



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

MINUTES

Date: June 25, 2025
Time: 4:30 P.M.
Location: Council Chamber, City Hall

Sub-committee Present: Councillor Burbach - Chair Presiding, Councillor Beatty, Councillor Hunter

Regrets: Councillor McCabe, Councillor Nijjar

Staff Present: Taylor Crinklaw - Director of Infrastructure Services, Tatiana Dafoe - City Clerk, Neil Anderson - Director of Emergency Services/Fire Chief, Nancy Roulston – Manager of Engineering, Sean Beech – Manager of Environmental Services, Audrey Pascual – Deputy Clerk, Miranda Franken - Council Clerk Secretary

1. Call to Order

The Chair called the Meeting to Order.

Councillor Nijjar and Councillor McCabe provided regrets for this 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 June 25, 2025 Infrastructure, Transportation and Safety Sub-committee meeting.

3. Delegations

3.1 Request for Delegation by Brian Blowes

Motion by Councillor Hunter

THAT Brian Blowes be heard.

Carried

Brian Blowes, representing Wellington Street business owners: the Blowes' and the Cheney's, spoke to Sub-committee to request long stay/overnight parking permits be provided in the Erie Street parking lot for residents living along Wellington Street. Highlights of the presentation included:

- 40 plus apartments having been renovated above the Wellington Street shops;
- requested an expansion and alteration to the existing parking program to accommodate overnight parking for 75-150 more people;
- parking understood to be in limited supply in the York Lot and Erie Lot with overnight parking permitted in the York Lot and not the Erie Lot possibly due to resident apartments above York Street businesses;
- the following requests being made:
 - that overnight permits available in the York Lot be available for Erie Lot permit holders;
 - an additional 20 to 30 permits be available for purchase;
 - a minimum of 10 overnight permits in the Kalbfleisch Lot be available for purchase;

- that permits be allowed in any downtown core parking lot;
- that permits be offered in increments of 24 hours for short term guests as well as weekly, monthly, quarterly, semi annually and annually;
- it being expected the permit purchase changes in the Hotspot application to require minor setting changes;
- increased revenue projected as the City is not currently charging for overnight parking between 6 p.m. and 8 p.m. seasonally and 9 a.m.;
- suggested overnight parking in the Erie Lot be in one zone and in another zone the following night to allow for snow removal; and
- the changes believed to encourage and maintain a growing population above Wellington Street and other downtown areas.

Sub-committee Discussion: Discussion on these requests occurred between Sub-committee and Staff. Highlights of the discussion included:

- a Member being in support of providing parking permits, noting existing constraints with downtown parking and there being a wish to permit overnight parking in the summer months City-wide;
- the Parking Review currently scheduled for 2026/2027 with overnight parking being included;
- the Business Improvement Area (BIA) having requested a downtown parking survey sooner than the review;
- Members discussed details regarding a fulsome parking review and a fulsome overnight parking permit review touching on funding, timeline and on long and short term solutions; and
- the number of units noted by the delegation to have a significant impact on downtown parking.

Motion by Councillor Hunter

THAT the completion of a Parking Study in 2025 be referred to staff.

Carried

Motion by Councillor Hunter

THAT a review of overnight parking restrictions across the City during summer months and the following requests related to parking permits be referred to staff:

- **overnight parking permits being available to Erie Street Lot permit holders;**
- **an additional 20 to 30 permits for purchase being provided;**
- **a minimum of 10 overnight permits in the Kalbfleisch Lot being provided;**
- **that permits be accepted in all downtown core parking lots; and**
- **that permits be offered in increments of 24 hours, weekly, monthly, quarterly, semi annually and annually.**

Carried

4. Report of the Council Committee Coordinator

4.1 Encroachment Application for 40 Daly Avenue (ITS25-012)

Staff Recommendation: THAT the flower beds and retaining wall at 40 Daly Avenue be permitted to encroach onto the Daly Avenue road allowance for a total encroachment area of 6.35m²;

THAT the annual fee of \$58.76 adjusted yearly by the CPI, be added to the property tax bill for 40 Daly Avenue;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 40 Daly Avenue.

Sub-committee Discussion: The Clerk noted staff received additional information related to the encroachment which impacts the overall items to be included in the encroachment agreement. The Clerk requested the report be referred back to staff to review the additional information and complete a more fulsome report to be brought to Infrastructure, Transportation and Safety Committee.

Motion by Councillor Beatty

Sub-committee Decision: THAT the report titled "Encroachment Application for 40 Daly Avenue" (ITS25-012) be referred back to staff for review.

Carried

5. Report of the Manager of Engineering

5.1 Installation of Bicycle Lanes on John Street (ITS25-010)

Staff Recommendation: THAT the report titled, "Implementation of Bicycle Lanes on John Street" (ITS25-010), be received for information.

Sub-committee Discussion: The Director of Infrastructure Services provided a review of the report and highlighted the following:

- at the March 26, 2025 Sub-committee meeting, direction having been given to staff regarding the installation of bicycle lanes on John Street between Queensland Road and West Gore Street;
- the 2023 Transportation Master Plan not having considered a bicycle lane in this area;
- Section 1 from Queensland Road to Easson Street being a wider section and Section 2 from West Gore Street to Easson Street being thinner;
- there being a road width requirement of 1.8 meters to paint lines with the wider section accommodating this more easily;
- section 1 requiring adjustments to the intersection and safety routes costing \$175,000;
- section 2 requiring more extensive work costing \$400,000; and
- staff requested that this be directed to staff for the 2026 workplan to ensure normal process including planning and public engagement if desired.

Discussion on this matter occurred between Sub-committee and staff. Highlights of the discussion included:

- the request coming from the Active Transportation Advisory Committee;
- at the time of the 2023 Masterplan this area of John Street having two wide lanes and in 2024 a modification seeing the addition of a parking lane on one side with this causing issues for cyclists;
- parking on collector streets in Stratford not being typical with this one being unique;
- discussion regarding the possibility of doing only one of the sections;
- the cost of section 1 being to ensure safety with the installation of delineators, reduction of the curve, removal of the curb and widening to allow busses to navigate the intersection without turning into the bike lane;
- the cost being reflective of consistency rather than an intermittent bicycle lane; and
- staff not recommending a reduction to the cost.

Motion by Councillor Hunter

Sub-committee Recommendation: THAT the report titled, "Implementation of Bicycle Lanes on John Street" (ITS25-010), be received for information.

Carried

6. Report of the Manager of Environmental Services

6.1 Stratford Water Pollution Control Plant – Primary Digester Roof Failure Update (ITS25-013)

Staff Recommendation: THAT the report titled, "Stratford Water Pollution Control Plant – Primary Digester Roof Failure Update" (ITS25-013) be received for information;

AND THAT Council direct Staff to proceed with a Request for Proposal for Consulting Engineering Services for the roof replacement of the Primary Digester at the Stratford Water Pollution Control Plant.

Sub-committee Discussion: The Manager of Environmental Services presented the report highlighting the following:

- staff seeking Council approval to proceed with a Request for Proposal (RFP) for the design and replacement of the digester roof;
- Ontario Clean Water Agency (OCWA) insurance providers having confirmed coverage between \$400,000 and \$500,000 based on the age of the digester roof and estimated costs of repair;
- this amount not guaranteeing sufficient funding or that the roof would be operational;
- replacement of the roof estimated at approximately \$2,676,000 and expected to have a life expectancy exceeding 50 years with repairs to provide an additional 15 years of service;
- replacement having been incorporated into the 2024 Water and Wastewater Rate Study and to be funded from the Wastewater Reserve;
- staff pursuing Municipal Infrastructure Program funding; and
- the program being to support critical infrastructure upgrades and if successful to cover 73% of the roof costs with the remaining 27% to be covered by reserves.

Motion by Councillor Beatty

Sub-committee Recommendation: THAT the report titled, "Stratford Water Pollution Control Plant – Primary Digester Roof Failure Update" (ITS25-013) be received for information;

AND THAT Council direct Staff to proceed with a Request for Proposal for Consulting Engineering Services for the roof replacement of the Primary Digester at the Stratford Water Pollution Control Plant.

Discussion on the motion occurred between Sub-committee and Staff. The discussion touched on the insurance coverage amount being low, the 25 year relationship between the City and OCWA and possible engagement with the City Solicitor.

The Chair called the question on the motion.

Carried

Motion by Councillor Hunter

Sub-committee Direction: THAT staff, in consultation with the City Solicitor, be directed to review and pursue options for securing additional settlement funds related to the insurance claim submitted by Ontario Clean Water Agency for the Stratford Water Pollution Control Plant Primary Digester Roof.

Carried

6.2 Water Meter Transmitter Replacement Program (ITS25-014)

Staff Recommendation: THAT Council authorize Staff to proceed with issuing a Request for Proposal for new Automated Metering Reading (AMR) meter transmitters as part of the City of Stratford's Water Metering Program.

Sub-committee Discussion: The Manager of Environmental Services provided an overview of the report highlighting the following:

- City water meters currently being read manually with each meter read monthly by contracted personnel;
- the meter reading personnel navigating obstacles including fencing, pets and vegetation;
- there being recent advancements in Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI);
- AMR and AMI offering integrated solutions with smart meters, communication networks and data systems for direct utility communication without using personnel;
- Festival Hydro replacing meters with AMI and being receptive in assisting the City with smart metering and joining their system;
- AMI requiring a higher investment than AMR;
- AMR benefits being as follows:
 - requiring less frequent visits;

- offering improvements in meter access where significant challenges exist when accessing meters in buildings or restricted areas;
- providing more accurate and timely readings;
- environmental benefits in the reduction of vehicles required for the manual meter reading;
- this being a multi-year commitment with the intention being that the 2025 approved budget of \$95,000 regarding water meter projects be substantially directed towards starting the project;
- spending to increase in future years to accelerate the installation and replacement of water transmitters and funded by user-pay water rates; and
- implementation of AMR requiring a commitment of \$2,000,000 over 20 years.

Members of Sub-committee and staff discussed the initiative. Highlights of the discussion included:

- current annual spending for information collection to be reviewed and brought back in-camera; and
- staff being in place with the 2025 expansion request for the Water Meter Technician who will be responsible for removal of existing touchpads and installation of AMR.

Motion by Councillor Hunter

Sub-committee Recommendation: THAT Council authorize Staff to proceed with issuing a Request for Proposal for new Automated Metering Reading (AMR) meter transmitters as part of the City of Stratford's Water Metering Program.

Carried

7. Report of the Supervisor of Waste Operations

7.1 Stratford Landfill Public Input Invited June 2025 (ITS25-011)

Staff Recommendation: THAT the report titled, "Stratford Landfill Public Input June 2025" (ITS25-011), be received for information.

Sub-committee Discussion: The Director of Infrastructure Services noted a twice annual invitation for public feed back being required by the Environmental Compliance Approval (ECA) with no comments received in the spring 2025 invitation.

Motion by Councillor Beatty

Sub-committee Recommendation: THAT the report titled, "Stratford Landfill Public Input June 2025" (ITS25-011), be received for information.

Carried

8. Department Update

Sub-committee Discussion: The Director of Infrastructure Services provided an update on department activities highlighting the following:

- verbal confirmation having been received that the Erie Street bike lanes will not be proceeding at this time with this item to be considered again with a change in provincial government;
- Albert Street Reconstruction Phase 1 from Waterloo Street to Front Street paving having been completed on June 25, 2025 with minor soil restoration to be done;
- the Erie Street parking lot having been paved with most of the restoration complete and the lot being operational and remaining work being: bicycle parking, retaining wall and installation of street lights;
- Environmental Services completing spring fire hydrant flushing;
- heavy maintenance on municipal drains which have been neglected in previous years and the stormwater group now having put a maintenance plan in place;
- Public Works doing a second round of street sweeping and line painting;
- Fleet Division providing notice for the 2026 budget of a compactor request for the landfill;
- the compactor being the most expensive asset and to likely cost \$2,000,000 with more information to follow;

- Landfill staff having acquired four hay wagons to refurbish into mobile trash screens to prevent wind from carrying trash off site;
- regarding the new blue box program, the province having announced intention to claw back services pushed to service providers meaning less services will be provided or will need to be funded by the municipality with more information to follow;
- the black bag and green bin request for proposal (RFP) to be issued soon to ensure the provider has preparation time; and
- over the month of June the Erie Street parking lot to be closed in sections for one day only to complete Phase 2 drilling.

Discussion on the update occurred between Sub-committee and Staff. Highlights of the discussion included:

- a member noted the bicycle lane announcement for Erie Street and revisited the John Street bicycle lane; and
- a member suggested the funding for the Erie Street bicycle lane be used towards the John Street bicycle lane.

9. Advisory Committee/Outside Board Minutes

No Advisory Committee/Outside Board minutes were provided to Sub-committee.

10. Next Sub-committee Meeting

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

11. Adjournment

Motion by Councillor Beatty

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

Carried

Meeting Start Time: 4:30 P.M.

Meeting End Time: 5:17 P.M.