



## **STRATFORD CITY COUNCIL ADDENDA**

Adoption of Addenda to the Regular Council Agenda:

Motion by

**THAT the Addenda to the Regular Agenda of Council dated December 16, 2024, be added to the agenda as printed to include the following:**

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

- 7.1 Resolution - Draft Plan of Subdivision 31T22-001; Official Plan Amendment OPA001-22; Zoning By-law Amendment Z07-22, Paradize Properties Development Ltd. Part of Lot 41, Concession 1 in the former Township of Easthope, County of Perth (COU24-152)

Following the publishing of the agenda, the following persons requested to speak to this matter:

- Jane Marie Mitchell - will be asking questions regarding housing and lack of parks in the proposed development.
- Mike Sullivan will be recommending Council reject the proposals due to deficiencies in the submission meeting legal requirements of the Provincial Planning Statement and the Official Plan and matters under the Municipal Act not being considered.

Motion by

**THAT Jane Marie Mitchell and Mike Sullivan be heard.**

- 7.9 Resolution – Request for an Exemption to C.1.13 Facilities Code of Conduct Policy - Use of Artificial Noise Makers at the Rotary Complex (COU24-161)

Attachment – Management Report, Request for an Exemption to C.1.13 Facilities Code of Conduct Policy - Use of Artificial Noise Makers at the Rotary Complex (COU24-161)

Motion by

**Staff Recommendation: THAT the request from Stratford District Secondary School to permit the use of noisemakers during the December 20, 2024, ice rental at the Rotary Complex be filed.**

7.10 Resolution – Lease Renewal – 100 St. Patrick Street (COU24-162)

Attachment – Management Report, Lease Renewal – 100 St. Patrick Street (COU24-162)

Motion by

**Staff Recommendation: THAT Council authorize the City of Stratford to enter into an Extension and Amending Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Infrastructure for the lease of a portion of space at 100 St. Patrick Street (Administration of Justice Building) for five years commencing on January 1, 2025, and expiring on December 31, 2029;**

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

7.11 Resolution - Stratfords of the World Advisory Committee Appointments (COU24-163)

Attachment – Management Report, Stratfords on the World Advisory Committee Appointments (COU24-163)

Motion by

**Staff Recommendation: THAT direction be given on the appointment of two (2) citizens to the Stratfords of the World (Ontario) Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

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

11.15 Lease Agreement – 100 St. Patrick Street

Attachment – Addendum By-law 11.15 Lease Agreement 100 St. Patrick Street.

To authorize the entering into and execution of a Lease Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Infrastructure, with respect to the continued lease of certain space at the Administration of Justice Building, 100 St. Patrick Street, for a five-year term from January 1, 2025 to December 31, 2029.



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## MANAGEMENT REPORT

**Date:** December 16, 2024  
**To:** Mayor and Members of Council  
**From:** Mark Hackett, Manager of Community Facilities  
**Report Number:** COU24-161  
**Attachments:** C.1.13 Facilities Code of Conduct Policy

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**Title:** Request for an Exemption to Facilities Code of Conduct Policy - Use of Artificial Noise Makers at the Rotary Complex

**Objective:** To provide Council with information and a staff recommendation regarding the exemption request received from Stratford District Secondary School to use artificial noise makers at the Rotary Complex.

**Background:** Staff received correspondence from Stratford District Secondary School requesting the use of artificial noise makers by spectators that will be in attendance for an ice rental on December 20, 2024, at Rink A at the Rotary Complex. The ice rental is a game between the hockey teams from Stratford District Secondary School and St. Michael Catholic Secondary School. The request is to have a dedicated student spectator section where the use of artificial noise makers would be permitted, and to close the walking track at the Rotary Complex during the ice rental.

A similar request was also received by staff in 2023. Staff advised that the request could not be permitted under the Council approved C.1.13 Facilities Code of Conduct Policy. Staff also advised that the Rotary Complex is a multipurpose facility, and that closure of the walking track would not be approved for an ice rental on one ice surface.

**Analysis:** C.1.13 Facilities Code of Conduct is a Council approved policy for the purpose of providing a safe and positive environment for everyone using city facilities. The spectator code of conduct prohibits artificial noise makers in all city facilities. As per the established policy, non-compliance may result in ejection from City of Stratford Recreation facilities for an indefinite period.

The Rotary Complex is a multiuse facility that consists of two ice surfaces, meeting rooms, community halls, administration offices, a walking track, and areas leased to tenants to operate their businesses. The use of artificial noise makers has the potential to negatively impact the operations of the other areas of the facility and affect patrons and staff. The use of artificial noise makers has the potential to create an unsafe

environment for patrons in attendance for the ice rental on Rink A and patrons using the walking track that is directly above Rink A due to harmful levels of noise. The walking track at the Rotary Complex is utilized at a high level during the daytime hours.

The use of artificial noise makers for this ice rental would require Council approval of an exemption to the Code of Conduct Policy and Spectator Code of Conduct. Staff are not supportive of the exemption due to the factors of the facility being multiuse and the potential negative and unsafe impacts of artificial noise makers.

Requests of this type have historically been denied due to the impact on the other facility users.

**Financial Implications:**

**Not applicable:**

There are no financial implications to be reported because of this report.

**Alignment with Strategic Priorities:**

**Not applicable:** This report does not align with one of the Strategic Priorities as it relates to a request for an exemption to an established Policy.

**Alignment with One Planet Principles:**

**Health and Happiness**

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

**Staff Recommendation: THAT the request from Stratford District Secondary School to permit the use of noisemakers during the December 20, 2024, ice rental at the Rotary Complex be filed.**

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



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## The Corporation of the City of Stratford Policy Manual

**Policy Number: C.1.13**

**Policy Section: C.1 Community Services**

**Department: Community Services**

**Date Adopted:** July 25, 2016

**Date Amended:**

**Scheduled for Review:**

**Date of Last Review:**

**Policy Type: Council Policy**

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### Facilities Code of Conduct

**Purpose:**

We are committed to providing a safe and positive environment for everyone using our facilities. We want the children who play here to learn about teamwork, sportsmanship, and fair play. As such, we have no tolerance for inappropriate behaviour and will enforce the following code of conduct.

**Scope:**

**Spectator Code of Conduct**

- No leaning over arena boards or railings
- There will be zero tolerance of foul language
- No throwing items onto ice or elsewhere
- Artificial noise makers are not permitted
- Verbal threats and insults, attempts to intimidate and other abusive behaviour will be reported to Police immediately
- Anyone caught damaging property will be held liable for these damages

**Non-compliance may result in ejections from City of Stratford facilities for an indefinite period of time**

## **Code of Conduct**

To ensure a safe and pleasant environment, the City of Stratford, Community Services request that everyone using this facility comply with the code of conduct listed below. Above all, staff and visitors must be treated with respect. Non-compliance may result in ejection from City of Stratford Recreation facilities for an indefinite period of time.

The following activities/behaviours/items are prohibited:

- Acting in an intimidating, disrespectful, or disruptive fashion.
- Behaviour which may interfere with the enjoyment of the facilities for others (i.e.: running, horseplay, fighting, spitting, swearing, blocking of stairways or exits, littering, etc.).
- Wearing of clothing or apparel that hides the identity of an individual except for religious purposes.
- Use of in-line skates (other than on designated playing surfaces), skateboards, scooters, heelies, and other rolling devices as well as cleats.
- Verbal threats and insults.
- Breaking of established rules governing activities run by Community Services.
- The use of cellular phones, personal digital assistants and digital cameras in change rooms, washrooms and dressing rooms.
- Please be aware that staff has the authority to check back packs, bags, and purses. Any person, who refuses to allow such an item to be checked, may be asked to leave the facilities.
- Anyone caught damaging or defacing property will pay for the repairs.

Children under the age of 10, not participating in a scheduled activity or program, must remain under the direct supervision of an adult or responsible guardian of at least 14 years of age. Direct supervision is defined as the child or children must be in sight of the parent or guardian at all times.



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## MANAGEMENT REPORT

**Date:** December 16, 2024  
**To:** Mayor and Members of Council  
**From:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
**Report Number:** COU24-162  
**Attachments:** None

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**Title:** 100 St. Patrick Street – Justice Building Lease (Courthouse)

**Objective:** To consider an extension of five years on the lease with the Province of Ontario.

**Background:** The Province of Ontario currently has a lease for its use of 10,409 sq. ft. of space in the City-owned building at 100 St. Patrick Street (Administration of Justice Building). The current lease expires December 31, 2024.

**Analysis:** The Province has had a long-standing lease at this location, going back to 1974. They have indicated they would like to extend the lease for this space for an additional five years.

The agreement is based on a formula for 'base rent', which uses historical cost averages, and 'base operating costs' to address general operating costs to be recovered.

The current base rent is 13.50 per sq. ft. that is scheduled to move to \$13.80 per sq. ft. and base operating costs will increase from \$10.07 to \$12.12 per sq. ft.

The property management company, CBRE charges a commission fee of \$1.50 per sq. ft. for the renewal that is included in the increase in the base rent.

There has been a request to add some updated language in the agreement around the facility maintenance, response times and responsibilities for each party, consistent with current practice. This has been reviewed by the Director of Community Services, Manager of Facilities and Director of Corporate Services. The extension documents and staff concerns have also been reviewed with input from the City solicitor.

## **Financial Implications:**

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

Not applicable, as the term of the extension agreement is January 1, 2025 – December 31, 2029.

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

The increase to the lease revenues is nominal but with the provision in the agreement to pay additional costs, the portion of the building that is leased is cost neutral to the City. The portions of the costs not recovered from this agreement are attributed to the Stratford Police Service.

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

This aging facility is requiring additional maintenance, and this is reflected in the lease payments received by the City.

### **Legal considerations:**

The extension documents and staff concerns have been reviewed with input from the City solicitor.

### **Insurance considerations:**

The City insures the building, and the costs of this are attributed back to both the tenant and the police services.

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

#### **Enhance our Infrastructure**

This report aligns with this priority as the agreement aligns with the maintenance programs of the City.

#### **Work together for Greater Impact**

This report aligns with this priority as this long-standing lease agreement for the County courthouse, addresses the local needs.

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

**Not applicable:** This is an administrative report that does not directly link to the One Planet Principles.

**Staff Recommendation: THAT Council authorize The Corporation of the City of Stratford to enter into an Extension and Amending Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Infrastructure for the lease of a portion of space at 100 St. Patrick Street (Administration of Justice Building) for five years commencing on January 1, 2025, and expiring on December 31, 2029;**



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

**Prepared by:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer

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



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## MANAGEMENT REPORT

**Date:** December 16, 2024  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU24-163  
**Attachments:** None

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**Title:** Stratfords of the World Committee (Ontario) Advisory Committee Appointments

**Objective:** To consider appointments to the Stratfords of the World (Ontario) Advisory Committee.

**Background:** The Mandate of Stratfords of the World is to:

1. facilitate exchange programs which meet the cultural, educational and social needs of our community;
2. encourage community partnership which provide additional opportunities;
3. assist with the biennial ( recurring every 2 years) citizen exchange program between Stratford ON, Stratford PEI, Stratford Connecticut, Stratford-upon-Avon England, Stratford Australia, Stratford New Zealand;
4. co-ordinate host program as required;
5. ensure that the annual Friendship Flower Bed is updated;
6. be financially sustainable.

Stratfords of the World is comprised of 9 members as follows:

- 1 Council Member
- 8 Citizens

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

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;

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

Following consideration of appointments at the November 12, 2024, Regular meeting, two (2) citizen positions remained available. At the November 25, 2024, Regular meeting, the following motion was adopted by Council:

**THAT staff be directed to re-advertise for the two vacant positions on the Stratfords of the World (Ontario) Advisory Committee.**

Staff began advertising the vacancies in the local paper, on our social media accounts, and on the radio. Following the deadline of 4:30 p.m. on Thursday, December 12, 2024, one application was received from Joan Ayton who was first appointed to the Committee in 2015.

Should Council wish to consider the appointment of Joan Ayton to the Committee a motion to reconsider would be required with two-thirds support of all members of Council (8 members). The motion to reconsider must be moved and seconded by two members who voted on the prevailing side.

If the motion to reconsider is successful, the next order of business would be the consideration of Ms. Ayton's appointment. Council can consider the following options:

1. Appoint Joan Ayton to the Stratfords of the World Advisory Committee to a term ending November 14, 2026 with an exemption to the term limit in the Appointments Policy C.3.1.
2. Appoint Joan Ayton to the Stratfords of the World Advisory Committee to a term ending January 31, 2025, to allow Ms. Ayton to travel to the New Zealand Reunion as a member of the Committee with an exemption to the term limit in the Appointments Policy C.3.1.

If the motion to reconsider is not successful, Council can receive the report for information or direct staff to continue advertising for the vacancies.

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

**Financial Implications:**

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

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

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

The costs for recruitment of citizen representatives to advisory committees and local boards will be included in future annual budgets.

**Alignment with Strategic Priorities:**

**Not applicable:** This report does not align with one of the Strategic Priorities as the purpose of the report is to consider appointments to the Committee.

**Alignment with One Planet Principles:**

**Health and Happiness**

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

**Culture and Community**

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

**Staff Recommendation: THAT direction be given on the appointment of citizens to the Stratfords of the World (Ontario) Advisory Committee.**

**Prepared by:**

Vicky Trotter, Council Committee Coordinator

**Recommended by:**

Karmen Krueger, CPA, CA, Director of Corporate Services

Joan Thomson, Chief Administrative Officer



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

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BEING a By-law to authorize the entering into and execution of a Lease Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Infrastructure, with respect to the continued lease of certain space at the Administration of Justice Building, 100 St. Patrick Street, for a five-year term from January 1, 2025 to December 31, 2029.

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**WHEREAS** The Corporation of the City of Stratford hereinafter called the "City," is the owner of the Administration of Justice Building at 100 St. Patrick Street in the City of Stratford;

**AND WHEREAS** the City has previously leased space to the Province described as portions of the Justice Building under terms and conditions set out in Lease L01675, Lease L09338 and Lease L08386;

**AND WHEREAS** the previous leases described in Lease L06175, Lease L09338 and Lease L08386 have been consolidated into one Lease Extension and Amending Agreement L06175;

**AND WHEREAS** the City and the Province have agreed to the continued lease by the Province of portions of the Justice Building for a further five-year term from January 1, 2025 to December 31, 2029;

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

1. That the Tenth Lease Extension and Amending Agreement L01675 effective the 1st day of January, 2025 between The Corporation of the City of Stratford and His Majesty The King in Right of Ontario, as represented by the Minister of Infrastructure, be entered into, and the Mayor and Clerk or their respective delegates be and are hereby authorized to execute the said agreement on behalf of and for this Corporation and to affix the corporate seal thereto upon.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 16th day of December, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe