of the City of Stratford (City) is committed to providing a safe and respectful workplace free from all forms of harassment, discrimination, and violence.

The City will make every reasonable effort to identify all potential sources of workplace harassment, discrimination, and violence to maintain a respectful workplace and eliminate and /or minimize these risks.

This policy should be interpreted as consistent with the provisions of the **Ontario Human Rights Code**, and **Occupational Health and Safety Act**, as amended, and read in conjunction with any applicable collective agreement provisions. The requirements set out in this policy do not limit any obligations under any applicable legislation.

The City is committed to ensuring all employees, members of the Council, and volunteers can work in an environment where all individuals are treated with professionalism, respect, and dignity. The City treats all concerns, complaints, or incidents of discrimination, workplace harassment, workplace sexual harassment, bullying, poisoned work environment, workplace violence or domestic violence seriously. Accordingly, the City will not tolerate discrimination, harassment or violence of any form in the workplace.

Purpose:

The Purpose of this policy is to:

- Define behavior that constitutes workplace discrimination, harassment, and violence.
- Identify roles and responsibilities when discrimination, harassment, and violence occur in the workplace.
- Establish the procedures and process for investigating and responding to concerns or reports of discrimination, harassment, and violence in the workplace.

Scope:

This policy applies to all City employees while performing work in the workplace. Volunteers and members of City Council are afforded the same workplace rights and protections provided by this policy while performing authorized work-related activities on behalf of the City in the workplace.

In addition, this policy should be interpreted as consistent with other City policies including but not limited to the following:

C.3.XX Public Conduct Policy

H.1.27 Employee Code of Conduct Policy

Code of Conduct – Council, Local Boards and Committees

C.1.13 Facilities Code of Conduct Policy

H.1.12 Health & Safety Policy

Health and Safety Manual

Definitions:

For this policy, these terms are defined as follows:

“Bullying” a form of harassment, generally involving repeated acts over time, attempting to create or enforce one person’s (or group’s) power over another person (or group). Bullying can be emotional, verbal, or physical and is intended to intimidate, offend, demean, humiliate, ridicule, patronize, or degrade. It can be directed at one person or not aimed at anyone in particular but is part of generally hostile behavior that has a toxic effect on the workplace.

Bullying may include:

- Persistently and excessively criticizing and scrutinizing the victim’s work without justification.
- Spreading malicious gossip or rumours.
- Belittling the victim’s opinion.
- Spying on or stalking the victim.
- Tampering with the victim’s desk workspace or belongings.
- Isolating, excluding, or ignoring the victim.

- Undermining or sabotaging the victim's work by settling unreasonable deadlines or withholding key information.
- Engaging in physically abusive or aggressive behavior such as pushing, hitting, spitting, finger pointing or aggressively invading the victim's personal space.

"Discrimination" results from treating a person unequally or unfairly with respect to their employment, rather than treating a person fairly on the basis of individual merit. Discrimination can be either intentional or unintentional and is usually based on personal prejudices, biases and stereotypical assumptions related to at least one of the protected grounds set out in the **Ontario Human Rights Code**.

"Employees" for the purposes of this policy, means all full-time, part-time, regular, casual, and temporary employees of the City and includes volunteers and members of Council while performing authorized volunteer or work-related activities for the City in the workplace.

"Harassment" engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, as defined in the **Occupational Health and Safety Act**.

Some examples of harassment include:

- Verbally abusive behaviour such as yelling, insults, ridicule and name calling, including remarks, jokes or innuendos that demean, ridicule, intimidate or offend.
- Workplace pranks, bullying and hazing.
- Gossiping or spreading malicious rumours.
- Excluding or ignoring someone, including persistent exclusion of a particular person from workplace social gatherings.
- A leader undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job.
- Sabotaging someone else's work.
- Displaying or circulating offensive pictures or materials.
- Offensive or intimidating phone calls or e-mails.
- A leader blocking an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- Making false allegations about someone.

Harassment can also be discriminatory when based on the prohibited grounds in the **Ontario Human Rights Code**, some examples of discriminatory harassment include:

- Inappropriate or offensive comments, jokes, or behaviour that belittle or ridicule a person's membership in one of the protected grounds, such as race, religion age or disability.
- Intimating a person's accent, speech, or mannerisms, or

- Persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children.

Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- Actions to correct performance deficiencies.
- Imposing discipline for workplace infractions.
- Requesting medical documents in support of an absence from work.
- Normal workplace conflict that may occur between individuals or differences of opinion between co-workers.
- Friendly teasing or bantering that is mutually acceptable and not offensive to others.

Differences of opinion or minor disagreements between employees would not generally be considered workplace harassment.

“Sexual harassment” harassment against an employee because of sex, sexual orientation, gender identity or gender expression, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Examples of workplace sexual harassment include:

- Persistent leering (suggestive staring) or other obscene/offensive gestures.
- Unwanted and inappropriate physical contact such as touching, kissing, patting pinching, brushing up against a person.
- Unwelcome sexually oriented remarks, invitations, request, jokes, gestures.
- Unwelcome sexual flirtations, advances, propositions.
- Inquires or comments about a person’s sex life.
- Demands or requests for sexual; favours, especially by a person who is on a position of authority.
- Displaying sexually offensive materials.
- Sexual assault.
- Refusal to address someone using their preferred pronoun or comments meant to belittle employees for using washroom, locker rooms and change rooms that correspond to their gender identity, regardless of their sex assigned at birth.

“Poisoned or toxic work environment” one or a series of harassing comments or conduct that creates a damaging, hostile, or uncomfortable environment for individuals or groups to work and may be related to the prohibited grounds, which has a toxic effect in the workplace. The comment or conduct must be of a significant nature or degree and have the effect of “poisoning” the work environment.

Examples of conduct that can create a poisoned work environment include:

- Displaying offensive or sexual materials such as posters, graffiti, cartoons, pictures, calendars, web sites or screen savers.
- Distributing offensive e-mail messages or attachments such as pictures or video files.
- Practical jokes that embarrass or insult someone; or
- Jokes or insults that are offensive, racist, or discriminatory in nature.

“Workplace” any location where work-related duties for the City occur or are conducted, including those locations that are not on primary City work sites. This may include a social function, training, and conferences, during travel, at restaurants, and include all forms of communication including telephone, e-mail, and social networking sites (Facebook, Twitter, LinkedIn, etc.).

“Workplace violence” includes acts that may be considered criminal and is defined under the **Occupational Health and Safety Act** as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of workplace violence include:

- Physical threatening behaviour such as shaking a fist at someone, finger-pointing, destroying property, throwing objects;
- Verbal or written threats to physically attack a worker;
- Leaving threatening notes or sending threatening e-mails.
- Wielding a weapon at work.
- Stalking someone; and
- Physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Violence that occurs outside the normal workplace, but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Workplace violence may come from many different sources:

- Strangers or people with no ties to the workplace.
- Clients, customers.
- Other employees.
- Intimate relationships outside of work (such as intimate partners, family, friends).

“Domestic violence” a pattern of behavior used by one person to gain power and control over another person with whom they currently have or previously have had an intimate relationship. This pattern of behavior may include physical violence, sexual, emotional, and/or psychological intimidation, verbal abuse, stalking or using electronic devices to harass and control. Anyone can be a victim of domestic violence. Domestic violence may put the targeted employee at risk and may also pose a threat to co-workers.

Roles & Responsibilities:

All employees have a responsibility to ensure their behavior and conduct in the workplace positively contributes to a respectful, healthy, and safe workplace free from harassment, discrimination, and violence in accordance with the provisions of this Policy.

Specific groups or individuals have responsibilities as follows:

Leaders (CAO/Directors/Managers/Supervisors/Leads)

It is the responsibility of those in supervisory/management positions, up to and including the Chief Administrative Officer (CAO), to actively foster respectful interactions in the workplace by providing information, training, clear expectations, and modeling desired behaviour. Leaders must not condone inappropriate workplace behaviour. In the event of an alleged incident of harassment and/or discrimination, Leaders will immediately provide supports to maintain the physical and emotional health of those affected, provide information on the procedures associated with this policy and inform Human Resources.

During an investigation, Leaders will cooperate with and respond to the needs of the Investigator to ensure an effective and timely investigation. The Leader will demonstrate and promote the maintenance of confidentiality.

A person in authority who does not take active steps to ensure a respectful, healthy, and safe workplace may be held responsible for failing to do so and face disciplinary action up to and including termination of employment. Active steps include, but are not limited to:

- Ensuring employees are aware of this policy.
- Regularly reinforcing the requirement for respectful interactions.
- Modeling behaviour in keeping with the City’s Values.
- Supporting employees who come forward with complaints under this policy.
- Notifying Human Resources when becoming aware of harassment and discrimination, regardless of whether the employee wishes to pursue a complaint.
- Consulting with Human Resources, investigating and addressing workplace harassment, discrimination, or other unwanted behaviour, including by a member of the public against an employee.

Union/Association Executive

Executive members of Unions and Associations play a leadership role in partnering with the City to promote a workplace that is free of harassment, discrimination, and violence and to support education and training initiatives in respect of this policy.

Employees

All employees have a duty to report workplace harassment, discrimination or violence to Human Resources as outlined in this policy.

Employees who are aware of or have directly observed conduct that they think contravenes this policy are expected to provide support to the target of the behaviour and encourage those being targeted to report the offending conduct. If that person does not act, observers are asked to bring information forward to any Leader, the Union or Human Resources staff.

Anyone involved in the investigation of an alleged incident is required to cooperate with the person responsible for investigating and to always maintain confidentiality.

Reporting Workplace Harassment, Discrimination, and Violence

Harassment or Discrimination

Any employee who feels they have been harassed are encouraged to inform the harasser (or respondent) that their behavior is unwelcome and ask the perpetrator to stop. Occasionally, the harasser may not realize their behavior is unwelcomed or perceived as offensive and the issue may be resolved without the need to make a formal harassment report or complaint.

The following phrases are examples of what an employee might say to a harasser in an effort to stop the harassing behavior:

- "I don't want you to do that."
- "Please stop doing or saying..."
- "It makes me uncomfortable when you ..."
- "I don't find it funny when you ..."

The Director or Manager of Human Resources can offer support in this process with assistance to prepare for this conversation and may act as an informal mediator for both parties.

If confronting the harasser is too intimidating, inappropriate or has the potential to jeopardize an employee's well-being, health, or safety, or if the attempt to stop the offending behavior is unsuccessful, the employee should submit a complaint, either verbally or in writing, to the Director of Human Resources or designate.

When submitting a complaint, either in writing or verbally, a report of the incident should include the following information:

- Name of the employee who has allegedly experienced workplace harassment, discrimination or violence and contact information
- Name of alleged perpetrator(s), position and contact information (if known)
- Date, time and location of the incident(s)
- Description of the incident, including words, gestures
- Names of witnesses to the incident or other persons with relevant information and contact information (if known)
- Any documents relevant to the incident such as email or text messages

Employees can also use the **Respectful Workplace Complaint form**, available on the Respectful Workplace web page, from the Director of Human Resources or designate. All Respectful Workplace documents are posted on the Respectful Workplace webpage.

Employees are encouraged to promptly report any incident or complaint as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a fair and timely manner.

If a complaint involves someone outside the City (example: a customer, supplier, or resident etc.) the complaint should still be reported, and the City will do its best to investigate and address the issue and prevent further problems from arising.

Workplace Violence

The personal safety of everyone in the workplace is of paramount importance. An employee who believes they or another person in the workplace are in immediate risk of harm should immediately contact the police.

All employees are responsible for promptly notifying a supervisor or manager of any actual or potential violence or threats of violence that they have witnessed, received, experienced or have been told that another person has witnessed, received, or experienced, or that they have reasons to believe may occur.

Supervisors and managers who are aware of or receive a report of any actual or potential workplace violence are required to immediately notify the Director, Human Resources or designate.

Employees have the right to refuse work if workplace violence is likely to endanger themselves or other workers. If work is refused, the refusing employee must immediately inform their supervisor, at which point appropriate measures will be taken to protect the workers and investigate the situation. The refusing employee will be moved to a safe place near their normal workstation and will need to be available for the purposes of investigating the incident. In some circumstances, subject to the provisions of the respective collective

agreements and the **Occupational Health and Safety Act**, employees may be provided with reasonable alternative work during normal working hours.

Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- equipment to summon assistance such as fixed or personal alarms, locator or tracking systems, phones, cell phones, two-way radios etc.
- emergency telephone numbers and/or email addresses
- departmental/divisional emergency procedures

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

The Director of Human Resources or their designate will manage the incident including any investigation, ensure immediate assistance has been summoned as required to assist, intervene, or investigate workplace violence.

The City will take every precaution, reasonable in the circumstances, to protect an employee from domestic violence in the workplace. This may include some or all of the following:

- Creating a safety plan.
- Contacting the police.
- Establishing enhances security measures such as panic button, code words, and door and access security measures.
- Screening calls and blocking certain e-mail addresses.
- Setting up priority parking or providing escorts to your vehicle or to public transportation.
- Adjusting an employee's working hours and location so that they are not predictable; and
- Facilitating an employee's access to counselling through the Employee Family Assistance Program or other community programs.

The City appreciates the sensitivity of these issues and will do its best to assist the employee as discreetly as possible while maintaining the employee's privacy.

Investigation into Workplace Harassment, Discrimination and Violence

The City will ensure that an investigation, appropriate for the circumstances, is conducted when notified of an incident or potential incident or upon receiving a report or complaint of workplace harassment, discrimination, or violence.

Procedure to Appoint an Investigator

The Director of Human Resources, or designate, will determine who will investigate incidents or complaints. The City will ensure the person who conducts the investigation is not involved in the incident and is not under the direct control of the person bringing a complaint (complainant) or the individual alleged to have engaged in workplace harassment/ violence (respondent).

In appropriate cases, the City may, at its discretion, elect to have an investigation into workplace harassment, discrimination, or violence conducted by an external third party. Allegations against City Leadership staff, Council members or Human Resources staff will be investigated by an external third party, selected by the City. The City will involve Union Representatives in investigations as applicable.

The investigator will consult with the Director of Human Resources and conduct investigations, as necessary. Additionally, the investigator may provide recommendations for support such as coaching, training and monitoring.

Investigation Process

The Director of Human Resources or designate will commence an initial assessment of the complaint or concern and ensure that a fair, impartial, and timely investigation is conducted, if required, in a timely manner.

The investigation will include:

- Interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations.
- Interviewing witnesses, if any.
- Reviewing any related documentation; and
- Making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed fact report including an analysis, findings, and recommendations where appropriate to the Director of Human Resources. The Director of Human Resources, in consultation with the impacted Department Head (where the incident has taken place), will review the report and determine appropriate follow-up actions. If required, this consultation process may involve legal advice. The Director of Human Resources and the impacted Department Head will then render a decision on the incident. A summary of the findings will be provided to the complainant and respondent in writing, within a reasonable time frame.

Outcome of Investigation

The Director of Human Resources and the impacted Department Head will determine what action should be taken as a result of the investigation.

If a finding of harassment, discrimination, or violence is made, the City will take corrective measures up to and including termination of employment, appropriate in the circumstances.

The Director of Human Resources or designate will inform the complainant and the respondent, in writing, of the results of the investigation and any corrective actions taken, or which will be taken to address the harassment, discrimination, or violence, if applicable.

Interim measures, appropriate in the circumstances, will be taken after a complaint is received and during the investigation. The City will take all reasonable measures to eliminate or mitigate any risks identified by the investigation into an incident or report of workplace harassment, discrimination, or violence.

Confidentiality of Complaints and Investigations

The City recognizes the sensitive nature of harassment, discrimination, and violence complaints and will keep all complaints confidential, to the extent that it is able to do so. The City will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

Out of respect for the relevant individuals, it is expected that the complainant, respondent, witnesses, and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterward.

Unionized staff may have the assistance of a union representative throughout an investigation process if they so choose. The role of the union representative in the investigation process is to observe the proceedings and provide support after the proceedings are completed.

Protection from Reprisal or Retaliation

Employees shall not be penalized, disciplined, or otherwise reprisal against for reporting in good faith, an incident or for participating in an investigation involving workplace harassment, discrimination, or violence.

The City will, however, take appropriate disciplinary measures up to and including termination of employment against anyone who knowingly brings a false and malicious complaint or in respect of any person, who taunts, retaliates against, or threatens anyone in relation to harassment, discrimination, or violence complaint.

Record Keeping

Human Resources shall maintain all records of the investigation including:

1. A copy of the complaint or details about the incident.
2. A record of the investigation including notes.
3. A copy of the investigation report (if any).
4. A summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if a worker of the employer.
5. A copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including the report, should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law. Records will be kept in accordance with the City's records retention program.

Training and Review

Human Resources will ensure all employees and leaders are trained on and provided a copy of this policy upon hire and after any changes/revisions to the policy are made.

This policy shall be reviewed annually and as often as necessary, to ensure that the program adequately implements the **Occupational Health and Safety Act**.

Requests for assistance in the administration or interpretation of this policy should be directed to the Director, Human Resources, or their designate. The City reserves the right to rescind and/or amend this policy at its sole discretion.

Legislative Authority: The parameters of this policy adhere to the following:

Ontario Human Rights Code (OHRC)

Occupational Health and Safety Act (OHSA)

Criminal Code (R.S.C., 1985, c. C-46)

Related Documents:

C.3.XX Public Conduct Policy

H.1.27 Employee Code of Conduct Policy

Code of Conduct- Council, Local Boards and Committees

C.1.13 Facilities Code of Conduct Policy

H.1.12 Health & Safety Policy

Health and Safety Manual

This revised Respectful Workplace Policy H.1.36 replaces the current:

- H.1.6
- H.1.23



MANAGEMENT REPORT

Date: October 28, 2024
To: Stratford City Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-125
Attachments: None

Title: Deputy Mayor Appointment 2024-2026

Objective: To consider appointment of a Deputy Mayor for the term ending November 14, 2026.

Background: In the Municipal Act, 2001, (the Act) there is no requirement for municipalities to appoint a Deputy Mayor. Section 225 of the Act outlines the role of the Head of Council, being the Mayor, but is silent on the appointment of a Deputy Mayor. Section 242 of the Act, provides that Council may appoint a member:

- to act in the place of the Head of Council; and
- to preside at meetings in the absence of the Head of Council with all the powers and duties of the Head of Council with respect to the role of presiding at meetings.

In Stratford, the Deputy Mayor position is not directly elected by voters.

At the November 28, 2022, Regular Council meeting, the following resolution was adopted:

THAT a member of Council be appointed as the Deputy Mayor for a two-year term to November 14, 2024 and that applications be accepted for 2025-2026 at that time.

At the December 19th meeting, Councillor Nijjar was appointed Deputy Mayor.

The purpose of this report is to consider the appointment of a Deputy Mayor from amongst the elected members of Council for the remainder of the term to November 14, 2026.

Analysis: The Deputy Mayor position is defined in the Procedural By-law 140-2007 as:

“1.12 “Deputy Mayor” means the Councillor appointed by Council to act in the place of the Mayor in accordance with this By-law;”

The Procedural By-law further provides:

“2.5 Absence – Mayor – Deputy Mayor – authority

In the absence of the Mayor or if the office is vacant, the Deputy Mayor shall act in the place and stead of the Mayor, including presiding at Council meetings, and shall have all the rights, powers and authority of the Mayor.”

In addition to presiding at Council meetings, the Deputy Mayor will fulfill obligations of the Mayor set out in the:

- Municipal Act, 2001;
- Emergency Management and Civil Protection Act;
- Any other applicable legislation; and
- Stratford City Council resolution or by-law.

The Deputy Mayor also has signing authority in the absence of the Mayor and while acting in place of the Mayor at meetings, the Deputy Mayor has all the powers and duties of the Mayor.

The following members of Council have put their names forward for consideration. The names of the members of Council appear alphabetically along with an overview of why they are interested in the Deputy Mayor position:

1. Councillor Biehn:

I have decided to put my name forward for Deputy Mayor. Over the past two years, I have built a trusting relationship with the mayor through many frank and honest discussions, even when we don't see eye to eye on certain topics. My goal is to effectively represent him when needed and to contribute positively to our local government. I am eager for the challenge and growth that this role presents and am committed to fostering collaboration to better serve our community.

2. Councillor Burbach:

As an experienced Councillor and Committee Chair, I believe I have the leadership skills to serve the community as Deputy Mayor. I have considerable experience with Chairing meetings, and also have the capacity in my schedule to attend community events as the need arises. I would appreciate the opportunity to take on this role for the next two years.

3. Councillor Nijjar:

Dear Mayor and Council Members,

I am writing to request your support for my nomination for Deputy Mayor for another term. I have been serving as Deputy Mayor for the past two years and I am proud of the work that we have accomplished together. I believe that I have the experience, knowledge, and leadership skills necessary to continue serving in this role.

As Deputy Mayor, I have worked hard to represent the interests of our community and to ensure that our city remains a great place to live, work, and raise a family. I have been involved in a number of initiatives that have helped to improve our city. I am committed to continuing this work and to making our city an even better place to live.

I would be honored to have your support for my nomination for Deputy Mayor. If you have any questions or would like to discuss this further, please do not hesitate to contact me

Thank you for your consideration.

Financial Implications:

Financial impact to current year operating budget:

The remuneration for the Deputy Mayor is set out in the Council Remuneration By-law 20-98. The 2024 rate, adjusted for the Consumer Price Index, is \$23,623.60.

Financial impact on future year operating budget:

The 2025 rate will be determined following completion of the Council remuneration review.

Alignment with Strategic Priorities:

Not applicable: The appointment of a Deputy Mayor allows business to continue in the absence of the Mayor but does not relate directly to Council's strategic priorities

Alignment with One Planet Principles:

Not applicable: The appointment of a Deputy Mayor allows business to continue in the absence of the Mayor but does not relate directly to the One Planet Principles.

Recommendation: THAT direction be given on the appointment of a member of Council to the Deputy Mayor role for the remainder of the term from November 14, 2024 to November 14, 2026.



MANAGEMENT REPORT

Date: September 25, 2024
To: Infrastructure, Transportation and Safety Sub-committee
From: Vicky Trotter, Council Committee Coordinator
Report Number: ITS24-018
Attachments: Avon Trail Blazing Plan

Title: Avon Trail Blazing Request

Objective: To consider a request from the Avon Trail Club to blaze the Stratford Side Trail from the Devon Street playground through the City to the TJ Dolan.

Background: The Stratford Side Trail runs from the Devon Street playground through the City to the TJ Dolan natural area. Currently, the trail is not properly blazed throughout the City.

The Active Transportation Advisory Committee (ATAC) has designed an informational trail sign to be placed in Confederation Park to assist trail users with navigating the trail, including how to read trail blazes. This project was included in the 2024 approved budget. The sign is only effective if the trail blazing is completed.

In 2021 blue side trail blazing was completed on City installed posts in TJ Dolan with the assistance of Community Services staff.

At the November 22, 2023, Active Transportation Advisory Committee the following motion was passed:

THAT the Active Transportation Advisory Committee recommends to Stratford City Council that they permit and support the blazing of the Avon Trail through the City of Stratford.

Analysis: If approved, all blazing will be completed by trained and experienced Avon Trail volunteer members with a template and high-quality paint and will be kept to the minimum number required for walkers to easily follow the trail. All blazes will be painted blue and will be 5.08cm x 15.24cm (2 inch x 6 inch), which is the standard size on trails throughout Ontario.

The following locations have been requested for installation of a trail blaze:

- Devon Street playground along existing riverside trail for 600 m to where the trail joins Devon Street on approximately 12 trees;
- Devon Street to Romeo Street and crossing into Upper Queens Park on approximately 8 posts and 2 trees;
- Upper Queens Park to Lakeside Drive to the William Hutt Bridge on approximately 6 posts;
- William Hutt Bridge to John Street on approximately 7 posts and 1 tree.

Prior to installation all locations will be reviewed and approved by City staff.

Financial Implications:

Not applicable:

There are no financial implications to be reported because of this report. The blazing including any required materials is to be funded by the Avon Trail group.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority as it will improve active transportation in the community.

Alignment with One Planet Principles:

Health and Happiness

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

Travel and Transport

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

Staff Recommendation: THAT the request from the Avon Trail to blaze the Stratford Side Trail from the Devon Street playground through the City to the TJ Dolan natural area be considered.

Prepared by:

Vicky Trotter, Council Committee Coordinator
Tatiana Dafoe, City Clerk

Recommended by:

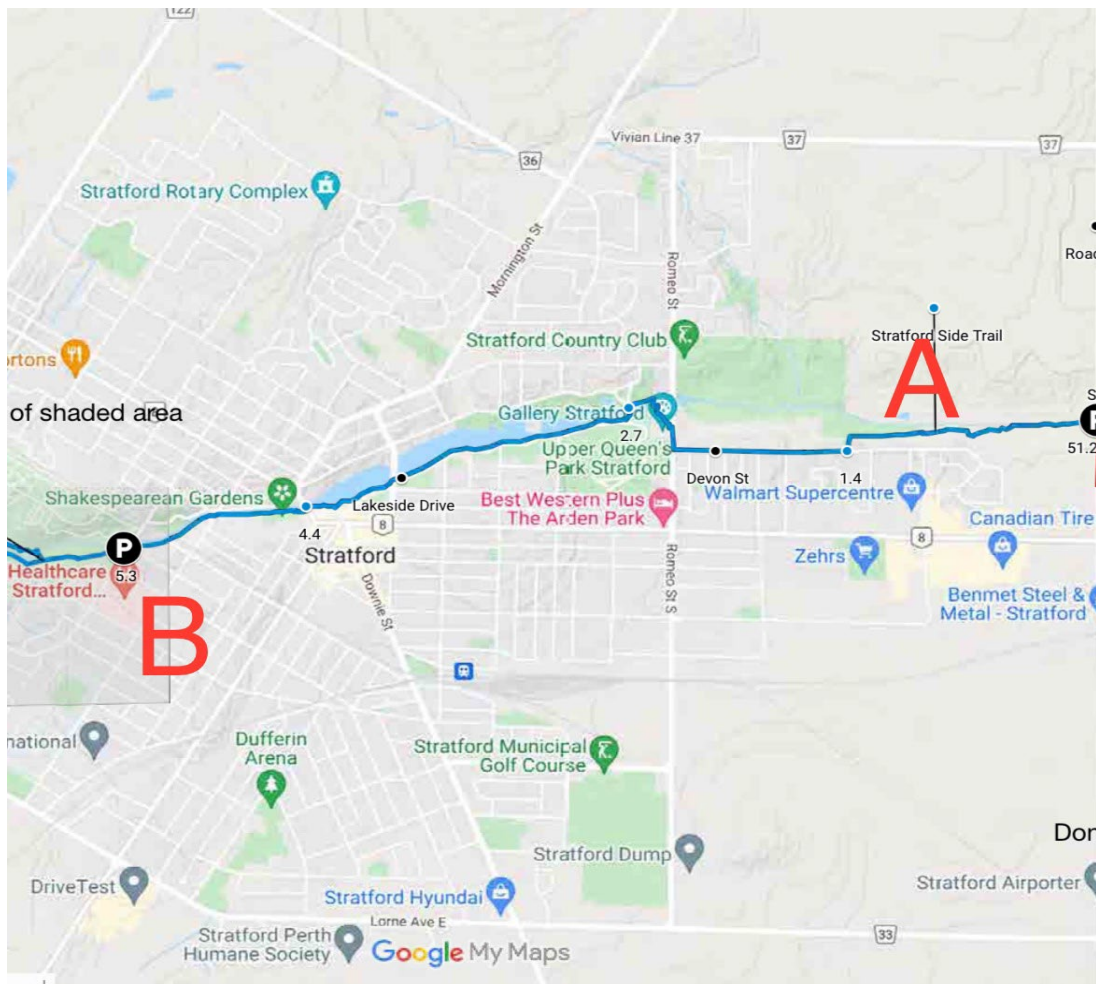
Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer

June 3, 2024
City of Stratford

AVON TRAIL BLAZING PLAN

The Avon Trail Stratford Side Trail runs from the Devon Street playground by the Avon River north of Devon Street, through Stratford and into TJ Dolan Natural Area. With the addition of the new sign in Upper Queen's Park devised by ATAC and the sign's description of Avon Trail directional blazing, actual blazing is required.

In TJ Dolan, blue side trail blazing was supervised by Quin Mallott in 2021. This was on city installed posts. There are no blazes of any kind between the Devon Street playground and TJ Dolan at this time. The following map shows the route of the side trail in blue. Blazes are needed between "A" and "B."



All blazing will be done by trained and experienced Avon Trail volunteer members with a template and high-quality paint. Blazes will be kept to the minimum number required for walkers to follow the trail. Blazes will be on both sides of the post or tree selected to provide guidance to walkers going in **either direction**. Numbers in the description below are estimates reached by the blazing team.

All blazes will be painted blue and be 5.08 cm x 15.24 cm (2 inch x 6 inch) This is a standard size blaze on trails throughout Ontario and the USA.

Mockup of blue Stratford Side Trail blaze on concrete post. Approximately 1.6 metres (5.5 feet) off the ground.



BLAZING LOCATIONS THROUGH THE CITY:

Off-road north of Devon Street

Blazes to commence at Devon Playground (43°22'33"N 80°56'38"W) by the Avon River and lead westwards along the existing riverside trail for about 600 metres. The Avon Trail joins Devon Street on the grassy gap between 274 and 288 Devon Street.

Blazes to be on approximately 12 trees.

Blazing along sidewalks between 274 Devon Street and the train trestle bridge (south)

Blazes to commence on existing city concrete light standards leading westwards from 274 Devon Street. Blazes to continue south on Romeo Street and cross Romeo at the crosswalk and enter Upper Queens Park. On Devon Street 6 posts will be used; on Romeo 2 posts. Between Romeo and the train trestle bridge 2 trees will be used.

Blazing from north side of train trestle bridge and William Hutt Bridge

Blazes to commence on 1 tree on grass leading westwards to Lakeside Drive North and on existing concrete posts on Lakeside Bridge and westwards along Lakeside Drive. Blazes to use 6 posts.

Blazing from William Hutt Bridge to John Street and the TJ Dolan entrance

Blazes to continue on Lakeside Drive and leave it to follow the lake shore. Continuing west and after the tourist office, blazing will lead under the Huron Street Bridge and through the Shakespearean Gardens and follow the river to the TJ Dolan entrance on John Street.

Blazes to use 7 concrete posts and possibly one tree.

Contact:

The Avon Trail
Box 25061
Stratford, ON
N5A 5T0

Bruce Graham, President
519-801-8230



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

BEING a By-law to authorize the acceptance of a tender and execution of a contract with Grand Valley Roofing & Coatings Inc. for the supply and installation of a new membrane roofing system and waterproofing for the Boathouse.

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 of Grand Valley Roofing & Coatings Inc. for the supply and installation of a new membrane roofing system and waterproofing for the Boathouse, 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 for the supply and installation of a new roofing system and waterproofing for the Boathouse is \$105,997.39, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 28th day of October, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



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

BEING a By-law to authorize the acceptance of a tender and execution of a contract with Kee Safety Ltd. for the supply and installation of a new railing system for the Boathouse.

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 of Kee Safety Ltd. for the supply and installation of a new railing system for the Boathouse, 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 for the supply and installation of a new railing system for the Boathouse is \$129,743.21, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 28th day of October, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



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

BEING a By-law to authorize the acceptance of a tender and execution of a contract with A Touch of Dutch Landscaping and Garden Services Ltd. for the supply and installation of a new interlocking paver system for the Boathouse.

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 of A Touch of Dutch Landscaping and Garden Services Ltd. for the supply and installation of a new interlocking paver system for the Boathouse, 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 for the supply and installation of a new interlocking paver system for the Boathouse is \$27,484.99, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 28th day of October, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



STRATFORD CITY COUNCIL

CONSENT AGENDA

October 28, 2024

REFERENCE NO.	CONSENT AGENDA ITEM
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- | | |
|-------------|--|
| CA-2024-174 | <p>In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:</p> <p>Lakeside Drive, westbound only, from Front Street to Waterloo Street, will be temporarily closed Friday, October 4, 2024 to allow for Warrior Hockey one-way traffic parking eastbound, beginning at 3 p.m. The closure will be removed after the game.</p> |
| CA-2024-175 | <p>In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:</p> <p>Perth Line 36 (Quinlan Road), from O'Loane Avenue to Mornington Street, Stratford, will be temporarily closed to through traffic, for approximately 4 weeks, beginning Monday, September 9, 2024, until Friday, October 4, 2024.</p> <p>This road closure is necessary to facilitate the Perth Line 36 Culvert Replacement Project. A signed detour route will be provided for this closure.</p> |
| CA-2024-176 | <p>Resolution from the Town of Bradford West Gwillimbury regarding the Ontario Deposit Return Program.</p> <p>Attachment – Letter from the Town of Bradford West Gwillimbury dated September 20, 2024.</p> <p>Endorsement of this resolution is requested.</p> |
| CA-2024-177 | <p>Municipal Information Form for Liquor Licence Application for an indoor area at 99 Downie Street (Avon Theatre Store)</p> <p>Section 2 – To be completed by the City Clerk.</p> <p>Section 3 – Asking if Council has specific concerns regarding the zoning, non-compliance with by-law or general objections to this application.</p> |

Fire Prevention has not expressed concerns with this application.

The Building Division provided the following comments:

- A Separate AGCO letter will be required from the Building Department. The applicant will be required to submit the following:
 - A fee of \$80.00 is required to be paid
 - A floor plan completed by a qualified designer is required to be provided demonstrating:
 - the areas desired to be licensed
 - the occupant loads for the licensed areas
 - exits/egress paths from the licensed areas
 - washrooms
 - The attached AGCO template form filled out within the "Re" section and send to building@stratford.ca

CA-2024-178 In accordance with By-law 135-2017, as amended, the Infrastructure Services Department is providing notification that:

Veterans Drive, from Cobourg Street to Waterloo Street will be temporarily closed to traffic Saturday, October 19 from 2:00 p.m. until 10:00 p.m. for the Stratford Lantern Parade.

CA-2024-179 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 traffic on Wednesday, October 23 from 6:45 p.m. until 7:30 p.m. for the Stratford Public Library Boo Bash:

- St. Andrew Street from Birmingham Street to Church Street;
- Church Street from St. Andrew Street to St. Patrick Street.

CA-2024-180 In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:

Lakeside Drive, westbound only, from Front Street to Waterloo Street, will be temporarily closed Friday, October 11, 2024 to allow for Warrior Hockey one-way traffic parking eastbound, beginning at 3:00 p.m. The closure will be removed after the game.

September 20, 2024

BY E-MAIL

Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks
5th Floor
777 Bay St.
Toronto, ON M7A 2J3

Dear Minister Khanjin:

Ontario Deposit Return Program

I hope this letter finds you well. I am writing to formally address the recent discussions surrounding the Ontario Deposit Return Program, particularly regarding our community residents asking us about the recycling of nonalcoholic beverage plastics.

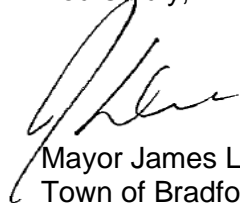
Whereas the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers, resulting in the removal of over 204,000 tonnes of greenhouse gas emissions, we recognize the potential for similar success with nonalcoholic beverages.

The Ministry of the Environment, Conservation and Parks highlighted in their June 2023 letter that they are considering the adoption of a deposit-and-return system for nonalcoholic beverages. This initiative presents a unique opportunity to further promote recycling, reduce litter, and encourage sustainable practices among consumers.

Therefore, I am proud to announce that our Council endorses the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers. We believe that this expansion will not only enhance environmental stewardship but also foster a culture of sustainability within our community.

We encourage all stakeholders to support this initiative and work collaboratively towards its implementation. Together, we can make a significant impact on our environment and set a positive example for future generations.

Yours truly,



Mayor James Leduc
Town of Bradford West Gwillimbury

CC:

Hon. Peter Bethlenfalvy, Minister of Finance
Hon. Caroline Mulroney, Member of Provincial Parliament for York-Simcoe
MPP Sandy Shaw, Opposition Environment, Conservation and Parks Critic
Ontario's Municipal Councils and Conservation Authorities



Alcohol and Gaming
Commission
of Ontario

Telephone: 416 326-8700
1 800 522-2876 toll free in Ontario
Fax: 416 326-5555

Agency Letter of Approval

Note: A separate letter is required from Building, Fire and Health authority.

THIS FORM IS NOT REQUIRED FOR CHANGES IN OWNERSHIP ONLY.

Attention: Approving Agency

This form is supplied for the convenience of approving authorities.
Any individual agency may choose to utilise their own specific correspondence.

Name of approving agency				
City of Stratford				
Address				
Street Number	Street Name	Street Type	Direction	Suite/Floor/Apt.
82	Erie St			
Lot/Concession/Rural Route		City/Town/Municipality	Postal Code	
		Stratford ON	N 5 A 2 M 4	
Re:				
Name of Establishment			Municipality	
Street Number	Street Name	Street Type	Direction	Suite/Floor/Apt.
Lot/Concession/Rural Route		City/Town	Postal Code	
Please indicate: <input type="checkbox"/> New Building OR <input type="checkbox"/> Alterations <input type="checkbox"/> Indoor Areas <input type="checkbox"/> Outdoor Areas				
<input type="checkbox"/> Agency has no objections to the use of this facility as a licensed premises under the <i>Liquor Licence Act</i> . No determination or assessment has, or will be made, at this time with respect to the occupant load.				
<input type="checkbox"/> Agency has no objections to the use of this facility as a licensed premises under the <i>Liquor Licence Act</i> . A total occupant load has been established at Indoor _____ Outdoor _____ <i>Note: If the total occupant load should be segmented into specific areas, please define below or provide appropriate attachment.</i>				
<input type="checkbox"/> Agency has no objections to the use of this facility as a licensed premises under the <i>Liquor Licence Act</i> following compliance with the identified requirements. <i>Note conditions below or provide appropriate attachment.</i>				
<input type="checkbox"/> See attachment				
Name of approving official (please print)		Title of approving official		Date
Signature of approving official		Telephone number	Fax number	
		() —	() —	



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

BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on October 28, 2024.

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

AND WHEREAS subsection 5(3) of the Municipal Act, 2001 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 October 28, 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 28th day of October, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe