



Energy & Environment Advisory Committee

MINUTES

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

Committee Members Present: Mike Sullivan, Felicity Sutcliffe, Craig Merkley, Ken Clarke, Vanni Azzano, Julia Schneider, Councillor Jo-Dee Burbach, Councillor Larry McCabe, Anna Stratton, Quinn Kearsey, Roger Cotton

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

Regrets: Anita Jacobsen, Linda Wakenhut, Emily Skelding – Supervisor of Waste Operations

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. Introduction of New and Returning Members

Mike Sullivan welcomed new members Quinn Kearsey and Roger Cotton and returning members Anita Jacobsen, Felicity Sutcliffe and noted he is also a returning member. Committee members and staff introduced themselves. Vicky Trotter reviewed recent

projects the committee has completed and also outlined some meeting procedures for the new members.

4. Election of 2025/2026 Chair and Vice-Chair

Staff declared nominations open for the 2025/26 Chair of the Energy & Environment Advisory Committee.

Felicity Sutcliffe nominated Councillor Jo-Dee Burbach.

Mike Sullivan put forward his name for Chair.

Staff asked if there were any further nominations. No further nominations were made.

Motion by Ken Clarke

Seconded by Vanni Azzano

THAT the nominations for the 2025/26 Energy & Environment Advisory Committee Chair be closed. Carried

Councillor Burbach indicated that she would allow her name to stand.

Mike Sullivan indicated that he would allow his name to stand.

Motion by Felicity Sutcliffe

Seconded by Ken Clarke

THAT Councillor Burbach be elected as the 2025/26 Chair of the Energy & Environment Advisory Committee. Carried

Motion by Craig Merkley

Seconded by Quinn Kearsey

THAT the Energy & Environment Advisory Committee defer the 2025/26 Vice-Chair election to the January 8, 2026 meeting. Carried

Councillor Burbach will now commence chairing the meeting.

5. Adoption of the Previous Minutes

Motion by Mike Sullivan

Seconded by Councillor McCabe

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

6. Working Group Updates

Community Education & Engagement Working Group (CEEWG):

The CEEWG previously distributed a written update to members. Anna Stratton provided the following updates at the meeting and was available for questions:

- The working group is continuing to work with Felicity Sutcliffe organizing the January 21, 2026 presentation taking place at City Hall;
- The Working Group has a meeting on December 10, 2025 with the new Climate Change Programs Manager to discuss the January 21 presentation;
- They are primarily focusing on completing the natural gardening booklet. The handbook will be organized around four subject areas: soil, water, creatures and plants. A schedule for the delivery of the book is provided in the CEEWG notes.

Ecological Working Group:

Craig Merkley shared a power point presentation showing all the projects the group has worked on in 2025. Some of the highlights were:

- (12) events held from April – November;
- (3) new locations (rail trail, south bank of the Avon River near the water treatment plant, north side of TJ Dolan by the cemetery);
- (300) hours of volunteer effort;
- (3) new target plants (multiflora rose, buckthorn and privet);
- (75+) contacts are now on the volunteer list;
- (750) native plants infilled;
- (94) bags of invasive material removed (plus two piles of material not bagged)

Mike Sullivan inquired if the City has adopted the resolution to support the elimination of personal liability for reducing salt usage. Vicky Trotter reported that she is currently working on the management report regarding this and is awaiting some follow-up information from Public Works staff to include in the report. Ms. Trotter will follow-up with the City Clerk to discuss moving this forward faster.

Vanni Azzano inquired about a representative from Source Water Protection Committee attending the January E&E meeting to discuss salt. Members would also like to invite Sean Beech, Manager of Environmental Services, who is also on the Source Water Protection Committee. Vanni Azzano will contact them to inquire if they would be available to do a presentation at the January meeting.

7. Supervisor of Waste Operations Update

Felicity Sutcliffe thanked Councillor Burbach and Council for all the information they have been sharing about the new bin program. Many people have been sharing her posts to get the proper information out. Councillor Burbach noted that Emily Skelding has been working hard behind the scenes to help citizens transition to the new program. Councillor Burbach understands the confusion residents are having, as the new bin program is going to be run provincially and not by the city. Councillor Burbach stated that Emterra will now be offering a smaller bin, if residents want to exchange the original one that was delivered. They will pick up the large bin (360 L) and drop off a smaller one (240 L) free of charge. The city may provide another option to purchase an even smaller one (120 L).

Anna Stratton inquired about a previous statement that the city was going to send residents information out in October and if that was still going to take place. Vicky Trotter stated that the updated recycling guide will be included in the Marketplace later in December. There will also be copies that residents can pick up at City Hall. Councillor Burbach suggested that E&E could also distribute them at the Home & Leisure Show if they participate next year. Felicity Sutcliffe noted that Emily Skelding will also be discussing it at the January 21 event and will have the new recycling guide on hand to give out.

8. E&E Motions Update

Vicky Trotter reviewed the motion updates that were distributed to members in the agenda package and was available for questions.

- At the November 24, 2025 Regular Council meeting, Council adopted the following resolution: THAT the review of a mandatory single-use and takeaway items by-law in the City of Stratford, similar to the by-law developed by the City of Toronto, be referred to staff;
- The committee's 2026 budget request of \$17,500 was passed at Council;

- Ms. Trotter is continuing to work on the report requesting Council designate a seat on the E&E Committee for an Indigenous representative. Additional staff is reviewing the report;
- Ms. Trotter is reaching out to staff regarding the salt reduction resolution to gather information on current procedures, etc. and is writing a report to Council;
- The boot brush signs have been ordered;
- Vanni Azzano has requested the UTRCA assist with the graphics for the updated TJ Dolan entrance sign. The deposit for the sign has been submitted.

9. Business Arising from Previous Minutes

9.1 Climate Conversations Update

Felicity Sutcliffe reported that there was an event held in November regarding bio-gas digesters. The event was very well attended, with many new attendees.

Some planned events for the new year:

- What Can You Do to Help With Climate Change (E&E) – January 21, 2026
- Energy Conservation, Renewable Energy Support Programs & District Energy (Peter Love) – March 11, 2026
- Sustainable Bites (The Local & SDSS) – April 8, 2025
- Green Things (A collaboration with ecological groups) – May

For the January 21st event, Felicity Sutcliffe and Anna Stratton are meeting with Autumn Loosemore, Manager of Climate Change Programs and Taylor Crinklaw, Director of Infrastructure Services to discuss Ms. Loosemore's participation in the event. Save on Energy representatives will be participating, Emily Skelding will be participating and a rep from Sustainable Waterloo will also be speaking. The main focus will be on what individual people can do to make Stratford more sustainable.

9.2 Corporate Energy and Emissions Plan (CEEP) Discussion

Councillor Burbach previously circulated the 2024 report to members. As a corporation, the City's emissions have gone down over 2024. Some initiatives such as facility lighting retrofits have helped lower the numbers. Also, how the

province is crediting the city with the coal fire plants shutting down has helped when recalculating the numbers. Mike Sullivan inquired about the Community report. Vicky Trotter has reached out to Autumn Loosemore to schedule a meeting to get her up to speed on E&E and some of their requests and invite her to the January meeting.

10. New Business

10.1 Remaining Funds in 2025 Budget

Anna Stratton inquired if E&E could possibly purchase the banner with the remaining \$500.00 in the 2025 budget. Vicky Trotter stated that there is not enough time for staff to design the banner, which needs to be completed prior to them issuing an invoice.

Councillor Burbach inquired if the committee could purchase another Terracycle box to place somewhere. Members suggested a second one to collect different items at the library, City Hall or a school. Quinn Kearsey suggested implementing boxes into the art classes at SDSS to collect art supplies. Vicky Trotter will contact staff to confirm they would be able to use the Terracycle boxes.

Motion by Mike Sullivan

Seconded by Anna Stratton

THAT the Energy & Environment Advisory Committee spends up to a maximum of \$500.00 to purchase a Terracycle Box for the Art Department at SDSS. Carried

10.2 Endorsement of Emily Chandler's Letter to Premier Ford and MPP Rae

Mike Sullivan inquired if E&E could support the letter written by Emily Chandler regarding Bill 68 that was previously circulated. Councillor Burbach stated that if it come to Council it would go on the Consent Agenda, in which case she could bring it forward, but E&E could also endorse it.

Motion by Mike Sullivan

Seconded by Anna Stratton

THAT the Energy & Environment Advisory Committee endorses the letter written to Premier Ford and MPP Rae written by Emily Chander regarding Bill 68. Carried

Vanni Azzano abstained from voting on this motion.

11. Upcoming Events

- What Can YOU Do to Help With Climate Change (E&E) – January 21, 2026 (City Hall 7-9 p.m.)
- Energy Conservation, Renewable Energy Support Programs & District Energy (Peter Love) – March 11, 2026
- Sustainable Bites Event (SDSS Eco Club/The Local) – April 8, 2026 (The Local 7-9 p.m.)
- Green Things (A collaboration with ecological groups) – May

12. Date of Next Meeting

The next meeting of the Energy & Environment Advisory Committee will be held on Thursday, January 8, 2025, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

13. Adjournment

Motion by Ken Clarke

Seconded by Julia Schneider

THAT the December 4, 2025 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:03 P.M.

Meeting End Time: 5:53 P.M.