



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

Date: Monday, June 9, 2025

Time: 7:10 P.M.

Location: Council Chamber, City Hall

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

Staff Present: Taylor Crinklaw - Director of Infrastructure Services, Adam Betteridge - Interim Chief Administrative Officer, Audrey Pascual - Deputy Clerk, Neil Anderson - Director of Emergency Services/Fire Chief, Karmen Krueger - Director of Corporate Services, Kim McElroy - Director of Social Services and Interim Director of Human Resources, Tim Wolfe - Director of Community Services, Miranda Franken - Council Clerk Secretary

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

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

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

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

Pages

1. Call to Order

The Chair to call the Meeting to Order.

Councillor Hunter has provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

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

Name, Item and General Nature of Pecuniary Interest

- | | | |
|-----|--|---------|
| 3. | Sub-committee Minutes | 4 - 7 |
| | Sub-committee minutes are attached for background regarding the discussion held at the May 28, 2025 Sub-committee meeting. | |
| 4. | Delegations | |
| | None scheduled. | |
| 5. | Report of the Project Engineer | |
| 5.1 | Shakespeare Gardens Island Pedestrian Footbridge Removal (ITS25-009) | 8 - 10 |
| | <p>Staff Recommendation: THAT the report titled, "Shakespeare Gardens Island Pedestrian Footbridge Removal" (ITS25-009), be received for information.</p> <p>Motion by</p> <p>Sub-committee Recommendation: THAT the report titled, "Shakespeare Gardens Island Pedestrian Footbridge Removal" (ITS25-009), be received for information.</p> | |
| 6. | For the Information of Committee | |
| 6.1 | Department Update | 11 - 16 |
| | A copy of the update has been posted to the City's website on the "Engineering Division" page. | |
| 6.2 | Advisory Committee/Outside Board Minutes | 17 - 44 |
| | The following Advisory Committee/Outside Board Minutes are provided for the information of Committee: | |
| | <ul style="list-style-type: none"> • Active Transportation Advisory Committee Minutes of February 26, 2025 and March 26, 2025 • Accessibility Advisory Committee Minutes of March 4, 2025 • Energy and Environment Advisory Committee Minutes of March 6, 2025 and April 3, 2025 | |

7. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

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



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

Date: May 28, 2025
 Time: 4:32 P.M.
 Location: Council Chamber, City Hall

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

Regrets: Councillor Hunter, Councillor McCabe

Staff Present: Taylor Crinklaw - Director of Infrastructure Services, Tatiana Dafoe - City Clerk, Neil Anderson - Director of Emergency Services/Fire Chief, Miranda Franken - Council Clerk Secretary

1. Call to Order

The Chair called the Meeting to Order.

Councillor Hunter and Councillor McCabe provided regrets for the meeting.

Land Acknowledgment

Moment of Silent Reflection

Respectful Conduct Statement

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a Member at the May 28, 2025 Infrastructure, Transportation and Safety Sub-committee meeting.

3. Delegations

None scheduled.

4. Report of the Project Engineer

4.1 Shakespeare Gardens Island Pedestrian Footbridge Removal (ITS25-009)

Staff Recommendation: THAT the report titled, "Shakespeare Gardens Island Pedestrian Footbridge Removal" (ITS25-009), be received for information.

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

- in 2019 the bridge having been closed for disrepair with work done to extend the life of the bridge by 5-10 years;
- deterioration having started after 5 years with concerns raised by the public and the bridge having been closed in July 2024;
- replacement of the bridge costing \$100,000.00 with this not including accessibility of the paths;
- the Parks Board having no desire to replace the bridge at this time and being in support of removal;
- the work to be completed by Public Works at no additional cost and being absorbed into daily services;
- the area having historical status but the bridge itself not having heritage status; and
- the Parks Division intending to naturalize the island.

Motion by Councillor Beatty

Sub-committee Recommendation: THAT the report titled, "Shakespeare Gardens Island Pedestrian Footbridge Removal" (ITS25-009), be received for information.

Carried

5. Department Update

Sub-committee Discussion: The Director of Infrastructure Services provided an update on department activities and ongoing projects. The following items were highlighted:

- staff being busy with tender and reconstruction season;
- an update being provided from OCWA's insurance adjustor on the 2024 digester roof failure with the dollar range being approximately \$400,000-\$500,000;
- an update being provided at the June Sub-committee meeting and will be seeking approval to issue a request for proposal on design and installation for the replacement digester;
- the April Household Hazardous Waste (HHW) event serving 419 vehicles with this number being down from previous years and returning to regular volumes;
- the Supervisor of Waste Operations having submitted an application to the Ministry of Environment Conservation and Parks (MECP) requesting the hours of operation for HHW be extended to allow for more flexibility;
- it being anticipated that the application will be approved by the MECP and following approval staff to bring forward to Council for consideration on how the City might change the service and HHW procedures;
- staff working on the proposal for the Collections Contract for garbage and green bin;
- the timeline being one and a half years away with providers requiring time to source fleet to provide the services;
- staff working on the job description for the Climate Liaison position and expecting to post the position in September following completion of the unionized compensation process;

- Grit Engineering having been formally engaged for the Phase 2 Environmental Assessment for the Erie Street Parking Lot;
- Grit Engineering waiting for work on the parking lot to be finalized which is anticipated potentially as soon as later this week; and
- following completion of the work, Grit Engineering being able to mobilize the site for drilling to obtain data needed for the Assessment which will be used to understand environmental conditions if the site were to be re-developed.

6. Advisory Committee/Outside Board Minutes

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

- Active Transportation Advisory Committee Minutes of February 26, 2025 and March 26, 2025
- Accessibility Advisory Committee Minutes of March 4, 2025
- Energy and Environment Advisory Committee Minutes of March 6, 2025 and April 3, 2025

7. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is June 25, 2025 at 4:30 p.m. in the Council Chamber, City Hall.

8. Adjournment

Motion by Councillor Nijjar

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

Carried

Meeting Start Time: 4:32 P.M.

Meeting End Time: 4:41 P.M.



MANAGEMENT REPORT

Date: May 28, 2025
To: Infrastructure, Transportation and Safety Sub-Committee
From: Nathan Bottema, Project Engineer
Report Number: ITS25-009
Attachments: None

Title: Shakespeare Gardens Island Pedestrian Footbridge Removal

Objective: To inform Council of the Parks Board decision to remove the Shakespeare Gardens Footbridge and naturalize the island.

Background: The Shakespeare Gardens Footbridge (09-FB-2) is located within the Shakespeare Gardens on park lands and provides pedestrian access to the Avon River Island Park. The bridge is a wooden arch bridge with a span length of 7.2m, has a width of 1.3m and is not AODA compliant. The island is a natural park with two memorial benches.

In 2019, the footbridge received \$15,000 in remedial repairs extending the life expectancy by an estimated 5 to 10 years. The 2023 bi-annual visual inspection identified that the bridge should be replaced in the next 1 – 5 years due to the rotten wood elements including the floor beams, deck, and hand railings. In July 2024, safety concerns were raised, and the bridge was closed to the public based on the recommendation from B.M. Ross and Associates.

Prior to initiating the bridge replacement design, staff engaged with the Parks Board to determine the necessary requirements for defining the project scope. At the Parks Board meeting on November 4, 2024, the following resolution was adopted:

Resolution: THAT the Board of Park Management supports not replacing the wooden bridge to the island beside the Shakespearean Gardens and that the island be naturalized with undisturbed pollinator vegetation.

The Community Services Department supports this decision and intends to implement a temporary access solution to facilitate maintenance of the naturalized island as necessary.

At the December 16, 2024, Regular Council meeting, a notice of intent was issued to designate 15 Huron Street, referred to as The Shakespearean Gardens, under Part IV, Section 29 of the Ontario Heritage Act (COU24-159). This pedestrian footbridge structure was not listed in the parks designated features and has no historical status.

Analysis: The estimated cost to replace the Shakespeare Garden Island Bridge is \$100,000.00. The terrain to get to the existing bridge is challenging and a new alignment would be required if replaced. Restoring the aesthetic of the existing arch bridge structure while complying with AODA standards is unattainable.

The island is proposed to be converted to a naturalized park and the benches shall be relocated within the parks system.

The bridge would be dismantled and removed by the Public Works Division.

Financial Implications:

Financial impact to current year operating budget:

The removal of the bridge will create savings in the current year's operating budget by eliminating the need for replacement funding.

Financial impact on future year operating budget:

Annual structural maintenance and bi-annual inspections will no longer be required.

Link to asset management plan and strategy:

The removal of the pedestrian footbridge will lead to its removal from the City's asset inventory. This will result in removing from the City's planned replacements and savings for the reserve fund for this asset.

Alignment with Strategic Priorities:

Developing our Resources

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

Alignment with One Planet Principles:

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.

Land and Nature

Protecting and restoring land for the benefit of people and wildlife.

Staff Recommendation: THAT the report titled, "Shakespeare Gardens Island Pedestrian Footbridge Removal" (ITS25-009), be received for information.

Prepared by: Nathan Bottema, Project Engineer

Recommended by: Taylor Crinklaw, Director of Infrastructure

Adam Betteridge, Interim Chief Administrative Officer

Infrastructure, Transportation and Safety Sub-Committee

May 28, 2025

IS Update Regarding Capital Projects and General Operations

The following Infrastructure Services update on capital projects and general operations is an extension of the proposed key deliverables identified in the Engineering, Environmental, Public Works and Climate Divisions' respective annual workplans.

Studies

- Storm Model and Master Plan Update
 - Subject to budget approval, update to existing storm model and consolidation of all existing storm master plans and EA reports, climate change adaptation to be included.
- Sanitary Master Plan Update
 - RFP for consultant services awarded to Civica, work nearing completion.
 - New sanitary model to be used to update existing Sanitary Master Plan and incorporate all lands annexed since 2004.
 - Second Open House scheduled for May.

Capital Projects - Ongoing

- Albert Street Reconstruction 2023 Phase 1 – Waterloo to Front Street
 - Full reconstruction complete, with minor deficiencies and topcoat work scheduled for May/June.
- Concrete and Asphalt Restoration
 - Continuation of multi-year tender to replace damaged concrete sidewalk, curbs and asphalt road cuts, including restoration works.
- Albert Street Reconstruction Phase 2 – Front to King Street
 - Full reconstruction with new watermain, sanitary and storm sewers.
 - Design includes continuation of 'bicycle boulevard' and traffic calming.
 - Tender awarded to Van Bree Infrastructure at March 24 council meeting, construction ongoing
- Asphalt Resurfacing 2024
 - Connecting Link project - funding granted for Erie Street from south of Ontario Street to West Gore Street. Tender awarded to Steve Smith Construction Corporation. Construction substantially complete with minor restoration outstanding.
- Erie Street Active Transportation
 - Design includes a road diet and protected bike lanes. Working with MTO for approvals, but have not received a response yet.
- Pedestrian Crossing Improvements 2024
 - Pedestrian crossings at Waterloo Street / William Street, McCarthy Road West / Greenwood Drive.
 - Tender awarded to J-AAR Civil Infrastructures Limited, crossings to be operational by May/June.

- Downtown Intersection Improvements
 - Various intersection improvements to enhance pedestrian safety in accordance with the Downtown Traffic Study.
 - Designs being finalized: Church/Ontario/Huron; Waterloo/Ontario, Downie/George. This will include an evaluation of a potential pedestrian crossing near Huron Street Bridge.
 - Tender anticipated late May or early June.
- Erie Street Parking Lot Repairs
 - Maintenance repairs for parking lot surface and drainage.
 - Tender awarded to Steve Smith Construction
 - Construction ongoing.
 - Redevelopment consideration see 'Special Projects' section below.

Capital Projects – 2025

- Avon and Avondale Reconstruction
 - Avon Street from Avondale to John, Avondale Street from the Cemetery bridge to Huron Street.
 - Full reconstruction with new watermains, sanitary and storm sewers.
 - Tender awarded to Elgin Construction, work to begin early June
- Huron Street Reconstruction Phase 2 – John to Matilda
 - Subject to Connecting Link funding – waiting for notification if successful or not.
 - Full reconstruction with new watermains, sanitary and storm sewers.
 - Design being finalized.
- Erie Street Multi-Use Trail Rehabilitation– Lorne Avenue to the south
 - Full reconstruction of trail to replace existing trail that has deteriorated. Work to also include new sidewalks on the east side of Erie Street from Lorne Ave south to connect to the existing sidewalk
 - Tender closed, award scheduled for May 27
- Lorne and Downie Intersection
 - Intersection improvement to include left turn lanes on Lorne Avenue, in both directions.
 - Design ongoing, with tender planned for early summer.
- Asphalt Resurfacing 2025
 - Resurfacing for various streets – Regent Street, Britannia Street, Willow Street, provisional additional segments subject to budget approval and tender pricing.
 - Tender closes May16, scheduled for award in June.
- O'Loane Avenue Trunk Sanitary Sewer Extension
 - Consulting services awarded to MTE Consultants in 2024 for the design and tender of the trunk sanitary sewer from its current terminus south of Huron Street, to approximately Galt Street, by micro-tunnelling.
 - Tender scheduled for early June
- Pedestrian Crossing Improvements 2025
 - Design ongoing for pedestrian crossings at Downie/George, Downie/West Gore, and West Gore/Mowat area.

- Tender scheduled for summer 2025.
- Bridge and Culvert Repairs 2025
 - Tender for erosion control works at various structures closes May 15, with award scheduled for June 9.
 - Tender for concrete works on various structures closes June 4, with award scheduled for June 23.
- East Gore Watermain
 - Design ongoing for watermain looping on East Gore Street between Laurier Street and Borden Street.
- Watermain Relining
 - Tender issued for watermain relining on Morrison Street, Neal Avenue and Fern Street, closing May 28.

Divisional Updates

Engineering Division Works

- Automated Speed Enforcement (ASE) report has been received by Council, staff are reviewing the terms of an agreement with a service provider for the pilot program.
- Red Light Enforcement will be considered upon effective delivery of ASE.
- Pavement Condition Assessment 2025 to be completed by GEI Consultants Canada Ltd, data collection is complete, and final report is expected by July
- Review of development engineering plans and reports for various proposed subdivisions.
- Review of formal consultations, site plan applications, zone change applications, and various other planning matters.
- Inspection services for subdivision construction are ongoing.
- Municipal consents are ongoing, for the review and approval of utility infrastructure installation within the City's right-of-way.
- Supporting Corporate special projects, Grand Trunk Community Hub servicing, attainable housing, new industrial subdivision development.
- Advisory Staff committee representations provided for Accessibility, Active Transportation, and Energy and Environment.
- Compiling data for asset management initiatives, attend Asphalt Working group meetings.
- Survey and design ongoing for 2025 and future projects.

Environmental Services Operations Update: Water

- Spring fire hydrant flushing in continuing throughout the City of Stratford. Communication through the City's social media channels is being used to notify the public.
- Renovations to Field Well #6 at the Romeo Control Centre have been completed.
- A new chemical feed pump has been installed at the Romeo Control Centre.
- The Request for Quotation for a large purchase of Water Meters was posted and has been awarded to Metercor.

- The Request for Proposal for ladder and safety equipment upgrades to Dufferin Water Tower is closes for bid submittals on May 16, 2025.
- The Request for Proposal for ladder and safety equipment upgrades to Forman Water Tower is closes for bid submittals on June 6, 2025.
- Water Operations staff installed a new water service and meter chamber for the Stratford Cemetery as a part of the Avondale Reconstruction Project.
- Two watermain breaks on Feick Crescent were identified and repaired in the week of May 5.

Environmental Services Operations Update: Wastewater

- Several HSA (private sanitary service replacements) are currently in the planning stages for this upcoming construction season.
- CCTV inspections were completed on several sanitary and storm mains throughout the City.

Environmental Services Operations Update: Stormwater

- Environmental Services staff responded to a gasoline spill at the intersection of Norfolk and Downie. Absorbent was applied to the spill and cleaned up by a street sweeper. There was no impact to the surrounding environment.
- Maintenance including vegetation and debris removal is planned for several Municipal Drains within the City in the next several weeks.

Environmental Services Operations Update: Water Pollution Control Plant

- Discussions continue with insurance adjustors regarding coverage for the digester roof repair.
- A large amount of debris and rocks was observed entering the plant influent on April 21st. Environmental Services staff checked several sections of the sanitary collection system and did not observe any abnormal debris.
- The grit removal rake was repaired on May 7th after a crack in the steel frame occurred. A Request for Engineering Services to replace this system is currently begin worked on

Public Works Operations Update: General and Road Maintenance

- Pothole Season – caught up (150 tonnes of temporary cold mix to date \$20K)
- Regular hot mix is now being used
- 2025 repair season – ongoing manhole and catch basin repairs.
- Training for PWD and repository
- Book 7 Construction Signage training for PWD Fleet Landfill
- Short one employee currently – job posted
- Several RFQs closing

Public Works Operations Update: Fleet

- 2024 2 new Hybrid Buses are on the road again (a few glitches) and operating well
- Continuing with spring setup of equipment and PM maintenance
- Several RFQ's and Bids and Tender are posted (24)
- Status quo -Airport Fuel tanks are operational but not available for Public use due to some calibration needs
- Repairs and annual inspections as needed

Public Works Operations Update: Waste Management

- Concrete crushing at landfill completed
- RFQ out for brush grinding
- Many residents are collecting compost this spring, we have a large pile available for resident give-away
- First HHW event Saturday April 26, 9am-2pm, 419 vehicles attended, diverted ~19,400kg of hazardous materials from the landfill
- Administrative amendment to the HHW permit (to allow more flexibility in days and hours for receipt) has been submitted to MECP
- Addition to mobile litter fences and increased manual litter control at the landfill over the last 6 weeks to accommodate the daily changes in wind direction and speed (typical for transitional period between seasons)
- Request for Proposal (RFP) for Waste Collection Services 2026-2033 is being developed, with release date anticipated in coming weeks
- Transition to the new blue box program continues

Climate Action Division

- Data collection and analysis underway for City facilities in accordance with O. Reg. 25/23 submission for the year.
- Ongoing tracking and monitoring of overall City's emissions through Corporate Energy and Emissions Plan (CEEP) with a focus on fleet transition and building improvements.
- Awaiting a funding decision on the FCM GMF Climate-Ready Plans and Processes to help advance adaptation related efforts.
- Staff are working on priority initiatives to initiate from the Community Climate Action Plan (CCAP) within existing capacity and resources.
- Council approved a new 2-year pilot position within Climate Action Division, Infrastructure Services dept. in recent budget deliberations. Staff are working to hire and fill that position in the next quarter.
- A climate lens is being applied across municipal operations including but not limited to: OP review, planning applications, budget, procurement, etc.

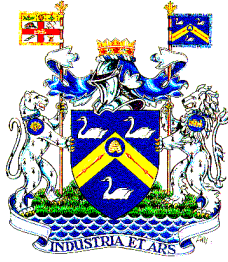
Special Projects – Erie Street Parking Lot Redevelopment

Tentative Internal Workplan:

1. Resurface Erie Street Parking Lot - ongoing
2. Public Engagement (Spring/Summer 2025)
 - a. Survey's / Open House / Pop Up
3. Reflecting and Addressing Easements (2025-2027)
4. Environmental Assessment Review
 - a. Existing Study Review (Spring 2025)
 - b. Additional Studies to Residential Standard (TBD)
5. Downtown Parking Study (2026-2027)
6. Municipal Services Feasibility Study (Fall 2025)
7. Comprehensive Review and Report (2027)
8. Expression of Interest or Request for Proposal (TBD)

Project Updates:

- Resurfacing Tender Awarded, construction ongoing
 - Slight adjustments made to layout to increase the number of parking spots now, as well as mirror the likely eventual layout if/when the site is redeveloped.
- Review Existing Environmental Phase 1 and 2
 - Completed. Results are promising in that minimal soil impacts appear to be present, however, historical standards no longer apply requiring that a Phase 1 and 2 be redone. Additional boreholes and sampling may be required if the intent is to change the site to a more sensitive use (e.g. residential). Changing the site to a more sensitive use would require a Record of Site Condition.
 - Next Step. Continue with further Environmental Investigations as required.
- Engaged Consultant for Phase 1 Environmental Assessment
 - Completed March 2025.
 - Additional sampling required to meet current regulations.
- Engage Consultant for Phase 2 Environmental Assessment
 - Receiving proposal for services.



Active Transportation Advisory Committee

MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, February 26, 2025, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: David Daglish – Chair Presiding, Kelley Teahen, Pat Ranney (Cycle Stratford), Councillor Jo-Dee Burbach, Joel LaCourse, Rhonda Gesinghaus Vaters, Councillor Harjinder Nijjar

Staff Present: Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Regrets: Christine Lee, Inspector Jason Clarke, Nick Sheldon – Project Manager

1. Call to Order

The Chair called the meeting to order at 7:03 p.m.

Reading of the Land Acknowledgement and Moment of Silent Reflection.

Reading of the Respectful Workplace Conduct Statement

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Kelley Teahen

Seconded by Councillor Burbach

THAT the minutes from the Active Transportation Advisory Committee meeting dated January 22, 2025 be adopted as amended.

Kelley Teahen noted under Item 8.1 of the minutes she recommended members and City staff look at the Vision Zero campaign.

The Chair called the question on the motion. **Carried.**

4. Car-Free Friday Discussion

Representatives from the BIA were unable to attend the meeting. Councillor Burbach suggested forming a working group to focus on Car-Free Fridays or other initiatives that ATAC and the BIA could partner on. Rhonda Gesinghaus Vaters, Pat Ranney and Councillor Burbach volunteered to attend the initial meeting with the BIA. Councillor Burbach will reach out to the BIA to set it up.

5. Festival Route Working Group Update

Pat Ranney and Vicky Trotter will be meeting next week and will provide an update at the next ATAC meeting regarding the plans moving forward, such as signage options and budget.

Rhonda Gesinghaus Vaters inquired if ATAC and Cycle Stratford have ever considered using GPS instead of signs. Perhaps a QR code could be added to some of the signage to give people the option of both.

6. Business Arising from Previous Minutes

6.1 Missing Sidewalk Links Discussion

Councillor Burbach stated that, as part of the City staff review of missing sidewalk links and their priorities, they prioritize arterial roads first, then collector roads and then residential areas due to lower traffic. Vicky Trotter added that priority is also given to areas such as school zones. Staff will also wait and include sidewalk construction if there is upcoming planned road reconstruction. Nick Sheldon will be able to explain the breakdown of priorities to members at the next meeting.

At the March ATAC meeting, staff will request Nick Sheldon speak to the Lorne Avenue and Erie Street missing sidewalk link concerns. There are questions regarding if the streets consist of a mix of commercial, industrial and residential properties, how do sidewalks get installed and paid for.

Members discussed the following missing sidewalk links as priority areas:

- Railway Avenue (from Lorne Avenue heading north)
- Forman Avenue (from Huron Street heading south)
- Forman Avenue (near SDSS and church near Britannia Street)
- Worsley Street (from Birmingham to the school – on the school side)

Members also suggested repairs to sidewalks in the following areas:

- C.H. Meier (under water and heaved due to tree roots)
- Freeland Drive (west side near the Christian school is under water)

David Daglish inquired about the process to deal with sidewalks not being cleared of snow. Staff recommended that people call the Public Works Department and report sidewalks that require additional clearing or have been missed.

6.2 Safety Concerns Crossing Ontario Street at York Street

Rhonda Gesinghaus Vaters inquired if instead of a crossing, could wayfinding be considered for tourists in this area to direct people to the nearby lights and crossing at Huron and Mornington Street. Members stated that the wayfinding is good for tourists, however locals especially, will still try and cross at York Street. It will be difficult to deter locals to use the lights. Ms. Gesinghaus Vaters stated that even if it directs some of the people down to the crossing in the interim until there is a different solution, it might be worthwhile.

Kelley Teahen will inquire with the Horticultural Society regarding their walking tours to see where their walks guide people.

7. New Business

7.1 Pedestrian Crossovers – Downie Street, Lorne Avenue

Members discussed the possibility of a pedestrian cross-over on Downie Street for safe crossings near the YMCA, skate park area and splash pad. Councillor Burbach noted that there is a cross-over now installed at Anne Hathaway Park for people going to the park and splash pad.

Councillor Burbach will provide ATAC members with a copy of the traffic study that the City completed, which addresses the intersection near the YMCA (Waterloo/Douro/Downie). The study includes three different recommendations to improve that area for drivers and pedestrians. Kelley Teahen suggested that members could review the recommendations and discuss their preferred option at the next meeting.

Kelley Teahen inquired if anyone has approached other parties, such as the YMCA or the University to see if they have concerns about the area and to get their feedback. Councillor Burbach noted that at the February 24, 2025 Council meeting, there was a recommendation passed to direct staff to take the next step in the research of the Grand Trunk site. The development of this area will impact traffic and pedestrian planning in the future.

Unfortunately, until there are sidewalks or multi-use paths along both sides of Lorne Avenue, a pedestrian cross-over would not be installed at Railway Avenue and Lorne Avenue.

7.2 Inquiry Regarding Bike Lockers

Councillor Burbach stated that she had an inquiry from a downtown resident regarding the possibility of a secure bike locker in the downtown area. This would allow downtown residents the option to store their bicycle somewhere if they do not have a storage option in their building.

Kelley Teahen noted that Union Station in Toronto has many lockers for commuters who travel in on the train and then take their bicycles to work. This could be looked at as either revenue generating or it could be a service, depending on how the City chooses to operate them. Ms. Teahen inquired if a study has ever been done regarding the lockers and what the cost of the units are, what would be a recommended cost recovery rental plan and could the lockers be looked at as a cooperative with building owners for their tenants. Councillor Burbach noted that lockers have been discussed in the past, however the local bicycle shops thought Stratford was too small for this type of service.

Vicky Trotter will investigate different options and pricing for bicycle lockers for further discussion at the next meeting.

Council Burbach will contact Zac Gribble at Destination Stratford to discuss the bike lockers and also any plans regarding bike share programs in Stratford.

8. Date of Next Meeting

The next ATAC meeting is scheduled for Wednesday, March 26, 2025 at 7:00 p.m. at the Stratford Rotary Complex in the Mansbridge Room.

9. Adjournment

Motion by Councillor Nijjar

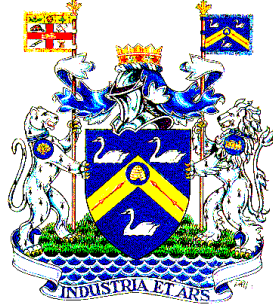
Seconded by Joel LaCourse

THAT the February 26, 2025 ATAC meeting adjourn. Carried

Start Time: 7:03 P.M.

End Time: 8:28 P.M.

Active Transportation Advisory Committee
March 26, 2025



Active Transportation Advisory Committee

MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, March 26, 2025, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: David Daglish – Chair Presiding, Kelley Teahen, Pat Ranney (Cycle Stratford), Councillor Jo-Dee Burbach, Joel LaCourse, Councillor Harjinder Nijjar, Christine Lee

Staff Present: Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Regrets: Inspector Jason Clarke, Nick Sheldon – Project Manager, Rhonda Gesinghaus Vaters

1. Call to Order

The Chair called the meeting to order at 7:03 p.m.

Reading of the Land Acknowledgement and Moment of Silent Reflection.

Reading of the Respectful Workplace Conduct Statement

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Councillor Nijjar

Seconded by Pat Ranney

THAT the minutes from the Active Transportation Advisory Committee meeting dated February 26, 2025 be adopted as printed.

4. Festival Route Working Group Update

Vicky Trotter and Pat Ranney reported that they are continuing to work on this project. The plan is to sign the clockwise route initially to save funds. Ms. Ranney has created a detailed map and list of how many signs are required and an initial quote was obtained from the manufacturer for signs, posts and hardware in the amount of \$4,800.00. The committee may be able to secure a better price for the posts and hardware from the Public Works Department. The quote does not include the cost of installation.

The next step in the process will be to design the signs and determine exactly what they look like and what to include on them. They will also contact Public Works to inquire about the cost of installing the signs and posts. Further updates at the April meeting regarding installation costs and budget discussion on funds for this project.

5. Business Arising from Previous Minutes

5.1 Missing Sidewalk Links Discussion

Vicky Trotter reported that staff at the Accessibility Advisory Committee updated members that some of the sidewalk projects scheduled for completion in 2025 are:

- Gordon Street (from Ontario to Willow Street);
- Willow Street (from Canterbury Ave. to Gordon Street);
- Erie Street (from Lorne Ave. to the existing sidewalk at Midas);
- The existing multi-use trail along Erie Street (south from Lorne Avenue) is scheduled to be reconstructed;

Staff is also investigating the section of the sidewalk missing on Forman Avenue (in front of the church) as a possible 2026 project. There are hydro poles and trees along that section that they need to consider before a sidewalk can be installed.

ATAC members can have further discussion regarding their list of priority missing sidewalk links with Nick Sheldon at the April meeting.

5.2 Safety Concerns Crossing Ontario Street at York Street

Kelley Teahen updated members that she did inquire with the Horticultural Society regarding their garden tours. There are no walking routes indicated on the Horticultural tours, they indicate the stops, not a specific route.

Joel LaCourse stated that if eventually there is a safe crossing at York and Ontario Street, perhaps the pathway under the bridge should be closed

permanently. He believes it is not up to code, a liability and someone is likely to get hurt using it.

5.3 **Downie/Waterloo/Douro Street Intersection Discussion**

Councillor Burbach circulated a study to ATAC members that was conducted pertaining to this area. Considerations for this area, including roads, is greatly dependent on the future development of the Grand Trunk site. Vicky Trotter stated that the draft plan for the Grand Trunk site indicates an additional road coming out from the site at Downie Street (near the bus terminal) and one coming out on St. David Street.

Kelley Teahen stated that flagging this problematic area early on in the development process will be key to prioritizing safety, as this is a busy area used by pedestrians and cyclists.

Councillor Burbach stated that ideally, traffic lights would be installed at the Downie/Waterloo/Douro intersection. Members stated that even a pedestrian crossover in the meantime would make the area safer than nothing at all.

Councillor Burbach stated that there was a pedestrian crossover planned for Downie Street at George Street prior to the pandemic. Joel LaCourse suggested that Downie Street could possibly be closed in this area as it is very busy with the Festival. When the theatre lets out, people can wander safely down the street and enjoy restaurants, patios and dining options. Ms. Trotter will follow up with staff for a status update on the crossover on Downie at George Street.

Motion by Kelley Teahen

Seconded by Joel LaCourse

THAT the Active Transportation Advisory Committee recommends Council direct staff to investigate options for a pedestrian crossing in the area of Downie Street, Douro Street and Waterloo Street. Carried

5.4 **Bike Lockers Update**

Vicky Trotter reported that she received two quotes for the bike lockers. Each unit is a 2-bike locker, each side has its own locker with individual locks. Not including installation, hardware and locking mechanisms are approximately \$5,000.00 each.

Councillor Burbach stated that while at the BIA Car-Free Fridays meeting, there were some other options discussed, which may not necessarily all fall under a City expense;

- install bike storage in the empty lot next to the police station where there is already surveillance and bikes are less likely to be stolen;
- possibly use vacant building space to create an indoor bike storage/parking area;

Christine Lee inquired if it would be possible to have cameras installed at a location where lockers or bike corrals are installed. Members noted that cameras could be installed, however having them monitored is another issue.

Councillor Burbach will contact the citizen who first brought this issue to her attention and gather some additional information and pricing.

Christine Lee suggested getting the local secondary schools involved and perhaps having their shop classes fabricate bike lockers. Vicky Trotter will contact the school to inquire about this option.

5.5 Update on Partnership with BIA for Car-Free Fridays or Events

Pat Ranney reported that, in partnership with the BIA, they are going to continue with Car-Free Fridays for the month of June, as June is cycle month. The check-in tent will be located in Market Square. The hope is that with this partnership, the event will grow and continue. The first event will take place on June 6, 2025, most likely from 8:00 a.m. to 10:00 a.m. and will run each Friday for four weeks. Organizers may run some fun competitions again this year, such as City employees versus BIA member employees to see who has the most people who bike to work.

Vicky Trotter will work with Mike Beitz to advertise the events on social media, newspapers and city buses. The BIA could also advertise. Vicky Trotter will assist with prizes if ATAC would like to continue with this.

Volunteers will be required each Friday to help set up the tent in Market Square. Kelley Teahen suggested that each Friday, they could rotate between downtown coffee shops to supply the coffee at the tent. Ms. Teahen also suggested that helmet safety is a big issue. Perhaps someone could be present at the tent to offer information on how a helmet should fit. Gift certificates to purchase new helmets could also be considered for prizes.

Joel LaCourse inquired if there can be some sort of incentive program to get downtown employees to ride the bus and not park downtown. Councillor Burbach noted that the BIA already has a program in place that offers discounted bus tickets. Members also suggested that better signage and pavement painting could be used in the Cooper parking lot indicating that there is additional parking in the Downie lot.

5.6 Request for Bike Lanes on John Street

Councillor Burbach reported that, to speed up the process, she brought forward an ATAC recommendation from the January minutes regarding painting bike lanes on John Street and the motion passed at ITS Sub-committee. Vicky Trotter will inquire with the Clerk on the process of the Management Report now that the motion has passed at Sub-committee.

6. New Business

6.1 Dufferin/Oak/Elm Street Intersections

Joel LaCourse inquired about safety issues with the two yields at these intersections and feels that it is a dangerous situation if two vehicles are turning right at the same time. Mr. LaCourse suggests that one of the yield signs should be an actual stop sign to avoid a collision.

Vicky Trotter will contact the Infrastructure Department to inquire about this area.

7. Date of Next Meeting

The next ATAC meeting is scheduled for Wednesday, April 23, 2025 at 7:00 p.m. at the Stratford Rotary Complex in the Mansbridge Room.

8. Adjournment

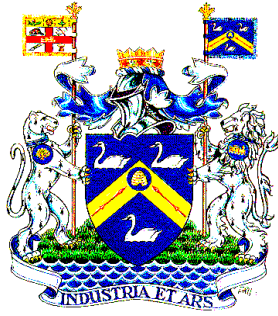
Motion by Councillor Burbach

Seconded by Councillor Nijjar

THAT the March 26, 2025 ATAC meeting adjourn. Carried

Start Time: 7:03 P.M.

End Time: 8:14 P.M.



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, March 4, 2025, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members Present: Roger Koert – Chair Presiding, Diane Sims, Jamie Pritchard, Andy Mark, Jen Weber, Kathleen Barry, Councillor Bonnie Henderson, Brittany McCabe

Staff Present: Nathan Bottema – Project Engineer, Casey Riehl – Recording Secretary

Regrets: Joan Jones, Vicky Trotter – Council Committee Coordinator, Oonagh Vaucrosson – Accessibility, Diversity & Inclusion Coordinator

1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 12:03 a.m.

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

Reading of the Respectful Workplace Policy.

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes

Motion by Jamie Pritchard

Seconded by Diane Sims

THAT the minutes from the Accessibility Advisory Committee meeting dated January 7, 2025 be adopted as printed. Carried

4. Delegation – Revised Preliminary Design for National Stadium Public Washrooms

Tim Wolfe, Director of Community Services presented new designs for the washrooms at National Stadium which includes one universal washroom, a women's washroom and a men's washroom.

AAC provided the following comments and suggestions regarding the proposed design:

- automatic door openers installed on all three washroom entrance doors;
- zero threshold entrances into all three washrooms;
- the women's and men's washroom entrance doors are designed to open out, review the same for the universal washroom;
- ensure that towel dispensers are located near sinks;
- resize the stalls in both the women's and men's washrooms to have one larger accessible size in each to have as an alternative option to the universal washroom.

Tim Wolfe will update the AAC on the progress of the washroom and when construction may commence.

Diane Sims inquired about the status of the accessibility work at the entrance to the Police Station on George Street. The AODA deadline of January 1, 2025 has now passed. Tim Wolfe updated the committee that there were problems with the previous contractor and a new contractor has been hired to finish the door. There are a few small items regarding the ramp that also need to be addressed to have it ready for use.

Tim Wolfe no longer present at the meeting at 12:29 p.m.

5. Infrastructure Services Update

Nathan Bottema, Project Engineer provided the following updates for 2025:

- missing sidewalk link on Gordon Street (west) to be completed;
- finish small section of sidewalk on Willow Street (near Canterbury Ave.);
- Erie Street sidewalk from Lorne Avenue to connect with sidewalk at Midas;

Accessibility Advisory Committee
March 4, 2025

- staff is applying for an active transportation grant for funding for a multi-use path along a section of Lorne Avenue;
- Erie Street multi-use path from Lorne Avenue to CRP is being re-done;
- a study was completed to improve the intersections at Huron/Church, Waterloo/Ontario and Downie/George;
- the Huron/Church intersection will be completed this year, bumping the curb out and reducing the pedestrian crossing distance at this location;
- regarding the request to investigate curb cuts on Short Street at Culliton Street – the sidewalk on Short Street is significantly lower than the street (13-14% grade difference), which does not meet AODA requirement for sidewalks and would require approximately 40-60 meters of sidewalk to be raised and replanting the trees along the street.

Roger Koert inquired if Nathan Bottema could price raising the Short Street sidewalk and curb cuts at Culliton Street to give the AAC an idea of what the cost of the project might be;

- staff has surveyed the missing sidewalk Forman Avenue (from Britannia north) in front of the church and confirmed trees, hydro and utilities in the way, however, they are looking at adding it as a priority section in 2026;
- in the next few weeks, staff will be finalizing the pedestrian crossover locations, aiming to complete two more in 2025;
- road resurfacing projects for 2025 will be finalized shortly;
- the process has been started to acquire land to complete missing sidewalk links on Lorne Avenue and Douro Street with an in-camera report will go to Council requesting that staff can proceed to negotiate with the property owners.

Roger Koert suggested that once some of these projects are finalized, the AAC could make a motion at the April or May meeting to apply their engineering budget towards one of them. Nathan Bottema will clarify what the AAC can put their engineering budget towards to ensure that they stay within the parameters of what the funds are intended for.

Councillor Henderson inquired if the multi-use path on Lorne Avenue from Erie to Downie Street is in the 10-year capital project plan. Nathan Bottema stated that

normally very large projects such as this are not included in that plan, however, they are currently applying for the funding.

Motion by Councillor Henderson

Seconded by Jamie Pritchard

THAT the Accessibility Advisory Committee requests that a multi-use path along Lorne Avenue from Erie Street to Downie Street be included in the 10-Year Capital Forecast. Carried

6. Site Plan Review Sub-Committee Update

A written update was provided by Oonagh Vaucrosson.

Site plans reviewed in January/February 2025:

- 342 Erie Street (Jenny Trout Centre, 2nd Floor to residential units);
- 156 Albert Street (funeral home to residential units);
- 976 Erie Street (building materials yard).

Outstanding plans to review:

- Rename a section of "Line 29" to "Gibb Line 29", between Highway 9 (Erie Street) and Wright Blvd;
- 1 Crane Avenue (resubmission and response to developers' comments).

The site plan review committee is scheduled to meet to review the outstanding plans on March 10, 2025.

7. Update from the Accessibility, Diversity & Inclusion Coordinator

A written update was provided to AAC members.

8. Update from Council

No new updates.

9. Business Arising from Previous Minutes

9.1 Police Station Update

As discussed in Item 4.

9.2 National AccessAbility Week Plans (May 25-31, 2025)

Oonagh Vaucrosson provided suggestions in the March Accessibility Coordinator Report regarding events for N.A.A.W:

- FADM Town Hall Event;
- Series of school presentations – the power of words in including everyone;
- Inclusive sport presentation – invite Kylie Wasser;
- Funding available 2027 – plan required.

Roger suggested that perhaps the AAC could focus this year on adults and seniors. Committee members could go on a local retirement home tour to introduce the AAC to people. A display could be set up in the lobby's, serve coffee/tea and snacks and visit with people to hear their feedback and concerns on accessibility needs and barriers they encounter. Andy Mark suggested also visiting the Stratford Lakeside Active Adults Association for an event.

9.3 Council Presentation Summary

Andy Mark inquired if the members have any additional feedback regarding items that the committee could present at Council. Some of the priority projects and recent success stories suggested:

- Stratford Police Station;
- bridge onto Tom Patterson Island;
- SERC site;
- Upper Queens Park - accessibility near the parking lot;
- Mobi-Mats;
- doorbell program;
- curb cuts and sidewalk updates;

Members discussed if it was necessary to have four presentations to Council a year. Councillor Henderson suggested that if the AAC has a topic or item that they want to present or update Council on, then by all means schedule to go to Council. Try to avoid going to Council just to present, save the presentations for new updates or specific topics when they come up.

Diane Sims and Andy Mark will plan for the next presentation for National AccessAbility Awareness Week (NAAW) and focus on some recent success

stories. The committee would like to present at Council prior to NAAW, possibly earlier in May.

10. New Business

10.1 Living in Stratford with a Visual Impairment

Roger Koert has been contacted by Councillor Jo-Dee Burbach regarding a resident in Stratford who is visually impaired and provided feedback on their experiences here. Councillor Henderson will contact Councillor Burbach for an update and report back to the AAC.

10.2 Kayak Boat Launch

Councillor Henderson reported that a citizen has requested assistance from the AAC regarding grant funding for the installation of an accessible kayak launch on the Avon River. Councillor Henderson will follow up with Oonagh Vaucrosson to inquire if there is funding for this type of project and give them some direction and also request an update on the status of the project from the requestor.

11. Date of Next Meeting:

The next meeting of the AAC will be held on Tuesday, **April 8, 2025**, at 12:00 p.m. at the University of Waterloo – Room 1003, 125 St. Patrick Street, Stratford ON

Motion by Councillor Henderson

Seconded by Andy Mark

THAT the Accessibility Advisory Committee purchase refreshments for the April 8, 2025 Committee meeting. Carried

12. Adjournment

Motion by Kathleen Barry

Seconded by Jen Weber

THAT the March 4, 2025, Accessibility Advisory Committee meeting adjourn. Carried

Start Time: 12:03 P.M.

End Time: 1:28 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on March 6, 2025 at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W, Stratford ON

Committee Members Present: Mike Sullivan – Chair Presiding, Felicity Sutcliffe, Councillor Jo-Dee Burbach, Zach Kritzer, Anna Stratton, Linda Wakenhut, Craig Merkley, Ken Clarke, Julia Schneider, Geoff Krauter

Staff Present: Emily Skelding – Supervisor of Waste Operations, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Regrets: Councillor Larry McCabe, Vanni Azzano, Anita Jacobsen, Sadaf Ghalib – Manager of Climate Change Programs

1. Call to Order

Mike Sullivan, Chair called the meeting to order at 4:02 p.m.

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

Reading of the Respectful Workplace Conduct Statement

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Anna Stratton

Seconded by Julia Schneider

THAT the minutes from the Energy & Environment Advisory Committee meeting dated February 6, 2025 be adopted as printed. Carried

4. Working Group Updates:

Ecological:

Craig Merkley provided the following update from the Ecological working group:

- Garden Stratford has donated \$2,000.00 to purchase additional native plants for T.J. Dolan;
- No update on the Invasive Species Council grants;
- A representative from Trent University previously reached out regarding biological control experiments or demonstrations. Anita Jacobsen followed up and the University is still interested in the project for T.J. Dolan targeting garlic mustard this year;
- The working group has met with Quin Malott, Parks & Forestry Manager, to review projects and keep up to date with each other's plans;
- The UTRCA website will now have a button that people can click to donate a tree as part of the Tree Power initiative;
- UTRCA GIS staff is working on mapping to be included on the T.J. Dolan entrance sign.

Councillor Burbach inquired if members had heard about the Trees for Life - Hero Forests project. Councillor Burbach has been sent the information and will forward it to Craig Merkley.

5. Supervisor of Waste Operations Update

Emily Skelding, Supervisor of Waste Operations noted the curbside waste collection survey is now posted on Engage Stratford and has over 700 responses in the first two days. The survey closes on March 14, 2025 and the data collected will be used to inform Council on the new waste collection contract that the City will be entering into late 2026.

Mike Sullivan inquired how residents find out about the surveys. Ms. Skelding stated that they advertised the survey on social media, the City's website, radio and the town crier in the newspaper. Councillor Burbach also reposted the information on Facebook.

Ms. Skelding noted staff will know by the end of March what is going to happen with the convenience depot at the Stratford landfill and whether the new blue box program

Energy & Environment Advisory Committee
March 6, 2025

will partner with the City to continue with the depot. Additionally, a recent scan of the Stratford landfill confirmed that the landfill has another 19 years left in its lifespan.

6. Active Transportation Advisory Committee (ATAC) Update

Vicky Trotter reported on the following from the February 26, 2025 ATAC Meeting:

- a working group has been formed and will consult with members of the BIA on Car-Free Friday initiatives;
- the Festival Cycle Route working group is continuing to work on designing signage and finalizing where the signs will be placed;
- missing sidewalk links were discussed and a list of locations that ATAC deemed priorities were forwarded to staff;
- possible additional locations for pedestrian crossovers were discussed and further discussion will take place with Engineering staff next month;
- staff is investigating the feasibility of bike lockers to be installed in the downtown core.

Mike Sullivan requested if Vicky Trotter could forward the City's current list of missing sidewalk links to E&E members.

7. E&E Committee Motions Update

Vicky Trotter provided the committee with a list of outstanding motions. There are no updates to report since last meeting.

Councillor Burbach stated that consultants are working on a discussion paper that will come to Council regarding green development standards. Councillor Burbach's e-mail regarding green development standards has been forwarded to the consultants letting them know that Council wants to hear about options. When the issue comes up in Council, Councillor Burbach can make a motion requesting green development standards are included. The discussion paper is scheduled to be completed sometime in April 2025.

Councillor Burbach also attended a Climate Caucus meeting run by FCM for elected officials. She had an opportunity to discuss green development standards with other members and some of the legalities other municipalities are facing. There are tool kits

now available to help guide staff and Council should they move forward with green development standards.

8. Business Arising from Previous Minutes

8.1 Climate Conversations Update

Felicity Sutcliffe reported that the Climate Conversation event regarding waste is being held tonight at 7:00 p.m. in the City Hall Auditorium. The next event is scheduled for March 27, 2025 and the topic is natural environments with the Master Gardeners presenting on pollinator pathways. Ms. Sutcliffe inquired if an invasive species display could also be included at the March 27th event. Ms. Sutcliffe will forward the flyer for this event to E&E members.

8.2 Home & Leisure Show Update

Vicky Trotter reported that the 10x10 booth has been booked for the show. E&E was offered the not-for-profit fee for the booth at a reduced price of \$201.99. Emily Skelding offered to get collection calendars and rodent-proof clips for the green bins to give out at the show. Ms. Trotter suggested having a kitchen catcher and green bin on display and let people know the cost and where they can be purchased. Ms. Skelding will be in contact with the recycling operator to inquire about a blue wheelie bin for display at the show.

Linda Wakenhut updated the committee that Garden Stratford is not available to partner with E&E on an invasive species display for the show, as they have an upcoming district meeting.

Ms. Skelding stated that there will be green bins at the show to collect food waste and Public Works will pick them up after.

Anna Stratton, Felicity Sutcliffe and Craig Merkley volunteered to form a working group to organize items for the booth. Ms. Stratton will send out a sign-up sheet for volunteers.

8.3 Trail Signage for T.J. Dolan (side trails)

Vicky Trotter provided members with a draft design of the requested trail signage. The signs are 20x30 cm and made of aluminum. The quote for ten signs is \$162.95. Craig Merkley has spoken with Community Services staff and the signs are to be installed on 4x4 posts, which are not included in the sign quote.

Energy & Environment Advisory Committee
March 6, 2025

Motion by Ken Clarke

Seconded by Linda Wakenhut

THAT the Energy & Environment Advisory Committee spends up to a maximum of \$400.00 to purchase (10) "Stay on Trail" signs for T.J. Dolan as per the quote provided and (10) 4x4 posts to mount them on. Carried

8.4 E&E Article

Linda Wakenhut updated members that she will be writing the first article on invasive species. Some suggestions from members of species to include are: vinca, goutweed, garlic mustard, hogweed and Japanese knotweed. Ms. Wakenhut will focus on one or two in each monthly article as well as offer alternatives people can plant instead.

Ms. Wakenhut will have a draft prepared for the April E&E meeting for members to review.

9. New Business

None noted.

10. Upcoming Events

- Climate Conversation: Waste Not, Want Not – March 6, 2025 @ 7:00 p.m.
- Climate Conversation: Natural Assets – March 27, 2025 @ 7:00 p.m.
- Stratford Home & Leisure Show – April 12-13, 2025
- Climate Conversation: Walking the Talk of a Green City – Apr. 24, 2025 @ 7 pm
- Tree Power Event – Saturday, April 26, 2025 (8-10 a.m. - dog park parking lot)
- Earth Day Street Party – Sunday, April 27, 2025 – 11:30-2:00 p.m.
- Climate Conversation: Industry & Circular Economy – May 22, 2025 @ 7:00 pm

11. Date of Next Meeting

The next meeting of the Energy & Environment Advisory Committee will be held on Thursday, April 3, 2025, at 4:00 p.m., City Hall - Auditorium, 1 Wellington Street, Stratford ON

Energy & Environment Advisory Committee
March 6, 2025

12. Adjournment

Motion by Ken Clarke

Seconded by Councillor Burbach

THAT the March 6, 2025 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:02 P.M.

Meeting End Time: 5:00 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on April 3, 2025 at 4:00 p.m., City Hall Auditorium, 1 Wellington Street, Stratford ON

Committee Members Present: Mike Sullivan – Chair Presiding, Felicity Sutcliffe, Councillor Jo-Dee Burbach, Zach Kritzer, Anna Stratton, Linda Wakenhut, Craig Merkley, Ken Clarke, Julia Schneider, Vanni Azzano, Anita Jacobsen

Staff Present: Emily Skelding – Supervisor of Waste Operations, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Regrets: Councillor Larry McCabe, Sadaf Ghalib – Manager of Climate Change Programs, Geoff Krauter

1. Call to Order

Mike Sullivan, Chair called the meeting to order at 4:03 p.m.

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

Reading of the Respectful Workplace Conduct Statement

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Anna Stratton

Seconded by Zach Kritzer

THAT the minutes from the Energy & Environment Advisory Committee meeting dated March 6, 2025 be adopted as printed. Carried

4. **Working Group Updates:**

Ecological:

Craig Merkley provided the following update from the Ecological working group:

- members are continuing to work with City staff and the UTRCA on the entrance signage at T.J. Dolan;
- "Stay on Trail" signage has arrived, locations to be determined and then installed along the T.J. Dolan trail this spring;
- four boardwalk sections and two ramps have been fabricated for the T.J. Dolan trail and four more sections will be fabricated by SDSS students and installed later this fall;
- a community event for invasive species is planned the week of April 13, 2025. They will be targeting Multiflora Rose near the old rail trail as well as various locations around Lake Victoria;
- members have suggested holding a possible open house in May or June for residents who live along the nature areas, specifically T.J. Dolan;
- the large Norway Maple in T.J. Dolan will be taken down this spring;
- members are hoping the white lines can be painted along the multi-use trail this year to protect the native grasses;
- Craig Merkley has been approached by Communities in Bloom to speak about invasive species at their National Symposium, which is being held in Stratford in October 2025.

The invoice for this year's native grass plugs has been received by staff. The final total exceeded the original quote.

Motion by Julia Schneider

Seconded by Anita Jacobsen

THAT the Energy & Environment Advisory Committee spends an additional \$200.00 to cover the cost of this year's native grass plugs. Carried

Julia Schneider is no longer present at the meeting at 4:21 p.m.

5. Supervisor of Waste Operations Update

Emily Skelding, Supervisor of Waste Operations, reported that they received 1034 responses for the waste survey. An RFP for the 2026-2033 waste collection contract will be going out soon.

Staff has started the amendment process to update permits for receiving household hazardous waste as the landfill that will allow them to accept hazardous waste on more days than just Saturdays. The next scheduled household hazardous waste day is being held on Saturday, April 26, 2025 at the landfill, 9 a.m. to 2 p.m.

The transition to the new blue box program continues. The Recycle Coach app will continue to be used by the producers moving forward with the new program. There is no new update on the recycling depot remaining at the landfill at this time.

Four large multi-residential buildings are scheduled to be included in the green bin program in the next two weeks.

6. Active Transportation Advisory Committee (ATAC) Update

Vicky Trotter reported on the following from the March 26, 2025 ATAC Meeting:

- members passed a motion requesting Council direct staff to investigate options for a pedestrian crossover in the area of Douro/Downie/Waterloo Streets;
- staff investigated the cost of purchasing bike lockers for a location downtown. Unfortunately, the cost came back at approximately \$5,000.00 and only holds two bicycles. The committee is reviewing alternative options for bike storage, such as downtown businesses lending space;
- members will be working with the BIA for the annual Car-Free Friday program for the month of June;

7. SDSS Eco Club Update

Zach Kritzer provided the following updates from the Eco Club:

- In late February, the Eco Club received the Inspiration Award from the UTRCA;

Councillor Burbach is now preset at the meeting at 4:27 p.m.

Energy & Environment Advisory Committee
April 3, 2025

- they are planning Earth Week events, such as a Where's Bruno section, various speakers, arranging for a booth at the Earth Day street party and working on a presentation for the Rotary Club;
- planning for a youth Ted Talk, not only with the Eco Club, but other partners such as other student clubs at SDSS and St. Michaels. The tentative date scheduled for the Talk is June 10, 2025 at 6:00 p.m.
- The Eco Club started the urban farm last year and this year they are planning to install raised beds in conjunction with CBEAC. The urban farm is located near Smith Street and O'Loane Avenue. Work on the raised beds will begin on Saturday, April 12, 2025. Students and local residents have volunteered to water and tend to the garden over the summer.

8. E&E Committee Motions Update

Vicky Trotter provided the committee with a list of outstanding motions.

For the Green Development Standards management report, Ms. Trotter reached out to Planning staff to inquire how this gets built into what staff is already working on for the Official Plan review and has included the response in the list sent to members. There will be policy discussion papers completed as part of the O.P. review and the key paper of sustainable city would facilitate the development of green standards. At this point, the City is already looking at green development standards, therefore there is no need to proceed with a management report requesting the standards, as it is already underway and staff is also aware of the E&E recommendation.

9. Business Arising from Previous Minutes

9.1 Climate Conversations Update

Felicity Sutcliffe reported that the recent Climate Conversation regarding waste with Emily Skelding was excellent. Ms. Skelding provided great information and is so knowledgeable about waste and programs in Stratford. There were approximately 45 people in attendance, despite the bad weather. Julia Schneider also wrote a follow-up article for the Stratford Times.

Information and documents regarding the events will be listed on the Climate Momentum website. Ms. Sutcliffe thanked the E&E Committee and City staff for their support with the Climate Conversations.

The next Climate Conversation event will address green tourism and will be held on April 24, 2025 at 7:00 p.m.

Ken Clarke inquired about the Invasive Species Management Plan being posted on the City's website. Staff confirmed that the Plan is posted on the E&E Committee page. Ms. Trotter will also inquire about it being posted on the Climate page as well.

9.2 Reforming of Working Groups

Ken Clarke inquired about the ICI Waste Reduction and Carbon Reduction working groups that E&E previously had. Mike Sullivan noted that most of the members who were on those working groups are no longer on the E&E Committee. Working groups were previously informed that the working groups were meant to be made up of a small group of E&E members who met outside of regular E&E Committee meetings to work on projects. The working groups are to consist of E&E members only and members can reach out to anyone as a resource to discuss and gather information regarding their project. The working group then reports back to the E&E Committee as a whole with their findings and a plan to move a project forward. Emily Skelding noted that in the past, when she was a member of the working groups, they did not always have a specific project that they were working towards which made it difficult to reach an end goal.

Mike Sullivan suggested that perhaps Sadaf Ghalib could give direction to either of these working groups on goals that they would assist with and work towards completing. Vicky Trotter stated that for the CCAP, staff will reach out to the E&E Committee when there is a specific project that they require assistance on. This would be an opportunity for the working groups to step in. In the meantime, the E&E Committee can continue assisting with community education.

Felicity Sutcliffe stated that it is important that the working groups have specific projects to work towards competing and not just meeting to discuss various items. People are interested in joining working groups to complete tasks.

Anita Jacobsen suggested that a couple of items that the working groups could work on could be how to inform property owners how to better insulate their homes, in turn using less energy to heat their homes. After such a severe winter and a great deal of snow and ice damage, this issue will be fresh in

people's minds. A second project suggestion could be a way to encourage property owners to switch out their gas-powered lawn equipment for electric ones.

Anna Stratton suggested that perhaps a Community Engagement Working Group could be formed in the future. Further discussion will take place at the next meeting to inquire if members would like to volunteer for this working group.

9.3 Home & Leisure Show Update

- Vicky Trotter will follow up with staff to inquire about the CCAP slide deck to post at the show, as well as check to see if there is any current anti-idling bylaw information available;
- Emily Skelding will supply rodent clips, waste and recycling calendars, a green bin and kitchen catcher for display;
- Vanni Azzano will order a tree from the UTRCA for E&E to give away;
- Anna Stratton suggested that members could assist people at the booth with using the carbon calculator that is on the City's website;
- Vicky Trotter will confirm the badges for members volunteering at the booth and make arrangements for pick up;
- Anna Stratton will circulate the volunteer sign-up sheet.

Craig Merkley is no longer present at the meeting at 5:31 p.m.

9.4 E&E Article

Linda Wakenhut circulated the invasive species article that she has completed for feedback from the committee. Ms. Wakenhut will also e-mail members the article. Comments and feedback are to be provided to Ms. Wakenhut as soon as possible.

Anita Jacobsen suggested removing any mention of using herbicides as an option for removing invasives, and alternatively suggesting smothering options.

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Once feedback and comments have been received, Vicky Trotter instructed Ms. Wakenhut to forward the final draft to have it reviewed by staff prior to publishing.

Mr. Wakenhut will aim to publish an article every two months.

10. New Business

10.1 Earth Day Steet Party

Mike Sullivan stated that the E&E Committee has been invited to participate in the Earth Day Street Party. There will be a table provided for members to have a display and hand out information.

Felicity Sutcliffe volunteered to represent E&E at the event and will bring the invasive species display and resources that were used at the Home & Leisure Show.

11. Upcoming Events

- Stratford Home & Leisure Show – April 12-13, 2025
- Climate Conversation: Walking the Talk of a Green City – Apr. 24, 2025 @ 7 pm
- Tree Power Event – Saturday, April 26, 2025 (8-10 a.m. - dog park parking lot)
- Earth Day Street Party – Sunday, April 27, 2025 – 11:30-2:00 p.m.
- Climate Conversation: Industry & Circular Economy – May 22, 2025 @ 7:00 pm

12. Date of Next Meeting

The next meeting of the Energy & Environment Advisory Committee will be held on Thursday, May 1, 2025, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

13. Adjournment

Motion by Ken Clarke

Seconded by Vanni Azzano

THAT the April 3, 2025 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:03 P.M.

Meeting End Time: 5:44 P.M.