



## **Stratford Committee of Adjustment**

**Public Hearing Pursuant to Sections 45 and 53 of the  
*Planning Act* R.S.O 1990, Ch. P.13**

### **MINUTES**

**Date:** Wednesday, December 18, 2024

**Time:** 4:00 p.m.

**Location:** Stratford City Council Chamber (upper level), located at 1 Wellington Street, Stratford.

#### **Committee Members:**

Charlene Gordon – Acting Chair, Ajay Mishra, Roger Black, Justine Nigro

#### **Staff:**

Marc Bancroft – Manager of Planning, Alex Burnett – Planner, Jade McGowan – Planning Student, Sofia Melo – Planning Student, Miranda Franken – Recording Secretary

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

The Chair called the meeting to order.

Opening remarks and land acknowledgement.

#### **2. Disclosure of Pecuniary Interest and the General Nature Thereof**

The Municipal Conflict of Interest Act requires any member declaring a pecuniary interest and the general nature thereof, where the interest of a member 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 and to otherwise comply with the Act.

##### Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a member at the December 18, 2024, Committee of Adjustment meeting.

### 3. Adoption of the Previous Minutes

**Motion by:** R. Black

**Seconded by:** A. Mishra

**THAT the minutes from the Stratford Committee of Adjustment hearing dated November 20, 2024 be adopted as printed.**

**Carried**

### 4. General Business

#### 4.1 Alternative Measures for Providing Notice of Public Hearing

Provide direction under rule 3 of by-law 113-98

For the Committee's consideration, planning staff suggest the following:

That given the disruption in service by Canada Post, that notices be hand-delivered to property owners within 60 metres of the subject lands for any application and that for property owners with mailing addresses outside the City of Stratford, that staff make arrangements for notice delivery by courier; that all applicants be responsible to cover such associated costs which are beyond the application fee, and

That once the Canada Post disruption in service has been resolved, that notice of any hearing shall be given by prepaid first class mail.

**Committee Discussion:** Discussion took place between Committee members and staff. Highlights of the discussion included the following:

- Canada Post having resuming service with staff understanding potential for future disruption as labour negotiations are continuing;
- the intention to provide clarity on application processing going forward with alternative delivery methods for future disruptions;
- application processing to proceed with Canada Post service delivery in January, 2025, and to hand deliver notices should further postal services disruption occur;
- December 18 hearing items having been rescheduled for January with subsequent notice prepared to inform the public and the applicant.

**Motion by:** J. Nigro

**Seconded by:** A. Mishra

**THAT given the disruption in service by Canada Post, that notices be hand-delivered to property owners within 60 metres of the subject lands for any application and that for property owners with mailing addresses outside the City of Stratford, that staff make arrangements for notice delivery by courier;**

**THAT all applicants be responsible to cover such associated costs which are beyond the application fee; and**

**THAT once the Canada Post disruption in service has been resolved, that notice of any hearing shall be given by prepaid first class mail.**

**Carried**

#### **4.2 Adjustment to January Hearing Date**

Typically, Hearings are held on the third Wednesday of every month. Given the Holiday season, the Canada Post disruption in service and to provide planning staff with more time to process applications, it is suggested that the next hearing be held on January 22, 2025 at 4pm at City Hall Council Chambers.

**Motion by:** R. Black

**Seconded by:** J. Nigro

**THAT the next hearing of the Committee of Adjustments be held on January 22, 2025, at 4 p.m.**

**Carried**

- 5. Next Meeting** –January 22, 2025, at 4:00 p.m. – City Hall Council Chambers (upper level), located at 1 Wellington Street, Stratford.

#### **6. Adjournment**

**Motion by:** J. Nigro

**Seconded by:** A. Mishra

**THAT the December 18, 2024 Stratford Committee of Adjustment meeting adjourn.**

**Carried**

Meeting Start Time: 4:00 p.m.

Meeting End Time: 4:08 p.m.

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