



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

**Meeting #:** 4631st  
**Date:** Monday, October 26, 2020  
**Time:** 3:00 P.M.  
**Location:** Electronically  
**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:** Tatiana Dafoe - City Clerk, David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, John Paradis - Fire Chief, Janice Beirness - Director of Corporate Services, Jodi Akins - Council Clerk Secretary, Chris Bantock - Deputy Clerk

To watch the Council meeting live, please click the following link: <https://stratford-ca.zoom.us/j/81980566624?pwd=QVEwV0J4U2o3YmxGeDY0T0dZV3FDZz09>

A video recording of the meeting will also be available through a link on the City's website at <https://www.stratford.ca/en/index.aspx> following the meeting.

Pages

**1. Call to Order:**

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

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

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.....  
.....  
.....

**3. Adoption of the Minutes:**

9 - 25

Motion by \_\_\_\_\_

**THAT the Minutes of the Regular Meeting dated October 13, 2020 and the Special Meeting dated October 21, 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 October 26, 2020 be added to the Agenda as printed.**

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

**5.1. At the October 19, 2020 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

- Labour relations or employee negotiations (section 239.(2)(d)), And Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));
- 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 both items.

An In-camera Session was not scheduled for October 26, 2020.

**6. Hearings of Deputations and Presentations:**

**6.1. Presentation by Stop Violence Against Women**

Motion by \_\_\_\_\_

**Staff Recommendation: THAT Lisa Wilde, Co-Chair of Stop Violence Against Women, be heard.**

Motion by \_\_\_\_\_

**THAT Council endeavor to wear purple on November 25, 2020 to mark the beginning of the 16 Days of Activism;**

**THAT City Council hereby proclaims December 6, 2020 as the "National Day for Remembrance and Action on Violence Against Women" in the City of Stratford to express support and dedication to ending violence against women in the community;**

**AND THAT the flags on City Hall and other municipal building as feasible be lowered to half-mast on December 6, 2020.**

## **7. Orders of the Day:**

### **7.1. Correspondence - Rural Ontario Municipal Association (ROMA) 2021 Virtual Conference**

26

The ROMA 2021 Annual Virtual Conference, Connecting Rural Ontario, will be held January 25-26, 2021.

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

**For the information of Council.**

### **7.2. Notice of Appeal to the Local Planning Appeal Tribunal - Z11-19, By-law 116-2020**

The City has received a Notice of Appeal to the Local Planning Appeal Tribunal of Z11-19, By-law 116-2020, for 173 Huron Street by John Dungey.

**For the information of Council.**

### **7.3. Resolution - 2020 Refreshment Vehicle License Fee Prorate Request (COU20-169)**

27 - 29

Motion by \_\_\_\_\_

**Staff Recommendation: THAT the request for refreshment vehicle licence fees to be prorated in 2020 be denied.**

### **7.4. Resolution - Removal of Textile Collection Bins on City-owned Property (COU20-170)**

30 - 31

Motion by \_\_\_\_\_

**Staff Recommendation:** THAT Council approve the removal of the textile collection bins located on City-owned property, not including the three bins at the landfill site.

**7.5. Resolution - Parking Sub-Lease Payment Waiver Request (COU20-174) 32 - 35**

Motion by \_\_\_\_\_

**Staff Recommendation:** THAT the Parking Sub-Lease Payment Waiver Request Report (COU20-174) be received;

THAT Option C - No Fee Waiver, be approved that requires outstanding payments and future invoices from each tenant in accordance with their respective parking sub-lease agreements.

**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 October 26, 2020 be adopted as printed.**

**9.1.1. Accessible On-Street Parking Spaces on Lakeside Drive (ITS20-015) 36 - 39**

THAT Traffic and Parking By-law 159-2008 be amended by adding as follows:

Schedule 21 – Designated Parking Spaces for Persons with Disabilities

The pavement immediately adjacent to the curb on the south side of Lakeside Drive measured from a point 272 metres east of the east curb of Queen Street to a point 8 metres easterly therefrom.

**9.1.2. Participation in the Perth County Mutual Aid Plan (ITS20-019) 40 - 43**

THAT Council receive the report Participation in the Perth County Mutual Aid Plan dated September 16, 2020 prepared by the Fire Chief for information;



THAT Council authorize the Stratford Fire Department to continue to participate in the Perth County Mutual Aid Plan through the passing of a By-law;

AND THAT By-law 65-2014 be repealed upon the new by-law coming into force and effect.

**9.1.3. Off Road Vehicle By-law (ITS20-017)**

44 - 51

THAT By-law 65-2012 All-Terrain Vehicle By-law, as amended, be repealed;

THAT the new Off-Road Vehicle By-law be adopted;

AND THAT Schedule A to Delegation of Authority By-law 135-2017 as amended, be further amended to delegate authority to the Director of Infrastructure and Development Services and the Director of Community Services to grant or refuse a request for exemption to the Off-Road Vehicle By-law made as part of a special event application.

**9.1.4. Mutual Aid and Assistance Memorandum of Understanding (Agreement) for an Ontario Water/Wastewater Agency Response Network (ITS20-018)**

52 - 53

THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the OnWARN Mutual Aid and Assistance Memorandum of Understanding (Agreement).

**9.1.5. Traffic Concerns on Lakeside Drive**

THAT speed of traffic be added to the existing Council decision regarding cycling and active transportation infrastructure around the river.

**9.2. Report of the Finance and Labour Relations Committee:**

Motion by \_\_\_\_\_

**THAT the Report of the Finance and Labour Relations Committee dated October 26, 2020 be adopted as printed.**

**9.2.1. Stratford Economic Enterprise Development Corporation (SEEDCo./investStratford) - September 2020 Update & 2019 Annual Report (FIN20-014)**

54 - 75

THAT the Stratford Economic Enterprise Development Corporation (SEED Co./investStratford) report dated September 22, 2020 be received for information.

- |        |                                                                                                                                                              |          |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 9.2.2. | <b>Stratford Tourism Alliance - September 2020 Update (FIN20-015)</b>                                                                                        | 76 - 89  |
|        | <p>THAT the Stratford Tourism Alliance report dated September 22, 2020 be received for information.</p>                                                      |          |
| 9.2.3. | <b>Financial Statements and Commentary for Festival Hydro Inc. (FHI) - Q2 ending June 30, 2020 (FIN20-016)</b>                                               | 90 - 98  |
|        | <p>THAT the Festival Hydro Inc. financial statements and commentary for the period ending June 30, 2020, be received for information.</p>                    |          |
| 9.2.4. | <b>Financial Statements and Commentary for Rhyzome (Festival Hydro Services Inc. - FHSI) - Q2 ending June 30, 2020 (FIN20-017)</b>                           | 99 - 107 |
|        | <p>THAT the Rhyzome (Festival Hydro Services Inc.) financial statements and commentary for the period ending June 30, 2020, be received for information.</p> |          |

## 10. Notice of Intent:

### 10.1. Notice of Public Meeting under the Building Code Act

Stratford City Council will hold an electronic Public Meeting on November 16, 2020 beginning at 3:30 p.m. to consider an amendment to By-law 112-2005, a by-law passed pursuant to the *Building Code Act* governing the issuing and charging of permits.

The proposed amendment will establish new increased permit fees for all types of building permits.

## 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 11.5 be read a First and Second Time.**

Motion by \_\_\_\_\_

**THAT By-laws 11.1 to 11.5 be read a Third Time and Finally Passed.**

Motion by \_\_\_\_\_

**THAT By-laws 11.1 to 11.5 be taken collectively.**

- |              |                                                                                                                                                                                                                                                                                               |                  |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>11.1.</b> | <b>OnWARN Memorandum of Understanding</b>                                                                                                                                                                                                                                                     | <b>108</b>       |
|              | To authorize the entering into and execution of a Memorandum of Understanding for the Mutual Aid and Assistance Agreement for an Ontario Water/Wastewater Agency Response Network (OnWARN).                                                                                                   |                  |
| <b>11.2.</b> | <b>Amendment to Traffic and Parking By-law 159-2008</b>                                                                                                                                                                                                                                       | <b>109</b>       |
|              | To amend Schedule 21 of the Traffic and Parking By-law 159-2008 as amended, to add accessible parking spaces on Lakeside Drive.                                                                                                                                                               |                  |
| <b>11.3.</b> | <b>Participation in the County of Perth Mutual Aid Plan</b>                                                                                                                                                                                                                                   | <b>110 - 111</b> |
|              | To authorize participation by The Corporation of the City of Stratford in the County of Perth Mutual Aid Plan.                                                                                                                                                                                |                  |
| <b>11.4.</b> | <b>Off Road Vehicle By-law</b>                                                                                                                                                                                                                                                                | <b>112 - 117</b> |
|              | To permit and control the operation of Off Road Vehicles on certain highways and streets and property under the jurisdiction of The Corporation of the City of Stratford and to repeal By-law 65-2012, as amended.                                                                            |                  |
| <b>11.5.</b> | <b>Amendment to Delegation of Authority By-law 135-2017</b>                                                                                                                                                                                                                                   | <b>118 - 120</b> |
|              | To amend By-law 135-2017, as amended, to delegate Council's authority to the Director of Infrastructure and Development Services and the Director of Community Services to grant or refuse requests for exemption to the Off-Road Vehicle By-law made as part of a special event application. |                  |
| <b>12.</b>   | <b>Consent Agenda: CA-2020-094 to CA-2020-099</b>                                                                                                                                                                                                                                             | <b>121 - 134</b> |
|              | Council to advise if they wish to consider any items listed on the Consent Agenda.                                                                                                                                                                                                            |                  |
| <b>13.</b>   | <b>New Business:</b>                                                                                                                                                                                                                                                                          |                  |

**14. Confirmatory By-law:**

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

By-law 11.6 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on October 26, 2020.

Motion by \_\_\_\_\_

**THAT By-law 11.6 be read a First and Second Time.**

Motion by \_\_\_\_\_

**THAT By-law 11.6 be read a Third Time and Finally Passed.**

**15. Adjournment:**

The next Regular Council meeting is November 9, 2020.

Meeting Start Time:

Meeting End Time:

Motion by \_\_\_\_\_

**THAT the October 26, 2020 Regular Council meeting adjourn.**



## Stratford City Council Regular Council Open Session MINUTES

Meeting #:	4629th
Date:	Tuesday, October 13, 2020
Time:	3:00 P.M.
Location:	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 Ritsma, Councillor Sebben, Councillor Vassilakos
Regrets:	Councillor Ingram
Staff Present in Council Chambers:	Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Chris Bantock - Deputy Clerk
Staff Present Electronically:	David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, John Paradis - Fire Chief, Janice Beirness - Acting Director of Corporate Services, Jodi Akins - Council Clerk Secretary, Naeem Khan - Manager of Information & Business Systems, Allison Jordan - Events Coordinator
Also Present:	Joani Gerber – CEO, investStratford, Zac Gribble – Executive Director, Stratford Tourism Alliance

# **1. Call to Order:**

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

Moment of Silent Reflection

Councillor Ingram provided regrets for this meeting.

# **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

Councillor Ritsma declared a pecuniary interest at the October 13, 2020 Committee of the Whole In-camera Session.

Councillor Ritsma declared a pecuniary interest on item 8.1 of the Infrastructure, Transportation and Safety Committee agenda - Kelly's Lane (ITS20-016), as he is the owner of Kelly's Lane.

# **3. Adoption of the Minutes:**

R2020-571

**Motion by** Councillor Henderson

**Seconded by** Councillor Bunting

**THAT the Minutes of the Special Meeting of The Corporation of the City of Stratford dated September 21, 2020 and the Regular Meeting dated September 28, 2020 be adopted as printed.**

**Carried**

# **4. Adoption of the Addenda to the Agenda:**

There was no Addenda to the Regular Agenda of Council and Standing Committees to be adopted.

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

### **5.1 At the September 28, 2020 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered**

Appointment of Youth Representative to Energy & Environment Advisory Committee

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

And,

Appointment of a Citizen Representative to the Committee of Adjustment

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

R2020-572

**Motion by** Councillor Burbach

**Seconded by** Councillor Vassilakos

**THAT Sammie Orr be appointed as the youth representative to the Energy and Environment Committee, for a one-year term to September 30, 2021, or until a successor is appointed.**

**Carried**

R2020-573

**Motion by** Councillor Beatty

**Seconded by** Councillor Ritsma

**THAT Gerry Reynolds be appointed as a citizen representative to the Committee of Adjustment for the remaining term until November 14, 2022, or until a successor is appointed.**

**Carried**

### **5.2 At the October 13, 2020 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

- Labour relations or employee negotiations (section 239.(2)(d);
- Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased

for more than 21 years, 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 Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)).

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

## **6. Hearings of Deputations and Presentations:**

None scheduled.

## **7. Orders of the Day:**

### **7.1 Proclamation Request - Fung Loy Kok Institute of Taoism**

R2020-574

**Motion by** Councillor Burbach

**Seconded by** Councillor Bunting

**THAT Stratford City Council hereby proclaims November 7, 2020 as "Taoist Tai Chi Arts 20th Anniversary Day" in the City of Stratford in recognition of Fung Loy Kok's remarkable journey of 50 years.**

**Carried**

### **7.2 Proclamation Request - Waste Reduction Week**

R2020-575

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Beatty

**That City Council hereby proclaims the week of October 19-25, 2020 as "Waste Reduction Week" in the City of Stratford to help educate and engage Ontarians about waste reduction.**

**Carried**



### **7.3 Resolution - Driveway Restoration 109 Redford Crescent (COU20-165)**

R2020-576

**Motion by** Councillor Bunting

**Seconded by** Councillor Sebben

**THAT the request to have the City restore the driveway at 109 Redford Crescent with decorative concrete be denied;**

**AND THAT the existing driveway restoration practices of topsoil and seed, standard concrete and asphalt continue.**

The Director of Infrastructure and Development Services responded to a question regarding owners having the option to receive funds in lieu of restoration. He advised that this is standard practice should owners wish to receive cash as sometimes they may wish to put that money towards redoing the entire driveway.

\*Councillor Bunting departed the meeting at 3:06 p.m., and returned at 3:07 p.m.

Concern was raised regarding the amount that owners could receive in-lieu and if this was enough to cover replacement of an upgraded concrete. The Director of Infrastructure and Development Services advised that in the past Council has decided not to replace entire driveways where the concrete had been upgraded and was different than what was normally used during construction. Such cases can also lead to having to work around various landscaping features located within the right of way and therefore has been denied in the past.

In response to a question regarding timelines for owners to decide on driveway options, the Director of Infrastructure and Development Services advised letters are provided to those impacted and follow-up can be completed with the homeowners in question who have yet to make a decision.

\*Councillor Bunting departed the meeting at 3:09 p.m., and returned at 3:10 p.m.

Mayor Mathieson called the question on the motion.

**Carried**

**7.4 Resolution - Request for Council consent for Lease of Space by Huron Perth Public Health (COU20-166)**

R2020-577

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Henderson

**THAT Stratford City Council adopts the following resolution regarding the Huron Perth Public Health lease of real property:**

**WHEREAS section 52(3) of the *Health Protection and Promotion Act* provides that “a board of health may acquire and hold real property for the purpose of carrying out the functions of the board” and section 52(4) of the *Health Protection and Promotion Act* provides that “subsection (3) does not apply unless the board of health has first obtained the consent of the councils of the majority of the municipalities within the health unit served by the board of health”;**

**AND WHEREAS the Board of Health for the Huron Perth Health Unit requests consent from Council of The Corporation of the City of Stratford to lease space at 135 Wallace Avenue North, Listowel;**

**NOW THEREFORE BE IT RESOLVED THAT Pursuant to section 52(4) of the *Health Protection and Promotion Act*, Council of The Corporation of the City of Stratford grants consent to the Board of Health for the Huron Perth Health Unit to lease space at the real property known municipally as 135 Wallace Avenue North, Listowel.**

**Carried**

**7.5 Resolution - Lease Agreement for Stratford Economic Enterprise Development Corporation – 82 Erie Street (COU20-167)**

R2020-578

**Motion by** Councillor Gaffney

**Seconded by** Councillor Ritsma

**THAT The Corporation of the City of Stratford enter into a Lease Agreement with the Stratford Economic Enterprise Development Corporation for the lease of a portion of space at 82 Erie Street**

**(City Hall Annex) for five years commencing on January 1, 2021 and shall expire on December 31, 2025;**

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

Discussion was held on the available space in the building and on the cost to create the office space. The Director of Infrastructure and Development Services advised that many large offices have been divided following a review of staff needs for workspace. The Director advised the improvements are related to a previously approved Council project in addition to a \$100,000 investment and annual payment towards utilities and custodial services being contributed by investStratford.

Mayor Mathieson called the question on the motion.

**Carried**

#### **7.6 Resolution - City of Stratford, 2020 Patio Boardwalk Project Review**

R2020-579

**Motion by** Councillor Clifford

**Seconded by** Councillor Burbach

**THAT the 2020 Patio Boardwalk Project Review be received for information;**

**AND THAT staff and investStratford prepare a report for the 2021 Patio Boardwalk Season for Council consideration in January/February 2021.**

**Carried**

#### **7.7 Resolution - Lights on Stratford: Winter Festival of Lights Progress Report Update (COU20-168)**

R2020-580

**Motion by** Councillor Beatty

**Seconded by** Councillor Bunting

**THAT the "Lights on Stratford" 2020-2021 festival be approved by Council to take place, subject to necessary approvals and permits being obtained, and that exhibits may be installed in the following locations:**

- **Market Square from November 19, 2020 to February 14, 2021**
- **Tom Patterson Island from December 10, 2020 to February 14, 2021**
- **Shakespearean Gardens from December 31, 2020 to February 14, 2021**

**THAT organizers enter into an agreement with the City for use of the space to ensure facilities are returned to prior condition;**

**THAT the CAO be authorized to sign the use of space agreements;**

**AND THAT the request for the budget of \$21,000 plus HST to be approved for snow clearing and de-icing in Market Square between November 19, 2020 to February 14, 2021, which is outside of the 2020 budget.**

It was questioned how the additional winter maintenance costs are being funded. The Acting Director of Corporate Services advised it will flow through as expenses since it was not included in the 2020 budget and because costs are unknown. At the end of the year staff will fund through the winter maintenance budget if funds are available or it will be funded from the year-end surplus/deficit.

\*Councillor Bunting departed the meeting at 3:16 p.m.

Mayor Mathieson called the question on the motion.

**Carried**

\*Councillor Bunting returned to the meeting at 3:17 p.m.

## **8. Business for Which Previous Notice Has Been Given:**

None scheduled.

## **9. Reports of the Standing Committees:**

### **9.1 Report of the Social Services Committee**

R2020-581

**Motion by** Councillor Henderson

**Seconded by** Councillor Ritsma

**THAT the Report of the Social Services Committee dated October 13, 2020 be adopted as printed.**

**Carried**

**9.1.1 Federal Safe Restart Funding For Child Care and Early Years in Stratford, Perth and St. Marys (SOC20-007)**

THAT the Report "Federal Safe Restart Funding for Child Care and Early Years in Stratford, Perth and St. Marys" (SOC20-007) be received for information.

**9.1.2 Social Services Relief Fund; Phase 2 Allocation (SOC20-006)**

THAT the report titled "Social Services Relief Fund; Phase 2 Allocation" (SOC20-006) be received for information.

**9.1.3 Addictions Treatment Program Agreement with Choices for Change: Alcohol, Drug and Gambling Counselling Centre (SOC20-008)**

THAT the Mayor and City Clerk, or their respective designates, be authorized to execute an agreement with Choices for Change: Alcohol, Drug and Gambling Counselling Centre, to deliver the Addictions Treatment Program for Ontario Works recipients.

**9.2 Report of the Community Services Committee**

R2020-582

**Motion by** Councillor Beatty

**Seconded by** Councillor Burbach

**THAT the Report of the Community Services Committee dated October 13, 2020 be adopted as printed.**

**Carried**

**9.2.1 2021 Sanctioned Pickleball Tournament and 2022 Pickleball Ontario Championships (COM20-002)**

THAT the request from the Pickleball Club to:

- host a sanctioned pickleball tournament in 2021,
- host the 2022 Pickleball Ontario Championships, and

- for improvements to be made to existing pickleball facilities, be referred to Community Services staff for further consultation and review with the Pickleball Club and to develop cost analysis.

### **9.2.2 Online Learning**

THAT staff look into providing a City space for online learning, including hand sanitizer and access to free wireless internet;

AND THAT staff provide an updated list of current spaces throughout the City that offer access to wireless internet for online learning.

## **10. Notice of Intent:**

### **10.1 Notice of Public Meetings under the Planning Act**

Notice was given that the City of Stratford Council will hold public meetings on Thursday, October 29, 2020 at 3:30 pm via Zoom to hear all interested persons with respect to the following planning applications under Section 34 of the Planning Act, R.S.O. 1990:

Z03-20 for 533 Romeo Street S

Z04-20 for 3797 Downie Road 112

Z05-20 for 1041 Erie Street

## **11. 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:

R2020-583

**Motion by** Councillor Henderson

**Seconded by** Councillor Vassilakos

**THAT By-laws 124-2020 to 128-2020 be taken collectively.**

**Carried** unanimously

R2020-584

**Motion by** Councillor Bunting

**Seconded by** Councillor Beatty

**THAT By-laws 124-2020 to 128-2020 be carried a First and Second Time.**

**Carried** two-thirds support

R2020-585

**Motion by** Councillor Gaffney

**Seconded by** Councillor Sebben

**THAT By-laws 124-2020 to 128-2020 be carried a Third Time and Finally Passed.**

**Carried**

### **11.1 Agreement with Choices for Change - By-law 124-2020**

To authorize the entering into and execution of a purchase of service agreement with Choices for Change Alcohol, Drug & Gambling Counselling Centre to deliver the addictions support program as a component of the Ontario Works program.

### **11.2 Appointments to Advisory Committees - By-law 125-2020**

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

### **11.3 Amendments to Procedural By-law - By-law 126-2020**

To amend the Procedural By-law 140-2007, as amended, to permit electronic meeting participation by members of Council, local boards and advisory committees.

### **11.4 Designation of 265 St. David Street - By-law 127-2020**

To designate 265 St. David Street under Part IV of Section 29 of the *Ontario Heritage Act* as being of architectural and historical value or interest.

### **11.5 Agreement with SEEDCo. for Lease of Space - By-law 128-2020**

To authorize the entering into and execution of a Lease Agreement with the Stratford Economic Enterprise Development Corporation, with respect to lease of certain space at the City Hall Annex Building, 82 Erie Street, for a five-year term from January 1, 2021 to December 31, 2025.

## **12. Consent Agenda: CA-2020-089 to CA-2020-093**

Council did not advise of any items to be considered on the Consent Agenda.

## **13. New Business:**

### **13.1 Resumption of Payment for City Parking**

A member stated they had received concerns from a visitor with respect to free parking no longer being available and asked the question as to how staff communicated out to the public that free parking had ended.

The Deputy Clerk advised communication to the public with respect to the end of free parking had been done through the City's website, social media, and within the Town Crier. Signs that had been displayed around the City advertising free parking were also removed.

### **13.2 Rotary Complex Walking Track - Update**

A member requested that the hours and usage of the indoor walking track be publicly posted for the awareness of residents.

The Director of Community Services advised that signage has been installed to let the public know how to use the walking track and hours are posted on the track. It was further advised that additional information could be added to the website and published in the Town Crier.

## **14. Adjournment to Standing Committees:**

The next Regular Council meeting is October 26, 2020.

R2020-586

**Motion by** Councillor Sebben

**Seconded by** Councillor Burbach

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

- **Infrastructure, Transportation and Safety Committee [3:05 p.m. or thereafter following the Regular Council meeting];**
- **Finance and Labour Relations Committee [3:10 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 October 13, 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

Councillor Ritsma declared a pecuniary interest in item 8.1 of the Infrastructure, Transportation and Safety Committee agenda - Kelly's Lane (ITS20-016), as he is the owner of Kelly's Lane.

### **15.2 Reading of the By-laws (reconvene):**

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

#### **By-law 11.6 Confirmatory By-law - By-law 129-2020**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on October 13, 2020.

R2020-587

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Burbach

**THAT By-law 129-2020 be read a First and Second Time.**

**Carried** two-thirds support

R2020-588

**Motion by** Councillor Gaffney

**Seconded by** Councillor Bunting

**THAT By-law 129-2020 be read a Third Time and Finally Passed.**

**Carried**

### **15.3 Adjournment of Council Meeting**

Mayor Mathieson acknowledged Ed Dujlovic, Director of Infrastructure and Development Services on his upcoming retirement in February 2021.

Mayor Mathieson, on behalf of Council and the Corporation, thanked Mr. Dujlovic for his work and dedication and wished him well.

R2020-589

**Motion by** Councillor Ritsma

**Seconded by** Councillor Vassilakos

**THAT the October 13, 2020 Regular Council meeting adjourn.**

**Carried**

Meeting Start Time: 3:00 P.M.

Meeting End Time: 3:25 P.M.

Reconvene Meeting Start Time: 3:32 P.M.

Reconvene Meeting End Time: 3:35 P.M.

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Mayor - Daniel B. Mathieson

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Clerk - Tatiana Dafoe



## Stratford City Council Special Council Open Session MINUTES

Meeting #: 4630th  
 Date: Wednesday, October 21, 2020  
 Time: 4:45 P.M.  
 Location: 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

Regrets: Councillor Sebben, Councillor Vassilakos

Staff Present in Council Chambers: Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Janice Beirness - Acting Director of Corporate Services

### 1. Call to Order:

Mayor Mathieson, Chair presiding, called 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 Thereof

There were no disclosures of pecuniary interest made at the October 21, 2020 Special Council meeting.

**3. Report of the Committee of the Whole In-Camera Session:**

**3.1 At the October 21, 2020, Session under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:**

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

R2020-590

**Motion by** Councillor Clifford

**Seconded By** Councillor Ingram

**THAT Janice Beirness be appointed the Director of Corporate Services and Treasurer for The Corporation of the City of Stratford effective October 22, 2020.**

Mayor Mathieson advised it's an honour for the City to move forward with this appointment. Ms. Beirness was one of 33 applicants and has been with the City since 2007, serving as the Manager of Financial Services.

Mayor Mathieson called the question on the motion.

**Carried**

**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:

R2020-591

**Motion by** Councillor Beatty

**Seconded by** Councillor Ritsma

**THAT By-laws 130-2020 and 131-2020 be taken collectively.**

**Carried** unanimously

R2020-592

**Motion by** Councillor Burbach

**Seconded by** Councillor Ingram

**THAT 130-2020 and 131-2020 be read a First and Second Time.**

**Carried** two-thirds support

R2020-593

**Motion by** Councillor Gaffney  
**Seconded by** Councillor Henderson

**THAT 130-2020 and 131-2020 be read a Third Time and Finally Passed.**  
**Carried**

#### **4.1 Appointment By-law - By-law 130-2020**

To appoint a Director of Corporate Services and Treasurer for The Corporation of the City of Stratford and to repeal By-laws 154-2017 and 48-2020.

#### **4.2 Confirmatory By-law 131-2020**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on October 21, 2020.

### **5. Adjournment:**

Ms. Beirness thanked Council for placing their confidence in her to take on this role. She advised she has been with the City for 13 years and has served as treasurer in another community. She noted she loves Stratford and working with the people in the community.

\*Councillor Bunting now present at 4:48 p.m.

Congratulations were extended to Ms. Beirness.

R2020-594

**Motion by** Councillor Clifford  
**Seconded by** Councillor Ritsma

**THAT the October 21, 2020 Special Council Meeting adjourn.**

**Carried**

Meeting Start Time: 4:45 P.M.

Meeting End Time: 4:48 P.M.

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Mayor - Daniel B. Mathieson

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Clerk - Tatiana Dafoe

The ROMA Board is pleased to launch its 2021 virtual conference:

*Connecting Rural Ontario*, January 25th -26th

Connecting with each other and the province has never been more important. The 2021 virtual ROMA Annual Conference is an opportunity to connect with colleagues and the province and learn from experts on important rural issues. As in previous years the 2021 Conference will feature Minister's Forums, provincial delegation meetings, networking opportunities and much more.

ROMA is pleased to announce Chantal Hébert, national affairs writer for the *Toronto Star*, guest for the magazine *L'Actualité* and a regular commentator on CBC's *The National's* weekly At Issue panel, as the conference opening keynote Ms. Hebert will examine current, critical policy issues within the national context.

Register today - early bird registration rates will remain in effect until December 31, 2020.

For Conference and registration details, please visit: <http://www.roma.on.ca/Events/2021ROMAConference.aspx>



## MANAGEMENT REPORT

<b>Date:</b>	October 26, 2020
<b>To:</b>	Mayor and Members of Council
<b>From:</b>	Chris Bantock, Deputy Clerk
<b>Report#:</b>	COU20-169
<b>Attachments:</b>	N/A

**Title:** 2020 Refreshment Vehicle License Fee Prorate Request

**Objective:** To receive Council direction regarding a request to prorate fees for Refreshment Vehicle Licenses under Business Licensing By-law 187-2004.

**Background:** In accordance with the City's Business Licensing By-law, the fee for a Refreshment Vehicle License is currently \$502.00 per vehicle, per year. This fee is set for each calendar year, in connection with the expiry of each license, and must be paid at the time of application, whether new or renewal. As of the writing of this report, the City has issued three Refreshment Vehicle Licenses for 2020 and has collected a total of \$1,506.00 in licensing fees.

Staff recently received a request from Kens French Fries, now under new ownership, to prorate their Refreshment Vehicle License fee for 2020, stating that there are only two months left in the year that the fee will cover and that Covid-19 will also impact their business for the foreseeable future.

**Analysis:** Kens French Fries recently had a change in ownership where the name of the business was not changed or affected. In accordance with section 2.26 of the Business Licensing By-law, every licensee shall, upon change of ownership of the licensed business, return and surrender his or her current license to the City Clerk. The new owner shall make application for a new license as set out in the By-law. As a result, the new owners of Kens French Fries would be required to obtain a new license and pay the \$502.00 licensing fee should they wish to operate as a Refreshment Vehicle in the City.

As set out in the By-law, the fee for a business license is not prorated and thus, any applicant seeking a business license is required to pay the full fee for that respective license, regardless of the time of year an application is made. While this may mean that some applicants receive less operating time depending on when a license is received each year, it does not change the necessary administrative processing required by Staff. Such

processing typically includes in-take and review of paperwork, time to correspond with the applicant, reviewing adherence to the by-law, collaborating with other City Staff, and preparation of the license.

Considering the above, Staff would recommend continued adherence to the By-law and require that any new ownership requesting a business license, regardless of time of year, make application and pay the respective fees.

Should Council decide to grant this request and charge a prorated 2020 Refreshment Vehicle Licensing fee for the new owners of Kens French Fries, it would be recommended that the other two current holders of Refreshment Vehicle Licenses be provided with a similar prorated reduction of their fees so as to ensure consistency and fairness.

**Financial Impact:** In calculating the prorated cost of a Refreshment Vehicle License, the annual fee of \$502.00 can be broken down to a monthly cost of \$41.83. Should Council choose to prorate the 2020 fees for the new owners of Kens French Fries, the fee would total \$83.66 per vehicle for the remainder of the year. This would result in a loss of revenue of \$418.34 per vehicle.

If in connection with this, Council also chooses to prorate the 2020 fees paid by the other two current Refreshment Vehicle License holders, the City would refund a total of \$418.38 between the two licensees. The new prorated costs are broken down as \$334.64 for one license obtained in May and \$250.98 for the other license obtained in July.

Overall, all prorated 2020 Refreshment Vehicle License fees for two current and one prospective license holder would result in a loss in revenue of \$878.55.

**Alignment with Strategic Priorities:** N/A

**Staff Recommendation: THAT the request for refreshment vehicle licence fees to be prorated in 2020 be denied.**




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Chris Bantock, Deputy Clerk




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Janice Beirness, Acting Director of Corporate Services



A handwritten signature in cursive script, appearing to read "Joan Thomson".

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Joan Thomson, Chief Administrative Officer



## MANAGEMENT REPORT

<b>Date:</b>	October 20, 2020
<b>To:</b>	Mayor and Council
<b>From:</b>	David St. Louis, Director of Community Services
<b>Report#:</b>	COU20-170
<b>Attachments:</b>	None

**Title:** Removal of Textile Collection Bins on City-owned Property

**Objective:** To provide information to Council regarding the concerns expressed about the textile recycle bins located on City-owned property.

**Background:** Under new business of the January 14, 2019 Council meeting, members were advised of concerns expressed that the textile recycle bins located at the Rotary Complex may be a hazard and are not promoting the City's textile recycling program. A motion was made:

**That the request to remove textile collection bins located on City-owned property be referred to Community Services' staff for review.**

It was clarified that this motion is intended to include Dufferin Arena and all City-owned property.

**Analysis:** The Community Services Department is experiencing problems with the two bins currently located at the Rotary Complex and the two bins located at the Dufferin Arena.

Items are being dropped off outside of the bins as well as bags of items are being taken out of the bins and picked through. Whatever is not wanted is left beside the bins or thrown around the parking lots. Items also get thrown into the waste receptacle bins causing them to fill up faster and staff then must schedule additional waste pick-ups.

Parks staff is also consistently having to clean up clothing thrown throughout Dufferin park and take those items to the landfill.

Removal of these bins is possible as there are three textile diversion bins at the landfill site where the public can drop items off.

**Financial Impact:** No cost to have the bins removed. A financial savings could be seen as staff time would not be used to clean up on a daily basis as well as additional waste pick-ups would not be required.

**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.

**Staff Recommendation: THAT Council approve the removal of the textile collection bins located on City-owned property, not including the three bins at the landfill site.**



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David St. Louis, Director of Community Services



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Joan Thomson, Chief Administrative Officer



## MANAGEMENT REPORT

<b>Date:</b>	October 26, 2020
<b>To:</b>	Mayor and Members of Council
<b>From:</b>	Chris Bantock, Deputy Clerk
<b>Report#:</b>	COU20-174
<b>Attachments:</b>	1 - Parking Waiver Request

**Title:** Parking Sub-Lease Payment Waiver Request

**Objective:** To receive Council direction regarding the waiver of payments in 2020 of Parking Sub-Lease Agreements between the City of Stratford and respective tenants.

**Background:** On January 1, 2008, the City entered into an agreement with the Dingman Family, through By-law 99-2008, for the leasing of land for a parking lot, municipally known as 21 Cobourg Street. This lease expires December 31, 2028 and specifies that the City can lease up to 42 parking spots during this time. The City is also responsible for the maintenance and snow clearing of this lot.

As of the writing of this report, the City has Parking Sub-Lease Agreements with three tenants, as per the following:

- 14 parking spaces to Mercer Hall
- 3 parking spaces to Edison's Café Bar and Inn
- 2 parking spaces to River Merchant Inn

Staff have received a request, included as Attachment 1 to this report, from the owner of Mercer Hall to consider the waiver of owed rental parking fees as a matched benefit of the free parking that was offered to the general public between April 1 and August 30, 2020.

**Analysis:** On April 1, 2020, and subsequently on May 25, 2020, Council permitted free parking by the general public up until August 30, 2020 as a result of the Covid-19 pandemic. In connection with this decision, Council also extended the validity of all paid monthly parking permits up until the same date. It should be noted that this decision related to the monthly permits did not refund previously paid permits, but simply allowed the validity of the permits for longer than initially purchased.

Also approved by Council on April 1 was the waiver of interest on any general invoices from the City until May 31, 2020. Following this decision, Staff provided Mercer Hall with notice that their upcoming monthly rental fees were still required to be paid, however, penalties for late payments would not be applied until May 31, 2020. As per the agreement with Mercer Hall, payments are taken monthly at a rate of 1101.26, including HST. For a normal payment period, the City assesses late charges at the rate of 1.25% per month.

As per the lease with the Dingman Family, the City continues to pay an annual rate of \$30,000, in addition to any required maintenance to ensure the lot is in good standing. In the winter months of this year and beginning of next, the City will also incur expenses related to snow removal to ensure patrons can continue to park safely. Considering that the sub-lease of parking spaces in this lot contributes a significant amount towards offsetting these expenses, Staff are recommending that no waiver of fees be granted for tenants of current Parking Sub-Lease Agreements. Should Council wish to provide a waiver of fees to the requestor, Mercer Hall, the same waiver of fees should be provided to other applicable tenants to ensure fairness and consistency.

**Financial Impact:** For Council's consideration in providing direction on this matter, Staff have prepared the following options with varying costs associated. Note that in review of waiving payments for tenants of current Parking Sub-Lease Agreements between April 1 and August 30, 2020, only Mercer Hall and Edison's Café Bar and Inn would be considered as River Merchant Inn just recently entered into their agreement with the City, effective October 1, 2020.

- **Option A – Full Fee Waiver**

A full waiver of fees between April 1 and August 30, 2020 for the applicable agreements would equate to a revenue loss of \$7,419.10. This is represented as an amount of \$5,506.30 + \$206.55 in late charges owed by Mercer Hall and \$1,706.25 removed from Edison's annual lump sum payment.

- **Option B – Partial Fee Waiver**

While late payment charges were initially only waived for the months of April and May, a partial fee reduction would wave amounts owing related to any current late payment charges. This would equate to a revenue loss of \$206.55 in late charges owed by Mercer Hall. Should Council choose to move forward with this option, late payment charges would not begin accumulating again until December 1, 2020, given the timing of this report.

- **Option C – No Fee Waiver**

This option will result in no loss of revenue and would require payment of all outstanding and future invoices from each tenant in accordance with their respective Parking Sub-Lease Agreement.

**Alignment with Strategic Priorities: N/A**

**Staff Recommendation: THAT the Parking Sub-Lease Payment Waiver Request Report (COU20-174) be received;**

**THAT Option C - No Fee Waiver, be approved that requires outstanding payments and future invoices from each tenant in accordance with their respective parking sub-lease agreements.**



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Chris Bantock, Deputy Clerk



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Janice Beirness, Director of Corporate Services



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Joan Thomson, Chief Administrative Officer



City of Stratford  
 Tatiana Defoe  
 City Clerk  
 Clerks Department  
 1 Wellington Street  
 Stratford, Ontario N5A 6W1

Good afternoon, my name is Bill Windsor and I am owner of Mercer Kitchen, Beer Hall & Hotel. Please consider this letter a written request to waive our rental parking fees.

In light of Covid-19, our forced closure and the cancellation of our main economic generator, The Stratford Festival, we are requesting that a matched benefit of complimentary parking for the general public, be extended to us and for the city to waive this fee as per our current agreement. We applaud the efforts of the City and Council thus far to provide free parking to our locals and visitors, we are asking that you extend that further to include this local business as well.

We are working as hard as we personally can to remain in business, we are working with our landlords and suppliers and now we are asking the city to work with us to save this added cost to our business and we sincerely need all the help we can. We are and must continue to be in this together in order for us to get through, survive and succeed at the end of this pandemic.

If we can be of any further assistance, please advise.

Respectfully.

Bill Windsor

bill@windsorhospitality.ca



## MANAGEMENT REPORT

**Date:** September 30, 2020  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Michelle Pinto, Project Engineer  
**Report#:** ITS20-015  
**Attachments:** Attachment 1 – Existing and Proposed Accessible Parking Spaces on Lakeside Drive  
 Attachment 2 – Lakeside Drive Proposed Accessible Parking Spaces

**Title:** Accessible On-Street Parking Spaces on Lakeside Drive

**Objective:** To consider providing accessible on-street parking spaces on Lakeside Drive between Queen Street and the bottom of Snake Hill.

**Background:** At the May 29, 2020 Special Council Meeting, a request was made by Council for additional accessible parking on Lakeside Drive between Queen Street and the bottom of Snake Hill.

Currently, there are 134 on-street parking spaces on Lakeside Drive east of Waterloo Street including 3 existing accessible parking spaces. The proposed accessible parking spaces would convert 3 existing parking spaces at the east end of Lakeside Drive to accessible parking spaces.

**Analysis:** Staff have investigated the matter and believe it is appropriate to designate additional accessible on-street parking spaces on Lakeside Drive within the permitted on-street parking area. The proposed parking spaces will include one Type A parking space that is wide enough to accommodate vans or vehicles equipped with ramps, one Type B space that is slightly wider than a standard parking space, and an access aisle in between the two spaces. These parking spaces would benefit those visiting Lake Victoria and Upper Queen's Park. The designated spots closest to the proposed location are illustrated in Attachment 1.

The design of the proposed accessible parking spaces is provided in Attachment 2. The Accessibility Advisory Committee (AAC) was provided with plans for review and the Committee's feedback received was incorporated into the design.



Construction of the proposed accessible parking spaces is planned to be complete by the end of October 2020.

**Financial Impact:** The cost of the necessary signage, line painting and landscaping restoration would be funded from the current roads operating budget and would be carried out by staff.

The cost to replace the curb and to construct the access aisle would be funded from the Accessibility Improvements budget and would be carried out by the Annual Concrete and Asphalt Repair Contractor. Staff estimates that this would be approximately \$3,500.

### **Alignment with Strategic Priorities:**

#### **Mobility, Accessibility and Design Excellence**

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

**Staff Recommendation: THAT Traffic and Parking By-law 159-2008 be amended by adding as follows:**

#### **Schedule 21 – Designated Parking Spaces for Persons with Disabilities**

**The pavement immediately adjacent to the curb on the south side of Lakeside Drive measured from a point 272 metres east of the east curb of Queen Street to a point 8 metres easterly therefrom.**




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Michelle Pinto, Project Engineer




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Ed Dujlovic, Director of Infrastructure and Development Services

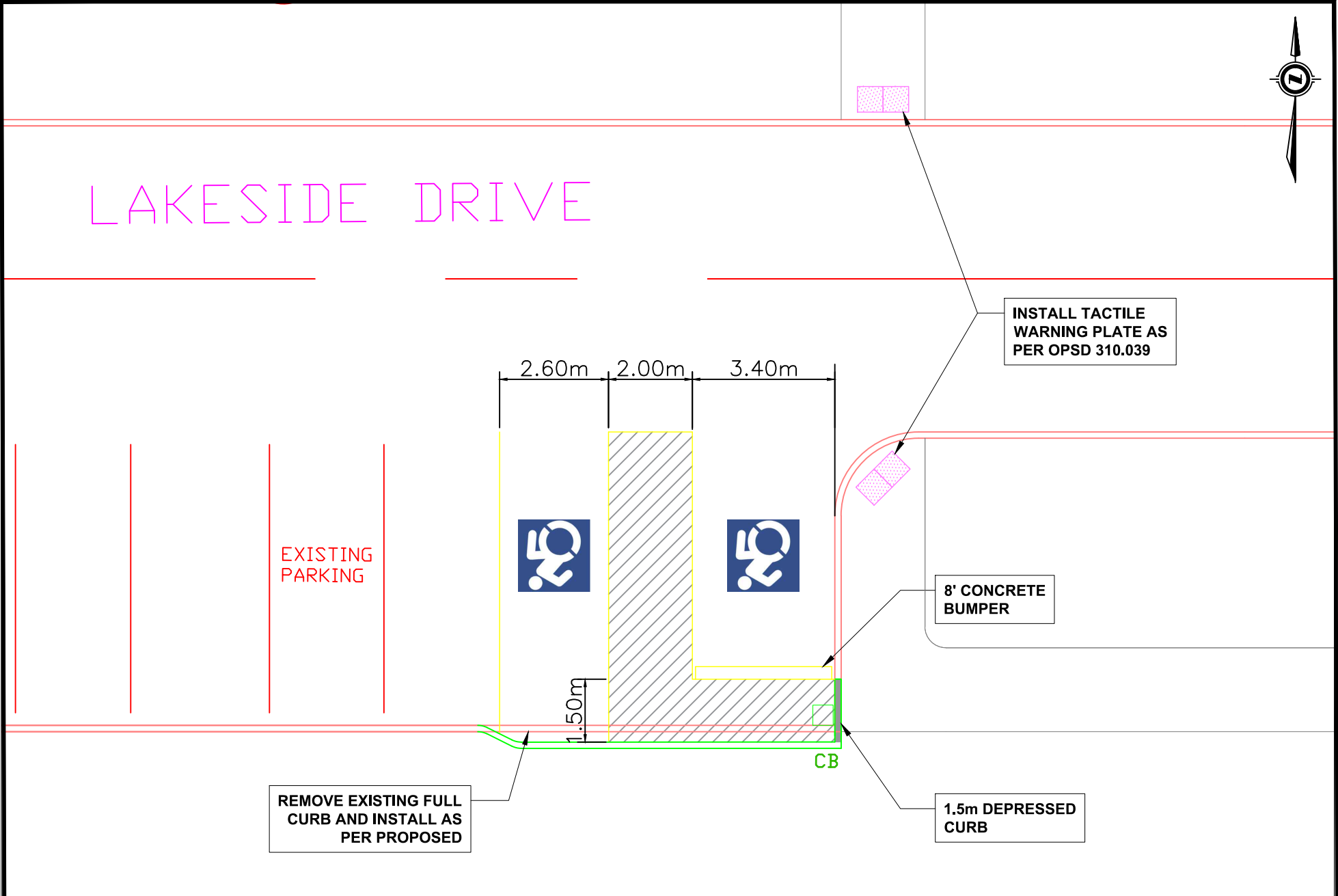



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Joan Thomson, Chief Administrative Officer

# Attachment 1 – Existing and Proposed Accessible Parking Spaces on Lakeside Drive





 <p><b>CITY OF STRATFORD</b> INFRASTRUCTURE AND DEVELOPMENT SERVICES DEPARTMENT</p>	<p>Attachment 2 - Lakeside Drive Proposed Accessible Parking Spaces</p>	Drawn By: CW	Scale:
		Date: Aug 14 2020	N.T.S.
		Revision:	Dwg.:
		Approved By: MP	1 of 1





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## MANAGEMENT REPORT

**Date:** September 16, 2020  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** John Paradis, Fire Chief  
**Report#:** ITS20-019  
**Attachments:** By-law 65-2014  
Draft By-law

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**Title:** Participation in the Perth County Mutual Aid Plan

**Objective:** To seek Council approval to continue participation in the Perth County Mutual Aid Plan

**Background:** The Perth County Mutual Aid Plan allows a participating fire department to request assistance from a neighboring fire department authorized to participate in a plan approved by the Ontario Fire Marshal. A fire department may request mutual aid assistance when it is at the scene or has reliable information that immediate assistance is required.

If mutual aid is requested, the municipality receiving the request can deny the request if their own resources are being utilized or under repair and would leave their own municipality unreasonably unprotected.

By-law 65-2014 was passed in 2014 when the Mutual Aid Plan was revised Province wide. The Ontario Fire Marshal recommends that the by-law be reviewed every five (5) years. An updated Perth County Mutual Aid Plan was approved by the Ontario Fire Marshal on August 31, 2020.

**Analysis:** the purpose of a Mutual Aid Plan is to promote adequate and coordinated efforts to minimize loss of human life and property and damage to the environment through efficient utilization of fire department and other resources in the event of a mutual aid activation during times of natural or man-made emergencies and to provide the organizational framework necessary to effectively manage mutual aid resources within an incident management system.

If a fire department is not a participating member of a local Mutual Aid Plan, they are unable to request assistance from neighboring municipal fire departments on a reciprocal no cost basis.

**Financial Impact:** Mutual aid is based off providing assistance on a reciprocal basis with no cost to the requesting municipality and the cost being absorbed by the responding municipality.

**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 Council receive the report Participation in the Perth County Mutual Aid Plan dated September 16, 2020 prepared by the Fire Chief for information;**

**THAT Council authorize the Stratford Fire Department to continue to participate in the Perth County Mutual Aid Plan through the passing of a By-law;**

**AND THAT By-law 65-2014 be repealed upon the new by-law coming into force and effect.**




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John Paradis, Fire Chief




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Joan Thomson, Chief Administrative Officer



**BY-LAW NUMBER -2020**  
**OF**  
**THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to authorize participation by The Corporation of the City of Stratford in the County of Perth Mutual Aid Plan.

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**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 municipalities ability to respond to municipal issues;

**AND WHEREAS** section 9 of the *Municipal Act, 2001*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** section 20 of the *Municipal Act, 2001*, as amended, provides that a municipality may enter into an agreement with one or more municipalities to jointly provide for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

**AND WHEREAS** section 2(5) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4* provides that a municipality may under such conditions as may be specified in the agreement, enter into an agreement to:

- a) Provide such fire protection services as may be specified in the agreement to lands or premises that are situated outside the territorial limits of the municipality; and
- b) Receive such fire protection services as may be specified in the agreement from a fire department situated outside the territorial limits of the municipality.

**AND WHEREAS** By-law 65-2014 was adopted by Council of The Corporation of the City of Stratford to provide for the participation of the City of Stratford Fire Department in County Mutual Aid;

**AND WHEREAS** Mutual Aid is the reciprocal giving of help that fire departments have participated in through a formalized Mutual Aid Plan since the 1950's;

**AND WHEREAS** the Mutual Aid Plan in the Province of Ontario and local Mutual Aid By-law must be reviewed every five (5) years;

**AND WHEREAS** the Mutual Aid Plan in the Province of Ontario was updated and approved by the Ontario Fire Marshal on August 31, 2020;

**AND WHEREAS** the purpose of a Mutual Aid Plan is to promote adequate and coordinated efforts to minimize loss of human life and property and damage to the environment through efficient utilization of fire department and other resources in the event of a mutual aid activation during times of natural or man-made emergencies and to provide the

organizational framework necessary to effectively manage mutual aid resources within an incident management system;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it necessary to adopt a by-law to provide for the continued participation of the Stratford Fire Department in the revised County of Perth Mutual Aid Plan;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

1. That the Stratford Fire Department be authorized to leave the limits of the municipality or fire area, at the discretion of the Fire Chief or designate and under the direction of the County of Perth Fire Co-ordinator to respond to calls for assistance from other fire departments authorized to participate in the County of Perth Mutual Aid Plan or any other County, District or Regional Mutual Aid Plan on a reciprocal basis.
2. In case the provisions of this By-law conflict with the provisions of other authorized fire protection agreements, the provisions of this By-law shall prevail.
3. That this By-law shall come into force and take effect upon final passage thereof.
4. That By-law 65-2014 and any other By-laws and/or resolutions inconsistent with the provisions of this By-law are hereby repealed or rescinded.
5. That this By-law shall be reviewed every five (5) years from the date of final passage thereof.

Read a FIRST, SECOND and THIRD time and

**FINALLY PASSED** this day of \_\_\_\_\_, 2020.

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Mayor – Daniel B. Mathieson

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City Clerk – Tatiana Dafoe



## MANAGEMENT REPORT

**Date:** September 30, 2020  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Ed Dujlovic, Director of Infrastructure and Development Services  
**Report#:** ITS20-017  
**Attachments:** Off Road Vehicle By-law

**Title:** Off Road Vehicle By-law

**Objective:** To update By-law 65-2012 All-Terrain Vehicle By-law that permits and controls the operation of all-terrain vehicles (ATVs) on certain highways and streets and property under the jurisdiction of The Corporation of the City of Stratford.

**Background:** The current By-law prohibits the operation of ATVs on City streets and property. The By-law did allow for the use of ATVs for special events such as the Hog Jog, Canada Day Parade and the Dragon Festival. The events were listed in Schedule A of the By-law.

A request was received by Stratford Police for the City to review By-law 65-2012 to address the issue with a City contractor using an off-road utility terrain vehicle (UTV) to carry out winter maintenance activities on behalf of the City. The police have carried out a review of the City's By-law and the Highway Traffic Act and Regulations, and the current All-Terrain Vehicle By-law does not allow an UTV to operate on a highway, street or roadway within the City.

**Analysis:** In 2015, the Province amended the Highway Traffic Act and updated regulations with respect to the operation of off-road vehicles on highways. The regulations were amended as follows:

- Allowing more types of off-road vehicles (ORVs) and all-terrain vehicles (ATVs) – including two-up ATVs, side-by-side ORVs and utility terrain vehicles (UTVs) – on the shoulder of public roads, where permitted;
- Mandating that all riders — including drivers and passengers of all ages — wear an approved motorcycle helmet and use a seatbelt or footrests, where applicable;
- Children under the age of eight will not be allowed as a passenger on any ATV/ORV operating on-road;



- Limiting the number of passengers to the number of available seating positions;
- Requiring compliance labels on all ATVs/ORVs;
- Clarifying access and exemptions for farmers and trappers and for Far Northern Ontario municipalities.

An updated by-law, Off Road Vehicle By-law, has been prepared to consider the updated provisions in the Highway Traffic Act that deals with off road vehicles on highways. In addition, the new by-law will allow for the use of UTVs.

**Financial Impact:** There is no financial impact.

**Alignment with Strategic Priorities:**

**Mobility, Accessibility and Design Excellence**

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

**Staff Recommendation: THAT By-law 65-2012 All-Terrain Vehicle By-law, as amended, be repealed;**

**THAT the new Off-Road Vehicle By-law be adopted;**

**AND THAT Schedule A to Delegation of Authority By-law 135-2017 as amended, be further amended to delegate authority to the Director of Infrastructure and Development Services and the Director of Community Services to grant or refuse a request for exemption to the Off-Road Vehicle By-law made as part of a special event application.**




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Ed Dujlovic, Director of Infrastructure and Development Services




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Joan Thomson, Chief Administrative Officer



**BY-LAW NUMBER \_\_\_\_-2020  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to permit and control the operation of Off Road Vehicles on certain highways and streets and property under the jurisdiction of The Corporation of the City of Stratford and to repeal By-law 65-2012, as amended.

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**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;

**AND WHEREAS** section 191.8 of the Highway Traffic Act, R.S.O. 1990, Chapter.H.8 as amended, authorizes the Council of a municipality to pass by-laws, -

- (a) prohibiting, permitting and regulating the operation of off-road vehicles on any highway within the municipality that is under the jurisdiction of the municipality, or on any parts of such highway,
- (b) prescribing a lower rate of speed for all-terrain vehicles on any highway within the municipality that is under its jurisdiction, or any part or parts of such highway including different rates of speed for different highways or parts of highways;

**AND WHEREAS** Ontario Regulation 316/03: *Operation of Off-Road Vehicles on Highways*, as amended, passed under the *Highway Traffic Act* regulates the operation and requirements of off-road vehicles and states that every highway or part of highway in a municipality on which an off road vehicle is permitted to operate under the authority of a by-law made by the municipality under subsection 191.8 of the Act, but only during the months or hours specified in the By-law if the by-law limits the operation of off road vehicles on a highway or part of a highway within the municipality to certain months or hours;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it necessary in the public interest to permit the operation of off-road vehicles on certain streets, recreation trails and municipal property in Stratford during certain hours specified herein;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

## **1.0 DEFINITIONS**

1.1 "Off Road Vehicle" means:

**"Multi-purpose off-highway utility vehicle"** means an off-road vehicle that,

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has a steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and
- (d) has a minimum cargo capacity of 159 kilograms.

**"Recreational off-highway vehicle"** means an off-road vehicle that,

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has a steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and
- (d) has an engine displacement equal to or less than 1,000 cubic centimetres.

**"All-Terrain Vehicle"** means an off-road vehicle that:

- a) has four (4) wheels, the tires of all of which are in contact with the ground;
- b) has steering handlebars;
- c) has a seat that is designed to be straddled by the driver, and
- d) Is designed to carry,
  - (i) a driver only and no passengers, or
  - (ii) a driver and only one passenger , if the vehicle,
    - (A) has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and
    - (B) is equipped with foot rests for the passenger that are separate from the foot rests for the driver.

1.2 **"Boulevard"** means that part of the highway situated between the curb line and the property line of the lot abutting the highway, but does not include a sidewalk or shoulder;

1.3 **"By-law Enforcement Officer"** means a police officer of Stratford Police Services, commissionaire, assistant or any other officer, peace officer or civilian person engaged by Stratford Police Services and/or appointed by The Corporation of the City of Stratford to enforce or carry out the provisions of this by-law or any part or parts thereof;

1.4 **"City"** means The Corporation of the City of Stratford;

1.5 **"Highway"** includes a common and public highway, street, avenue, parkway, driveway, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property line thereof;

1.6 **"Recreation Trail"** means property of the City that is operated as and maintained as a recreation trail for pedestrians, but does not include a sidewalk or boulevard;

1.7 **"Sidewalk"** means that portion of a highway between the curb line and the property line of the lot abutting the highway improved for the use of pedestrians.

## **2.0 REGULATIONS**

- 2.1 An off road vehicle shall not be operated on highways or recreation trails unless it meets the requirements of, and is operated in accordance with, Ontario Regulation 316/03 of the *Highway Traffic Act*, the *Operation of Off-Road Vehicles on Highways*, as may be amended and/or replaced from time to time.
- 2.2 As set out in Schedule "A" to this By-law, Off Road Vehicles shall be permitted upon the highways and recreation trails and municipal property under the jurisdiction of The Corporation of the City of Stratford accordance with Ontario Regulation 316/03 of the *Highway Traffic Act*, the *Operation of Off-Road Vehicles on Highways*, as may be amended and/or replaced from time to time and in accordance with the provisions of this By-law, as may be amended and/or replaced from time to time
- 2.3 Notwithstanding section 2.2 of this By-law, Off Road Vehicles shall not be permitted on sidewalks under the jurisdiction of The Corporation of the City of Stratford. City vehicles and contractors working on behalf of the City are exempted from this provision.
- 2.4 The exemptions as set out in Part IV Exemptions of Ontario Regulation 316/03 of the *Highway Traffic Act*, the *Operation of Off-Road Vehicles on Highways* as amended and/or replaced from time to time, regarding the operation of Off-Road Vehicles on highway shall apply to the regulation of off-road vehicles as set out in this By-law.
- 2.5 An Off Road Vehicles shall not be driven at a rate of speed greater than:
  - 2.5.1 20 kilometres per hour if the speed limit established under the Highway Traffic Act or by Municipal By-law for that part of the highway is not greater than 50 kilometres per hour, or
  - 2.5.2 50 kilometres per hour if the speed limit established under the Highway Traffic Act or by Municipal By-law is greater than 50 kilometres per hour, or
  - 2.5.3 20 kilometres per hour for any recreation trails and municipally operated property under the jurisdiction of The Corporation of the City of Stratford.
- 2.6 An Off Road Vehicle shall not be operated on any highways, recreation trails or municipal property between the hours of 10:00 pm of one day to 7:00 am of the next day.

## **3.0 GRANT OF EXEMPTION BY COUNCIL:**

### **(1) Application to Council:**

Notwithstanding anything contained in this by-law, any person may makes an application to Council to be granted an exemption from any of the provisions of this by-law for which a person might be prosecuted and Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect and any exemption granted shall specify the time period, not in excess of six months during which it is effective and may contain such terms and conditions as Council sees fit.

### **(2) Decision:**

In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it sees fit.

(3) **Breach:**

Breach by the applicant of any of the terms or conditions of any exemption granted by Council shall render the exemption null and void.

(4) Subject to Delegation of Authority By-law 135-2017 as amended from time to time, and notwithstanding anything contained in this By-law, the Director of Community Services or the Director of Infrastructure and Development Services, in writing, may grant or may refuse an exemption as part of a special event, under the following terms and conditions:

- a) the complete special event application including a request for an exemption and all necessary documents have been received by Community Services at least 12 weeks prior to the special event;
- b) that all requirements for notice related to the exemption as required by The Corporation of the City of Stratford have been met;
- c) that the decision of the Director of Community Services or the Director of Infrastructure and Development Services to grant or to refuse an application for an exemption may be appealed to City Council within 20 calendar days of receipt of the decision in writing from the Director and that the organization or person appealing the decision must provide written reasons for the appeal.

#### **4.0 PENALTIES**

- 4.1. Every person who contravenes a provision of this By-law is guilty of an offence and liable on conviction to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c.P.33.

#### **5.0 INTERPRETATION**

- 5.1. In this By-law, unless the context otherwise requires words importing the singular number shall include the plural.
- 5.2. If a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

#### **6.0 REPEAL**

- 6.1 That By-law 65-2012 and all amendments thereto are hereby repealed upon this By-law coming into force and effect.

#### **7.0 TITLE**

- 7.1. This By-law may be referred to as the "**Off Road Vehicle By-law**" of The Corporation of the City of Stratford.

#### **8.0 EFFECTIVE**

- 8.1 This by-law shall come into force and take effect upon the final passage thereof.

Read a FIRST, SECOND and THIRD time and  
FINALLY PASSED this    day of \_\_\_\_\_, 2020.

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Mayor – Daniel B. Mathieson

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Clerk – Tatiana Dafoe

**THIS IS SCHEDULE "A" TO BY-LAW \_\_\_\_\_-2020**

*passed this XXX day of \_\_\_\_\_, 2020*

The following are exempt from By-law number \_\_\_\_\_-2020

1. By-law Enforcement employees for The Corporation of the City of Stratford.
2. All Stratford Police Services Officers while performing his or her duties.
3. All Stratford Fire Department personnel while performing his or her duties.
4. All Medical Rescue personnel while performing his or her duties.
5. All employees of The Corporation of the City of Stratford while performing his or her duties.
6. Any person operating an Off-Road Vehicle for the purpose of rendering assistance during a declared emergency within the Municipality.
7. Contractors employed by the City while completing work for the City of Stratford.



## MANAGEMENT REPORT

**Date:** September 30, 2020  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Ed Dujlovic, Director of Infrastructure and Development Services  
**Report#:** ITS20-018  
**Attachments:** None

**Title:** Mutual Aid and Assistance Memorandum of Understanding (Agreement) for an Ontario Water/Wastewater Agency Response Network

**Objective:** To inform Council of Ontario's Water/Wastewater Agency Response Network and to seek Council's endorsement regarding next steps.

**Background:** The Ontario Water/Wastewater Agency Response Network ("OnWARN") is a voluntary network of utilities helping other utilities to respond to and recover from emergencies. It matches specialized water/wastewater utility resources to specific needs during an emergency to aid in quickly locating emergency equipment and trained personnel. OnWARN is important because it establishes agreement and protocols in advance to access resources and knowledgeable personnel in water and wastewater systems through its mutual aid and assistance agreement; and doesn't require the declaration of an emergency to access these.

**Analysis:** Although there may be informal agreements with other neighbouring municipalities already in place, OnWARN addresses concerns such as liability, legal, and regulatory requirements. It establishes a legal framework and the agreement covers all aspects of legal liability including, availability of response, provision of services, and health and safety requirements. All municipalities/utilities sign the same agreement and the collection of all documents signed by each municipality forms the contract with each member.

The agreement is periodically reviewed by the OnWARN Steering Committee with recommendations communicated to the member municipalities. Any changes must be accepted by a clear majority of members to become valid. The Steering Committee also coordinates and makes recommendations related to standardized OnWARN form and OnWARN procedures, and leads the ongoing development and continuous improvement of the program. The agreement has been reviewed by the solicitor for the City and no concerns were noted.



**Financial Impact:** There is no cost to join OnWARN. Associated costs may include minor administrative costs to maintain an up-to-date inventory list for access by other municipalities.

**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.

**Staff Recommendation: THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the OnWARN Mutual Aid and Assistance Memorandum of Understanding (Agreement).**



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Ed Dujlovic, Director of Infrastructure and Development Services



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Joan Thomson, Chief Administrative Officer



## Corporate Services Department

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# MANAGEMENT REPORT

**Date:** September 22, 2020  
**To:** Finance and Labour Relations Sub-committee  
**From:** Janice Beirness, Acting Director of Corporate Services  
**Report#:** FIN20-014  
**Attachments:** SEED Co. September 2020 Update  
SEED Co. 2019 Annual Report

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**Title:** Stratford Economic Enterprise Development Corporation (SEED Co./investStratford)  
– September 2020 Update & 2019 Annual Report

**Objective:** To receive an update on SEED Co.'s year-to-date activities for 2020, as well as its 2019 Annual Report.

**Background:** SEED Co. gives regular updates to Council through the Finance & Labour Relations Sub-Committee.

**Analysis:** Representatives from SEED Co. have been invited to attend as an electronic delegation to present the attached report.

**Financial Impact:** None noted.

### Alignment with Strategic Priorities:

#### Widening our Economic Opportunities

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

**Staff Recommendation:** THAT the Stratford Economic Enterprise Development Corporation (SEED Co./investStratford) report dated September 22, 2020 be received for information.

A handwritten signature in black ink that reads "Janice Beirness".

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Janice Beirness, Acting Director of Corporate Services

A handwritten signature in cursive script, reading "Joan Thomson".

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Joan Thomson, Chief Administrative Officer

STRATFORD ECONOMIC ENTERPRISE DEVELOPMENT CORPORATION (SEED CO.)

# ANNUAL REPORT

# 2019

YEAR IN REVIEW



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ADVANCING STRATFORD'S ECONOMIC FUTURE

## STRATFORD ECONOMIC ENTERPRISE DEVELOPMENT CORPORATION (SEED CO.)

**VISION:** Stratford is Canada's leader in digitally enabled approaches for investment in arts, education and industry.

**MISSION:** The Stratford Economic Enterprise Development Corporation (SEED Co.) advances the economic future of Stratford through excellence, creativity and collaborative leadership.



*Advancing Stratford's Economic Future*

# STRATFORD ECONOMIC ENTERPRISE DEVELOPMENT CORPORATION (SEED CO.)

## Annual General Meeting

Thursday, June 18, 2020 – via Zoom Meeting

**investStratford,**  
**6 Wellington Street**  
**Stratford, Ontario**

**9:00am-10:00am**

**2019**  
**YEAR IN REVIEW**

### AGENDA

- |        |                                                                                                                                  |
|--------|----------------------------------------------------------------------------------------------------------------------------------|
| 9:00am | Arrival of Board Members                                                                                                         |
| 9:00am | Call to Order                                                                                                                    |
| 1.0    | Board Business Meeting Called to Order – 6th Annual General Meeting of the Stratford Economic Enterprise Development Corporation |
| 2.0    | Declarations of pecuniary interest and the general nature thereof                                                                |
| 3.0    | Adoption of the Minutes from Annual General Meeting – 2018 Year in Review (held June 14, 2019)                                   |
| 4.0    | CEO Report on 2019 – Joani Gerber                                                                                                |
| 5.0    | Auditor’s Report and unaudited 2019 Financial Statements – Janice Beirness                                                       |
| 6.0    | Confirmation and Appointment of Acts of Directors                                                                                |
| 7.0    | Appointment of Auditors                                                                                                          |
| 8.0    | Adjournment                                                                                                                      |

## **MINUTES from AGM: 2018 Year in Review (held June 14, 2019)**

**Directors Present:** Brad Beatty; Stephen Cooper; Ginny Dybenko; Franklin Famme; Dave Gaffney; Dan Mathieson; Michael McCourt; Anne McDougall; Jeff Orr; Shelley Stevenson; Kevin Tuer

**Regrets:** Rob Horne

**Staff Present:** Joani Gerber; Mike Pullen; Michael Humble

### **1.0 Board Business Meeting Call to Order:**

Annual General Meeting of the Stratford Economic Enterprise Development Corporation

*K. Tuer called the Annual General Meeting: 2018 Year in Review to order at 7:30 AM and noted that there was quorum.*

### **2.0 Declarations of pecuniary interest and the general nature thereof**

Declared: S. Cooper re: Wright Business Park and Crane Avenue Land Development

Declared: F. Famme re: Stratford HD Project

Declared: S. Stevenson re: Stratford HD Project

### **3.0 Adoption of the Minutes from 2017 Annual General Meeting (held on June 7, 2018)**

Moved by: F. Famme

Seconded by: J. Orr

***That the Minutes of the 2017 Stratford Economic Development Corporation Annual General Meeting dated June 7, 2018 be adopted.***

***Carried.***

### **4.0 Chief Executive Officer Report - 2018 in Review**

Joani Gerber, CEO provided an overview of the 2018 Year in Review Report, noting the strength of the Corporation's many partnerships and teamwork with the City.

Moved by: G. Dybenko

Seconded by: B. Beatty

***That the Chief Executive Officer Report be received as information.***

***Carried.***

## 5.0 Auditor's Report and unaudited 2018 Financial Statement

Michael Humble, City Director of Corporate Services provided an overview of the 2018 Financial Statement and noted the \$163,000 surplus in the context of future planning. Mr. Humble also advised that the City is moving towards an accrual process to apply funding pending to the appropriate year.

Moved by: F. Famme

Seconded by: S. Cooper

***That the unaudited 2018 Financial Statement be received as printed and presented.***

***Carried.***

## 6.0 Amendments to SEED Co. Bylaw No. 1

K. Tuer advised that at the 2017 AGM, authorization was granted to have the Board approve and adopt amendments to SEED Co. Bylaw No. 1 at a Regular Meeting. Approval and adoption of the amended Bylaw occurred at the Dec. 6, 2018 meeting.

Moved by: S. Stevenson

Seconded by: D. Mathieson

***That the amended SEED Co. By-Law No. 1 be received as information.***

***Carried.***

## 7.0 Confirmation and Appointment of Board Directors

Kevin Tuer provided the following background of nominations:

- Following the recommendation from the SEED Co. Board of Directors on April 4, 2019, at the May 28, 2019 meeting, City Council appointed Michael McCourt to the Stratford Economic Enterprise Development Corporation Board of Directors as the Manufacturing Sector representative for a 3-year term to June 2022.
- At the April 4, 2019 SEED Co. Board of Directors meeting, Kevin Tuer was appointed to serve one extended year following his tenure as SEED Co. Board President in the role of Past Board Chair.
- Jeff Orr was appointed as President for 2019/2020
- At the April 4, 2019 SEED Co. Board of Directors meeting, Franklin Famme was appointed as Vice Chair of the SEED Co. Board of Directors.



2019/2020 Term – New and Returning Slate of Directors are as follows:

- Brad Beatty
- Stephen Cooper
- Ginny Dybenko
- Franklin Famme  
(appointed Vice Chair, April 4, 2019)
- Dave Gaffney
- Rob Horne  
(City CAO - ex officio)
- Dan Mathieson  
(City Mayor - ex officio)
- Michael McCourt  
(appointed by Council, May 28, 2019)
- Anne McDougall
- Jeff Orr
- Shelley Stevenson
- Kevin Tuer  
(appointed Past Board Chair,  
April 4, 2019)

Moved by: G. Dybenko

Seconded by: S. Stevenson

***That the slate of SEED Co. Directors be approved as presented for the 2019/2020 term; and***

***That Kevin Tuer be approved to serve one extended year following his tenure as SEED Co. Board President in the role of Past Board Chair; and***

***Jeff Orr be confirmed as Board President; and***

***That Franklin Famme be confirmed as Vice Chair of the SEED Co. Board of Directors.***

***Carried.***

## 8.0 Appointment of Auditors

Moved by: J. Orr

Seconded by: B. Beatty

***That the City of Stratford's auditor, be appointed as auditors for the Stratford Economic Enterprise Development Corporation for the fiscal year ending December 31, 2019.***

***Carried.***

## 9.0 Adjournment – 7:41 AM

Moved by: D. Gaffney

Seconded by: S. Cooper

***That the 2018 Annual General Meeting of the Stratford Economic Enterprise Development Corporation adjourn.***

***Carried.***

**Stratford Economic Enterprise Development Corporation (SEED Co.) branded in 2015 as investStratford, is principally funded by the City of Stratford, and has been established as a stand-alone entity with a mission to focus singularly on Stratford's economic future. SEED Co. has been positioned to be a creative and innovative collaborator with partners in the Stratford community and beyond.**

**The Corporation, under the guidance of a Board of Directors, offers support services and business focused development events to Keep, Grow and Attract business.**

## **Board of Directors 2019**

**Jeff Orr**, Owner/Account Executive, Orr Insurance & Investment Group (Board Chair)

**Franklin Famme**, Partner, Famme and Co. (Board Vice Chair)

**Brad Beatty**, Councillor, City of Stratford

**Stephen Cooper**, Vice-President, MTE Consultants Inc.

**Ginny Dybenko**, President's Advisor to Stratford, University of Waterloo

**Dave Gaffney**, Councillor, City of Stratford

**Rob Horne**, Chief Administrative Officer, City of Stratford (*retired June 2019*)

**Dan Mathieson**, Mayor, City of Stratford

**Michael McCourt**, President, Eclipse Manufacturing, Stratford

**Anne McDougall**, President, Rambri Management

**Shelley Stevenson**, Administrative Director, Stratford Festival

**Joan Thomson** (Acting CAO, City of Stratford (*as of May 2019*))

**Kevin Tuer**, VP Strategic Initiatives, Communitech (SEED Co. Past Board Chair)

## **investStratford Team**

**Joani Gerber**, Chief Executive Officer

**Mike Pullen**, Managing Director

**Elke Bidner**, Marketing and Communications Lead

**Holly Mortimer**, Business Specialist, Stratford Perth Centre for Business

**Janis Auster**, Operations and Administration Lead

**Trena Hough**, Events Coordinator, Stratford Perth Centre for Business (*maternity*)

## MESSAGE FROM THE BOARD PRESIDENT:

On behalf of the Board of Directors, it is my pleasure to present the Stratford Economic Enterprise Economic Development Corporation (SEED CO./investStratford) 2019 Annual Report.

My first year as Board President was a roller-coaster – thrilling, exciting and now, unfortunately, from the midst of a global pandemic, it's become a daunting challenge. But despite the rocky economic realities of today, I will focus my remarks on the 2019 year and celebrate what I believe, was very positive year of economic growth and, in particular, expansion for the City of Stratford.

In 2019 our community grew in so many positive ways. Our local businesses expanded, land sales increased, and several new businesses expressed interest in our City, keeping the investstratford team very busy. And as the following 2019 Annual report reveals, the Corporation has continued to grow with a strong focus on company goals and strategically guided initiatives, under the focused leadership of Joani Gerber.

I would like to extend a very special thank you to retiring Board Chair Kevin Tuer whose work for the last two terms was commendable and exemplary. In addition, I also thank those board members Anne McDougall, Stephen Cooper, Ginny Dybenko (retiring in 2020) for their commitment and hard work over their time as board members. Thank you to all for your time, efforts and professional expertise.

I'd like to especially thank our many community partners and organizations, municipal, regional, provincial and federal. These relationships were important in 2019 and have never been more important today. I'm pleased to report that SEED Co. has worked to build a very healthy network of business relationships which has proven essential and will act as a cornerstone to future planning.

On behalf of the Board of Directors I would also like to thank the City of Stratford and its leadership for their funding and support of SEED Co. and in particular acknowledge and thank the investStratford team for their hard work and service to the City of Stratford and wider area. I'm pleased with the 2019 report and believe over the short term we are going to see some great new things happening in our city, and over the long term, despite today's economic upheaval, Stratford will be even better and stronger than we were before.

Sincerely,



**Jeff Orr**

Board President, SEED Co.



**Jeff Orr**

Board President, SEED Co.

## MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

It is with pleasure that I present you SEED Co.'s "2019 Year in Review" Annual Report.

As I complete the 3rd year as CEO of investStratford, I reflect on the experience, challenges and opportunities that our team and Board of Directors have faced head on with a commitment to the economic success, across all sectors, of this community.

In 2019, the team managed 40 active investment, retention and expansion files with new industrial and commercial buildings in 2019 accounting for more 190,000 square feet. Compared to 2018, the expansion numbers tripled and Stratford's economy grew – a testament to both our businesses continued prosperity, loyalty and the value of investing in our City. As we prepare new land for industrial development I look forward to working closely with our City Infrastructure & Development Services Department colleagues and applaud Council for their ongoing investments in infrastructure.

The Stratford-Perth Centre for Business, funded by the Province of Ontario and the City of Stratford, continues to serve the needs of entrepreneurs in Stratford, St. Mary's and Perth County. While 2019 started with uncertainty at the Provincial level, we were pleased to receive confirmation that the Small Business Program remained a priority and would continue to be funded through 2022. I applaud our Small Business Team for their perseverance and creativity.

We were awarded special project funding from all levels of Government in 2019. These projects allow us to promote and attract international investment, tackle the housing shortage and align technology and tourism.

A very special thank you to our outgoing President Kevin Tuer. It was a pleasure to work together and I know he'll remain committed to the success of Stratford going forward. Without the tireless work of our team, leadership from our Board of Directors and trust and investment from the City of Stratford, we would not experience the success we have. Thank-you.

Writing this in May 2020 while in the midst of COVID-19, is surreal. The challenges and opportunities that lie ahead, while unknown are not unsurmountable. Together with our Board, willing and capable partners and engaged and resilient citizens, our SEED Co. team is determined to make this City the very best it can be.

Sincerely,



**Joani Gerber**

CEO, Stratford Economic Enterprise Development Corporation (SEED Co./investStratford)



**Joani Gerber**

CEO, SEED Co./investStratford

**In 2019, investStratford, the City's Economic Development Corporation continued to build upon its reputation as a comprehensive business concierge service dedicated to new investment, business growth and economic opportunity within the City of Stratford.**

## **MAJOR HIGHLIGHTS FOR THE 2019 OPERATIONAL YEAR INCLUDE:**

Assessment growth, investment attraction, job creation/retention and supporting the expansion of existing companies are key priorities. In 2019, investStratford continued to experience strong activity with more than 40 active investment, retention and expansion files. New industrial and commercial buildings in 2019 accounted for over 190,000 square feet, with the majority being expansions of existing companies.

- An additional 214,000 square feet of new industrial and commercial buildings are underway or planned to be built in 2020. City land sales in the Wright Business Park slowed in 2019 due to a shortage of smaller lots; however, deals in process for 2020 total over 20 acres valued at over \$2M. It is projected that over 100 jobs will be created or retained through new investment and company expansions in 2019.
- This year's company expansions totaled 142,421 square feet and included the Honda Dealership, Ed's Concrete Products Ltd., Sommers Generator Systems, Belfor Property Restoration, D.H. Jutzi Limited, Buchanan & Hall, The Beacon Herald, Festival Hydro Data Center, Accumetal, Aslani Kusiar Construction, New Form Tools and Fabricland, as well as the Halo Car Wash. An additional 200,000 sq. ft of expansions are underway or planned for 2020 completion.
- New Development Lands: With almost all remaining land in the Wright Business Park now sold or in reserve, and to keep pace with growing demand, investStratford is working closely with the Infrastructure & Development Services Department to bring 35 new acres of serviced industrial land into the City's inventory in 2020. This will include the new 23-acre Crane West Business Park.

## **BUSINESS EXPANSIONS, PROGRAMS AND SPECIAL PROJECTS**

- Jutzi Water Technologies, a Stratford based family-business for over 60 years, held a ribbon-cutting ceremony at their new and expanded facility on May 27, 2019. Located at 525 Wright Boulevard in Stratford, Ontario, the new 12,500 sq.ft. facility features 4 loading docks, bulk storage, and is located on a 1.42 acre site.

- **Belfor Property Restoration Expansion and Ribbon-cutting:** In December, 2019, Belfor held a ribbon-cutting ceremony to officially open their newly expanded Stratford facility and also celebrate its ten-year anniversary. The restoration company located at 457 Douro Street employs 44 persons and the 2800 sq. ft expansion enlarged its footprint to 9740 sq. ft. The new location allows the company to expand its operation for on-site storage.
- **Sommers Generator Systems:** In September, Sommers Generator Systems welcomed the community to their new facility for celebration and tours at 70 Packham Road. The 31,300 sq. ft facility sits on 3.4 acres of land, employs 30 persons and features four individual test cells, indoor loading dock with overhead loading capabilities, 20-ton overhead crane, three service bays, two warehouses and an open showroom for customers to see the equipment first hand.
- **Downtown Revitalization Project:** investStratford spearheaded the distribution of a \$20,000 grant that was awarded to the City of Stratford as part of the Main Street Revitalization Initiative run by the Association of Municipalities Ontario (AMO) on behalf of the Ministry of Agriculture, Food and Rural Affairs. The Downtown Revitalization Initiative was a matching grant program available to businesses located within the Stratford City Centre boundary and was awarded to 14 qualifying businesses to support exterior capital improvements with a focus on energy efficiency, accessibility, aesthetics, and marketability of small businesses within the downtown. The matching program required that local business owners commit at least \$1,000 to an eligible project with up to 50% eligible for reimbursement via the matching grant. Grants were awarded to: *Swanson's Jewellers, Gene's Restaurant, Larson Properties, Keystone Alley Café, Braai House, Carrie's K9 Cuts, Mountain Galleries, Rheo Thompson Candies, Blowes Stationary & Office Supplies Ltd., Debonaire Suites, The Little Green Grocery Inc., La Osa Jewellery & Vintage, Sinclair Pharmacy and Soup Surreal*. The Program was delivered by investStratford and Stratford Perth Centre for Business
- **Ryerson Cybersecurity Event focused on Ontario Municipalities and Cybersecurity:** Ryerson Cybersecure Catalyst event on November 13 was a partnership with the City of Stratford, investStratford and the Ryerson Cybersecure Catalyst. It presented a sold out, one-day forum for Ontario Municipalities and industries to discuss cyber risks and potential strategies. Mayor Dan Mathieson opened the Forum with special remarks that welcomed a critical discussion of cyber threats to Ontario Municipalities and their institutions stating *"the biggest mistake you can make is thinking you are not at risk. Everyone is at risk."* Catalyst Executive Director Charles Finley, Minister Lisa Thompson, and leaders of municipalities from all over Ontario were in attendance.
- **Stratford Festival Forum Event Sponsorship:** The 2019 season sponsorship of a special 3-part Stratford Festival Forum Series focusing on Cultural Spaces featured Mayor Dan Mathieson and Cultural Planner Gord Hume discussing Art, Community and City Planning. Events in May, June and July were sold-out and allowed high visibility for investStratford and exposure to wider audience. The *"Spotlight Tom Patterson Theatre"* Series focused on cultural spaces, urban planning and the arts with focus on the role of art in creating vibrant cities and the opportunities that the new Tom Patterson Theatre Centre presents to Stratford. Other segments were, *"Designing Cultural Spaces,"* featuring design architect of the new Tom Patterson Theatre Siamak Hariri and University of Waterloo Professor of Architecture Studies Rick Haldenby and



The Changing Face of Arts Engagement,” with the Banff Centre’s Cultural Leadership Program teacher Diane Ragsdale discussing the economy, changing cultural context and what that means for organizations and culture.

- Provincial Data Strategy Event: In November, Stratford was selected as a host City for Province of Ontario’s “Data Strategy Discussion”. The City of Stratford was selected to host the Phase Two Roundtable for Ontario’s Data Strategy Consultation Process. The investStratford team worked with Province to bring local stakeholders and leading businesses together to provide input. Other roundtable locations included Sault Ste. Marie, Sarnia, Stratford, Ottawa, Peterborough and Toronto.
- Attainable Housing Forums: investStratford worked in partnership with the Ontario Professional Planners Institute and Rural Ontario Institute, (sponsored by CMHC) to present this forum in November. The City of participated as one of three select host communities and hosted a successful event together with Robert Voigt at Rotary Complex.
- National Marketing Award from Economic Developers Association of Canada (EDAC): investStratford was awarded a “Best in Canada” Marketing Award for the Quality of Life video. The “Marketing Canada Awards”, which are part of EDAC’s National Conference, were established by EDAC to acknowledge and praise communities across Canada who have succeeded in their marketing efforts. Judging Panel based choice upon the following criteria: creativity and uniqueness of the approach, effectiveness in achieving objectives, user-friendliness, ease of extracting information, completeness and consistency of approach.
- Brand Building and Website UX: With assistance of RED grant, the Corporation continued to build upon its established Smart City brand, investing in refreshed marketing creative, both print and digital, and expanding its photo library.
  - Captured 3D and Drone footage of Wright Business Park lots introducing interactive 360-degree experience integrating street-level and drone footage of available lots for prospective businesses and site selectors.
  - Other enhancements included: Hubspot CRM integration, automated attendant on Small Business Centre page, SEO tracking.
  - Ongoing Design and Approval process with Development Services for Crane West Industrial Working with Building and Development Services to design and produce information sheet and begun design for Crane Land Signage
  - Expanded community partner photo library developed including Police, Fire, Hospital, Paramedics, City Hall, citizens, local restaurants and parks.
  - Partnered with Building Services to create 2019 year in review document for Open House
  - Downtown Revitalization Program report developed for community & council

## ADDITIONAL FORUMS, WEBINARS AND FDI EVENTS INCLUDED:

- NCR/Transport Canada site visit to Autonomous Vehicle test track supported by investStratford team
- Sponsored Community Foundation event featuring wealth management expert
- Coordinated Chinese delegation dinner at Bruce Hotel in support of FDI
- Transportation Focus Group October 2019
- APMA/Rhizome/investStratford partnership re: Seminar on “Identifying and Commercializing Your Intellectual Property”

## ENTREPRENEURSHIP

Under the management of investStratford and its Board, the **Stratford Perth Centre for Business** is a provincially funded and municipally supported program dedicated to small business in Stratford, Perth County & St. Marys.

- Stratford Perth Centre for Business assisted **216** small businesses to start or expand and created **153** small business jobs in the Stratford Perth St. Marys’ area.
- Stratford Perth Centre for Business also provided **essential learning to startups and entrepreneurs** presenting **10** workshops, events and learning opportunities to over **198** participants. **Partnered with 17 regional organizations** to create entrepreneurial events with **over 450 attendees**.
- Granted **7** students (enrolled in secondary and post-secondary education) **\$21,000** in start-up funding for their Summer Businesses via the Summer Company Program.
- Granted **13 entrepreneurs \$65,000 in start-up funding**, which in **turn leveraged over \$75,000 in economic growth for our community**.

**Ontario Starter Company Plus Program:** The Stratford Perth Centre for Business Starter Company Plus Program, awarded **13 grants totaling \$65,000** to local entrepreneurs within Stratford and Perth County in 2019/2020. New businesses included veterinary medicine, water, digital marketing, lawncare and retail sectors. The Starter Company Plus Program, which is funded by the Province of Ontario, the Ministry of Economic Development, Job Creation and Trade, supported by the City of Stratford and managed by investStratford, grants each recipient \$5,000 and ongoing mentorship and support. In addition to the grant funding, participating entrepreneurs received 6 weeks of business education and mentorship on business ideation, development, marketing, financials and brand before presenting their business plans to a panel of local community stakeholders, with the mentorship piece continuing on for a maximum of three years.



**FDI TRADE MISSIONS:** In 2019, investStratford participated in a number of trade and investment-attraction missions in collaboration and partnership with the Southwest Ontario Marketing Association (SOMA). A SOMA mission's focus is to promote Southwestern Ontario as a region for foreign investment and this year's missions included trips to Germany, China, Japan, Nevada, Indianapolis, Michigan, England, Denmark and France.

**CONFERENCES:** investStratford seeks to provide thought leadership and support our initiatives and global brand identity, promoting our region and City by attending conferences and providing thought leadership as featured speakers at Ontario Public Works Association, AMCTO, Industry Canada and APMA conferences.

## **CONNECT2SKILLS / SKILLSADVANCE PROVINCIAL PILOT PROJECT**

connect2SKILLS is funded by the Ministry of Labour Training & Skills Development and led by The Four County Labour Market Planning Board in partnership with local social and employment services in Bruce, Grey, Huron and Perth Regions. Stratford and Perth County were selected and funded by the Province to be part of the first rural SkillsAdvance Pilot Projects. The program has now been delivered for Manufacturing since 2017 and has had demonstrable success in preparing unemployed or underemployed individuals for work opportunities, and helping employers who are unable to find skilled labour to meet their production demands. This program branded locally as connect2SKILLS', is filling a need that is helping individuals - many of whom are on social assistance; find gainful employment.

- The program has engaged 195 unique individuals through the SAO program. 80% of these individuals identified that they are in receipt of Social Assistance. Within Stratford, SAO has met with 142 participants and 75% of those clients were in receipt of Ontario Works.
- The connect2SKILLS training has been delivered to 187 participants since its inception in 2017, with a success rate of 70%. This is significant, as we look to the future of continuing to help members of our community achieve full, sustainable employment, while simultaneously alleviating the challenges of low unemployment rates and significant numbers of hard-to-fill positions for many local employers.
- The program is renewed for 2020-2021 and will be offering new employer cluster specific hands-on skills and through an online training platform in these times of social distancing. The first pilot class will launch on June 1st, 2020 and the program has been expanded to include both the manufacturing and hospitality sectors within the entire Four County Region for the 2020-21 season.

## ASSOCIATIONS AND MEMBERSHIPS:

SEED Co. has been active in the following associations and organizations:

- Economic Developers Council of Ontario (EDCO)
- Economic Development Association of Canada (EDAC)
- Stratford and District Chamber of Commerce
- Stratford Tourism Alliance
- Stratford Perth Community Foundation
- Automotive Parts Manufacturers Association (APMA)
- ITS Intelligent Transportation Systems Society of Canada
- United Way Perth Huron Social and Research Planning Council
- Southwestern Ontario Marketing Alliance (SOMA) including:
  - Ontario Clean Tech Alliance (OCTA)
  - Ontario Food Cluster Group (OFC)
  - Ontario Manufacturing Communities Alliance (OMCA)
  - Ontario Real Estate Alliance
  - South Central Ontario Region (SCOR)
- Centre for Automotive Research (CAR)/Automotive Communities Partnership (ACP)
- Canadian German Chamber of Industry and Commerce (CGCIC)
- Japan Society and Canadian Chamber of Commerce in Japan (CCCJ)
- Western Ontario Warden's Caucus (WOWC)
- Site Selectors Guild
- Four County Labour Marketing Planning Board
- Connect2SKILLS Steering Committee
- Labour Market Strategy Committee
- Ontario Centres of Excellence
- University of Waterloo
- National Research Council (NRC)
- Federal Economic Development Agency for Southern Ontario (FedDev Ontario)
- UW Centre for Automotive Research
- Communitech
- Meeting of the Minds
- Newcomer Settlement Huron Perth
- Province of Ontario (various ministries)
- Ontario Investment Office (Invest in Ontario)
- Ministry of Economic Development, Job Creation and Trade (MEDJCT)
- Ministry of Research Innovation (MRI)
- Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Canadian Government (Trade Commissioners)
- Festival Hydro/Rhizome

## ACTIVE PARTNERSHIPS:

- City of Stratford
- Stratford Perth Centre for Business
- Perth Community Futures Development Corporation
- Stratford City Centre BIA
- Stratford Festival (Tom Patterson Spotlight Tom Patterson Event)
- Automotive Parts Manufacturers Association (APMA)
- Autonomous Vehicle Innovation Network (AVIN)
- Perth County
- Town of St. Marys



**CITY OF STRATFORD**  
**Corporate Services Department**  
**City Hall, P.O. Box 818**  
**Stratford, ON N5A 6W1**

**(519) 271-0250**  
**Fax: (519) 273-5041**  
**TTY: (519) 271-5241**  
**[www.stratfordcanada.ca](http://www.stratfordcanada.ca)**

June 3, 2020

Joani Gerber, CEO  
 Stratford Economic Enterprise  
 Development Corporation (SEED Co.)  
 6 Wellington St.  
 Stratford, ON N5A 2L2

**RE: 2019 Unaudited Income Statement**

I have attached the unaudited income statement for SEED Co. operations for the year ended 2019.

Please be advised that the City of Stratford's annual audited financial statements will be available later this year and will be presented to Council through the Finance & Labour Relations Sub-committee.

SEED Co. is part of the City's consolidated financial statements and will be separated as a note to the statements.

Yours truly,

Janice Beirness, CPA, CMA  
 Acting Director of Corporate Services

**STRATFORD ECONOMIC ENTERPRISE DEVELOPMENT CORPORATION (SEED Co.)**  
**2019 Income Statement**  
**As at December 31, 2019**

	<b>2019 Budget</b>	<b>2019 Unaudited</b>
<b>REVENUE</b>		
City Funding - SEED CO	\$ 501,012	\$ 501,010
City Funding - SBEC	108,202	108,200
Provincial funding - SBEC	126,806	157,511
Recoverable Expenses	41,480	21,639
Starter & Summer Company	-	-
Rentals & Leases	-	21,480
Grants	-	7,219
<b>TOTAL REVENUE</b>	<b>\$ 777,500</b>	<b>\$ 817,059</b>
<b>EXPENDITURES</b>		
<b>Operational</b>		
Salaries & Benfits - SEED CO	438,850	407,058
Training/Professional development	5,000	696
Insurance & Custodial	16,800	16,910
Equipment & Capital	3,600	2,466
Support services & fees	29,970	27,129
Office Supplies, Telephone & Communications	24,980	23,687
Rent & Common Area Maintenance	79,394	78,550
Consultants	8,000	7,842
Legal & Audit	3,000	11,388
Meals & meeting expenses	7,600	10,590
Contingency	10,000	-
<b>Total Operational Expenditures</b>	<b>\$ 627,194</b>	<b>\$ 586,314</b>
<b>Core Programs</b>		
Conferences/trade shows/travel/mileage	30,000	62,423
Promotions/marketing/collateral materials	55,000	45,653
SBEC Grants	21,000	61,997
Memberships	34,000	42,933
Events	10,306	9,460
<b>Total Core Programs Expenditures</b>	<b>\$ 150,306</b>	<b>\$ 222,466</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 777,500</b>	<b>\$ 808,780</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 8,279</b>

<b>SPECIAL PROJECTS</b>	<b>2019 Budget</b>	<b>2019 Unaudited</b>
<b>REVENUE</b>		
AMO Grant for Downtown Project	-	295
Smart City Project - City of Stratford Contribution		25,000
Smart City Project - Province Contribution		50,000
Prior Year Surplus		
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 74,705</b>
<b>EXPENDITURES</b>		
Smart City Project		80,797
Downtown Revitalization Grants		19,705
		-
		-
		-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 100,502</b>
<b>SURPLUS(DEFICIT)</b>	<b>\$ -</b>	<b>\$ (25,797)</b>
<b>BEGINNING SURPLUS (DEFICIT)</b>	<b>\$ 101,007</b>	<b>\$ 164,753</b>
<b>ENDING SURPLUS (DEFICIT)</b>		<b>\$ 147,235</b>

\*the Festival HD project concluded in 2018, balances were applied to the SEEDCo. surplus reflected above.

September 22, 2020

Title: Report to Finance & Labour Relations Sub-Committee

Councillor Clifford, Chair & Sub-Committee Members

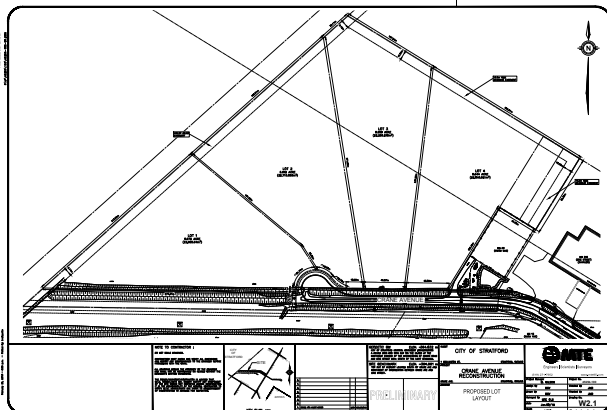
CC: Janice Beirness (A) Director, Corporate Services & Joan Thomson, CAO

Summary & Report: Activities of investStratford, June-Sept, 2020

Aligning to the strategic priority of Council, **Widening our Economic Opportunities**, the following projects and activities are ongoing and underway. In some areas, delays and priority shifts have been experienced as a result of COVID-19.

#### Business Retention; Expansion; Investment Attraction

- Lot 1 & 2 have closed to a local company expanding operations.
- One lot remains available in Wright Business Park; 4 in the Crane Avenue West Park
- Ongoing work including investStratford Sub-Committee for industrial land development
- Investing in Communities Funds (Federal) approved for 2020 - ~\$8,000 – for activities related to foreign direct investment. Originally planned trade show work has been postponed (COVID19) and transitioned to marketing activities including VR/drone footage of City-Owned parcels. Please visit <https://www.investstratford.com/available-lots/6> to see the footage.
- All in-person trade shows and investment attraction activities have been postponed for 2020.
- Virtual lead generation meetings are occurring with our SOMA partners



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### Lot 6 - Wright Business Park

Wright Boulevard, Stratford, ON

**\$675,000**

AREA IN ACRES	AREA IN HECTARES
6.74	2.72

Stratford's municipally owned business park is suitable for companies across all sectors. The park's features:

- Prime shovel-ready, fully serviced lot situated in the heart of the Wright Business Park
- Excellent frontage and visibility from Wright Boulevard
- Easy access to a direct route east to Provincial Highway 401
- Ample room for one or more buildings, rear exterior storage and parking
- Adjacent to CN rail line operated by the Goderich Exeter Railway Company

[AERIAL PHOTOS](#)
[EXPLORE VR TOUR](#)

[PRINT PDF](#)
[CONTACT ADVISOR](#)

### Entrepreneurship & Small Business

- Digital Accelerator Program – supported 30 businesses w/\$1,500 each to enhance the digital resources of Small Businesses.
- Summer Company – 2 young entrepreneurs successfully completed the program – one doing odd jobs and the other a landscaping business.
- Stratford-Perth Centre for Business activities support entrepreneurs in Stratford, St. Marys and Perth County, and are funded by the Province of Ontario and the City of Stratford.

### Special Projects

Attainable Housing Project – objective: add to the attainably priced, residential-dwelling inventory

- Supported by the Province of Ontario & the City of Stratford, the housing project is well underway. Two (part-time equivalent specialists) have been hired, starting with research and development community outreach.
- investStratford will review the findings in October with a report to Council scheduled for November/early December. (including recommendations to Council for City-Owned land parcels, residential development mapping complete with zoning, flexible zoning recommendations to increase residential units and adaptive reuse analysis for commercial/office for residential)

### Economic Response & Recovery Task Force

- In April, 2020 investStratford took the lead and launched the Stratford Economic Response & Recovery Task Force. Interim reports have been provided to Council over the term of our efforts. Most recently:
  - Summer Music, StreetSide Live and Movies Under the Stars have wrapped
    - 67 temporary jobs & 3 permanent jobs created
    - 12 temporary jobs & 4 permanent jobs maintained
  - Trillium Application has been submitted for a 1-year project lead on the long term recovery impacts including movement through various phases (3-1); research & community outreach and recommendations

It is my privilege to lead our team and represent the economic interests of the City of Stratford locally, across the Country and Internationally. I'm pleased with our highlights as reported here and inspired by the work we have underway.

Respectfully Submitted,



Joani Gerber  
CEO, investStratford  
[jgerber@investstratford.com](mailto:jgerber@investstratford.com)



## Corporate Services Department

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# MANAGEMENT REPORT

**Date:** September 22, 2020  
**To:** Finance and Labour Relations Sub-committee  
**From:** Janice Beirness, Acting Director of Corporate Services  
**Report#:** FIN20-015  
**Attachments:** Stratford Tourism Alliance – September 2020 Update

---

**Title:** Stratford Tourism Alliance – September 2020 Update

**Objective:** To receive an update on the Stratford Tourism Alliance's year-to-date activities and financial position for 2020.

**Background:** Stratford Tourism Alliance (STA) gives regular updates to Council through the Finance & Labour Relations Sub-Committee.

**Analysis:** Representatives from STA have been invited to attend as an electronic delegation to present the attached report.

**Financial Impact:** None noted.

### 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 Stratford Tourism Alliance report dated September 22, 2020 be received for information.

---

Janice Beirness, Acting Director of Corporate Services



A handwritten signature in cursive script, reading "Joan Thomson".

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Joan Thomson, Chief Administrative Officer

# STA 2020 Report

Finance & Labour Relations  
Sub-committee





# STA Finance Committee

Budget update



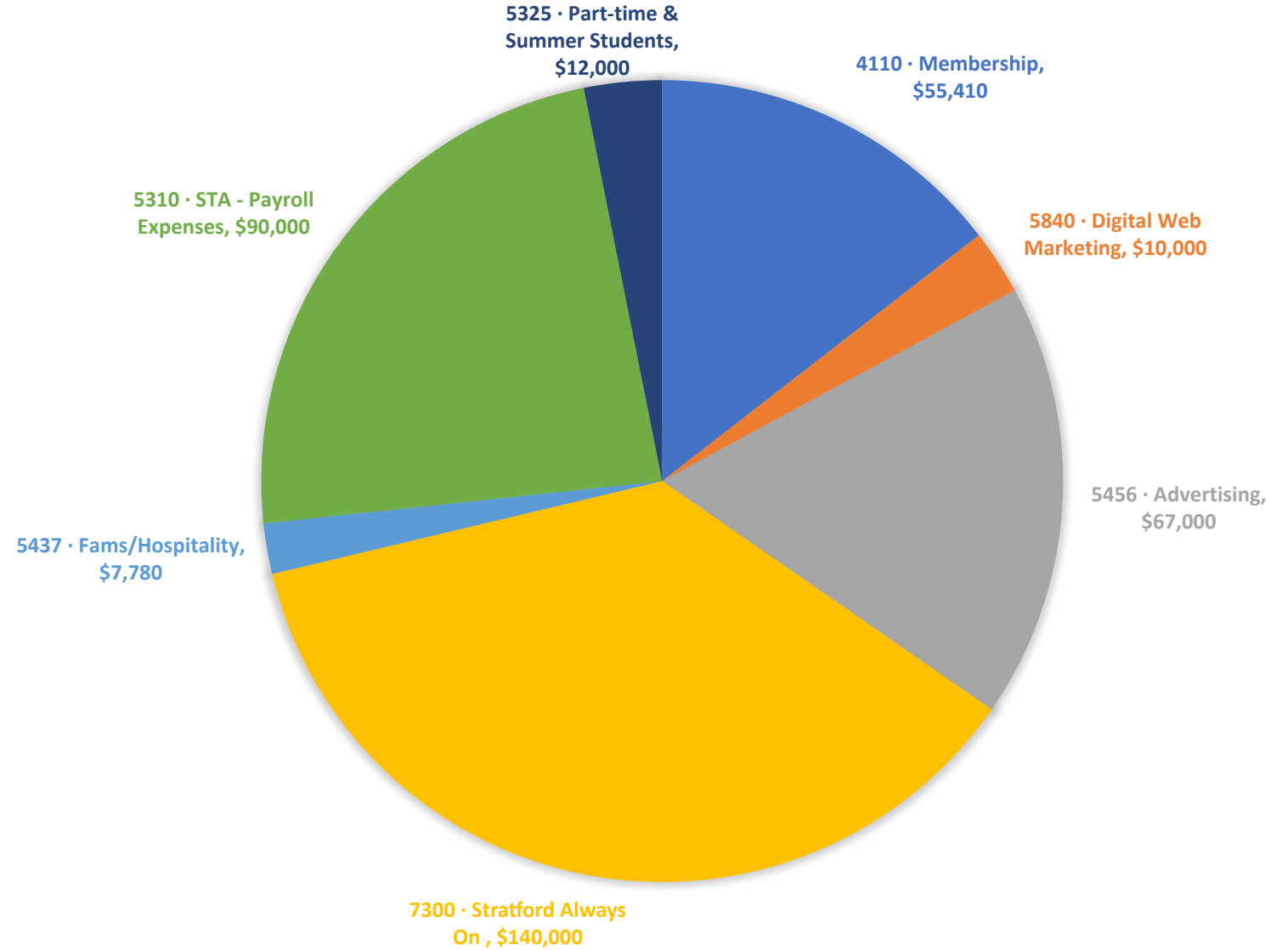


# 2020 RRRF Grant Fund Allocation

\$382,189.55 Total

10% Holdback

2020 Spend





## 2020 Revised Budget

### Major Revenue Changes

- Refund \$32,716 Member Fees
- Refund \$25,315 Culinary Guide Ad Deposits
- Reduced STS by 80% (projecting \$13,300)
- RRRF Grant
- Increased Student Staff Grants (est. \$23,247)

### Major Expense Changes

- Fall/Winter Advertising increased from \$20,000 to \$104,500
- Summer & Road Trips Campaign \$140,000
- Reduced Printing Costs by \$25,000 (Culinary Guide)
- Increased Payroll Expenses due to Retirement Payout (\$35,000)



# Current Financial Snapshot

## 2020

- Excellent fiscal shape due to RRRF Grant

## 2021

- Forecasted budget is being prepared for 3 scenarios:
  - City funding with no additional revenue sources
  - City funding with limited revenue
  - City funding, limited revenue and Federal/Provincial grant support



THE ARTS  
ARE WHAT  
WE ARE

STRATFORD  
ARTS

# 2020 Activities

Destination Marketing

Destination Management

Destination Development





# Destination Marketing 2020 Summer Campaign

- Dates: July 13 – Sept 25
- Target Market:
  - Hyper local & regional markets– Stratford, London & Kitchener/Waterloo
  - Expansion into Toronto/GTA markets mid-August
- Total Budget \$120,000



## 2020 Summer Campaign Results

- **Destination Videos (x2)** featuring Al Fresco Culinary, Arts & Culture
  - Broadcast 30 sec commercial (CTV Kitchener & London)
    - Over 7 million impressions
  - Social media reach
    - 68,000 reach
    - 661 shares
    - 925 likes
    - 90 comments



## 2020 Summer Campaign Results

- **Radio Campaigns (x3) with contesting**– Stratford, London and KW regions
  - Total Contest Entries: 2,409
  - Consumer emails obtained: 135
  - Social likes: 1614
  - Contest landing page views: 4700
- **Local & regional newspaper print advertising & digital ads**
  - **4 print issues** (half page ads) over the duration of July and August. Total combined **weekly circulation = 523,688.**  
**Digital Results: 486,053 impressions, 1376 clicks**



## 2020 Summer Campaign Results

- **Magazine Print & Toronto Screen Advertising**
  - 220,000 readers, and 100,000 magazine subscribers.
  - One week of 5 second commercial spots (**168 total spots**) on one screen in **Dundas Square** from August 17- 24, 2020 (**1.1 million impressions per week**)
- **Social media advertising (posts & Brittlestar video)**
  - Total Reach across all platforms **454,994**
  - VisitStratfordON Instagram has gained nearly **500 NEW Instagram followers**
- **Landing Page Visits & original blog posts**
  - Website visits over duration of summer campaign: **46,650**
  - New User visits to VisitStratford.ca: **32,555**

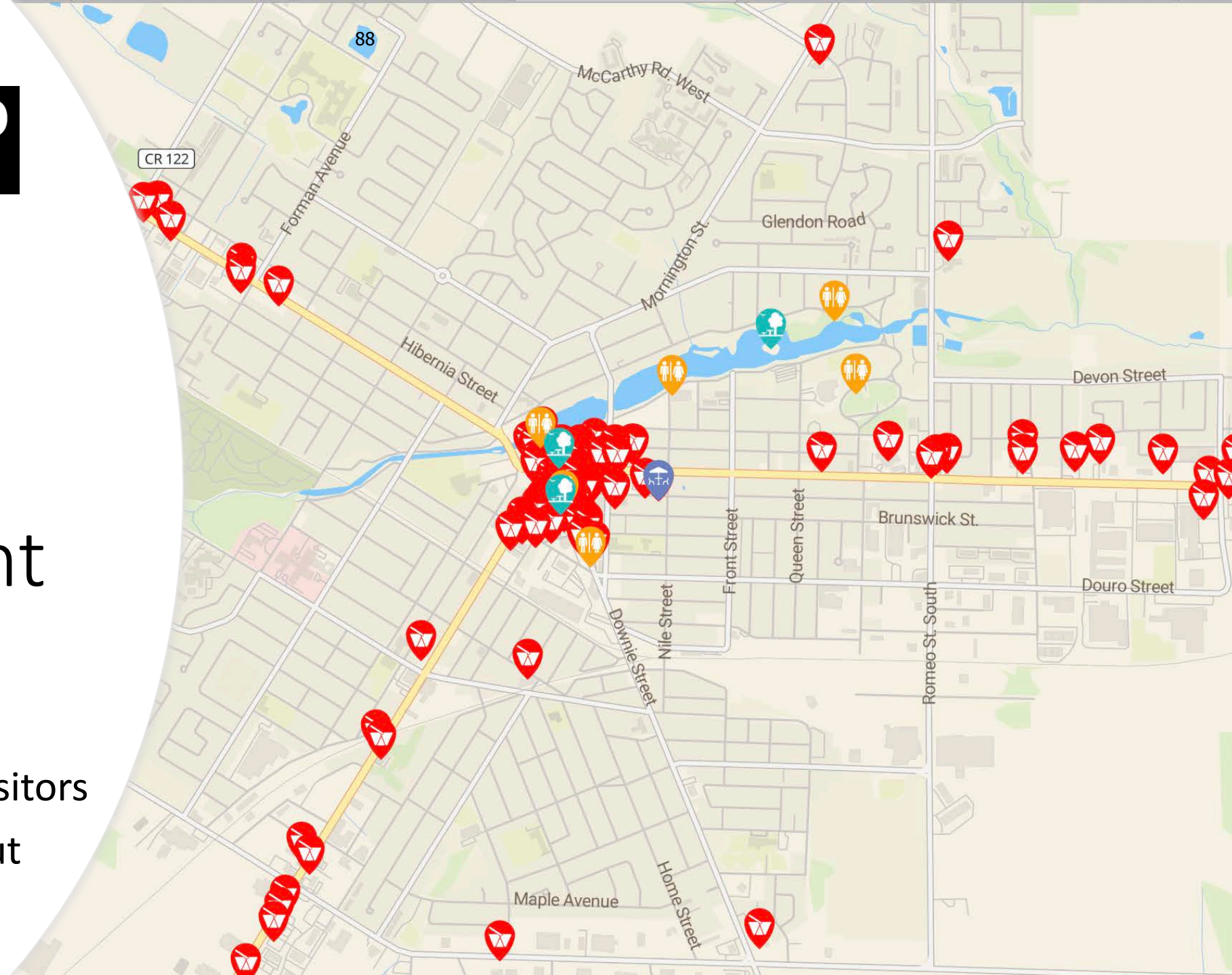


# Destination Management

Visitor experience focus

Re-open STA office to visitors

STA staffed Welcome Hut





# Destination Development

Chocolate Trail

Stratford Al Fresco

Lights On Stratford







## *Corporate Services Department*

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# MANAGEMENT REPORT

**Date:** September 22, 2020  
**To:** Finance and Labour Relations Sub-committee  
**From:** Janice Beirness, Acting Director of Corporate Services  
**Report#:** FIN20-016  
**Attachments:** FHI – Q2 2020 financial statements

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**Title:** Financial Statements and Commentary for Festival Hydro Inc. (FHI) – Q2 ending June 30, 2020

**Objective:** To consider the financial reports from FHI for the period ending June 30, 2020.

**Background:** City Council is updated quarterly on the financial position of FHI.

**Analysis:** As noted in the attached statements. Representatives from FHI have been invited to attend as an electronic delegation to present the attached report.

**Financial Impact:** Not applicable.

### **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.

**Staff Recommendation:** **THAT the Festival Hydro Inc. financial statements and commentary for the period ending June 30, 2020, be received for information.**

A handwritten signature in black ink that reads "Janice Beirness".

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Janice Beirness, Acting Director of Corporate Services

A handwritten signature in cursive script, reading "Joan Thomson".

---

Joan Thomson, Chief Administrative Officer



Financial Statements

Prepared For:

Tom Clifford and the Finance & Labour Relations Committee

September 2020



**TO:** Tom Clifford and the Finance and Labour Relations Subcommittee  
**FROM:** Kelly McCann, CFO  
**RE:** Financial Statement Commentary for the period ended  
 June 30, 2020

Net income for the period is \$772K, which is \$130K below the YTD budget. Detailed commentary on the balance sheet and statement of operations are noted below:

**BALANCE SHEET COMMENTARY:**

**Accounts Receivable** – The accounts receivable balance is \$993K greater than it was in June of 2019. This variance is largely the result of a change in process in 2020 whereby we've implemented accruals for the unsettled OER included on bills to customers. In 2019 this amount was not being accrued. The accrued receivable for this in June of 2020 is \$1.3M.

**Due from FHSI** – This balance increased \$778K since December 2019 and 73% of this increase (\$569K) is the result of FHSI capital investment to the end of Q2, 94% of which is expected to be recovered in 2020.

**Corporate PILS recoverable** – This balance increased by \$125K since December 2019 as a result of an additional instalment of \$50K made for 2019 taxes in Q1 of 2020, in addition to \$35K/mo instalment amounts continuing in Q1 2020 while the expense for the expected tax provision was lower. The 2019 refund amount is expected to be received in late July/early August.

**Unbilled Revenue** – The unbilled revenue process now includes accruals for unsettled receivables from the IESO relating to OER which was not accrued at December 2019 or in June of 2019 as the entry is all balance sheet. The unbilled OER that will be reimbursed by the IESO to the end of June is \$1.3M. This is the main driver in the reduction in unbilled revenue from December 2019 to June 2020.

**Regulatory Assets** – The regulatory asset balance has increased by \$734K since December 2019 and is driven virtually all by the commodity accounts (1588/89) with the GA balance increasing and the power balance decreasing since Q4 2019.

A recovery account was approved by the OEB to capture costs relating specifically to the COVID pandemic. I am waiting for specific guidance from the OEB on how to calculate lost distribution revenues due to the pandemic and other specific costs that can be included in this account prior to booking a receivable entry.

**RE: Financial Statement Commentary for the period ended  
June 30, 2020; cont'd**

The variance account currently includes \$47K of known incremental costs due to COVID tied largely to technology and software for remote working arrangements, lost late payment charge revenue, and additional supplies needed including sanitizers/wipes, signage etc.

**INCOME STATEMENT COMMENTARY**

**Gross Margin on Service Revenue (Distribution Revenue)** – The distribution revenue to the end of Q2 2020 is \$147K below budget. The main driver of this variance is GS<50 and GS>50 variable distribution revenues being lower than budget. The GS<50 variable revenues have consistently run approximately 40% below budget for the months of April, May and June – but with our area moving into stage 3 of reopening, there is potential for some pickup in this revenue beginning in July. The GS >50 variable distribution revenue saw a significant variance from budget in May at 47%, however has recovered in June where it ran in line with budget.

**Other Revenue** – Other revenue is running \$38K below budget at the end of Q2 mainly due to lower rate of return revenue on billable work than budgeted.

**Controllable Costs** - Total controllable costs are \$1K greater than budget to the end of Q2. O&M costs are running \$49K over budget. Overhead costs are higher than budgeted as a result of unplanned sick leave taken in the beginning of the year which is allocated with direct labour. In addition, the split of labour between capital, billable and maintenance has varied from budget due to the pandemic and the type of work that could be done in April/May/June. With more labour cost hitting maintenance accounts, more overhead costs are also allocated to maintenance.

Admin expenses are running \$47K under budget to the end of June. This is driven by lower labour costs than budget due to the CEO vacancy, in addition to lower than budgeted contract labour costs as projects have been delayed or potentially deferred due to COVID and less travel/training expenses to date due to COVID. This is offset by the unbudgeted executive search firm expense relating to the CEO vacancy.

There is also a timing difference between the budget and actual expense as it relates to the LEAP program which will not be paid out to our administrator of the program until July but was budgeted to be paid in Q1. Also note that the OEB has approved a 50% increase in LEAP expenses recoverable through rates at the option of the LDC, and Festival has opted to increase our LEAP funding given the speed with which our current funding is allocated to customers in need. This increase allows us to put just over \$20K into this program. The increased LEAP funding will be charged to the COVID variance account approved by the OEB for recovery.

**LOAN COVENANT RATIOS**

The Loan Covenant liquidity ratios and debt to equity ratios as prescribed by our major lenders, RBC and Infrastructure Ontario are being met.

*Presented for information purposes*

## FESTIVAL HYDRO INC.

## Balance Sheet

For the period ending June 30, 2020

	YTD as at Jun 30, 2019	YTD as at Dec 31, 2019	YTD as at Jun 30, 2020		YTD as at Jun 30, 2019	YTD as at Dec 31, 2019	YTD as at Jun 30, 2020
<b>ASSETS</b>				<b>LIABILITIES</b>			
<b>Current Assets</b>				<b>Current Liabilities</b>			
Accounts Receivable	5,460,384	6,340,352	6,453,069	Bank Indebtedness	983,428	1,333,069	2,140,202
Inventory	160,529	131,327	309,268	Accounts Payable & Accrued Liabilities	8,736,216	9,227,453	8,216,303
Prepaid Expenses	381,716	423,069	337,523	Current Portion of Consumer Deposits	1,096,226	1,362,040	1,097,402
Due from FHSI	378,264	537,983	1,316,217	Current Portion of Long Term Loans	313,097	646,694	324,970
Corporate PILS Recoverable	(44,409)	107,747	232,831	Dividends Declared	—	210,440	—
Unbilled Revenue	6,611,932	7,638,126	5,495,177	Promissory Note	15,600,000	15,600,000	15,600,000
	<b>12,948,414</b>	<b>15,178,603</b>	<b>14,144,082</b>		<b>26,728,966</b>	<b>28,379,694</b>	<b>27,378,876</b>
<b>Property, Plant &amp; Equipment</b>	53,793,591	54,738,043	54,502,491	<b>Other Liabilities</b>			
<b>Other Assets</b>				Unrealized loss on interest rate swap	462,671	744,235	744,235
Intangible Assets	1,980,282	2,027,793	1,940,099	Deferred Revenue	1,504,629	1,818,561	1,891,554
Future payments in lieu of income taxes	(308,504)	(719,999)	(745,865)	Employee Future Benefits	1,287,745	1,472,268	1,472,268
Regulatory Assets	1,027,480	547,546	1,280,069	<b>Long Term Debt</b>			
				Consumer Deposits over one year	—	300,151	—
				RBC Loan - LT Portion	11,302,000	10,841,000	10,841,000
				Infrastructure Ontario Loan - LT Portion	1,118,625	936,641	936,641
				<b>TOTAL LIABILITIES</b>	<b>42,404,636</b>	<b>44,492,550</b>	<b>43,264,574</b>
				<b>EQUITY</b>			
				Share Capital - Common	9,468,388	9,468,388	9,468,388
				Share Capital - Preferred	6,100,000	6,100,000	6,100,000
				Retained Earnings	11,588,726	12,069,494	12,646,359
				Accumulated Other Comprehensive Income	(120,485)	(358,444)	(358,444)
				<b>TOTAL EQUITY</b>	<b>27,036,629</b>	<b>27,279,438</b>	<b>27,856,303</b>
<b>TOTAL ASSETS</b>	<b>69,441,262</b>	<b>71,771,985</b>	<b>71,120,874</b>	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>69,441,262</b>	<b>71,771,985</b>	<b>71,120,874</b>

## FESTIVAL HYDRO INC.

# Income Statement

For the period ending June 30, 2020

	YTD as at Jun 30, 2019	YTD as at Jun 30, 2020	YTD Budget at Jun 30, 2020	Cur to Bdg YTD Var\$	Cur to Bdg YTD Var%
<b>REVENUE</b>					
Service Revenue	40,769,577	39,563,356	41,529,093	(1,965,737)	(5%)
Cost of Power	35,222,512	34,007,313	35,826,085	(1,818,772)	(5%)
<b>GROSS MARGIN (DISTRIBUTION REVENUE)</b>	<b>5,547,065</b>	<b>5,556,043</b>	<b>5,703,009</b>	<b>(146,966)</b>	<b>(3%)</b>
Other Operating Revenue	524,632	496,463	534,360	(37,897)	(7%)
<b>OPERATING &amp; MAINTENANCE EXPENSE</b>					
Transformer & Distribution Station Expense	66,939	61,455	58,184	3,271	6%
Distribution Lines & Services Overhead	735,821	933,025	775,207	157,818	20%
U/G Distribution Lines & Services	87,681	70,374	114,316	(43,942)	(38%)
Distribution Transformers	41,241	38,547	40,769	(2,222)	(5%)
Distribution Meters	183,023	204,146	230,856	(26,710)	(12%)
Customer Premises	96,454	71,773	110,942	(39,169)	(35%)
<b>TOTAL OPERATING AND MAINTENANCE</b>	<b>1,211,156</b>	<b>1,379,316</b>	<b>1,330,272</b>	<b>49,044</b>	<b>4%</b>
<b>ADMINISTRATION</b>					
Billing, Collecting & Meter Reading	620,972	613,243	628,641	(15,398)	(2%)
Administration	1,189,446	1,205,927	1,237,746	(31,819)	(3%)
<b>TOTAL ADMINISTRATION</b>	<b>1,810,417</b>	<b>1,819,169</b>	<b>1,866,386</b>	<b>(47,217)</b>	<b>(3%)</b>
Allocated Depreciation	(87,826)	(75,946)	(75,542)	404	1%
<b>TOTAL CONTROLLABLE COST</b>	<b>2,933,747</b>	<b>3,122,539</b>	<b>3,121,117</b>	<b>1,422</b>	<b>—</b>
<b>NET INCOME BEFORE DEP'N, INTEREST &amp; TAX</b>	<b>3,137,950</b>	<b>2,929,966</b>	<b>3,116,252</b>	<b>(186,286)</b>	<b>(6%)</b>
Depreciation	1,331,829	1,285,358	1,287,658	(2,300)	—
Interest Expense	843,355	836,235	828,575	7,660	1%
Interest Income	(19,894)	(28,612)	(9,256)	19,356	209%
<b>NET INCOME BEFORE SWAP, ICM &amp; PBA &amp; INC TAXES</b>	<b>982,661</b>	<b>836,986</b>	<b>1,009,276</b>	<b>(172,290)</b>	<b>(17%)</b>
Current Tax	122,000	64,917	107,501	(42,584)	(40%)
<b>NET INCOME BEFORE SWAP &amp; ICM</b>	<b>860,661</b>	<b>772,069</b>	<b>901,776</b>	<b>(129,707)</b>	<b>(14%)</b>
Unrealized Gain/Loss on Swap	—	—	—	—	—
Marketable Security - recorded as OCI	—	—	—	—	—
<b>NET INCOME</b>	<b>860,661</b>	<b>772,069</b>	<b>901,776</b>	<b>(129,707)</b>	<b>(14%)</b>

# FESTIVAL HYDRO INC.

## Cash Flow Statement

For the period ending June 30, 2020

	YTD as at Dec 31, 2019	YTD as at Jun 30, 2020
<b>Cash from Operations</b>		
Net Income	1,704,240	772,069
Depreciation	2,652,716	1,285,358
Unrealized loss on interest rate swap	281,564	—
Net Change in Receivables/Payables/Var Accts	1,367,724	(1,175,080)
Contributed capital	402,973	107,909
<b>Net Cash Provided</b>	<b>6,409,217</b>	<b>990,256</b>
<b>Cash from Financing</b>		
Loan Repayments	617,610	321,724
Cash Used - Capital Expenditures	3,605,992	1,070,020
Cash Used - Dividends paid	991,140	405,645
<b>Net Cash Used</b>	<b>5,214,742</b>	<b>1,797,389</b>
<b>Increase (Decrease) in Cash Position</b>	<b>1,194,475</b>	<b>(807,133)</b>
<b>Bank Indebtedness, Beg of Period</b>	<b>(2,527,544)</b>	<b>(1,333,069)</b>
<b>Bank Indebtedness, End of Period</b>	<b>(1,333,069)</b>	<b>(2,140,202)</b>

# FESTIVAL HYDRO INC.

## Statement of Capital For the period ending June 30, 2020

	YTD as at Jun 30, 2019	YTD as at Jun 30, 2020	YTD Budget at Jun 30, 2020	Cur to Bdg YTD Var\$	Cur to Bdg YTD Var%
<b>DISTRIBUTION</b>					
Distribution Overhead	364,478	162,058	611,975	(449,917)	(74%)
Underground Conductor and Devices	448,408	329,280	305,501	23,779	8%
Distribution Transformers	291,198	136,161	263,751	(127,590)	(48%)
Services	102,745	67,369	—	67,369	—
Distribution Meters	301,226	156,697	131,501	25,196	19%
SCADA/Distribution Automation	22,280	10,675	27,500	(16,825)	(61%)
Tools and Miscellaneous Equipment	10,581	5,665	15,000	(9,335)	(62%)
<b>TOTAL DISTRIBUTION</b>	<b>1,540,913</b>	<b>867,900</b>	<b>1,355,226</b>	<b>(487,326)</b>	<b>(36%)</b>
<b>OTHER CAPITAL</b>					
Land and Buildings	56,079	84,441	200,000	(115,559)	(58%)
Transformer Station	7,800	19,922	—	19,922	—
Vehicles and Trailers	56,213	—	30,000	(30,000)	(100%)
Computer Hardware and Software	70,303	97,760	175,001	(77,241)	(44%)
<b>TOTAL OTHER CAPITAL</b>	<b>190,394</b>	<b>202,121</b>	<b>405,000</b>	<b>(202,879)</b>	<b>(50%)</b>
<b>TOTAL CAPITAL</b>	<b>1,731,306</b>	<b>1,070,020</b>	<b>1,760,226</b>	<b>(690,206)</b>	<b>(39%)</b>



## Corporate Services Department

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# MANAGEMENT REPORT

**Date:** September 22, 2020  
**To:** Finance and Labour Relations Sub-committee  
**From:** Janice Beirness, Acting Director of Corporate Services  
**Report#:** FIN20-017  
**Attachments:** Rhyzome FHSI – Q2 2020 financial statements

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**Title:** Financial Statements and Commentary for Rhyzome (Festival Hydro Services Inc. - FHSI) – Q2 ending June 30, 2020

**Objective:** To consider the financial reports from FHSI for the period ending June 30, 2020.

**Background:** City Council is updated quarterly on the financial position of FHSI.

**Analysis:** As noted in the attached statements. Representatives from FHSI have been invited to attend as an electronic delegation to present the attached report.

**Financial Impact:** Not applicable.

### 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.

**Staff Recommendation:** **THAT the Rhyzome (Festival Hydro Services Inc.) financial statements and commentary for the period ending June 30, 2020, be received for information.**

A handwritten signature in black ink that reads "Janice Beirness".

---

Janice Beirness, Acting Director of Corporate Services

A handwritten signature in cursive script, reading "Joan Thomson".

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Joan Thomson, Chief Administrative Officer





Festival Hydro Services Inc.

Financial Statements

Prepared For:

Tom Clifford and the Finance & Labour Relations Committee

September 2020

**To:** Tom Clifford and the Finance and Labour Relations Committee  
**From:** Kelly McCann, CFO  
**Re:** Commentary on Financial Results –  
For the period ended June 30, 2020

The net income for the period was \$78K which is \$78K ahead of budget. Detailed commentary on the balance sheet and income statement activity are noted below:

**Balance Sheet Commentary:**

**A/R & Prepaids** – This balance is higher than the Q2 balance for 2019 as a result of a large HST receivable balance (\$70K) due to the payment for the DSRC equipment in June of 2020.

**Capital asset additions** - Additions to the end of Q2 are \$557K which includes the capitalization of the DSRC equipment which was unbudgeted. This equipment will be fully funded through AVIN which will be treated as contributed capital upon receipt. Without considering the DSRC purchases, capital additions to the end of Q2 are \$48K, 25% of budget. Details on the capital spend to date are as noted below.

**WiFi** – total spend to Q2 of \$10K related to the installation of AP's in the Stratford core.

**Computer Software** – total spend to Q2 of \$11K related to the Cisco Smartnet purchase.

**Computer Hardware** – total spend to the end of Q2 of \$534K. \$509K of this is the DSRC equipment and the remainder of \$25K relates to the purchase of the Aruba AP controller for WLAN management.

**Fibre Capital** – total spend to the end of Q2 is \$2K and relates to the reconnection of a customer.

**Due to Festival Hydro Inc.** – This balance increased \$778K since December 2019 and 73% of this increase (\$569K) is the result of the payment for the DSRC equipment, which will be reimbursed through AVIN funding and an ITC refund.

**Deferred Revenue** – this balance has increased significantly from the June 2019 balance as a result of the \$120k contributed capital amount received from AVIN on the WiFi network upgrade that occurred in 2018, with the contribution being received in 2020.

**Re:** Commentary on Financial Results –  
For the period ended June 30, 2020; cont'd

**Income Statement Commentary:**

**Revenues** – Revenues are \$43K lower than budget in Q2 mainly as a result of consulting revenue being under budget. This is due to Rhyzome IT resources allocating more time to Rhyzome projects than consulting projects in the first half of 2020. This may be a timing difference only depending on the consulting projects that move forward during the pandemic. In addition, the budget included conservation consulting, however that conservation position became vacant at the end of February.

**Operating Expenses** – Operating expenses are below budget by \$120K at the end of Q2. This is the result of outside service fees being less than budget as the budget was based on the prior year and includes costs we've determined will not recur in 2020. The budget also included costs for the lease of the test track which have not been incurred to date. Admin costs are also underbudget at the end of Q2 as advertising costs have been less than budget, and the management fee has been less than budget. Business development costs are also under budget as a result of the conservation resource vacancy noted above.

Reactionary fibre maintenance costs are \$7K over budget due to costs from two squirrel chews through fibre lines. This is offset by server building maintenance costs running \$9K under budget. WiFi maintenance costs are also running below budget by \$17K mainly as a result of less maintenance work being performed on the wireless network to the end of Q2. This could be a timing difference only.

# FESTIVAL HYDRO SERVICES INC.

## Balance Sheet For the period ending June 30, 2020

	YTD as at Jun 30, 2019	YTD as at Dec 31, 2019	YTD as at Jun 30, 2020		YTD as at Jun 30, 2019	YTD as at Dec 31, 2019	YTD as at Jun 30, 2020
<b>ASSETS</b>				<b>LIABILITIES</b>			
<b>Current Assets</b>				<b>Current Liabilities</b>			
Cash	52,554	14,160	53,880	Accounts Payable	95,747	260,348	50,517
Accounts Receivable & Prepaids	84,456	176,142	188,265	Due to Festival Hydro Inc.	378,264	537,983	1,315,432
Income Tax Receivable/(Payable)	1,763	—	—	Current Portion of LTD	158,414	329,107	152,294
Other Assets	—	—	—	Promissory Note	372,000	372,000	372,000
Inventory	8,424	8,020	8,020				
<b>Total Current Assets</b>	<b>147,196</b>	<b>198,320</b>	<b>250,165</b>	<b>Total Current Liabilities</b>	<b>1,004,423</b>	<b>1,499,436</b>	<b>1,890,243</b>
<b>Fixed Assets</b>				<b>Other Liabilities</b>			
Gross Book Value	4,345,457	4,963,188	5,520,448	Deferred Revenue	152,872	272,224	247,547
Accumulated Depreciation	(1,713,353)	(1,837,457)	(2,002,324)	Deferred Tax Liabilities	155,000	202,000	202,000
<b>Net Book Value</b>	<b>2,632,105</b>	<b>3,125,731</b>	<b>3,518,124</b>				
<b>Other Assets</b>				<b>Long Term Debt</b>			
Investment in QR Fibre Co.	—	—	—	RBC Financing	288,187	—	—
Investment Tax Credit Receivable	21,000	21,000	21,000	POP Loan Long Term Portion	293,141	405,521	405,521
				<b>TOTAL LIABILITIES</b>	<b>1,893,623</b>	<b>2,379,182</b>	<b>2,745,311</b>
				<b>EQUITY</b>			
				Share Capital	249,236	249,236	249,236
				Retained Earnings	657,443	716,634	794,743
				<b>TOTAL EQUITY</b>	<b>906,678</b>	<b>965,870</b>	<b>1,043,978</b>
<b>TOTAL ASSETS</b>	<b>2,800,300</b>	<b>3,345,051</b>	<b>3,789,289</b>	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>2,800,300</b>	<b>3,345,051</b>	<b>3,789,289</b>

# FESTIVAL HYDRO SERVICES INC.

## Statement of Operations For the period ending June 30, 2020

	YTD as at Jun 30, 2019	YTD as at Jun 30, 2020	YTD Budget at Jun 30, 2020	Cur to Bdg YTD Var\$	Cur to Bdg YTD Var%
<b>TOTAL REVENUE</b>	<b>684,376</b>	<b>648,901</b>	<b>691,650</b>	<b>42,749</b>	<b>6%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>479,061</b>	<b>372,929</b>	<b>493,419</b>	<b>120,490</b>	<b>24%</b>
<b>NET INCOME BEFORE DEPRECIATION &amp; INTEREST</b>	<b>205,316</b>	<b>275,973</b>	<b>198,232</b>	<b>(77,741)</b>	<b>(39%)</b>
Depreciation	141,686	164,868	164,867	(1)	(0%)
Interest Expense	25,987	33,409	33,045	(364)	(1%)
Interest Income	(584)	(412)	—	412	—
<b>NET INCOME FOR THE PERIOD BEFORE TAXES</b>	<b>38,227</b>	<b>78,108</b>	<b>319</b>	<b>(77,789)</b>	<b>(24385%)</b>
Current Tax Provision	—	—	—	—	—
Future Tax Provision	—	—	—	—	—
<b>NET INCOME(LOSS) FOR THE PERIOD</b>	<b>38,227</b>	<b>78,108</b>	<b>319</b>	<b>(77,789)</b>	<b>(24385%)</b>

# FESTIVAL HYDRO SERVICES INC.

## Cash Flow Statement

For the period ending June 30, 2020

	YTD as at Dec 31, 2019	YTD as at Jun 30, 2020
<b>Cash from Operations</b>		
Net Income	97,418	78,108
Future tax provision	47,000	—
Depreciation	289,803	164,867
Accretion of interest	26,451	—
Change in Deferred revenue	105,604	(24,677)
Net Change in Receivables/Payables	67,870	(221,954)
<b>Net Cash Provided</b>	<b>634,146</b>	<b>(3,656)</b>
<b>Cash from Financing</b>		
Capital expenditures	(476,894)	(557,260)
Contributed portion of capital expenditures	(318,378)	—
Third party building financing	97,463	—
Loan repayments	(307,366)	(176,813)
<b>Net Cash Used</b>	<b>(1,005,175)</b>	<b>(734,073)</b>
<b>Increase (Decrease) in Cash Position</b>	<b>(371,029)</b>	<b>(737,729)</b>
<b>Cash and Due to FHI, Beg of Period</b>	<b>(152,794)</b>	<b>(523,823)</b>
<b>Cash and Due to FHI, End of Period</b>	<b>(523,823)</b>	<b>(1,261,552)</b>

# FESTIVAL HYDRO SERVICES INC.

## Statement of Capital For the period ending June 30, 2020

	YTD as at Jun 30, 2020	YTD Budget at Jun 30, 2020	Cur to Bdg YTD Var\$	Cur to Bdg YTD Var%
<b>CAPITAL</b>				
Office Furniture & Equipment	—	—	—	—
Computer Equipment - Hardware	534,318	33,500	500,818	1495%
Computer Software	11,378	20,501	(9,123)	(45%)
Sentinel Lighting Rental Units	—	—	—	—
Buildings	—	—	—	—
Fibre Capital	1,600	113,246	(111,646)	(99%)
WiFi Capital	9,965	25,001	(15,036)	(60%)
<b>TOTAL CAPITAL</b>	<b>557,261</b>	<b>192,246</b>	<b>365,015</b>	<b>190%</b>

11.1



**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 Memorandum of Understanding for the Mutual Aid and Assistance Agreement for an Ontario Water/Wastewater Agency Response Network (OnWARN).

---

**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;

**AND WHEREAS** Section 20 of the *Municipal Act, 2001* provides that Municipal Utilities may contract with each other to provide services;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it in the public interest to enter into the Memorandum of Understanding/Agreement to participate in an Ontario program for water/wastewater mutual aid assistance;

**NOW THEREFORE BE IT ENACTED** by the Council of The Corporation of the City of Stratford as follows:

1. That the Memorandum of Understanding for the Mutual Aid and Assistance Agreement for an Ontario Water/Wastewater Agency Response Network (OnWARN) be entered into by The Corporation of the City of Stratford in order for The Corporation to participate in an Ontario program for water/wastewater mutual aid assistance, and the Mayor and Clerk or their respective delegates on behalf of The Corporation of the City of Stratford, be and the same are hereby authorized to execute the said Agreement and to affix the corporate seal thereto.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of October, 2020.

---

Mayor – Daniel B. Mathieson

---

Clerk – Tatiana Dafoe





**BY-LAW NUMBER \_\_\_\_\_-2020  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to amend Schedule 21 of the Traffic and Parking By-law 159-2008 as amended, to add accessible parking spaces on Lakeside Drive.

---

**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** Council of The Corporation of the City of Stratford adopted Traffic and Parking By-law 159-2008 to regulate traffic and the parking of motor vehicles in the City of Stratford;

**AND WHEREAS** Council has amended Traffic and Parking By-law 159-2008 from time to time as necessary to further regulate traffic and parking of motor vehicles;

**AND WHEREAS** Council deems it necessary to further amend Traffic and Parking By-law 159-2008 to add additional accessible parking spaces to Schedule 21 – Designated Parking Spaces for Persons with Disabilities;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

1. THAT Schedule 21 of the Traffic and Parking By-law 159-2008, as amended, be further amended by adding:
  - (t) The pavement immediately adjacent to the curb on the south side of Lakeside Drive measured from a point 272 metres east of the east curb of Queen Street to a point 8 metres easterly therefrom.
2. The provisions of this By-law shall come into effect upon appropriate signage being installed.
3. All other provisions of Traffic and Parking By-law 159-2008, as amended, shall remain in force and effect.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of October, 2020.

---

Mayor – Daniel B. Mathieson

---

Clerk – Tatiana Dafoe



**BY-LAW NUMBER \_\_\_\_\_-2020  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to authorize participation by The Corporation of the City of Stratford in the County of Perth Mutual Aid Plan.

---

**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 municipalities ability to respond to municipal issues;

**AND WHEREAS** section 9 of the *Municipal Act, 2001*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** section 20 of the *Municipal Act, 2001*, as amended, provides that a municipality may enter into an agreement with one or more municipalities to jointly provide for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

**AND WHEREAS** section 2(5) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4* provides that a municipality may under such conditions as may be specified in the agreement, enter into an agreement to:

- a) Provide such fire protection services as may be specified in the agreement to lands or premises that are situated outside the territorial limits of the municipality; and
- b) Receive such fire protection services as may be specified in the agreement from a fire department situated outside the territorial limits of the municipality.

**AND WHEREAS** By-law 65-2014 was adopted by Council of The Corporation of the City of Stratford to provide for the participation of the City of Stratford Fire Department in County Mutual Aid;

**AND WHEREAS** Mutual Aid is the reciprocal giving of help that fire departments have participated in through a formalized Mutual Aid Plan since the 1950's;

**AND WHEREAS** the Mutual Aid Plan in the Province of Ontario and local Mutual Aid By-law must be reviewed every five (5) years;

**AND WHEREAS** the Mutual Aid Plan in the Province of Ontario was updated and approved by the Ontario Fire Marshal on August 31, 2020;

**AND WHEREAS** the purpose of a Mutual Aid Plan is to promote adequate and coordinated efforts to minimize loss of human life and property and damage to the environment through efficient utilization of fire department and other resources in

the event of a mutual aid activation during times of natural or man-made emergencies and to provide the organizational framework necessary to effectively manage mutual aid resources within an incident management system;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it necessary to adopt a by-law to provide for the continued participation of the Stratford Fire Department in the revised County of Perth Mutual Aid Plan;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

1. That the Stratford Fire Department be authorized to leave the limits of the municipality or fire area, at the discretion of the Fire Chief or designate and under the direction of the County of Perth Fire Co-ordinator to respond to calls for assistance from other fire departments authorized to participate in the County of Perth Mutual Aid Plan or any other County, District or Regional Mutual Aid Plan on a reciprocal basis.
2. In case the provisions of this By-law conflict with the provisions of other authorized fire protection agreements, the provisions of this By-law shall prevail.
3. That this By-law shall come into force and take effect upon final passage thereof.
4. That By-law 65-2014 and any other By-laws and/or resolutions inconsistent with the provisions of this By-law are hereby repealed or rescinded.
5. That this By-law shall be reviewed every five (5) years from the date of final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of October, 2020.

---

Mayor – Daniel B. Mathieson

---

City Clerk – Tatiana Dafoe



**BY-LAW NUMBER \_\_\_\_-2020  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to permit and control the operation of Off Road Vehicles on certain highways and streets and property under the jurisdiction of The Corporation of the City of Stratford and to repeal By-law 65-2012, as amended.

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**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;

**AND WHEREAS** section 191.8 of the Highway Traffic Act, R.S.O. 1990, Chapter.H.8 as amended, authorizes the Council of a municipality to pass by-laws:

- (a) prohibiting, permitting and regulating the operation of off-road vehicles on any highway within the municipality that is under the jurisdiction of the municipality, or on any parts of such highway,
- (b) prescribing a lower rate of speed for all-terrain vehicles on any highway within the municipality that is under its jurisdiction, or any part or parts of such highway including different rates of speed for different highways or parts of highways;

**AND WHEREAS** Ontario Regulation 316/03: *Operation of Off-Road Vehicles on Highways*, as amended, passed under the *Highway Traffic Act* regulates the operation and requirements of off-road vehicles and states that every highway or part of highway in a municipality on which an off road vehicle is permitted to operate under the authority of a by-law made by the municipality under subsection 191.8 of the Act, but only during the months or hours specified in the By-law if the by-law limits the operation of off road vehicles on a highway or part of a highway within the municipality to certain months or hours;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it necessary in the public interest to permit the operation of off-road vehicles on certain streets, recreation trails and municipal property in Stratford during certain hours specified herein;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

## **1.0 DEFINITIONS**

1.1 "Off Road Vehicle" means:

**"Multi-purpose off-highway utility vehicle"** means an off-road vehicle that,

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has a steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and
- (d) has a minimum cargo capacity of 159 kilograms.

**"Recreational off-highway vehicle"** means an off-road vehicle that,

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has a steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and
- (d) has an engine displacement equal to or less than 1,000 cubic centimetres.

**"All-Terrain Vehicle"** means an off-road vehicle that:

- a) has four (4) wheels, the tires of all of which are in contact with the ground;
- b) has steering handlebars;
- c) has a seat that is designed to be straddled by the driver, and
- d) Is designed to carry,
  - (i) a driver only and no passengers, or
  - (ii) a driver and only one passenger , if the vehicle,
    - (A) has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and
    - (B) is equipped with foot rests for the passenger that are separate from the foot rests for the driver.

1.2 **"Boulevard"** means that part of the highway situated between the curb line and the property line of the lot abutting the highway, but does not include a sidewalk or shoulder;

1.3 **"By-law Enforcement Officer"** means a police officer of Stratford Police Services, commissionaire, assistant or any other officer, peace officer or civilian person engaged by Stratford Police Services and/or appointed by The Corporation of the City of Stratford to enforce or carry out the provisions of this by-law or any part or parts thereof;

1.4 **"City"** means The Corporation of the City of Stratford;

1.5 **"Highway"** includes a common and public highway, street, avenue, parkway, driveway, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property line thereof;

1.6 **"Recreation Trail"** means property of the City that is operated as and maintained as a recreation trail for pedestrians, but does not include a sidewalk or boulevard;

1.7 **"Sidewalk"** means that portion of a highway between the curb line and the property line of the lot abutting the highway improved for the use of pedestrians.

## **2.0 REGULATIONS**

- 2.1 An off road vehicle shall not be operated on highways or recreation trails unless it meets the requirements of, and is operated in accordance with, Ontario Regulation 316/03 of the *Highway Traffic Act*, the *Operation of Off-Road Vehicles on Highways*, as may be amended and/or replaced from time to time.
- 2.2 As set out in Schedule "A" to this By-law, Off Road Vehicles shall be permitted upon the highways and recreation trails and municipal property under the jurisdiction of The Corporation of the City of Stratford accordance with Ontario Regulation 316/03 of the *Highway Traffic Act*, the *Operation of Off-Road Vehicles on Highways*, as may be amended and/or replaced from time to time and in accordance with the provisions of this By-law, as may be amended and/or replaced from time to time
- 2.3 Notwithstanding section 2.2 of this By-law, Off Road Vehicles shall not be permitted on sidewalks under the jurisdiction of The Corporation of the City of Stratford. City vehicles and contractors working on behalf of the City are exempted from this provision.
- 2.4 The exemptions as set out in Part IV Exemptions of Ontario Regulation 316/03 of the *Highway Traffic Act*, the *Operation of Off-Road Vehicles on Highways* as amended and/or replaced from time to time, regarding the operation of Off-Road Vehicles on highway shall apply to the regulation of off-road vehicles as set out in this By-law.
- 2.5 An Off Road Vehicles shall not be driven at a rate of speed greater than:
  - 2.5.1 20 kilometres per hour if the speed limit established under the Highway Traffic Act or by Municipal By-law for that part of the highway is not greater than 50 kilometres per hour, or
  - 2.5.2 50 kilometres per hour if the speed limit established under the Highway Traffic Act or by Municipal By-law is greater than 50 kilometres per hour, or
  - 2.5.3 20 kilometres per hour for any recreation trails and municipally operated property under the jurisdiction of The Corporation of the City of Stratford.
- 2.6 An Off Road Vehicle shall not be operated on any highways, recreation trails or municipal property between the hours of 10:00 pm of one day to 7:00 am of the next day.

## **3.0 GRANT OF EXEMPTION BY COUNCIL:**

### **(1) Application to Council:**

Notwithstanding anything contained in this by-law, any person may makes an application to Council to be granted an exemption from any of the provisions of this by-law for which a person might be prosecuted and Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect and any exemption granted shall specify the time period, not in excess of six months during which it is effective and may contain such terms and conditions as Council sees fit.

### **(2) Decision:**

In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it sees fit.

**(3) Breach:**

Breach by the applicant of any of the terms or conditions of any exemption granted by Council shall render the exemption null and void.

**(4)** Subject to Delegation of Authority By-law 135-2017 as amended from time to time, and notwithstanding anything contained in this By-law, the Director of Community Services or the Director of Infrastructure and Development Services, in writing, may grant or may refuse an exemption as part of a special event, under the following terms and conditions:

- a) the complete special event application including a request for an exemption and all necessary documents have been received by Community Services at least 12 weeks prior to the special event;
- b) that all requirements for notice related to the exemption as required by The Corporation of the City of Stratford have been met;
- c) that the decision of the Director of Community Services or the Director of Infrastructure and Development Services to grant or to refuse an application for an exemption may be appealed to City Council within 20 calendar days of receipt of the decision in writing from the Director and that the organization or person appealing the decision must provide written reasons for the appeal.

**4.0 PENALTIES**

- 4.1. Every person who contravenes a provision of this By-law is guilty of an offence and liable on conviction to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c.P.33.

**5.0 INTERPRETATION**

- 5.1. In this By-law, unless the context otherwise requires words importing the singular number shall include the plural.
- 5.2. If a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

**6.0 REPEAL**

- 6.1 That By-law 65-2012 and all amendments thereto are hereby repealed upon this By-law coming into force and effect.

**7.0 TITLE**

- 7.1. This By-law may be referred to as the "**Off Road Vehicle By-law**" of The Corporation of the City of Stratford.

**8.0 EFFECTIVE**

- 8.1 This by-law shall come into force and take effect upon the final passage thereof.

Read a FIRST, SECOND and THIRD time and  
FINALLY PASSED this 26th day of October, 2020.

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Mayor – Daniel B. Mathieson

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Clerk – Tatiana Dafoe



**THIS IS SCHEDULE "A" TO BY-LAW \_\_\_\_\_-2020**

*passed this XXX day of \_\_\_\_\_, 2020*

The following are exempt from By-law number \_\_\_\_\_-2020

1. By-law Enforcement employees for The Corporation of the City of Stratford.
2. All Stratford Police Services Officers while performing his or her duties.
3. All Stratford Fire Department personnel while performing his or her duties.
4. All Medical Rescue personnel while performing his or her duties.
5. All employees of The Corporation of the City of Stratford while performing his or her duties.
6. Any person operating an Off-Road Vehicle for the purpose of rendering assistance during a declared emergency within the Municipality.
7. Contractors employed by the City while completing work for the City of Stratford.



**BY-LAW NUMBER \_\_\_\_-2020  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to amend By-law 135-2017, as amended, to delegate Council's authority to the Director of Infrastructure and Development Services and the Director of Community Services to grant or refuse requests for exemption to the Off-Road Vehicle By-law made as part of a special event application.

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**WHEREAS** the Council of The Corporation of the City of Stratford enacted By-law 135-2017 to delegate certain authority to certain officials and employees of The Corporation of the City of Stratford or to authorize certain routine administrative practices;

**AND WHEREAS** By-law 135-2017 is amended from time to time by Council as deemed appropriate;

**AND WHEREAS** the Council of The Corporation of the City of Stratford adopted Delegation of Powers and Duties Policy as required under section 270 of the *Municipal Act, 2001* with respect to the delegation of Council's legislative and administrative authority;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it necessary to amend By-law 135-2017 as amended, to delegate certain authority to the Director of Infrastructure and Development Services and the Director of Community Services;

**NOW THEREFORE BE IT ENACTED** by the Council of The Corporation of the City of Stratford as follows:

1. That the Council of The Corporation of the City of Stratford hereby delegates Council's authority to the Director of Infrastructure and Development Services and the Director of Community Services to grant or refuse requests for exemption to the Off-Road Vehicle By-law made as part of a special event application.
2. That Schedule "A" of By-law 135-2017 as amended, be further amended by adding the provision in Schedule "A" attached hereto, to the said Schedule "A" of By-law 135-2017 as amended.
3. All other provisions of By-law 135-2017, as amended, shall remain in force and effect.
4. This By-law shall come into force upon its final passage.

Read a FIRST, SECOND and THIRD TIME and

FINALLY PASSED this 26th day of October, 2020.

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Mayor – Daniel B. Mathieson

---

Clerk – Tatiana Dafoe

**THIS IS SCHEDULE "A" to By-law \_\_\_\_-2020**

Adopted this 26th day of October, 2020

**Amending Schedule "A"  
To By-law 135-2017, as amended**

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
8.9	Authority to grant or refuse requests for exemption to the Off-Road Vehicle By-law made as part of a special event application.	Director of Community Services  Director of Infrastructure and Development Services	<i>Municipal Act, 2001</i>  Ontario Regulation 316/03 of the <i>Highway Traffic Act</i> , the <i>Operation of Off-Road Vehicles on Highways</i> ,	a) the complete special event application including a request for an exemption and all necessary documents have been received by Community Services at least 12 weeks prior to the special event;  b) that all requirements for notice related to the exemption as required by The Corporation of the City of Stratford have been met;  c) that the decision of the Director of Community Services or the Director of Infrastructure and Development Services to grant or to refuse an application for an exemption			✓

DRAFT By-law 11.5

				may be appealed to City Council within 20 calendar days of receipt of the decision in writing from the Director and that the organization or person appealing the decision must provide written reasons for the appeal.			
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## **STRATFORD CITY COUNCIL CONSENT AGENDA**

October 26, 2020

### **REFERENCE NO.    CONSENT AGENDA ITEM**

- |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CA-2020-094 | <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"> <li>• O’Loane Avenue from Huron Street to Perth Line 36 has been extended past Friday, October 9 for approximately 6 days for top soiling and driveway restoration work.</li> </ul> <p>Emergency Services were notified.</p> |
| CA-2020-095 | <p>Resolution from Loyalist Township regarding funding for community groups and service clubs affected by the pandemic.</p> <p>Attachment – Resolution from Loyalist dated October 9, 2020</p> <p>Endorsement of the resolution is requested.</p>                                                                                                                                                                                                                                 |
| CA-2020-096 | <p>Resolution from the County of Wellington regarding assessment values of aggregate resources properties.</p> <p>Attachment – Resolution from Wellington dated October 2, 2020</p> <p>Endorsement of the resolution is requested.</p>                                                                                                                                                                                                                                            |
| CA-2020-097 | <p>Resolution from the City of St. Catharines regarding development approval requirements for landfills (Bill 197).</p> <p>Attachment – Resolution from St. Catharines dated October 7, 2020</p> <p>Endorsement of the resolution is requested.</p>                                                                                                                                                                                                                               |

CA-2020-098      Resolution from the Township of North Glengarry requesting that the provincial government allow capital expenditures under the Safe Restart Agreement.

Attachment – Resolution from North Glengarry dated September 28, 2020

Endorsement of the resolution is requested.

CA-2020-099      Resolution from the Township of Blandford-Blenheim regarding unlicensed and unmonitored cannabis grow operations.

Attachment – Resolution from Blandford-Blenheim dated October 13, 2020

Endorsement of the resolution is requested.

October 9, 2020

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Email: [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Funding for community groups and service clubs affected by pandemic**

Please be advised that at the Regular Meeting of Council on September 28, 2020, the Council of Loyalist Township passed the following resolution:

**Resolution No. 2020.35.16**

**Moved by: Deputy Mayor Hegadorn**

**Seconded by: Councillor Porter**

“Whereas, the world health organization characterized covid-19 as a pandemic on March 11, 2020

And whereas, travel restrictions were put in place March 21st, 2020 with emergency orders being established under the quarantine act

And whereas, the province of Ontario entered a state of emergency on March 17, 2020

And whereas Loyalist Township declared a state of emergency on March 26, 2020

And whereas the Kingston, Frontenac, Lennox and Addington Public Health Unit have enacted orders under Section 22 of the Ontario Health Protection and Promotion Act, 1990

And whereas the above noted state of emergencies and orders restricted the ability for charities, community groups and service clubs to raise or acquire funds through conventional methods

And whereas these charities, community groups and service clubs provide vital resources and support critical to community members

And whereas these charities, community groups and service clubs' partner with municipal governments reducing the financial pressures on the government while enhancing the lives of residents

Therefore be it resolved that Loyalist Township council requests confirmation from the governments of Ontario and Canada that funding will be available for these local smaller charities, community groups and service clubs.

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Derek Sloan, Hastings - Lennox and Addington ; the Honourable Daryl Kramp, MPP Hasting-Lennox and Addington; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario".

Regards,



Brandi Teeple  
Deputy Clerk  
Loyalist Township

cc. MP Derek Sloan- Hastings-Lennox and Addington  
MPP Daryl Kramp- Hastings- Lennox and Addington  
Association of Municipalities Ontario  
Rural Ontario Municipalities Association  
All Ontario Municipalities





COUNTY OF WELLINGTON

KIM COURTS  
DEPUTY CLERK  
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E kimc@wellington.ca

74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

October 2, 2020

Sent via email to all Ontario Municipal Clerks

Dear Municipal Clerks,

At its meeting held September 24, 2020, Wellington County Council approved the following recommendation from the Administration, Finance and Human Resources Committee:

**WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands; and**

**WHEREAS Wellington County Council supports a fair and equitable assessment system for all aggregate resource properties; and**

**WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties; and**

**WHEREAS Wellington County Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties.**

**NOW THEREFORE BE IT RESOLVED:**

**(a) That Wellington County Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and**

**(b) That Wellington County Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values; and**

**(c) That Wellington County Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and**

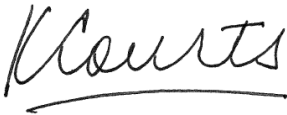
**(d) That Wellington County Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s).**

Please find the Aggregate Resource Property Valuation and Advocacy report and Municipal Resolution enclosed.

Wellington County Council is requesting that all Ontario municipalities adopt the Municipal Resolution and forward to Donna Bryce, Wellington County Clerk at [donnab@wellington.ca](mailto:donnab@wellington.ca) upon passing.

Should you have any questions please contact Ken DeHart, County Treasurer, at [kend@wellington.ca](mailto:kend@wellington.ca) or call 519.837.2600 ext 2920.

Sincerely,

A handwritten signature in black ink that reads "Kim Courts". The signature is written in a cursive style with a horizontal line underneath the name.

Kim Courts  
Deputy Clerk



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Tuesday, September 15, 2020  
**Subject:** **Aggregate Resource Property Valuation and Advocacy Report**

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### Background:

Through the County's Assessment Base Management Policy and Programme approved in 2016; Wellington County has made significant efforts to maintain, protect and enhance the quality of the assessment roll. This includes reviewing the accuracy of individual assessments and ensuring the equitable distribution of the tax burden. The County remains a strong advocate for the accurate and equitable valuation and property tax treatment of all properties, including gravel pit and aggregate resource properties in the County and throughout Ontario.

The County has been actively pursuing fair and accurate assessment valuations for gravel pits through two streams:

1. Assessment appeals heard by the Assessment Review Board
2. Advocacy through the province on a permanent policy solution

### Assessment Appeals

The County has filed assessment appeals on all aggregate producing properties in its three southern-most municipalities, being Puslinch, Erin and Guelph/Eramosa for the 2017 to 2020 taxation years. The purpose of these appeals is to ensure that the current value assessment of these properties is captured through the existing legislation, and to deal with how those properties are classified for taxation purposes.

The effect of the current property tax valuation structure by the Municipal Property Assessment Corporation ("MPAC") unfairly sees active gravel pits incurring less property tax than many single-family homes and small businesses as a result of unduly low and inaccurate current value assessments. It also leads to properties that are located in the same areas and are similar to gravel pits receiving vastly different property valuations, which contradicts the principle of fairness and transparency underpinning our taxation system that similar properties should be treated and taxed equally. Arbitrarily classifying gravel pits as among the lowest form of farmland (Class 5) sets an artificial cap on these producers' property assessments and keeps their property taxes well below what they should be paying. In turn, residents and businesses are subsidizing the break that gravel producers are receiving.

In terms of next steps for these appeals, a settlement conference is scheduled to take place on September 16 and hearings are scheduled for the weeks of November 16 and 23.

### **Advocacy for a Permanent Policy Solution**

The County has been working with its colleagues through the Top Aggregate Producing Municipalities of Ontario (TAPMO) to raise awareness of the assessments and the inequitable treatment of these properties and ask the government to review how these properties are assessed and treated from a property tax policy perspective through the MPAC review that is currently taking place.

Through this work, TAPMO endorsed the attached municipal resolution to be shared with TAPMO municipalities for consideration at local Councils. The resolution formally asks the province to review how these properties are assessed in light of the inequitable treatment in comparison to other residential and business properties in the municipality. Several municipalities across the province have approved and forwarded this resolution to the province and local MPPs.

To be clear, the County believes MPAC's property valuation is incorrect even within the current legislation, however, the County is looking for further direction and possible legislative or regulatory changes that will eliminate future disputes. This kind of permanent policy change is in everyone's best interest to resolve this issue once and for all.

Staff recommend that the Administration, Finance and Human Resources Committee support the resolution and pass it along to County Council for approval. This is also an opportunity for the County to remind its member municipalities to review and give consideration to this resolution as well.

### **AMO Delegation Meeting**

On August 18, 2020, in collaboration with the Top Aggregate Producing Municipalities of Ontario (TAPMO), County representatives met with Stan Cho, Parliamentary Assistant to the Minister of Finance, to discuss the need to improve how aggregate properties are assessed across Ontario under an equitable valuation system. The meeting was held during the Association of Municipalities of Ontario (AMO) conference. This is where municipal and provincial policymakers come together to discuss pressing issues facing both levels of government.

Wellington County and other TAPMO members presented several policy-driven solutions to Mr. Cho that would make MPAC's property tax valuations accurate and equitable. There are many possible legislative, regulatory or policy changes that can achieve a permanent solution. These include:

- Creating a separate class for aggregate producing properties (as was done for landfills in 2015);
- Directive (or regulation) from the Minister to MPAC regarding how to assess these types of properties to reflect their true market or industrial value;
- Remove the aggregate exemption from the *Assessment Act* (as was the situation prior to 2008).

This would enable municipalities to maintain stability in local taxation levels and meet the needs of their communities. Directing MPAC on how to assess these properties based on their true market value makes common sense and will result in stability and accuracy in the assessment process. The solution to remove the exemption of aggregate in the *Assessment Act* would allow MPAC to assess the full value of the property.

**Summary**

Aggregate sites are important job creators and an increasingly critical element of public works that help to fuel steady economic growth across Ontario, especially as part of municipalities' post-pandemic recovery. Yet, under the current MPAC valuation formula, their current value assessment is inaccurate such that these sites generate significantly less revenue for municipalities and the Province than other possible uses for the same land. This costs Ontario municipalities millions of dollars in lost tax revenue every year and negatively impacts their abilities to deliver more fulsome services and programmes to residents. The current system also generates less Education property taxes which shifts even more tax burden onto homeowners and small businesses. Municipalities are therefore eager to find a solution that is fair for all involved: the municipality, taxpayers, and aggregate producers.

COVID-19 has highlighted the urgency for a policy-driven, equitable approach. Municipalities across Ontario are fighting to continue providing a high standard of services to our families and businesses who need them now more than ever. The lost tax revenue undermines our ability to enhance those services and make key infrastructure investments at a time when our residents are suffering. The County wants to be fair to aggregate producers while recognizing that they should be part of the solution in terms of helping families and businesses get back on their feet – the very people who are carrying the burden of the current MPAC system.

**Recommendation:**

That the Aggregate Resource Property Valuation and Advocacy Update Report be received for information; and

That the attached resolution be supported by County Council and sent to the Ministry of Finance.

Respectfully submitted,



Ken DeHart, CPA, CGA  
County Treasurer

**SCHEDULE A – MUNICIPAL RESOLUTION**

WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands; and

WHEREAS Wellington County Council supports a fair and equitable assessment system for all aggregate resource properties; and

WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties; and

WHEREAS Wellington County Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties;

NOW THEREFORE BE IT RESOLVED:

- (a) That Wellington County Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and
- (b) That Wellington County Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values; and
- (c) That Wellington County Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and
- (d) That Wellington County Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s).



October 7, 2020

Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5th Flr,  
777 Bay St, Toronto, ON M7A 2J3

Sent via email: [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)

**Re: Development Approval Requirements for Landfills - (Bill 197)  
Our File 35.2.2**

Honourable and Dear Sir,

At its meeting held on October 5, 2020, St. Catharines City Council approved the following motion:

WHEREAS Schedule 6 of Bill 197, COVID-19 Economic Recovery Act, 2020 considers amendments to the Environmental Assessment Act relating to municipal autonomy and the principle that municipalities can veto a development outside their municipal boundary in an adjacent municipality; and

WHEREAS Bill 197 empowers multiple municipalities to 'veto' development of a landfilling site within a 3.5 km zone inside the boundary of an adjacent municipality; and

WHEREAS Bill 197 establishes a dangerous precedent that could be expanded to other types of development; and

WHEREAS Bill 197 compromises municipal autonomy and the authority of municipal councils to make informed decisions in the best interest of their communities and municipal taxpayers; and

WHEREAS amendments in Schedule 6 could cause conflict in the effective management of landfill sites, put significant pressure on existing landfill capacity, and threaten the economic activity associated with these sites;

THEREFORE BE IT RESOLVED That the City of St. Catharines calls upon the Government of Ontario (Ministry of the Environment, Conservation and Parks (MOECP) to amend Bill 197, COVID-19 Economic Recovery Act, 2020, to eliminate the development approval requirement provisions from adjacent municipalities and that the 'host' municipality be empowered to render final approval for landfills within their jurisdiction; and



BE IT FURTHER RESOLVED that a copy of this motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, local MPP's., the Association of Ontario Municipalities (AMO) and Ontario's Big City Mayors (formerly Large Urban Mayors Caucus of Ontario-LUMCO)

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Ontario municipalities with a request for supporting motions to be passed by respective Councils and copies of the supporting motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, the local MPP's, the Association of Ontario Municipalities (AMO).

If you have any questions, please contact the Office of the City Clerk at extension 1506.

Bonnie Nistico-Dunk, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:ra

Cc. Hon. Premier Doug Ford [premier@ontario.ca](mailto:premier@ontario.ca)  
Hon. Steve Clark, Minister of Municipal Affairs, Housing [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
Jennifer Stevens, MPP - St. Catharines, [JStevens-CO@ndp.on.ca](mailto:JStevens-CO@ndp.on.ca)  
Jeff Burch, MPP - Niagara Centre, [JBurch-QP@ndp.on.ca](mailto:JBurch-QP@ndp.on.ca)  
Wayne Gates, MPP - Niagara Falls, [wgates-co@ndp.on.ca](mailto:wgates-co@ndp.on.ca)  
Sam Oosterhoff, MPP - Niagara West-Glanbrook, [sam.oosterhoff@pc.ola.org](mailto:sam.oosterhoff@pc.ola.org)  
Association of Municipalities of Ontario [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Chair of Ontario's Big City Mayors, Cam Guthrie [mayor@guelpg.ca](mailto:mayor@guelpg.ca)  
All Ontario Municipalities (via email)



**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:**

Monday, September 28, 2020

**Moved by:**

Jeff Manley

**Seconded by:**

Johanne Wensink

THAT Council of the Township of North Glengarry adopt the following resolution:

WHEREAS the Ontario government has provided emergency assistance funding to municipalities through the Safe Restart Agreement to offset the financial impact due to the COVID-19 pandemic;

AND WHEREAS the Province has specified funding must be used for operating costs and pressures due to COVID-19;

AND WHEREAS due to the nature of the pandemic and the necessity to make physical retrofits to offices to accommodate staff and the public in a safe environment, capital costs will be incurred by municipalities;

AND WHEREAS the Township has been advised by SDG County, through the Ministry of Finance that COVID-19 related capital costs are ineligible for Safe Restart Agreement Funding;

THEREFORE, BE IT RESOLVED THAT the Township of North Glengarry urges Ontario to allow capital expenditures under the Safe Restart Agreement, and that a copy of this resolution be forwarded to Premier Doug Ford, Jim McDonell, MPP and the Association of Municipalities of Ontario (AMO).

**Carried**

**Deferred**

**Defeated**

\_\_\_\_\_  
Mayor / Deputy Mayor



## Township of Blandford-Blenheim

47 Wilmot Street South  
Drumbo, Ontario N0J 1G0

Phone: 519-463-5347  
Fax: 519-463-5881  
Web: [www.blandfordblenheim.ca](http://www.blandfordblenheim.ca)

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October 13, 2020

Emailed to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.

### **Re: Unlicensed and unmonitored cannabis grow operations**

Please be advised that at the Regular Meeting of Council on October 7<sup>th</sup>, 2020, the Council of the Township of Blandford-Blenheim passed the following resolution:

#### **Resolution Number: 2020-14**

**Moved by: Councillor Nancy Demarest**

**Seconded by: Councill Bruce Banbury**

**“That Whereas unlicensed and unmonitored cannabis grow operations have increasingly become a problem in communities in Ontario as well as across the Country; and,**

**Whereas these operations are allowed to establish with little or no consultation with the local community and municipalities are often only made aware of their existence after conflicts arise with neighboring land owners; and,**

**Whereas loopholes in existing Federal legislation allow these large scale grow op’s to establish and operate without any of the regulations or protocols that licensed and monitored operations need to adhere to,**

**BE IT RESOLVED that the Council of the Township of Blandford-Blenheim urges the Federal Government to amend the legislation under which these facilities operate to ensure the safety and rights of the local communities in which they are situated are respected; and,**

**That this resolution be forwarded to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.”**

Regards,

Sarah Matheson  
Deputy Clerk  
Township of Blandford-Blenheim



**BY-LAW NUMBER \_\_\_\_-2020  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on October 26, 2020.

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**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 October 26, 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 26th day of October, 2020.

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Mayor – Daniel B. Mathieson

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Clerk – Tatiana Dafoe