



**Stratford City Council
Regular Council Open Session
AGENDA**

Meeting #: 4610th
Date: Tuesday, April 14, 2020
Time: 3:00 P.M.
Location: Council Chamber, City Hall
Council Present: Mayor Mathieson - Chair Presiding, Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos
Staff Present: Joan Thomson - Acting Chief Administrative Officer, Tatiana Dafoe - Acting Clerk, David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, John Paradis - Fire Chief

Pages

1. Call to Order:

Mayor Mathieson, Chair presiding, to call the Council meeting to order.

2. Declarations 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 to otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Adoption of the Minutes:

Motion by _____

THAT the Minutes of the Regular Meeting dated March 9, 2020, Special Meeting dated March 30, 2020 and Special Meeting dated April 1, 2020 of Council of The Corporation of the City of Stratford, be adopted as printed.

4. Adoption of the Addendum/Addenda to the Agenda:

Motion by _____

THAT the Addendum/Addenda to the Regular Agenda of Council and Standing Committees dated April 14, 2020 be added to the Agenda as printed.

5. Report of the Committee of the Whole In-Camera Session:

5.1 From the March 9, 2020 Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:

Appointments to the Heritage Stratford Committee

(Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)))

Motion by _____

Recommendation: THAT Roger Koert be appointed as a citizen representative for a two year term to the Heritage Stratford Committee to November 30, 2021, or until successors are appointed;

THAT Derek Smith be appointed as the Stratford and Area Builders' Association alternate representative for a two year term to the Heritage Stratford Committee to November 30, 2021, or until successors are appointed;

AND THAT an exemption from the residency requirement under the Appointments Policy be granted for Derek Smith.

5.2 From the March 9, 2020 Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:

Appointments to the Active Transportation Advisory Committee

(Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)))

Motion by _____

Recommendation: THAT Matthew Orchard be appointed as an Energy and Environment Committee representative on the Active Transportation Advisory Committee for the remainder of the term to November 30, 2020, or until successors are appointed.

5.3 From the March 9, 2020 Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:

Appointments to Festival Hydro Inc., Board of Directors

(Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)))

Motion by _____

Recommendation: THAT David Scott be appointed for a four year term on the Board of Directors of Festival Hydro Inc., to November 30, 2023, or until successors are appointed.

5.4 From the April 1, 2020 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)), And Security of municipal property of the municipality or local board (section 239.(2)(a));
- Labour relations or employee negotiations (section 239.(2)(d)).

At the In-camera Session, direction was given on all items.

5.5 At the April 14, 2020 Session under the Municipal Act, 2001 as amended, matters concerning the following items:

- Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (section 239.(2)(e)), And Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)), And Security of municipal property of the municipality or local board (section 239.(2)(a));
- Labour relations or employee negotiations (section 239.(2)(d));
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the

municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization (section 239.(2)(i)).

6. Hearings of Deputations and Presentations:

None scheduled.

7. Orders of the Day:

7.1 Proclamation - Rett Syndrome Awareness Month 43 - 45

Motion by _____

THAT City Council hereby proclaims October 2020 as "Rett Syndrome Awareness Month" in the City of Stratford.

7.2 Resolution - Purchase the Permits Module for the City Wide Tracking Software System (COU20-028) 46 - 48

Motion by _____

Staff Recommendation: THAT the Mayor and City Clerk or their respective delegates, be authorized to enter into an agreement with Public Sector Digest Inc. (PSD) for the City Wide Permits Module at a cost of \$101,050.00 including HST;

AND THAT funding for City Wide be assigned from the 2020 approved capital project for AMANDA upgrades in the amount of \$100,000.

7.3 Proclamation - International Trigeminal Neuralgia Day 49 - 50

Motion by _____

THAT City Council hereby proclaims October 7, 2020 as "International Trigeminal Neuralgia Day" in the City of Stratford to bring awareness to those who suffer from Trigeminal Neuralgia.

7.4 Correspondence - Nominations to FCM's Board of Directors 51 - 52

The Federation of Canadian Municipalities has cancelled their Annual General Meeting due to COVID-19, however, they are still seeking nominations to their Board of Directors. The process to submit a nomination is outlined on their website and nominations are due by Monday, May 18, 2020.

For the information of Council.

- 7.5 Correspondence - Upper Thames River Conservation Authority 2020 Budget** 53 - 80
- The UTRCA 2020 draft budget has been reviewed and approved by the UTRCA's Board of Directors.
- There is a thirty (30) day appeal period from receipt of the levy notice should the City wish to appeal its apportionment of the 2020 levy.
- The City's 2020 Levy is \$394,709.
- Motion by _____
- THAT the correspondence dated March 26, 2020 from the Upper Thames River Conservation Authority with respect to the 2020 Levy for the City of Stratford be received by City Council.**
- 7.6 Correspondence - Enbridge Gas Notice** 81
- Enbridge Gas has retained a third-party company, GHD Limited, to conduct an environmental study for the proposed 2021 Stratford Reinforcement Pipeline Project.
- Due to the COVID-19 pandemic and public gathering restrictions, an in-person public open house will not be possible. Instead, Enbridge Gas will offer an online public information session from May 3, 2020 to May 14, 2020.
- For the information of Council.**
- 7.7 Resolution - Site Plan Security (COU20-029)** 82 - 85
- Motion by _____
- Staff Recommendation: THAT Section 9.2.2. of the Site Plan Control By-law No. 111-2000 be amended follows:**
- 9.2.2. e) and 9.2.2. f) be renumbered to 9.2.2. f) and 9.2.2. g) respectively; and
 - The following be included as 9.2.2. e)
- where more than 75% of the work (value) as described in the "itemized cost estimate for" has been completed, the applicant may request a reduction of more than 50% of the value of initial security provided. A reduction to the security under this provision shall not exceed the value of work outstanding.**
- 7.8 Resolution - Easement for Sanitary Trunk Sewer (COU20-030)** 86 - 88

Motion by _____

Staff Recommendation: THAT The Corporation of the City of Stratford accept an easement over Part 1 Plan 44R-5693 from Marcor Farms Ltd. for a sanitary sewer.

**7.9 Resolution - Brownfield Community Improvement Plan Program
Application BF01-20–525 O’Loane Avenue –DLN Group Inc. (COU20-031)**

89 - 91

Motion by _____

Staff Recommendation: THAT Council approve the Brownfield Community Improvement Plan Grant application submitted by DLN Group Inc. for the Phase 2 Environmental Site Assessment for 525 O’Loane Avenue to a maximum amount of \$9,125 subject to the following conditions:

- That DLN Group Inc. submit sediment and erosion control plans acceptable to the City;
- That DLN Group Inc. install sediment and erosion control plans in accordance with the accepted plans;
- That DLN Group Inc. rectifying any damage to municipal infrastructure made by the regrading of lands to date; and
- That DLN Group Inc. satisfied all the requirements of the Upper Thames River Conservation Authority, to the satisfaction of the City.

**7.10 Resolution - Consent Application B06-17 – 265 St. David Street –
Decision on Local Planning Appeal Tribunal (“LPAT”) Appeal (COU20-032)**

92 - 111

Motion by _____

Staff Recommendation: THAT Council receive for information the Local Planning Appeal Tribunal Decision on the appeal to consent application B06-17 on a portion of 265 St David Street.

7.11 Resolution - Updated Provincial Policy Statement (COU20-033)

112 - 120

Motion by _____

Staff Recommendation: THAT this report on the status of the updated Provincial Policy Statement be received for information.

**7.12 Resolution - Municipal Modernization Service Delivery Review –
Recommended Service Provider (COU20-034)**

121 - 124

Motion by _____

Recommendation: THAT the proposal from Blackline Consulting to conduct a Municipal Modernization Service Delivery Review be accepted;

AND THAT the Municipal Modernization Service Delivery Review be funded through the Municipal Modernization Program.

- 7.13 Resolution - Local Funding Allocation for the Social Services Relief Fund (COU20-035) 125 - 127**

Motion by _____

Staff Recommendation: THAT City Council receive the report titled "Local Funding Allocation of the Social Services Relief Fund" for information;

THAT the Director of Social Services and/or the Chief Administrative Officer be authorized to execute the Funding Agreements related to the Social Services Relief Fund (SSRF) and any related amendments and extensions between The Corporation of the City of Stratford and the Province of Ontario and /or the Government of Canada to be administered through the Community Homelessness Prevention Initiative (CHPI).

AND THAT the Homelessness Emergency Operations Group (HEOG) provides input on how to prioritize and distribute the funds.

8. Business for Which Previous Notice Has Been Given:

None scheduled.

9. Reports of the Standing Committees:

9.1 Report of the Infrastructure, Transportation and Safety Committee:

Motion by _____

THAT the Report of the Infrastructure, Transportation and Safety Committee dated March 23, 2020 be adopted as printed.

- 9.1.1 Responsible Pet Ownership Campaign (ITS20-011) 128 - 134**

THAT the City proceed with a Responsible Pet Ownership Campaign in conjunction with the Stratford Perth Humane Society and others at a cost of \$4,600 including HST.

- 9.1.2 2019 Water Summary Report (ITS20-012) 135 - 151**

THAT the 2019 Water Summary Report be received for information.

- 9.1.3 Redford Crescent Reconstruction (St. Vincent Street to St. Vincent Street) – Open House and Recommendations (ITS20-014) 152 - 158**

THAT Council receive for information the description of the proposed design for Redford Crescent Reconstruction;

THAT Council receive for information the comments from the public open house conducted on January 22, 2020;

AND THAT Council accept the design and authorize proceeding to tender for construction.

9.1.4 Microchipping as Sole Method of Cat and Dog Licensing (COU20-013) 159 - 162

THAT the report entitled "Analysis of Animal Control Working Group Recommendation – Microchipping as Sole Method of Cat and Dog Licensing" be received for information;

THAT the current method of licensing cats and dogs in the City of Stratford be maintained;

AND THAT the Acting Clerk, or designate, undertake a review of cat and dog licensing fee discounts for microchipping and provide a recommended fee structure as part of the 2020 Animal Control By-law amendments.

9.2 Report of the Finance and Labour Relations Committee:

Motion by _____

THAT the Report of the Finance and Labour Relations Committee dated March 23, 2020 be adopted as printed.

9.2.1 Municipal Investment Performance for 2019 (FIN20-006) 163 - 167

THAT the report of Director of Corporate Services dated 18th February 2020, regarding 2019 investment performance, be received for information.

9.2.2 2019 Statement of Remuneration and Expenses (FIN20-004) 168 - 171

THAT the report of the Director of Corporate Services dated February 18, 2020 regarding 2019 Statement of Council Remuneration and Expenses be received for information.

9.2.3 Ontario Regulation 284/09 (FIN20-005) 172 - 175

THAT the report from the Director of Corporate Services regarding legislative requirements of Ontario Regulation 284/09, and the impact of excluded expenses from the City's

2020 budget, be adopted by Council resolution.

9.2.4 2019 Treasurer's Statements for Development Charges and Cash In Lieu of Parkland Reserve Funds (FIN20-008) 176 - 181

THAT the 2019 Treasurer's Statement for City of Stratford Development Charges Reserve Funds be received for information;

AND THAT the 2019 Treasurer's Statement for City of Stratford Cash In Lieu of Parkland Reserve Fund be received for information.

9.2.5 2020 Ontario Community Infrastructure Fund Allocation (OCIF) (FIN20-007) 182 - 183

THAT the 2020 Ontario Community Infrastructure Fund grant of \$1,090,577 be allocated to the Queen Street Storm Trunk Sewer project G942-9754.

9.2.6 Employee and Family Assistance Program Services (FIN20-003) 184 - 185

THAT the report regarding the selection of Homewood Health as the Corporation's Employee Family Assistance Program service provider effective March 1, 2020 be received for information.

10. Notice of Intent:

None scheduled.

11. Reading of the By-laws:

The following By-laws require First and Second Readings and Third and Final Readings and could be taken collectively upon unanimous vote of Council present:

Motion by _____

THAT By-laws 11.1 to 11.6 be taken collectively.

Motion by _____

THAT By-laws 11.1 to 11.6 be read a First and Second Time.

Motion by _____

THAT By-laws 11.1 to 11.6 be read a Third Time and Finally Passed.

11.1 Agreement for City Wide Permits Module

186

To authorize the entering into of an agreement with Public Sector Digest Inc. for the provision of a City Wide Permits Module.

11.2 Appointments to Advisory Committees 187 - 188

To amend By-law 178-2018 as amended, to make appointments to Advisory Committees.

11.3 Amend Site Plan Control By-law 111-2000 189 - 190

To amend Site Plan Control By-law 111-2000, as amended, to allow site plan security releases of greater than 50% of the initial security amount when more than 75% of the works have been completed.

11.4 Acceptance of Easements from Marcor Farms Ltd 191 - 192

To authorize the acceptance of easements in gross from Marcor Farms Ltd. over Part 1, Reference Plan 44R-55693 for access to a sanitary sewer.

11.5 Acceptance of Proposal for Modernization Service Delivery Review 193

To authorize the acceptance of a proposal and the undertaking of the work by Blackline Consulting for the Municipal Modernization Service Delivery Review [RFP-2020-13].

11.6 Agreement for Funding under the Social Services Relief Fund 194 - 195

To authorize the entering into and execution of a Funding Agreement with Her Majesty the Queen in Right of the Province of Ontario and/or the Government of Canada, related to funding under the Social Services Relief Fund.

12. Consent Agenda: CA-2020-040 to CA-2020-045 196 - 201

Council to advise if they wish to consider any items listed on the Consent Agenda.

13. New Business:

14. Confirmatory By-law: 202

The following By-law requires First and Second Readings and Third and Final Readings:

By-law 11.7 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on April 14, 2020.

Motion by _____

THAT By-law 11.7 be read a First and Second Time.

Motion by _____

THAT By-law 11.7 be read a Third Time and Finally Passed.

15. Adjournment

The next Regular Council meeting is April 27, 2020 in the Council Chamber, City Hall.

Meeting Start Time:

Meeting End Time:

Motion by _____

THAT the April 14, 2020 Regular Council meeting adjourn.



Stratford City Council Regular Council Open Session MINUTES

Meeting #: 4607th
 Date: Monday, March 9, 2020
 Time: 7:00 P.M.
 Location: Council Chamber, City Hall

Council Present: Mayor Mathieson - Chair Presiding, Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Gaffney, Councillor Henderson, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos

Regrets: Councillor Clifford, Councillor Ingram

Staff Present: Joan Thomson - Acting Chief Administrative Officer, Tatiana Dafoe - Acting Clerk, David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, John Paradis - Fire Chief, Jeff Leunissen - Manager of Development Services, Jodi Akins - Council Clerk Secretary, Mike Beitz - Corporate Communications Lead, Mike Mortimer – Manager of Environmental Services, Jeff Bannon - Planner

Also Present: Members of the Public and Media

1. **Call to Order:**

Mayor Mathieson, Chair presiding, called the Council meeting to order.

Councillor Clifford and Councillor Ingram provided regrets for this meeting.

Singing of O Canada

Moment of Silent Reflection

2. Declarations 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 to 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 March 9, 2020 Regular Council meeting.

3. Adoption of the Minutes:

R2020-100

Motion by Councillor Vassilakos

Seconded By Councillor Gaffney

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated February 24, 2020 be adopted as printed.

Carried

4. Adoption of the Addenda to the Agenda:

R2020-101

Motion by Councillor Ritsma

Seconded By Councillor Henderson

THAT the Addenda to the Regular Agenda of Council and Standing Committees dated March 9, 2020, to add Items 7.7, 7.8, 11.8 and 15.2.1 to the Regular and Reconvene Agenda, Additional items to Item 5.1 and 6.2 of the Finance and Labour Relations Committee agenda and additional items to Item 5.1 of the Planning and Heritage Committee agenda, be added to the Agenda as printed.

Carried

5. Report of the Committee of the Whole In-Camera Session:

5.1 At the March 9, 2020 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered

- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)), AND A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k)).

At the In-camera Session, direction was given on all items.

6. Hearings of Deputations and Presentations:

6.1 Presentation by Roy Norton

R2020-102

Motion by Councillor Burbach

Seconded By Councillor Gaffney

THAT Roy Norton be heard regarding the proposed Municipal Accommodation Tax.

Carried

Mr. Norton provided a PowerPoint presentation on the proposed municipal accommodation tax. His background was noted and he advised that while

A vibrant city, leading the way in community-driven excellence.

he has spoken with hoteliers and B&B operators, he does not formally or officially represent them.

Process and substantive concerns with the proposal were discussed. In addition, the following recommendations were provided for Council's consideration:

- Council retract approval-in-principle pending thorough research and consultation.
- Research be undertaken over the next six months to include quantification of the economic benefit to Stratford associated with overnight stays in local accommodation, experience of other municipalities that have and have not implemented a MAT.
- Consultation process be undertaken with stakeholders led by a MAT Taskforce.
- Conduction of a survey that is jointly developed by the City and accommodation providers.
- Informed estimates be produced of the annual loss to Stratford as a result of provincial funding cuts in support of tourism promotion.
- The City to produce a discussion paper detailing options for its share of a MAT.

Discussion was held on the process that has been undertaken by the City to date on this proposal. It was questioned whether the request for a task force is in addition to the current consultation activities.

Support was expressed for completing additional research and determining how this tax will impact tourists.

It was questioned whether the taskforce would review Niagara-on-the-Lakes tourism model where the cost and responsibility is borne by the businesses through their Chamber of Commerce. Mr. Norton advised it would be necessary for the City to review comparators and make the best decision for itself.

Discussion was held on how the funds generated by the municipal accommodation tax would be spent.

R2020-103

Motion by Councillor Beatty

Seconded By Councillor Gaffney

THAT the development of an ad-hoc committee with the purpose of reviewing the proposed municipal accommodation tax be referred to staff.

Support was expressed for the creation of a committee and that it should be included within the current public consultation process. It was suggested the mandate and terms of reference be scoped.

It was noted a comprehensive review of the Stratford Tourism Alliance is required.

Concern was expressed with the process being undertaken to review the proposal. A request was made for the approval in principal of the municipal accommodation tax to be withdrawn.

It was noted by a member that the feedback that will be gathered from the open houses and survey will be useful for the committee to consider.

Mayor Mathieson called the question on the motion to develop an ad-hoc committee with a mandate of reviewing the proposed municipal accommodation tax.

Carried

Motion by Councillor Sebben

Seconded By Councillor Ritsma

THAT the City of Stratford withdraws the approval-in-principle of the municipal accommodation tax, subject to a report developed by the ad-hoc and approved by Council.

Support was expressed for the implementation of a municipal accommodation tax.

Mayor Mathieson called the question on the motion to withdraw Council's approval-in-principle.

Defeated

R2020-104

Motion by Councillor Burbach

Seconded By Councillor Vassilakos

THAT a comprehensive review of the Stratford Tourism Alliance be undertaken.

Discussion was held on the type of review that can be completed and on the review undertaken in 2015.

Mayor Mathieson called the question on the motion.

Carried

7. Orders of the Day:

7.1 Acceptance of Tender - Two One-Ton Dump Trucks Tender Award for T2020-01 (COU20-019)

R2020-105

Motion by Councillor Beatty

Seconded By Councillor Gaffney

THAT Council approve the award of T2020-01 to Supply and Deliver Two Pickup Trucks Cab HD Dually One Ton, 4x4 Regular Cab with Installed Aluminum Dump Box Group to Finch Auto Group at a total tender price of \$135,600.00 including HST.

Carried

7.2 Resolution - Canada Ontario Housing Benefit (COU20-020)

R2020-106

Motion by Councillor Henderson

Seconded By Councillor Ritsma

THAT Council authorize the Mayor, City Clerk and Director of Social Services to execute the Transfer Payment Agreement and other necessary documentation/reports with the Ontario Ministry of Municipal Affairs and Housing (MMAH) as required for the purpose of participating in the Canada Ontario Housing Benefit (COHB).

Carried

7.3 Correspondence - 2020 OSUM Conference & Trade Show and Executive Committee Nominations

Members were advised the 67th Ontario Small Urban Municipalities (OSUM) Annual Conference and Trade Show will be held in the County of Brant from April 29 to May 1, 2020.

Members of Council wishing to attend were asked to make arrangements with the CAO's office.

Members were also advised that nominations for the 2020-2022 term of the OSUM Executive Committee were being accepted. The deadline to submit a nomination is 4:00 p.m. on April 15, 2020.

7.4 Acceptance of Tender - Rotary Cooling Tower Tender Approval (COU20-021)

R2020-107

Motion by Councillor Beatty

Seconded By Councillor Henderson

THAT Council accept the tender of Cimco Toromont for the supply and delivery of a new cooling tower system at the Rotary Complex in the amount of \$135,583 (including HST).

Carried

7.5 Proclamation - Raise the Flag Campaign

R2020-108

Motion by Councillor Henderson

Seconded By Councillor Ritsma

THAT City Council hereby proclaims April 2, 2020 as "World Autism Awareness Day" in the City of Stratford and authorizes the flying of Autism Ontario's Flag at Stratford City Hall on Tuesday, April 2, 2020.

Carried

7.6 2020 Parking Initiatives and Amendments Update (COU20-022)

R2020-109

Motion by Councillor Gaffney

Seconded By Councillor Vassilakos

THAT the report entitled "2020 Parking Initiatives and Amendments Update" be received for information;

THAT the following activities be approved with an upset limit of \$85,000:

Item	Cost
Lot Entrance Signs Replacement (11)	\$35,000

Metal Signage Replacement (93)	\$1,000
Mechanisms to Update Parking Meters	\$2,000
Information Decals for Meters	\$1,000
Pay by Plate Machine Programming	\$2,000
Education	\$2,000
Pay by Plate Instruction Signs with feather flag addition (10)	\$35,000
Contingency	\$7,000
Total	\$85,000

THAT the funding be drawn from reserve G-R11-PRKG;

THAT the Traffic and Parking By-law 159-2008, as amended, be further amended effective, April 1, 2020, as follows:

That the reference to “at a lower rate” be removed from section 55, table 2,

That section 56.1, table 3 be amended by deleting the table and replacing it with the following new table 3:

Table 3

Column 1 Number	Column 2Times	Column 3Days	Column 4Duration of Parking
1(St. Patrick)	9 a.m. to 6 p.m. from November 1 to March 31 9 a.m. to 8 p.m. from April 1 to October 31	Monday to Saturday Inclusive	12 hours maximum

20	from November 1 to March 319 a.m. to 8 p.m. from April 1 to October 31	Monday to Saturday Inclusive	Variation of 30 minutes, 4 hours and 12 hours depending on the meter.
30	from November 1 to March 319 a.m. to 8 p.m. from April 1 to October 31	Monday to Saturday Inclusive	4 hours maximum
40	from November 1 to March 319 a.m. to 8 p.m. from April 1 to October 31	Monday to Saturday Inclusive	4 hours maximum
5(Erie St)	from November 1 to March 319 a.m. to 8 p.m. from April 1 to October 31	Monday to Saturday Inclusive	4 hours maximum
6(Erie St B&C)	from November 1 to March 319 a.m. to 8 p.m. from April 1 to October 31	Monday to Saturday Inclusive	4 hours maximum

70	from November 1 to March 31 a.m. to 8 p.m. from April 1 to October 31	Monday to Saturday Inclusive	12 hours maximum
8(Kalbfleish)	9 a.m. to 6 p.m. from November 1 to March 31 a.m. to 8 p.m. from April 1 to October 31	Monday to Saturday Inclusive	12 hours maximum

AND THAT the Fees and Charges By-law 190-2018, as amended, be further amended effective April 1, 2020 as follows:

That table A.2 in Schedule "D" be deleted and replaced with the following new table A.2:

Location	Rate	Effective Date
On-street Parking Rate	\$1.50 per hour	April 1, 2020
Off-street Parking Rate	\$1.25 per hour	April 1, 2020

Carried

7.7 ADDED - Resolution - Transfer Payment Agreement For Municipal Modernization Grant (COU20-023)

R2020-110

Motion by Councillor Gaffney

Seconded By Councillor Burbach

THAT The Corporation of the City of Stratford enter into a Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing to receive Municipal Modernization Funding;

AND THAT the Mayor and Clerk be authorized to sign the necessary agreement.

Carried

7.8 ADDED - Correspondence - Response to the Ministry of Transportation's Request for Input on the "Connecting the Southwest: A Draft Transportation Plan for Southwestern Ontario."

R2020-111

Motion by Councillor Henderson

Seconded By Councillor Ritsma

THAT the correspondence to the Ministry of Transportation of Ontario regarding the "Connecting the Southwest: A Draft Transportation Plan for Southwestern Ontario", be endorsed.

Carried

8. Business for Which Previous Notice Has Been Given:

8.1 Notice of Motion from Councillors Vassilakos and Ingram

R2020-112

Motion by Councillor Vassilakos

Seconded By Councillor Burbach

THAT city staff identify vacant un-useable industrial land and:

- 1. Identify land that is suitable for re-zoning to create additional open space**
- 2. Identify parcels that may be appropriate for projects that reduce our carbon footprint - eg Solar panel installations, woodlot creation etc.**
- 3. Redesignate lands that are currently industrial which have recreational uses, hydro corridors, SWM ponds, and other similar uses.**

AND THAT city staff identify vacant, unserviced industrial land that may be divested by the corporation.

Carried

9. Reports of the Standing Committees:

9.1 Report of the Planning and Heritage Committee:

R2020-113

Motion by Councillor Ritsma

Seconded By Councillor Vassilakos

A vibrant city, leading the way in community-driven excellence.

THAT the Report of the Planning and Heritage Committee dated March 9, 2020 be adopted as printed.

Discussion was held on the 120 day per calendar year limit and on the licencing and enforcement program.

A request was made to amend the motion to limit short term rentals to 180 days per calendar year.

R2020-114

Motion by Councillor Henderson

Seconded By Councillor Burbach

THAT the motion be amended to require Short Term Rentals to be limited to 180 days per calendar year.

Carried

Mayor Mathieson called the question on the motion as amended.

Carried

9.1.1 Possible approaches to regulate Short Term Rental Accommodations in the new Comprehensive Zoning By-law (PLA20-004)

THAT Short Term Rentals be permitted in the City of Stratford in principal residences and/or one other dwelling unit within the City of Stratford;

THAT Short Term Rentals be limited to 120 days per calendar year;

AND THAT the same safety inspections for bed and breakfasts be required for short term rentals as part of the licencing process.

9.2 Report of the Social Services Committee

R2020-115

Motion by Councillor Henderson

Seconded By Councillor Vassilakos

THAT the Report of the Social Services Committee dated March 9, 2020 be adopted as printed.

Carried

9.2.1 MCCSS Funding, Target and Policy Changes (SOC20-003)

THAT the report titled "MCCSS Funding, Target and Policy Changes" be received for information;

THAT Council be requested to petition the Minister of Children, Community and Social Services to:

1. Reverse budget cuts made and planned for the Ministry of Children, Community and Social Services;
2. Work collaboratively with Consolidated Municipal Service Managers who are above the provincial median in regards to outcome targets rather than penalizing those Consolidated Municipal Service Managers for not meeting a continuous improvement plan of 3%;
3. Increase social assistance rates;
4. Maintain the current Ontario Disability Support Program definition; and
5. Respect the rights of people living with a disability to participate in decisions affecting them by creating a meaningful process of co-reviewing and co-designing programs of social assistance and the adjudication processes.

AND THAT a copy of the resolution be provided to MPP Randy Pettapiece with an invitation to speak to Social Services on the impact of the proposed changes.

9.2.2 A Summary of the Eat, Play, Learn Program (SOC20-004)

THAT the report titled "A Summary of the Eat, Play, Learn Program" be received for information.

9.2.3 Family Services Perth-Huron Agreement (SOC20-005)

THAT the Mayor and Acting Clerk be authorized to enter into an agreement with Family Services Perth-Huron to deliver a counselling program to Social Services Department participants, as outlined in the agreement.

10. Notice of Intent:

None scheduled.

11. Reading of the By-laws:

The following By-laws required First and Second Readings and Third and Final Readings and could have been taken collectively upon unanimous vote of Council present.

A request was made to take Items 11.5 and 11.6 separately.

R2020-116

Motion by Councillor Ritsma

Seconded By Councillor Beatty

THAT By-laws 24-2020 to 28-2020 be taken collectively.

Carried

R2020-117

Motion by Councillor Henderson

Seconded By Councillor Bunting

THAT By-laws 24-2020 to 28-2020 be read a First and Second Time.

Carried two-thirds support

R2020-118

Motion by Councillor Gaffney

Seconded By Councillor Sebben

THAT By-laws 24-2020 to 28-2020 be read a Third Time and Finally Passed.

Carried

R2020-119

Motion by Councillor Henderson

Seconded By Councillor Beatty

THAT By-law 29-2020 be read a First and Second Time.

Carried two-thirds support

R2020-120

Motion by Councillor Gaffney

Seconded By Councillor Bunting

THAT By-laws 29-2020 be read a Third Time and Finally Passed.

Carried

R2020-121

Motion by Councillor Vassilakos

Seconded By Councillor Burbach

THAT By-law 30-2020 be read a First and Second Time.

Carried two-thirds support

R2020-122

Motion by Councillor Gaffney

Seconded By Councillor Bunting

THAT By-law 30-2020 be read a Third Time and Finally Passed.

Carried

11.1 Agreement with Family Services Perth-Huron - By-law 24-2020

To authorize the entering into and execution of a renewal of purchase of service agreement with Family Services Perth-Huron to provide personal counselling to clients of the Social Services Department, for a two-year term to December 31, 2021 with an additional one-year renewal option.

11.2 Acceptance of Tender for Supply and Delivery of Two Pickup Trucks - By-law 25-2020

To authorize the acceptance of the tender of Finch Auto Group for the supply and delivery of two pickup trucks cab HD Dually One Ton, 4x4 Regular Cab with Installed Aluminum Dump Box Group [T2020-01].

11.3 Transfer Payment Agreement for the Canada Ontario Housing Benefit Program - By-law 26-2020

To authorize the entering into and execution of a Transfer Payment Agreement and other necessary documents with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing and the Minister of Finance for the purpose of participating in the Canada Ontario Housing Benefit program.

11.4 Acceptance of Tender for Supply and Delivery of a Cooling Tower System at the Rotary Complex - By-law 27-2020

To authorize the acceptance of the tender of Cimco Refrigeration, a Division of Toromont Industries Ltd. for the supply and delivery of a new cooling tower system at the Rotary Complex [T2020-11].

11.5 Amend Traffic and Parking By-law 159-2008 - By-law 29-2020

To amend Traffic and Parking By-law 159-2008 as amended, to increase the on-street and off-street parking rates to \$1.50 and \$1.25 respectively, and to extend downtown parking enforcement until 8:00 p.m. from April 1st to October 31st effective April 1, 2020.

11.6 Amend Fees and Charges By-law 190-2018 - By-law 30-2020

To amend the Fees and Charges By-law 190-2018, as amended, for The Corporation of the City of Stratford, to increase the parking rate.

11.8 ADDED - Transfer Payment Agreement for the Municipal Modernization Program - By-law 28-2020

To authorize the entering into and execution of a Transfer Payment Agreement and other necessary documents with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the purpose of participating in the Municipal Modernization Program.

12. Consent Agenda: CA-2020-031 to CA-2020-039

There were no Consent Agenda items considered by Council at the March 9, 2020 meeting.

13. New Business:

13.1 Cyber Incident - Total Cost

It was questioned whether the full costs of the cyber incident could be disclosed. The Acting Chief Administrative Officer advised a decision has been not been received from the City's insurers as to the full costs.

14. Adjournment to Standing Committees:

The next Regular Council meeting is March 23, 2020 in the Council Chamber, City Hall. Mayor Mathieson and Councillor Clifford have provided regrets for this meeting.

R2020-123

Motion by Councillor Sebben

Seconded By Councillor Burbach

THAT the Council meeting adjourn to convene into Standing Committees as follows:

- **Finance and Labour Relations Committee [7:05 p.m. or thereafter following the Regular Council meeting];**

- **Planning and Heritage Committee [7:10 p.m. or thereafter following the Regular Council meeting];**
- **Infrastructure, Transportation and Safety Committee [7:15 p.m. or thereafter following the Regular Council meeting];**

and to Committee of the Whole if necessary, and to reconvene into Council.

Carried

15. Council Reconvene:

15.1 Declarations of Pecuniary Interest made at Standing Committees

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.

Declarations of Pecuniary Interest made at Standing Committee meetings held on March 9, 2020 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a member at the reconvene portion.

15.2 ADDED - Committee Reports

15.2.1 Finance and Labour Relations Committee

R2020-124

Motion by Councillor Gaffney

Seconded By Councillor Vassilakos

THAT Item 5.1 of the Finance and Labour Relations Committee meeting dated March 9, 2020 be adopted as follows:

5.1 Water and Wastewater Rate Study and Financial Plans Final Reports (FIN20-009)

THAT the Rate Study for Water and Wastewater prepared by Watson and Associates Economists Ltd. be received by Council.

AND THAT the Financial Plan for Water and Wastewater prepared by Watson and Associates Economists Ltd. be approved by Council.

Carried

15.3 Reading of the By-laws (reconvene):

The following By-law required First and Second Readings and Third and Final Readings:

By-law 11.7 Confirmatory By-law 31-2020

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on March 9, 2020.

R2020-125

Motion by Councillor Sebben

Seconded By Councillor Burbach

THAT By-law 31-2020 be read a First and Second Time.

Carried two-thirds support

R2020-126

Motion by Councillor Gaffney

Seconded By Councillor Henderson

THAT By-law 31-2020 be read a Third Time and Finally Passed.

Carried

15.4 Adjournment of Council Meeting

R2020-127

Motion by Councillor Burbach

Seconded By Councillor Bunting

THAT the March 9, 2020 Regular Council meeting adjourn.

Carried

Meeting Start Time: 7:00 P.M.

Meeting End Time: 8:05 P.M.

Reconvene Meeting Start Time: 9:07 P.M.

Reconvene Meeting End Time: 9:08 P.M.

Mayor - Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



Stratford City Council Special Council Open Session MINUTES

Meeting #:	4608th
Date:	Monday, March 30, 2020
Time:	2:00 P.M.
Location:	Council Chamber, City Hall and electronically
Council Present in Chambers:	Mayor Mathieson - Chair Presiding
Council Present Electronically:	Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos
Staff Present in Chambers:	Joan Thomson - Acting Chief Administrative Officer, Tatiana Dafoe - Acting Clerk, Mike Beitz - Corporate Communications Lead
Staff Present Electronically	Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, Michael Humble - Director of Corporate Services, David St. Louis - Director of Community Services, John Paradis - Fire Chief

1. **Call to Order:**

Mayor Mathieson, Chair presiding, called the Council meeting to order.

The purpose of the Special Council meeting was to consider proposed amendments to the City's Procedural By-law 140-2007. The proposed amendments would permit electronic meeting participation by members of Council during the period when an emergency has been declared to exist in all or

part of the City under the Emergency Management and Civil Protection Act.

2. **Declarations 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 to 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 March 30, 2020 Special Council meeting.

3. **Report of the Acting Clerk**

3.1 **Resolution - Procedural By-law Amendment - Electronic Meeting Participation (COU20-024)**

The Acting Clerk advised the Municipal Emergency Act, 2020 provides municipalities with a tool to ensure that local decision making by councils is not detrimentally impacted by existing quorum requirements, as set out in the Municipal Act, 2001, during emergency situations, such as the COVID-19 outbreak.

The Act permits municipalities to hold a special meeting for the purpose of amending the procedure by-law to provide for electronic participation in meetings, and for the members participating in such meetings electronically to be counted towards quorum.

Once the emergency has ended, regular meeting rules apply.

Staff recommended amending the Procedure By-law to permit electronic meeting participation and to allow those members participating electronically to be counted towards quorum.

Given the current situation, members were advised it was staff's recommendation that the by-law be amended and that notice requirements related to such amendments be suspended.

R2020-128

Motion by Councillor Vassilakos

Seconded By Councillor Sebben

THAT the notice requirements for amendments to the Procedural By-law as set out in Notice Policy C.3.10 be suspended;

AND THAT the Procedural By-law 140-2007 be amended to permit the electronic holding of Council and Committee meetings during situations where there has been a Declared Emergency, and to allow:

- **the use of electronic participation at meetings,**
- **members to participate in both open meeting and closed meetings; and**
- **members participating electronically to count towards quorum.**

Carried

Mayor Mathieson advised the members that the Acting Clerk and Acting Chief Administrative Officer are reviewing the delegation process during electronic meetings. A report is to be provided at an upcoming meeting.

4. Reading of the By-laws:

The following by-laws required First and Second Readings and Third and Final Readings and were taken collectively upon unanimous vote of Council present:

R2020-129

Motion by Councillor Ritsma
Seconded By Councillor Burbach

THAT By-laws 32-2020 and 33-2020 be taken collectively.

Carried unanimously

R2020-130

Motion by Councillor Henderson
Seconded By Councillor Gaffney

THAT By-laws 32-2020 and 33-2020 be read a First and Second Time.

Carried two-thirds support

R2020-131

Motion by Councillor Clifford
Seconded By Councillor Bunting

THAT By-laws 32-2020 and 33-2020 be read a Third and Final Time.

Carried

4.1 Procedural By-law Amendment - Electronic Meeting Participation-By-law 32-2020

To amend the Procedural By-law 140-2007, being a by-law to provide for the Rules of Order and Procedure for the Municipal Council of the City of Stratford, to permit electronic meeting participation by members of Council during the period when an emergency has been declared to exist

in all or part of the City under the Emergency Management and Civil Protection Act.

4.2 Confirmatory By-law 33-2020

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on March 30, 2020.

5. Adjournment:

R2020-132

Motion by Councillor Burbach

Seconded By Councillor Bunting

THAT the March 30, 2020 Special Council Meeting adjourn.

Carried

Meeting Start Time: 2:09 P.M.

Meeting End Time: 2:15 P.M.

Mayor - Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



Stratford City Council Special Council Open Session MINUTES

Meeting #: 4609th
 Date: Wednesday, April 1, 2020
 Time: 2:00 P.M.
 Location: Council Chamber, City Hall and electronically

Council Present in Council Chambers: Mayor Mathieson - Chair Presiding

Council Present Electronically: Councillor Beatty, Councillor Bunting, *Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos

Staff Present in Council Chambers: Joan Thomson - Acting Chief Administrative Officer, Tatiana Dafoe - Acting Clerk

Staff Present Electronically: Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, Michael Humble - Director of Corporate Services, David St. Louis - Director of Community Services, John Paradis - Fire Chief

1. Call to Order:

Mayor Mathieson, Chair presiding, called the Special Council meeting to order.

2. Declarations 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 to 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 April 1, 2020 Special Council meeting.

3. Committee of the Whole In-camera

3.1 From the March 30, 2020 Session, under the Municipal Act, 2001 as amended, matters concerning the following items were considered:

*Councillor Burbach now present electronically at 2:02 p.m.

- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));
- Security of municipal property of the municipality or local board (section 239.(2)(a)), And Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- Labour relations or employee negotiations (section 239.(2)(d));
- Security of municipal property of the municipality or local board (section 239.(2)(a)), And Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)), And A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k)).

At the In-camera Session, direction was given on the following items:

- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));
- Labour relations or employee negotiations (section 239.(2)(d));
- Security of municipal property of the municipality or local board (section 239.(2)(a)), And Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)), And A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k)).

At the Session, a matter concerning the following was not considered:

A vibrant city, leading the way in community-driven excellence.

- A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act (section 239.(2)(g)).

4. Orders of the Day:

4.1 Resolution - Gas Tax Letter of Agreement

R2020-133

Motion by Councillor Vassilakos

Seconded By Councillor Clifford

THAT Council authorize the entering into of a Letter of Agreement dated March 12, 2020 with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Transportation for funding under the Dedicated Gas Tax Funds for Public Transportation Program for the 2019/2020 program term.

Carried

4.2 Resolution - RFP 2019-08 Source Separated Organic Processing (COU20-025)

R2020-134

Motion by Councillor Henderson

Seconded By Councillor Ingram

THAT StormFisher Environmental Ltd. be awarded the processing of source separated organics at a cost of \$100.01/tonne including HST;

AND THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the contract agreement.

Carried

4.3 Resolution - Award RFQ20-10 for HVAC replacement at the Normal School (COU20-026)

R2020-135

Motion By Councillor Ritsma

Seconded By Councillor Vassilakos

THAT Dave Davies Air Conditioning, Heating & Refrigeration to be awarded RFQ20-10 for the replacement of the HVAC unit at the Normal School at a cost of \$44,070 including HST.

Carried

4.4 Resolution - Municipal Hazardous Special Waste Service Agreement Amendment (COU20-027)

R2020-136

Motion by Councillor Burbach

Seconded By Councillor Ingram

THAT The Corporation of the City of Stratford enter into an extended agreement with Stewardship Ontario to receive the collection of used pressurized containers;

AND THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the Amending Agreement.

Carried

4.5 Resolution - 2020 Tax Rate ByLaw (FIN20-011)

R2020-137

Motion by Councillor Clifford

Seconded By Councillor Gaffney

THAT the report of the Director of Corporate Services dated March 17, 2020 regarding the 2020 tax rate by-law be received;

AND THAT the necessary by-law to set tax ratios, tax rates and tax reductions for prescribed property subclasses for the City of Stratford be placed on the April 1, 2020 Special Council agenda for consideration.

Carried

3.2 ADDED - From the March 30, 2020 Session, under the Municipal Act, 2001 as amended:

COVID-19

(Security of municipal property of the municipality or local board (section 239.(2)(a)), And

Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)), And

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k)))

A request was made to include in the motion that free transit be provided in the City of Stratford until August 30, 2020.

A request was made to take the item related to the sale of garbage bag tags separately.

R2020-138

Motion By Councillor Ritsma

Seconded By Councillor Beatty

THAT the following be approved to provide for the immediate relief and flexibility of residents and businesses in the City of Stratford:

- **Waive penalty and interest related to the April 9th property tax installment due-date and stop all progressive collection activities until August 30, 2020,**
- **Waive penalties, interest, late payment charges and other fees related to water and sewer billing and suspend all progressive collection activities until August 30, 2020,**
- **Suspend any water meter disconnections until August 30, 2020,**
- **Suspend the transfer of overdue water accounts to the property tax account to assist landlords,**
- **Provide free parking until May 31, 2020 or the commencement of the Festival Theatre season,**
- **Waive interest on any general invoices from the City until May 31, 2020,**
- **Suspend the non-sufficient fund administration fee for returned payments until May 31, 2020,**
- **Provide credits or refunds for cancelled city-run community programs and services,**
- **Provide free transit until August 30, 2020;**
- **Continue with the requirement for paid bag tags for curbside collection.**

Mayor Mathieson called the question on the motion, excluding the portion regarding the continuation with the requirement for paid bag tags for curbside collection.

Carried

With respect to the continuation of the requirement for paid bag tags for curbside collection, concern was expressed that residents will have to travel to stores to buy the tags. A request was made for staff to review the implementation of a delivery service. Councillor Ritsma advised the United Way, through the Help Do Local Good initiative, will deliver bag tags to those who require assistance. The bag tags can be delivered along with groceries and other necessities.

Mayor Mathieson advised the City is also working on a plan to open the landfill to the public once again. It is expected an announcement will be made in the coming days with the details.

Mayor Mathieson called the question on the portion of the motion regarding the continuation with the requirement for paid bag tags for curbside collection.

Carried

5. Reading of the By-laws:

The following By-laws required First and Second Readings and Third and Final Readings and could have been taken collectively upon unanimous vote of Council present.

A request was made to take Item 5.1 separately.

R2020-139

Motion by Councillor Sebben

Seconded By Councillor Vassilakos

THAT By-laws 34-2020 to 38-2020 be taken collectively.

Carried unanimously

R2020-140

Motion by Councillor Henderson

Seconded By Councillor Bunting

THAT By-laws 34-2020 to 38-2020 be read a First and Second Time.

Carried two-thirds support

R2020-141

Motion by Councillor Beatty

Seconded By Councillor Burbach

THAT By-laws 34-2020 to 38-2020 be read a Third Time and Finally Passed.

Carried

R2020-142

Motion by Councillor Clifford

Seconded By Councillor Ingram

THAT By-law 39-2020 be read a First and Second Time.

Carried two-thirds support

R2020-143

Motion by Councillor Gaffney

Seconded By Councillor Beatty

THAT By-law 39-2020 be read a Third Time and Finally Passed

Carried

5.1 Tax Rates and Ratios for 2020 - By-law 39-2020

To set tax ratios, tax rates and tax reductions for prescribed subclasses for the year 2020 and govern and regulate the finances of The Corporation of the City of Stratford.

5.2 Letter of Agreement for 2019/2020 Gas Tax Funding - By-law 34-2020

To authorize the entering into and execution of a Letter of Agreement with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario, related to funding under the Dedicated Gas Tax Funds for the Public Transportation Program for 2019/2020.

5.3 Agreement with Stewardship Ontario - By-law 35-2020

To authorize the entering into and execution of an amending agreement with Stewardship Ontario for the Municipal Hazardous Special Waste Service Agreement.

5.4 Acceptance of Quote for Normal School HVAC Unit - By-law 36-2020

To authorize the acceptance of the quote of Dave Davies Air Conditioning, Heating & Refrigeration for the replacement of the HVAC unit at the Normal School [RFQ20-10].

5.5 Acceptance of Proposal for Processing of Source Separated Organics - By-law 37-2020

To authorize the acceptance of a proposal, the undertaking of work and execution of an agreement with StormFisher Environmental Ltd. for the processing of source separated organics [RFP-2019-08].

5.6 Confirmatory By-law 38-2020

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on April 1, 2020.

6. New Business

6.1 Transit Update

It was questioned how transit is functioning given the social distancing requirements and the limit of five people per gathering.

The Director of Community Services advised ridership is low. The requirement for rear entry and blocking off seats has ensured social distancing is occurring. It was noted the limit of five people per gatherings does not apply to transit as it is an essential service.

7. Adjournment:

R2020-144

Motion by Councillor Ingram

Seconded By Councillor Ritsma

THAT the April 1, 2020 Special Council Meeting adjourn.

Carried

Meeting Start Time: 2:01 P.M.

Meeting End Time: 2:21 P.M.

Mayor - Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe

From: Steve Miguel [<mailto:smiguel@rett.ca>]
Sent: Monday, March 9, 2020 11:22 AM
To: Tatiana Dafoe
Subject: [External Email] Proclamation and Wearing Purple Request

Hello

Please find attached a proclamation request for a rare neurodevelopment condition called Rett Syndrome. The City of Stratford has diagnosed individuals with this condition and we hope that the proclamation can cause awareness and give them a sense of community.

Also, last year we tried to #LightCanadaPurple to show community support and create awareness. This year international Rett organizations would like to take part and we are trying to #LightTheWorldPurple on October 29, 2020. It would be great if the City of Stratford can illuminate any available building(s) and/or landmarks purple, or encourage to wear purple that day.

Thank you for your consideration,

Thank you

Steve Miguel
 Director
 Ontario Rett Syndrome Association
smiguel@rett.ca | www.rett.ca



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Ontario
Rett Syndrome
Association
Building Healthy Tomorrows



Honorable Dan Mathieson
Mayor
P.O. Box 818
Stratford, ON N5A 6W1

March 9, 2020

Request for Proclamation

Dear Mayor Mathieson

On behalf of the Ontario Rett Syndrome Association (O.R.S.A.), and the diagnosed individuals living in the City of Stratford, I am writing to request your proclamation of the month of October as Rett Syndrome Awareness Month.

Rett Syndrome is a rare neurodevelopment condition that affects mainly females (1 in 10,000 births) and is caused by a mutation in the X chromosome. Individuals with Rett syndrome will lose some if not most acquired skills including speech, and gross and fine motor skills. Some never develop the ability to walk or even talk.

O.R.S.A. exists to ensure that children and adults with Rett syndrome are enabled to achieve their full potential and enjoy the highest quality of life within their community.

This observance gives us a means to focus attention in making it possible for O.R.S.A. to continue public awareness and advocacy, provide parent/family support, operate the Resource Centre, fund research projects through the Hope Fund, host conferences, maintain the Canadian Rett Syndrome Registry, and fund three Rett syndrome clinics in Ontario that provide medical assistance.

If you need anything further, please don't hesitate to contact me by email: smiguel@rett.ca or phone at 519-474-6877.

Thank you for taking the time to consider recognizing and supporting O.R.S.A. as we strive to build "healthy tomorrows" for all Canadians living with Rett syndrome.

Sincerely,

Steve Miguel
Marketing Committee
Ontario Rett Syndrome Association



It is the Ontario Rett Syndrome Association's desire to have the following proclamation considered.

PROCLAMATION

October as Rett Syndrome Awareness Month

WHEREAS Rett Syndrome is a neurological condition that is rarely seen in males but is seen almost exclusively in females and is believed to occur in 1:10,000 female births. Parents believe they have a healthy child and the symptoms do not appear until a regression between six to eighteen months of age;

AND WHEREAS throughout their lives these courageous children will need total care and constant support from their family; they will combat many medical challenges. They may have seizures, osteoporosis, scoliosis, breath holding, hyperventilation, nutritional problems and so much more. Apraxia, which is the inability to motor plan, is one of the most challenging aspects of Rett Syndrome along with loss of speech;

AND WHEREAS in 1999 it was discovered that Rett Syndrome is primarily caused by a sporadic mutation in the MECP2 gene on the X chromosome, and since this discovery there are many research projects taking place across Ontario and Canada;

AND WHEREAS as there is no Canadian Rett Syndrome Association, the Ontario Rett Syndrome Association (O.R.S.A.) has members from many provinces across Canada and through donations and fundraising efforts. O.R.S.A. finances the Canadian Rett Syndrome Registry, has funded over \$500,000 in Canadian Rett syndrome research projects, and financially supports the 3 Rett Clinics in Ontario, with one in Ottawa, Toronto and London. The Rett Syndrome clinics provide direct critical support to the families and their child on care and management issues.

NOW THEREFORE, I, [REDACTED], Mayor of the [REDACTED], **DO HEREBY PROCLAIM October 2020 as RETT SYNDROME AWARENESS MONTH** in the [REDACTED]. I urge all citizens to make an effort this month to learn more Rett Syndrome, fight stigma, light Canada purple and wear a purple ribbon to show support.

Dated [REDACTED]



MANAGEMENT REPORT

Date: April 14, 2020
To: Mayor and Council
From: Jonathan DeWeerd, Chief Building Official
Report#: COU20-028
Attachments: None

Title: Purchase the Permits Module for the City Wide Tracking Software System

Objective: To authorize the purchase of a 'Permits' module to complement the existing City Wide suite of software. This will allow the Building Division to better capture, track, and report building permit data, as well as allow the Division to provide better customer service.

Background: In 2005, the City of Stratford purchased and implemented a version of AMANDA software to support the Building Division in digitally tracking building permits. Since the original implementation of AMANDA, only minimal upgrades have been completed to the system to ensure the City fulfills its legislated reporting requirements to agencies.

In December 2020, the City's current version of AMANDA will be out of service support and the City will be required to upgrade to AMANDA 7. In order to complete this upgrade, there are improvements required to the systems 'folders'. Due to the number of folders requiring modifications, staff's initial budgetary estimate for this upgrade, and the updating of these folders, is approximately \$600,000.00 - \$700,000.00. This upgrade is projected to take between 6 to 7 years to complete and would require hiring a consultant or a new FTE staff member.

Based on the figures received, staff have looked at other software options to support the Building Division with the same or better performance. Public Sector Digest Inc. (PSD), a London-based software designer, has developed software called City Wide to track a number of matters common to municipal governments. One of the City Wide modules PSD has developed is used to track building permits. The City currently uses City Wide software for Asset Management.

Staff has had an opportunity to demo and test out this module and believes it is the best option for the Building Division going forward. The City Wide permits module is currently

being successfully utilized in other similar sized communities such as the Municipality of Port Hope and Lambton Shores. PSD is currently looking to implement the module in over a dozen new municipalities in 2020. The cost of the City Wide Permits module is \$44,625 plus HST, with an ongoing annual support/maintenance cost of \$14,950 plus HST. In addition, there would be a one-time installation cost for setting up the software, data migration from AMANDA, and integration with GIS of \$44,800 plus HST.

The City Wide software is being utilized by almost 200 municipalities in Ontario, as well as many others across Canada. They are in the process of developing other modules specifically designed to track other municipal duties, including planning.

Analysis: The Building Division tested the City Wide permits module and has found this to be a simple and straightforward application for permit tracking. This application is intuitive and will allow staff to quickly navigate the permitting process. It will allow for integration with the City's GIS system and it will allow the Building Division to move towards an electronic permitting solution in the near future.

One of the main advantages staff has found with this software is that the application, although customizable, is able to be used directly out of the box without the need to customize, as is required with products like AMANDA. The need for a consultant or full time staff resource would not be required for maintaining the City Wide product, as it would be able to be supported by our current staff complement.

The other main advantage of City Wide is cost. Even with the one-time cost of converting the existing AMANDA data to City Wide, long-term costs of using City Wide is considerably less than updating to Amanda 7.

Staff has consulted with the IT Division on the change from AMANDA to City Wide and they are supportive of the change.

Financial Impact: The enterprise Software License for City Wide Permits Module is \$44,625 plus HST, with an ongoing annual support/maintenance cost of \$14,950 plus HST. (Support/maintenance costs would commence in 2021.)

One-time installation costs for setting up the software, data migration from AMANDA and integration with GIS total \$44,800 plus HST.

Total cost for the module and installation costs is \$101,050 including HST which is \$90,999 after partial HST rebate.

Costs to update to AMANDA 7 are as follows: \$600,000 to \$700,000 to update system folders plus an annual support/maintenance costs of \$45,000 plus HST.

The cost of transitioning from AMANDA to City Wide Permits could be covered in 2020 by reassigning capital funding approved for AMANDA upgrades in the amount of \$100,000.

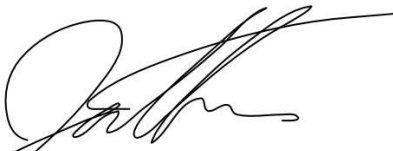
Strategic Priority that Aligns with Recommendation:

Developing our Resources

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

Staff Recommendation: THAT the Mayor and City Clerk or their respective delegates, be authorized to enter into an agreement with Public Sector Digest Inc. (PSD) for the City Wide Permits Module at a cost of \$101,050.00 including HST.

AND THAT funding for City Wide be assigned from the 2020 approved capital project for AMANDA upgrades in the amount of \$100,000.



Jonathan DeWeerd, Chief Building Official



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer

From: emailofficeofthMayor@stratford.ca

Sent: March 16, 2020 12:50 PM

To: Patricia Shantz

Subject: [External Email] New Response Completed for Email the Office of the Mayor

Hello,

Please note the following response to Email the Office of the Mayor has been submitted on Monday March 16th 2020 12:49 PM with reference number 2020-03-16-003.

- **Subject:**
light up City hall request
- **Full name:**
kathy somers
- **Email address:**
- **Daytime phone number:**
- **Street# and name:**
- **City:**
newmarket ont

Message:

October 7th 2020 is our 8th International Trigeminal Neuralgia day. Our 2020 Light up Teal illumination initiative is to bring light and awareness to the World Health Organization by asking them to please add Trigeminal Neuralgia to their "Health Topic List" of illnesses which will expand awareness, grant access to further resources, and create opportunities for funding research for Trigeminal Neuralgia and Facial Pain Disorders.

Canadian Trigeminal Neuralgia Assoc (CATNA) support group, supports TNNME in the lighting up of buildings, bridges, all over the world. We go out to dinner, wear teal/blue clothing, ribbons to celebrate on October 7th. Please help us bring awareness for those who suffer from Trigeminal Neuralgia. Perhaps you even know someone who has tn and they have not been diagnosed. 10 percent of MS patients will be diagnosed with TN.

TN patients are likely to be in so much pain they can't speak, work, or socialize with others. Loss of friends because of not understanding TN is depressing for those who have TN. Please help bring awareness by

announcing our 8th International day, wear teal/blue to support awareness for TN. PLEASE HELP LIGHT UP THE WORLD IN TEAL/BLEUE FOR AWARENESS!! If you are not able to light up buildings for us, perhaps you could put us on your social media sites.

Apr 14/2020

Jodi Akins

From: Joan Thomson
Sent: March 26, 2020 6:21 PM
To: Jodi Akins; Tatiana Dafoe
Subject: FW: [External Email] Nominations to FCM's Board of Directors

For an upcoming Council Agenda.

Thanks,

From: FCM Communiqué [mailto:communique@fcm.ca]
Sent: Thursday, March 26, 2020 12:22 PM
To: Joan Thomson
Subject: [External Email] Nominations to FCM's Board of Directors

[View email in your browser](#)

☐ March 26, 2020



Nominations to FCM's Board of Directors

Dear FCM members,

Each year, FCM's members elect their Board of Directors at our Annual General Meeting, as part of the Annual Conference.

Please be advised that FCM's Annual Conference event will be cancelled this year due to the ongoing concerns about COVID-19. For more information about the cancellation of the event, please visit [FCM's website](#).

FCM is currently exploring options for delivering our Annual General Meeting and Board of Directors election through alternate means. Further information on changes to the election process and timelines will be communicated as soon as they are available.

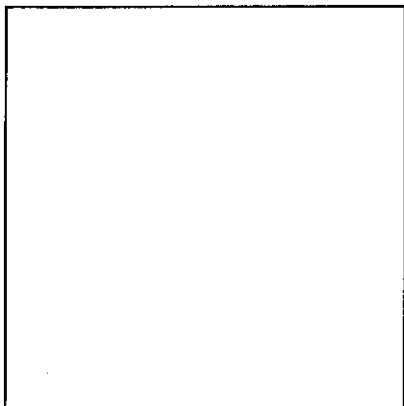
In the meantime, candidates are encouraged to continue submitting their nominations as per the process described on [FCM's website](#).

We understand that all our members are busy with COVID-19 response efforts right now. We also understand that some of you may have difficulty passing resolutions to complete your nomination if your Council is not meeting due to COVID-19. Please rest assured that we will take these realities into consideration and ensure that all interested candidates have a reasonable opportunity to participate in this year's election.

Please do not hesitate to send any questions to elections@fcm.ca or call us at 613-907-6222.

Thank you

Tim Kehoe
Chief Elections Officer



This newsletter was sent to
jthomson@stratford.ca.
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fcm.ca



March 26, 2020

City of Stratford
 1 Wellington street
 Box 818
 Stratford, ON N5A 6W1

RECEIVED

APR 01 2020

CITY CLERK'S OFFICE

Attention: Tatiana Dafoe, City Clerk

Dear Ms. Dafoe:

The Upper Thames River Conservation Authority (UTRCA) hosted its Annual General Meeting on February 20, 2020. As part of this meeting the Board of Directors approved the 2020 Budget which includes revenue generated from municipal levy as authorized under the *Conservation Authorities Act*. This notice and levy invoice is being provided via registered mail to the Clerk of each member municipality and stipulates the amount of levy owing for 2020 along with the basis for levy apportionment.

Conservation Authority levies are apportioned to their member municipalities based on relative benefits received. Apportionment of the municipal levy for 2020 has been established in accordance with the formula set forth in Ontario Regulation 670/00 which assesses benefit pursuant to the modified current value assessment of each municipality. A second method of apportionment is used for much of the flood control section of the levy which considers benefits received from the flood control structure itself (e.g., Wildwood Dam) rather than using current value assessment. Apportionment values are detailed in the 2020 UTRCA Municipal Levy table at the back of the budget document.

The UTRCA's Board of Directors approved two resolutions regarding the budget (see below). The first approves an overall operating budget of \$15.8 million. The second approves capital expenditures of approximately \$6 million. Note that municipal levy is only a proportion of these total amounts:

1. That the UTRCA Board of Directors approve the 2020 Draft Operating Budget under Section 27 of the *Conservation Authorities Act* in the amount of \$15,890,487 and that staff be directed to circulate the Approved Budget to member municipalities as part of the required 30 day review period. Please note the 2020 new levy component of the operating budget of \$5,608,688 will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation and by Special Benefitting Percentages for structure operations.

2. That the UTRCA Board of Directors approve the 2020 Capital Budget under Section 26 of the *Conservation Authorities Act* in two parts:

- a) The amount of \$6,004,513 to support the Authority's 20 year Flood Control Capital Plan. Apportionment of the flood control portion of the 2020 capital levy of \$2,786,500 is based on Special Benefiting Percentages, by structure, as presented in the 2020 Draft Budget. It is noted this levy amount has been set based on cooperative discussions with participating municipalities and assumes that the majority of the works will receive a matching funding contribution through the provincial Water and Erosion Control Infrastructure Program (WECI) or federal Disaster Mitigation and Adaptation Fund program (DMAF).
- b) The amount of \$361,500 to support the Authority's other (non-flood control) capital spending needs. The municipal levy share of this capital amount is \$175,126 and will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation.

A copy of the 2020 Approved Budget is attached for your reference.

This letter and attachments have been forwarded to your municipal clerk by registered mail as required by the *Conservation Authorities Act* and triggers the beginning of the thirty day notice period, during which time municipalities have the right to consider an appeal of the levy.

Should you have any questions regarding the UTRCA's Approved Budget please contact the undersigned.

Yours truly
UPPER THAMES RIVER CONSERVATION AUTHORITY



Ian Wilcox
General Manager/ Secretary Treasurer

Attachments:

- 1. UTRCA 2020 Approved Operating Budget
- 2. Levy Invoice

cc: Joan Thomson, CAO



APPROVED BUDGET

Upper Thames River Conservation Authority

UPPER THAMES RIVER
CONSERVATION AUTHORITY

February 20, 2020

2020 UTRCA Approved Budget

February 20, 2020

The Upper Thames River Conservation Authority's (UTRCA) 2020 Approved Budget serves as both a management and governance tool. It is prepared on the basis of expenses inclusive of depreciation, and all deferred revenues which may be available for use in the year in order to clearly see the funding positions of all programs. The current funding environment in which the UTRCA operates requires ever-increasing levels of scrutiny as well as an attitude best described as 'contingency.' Funding uncertainty also requires flexibility and multiple scenario evaluation.

In summary, the 2020 approved operating budget expenses are estimated at \$15,890,487, representing a 1.9% decrease from 2019. 'Transfers from reserves' have been specifically avoided as a way to balance our costs in 2020 to ensure transparency; the result is a \$376,054 deficit in operations.

The operating budget includes \$1,221,973 of non-cash depreciation expenses as well. These annual depreciation costs - the consumption of asset values - are greater than the projected deficit. As a result, while an operating deficit is anticipated on an accrued expense basis, the UTRCA will still experience a cash surplus of \$885,919 from operations through 2020. While depreciation is not the only type of expense which contributes to the operating deficit, it is significant (i.e., 8% of total expenses) and results from past capital spending decisions.

From a capital budget perspective, 2020 will see a capital levy increase of 54.1% as a result of significant federal funding available (Disaster Mitigation & Adaptation Fund \$10M over 10 years maximum) and extensive work on City of London dykes. This large percentage increase highlights again how the two types of activities, operating and capital spending, are dramatically different and are best addressed separately. The approved capital summary indicates a capital spending deficit of \$219,498, less than half of \$487,624 in 2019.

2020 Budget Drivers

1. Environmental Targets Strategic Plan:

In consideration of municipal financial challenges, year four of the new Environmental Targets levy has been included to only 25% of the original strategic plan. This amount represents 1.5% of the 6.2% operating levy increase.

2. Changes to CVA (Current Value Assessment):

New assessment values provided by the Province in September again shift the levy burden to more rural municipalities, as farm land values are increasing faster than other land use categories. The UTRCA has no ability to influence or adjust this Provincial funding allocation system.



3. Transfer Payment Recovery:

During 2019, the UTRCA absorbed the \$169,802 of in-year provincial funding cuts rather than create a special levy. In 2020, that value is included in the municipal levy as it supports critical flood control efforts. This transfer payment recovery contributes 3.2% of the total 6.2% increase and is a key driver of the total municipal funding increase.

4. Flood Control Activities:

While the UTRCA and affected municipalities have benefitted greatly from federal funding over the last three years, the National Disaster Mitigation Program funding pool will cease early in 2020. This will necessitate a return to earlier levels of staffing in many cases and, while it impacts spending, it will also impact services and program capacity.

5. City of London Growth Assessment Funding:

As a direct result of growth pressures, the UTRCA has applied for additional growth assessment funding from the City of London to support three positions in the Environmental Planning and Regulations unit. Modifications in the level of London's planning services have required new dedicated funding from the City. While approval of this funding is uncertain, it is included in the approved budget.

6. Line by Line Cost Savings Audits:

During 2019, staff took steps to review the costs of some services. New rates and services for merchant transactions (Visa and Mastercard) were negotiated to keep processing costs down. The estimated savings for 2020 is \$10,700. A second audit of tax recovery yielded no further recovery is possible. A third audit of voice and data communication services across the organization is underway.

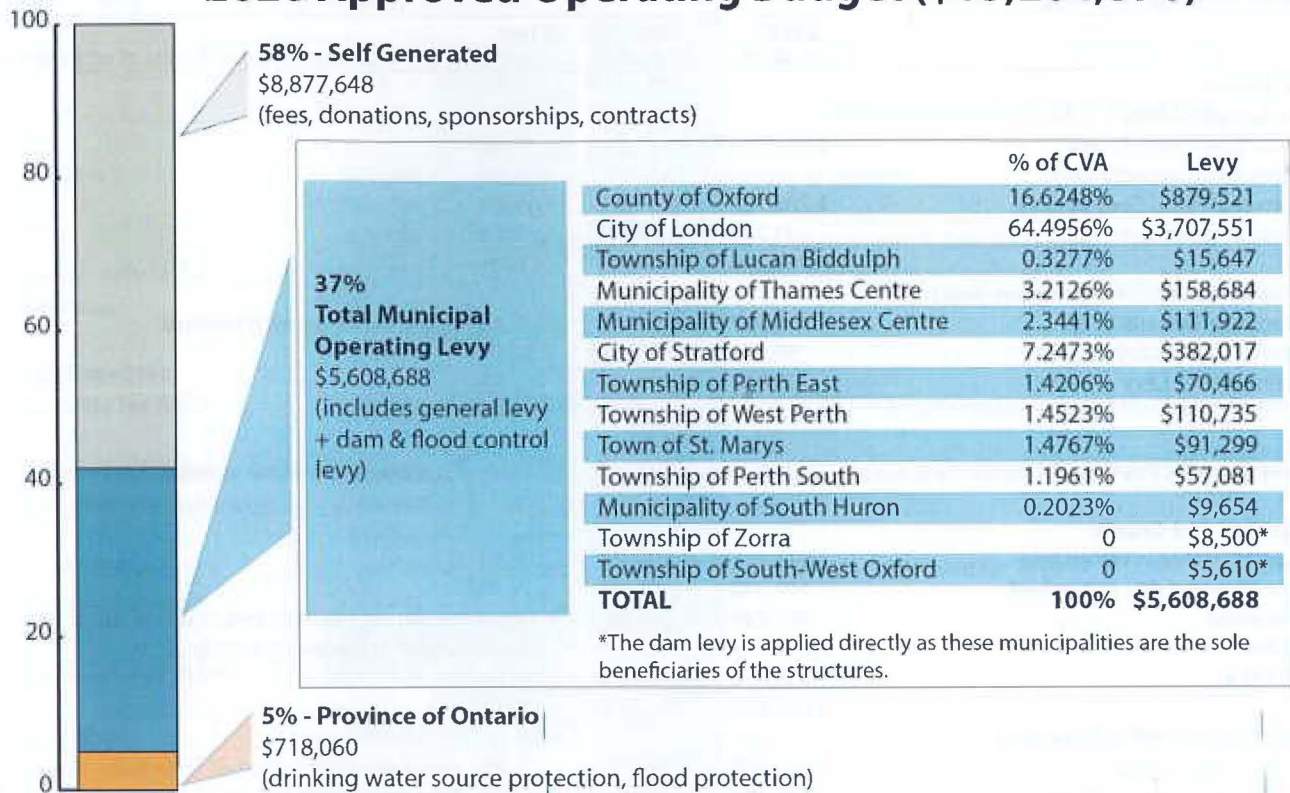
2020 Approved Budget



2020 Approved Budget: Summary

February 20, 2020

2020 Approved Operating Budget (\$15,204,396)



The formula that determines each municipality's share (percentage) of the levy reflects the assessed value of each municipality's land within the watershed, as set out in the Conservation Authorities Act. The Province provides these assessed values (Current Value Assessment or CVA) annually.

The municipal levy is the most important funding received by the Conservation Authority as this investment allows the Authority to obtain and retain staff expertise. Staff leverage

the municipal share by applying for grants from foundations, generating funds from user fees, entering into contracts and obtaining sponsorships from the private sector.

In the approved operating budget, the UTRCA leverages the 37% funded by municipalities into another 58% of funding to support a broad range of services for watershed residents as directed by the Board of Directors.



2020 Approved Budget: Summary

February 20, 2020

Operating Budget 2020

	2019 Forecast	2020 Budget	% Incr (decr)	Notes (see page 4 for list of acronyms)
REVENUES:				
New Levy Funding				
Municipal General Levy	3,963,386	4,113,335	3.8%	
Assessment Growth Levy	-	310,037	100.0%	
Dam and Flood Control Levy	1,286,282	1,461,675	13.6%	
Operating Reserve Levy	33,048	33,678	1.9%	
	5,282,716	5,918,725	12.0%	
Amortized Levy from previous years				
Municipal General Levy	512	239,794	46746.7%	Targets levies carried forward
Flood Control Levy	59,755	78,062	30.6%	
Maintenance Levy	65,847	42,745	-35.1%	
	126,114	360,601	185.9%	
MNRF Transfer Payment				
	181,213	181,217	0.0%	Continued 50% funding reduction from MNRF
Contracts and Grants				
Municipal within Watershed	975,651	894,351	-8.3%	
Municipal outside Watershed	107,340	73,340	-31.7%	
Provincial	761,759	635,591	-16.6%	Provincial contract reductions in most units
Federal	1,367,515	464,599	-66.0%	NDMP completing in early 2020
All Other	1,634,550	1,792,482	9.7%	
	4,846,815	3,860,363	-20.4%	
User Fees and Other Revenues				
Conservation Areas	3,664,079	3,709,056	1.2%	Fees have been adjusted for volume not price
Planning and Permit Fees	275,000	315,000	14.5%	Fees may yet be changed
Education Fees	184,500	125,000	-32.2%	Reorientation to Targets activities
Landowner, tree sales, cost recoveries	214,800	166,500	-22.5%	
	4,338,379	4,315,556	-0.5%	
Other Revenues				
From deferred revenues	762,277	582,621	-23.6%	
Donations, interest and gains	518,250	295,350	-43.0%	Investment gains are only modestly estimated
	1,280,527	877,971	-31.4%	
Funding from Reserves				
	65,304	-	0.0%	
TOTAL REVENUES	16,121,068	15,514,433	-3.8%	
EXPENDITURES:				
Mission Cost Centres				
Water & Information Management	2,738,311	2,726,437	-0.4%	
Environmental Planning & Regulations	1,866,117	2,253,972	20.8%	Reflects increasing regulatory and planning work
Conservation Services	2,182,862	1,933,988	-11.4%	
Watershed Planning, Research & Monitoring	1,065,518	1,120,434	5.2%	
Conservation Areas	4,460,724	4,496,269	0.8%	
Lands & Facilities	1,681,887	1,746,540	3.8%	
Community Partnerships	1,504,513	1,301,859	-13.5%	Reductions for education programs
Service Cost Centres	215,153	257,310	19.6%	15% insurance increases estimated
Program Operating Expenditures	15,715,085	15,836,809	0.8%	
Desired Transfer to Reserves				
	435,884	53,678	-87.7%	Operating reserve, WCC building and HR reserves
TOTAL EXPENDITURES	16,150,969	15,890,487	-1.6%	
NET SURPLUS (DEFICIT)				
	(29,901)	(376,054)		
Depreciation Expense				
	1,070,227	1,221,973	14.2%	Includes estimated depreciation for 2020 spending
CASH SURPLUS (DEFICIT)	1,040,326	845,919		

2020 Approved Budget: Summary

February 20, 2020

Capital Budget 2020

	2019 Forecast	2020 Budget	Notes (see below for list of acronyms)
Capital Funding for Flood Control			
Flood Control Capital Levy	2,079,604	2,700,881	
Federal - NDMP	76,227	-	
Federal - DMAF	-	2,988,000	
Provincial - WECl	2,137,937	125,000	
Funding deferred	-	-	
Funding from reserves	168,288	157,508	
Total Capital Funding for Flood Control	4,462,056	5,971,389	
Capital Projects			
Dam Safety Reviews	-	23,808	Wages only for Safety Reviews
Fanshawe Dam	20,006	50,000	Safety Review
Wildwood Dam	175,007	301,591	Motor control centre replacement, Safety Review
Pittock Dam	115,007	81,232	Erosion control, Safety Review
London Dykes	3,372,249	5,483,508	Significant work funded by DMAF on City of London dykes
St Marys Flood Wall	485,515	-	
RT Orr Dam	100,021	-	
Mitchell Dam	30,005	-	
Small Dams	109,561	64,374	Fullarton, Harrington and Embro Dams
Flood Control Equipment	135,000	-	
Transfer to Structure Reserves	125,000	-	
Total Flood Control Capital Spending	4,667,371	6,004,513	
Net Flood Control Capital Budget	(205,315)	(33,124)	
Capital Funding for Other Capital needs			
Capital Maintenance Levy	171,690	175,126	
From other Reserves	330,259	-	
	501,949	175,126	
Land	104,258	-	
Land Improvements	86,000	115,000	Molok waste containers, accessible trail, swimming pool improvements
Buildings and Building Systems	112,000	-	
Infrastructure	50,000	40,000	PCA road improvement
Furniture and Fixtures	87,000	30,000	Water heaters for WCA washrooms
Vehicles and Equipment	255,000	109,000	2 pick ups, 1 gator
Tenchnology Equipment	90,000	67,500	Digital air photos (5 year), servers
	784,258	361,500	
Net Other Capital Budget	(282,309)	(186,374)	
Surplus (Deficit) in Capital Spending Activities	(487,624)	(219,498)	

List of Acronyms

DMAF - Disaster Mitigation & Adaptation Fund (federal)
 FCA - Fanshawe Conservation Area
 MNRF - Ministry of Natural Resources & Forestry (provincial)
 NDMP - National Disaster Mitigation Program (federal)
 PCA - Pittock Conservation Area

SWP - Source Water Protection
 WCA - Wildwood Conservation Area
 WCC - Watershed Conservation Centre
 WECl - Water & Erosion Control Infrastructure (provincial)

2020 Approved Budget

February 20, 2020

All Units, All Activities

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	7,660,124	9,155,333	19.5%	Reflects significant capital increases for City of London dykes, transfer payment reduction, plus 25% of Env. Targets Year 4
Government Transfer Payments	181,213	181,217	0.0%	50% cut already experienced
Contracts	7,195,980	6,973,363	-3.1%	
User Fees	4,338,379	4,315,556	-0.5%	
All Others incl deferred amounts	1,844,378	1,035,479	-43.9%	Donations and investment gains are conservatively estimated
Total Revenues	21,220,073	21,660,947	2.1%	
Operating Expenses				
Wages, Benefits, Per Diems	9,840,604	10,200,803	3.7%	Some consulting is now staffed
Training	104,420	112,300	7.5%	
Legal, Audit, Insurance	368,689	402,285	9.1%	
Services	1,551,160	862,986	-44.4%	
Computers, Property and Utilities	5,559,128	7,714,332	38.8%	Corresponds to City of London dykes projects
Supplies	1,481,611	1,160,664	-21.7%	
Flow Through Expenses	280,861	165,715	-41.0%	
Depreciation Expenses	1,070,227	1,221,973	14.2%	
Allocated Costs	756	264	-65.1%	
Total Operating Expenses	20,257,456	21,841,322	7.8%	
Desired Transfers to Reserves	560,884	53,678	-90.4%	Little funding for future reserve use
Other Capital Spending	784,258	361,500	-53.9%	See page 4
Surplus (deficit)	(382,525)	(595,552)		

2020 Approved Flood Control Capital Levy

February 20, 2020



The UTRCA operates and manages a number of water and erosion control structures on behalf of its member municipalities. The operation and maintenance costs for these structures are apportioned to municipalities on a beneficiary pays basis. The UTRCA also maintains and operates a number of recreation dams on behalf of member municipalities. The benefiting municipality for these recreational structures is the municipality within which they are located. Capital maintenance of all of these structures is funded in the same proportions as operating, as shown in the table below.

The UTRCA Board of Directors has approved a 20 Year Capital Maintenance Plan for Water and Erosion Control Structures. This long term plan has been developed to coordinate the timing and financing of major capital repairs to the water and erosion control structures. The plan is reviewed and updated annually, to maintain a rolling 20 year estimate for planning and financing purposes.

With the plan in place, the UTRCA is able to leverage the municipal contributions to pursue senior government funding support for specific projects. The long term cost projections are also used to lobby senior levels of government to continue providing major capital repair grant programs, such as Ontario's Water and Erosion Control Infrastructure (WECI) program.

In 2020, the UTRCA has obtained funding from the federal Disaster Mitigation & Adaptation Fund for the West London Dyke Reconstruction Project. Funding from WECL is not yet confirmed.

The amounts for the annual fixed contributions from the affected municipalities have been calculated based on long term flood control capital repair estimates. The 20 Year Capital Maintenance Plan includes provisions for reviews and for the adjustment of the municipal contributions, depending on updated studies and cost estimates. The 2020 Approved Flood Control Capital Levy is described in the following table.

Flood Control Capital Levy Summary

Municipality	Structure	Apportionment	2020 FC Capital Levy Total
Oxford County	Wildwood Dam	0.97%	\$125,000
	Pittock Dam	62.07%	
	Ingersoll Channel	100.00%	
City of London	Fanshawe Dam	100.00%	\$2,600,000
	Wildwood Dam	83.96%	
	Pittock Dam	36.86%	
	London Dykes & Erosion Control Structures	100.00%	
	Springbank Dam	100.00%	
Town of St. Marys	St. Marys Floodwall	100.00%	\$50,000
	Wildwood Dam	14.10%	
City of Stratford	RT Orr Dam & Channel	100.00%	—
Municipality of West Perth	Fullarton Dam	100.00%	\$5,000
Township of Zorra	Embro Dam	100.00%	\$1,500
	Harrington Dam	100.00%	\$5,000
Total Flood Control Capital Levy			\$2,786,500

2020 Approved Flood Control Capital Levy

Water & Information Management



What we do:

- Reduce the risk of property damage and loss of lives due to flooding by providing flood forecasting and warning programs.
- Operate and maintain water control structures to control flood flows and augment stream flow during dry periods.
- Operate and maintain recreational water control structures on behalf of municipalities.

Examples:

- Provide and maintain flood situation emergency plans and a flood warning system
- Continually monitor stream flow, reservoirs and watershed conditions, and forecasting floods
- Collect and maintain flood damage information and historical flooding data
- Maintain and expand stream gauge network in order to improve stream flow, climatic and water quality monitoring
- Improve and calibrate flood forecasting models
- Coordinate, maintain, and improve stream flow through flow augmentation reservoirs
- Coordinate the upper Thames River watershed's Low Water Response Team, which is planning for drought response to meet the needs of watershed residents and business, while protecting natural systems and human health
- Operate, inspect and maintain flood control dams, dyke systems, channels, and erosion control structures, constructed in partnership with municipalities
- Operate, inspect and maintain medium sized municipal recreation dams and Conservation Area dams
- Undertake major maintenance projects on water and erosion control structures, and assess municipal erosion control works
- Undertake dam safety studies and improve public safety around dams
- Update operation and maintenance manuals
- Secure capital maintenance funding for water and erosion control infrastructure
- Provide technical expertise to identify natural hazards (such as floodplains and steep slopes) with the goal of protecting people and property from these natural hazards
- Provide, interpret and maintain floodplain mapping
- Update hazard modelling and mapping in support of Environmental Planning & Regulations unit
- Secure senior government funding support for flood hazard mitigation

Why:

- Reduce property damage, injury and loss of life
- Comply with legislative requirements and guidelines at the local level
- Maintain public investment in infrastructure to prevent catastrophic loss
- Improve water quality and stream flow
- Key component of a comprehensive flood plain management program
- Provide park land and recreational opportunities

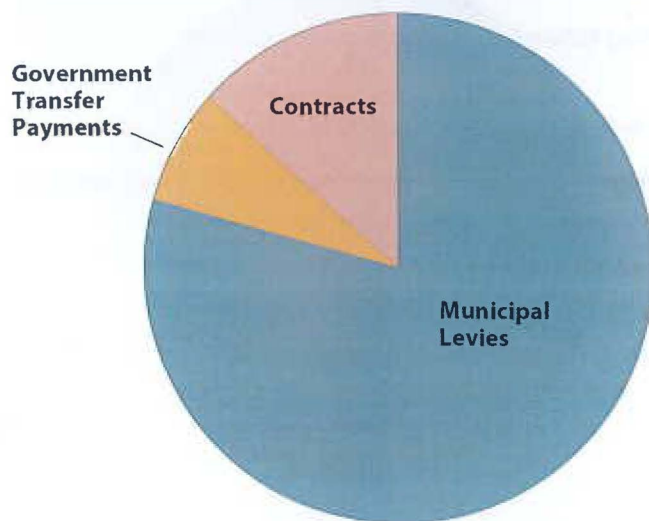
2020 Approved Budget

February 20, 2020

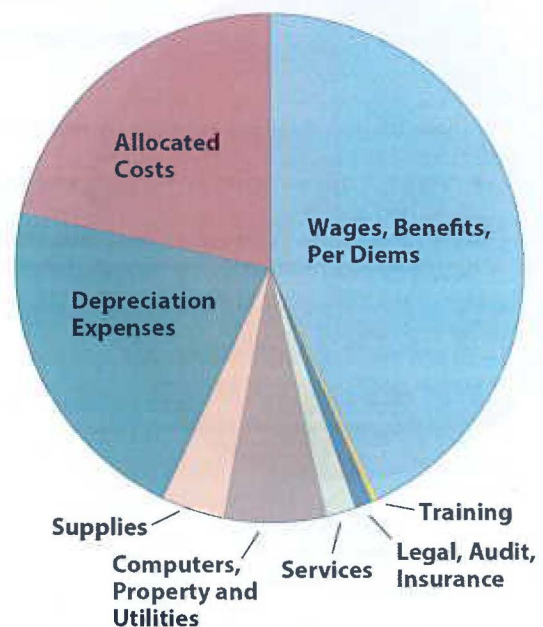
Water & Information Management

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	1,637,206	1,804,711	10.2%	Includes deferred revenues to offset depreciation
Government Transfer Payments	152,261	166,270	9.2%	
Contracts	876,800	303,252	-65.4%	NDMP program ending early 2020, other provincial contracts cut
User Fees	60,000	-	0.0%	
All Others incl deferred amounts	65,304	-	0.0%	
Total Revenues	2,791,571	2,274,233	-18.5%	
Operating Expenses				
Wages, Benefits, Per Diems	1,265,516	1,175,104	-7.1%	
Training	4,900	9,900	102.0%	Error in 2019 budget; now correct
Legal, Audit, Insurance	32,000	30,965	-3.2%	
Services	57,000	52,000	-8.8%	
Computers, Property and Utilities	211,725	176,275	-16.7%	
Supplies	87,550	109,350	24.9%	
Depreciation Expenses	457,461	585,912	28.1%	Reflects capital projects completed in 2019 and prior
Allocated Costs	622,159	586,931	-5.7%	
Total Operating Expenses	2,738,311	2,726,437	-0.4%	
Desired Transfers to Reserves	32,836	-	0.0%	
Surplus (deficit)	20,424	(452,204)		

REVENUES



EXPENSES



Environmental Planning & Regulations



What we do:

- Review construction and approve projects in and around watercourses, flood plains, valley slopes, and wetlands to ensure development is safe for individuals and the community.
- Assist municipalities with fulfilling their Planning Act responsibilities by identifying natural hazard areas and natural heritage features, and providing policy support.
- Provide municipalities with access to policy and technical experts in various disciplines, including hydrology, hydrogeology, ecology, fisheries, engineering, bioengineering, stream morphology, and land use planning.
- Provide land use planning advisory services to identify natural hazard, natural heritage, development servicing, water quality, and natural resource planning concerns.
- Increase implementation of green infrastructure (Low Impact Development) through pilot projects and professional development opportunities.
- Monitor and update the Thames-Sydenham and Region Source Protection Plan (SPP) to protect human health and municipal drinking water sources (quality and quantity).
- Collaborate with municipalities and conservation authorities to develop and operate a Local Source Water Information Management System to help municipalities to meet their obligations under the Clean Water Act and Source Protection Plans.
- Provide risk management services, including education and outreach, to participating municipalities to assist them in implementing the SPP through risk management, prohibition, and restricted land use policies.

Examples:

- Provide comments to assist municipalities with processing Official Plan and zoning by-law amendments, severances, variances and plans of subdivision
- Answer questions from the public on the environmental aspects of land use planning
- Respond to property inquiries and mapping requests (legal, real estate, and general information)
- Administer approvals and investigate violations related to regulations made pursuant to the Conservation Authorities Act
- Screen and comment on mitigation related to projects requiring federal Fisheries Act review or approval

Why:

- Reduce the risk to life and property from natural hazards such as flooding and unstable slopes, and support safe development.
- Promote the maintenance and enhancement of natural heritage features and areas such as woodlands, wetlands and threatened species.
- Protect and promote the wise use of groundwater resources.
- Comply with legislative requirements under the Conservation Authorities Act.

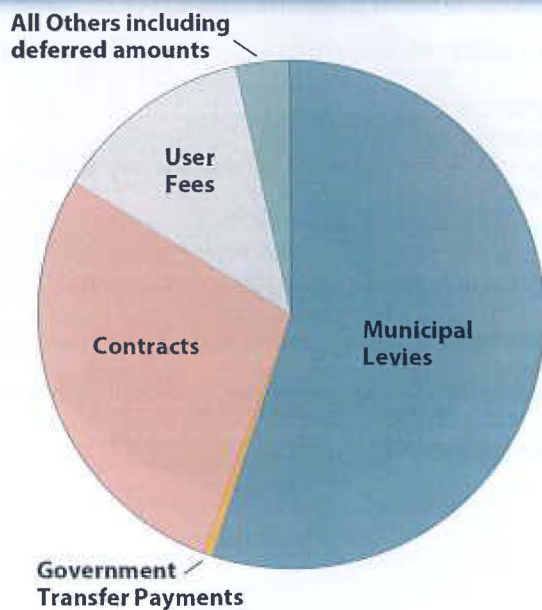
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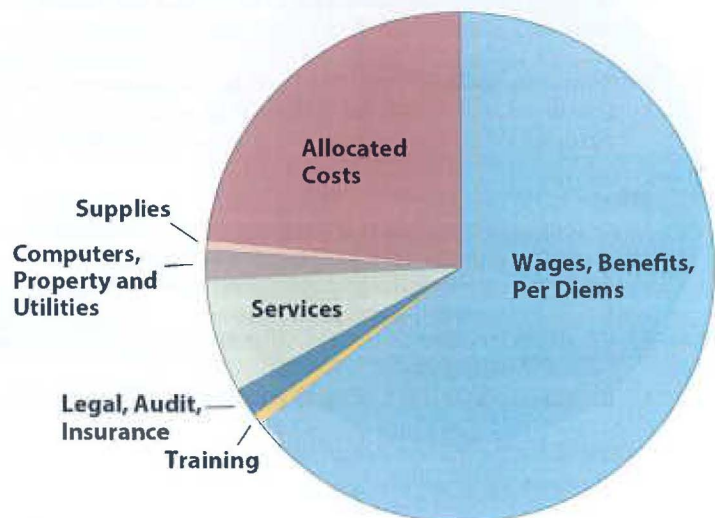
Environmental Planning & Regulations

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	893,309	1,359,434	52.2%	Includes \$310K for Growth Assessment (City of London only) and Targets levy for 2020
Government Transfer Payments	28,952	14,947	-48.4%	
Contracts	815,877	689,389	-15.5%	Includes regulatory SWP and risk management service contracts
User Fees	275,000	315,000	14.5%	Fees may still be revised
All Others incl deferred amounts	85,381	85,381	0.0%	
Total Revenues	2,098,519	2,464,151	17.4%	
Operating Expenses				
Wages, Benefits, Per Diems	1,174,841	1,453,361	23.7%	3 staff for London Growth Assessment funding, additional staff time from supporting units and advocacy efforts of Targets workplan
Training	13,500	16,000	18.5%	Corresponding increase for staff costs
Legal, Audit, Insurance	27,000	41,750	54.6%	Corresponding increase for staff costs
Services	171,500	161,000	-6.1%	
Computers, Property and Utilities	27,750	43,000	55.0%	Tools for improved service delivery (i.e., database functionality, tablets)
Supplies	8,400	13,000	54.8%	
Allocated Costs	443,126	525,861	18.7%	Corresponding increase for staff costs
Total Operating Expenses	1,866,117	2,253,972	20.8%	
Surplus (deficit)	232,402	210,179		

REVENUES



EXPENSES



Watershed Planning, Research & Monitoring



What we do:

- Provide watershed scale environmental monitoring, summarized every 5 years in a comprehensive Watershed Report Card document.
- Develop and maintain watershed and property specific management plans in cooperation with government agencies, municipalities and community groups.
- Implement research studies to fill resource information gaps and develop innovative methods of protecting and enhancing watershed resources.

Examples:

- Develop UTRCA Watershed Report Cards to summarize and report all monitoring data and trends
- Monitor groundwater at 24 sites as part of the Provincial Groundwater Monitoring Information System in partnership with the Ministry of the Environment, Conservation and Parks (MECP)
- Collect and analyze surface water samples at 24 sites as part of the Provincial Water Quality Monitoring Network in partnership with the MECP and municipal Health Units
- Undertake expanded water quality and stream health monitoring, in support of efforts identified in the UTRCA Strategic Plan and in partnership with member municipalities
- Compile water quality and aquatic community health data in a comprehensive and standardized time series database, which is integrated with water quantity and available to watershed partners
- Monitor aquatic community health including benthic invertebrates, fisheries and species at risk to identify priority areas for implementation of best management practices and stewardship
- Facilitate the development of an updated Water Management Plan for the Thames River watershed in collaboration with a broad group of stakeholders
- Participate in senior government working groups related to development of a Domestic Action Plan to reduce phosphorus loads to Lake Erie
- Develop and maintain Geographic Information System (GIS) databases, performing spatial analysis and producing mapping and GIS tools to support watershed planning initiatives, assist in property management and support regulatory activities
- Develop land management plans for UTRCA properties, such as the Lowthian Flats and Fullarton area lands, in partnership with the Conservation Areas and Lands & Facilities units
- Provide technical support and review for applications related to planning advisory services
- Study species at risk and their habitat requirements that are indicators of watershed health
- Develop natural heritage system studies to determine natural heritage system significance and spatially quantifying natural heritage feature gains and losses to identify areas of concern

Why:

- Gather long term data and create information to measure outcomes related to the UTRCA Environmental Targets Strategic Plan and to guide work to improve environmental health
- Solving environmental problems and implementing plans to improve watershed health requires monitoring information from a broad geographic perspective as well as knowledge of current resources
- Advocate for clean water and natural heritage feature protection and restoration in the watershed, as identified in UTRCA Environmental Targets
- Improve habitat and decrease environmental health risks to humans and animals

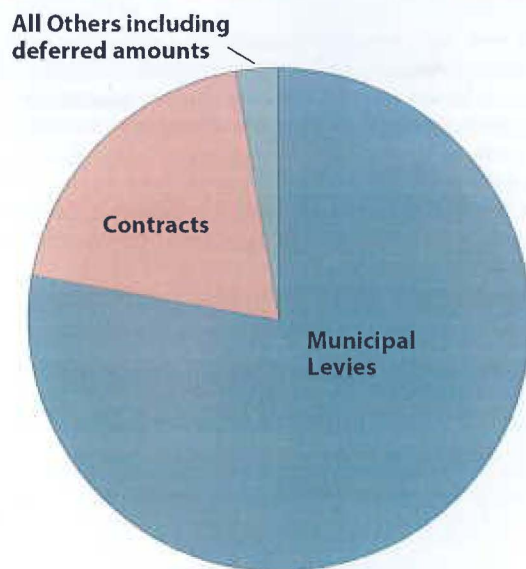
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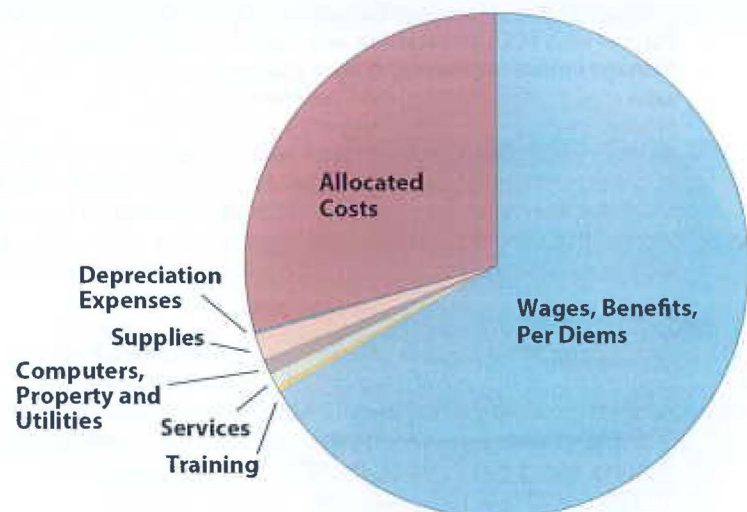
Watershed Planning, Research & Monitoring

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	698,962	723,454	3.5%	
Contracts	174,700	180,450	3.3%	
User Fees	-	-	0.0%	
All Others incl deferred amounts	8,000	25,000	212.5%	Advanced donation for Cade Tract naturalization
Total Revenues	881,662	928,904	5.4%	
Operating Expenses				
Wages, Benefits, Per Diems	708,323	747,122	5.5%	Staff working on Targets and Dingman Creek monitoring programs
Training	3,850	3,900	1.3%	
Services	36,000	10,050	-72.1%	Consultant changed to staff contract
Computers, Property and Utilities	8,550	11,050	29.2%	
Supplies	12,650	18,900	49.4%	Primarily Cade Tract expenses
Depreciation Expenses	2,176	2,176	0.0%	
Allocated Costs	293,969	327,236	11.3%	
Total Operating Expenses	1,065,518	1,120,434	5.2%	
Surplus (deficit)	(183,856)	(191,530)		

REVENUES



EXPENSES



Conservation Services



What we do:

- Provide comprehensive face-to-face technical services to address soil and water quality concerns
- Offer a range of tree planting and woodlot management services
- Deliver the Clean Water Program (CWP), which provides a one-window service for rural landowners to access technical assistance and financial incentives for implementing measures that improve surface water and groundwater quality and soil health. The CWP is funded by the Counties of Oxford, Middlesex and Perth, the Town of St. Marys and the Cities of Stratford and London, with additional funding leveraged from industry, government, foundations and donations.

Examples:

- Deliver best management practices available through the CWP including erosion control structures, wetland restoration, fencing livestock from watercourses, stream restoration, improving habitat for fish, wildlife and pollinators, low impact development, upgrading private wells, decommissioning unused wells, tree planting, windbreaks, and enhancing woodlots, among others
- CWP since 2001 has completed 4384 projects; 3200 projects cost shared, \$10.8 million in capital project value plus landowner inputs / \$4.4 million in cost-sharing
- Provide a wide range of forestry services such as tree planting plans (including technical assistance, planting or supplying appropriate stock, and maintenance assistance), woodlot management, invasive species control, and planning and auditing for the Managed Forest Tax Incentive Program
- Implement naturalization projects through the Communities for Nature program, which gives 5,000 people each year a hands-on educational experience enhancing their local environment, through community forestry, wildflower and aquatic planting, and provides local businesses including TD Canada Trust, DANCOR, service clubs and private donors with an opportunity to provide lands and/or financial support
- Coordinate the Memorial Forests Program across the watershed to commemorate people and events, in partnership with local funeral homes
- Deliver Medway Creek watershed phosphorus reduction research and demonstration projects partnering with Environment and Climate Change Canada (ECCC) and the Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA)
- Partner with ECCC to establish and monitor water quality from agriculture-based Thames River subwatersheds stations
- Manage innovative demonstration and research efforts, including controlled drainage, engineered vegetated filter strips, saturated buffers, constructed wetlands, surface inlet effectiveness, on-farm stormwater management, slag filters to remove phosphorus from barnyard and silage leachate runoff and from tile drainage systems, edge-of-field research to monitor phosphorus movement on agricultural cropland, and biofilters. Partner with the Universities of Waterloo, Guelph and Western, Great Lakes and St. Lawrence Cities Initiative on the Thames River Phosphorus Reduction Collaborative, OMAFRA, Agriculture and Agri-Food Canada, and others in carrying out these projects.
- Work with partners to address local forestry issues such as Emerald Ash Borer parasitoid research, preserving the genetics of native butternut trees, and other related climate change impacts

Why:

- Agricultural BMPs are cost-effective, practical actions that landowners can take to improve soil health and water quality while maintaining or enhancing agricultural production
- Address locally identified priority water quality impairment issues
- Stabilize streams experiencing pressure from surrounding land uses
- Improve water quality and habitat for fish and wildlife, and reestablish natural aquatic linkages
- Provide benefits to mitigate climate change
- Increase natural cover to improve water quality and provide terrestrial wildlife and pollinator habitat

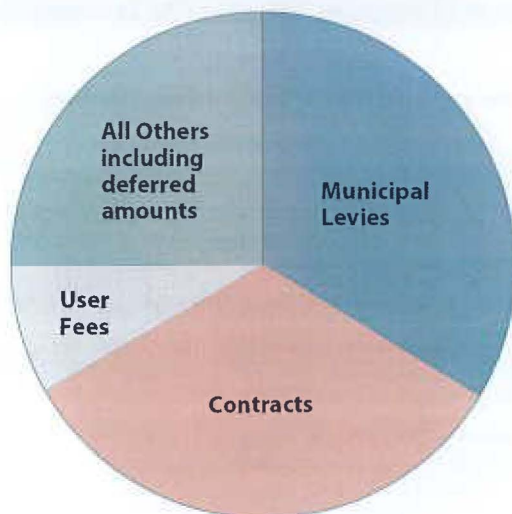
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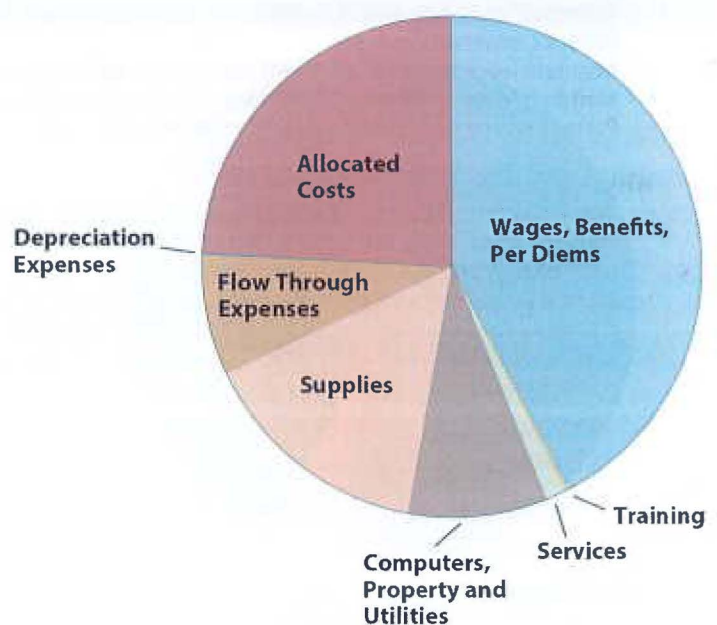
Conservation Services

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	704,677	664,335	-5.7%	
Contracts	846,750	651,866	-23.0%	Not forecasting Canada Ontario Agreement funding in 2020
User Fees	151,500	163,000	7.6%	
All Others incl deferred amounts	514,746	493,290	-4.2%	
Total Revenues	2,217,673	1,972,491	-11.1%	
Operating Expenses				
Wages, Benefits, Per Diems	797,456	819,854	2.8%	
Training	9,000	3,550	-60.6%	To reflect actual
Services	40,700	26,700	-34.4%	
Computers, Property and Utilities	187,603	172,750	-7.9%	
Supplies	423,133	293,479	-30.6%	Utilizing existing equipment to reduce costs
Flow Through Expenses	243,361	149,715	-38.5%	Some grant programs have little take up
Depreciation Expenses	2,403	2,403	0.0%	
Allocated Costs	479,206	465,537	-2.9%	Corresponds to lower levy attribution
Total Operating Expenses	2,182,862	1,933,988	-11.4%	
Surplus (deficit)	34,811	38,503		

REVENUES



EXPENSES



Lands & Facilities



What we do:

- Work in partnership with the community to ensure the long-term protection of natural areas, such as woodlands and wetlands, and provide a variety of recreational opportunities on UTRCA-owned/ managed lands.
- Lease structures and properties to clubs and community groups, individuals and municipalities for activities that complement the UTRCA's programs and services.

Examples:

- Provide safe passive day-use recreational opportunities on 1900 hectares of rural properties, including woodlands, wetlands, agreement forests, and 7 rural conservation areas
- As of January 2019, the UTRCA is in an agreement with the City of London to manage 11 Environmentally Significant Areas (ESAs) covering 735.6 hectares
- Work with the local community to implement ESA Conservation Master Plans, in partnership with the City of London
- Initiate asset management plan as per the UTRCA Strategic Plan
- Initiate or assist with capital development projects
- Manage UTRCA fleet vehicles and equipment system
- Work with the local community to implement the Ellice and Gads Hill Swamps Management Strategy
- Perform comprehensive risk management and safety inspections on UTRCA-owned properties
- Assess hunting opportunities on UTRCA-owned properties and, where appropriate, implement a controlled hunting program
- Respond to infringement and encroachment related issues on UTRCA-owned properties
- Lease 24 UTRCA-owned agricultural properties totalling approximately 475 hectares
- Lease 5 residential homes and manage/maintain 7 storage buildings located throughout the watershed
- Maintain lease agreements with 7 community-based groups for the management and maintenance of our rural conservation areas
- Maintain lease agreements with more than 20 clubs for recreational opportunities within Fanshawe, Wildwood and Pittcock Conservation Areas
- Maintain lease agreements for 80 cottages at two locations
- Maintain leases with groups and individuals for a variety of activities at properties throughout the watershed
- Partner with municipalities to control invasive species

Why:

- When acquiring lands for the development of the reservoirs, the UTRCA was obliged to purchase entire holdings (farms); some of these lands are not needed to support the flood management and recreational programs of the UTRCA, and have been made available to the community
- Hazard lands and wetlands were acquired for flood risk reduction and recreation, and contribute to natural heritage conservation and water quality protection (surface water and groundwater)
- Create value for the environment by providing safe access to UTRCA-owned lands and permitted outdoor recreational opportunities

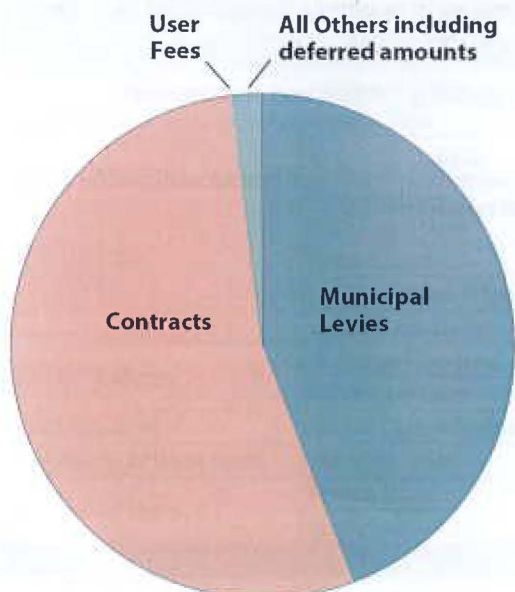
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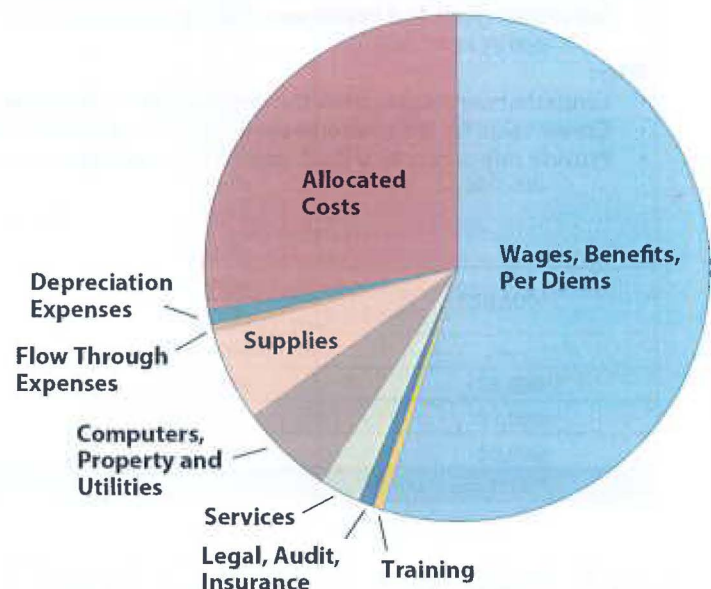
Lands & Facilities

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	553,155	750,720	35.7%	Targets workplan levies for 2020
Contracts	906,045	914,030	0.9%	
User Fees	2,000	2,000	0.0%	
All Others incl deferred amounts	25,000	32,000	28.0%	
Total Revenues	1,486,200	1,698,750	14.3%	
Operating Expenses				
Wages, Benefits, Per Diems	936,758	958,721	2.3%	
Training	10,100	9,900	-2.0%	
Legal, Audit, Insurance	21,400	17,930	-16.2%	
Services	85,200	45,350	-46.8%	Asset Management Planning costs not used in 2019
Computers, Property and Utilities	132,100	104,705	-20.7%	Includes Asset Management Planning needs assessment
Supplies	86,100	101,749	18.2%	
Flow Through Expenses	8,000	8,000	0.0%	
Depreciation Expenses	17,572	17,572	0.0%	
Allocated Costs	384,657	482,613	25.5%	Corresponds to increased Targets levy
Total Operating Expenses	1,681,887	1,746,540	3.8%	
Surplus (deficit)	(195,687)	(47,790)		

REVENUES



EXPENSES



Conservation Areas



What we do:

- Provide a variety of recreational and educational opportunities and facilities on 3200 hectares of conservation lands at Fanshawe, Wildwood and Pittock Conservation Areas for 650,000 visitors annually.
- Provide improved access to recreational facilities regardless of ability.
- Participate in local job fairs and employ 80 seasonal staff annually to operate the recreational areas.

Examples:

- Over 1300 seasonal and nightly camping sites, including back country camp sites
- Over 50 km of trail systems for biking, hiking and nature appreciation
- Water-based recreational opportunities including rental equipment
- Variety of special events and environmental programs in partnership with local organizations
- Day use opportunities including picnic areas, playgrounds and pavilion rentals, disc golf, geocaching, sand volleyball, yoga classes
- Cottage program
- Recreational hunting program
- Assist with a range of other UTRCA activities and programs, including:
 - o flood control operations and snow course readings
 - o providing and maintaining land base for Community Education programs
 - o grounds maintenance of the Watershed Conservation Centre
 - o tree storage and pick up locations for tree planting programs
 - o Memorial Forests and dedication services
- Land Management Agreement with the City of Woodstock for portions of the north shore and the entire south shore of Pittock Reservoir
- Use our conservation areas as demonstration sites for other programs and services offered by the UTRCA (e.g., green infrastructure rain garden, fish habitat creation, shoreline erosion solutions)
- Ensure conservation area lands comply with applicable legislation
- Set annual goals and implement strategies to continue improving and expanding services and opportunities

Why:

- Lands that were acquired for the development of flood control reservoirs also serve as multi-purpose recreational facilities.
- Create value for the environment by providing local outdoor recreational opportunities.
- Provide safe access to UTRCA-owned lands and permitted activities.

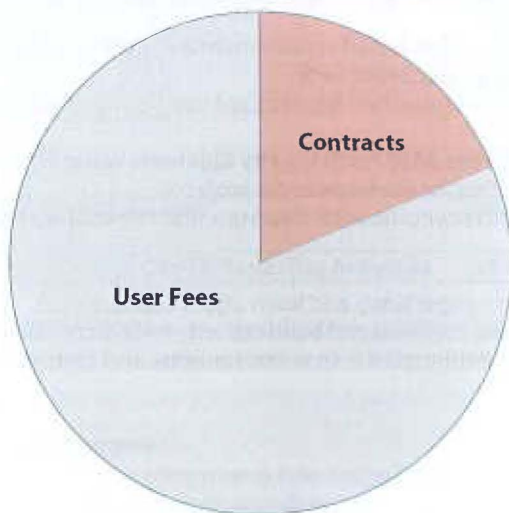
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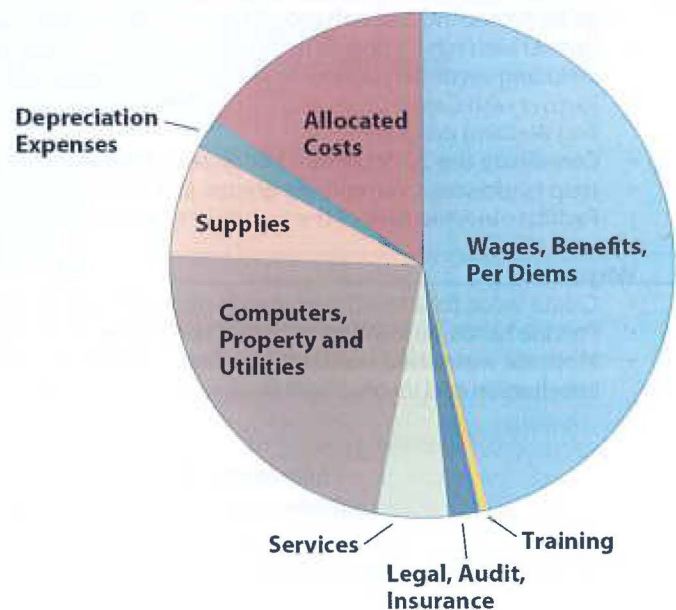
Conservation Areas

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	1,455	-	0.0%	
Contracts	838,175	854,031	1.9%	
User Fees	3,662,079	3,707,056	1.2%	Fee increases not yet included
All Others incl deferred amounts	39,000	-	0.0%	
Total Revenues	4,540,709	4,561,087	0.4%	
Operating Expenses				
Wages, Benefits, Per Diems	2,019,592	2,045,454	1.3%	Shortened some contracts
Training	23,570	25,100	6.5%	
Legal, Audit, Insurance	83,895	87,645	4.5%	
Services	167,300	204,800	22.4%	Septic system covers, water line, hydro panel replacement req'd
Computers, Property and Utilities	999,924	1,043,605	4.4%	
Supplies	316,750	318,450	0.5%	
Depreciation Expenses	76,373	91,651	20.0%	Pool upgrades, water heaters, Molok waste containers
Allocated Costs	773,320	679,564	-12.1%	
Total Operating Expenses	4,460,724	4,496,269	0.8%	
Surplus (deficit)	79,985	64,818		

REVENUES



EXPENSES



Community Partnerships



What we do:

- Motivate watershed residents to adopt stewardship (behaviours that protect and restore the environment) by facilitating access to environmental and conservation information, and involvement in stewardship activities.

Examples:

- Coordinate community involvement in planning and implementing environmental restoration, information sharing and education projects in the Medway, South Thames, Cedar Creek, Stoney and Forks watersheds, and the Dorchester Mill Pond
- Provide curriculum-based programming to more than 20,000 students at Fanshawe and Wildwood Outdoor Education Centres each year
- Provide environmental education programs and hands-on resource management opportunities in local natural areas and in class, to students and community groups (e.g., stream health monitoring, stream rehabilitation, Watershed Report Card program, Wetlands Education program)
- Build partnerships with First Nation communities
- Partner with watershed school boards to develop and implement education programs on flooding, stormwater and water safety (e.g., Focus on Flooding, Slow the Flow & Stop the Drop, Stream of Dreams, and River Safety, installing Low Impact Development projects at local schools)
- Assist communities in learning about and implementing Low Impact Development (LID) for stormwater projects, including hosting professional development and training and the Stream of Dreams program
- Partner with school boards and the private sector (e.g., Toyota, Start.ca, GM, service clubs) to develop and deliver innovative, curriculum-based environmental education programs.
- Work with corporate partners to involve the community in the naturalization of industrial properties (GM Canada - Ingersoll, Toyota - Woodstock)
- Partner with the City of Woodstock to re-naturalize Burgess Park and restore the Brick Ponds Wetland Complex
- As a member of the Oxford County Trails Council, assist with developing and promoting trails throughout Oxford County, while protecting and enhancing natural heritage within trail corridors
- Partner with school boards to develop and deliver a wide range of curriculum-based environmental education programs, including secondary school environmental program certifications (e.g., ICE, SHSM, GPS)
- Partner with Cargill Cares and Ontario Power Generation to deliver the Watershed Report Card program and the Sifton Bog Wetland program
- Coordinate the 2019 London Middlesex Children's Water Festival and the 2020 Perth County Children's Water Festival
- Help landowners, community groups and municipalities access funding for environmental projects
- Facilitate involvement of the community, industry and corporations in environmental clean ups and community events

Why:

- Create value for a healthy environment by providing opportunities to experience and learn about conservation
- Provide hands-on learning opportunities to address local environmental concerns and build capacity in local communities
- Motivate watershed residents to adopt stewardship actions by facilitating access to environmental and conservation information and involvement in stewardship activities.

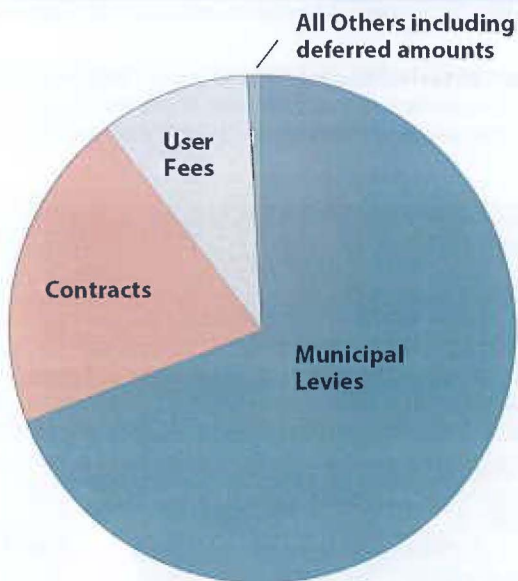
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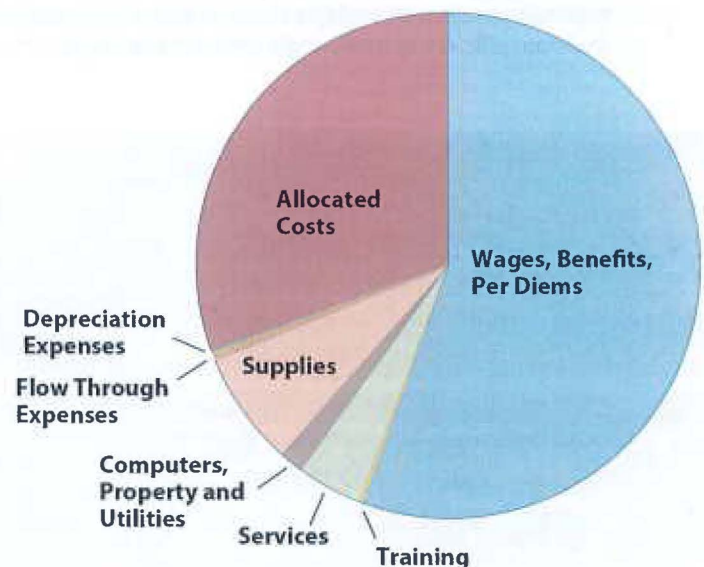
Community Partnerships

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	822,848	900,983	9.5%	Targets levy increase
Contracts	386,969	266,845	-31.0%	
User Fees	184,500	125,000	-32.2%	Fewer staff engaged in education programs
All Others incl deferred amounts	186,600	11,000	-94.1%	Less carry forward expected from 2019
Total Revenues	1,580,917	1,303,828	-17.5%	
Operating Expenses				
Wages, Benefits, Per Diems	633,639	723,422	14.2%	Staff dedicated to Targets workplan (Low Impact Development)
Training	4,100	3,600	-12.2%	
Services	222,506	54,100	-75.7%	Reflects 2019 actual experience
Computers, Property and Utilities	36,470	20,400	-44.1%	
Supplies	191,342	94,700	-50.5%	
Flow Through Expenses	29,500	8,000	-72.9%	Scaled back Water Festival for 2020
Depreciation Expenses	1,442	1,442	0.0%	
Allocated Costs	385,514	396,195	2.8%	
Total Operating Expenses	1,504,513	1,301,859	-13.5%	
Surplus (deficit)	76,404	1,969		

REVENUES



EXPENSES



Corporate & Support Services



What we do:

- Support the Conservation Authority's staff, members of the Board of Directors, and programs
- All Corporate & Support Services costs are allocated among the programs of the UTRCA

Examples:

- Corporate and strategic planning, governance policy development, and implementation
- Financial control support including development of procedures, systems integration and efficiency projects
- Adopting new accountings standards
- Implementing an acquisitions policy and automated system
- Human resources administration, benefits administration
- Payroll and health and safety initiatives
- Engage communities of interest through interactive social media channels
- Assess community needs and opportunities through communications and marketing
- Administrative, clerical, systems, communications and graphic design support
- Provide information products including printed materials, GIS mapping, Geoportal, and websites to watershed residents, the Board of Directors and staff
- Professional development opportunities
- Coordinate community volunteers

Why:

- Ensure programs are consistent with watershed resources, management needs, community values, and political and financial realities
- Ensure accountability to the community, partners, and municipal and senior government
- Inform staff, members, stakeholders and the public of the UTRCA's programs and policies
- Provide programs that are cost-effective
- Maintain competent, highly trained, safe and motivated staff to implement the UTRCA's programs
- Maintain efficient systems and equipment to support the organization

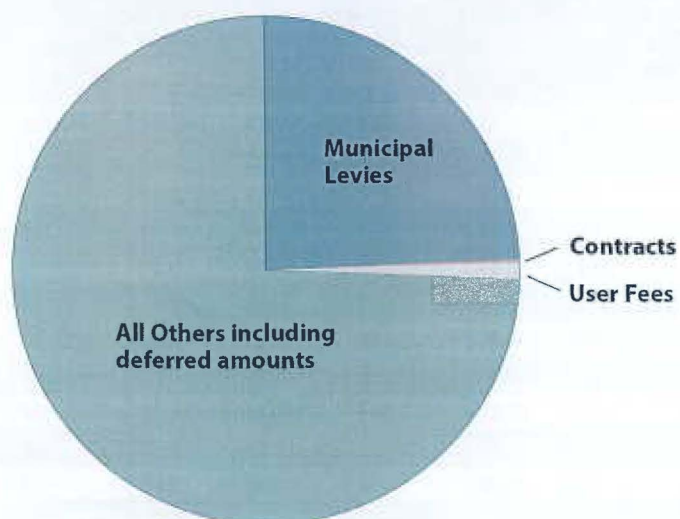
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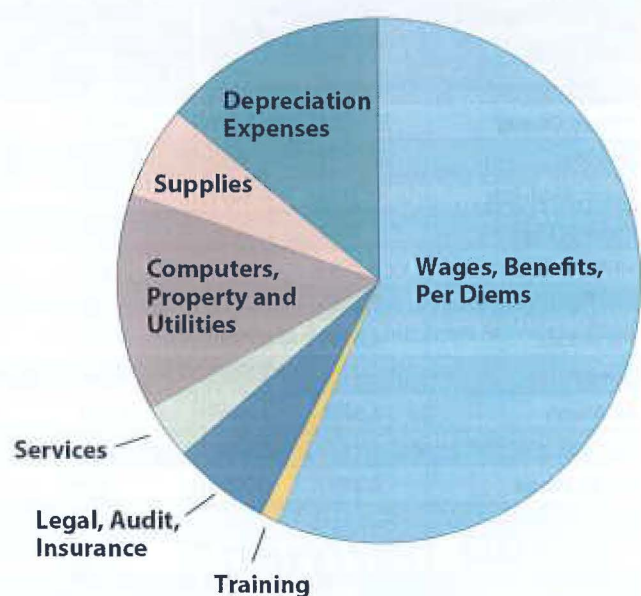
Service Cost Centres

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	97,217	75,689	-22.1%	These are amortized capital maintenance levies from earlier years
Contracts	1,500	500	-66.7%	
User Fees	3,300	3,500	6.1%	
All Others incl deferred amounts	421,800	231,300	-45.2%	Investment revenue modestly estimated for 2020
Total Revenues	523,817	310,989	-40.6%	
Operating Expenses				
Wages, Benefits, Per Diems	2,046,954	2,100,413	2.6%	
Training	35,400	40,350	14.0%	Implementing supervisor training program
Legal, Audit, Insurance	204,394	223,995	9.6%	Audit costs steady, insurance increases 15%
Services	104,000	124,825	20.0%	Includes HR consulting for reorganizational work
Computers, Property and Utilities	504,300	499,547	-0.9%	
Supplies	188,500	211,036	12.0%	
Depreciation Expenses	512,800	520,817	1.6%	
Allocated Costs	(3,381,195)	(3,463,673)	0.0%	
Total Operating Expenses	215,153	257,310	19.6%	
Desired Transfers to Reserves	403,048	53,678	-86.7%	
Surplus (deficit)	(94,384)	1		

REVENUES



EXPENSES



2020 UTRCA Approved Budget: Municipal Levy February 20, 2020

			Current Operations												
			General Levy		Operating Reserve Levy		Dam & Flood Control Levy <i>(see table below for details)</i>			Specific Project Funding		Env Targets Year 4 <i>(reduced)</i>	Total Municipal Operations Funding		Year over Year Increase
Municipality	2019 CVA	2020 CVA	2019	2020	2019	2020	2019	2020	Transfer Payment Recovery	2019	2020	2020	2019	2020	\$
Oxford Cty	16.5514	16.6248	638,617	653,636	5,470	5,599	185,042	178,652	28,893			12,741	829,129	879,521	50,392
London	64.6982	64.4956	2,496,306	2,535,770	21,382	21,721	857,719	877,272	118,361	105,000	105,000	49,427	3,480,407	3,707,551	227,144
Lucan Bidd.	0.3179	0.3277	12,266	12,884	105	110	2,018	2,115	286			251	14,389	15,647	1,258
Thames Ctr	3.2168	3.2126	124,117	126,310	1,063	1,082	25,585	26,019	2,812			2,462	150,765	158,684	7,919
Middlesex Ctr	2.2866	2.3441	88,225	92,163	756	789	14,501	15,121	2,052			1,796	103,482	111,922	8,440
Stratford	7.2851	7.2473	281,088	284,942	2,408	2,441	96,533	78,864	10,216			5,554	380,029	382,017	1,988
Perth East	1.3728	1.4206	52,967	55,854	454	478	11,298	11,803	1,242			1,089	64,719	70,466	5,747
West Perth	1.4187	1.4523	54,739	57,100	469	489	43,583	50,763	1,270			1,113	98,791	110,735	11,944
St. Marys	1.5092	1.4767	58,230	58,059	499	497	27,396	28,160	3,451			1,132	86,125	91,299	5,174
Perth South	1.1431	1.1961	44,106	47,027	378	403	7,229	7,691	1,044			917	51,713	57,081	5,368
South Huron	0.2002	0.2023	7,725	7,954	66	68	1,265	1,301	177			155	9,056	9,654	598
Zorra	0	0		-	-	-	8,500	8,500	-				8,500	8,500	-
SW Oxford	0	0		-	-	-	5,610	5,610	-				5,610	5,610	-
TOTAL	100	100	3,858,386	3,931,699	33,050	33,678	1,286,279	1,291,872	169,803	105,000	105,000	76,636	5,282,715	5,608,688	325,973
Contribution to 6.2% increase				1.4%		0.0%		0.1%	3.2%		0.0%	1.5%			

2020 UTRCA Approved Budget: Dam & Flood Control Levy - Details

Municipality	CVA		Forecasting, Planning & Technical Studies		Small Holdings	Wildwood Dam			Pittock Dam		
	2019	2020	Transfer Payment Recovery \$	\$	\$	%	Transfer Payment Recovery \$	\$	%	Transfer Payment Recovery \$	\$
Oxford County	16.5514	16.6248	14,271	103,981	1,160	0.97	116	1,116	62.07	10,201	59,695
London	64.6982	64.4956	55,365	403,392	4,502	83.91	10,017	96,557	36.81	6,049	35,401
Lucan Biddulph	0.3179	0.3277	281	2,050	23	0.02	2	23	0.02	3	19
Thames Centre	3.2168	3.2126	2,758	20,093	224	0.19	23	219	0.19	31	183
Middlesex Centre	2.2866	2.3441	2,012	14,661	164	0.14	17	161	0.14	23	135
Stratford	7.2851	7.2473	6,221	45,329	506	0.44	53	506	0.44	72	423
Perth East	1.3728	1.4206	1,219	8,885	99	0.08	10	92	0.08	13	77
West Perth	1.4187	1.4523	1,247	9,083	101	0.08	10	92	0.08	13	77
St. Marys	1.5092	1.4767	1,268	9,236	103	14.10	1,683	16,225	0.10	16	96
Perth South	1.1431	1.1961	1,027	7,481	83	0.06	7	69	0.06	10	58
South Huron	0.2002	0.2023	174	1,265	14	0.01	1	12	0.01	2	10
Zorra											
Southwest Oxford											
TOTAL	100	100	85,843	625,456	6,979	100	11,939	115,073	100	16,433	96,174

	Capital Investments													
	Capital Maintenance		Flood Control Capital Levy			Total Municipal Capital Funding		Year over Year Increase		Total Municipal Funding for Operations & Capital		Year over Year Increase		
%	2019	2020	Structure	2019	2020	2019	2020	\$	%	2019	2020	\$	%	
6.1%	28,111	29,114	Pittock Dam, Ingersoll Channel	125,000	125,000	153,111	154,114	1,003	0.7%	982,240	1,033,636	51,396	5.2%	
6.5%	111,675	112,948	Total Structures¹	1,486,104	2,600,000	1,597,779	2,712,948	1,115,169	69.8%	5,078,186	6,420,499	1,342,313	26.4%	
8.7%	531	574				531	574	43	8.1%	14,920	16,221	1,301	8.7%	
5.3%	5,420	5,626				5,420	5,626	206	3.8%	156,185	164,310	8,125	5.2%	
8.2%	3,927	4,105				3,927	4,105	178	4.5%	107,409	116,027	8,618	8.0%	
0.5%	12,572	12,692	RT Orr Dam	25,000	-	37,572	12,692	(24,880)	-66.2%	417,601	394,709	(22,892)	-5.5%	
8.9%	2,276	2,488				2,276	2,488	212	9.3%	66,995	72,954	5,959	8.9%	
12.1%	2,343	2,543	Fullarton Dam	5,000	5,000	7,343	7,543	200	2.7%	106,134	118,279	12,145	11.4%	
6.0%	2,631	2,586	WWD Dam, St Marys Floodwall	102,000	50,000	104,631	52,586	(52,045)	-49.7%	190,756	143,885	(46,871)	-24.6%	
10.4%	1,866	2,095				1,866	2,095	229	12.3%	53,579	59,176	5,597	10.4%	
6.6%	340	354				340	354	14	4.2%	9,396	10,009	613	6.5%	
0.0%			- Harrington \$5K Embro \$1.5K	6,500	6,500	6,500	6,500	-		15,000	15,000	-	0.0%	
0.0%						-	-	-		5,610	5,610	-	0.0%	
6.2%	171,692	175,126		1,749,604	2,786,500	1,921,296	2,961,626	1,040,330	54.1%	7,204,011	8,570,314	1,366,303	19.0%	
6.2%														

¹Total Structures - City of London:

Structure	\$
Fanshawe Dam	50,000
Wildwood & Pittock Dams	100,000
Erosion Control	40,000
London Dykes	2,410,000
Total London Structures	2,600,000

100% Structures and Projects			2019	2020
Structure	Transfer Payment Recovery \$	\$	\$	\$
Ingersoll Channel	4,305	12,700	185,042	207,545
Total Structures ²	46,930	337,420	857,719	995,633
			2,018	2,401
Dorchester Mill Pond & CA Dams (\$2,650 ea)		5,300	25,585	28,831
			14,501	17,173
RT Orr Dam & Channel	3,870	32,100	96,533	89,080
Shakespeare Dam		2,650	11,298	13,045
Mitchell Dam (\$38,760) & Fullarton Dam (\$2,650)		41,410	43,583	52,033
St. Marys Floodwall	484	2,500	27,396	31,611
			7,229	8,735
			1,265	1,478
Harrington & Embro Dams		8,500	8,500	8,500
Centreville Dam		5,610	5,610	5,610
	55,588	448,190	1,286,279	1,461,675

²Total Structures - City of London:

Structure	Transfer Payment Recovery \$	\$
Fanshawe Dam	44,419	265,500
Springbank Dam		38,000
London Dykes/ Erosion Control	2,511	33,920
Total London	46,930	337,420

2020
Approved Budget
February 20, 2020

UPPER THAMES RIVER

CONSERVATION AUTHORITY

1424 Clarke Road
London, Ontario N5V 5B9
Canada
Phone: (519) 451-2800
Fax: (519) 451-1188

Date

Mar 26, 2020

Document Number

IN0006804

Invoice

Sold CITY OF STRATFORD
To: 1 WELLINGTON ST.
BOX 818
STRATFORD, ON N5A 6W1

Attn: TATIANA DAFOE, CLERK

Customer No.	Ordered by	HST #	Terms
STRATF		108163361 RT0001	NET30

Account No.	Description/Comments	Amount
2362	RE: GENERAL & OPERATING LEVY	287,383.00
2362	RE: DAM & FLOOD CONTROL LEVY	78,864.00
2362	RE: PROVINCIAL TRANSFER PAYMENT RECOVERY	10,216.00
2362	RE: ENVIRONMENTAL TARGETS - YEAR 4	5,554.00
2362	RE: CAPITAL MAINTENANCE LEVY	12,692.00
<p>A service charge of 2% per month will be added to overdue accounts. Please mail your cheque, noting your invoice number, to the address at the top of the invoice. We also accept EFT and email transfers. Please contact Denise Quick at extension 231 for more information on those payment options.</p>		
Subtotal before taxes		394,709.00
H.S.T.		0.00
Amount due		394,709.00

NOTICE OF STUDY COMMENCEMENT AND PUBLIC OPEN HOUSE

Proposed 2021 Stratford Reinforcement Pipeline Project

Enbridge Gas

Project Overview

Enbridge Gas has retained a third-party company, GHD Limited, to conduct an environmental study for the proposed 2021 Stratford Reinforcement Pipeline Project. The project will provide additional natural gas capacity as a result of the potential demand in the area.

The project consists of two components. The first is a new 11.5 km, 12-inch pipeline, extending from the end of the 2019 Stratford Reinforcement Project at Perth Oxford Road to the Stratford Gate Station. This new pipeline is proposed to run along Perth Road 112 (or Perth Road 113) then via Perth Line 29 to Erie St. (Hwy 7), then into the Stratford Gate Station (along Crane Ave). The second, is a new 2.5 km 4-inch pipeline, extending from the existing 8-inch main on Erie St., heading south along Erie St. (Hwy 7) to Erie St. & 29th Line.

Environmental Report

GHD Ltd. is preparing an environmental report to assess the potential environmental impacts from construction and operation of the reinforcement project, and where necessary mitigation measures will be applied to avoid and/or minimize the identified impacts. The environmental report is anticipated to be completed in the summer of 2020, after which Enbridge Gas will file a Leave to Construct application to the Ontario Energy Board for approval to construct. If approved, construction is anticipated to begin in early 2021.

Online Public Information Session

Considering the COVID-19 global pandemic and public gathering restrictions, an in-person public open house will not be possible for this project. Instead, Enbridge Gas will offer an online public information session for two weeks. Members of the public, government agencies, Indigenous communities and other interested stakeholders are invited to participate in the online public information session, review information about the project, and provide feedback.

Consultation is an important component of the study and we want to hear from you. If you need assistance with the online public information session or require an alternative format of the materials presented online, please contact a member of the project team below.

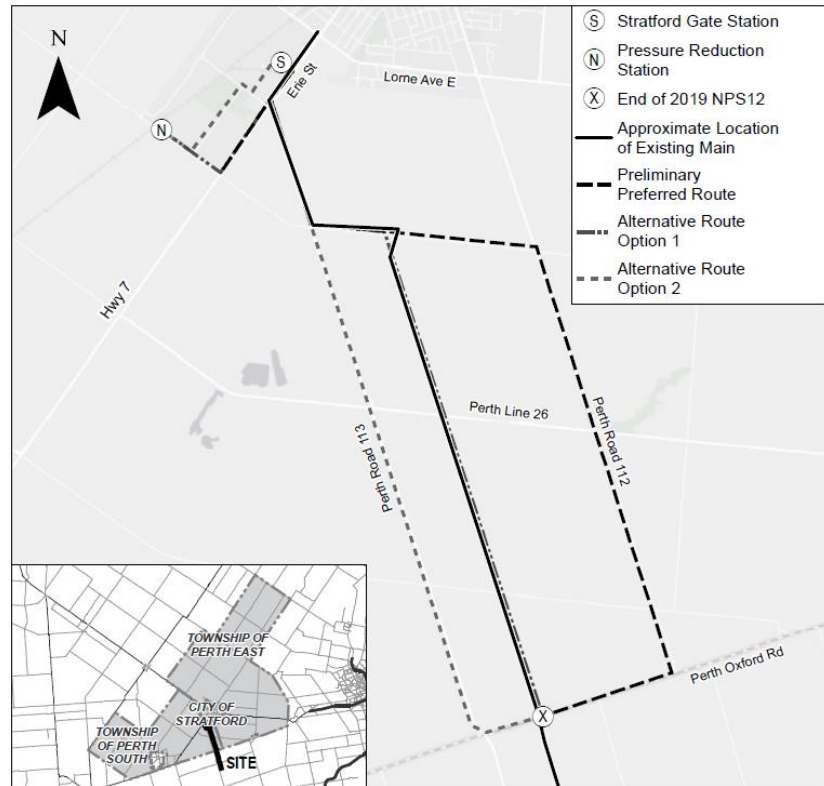
For any questions, please contact:

Katrina Kroeze

Stakeholder Engagement Specialist
GHD Limited
Telephone: (416) 640-4201
StratfordReinforcementEA2020@ghd.com

Tanya Turk

Environmental Advisor
Enbridge Gas Inc.
Telephone: (416) 495-3103



You are invited to an Online Public Information Session

Date: May 3, 2020 to May 14, 2020

Website: URL tbd

Email: StratfordReinforcementEA2020@ghd.com

Further information about the Project is available at
www.enbridgegas.com/About-Us





MANAGEMENT REPORT

Date: April 14, 2020
To: Mayor and Council
From: Jeff Leunissen, Manager of Development Services
Report#: COU20-029
Attachments: Excerpt of the City of Stratford Site Plan Control By-law No. 111-2000 Item 9.2.2

Title: Site Plan Security

Objective: To allow site plan security releases of greater than 50% of the initial security amount when more than 75% of the works have been completed.

Background: The purpose of providing security to the City for site plan agreements is to ensure a developer builds what is shown on the approved plans. Through the review and approval of plans, the City ensures development is in accordance with the City's regulations and guidelines. Site plan security assists in protecting the City, area property owners and the community from incompatible, inappropriate development. Site plan security also protects tenants, both residential and non-residential, that a developer will fulfill their site commitments.

Section 9.2.2 of the Site Plan Control By-law contains specific provisions regarding the release and reduction of security. It states that when 75% of the value of the work has been completed, site plan security may be reduced. The security reduction cannot amount to more than 50% of the initial security amount and the City must retain a minimum of \$10,000. Only when 100% of the works are complete can all the securities be released.

Staff often receives inquiries regarding the reduction of securities and, depending on the amount of security, many developers question whether it is better to submit the required material for a partial reduction or to wait for all the works to be complete and request a total release of security. In the current economic climate, staff has received an increased number of inquiries regarding the reduction or release of site plan security. An additional option for security reduction is considered warranted.

A completed copy of the site plan security release provision (9.2.2) is attached to this report for your convenience.

Analysis: In response to inquiries and the current economic times, staff has reviewed the site plan reduction provisions of the Site Plan Control By-law and believes adding an additional provision could provide an additional option to developers. Specifically, staff support allowing a reduction in site plan security of more than 50% of the initial security provided, where more than 75% of the works is completed, is warranted. With such a provision, it is recommended the amount of security retained should be equal to the estimate of the work outstanding. No change is proposed to the provision requiring a minimum security of \$10,000.

Given the current economic climate, this change to the Site Plan Control By-law is considered one means of providing an additional financial flexibility to property owners while ensuring development is in accordance with the City's guidelines and regulations. This change will not alter the intent of site plan security of protecting the City, area property owners, and the community at large from inappropriate development.

Financial Impact: None

Strategic Priority that Aligns with Recommendation:

Widening our Economic Opportunities

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent

Staff Recommendation: THAT Section 9.2.2. of the Site Plan Control By-law No. 111-2000 be amended follows:

- **9.2.2. e) and 9.2.2. f) be renumbered to 9.2.2. f) and 9.2.2. g) respectively; and**
- **The following be included as 9.2.2. e)**

where more than 75% of the work (value) as described in the "itemized cost estimate for" has been completed, the applicant may request a reduction of more than 50% of the value of initial security provided. A reduction to the security under this provision shall not exceed the value of work outstanding.



Jeff Leunissen, Manager of Development Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer

Excerpt of the City of Stratford Site Plan Control By-law No. 111-2000

9.2.2 The amount of the deposit may be reduced prior to all of the terms and conditions of the said site plan agreement being fulfilled subject to the following conditions:

- a) that 75% of the work (value) as described in the "itemized cost estimate form" has been completed;
- b) that the applicant's agent has submitted written confirmation that 75% of the work (value) as described in the "itemized cost estimate form" has been completed and has indicated which works have been completed;
- c) that the City has verified and confirmed that the said work has been completed in accordance with the site plan agreement;
- d) that the amount of reduction does not amount to more than 50% of the initial security provided;
- e) where more than 75% of the work (value) as described in the "itemized cost estimate for" has been completed, the applicant may request a reduction of more than 50% of the value of initial security provided. A reduction to the security under this provision shall not exceed the value of work outstanding
- f) that a minimum amount of \$10,000 remain in the form of securities until all of the terms and conditions of the said site plan agreement have been fulfilled;
- g) no deposit reductions are permitted where the total value of the initial securities was less than \$10,000.



MANAGEMENT REPORT

Date: April 14, 2020
To: Mayor and Council
From: Nancy Roulston, Manager of Engineering
Report#: COU20-030
Attachments: 44R-5693

Title: Easement for Sanitary Trunk Sewer

Objective: To accept an easement for the construction of a sanitary trunk sewer to connect to the Quinlan Pumping Station.

Background: The development of the Countryside Estates Phase 3 subdivision requires a sanitary trunk sewer to be constructed from the east limit of the subdivision, across lands owned by Marcor Farms, to Bradshaw Drive, north of McCarthy Road. A sanitary trunk sewer is being constructed on Bradshaw Drive which will connect to the Quinlan Pumping Station. The route for the sanitary trunk sewer was included in the approved draft plan for the Coventry of Stratford subdivision, which is currently under construction.

Analysis: Plan 44R-5693 has been completed to the City's satisfaction and deposited at the registry office. The sanitary trunk sewer will provide an outlet for the development of the Countryside Estates subdivision, and will be constructed, within the easement, by the developer.

Financial Impact: All legal fees are to be paid for by the developer.

Strategic Priority that Aligns with Recommendation:

Widening our Economic Opportunities

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

Staff Recommendation: THAT The Corporation of the City of Stratford accept an easement over Part 1 Plan 44R-5693 from Marcor Farms Ltd. for a sanitary sewer.



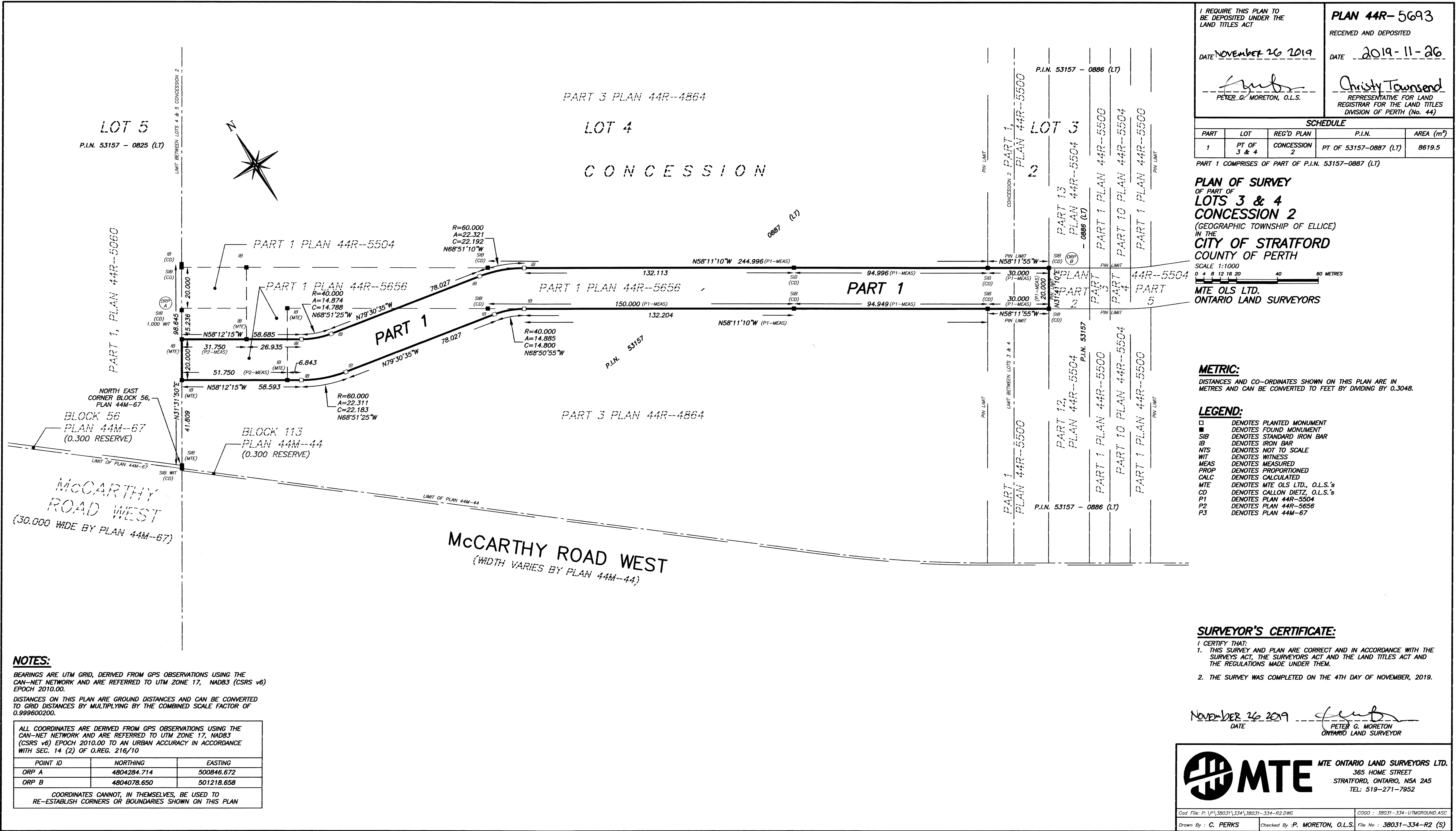
Nancy Roulston, Manager of Engineering



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer





MANAGEMENT REPORT

Date: April 14, 2020
To: Mayor and Council
From: Jeff Leunissen, Manager of Development Services
Report#: COU20-031
Attachments: None

Title: Brownfield Community Improvement Plan Program Application BF01-20-525
 O'Loane Avenue –DLN Group Inc.

Objective: To approve a Brownfield Community Improvement Plan grant for a Phase 2 Environmental Site Assessment for 525 O'Loane Avenue, in accordance with the Brownfields Community Improvement Plan.

Background: The City of Stratford Brownfield Community Improvement Plan consists of four different programs, the Phase 2 Environmental Site Assessment Grant Program, the Tipping Fee Grant Program, the Brownfield Fee Grant Program and the Brownfield Redevelopment Grant Program. DLN Group Inc. has applied for the Phase 2 Environmental Site Assessment Grant Program for 525 O'Loane Avenue, which is located on the east side of O'Loane Avenue north of the railway right-of-way.

The Phase 2 Environmental Site Assessment Grant program is eligible to all brownfield properties in the City of Stratford and "brownfield" is defined as abandoned, idle or underused industrial or commercial properties in built-up areas where expansion or redevelopment is complicated by real or perceived environmental consideration, building deterioration/obsolescence and/or inadequate infrastructure. Owners or bona fide purchasers of brownfield sites are eligible for grants of up to \$10,000 or 50% of the cost of the environmental study (excluding HST) whichever is the lesser. The program is to remediate historically contaminated property, that is, contamination which is the result of a previous owner's non-residential use. The program is not available for projects where the current owner has been found to be responsible for the subject contamination. Applicants must submit an application and two quotes from qualified professional consultants prior to the start of the environmental study in order to be considered by the City. Following approval by the City, the applicant must submit a copy of the final study to the City with the original invoice indicating the consultants have been paid in full in order for the City to issue a cheque.

Analysis: The applicant has submitted a completed application form, a Phase 1 Environmental Site Assessment and three quotes from qualified professionals for completion of the Phase 2 Environmental Site Assessment (Premier Environmental Services - \$18,250, exp - \$39,850 and Strik Baldinelli Moniz - \$49,000 (all excluding HST)). Staff has confirmed all taxes are paid up to date.

525 O’Loane Avenue is a regular shaped vacant parcel of land, 4.02 ha in size, located on the east side of O’Loane Avenue north of the railway right-of-way. It was previously part of the Ministry of Transportation works yard. The lands are zoned Future Residential–FR. A portion of the property is within the Upper Thames River Conservation Authority Regulated Area. DNL Group Inc. has submitted a draft plan of subdivision and zone change application on the property. Prior to the applications being deemed complete, the applicant must submit a Phase 2 Environmental Site Assessment. A Phase 2 Environmental Site Assessment is required as part of a complete application in order to determine whether it is possible to make the land safe for a sensitive land use, if certain portions of the property must be avoided and in order to craft applicable conditions of draft approval.

On March 26, 2020, the City became aware of earthworks being done on the subject lands. Prior to such works commencing, the City had not received sediment and erosion control plans from the property owner. Sediment and erosion control plans are required by the City prior to any earthworks being undertaken in order to protect City infrastructure and area properties (City infrastructure includes roads, sidewalks, drainage ditches, municipal drains, etc.). The Upper Thames River Conservation Authority has advised a permit is not required for work outside of the regulated area.

The applicant has submitted the necessary material for a complete Brownfield Phase 2 Environmental Site Assessment Program application. The site and application meets the Program criteria. The applicant has commenced regrading of the lands in advance of the City accepting sediment and erosion control plans. Prior to approving any Brownfield grant, the applicant shall submit sediment and erosion control plans to the satisfaction of the City. All necessary sediment and erosion control measures must be installed in accordance with the accepted plans. If any municipal infrastructure has been impacted by the premature regrading of the lands, the applicant shall rectify the matter to the satisfaction of the City. Lastly, the applicant shall satisfy all the requirements of the Upper Thames River Conservation Authority.

Financial Impact: The Program covers 50% of the lowest quote to a maximum of \$10,000. As the lowest quote is \$18,250, the maximum grant amount would be \$9,125.

Strategic Priority that Aligns with Recommendation:

Developing our Resources

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

Staff Recommendation: THAT Council approve the Brownfield Community Improvement Plan Grant application submitted by DLN Group Inc. for the Phase 2 Environmental Site Assessment for 525 O'Loane Avenue to a maximum amount of \$9,125 subject to the following conditions:

- **That DLN Group Inc. submit sediment and erosion control plans acceptable to the City;**
- **That DLN Group Inc. install sediment and erosion control plans in accordance with the accepted plans;**
- **That DLN Group Inc. rectifying any damage to municipal infrastructure made by the regrading of lands to date; and**
- **That DLN Group Inc. satisfied all the requirements of the Upper Thames River Conservation Authority, to the satisfaction of the City.**



Jeff Leunissen, Manager of Development Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: April 14, 2020
To: Mayor and Council
From: Jeff Leunissen, Manager of Development Services
Report#: COU20-032
Attachments: Local Planning Appeal Tribunal Decision re B06-17 appeal – dated March 12, 2020

Title: Consent Application B06-17 – 265 St. David Street – Decision on Local Planning Appeal Tribunal (“LPAT”) Appeal

Objective: The purpose of this report is to report on the decision to the appeal submitted to the Local Planning Appeal Tribunal (“LPAT”) on consent application B06-17.

Background: On March 20, 2019, the Committee of Adjustment approved consent application B06-17 to allow the severance of a portion of 265 St. David Street with an approximate frontage of 24.4m and an approximate area of 968.7m². The provisional consent includes 15 conditions that are to be satisfied before the consent can be finalized. Notice of the Decision was sent on March 25, 2019 and on April 10, 2019, the City received an appeal from Patrick O’Rourke to the Committee of Adjustment decision to approve consent application B06-17.

Analysis: At the City Council meeting on April 15, 2019, Council resolved to engage the City Solicitor to use dispute resolution technique to attempt to resolve the appeal of consent application B06-17. The dispute resolution was successful and the parties attended a settlement hearing on January 23, 2020. At that hearing, the LPAT chair, in an oral decision, accepted the agreed upon Minutes of Settlement to approve the consent subject to amended conditions. A written Decision on consent application B06-17 was issued on March 12, 2020. The written Decision provided justification for allowing the appeal in part.

A copy of the Decision is attached to this report.

Financial Impact: Not applicable as this report is for information purposes only.

Strategic Priority that Aligns with Recommendation:**Developing our Resources**

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

Staff Recommendation: THAT Council receive for information the Local Planning Appeal Tribunal Decision on the appeal to consent application B06-17 on a portion of 265 St David Street.



Prepared by Jeff Bannon, MCIP, RPP - Planner



Recommended by: Jeff Leunissen, MCIP, RPP – Manager of Development Services



Joan Thomson, Acting Chief Administrative Officer

Local Planning Appeal Tribunal

Tribunal d'appel de l'aménagement local



ISSUE DATE: March 12, 2020

CASE NO(S): PL190297

The Ontario Municipal Board (the “OMB”) is continued under the name Local Planning Appeal Tribunal (the “Tribunal”), and any reference to the Ontario Municipal Board or Board in any publication of the Tribunal is deemed to be a reference to the Tribunal.

PROCEEDING COMMENCED UNDER subsection 53(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant:	Patrick O'Rourke
Applicant:	Damlar Inc.
Subject:	Consent
Property Address/Description:	265 St. David Street
Municipality:	City of Stratford
Municipal File No.:	B06-17
LPAT Case No.:	PL190297
LPAT File No.:	PL190297
LPAT Case Name:	O'Rourke v. Stratford (city)

Heard: January 23, 2020 in Stratford, Ontario

APPEARANCES:

Parties

Patrick O'Rourke (“Appellant”)

Damlar Inc. (“Applicant”)

City of Stratford

Counsel

Self-represented

Kevin M. Thompson

Julia Ferreira

DECISION DELIVERED BY R.A. BECCAREA AND ORDER OF THE TRIBUNAL

INTRODUCTION

[1] Patrick O'Rourke on April 10, 2019 appealed the decision of the City of Stratford's Committee of Adjustment ("Committee") which on March 20, 2019 granted on lands municipally known as 265 St. David Street, Stratford ("subject property"), a consent to create a new residential lot at the corner of St. David Street and Shrewsbury Street, and one retained lot.

[2] Mr. O'Rourke lives across the road at 289 Shrewsbury Street.

[3] The Local Planning Appeal Tribunal ("Tribunal") was advised that on January 8, 2020, the parties to the Appeal entered into Minutes of Settlement (Exhibit 1, Tab G) and the Tribunal conducted a settlement hearing on January 23, 2020.

HEARING

[4] The Tribunal heard from Caroline Baker, a qualified land use planner who was called by the Applicant.

[5] Ms. Baker has had extensive involvement with the proposed development of the subject property since an earlier new lot creation was given by the Committee in September 2017.

[6] Similarly, Mr. O'Rourke has been an attentive watcher of what has been taking place at the subject property.

[7] Ms. Baker advised the Tribunal of her opinion that the Minutes of Settlement (Exhibit 1, Tab G), with the modified conditions given on the Consent, being jointly supported by all parties to this hearing, are appropriate, represent good land use planning and are in the public interest.

[8] Ms. Baker further advised that the new residential lot will provide additional housing for City residents, satisfied the very legitimate concerns of Mr. O'Rourke and complies with all applicable zoning regulations, including lot area and lot frontage.

[9] The other Parties took no issue with and support Ms. Baker's opinion. The Parties were also involved in the creation of Minutes of Settlement and the Modified Conditions as set out in Attachment 1.

[10] The Tribunal has reviewed the Minutes of Settlement and finds that it does conform to the applicable statutory requirements, represents good land use planning and is in the public interest.

[11] The Parties are to be commended for the work they put into the settlement.

ORDER

[12] The Tribunal Orders that:

1. The appeal is allowed, in part;
2. The severance shall be granted, subject to the Modified Conditions as set out in the enclosed Attachment 1.
3. The Minutes of Settlement between the Parties attached as Attachment 1 are approved and form part of this Order.

"R.A. Beccarea"

R.A. BECCAREA
MEMBER

If there is an attachment referred to in this document,
please visit www.elto.gov.on.ca to view the attachment in PDF format.

Local Planning Appeal Tribunal

A constituent tribunal of Tribunals Ontario - Environment and Land Division
Website: www.elto.gov.on.ca Telephone: 416-212-6349 Toll Free: 1-866-448-2248

ATTACHMENT "A" - MODIFIED CONDITIONS OF CONSENT

1. That the Certificate of Consent under Section 53(42) of the Planning Act shall be obtained within one year of the date of the mailing of the decision.
2. All taxes be paid and confirmed up-to-date with the City of Stratford.
3. That prior to the stamping of the deeds, a 5% cash-in-lieu payment for park and public recreational purposes shall be made to the City of Stratford.
4. Prior to stamping the deeds, the owner shall remove the existing driveway over 'Severed Lot 1' to the satisfaction of the City of Stratford, acting reasonably.
5. Prior to the construction of any private services and/or driveways within the St. David Street and/or Shrewsbury Street right-of-way and within the Severed Parcel, the Owner shall obtain an updated Site Plan Approval and enter into a Site Plan Agreement with the City of Stratford;
6. Prior to final approval, the owner shall update the Site Plan Approval and Site Plan Agreement for the retained parcel to reflect the revised property boundaries.
7. Prior to final approval the Updated Site Plan Agreement shall be registered on title of the retained parcel.
8. Prior to final approval, the owner shall enter into a Consent Agreement that shall contain the following:
 - a. As part of the Site Plan Approval process and prior to the issuance of any building permit for the severed parcel, the Owner shall submit the following information to the City which shall be incorporated into the Site Plan Agreement:
 - An arborist report meeting the requirements of the Heritage Impact Assessment prepared by Stantec and dated February 11, 2019 to the satisfaction of the City, acting reasonably;
 - b. As part of the Site Plan Approval process and prior to the issuance of any building permit, the owner shall submit drawings which conform to the following detailed design requirements for any future development on the severed lot fronting on Shrewsbury Street, in order to implement the Heritage Impact Assessment prepared by Stantec and dated February 11, 2019:

DETAILED DESIGN REQUIREMENTS

Height, Massing, and Setbacks

- Limit the height of proposed dwelling to one and one-half storeys (maximum 7.6m) to be consistent with surrounding dwellings
- the building footprint (excluding any front porch or veranda) shall not be situated northeast of a diagonal line drawn from the northwest corner of the subject property to the northwest corner of the existing dwelling on the subject property, as more particularly shown in Schedule "A" to these conditions. All facades must be square to St. David or Shrewsbury Street, and shall not run parallel to the diagonal line. The building footprint must be outside the drip line of existing street trees.
- The setback of the dwelling from Shrewsbury Street (exterior side yard) should be consistent with adjacent properties to the south, on the east side of Shrewsbury

- Use designs that address both frontages of St. David Street and Shrewsbury Street, to contribute to and/or enhance the quality of the character of each streetscape and take advantage of the corner lot location

Plan and Form Requirements

- The building shall be designed in the Arts and Crafts bungalow style
- The garage shall not project beyond the front elevation or exterior side yard elevation
- The porch, if proposed must be covered (e.g. have an overhead roof) but should be open and not enclosed by walls, windows, or doors
- Landscaping
 - Landscape design must be appropriate to the Arts and Crafts style that maintains the visual prominence of the dwelling on the retained lands
 - All street trees shall be retained
 - Include a walkway or pathway leading from St. David Street sidewalk to the front entrance
 - Dwelling shall be oriented with its front door facing St. David Street with vehicular access off of Shrewsbury Street

Building Materials Requirements

- Building material range must be consistent with traditional Arts and Crafts material palette
 - Siding, EIFS, stone cladding or other contemporary cladding materials are not appropriate
 - Porch balusters, railings, and support posts should be composed of painted or stained wood
- c. As part of the Site Plan Approval process and prior to the issuance of any building permit, the Owner shall submit confirmation from a heritage consultant to the satisfaction of the City, acting reasonably, confirming that the site plan and elevations conform to, and comply with, design guidelines prepared for the new construction on the severed lot (Consent Application B06-17), to implement the Heritage Impact Assessment prepared by Stantec, dated February 11, 2019.
9. Prior to final approval of the consent, the Owner shall request in writing that the City designate the retained property at 265 St. David Street under Part IV of the *Ontario Heritage Act*, and more particularly the following attributes:
- a. Two storey rectangular residence with hip roof, pyramid roof belvedere and rear two storey wing with gable roof
 - b. Symmetrical front façade organization with central entrance, segmental arched window openings, and second storey opening above the front entrance
 - c. East and west elevations with segmental arched window openings in a symmetrical configuration
 - d. Central front entrance in arched opening with stained glass sidelights and transom
 - e. Paired round arch openings on second storey above front entrance
 - f. Italianate brickwork including quoins, window surrounds and decorative band between storeys
 - g. Large, open lot surrounding the dwelling.

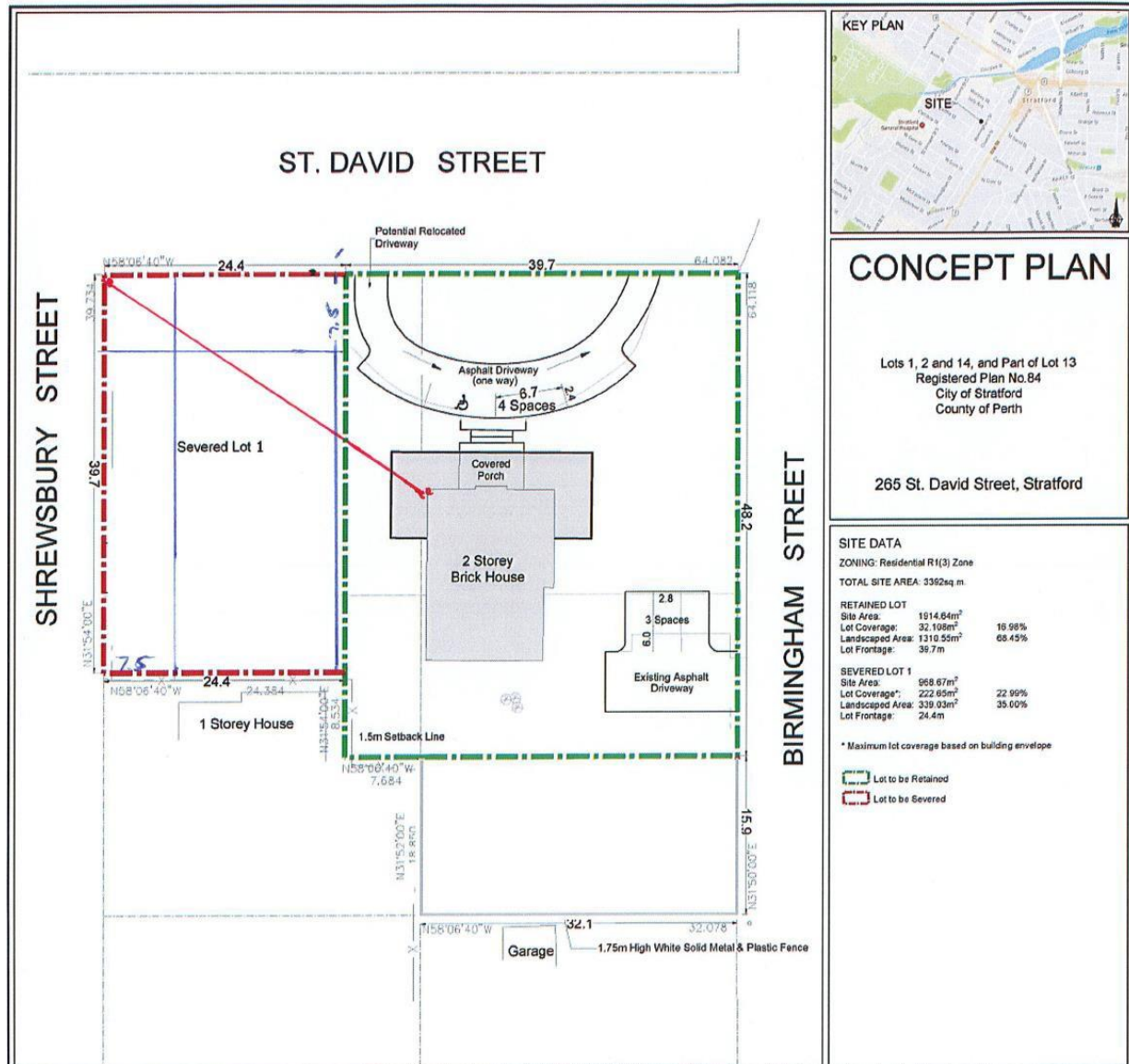
and provided the Notice of Intent to Designate the property under Part IV of the *Ontario Heritage Act* for the designation of the attributes identified above is submitted in accordance with the Terms of the Minutes of Settlement, the Owner agrees that it shall not take any steps to oppose or appeal the heritage designation as it relates to the attributes listed in items a – g above and shall cooperate with the City to expeditiously assist in designation should Council elect to proceed with such designation.

10. As part of the Site Plan Approval and prior to the issuance of any building permit for the Severed Parcel, the Owner shall provide all the necessary securities required by the City as may be deemed necessary through the Site Plan Process.
11. This Consent Agreement shall be registered on title to the Retained and Severed parcels, at no cost to the City. The Owner agrees to notify their respective successors in title of the existence of this Agreement. Every transfer of the Lands or part thereof shall include the following notice:

The Transferee and the heirs, executors, administrators, successors and assigns of the transferee have been notified and hereby acknowledge the existence of and agree to be bound by the agreement dated ____ day of _____, 2019 between the Owner and The Corporation of the City of Stratford, the obligations and covenants of which run with the Lands pursuant to Section 51(26) of the Planning Act, R.S.O. 1990, c. P.13.

12. Prior to the stamping of the deeds, the Owner is required to confirm, to the satisfaction of the City Engineer that any services for the severed lands are located entirely within the severed lands and the services for the retained lands are located entirely within the retained lands.
13. Prior to the stamping of the deeds a new municipal address is to be assigned by the City of Stratford. Any costs associated with municipal addressing are the responsibility of the Owner. It is noted a different municipal address may be assigned through the site plan approval process depending on the orientation of the building.
14. Prior to the stamping of the deeds, the Owner shall provide to the City a copy of the deposited reference plan in an electronic format compatible with the latest version of AutoCAD. This Reference Plan shall be created from survey information utilizing the City's Survey Control Network. It is the responsibility of the applicant to obtain the necessary Reference Sketches and associated information required to complete the survey from the CITY.
15. Prior to the stamping of the deeds, for the purposes of satisfying any of the above conditions, the Owner shall file with the City of Stratford a complete submission consisting of all required clearances and final plans, and to advise the City of Stratford in writing how each of the conditions has been satisfied. The Owner acknowledges that, in the event that the final approval package does not include the complete information required by the City of Stratford, such submission shall be returned to the Owner without detailed review by the City.

SCHEDULE "A" to CONDITIONS OF CONSENT



ATTACHMENT "B" – MINUTES OF SETTLEMENT

PL190297

LOCAL PLANNING APPEAL TRIBUNAL

PROCEEDING COMMENCED UNDER subsection 53(19) of the *Planning Act*,
R.S.O. 1990, c. P.13, as amended

Appellant:	Patrick O'Rourke
Applicant:	Damlar Inc.
Subject:	Consent
Property	265 St. David Street
Address/Description:	
Municipality:	City of Stratford
Municipal File No.:	B06-17
LPAT Case No.:	PL190297
LPAT File No.:	PL190297
LPAT Case Name:	O'Rourke v. Stratford (City)

MINUTES OF SETTLEMENT

BETWEEN:

Patrick O'Rourke
(the "Appellant")

- and -

The Corporation of the City of Stratford
(the "City")

- and

Damlar Inc.
(amalgamated as Larson Properties Partnership Corp.)
(the "Applicant")

WHEREAS the Applicant applied to the Committee of Adjustment for the City of Stratford for consent to sever the property known municipally as 265 St. David Street, in the City of Stratford (the "Property") to create one (1) addition lot at the corner of St. David Street and Shrewsbury Street (the "Application");

AND WHEREAS the Committee of Adjustment provisionally granted the Application at its hearing of March 20, 2019 subject to 15 conditions and issued a written Notice of Decision on March 25, 2019 (the "Decision");

SV:00723155-13

AND WHEREAS the Appellant subsequently appealed the Decision to the Local Planning Appeal Tribunal (the "Appeal");

AND WHEREAS the Appellant, the City and the Applicant (together, the "Parties") are desirous of entering into Minutes of Settlement in order to resolve all issues between the Parties relating to the Appeals and the related hearing process;

THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. The Parties confirm that the recitals set out above are true and correct;
2. The Appellant, the City and the Applicant agree to jointly make a request to the Local Planning Appeal Tribunal that:
 - a. the Appeal be allowed in part; and,
 - b. provisional consent be granted subject to the amended Conditions set out in Schedule "A", and that these Minutes form an explicit schedule to the Tribunal's Order;
3. The Applicant agrees that any development of the severed Property (new lot) shall adhere to the following detailed design requirements which will be explicitly included in the Site Plan Agreement for the severed Property and enforced through Site Plan control. Prior to submission of any site plan application, the Appellant's qualified heritage professional shall be provided with a copy of the draft site plan by the Applicant and/or Owner of the severed Property and shall have 20 working days to review and provide comments on same to the Applicant. The Applicant shall consider the Appellant's consultant's comments prior to submitting the Site Plan application for review and approval to the City:

**DETAILED Design Requirements
Height, Massing, and Setbacks**

- Limit the height of proposed dwelling to one and one-half storeys (maximum 7.6m) to be consistent with surrounding dwellings
- the building footprint (excluding any front porch or veranda) shall not be situated northeast of a diagonal line drawn from the northwest corner of the subject property to the northwest corner of the existing dwelling on the subject property, as more particularly shown in Schedule "B" to these Minutes. All facades must be square to St. David or Shrewsbury Street, and shall not run parallel to the diagonal line. The building footprint must be outside the drip line of existing street trees.

- The setback of the dwelling from Shrewsbury Street (exterior side yard) should be consistent with adjacent properties to the south, on the east side of Shrewsbury
- Use designs that address both frontages of St. David Street and Shrewsbury Street, to contribute to and/or enhance the quality of the character of each streetscape and take advantage of the corner lot location

Plan and Form Requirements

- The building shall be designed in the Arts and Crafts bungalow style
- The garage shall not project beyond the front elevation or exterior side yard elevation
- The porch, if proposed must be covered (e.g. have an overhead roof) but should be open and not enclosed by walls, windows, or doors
- Landscaping
 - Landscape design must be appropriate to the Arts and Crafts style that maintains the visual prominence of the dwelling on the retained lands
 - All street trees shall be retained
 - Include a walkway or pathway leading from St. David Street sidewalk to the front entrance
 - Dwelling shall be oriented with its front door facing St. David Street with vehicular access off of Shrewsbury Street

Building Materials Requirements

- Building material range must be consistent with traditional Arts and Crafts material palette
- Siding, EIFS, stone cladding or other contemporary cladding materials are not appropriate
- Porch balusters, railings, and support posts should be composed of painted or stained wood

4. The Applicant agrees that certain attributes of the building on the Retained Parcel (existing 265 St. David Street) are of heritage significance and, as such, prior to final approval of the consent, the Applicant shall request in writing that the City designate the retained property at 265 St. David Street under Part IV of the *Ontario Heritage Act* and more particularly the following attributes:

- Two storey rectangular residence with hip roof, pyramid roof belvedere and rear two storey wing with gable roof
- Symmetrical front façade organization with central entrance, segmental arched window openings, and second storey opening above the front entrance
- East and west elevations with segmental arched window openings in a symmetrical configuration
- Central front entrance in arched opening with stained glass sidelights and transom
- Paired round arch openings on second storey above front entrance
- Italianate brickwork including quoins, window surrounds and decorative band between storeys
- Large, open lot surrounding the dwelling.

5. Provided the notice of Intent to Designate the property under Part IV of the *Ontario Heritage Act* for the designation of the attributes identified above is submitted in accordance with the terms of these Minutes of Settlement, the Owner agrees that it shall not take any steps to oppose or appeal the heritage designation considered by Council for the City as it relates to the attributes listed in paragraph 4 above and shall cooperate with the City to expeditiously assist in designation should Council for the City elect to proceed with all or part of such designation.
6. Each party to these Minutes will bear its own legal and other professional costs with respect to the Appeals;
7. These Minutes of Settlement resolve all issues in the Appeals;
8. These Minutes of Settlement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, personal representatives, successors, and assigns;
9. These Minutes of Settlement may be executed in counterparts, and where each party hereto has executed a copy of hereof, then all executed copies shall together form a single and binding agreement among the parties;
10. The Parties acknowledge and agree that these Minutes may be executed by their solicitors, respectively, and if so executed, these Minutes shall be of force and effect as if executed by the parties themselves; and
11. The terms of the minutes of settlement are not severable and must be accepted in their entirety.

[Intentionally left blank – signature page follows]

PL190297

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals the day and year indicated below.

Patrick O'Rourke
Patrick O'Rourke

Mary O'Leary
Witness

Jan 8, 2020
Date

Larson Properties Partnership Corp.
(formerly Damlar Inc.)
Per:

Kevin Larson
Kevin Larson – President
"I have authority to bind the corporation"
Jan 7 2020
Date

The Corporation of the City of Stratford
Per:

Paula Lombardi
Paula Lombardi – Solicitor
"As legal counsel for the City"
Jan. 7, 2020
Date

SCHEDULE A – AMENDED CONDITIONS OF CONSENT

1. That the Certificate of Consent under Section 53(42) of the Planning Act shall be obtained within one year of the date of the mailing of the decision.
2. All taxes be paid and confirmed up-to-date with the City of Stratford.
3. That prior to the stamping of the deeds, a 5% cash-in-lieu payment for park and public recreational purposes shall be made to the City of Stratford.
4. Prior to stamping the deeds, the owner shall remove the existing driveway over 'Severed Lot 1' to the satisfaction of the City of Stratford, acting reasonably.
5. Prior to the construction of any private services and/or driveways within the St. David Street and/or Shrewsbury Street right-of-way and within the Severed Parcel, the Owner shall obtain an updated Site Plan Approval and enter into a Site Plan Agreement with the City of Stratford;
6. Prior to final approval, the owner shall update the Site Plan Approval and Site Plan Agreement for the retained parcel to reflect the revised property boundaries.
7. Prior to final approval the Updated Site Plan Agreement shall be registered on title of the retained parcel.
8. Prior to final approval, the owner shall enter into a Consent Agreement that shall contain the following:
 - a. As part of the Site Plan Approval process and prior to the issuance of any building permit for the severed parcel, the Owner shall submit the following information to the City which shall be incorporated into the Site Plan Agreement:
 - An arborist report meeting the requirements of the Heritage Impact Assessment prepared by Stantec and dated February 11, 2019 to the satisfaction of the City, acting reasonably;
 - b. As part of the Site Plan Approval process and prior to the issuance of any building permit, the owner shall submit drawings which conform to the following detailed design requirements for any future development on the severed lot fronting on Shrewsbury Street, in order to implement the Heritage Impact Assessment prepared by Stantec and dated February 11, 2019:

DETAILED Design Requirements
Height, Massing, and Setbacks

- Limit the height of proposed dwelling to one and one-half storeys (maximum 7.6m) to be consistent with surrounding dwellings
- the building footprint (excluding any front porch or veranda) shall not be situated northeast of a diagonal line drawn from the northwest corner of the subject property to the northwest corner of the existing dwelling on the subject property, as more particularly shown in Attachment A to these conditions. All facades must be square to St. David or Shrewsbury Street, and shall not run parallel to the diagonal line. The building footprint must be outside the drip line of existing street trees.

- The setback of the dwelling from Shrewsbury Street (exterior side yard) should be consistent with adjacent properties to the south, on the east side of Shrewsbury
- Use designs that address both frontages of St. David Street and Shrewsbury Street, to contribute to and/or enhance the quality of the character of each streetscape and take advantage of the corner lot location

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- Siding, EIFS, stone cladding or other contemporary cladding materials are not appropriate
- Porch balusters, railings, and support posts should be composed of painted or stained wood

- As part of the Site Plan Approval process and prior to the issuance of any building permit, the Owner shall submit confirmation from a heritage consultant to the satisfaction of the City, acting reasonably, confirming that the site plan and elevations conform to, and comply with, design guidelines prepared for the new construction on the severed lot (Consent Application B06-17), to implement the Heritage Impact Assessment prepared by Stantec, dated February 11, 2019.

- Prior to final approval of the consent, the Owner shall request in writing that the City designate the retained property at 265 St. David Street under Part IV of the *Ontario Heritage Act* and more particularly the following attributes:

- Two storey rectangular residence with hip roof, pyramid roof belvedere and rear two storey wing with gable roof
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and provided the Notice of Intent to Designate the property under Part IV of the *Ontario Heritage Act* for the designation of the attributes identified above is submitted in accordance with the terms of the Minutes of Settlement, the Owner agrees that it shall not take any steps to oppose or appeal the heritage designation as it relates to the attributes listed in items a – g above and shall cooperate with the City to expeditiously assist in designation should Council elect to proceed with such designation.

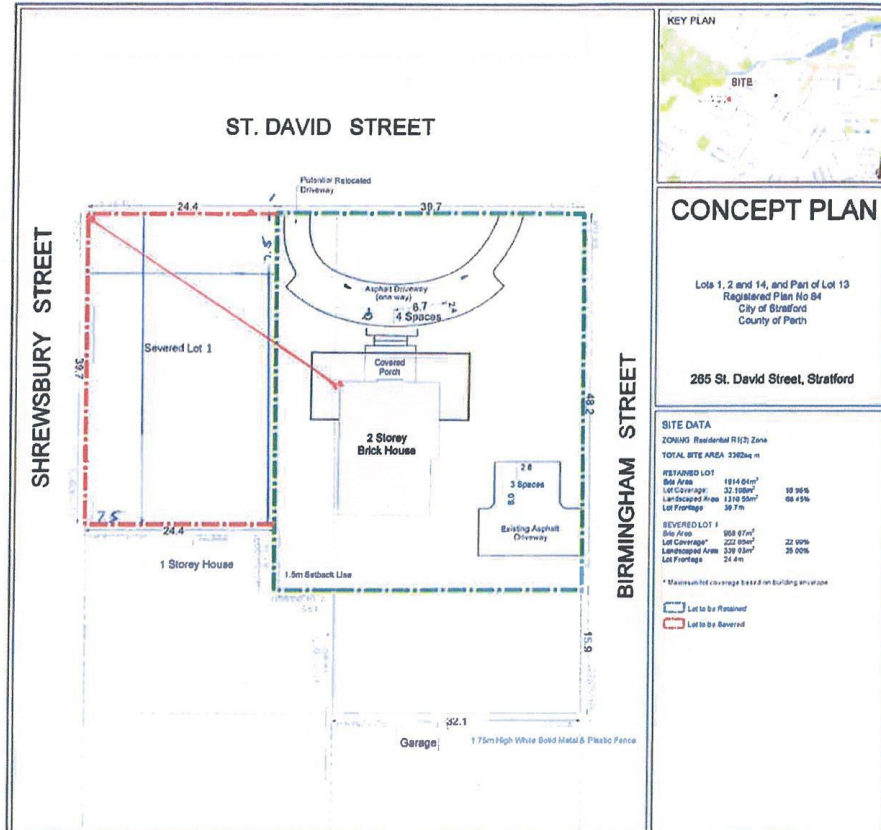
10. As part of the Site Plan Approval and prior to the issuance of any building permit for the Severed Parcel, the Owner shall provide all the necessary securities required by the City as may be deemed necessary through the Site Plan Process.
11. This Consent Agreement shall be registered on title to the Retained and Severed parcels, at no cost to the City. The Owner agrees to notify their respective successors in title of the existence of this Agreement. Every transfer of the Lands or part thereof shall include the following notice:

The Transferee and the heirs, executors, administrators, successors and assigns of the transferee have been notified and hereby acknowledge the existence of and agree to be bound by the agreement dated ___ day of _____, 2019 between the Owner and The Corporation of the City of Stratford, the obligations and covenants of which run with the Lands pursuant to Section 51(26) of the Planning Act, R.S.O. 1990, c. P.13.

12. Prior to the stamping of the deeds, the Owner is required to confirm, to the satisfaction of the City Engineer that any services for the severed lands are located entirely within the severed lands and the services for the retained lands are located entirely within the retained lands.
13. Prior to the stamping of the deeds a new municipal address is to be assigned by the City of Stratford. Any costs associated with municipal addressing are the responsibility of the Owner. It is noted a different municipal address may be assigned through the site plan approval process depending on the orientation of the building.
14. Prior to the stamping of the deeds, the Owner shall provide to the City a copy of the deposited reference plan in an electronic format compatible with the latest version of AutoCAD. This Reference Plan shall be created from survey information utilizing the City's Survey Control Network. It is the responsibility of the applicant to obtain the necessary Reference Sketches and associated information required to complete the survey from the CITY.
15. Prior to the stamping of the deeds, for the purposes of satisfying any of the above conditions, the Owner shall file with the City of Stratford a complete submission consisting of all required clearances and final plans, and to advise the City of Stratford in writing how each of the conditions has been satisfied. The Owner acknowledges that, in the event that the final approval package does not include the complete information required by the City of Stratford, such submission shall be returned to the Owner without detailed review by the City.

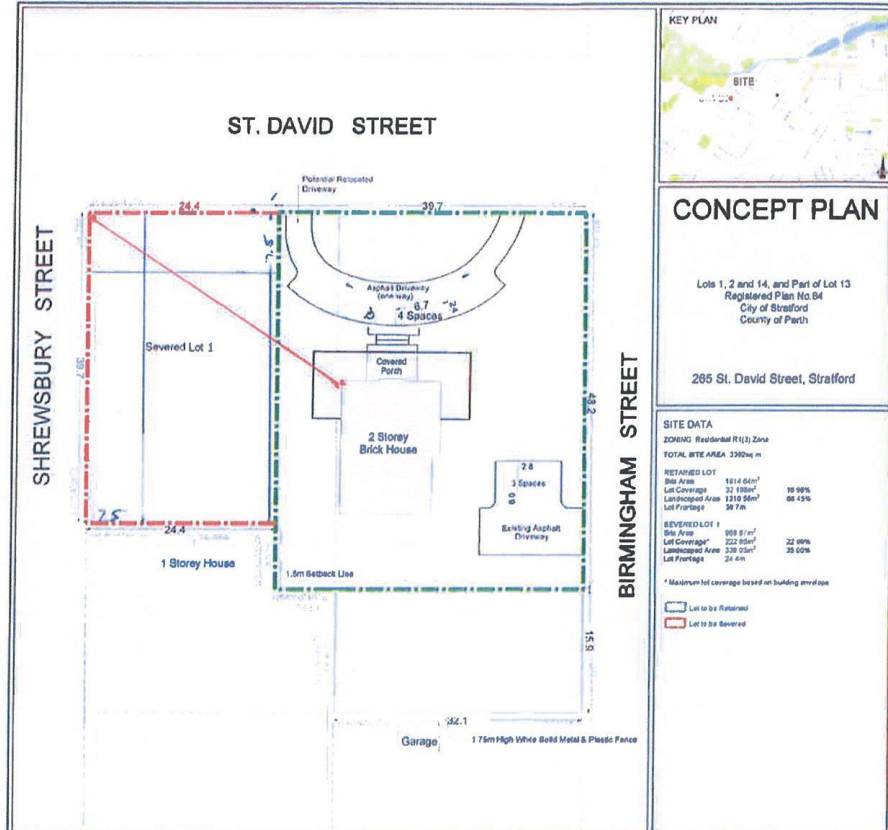
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ATTACHMENT "A" to CONDITIONS OF CONSENT



PL190297

SCHEDULE B to MINUTES OF SETTLEMENT



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SV:00771544-2



MANAGEMENT REPORT

Date: April 14, 2020
To: Mayor and Council
From: Jeff Leunissen, Manager of Development Services
Report#: COU20-033
Attachments: Excerpt of WSP Paper on Changes to Provincial Policy Statement

Title: Updated Provincial Policy Statement

Objective: Report to Council on the status of the Provincial Policy Statement Review.

Background:

On November 25, 2019, Council resolved the following:

THAT CA-2019-164, being a resolution from Halton Region regarding proposed changes to the Provincial Policy Statement, be referred to staff and the Planning and Heritage Sub-committee.

In July 2019, the Ministry of Municipal Affairs announced it was reviewing the Provincial Policy Statement (PPS) and that there would be a 90 day consultation period. The consultation period closed October 21, 2019. The City did not formally provide comments to the review; however, staff did attend a workshop on the proposed changes to the PPS and did provide comments through the workshop discussions.

Between October 21, 2019, and February 28, 2020, the Ministry of Municipal Affairs and Housing did not provide any update on the status of the review.

On February 28, 2020, the Ministry of Municipal Affairs and Housing announced an updated Provincial Policy Statement will come into effect May 1, 2020. The new PPS can be found on the Province of Ontario website on their [Provincial Policy Statement webpage¹](http://www.ontario.ca/page/provincial-policy-statement-2020). The updated Provincial Policy Statement will replace the existing Provincial Policy Statement which came into effect April 30, 2014.

¹ www.ontario.ca/page/provincial-policy-statement-2020

The 2014 PPS contains 5 parts and they are the following:

- Part I: Preamble
- Part II: Legislative Authority
- Part III: How to Read the Provincial Policy Statement
- Part IV: Vision for Ontario's Land Use Planning System
- Part V: Policies
 - Building Strong Healthy Communities
 - Wise Use and Management of Resources
 - Protecting Public Health and Safety
 - Implementation and Interpretation
 - Figure 1
 - Definitions

There are no changes to Parts and Policy titles in the updated Provincial Policy Statement scheduled to come into effect May 1, 2020.

Analysis: Ontario practices a policy-led planning system. The Province set policies for the regulating and development of land through the Provincial Policy Statement. The PPS is largely implemented through municipal Official Plans, and Official Plans are principally put into regulation through municipal zoning by-laws. Every decision that affects a planning decision is required to "be consistent" with the Provincial Policy Statement.

A summary of key changes include the following:

- adding further references to support a changing climate and green infrastructure.
- adding policy direction that is responsive to the recommendations of the province's Special Advisor on Flooding.
- increasing the minimum requirement for housing land supply to 15 years
- clarifying the policies related to market-based housing by adding a reference to affordable housing.
- providing flexibility for municipalities to consider residential development on rural lands that is locally appropriate, including lot creation.
- enhancing land use compatibility policies for sensitive land uses.

In response to feedback, a number of policy proposals initially considered were not included in the update and these include the following:

- "fast-tracking" municipal approvals.
- requiring agricultural impact assessments for non-agricultural uses in prime agricultural areas and for settlement area boundary expansions.
- a voluntary wetland mitigation hierarchy approach for wetlands that are not provincially significant wetlands.
- clarifying that rehabilitation plans for aggregate extraction can contribute to the demonstration of no negative impacts in some natural heritage features.

(Note: the above listed key changes and policy proposals not included in the final PPS is taken from the Environmental Registry of Ontario.)

The City of Stratford's consultant on the Comprehensive Zoning By-law Review, WSP, has prepared a more comprehensive review of the key changes. An excerpt of the WSP paper is attached.

Financial Impact: None

Staff Recommendation: **THAT this report on the status of the updated Provincial Policy Statement be received for information.**



Jeff Leunissen, Manager of Development Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer

Key Policy Changes

PPS, 2020 generally reflects many of the principles found in the Growth Plan, 2019 and applies these changes to the entire Province. The following key policy changes have the greatest potential to impact land use planning in Ontario.



Settlement Areas

Section 1.1.3 of the PPS, 2020 addresses Settlement Areas. The definition of Settlement Areas is unchanged in the new PPS and under Section 1.1.3.1, Settlement Areas remain, “the focus of growth and development.”

The overall objective of identifying Settlement Areas is largely unchanged. Language regarding the vitality and regeneration of settlement areas has been moved without changing the direction of policy. Other changes place a greater emphasis on addressing the impacts of a changing climate (1.1.3.2(d)) and direction that:

“Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment” (1.1.3.3).

The second paragraph of Section 1.1.3.3 has been deleted. It had stated, “Intensification and redevelopment shall be directed in accordance with the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety”. The deletion of this policy does not represent any change in the direction of the PPS because the PPS is required to be read in its entirety and the policies of Section 3 continue to apply.

Sections 1.1.3.6 and 1.1.3.7 have both been altered by replacing the word “shall” with “should”. PPS, 2014 had directed in Section 1.1.3.6 that development within

designated growth areas “shall” have a compact form, mix of uses and densities. PPS, 2020 now states that development within designated growth areas, “should” have a compact form, mix of uses and densities.

PPS, 2014 had directed in Section 1.1.3.7 that planning authorities “shall” establish and implement phasing policies to ensure:

- a) that specified targets for intensification and redevelopment are achieved prior to, or concurrent with, new development within designated growth areas; and
- b) the orderly progression of development within designated growth areas and the timely provision of the infrastructure and public service facilities required to meet current and projected needs.

PPS, 2020 replaces “should” with “shall” in Section 1.1.3.7.

This can be interpreted that the affected policies have been changed from directives that must be followed, to supportive statements that may be followed. In areas of the Province outside the area of the Growth Plan, 2019, this may result in official plans that do not establish intensification targets or include phasing policies for the provision of infrastructure and public service facilities within designated growth areas.



Settlement Areas (cont.)

Policies related to the establishment and expansion of settlement areas have also been altered in meaningful ways. Section 1.1.3.8 now states that the identification of a settlement area or the expansion of a settlement area may only occur at the time of a municipal comprehensive review and only when it has been demonstrated that, (a) “sufficient opportunities to accommodate growth and to satisfy market demand are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon”.

The reference to satisfying market demand is a new addition in the PPS, 2020. This suggests that if additional growth can be accommodated through intensification, but market demand won’t be satisfied in this manner, then the expansion of a settlement area may be justified. “Market Demand” is not defined by the PPS, 2020, indicating the common meaning of the phrase is to be applied. Regional and local planning authorities may adopt their own methods for determining market demand.

A new second paragraph in Section 1.1.3.8 states,

“In undertaking a comprehensive review, the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary expansion or development proposal.”

This statement had been in the definition of “Comprehensive Review” in the PPS, 2014. The inclusion of this statement in the policies of the PPS, 2020 gives it more emphasis and may result in greater use of the provision.

Section 1.1.3.9 is a new policy in the PPS, 2020 that permits settlement area adjustments outside of a Municipal Comprehensive Review. This reflects new policies found in the Growth Plan, 2019, but would be applicable across the Province.

Section 1.1.3.9 states: 1.1.3.9 Notwithstanding policy 1.1.3.8, municipalities may permit adjustments of settlement area boundaries outside a comprehensive review provided:

- a) there would be no net increase in land within the settlement areas;
- b) the adjustment would support the municipality’s ability to meet intensification and redevelopment targets established by the municipality;
- c) prime agricultural areas are addressed in accordance with 1.1.3.8 (c), (d) and (e); and
- d) the settlement area to which lands would be added is appropriately serviced and there is sufficient reserve infrastructure capacity to service the lands.

This new policy has the effect of allowing land to be added to a settlement area if an equal amount of land is removed, often referred to as a land swap. An adjustment such as this may be desirable if certain lands within a settlement area have remained undeveloped while other lands outside the settlement area may be more likely to develop related to ownership, servicing, access, etc.

Overall, the settlement area policies of PPS, 2020 appear to be more flexible in when, how, and why settlement areas may be expanded or adjusted. This may provide new opportunities for municipalities to achieve their desired objectives, but it should be noted that the PPS still encourages intensification as a means of achieving the efficient use of land, resources, infrastructure and public services. It is also worth noting that under Section 22(7.2) of the Planning Act, decisions related to the alteration of settlement area boundaries cannot be appealed.



Housing

The PPS, 2020 has been released as part of the Province's "More Homes, More Choice: Ontario's Housing Supply Action Plan". As such, a key objective of the new PPS is to expand the range of "housing options" (see DEFINITIONS, below) and reduce delays in the production of more housing. A new statement in Part IV (Vision for Ontario's Land Use Planning System) declares:

Planning authorities are encouraged to permit and facilitate a range of housing options, including new development as well as residential intensification, to respond to current and future needs.

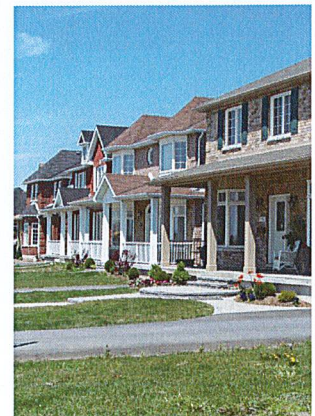
Revised language throughout Part V (Policies) emphasizes the need for an affordable and market-based range and mix of residential types, including in the list of factors that sustain healthy, livable and safe communities (Section 1.2.1(b)). New language in Section 1.2.1 e) emphasizes the need to integrate land-use planning with transit-supportive development and to optimize transit investments.

This direction is echoed in Section 1.1.3.3, which directs planning authorities to identify appropriate locations for intensification and redevelopment and opportunities for "transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment". Section 1.4.3 identifies the need for authorities to provide an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs. Section 1.4.3 e) introduces new language regarding transit-supportive development "including potential air rights development" in proximity to transit, corridors and stations. It is noted that some language has been revised to create greater flexibility.

For example, municipalities "should" rather than "shall," require new development to have a compact form, mix of uses and densities and establish and implement phasing policies.

As summarized in the DEFINITIONS section below, the addition of new language adds greater specificity regarding the diversity of potential housing options and emphasizes that they should be introduced "in previously developed areas."

Whereas the PPS, 2014 required municipalities to ensure an adequate supply of land for a 20-year horizon, that has now been increased to 25 years, informed by provincial guidelines to support land budgeting (which have yet to be released). Section 1.4.1 further requires municipalities to maintain at least a 15-year (formerly 10-year) supply of residential lands and a 5-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans. These changes may result in additional lands being designated for growth, depending on the level of intensification within existing settlement areas. Different targets established in Provincial plans would apply in the case of a conflict.





Employment and Land Use Compatibility

There are several proposed changes to the Land Use Compatibility policies as established in Section 1.2.6, outlining that major facilities and sensitive land uses should be separated and buffered. However, new Policy 1.2.6.2 establishes that where adequate avoidance is not possible, planning authorities may allow those uses if no reasonable alternative locations can be found, and adequate minimization and mitigation of potential impacts (in accordance with provincial guidelines) are implemented.

Consistent with the proposed approach to residential land supply, municipalities would be required to maintain a 25-year supply of employment lands, rather than the 20-year supply that was previously identified.

New Policy 1.3.2.2 related to employment areas notes that at the time of the official plan review or update, planning authorities should assess employment areas identified in local official plans to ensure that the employment designation is appropriate and that separation or mitigation from sensitive land uses is provided in employment areas planned for industrial and manufacturing uses. Within employment areas planned for industrial or manufacturing uses, Policy 1.3.2.3 further notes that planning authorities shall prohibit residential uses and prohibit or limit other sensitive land uses that are not ancillary to the primary employment uses in order to maintain land use compatibility. These lands should also include an appropriate transition to adjacent non-employment areas.



The Growth Plan, 2019 introduced Provincially Significant Employment Zones. New PPS policy 1.3.2.5 establishes that employment lands may be converted outside of an Official Plan review process (subject to conditions) so long as the area is not identified as a Provincially Significant Employment Zone. Lands can be identified as provincially significant through a provincial plan exercise or as regionally significant by a regional economic development corporation working together with affected upper and single-tier municipalities.

The combined effect of these policy changes is that employment areas may have additional protection from encroaching sensitive land uses, and may be permitted to be located closer to sensitive land uses provided appropriate mitigation measures are taken. At the same time, it may be easier to convert non-significant employment lands to non-employment uses. How municipalities choose to implement these policies may have a significant impact on the mix of employment and non-employment uses, particularly outside of Provincially Significant Employment Zones.



Other Policy Directions

Overall, the changes to the PPS emphasize the Province's desire to streamline the planning process. For example, Section 4.7 requires planning authorities to "take action to support increased housing supply," fast-track priority applications that support housing and jobs, and reduce processing times for residential priority applications "to the extent practical."

4.1 Sewage, Water and Stormwater

Section 1.6.6 contains policies related to Sewage, Water and Stormwater. New language in the sub-sections emphasize that municipal servicing is preferred, where feasible, for all intensification and redevelopment. Section 1.6.6.3 states that:

"where municipal services are not available, planned or feasible private communal sewage services and private communal water services are the preferred form of servicing for multi-unit/lot development to support protection of the environment and minimize potential risks to human health and safety".

Previously, private communal services were permitted without being identified as a "preferred" option.

Section 1.6.6.4 include new language directing planning authorities to assess the long-term impacts of individual on-site sewage and water services on the environmental health and character of the rural settlement areas.

4.2 Waste Management

Changes to Section 1.6.10 remove the requirement for planning authorities to consider the implications of development and land use patterns on waste generation, management and diversion.

4.3 Mineral Aggregate Resources

Section 2.5, addressing Mineral Aggregate Resources, includes new text in Section 2.5.2.4: "Where the Aggregate Resources Act applies, only processes under the Aggregate Resources Act shall address the depth of extraction of new or existing mineral aggregate operations". This means regional or local Official Plans and Zoning By-laws that include depth limits different from the Aggregate Resources Act will need to be updated.

New and Revised Definitions

The following are some of the most significant changes/additions to the PPS's definitions:

Agricultural System: (new) A system comprised of a group of inter-connected elements that collectively create a viable, thriving agricultural sector. It has two components:

- a) an agricultural land base comprised of prime agricultural areas, including specialty crop areas, and rural lands that together create a continuous productive land base for agriculture; and
- b) an agri-food network which includes infrastructure, services, and assets important to the viability of the agri-food sector.

Agri-food network: (new) Within the Agricultural System, a network that includes elements important to the viability of the agri-food sector such as regional infrastructure and transportation networks; on-farm buildings and infrastructure; agricultural services, farm markets, distributors, and primary processing; and vibrant, agriculture-supportive communities.

Housing options: (new) means a range of housing types such as, but not limited to single-detached, semi-detached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, multi-residential buildings and uses such as, but not limited to life lease housing, co-ownership housing, co-operative housing, community land trusts, affordable housing, housing for people with special needs, and housing related to employment, institutional or educational uses.

Impacts of a changing climate: (new) means the potential for present and future consequences and opportunities from changes in weather patterns at local and regional levels including extreme weather events and increased climate variability.

Residential Intensification: (revised)

Residential intensification: means intensification of a property, site or area which results in a net increase in residential units or accommodation and includes:

- a) redevelopment, including the redevelopment of brownfield sites;
- b) the development of vacant or underutilized lots within previously developed areas;
- c) infill development;
- d) development and introduction of new housing options within previously developed areas;
- e) the conversion or expansion of existing industrial, commercial and institutional buildings for residential use; and
- f) the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, additional residential units rooming houses, and other housing options.

Transit Supportive: (revised) in regard to land use patterns, means development that makes transit viable, optimizes investments in transit infrastructure, and improves the quality of the experience of using transit. It often refers to compact, mixed-use development that has a high level of employment and residential densities including air rights development, in proximity to transit stations, corridors and associated elements within the transportation system. Approaches may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.



MANAGEMENT REPORT

Date: April 14, 2020
To: Mayor and City Council
From: Stephanie Potter, Policy and Research Associate
Report#: COU20-034
Attachments: None

Title: Municipal Modernization Service Delivery Review – Recommended Service Provider

Objective: To recommend the retention of Blackline Consulting to deliver a corporate-wide Municipal Modernization Service Delivery Review.

Background: The City of Stratford has conducted a Request For Proposals (RFP) process to retain an independent third-party consultant to undertake a corporate-wide Service Delivery Review. This project would investigate the following opportunities:

- Modernization of service delivery inclusive of technological enablers that will provide seamless citizen-centered experience, building on existing leading practices internal and external to the Corporation;
- Integration of services resulting in maximizing efficiencies, economies of scale, and reduced costs;
- Options for structural alignment within the corporation and exploration of shared services within the community and beyond;
- Opportunities for revenue generation;
- Provision of a clear implementation plan of recommendations for moving forward.

In the autumn of 2019, City staff submitted an application to the Ministry of Municipal Affairs and Housing's Municipal Modernization Program to obtain funding for this project. Our application was approved for \$160,000.

On 10 February 2020, Stratford City Council adopted the following motions:

THAT City staff be authorized to issue an RFP to retain consulting services for the development of a Municipal Modernization Service Delivery Review;

AND THAT in accordance with section 11.3.2.2 of the City's Purchasing By-law/Policy requiring three (3) members of Council and two (2) members of staff to sit on the RFP evaluation team, that Council consider appointing 3 members of Council at this time to the evaluation team as well as the CAO and Director of HR or their respective delegates.

RFP 2020-13 Service Delivery Review was released on 11 February and closed on 4 March. The City received twelve proposals from the following firms:

- Optimus SRB Inc
- Strategy Corp Inc
- ForwardVu Solutions Inc
- Deloitte LLP
- Innersee Initiatives Inc
- KPMG LLP
- Grant Thornton LLP
- Ernst & Young LLP
- Watson & Associates Economists Ltd
- Blackline Consulting
- Performance Concepts Consulting Inc
- SP Maloney Corp

Proposals were evaluated on the basis of the following criteria:

- Project understanding and implementation plan
- Company experience and project team qualifications
- Financial Proposal
- Submission Content

After the evaluation process was complete, the evaluation team unanimously decided to recommend the retention of Blackline Consulting to undertake the City of Stratford's Service Delivery Review.

Analysis:

A) Blackline Consulting

Blackline Consulting consistently demonstrated excellent project understanding and has extensive experience with conducting municipal service delivery reviews. They have provided services to over 50 municipalities in Canada, the US, and the UK, and have delivered over 35 strategic reviews.

References confirmed that Blackline delivered previous engagements on time and on budget; that they possesses the requisite skills to deliver this Service Delivery Review. They would engage with municipal staff, Council, and other agencies in a professional and constructive manner and would provide specific and actionable recommendations that would demonstrate alignment with Council's Strategic Priorities and our corporate Mission, Vision, and Values.

B) COVID-19 Impact

Blackline is very mindful of the current challenges facing the City during the COVID-19 pandemic, and is prepared to deliver their services through online video and teleconference methods as necessary.

Please note that the timeline for this project has been extended to 18 September 2020. Staff anticipates that further extensions may be granted because of the impact of COVID-19, but have not received official confirmation.

Financial Impact: Blackline proposed a price of \$112,360 + HST (\$14,607) for a total price of \$126,967. The project would be funded by the Municipal Modernization Program, through which the City was awarded \$160,000.

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.

Widening our Economic Opportunities

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

Recommendation: THAT the proposal from Blackline Consulting to conduct a Municipal Modernization Service Delivery Review be accepted;

AND THAT the Municipal Modernization Service Delivery Review be funded through the Municipal Modernization Program.



Stephanie Potter, Policy and Research Associate

A handwritten signature in cursive script, reading "Joan Thomson". The ink is dark and the signature is fluid.

Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: April 14, 2020
To: Mayor and Council
From: Kim McElroy, Director of Social Services
Report#: COU20-035
Attachments: None

Title: Local Funding Allocation for the Social Services Relief Fund

Objective: To inform the City of Stratford's Council of the funding allocation through the Social Services Relief Fund, which is intended to help support local responses to the COVID-19 pandemic.

Background: At the end of March 2020, the Province announced the creation of the Social Services Relief Fund (SSRF), a \$200 million dollar shared initiative between the Ministry of Municipal Affairs and Housing (MMAH) and the Ministry of Children, Community, and Social Services (MCCS). On April 1, 2020, MMAH Minister Steve Clark provided further information about an immediate \$148 million investment from the SSRF directly to Service Managers in order to expand a wide range of services and supports for vulnerable populations based on local need.

Analysis:

Local Funding Allocation:

The City of Stratford will receive **\$1,043,100** in 2020-21:

- 50% of the allocation will be provided on April 6, 2020
- Funds may be used to offset eligible costs on or before March 1, 2020

This funding will be provided through the **Community Homelessness Prevention Initiative (CHPI)** in order to ensure the investment can:

- Be delivered as quickly as possible; and
- Provide maximum flexibility for local needs.

*It is important to note that this funding is in addition to the base 2020-21 CHPI allocation of \$851,608.

Service Managers are responsible for determining local needs and distributing the funds.

Use of Funds:

Service Managers are encouraged to employ a broad interpretation of the populations that CHPI funding is meant to serve; the funding is not limited to those who are experiencing homelessness and should include those facing financially precarious situations due to COVID-19, or any individual in need of social services such as those:

- Living in community housing;
- Living in supportive/supported housing;
- With low incomes;
- In receipt of social assistance; and
- Who require social services support.

Funds could be used towards (but are not limited to) the following initiatives:

Homelessness Response:

- Building homeless shelter capacity (not including capital expenditures)
- Use of motels or hotels
- Housing allowances
- Transportation costs
- Food and supplies
- Enhanced cleaning services
- Non-medical staffing requirements (e.g., enhanced outreach services)
- Protective equipment

Community and/or Supportive Housing:

- Housing costs for in-situ tenants
- Protective equipment
- Provision of food and supplies for households in quarantine and/or isolation

General Supports:

- Rent bank and emergency energy funds
- Food banks and grocery gift cards
- Community outreach to support seniors in self-isolation
- Transportation for low-income individuals to get to and from medical appointments

Community Partners:

- Support in continuing to deliver critical services

- Hire additional staff
- Find ways to promote social distancing and self-isolation to keep people safe and healthy

Reporting Structure:

Funding will flow through CHPI guidelines and reporting structures to ensure that the investment can be used for all types of social and housing services. However, there are modifications to these guidelines specifically for the SSRF allocation, such as waiving the requirement to submit an Investment Plan outlining how the funds will be spent.

Financial Impact: Additional funds of \$1,043,100 are being made available to support the City of Stratford in providing social services to vulnerable populations impacted by the COVID-19 pandemic.

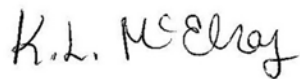
Alignment with Strategic Priorities (delete any that do not apply):

N/A

Staff Recommendation: THAT City Council receive the report titled "Local Funding Allocation of the Social Services Relief Fund" for information;

THAT the Director of Social Services and/or the Chief Administrative Officer be authorized to execute the Funding Agreements related to the Social Services Relief Fund (SSRF) and any related amendments and extensions between The Corporation of the City of Stratford and the Province of Ontario and /or the Government of Canada to be administered through the Community Homelessness Prevention Initiative (CHPI).

AND THAT the Homelessness Emergency Operations Group (HEOG) provides input on how to prioritize and distribute the funds.



Kim McElroy, Director of Social Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: February 26, 2020
To: Infrastructure, Transportation and Safety Sub-committee
From: Ed Dujlovic, Director of Infrastructure and Development Services
Report#: ITS20-011
Attachments: Responsible Pet Ownership Campaign Proposal

Title: Responsible Pet Ownership Campaign

Objective: The City received a request from a resident requesting the City of Stratford enact a by-law requiring the leashing of cats when outdoors and not allowed to roam freely. The concern was raised as a result of a recent report published in the journal *Science* (September 2019) of the decrease in the bird population by 3 billion (29%) when compared to the 1970 population.

Background: In early 2018, Council was presented with a summary report as a result of the work done by the Animal Control Working Group (ACWG). The ACWG reviewed numerous issues including the leashing of cats. The ACWG was opposed to the leashing of cats and were in support of the City's Animal Control By-law 195-2002 that allows cats to be at large provided they have an identification tag or have a valid microchip. Feral cats are also permitted to roam at large. A public survey was done with 51% in favour of allowing cats to roam at large. The ACWG also recommended a public education program with the emphasis that cats should be kept indoors.

Analysis: City staff approached the Stratford Perth Humane Society to provide a proposal to launch a Responsible Pet Ownership campaign. The campaign, to develop wider awareness, would be aimed at residents of Stratford, as well as, pet owners. The Humane Society has recommended a number of marketing elements that are shown on the attached proposal.

The purpose of the campaign is to provide information on:

- Principles of responsible pet ownership
- Main highlights of the by-laws
- Lost and found procedures
- Contact numbers

- Why licensing is important (more likely to be reunited, identification for officers, ensures that this service can be provided and lost dogs helped in the community)
- Adopting from your local shelter to help homeless pets in your community
- Services available to responsible pet owners in the community: low cost spay neuter, TNR and barn cat program, low cost drop-in microchipping services, low cost rabies and microchip clinics, behaviour hotline.

The proposal also included information on updating the City's website. This initiative has been undertaken by City staff.

Financial Impact: The cost to develop the 10,000 pieces of the various Responsible Pet Ownership Campaign components is approximately \$4,600 including HST which is approximately \$4,150 after the partial HST rebate. This is for the printed materials only. The Humane Society will distribute the materials at no additional cost to the City. Funding for the materials would be provided from the approved 2020 Roads Operating Budget.

Strategic Priority that Aligns with Recommendation:

Strengthening our Plans, Strategies and Partnerships

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

Staff Recommendation: THAT the City proceed with a Responsible Pet Ownership Campaign in conjunction with the Stratford Perth Humane Society at a cost of \$4,600 including HST.



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



Responsible Pet Ownership Campaign Proposal

City of Stratford

Overview

The following proposal outlines options for the launch of a Responsible Pet Ownership campaign aimed at Stratford residents and particularly, pet owners. It is recommended that this project be executed as a campaign, versus individual marketing efforts, to receive wider awareness.

Marketing Elements

We would recommend the following marketing pieces to support the campaign:

1) Responsible Pet Ownership brochure

- 8.5x14, two-sided, full colour brochure
- Either roll fold, tri fold or accordion

5000 brochures: Approx \$550 with taxes and shipping

7500 brochures: Approx \$965 with taxes and shipping

10,000 brochures: Approx \$990 with taxes and shipping

Information to include:

- Principles of responsible pet ownership
- Main highlights of the bylaws
- Lost and found procedures
- Contact numbers
- Why licensing is important (more likely to be reunited, identification for officers, ensures that this service can be provided and lost dogs helped in the community)
- Adopting from your local shelter to help homeless pets in your community

How to use:

- Sent in all licensing mailers with receipts
- Handed out at events, town hall and at the animal centre
- Could ask vets and pet stores to stock as well

Examples:

Calgary has great responsible pet ownership brochures and information on their website:

https://catsandbirds.ca/wp-content/uploads/sites/3/2017/09/Calgary-responsible_cat_ownership-brochure.pdf



2) Magnet – contact for bylaw and animal control services, where to find bylaw info etc

- 2x3.5, full colour
- Co-branded logos

1000 magnets: Approx \$200 with taxes and shipping

2000 magnets: Approx 370 with taxes and shipping

3000 magnets: Approx \$720 with taxes and shipping

5000 magnets: Approx \$790 with taxes and shipping

Information to include:

- Where to call for lost/found pet, to make pet owners aware that we are the animal control contractor (help increase return to owner rate – many people still don't know where to call to find a lost pet)
- Where to find bylaw information

How to use:

- Sent in all licensing mailers with receipts
- Handed out at events, at town hall and at the animal centre
- Could ask vets and pet stores to stock as well

3) Buckslip – services for responsible pet owners

- 8.5x3.5, double sided, full colour

5000 buckslips: Approx \$170 with taxes and shipping

7500 buckslips: Approx \$245 with taxes and shipping

10,000 buckslips: Approx \$345 with taxes and shipping

Information to include:

- Services available to responsible pet owners in the community: low cost spay neuter, TNR and barn cat program, low cost drop-in microchipping services, low cost rabies and microchip clinics, behaviour hotline.
 - Part of responsible pet ownership is ensuring your pet is fixed (preventing unplanned litters or overpopulation), vaccinated and not roaming – to name a few. These services help to combat issues bylaw would often deal with (feral hotspots, cat overpopulation, roaming cats, dog-at-large, aggressive dogs etc)

How to use:

- Sent in all licensing mailers with receipts
- Handed out at events, at town hall and at the animal centre
- Could ask vets and pet stores to stock as well



4) Pop-Up Banner – promoting responsible pet ownership

- 33x81, full colour

1 banner: Approx \$170 with taxes and shipping

Information to include:

- Imaging of responsible pet owners
- Where to find information about responsible pet ownership and accessible services for responsible pet ownership

How to use:

- In town hall lobby, at the animal centre, at local events that the city attends or hosts

5) Door Hangers

- 8.5x3.5, double sided, full colour

5,000 door hangers: Approx \$475 with taxes and shipping

10,000 door hangers: Approx \$850 with taxes and shipping

Information to include:

- side 1: responsible pet ownership highlights, link to the city's website/responsible pet ownership page, including brochure
- side 2 – friendly licensing reminder if they have pets, could have a blank space for officer name and number if they want to

How to use:

- Used by officers doing door to door, could be used as a blanket campaign in dense living areas (ie city centre)
 - Show a friendly side to the officers
 - Show that the City is trying to encourage a safe, friendly, pet friendly Town, working in partnership with their local humane society to ensure that all pets are cared for.

TOTAL COST (at 5,000 pieces): \$2,705

TOTAL COST 9at 10,000 pieces): \$3,935

***all items have been costed through eprintfast.com (large run printer with low pricing). If you have a contracted printer, please feel free to provide this information to them for pricing.**



Notes

- If budget is smaller, we would recommend the brochure and the magnets. The pop up banner could also be changed for a roll banner with grommets (72x36 banner would be roughly \$70 including taxes and shipping).
- If budget is larger, we would recommend adding some promo items to spread awareness in the community at local events:
 - Branded poop-bag holders and poop bags (to encourage stoop and scoop!)
 - Branded frisbees, pet bowls, can lids
 - 4imprint is a cost friendly supplier

Design

PLEASE NOTE: The pricing provided is for printing/product only and does not include the product design. Designs would need to be created by a graphic designer.

The Humane Society would be pleased to work with the City's graphic designer to provide images, content and layout suggestions to complete the project.

Other Campaign Elements

We would recommend tying in other campaign elements such as:

- Press release
- Social media campaign throughout the year
- Find other avenues to disseminate information:
 - Some towns/cities will use things like tax mailouts, hydro or water bills etc to include brochures or buckslips
- Get out in the community! Find local events to bring a booth to, hand out information and free swag.
 - There have been successful campaigns by animal services groups, bylaw departments and even small towns with just a local pound contractor, because they find as many local events as possible and attend them. The awareness in the community spreads, bylaw officers are seen as friendly and approachable, and pet owners are typically keen to ask questions when they have a more friendly opportunity. It's also a great way to hear about any issues in the community.
 - Use City swag – pens, poop bag holders, frisbees etc to hand out and draw people in.
- Create a responsible pet ownership webpage on your website
 - Include brochure
 - Give more information as to what responsible pet ownership is
 - List services for the responsible pet owner
 - List where to find bylaws
 - List contact information of who to call, and for what



Website Notes

One of the main complaints we get from the public is that they don't know where to find animal control information through their City. If it's buried on the city's website, they often can't find it.

Right now, animal control and bylaw is under the WILDLIFE tab on your website.

From the HOME page, the user can hover over LIVE HERE, but there is no wildlife option from this menu. You have to click MORE SERVICES.

From any other page, when you hover over LIVE HERE, you get a full list of services, but no "animal control" or other option, just WILDLIFE. To the average user though, they would not click on WILDLIFE if they had a stray dog/cat, licensing or bylaw issue.

Recommendation: To help increase awareness for responsible pet ownership, along with adherence and recognition of the bylaws, we would recommend separating WILDLIFE and creating two new pages:

- Animal Control – listing services, times that services are offered, processes and who to call. Place this option in the home page menu under LIVE HERE.
- Responsible Pet Ownership – link to brochure, responsible pet ownership of cats, dogs, other domestic pets, links to accessible services for the responsible pet owner, or lower income residents, and other responsible pet ownership information. Also place on the LIVE HERE menu, and include a link to this page from the Animal Control webpage.

Conclusion

The Humane Society of Kitchener Waterloo and Stratford Perth would be pleased to work with the City of Stratford to develop a robust and effective Responsible Pet Ownership campaign. We believe that with our strong partnership, we could bring a lot of awareness to the topic.



MANAGEMENT REPORT

Date: February 26, 2020
To: Infrastructure, Transportation & Safety Sub-committee
From: Mike Mortimer, Manager of Environmental Services
Report#: ITS20-012
Attachments: 2019 Water Summary Report

Title: 2019 Water Summary Report

Objective: To present the 2019 Water Summary Report to members of Council as per Ontario Regulation 170/03.

Background: The owner of a drinking water system shall ensure that, as per Ontario Regulation 170 (O.Reg170/03), a Water Summary Report is prepared no later than March 31 of the following year and presented to members of Municipal Council.

The Annual Water Quality Report regulatory requirement is to have the report available to the public by February 28 of each year. The report will be found on the City of Stratford website by this date.

Analysis: This 2019 Water Summary Report serves as a comprehensive review of the performance of the drinking water system as it relates to regulations and criteria that fall under the municipal drinking water licensing program. It has been prepared in accordance with O. Reg. 170/03.

Overall, there are no non-compliances or adverse water quality incidents to report for 2019.

Once received and approved by Council, the Report will be posted on the City of Stratford website and will be available, in hard copy form, at the City Annex, Infrastructure and Development Services, 82 Erie Street, 3rd Floor.

Financial Impact: The yearly operating and capital budgets have been developed to ensure that the necessary resources are available to meet the requirements of the Acts and Regulations. Potentially, a financial impact could occur if requirements of the Acts and Regulations are not met, resulting in non-compliance penalties.

Strategic Priority that Aligns with Recommendation:**Developing our Resources**

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

Staff Recommendation: THAT the 2019 Water Summary Report be received for information.



Mike Mortimer, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



The City of Stratford Water Distribution and Supply



Summary Report 2019

City of Stratford Members of Council
March 2020

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2019 SUMMARY REPORT

1.0 OVERVIEW AND BACKGROUND

Safe Drinking Water Act

Ontario Regulation 170/03, Schedule 22-2, requires that owners of municipal drinking water systems prepare a summary report and present this report to the members of Municipal Council by March 31 of each year. The report is prepared for the previous calendar year, and the following criteria must be included as per the regulation:

- a) List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any order applicable to the system that was not met at any time during the period covered by the report.
- b) For each requirement referred to in clause (a) that was not met specify the duration of the failure and the measures that were taken to correct the failure.
- c) A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- d) A comparison of the summary referred to in (c) to the rated capacity and flow rates approved by the system's approval, drinking water works permit or municipal drinking water licence.

This Summary Report also serves as a comprehensive review of the performance of the drinking water system as it relates to regulations and criteria that fall under the municipal drinking water licensing program.

Municipal Drinking Water Licensing Program

A Municipal Drinking Water License (MDWL) is required to operate the drinking water system. The Municipal Drinking Water License (# 074-101 - Issue Number 4) is valid until June 24, 2020. A copy of this license can be viewed at 82 Erie Street, 3rd Floor Engineering. The application for renewal was submitted to the Ministry of Environment, Conservation and Parks (MECP) in December 2019 and there are no expected issues with the renewal process.

Five requirements must be achieved to obtain an MDWL.

- A valid Drinking Water Works Permit
- A valid Permit to Take Water for each source
- An Operational Plan
- Must have an Accredited Operating Authority
- A Financial Plan approved by City Council

2019 SUMMARY REPORT

Drinking Water Works Permit (#074-201 – Issue 3)

The Drinking Water Works Permit (Issue Number 3) was issued in December of 2016 and is valid until June 24, 2020. A copy of this Permit can be viewed at 82 Erie Street, 3rd Floor Engineering.

Permit to Take Water (# 6661-77DL9X)

The Permit to Take Water (PTTW) expires on February 15, 2027, and includes water taking information and recordkeeping requirements for 11 production wells and several monitoring wells.

Operational Plan

An Operating Authority must establish and maintain a Quality Management System (QMS) to become accredited. This QMS is documented in an Operational Plan which must be accepted by the Ministry of Environment, Conservation and Parks. The Operational Plan contains 21 elements and numerous appendices and tables and is reviewed and amended on a continuous basis. The City of Stratford Operational Plan can be viewed at 82 Erie Street, 3rd Floor Engineering.

Accredited Operating Authority

The Safe Drinking Water Act, 2002 requires Owners and Operating Authorities of municipal residential drinking water systems to have an accredited Operating Authority. There are specified minimum requirements that must be met to become accredited by a third party Accreditation Body.

The Certificate of Accreditation was issued on November 22, 2019 and expires on April 22, 2022.

Financial Plan

A Water and Wastewater Rate Study was completed by Watson and Associates in February 2020 for the City of Stratford and meets the requirements of the Municipal Drinking Water Licensing Program. This study will be sent to the Ontario Ministry of Municipal Affairs and Housing once final approval by Council is obtained. This is expected to be completed in March 2020. A copy of the report can be viewed on the City of Stratford website or at 82 Erie Street, 3rd Floor Engineering.

2019 SUMMARY REPORT

2.0 HEALTH-RELATED NOTIFICATIONS – BOIL WATER ADVISORIES (BWA) / DRINKING WATER ADVISORIES (DWA)

The City of Stratford, in collaboration with the Perth County District Health Unit, ensures a safe water supply. There were no BWA or DWA issued during 2019.

3.0 REGULATORY COMPLIANCE

Regulations & Documents

All municipal owned and operated water systems are governed under the Safe Drinking Water Act, 2002, Ontario Water Resources Act (OWRA), and associated regulations. The following regulations and associated standards and documents are all applicable, and most relevant, to the compliant operation of the City of Stratford Drinking Water system:

- Ontario Regulation 170/03
- Ontario Regulation 169/03
- Ontario Regulation 128/04
- Wells Regulation 903 (OWRA)
- Drinking Water Quality Management Standard
- Municipal Drinking Water License & Drinking Water Works Permit

Ontario Regulation 170/03

This regulation includes requirements for:

- Sampling and analytical testing (microbiological and chemical)
- Adverse incident reporting
- Corrective actions
- Continuous water quality monitoring

Supporting documents include:

- Watermain Disinfection Procedure
- Procedure for Disinfection of Drinking Water

Ontario Regulation 169/03

This regulation includes requirements for:

- Water Quality Standards

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Ontario Regulation 128/04

This regulation includes requirements for:

- Classifications of Drinking Water Systems
- Certifications of Operators
- Responsibilities of Operators
- Proper record keeping of the drinking water system

Wells Regulation 903

This regulation includes requirements for:

- Well maintenance
- Well specifications

Drinking Water Quality Management Standard (DWQMS)

This Standard specifies:

- Minimum requirements for the Quality Management System to allow for the accreditation of the Operating Authority

Municipal Drinking Water License

This document includes requirements for:

- Specific conditions / testing / monitoring
- Flow limits through the treatment system
- Regulatory relief conditions
- Operations & Maintenance manual criteria

Drinking Water Works Permit License

This document includes criteria for:

- Making alterations to the system
- References supporting documentation for Watermain Disinfection practices

2019 SUMMARY REPORT

Non-Compliances and Adverse Water Quality

2019 Ministry of Environment, Conservation and Parks (MECP)

On an annual basis, the MECP inspects the drinking water system. The MECP drinking water system inspections focus on compliance with the Safe Drinking Water Act, related regulations, and other documents, as referenced above.

Findings

The last inspection report was conducted on December 3, 2019 and the compliance evaluation was from January 1, 2019 to October 31, 2019. There were no non-compliances identified in the report.

2019 Non-Compliances

An operating authority is self-regulated to identify any non-compliance issues under the Safe Drinking Water Act, Municipal Drinking Water License, Drinking Water Works Permit, Ontario Water Resources Act and any supporting documentation.

Findings

There were no non-compliances self-identified.

Adverse Water Quality Incidents

Any adverse water quality incidents, as per Ontario Regulation 170/03, are summarized in the City of Stratford Annual Water Quality Report. This report is found on the City of Stratford website or can be viewed at 82 Erie Street, 3rd Floor Engineering.

It should be noted that water quality exceedances for Fluoride and Sodium were observed in samples taken in 2018 and reporting was required for these exceedances. For both parameters, a result exceeding the concentration in the Ontario Drinking Water Standards is only required to be reported, and corrective actions are taken, if it has been 57 months since the last report. In 2018, the 57 month requirement was met and the results were reported accordingly.

The next reporting requirement for Fluoride, for all treated entry locations, is June 12, 2023.

The next reporting requirement for Sodium, for all treated entry locations, is March 12, 2023.

2019 SUMMARY REPORT

4.0 DWQMS & MUNICIPAL DRINKING WATER LICENSING PROGRAM

Third Party Audit and Accreditation

On an annual basis, a third party accreditation authority conducts an audit to determine whether the Quality Management System conforms to the requirements of the Ontario Ministry of the Environment's Drinking Water Quality Management Standard (DWQMS).

On October 24, 2019, SAI Global completed an on-site reaccreditation audit and there were no non-conformances identified. All findings were included in the Management Review.

Internal Audit

As per the DWQMS, an internal audit is to be conducted once per year. On May 23-24, 2019 an internal audit was conducted by qualified city staff and Acclaims Environmental. There were 5 non-conformances identified during the internal audit. All findings were included in the Management Review including corrective actions for all non-conformances.

Management Review

As per the DWQMS, an annual Management Review is to be conducted, and findings conveyed to the Owner. A Management Review was conducted on October 31, 2019. The review included findings from the internal and external audits, MECP inspections and other prescribed items. The review period was from August 16, 2018 to October 31, 2019.

At the December 16, 2019 Regular Council meeting, Council adopted the following recommendation of the Infrastructure, Transportation and Safety Committee:

THAT the summary report entitled Council Report – 2019 Top Management Review for Drinking Water Quality Management System be received for information.

2019 SUMMARY REPORT

Endorsement by Council

As per the DWQMS, the Owner (Council) must endorse the Operational Plan and QMS through a Council Resolution at least once during each council term (4 years).

At the December 16, 2019 Regular Council meeting, Council adopted the following recommendation of the Infrastructure, Transportation and Safety Committee:

THAT the Drinking Water Quality Management Standard Operational Plan for the City of Stratford's drinking water system be endorsed.

Infrastructure Review

As per the DWQMS (Elements 14 and 15), an annual Infrastructure Review is to be conducted to monitor the effectiveness of the Operating Authority's infrastructure maintenance, rehabilitation, and renewal programs. The programs and any updates are to be conveyed to the Owner.

The 2019 Infrastructure Review was conducted on October 31, 2019. The Infrastructure Review looked at 3 components:

- Maintenance Review (January 1, 2018 to October 31, 2019) – provided a summary of operational maintenance activities in the water distribution system.
- Major Projects Review (November 31, 2019 to December 31, 2020 based on approval of 2020 budget) – provided a summary of distribution and supply projects, both operational and capital, that cover a wide range of topics. A description for each project is included along with the objective of each project.
- Major Projects (completed) – provided a summary of completed projects for the review period along with costing.

Significant water distribution and supply rehabilitation and renewal projects, which occurred in 2019, are summarized in the City of Stratford Annual Water Quality Report. This report is found on the City of Stratford website or can be viewed at 82 Erie Street, 3rd Floor Engineering.

At the December 16, 2019 Regular Council meeting, Council adopted the following recommendation of the Infrastructure, Transportation and Safety Committee:

THAT the summary report entitled Drinking Water Quality Management Standard 2019 Infrastructure Review be received for information.

2019 SUMMARY REPORT

5.0 HYDRAULIC PERFORMANCE

Production Wells and Treated Flows

There were no flow exceedances of the Permit to Take Water or Municipal Drinking Water License in 2019.

The tables contained within APPENDIX A summarize the flow rates for 2019, including Municipal Drinking Water License Schedule C flow limits, treated water monthly and average daily volumes, and raw water instantaneous flow rate maximums.

Monitoring Wells

As per section 4.2 (4) of the Permit to Take Water, all data collected under the monitoring well program shall be analyzed, interpreted, and summarized in an annual report by a qualified person. The 2018 final report was prepared by Lotowater Technical Services Inc. on December 31, 2019. The 2019 final report was prepared by Lotowater Technical Services Inc. on February 11, 2020. Both reports can be viewed at 82 Erie Street, 3rd Floor Engineering.

General comments include:

- There have been no reported negative impacts or interference effects from the city well pumping over the last 10+ years.
- In 2018 and 2019, aquifer levels fluctuated between 2-6m depending on the time of season and well location.
- There was a 5.9% increase in water use from 2017 to 2018.
- There was a 4.2% decrease in water use from 2018 to 2019.
- Since 2006, levels in the deep monitoring wells have recovered approximately 5 meters. There was a slight decrease in levels in 2018 (40 cm) and a slight increase in 2019 (20cm), likely in correlation to the pumping trends for each year.
- The current water taking is sustainable and not having any negative effects on other wells or the environment.

APPENDIX 'A' - TREATED WATER FLOW DATA

Chestnut Street Well and Pumphouse			
	Raw Peak Flow Rate (Max = 2500 L/min)	Treated Water (MDWL Limit = 3600 m ³ /day)	Monthly Average (m ³ /day)
January	43	0	0
February	43	0	0
March	43	0	0
April	43	0	0
May	1450	139	4
June	1799	992	268
July	1443	1376	925
August	1431	1360	993
September	1435	1048	863
October	1438	985	777
November	1446	1856	948
December	1453	1883	699
Average			456
Maximum	1799	1883	

Morningside Street Well and Pumphouse			
	Raw Peak Flow Rate (Max = 3410 L/min)	Treated Water (MDWL Limit = 4910 m ³ /day)	Monthly Average (m ³ /day)
January	2905	447	214
February	2895	401	260
March	2893	427	65
April	2197	22	10
May	2196	45	16
June	2186	40	20
July	2169	1928	464
August	2142	547	300
September	2148	628	203
October	2160	306	60
November	2183	2673	443
December	2195	297	85
Average			178
Maximum	2905	2673	

APPENDIX 'A' – TREATED WATER FLOW DATA

Lorne Avenue Well and Pumphouse			
	Raw Peak Flow Rate (Max = 1370 L/min)	Treated Water (MDWL Limit = 1973 m ³ /day)	Monthly Average (m ³ /day)
January	1041	140	85
February	1035	160	109
March	1021	900	143
April	1016	160	100
May	1023	240	100
June	1023	510	116
July	1014	180	115
August	1018	190	95
September	1028	200	114
October	1024	190	100
November	1028	910	427
December	1036	340	104
Average			134
Maximum	1041	910	

Dunn Road Well and Pumphouse			
	Raw Peak Flow Rate (Max = 5000 L/min)	Treated Water (MDWL Limit = 7200 m ³ /day)	Monthly Average (m ³ /day)
January	2957	1520	1118
February	2793	1520	1221
March	2803	1640	1305
April	2994	1670	1206
May	2995	1650	1293
June	2914	1700	1363
July	2801	2190	1438
August	2750	1730	1376
September	2914	1460	1199
October	3028	1420	1119
November	2859	2750	1374
December	2793	2860	972
Average			1249
Maximum	3028	2860	

APPENDIX 'A' – TREATED WATER FLOW DATA

O'Loane Avenue Well and Pumphouse			
	Raw Peak Flow Rate (Max = 3406 L/min)	Treated Water (MDWL Limit = 4905 m ³ /day)	Monthly Average (m ³ /day)
January	3027	2010	1442
February	3027	1960	1558
March	3027	2170	1619
April	3027	2120	1507
May	3027	2270	1660
June	3011	2090	1773
July	3356	2430	1785
August	2980	2460	1867
September	2980	2070	1636
October	3121	1950	1513
November	3011	2820	1789
December	3011	2890	1249
Average			1617
Maximum	3356	2890	

Romeo Street Pumping Station			
	Raw Peak Flow Rate (see individual flow rates FW 1, 2, 3, 4, 6, 7)	Treated Water (MDWL Limit = 17012 m ³ /day)	Monthly Average (m ³ /day)
January		6672	5995
February		6670	6057
March		6786	6164
April		6800	6039
May		7014	6217
June		6800	6337
July		7018	6545
August		7166	6483
September		6596	6173
October		6498	6024
November		6516	2705
December		6786	5673
Average			5868
Maximum		7166	

APPENDIX 'A' – TREATED WATER FLOW DATA

Romeo Street Pumping Station Raw Peak Flow Rates – Field Wells 1,2,3,4,6,7 (PTTW allowable water taking is per individual field well)						
	FW1 (L/min)	FW2 (L/min)	FW3 (L/min)	FW4 (L/min)	FW6 (L/min)	FW7 (L/min)
January	1059	986	831	993	2839	2266
February	1061	984	823	995	2828	2326
March	1062	1015	822	996	2833	2270
April	0	1009	824	998	2909	2309
May	1041	996	832	999	2846	2281
June	1080	992	833	984	2800	2289
July	1081	987	824	981	2781	2278
August	1083	992	824	989	2724	2269
September	1093	993	820	975	2715	2273
October	1098	994	819	970	2700	2280
November	1112	1008	835	990	3180	2324
December	1106	1018	842	991	2855	2327
Average						
Maximum	1112	1018	842	999	3180	2327
Max Limit	1136	1136	1136	1136	3858	3410



MANAGEMENT REPORT

Date: February 26, 2020
To: Infrastructure, Transportation and Safety Sub-committee
From: Nathan Bottema, Project Engineer
Report#: ITS20-014
Attachments: Redford Crescent Reconstruction Open House Comments and Responses

Title: Redford Crescent Reconstruction (St. Vincent Street to St. Vincent Street) – Open House and Recommendations

Objective: To present the comments and concerns from the Open House, and to obtain Council approval to initiate the Redford Crescent Reconstruction Project.

Background: The section of Redford Crescent selected for reconstruction is approximately 700 m in length that curves around Redford Park and intersects St. Vincent Street twice 250 m from one another.

The municipal infrastructure proposed for replacement within Redford Crescent dates back to the 1960s when the neighbourhood was constructed in phases from north to south. The current infrastructure consists of a roadway surface with varying widths (7.2 m on the north leg and 9.7 m on the west / south legs), sidewalk on outer radius, sidewalk on the inner radius of the south and west legs, curb and gutter, street lighting, and storm sewer, sanitary sewer and watermain service.

This aging neighbourhood has been identified as having insufficient fire flow capacity, storm water capacity, and poor asphalt surface conditions in the various studies completed by the Engineering Division. The existing infrastructure does not meet current standards or City policies and has deteriorated over the last 60 years. As a result of the general condition, it is proposed that Redford Crescent undergo a full width reconstruction to improve the surface and subsurface services.

Redford Crescent is zoned as residential (R1 & R2).

Analysis: The existing 150 mm cast iron watermain has had 14 recorded breaks since 1990. It has been recommended in the 2018 Water Infrastructure Needs Report that cast iron watermains with historic break record be upgraded. Redford Crescent has been

identified in this report as having reduced fire flow capacity due to the perceived scaling in the cast-iron watermain and is recommended for replacement. This project will replace the watermain with an equivalent sized 150 mm PVC pipe to ensure fire flow capacities are maintained.

The sanitary sewer within Redford Crescent consists of a 200 mm concrete transit pipe (asbestos cement pipe). Deterioration of the transite pipe and failure of the joint material are suspected to be potential contributing factors to the Inflow and Infiltration in the sanitary system. The sanitary sewer on Redford is proposed to be replaced to meet the current design standards.

The storm sewer within Redford Crescent on the south and west legs is part of the Redford/St. Vincent/Patricia trunk storm sewer. This main trunk consists of 100 m of 1050 mm and 375 m of 1200 mm diameter pipe. Inspections have shown that the sewer trunk is in good condition, however, the 1050 mm storm sewer acts as a bottleneck and restricts upstream flow as identified in the Storm Master Plan. The storm sewer within the north leg consists of a 250 mm and 375 mm diameter concrete tile pipe and is undersized for current service standards. The Project's proposed design is to eliminate the 1050 mm bottleneck to address the capacity issue and upgrade the north leg to meet the current standards for pipe sizes and materials.

On the surface, Redford's road width varies from 7.2 m to 9.7 m and the pavement quality is considered to be in poor condition. In 2019, a City wide pavement condition survey was completed by Stantec Consulting and the pavement quality on Redford was assessed to be in very poor condition (the lowest category). Reconstruction of the Redford Crescent will address the substandard pavement quality and allow for a consistent road width of 7.6 m to be established. The reduced road width also allows for new infrastructure to be fit in the established neighbourhood without impacting the mature trees.

As part of the reconstruction, a new sidewalk, curb and gutter, and street lighting will also be provided. The 1.5 m wide sidewalk is proposed on the outside radius of Redford Crescent. This is consistent with Council's Policy S.2 that states a sidewalk is to be provided on one side for local residential streets.

The Accessibility Advisory Committee (AAC) was provided with plans for review and to solicit feedback. The public walkway from Dingman Place to Redford Crescent will be improved to include curb cuts and concrete ramps that will create a barrier-free walkway to the park entrance.

On January 13, 2020, a notice containing the project information, date, location of the Public Open House and a resident/owner questionnaire was hand delivered to all properties on Redford Crescent. The owners of addresses that were identified as potential rental units were distributed notices via mail. A notice was also posted to the City Website and on the City's Facebook page.

The Open House was held on Wednesday, January 22, 2020, in the City Hall Auditorium from 5:00 p.m. to 7:00 p.m. Approximately 30 property owners or property owner representatives attended the open house. The Manager of Engineering, Manager of Environmental Services and the Project Engineer were available throughout the meeting to handle questions raised by the property owners and representatives. The property owners unable to attend the Open House were requested to contact Engineering staff to review project plans and to provide comment.

The following design objectives were discussed by the Engineering Division at the Open House:

- Upgrade the existing storm sewer, sanitary sewer and water mains,
- Replace existing sanitary and water services to the property line,
- Curb and gutter, and one sidewalk will be installed on the outside radius of Redford Crescent,
- New street lighting,
- Upgrade the asphalt roadway,
- Widening of the road from 7.2 m to 7.6 m on the north leg, and
- Reducing the road width from 9.7 m to 7.6 m on the west and south legs.

Overall, the project received positive responses. The majority of property owners understood the requirement to improve municipal infrastructure and were interested in participating in the sanitary subsidy program to upgrade their private sanitary service. The main concern focused on construction logistics and how will access be maintained. A detailed list of specific questions and City Staff responses is outlined in the attached letter.

Construction of the proposed project is planned from May to October 2020. The intent is to put the project out for tender in March 2020.

Financial Impact: The 2020 Capital Budget contains a total of \$3,050,000 for this project to be funded as follows:

Provincial Infrastructure Grants	\$	2,100,000	
Water Reserve	\$	540,000	R-R11-WATER
Sanitary Reserve	\$	410,000	R-R11-WWTR
	\$	3,050,000	

Strategic Priority that Aligns with Recommendation:

Developing our Resources

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

Staff Recommendation: THAT Council receive for information the description of the proposed design for Redford Crescent Reconstruction;

THAT Council receive for information the comments from the public open house conducted on January 22, 2020;

AND THAT Council accept the design and authorize proceeding to tender for construction.

A handwritten signature in blue ink, appearing to read 'Nathan Bottema', with a long horizontal line extending to the right.

Nathan Bottema, Project Engineer

A handwritten signature in blue ink, appearing to read 'Ed Dujlovic', with a long horizontal line extending to the right.

Ed Dujlovic, Director of Infrastructure and Development Services

A handwritten signature in blue ink, appearing to read 'Joan Thomson', with a long horizontal line extending to the right.

Joan Thomson, Acting Chief Administrative Officer



Infrastructure and Development Services Department
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February 10, 2020

Redford Crescent Open House **Questions, Comments and Responses**

The following list includes questions, comments and responses generated from the Redford Crescent Reconstruction Project Open House, held January 22, 2020 from 5:00 PM to 6:00 PM at the City Hall Auditorium.

Comments 1: Will our taxes increase to pay for this project.

Response 1: These improvements are being done to upgrade the underground services and above-ground surface features in order to prevent future system failure. The project will be funded through City reserve funds and will not result in a direct charge to the homeowner.

Comment 2: Why is the inner radius sidewalk being eliminated?

Response 2: City policy is to have one sidewalk on residential streets (Policy S.2). Reconstructing the sidewalk on the outer radius of the Crescent provides a continuous sidewalk with minimal impacts to property owners.

Comment 3: The current placement of the Canada Post mailboxes at the southern St. Vincent / Redford Crescent Intersection blocks driver's sight lines turning onto St. Vincent when residents are park to get their mail. Can a restricted parking area be created around the mailbox?

Response 3: The Canada Post community mailboxes will be removed and relocated. Canada Post will consult with the City's design team to determine the appropriate location with the public safety being paramount.

Comment 4: Where can we park during construction?

Response 4: On-street parking will be permitted, in legal parking areas, during construction on adjacent side streets when property frontages cannot be accessed.

Comment 5: How can I access my property during construction.

Response 5: Pedestrian access will be maintained to all properties at all times and vehicular access to all properties within the construction area will be restricted during construction. Redford Crescent will be considered a construction zone during construction hours (Monday to Friday 7:30AM to 5:00PM) and residents are requested

to avoid vehicle access to ensure public safety and minimize the construction interruptions. Emergency vehicles will be permitted to enter the project limits. Accommodations will be made for residents with mobility restraints or health conditions.

Comment 6: How is garbage collected during construction?

Response 6: During construction the Contractor will collect garbage placed at the edge of the road and will take it to the corner for pickup by the City garbage Contractor. Residence are asked to mark your blue and green bins with your address number and bring them to the curb on regular scheduled collection days by 8AM.

Comment 7: How long will the project take?

Response 7: The project is estimated to take approximately five months.

Comment 8: Will residents receive notification of the construction schedule? Will this project be done in phases?

Response 8: The City will provide a construction update once a Contractor has been selected (estimated to be in the end of April) and the Contractor has developed the work plan.

Comment 9: Will my driveway ramp be restored? Can I request a concrete ramp instead of asphalt?

Response 9: Driveway ramps will be restored to match the existing driveway material. If an owner wishes to have an alternative material be used, they must pay the difference between the cost of asphalt and concrete ramp. This request will require the resident to enter into a Resident Agreement with the City of Stratford. The City will not provide a stamped concrete ramp.

Comment 10: Will Wightman Communications install the fibre infrastructure before or after this project?

Response 10: It has been requested by the City that Wightman complete their work ahead of the construction phase unless an agreement is reached between Wightman and the Contractor to work concurrently. Working concurrently proved to be a successful approach during previous projects of similar scope.

Comment 11: Will this reconstruction project improve my water quality and pressure?

Response 11: This project will improve the fire flow capacity to the neighborhood with marginal effects to the water pressure. The water quality will also improve as a result of replacing the cast-iron pipe with PVC.

Comment 12: What is the sanitary subsidy program? How can I enroll? How do I know the condition of my existing sanitary lateral service?

Response 12: During the reconstruction of Redford Crescent, the City is providing a sanitary subsidy program to encourage residence to upgrade the sanitary lateral from the property line to the building envelope. Upgrading sanitary laterals will potentially help reduce unwanted water infiltration into the sanitary system, depending on the

health of the current lateral, and reduce the volume of wastewater in the sanitary system that needs to be treated at the Water Pollution Control Plant.

This upgrade must be completed within one year of signing the subsidy agreement with the City of Stratford. It will be the sole responsibility of the homeowner to procure a contractor and co-ordinate the work. Upon substantial completion of the reconstruction, this subsidy opportunity will be no longer available. The subsidy of \$800 will be available upon completion and full payment of the upgrade. In order to receive the subsidy, a Resident Agreement must be established between the resident and City of Stratford.

The condition of the existing private laterals is unknown. The City of Stratford can perform a camera inspection of the laterals for a fee and notify home owners verbally of the general condition (poor or good).

Prepared by Nathan Bottema



MANAGEMENT REPORT

Date: February 26, 2020
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, Acting Clerk
Report#: ITS20-013
Attachments: None

Title: Microchipping as Sole Method of Cat and Dog Licensing

Objective: The purpose is to provide information and analysis of the Animal Control Working Group's recommendation that microchipping become the sole method of cat and dog licensing in the City of Stratford.

Background: In 2016 Council appointed an Animal Control Working Group (ACWG) to help the City complete a review of Animal Control Bylaw 195-2002. The Working Group provided a forum for consultation and an opportunity to review and exchange information regarding the City's Animal Control and some relevant sections of the Business Licensing By-law.

The ACWG made a series of recommendations that were considered by City Council at the April 9, 2018 meeting and several recommendations were approved. A number of the recommendations were referred to staff for review and analysis. This report addresses the following:

"That microchipping should become the form of cat and dog licensing in the City of Stratford."

Analysis: Microchipping as Sole Method of Cat & Dog Licensing in Stratford:

The ACWG discussed this matter at length, listened to presentations and obtained information from the Animal Welfare Agency South Western Ontario (AWASWO) and the Stratford Perth Humane Society (now the Kitchener Waterloo Stratford Perth Humane Society- KWSPHS).

Based on KWSPHS information provided in 2018 and research undertaken by staff, the following is a summary of the challenges associated with microchipping as the sole method of licensing cats and dogs:

1. Less convenient for pet owners, and may result in a reduction of licensing and renewals:
 - With this program, new licenses would need to be purchased at KWSPHS or a veterinary clinic, where the microchip would be implanted. Owners with microchips implanted at a veterinarian must provide paperwork to the City or KWSPHS directly so that a new record can be created in the PetPoint software system (the system used to track licensing).
 - This would eliminate the ability to purchase or renew licenses at local pet stores as they would not have access to the necessary software. Purchasing and renewing would have to be done online or in-person at the KWSPHS or City Services desks.
2. KWSPHS anticipates a loss of revenue with this program:
 - Unless the cost of microchipping is increased, the KWSPHS would lose revenue if the first-year license fee is waived when a microchip is purchased (this was initially considered by the ACWG)
 - There would also be additional costs for a by-law officer to carry a chip scanner. In 2018 the cost of chip scanner was approximately \$160/each and it is anticipated that it would need to be replaced every two years.
3. Issues with microchips
 - Microchips may flip or come out of the cat or dog, making it difficult for owners to renew or prove the animal is licensed.
 - To date, there is no universal scanner that reads every model of microchip.
 - Aggressive cats or dogs may not be able to be microchipped unless sedated (by a vet, at an extra cost).
 - Some cat or dog owners have expressed concerns over the protection of their privacy (data saved on the chip to be read by a scanner).
 - Unfounded, but not uncommon medical concerns.

Staff are not aware of a Canadian municipality that has implemented microchipping as the sole method of cat and dog licensing. Staff has also been unable to find an example where the entire licensing fee has been waived in the first year that a microchip is inserted.

Current Programs

The KWSPHS offers a drop-in microchipping service available two days per week for just \$30.00 per pet. In order to promote this service, staff will include information about this service on the City's website.

Additional Consideration – Discounted Licensing Fees

There are a number of benefits to microchipping and some municipalities having recognized this have discounted their licensing fees for microchipped animals, similar to spay/neuter discounts. These discounts reflect the benefits of microchipping for the owner and municipality.

Consideration could be given to providing a discount on pet licences for those who microchip their animal. A licensing discount will impact KWSPHS and City revenue. In order to mitigate this, licensing fees may have to be increased to cover the revenue shortfall.

With Council support, staff will research options for discounting cat and dog licenses in a manner which would encourage owners to microchip their pets, but not negatively impact budgets. Staff will bring forward recommendations for licensing fee adjustments (if any) that, if supported, would be included in the upcoming Animal Control By-law amendments.

Financial Impact: Microchipping as the sole method of licensing cats and dogs in the City of Stratford would create inconveniences and challenges to City pet owners. In all likelihood, it would discourage licensing and renewals and negatively impact City and KWSPHS revenues. These revenues are vital to supporting the existing animal control programs offered by both the City and local humane society. It is, however, evident that there are benefits to encouraging pet owners to microchip which may be encouraged through offering discounted licensing fees. Staff will undertake this analysis and provide recommendations to Council for consideration.

Alignment with Strategic Priorities:

Not applicable: The purpose of pet licencing in the City is to assist animal control officers in identifying and returning lost pets, teaching about animal safety and keeping our neighbourhoods safe for pets and individuals. While this initiative does not directly relate to a strategic priority, it is an important program provided by the City.

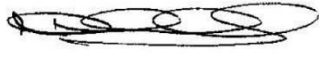
Staff Recommendation: THAT the report entitled "Analysis of Animal Control Working Group Recommendation – Microchipping as Sole Method of Cat and Dog Licensing" be received for information;

THAT the current method of licensing cats and dogs in the City of Stratford be maintained;

AND THAT the Acting Clerk, or designate, undertake a review of cat and dog licensing fee discounts for microchipping and provide a recommended fee structure as part of the 2020 Animal Control By-law amendments.



Tatiana Dafoe, Acting Clerk

A handwritten signature in black ink, appearing to read "Michael Humble". The signature is stylized with several loops and a horizontal line at the end.

Michael Humble, Director of Corporate Services

A handwritten signature in black ink, appearing to read "Joan Thomson". The signature is written in a cursive style.

Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: February 18, 2020
To: Finance & Labour Relations Sub-committee
From: Michael Humble, Director of Corporate Services
Report#: FIN20-006
Attachments: None

Title: Municipal Investment Performance for 2019

Objective: To report on the performance of municipal investments for the fiscal year 2019.

Background: The investment of surplus funds by the City is governed by s.418 of the *Municipal Act, 2001* and Ontario Regulation 438/97 *Eligible Investments, Related Financial Agreements and Prudent Investment*.

O. Reg. 438/97, s. 8 (1) requires that..... *"If a municipality has an investment in a security prescribed under this Regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report"*.

Analysis:

Bank Accounts and Short Term Deposits

The City of Stratford maintains ten (10) bank accounts with RBC. Most are City funds, but others are funds managed or held for the benefit of others (Trust Funds, Golf Course, Police Traffic Safety).

All RBC accounts were paid interest at the negotiated rate of Prime minus 1.55% for the 2019 fiscal year. This is up from Prime minus 1.7% under the old Banking Agreement with RBC.

The effective interest rate was 2.40% as at 31st December 2019, which had risen from 2.25% at the prior year end.

In 2019, the City earned interest of \$911,402.54 (2018 - \$509,215.77) in daily deposit interest from operating accounts at RBC and one HISA with ONE Investments.

Year ending book value for 2019 was \$27,278,648 (2018 - \$33,334,213).

Institution	Use of Funds	Interest Rate	Effective Rate	Book Value	Interest Earned
ONE Investment		2.415%	2.415%	\$ 15,528,442.39	\$ 370,063.07
Royal Bank of Canada	Reserve Funds	Prime - 1.55%	2.40%	\$ 8,881,769.36	\$ 263,836.88
Royal Bank of Canada	General Bank Account	Prime - 1.55%	2.40%	\$ 1,910,425.47	\$ 254,365.65
Royal Bank of Canada	Public Housing	Prime - 1.55%	2.40%	\$ 131,897.10	\$ 4,567.85
Royal Bank of Canada	Trust Funds	Prime - 1.55%	2.40%	\$ 458,969.34	\$ 10,017.39
Royal Bank of Canada	DBIA	Prime - 1.55%	2.40%	\$ 191,675.49	\$ 4,327.92
Royal Bank of Canada	Social Services	Prime - 1.55%	2.40%	\$ 147,212.88	\$ 1,720.14
Royal Bank of Canada	Golf Course	Prime - 1.55%	2.40%	\$ 18,764.77	\$ 2,339.21
Royal Bank of Canada	Police Traffic Safety	Prime - 1.55%	2.40%	\$ 5,327.79	\$ 124.07
Royal Bank of Canada	Perth & Stratford Housing	Zero	0.00%	\$ 2,463.41	\$ -
Royal Bank of Canada	Anne Hathaway Daycare	Prime - 1.55%	2.40%	\$ 1,700.33	\$ 40.36

Investment Accounts

There are also four (5) investment accounts held with four (4) investment managers.

Historically our portfolio managers have been located out of Town (from London to Toronto). After awarding our new contract for banking services, an account was opened with RBC Dominion Securities in Stratford in August 2019.

The benchmark for all investment managers to surpass is that return we could achieve simply by leaving our funds on overnight deposit in the bank or a HISA, currently 2.415%.

Institution	Use of Funds	Annualized Rate of Return	Book Value	Market Value	Income	Beneficiary
ScotiaMcLeod	Cemetery Prepays	1.46%	\$ 569,568.00	\$ 595,690.00	\$ 8,534.00	Trust Accounts
BMO Nesbitt Burns	Cemetery Perpetual Care	2.70%	\$ 2,542,346.16	\$ 2,432,762.26	\$ 66,816.37	Trust Accounts
BMO Nesbitt Burns	General	0.25%	\$ 4,650,506.61	\$ 4,516,303.22	\$ 11,415.94	General
National Bank	Reserve Funds	2.23%	\$ 11,923,224.70	\$ 11,562,167.58	\$ 259,949.83	Reserve Funds
RBC Dominion Securities		0.50%	\$ 7,013,254.00	\$ 7,035,251.54	\$ 35,251.54	Reserve Funds

RBC Dominion Securities

The RBC Dominion Securities account was opened on 5th August 2019 with money from reserve fund balances.

For the five months in 2019 that the account was open, the portfolio generated income of \$52,182 for an actual return of 0.50% (**1.40%** annualized). Initial performance is affected by a cautious and timed entry into the market while building the desired portfolio structure.

The investment advisor for RBC Dominion Securities has been scheduled to address Finance Sub-committee on 18th February 2020 to speak to investment performance and market outlook.

National Bank

This account was opened in May 2018 with Reserve Fund balances. Income earned is paid directly to the reserve funds and has no impact on tax levy beyond negating the need for tax supported contributions as the reserve funds earn their own income to grow the balance until funds are required.

Rate of return was **2.23%** with a book value of \$11,923,225 at year end.

Scotia McLeod

This firm manages one investment trust account with proceeds of Cemetery prepaid burial and internment fees. Investment options are not subject to the restrictive Municipal Act "eligible list", but fall under the jurisdiction of the Trustees Act, 1990 which permits the "prudent investor" standard.

Rate of return was **1.46%** in 2019 with a book value of \$569,568 at year end.

BMO Nesbitt Burns

This firm maintains two investment accounts for the City of Stratford.

1. Perpetual Care for Stratford Avondale Cemetery

Rate of return was **2.70%** with a book value of \$2,542,346 at year end. The earning on investments of Perpetual Care deposits are permitted to be used to offset certain operating expenses at the Cemetery. \$66,816 was transferred from the investment account to subsidize operations in 2019.

2. City of Stratford General Investment Account

Holdings are a mix of Canadian bank and corporate bonds with less than 5 years to maturity and rating of A- or better. This investment mix is compliant with O.Reg 438/97 and encompasses the moderately higher yields that corporate bonds can offer over the banks.

Rate of return was **0.25%** in 2019 with a book value of \$4,650,507 at year end.

Statement By Treasurer As Required By O.Reg. 438/97, s.8(2)(c)

It is my opinion that all investments at the end of 2019 are consistent with the investment policies and goals adopted by the municipality. Reviews are undertaken with investment advisors on at least a quarterly basis to ensure holdings are consistent with the “eligible list” as defined by the *Municipal Act, 2001* and its Regulations.

Financial Impact:

Investment Returns

In 2019, the City earned **\$929,101** income for our discretionary and obligatory reserve funds (2018 - \$674,676) and **\$267,501** as investment income for our revenue fund to support tax supported operations (2018 – \$380,359).

	2019	2018	2017	2016	2015
Revenue Fund	\$ 267,502	\$ 380,359	\$ 233,182	\$ 223,571	\$ 187,566
Reserve Funds	\$ 929,101	\$ 674,676	\$ 171,176	\$ 399,098	\$ 366,127
TOTAL	\$ 1,196,603	\$ 1,055,035	\$ 404,358	\$ 622,669	\$ 553,693

The respective change from 2018 reflects the split between funds on deposit. There were less available investment funds in our Revenue Fund as unfunded capital expenditures continued to be incurred. This was addressed in November 2019 as Council approved internal borrowing from reserve fund accounts at an interest rate of 3%.

Higher investment returns for reserve funds have the following benefits:

- help grow our reserve balances to pay for capital projects, and
- lessen contributions needed to be raised by tax levy to fund capital needs.

The increase in our effective yield on overnight deposits due to renegotiation of our relationship with RBC has increased the interest paid. (From 2.25% to **2.40%**).

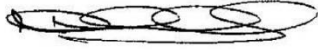
Overall funds invested had a book value of **\$53,977,548** in 2019 (2018 - \$52,698,404).

Overall portfolio return in 2019 increased to **2.396%** (1.831% in 2018).

Alignment with Strategic Priorities :

Strengthening our Plans, Strategies and Partnerships: Sound fiscal governance and adherence to regulations supports all Strategic Priorities of the City.

Staff Recommendation: THAT the report of Director of Corporate Services dated 18th February 2020, regarding 2019 investment performance, be received for information.



Michael Humble CPA, CGA, Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: February 18, 2020
To: Finance & Labour Relations Sub-committee
From: Michael Humble, Director of Corporate Services
Report#: FIN20-004
Attachments: 2019 Statement of Remuneration and Expenses

Title: 2019 Statement of Remuneration and Expenses

Objective: To report on Council remuneration and expenses paid in 2019 in accordance with S.284(1) of the Municipal Act.

Background: In accordance with the Municipal Act, 2001:

284 (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

(a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;

(b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and

(c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

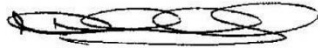
Analysis: See attached statement. Payments to Mayor and Members of Council were authorized by City By-law # 20-98, as amended by By-law # 179-2019 on November 12, 2019.

Financial Impact: There is no financial impact. This report is presented in accordance with S.284 of the Municipal Act.

Alignment with Strategic Priorities:**Strengthening our Plans, Strategies and Partnerships**

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

Staff Recommendation: THAT the report of the Director of Corporate Services dated February 18, 2020 regarding 2019 Statement of Council Remuneration and Expenses be received for information.



Michael Humble, Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer



**2019 STATEMENT OF REMUNERATION AND EXPENSES
CITY OF STRATFORD**

revised March 9/2020

MAYOR & COUNCILLORS

	¹ BASE REMUNERATION	² PER DIEMS	MILEAGE	CONFERENCE & ³ MEETING EXP	CONFERENCES/ GUEST SPEAKER	TOTALS
Mayor Dan Mathieson	77,212		2,010	7,145	1,275	87,642
Deputy Mayor Martin Ritsma	21,668			1,040		22,708
Councillor Brad Beatty	19,958	2,700	50	1,945		24,653
Councillor Jo-Dee Burbach	19,958	1,020	64	1,425		22,467
Councillor Tom Clifford	19,958	1,350	1,452	4,169		26,929
Councillor David Gaffney	19,958	1,020	563	1,728		23,269
Councillor Bonnie Henderson	19,958	6,480	217	216		26,871
Councillor Graham Bunting	19,958	3,270	893	2,752		26,873
Councillor Danielle Ingram	19,958	2,400		148		22,506
Councillor Cody Sebben	19,958	360		39		20,357
Councillor Kathy Vassilakos	19,958	6,630	558	1,916		29,062
TOTALS MAYOR & COUNCILLORS	\$ 278,502	\$ 25,230	\$ 5,807	\$ 22,523	\$ 1,275	\$ 333,337

¹ includes all meetings of Council, Standing Committees & Sub-Committees

² includes meetings of local Boards & Committees, except as noted below

³ includes cell phone costs for Mayor Mathieson of \$1,621.

ADVISORY COMMITTEES OF COUNCIL

	BASE REMUNERATION	PER DIEMS	MILEAGE	CONFERENCE & MEETING EXP	CONFERENCES/ GUEST SPEAKER	TOTALS
<u>Communities in Bloom:</u>						
Councillor Brad Beatty		incl. above	50	2,035		2,085
Barb Hacking			66	1,523		1,589
Carys Wyn Hughes				1,216		1,216
TOTALS ADVISORY COMMITTEES	\$ -	\$ -	\$ 116	\$ 4,774	\$ -	\$ 4,890

LOCAL BOARDS & COMMITTEES

	BASE REMUNERATION	PER DIEMS	MILEAGE	CONFERENCE & MEETING EXP	CONFERENCES/ GUEST SPEAKER	TOTALS
<u>Committee of Adjustments:</u>						
Roger Black	383					383
George Brown	292					292
Charlene Gordon	383					383
	\$ 1,058	\$ -	\$ -	\$ -	\$ -	\$ 1,058
<u>Festival Hydro Inc.:</u>						
Mayor Dan Mathieson	3,000	360				3,360
Councillor Brad Beatty	3,000	270	334			3,604
Councillor Graham Bunting	3,000	330				3,330
Darcy Delamere	2,057	300	149			2,506
Gerry Guthrie	4,900	750	1,026	424		7,100
Wally Malcolm	8,500	1,170	746	1,438		11,854
Frank Mark	2,100	240				2,340
David Scott	4,200	570	156			4,926
John Tapics	4,200	630	830			5,660
	\$ 34,957	\$ 4,620	\$ 3,241	\$ 1,862	\$ -	\$ 44,680

	BASE REMUNERATION	PER DIEMS	MILEAGE	CONFERENCE & MEETING EXP	CONFERENCES/ GUEST SPEAKER	TOTALS
<u>Festival Hydro Services Inc.:</u>						
Mayor Dan Mathieson		120				120
Councillor Brad Beatty		360				360
Councillor Dave Gaffney		360				360
Darcy Delamere		360				360
Ron Kurtz		360	116	102		578
Wally Malcolm	500	840	110			1,450
Frank Mark		120				120
Geoff William		180				180
	\$ 500	\$ 2,700	\$ 226	\$ 102	\$ -	\$ 3,528
<u>Police Services Board:</u>						
Mayor Dan Mathieson	4,040					4,040
Councillor Graham Bunting	3,325		124	870		4,319
Tim Doherty	3,325		124	521		3,970
Rosemary Tanner	3,325		448	1,783		5,556
Peter Hyde	3,325					3,325
	\$ 17,340	\$ -	\$ 696	\$ 3,174	\$ -	\$ 21,210
<u>Stratford Public Library Board:</u>						
Brent Furtney				\$ 425		
Michael Corbett			\$ 68			
Jack Groothuis			\$ 138			138
	\$ -	\$ -	\$ 206		\$ -	\$ 138
<u>Upper Thames River Conservation Authority:</u>						
Joe Salter		\$ 1,014	\$ 824			1,838
	\$ -	\$ 1,014	\$ 824		\$ -	\$ 1,838
TOTALS LOCAL BOARDS & COMMITTEES	\$ 53,855	\$ 8,334	\$ 5,193	\$ 5,138	\$ -	\$ 72,452

This statement is in accordance with the Municipal Act 2001, section 284(1), and City of Stratford By-law # 20-98 as amended.



MANAGEMENT REPORT

Date: February 18, 2020
To: Finance & Labour Relations Sub-Committee
From: Michael Humble, Director of Corporate Services
Report#: FIN20-005
Attachments: None

Title: Ontario Regulation 284/09

Objective: To meet the legislative requirements of Ontario Regulation 284/09 for financial reporting.

Background: In 2009, the Public Sector Accounting Board (PSAB) introduced revisions to the accounting standards whereby municipalities were required to move to a full accrual basis of financial statement reporting. The most significant change was with the accounting for capital assets whereby now assets are expensed (amortized) over the estimated life of the asset.

The new standards, however, did not require that budgets be prepared on the same basis.

Like most municipalities, the City of Stratford continues to budget on a modified cash basis in order to determine the annual tax levy.

In order to allow municipalities to continue to budget using a cash basis, Ontario Regulation 284/09 was passed. Ontario Regulation 284/09 permits municipalities to exclude certain full accrual expenses from their estimated expenditures when setting its budget and tax rates.

The City of Stratford's 2020 approved budget excludes:

- Amortization expenses on tangible capital assets
- Post-employment benefits expenses
- Solid waste landfill closure and post-closure expenses.

If the budget does not include these expenses, a report to Council is required. The report shall include (1) an estimate of the change in the accumulated surplus of the municipality resulting from the exclusion of any of these expenses and (2) an analysis of the estimated

impact of the exclusion of any of the expenses on the future tangible capital asset funding requirements.

In addition to these excluded expenses, the following items that are included in the cash-based budget are to be excluded from the PSAB full accrual budget:

- Principal paid on debt
- Transfers to reserve accounts
- Transfers from reserve accounts
- Acquisition costs of tangible capital assets.

Analysis:

Amortization Expenses on Tangible Capital Assets:

An estimated amortization expense of \$7,634,743 was not included in the 2020 budget. This estimate is based on a 2014– 2019 six-year average and considering the acquisition of new assets in 2020 and the half-year rule depreciation.

Post-Employment Benefits Expenses

The City is obligated to report as a liability an estimate for future employee benefits, unused sick leave payments, and WSIB benefits.

Every year, an actuarial consultant reviews the accrued banks and workforce demographics of the City, and forecasts future benefit obligations.

The independent actuarial review estimated the liability to be \$13,586,336 as at 31st December 2018 and the estimated 2019 expense to be \$908,000.

A 2015-2019 five-year average would put the budgeted 2020 expense around \$787,600.

The City annually contributes funds into a reserve for these future expenses, and at 31st December 2019 the balance in the Sick & Severance Reserve was approx. \$5,999,794.

The 2020 expense is estimated to be \$513,010 based on a 2015-2019 five-year average.

If the City were to fully fund post-employment benefits obligations, the budget would have to include a reserve contribution of \$7,586,542.

Solid Waste Landfill Closure and Post-Closure Expenses:

The City is obligated to report as a liability the estimated future cost of landfill closure and post closure expenses.

The latest audited financial statements (2018) estimate the liability to be \$1,412,134. Although there was a small decrease in 2019, this amount has been increasing steadily over the past five years (was \$918,524 in 2014). The liability will continue to increase as landfill capacity is progressively used, we get closer to full capacity and the post closure costs keep escalating.

The 2020 expense is estimated to be \$139,900 based on historical experience.

The City currently does not contribute funds to a reserve for future landfill costs. If the City were to fully fund landfill closure and post-closure obligations, the budget would have to include a reserve contribution of around \$1,552,034.

Impact on Future Tangible Capital Asset Funding Requirements

It is important to note that amortization expense is not an accurate representation of the City's "Infrastructure Deficit".

Amortization expense is an accounting entry that is recorded based on the historical cost of an asset when it was originally purchased, constructed or put into service.

Amortization expense is recorded in our financial statements over the expected useful life of the asset.

Many of the City's infrastructure assets are already fully amortized and beyond their useful lives so there is no ongoing write-down recorded.

The basis for amortization is historical cost which tends to be only a fraction of today's replacement cost, and therefore a weak indicator of the amount needed to be set aside for asset replacement.

A comprehensive asset management plan is the best source for quantifying future capital funding needs and measuring the infrastructure deficit in today's dollars.

Under the PSAB reporting guidelines, the impact of representing a full accrual basis of budgeting would be an increase to the City's accumulated surplus of \$29,833,277.

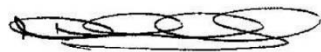
City of Stratford: Impact on Accumulated Surplus Ontario Regulation 284/09 Reconciliation				
		REVENUES	EXPENDITURES	DEFICT (SURPLUS)
2020 Approved Budget		-156,630,775	156,630,775	
2020 PSAB Full Accrual Budget Adjustments				
	Less: transfer From Reserves	11,523,790		
	Less: Transfer to Reserve		-14,057,540	
	Less: Acquisition of Capital Assets		-29,044,890	
	Less: Principal Paid on Debt		-6,816,880	
Subtotal Before Exclusions		-145,106,985	106,711,465	-38,395,520
Exclusions per O Reg 284/9				
	Add: Post Employment Benefits		787,600	
	Add: Landfill Post Closure Costs		139,900	
	Add: Amortization Expense		7,634,743	
Revised 2020 PSAB Budget, as amended		-145,106,985	115,273,708	-29,833,277

Financial Impact: There is no direct financial impact with this report as it does not affect our operating surplus/deficit. The intent is to describe the conversion of the approved cash-based budget to a PSAB full accrual budget format, which complies with legislated requirements.


Alignment with Strategic Priorities :

Strengthening our Plans, Strategies and Partnerships: Sound fiscal governance and adherence to regulations supports all Strategic Priorities of the City.

Staff Recommendation: THAT the report from the Director of Corporate Services regarding legislative requirements of Ontario Regulation 284/09, and the impact of excluded expenses from the City's 2020 budget, be adopted by Council resolution.



Michael Humble, Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: February 18, 2020
To: Finance & Labour Relations Sub-committee
From: Michael Humble, Director of Corporate Services
Report#: FIN20-008
Attachments: 2019 Treasurer's Statement – Development Charges Reserve Funds
2019 Treasurer's Statement – Cash In Lieu of Parkland Reserve Fund

Title: 2019 Treasurer's Statements for Development Charges and Cash In Lieu of Parkland Reserve Funds

Objective: To provide Council with these two reports for the year ending 31st December 2019.

Background: In accordance with the Development Charges Act, 1997 and the City's Development Charges By-law 45-2017, the Treasurer is required to provide Council with an annual financial statement on the development charges reserve funds.

Furthermore, the Treasurer is also required to provide Council with an annual financial statement on the City's Cash In Lieu of Parkland reserve fund.

Once reviewed by Council, these reports must be made available for the public, and are forwarded to the Ministry of Municipal Affairs & Housing on request.

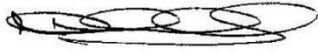
Analysis: Please see the attached reports.

Financial Impact: There is no financial impact from these reports, as the recommendations relate specifically to the City of Stratford's legislated reporting requirements.

Alignment with Strategic Priorities: Strengthening our Plans, Strategies and Partnerships: Sound fiscal governance and adherence to regulations supports all Strategic Priorities of the City.

Staff Recommendation: THAT the 2019 Treasurer's Statement for City of Stratford Development Charges Reserve Funds be received for information;

AND THAT the 2019 Treasurer's Statement for City of Stratford Cash In Lieu of Parkland Reserve Fund be received for information.



Michael Humble CPA, CGA
Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer

THE CORPORATION OF THE CITY OF STRATFORD															
ANNUAL TREASURER'S STATEMENT OF DEVELOPMENT CHARGE RESERVE FUNDS															
	GENERAL SERVICES								INFRASTRUCTURE SERVICES						
Development Charge	Transit	Fire	Police	Municipal	Outdoor	Indoor	Libray	Administration	Road &	Other	Water	Wasterwater	Storm Water		
Catagories		Protection		Parking	Recreation	Recreation			Traffic Signals	Transportation	Services	Services	Management	Total	
Opening Balance - Jan 01, 2019	396,513	1,156,389	736,064	78,960	1,305,342	2,546,870	1,040,526	402,455	1,856,718	353,381	414,666	645,478	-407,718	10,525,644	
Plus:															
Development Charge Collections	17,091	18,302	15,899	6,109	94,722	209,998	30,171	5,400	260,751	30,186	33,193	280,800	26,320	1,028,942	
Interest	7,378	21,335	13,605	1,485	24,551	48,058	19,289	7,419	35,678	6,663	7,816	13,575	-7,245	199,607	
Repayment of Monies Borrowed from Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sub Total	24,469	39,637	29,504	7,594	119,273	258,056	49,460	12,819	296,429	36,849	41,009	294,375	19,075	1,228,549	
Less:															
Amounts Transferred to Capital Funds	0	0	0	0	6,342	121,346	18,000	0	0	0	0	0	0	145,688	
Amounts Loaned to Other DC Sevice Catagories	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Credits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SubTotal	0	0	0	0	6,342	121,346	18,000	0	0	0	0	0	0	145,688	
Closing Balance - Dec 31, 2019	420,982	1,196,026	765,568	86,554	1,418,273	2,683,580	1,071,986	415,274	2,153,147	390,230	455,675	939,853	-388,643	11,608,505	
The Municipality is compliant with S.S. 59.1 (1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed except as permitted by the Development Charges Act or another Act															

Funding Source

Total

THE CORPORATION OF THE CITY OF STRATFORD						
Statement of Credit Holder Transaction						
			Credit			Credit
		Applicable	Balance	Additional	Credits	Balance
Credit Holder		DC	Outstanding	Credits	Used	Outstanding
		Reserve	Beginning of	Granted	By Holder	End of
		Fund	2019	2019	2019	2019
Credits Under Section 17 of O. Reg. 82/98						
Grand Total			\$ -	\$ -	\$ -	\$ -
There were no credits given during the year 2019, and there are no credits outstanding at Dec 31, 2019 relating to any service or service category to which the Fund was established.						

THE CORPORATION OF THE CITY OF STRATFORD		
Treasurer's Statement Under Section 42 of the Planning Act		
For the Year Ended - December 31, 2019		
Opening Balance - January 1, 2019		\$470,632.10
Cash in Lieu Collected During 2019	28,465.00	
2019 Reserve Fund Interest	8,847.91	
		37,312.91
Total Funds Available		507,945.01
Less: Funds Spent During 2019		
	0.00	
	0.00	
		0.00
Closing Balance - December 31, 2019		\$507,945.01



MANAGEMENT REPORT

Date: February 18, 2020
To: Finance and Labour Relations Sub-committee
From: Ed Dujlovic, Director of Infrastructure and Development Services
Report#: FIN20-007
Attachments: None

Title: 2020 Ontario Community Infrastructure Fund Allocation (OCIF)

Objective: To allocate the 2020 OCIF funding of \$1,090,577 from the Province of Ontario.

Background: On January 17, 2020, the Province announced that it would making an investment of \$200 million to assist 424 small rural and northern communities build and repair core infrastructure, roads, bridges, water and wastewater infrastructure including sanitary and stormwater facilities. The City share of the formula based funding for 2020 is \$1,090,577. This is down slightly from the 2019 allocation of \$1,092,423.

In the preparation of the 2020 Capital Budget, funding from the OCIF was not included as the City was advised that the Province was reviewing the program and that the previously announced allocation for 2020 was in jeopardy.

Analysis: Following the announcement, City staff undertook an analysis of the 2020 capital program and staff capacity to take on additional projects. Based on the anticipated work program for 2020, staff are recommending that the 2020 OCIF funding be allocated to the approved Queen Street Storm Trunk Sewer project G942-9754 that will commence construction in the fall of 2020.

Financial Impact: The Queen Street project has an estimated expenditure of \$14,470,000 of which \$12,375,000 is to be debt financed. Allocating the 2020 OCIF grant of \$1,090,577 to G942-9754 will reduce the funds to be borrowed for this project.

Strategic Priority that Aligns with Recommendation:**Developing our Resources**

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

Staff Recommendation: THAT the 2020 Ontario Community Infrastructure Fund grant of \$1,090,577 be allocated to the Queen Street Storm Trunk Sewer project G942-9754.



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: February 18, 2020
To: Finance & Labour Relations Sub-Committee
From: Jacqueline Mockler, Director of Human Resources
Report#: FIN20-003
Attachments: None

Title: Employee and Family Assistance Program Services

Objective: To provide a status update on Employee and Family Assistance Program (EFAP) services.

Background: As part of the 2019 internal review of employee benefits and services, the Corporation's new benefit consultant (Mosey & Mosey) was asked to secure competitive quotes for contracted EFAP Services. These services have been provided through a contract with Morneau Shepell since 2014.

Quotes were received, including one from Morneau Shepell which was subject to a cost increase of approximately 13%

Following review, Homewood Health was selected as the EFAP provider, effective March 1, 2020. This selection was based on overall quality and access to clinical services and competitive pricing relative to the incumbent provider.

Analysis: Homewood Health's mission is aligned with the City of Stratford's approach to employee Health and Wellness strategies. Homewood has built a solid reputation of assisting organizations to create an environment where employees are supported to excel and risk is managed. Homewood Health's processes and programs are dynamic and evolve with the organization's needs and objectives.

Core comprehensive EFAP core services entail a short term counselling that is solution-focused within the following modalities:

- Implementation, training and promotion
- In-person, telephone, electronic chat or e-counselling
- Various on-line services, newsletters & resources

- Services such as Crisis Management (Critical Incident) and additional training sessions are also available, subject to additional fees.

Homewood Health also possesses exceptional clinical expertise related to substance use, entailing the ability to provide support to staff, perform assessments and assist with accommodation.

This supports the Corporation's strategy to engage and retain talent, and will be supported by an enhanced awareness and promotional campaign with managers and staff supporting wellness in the workplace.

Financial Impact: Movement to Homewood Health represents a 3% savings based on 2014-2019 rates and an approximate 16% cost differential from the proposed rate provided by the previous.

The annual cost to offer core FEAP Counselling services is approximately \$18,000 plus HST. A three (3) year rate guaranteed has been secured.

Alignment with Strategic Priorities (delete any that do not apply):

Widening our Economic Opportunities

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

Homewood Health's Employee and Family Assistance Program will be an integral benefit to staff and managers, offering a fulsome approach to retaining satisfied employees with an emphasis on health, wellness and engagement.

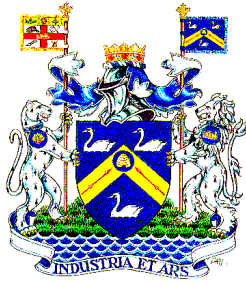
Staff Recommendation: THAT the report regarding the selection of Homewood Health as the Corporation's Employee Family Assistance Program service provider effective March 1, 2020 be received for information.



Jacqueline Mockler, Director of Human Resources



Joan Thomson, Acting Chief Administrative Officer



**BY-LAW NUMBER -2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a by-law to authorize the entering into of an agreement with Public Sector Digest Inc. for the provision of a City Wide Permits Module.

WHEREAS Section 8.(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. That the Agreement dated the 14th day of April, 2020 between The Corporation of the City of Stratford and Public Sector Digest Inc., with respect to the provision of a City Wide Permits Module, be entered into and the Mayor and Clerk or their respective delegates be and the same are hereby authorized to execute the said Agreement and all other documents necessary, on behalf of and for this Corporation and to affix the corporate seal thereto.
2. That the cost of the City Wide Permits Module from Public Sector Digest Inc., is \$101,050.00 including HST.

Read a FIRST, SECOND and THIRD Time and

FINALLY PASSED this 14th day of April, 2020.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



**BY-LAW NUMBER ____-2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 178-2018 as amended,
to make appointments to Advisory Committees.

WHEREAS Council of The Corporation of the City of Stratford adopted By-law 178-2018 to appoint Council Members to Sub-committees of Council and Standing Committees of Council and to Advisory Committees, Boards and Agencies and to appoint Citizens to Advisory Committees and Boards during the 2018 term of municipal office;

AND WHEREAS Council of The Corporation of the City of Stratford deems it necessary to make further appointments to its Advisory Committees, Committees and Boards;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That Section 2.9 of By-law 178-2018 be amended by adding:

“2.9 h) Roger Koert is hereby appointed as a citizen representative for a two year term to the Heritage Stratford Committee to November 30, 2021, or until successors are appointed;”

“2.9 i) THAT Derek Smith be appointed as the Stratford and Area Builders’ Association alternate representative for a two year term to the Heritage Stratford Committee to November 30, 2021, or until successors are appointed

2. That Section 2.2 of By-law 178-2018 be amended by adding:

“2.2 h) THAT Matthew Orchard is hereby appointed as an Energy and Environment Committee representative on the Active Transportation Advisory Committee for the remainder of the term to November 30, 2020, or until successors are appointed.”

3. That Section 2.7 of By-law 178-2018 be amended by adding:

“2.7 d) David Scott is hereby re-appointed to the Festival Hydro Inc. Board of Directors for a four-year term to November 30, 2023 or until a successor is appointed by City Council.”

4. All other provisions of By-law 178-2018, as amended, remain in force and effect.

5. This By-law shall come into force and take effect upon final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 14th day of April, 2020.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



**BY-LAW NUMBER ____-2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend Site Plan Control By-law 111-2000, as amended, to allow site plan security releases of greater than 50% of the initial security amount when more than 75% of the works have been completed.

WHEREAS in section 41 of *The Planning Act*, R.S.O. 1990, chapter P.13, as amended, in an official plan, where an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situate may, by by-law, designate the whole or any part of such areas as a site plan control area.

AND WHEREAS the Council of The Corporation of the City of Stratford has an Official Plan which designates the entire geographic area of the City as a proposed site plan control area within the meaning of *The Planning Act*;

AND WHEREAS By-law Number 222-79 was passed by the Council designating all lands within the City of Stratford as a site plan control area;

AND WHEREAS the Council intends to make certain changes to allow site plan security releases of greater than 50% of the initial security amount when more than 75% of the works have been completed;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That Section 9.2 e) of By-law 111-2000 be deleted and replaced with the following new Section 9.2 e):

"9.2 e) where more than 75% of the work (value) as described in the "itemized cost estimate for" has been completed, the applicant may request a reduction of more than 50% of the value of initial security provided. A reduction to the security under this provision shall not exceed the value of work outstanding;"

2. That Section 9.2 f) of By-law 111-2000 be deleted and replaced with the following new Section 9.2 f):

"9.2 f) that a minimum amount of \$10,000 remain in the form of securities until all of the terms and conditions of the said site plan agreement have been fulfilled;"

3. That Section 9.2 of By-law 111-2000 be amended by adding the following new Section 9.2 g):

"9.2 g) no deposit reductions are permitted where the total value of the initial securities was less than \$10,000."

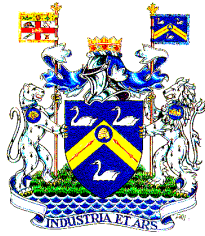
4. All other provisions of By-law 111-2000, as amended, remain in force and effect.
5. This By-law shall come into force and take effect upon final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 14th day of April, 2020.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



**BY-LAW NUMBER ____-2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the acceptance of easements in gross from Marcor Farms Ltd. over Part 1, Reference Plan 44R-55693 for access to a sanitary sewer.

WHEREAS Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the *Municipal Act, 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS development of the Countryside Estates Phase 3 subdivision requires a sanitary trunk sewer to be constructed from the east limit of the subdivision, across lands owned by Marcor Farms, to Bradshaw Drive, north of McCarthy Road. A sanitary trunk sewer is being constructed on Bradshaw Drive which will connect to the Quinlan Pumping Station;

AND WHEREAS the route for the sanitary trunk sewer was included in the approved draft plan for the Coventry of Stratford subdivision, which is currently under construction;

AND WHEREAS Marcor Farms Ltd. has agreed to grant an easement in gross to The Corporation of the City of Stratford over the lands described in Paragraph 2 herein to maintain and operate the sanitary sewer;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That The Corporation of the City of Stratford hereby accepts easements in gross from Marcor Farms Ltd. over the lands described in Paragraph 2 herein.
2. That the lands to which the easements in gross referred to in Paragraph 1 herein, are Part of Lots 3 and 4, Concession 2 and now designated as:
 - a) Part 1 on Reference Plan 44R-5693, being part of PIN 53157-0887 (LT) for municipal sanitary sewer.
3. The Mayor and Clerk, or their respective delegates, of The Corporation of the City of Stratford are hereby authorized to execute all documents related to this acceptance of easement.

Read a FIRST, SECOND and THIRD time and
FINALLY PASSED this 14th day of April, 2020.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



**BY-LAW NUMBER ____-2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the acceptance of a proposal and the undertaking of the work by Blackline Consulting for the Municipal Modernization Service Delivery Review [RFP-2020-13].

WHEREAS Section 8.(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10.(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the proposal [RFP-2020-13] of Blackline Consulting for the undertaking of a Municipal Modernization Service Delivery Review be accepted, and the Mayor and Clerk or their respective delegates are hereby authorized to execute the contract for the said work on behalf of The Corporation of the City of Stratford and to affix the corporate seal thereto.
3. That Blackline Consulting is authorized to undertake the work of a Municipal Modernization Service Delivery Review pursuant to the said proposal and as directed by the Acting Chief Administrative Officer, or designate, of The Corporation of the City of Stratford.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 14th day of April, 2020.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



**BY-LAW NUMBER ____-2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the entering into and execution of a Funding Agreement, and all other necessary documents, with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Municipal Affairs and Housing and the Minister of Children, Community, and Social Services for the Province of Ontario and/or the Government of Canada, related to funding under the Social Services Relief Fund.

WHEREAS Section 8.(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 10(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS in March 2020, the Province announced the creation of the Social Services Relief Fund, a \$200 million dollar shared initiative between the Ministry of Municipal Affairs and Housing and the Ministry of Children, Community, and Social Services;

AND WHEREAS the Council of The Corporation of the City of Stratford agreed to participate in order to expand a wide range of services and supports for vulnerable populations based on local need;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the Funding Agreement dated the 14th day of April, 2020 between The Corporation of the City of Stratford and Her Majesty The Queen in Right of the Province of Ontario as represented by the Minister of Municipal Affairs and Housing and the Minister of Children, Community, Social Services and/or the Government of Canada with respect to funding under the Social Services Relief Fund, be entered into and the Director of Social Services and the Acting Chief Administrative Officer, or their designates, be and the same are hereby authorized to execute the Funding Agreement and all other documents necessary, on behalf of and for this Corporation and to affix the corporate seal thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 14th day of April, 2020.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



STRATFORD CITY COUNCIL **CONSENT AGENDA**

April 14, 2020

REFERENCE NO. CONSENT AGENDA ITEM

- | | |
|-------------|--|
| CA-2020-040 | Notification from the Infrastructure and Development Services Department, Fleet Division, that they intend to call tenders in accordance with the City's Purchasing Policy for a Sidewalk Tractor – Public Works. |
| CA-2020-041 | Notification that the Community Services Department, Transit Division, will be calling Requests for Proposal for the supply and installation of up to 12 accessible transit shelters throughout the City of Stratford, as approved in the 2020 capital budget. |
| CA-2020-042 | <p>In accordance with By-law 135-2017 the Infrastructure and Development Services Department provides notification that the following streets were temporarily closed to through traffic, local traffic only:</p> <ul style="list-style-type: none"> • Forman Avenue from Huron Street to Hibernia Street on or about Wednesday, March 25 for three days only. Huron Street will also be reduced to one eastbound lane and one westbound lane in the vicinity of the intersection. This temporary road closure is necessary to facilitate repairs at the intersection of Huron Street and Forman Avenue. • Commencing on or about Monday, March 30, 2020, for approximately 4 days, there will be temporary lane reductions on Lorne Avenue between Romeo Street and Downie Street, which will involve traffic being reduced to one alternating lane in order to safely facilitate construction related to ditching and shouldering repairs. <p style="margin-left: 40px;">Two-way traffic on Lorne Avenue in this area will be maintained, however, traffic congestion and delays are to be expected.</p> <ul style="list-style-type: none"> • Lakeside Drive from Waterloo Street to Morenz Drive on Monday, March 23 for one day only for the removal of a light pole and side grading on the south side. This work is part of the Festival Theatre Expansion Project. |

Emergency Services were notified.

CA-2020-043 Resolution from Grey County supporting 100% Canadian wines excise exemption.

Attachment – Letter from Grey County dated March 16, 2020

Endorsement of the resolution is requested.

CA-2020-044 Resolution from the Municipality of Grey Highlands supporting electronic delegations for small and rural municipalities.

Attachment – Letter from Grey Highlands dated April 2, 2020

Endorsement of this resolution is requested.

CA-2020-045 Resolution from the Town of Kingsville requesting electricity billing relief during the COVID-19 pandemic.

Attachment – Letter from Kingsville dated April 2, 2020

Endorsement of this resolution is requested.



Clerk's Department

595 9th Avenue East, Owen Sound Ontario N4K 3E3
519-372-0219 x 1223 / 1-800-567-GREY / Fax: 519-376-8998

March 16, 2020

The Right Honourable Justin Trudeau
By email only: pm@pm.gc.ca

Dear Prime Minister:

Re: Grey County Council Resolution Supporting 100% Canadian Wines Excise Exemption

At the March 12, 2020 session of Grey County Committee of the Whole, resolution CW60-20 was passed by Grey County Council as follows:

Whereas, Canada's federal excise tax currently exempts 100% Canadian wines; and

Whereas, Australia has asked the World Trade Organization (WTO) to rule that this exemption is discriminatory; and

Whereas, if the WTO were to rule with Australia, Canadian wineries making 100% Canadian wine would no longer be exempt; and

Whereas, the present value of the excise exemption is \$39 million annually across Canada; and

Whereas, in the 13 years since this exemption was created, the production of 100% Canadian wine has increased by almost 30 million litres, representing an additional annual contribution of \$2.7 billion to the Canadian economy; and

Whereas, Grey County, specifically the municipalities of Meaford and Town of Blue Mountains, is home to a number of successful, award winning, boutique wineries;

Now Therefore, Be It Resolved That, the County of Grey supports the excise exemption for 100% Canadian wines; and

That, the County of Grey appeals to the Federal government to ensure the exemption remains in place by reaching an agreement

Page 2
March 16, 2020

with Australia prior to the WTO ruling; and

That, this motion be forwarded to: The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Andrew Scheer, Leader of the Official Opposition; Yves-François Blanchet, Leader of the Bloc Québécois; Jagmeet Singh, Leader of the New Democratic Party of Canada; Jo-Ann Roberts, Interim Leader of the Green Party of Canada; The Honourable Mary Ng, Minister of Small Business, Export Promotion, and International Trade; Alex Ruff, Member of Parliament for Bruce-Grey-Owen Sound; AMO Member Municipalities; FCM Member Municipalities; Vintner's Quality Alliance; Ontario Craft Wineries; Ontario Craft Cider Association; and

That this resolution be forwarded prior to County Council approval as per Section 25.6 of Procedural By-law 5003-18.

Yours truly,



Heather Morrison

Clerk

(519) 372-0219 x 1227

heather.morrison@grey.ca

www.grey.ca

/kn

cc.

The Honourable Andrew Scheer, Leader of the Official Opposition: Andrew.scheer@parl.gc.ca

Yves-François Blanchet, Leader of the Bloc Québécois: yves-francois.blachet@parl.gc.ca

Jagmeet Singh, Leader of the New Democratic Party of Canada: jagmeet.singh@parl.gc.ca

Jo-Ann Roberts, Interim Leader of the Green Party of Canada: leader@greenparty.ca

The Honourable Mary Ng, Minister of Small Business, Export Promotion, and International Trade: mary.ng@parl.gc.ca

Alex Ruff, Member of Parliament for Bruce-Grey-Owen Sound: alex.ruff@parl.gc.ca

AMO Member Municipalities

FCM Member Municipalities

Vintner's Quality Alliance: info@canadianvintners.com

Ontario Craft Wineries: info@winecouncilofontario.ca; info@ontariocraftwineries.ca

Ontario Craft Cider Association: info@ontariocraftcider.com

April 2, 2020

RE: Support for Ministers to allow for Electronic Delegations

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held March 4, 2020, passed the following resolution:

2020-192

Moved by Dane Nielsen, Seconded by Cathy Little

That Council receive the resolution from the Township of Puslinch related to support of Electronic Delegations; and

That Grey Highlands sends a letter of support in principle with respect to the Township of Greater Madawaska's Council resolution calling for electronic delegations for small and rural municipalities as this Provincial Government has requested municipalities be respectful of taxpayers' money, and that the technology has improved to a state where this can and should be done; and

**That this letter be circulated to all Ministers of the Provincial and Federal government and all Ontario Municipalities.
CARRIED.**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jerri-Lynn Levitt".

Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

SENT VIA EMAIL

April 2, 2020

The Honourable Greg Rickford
Minister of Energy, Northern Development and Mines
10th Floor
77 Grenville St.
Toronto, ON M7A 1B3

Dear Minister Rickford:

RE: KINGSVILLE COUNCIL REQUEST FOR ELECTRICITY BILLING RELIEF DURING COVID-19

At its Regular Meeting held on March 23, 2020 Council of the Town of Kingsville passed the following Resolution:

“Res. 256-2020 That Council support sending a letter to the Minister of Energy, Greg Rickford to provide hydro billing relief during the quarantine period as a result of the COVID-19 pandemic. And that this letter be sent to the Ontario Energy Board, the Premier, our local Member of Parliament T. Natyshak, and all Ontario Municipalities.”

CARRIED

The billing relief requested is in addition to the government’s recent suspension of time-of-use rates. Thank you for your consideration of Council’s request at the earliest possible time.

The Town would like to acknowledge and thank the Province for their work that effectively provided for the hydro rate relief on March 24, 2020 that our municipality and many others were seeking during these challenging times.

Yours very truly,

Sandra Kitchen
Deputy Clerk/Council Services
Corporate Services Department

cc: The Hon. Doug Ford, Premier of Ontario
cc: Ontario Energy Board
cc: Taras Natyshak, MPP
cc: All Ontario Municipalities

premier@ontario.ca
ConsumerRelations@oeb.ca
tnatyshak-qp@ndp.on.ca



**BY-LAW NUMBER -2020
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on April 14, 2020.

WHEREAS subsection 5(1) of the *Municipal Act, 2001, S.O. 2001 c.25* as amended, provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS subsection 5(3) of the *Act* provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. That the action of the Council at its meeting held on April 14, 2020 in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 14th day of April, 2020.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe