



The Corporation of the City of Stratford
Infrastructure, Transportation and Safety Sub-committee
Open Session
AGENDA

Date: Wednesday, February 24, 2021
Time: 3:30 P.M.
Location: Electronic Meeting
Sub-committee Present: Councillor Vassilakos - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Gaffney, Councillor Ingram, Councillor Sebben
Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Jodi Akins - Council Clerk Secretary, Chris Bantock - Deputy Clerk, Johnny Bowes - Manager of Environmental Services, Nathan Bottema - Project Engineer

To watch the Sub-committee meeting live, please click the following link: <https://stratford-ca.zoom.us/j/81782971829?pwd=cmRsL3dxcHNmakRNNVZiNFdHd2liUT09>

A video recording of the meeting will also be available on the [City's website](#) following the meeting. Pages

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

-

3. Delegations

None scheduled.

4. Report of the Manager of Environmental Services

- 4.1. Drinking Water Quality Management Standard 2020 Infrastructure Review (ITS21-003) 4 - 10

Motion by _____

Staff Recommendation: THAT the DWQMS 2020 Infrastructure Review and associated documents, be received to fulfil the requirement of the Ontario Drinking Water Quality Management Standard.

- 4.2. Drinking Water Quality Management Standard 2019 Management Review (ITS21-004) 11 - 20

Motion by _____

Staff Recommendation: THAT the summary report entitled QMS Report to Council 2020 – Top Management Review, be received to fulfil the requirement of the Ontario Drinking Water Quality Management Standard.

5. Report of the Project Engineer

- 5.1. Argyle and McKenzie Street Reconstruction (St. David Street to Cambria Street) – Public Engagement and Recommendations (ITS21-005) 21 - 26

Motion by _____

Staff Recommendation: THAT the description of the proposed design for the Argyle and McKenzie Streets Reconstruction, be received for information;

THAT the comments from the online public engagement session, be received for information;

AND THAT the proposed design for the project be accepted and authorization given to proceed to tender for construction.

6. Capital Project Update

Engineering to provide a verbal update on the status of various engineering capital projects.

7. Advisory Committee/Outside Board Minutes 27 - 72

The following Advisory Committee/Outside Board minutes are provided for the information of Sub-committee:

- Accessibility Advisory Committee minutes of November 3 and December 1, 2020 and January 5, 2021
- Energy and Environment Committee minutes of November 5 and December 3, 2020 and January 7, 2021
- Active Transportation Advisory Committee minutes of September 16, October 29 and December 16, 2020

8. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is March 24, 2021 at 3:30 p.m.

9. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

Sub-committee Decision: THAT the Infrastructure, Transportation and Safety Sub-committee meeting adjourn.



MANAGEMENT REPORT

Date: February 24, 2021
To: Infrastructure, Transportation and Safety Sub-committee
From: Johnny Bowes, Manager of Environmental Services
Report#: ITS21-003
Attachments: QMS Infrastructure Review 2019-2020
 2020 Infrastructure Review Table A and Table B

Title: Drinking Water Quality Management Standard 2020 Infrastructure Review

Objective: A requirement of the Ontario Drinking Water Quality Management Standard (DWQMS) Operational Plan is for the Quality Management System (QMS) representative to ensure annual infrastructure review results are conveyed to Top Management (Ed Dujlovic, Director of Infrastructure and Development Services, and Johnny Bowes, Manager of Environmental Services) and the Owner (Council). This report fulfills that requirement.

Background: The DWQMS is mandated through the Safe Drinking Water Act, 2002, and promotes transparency between the Owner and the Water Operating Authority (Water Division). The Infrastructure Review is 1 of 21 Elements of the Quality Management System.

Analysis: The 2020 Infrastructure Review was conducted on November 25th, 2020. The Infrastructure Review looked at 3 components:

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

Major Projects (completed) – provided a summary of completed projects for the review period along with costing.

Financial Impact: Failure to meet the requirements of the DWQMS can ultimately lead to the retraction of the Municipal Drinking Water License. The License is a requirement to legally operate a drinking water system.

Alignment with Strategic Priorities

Not applicable:

The submission of this management report to council is a requirement that falls under provincial regulations.

Staff Recommendation: THAT the DWQMS 2020 Infrastructure Review and associated documents, be received to fulfil the requirement of the Ontario Drinking Water Quality Management Standard.



Johnny Bowes, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



QMS Infrastructure Review 2020

November 25, 2020 – 1:00 pm – 2:00pm

82 Erie Street, Stratford

Ed Dujlovic (Top Management)

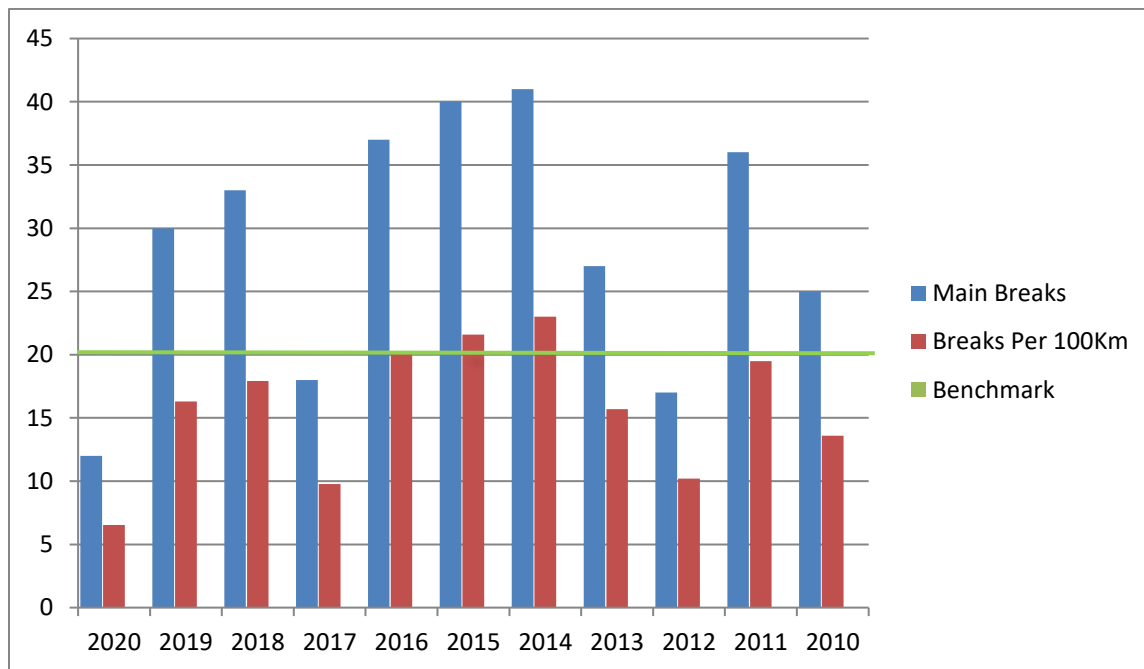
Johnny Bowes (Top Management)

Maintenance Review

November 1, 2019 – November 1, 2020

a. Number of Mainbreaks

- 30 in 2019
- 12 in 2020 (16 Projected by the end of 2020)



- b. Frozen Services Response
 - Total Revenue Loss of \$60,658.83 in 2019 (8 Frozen Water)
 - **Please note:** 8 services were frozen however approx. 69 homes were asked to run their taps to avoid freezing as they were identified as “at-risk” services. The figure of \$60,658 is a total which reflects the amount of water used when running water in these homes for a few months. It is not technically revenue lost because it is not water that normally would have been used and billed for. Also, the cost to treat and distribute the water is not equal to the water rate that the city charges.
 - Total Revenue Loss of \$1,663.49 in 2020 (0 Frozen Water)
- c. Valve Program (2018-2019)
 - Exercise program –197 valves exercised in 2019
 - Exercise program –121 valves exercised in 2020
 - Replaced or repaired 10 valves
- d. Hydrants Checked (2018-2019)
 - Hydrant maintenance program – 21 Hydrants were repaired.
 - Approximately 350 hydrants rehabilitated and painted to Fire Code
 - Replaced 3 hydrant valves
 - All public hydrants are operated to ensure hydrants are operational at a minimum of 2x per year, in conjunction with our biannual flushing program. During this time, no in-depth hydrant inspections conducted.
- e. Water Loss
 - Water Loss 2019 – 12.1%
 - Water Loss 2020 – TBD
- f. Customer Complaints
 - 38 Discolored Water
 - 16 Pressure
 - 9 Frozen Service
 - 10 Miscellaneous
- g. Lead Replacements Replaced (city side) or removed
 - 15 in 2018 (11 were part of Ballantyne reconstruction project)
 - 2 in 2019

Maintenance Items / Major Projects / Action Items

See Table A

Conclusions

- **Valves - Program continues to evolve on year to year basis. New valve turner machine should improve efficiency. New valve PM Program to be implemented in 2020 which will identify all the system valves and any deficiencies therein.**
- **Hydrants – Painting to improve appearance of asset. Final year of painting to be completed in 2020**
- **Flushing – Watermain flushing program will continue to be reviewed for improvements. Uni-Directional Pilot scheduled for Spring of 2021.**
- **Well Program – moving to a metrics based system for decision making.**
- **Frozen Services - will continue to be a year by year analysis. Need to be aware of consequences of dates and revenue impact. Program being developed in 2021 to begin addressing the most critical batch of homes that are at risk of freezing.**
- **Water Quality – No concerns at this time.**
- **Water Loss – No concerns at this time. Hydrant Distribution monitoring should improve analysis.**
- **Watermain Breaks – No concerns at this time. Below benchmark. All procedures followed.**

Table A: Completed Projects		Infrastructure Review 2019/2020	November 1st, 2019 to November 1st, 2020			
Project Name	Topic	Description of Project	Costing	Budget	Action Items	Target Date
Romeo Reservoir: Drain and Inspection	Compliance	Celaning and disinfection done by operations staff. Landmark Municipal Services completed the inspection and report	\$2,500	2019 Operating Budget	No further action required.	Winter 2019/2020
Varibale Frequency Drive (VFD) Installation and Upgrades	Energy Customer Service	Installation of VFD's at Romeo Control Centre on highlift pumps #6 and #4	\$15,000	2019/2020 Operating Budget	No further action required.	Summer 2020
E. Ris Software Improvements	Data Collection and Reporting	Westin (formally Eramosa) is working on continuous improvements to the existing water and wastewater E. Ris program	\$22,000	2020/2021 Operating Budget	Only continuous improment measure continuing.	Fall 2020
Hydrant Monitoring	Leak Detection	Ongoing leak detection using hydrant monitoring equipment. Support from Digital Water Solutions	\$30,000	2020 Operating Budget	1. Purchased and installed 2 monitors 2. Working with Digital Water Solutions to monitoring program	End of 2020
Hydrant Painting	Public Image	Final stage of a 3 year painting program for all hydrants in the system.	\$20,000	2020 Operating Budget	No further action required.	End of 2020
Redford Crescent	Asset Management	Watermain replacement	\$377,000	2020 Capital Budget	No further action required.	Fall 2020
Romeo St. N. Watermain Relining	Asset Management	Watermain replacement	\$140,000	2020 Capital Budget	No further action required.	Summer 2020

Table B: Ongoing Projects		Infrastructure Review 2019/2020	November 1st, 2019 to November 1st, 2020			
Project Name	Topic	Description of Project	Costing	Budget	Action Items	Target Date
Unidirectional Flushing Program	Water Quality	Jacobs Consulting has been hired to assist in developing a UDF pilot program.	\$55,000 Budgeted \$8,400 used to date	2020/2021 Operating Budget	1. Data collection and program modeling 2. Field training and program implementation	Summer 2021
Water Model Re-calibration	Water Model	Calibration and updating of existing water model. C3 water has been retained for this work.	\$10,000 Budgeted \$7,800 used to date	2020/2021 Operating Budget	1. C3 will have the model and report completed by the end of January 2021	Spring 2021
SCADA Integration	SCADA	PLC and SCADA updates and initiatives ongoing work by contracted integration company Brock Solutions in coordination with City of Stratford electrician Jason Brenzil	\$85,000 Budgeted \$32,000 used to date	2020/2021 Operating Budget	1. Review Wonderware 2. Reconfigure servers 3. Data backfill improvements 4. Alarm/Events table linked to e.Ris 5. Remote Access 6. Wastewater server and tags	End of 2021
Variable Frequency Drive (VFD) Installation and Upgrades	Energy Customer Service	Installation of VFD's at Lorne Ave. Well and Chestnut St. Well	\$10,000	2020/2021 Operating Budget	Should result in significant energy savings as well as reduced stress on the distribution system that occurs when pumps start and stop	Spring 2021
Romeo PLC Upgrades	Asset Management SCADA	New PLC Installation and upgrades at the Romeo Control Centre	\$60,000	2021 Capital Budget	New onsite hardware for PLC and software upgrades. Romeo is the main control centre hub for SCADA operations.	Summer 2021
Mackenzie St.	Asset Management	Watermain replacement	\$220,000	2021 Capital Budget	Construction to begin in spring 2021	Fall 2021
Arglye St.	Asset Management	Watermain replacement	\$220,000	2021 Capital Budget	Construction to begin in spring 2021	Fall 2021
Dead End Optimization Program	Water Quality	Creating a new dead end hydrant program to identify and correct water quality areas of concern in the system.	N/A	2020 Operating Budget	1. Data collection and program modeling 2. Field training and program implementation	Summer 2021
Valve Preventative Maintenance Program	Asset Management	Implementing a new system valve preventative maintenance program to help establish proper asset management and prepare for UDF program	N/A	2021 Operating Budget	1. Create new data collection process 2. Identify system deficiencies 3. Review data to develop future state	Winter 2021



MANAGEMENT REPORT

Date: February 24, 2021
To: Infrastructure, Transportation and Safety Sub-committee
From: Johnny Bowes, Manager of Environmental Services
Report#: ITS21-004
Attachments: QMS Report to Council 2020 – Top Management Review

Title: Drinking Water Quality Management Standard 2019 Management Review

Objective: A requirement of the Ontario Drinking Water Quality Management Standard (DWQMS) Operational Plan is for the Quality Management System (QMS) representative to ensure annual management review results are conveyed to Top Management (Ed Dujlovic, Director of Infrastructure and Development Services, and Johnny Bowes, Manager of Environmental Services), and the Owner (Council). This report fulfills that requirement.

This report contains a summary of information that Top Management must review annually in accordance with the DWQMS.

Background: The DWQMS is mandated through the Safe Drinking Water Act, 2002, and promotes transparency between the Owner and the Water Operating Authority (Water Division).

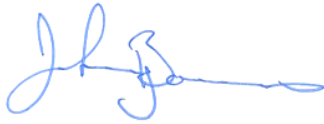
Analysis: The 2020 Management Review was conducted on November 25th, 2020. The review allowed for a comprehensive evaluation of the City of Stratford's Drinking Water Quality Management System. It was a prescriptive review and identified action items and the corrective actions required to address. The attached report contains a summary of information that Top Management reviewed and includes, but is not limited to, findings from the 2019 Ministry of Environment, Conservation and Parks inspection, third party and internal audit findings, and operational performance. The review period was from November 1st, 2019 to November 1st, 2020.

Financial Impact: Failure to meet the requirements of the DWQMS can ultimately lead to the retraction of the Municipal Drinking Water License. The License is a requirement to legally operate a drinking water system.

Alignment with Strategic Priorities:**Not applicable:**

The submission of this management report to council is a requirement that falls under provincial regulations.

Staff Recommendation: THAT the summary report entitled QMS Report to Council 2020 – Top Management Review, be received to fulfil the requirement of the Ontario Drinking Water Quality Management Standard.



Johnny Bowes, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer

	Quality Management Element 20 QMS Report to Council	
	FORM # 20-003	Reviewed: June 6, 2016
		Approved By: Water Operations

Council Report – 2019-2020 Top Management Review

As required annually by the Quality Management System (QMS), regulatory compliance and quality management audit findings were reviewed with Top Management to identify non-compliances and non-conformances. Prescribed items, as per Element 20 of the Operational Plan, were also reviewed as required by the QMS. This review took place on November 25, 2020. The review period was from Nov. 1, 2019 to Nov. 1, 2020.

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
Non-Compliances	The Ministry of Environment, Conservation, and parks (MECP) Inspection was conducted on December 3, 2019 with no regulatory issues identified.
Other Recommendations Best Practices (BP)	BP Number 1 - All access hatches should be assessed to ensure a proper sanitary seal is in place. BP Number 2 - Storage reservoirs at the Romeo Street Pumping Station should be assessed to ensure that paint and insulation on the wall and ceiling does not enter the water. BP Number 3 - The owner indicated that there are no screens on the overflow pipe for each water tower due to possibility of obstruction due to freezing.
BP Corrective Actions	BP Number 1 - Will be addressed in the 2021 Romeo Street Reservoir Upgrades Project. BP Number 2 - Will be addressed in the 2021 Romeo Street Reservoir Upgrades Project. BP Number 3 - It is recommended that each air vent and overflow associated with reservoirs and elevated storage structures are equipped with screens in accordance with the "Ten States Standards". Tower Overflows will be reviewed 2021.

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
Non-Conformances and Opportunities for Improvements The Internal audit, which was conducted by Acclaims	There were no deficiencies identified during the internal and external audits. Opportunities for Improvement (OFI) - Internal and External Audits There were no non-conformances identified in the last internal audit (2020). The following opportunity for improvement (OFI) was identified in the 2020 internal and external audits.



Quality Management Element 20 QMS Report to Council

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

Environmental, was carried out between June 17 and June 23, 2020. The 12 Month External Surveillance Audit was conducted by SAI Global, was carried out on September 3, 2020

Element #7 – Risk Assessment

- Consider lowering high risk ranking from 12 to 9 or 10.

Element #8 – Risk Assessment

- Consider installing a pressure switch for auto-shutdown.

Element #2 – QMS Policy

- Viewed QMS Policy available online and an older version is accessible.

Element #5 – Document & Records Control

- Consider editing the Document Master List Form 05-001 to include retention times and correspond with Stratford's records retention by-law.

Element #8 – Risk Assessment

- Consider updating Table 08-001 Summary of Critical Control Points by adding CCP #3 distribution system chlorine residual (as identified in the latest Form 08-001 Risk assessment outcomes) and listing related CCL information. A critical control limit (CCL) is the point at which a critical control point response procedure is initiated (e.g. flushing at a point better than regulatory minimums for free chlorine residual – e.g. flush at 0.2 mg/L or 0.3 mg/L).

Element #11– Personal Coverage

- Consider updating the water division's pandemic preparedness & staff shortage contingency plans (keeping established distribution sample points, extra staff H&S considerations, staggering teams, identifying extra competent staff in advance) and referencing some of the Ministry's allowance in a pandemic emergency for use of non-certified and non-licensed staff, record-keeping requirements, what constitutes training for non-certified / non-licensed staff. Identify what forms part of training, what types of resource reallocations are permitted, what record-keeping requirements are, etc. (as per O. Reg. 75/20).

Element #13 – Essential Supplies and Services



**Quality Management Element 20
QMS Report to Council**

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

	<ul style="list-style-type: none"> Consider adding to supplier letters confirmation of specifications (e.g. NSF 372 for items that can contain lead); and a place to acknowledge specifications (e.g. if you're a chemical (NSF 60) or part (NSF 61 / NSF 372) or lab (accredited and licensed) supplier) and confirm contact info (as in existing). <p>Element #19 - Internal Audits</p> <ul style="list-style-type: none"> Consider whether it is necessary to require the Internal Audit report be completed on Form 19-003. The 2020 Internal Audit Report was not completed on this form. <p>Element #21 - Continual Improvement</p> <ul style="list-style-type: none"> Consider adopting one procedure for corrective/preventive action. The one listed in Element 19 is not consistent with the one listed in Element 21.
<p>Non-Conformances Corrective Actions</p>	<p align="center">N/A</p>



**Quality Management Element 20
QMS Report to Council**

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
<p>Action Items The prescribed action items (bolded (a) through (p)) were reviewed with Top Management as per Element 20 of the Quality Management System.</p>	<p>Identified items:</p> <ul style="list-style-type: none"> a) Incidents of regulatory non-compliance The Ministry of Environment, Conservation, and parks (MECP) Inspection was conducted on December 3, 2019 with no regulatory issues identified. There were three best practices recommendations indicated in the MECP Inspection Report. b) Incidents of adverse drinking water tests Water quality exceedances for Fluoride and Sodium were observed in samples taken in 2018, Fluoride and Sodium are naturally occurring in Stratford's drinking water supply source. No further action is required. Fluoride & Sodium exceedances are reportable every 57 months. The next reporting requirement for Fluoride and Sodium, for all treated entry locations 2023. c) Deviations from critical control point limits and response actions No deviations from Critical Control Point limits (CCP's) during the current review period. d) Efficacy of the risk assessment process Conducted the Annual Risk Assessment Review on May. 14, 2020. The capacity to evaluate risk was concluded to be effective during the risk assessment process. e) Results of audits (internal and external) There were no non-conformances identified in the last internal or external audits (2020). f) Results of relevant emergency response testing QMS Emergency Management Review was completed on December 19, 2019 focusing on Adverse Water Quality Incident (AWQI) Emergency Procedure g) Operational performance Continue to study the health of the Distribution System by reviewing our Chlorine Residual Flushing Program through unidirectional hydrant flushing, dead end flushing and the possibility



**Quality Management Element 20
QMS Report to Council**

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
	<p>of additional automatic flushing units in areas with high water age. Continue understanding the functionality of the production wells through well rehabilitation programs. Finally, review and update our valve and hydrant maintenance programs</p> <p>h) Raw water supply and drinking water quality trends 2019 Annual Water Quality Report for Chemical/Bacteriological sampling and the 2019 Summary Report for data collection from the Production & Monitoring Wells indicated no change to the Raw Water Supply or Drinking Water Quality.</p> <p>i) Follow-up action items from previous management reviews In 2016, it was discussed about the possibility of the addition of a Turbidity Analyzer at the Romeo Control Centre. This item will be reviewed in conjunction with the 2021 Romeo Street Reservoir Upgrades Project.</p> <p>j) Status of management action items identified between reviews No management action items were identified between the review periods.</p> <p>k) Changes that could affect the QMS Reserve funds have been established in the water budget. Currently, no changes have been identified.</p> <p>l) Summary of consumer feedback Customer complaints are broken down into two systems. One system is Festival Hydro or City staff create service orders which are stored upon the Festival Hydro Daffron system and normally require staff to visit customer. The second system are customer complaints received by City Staff and resolved over the phone and no service order required. Please note there were 30 Frozen Water service orders created but only 9 required our thawing machine outside</p>



Quality Management Element 20 QMS Report to Council

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS																								
	<p>building wall, 21 of those were internal frozen pipes due to customer not having heat within their dwelling.</p> <table><tr><th>Customer Complaint</th><th>Service Orders DAFFRON</th><th>Telephone Resolutions</th><th>Total</th></tr><tr><td>Discoloured Water</td><td>20</td><td>18</td><td>38</td></tr><tr><td>Miscellaneous - Water Quality, odour, taste, etc.</td><td>2</td><td>8</td><td>10</td></tr><tr><td>Poor Pressure</td><td>15</td><td>1</td><td>16</td></tr><tr><td>Frozen Water</td><td>9</td><td>0</td><td>9</td></tr><tr><td>TOTAL</td><td>46</td><td>27</td><td>73</td></tr></table> <p>m)Resources needed to maintain the QMS Funds are set aside in the Water Capital budget for the Quality Management System (QMS) as required in the Drinking Water Quality Management Standard (DWQMS). Other opportunities which may require additional funds would be to continue updating DWQMS training courses for Water Staff, third party for Internal Audits and 36-month Risk Assessment and for the use of new technologies and programs in the field and office to ensure proper document & record control.</p> <p>n) Results of the infrastructure review Items identified during the review included:</p> <ul style="list-style-type: none">i) Hydrants – Painting to improve appearance of asset. Final year (2020) of painting completed.ii) Valves - Program continues to evolve on year to year basis. New valve turner machine should improve efficiency.	Customer Complaint	Service Orders DAFFRON	Telephone Resolutions	Total	Discoloured Water	20	18	38	Miscellaneous - Water Quality, odour, taste, etc.	2	8	10	Poor Pressure	15	1	16	Frozen Water	9	0	9	TOTAL	46	27	73
Customer Complaint	Service Orders DAFFRON	Telephone Resolutions	Total																						
Discoloured Water	20	18	38																						
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TOTAL	46	27	73																						



Quality Management Element 20 QMS Report to Council

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
	<p>iii) Flushing – Watermain flushing program will continue to be reviewed for improvements. Uni-Directional Pilot scheduled for Spring of 2021.</p> <p>iv) Well Program – moving to a metrics-based system for decision making.</p> <p>v) Frozen Services - will continue to be a year by year analysis. Need to be aware of consequences of dates and revenue impact.</p> <p>vi) Water Quality – No concerns currently.</p> <p>vii) Water Loss – No concerns currently. Hydrant Distribution monitoring should improve analysis.</p> <p>viii) Watermain Breaks – No concerns currently, watermain breaks are below benchmark.</p> <p>o) Operational Plan currency, content and updates Ongoing updates and review of the Operational Plan, Standard Operating Procedures, supporting documents and forms.</p> <p>p) Summary of staff suggestions A more formal process, including summary sheet and form, to keep record staff suggestions will be created for better tracking.</p> <p>Staff Feedback - Project Specifications</p> <ul style="list-style-type: none"> Follow-up that project specifications updated water commissioning plans to be submitted for review 3-4 weeks in advance (rather than previous 2 weeks). <p>Staff Feedback - Electronic Records</p> <ul style="list-style-type: none"> Consider updating the existing paper-based record keeping system; and moving towards electronic and computerized maintenance programs. <p>Staff Feedback - Infrastructure Review</p> <ul style="list-style-type: none"> Consider consulting with Operators when prioritizing the City's infrastructure repair / upgrade projects.



**Quality Management Element 20
QMS Report to Council**

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
	<p>Staff Feedback - Maintenance Records</p> <ul style="list-style-type: none"> • Improve distribution system maintenance records (not tracked very well). E.g. valve and hydrant maintenance. <p>Staff Feedback - In-House Maintenance</p> <ul style="list-style-type: none"> • Consider establishing valve maintenance and unidirectional flushing as in-house programs.
Other QMS Issues Identified (including summary of corrective actions)	No other issues were identified.
Conclusions	Corrective actions from previous audits have been identified and addressed. This year's Opportunities for Improvement (OFI) and non-conformances have been reviewed (internal and external audit findings). An action plan has been or will be established to allow for improvement on the issues.



MANAGEMENT REPORT

Date: February 8, 2021
To: Infrastructure, Transportation and Safety Sub-committee
From: Nathan Bottema, Project Manager
Report#: ITS21-005
Attachments: Argyle and McKenzie Street Reconstruction Online Public Engagement Comments and Responses

Title: Argyle and McKenzie Street Reconstruction (St. David Street to Cambria Street) – Public Engagement and Recommendations

Objective: To present the comments and concerns from the Online Public Engagement, and to obtain Council approval to initiate the Argyle and McKenzie Street Reconstruction Project.

Background: Argyle and McKenzie Streets have been selected for full road reconstructions from St. David Street to Cambria Street.

The municipal infrastructure proposed for replacement within Argyle and McKenzie Streets was originally constructed in the early 1900's. Both watermains and the McKenzie Street storm sewer was updated in the mid 1960's. The current infrastructure consists of a roadway surface (6.2 m width on Argyle Street and 8.5 m width on McKenzie Street), sidewalks on both sides, curb and gutter, street lighting, and storm sewer, sanitary sewer and watermain service.

This aging neighbourhood has been identified as having insufficient fire flow capacity, storm water capacity, and poor asphalt surface conditions in the various studies completed by the Engineering Division. The existing infrastructure does not meet current standards or City policies and has deteriorated over the last 60 to 100 years. As a result of the general condition, it is proposed that Argyle Street and McKenzie Street undergo a full width reconstruction to improve the surface and subsurface services.

The lands within the construction limits are zoned Second Density Residential and General Industrial under the City Zoning By-Law.

Analysis: The existing watermain consists of 150 mm diameter cast iron piping on Argyle Street and 100mm diameter ductile iron piping on McKenzie Street. It has been recommended in the 2018 Water Infrastructure Needs Report that older cast and ductile iron watermain should be replaced or rehabilitated, and that watermain with a diameter of less than 150mm be upgraded. Both streets have been identified in this report as having reduced fire flow capacity due to the perceived scaling in the iron watermain and is recommended for replacement. To ensure that the fire flow capacities are maintained, a new 150 mm watermain will be used on both Argyle Street and McKenzie Street.

The sanitary sewer within Argyle and McKenzie Streets consists of a 225 mm clay pipe. Deterioration of the pipe and failure of the joint material are suspected to be potential contributing factors to the Inflow and Infiltration in the sanitary system. The sanitary sewer is proposed to be replaced with a 200mm PVC pipe to meet the current design standards.

The existing storm sewer within Argyle and McKenzie Streets consists of clay pipes that range from 225mm to 300mm in size. These pipes are undersized and are proposed to be replaced to address capacity issues and to meet current standards.

On the surface, the road pavement quality, manholes, catch basins, curb and gutter are all considered to be in poor condition. In 2019, a City-wide pavement condition survey was completed by Stantec Consulting and the pavement quality on Argyle and McKenzie Street was assessed to be in very poor condition (the lowest category). Reconstruction of the Argyle Street and McKenzie Street will address the substandard pavement quality and deteriorated surface elements. The roadway surface on McKenzie will be maintained at 8.5m. The roadway width on Argyle Street is proposed to be widened from 6.2 m to 7.0 m.

As part of the reconstruction, a new sidewalk and curb and gutter will also be provided. On each street, one sidewalk will be constructed compared to the existing two. This is consistent with Council's Policy S.2 that states a sidewalk is to be provided on one side for local residential streets.

As in all reconstruction projects, the Engineering Division aims to protect as many trees as possible. On Argyle Street, additional measures have been taken to increase the survival likelihood of the mature trees located within the right of way as detailed in Report COU21-004.

Due to COVID-19, the City was unable to host an in-person public open house. As an alternative, an online public engagement platform was arranged to allow local residents and interested members of the public an opportunity to review and comment on the planned improvements. A commented project presentation along with display boards, drawing packages, frequently asked questions, parking conditions, resident letter and questionnaire were made available to the public on the City website starting January

25, 2021. A mail-out notice inviting neighbours to “visit” the online engagement session was hand delivered to all properties on Argyle Street and McKenzie Street. A notice was also posted to the City’s Facebook page. The property owners were requested to review the project plans and contact Engineering staff for clarification or to provide comments.

The design objectives presented by the Engineering Division through the online public engagement platform include:

- Upgrade the existing storm sewer, sanitary sewer and water mains,
- Replace existing sanitary and water services to the property line,
- Curb and gutter, and one sidewalk will be installed each street
- Upgrade the asphalt roadway,
- Widening of the road from 6.2 m to 7.0 m on Argyle Street, and
- Maintaining the road width of 8.5 m on McKenzie Street.

The engineering department webpage traffic increased by approximately 250 visits in the first two weeks of the project information being uploaded. Approximately 25 property owners completed the questionnaire and 10 property owners called staff to discuss the planned improvements. A detailed list of specific questions and City Staff responses is outlined in the attached letter. The feedback received for the online public engagement platform was positive and property owners were able to navigate the information on the website with ease.

Overall, the project received positive responses. The majority of property owners understood the requirement to improve municipal infrastructure and were interested in participating in the sanitary subsidy program to upgrade their private sanitary service. The main concern focused on construction logistics and how will access be maintained.

Construction of the proposed project is planned from May to October 2021. The intent is to put the project out for tender in March 2021.

Financial Impact: The 2021 Capital Budget contains a total of \$2,100,000 for this project and an additional \$150,000 for tree protection on Argyle Street (Report COU21-004). The project is to be funded as follows:

Federal Gas Tax	\$	390,000.00	R-R11-RFED
Water Reserve	\$	590,000.00	R-R11-WATR
Sanitary Reserve	\$	320,000.00	R-R11-WWTR
Capital Road Reserve	\$	500,000.00	R-R11-WORK
Storm Reserve	\$	450,000.00	R-R11-STRM
	\$	2,250,000.00	

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 description of the proposed design for the Argyle and McKenzie Streets Reconstruction, be received for information;

THAT the comments from the online public engagement session, be received for information;

AND THAT the proposed design for the project be accepted and authorization given to proceed to tender for construction.



Nathan Bottema, Project Manager



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



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February 8, 2021

Argyle Street and McKenzie Street Open House Questions, Comments and Responses

The following list includes questions, comments and responses generated from the Argyle Street and McKenzie Street Reconstruction Project Online Public Engagement.

Comment 1: How can I access my property during construction.

Response 1: Pedestrian access will be maintained to all properties at all times and vehicular access to all properties within the construction area will be restricted during construction. Argyle Street and McKenzie Street will be considered a construction zone during construction hours (Monday to Friday 7:30AM to 5:00PM) and residents are requested to avoid vehicle access to ensure public safety and minimize the construction interruptions. Emergency vehicles will be permitted to enter the project limits. Accommodations will be made for residents with mobility restraints or health conditions.

Comment 2: Will my driveway ramp be restored? Can I request a concrete ramp instead of asphalt?

Response 2: Driveway ramps will be restored to match the existing driveway material. If an owner wishes to have an alternative material be used, they must pay the difference between the cost of asphalt and concrete ramp. This request will require the resident to enter into a Resident Agreement with the City of Stratford. The City will not provide a stamped concrete ramp.

Comment 3: Where can we park during construction?

Response 3: On-street parking will be permitted, in legal parking areas, during construction on adjacent side streets when property frontages cannot be accessed.

Comment 4: Will this reconstruction project improve my water quality and pressure?

Response 4: This project will improve the fire flow capacity to the neighborhood with marginal effects to the water pressure. The water quality will also improve as a result of replacing the cast-iron pipe with a new pipe.

Comment 5: Why is one sidewalk being eliminated?

Response 5: City policy is to have one sidewalk on residential streets (Policy S.2).

Comment 6: What is the sanitary subsidy program? How can I enroll? How do I know the condition of my existing sanitary lateral service?

Response 6: During the reconstruction, the City is providing a sanitary subsidy program to encourage residence to upgrade the sanitary lateral from the property line to the building envelope. Upgrading sanitary laterals will potentially help reduce unwanted water infiltration into the sanitary system, depending on the health of the current lateral, and reduce the volume of wastewater in the sanitary system that needs to be treated at the Water Pollution Control Plant.

This upgrade must be completed within one year of signing the subsidy agreement with the City of Stratford. It will be the sole responsibility of the homeowner to procure a contractor and co-ordinate the work. Upon substantial completion of the reconstruction, this subsidy opportunity will be no longer available. The subsidy of \$800 will be available upon completion and full payment of the upgrade. In order to receive the subsidy, a Resident Agreement must be established between the resident and City of Stratford.

The condition of the existing private laterals is unknown. The City of Stratford can perform a camera inspection of the laterals for a fee and notify home owners verbally of the general condition (poor or good).

Prepared by Nathan Bottema



A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, November 3, 2020 at 11:30 a.m. - Electronically

Committee Present: Peter Zein – Chair Presiding, Councillor Bonnie Henderson, *Judy Hopf, *Diane Sims, Laurie Maloney-Devlin, Geoff Krauter, Jessica Jantzi, Peg Huettlin

Staff Present: Tatiana Dafoe – Clerk (City of Stratford), *Tyler Sager – Manager of Legislative Services/Clerk (County of Perth), Casey Riehl – Recording Secretary

Absent: Dan Sykes – Development Co-ordinator

Minutes

1.0 Call to Order

The Chair called the AAC meeting to order at 11:32 a.m.

2.0 Disclosure of Pecuniary Interest and the General Nature Thereof

None declared.

3.0 Adoption of the Previous Minutes

Motion by Laurie Maloney-Devlin, seconded by Councillor Henderson THAT the minutes from the Accessibility Advisory Committee meeting dated October 6, 2020 be adopted as printed. Carried.

4.0 Infrastructure & Development Services Update – Dan Sykes

Tatiana Dafoe reviewed the previously circulated update e-mailed to committee members.

- The Mornington Street connecting pathway project is scheduled for 2021. The City is in the process of purchasing the required land and the project should move forward in the spring.
- The Erie Street accessible parking spot is complete and revised drawings for the Lakeside Drive spot were sent to AAC members on Sept. 8, 2020.
- The new “No Parking” signs have been ordered for the access aisles beside accessible parking spots and should be installed in the next 2-4 weeks or sooner.

- The request has been sent to the Public Works staff who will be clearing the snow on access aisles, in particular the Erie parking lot, to be attentive to these areas.
- Staff has advised that they will be checking the timing on the Huron Street pedestrian crossing. Ms. Dafoe will follow up with staff. Peter Zein inquired if the crossing signals on Erie/Ontario have been addressed? Ms. Dafoe will inquire with staff.

5.0 Parking

(a) Update on New Accessible Parking Spots

As reported above.

(b) Update on Signage for Access Aisles

As reported above.

*Diane Sims and Judy Hopf now present (11:40 a.m.)

6.0 Transit

(a) Transit Buses – Covid Safety Information for School Boards – Tatiana Dafoe/Councillor Henderson

Tatiana Dafoe has reached out the Health Unit and they have forwarded her inquiry to their team working with the school boards. Once she has received information from them, she will update the committee.

(b) Accessible Taxi Program in Stratford

No new updates provided at this time.

7.0 Site Plan Review Sub-Committee Feedback Reports

There were no site plan reviews completed this month.

8.0 Business Arising from Previous Minutes

(a) Update on Stratford Accessibility Guidelines – Tatiana Dafoe

Tatiana Dafoe reported that she has posed several questions to staff for updates on this document. She has been advised that some staff has received the 2018 updates and are currently using them as a reference. She has been further advised that the Chief Building Official is presently reviewing the document. Once Ms. Dafoe has received the review back, she will provide a further update on the guidelines and when the AAC can expect them to be presented to Council for adoption. Peter Zein inquired if staff had any problem with the zoning by-law not passing first? Ms. Dafoe stated there is some concern raised with the zoning by-law and the guidelines not matching, which is what is being reviewed by staff.

Ms. Dafoe intends to invite Development Services staff to attend the meeting when this review is discussed.

(b) Moving Forward with Covid Restrictions – Peter Zein

Peter Zein updated committee members that moving forward, the AAC will be meeting electronically until further notice.

(c) Affordable/Accessible Housing By-Law – Peter Zein/Geoff Krauter/Diane Sims

Tatiana Dafoe provided AAC members links to the 10-Year Housing and Homelessness Plan, as well as the link for the 5-Year update to the 10-Year Housing and Homelessness Plan. Social Services staff suggested the AAC could review these documents as part of their research for an updated housing by-law.

Geoff Krauter reported that he read the update and felt there was a lot of encouraging updates, however, is stark in the scope of the accessible housing problem. He inquired how the AAC's suggestions could be factored into the updates? Peter Zein agreed that the plan does not include adequate provisions for affordable accessible housing or accessible housing by-laws.

Councillor Henderson stated that staff has been requested in the past to investigate the idea of a certain percentage of new homes/apartments to be built as accessible but has not heard if this has been reported on.

Jessica Jantzi noted that the 10-Year Housing and Homelessness Plan relates to city-owned properties/units and does not affect private builders. Ms. Jantzi offered to send members the link to the recorded zoom presentation that Social Services staff made of the Housing and Homelessness Plan. She noted that the recent subsidized housing units that the City built, do have a percentage of units that are accessible. The City is working towards more accessible units; however, it is the private building market that does not have these same guidelines to adhere to.

Tatiana Dafoe suggested it would be helpful if the committee narrows down the scope of what they are trying to achieve. If the overall objective is to insure more accessible units in private buildings, she suggests the committee makes a recommendation asking Council to lobby the Provincial Government to make changes to the Building Code Act. If there were changes to the Building Code Act to make the minimum standards accessible ones, then this would require every single building to be built to an accessible standard. Even if a municipality passes a by-law to require accessibility standards, it is very difficult to enforce if the Building Code has minimum standards that are different.

The sub-committee will plan a meeting to develop a plan to move forward. If additional accessible private units in the City is what the goal is, perhaps the sub-committee could research other municipal by-laws that they think are worthwhile for consideration. A recommendation could then be put forth to Council requesting either adoption of the by-law or an investigation by staff. Ms. Dafoe would still encourage the committee to lobby the Provincial Government for a greater change, not just for Stratford, but for Ontario.

Laurie Maloney-Devlin suggested meeting with staff on the 10-Year Housing and Homelessness Plan to ensure that the committee has a voice regarding accessibility. Judy Hopf suggested meeting with the Perth County AAC for discussions might also be helpful. Councillor Henderson suggested contacting the March of Dimes for information on municipalities with accessible housing by-laws. She will also discuss this with the Director of Social Services to inquire if there happens to be any staff that are already looking into some of the accessibility issues the committee is discussing.

**Motion by Councillor Henderson, seconded by Judy Hopf
That the Stratford Accessibility Advisory Committee forms a sub-committee to research making new builds more accessible and affordable.
Carried.**

*Tyler Sager now present (12:27 p.m.)

(d) AAC Stand Banner – Tyler Sager

Committee members reviewed and discussed the samples provided by Rachel Suffern. The invoice for the banner will need to be submitted no later than December 31, 2020. Staff will verify the remainder of funds left in the 2020 budget. Tyler Sager will have the designer draft some additional layouts with a simpler design, incorporating more icons and fewer images. Tatiana will forward some pictures of the accessibility icon in a parking space and one of the new accessible picnic tables for members to review as part of the banner design. She will also send the City of Stratford colours to Tyler Sager.

(e) Update on Presentation to Council – Peter Zein/Diane Sims

Committee members discussed their plans to do a presentation to Council on the AAC, however would like to postpone plans until they can attend an in-person meeting.

(f) International Day of Persons with Disabilities – Annual Awards

To date, the review committee has received three nominations. However, two of them are not from Stratford. There has been one local submission for an individual. Diane Sims has reached out to the nominator for follow up. Staff will forward the nomination to the committee for their review. Nominations are open

to November 15, 2020. Staff will contact the Corporate Communications Lead to request re-sending the media release once more before the deadline.

9.0 New Business

No new business.

10.0 Next Meeting – Tuesday, December 1, 2020 – 11:30 a.m. – Electronically

11.0 Adjournment

**Motion by Diane Sims, seconded by Judy Hopf
THAT the November 3, 2020 Accessibility Advisory Committee meeting
adjourn. Carried.**

Time: 1:05 P.M.



A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, December 1, 2020 at 11:30 a.m. - Electronically

Committee Present: Peter Zein – Chair Presiding, Councillor Bonnie Henderson, *Judy Hopf, Laurie Maloney-Devlin, Geoff Krauter, Peg Huettlin, *Diane Sims

Staff Present: Tatiana Dafoe – Clerk (City of Stratford), Tyler Sager – Manager of Legislative Services/Clerk (County of Perth), *Dan Sykes – Development Coordinator, Casey Riehl – Recording Secretary

Absent: Jessica Jantzi

Minutes

1.0 Call to Order

The Chair called the AAC meeting to order at 11:33 a.m.

2.0 Disclosure of Pecuniary Interest and the General Nature Thereof

None declared.

3.0 Adoption of the Previous Minutes

Motion by Peg Huettlin, seconded by Laurie Maloney-Devlin

THAT the minutes from the Accessibility Advisory Committee meeting dated November 3, 2020 be adopted as printed.

Carried.

4.0 Infrastructure & Development Services Update – Dan Sykes

- Dan Sykes reported that the contractor has completed all the scheduled 2020 curb cuts for the year.
- The Mornington Street connecting pathway from Graff Avenue to McCarthy Road is scheduled to be completed in 2021.
- Development Services staff has submitted a \$50,000.00 request to Finance for the 2021 accessibility budget.
- The Erie Street accessible parking spot is complete, and signage will be installed.
- New “No Parking” signs will be installed at all access aisles soon.
- Public Works has been contacted and made aware of the importance of keeping the snow cleared off the access aisles.

- Staff has checked the timing on the Huron Street crossing and the timing is set for one meter/second, as per the traffic standards.
- Staff is still waiting on parts for the Erie and Ontario Street crossing.

*Diane Sims now present (11:38 a.m.)

- Peter Zein inquired if staff could look at the new Lakeside Drive accessible spot. There is no bumper or bollards to stop people from parking over the access aisle. Dan Sykes asked Mr. Zein to outline his concerns in an e-mail to him and staff will follow up on it.

5.0 Parking

No items to discuss.

6.0 Transit

(a) Discussion on Transit Accessibility Information Session (Nov. 25/20)

Some members of AAC watched the Zoom session for transit accessibility. Members felt the presentation was well done and were encouraged with some of the updates on more shelters, an additional mobility van and new buses. Tatiana Dafoe will forward the link to members so they can watch the presentation and it is also posted on the City website.

Ms. Dafoe also updated the committee members that the Stratford Police Service Board is currently undertaking a comprehensive review of their taxi licensing by-law and looking at revisions for requiring accessible taxi's in the City of Stratford. The Clerk and Deputy Clerk are both working actively with SPS on this review. A preliminary draft should be ready in the first quarter of 2021. Extensive stakeholder and public consultations will be required as part of the process.

7.0 Site Plan Review Sub-Committee Feedback Reports

There were no site plan reviews completed this month.

8.0 Business Arising from Previous Minutes

(a) Update on Stratford Accessibility Guidelines – Tatiana Dafoe

Tatiana Dafoe updated committee members that the City's Chief Building Official is currently completing a review of the document. As part of the review, they are making sure everything is accurate and there are not any issues that need to be addressed. Staff are estimating that the review should be completed by the end of the year. Subject to no significant issues being identified, the document will then move on to Council for adoption. The Chief Building Official will attend an AAC meeting in February or March to discuss with committee members.

Councillor Henderson inquired if the Clerk could please check if the size of the Type B parking space has been changed to 2.6m. It had previously been 2.4m, which is smaller than a regular parking spot. The Clerk offered to draft an e-mail to staff to raise the concern that if there is going to be a discrepancy between the zoning by-law and the guidelines, that the AAC would like to be kept apprised and have a discussion.

(b) AAC Stand Banner – Tyler Sager

Tyler Sager reviewed the three options for the new AAC pop-up banner. Members decided on sample #2 with some revisions; drop down the symbols onto the blue, make the font as large as space will allow and to add the City of Stratford website address, phone number and an e-mail for people to contact the committee.

Motion by Laurie Maloney-Devlin, seconded by Diane Sims

THAT the Stratford Accessibility Advisory Committee spends up to a maximum of \$1,500.00 for the design and purchase of a pop-up banner for the committee.

Carried.

(c) Update on Presentation to Council – Peter Zein/Diane Sims

Deferred.

(d) International Day of Persons with Disabilities – Annual Award

Diane Sims reported that the review sub-committee visited three locations that were nominated, as well as one individual. Infinity Dance stood out as having met the accessible needs of its' staff and citizens, as well as offering their "Dance-ability" classes to dancers of all capabilities. They also visited with Abby Congram and her team, who were nominated this year for all their efforts in the community. There will be a presentation of the award at the upcoming December 14, 2020 Council meeting.

Motion by Diane Sims, seconded by Judy Hopf

THAT the Stratford Accessibility Advisory Committee presents Infinity Dance the 2020 Accessibility Award and an Honourable Mention to Team Abby Congram.

Carried.

Peter Zein noted that on December 5, 2020 there is a Zoom conference with the Minister of Employment and Disability if members want to attend. Mr. Zein will forward the link.

(e) Affordable/Accessible Housing By-Law – P. Zein/G. Krauter/D. Sims

Peter Zein will send out some links to articles regarding the Ontario Human Rights plan for accessible housing and another one from the Vancouver Sun regarding CMHA funding for accessible housing. Tyler Sager will contact ONAP again to inquire about housing by-laws from other municipalities of similar size to Stratford.

9.0 New Business

(a) March of Dimes –The Bridge Disability Expo (Virtual Conference Dec. 9)

Peter Zein encouraged members to tune into the virtual conference. Registration is free to participate.

10.0 Next Meeting – Tuesday, January 5, 2021 – 11:30 a.m. – Electronically

11.0 Adjournment

Motion by Geoff Krauter, seconded by Judy Hopf

THAT the December 1, 2020 Accessibility Advisory Committee meeting adjourn. Carried.

Time: 1:06 P.M.



A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, January 5, 2021 at 11:30 a.m., electronically.

Committee Present: Peter Zein – Chair Presiding, Councillor Bonnie Henderson, Diane Sims, Laurie Maloney-Devlin, Geoff Krauter, Peg Huettlin, Susan Lavender

Staff Present: Tyler Sager – Manager of Legislative Services/Clerk (County of Perth),
*Dan Sykes – Development Coordinator, Casey Riehl – Recording Secretary

Absent: Judy Hopf, Tatiana Dafoe – City Clerk

Minutes

1.0 Call to Order

The Chair called the AAC meeting to order at 11:30 a.m.

2.0 Disclosure of Pecuniary Interest and the General Nature Thereof

None declared.

3.0 Introduction of New Member – Susan Lavender

Peter Zein welcomed Susan Lavender to the Committee.

4.0 Election of 2021 Chair & Vice Chair

Staff declared nominations open for the 2021 Chair of the Accessibility Advisory Committee. Diane Sims nominated Peter Zein.

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

Motion by Peg Huettlin, seconded by Geoff Krauter

THAT the nominations for the 2021 Accessibility Advisory Committee Chair be closed. Carried

Peter Zein indicated that he would allow his nomination to stand.

Motion by Diane Sims, seconded by Geoff Krauter

THAT Peter Zein be elected as the 2021 Chair of the Accessibility Advisory Committee. Carried

Staff declared nominations for the 2021 Vice-Chair of the Accessibility Advisory Committee open. Laurie Maloney-Devlin nominated Geoff Krauter. Peter Zein nominated Diane Sims.

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

Motion by Laurie Maloney-Devlin, seconded by Peg Huettlin

THAT nominations for the 2021 Accessibility Advisory Committee Vice-Chair be closed. Carried

Geoff Krauter indicated that he would not allow his name to stand.
Diane Sims indicated that she would allow her name to stand.

Motion by Laurie Maloney-Devlin, seconded by Geoff Krauter

THAT Diane Sims be elected as the 2021 Vice-Chair of the Accessibility Advisory Committee. Carried

5.0 Adoption of the Previous Minutes

Motion by Laurie Maloney-Devlin, seconded by Councillor Henderson

THAT the minutes from the Accessibility Advisory Committee meeting dated December 1, 2020 be adopted as amended. Carried

6.0 Infrastructure & Development Services Update – Dan Sykes

- The Mornington Street connecting pathway from Graff Avenue to McCarthy Road is still scheduled to be completed in 2021.
- No new update to be provided on the request from Development Services staff's \$50,000.00 for the 2021 accessibility budget.
- The new signage for the Erie Street accessible parking spot has arrived and will be installed soon.
- "No Parking" signs have been installed on access aisles, however, Peter Zein noted that they are on the regular posts and people parking there do not see the signs. Mr. Sykes will look into a better option for posting the signs.
- The new parts for the Erie and Ontario Street crossing were installed.
- Dan Sykes recommended that staff and Committee members meet for a site visit at the new Lakeside Drive accessible parking spot in the spring to address concerns and determine the best possible solution.
- The Lake Victoria foot bridge replacement project is scheduled for this winter. It is the bridge located at the westerly limit of the park and has been deemed not safe

and must be removed and replaced. It will be a new truss top bridge and have a pedestrian travel path 1.85 meters wide.

*Dan Sykes departed the meeting at 11:49 a.m.

7.0 Parking

Peter Zein inquired if it was the responsibility of Public Works or the business owners to clear the snowbank at the curb at the access aisles. There are still some areas that have a snowbank in between the access aisle on the street and where you would access the sidewalk. Mr. Zein will contact the City Clerk for clarification. If businesses do the sidewalk and City staff does the street, who should be clearing the bank in between.

Mr. Zein noted that there is also an accessible parking spot in the Albert Street parking lot with no access aisle. It is a difficult spot and is especially difficult when there is snow piled up in the winter months. He will follow up with the Clerk.

8.0 Transit

No items to discuss.

9.0 Site Plan Review Sub-Committee Feedback Reports

None to report.

Tyler Sager will clarify with staff on the process moving forward for the AAC to continue to review site plans. In the past, the review committee would meet monthly with the accessibility coordinator to review plans and submit a report to developers.

10.0 Business Arising from Previous Minutes

(a) Update on Stratford Accessibility Guidelines – Tatiana Dafoe

No new update.

(b) AAC Stand Banner – Tyler Sager

Tyler Sager updated the design with the AAC's recommendations and has ordered the banner. He will follow up on a delivery date.

(c) Accessible Housing By-Law Review – P. Zein/G. Krauter/D. Sims

Peter Zein urged Committee members to review the links that he provided last month. They are very informative and are good models of what Stratford could work towards. Tyler Sager reported he heard back from Belleville, Ottawa and Peterborough with some of their housing by-law information. He has provided the Committee with all the information he has received to date. Councillor Henderson has not had a response back yet from the March of Dimes in regards to other cities of similar size to Stratford who have accessible housing by-laws. Geoff Krauter noted that the City of Oshawa has been working on universal

design and integrating it into by-laws. Mr. Krauter will follow up with his contact for some further information.

(d) Annual Accessibility Award Presentation Update – Diane Sims

Diane Sims reported that the presentation at Council went very well and the recipient was very thankful for the recognition. The City's Communication Lead has taken some photos of the recipient and Committee members at the dance studio to post on social media and it was also reported in the local newspaper. Thank you letters for the other businesses who were nominated were also mailed out.

(e) Update on Virtual March of Dimes Conference

Peter Zein and Councillor Henderson both attended the virtual conference. Mr. Zein noted that the advocacy section was helpful, but otherwise they did not learn a lot of new information. Councillor Henderson agreed. She also sent in a question if there were any municipalities working on accessible housing by-laws, but did not receive an answer.

11.0 New Business

(a) AAC Recruitment – Peter Zein

Staff reported that there is still one vacant citizen representative position on the AAC. The Clerk's Office will be re-advertising for vacant positions after the current lockdown. If members know someone who might be interested, they are encouraged to fill out an application online and send it into the City Clerk.

(b) Council Plans for Accessibility – Councillor Henderson

Peter Zein inquired if there could be a regular monthly report from Council of items that might pertain to the AAC. Bonnie Henderson noted that she tries to bring everything to the Committee that comes up at Council, but as a Councillor, she does not always hear about such items as permits, parking updates, etc., as they are dealt with directly by City staff.

12.0 Next Meeting – Tuesday, February 2, 2021 at 11:30 a.m., electronically

13.0 Adjournment

Motion by Laurie Maloney-Devlin, seconded by Councillor Henderson

**THAT the January 5, 2021 Accessibility Advisory Committee meeting adjourn.
Carried**

Start Time: 11:30 A.M.

End Time: 12:55 P.M.



A meeting of the Energy & Environment Advisory Committee was held on November 5, 2020 at 4:00 p.m., electronically

Members Present: Emily Chandler – Chair Presiding, Councillor Jo-Dee Burbach, Mike Jorna, Sammie Orr, Anna Stratton, Matthew Orchard, *Geoff Krauter, *Anita Jacobsen, Councillor Bonnie Henderson, Craig Merkley, Vanni Azzano, Marianne Hawley

Staff Present: Kate Simpson – Waste Reduction Coordinator, *Chris Bantock – Deputy Clerk, Casey Riehl – Recording Secretary

MINUTES

1.0 Call to Order

The Chair called the meeting to order at 4:02 p.m.

2.0 Disclosure of Pecuniary Interest and the General Nature Thereof.

None declared.

3.0 Adoption of the Previous Minutes

Motion by Mike Jorna, seconded by Anna Stratton

THAT the minutes from the Energy & Environment Advisory Committee meeting dated October 1, 2020 be adopted as printed.

Carried.

4.0 Updates from Carbon Reduction & Ecological Working Groups

No new updates provided.

5.0 Business Arising from Previous Minutes

(a) Update on Climate Action Plan – Emily Chandler/Chris Bantock

Chris Bantock reviewed the draft report with members. He highlighted two specific items within the report. The 10% reduction target by 2030, which may look a bit lower than other municipalities and local governments are committing to.

However, it is based on more recent data from the 2017 baseline data for the City, as opposed to older data other municipalities are using. Tonnage amounts remain similar. This target also received support from the Climate Change Coordinator and other Perth municipalities.

The second item is on the financial aspect. Almost all of the items included involve some sort of staff support and budget allocation both on the corporate and community side. The report suggests an agile way forward, that can be adjusted as the community grows and can pivot to work towards meeting goals. Mr. Bantock thanked the Committee members for their hard work helping to develop the community initiatives.

Mike Jorna inquired if the stats and numbers should be fact-checked again by staff to ensure the accuracy. As an example, he feels some of the greenhouse gas emission figures and organic waste diversion numbers may be off. Chris Bantock noted the figures are largely projections this early in the project, however he will have staff investigate.

*Geoff Krauter now present (4:08 p.m.)

Councillor Burbach inquired if Kate Simpson could look at current numbers to date to project what the diversion rate for the organics could be. Ms. Simpson advised she would investigate where the numbers came from and report back.

Vanni Azzano inquired if current staffing will be extended to work with surrounding municipalities or if they do not wish to partner with Stratford, will staffing solely be funded by the City. Councillor Burbach stated this would be an issue that would need to be addressed at budget discussions.

Sammie Orr suggested being more specific in some areas, such as banning single use plastics meaning all single use plastics, not just certain items. She also inquired why the goal of 10% below 2017 levels is lower than other municipalities. Chris Bantock explained that the 10% below 2017 figures is a much more updated baseline. Some municipalities are using a baseline data set from as far back at 1990, when emissions were much higher than that of present. Because Stratford is using a much more recent baseline of data, the percentage that we are trying to achieve is less, in order to reach the same goal of tonnage reduction.

Members were asked to submit any comments on the report to Emily Chandler prior to the draft being submitted to Council for review. Mr. Bantock is planning to take the report to Council on November 23, 2020 for their endorsement. In the short term or long term, some of these initiatives, based on budget and council approval can be completed. The second piece will be the approval of the set reduction target. The final piece will be reporting back on the staffing resources once all the partners have responded.

*Anita Jacobsen now present (4:20 p.m.)

Anna Stratton suggested to Chris Bantock that the statement on page 13 of the report, "overall if everything that we do as a municipality moving forward from corporate and community perspectives can be done through the lens of climate change", is a very important statement and could be highlighted in a prominent place in the report. She also inquired why there was no area in the report discussing the blue bin program. Kate Simpson reported that there will not be any changes to the current blue box program until 2024. Ms. Stratton also suggested that forming a coordinated community group to focus on climate action would be useful going forward.

Kate Simpson noted that community groups are looking to get the single-use plastics ban moving ahead again.

Emily Chandler inquired if under transportation, in the electric vehicle section, if the report is looking at changing the City's fleet or providing public charging stations. Chris Bantock explained that the report reviews adding public charging stations. Future initiatives may be available for the City to investigate feasible options for changing their fleet. Members suggested the City could look at purchasing hybrid vehicles for their fleet as a more economical option.

Councillor Henderson reported that she has inquired in the past why builders are not installing electric charging stations when they build new homes. She was informed that all new homes are hard wired for the charging stations should the homeowner wish to install it. Councillor Henderson suggested this would be a good addition to the report. Chris Bantock will investigate the details and add into the report.

Emily Chandler suggested the City could make plans to begin enforcing their anti-idling by-law. Councillor Henderson suggested that perhaps the by-law should be reviewed and updated. Chris Bantock will investigate.

Geoff Krauter inquired if there will be an agricultural aspect to the report. Councillor Burbach stated that at this time, just the City has been looked at, and suggested that partnering with the surrounding County would benefit everyone.

Matthew Orchard suggested adding in that the City will seek out opportunities for additional funding to support climate initiatives. Sometimes there is money out there for initiatives that the City may not have thought of. This might allow some of the initiatives to move forward at a better pace if there are funds available.

Matthew Orchard inquired if there were numbers available regarding ridership for transit to assess how no-fare transit might impact ridership. Chris Bantock reported that the no-fare ridership has just been discussed as an idea. Stratford would need to reach out to other municipalities to investigate the feasibility of a program like this. Councillor Burbach noted that this is a good example of what a potential Climate Coordinator could be responsible for, always looking for funding opportunities for projects such as this. Councillor Henderson suggested that looking into reducing the fares to a lower rate would be an option if free is not feasible.

*Chris Bantock no longer present (4:50 p.m.)

(b) 2020 Project Plans and Budget Update

LID Project Update – Vanni Azzano

Vanni Azzano discussed the proposed LID project at the skatepark, advising they would like to install a rain garden. He is meeting next week with City staff and a skatepark representative to discuss plans to move forward.

Motion by Jo-Dee Burbach, seconded by Mike Jorna

THAT the Energy & Environment Advisory Committee spends up to a maximum of \$3,000.00 for an engineered design and drawings for the new LID project at the skatepark.

Carried.

Avon River Shoreline Update – Craig Merkley

Craig Merkley updated the Committee that they surveyed the site last week. They are looking at continuing with the project along the North Shore behind the houses for another 60 meters. They are currently working on design ideas and discussing with the homeowners who live along that stretch. There are currently some docks in that area and the UTRCA is looking at possibly doing a canoe/kayak slip in the crib system to add some access to the water. UTRCA is also looking into grants to assist with this project.

Invasive Species Update – Craig Merkley

UTRCA is still planning on doing the work this fall. Once the leaves have all fallen, it is easier to see the buckthorn.

Compost Cow Update – Sammie Orr

Sammie Orr updated the Committee that the tech department will start building the new compost collection bins next quadmester. Ms. Orr will discuss doing a presentation to E&E with staff at Stratford Secondary, possibly in the spring.

6.0 New Business

(a) **Tree Power Program – Emily Chandler**

Emily Chandler updated the Committee that the planned tree program with Festival Hydro that was to take place this year has been rescheduled to 2021. Organizers have postponed it and will run the event as it was planned for this year.

(b) **Proposed Glass Factory – Emily Chandler**

Members discussed the proposed glass manufacturing plant in Stratford. The Energy & Environment Committee has discussed this previously, however, did not pass a motion at the time pending information on the environmental impact. A ministerial zoning order has already been issued. The Provincial Government has issued the zoning order, which overrides the usual process a municipality would take.

Energy & Environment Committee members have many questions such as the amount of water used, how it affects the Avon River and what emissions are coming out of the stack. Emily Chandler encouraged members to participate in the online presentation on November 14, 2020. You can register to participate, and they will be taking online questions. Councillor Henderson and Councillor Burbach stated they will both be tuning in to listen to the presentation and questions.

Emily Chandler will e-mail members an overview of the information and concerns that were raised in Guelph when this was proposed there.

Anna Stratton inquired if the new climate action report will affect new industry coming to Stratford. Councillor Burbach stated that the report currently does not have an industrial section, focusing more on community and what individuals can do. Perhaps this could be looked at to fill in this segment.

(c) **Invasive Species Project with County – Mike Jorna**

Mike Jorna updated the Committee that he did not receive much support from the surrounding townships regarding a partnership with the City on tackling invasive species. Most responded that this was the responsibility of the UTRCA. Craig Merkley will investigate with the UTRCA any future plans to work with municipalities. The Committee will discuss further at the December meeting.

(d) **Update on Green Bin Program – Kate Simpson**

Kate Simpson updated the Committee that the next phase of the green bin program is being rolled out in the downtown core next week. Currently there are 55 interested businesses/property owners. Collection will begin on November 24, 2020.

7.0 Upcoming Events

No upcoming events reported.

8.0 Next Meeting Date – December 3, 2020 – 4:00 p.m. – Electronically

9.0 ADJOURNMENT

**Motion by Marianne Hawley, seconded by Anna Stratton
THAT the November 5, 2020 Energy & Environment Advisory Committee
meeting adjourn.
Carried.**

Time: 5:40 P.M.



A meeting of the Energy & Environment Advisory Committee was held on December 3, 2020 at 4:00 p.m., electronically.

Members Present: Emily Chandler –Chair Presiding, Councillor Jo-Dee Burbach, Vanni Azzano, Mike Jorna, Sammie Orr, Anna Stratton, Geoff Krauter, Anita Jacobsen, *Craig Merkley, Councillor Bonnie Henderson

Staff Present: Casey Riehl – Recording Secretary

Regrets: Kate Simpson – Waste Reduction Coordinator, Marianne Hawley, Matthew Orchard

MINUTES

1.0 Call to Order

The Chair called the meeting to order at 4:03 p.m.

2.0 Disclosure of Pecuniary Interest and the General Nature Thereof.

None declared.

3.0 Adoption of the Previous Minutes

**Motion by Anna Stratton, seconded by Anita Jacobsen
 THAT the minutes from the Energy & Environment Advisory Committee
 meeting dated November 5, 2020 be adopted as printed.
 Carried.**

4.0 Updates from Carbon Reduction & Ecological Working Groups

No new updates provided.

5.0 Business Arising from Previous Minutes

(a) Update on Climate Action Plan – Emily Chandler

Committee members have all received the draft management report from the Deputy Clerk to review. Emily Chandler noted that discussion of the report at Council has been postponed and will hopefully be on the agenda before the end of the year. Councillor Burbach reported that funding for the Climate Coordinator position has been discussed by Council at the budget meetings. Emily Chandler will send out the updates she has received to date to the committee.

*Craig Merkley now present (4:14 p.m.)

(b) 2020 Project Plans and Budget Update

LID Project Update – Vanni Azzano

Vanni Azzano updated the committee that he has met with City staff, representatives from the Skate Park, Stratford Rotary and the designer to review the site for the planned LID project. It is very well laid out for a LID project with good options for bio-swales and rain gardens. They will also include information boards in the park explaining how the LID project works. They will proceed with the design and also do some soil samples before the project begins.

Avon River Shoreline Update – Craig Merkley

Craig Merkley updated the committee that all the supplies have been purchased for the project. Now that the water level has been dropped, UTRCA will do some final design and elevation calculations. Mr. Merkley estimates work will begin in February 2021.

Invasive Species Update – Craig Merkley

Craig Merkley reported that the crew is in T.J. Dolan today beginning their work on the European Buckthorn. The work will take 1-2 days. Mr. Merkley will put together some information to submit for a media release to keep citizens up to date on the work they are doing. Staff will also be looking at the myrtle in the spring to try and control it.

Compost Cow Update – Sammie Orr

The compost cow is working very well, using food scraps from the Screaming Avocado. They are starting to get compost material now. The tech program is unable to manufacture the collection bins, so alternatively they are going to purchase four bins to place throughout the school.

(c) Proposed Glass Plant – Emily Chandler

The committee has received some additional information since discussing the proposed plant at the November meeting.

Anna Stratton inquired if the City has done an environmental assessment and if the Climate Coordinator and UTRCA have reviewed the plant proposal? She inquired what the E&E Committee can do to make any changes and feels there is a demand for a public meeting. Councillor Burbach reported that there are several environmental reports now posted on the City's website. However, there is not a greenhouse gas emissions report and she has requested this information. There is not a public meeting scheduled, however Council is meeting on December 14, 2020

for a question and answer meeting with the glass company. A subsequent meeting on the cost-sharing agreement is being held on December 16, 2020.

Councillor Henderson reported she tuned in to the start of the public information session prior to this meeting. They did address a greenhouse gas report and stated they are in the process of putting together the report. She stated that during the information session they were discussing the dormitory set up, heavy industry criteria, which the glass plant is not, wages, truck activity in and out and water usage in comparison to other factories.

Sammie Orr questioned if with the Climate Action Plan going to Council and a climate emergency declared, should Stratford be considering a factory that will be polluting the environment? Stratford should be thinking about their carbon footprint and start moving forward as a community to lower emissions.

Mike Jorna has reviewed all the reports and still does not feel that the numbers look good for Stratford. Just merely meeting emissions standards, does not mean the impact of a factory this size won't create a huge load into the atmosphere of the City and on the water supply and sewer system. Recycling the water and reclaiming the heat could also reduce the plant's natural gas consumption. The plant will create employment and possible light industries around it. The City of Stratford should not be satisfied with the company meeting minimum environmental standards. The glass company has this opportunity to be a leading example of how a factory can be environmentally responsible if they make the choice to do so.

Geoff Krauter would like to know if they can somehow recycle the large amount of water they will be using as opposed to evaporation. He can appreciate that the company has made some effort to be more transparent this time. He does not know if citizens will be comfortable accepting living with the minimum standards developers are proposing and can citizens trust that they will in fact even meet the minimum standards.

Anita Jacobson added that they are emitting too much carbon and it does not make sense to support this industry during a climate emergency. If the company can find a way to make their industry more carbon-neutral, such as an electric furnace, it would be a better option to reduce their carbon footprint.

Motion by Mike Jorna, seconded by Anna Stratton

THAT the Energy and Environment Advisory Committee requests Xinyi be required to submit a greenhouse gas emissions report prior to Council making a final decision;

And THAT Council rejects the glass plant proposal based on the current standards proposed by Xinyi due to environmental concerns.

Carried

Motion by Mike Jorna, seconded by Anna Stratton

THAT the Energy and Environment Advisory Committee recommends that Council directs Xinyi to investigate ways to evaporate less water and a plan to reclaim a larger amount of heat.

Carried.

6.0 New Business

(a) Climate Change Community Survey – Emily Chandler

The survey is now available online. Emily Chandler encouraged members to participate and share the link with others. Anna Stratton suggested sending out to organizations to share with their memberships to boost participation.

(b) Provincial Blue Box Program – Anna Stratton

Councillor Burbach previously shared information with the committee regarding Ontario's blue box program. Anna Stratton noted that feedback on the website is being accepted until midnight tonight. Ms. Stratton inquired what specifically is the concern for Stratford and what feedback should be shared on the platform?

Councillor Burbach stated it is mostly the scope of the program that affects Stratford which could end up costing Stratford more money if additional items are being put in the trash because they are no longer accepted in the blue boxes.

(c) Webinar Plans – Sammie Orr

Sammie Orr updated the committee that the Climate Momentum group is looking at doing a webinar some time in the New Year regarding green recovery and how to create your own climate action plan. She inquired if this is a project that E&E would like to get involved with or have any suggestions for her. Members were supportive of the project.

7.0 Upcoming Events

No upcoming events reported.

8.0 Next Meeting Date – January 7, 2021 – 4:00 p.m. – Electronically

9.0 ADJOURNMENT

**Motion by Councillor Burbach, seconded by Geoff Krauter
THAT the December 3, 2020 Energy & Environment Advisory Committee
meeting adjourn.
Carried.**

Time: 5:40 P.M.



A meeting of the Energy & Environment Advisory Committee was held on January 7, 2021 at 4:00 p.m., electronically.

Members Present: Emily Chandler –Chair Presiding, Councillor Jo-Dee Burbach, Vanni Azzano, Mike Jorna, Sammie Orr, Anna Stratton, Geoff Krauter, Anita Jacobsen, Craig Merkley, Councillor Bonnie Henderson, Mike Sullivan, Emily Skelding

Staff Present: Tatiana Dafoe – City Clerk, Casey Riehl – Recording Secretary

Regrets: Kate Simpson – Waste Reduction Coordinator

MINUTES

1.0 Call to Order

The Chair called the meeting to order at 4:00 p.m.

2.0 Disclosure of Pecuniary Interest and the General Nature Thereof.

None declared.

3.0 Introduction of New Members – Emily Skelding and Mike Sullivan

New and current members introduced themselves.

4.0 Election of 2021 Chair & Vice-Chair

Staff declared nominations open for the 2021 Chair of the Energy & Environment Advisory Committee. Geoff Krauter nominated Emily Chandler.

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

Motion by Councillor Burbach, seconded by Councillor Henderson

THAT the nominations for the 2021 Energy & Environment Advisory Committee Chair be closed. Carried

Emily Chandler indicated that she would allow her nomination to stand.

Motion by Vanni Azzano, seconded by Councillor Burbach

THAT Emily Chandler be elected as the 2021 Chair of the Energy & Environment Advisory Committee. Carried

Staff declared nominations for the 2021 Vice-Chair of the Energy & Environment Advisory Committee open. Craig Merkley nominated Councillor Burbach. Councillor Burbach nominated Anna Stratton.

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

Motion by Anita Jacobsen, seconded by Councillor Henderson

THAT nominations for the 2021 Energy & Environment Advisory Committee Vice-Chair be closed. Carried

Councillor Burbach indicated that she would not allow her name to stand.

Anna Stratton indicated that she would allow her name to stand.

Motion by Mike Jorna, seconded by Geoff Krauter

THAT Anna Stratton be elected as the 2021 Vice-Chair of the Energy & Environment Advisory Committee. Carried

5.0 Adoption of the Previous Minutes

Motion by Councillor Burbach, seconded by Mike Jorna

THAT the minutes from the Energy & Environment Advisory Committee meeting dated December 3, 2020 be adopted as printed. Carried.

6.0 Updates from Carbon Reduction & Ecological Working Groups

Anna Stratton provided background information on the development of the two working groups, namely the Ecological (Greening) Working Group and the Carbon Reduction Working Group. Ms. Stratton asked if any interested members would like to join and re-start the Carbon Reduction Working Group, as they had paused meetings during the pandemic. The working group is planning to meet before the next Committee meeting and will send out an email to invite people to join. She suggested that one of the items on the agenda would be the idea of working with Climate Momentum to offer a community webinar on climate action.

With respect to the Ecological Working Group, Craig Merkley reported that plans are in place for the Northshore cribwall project. They will be extending the existing cribwall

work that was previously installed (across from the Theatre). As there were some docks located along there, they are planning on adding a boat launch area for boats to slide in from. They will be also working on the accessibility of the path along that area. The wooden cribwall, along with some rock will help to stabilize the shore. The UTRCA is planning to begin the work next week and estimate that it will be completed in March. In the spring they will add some cattails, dogwood and other various plantings along the shore.

Mr. Merkley also reported that Stratford has deemed invasive species to be an issue in the City, such as along the T.J. Dolan area. UTRCA has treated this area in the past for species such as European Buckthorn, phragmites and Japanese knotweed. They are working closely with the Parks and Forestry Manager for the City on this ongoing project. Anita Jacobsen suggested getting local groups involved more on the education of invasive species and what to look for. Craig Merkley agreed that education is key, however the actual work of ridding the areas of the species should be left up to the UTRCA, due to the fact that by pulling out some species you actually encourage them to propagate and sometimes there is a need to use chemicals in a controlled way. Emily Chandler suggested earmarking some 2021 budget funds to continue the invasive species work and to focus on education. Vanni Azzano encouraged working with the Scouts and local schools. He also noted that the Field Naturalists could possibly do an invasive species walk once permitted.

Mike Jorna suggested that since Stratford City Council has declared a climate emergency, they could be encouraged to find room in the budget to focus on an education plan regarding items such as invasive species, anti-idling, native plantings, etc. He noted that the Committee writing a regular column or social media post would be beneficial to the community. Councillor Henderson suggested producing a short video to post in lieu of the usual speakers that the Committee hosts annually. Councillor Burbach suggested the working groups could each put together a communication plan and Vanni Azzano suggested taking the video one step further and doing a webinar or an "ask the expert" interactive event that would have a greater impact. Emily Chandler will contact Mike Beitz, the Corporate Communications Lead, to get his feedback regarding the parameters and frequency of posts for events such as this. Anita Jacobsen will contact the Stratford Field Naturalists to possibly partner with the Committee on an event or webinar regarding invasive species.

7.0 Business Arising from Previous Minutes**(a) Update on Climate Action Plan – Emily Chandler/Councillor Burbach**

Emily Chandler shared that there were 911 participants in the survey. Rebecca Garlick, Climate Change Coordinator, is working on summarizing the results for Council. Her hope is to have the Climate Plan document adopted by Council in February. Emily Chandler will e-mail the information she received from Rebecca Garlick to the Committee for their information.

Councillor Burbach advised funds have been included in the draft 2021 budget for the continuation of the Climate Change Coordinator position, in cooperation with or without the other municipalities. Councillor Burbach also updated the Committee that the Deputy Clerk does not have a meeting date scheduled or new updates for when the report will go to Council. There are a few outstanding items he would like to include when it does go to Council. He will advise the Committee when a date is set.

(b) 2021 Project Plans and Budget UpdateLID Project (Stratford Skate Park) – Vanni Azzano

Vanni Azzano reported that they have received preliminary soil sample results. There are some levels that are slightly higher than they would like to see and as a result they will be conducting leaching tests to further analyze the soil in the area. Members will discuss 2021 budget plans for this project at a future meeting.

Avon River Shoreline Project – Craig Merkley

As reported above.

Invasive Species Update – Craig Merkley

As reported above.

Compost Cow Update – Sammie Orr

Sammie Orr reported that there are no new updates, as the school is closed due to the pandemic. The compost bins are ordered and they plan to begin using them to collect compostable items when the school re-opens closer to February. Ms. Orr and her teacher, Ms. Ritsma, will plan to do a presentation to the Committee on the compost sometime in the next few months.

(c) Proposed Glass Plant Update – Emily Chandler

Emily Chandler shared an e-mail update she received from the City Clerk that staff is collecting all the information regarding the glass plant to present it at an upcoming Council meeting regarding the plant and the cost sharing proposal. The motions passed at the last Committee meeting will be included with the information for Council's consideration. Ms. Chandler noted that there is a virtual Get Concerned Stratford meeting tonight at 7:00 p.m. for anyone who would like to register to attend.

(d) Webinar – Plan for a Green Recovery/Climate Action Plan – Sammie Orr

Sammie Orr reported that they are in the very preliminary planning stage of hosting a webinar. The carbon reduction working group may take on this idea and keep the Committee updated.

(e) Tree Power Update – Emily Chandler

Emily Chandler updated the Committee that the new date for the Tree Power event is on Friday, April 9th and Saturday, April 10th. Festival Hydro is sponsoring the event, which supplies 300 trees to Stratford residents to purchase online or by phone prior to the pick-up dates in April. Committee members were encouraged to mark their calendars and consider volunteering those days to help distribute trees. The event will be taking place near the dog park where they can spread out for pick-ups. Councillor Burbach noted that there will be a separate website set up dedicated to the Tree Power event in Stratford where people can log on to purchase a tree and all the instructions regarding picking the trees up to planting them will be made available there.

8.0 New Business**(a) Idling By-Law – Emily Chandler**

A concerned citizen contacted the Committee through the City Clerk with a letter regarding the anti-idling by-law in Stratford. They feel that this item should be added to the climate action plan and implemented during the pandemic. The request is to have patrons who are utilizing curb-side pick up to not sit in their cars and leave them idling. Her suggestion is to request business owners display signage regarding the by-law to make them aware that Stratford has an anti-idling by-law in place. In doing so, this may help Stratford meet its climate action plan reduction targets.

Emily Chandler noted that as part of the Committee's list of updates for the climate

action plan, which was provided to the Deputy Clerk, updating and enforcing the City's anti-idling by-law was included. She does not personally feel comfortable asking businesses who are struggling through the pandemic right now to post additional signage regarding idling. Mike Jorna suggested the Committee could produce a bumper sticker that could be put on City vehicles, police cruisers and anyone else who would like to post one, stating that they support anti-idling and will be turning vehicles off when not in use. Ms. Chandler added that the City does have anti-idling brochures that are available as well. Councillor Henderson suggested that perhaps a good approach would be to have the City's Communications Lead send out some social media posts regarding idling.

Anna Stratton suggested reaching out to the City Centre Committee to remind their members that there is an anti-idling by-law in Stratford. She noted that the businesses could add it to their take-out instructions for customers to suggest customers do not idle during their pick-up. Councillor Henderson will contact the City Centre Committee and the Chamber of Commerce. Vanni Azzano suggested that adding in a "did you know" aspect to the anti-idling information may make it more effective. Councillor Burbach noted that this is a hard item to consider during the pandemic and trying to balance hardships.

Emily Chandler will follow up with the person who submitted the letter to advise them on the climate action plan and the materials that are available at the City and thank them for bringing their concern to the Committee.

(b) Nature Canada – Mike Sullivan

Mike Sullivan discussed the Government's two billion tree planting initiative. There is federal funding available and he feels Stratford is a great candidate to receive trees and seedlings to plant. He would like the Committee to consider recommending the City apply for this program.

(c) Smart Energy Conference (Kingston) – Mike Sullivan

Mike Sullivan advised he has attended similar conferences in the past and highly recommends members of the Committee consider attending this one. They focus on cities becoming net zero communities. It is a full weekend conference that is being held electronically from January 26-27, 2021 and the cost is \$149.00/person.

(d) Energy Efficient Building Requirements – Mike Sullivan

Mike Sullivan noted that Stratford City Council is approving many housing tracts within City boundaries and there will be many more to come because Stratford

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is a desirable place to live. He is suggesting that Stratford could request zoning rules that allow the City to work toward being carbon neutral. Building codes have not changed in decades and homes are being built with heating and insulation minimum standards from years ago. It was his opinion that the City could become a leader in attracting builders who will build homes on the desirable lots that Stratford has to offer that are highly efficient.

He suggested that moving forward on any future developments, Council could request only developers who include an energy component be permitted to build. Councillor Henderson suggested getting SABA involved to discuss energy efficient building would be beneficial. She also noted that Woodstock is a great example of a community working towards high efficiency and net zero buildings. Mike Jorna inquired why infrastructure design for new tracts of housing could not include ground source heat and other net zero standards. Mr. Jorna suggested the Committee investigate and put some thought into their recommendation to Council and have further discussion at the February meeting. Before the next meeting, Emily Chandler will review the climate action plan and see what has been included with regards to housing. She will forward the information to the Committee.

(e) Re-Usable Program – Sammie Orr

Sammie Orr explained to the Committee the idea of a re-usable take-out container program in Stratford. She is part of a group that is interested in replicating a program that other communities have started. They are looking at holding a meeting sometime in January if any Committee members would be interested in participating. Emily Chandler suggested that Ms. Orr could invite the City's Waste Reduction Coordinator to participate. She also noted that Public Health will be a large hurdle to overcome with re-using containers. Ms. Orr stated that Toronto just recently launched a successful re-usable program that they are interested in hearing about.

9.0 Upcoming Events

No upcoming events reported.

10.0 Next Meeting Date – February 4, 2021 – 4:00 p.m., electronically

11.0 ADJOURNMENT

Motion by Mike Jorna, seconded by Mike Sullivan

THAT the January 7, 2021 Energy & Environment Advisory Committee meeting adjourn. Carried.

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Meeting Start Time: 4:00 P.M.
Meeting End Time: 5:50 P.M.



A meeting of the Active Transportation Advisory Committee (ATAC) was held on the above date at 7:01 p.m., in the City Hall Auditorium, 1 Wellington Street, Stratford.

Committee Present: Councillor Burbach – Chair presiding, Lorraine Kuepfer – Vice-chair, Councillor Vassilakos, Bernard Goward, Stephen Barlow*, Cambria Ravenhill and Matthew Orchard

Staff Present: Tatiana Dafoe – City Clerk, Michelle Pinto – Project Engineer and Nancy Bridges – Recording Secretary

Regrets: Wayne Sjaarda and David Daglish

Also Present:

MINUTES

1. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF BY MEMBERS OF CITY COUNCIL.

None declared.

2. ADOPTION OF PREVIOUS MINUTES – February 26, 2020

Motion by Lorraine Kuepfer, seconded by Councillor Vassilakos

**THAT the ATAC minutes dated February 26, 2020 be adopted as printed.
Carried.**

3. BUSINESS ARISING FROM PREVIOUS MINUTES

a. Update from March Accessibility Advisory Committee (AAC) meeting

Councillor Vassilakos noted the members of ATAC who attended the March AAC meeting discussed the top infrastructure priorities according to ATAC. Staff took note of the priorities and members of AAC were mostly in support of the projects noted. It was recommended that ATAC continue to collaborate with AAC once a year to ensure that the most important projects are being identified for staff.

She noted that upgrading the stone path linkage between Delamere Avenue and the bridge at Lakeside Drive North is a top priority for both committees.

*Steve Barlow in attendance

Lorraine Kuepfer highlighted another concern is the need for a pedestrian crossing on Downie Street by the YMCA.

Bernard Goward requested clarification on the issues surrounding the stone path. Councillor Vassilakos noted the path is gravel, has no curb cut at the Lakeside Drive bridge end and is difficult to navigate for those with accessible needs. She noted that the AAC would like to see this path paved.

The Committee discussed the need to receive updates from staff on project completions so that ATAC priorities can be kept current.

b. Friendship benches

Tatiana Dafoe, City Clerk, advised there are funds in the budget that can be allocated towards the purchase of friendship benches. CR Plastics has provided a quote of \$300.00 per bench. The Clerk asked the Committee to confirm they would like to proceed with the purchase.

Councillor Burbach noted this project would be beneficial as there has been an increase in outdoor activity due to COVID-19.

Councillor Vassilakos asked for clarification on the locations chosen by the Committee. The Clerk noted the Stratford Public Library and Shakespeare Park were the chosen locations. She clarified this item was approved in the 2019 budget however approval has been obtained to complete the project in 2020 using the surplus funds from 2019.

Ms. Kuepfer inquired whether additional benches could be purchased with the surplus of funds. The Clerk noted that it would be advisable to proceed with the purchase of two benches only. Councillor Burbach noted it would be nice to have something engraved or a plaque put on the bench indicating that it was donated by ATAC.

Motion by Cambria Ravenhill, seconded by Bernard Goward

THAT the purchase of two friendship benches from CR Plastics be completed

AND THAT the friendship benches be placed at the Stratford Public Library and Shakespeare Park.

Carried.

c. Bike corrals

The Clerk noted that the Infrastructure, Transportation and Safety Subcommittee requested consideration of alternative bike corral locations. Ultimately, they approved the grassy area at the corner of Church Street and St. Andrew Street and the grassy area beside the York Street parking lot. She stated that a local fabricator will manufacture and install the corrals. The corrals will both require cement pads and are scheduled to be completed this year. Councillor Burbach noted the corrals are intended to be permanent but could be moved if needed.

d. Share the Road report

Councillor Vassilakos noted a report was developed from the Share the Road workshop and requested the item be listed on the next agenda in order to discuss the recommendations. She indicated that Justin from Share the Road has recommended hosting a webinar to discuss the findings in the report.

Councillor Vassilakos stated the annual report card was discussed at the workshop and it was suggested that the annual update include infrastructure, bike parking and active transportation relating to schools.

Michelle Pinto, Project Engineer, provided two handouts to the Committee including the July 2020 report card and a map of the proposed priority projects from the Bike and Pedestrian Master Plan. She noted there are numerous projects happening that are not documented in the Bike and Pedestrian Master Plan. This means that the Master Plan budget may be spent on projects not in the plan but have come up while completing other infrastructure projects. Ms. Pinto summarized some of the 2019-2020 completions:

- Huron and Huntingdon pedestrian crossover
- Pleasant Drive sidewalk
- Bike lanes
- Erie Street sidewalk
- O'Loane Avenue multi-use trail extension
- Paved shoulders north of Oakdale
- Mornington Street has not been completed due to pending land acquisitions

Steve Barlow asked for clarification on the width of the paved shoulder on Oakdale Avenue. Ms. Pinto noted the shoulder is 1.5 metres and that all bike routes now have signage.

Ms. Pinto noted that in 2021 the following projects will move forward:

- Sidewalk on West Gore Street near the hospital
- TJ Dolan between St. David and St. Vincent
- Mornington Street sidewalk

She recommended that the Bike and Pedestrian Master plan could benefit from an update. The committee discussed staff creating an integrated transportation plan that would include all forms of transportation.

Councillor Vassilakos noted the linkages on McCarthy Road (from Romeo to Mornington) and Douro Street (from C.H. Meier to Romeo) were not completed due to the installation of the pedestrian crossover at Huron Street and Huntingdon Avenue. She asked staff if these linkages remain on the capital project list.

Ms. Pinto stated that most of the 2021 budget is allocated to the TJ Dolan project. She will provide an update on the linkages at the October Committee meeting.

Councillor Burbach noted Vision Zero aspects should be included in the Master Plan and staff indicated that it may be included in a general sense but would not include details on specific dangerous intersections. Councillor Vassilakos stated she spoke to the Police and that Vision Zero details will be included in the Community Safety and Wellbeing Plan.

Motion by Councillor Vassilakos, seconded by Cambria Ravenhill

**THAT the Bike and Pedestrian Master Plan be updated and included within an Integrated Transportation Master Plan and consideration be given to having a section relating to Vision Zero.
Carried.**

Councillor Burbach noted she has received positive feedback on the pedestrian crossover at Huron Street and Huntingdon Avenue, however the sidewalk does not connect properly and is not large enough for the children to wait to cross. Ms. Pinto noted the location was chosen because of infrastructure above and below ground on the other corner that would have been too expensive to move. She will take the recommendation to staff that the sidewalk area needs to be increased to accommodate children waiting to cross.

Steve Barlow inquired if the plan for the reconstruction of Huron Street has been finalized and noted the section between Forman Avenue and O'Loane Avenue is dangerous. Councillor Vassilakos noted the consultant involved with the redesign was asked to make sure there would be increased safety for all road users. She stated there will be open houses where public input will be received and ATAC members are welcome to attend.

Ms. Pinto clarified the Huron Street reconstruction includes the section from Mornington Street to Matilda Street only. MTO approval is required as Huron Street is a connecting link. Staff have requested that bike lanes be considered. Councillor Burbach noted the consultants have considered developing a complete

street, that includes 2 travel lanes and one centre turning lane. This would allow for additional space for bike lanes.

4. NEW BUSINESS

a. 2020 Budget

Councillor Burbach provided a breakdown of the 2020 budget and noted that if the budget is not spent in 2020 it will not affect the 2021 budget request. She noted there is \$3,000 remaining in the budget for the school travel plan. Councillor Vassilakos stated there is no way to spend this money in 2020 due to COVID-19 and the lack of time.

Councillor Burbach asked staff if there was money left from the Green Communities Grant. Ms. Pinto noted the City received the final payment of \$6,000 over the summer and there are some items that remain to be completed. There is no longer a dedicated staff person to facilitate the school travel plan and it does not make sense to use the remaining funds to hire someone part-time. Councillor Burbach recommended using the grant money to purchase bike racks for the schools.

The Committee agreed to use \$2,000 of grant money to order additional post and ring bike racks and have staff install in the downtown core as needed. Another \$2,000 will be given to Community Services to purchase bike racks for other areas of Stratford that require bike parking, such as parks and playgrounds. Ms. Pinto noted that staff would order the same post and ring units as previously installed.

The Committee agreed that the funds in the 2020 budget designated for an Active Transportation map would not be used and Councillor Vassilakos recommended collaborating with tourism in the future.

b. 2021 Budget

Councillor Vassilakos stated that a more community friendly design of the report card could prove useful. Budget funds could be used to work with a creative designer and make a public facing interactive report card. This project could be combined with the map design and used as an education piece.

Councillor Vassilakos noted the entrance map to the TJ Dolan trail needs freshening up. A short discussion followed to determine if this falls within the scope of ATAC. Staff agreed that fixing the entrance sign would be beneficial if it aligns with the wayfinding initiative currently underway at the City.

Bernard Goward, from the Avon Trail, noted that additional signage for the Avon Trail is required.

The Clerk noted the wayfinding sign design is complete. Staff did not receive the proposed sign options from the Avon Trail Committee to date however if submitted staff will work to include in the wayfinding design project.

Motion by Councillor Vassilakos, seconded by Lorraine Kuepfer

THAT the proposed 2021 budget be approved as listed below:

\$3,000	Active transportation map and report card design
\$5,000	TJ Dolan trail head signage, installation and education event
\$8,000	TOTAL
Carried.	

c. Sidewalk closures

Steve Barlow noted he has observed numerous instances of sidewalks being closed for construction purposes and there is no safe means to cross the street. He inquired if the City had a policy that requires a safe crossing option be provided to pedestrians.

Ms. Pinto noted City projects are required to keep pedestrian access. Private construction firms are also required to follow the rules however it is not always possible for City staff to ensure this happens. She encouraged the public to call the City should a problem be identified.

d. Signage

Ms. Pinto noted bike lane signage and multi-use trail signage are to be installed.

e. Bike Lanes

Councillor Vassilakos noted in the past ATAC has weighed in on issues to be considered by Council such as the bike lanes on Forman and Fraser Avenues. The Committee was encouraged to provide feedback to Council on this issue. It was noted the road was originally designed to have bike lanes however some residents have expressed concerns following installation.

Motion by Steve Barlow, seconded by Cambria Ravenhill

THAT ATAC recommend the bike lanes on Forman and Fraser Avenues be retained;

AND THAT ATAC recommend making the bike lanes separated from vehicular traffic.

Mr. Barlow noted the separated lanes would be safer and reduce the number of vehicles parking illegally over the bike lanes. Matt Orchard agreed that separated bike lanes are ideal. He recommended that developers be required to install the bike lanes prior to the area being developed to reduce concerns from those who claim to have been surprised by their installation.

Councillor Vassilakos noted that unfortunately the public does not always read and review all information that is presented, and the developer most likely included the bike lanes in their presentation information at the time of purchase.

Councillor Burbach inquired if the City could require the developer to clean the bike lanes. Staff noted the City does clean the bike lanes and charges the fees back to the developers. While construction is active it is hard to keep up with the debris.

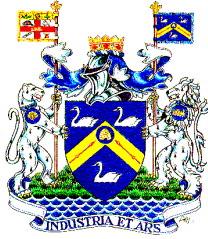
5. NEXT MEETING DATE – Wednesday, October 28, 2020 – 7:00p.m.
Location TBD

Motion by Councillor Vassilakos, seconded by Cambria Ravenhill
THAT the September 16, 2020 ATAC meeting adjourn.
Carried.

MEETING ADJOURNMENT

Start time: 7:01 P.M.

End time: 8:32 P.M.



A meeting of the Active Transportation Advisory Committee (ATAC) was held on October 29, 2020 at 7:02 p.m., in the City Hall Auditorium, 1 Wellington Street, Stratford.

Committee Present: Councillor Burbach – Chair presiding, Councillor Vassilakos, Bernard Goward, Stephen Barlow, Cambria Ravenhill, Wayne Sjaarda and David Daglish

Staff Present: Nancy Bridges – Recording Secretary

Regrets: Lorraine Kuepfer – Vice-chair and Matthew Orchard

MINUTES

1. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF BY MEMBERS OF CITY COUNCIL.

None declared.

2. ADOPTION OF PREVIOUS MINUTES – September 16, 2020

Motion by Councillor Vassilakos, seconded by Cambria Ravenhill

**THAT the ATAC minutes dated September 16, 2020 be adopted as printed.
Carried.**

3. BUSINESS ARISING FROM PREVIOUS MINUTES

a. Share the Road Workshop Recommendations

Councillor Vassilakos summarized the priority projects from the Share the Road workshop report.

i. Updating Report card

Councillor Vassilakos recommended having a few Committee members look at re-designing the report card. She suggested looking at other municipalities to see what they are using. Securing the help of a graphic designer could improve the quality of the report card and the goal would be to include it on the City of Stratford's website. She noted it would be beneficial to wait until the spring, although research on the project can start any time.

Steve Barlow and Councillor Burbach volunteered to work with Councillor Vassilakos on this project.

ii. Resident Survey/Data Collection on active transportation in Stratford

Councillor Vassilakos stated she will reach out to Huron Perth Public Health to see if they already have data on this issue. David Daglish volunteered to assist in the preparation of a resident travel survey and evaluation of the data.

Councillor Burbach noted she would like to see the data tied into the report card. She noted the Director of Infrastructure and Development Services indicated the update to the Bike and Pedestrian Master Plan has been proposed as part of the 2021 budget.

Councillor Vassilakos will check with staff to see if a consultant is being hired to update the Plan, as they may be able to develop a survey as part of this project.

iii. Bike Month Festivities

Councillor Vassilakos noted that the current pandemic may not allow for planning of this type of event and wondered if it should be put on hold. Councillor Burbach noted that in the Spring it may be possible since the event is outside. Cycle Stratford is already planning events so it may be beneficial to support them in their efforts instead of planning competing events. Wayne Sjaarda, representative for Cycle Stratford, noted they intend to have weekly events in June. They would appreciate help from ATAC to promote the events.

iv. Wayfinding

Councillor Vassilakos noted wayfinding is being reviewed with the Bike and Pedestrian Master Plan. She noted the map project and signage are being reviewed as well. The examination of traffic calming and traffic diverting techniques to reduce vehicle traffic on bike routes within the City has not been reviewed and she wondered if the topic should be put on hold and looked at with the consultant during the Bike and Pedestrian Master plan revamp.

v. Bike Share

Councillor Vassilakos noted ATAC has considered a bike share program in the past but it was determined that it was not practical for Stratford at that time. Councillor Burbach will do some research into other bike share programs and their cost. She noted that the uptake in other communities has been high, especially during the pandemic. Councillor Vassilakos noted the intercommunity bus program may be beneficial to a bike share program.

vi. Celebrating Success

The Committee discussed various ways they could celebrate the active transportation accomplishments of ATAC and the City as a whole. Bernard Goward recommended submitting letters to the editor expressing

appreciation for the accomplishments however it was noted that it would be difficult to ask people to write these letters.

Councillor Vassilakos stated that presenting a letter from ATAC to the Infrastructure, Transportation and Safety Sub-committee outlining all the active transportation projects that were completed would be a good way to get information to the media. If presented at a Sub-committee meeting it has the potential for further discussion and acknowledgment. Councillor Burbach suggested submitting letters from ATAC and Cycle Stratford.

vii. Other ideas that emerged as priorities

Councillor Vassilakos summarized the list of other ideas from the report and the Committee discussed some in more detail.

Councillor Burbach noted trail counters could be beneficial to know the number of people using the City's existing cycling facilities. Councillor Vassilakos noted the City does have trail counters however it would be hard to gather useful data when the infrastructure is not complete.

Councillor Vassilakos stated that she would like to see a Police Services representative attend the ATAC meetings going forward. They previously had a representative who attended ATAC meetings and then moved to the School Travel Planning Committee. Now that the School Travel Planning Committee is no longer meeting, it would be beneficial to have police representation at ATAC.

Councillor Vassilakos noted the application for the Bike Friendly Community certification is almost ready to be submitted and she will take care of completing this process.

b. Update from Staff regarding linkages (multi-use trails on Douro Street and McCarthy Road)

The Director of Infrastructure and Development Services (IDS) provided an update via email on the two linkages and that they may be delayed until 2022. Councillor Vassilakos noted that today the province announced funds for Active Transportation projects. She has been in contact with the Director of IDS regarding the possibility of moving the McCarthy Road linkage to 2021 if the funds are received from the province.

Councillor Vassilakos noted the City has completed a downtown traffic study and that funds from the province could be used to complete projects noted in this study.

4. NEW BUSINESS

a. Zoom meetings

Councillor Burbach noted that upcoming ATAC meetings will be held electronically using Zoom. Council has approved this change due to the current pandemic.

5. NEXT MEETING DATE – Wednesday, November 25, 2020 – 7:00 p.m.

Electronic Participation

Motion by Wayne Sjaarda, seconded by Steve Barlow

THAT the October 29, 2020 ATAC meeting adjourn.

Carried.

MEETING ADJOURNMENT

Start time: 7:02 P.M.

End time: 7:43 P.M.



A meeting of the Active Transportation Advisory Committee (ATAC) was held on December 16, 2020 at 7:02 p.m., electronically.

Committee Present: *Councillor Burbach – Chair presiding, Lorraine Kuepfer – Vice-chair, *Councillor Vassilakos, Bernard Goward, Stephen Barlow, Wayne Sjaarda, David Daglish and Matthew Orchard

Staff Present: Ed Dujlovic – Director of Infrastructure and Development Services, Tatiana Dafoe – City Clerk and Nancy Bridges – Recording Secretary

Regrets: Cambria Ravenhill

MINUTES

1. Call to Order

The Chair called the ATAC meeting to order at 7:02 p.m.

2. Declarations of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Councillor Vassilakos, seconded by Wayne Sjaarda

**THAT the ATAC minutes dated October 28, 2020 be adopted as printed.
Carried**

4. Business Arising from Previous Minutes

a. Content for Active Transportation Map

Councillor Vassilakos advised she gathered various examples of active transportation maps from other municipalities and expressed disappointment with their quality. She questioned what elements the Committee wants to see on the map. For example, she would like to see destination icons, washrooms and links to the GIS system. Councillor Burbach noted she would like to see trails, connections that are not on regular road maps, bike parking, benches and points of interest. Wayne Sjaarda would like to see traffic lights indicating safe routes through the City. Matt Orchard recommended using the GIS layers as a starting point.

Councillor Vassilakos asked Committee members to forward examples of maps that have features they would like to see on their map to her.

David Daglish suggested including Bed & Breakfast establishments and bike friendly accommodations would be helpful. Councillor Vassilakos agreed and noted that Councillor Bunting and Councillor Sebben could discuss the idea of including accommodations with the Destination Stratford Committee.

The Committee also agreed that including linkages to surrounding municipalities, safe routes and links to other active transportation groups would be beneficial additions to the map.

b. Report Card Design

Councillor Vassilakos provided visual examples of some municipalities with good report cards:

- Vancouver – very comprehensive and could be something to strive for in the future.
- Saanich – short and concise, includes survey data, ways to measure success, provides safety and infrastructure updates.
- Mississauga – black and white, includes metrics, looks like a report to Council rather than a public facing document.
- La Verne – short and to the point, visually straight forward, includes headings of education, encouragement, enforcement, evaluation and engineering.

Councillor Vassilakos noted there is money in the 2021 budget for report card design therefore the Committee should review the examples and come up with their favourite features to be discussed at the January meeting. Councillor Vassilakos will send links of the examples to staff for distribution to Committee members. She also noted that a good survey could provide useful information to be included in the report card.

5. New Business

c. Update on budget items relating to Active Transportation

Councillor Burbach provided a brief update on upcoming capital projects that benefit active transportation:

- New sidewalks being installed on Mornington Street and around Stratford General Hospital,
- Huron Street reconstruction from Mornington Street to Avondale Avenue,
- Review of the intersection at Douglas Street, Huron Street and Mornington Street,
- Streetlight improvements – including illuminating pedestrians,

- Pedestrian crossing improvements at Ontario Street/Church Street/St. Andrew Street and Downie Street/George Street near the Avon Theatre,
- Repair of two footbridges around the Avon River,
- Multi-use trail at the Packham Road soccer fields.

Ed Dujlovic, Director of Infrastructure and Development Services, provided the following updates:

- The City has received Federal funds for COVID infrastructure (\$354,000) and it will be used towards the TJ Dolan multi-use trail,
- As a result of the Downtown traffic study the City will look at improving pedestrian movements, narrowing crossing, using bump-outs and adding signals at the transit depot,
- Update to Transportation Master plan.

He noted there may be delays due to COVID-19. Staff is still waiting to see if the Province will be issuing Ontario Community Infrastructure funds. He noted that the pedestrian signal at the intersection of Romeo Street and Devon Street is being considered by staff. Traffic and pedestrian counts are required to determine the most effective type of crossing. There are concerns including sightlines that need to be considered.

d. Bike Corrals

Wayne Sjaarda expressed concerns relating to the newly installed bike corrals, including their design and ease of parking a bike. Staff noted that the design could be reviewed if additional corrals are purchased in the future.

6. Next Meeting Date – Wednesday, January 27, 2021 at 7:00 p.m., electronically.

*Councillor Burbach and Councillor Vassilakos departed the meeting at 7:36 p.m.

7. Adjournment

Motion by Lorraine Kuepfer, seconded by Steve Barlow

THAT the December 16, 2020 ATAC meeting adjourn.

Carried

Start time: 7:02 P.M.

End time: 7:37 P.M.