



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

MINUTES

Date: Monday, November 10, 2025

Time: 8:19 P.M.

Location: Council Chamber, City Hall

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

Regrets: Councillor Beatty and Councillor Henderson

Staff Present: André Morin - Chief Administrative Officer, Audrey Pascual - Deputy Clerk, Taylor Crinklaw - Director of Infrastructure Services, Tim Wolfe - Director of Community Services, Adam Betteridge - Director of Building and Planning Services, 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, Miranda Franken - Council Clerk Secretary, Will Mason - Rent Receivables Clerk

Also Present: Members of the Public and Media

1. Call to Order

The Chair called the Meeting to Order.

Councillor Beatty and Councillor Henderson 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

There were no disclosures of pecuniary interest made by a Member at the November 10, 2025 Infrastructure, Transportation and Safety Committee meeting.

3. Sub-committee Minutes

Sub-committee minutes were provided for background regarding the discussion held at the October 29, 2025, Sub-committee meeting.

4. Delegations

None scheduled.

5. Report of the Council Committee Coordinator

5.1 Encroachment Application for 69 Downie Street (ITS25-023)

Staff Recommendation: THAT the metal lights, frame and metal awning, and frame and metal sign be permitted to encroach onto the Downie and Brunswick Street road allowances;

THAT the annual fee of \$897.34 adjusted yearly by the CPI, be added to the property tax bill for 69 Downie Street;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 69 Downie Street.

Sub-committee Recommendation: THAT the metal lights, frame and metal awning, and frame and metal sign be permitted to encroach onto the Downie and Brunswick Street road allowances;

THAT the annual fee of \$897.34 adjusted yearly by the CPI, be added to the property tax bill for 69 Downie Street;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 69 Downie Street.

Motion by Councillor McCabe

Seconded by Councillor Hunter

Committee Recommendation: THAT the metal lights, frame and metal awning, and frame and metal sign be permitted to encroach onto the Downie and Brunswick Street road allowances;

THAT the annual fee of \$897.34 adjusted yearly by the CPI, be added to the property tax bill for 69 Downie Street;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 69 Downie Street.

Carried

5.2 Encroachment Application for 14 West Gore Street (ITS25-025)

Staff Recommendation: THAT the walkway be permitted to encroach onto the West Gore Street road allowance;

THAT an annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 14 West Gore Street for the encroachment agreement;

THAT the fence, retaining wall and garden be removed and returned to grass at the cost of the owner within one year of the date of approval by Council;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 14 West Gore Street.

Motion by Councillor Hunter

Seconded by Councillor Nijjar

Committee Recommendation: THAT the walkway be permitted to encroach onto the West Gore Street road allowance;

THAT an annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 14 West Gore Street for the encroachment agreement;

THAT the fence, retaining wall and garden be removed and returned to grass at the cost of the owner within one year of the date of approval by Council;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 14 West Gore Street.

Committee Discussion: Members of the Committee and staff held a discussion regarding the motion. Highlights of the discussion included:

- a member noting they are not in support of the motion and would prefer that the fence, retaining wall and garden be permitted to encroach rather than having the homeowner remove them;
- the Director of Infrastructure Services noted that staff are hesitant to permit retaining wall structures near to the sidewalk as it impacts snow clearing operations;
- retaining walls causing extensive damage to sidewalk snowplows as well as injury to the driver which represents a significant safety and financial risk to the Corporation; and
- the Director of Building and Planning Services noted that from a by-law enforcement perspective, the structures would be deemed to be in compliance should the encroachment be approved.

The Chair called the question on the motion.

Carried

6. Report of the Climate Change Program Manager

6.1 Annual Corporate Greenhouse Gas Emissions – 2024 (ITS25-022)

Staff Recommendation: THAT the report titled, "Annual Corporate Greenhouse Gas Emissions – 2024" (ITS25-022), be received for information.

Sub-committee Recommendation: THAT the report titled, "Annual Corporate Greenhouse Gas Emissions – 2024" (ITS25-022), be received for information.

Motion by Councillor Hunter

Seconded by Councillor McCabe

Committee Recommendation: THAT the report titled, "Annual Corporate Greenhouse Gas Emissions – 2024" (ITS25-022), be received for information.

Carried

7. Report of the Events Coordinator

7.1 Request an Exemption to Noise Control By-law 113-79 for Lights On Stratford (ITS25-021)

Staff Recommendation: THAT the request for a Noise Control By-law exemption from the provisions outlined below for the Lights On Stratford event by Destination Stratford and taking place every Thursday through Sunday from 5:00 p.m. to 10:00 p.m. starting December 12, 2025, to January 18, 2026, be approved:

- Unreasonable Noise [Schedule 1, Clause 8];
- The operation of loudspeakers and amplification of sound [Schedule 2, Clause 2];
- Loading and unloading [Schedule 2, Clause 4].

Sub-committee Recommendation: THAT the request for a Noise Control By-law exemption from the provisions outlined below for the Lights On Stratford event by Destination Stratford and taking place every Thursday through Sunday from 5:00 p.m. to 10:00 p.m. starting December 12, 2025, to January 18, 2026, be approved:

- Unreasonable Noise [Schedule 1, Clause 8];
- The operation of loudspeakers and amplification of sound [Schedule 2, Clause 2];
- Loading and unloading [Schedule 2, Clause 4].

Motion by Councillor Biehn

Seconded by Councillor Hunter

Committee Recommendation: THAT the request for a Noise Control By-law exemption from the provisions outlined below for the Lights On Stratford event by Destination Stratford and taking place every Thursday through Sunday from 5:00 p.m. to 10:00 p.m. starting December 12, 2025, to January 18, 2026, be approved:

- **Unreasonable Noise [Schedule 1, Clause 8];**
- **The operation of loudspeakers and amplification of sound [Schedule 2, Clause 2];**

- **Loading and unloading [Schedule 2, Clause 4].**

Carried

8. For the Information of Committee

8.1 Department Update

A copy of the update was posted to the City's website on the "Engineering Division" page.

8.2 Advisory Committee/Outside Board Minutes

There were no Advisory Committee/Outside Board minutes provided to Committee.

9. Adjournment

Motion by Councillor Biehn

Seconded by Councillor McCabe

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

Carried

Meeting Start Time: 8:19 P.M.

Meeting End Time: 8:26 P.M.