



## Heritage Stratford Advisory Committee

### MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Wednesday, December 9, 2025 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

**Committee Members Present:** Jacob VanKooten - Chair Presiding, Anne Ceballo, Cambria Ravenhill, Chantale Pitts, Barb Cottle

**Staff Present:** Alex Burnett – Planner, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

**Regrets:** Andy Bicanic, Edward Boniface, Councillor Larry McCabe, Jeff Atchison

#### 1. Call to Order

Jacob VanKooten, Chair, called the meeting to order at 7:02 p.m.

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

Reading of the Respectful Workplace Conduct Statement.

#### 2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

#### 3. Welcome New and Returning Members

Jacob VanKooten welcomed new member Chantale Pitts and committee members and staff introduced themselves.

**4. Election of 2025/26 Chair and Vice-Chair**

Deferred to next meeting.

**5. Adoption of Previous Minutes**

**Motion by** Anne Ceballo

**Seconded by** Barb Cottle

**THAT the minutes from the Heritage Stratford Advisory Committee meeting dated November 12, 2025, be adopted as printed. Carried**

**6. Business Arising from Previous Minutes**

None noted.

**7. Designation Sub-Committee Update**

**7.1 Update on Non-Designated Properties Register**

Alex Burnett reported that there are no new updates on the register. Alex Burnett reviewed the designation plaque process for new members.

**8. Building & Planning Services Report (December 2025)**

The Building & Planning report for December 2025 was previously provided to members. Alex Burnett, Planner, reviewed the report with members and was available for questions.

**9. New Business**

**9.1 Overview of Heritage Stratford Committee**

Vicky Trotter reviewed some of the 2025 projects that the committee has worked on, as well as some procedural items. Ms. Trotter will e-mail this information to all committee members.

- Assisted with the designation of the Shakespearean Gardens;
- Cambria Ravenhill attended the 2025 Heritage Conference in Picton, ON;
- Blue Plaques at 108 Mornington Street and 72 Ontario Street;
- Hosted MCM Ontario Heritage Act Training via Zoom with committee and staff members;
- Permit Review sub-committee reviewed numerous heritage permits;

- How to request items to be added to the agenda, how to contact staff, what to do if you will be absent from a meeting, etc.

## **9.2 Previous Stratford Normal School**

Cambria Ravenhill inquired with staff if there was an update on the Normal School, as it is a designated building. Alex Burnett reported that the information has been presented at Council, however, there have been no new updates on the process to date.

## **9.3 Official Plan**

Cambria Ravenhill inquired if there is any update on the Official Plan Update and Review. Alex Burnett reported that staff is continuing to work on it and a new Supervisor of Policy has recently been hired, who will oversee this project. The goal is to have it possibly completed in early 2026. Mr. Burnett noted that there was a previous discussion paper released when the previous consultants were working on the project. Mr. Burnett will circulate a copy to HS members.

## **10. Date of Next Meeting**

The next meeting of Heritage Stratford will be held on Tuesday, January 13, 2026, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

## **11. Adjournment**

**Motion by** Cambria Ravenhill

**Seconded by** Anne Ceballo

**THAT the December 9, 2025 Heritage Stratford Advisory Committee meeting adjourn. Carried**

Start Time: 7:02 P.M.

End Time: 7:28 P.M.