



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

**Meeting #:** 4650th  
**Date:** Monday, March 22, 2021  
**Time:** 3:00 P.M.  
**Location:** Electronic Meeting

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

**Staff Present:** Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, John Paradis - Fire Chief, Janice Beirness - Director of Corporate Services, Jodi Akins - Council Clerk Secretary, Allison Jordan - Events Coordinator, Chris Bantock - Deputy Clerk

To watch the Council meeting live, please click the following link: <https://stratford-ca.zoom.us/j/84355168443?pwd=dTUyQTVPTHd6WDY0YURjL2Y0YWsvUT09>

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

Pages

**1. Call to Order:**

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

Moment of Silent Reflection

**2. Declarations of Pecuniary Interest and the General Nature Thereof:**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a

member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and to otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

**3. Adoption of the Minutes:**

15 - 48

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

**THAT the Minutes of the Regular Meeting dated March 8, 2021 and the Special Minutes of March 15, 2021 of Council of The Corporation of the City of Stratford be adopted as printed.**

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

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

**THAT the Addendum/Addenda to the Regular Agenda of Council and Standing Committees dated March 22, 2021 be added to the Agenda as printed.**

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

**5.1. At the March 15, 2021 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered**

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

At the In-camera Session, direction was given on this item.

**5.2. At the March 22, 2021 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (section 239.(2)(i));



- Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)); and,
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b))

## 6. Hearings of Deputations and Presentations:

None scheduled.

## 7. Orders of the Day:

- |      |   |           |
|------|---|-----------|
| 7.1. | <b>Resolution - Al Fresco and Outdoor Dining for 2021</b><br><br>Motion by _____<br><b>Staff Recommendation:</b> THAT Al Fresco picnic tables be reinstalled in Market Square (25, 5 accessible) and the Boathouse Area (10, 3 accessible) socially distanced, on/about May 1st, 2021 through to the end of the patio season (on/about October 31, 2021).   | 49 - 51   |
| 7.2. | <b>Resolution - Consumption of Liquor in Al Fresco Dining Locations 2021</b><br><br>Motion by _____<br><b>Staff Recommendation:</b> THAT a By-Law authorizing the consumption of liquor in Al Fresco locations, specifically Market Square, Tom Patterson Island and designated areas within the Avon River Park System from May 1st, 2021 to October 31st, 2021 be adopted;<br><br>AND THAT By-laws 106-2020 and 118-2020 be repealed. | 52 - 89   |
| 7.3. | <b>Resolution - Community Safety and Well-being Plan - Interim Report (COU21-033)</b><br><br>Motion by _____<br><b>Staff Recommendation:</b> THAT Council receive the Community Safety and Well-being Plan - Interim report (COU21-033) for information purposes.   | 90 - 105  |
| 7.4. | <b>Resolution - 2021 Patio Pricing Options (COU21-034)</b><br><br>Motion by _____<br><b>Staff Recommendation:</b> THAT Option #__ be approved to set the 2021 fees for Outdoor Patios occupying parking spaces; and,<br><br>THAT a flat fee, not to exceed \$800, be approved for each delivery, installation, disassembly and pick up of Patio Boardwalks.   | 106 - 110 |

## 7.5. Proclamation Request - Raise the Flag Campaign

111

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

THAT City Council hereby proclaims April 6, 2021 as "World Autism Awareness Day" in the City of Stratford and authorizes the flying of Autism Ontario's Flag at Stratford City Hall on Tuesday, April 6, 2021.

## 7.6. Resolution - Festival Hydro Inc. 2020 and 2021 Dividends

112

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

WHEREAS The Corporation of the City of Stratford (the City) is the holder of 6,995 Common shares of Festival Hydro Inc. (the Corporation) being all of the issued and outstanding Common shares of the Corporation;

AND WHEREAS the Directors of the said Corporation have indicated their desire to declare and pay dividends on the Common shares aggregating \$118,915.00, during the 2021 calendar year; such dividends to be declared and paid on a semi-annual basis;

AND WHEREAS pursuant to a Declaration of Sole Shareholder of the Corporation dated January 22, 2001, the prior written consent of the City as the sole shareholder to the declaration and payment of such dividend is necessary;

NOW THEREFORE BE IT RESOLVED by the City hereby consents to the declaration and payment of dividends on the Common shares of the Corporation in addition to those previously declared and/or paid, in the total amount of \$17.00 per share (aggregate amount \$118,915.00), such dividends to be declared payable to the shareholder of record with respect to such shares as of 30th day of June and December 2021.

AND WHEREAS, The Corporation of the City of Stratford (the City) is the holder of 6,100 Class A Special shares of Festival Hydro Inc., (the Corporation) being all of the issued and outstanding Class A Special shares of the Corporation;

AND WHEREAS the Directors of the said Corporation have indicated their desire to declare and pay dividends on the Class A Special shares aggregating \$76,250.00 during the 2021 calendar year, such dividends to be declared and paid on a semi-annual basis;

AND WHEREAS pursuant to a Declaration of Sole Shareholder of the Corporation dated January 22, 2001, the prior written consent of the City as the sole shareholder to the declaration and payments of such dividends is necessary;

NOW THEREFORE BE IT RESOLVED that the City hereby consents to the

declaration and payment of dividends on the Class A Special shares of the Corporation in the total amount of \$12.50 per share (aggregate amount \$76,250.00, such dividends to be declared payable to the shareholder of record with respect to such shares as of the 30th day of each of June and December 2021. The results in total special and common share dividends paid in the year equal \$390,330.00

AND MAY IT BE FURTHER RESOLVED that the Directors of the said Corporation resolve to reconsider and amend Resolution R2020-007 such that dividends to be declared and paid on a "quarterly basis" be amended to be paid "semi-annually" ; and further amended such that the "30th day of each of March, June, September, and December 2020" be amended to read "30th day of each of March and December 2020" and that "This results in total special and common share dividends paid in the year equal \$780,660" be amended to read "This results in total special and common share dividends paid in the year equal \$390,330".

**7.7. Resolution - 7-Eleven Canada's Liquor Sales Licence Application (COU21-035) 113 - 125**

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

**Staff Recommendation:** THAT Stratford City Council opposes the Liquor Licence Application for an indoor area at 327 Erie Street (7-Eleven) for the following reasons:

- Number of police calls to this location to date;
- Not wanting bars in convenience stores;
- The conflict between the sale of gasoline and alcohol in the same location;
- Safety of pedestrians leaving the establishment; and
- Potential insufficient parking pending further information.

**7.8. Correspondence - Upper Thames River Conservation Authority 2021 Budget 126 - 154**

The UTRCA 2021 draft budget has been reviewed and approved by the UTRCA's Board of Directors.

There is a thirty (30) day appeal period from receipt of the levy notice should the City wish to appeal its apportionment of the 2021 levy.

The City's 2021 Levy is \$404,946.00.

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

**THAT** the correspondence dated March 8, 2021 from the Upper Thames

River Conservation Authority with respect to the 2021 Levy for the City of Stratford be received by City Council.

- 7.9. Resolution - Fee Waiver Request – Memorial Gardens Hot Dog Cart Refreshment Vehicle (COU21-036)** 155 - 157

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

**Staff Recommendation:** THAT the request to waive half of the 2021 lease payment fee for the Hot Dog Cart Refreshment Vehicle vendor, adjacent to Memorial Gardens, be approved.

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

None scheduled.

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

**9.1. Report of the Infrastructure, Transportation and Safety Committee:**

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

**THAT the Report of the Infrastructure, Transportation and Safety Committee dated March 22, 2021 be adopted as printed.**

- 9.1.1. Drinking Water Quality Management Standard 2020 Infrastructure Review (ITS21-003)** 158 - 164

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

- 9.1.2. Drinking Water Quality Management Standard 2019 Management Review (ITS21-004)** 165 - 174

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.

- 9.1.3. Drop-off Location at Landfill for Organic Materials and Cooking Oil** 175 - 178

THAT staff investigate the potential for a drop-off location at the landfill for organic materials and cooking oil, and the number of residents that would need to participate to ensure the program was economically viable.

- 9.1.4. Council's Role in Environmental Initiatives**

THAT the installation of solar panels on the roofs of the Rotary Complex, Agriplex and Dufferin Arena be referred to staff for a report.

## **9.2. Report of the Planning and Heritage Committee:**

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

**THAT the Report of the Planning and Heritage Committee dated March 22, 2021 be adopted as printed.**

### **9.2.1. Zone Change Application Z04-20, 3797 Downie Rd 112 (PLA21-007) 179 - 193**

THAT the zone change application for 3797 Downie Rd 112 to change the zoning from a General Industrial (I2-16-H) Zone TO a General Industrial Special (I2-37) Zone which allows a gas bar, a neighbourhood store with a maximum gross floor area of 210m<sup>2</sup> that is accessory to a gas bar, an automatic car wash with a minimum of 1 parking space and 10 stacking spaces before the car wash bay, parking spaces with a minimum width of 2.8m and a length of 5.6m BE APPROVED for the following reasons:

1. the conditions outlined in the Holding Provision when the "H" can be removed have been satisfied;
2. the request is consistent with the Provincial Policy Statement;
3. the request is in conformity with the goals, objectives and policies of the Official Plan;
4. the zone change will provide for a development that is appropriate for the lands;
5. the public was consulted during the zone change circulation and comments that have been received in writing or at the public meeting have been reviewed, considered and analyzed within the Planning report.

AND THAT Council pass a resolution that no further notice is required under Section 34(17) of the Planning Act.

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

### **10.1. Notice of Public Meeting under the Planning Act 194 - 196**

Stratford City Council will hold a public meeting on Monday, April 19,

2021 at 6:00 p.m. to hear all interested persons with respect to the following planning application:

- Zone Change Application Z02-21 for 55-65 Lorne Ave. E.

Further details can be found on the attached Notices.

# **11. Reading of the By-laws:**

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

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

**THAT By-laws 11.1 to 11.4 be taken collectively.**

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

**THAT By-laws 11.1 to 11.4 be read a First and Second Time.**

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

**THAT By-laws 11.1 to 11.4 be read a Third Time and Finally Passed.**

- |              |  |           |
|--------------|--|-----------|
| <b>11.1.</b> | <b>Consumption of Liquor with Alcohol By-law</b>   | 197 - 200 |
|              | To establish consumption of liquor with food in designated public spaces and at permitted times and to repeal By-laws 106-2020 and 118-2020.   |           |
| <b>11.2.</b> | <b>Amend Zoning By-law 201-2002 with respect to Zone Change Application Z04-20 for 3797 Downie Road 112</b>  | 201 - 203 |
|              | To amend Zoning By-law 201-2000 as amended, with respect to zone change Z04-20 to rezone a portion of the lands known municipally as 3797 Downie Road 112, located on the south-east corner of the intersection of Lorne Avenue E and Downie Road 112 to allow for a site specific General Industrial I2 Zone. |           |
| <b>11.3.</b> | <b>Agreement of Purchase and Sale for Parts 1 and 2, Plan 44R-5566</b>   | 204       |
|              | to authorize the execution of an Agreement of Purchase and Sale with Anthony and Pauline Merkel for Parts 1 and 2 on Reference Plan 44R-5566.  |           |
| <b>11.4.</b> | <b>Accept Transfer of Parts 1 and 2, Plan 44R-5566</b>   | 205       |
|              | To authorize the transfer (conveyance) from Anthony George Merkel and Pauline Teresa Merkel of Parts 1 and 3 on Reference Plan 44R-5566.   |           |

**12. Consent Agenda: CA-2021-035 to CA-2021-043**

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

**13. New Business:****14. Adjournment to Standing Committees:**

The next Regular Council meeting is April 12, 2021.

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

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

- **Planning and Heritage Committee [3:10 p.m. or thereafter following the Regular Council meeting];**
- **Finance and Labour Relations Committee [3:15 p.m. or thereafter following the Regular Council meeting];**
- **Social Services Committee [3:20 p.m. or thereafter following the Regular Council meeting]; and**
- **Community Services Committee [3:25 p.m. or thereafter following the Regular Council meeting]**

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

**15. Council Reconvene:****15.1. Declarations of Pecuniary Interest made at Standing Committees**

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

Declarations of Pecuniary Interest made at Standing Committee meetings held on March 22, 2021 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

**15.2. Committee Reports**

**15.2.1. Finance and Labour Relations Committee**

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

THAT Item 4.1 of the Finance and Labour Relations Committee meeting dated March 22, 2021 be adopted as follows:

**4.1 Report of the 2021 Community Grants Evaluation Committee (FIN21-005)**

THAT the management report entitled "Report of the 2021 Community Grants Evaluation Committee" (FIN21-005) be received;

THAT Council approve the following 2021 one-time grant recommendations of the Community Grants Evaluation Committee in the amount of up to \$128,315:

1. That a 2021 City grant in the amount of up to \$7,000 be provided to the Local Community Food Centre for maintenance and expansion of the Dufferin Community Garden and Edible Forest.
2. That a 2021 City grant in the amount of up to \$350 be provided to the Poppy Trust Fund of Branch 8 Royal Canadian Legion for support of veterans and related community activities.
3. That a 2021 grant request of \$5,200 from Junior Achievement South Western Ontario for delivery of financial literacy programs be denied.
4. That a 2021 City grant in the amount of up to \$9,000 be provided to the Kinsmen Club of Stratford to support the Canada Day Celebration parade and fireworks.
5. That a 2021 City grant in the amount of up to \$2,000 be provided to the Stratford Concert Band to provide funds for equipment storage, purchase



of music and payment for the Conductor.

6. That a 2021 grant request of \$3,750 from the Kiwanis Club of Stratford for 50% of its rental cost for use of meeting space at the Army-Navy Hall be denied.
7. That a 2021 grant in the amount of up to \$4,000 be provided to the Stratford Live Music & Food to assist with event costs such as cost of tent and washroom rentals, electrician services, security, licencing and permits.
8. That a 2021 grant in the amount of up to \$1,500 be provided to the Kiwanis Festival of the Performing Arts Stratford for scholarships to Stratford residents participating in the Ontario Music Festival Association provincial competition, and for technology requirements to make a livestreaming event.
9. That a 2021 City grant in the amount of up to \$1,000 be provided to Playmakers! Theatre School to assist with event costs such as lantern building supplies, artist-instructors and entertainers, refreshments, and help with socially-distancing the Stratford Lantern Festival & Procession.
10. That a 2021 City grant in the amount of up to \$9,000 be provided to the Stratford & District Horticultural Society to fund maintenance of annual flower beds and public gardens.
11. That a 2021 City grant in the amount of up to \$10,000 be provided to the Stratford Lawn Bowling Club to offset costs of green maintenance.
12. That a 2021 City grant in the amount of up to \$7,000 be provided to Stratford Symphony Orchestra to fund program development, increase artist payments, seek partnerships and expand community outreach and communication.
13. That a 2021 City grant in the amount of up to \$800 be provided to Music & Opera Appreciation Inc. to assist with costs of a special event concert, such as advertising, equipment, transportation, salaries and rental fees.
14. That a 2021 City grant in the amount of up to \$1,000

be provided to INNERchamber Inc. to assist with funding for its outreach program to allow lower cost tickets to students and arts workers.

15. That a 2021 City grant in the amount of up to \$2,000 be provided to Off the Wall Stratford Artists Alliance to assist with funding a Health & Safety Coordinator for the summer program.
16. That a 2021 City grant in the amount of up to \$10,000 be provided to ONE CARE Home & Community Support Services for support of accessible transportation provided to Stratford residents outside of City of Stratford service hours, and to enhance infection prevention and control measures.
17. That a 2021 City grant in the amount of up to \$31,465 be provided to the United Way Perth Huron to support its ongoing programs in Stratford, representing up to \$1.00 for every Stratford resident.
18. That a 2021 City grant in the amount of up to \$2,000 be provided to Stratford Arts & Culture Collective to continue with its development, and to assist with infrastructure related expenses, workshops and consultations with members and others.
19. That a 2021 City grant in the amount of up to \$10,000 be provided to Stratford Winterfest to support its 2022 annual event.
20. That a 2021 City grant in the amount of up to \$9,500 be provided to Hermione Presents SpringWorks Festivals to offset expenses, such as administration and marketing support, City rentals and permits, and artist/ animator fees for free and pay what you choose programs.
21. That a 2021 City grant in the amount of up to \$2,200 be provided to the Stratford Dog Park Association to purchase liability insurance.
22. That a 2021 City grant in the amount up to \$4,500 be provided to Feline Friends Network of Stratford for support of its Trap Neuter Return/Trap Neuter Adoption Programs, and Low Income Assistance Program.

23. That a 2021 City grant in the amount of up to \$4,000 be provided to the Here For Now Theatre Company for funding of Front of House/Box Office Manager and Technician Salaries.
24. That a 2021 grant request of \$925 from Blank Stage for funding of a Stratford Pride event be denied.

THAT Council approve the following 2021 multi-year grant recommendations of the Community Grants Evaluation Committee in the amount of up to \$257,300:

1. That a 2021 City grant in the amount of up to \$175,000 be provided to the Stratford Perth Hospice Foundation.
2. That a 2021 City grant in the amount of up to \$700 be provided to the Civic Beautification & Environmental Awareness Committee to assist with insurance costs.
3. That a 2021 City grant in the amount of up to \$52,600 be provided to the Gallery Stratford.
4. That a 2021 City grant in the amount of up to \$25,000 be provided to Stratford Summer Music.
5. That a 2021 City grant in the amount of up to \$4,000 be provided toward operation of the Razzamajazz, conditional on matching dollars being raised by the group.

THAT an amount of \$16,255 be identified for contingency in the 2021 community grants budget;

THAT prior to release of any approved 2021 grants, each recipient be asked to confirm that events are being held and monies will be used as outlined in their original applications, with no substitutions or changes;

THAT prior to release of any approved 2021 grants, the Community Grants Evaluation Committee review requests for substitutions or changes for individual grants, and report its recommendations back to Council for approval of any 2021 grant reductions;

THAT any appeals received from 2021 grant applicants be considered by the Finance and Labour Relations Sub-

committee.

**15.3. Reading of the By-laws (reconvene):**

258

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

**By-law 11.5 Confirmatory By-law**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on March 22, 2021.

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

**THAT By-law 11.5 be read a First and Second Time.**

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

**THAT By-law 11.5 be read a Third Time and Finally Passed.**

**15.4. Adjournment of Council Meeting**

Meeting Start Time:

Meeting End Time:

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

**THAT the March 22, 2021 Regular Council meeting adjourn.**



## Stratford City Council Regular Council Open Session MINUTES

Meeting #:	4648th
Date:	Monday, March 8, 2021
Time:	3:00 P.M.
Location:	Electronic Meeting
Council Present in Council Chambers:	Mayor Mathieson - Chair Presiding
Council Present Electronically:	Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Clifford*, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos
Staff Present in Council Chambers:	Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Chris Bantock - Deputy Clerk
Staff Present Electronically:	David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, John Paradis - Fire Chief, Jodi Akins - Council Clerk Secretary, Jeff Bannon – Planner, Alyssa Bridge – Manager of Planning, Joani Gerber – CEO, investStratford

### 1. **Call to Order:**

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

Moment of Silent Reflection

## **2. Declarations of Pecuniary Interest and the General Nature Thereof:**

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

### Name, Item and General Nature of Pecuniary Interest

No declarations of pecuniary interest were made by a member at the March 8, 2021 Regular Council meeting.

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

R2021-94

**Motion by** Councillor Beatty

**Seconded by** Councillor Ingram

**THAT the Minutes of the Regular Meeting dated February 22, 2021 and the Special Meeting dated February 23, 2021 of Council of The Corporation of the City of Stratford be adopted as printed.**

**Carried**

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

There was no addendum to be adopted.

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

### **5.1 From the February 22, 2021 Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:**

Appointment of SABA Alternate Representative to fill a mid-term vacancy on the Heritage Stratford Committee

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

R2021-95

**Motion by** Councillor Ingram

**Seconded by** Councillor Burbach

**THAT Jack M. West be appointed to the Heritage Stratford Committee to fill the vacancy of the alternate SABA**

**representative for the remainder of the two-year term to November 14, 2022, or until a successor is appointed by Council.**

**Carried**

**5.2 At the March 8, 2021 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

- Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years);
- Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years).
- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)).

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

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

**6.1 Request to waive penalty and interest on 2021 tax installments (COU21-030)**

R2021-96

**Motion by** Councillor Clifford

**Seconded by** Councillor Vassilakos

**THAT the presentation by Georgia Steel regarding a request for relief from residential property tax penalties, be heard;**

**AND THAT the online petition titled "Covid Relief for Stratford Tax Penalties" be received.**

**Carried**

Georgia Steel joined the meeting and advised that she had sent a letter to Council with a petition that was conducted through change.org. She understood that this was not the usually accepted format but that we are not living in usual times. She stated that everyone is hurting and that this has been acknowledged through relief efforts provided by the Government of Canada. We are 1 year into the pandemic and everyone is looking for relief from various financial pressures. Owning a business or a property requires financial responsibility, but it seems to be a conflict of interest

that penalties are in place for being late on property taxes. People are out of work and that is not by choice. Ms. Steel stated she has run her business for 30 years and never been in a position like this. It is humbling to be asking for help and believes that the petitioners would like to think Council would care about how they feel and understand that help is needed. Nothing has been put into effect for property tax late payments and she understands penalties are in place for a reason during normal times. With everything shut down, there is no way to generate income and therefore most will scramble to make their payments. Ms. Steel noted that 181 people have signed the petition, some also providing comments. It is expected that Council as representatives would have compassion for everyday working individuals who are struggling. It was stated that other municipalities have provided relief, but Stratford has only offered 1 month in the past. She suggested 3 months or a break in the interest rates. People want to know they've been heard and be treated fairly without punitive penalties. They are looking for a gesture that Council cares about what they have to say.

A question and answer period ensued with respect to:

- the recently announced Safe Restart funding being only for municipal operating pressures due to COVID-19;
- providing Council with a list of individuals who signed the petition;
- staff reporting back on an assessment of those who are unable to pay total costs and retroactively reviewing relief options; and,
- relief provided in 2020 being waived interest on quarterly payments until August 31 for the April tax installment and stopping monthly payments with no penalty until September.

**Motion by** Councillor Ingram

**Seconded by** Councillor Clifford

**Staff Recommendation:** THAT a waiver on tax penalty and interest not be initiated at this time (Option 1); and,

THAT staff report back to Council after the quarterly payment due date denoting the number of properties that were unable to pay their taxes and the interest in penalties to be incurred.

Discussion continued with respect to:



- Consideration of Option 2 in the Management Report as it is similar to relief provided in 2020;
- relief being available for some closed businesses through MPAC assessment and from upper levels of government;
- preferring not to delay any relief for those that need help;
- retroactively waiving interest creating additional work for staff to reverse;
- 91.2% of payments having been collected following the February installment due date not being an unusual amount in any given year;
- reviewing interest charged each year to determine if rates are too high; and,
- Safe Restart funding being available to cover interest revenue if waived for the April tax installment.

The motion on the floor was rescinded by the mover.

R2021-97

**Motion by** Councillor Ingram

**Seconded by** Councillor Burbach

**THAT the tax penalty and interest on the April 2021 tax installment be waived until August 31, 2021.**

A friendly amendment was brought forward by a member to ask that Staff report back to Council on the impact in reducing interest rates.

A member requested that the motions be taken separately.

R2021-98

**Motion by** Councillor Ingram

**Seconded by** Councillor Burbach

**THAT staff be directed to report back on a review of the current tax interest rate and the impact on adjusting the rate for unpaid tax accounts.**

Discussion continued with respect to the motion on the floor only impacting the April tax installment.

Mayor Mathieson called the question on the first motion.

**Carried**

Mayor Mathieson called the question on the second motion.

**Carried**

## **6.2 Delegation Request - Patio Request**

R2021-99

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Ingram

**THAT the presentation by Jessie Votary regarding patio options for Ramshackle Industries be heard.**

**Carried**

Jessie Votary joined the meeting and advised she had submitted a package including a patio safety plan proposal. She recognized that there was a report from staff that included the same consideration she was seeking. Ms. Votary stated she is representing 5 restaurants located on Wellington Street and has also spoken with the owner of AO Pasta who is interested in the same proposal. Three different options have been included in the submitted proposal depending on the level of safety that is preferred. She stated that the option with the smallest footprint was their preference. This idea was also presented to Council last year when the boardwalks were being considered and that the boardwalks are not a one size fits all solution. She stated that due to the difference in parking spaces between linear and angled parking, the proposed costs in the staff report are not feasible. Ms. Votary requested that Council consider approving the placement of patios in parking spaces.

A question and answer period ensued with respect to:

- the use of ramps to ensure patios in parking spaces are accessible; and,
- the ability to temporarily make Wellington Street one-way being a benefit to businesses with patios.

## **6.3 Delegation Request - Ministerial Zoning Order**

Mike Sullivan joined the meeting and advised he was speaking on behalf of Get Concerned Stratford. He stated that the MZO is a highly contentious and politically charged issue. He believes that the Minister was acting at the request of Council. Mr. Sullivan noted that citizens have expressed their concerns about many aspects of the project and he is concerned about the company's hidden corporate structure, ties to China,

and greenhouse gas emissions. Mr. Sullivan stated that the decision to withdraw from this project means that the MZO is now of no use and it is appropriate that Council rescind the MZO request. Mr. Sullivan stated that moving forward, the use of these lands can be discussed in an open and transparent process to restore public confidence. He further stated that residents will be able to breathe easier if Council asks to rescind the MZO.

R2021-100

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT Mike Sullivan, on behalf of Get Concerned Stratford, be heard regarding the Notice of Motion requesting that Council adopt a motion to ask the Minister to rescind the Ministerial Zoning Order on the annexed lands.**

**Carried**

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

### **7.1 Resolution - Task Force Update**

A member thanked the current volunteers on the Task Force and stated that it may be time for a change to get some fresh eyes contributing and to include those that have not been previously involved.

R2021-101

**Motion by** Councillor Gaffney

**Seconded by** Councillor Burbach

**THAT the Task Force update and Long-Term Recovery Planning Report be received for information.**

Discussion ensued with respect to applications coming back to Council for review of position turnover.

**Motion by** Councillor Ingram

**Seconded by** Councillor Vassilakos

THAT the Clerk's Office for the City of Stratford complete the recruitment for Task Force volunteers serving as Task Force committee members and that a report be presented at the March 22, 2021 Regular Council meeting regarding this process and any additional amendments to be required.

Discussed continued with respect to:

- bringing in staff from different organizations to provide continuity and stability to the committee; and,
- concerns related to the term limits for serving on the committee.

Mayor Mathieson called the question on the first motion.

**Carried**

Discussion continued with respect to:

- the steering committee of the Task Force being maintained;
- the importance of engaging the Stratford Arts and Culture Collective for inclusion in the Task Force;
- establishing a Municipal Cultural Plan;
- creating terms of reference to guide the Task Force;
- the value in having a Task Force that is not City led as it relates to funding eligibility;
- use of the feedback button on InvestStratford's website to gather information from the community; and,
- not disrupting operations of the committee during COVID-19.

Mayor Mathieson called the question on the second motion.

**Defeated**

R2021-102

**Motion by** Councillor Beatty

**Seconded by** Councillor Clifford

**THAT InvestStratford take a call for new Task Force volunteers and to expand opportunities for new Task Force Committee members.**

**Carried**

Discussion ensued with respect to the importance of a Municipal Cultural Plan and looking to the example implemented in St. Marys.

**Motion by** Councillor Burbach

**Seconded by** Councillor Vassilakos

THAT staff investigate the development of a Municipal Cultural Plan and what that would entail.

Discussion continued with respect to:

- the need for a cultural planning specialist in order to proceed with developing a Plan;
- referring a Municipal Cultural Plan to the 2022 budget;
- Combining public consultation of the Official Plan update with the development of a Municipal Cultural Plan; and,
- bringing in a specialist to consult on next steps for consultation with interested parties and members of the public.

A member requested an amendment to the motion to refer investigation and development of a Municipal Cultural Plan to the 2022 budget.

R2021-103

**Motion by** Councillor Burbach

**Seconded by** Councillor Vassilakos

**THAT the investigation and development of a Municipal Cultural Plan be referred to the 2022 budget.**

**Carried**

## **7.2 Resolution - Patio Boardwalk Project**

R2021-104

**Motion by** Councillor Gaffney

**Seconded by** Councillor Beatty

**THAT City-Owned picnic tables be provided free of charge to restaurants outside the core from May 1st-October 31st, 2021;**

**THAT the 2021 Patio Permit & License fees be waived in 2021;**

**THAT the businesses using Patio Boardwalks be assessed a fee of \$196/month/parking space for a period of 6 months (May 1st-October 31st) and a flat fee for delivery, installation, disassembly and pick up (not to exceed \$800/boardwalk), be approved in principle; and**

**THAT the 2021 Patio Season applications open March 22nd, 2021 to ensure all businesses are able to prepare for patios to open May 1, 2021.**

Discussion ensued with respect to:

- proposed costs being prohibitive and unequitable when comparing patio types and parking space sizes;
- setting a graduated fee for different patio types;
- the impact of patio extensions on retail businesses and window displays;
- determining if the concerns outweigh the benefits of patio extensions;
- setting rates for each type of parking space;
- funds having been set aside during budget deliberations to support this project;
- options to assist retailers with having extra space similar to patios; and,
- having staff review weekend road closures in the downtown core to increase pedestrian access.

A member requested a friendly amendment for staff to review a graduated pricing system for patios in different kinds of parking spaces.

Mayor Mathieson advised that the fees could be approved in principle so that businesses can still apply and staff can report back on fee models.

Discussion continued with respect to:

- retaining the financial component to the motion so that businesses are aware of what the cost may be;
- finalizing patio fees in parking spaces once staff have had time to review and report back; and,
- only paragraph 3 of the motion being approved in principle.

The City Clerk advised that should the motion be approved, staff would provide a number of communications to local businesses including information on the guidelines. Staff would then be available to respond to any questions as businesses begin planning and indicate that the fees are still subject to approval by Council.

Mayor Mathieson called the question on the motion, as amended.

**Carried**

R2021-105

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Ingram

**THAT the fees for patios occupying parking spaces be referred to staff to investigate a graduated pricing system based on the type of parking space to be occupied.**

**Carried**

R2021-106

**Motion by** Councillor Ingram

**Seconded by** Councillor Vassilakos

**THAT the patio plans be reviewed in terms of their effect on neighboring businesses, including a review of lineups and potential direction and communication to be provided to businesses;**

**AND THAT a review of the existing policy P.3.3 - Use of Municipal Property, Boulevards and Sidewalks, be completed in relation to patio planning and retail lineups during COVID-19.**

Clarification was sought to confirm that both patios and boardwalks should be considered when reviewing blockage and impact on neighboring businesses.

Discussion ensued with respect to:

- patios also impacting neighboring window displays and lines outside of stores; and,
- staff conducting a review of the existing policy on use of municipal property, boulevards and sidewalks.

Mayor Mathieson called the question on the motion.

**Carried**

### **7.3 Resolution - 2021 Patio Applications – Pop-up Patio Alternative (COU21-031)**

Discussion ensued with respect to:

- the report specifically addressing patios in parking spaces and being within the scope of the City's current Business License By-law;

- the use of fencing and wheel stops around patios in parking spaces to create a patio barrier;
- businesses being responsible for the setup of pop-up patios in accordance with the guidelines;
- reducing costs associated with the design of new pop-up patios;
- being fair and equitable when reviewing costs in consideration of payment being waived for boardwalks last year;
- money from FedDev not being guaranteed for this year; and,
- engineering reports not being required for pop-up patios.

Mayor Mathieson called the question on the motion.

R2021-107

**Motion by** Councillor Bunting

**Seconded by** Councillor Burbach

**THAT the report titled "2021 Patio Applications – Pop-up Patio Alternative" (COU21-031) be received for information.**

**Carried**

#### **7.4 Correspondence - AMO 2021 Annual General Meeting and Conference**

The 2021 Association of Municipalities of Ontario (AMO) Annual General Meeting and Conference is being held virtually on August 15-18, 2021.

Councillors interested in attending are asked to make arrangements with the CAO's office.

**For the information of Council.**

#### **7.5 Resolution - Vivian Street Line 37 Road Widening (COU21-025)**

R2021-108

**Motion by** Councillor Ingram

**Seconded by** Councillor Vassilakos

**THAT the City of Stratford accept Part 4 Plan 44R-5803 as public highway and dedicate it as forming part of Vivian Street Line 37.**

**Carried**



**7.6 Resolution - Ontario Street Road Widening (COU21-026)**

R2021-109

**Motion by** Councillor Ingram

**Seconded by** Councillor Clifford

**THAT the City of Stratford accept Part 1 Plan 44R-5820 as public highway and dedicate it as forming part of Ontario Street.**

**Carried**

**7.7 Resolution - 2020 Statement of Council Remuneration and Expenses (COU21-027)**

R2021-110

**Motion by** Councillor Bunting

**Seconded by** Councillor Burbach

**THAT the report of the Director of Corporate Services dated March 8, 2021 regarding 2020 Statement of Council Remuneration and Expenses (COU21-027) be received for information.**

**Carried**

**7.8 Resolution - 2020 Status Update on the Multi-Year Accessibility Plan (COU21-028)**

R2021-111

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT the 2020 Status Update on the City of Stratford 2018-2022 Multi-Year Accessibility Plan be received and uploaded to the City's website.**

Discussion ensued with respect to:

- the removal of the City's TTY phone number due to new technologies and the preference of individuals to call in on the regular line using their preferred adaptive technology;
- winter mobility and accessibility concerns being addressed through parent shoveling groups or memos in Fall tax bills; and,
- Stratford Snow Angels and working on a communications campaign to improve accessibility on sidewalks and tips for shoveling.

Mayor Mathieson called the question on the motion.

**Carried****7.9 Resolution - Amendments to Schedule 1 Prohibited Stopping on Specified Streets and Schedule 2 Prohibited Parking on Specified Streets of By-law 159-2008 (COU21-029)**

R2021-112

**Motion by** Councillor Vassilakos**Seconded by** Councillor Gaffney**THAT the Traffic and Parking By-law No. 159-2008, Schedule 1 Prohibited Stopping on Specified Streets be amended to extend no stopping restrictions to 10:00 am as follows:**

<b>Street</b>	<b>Direction</b>	<b>Restriction Area</b>	<b>Restriction Times</b>
<b>Bedford Drive</b>	<b>East</b>	<b>From a point 49 metres North of the North curb line of Park Lane Drive to a point 165 metres North of the North curb line of Park Lane Drive</b>	<b>8:00 a.m. to 10:00 a.m., and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Bedford Drive</b>	<b>West</b>	<b>From the North curb line of Glendon Road to a point 322 metres North of the North curb line of Glendon Road</b>	<b>8:00 a.m. to 10:00 a.m., and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Bedford Drive</b>	<b>East and West sides</b>	<b>From the north-east cul-de-sac to Graff Avenue</b>	<b>8:00 a.m. to 10:00 a.m., and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Bruce Street</b>	<b>North</b>	<b>From the westerly curb line of Essex Street to a point 56 metres east of the easterly curb line of Taylor Street</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Bruce Street</b>	<b>South</b>	<b>From 35 metres West of the West curb line of Essex Street to a point 128 metres Westerly therefrom</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m.</b>

			<b>Monday to Friday inclusive</b>
<b>Cawston Street</b>	<b>North</b>	<b>From Huntingdon Avenue to 17m westerly</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Cawston Street</b>	<b>South</b>	<b>From Huntingdon Avenue to 100m westerly</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Huntingdon Avenue</b>	<b>East</b>	<b>From Avon School property boundary to Avon Street</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Huntingdon Avenue</b>	<b>West</b>	<b>From Avon School property boundary to 58m northerly of Cawston Street</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Louise Street</b>	<b>West</b>	<b>From a point 51 metres North of the North curb of Whitelock Street to a point 64 metres Northerly</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Mowat Street</b>	<b>West</b>	<b>From a point 72.5 metres South of the South curb line of West Gore Street to a point 134.5 metres further South</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>

<b>Mowat Street</b>	<b>East</b>	<b>From a point 65 metres South of the South curb line of West Gore Street to a point 106.5 metres further South</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Rebecca Street</b>	<b>South</b>	<b>From a point 138 metres east of the east curb line of Waterloo Street South to a point 36 metres easterly therefrom</b>	<b>8:00 a.m. to 10:00 a.m., and 2:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Strachan Street</b>	<b>East</b>	<b>From a point 30 metres South of the South curb line of West Gore Street to a point 87 metres further South</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Strachan Street</b>	<b>West</b>	<b>From the South curb line of West Gore Street to a point Southerly therefrom 124.7 metres</b>	<b>8:00 a.m. to 10:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>

**THAT Schedule 2 Prohibited Parking on Specified Streets be amended to extend no parking restrictions to 10:00 am as follows:**

<b>Street</b>	<b>Direction</b>	<b>Restriction Area</b>	<b>Restriction Times</b>
<b>Avondale Avenue</b>	<b>East</b>	<b>From Hibernia St. to Charles St.</b>	<b>8:00 a.m. to 10:00 a.m., and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>

**AND THAT the restrictions in Traffic and Parking By-law No. 159-2008, Schedule 1 Prohibited Stopping on Specified Streets be deleted:**

<b>Street</b>	<b>Direction</b>	<b>Restriction Area</b>	<b>Restriction Times</b>
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<b>Caledonia Street</b>	<b>North</b>	<b>No Standing from 50 metres East of the East curb line of John Street to a point 33.5 metres Easterly therefrom</b>	<b>8:00 a.m. to 9:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Charles Street</b>	<b>North</b>	<b>From the Easterly curb line of John Street to a point 119.6 metres Easterly therefrom</b>	<b>8:00 a.m. to 9:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>Bedford Drive</b>	<b>West</b>	<b>From a point 49 metres North of the North curb line of Park Lane Drive to a point 136.5 metres North of the North curb line of Park Lane Drive</b>	<b>8:00 a.m. to 9:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>
<b>St. Vincent St. S.</b>	<b>West</b>	<b>From a point 21.2 metres north of the north curb line of Patricia Road (north loop) to a point 110.1 metres southerly therefrom</b>	<b>8:00 a.m. to 9:00 a.m., 11:30 a.m. to 1:00 p.m. and 3:00 p.m. to 4:00 p.m. Monday to Friday inclusive</b>

A question and answer period ensued with respect to:

- older signage at some schools for no stopping or no parking times around lunch hours being reviewed in more detail at a later date; and,
- incorporating 8:00 a.m. to 10:00 a.m. times being the most expedient through the application of stickers on existing signs.

Mayor Mathieson called the question on the motion.

**Carried**

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

### **8.1 Notice of Motion from Councillor Sebben**

R2021-113

**Motion by** Councillor Sebben

**Seconded by** Councillor Burbach

THAT Council formally requests the Minister to revoke/repeal the MZO that was issued.

A member requested an amendment to the motion as follows:

**THAT staff submit a request on behalf of Stratford City Council to the Minister of Municipal Affairs and Housing to request the revocation or repealing of the Ministerial Zoning Order, Ontario Regulation 356-20.**

A request was made for a recorded vote to be taken.

A member advised that the motion was brought forward after the public announcement made by Xinyi to suspend their proposal. The member did not support the development. With the MZO not in place then the lands would no longer be exclusively for a glass manufacturing facility. The member stated that any development would then be subject to the public planning process that has gotten Stratford to where it is today.

Discussion ensued with respect to:

- the amount of industrial lands available dwindling in the City;
- an estimated 35.5 available acres of City owned land that are serviced and available for sale and being approximately an 18 to 36 month supply;
- a review being required of the annexed lands and going through the regular zoning process to apply industrial zoning;
- clarification that the request is to revoke the entirety of the MZO;
- the original intent of MZO's being for rural areas without a regular planning process;
- only revoking the float glass facility component of the MZO and retain as industrial;
- staff to review process and technical components as it relates to a zoning change from agricultural to industrial;

A member suggested a friendly amendment that the MZO be amended for industrial purposes and not revoked in its entirety.

The mover and seconder of the original motion were not supportive of the amendment.

Discussion continued with respect to:

- a request to have general industrial zoning applied to the lands having already been rejected by the Minister;
- rezoning lands first that are more contiguous with existing industrial lands.

A member suggested a friendly amendment that the MZO be revoked and that staff, with InvestStratford, review the industrial land needs of the City and complete a public process to zone the land.

The mover of the original motion requested that the friendly amendment be a separate motion.

Discussion continued with respect to:

- work having already been completed in support for annexation of the lands related to the City's industrial land supply;
- Not asking the Minister to change the zoning to industrial being a missed opportunity;
- an MZO not being warranted for changing the zoning to industrial;
- waiting to start the public process until it is confirmed that the MZO is revoked; and,
- the importance of economic development as it relates to labour and housing supply when considering new industrial developments.

A recorded vote was undertaken

In Support (9): Councillor Sebben, Councillor Bunting, Councillor Vassilakos, Councillor Ingram, Councillor Burbach, Mayor Mathieson, Councillor Henderson, and Councillor Ritsma

Opposed (2): Councillor Beatty and Councillor Clifford

**Carried**

\*Councillor Clifford left the meeting at 5:22 p.m.

**Motion by** Councillor Bunting

**Seconded by** Councillor Ritsma

THAT staff report back on the industrial land needs of the City of Stratford and that a public process for rezoning of the land take place as soon as possible.

A member requested that the motion be split.

R2021-114

**Motion by** Councillor Bunting

**Seconded by** Councillor Ritsma

**THAT staff review the industrial land needs of the City of Stratford and report back to Stratford City Council at a later date.**

R2021-115

**Motion by** Councillor Henderson

**Seconded by** Councillor Ingram

**THAT the public rezoning process for the identified lands be deferred until a staging of industrial land report is prepared by staff and presented to Council.**

Discussion ensued with respect to:

- receiving servicing options for the lands involved as a result of the staff review;
- having a plan to move forward including next steps to bring industrial land online, staging of servicing, costs involved, and issues around ownership; and,
- the staging of industrial land report being what Council needs to see.

Mayor Mathieson called the question on the first motion.

**Carried**

A member requested that the second motion be deferred until after Council receives the staging of industrial land report.

Mayor Mathieson called the question on the motion.

**Carried**

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

### **9.1 Report of the Planning and Heritage Committee:**



R2021-116

**Motion by** Councillor Ritsma

**Seconded by** Councillor Bunting

**THAT the Report of the Planning and Heritage Committee dated March 8, 2021 be adopted as printed.**

**Carried**

**9.1.1 Update on Proposed Short-Term Rental Accommodations (STRA) Regulations (PLA21-006)**

THAT the report regarding consultation with Destination Stratford on proposed Short Term Rental Accommodation regulations in the new Comprehensive Zoning By-law (PLA21-006) be received for information.

**9.2 Report of the Community Services Committee**

R2021-117

**Motion by** Councillor Beatty

**Seconded by** Councillor Vassilakos

**THAT the Report of the Community Services Committee dated March 8, 2021 be adopted as printed.**

**Carried**

**9.2.1 Agreement with The Local Community Food Centre (COM21-001)**

THAT the City enter into a ten-year agreement with The Local Community Food Centre for their use of the lands at Dufferin Park for a community garden;

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

**10. Notice of Intent:**

**10.1 Notice of Public Meeting - Intent to Permanently Close a Portion of T.J. Dolan Drive**

City of Stratford Council will hold a public meeting on Monday, March 15, 2021 at 6:00 pm to hear all interested persons with respect to the permanent closure of T.J. Dolan Drive from St. David Street to Centre Street.

Further details can be found on the attached Notice.

# **11. Reading of the By-laws:**

Draft By-laws 11.1 to 11.8 required First and Second Readings and Third and Final Readings and were taken collectively upon unanimous vote of Council present.

Draft By-law 11.9 received First and Second Readings at the February 22, 2021 Regular Council meeting and required Third and Final Readings.

R2021-118

**Motion by** Councillor Henderson

**Seconded by** Councillor Vassilakos

**THAT By-law 25-2021 to 32-2021 be taken collectively.**

**Carried** unanimously

R2021-119

**Motion by** Councillor Bunting

**Seconded by** Councillor Ingram

**THAT By-laws 25-2021 to 32-2021 be read a First and Second Time.**

**Carried** two-thirds support

R2021-120

**Motion by** Councillor Beatty

**Seconded by** Councillor Gaffney

**THAT By-laws 25-2021 to 32-2021 be read a Third Time and Finally Passed.**

**Carried**

R2021-121

**Motion by** Councillor Ingram

**Seconded by** Councillor Henderson

**THAT By-law 33-2021 be read a Third Time and Finally Passed.**

Discussion ensued with respect to:

- the applicant having the right to appeal to LPAT due to timelines being exceeded;
- a solicitor and planner likely needing to be retained to represent the City for any appeal as the City's Planner has recommended approval to Council; and,
- if Council approves then the staff Planner can attend any appeal hearing.

It was requested that a recorded vote be taken.

A recorded vote was undertaken.

In Support (6): Councillor Bunting, Councillor Vassilakos, Councillor Ingram, Councillor Burbach, Councillor Henderson, and Councillor Beatty.

Opposed (4): Councillor Sebben, Mayor Mathieson, Councillor Ritsma, and Councillor Gaffney.

**Carried**

**11.1 Lease Agreement with The Local Community Food Centre - By-law 25-2021**

To authorize the execution of a Lease Agreement with The Local Community Food Centre for the lease of certain lands at 55 Oak Street, more specifically the area behind the Dufferin Arena, for a community garden for a period of ten (10) years to December 31, 2031.

**11.2 Appointment of an alternate SABA representative to the Heritage Stratford Advisory Committee - By-law 26-2021**

To amend By-law 178-2018, as amended, to appoint an alternate SABA representative to the Heritage Stratford Advisory Committee.

**11.3 Conveyance from 2598852 of Part 1 on Plan 44R-5820 - By-law 27-2021**

To authorize acceptance of a conveyance from 2598852 Ontario Inc. of certain lands described as Part of Lot 44, Registered Plan 47, being part of P.I.N 53099-0008, now designated as Part 1 on Plan 44R-5820.

**11.4 Dedication of Part 1, Plan 44R-5820 as public highway forming part of Ontario Street - By-law 28-2021**

To dedicate Part 1 on Reference Plan 44R-5820, as a public highway forming part of Ontario Street in the City of Stratford.

**11.5 Conveyance from POL Quality Homes of Part 4 on Plan 44R-5803 - By-law 29-2021**

To authorize acceptance of a conveyance from POL Quality Homes Inc. of certain lands described as Part of Lot 45, Concession 3, P.I.N 53080-0088, now designated as Part 4 on Plan 44R-5803.

**11.6 Dedication of Part 4, Plan 44R-5803 as public highway forming part of Vivian Street Line 37- By-law 30-2021**

To dedicate Part 4 on Reference Plan 44R-5803 as a public highway forming part of Vivian Street Line 37 in the City of Stratford.

**11.7 Stratford City Centre Business Improvement Area 2021 Levy - By-law 31-2021**

To levy a special charge upon the rateable property in the business improvement area for Stratford City Centre Business Improvement Area (BIA) for 2021.

**11.8 Amend Traffic and Parking By-law 159-2008 to amend no stopping and prohibited parking restrictions - By-law 32-2021**

To amend Schedule 1, Prohibited Stopping on Specified Streets, and Schedule 2, Prohibited Parking on Specified Streets, of the Traffic and Parking by-law 159-2008, as amended, to extend certain restrictions and to delete certain no stopping restrictions.

**11.9 Amend Zoning By-law with respect to Zone Change Application Z09-19 for 236 Britannia Street - By-law 33-2021**

To amend Zoning By-law 201-2000 as amended, with respect to Zone Change Application Z09-19 to rezone 236 Britannia Street, Part of Lot 3 Concession 1 and Part 2, 3, 4, 14-18 on 44R-5543 for a Subdivision Development in the City of Stratford.

**12. Consent Agenda: CA-2021-029 to CA-2021-034**

**12.1 CA-2021-031**

The City Clerk responded to a question regarding bars inside variety stores and advised that a number of convenience stores have requested to serve at their establishments and that many applications are going to the AGCO at this time.

Discussion ensued with respect to:

- passing a motion to oppose and advising of specific concerns that would be relayed to the AGCO;
- turning down the application due to not wanting bars in variety stores;

- the conflict of use created between providing a gas bar with a drinking bar, in addition to drinking and driving; and,
- more parking being required in order to serve alcohol.

R2021-122

**Motion by** Councillor Henderson

**Seconded by** Councillor Sebben

**THAT the Municipal Information Form for Liquor Licence Application for an indoor area at 327 Erie Street (7-Eleven) be referred to staff to review any identified land use planning issues and report back to the March 22, 2021 Regular Council meeting.**

**Carried**

## **12.2 CA-2021-029**

R2021-123

**Motion by** Councillor Burbach

**Seconded by** Councillor Vassilakos

**THAT CA-2021-029, being a Resolution from the City of St. Catharines calling on the Provincial government to permanently legislate universal paid sick days for all workers, be endorsed.**

**Carried**

## **13. New Business:**

### **13.1 Highway Realignment Project**

The Director of Infrastructure and Development Services responded to a question regarding an update on the Highway 7/8 realignment project and advised that no response had been received from the Ministry and was hopeful an update on the status would be provided soon.

### **13.2 Grand Trunk Advisory Group**

The City Clerk responded to a question regarding the striking of a Grand Trunk Community Advisory Group and advised that the City had submitted a funding application to ensure funding was available before compiling a committee and that should funding be secured then creation of a committee would proceed.

### **13.3 Heritage District Funding Opportunities**

The City Clerk responded to a question regarding funding for the Heritage Stratford Project and advised that staff are actively looking for funding opportunities.

### **13.4 Fundraising Committee**

The City Clerk responded to a question regarding the creation of a Fundraising Committee and advised that it is on a list of projects to be completed but there is not timeline and information will be forthcoming.

The Chief Administrative Officer responded to a question regarding taking applications for a Fundraising Committee and advised that a structure needed to be put in place including terms of reference and seeking of volunteers in order to be successful. It was asked that Council consider the workload of staff during the pandemic and allow time to take back with resources available and will ensure a report is brought to Council to follow up.

### **13.5 Temporarily Making Wellington Street One-way**

R2021-124

**Motion by** Councillor Burbach

**Seconded by** Councillor Vassilakos

**THAT staff investigate making Wellington Street temporarily a one-way street and to expand pedestrian and cycling infrastructure in that area.**

Discussion ensued with respect to:

- staff reporting back on the feasibility of this request;
- the requirement for speed mitigation practices;
- reviewing emergency response issues associated with creating a temporary one-way street.

Mayor Mathieson called the question on the motion.

**Carried**

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

The next Regular Council meeting is March 22, 2021.

R2021-125

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Burbach

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

- **Planning and Heritage Committee [3:10 p.m. or thereafter following the Regular Council meeting];**
- **Infrastructure, Transportation and Safety Committee [3:15 p.m. or thereafter following the Regular Council meeting];**

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

**Carried**

It was the consensus of Council to recess for 5 minutes. Council recessed at 5:53 p.m.

#### **15. Council Reconvene:**

##### **15.1 Declarations of Pecuniary Interest made at Standing Committees**

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

Declarations of Pecuniary Interest made at Standing Committee meetings held on March 8, 2021 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

##### Name, Item and General Nature of Pecuniary Interest

No declarations of pecuniary interest were made by a member at the March 8, 2021 Reconvene Council meeting.

##### **15.2 Committee Reports**

###### **15.2.1 Infrastructure, Transportation and Safety Committee**

R2021-126

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Burbach

**THAT Item 6.1 of the Infrastructure, Transportation and Safety Committee meeting dated March 8, 2021 be adopted as follows:**

**6.1 Argyle and McKenzie Street Reconstruction (St. David Street to Cambria Street) – Public Engagement and Recommendations (ITS21-005)**

**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.**

**Carried**

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

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

#### **By-law 11.10 - Confirmatory By-law 34-2021**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on March 8, 2021.

R2021-127

**Motion by** Councillor Sebben

**Seconded by** Councillor Vassilakos

**THAT By-law 34-2021 be read a First and Second Time.**

**Carried** two-thirds support

R2021-128

**Motion by** Councillor Henderson

**Seconded by** Councillor Gaffney

**THAT By-law 34-2021 be read a Third Time and Finally Passed.**



**Carried**

#### **15.4 Adjournment of Council Meeting**

R2021-129

**Motion by** Councillor Bunting

**Seconded by** Councillor Ingram

**THAT the March 8, 2021 Regular Council meeting adjourn.**

**Carried**

Meeting Start Time: 3:00 P.M.

Meeting End Time: 5:53 P.M.

Reconvene Meeting Start Time: 6:28 P.M.

Reconvene Meeting End Time: 6:30 P.M.

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Mayor - Daniel B. Mathieson

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Clerk - Tatiana Dafoe



## Stratford City Council Special Council Open Session MINUTES

Meeting #:	4649th
Date:	Monday, March 15, 2021
Time:	6:02 P.M.
Location:	Electronic Meeting
Council Present in Council Chambers:	Mayor Mathieson - Chair Presiding
Council Present Electronically:	Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ritsma, Councillor Vassilakos
Staff Present in Council Chambers:	Joan Thomson - Chief Administrative Officer, Chris Bantock - Deputy Clerk, Jodi Akins - Council Clerk Secretary
Staff Present Electronically:	Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, David St. Louis - Director of Community Services, John Paradis - Fire Chief, Michael Mousley - Manager of Transit
Also Present Electronically:	Members of the Public

### 1. **Call to Order:**

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

Councillors Ingram and Sebben provided regrets for this meeting.

## 2. **Declarations of Pecuniary Interest and the General Nature Thereof:**

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

### Name, Item and General Nature Thereof

No disclosures of pecuniary interest were made by a Member of Council at the March 15, 2021 Special Council meeting.

## 3. **ADDED - Adoption of Addendum to Council Agenda:**

R2021-130

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Ritsma

**THAT the Addendum to the Council Agenda be adopted as printed to include receipt of a petition from Jane Marie Mitchell and additional correspondence.**

**Carried**

## 4. **ADDED - Receipt of Petition:**

Following publishing of the agenda, a petition was received from a resident opposing the permanent closure of T.J. Dolan Drive from St. David Street to Centre Street without details of the future plan for the area.

R2021-131

**Motion by** Councillor Bunting

**Seconded by** Councillor Henderson

**THAT the petition from Jane Marie Mitchell regarding the Intent to Permanently Close a Section of T.J. Dolan Drive, be received.**

**Carried**

## 5. **Adjournment to Public Meeting - Intent to Permanently Close Section of T.J. Dolan Drive:**

R2021-132

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Burbach

**THAT the Special Council meeting adjourn for the purpose of holding a Public Meeting regarding Council's consideration of intent to adopt a**

**by-law to permanently close T.J. Dolan Drive from St. David Street to Centre Street, to reconvene following the Public Meeting.**

**Carried**

\*The Special Council meeting adjourned to a public meeting at 6:03 p.m., and resumed at 6:31 p.m.

## **6. Report of the Manager of Transit**

### **6.1 Resolution - Transfer Payment Agreement for the Safe Restart Agreement (SRA) Phase 2 for Public Transit funding during Covid-19 (COU21-032)**

**Staff Recommendation:** THAT The Corporation of the City of Stratford enter into a Transfer Payment Agreement with the Ministry of Transportation to claim expenses due to Covid-19 through the Safe Recovery Agreement (SRA) Phase 2;

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

R2021-133

**Motion by** Councillor Ritsma

**Seconded by** Councillor Burbach

**THAT The Corporation of the City of Stratford enter into a Transfer Payment Agreement with the Ministry of Transportation to claim expenses due to Covid-19 through the Safe Recovery Agreement (SRA) Phase 2;**

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

**Carried**

## **7. Reading of the By-laws:**

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

R2021-134

**Motion by** Councillor Henderson

**Seconded by** Councillor Vassilakos

**THAT By-laws 35-2021 and 36-2021 be taken collectively.**

**Carried** unanimously

R2021-135

**Motion by** Councillor Clifford

**Seconded by** Councillor Bunting

**THAT By-laws 35-2021 and 36-2021 be read a First and Second Time.**

**Carried** two-thirds support

R2021-136

**Motion by** Councillor Gaffney

**Seconded by** Councillor Beatty

**THAT By-laws 35-2021 and 36-2021 be read a Third Time and Finally Passed.**

**Carried**

**7.1 Transfer Payment Agreement for Safe Restart Phase 2 Municipal Transit Funding – By-law 35-2021**

To authorize the execution of the Transfer Payment agreement for the Safe Restart Agreement – Phase 2 Municipal Transit Funding between Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario and The Corporation of the City of Stratford.

**7.2 Confirmatory By-law – By-law 36-2021**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on March 15, 2021.

**8. Adjournment:**

R2021-137

**Motion by** Councillor Vassilakos

**Seconded by** Councillor Burbach

**THAT the March 15, 2021 Special Council Meeting adjourn.**

**Carried**

Meeting Start Time: 6:02 p.m.

Meeting End Time: 6:33 p.m.

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Mayor - Daniel B. Mathieson

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Deputy Clerk – Chris Bantock



**Date:** March 22, 2021  
**To:** Mayor and Members of Council  
**From:** Joani Gerber, CEO  
**Attachments:**

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**Title:** City of Stratford, Al Fresco & Outdoor Dining for 2021.

**Objective:** To provide Council with recommendations for 2021 for Al Fresco & Outdoor Dining

**Background:** In 2020, the Al Fresco project was funded by the Tourism Recovery Project (FedDev Ontario) managed by the Stratford Economic Response & Recovery Task Force. Led by the City Centre BIA and Destination Stratford (formerly STA) the Al Fresco project installed 50 locally sourced CR Plastics picnic tables in Market Square (25 tables), the Boathouse Area (10) and Tom Patterson Island (15). The tables and associated infrastructure (umbrellas, etc.) were managed by paid staff and volunteers. The Al Fresco initiative generated over \$250,000 of direct economic activity for local culinary businesses and was integral in holistically supporting the local tourism sector by providing safe public outdoor dining opportunities.

Early indications suggest that 2021 will be another season of variable limitations to indoor seating and customer capacity. The Stratford Festival plans for a significantly reduced and outdoor production season. We know that rotating lockdowns and colour-coded restrictions have a direct impact on our restaurants and culinary businesses (and by extension to the overall tourism sector). The need for expanded spaces and outdoor dining options will continue to be critical for our economic recovery in 2021.

**Analysis:** Working together with the City Initiatives team and the City Clerks office the Task Force submits the following plan for consideration.

Market Square – re-install the 25 CR Plastics picnic tables in Market Square socially distanced and available for use by the general public and patrons of all restaurants and businesses. Staffing and volunteers will be available as tourism ambassadors at the Welcome Hut as per 2020, however due to required budget restrictions priority times will be mealtimes from 11am-2pm and 5-8pm. Ongoing sanitization, maintenance and health & safety compliance oversight will be provided during these priority staffed times. This is in accordance with Huron-Perth Public Health guidelines (existing and ongoing).

The Task Force, supported by the Events Coordinator from the City of Stratford have reached out to the various organizations that host recurring events in Market Square. As in 2020, there is great uncertainty for hosting outdoor events given variable gathering size limits, etc. however we wanted to ensure communication with event stakeholders. Initial feedback is that those who would like to host their events in 2021 may be able work with the 2020 table layout plan. In consultation with HPPH and City Engineering there are a number of layouts that can work with tables located in the square – as each event will be different in terms of number of people, crowd control measures, the need for tents and small stages, etc. the Task Force recommends that each event organizer work directly with the City Events Coordinator through the Special Event permitting process to ensure compliance with public safety and layout restrictions. Due to the size and weight of the tables, alternative layouts of the tables are not being recommended at this time.

The Task Force acknowledges that various special events and markets have expressed a desire for street closures within the core (Wellington St.; Market PI) the use of parking spaces for staging and other configurations. The Task Force recommends individual event organizers work directly with the City Events Coordinator as in the past on these permits to ensure compliance with HPPH, emergency services and public works. We do not anticipate that the tables in market square would prohibit street closures.

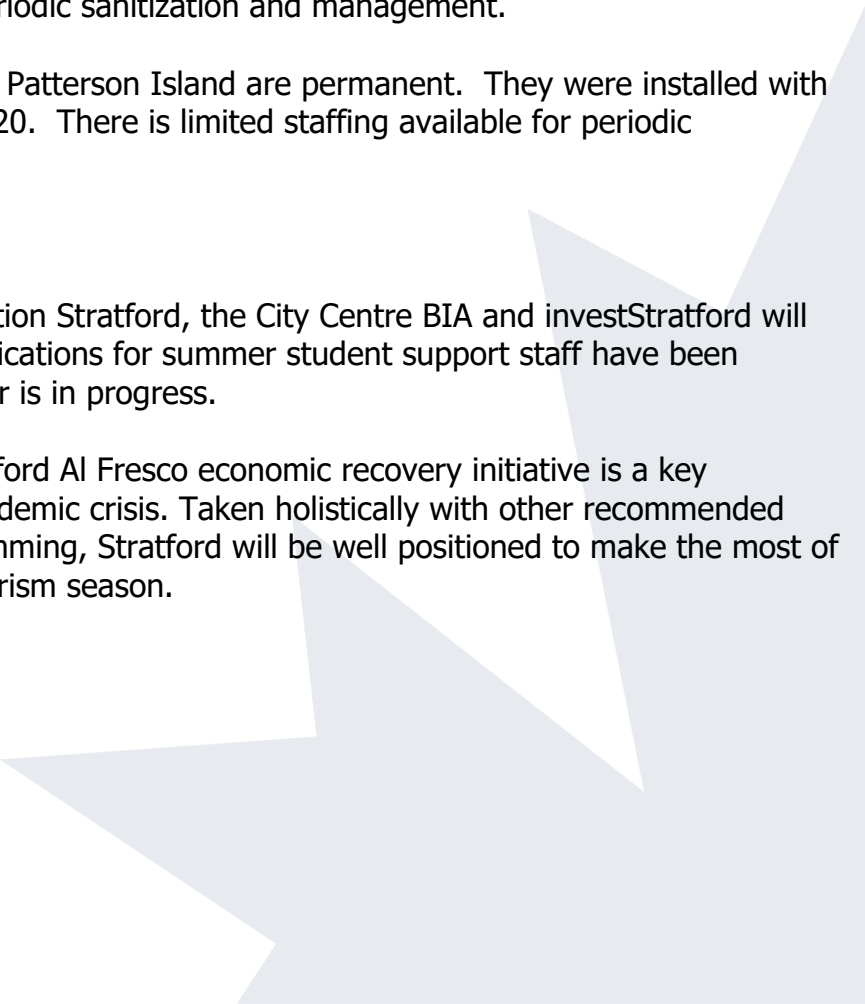
The Boathouse Area – the Task Force recommends re-installing the 10 picnic tables throughout this area. There is limited staffing available for periodic sanitization and management.

Tom Patterson Island – the 15 tables on Tom Patterson Island are permanent. They were installed with a Porous Pave base and bolted-in-place in 2020. There is limited staffing available for periodic sanitization and management.

### **Financial Impact:**

The combined efforts and budgets of Destination Stratford, the City Centre BIA and investStratford will provide for the staffing & management. Applications for summer student support staff have been submitted. A jointly funded project supervisor is in progress.

In conclusion, the re-instatement of the Stratford Al Fresco economic recovery initiative is a key component in successfully navigating the pandemic crisis. Taken holistically with other recommended outdoor dining initiatives and cultural programming, Stratford will be well positioned to make the most of an uncertain and volatile summer and fall tourism season.







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

**Strengthening our Plans, Strategies and Partnerships**

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

**Widening our Economic Opportunities**

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

**Staff Recommendation: THAT Al Fresco picnic tables be reinstalled in Market Square (25, 5 accessible) and the Boathouse Area (10, 3 accessible) socially distanced, on/about May 1<sup>st</sup>, 2021 through to the end of the patio season (on/about October 31, 2021).**

Respectfully submitted,

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





**Date:** March 22, 2021  
**To:** Mayor and Members of Council  
**From:** Joani Gerber, CEO  
**Attachments:** Alcohol Consumption By-Law 900719\_e Regulation 719  
Map of North Shore Park System Inclusion Areas

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**Title:** Consumption of Liquor in Al Fresco Dining Locations, 2021

**Objective:** To provide Council with information on the proposed consumption of liquor in designated Al Fresco Dining Locations and review the draft by-law for consideration.

**Background:** In 2020 City Council supported the Economic Response & Recovery Task Force efforts to support restaurants hit hardest by COVID-19 restrictions. Findings from that pilot project were positive. Businesses were supportive of the project and revenues increased. Stratford Police Service (SPS) reported no complaints of issues as a result of the project. Destination Stratford & the Stratford City Centre Committee (BIA) staff and volunteers did not experience any negative behaviours during the pilot. The Task Force expects similar circumstances and restrictions facing our local businesses in 2021.

**Analysis:** Building on the pilot from 2020, the Task Force proposes the following recommendations and stipulations to allow for liquor with food consumption of alcohol within the designated Al Fresco public locations:

- Stratford Al Fresco is in support of Stratford restaurants for curbside/take-out only. Restaurant staff are not permitted to directly serve customers within the Al Fresco spaces. Only restaurant purchased liquor with food is permitted.
- Add the Avon River Park System, minus the Bandshell on Veteran's Drive, (map attached) in addition to the Market Square and Tom Patterson Island locations from 2020.
- Liquor may only be consumed with food during the hours of 11:00am-8:00pm Monday-Sunday, with an extended hour to 9:00pm Friday & Saturday, from May 1<sup>st</sup>, 2021 to September 23<sup>rd</sup>, 2021 and on Sunday to Saturday from 11:00 p.m. to 7:00 p.m. from September 24<sup>th</sup>, 2021 through October 31, 2021.
- Should any special events take place in the designated areas a special event permit is required for the consumption (and/or sale) of alcohol for the duration of the event.
- Stratford Al Fresco take-away liquor beverages must be provided by certified Smart Serve staff.
- Participating restaurants acknowledge that if patrons are subject to enforcement for any reason (intoxication, drunk driving, etal) that their AGCO license may be affected.



- Stratford Al Fresco staff will monitor and report infringements. Stratford Police Park Patrol & Auxiliary Members may support in policing & enforcement (subject to SPS).
- Prominent signage to be placed in Al Fresco locations to identify rules and areas where alcohol-with-food can be enjoyed responsibly. Signage acknowledging the program shall be provided for placement in a prominent area of the participating business. Printed takeaways also to be provided reminding patrons to keep their receipt for proof of purchase and a map & project rules.
- Participating restaurants will be required to obtain joint liability insurance covering the City of Stratford as additional insured for a minimum \$2million dollars.

The Alcohol & Gaming Commission of Ontario has confirmed that the City can permit liquor consumption in designated areas again in 2021. The Government of Ontario extended the amendment of Regulation 719 (temporarily allowing liquor sales as a part of take-out order, including mixed drinks in a sealed container, through 2021).

The licensees must comply with all the provisions of Regulation 719 (A copy of the Regulation is attached to this report).

### **Financial Impact:**

Staffing costs may be incurred should there be an additional need for maintenance, waste & recycling. Signage was created in 2020 – any updates will be covered by Destination Stratford/City Centre.

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

#### **Strengthening our Plans, Strategies and Partnerships**

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

#### **Widening our Economic Opportunities**

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





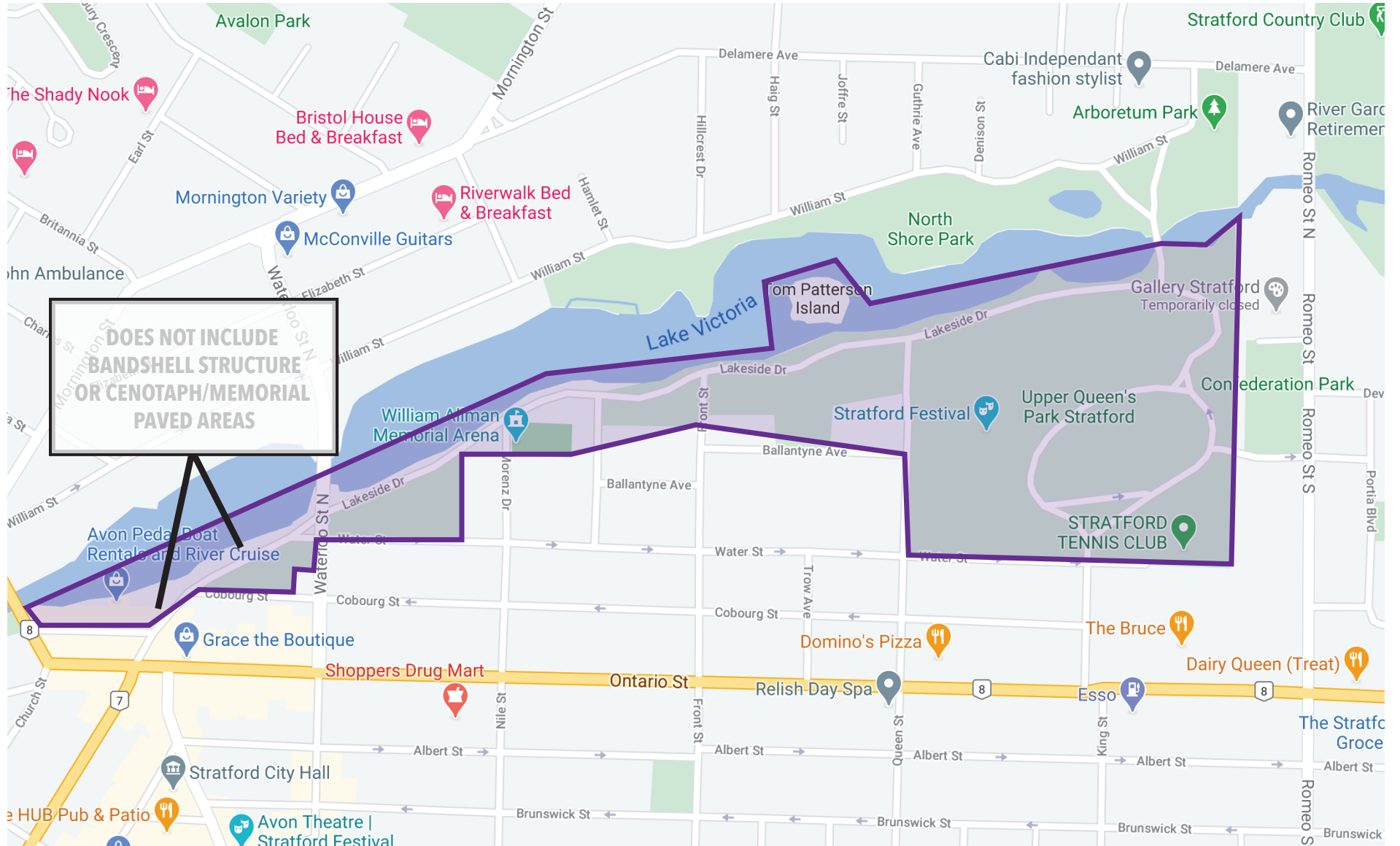
**Staff Recommendation: THAT a By-Law authorizing the consumption of liquor in Al Fresco locations, specifically Market Square, Tom Patterson Island and designated areas within the Avon River Park System from May 1<sup>st</sup>, 2021 to October 31<sup>st</sup>, 2021 be adopted.**

**AND THAT By-laws 106-2020 and 118-2020 be repealed.**

Respectfully submitted,

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





## Liquor Licence Act

### R.R.O. 1990, REGULATION 719

#### LICENCES TO SELL LIQUOR

**Consolidation Period:** From February 11, 2021 to the e-Laws currency date.

Last amendment: 109/21.

*This is the English version of a bilingual regulation.*

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#### Definitions

**1. In this Regulation,**

“banquet room” means either a self-contained premises or a specific area within a licensed premises whose primary use is for private social functions booked in advance; (“salle de réception”)

“boat” means a ship, vessel or boat designed and used to carry passengers for hire on short trips but does not include a seaplane; (“bateau”)

“commercially-made wine” means wine made by a manufacturer but does not include wine made at a ferment on premise facility, wine made at an establishment with a wine pub endorsement, fortified wine as defined in Ontario Regulation 659/00 (Content of Wine) made under the *Wine Content and Labelling Act, 2000* or homemade wine; (“vin produit dans le commerce”)

“manufacturing site” means property that is used by a manufacturer primarily for the distillation and production of spirits, the fermentation and production of beer or the alcoholic fermentation and production of Ontario wine and includes a vineyard owned by the manufacturer if a significant amount of the grapes is used in the production of the wine; (“lieu de fabrication”)

“railway car” means the rolling stock of a railway company used for the transport of passengers but does not include rolling stock used as a street car, a subway or a similar transit vehicle; (“voiture de chemin de fer”)

“restaurant” means a premises or portion of a premises to which a liquor licence applies that is primarily used for the sale and service of meals for consumption by patrons seated at tables but does not include,

- (a) a banquet room,
- (b) premises where liquor is served under a caterer’s endorsement,
- (c) premises located on the property of a post-secondary educational institution, or
- (d) premises at which entertainment designed to appeal to erotic or sexual appetites or inclinations, as set out in subsection 23 (1.2), is provided; (“restaurant”)

“stadium” means a premises whose seating is in fixed tiers and in which live sporting and entertainment events take place before an audience; (“stade”)

“theatre” means a place to which the public is invited that is used primarily for the viewing of live productions of the performing arts. (“theatre”) R.R.O. 1990, Reg. 719, s. 1; O. Reg. 348/92, s. 1; O. Reg. 247/02, s. 1; O. Reg. 230/03, s. 1; O. Reg. 8/05, s. 1; O. Reg. 285/08, s. 1; O. Reg. 181/11, s. 1; O. Reg. 260/20, s. 1.

## Possession of Liquor

**1.1** For the purpose of section 33.1 of the Act, the prescribed quantity of liquor is zero millilitres. O. Reg. 198/95, s. 1.

## Licences Tied to Manufacturers

2. (1) Despite subsection 6 (4) of the Act, a person may, subject to subsection (2), obtain a licence to sell liquor of a manufacturer at a specified premises that shares the same municipal or property address as a manufacturing site of the manufacturer. O. Reg. 260/20, s. 2.

(2) No more than one licence may be issued under subsection (1) with respect to a manufacturing site. O. Reg. 260/20, s. 2.

(3) For greater certainty, nothing in subsection (1) prevents the Registrar from requiring the provision of such information respecting the location of the premises referred to in that subsection as the Registrar may specify in order to determine whether the requirements of that subsection are met. O. Reg. 260/20, s. 2.

(4) Sections 21 and 32 do not apply to the licence holder. O. Reg. 109/21, s. 1.

2.1 (1) Revoked: O. Reg. 260/20, s. 3.

(2) Despite subsection 6 (4) of the Act, the holder of a manufacturer's licence to sell one or more of beer, Ontario wine or spirits to the Liquor Control Board of Ontario may obtain a licence to sell liquor that permits the sale of one or more of beer, Ontario wine or spirits manufactured by that manufacturer in accordance with this section. O. Reg. 104/18, s. 1 (1).

(3) A licence may be issued under subsection (2) if,

- (a) the licence applies only to areas under the sole control of the manufacturer that are located on or immediately adjacent to a manufacturing site of the manufacturer;
- (b) the sale is primarily aimed at promoting the manufacturer's product and either providing an enhanced tourist experience or fulfilling an educational purpose; and
- (c) the council of the municipality, if any, has passed a resolution in support of the issuance of the licence. O. Reg. 196/07, s. 3.

(4) It is a condition of a licence issued under this section that the licence holder shall not sell or serve liquor earlier than 9 a.m. or later than midnight on any day. O. Reg. 89/19, s. 1; O. Reg. 321/19, s. 1.

(5) A licence issued under this section shall not have attached to it any endorsement referred to in subsection 8 (2). O. Reg. 196/07, s. 3.

(6) Section 13 does not apply to the premises to which the licence applies and sections 21, 23, 32, 35 and 36 do not apply to the licence holder. O. Reg. 196/07, s. 3.

## Applications for and Issuances and Renewals of Licences



3. Revoked: O. Reg. 354/07, s. 1.

4. Subject to section 13 of the Act, a licence to sell liquor expires on such date, determined by the Registrar, as is set out in the licence. O. Reg. 63/98, s. 2; O. Reg. 144/11, s. 1.

5. (1) An application for the issue or renewal of a licence to sell liquor must be on a form supplied by the Registrar. O. Reg. 63/98, s. 3; O. Reg. 144/11, s. 1.

(2) Revoked: O. Reg. 247/02, s. 3.

## Public Notice of Application

6. (1) For the purposes of clause 7 (1) (a) of the Act, the manner of giving notice in a newspaper of an application for a licence to sell liquor is as described in this section. R.R.O. 1990, Reg. 719, s. 6 (1).

(2) The advertisement must state that an application has been made and state the location of the premises to be licensed. R.R.O. 1990, Reg. 719, s. 6 (2).

(3) If the application is made in respect of outdoor premises, the advertisement must so state. R.R.O. 1990, Reg. 719, s. 6 (3).

(4) The advertisement must state the date by which written objections to the issuance of the licence must be received by the Registrar. O. Reg. 63/98, s. 4; O. Reg. 144/11, s. 1.

(5) No notice in a newspaper is required if the premises to be licensed is a railway car. R.R.O. 1990, Reg. 719, s. 6 (5); O. Reg. 247/02, s. 4.

7. Revoked: O. Reg. 230/03, s. 3.

7.1 (1) In the absence of evidence to the contrary, the Registrar shall consider a resolution of the council of the municipality, in which are located the premises for which a person makes an application to sell liquor or holds a licence to sell liquor, as proof of the needs and wishes of the residents of the municipality for the purposes of clause 6 (2) (h) of the Act. O. Reg. 346/93, s. 2; O. Reg. 31/94, s. 1 (1); O. Reg. 63/98, s. 6 (1); O. Reg. 230/03, s. 4; O. Reg. 144/11, s. 2.

(2) In the absence of evidence to the contrary, the Registrar shall consider a written statement by an authorized officer of the Ministry of Finance that an applicant for a licence or for a transfer of a licence or a holder of a licence owes tax under the *Retail Sales Tax Act*, as proof that the person cannot reasonably be expected to be financially responsible in the conduct of business for the purposes of clause 6 (2) (a) of the Act. O. Reg. 31/94, s. 1 (2); O. Reg. 63/98, s. 6 (2); O. Reg. 144/11, s. 2.

## Classes of Licences

**8. (1)** The following classes of licences to sell liquor are established:

1. A liquor sales licence authorizing the sale and service of liquor for consumption on the premises to which the licence applies.
2. A mini bar licence authorizing the sale and service of liquor from a dispenser in a room rented as overnight accommodation on the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 8 (1).

**(2)** The following endorsements to liquor sales licences are established:

1. A brew pub endorsement authorizing the sale and service, for consumption on the premises to which the licence applies, of beer manufactured by the applicant.
2. A wine pub endorsement authorizing the sale and service, for consumption on the premises to which the licence applies, of wine manufactured by the applicant.
3. A caterer's endorsement authorizing the applicant to sell and serve liquor for an event held on premises other than the premises to which the liquor sales licence applies.
4. A room service endorsement authorizing the applicant to sell and serve liquor to persons registered as guests in a facility that rents overnight accommodation adjacent to the premises to which the licence applies.
5. A mini bar endorsement authorizing the sale and service of liquor from a dispenser in a room rented as overnight accommodation in a facility adjacent to the premises to which the liquor sales licence applies.
6. A golf course endorsement authorizing the sale and service of liquor to persons on a golf course for consumption on the playing area of a golf course.
7. Revoked: O. Reg. 181/11, s. 2.
8. A bring-your-own wine endorsement authorizing the holder of a liquor sales licence for a restaurant or for a banquet room located in a hotel or motel to permit patrons to bring unopened bottles of commercially-made wine into the restaurant or banquet room to which the licence applies for their own consumption. R.R.O. 1990, Reg. 719, s. 8 (2); O. Reg. 163/96, s. 1; O. Reg. 230/03, s. 5; O. Reg. 8/05, s. 2; O. Reg. 354/07, s. 2; O. Reg. 144/11, s. 3; O. Reg. 181/11, s. 2.

**(3)** A room is considered to be rented as overnight accommodation if it is rented on a short term basis to persons who are not ordinarily resident in it. R.R.O. 1990, Reg. 719, s. 8 (3).

## Standards for Premises

**9.** The standards described in sections 10 to 14 apply with respect to premises, or the part of premises, used in connection with the sale and service of liquor. R.R.O. 1990, Reg. 719, s. 9; O. Reg. 31/94, s. 2; O. Reg. 230/03, s. 6.

**10.** (1) Premises used as a dwelling must not be used for the sale of liquor. R.R.O. 1990, Reg. 719, s. 10 (1).

(2) Outdoor premises must not be used for the sale of liquor if the premises are used in conjunction with a dwelling. R.R.O. 1990, Reg. 719, s. 10 (2).

**11.** Revoked: O. Reg. 181/11, s. 3.

**11.1-11.4** Revoked: O. Reg. 230/03, s. 8.

**12.** (1) The maximum capacity of premises to which the *Building Code Act, 1992* applies is the maximum capacity determined under that Act. O. Reg. 230/03, s. 9.

(2) The maximum capacity of premises to which the *Building Code Act, 1992* does not apply is the maximum capacity determined under the *Fire Protection and Prevention Act, 1997* if that Act applies to the premises. O. Reg. 230/03, s. 9.

(3) The maximum capacity of premises to which neither the *Building Code Act, 1992* nor the *Fire Protection and Prevention Act, 1997* applies is determined by allowing 1.11 square metres per person. O. Reg. 230/03, s. 9.

(4) Subsections (1), (2) and (3) do not apply to railway cars, boats and the playing area of a golf course. O. Reg. 230/03, s. 9.

**13.** Premises to which a licence applies, other than on a railway car or a boat, must be readily distinguishable from adjacent premises to which the licence does not apply. O. Reg. 247/02, s. 11; O. Reg. 260/20, s. 4.

**14.** A boat to which a liquor sales licence applies must have a minimum seating capacity of twelve people. R.R.O. 1990, Reg. 719, s. 14.

**14.1** Revoked: O. Reg. 230/03, s. 10.

## Prohibited Methods and Practices Respecting the Serving of Liquor

**15.** (1) Except as provided in subsection (2), the holder of a licence to sell liquor shall not contract out the sale and service of liquor. O. Reg. 230/03, s. 11; O. Reg. 377/20, s. 1 (1).

(2) The Registrar shall authorize a licence holder to contract out the sale and service of liquor to a person who is applying to receive the transfer of the licence holder's licence if,

- (a) the applicant has filed with the Registrar an application for transfer and paid the required fee; and

- (b) the licence holder has signed an authorization for the applicant to operate the business and has filed it with the Registrar. O. Reg. 230/03, s. 11; O. Reg. 144/11, s. 3; O. Reg. 377/20, s. 1 (2).

(3) The licence holder shall remain liable under the licence during the period for which the sale and service of liquor has been contracted out and the authorization shall state that the licence holder is so liable for that period. O. Reg. 230/03, s. 11; O. Reg. 377/20, s. 1 (3).

(4) An authorization expires,

- (a) on the issuance of the transfer of the licence; or
- (b) on the issuance of a notice of proposal to refuse the transfer. O. Reg. 230/03, s. 11.

**16.** (1) The holder of a licence to sell liquor shall not carry on the business to which the licence applies under a name other than the name set out on the licence. R.R.O. 1990, Reg. 719, s. 16 (1).

(2) The Registrar may authorize a licence holder to carry on business in another name if the Registrar considers that the public will not be misled as to the obligations of the licence holder under the Act. R.R.O. 1990, Reg. 719, s. 16 (2); O. Reg. 63/98, s. 9; O. Reg. 144/11, s. 3.

**17.** (1) The holder of a licence to sell liquor shall not supply liquor to a person except in accordance with the conditions of the liquor sales licence. O. Reg. 230/03, s. 12.

(2) The licence holder shall ensure that liquor is offered for sale, sold and served only under the supervision of an employee authorized by the licence holder for the purpose. O. Reg. 230/03, s. 12.

(3) The licence holder shall ensure that no liquor is sold or served from a vending machine. O. Reg. 230/03, s. 12.

**18.** The holder of a licence to sell liquor shall not substitute one type of liquor for another in a customer's drink unless the customer consents to the substitution. R.R.O. 1990, Reg. 719, s. 18.

**18.1** The holder of a licence to sell liquor shall not require a person to purchase a minimum number of drinks in order to gain entry to, or remain on, the premises to which the licence applies. O. Reg. 230/03, s. 13.

**18.2** (1) The holder of a licence to sell liquor shall not permit contests on the premises to which the licence applies which involve the purchase or consumption of liquor. O. Reg. 230/03, s. 13.

(2) The licence holder shall not permit contests which require a patron to remain on the premises in order to receive a prize except in the case of break open tickets, raffles and bingo games held on premises located in a bingo hall referred to in section 15 of Ontario Regulation 68/94 (Registration of Suppliers and Gaming Assistants — Games of Chance Held under a Licence) made

under the *Gaming Control Act, 1992* pursuant to a lottery licence issued to a charitable or religious organization pursuant to clause 207 (1) (b) of the *Criminal Code* (Canada). O. Reg. 563/06, s. 1.

(3) Except as permitted in subsection 33 (2), the licence holder shall not permit free liquor to be offered or given to a patron as a prize in a contest. O. Reg. 230/03, s. 13.

**19.** (1) The holder of a licence to sell liquor shall not adulterate liquor by adding any substance to it or keep for sale or sell adulterated liquor. R.R.O. 1990, Reg. 719, s. 19 (1).

(2) The licence holder may add a substance to a customer's drink when requested to do so by the customer. R.R.O. 1990, Reg. 719, s. 19 (2).

**20.** (0.1) In this section,

“casino” means premises maintained for the purpose of playing or operating a lottery scheme as defined in subsection 207 (4) of the *Criminal Code* (Canada) that is conducted and managed by the Ontario Lottery and Gaming Corporation, except if the Corporation shares any portion of the profits from the lottery scheme with charitable organizations. O. Reg. 89/19, s. 2 (1).

(1) The holder of a licence to sell liquor shall not engage in or permit practices that may tend to encourage patrons' immoderate consumption of liquor. O. Reg. 354/07, s. 3.

(2) Without restricting the generality of subsection (1), if the licence holder's premises are not a casino, the licence holder shall not advertise the availability of complimentary liquor or supply complimentary servings of liquor except in circumstances that are consistent with not encouraging the immoderate consumption of liquor and except for the purpose of customer relations. O. Reg. 89/19, s. 2 (2).

(2.1) Without restricting the generality of subsection (1), if the licence holder's premises are a casino, the licence holder shall not,

- (a) advertise the availability of complimentary liquor except if there is a sign prominently displayed in the areas of the premises where liquor is sold, served or consumed that warns of the dangers of overconsumption of liquor; or
- (b) supply complimentary servings of liquor except in circumstances that are consistent with not encouraging the immoderate consumption of liquor. O. Reg. 89/19, s. 2 (2).

(3) Without restricting the generality of subsection (1), the licence holder shall not offer for sale a serving of liquor for less than the following amount, including all applicable taxes:

- 1. \$2.00, subject to paragraph 2.
- 2. In the case of spirits containing more than 14.8 per cent alcohol by volume, \$1.34. O. Reg. 727/20, s. 1.

(4) For the purposes of subsection (3), a serving of liquor is prescribed, by volume and type, as follows:

1. 341 ml (12 oz.) of beer, cider or cooler.
2. 29 ml (1 oz.) of spirits.
3. 142 ml (5 oz.) of wine.
4. 85 ml (3oz.) of fortified wine. O. Reg. 354/07, s. 3.

(5) If a licence holder offers for sale a serving of liquor that differs from the volume prescribed in subsection (4), the minimum price for that serving shall increase or decrease in direct proportion to the difference in volume of liquor contained in that serving. O. Reg. 354/07, s. 3.

(6) Revoked: O. Reg. 181/11, s. 4 (3).

(7) Without restricting the generality of subsection (1), a licence holder may offer a package of food and liquor at a fixed price at an event if,

- (a) the licence holder and event organizer have entered into a written contract that sets out separately the price of the food component and the price of the liquor component of the package;
- (b) the price of the food component is the fair market price and represents more than 50 per cent of the total price of the package;
- (c) the event is intended only for the invited guests of the event organizer, is not advertised to the general public and is not open to the general public;
- (d) attendees are not charged a fee for admission to the event or for liquor or food;
- (e) the event organizer or the organizer's delegate remains on the premises at all times during the event;
- (f) the time for which alcoholic drinks may be provided to attendees without charge to the attendee does not exceed eight hours;
- (g) the licence holder, the employees and managers of the licence holder and the security personnel other than paid duty police officers acting as security personnel at the event have completed a server training course approved by the Board; and
- (h) the licence holder keeps all contracts relating to the event for at least one year after the event takes place and, on request, produces them to a person designated under section 43 of the Act or to a police officer. O. Reg. 354/07, s. 3; O. Reg. 181/11, s. 4 (4); O. Reg. 31/16, s. 2.

(8) Without restricting the generality of subsection (1), the licence holder may offer for sale at one price a package including liquor and one or more of a trip, accommodation, food and services. O. Reg. 181/11, s. 4 (5).

**20.1** Revoked: O. Reg. 354/07, s. 3.

**21.** The holder of a licence shall not directly or indirectly request, demand or receive any financial or material benefit from a manufacturer of liquor or a representative or an employee of the manufacturer. R.R.O. 1990, Reg. 719, s. 21.

**21.1** The holder of a licence shall not have or permit on the licensed premises a device, known as an alcohol without liquid vaporizer, designed or marketed for the purpose of mixing alcohol with oxygen or another gas to produce a mist for inhalation. O. Reg. 354/07, s. 4.

## Conditions of Liquor Sales Licences

**22.** The conditions set out in sections 23 to 56.2 apply with respect to liquor sales licences. R.R.O. 1990, Reg. 719, s. 22; O. Reg. 727/20, s. 2.

**23.** (1) The licence holder shall not operate or permit to be operated at the premises to which the licence applies the business of providing entertainment designed to appeal to erotic or sexual appetites or inclinations if the entertainment includes entertainment provided by a person under 18 years of age. O. Reg. 181/11, s. 5.

(2) In subsection (1),

“entertainment designed to appeal to erotic or sexual appetites or inclinations” includes entertainment,

(a) a feature or characteristic of which is the nudity or partial nudity of a person, or

(b) in respect of which the word “nude”, “naked”, “topless”, “bottomless”, “sexy” or “nu” or any other word or any picture, symbol or representation having like meaning or implication is used in any advertisement. O. Reg. 181/11, s. 5.

(3) Subsections 41 (3), (4) and (5) and subsections 42 (1) and (2) apply with respect to the enforcement of subsection (1). O. Reg. 181/11, s. 5.

**24.** Revoked: O. Reg. 230/03, s. 17.

**25.** (1) Except for December 31, liquor may be sold and served only between 9 a.m. on any day and 2 a.m. on the following day. O. Reg. 425/19, s. 1.

(2) On December 31, liquor may be sold and served only between 9 a.m. and 3 a.m. on the following day. O. Reg. 425/19, s. 1.

(3) Despite subsections (1) and (2), liquor that is sold in accordance with subsection 33 (8) from a government store described in that subsection shall not be sold except during the permitted hours of operation of the store. O. Reg. 425/19, s. 1.

(4) Despite subsections (1) and (2), liquor may be sold and served at any time at licensed premises located in a sterile area of an airport that is designated under section 5 of the *Customs Act* (Canada) as an Airport of Entry or Airport of Entry/15. O. Reg. 425/19, s. 1.

(5) For the purposes of subsection (4),

“sterile area” has the same meaning as in the *Canadian Aviation Security Regulations, 2012* made under the *Aeronautics Act*(Canada). O. Reg. 425/19, s. 1.

(6) This section does not apply with respect to the sale or service of liquor from a mini bar. O. Reg. 425/19, s. 1.

**26.** (1) The Registrar may extend the hours of sale of liquor during events of provincial, national or international significance. R.R.O. 1990, Reg. 719, s. 26 (1); O. Reg. 63/98, s. 11; O. Reg. 247/02, s. 14; O. Reg. 144/11, s. 3.

(2) The Registrar may extend the hours of sale of liquor during events of municipal significance if the council of the municipality, or its delegate, has designated the event as one of municipal significance. O. Reg. 346/93, s. 5; O. Reg. 63/98, s. 11; O. Reg. 247/02, s. 14; O. Reg. 144/11, s. 3.

(3) In subsection (2),

“municipality” includes an upper-tier municipality. O. Reg. 230/03, s. 18.

**27.** Liquor may be sold and served on a railway car only when the railway car is being used for the primary purpose of transporting its passengers and is in transit. R.R.O. 1990, Reg. 719, s. 27.

**28.** Revoked: O. Reg. 727/20, s. 3.

**29.** The licence holder shall ensure that evidence of liquor that has been served and consumed on the premises is removed within forty-five minutes after the end of the period during which liquor may be sold and served under the licence. R.R.O. 1990, Reg. 719, s. 29.

**30.** (1) Revoked: O. Reg. 230/03, s. 19.

(2) The licence holder shall not employ a person under eighteen years of age to sell or serve liquor on the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 30 (2).

**31.** (1) The licence holder may keep for sale, sell and serve,

(a) Revoked: O. Reg. 230/03, s. 20.

(b) only liquor that the licence holder has purchased from a government store or a store operated by Brewers Retail Inc.; and

(c) only liquor that the licence holder purchased under the licence. R.R.O. 1990, Reg. 719, s. 31 (1); O. Reg. 230/03, s. 20; O. Reg. 299/15, s. 1.



(2) When purchasing liquor under the licence, the licence holder shall provide the government store or the store operated by Brewers Retail Inc. with the licence number. R.R.O. 1990, Reg. 719, s. 31 (2); O. Reg. 299/15, s. 2.

(3) Despite subsection (1), the licence holder with a bring-your-own-wine endorsement may serve commercially-made wine to patrons who brought the wine into the restaurant to which the licence applies. O. Reg. 8/05, s. 3.

(4) Despite subsection (1), the licence holder with a bring-your-own-wine endorsement may serve commercially-made wine to patrons who brought the wine into the banquet room to which the licence applies, while the patrons are seated at tables in the banquet room consuming a meal. O. Reg. 8/05, s. 3.

(5) Despite subsection (1), a licence holder may keep for sale, sell and serve liquor that was transferred to the premises to which the licence applies from another licensed premises in accordance with subsection 33 (9). O. Reg. 109/21, s. 2.

**31.1** (1) Subject to subsection (2), the licence holder shall not have or permit any one to have in the premises to which the licence applies or that are used in connection with the sale and service of liquor, including the liquor and food preparation area and storage areas, any container that contains liquor or any other substance other than the liquor contained in the container at the time the licence holder purchased the container under the licence from a government store or a store operated by Brewers Retail Inc. or at the time the liquor was transferred to the premises from another licensed premises in accordance with subsection 33 (9), as the case may be. O. Reg. 31/94, s. 6; O. Reg. 299/15, s. 1; O. Reg. 109/21, s. 3 (1).

(2) A licence holder may use automatic dispensing equipment to serve liquor if all the liquor contained in the automatic dispensing equipment comes from the same container of liquor that the licence holder has purchased under licence from a government store or a store operated by Brewers Retail Inc. or that was transferred to the premises to which the licence applies from another licensed premises in accordance with subsection 33 (9), as the case may be. O. Reg. 31/94, s. 6; O. Reg. 299/15, s. 1; O. Reg. 109/21, s. 3 (2).

**32.** (1) A licence holder who offers spirits, beer or wine for sale shall keep in stock and offer for sale a variety of liquor products of a variety of manufacturers. O. Reg. 230/03, s. 21.

(2) A licence holder is not required to offer for sale more than one brand of draught beer except if the premises to which the licence applies is a stadium. O. Reg. 181/11, s. 7.

**33.** (1) The licence holder shall not permit liquor, other than liquor purchased by the licence holder under licence from a government store or a store operated by Brewers Retail Inc., to be brought onto the premises to which the licence applies or that are used in connection with the sale and service of liquor, including the liquor and food preparation area and storage areas. O. Reg. 31/94, s. 7; O. Reg. 299/15, s. 1.

(1.1) Despite subsection (1), the holder of a licence obtained under section 2 or 2.1 may bring sealed, unopened liquor purchased from a government store to which an authorization under clause 3 (1) (e) of the *Liquor Control Act* applies onto the licensed premises for the purposes of selling it to a patron, if the store is located on the manufacturing site. O. Reg. 31/16, s. 4; O. Reg. 260/20, s. 5.

(2) Despite subsection (1), liquor may be brought onto premises to which the licence applies for the purpose of being awarded as a prize at a lottery event conducted in accordance with paragraph 207 (1) (b) of the *Criminal Code* (Canada). O. Reg. 247/02, s. 15.

(3) Despite subsection (1), the licence holder may permit a manufacturer of liquor or a representative or employee of a manufacturer or the Liquor Control Board of Ontario to bring liquor onto the premises to which the licence applies for the purpose of having the licence holder or the licence holder's employees sample the liquor in the presence of the manufacturer, representative or employee. O. Reg. 284/02, s. 2.

(4) The licence holder shall ensure,

- (a) that the sampling is conducted in accordance with the guidelines on the sampling of liquor issued by the Registrar and published on the website of the Alcohol and Gaming Commission of Ontario, as they are amended from time to time; and
- (b) that any sampled liquor remaining at the conclusion of the sampling is immediately removed from the premises. O. Reg. 284/02, s. 2; O. Reg. 144/11, s. 3; O. Reg. 299/15, s. 3 (1).

(5) Despite subsection (1), the licence holder with a bring-your-own-wine endorsement may permit patrons to bring unopened bottles of commercially-made wine into the restaurant or banquet room to which the licence applies. O. Reg. 8/05, s. 4.

(6) Despite subsection (1), the licence holder may permit patrons to bring sealed, unopened liquor purchased from a government store or a store to which an authorization under clause 3 (1) (e) or (e.1) of the *Liquor Control Act* applies onto the premises if the liquor is intended for personal use elsewhere than on or adjacent to the premises. O. Reg. 354/07, s. 6; O. Reg. 299/15, s. 3 (2).

(7) Despite subsection (1), the licence holder may permit sealed, unopened liquor to be brought onto the licensed premises for the purposes of an auction authorized by the Registrar and conducted by a charitable organization that is registered under the *Income Tax Act* (Canada) or by an administrator, executor or law enforcement officer acting within the scope of the person's duties. O. Reg. 31/16, s. 4.

(8) Despite subsection (1), a manufacturer who holds a licence obtained under section 2 may, on behalf of a patron, bring onto the premises to which the licence applies sealed, unopened liquor that the holder has purchased on behalf of the patron from a government store to which an authorization under clause 3 (1) (e) of the *Liquor Control Act* applies that is located on the manufacturing site of the manufacturer. O. Reg. 31/16, s. 4.

(9) Despite subsection (1), the licence holder may permit liquor to be brought onto the licensed premises from another licensed premises if the following conditions are met:

1. The licences for the premises are held by the same licence holder, or by a licence holder and an affiliate of the licence holder, and the transfer of the liquor is carried out or supervised by the licence holder or, if applicable, affiliate.
2. Neither of the licences has been suspended, and no proposal has been issued to revoke or suspend the licence.
3. The licensed premises from which the liquor is to be transferred is no longer operating or will imminently cease to operate on either a temporary or permanent basis.
4. Before the liquor is transferred, the licence holder or, if applicable, affiliate gives written notice of the transfer to the Registrar containing the information listed in subsection (11) within the time and in the form and manner specified by the Registrar.
5. No remuneration is provided for the transferred liquor.
6. The liquor is transferred in securely closed containers. O. Reg. 109/21, s. 4.

(10) For the purposes of paragraph 1 of subsection (9), two or more persons are affiliated if they are affiliates as determined under the *Alcohol, Cannabis and Gaming Regulation and Public Protection Act, 1996*, if they are partners in the same partnership or if they are members of the same joint venture. O. Reg. 109/21, s. 4.

(11) For the purposes of paragraph 4 of subsection (9), the notice shall specify,

- (a) the licence numbers of the licences that apply in respect of the two premises;
- (b) the type, brand and quantity of liquor to be transferred;
- (c) with respect to each container of liquor to be transferred, whether or not it will have been opened before the transfer; and
- (d) whether the closure or imminent closure of the licensed premises from which the liquor is to be transferred is intended to be temporary or permanent. O. Reg. 109/21, s. 4.

**34.** (1) The licence holder shall not permit a patron to remove liquor from the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 34.

(2) Despite subsection (1), liquor may be removed from the premises to which the licence applies where the liquor has been awarded as a prize at a lottery event conducted in accordance with paragraph 207 (1) (b) of the *Criminal Code* (Canada). O. Reg. 247/02, s. 16.

(3) Despite subsection (1), where a patron has purchased a bottle of commercially-made wine from the licence holder or has brought commercially-made wine into a restaurant or banquet room and has not consumed all of the wine in a bottle that has been opened, the licence holder may permit the patron to remove the bottle containing the remaining wine from the licensed

premises if the licence holder has recorked the bottle with a cork that is flush with the top of the bottle. O. Reg. 8/05, s. 5.

(4) Despite subsection (1), where a patron has brought commercially-made wine into a restaurant or banquet room and the bottle has not been opened, the licence holder shall permit the patron to remove the wine from the restaurant or banquet room when the patron departs. O. Reg. 8/05, s. 5.

(4.1) Despite subsection (1), where a patron, in accordance with subsection 33 (6), has brought sealed, unopened liquor purchased from a government store or a store to which an authorization under clause 3 (1) (e) or (e.1) of the *Liquor Control Act* applies onto the premises and the liquor has not been opened, the licence holder shall permit the patron to remove the liquor from the premises when the patron departs. O. Reg. 299/15, s. 4.

(4.2) Despite subsection (1), a successful bidder for liquor at an authorized auction held on the licensed premises may remove the liquor obtained at the auction from the premises. O. Reg. 31/16, s. 5.

(4.3) Despite subsection (1), liquor may be removed from the licensed premises of a manufacturer who holds a licence under section 2 or 2.1 if it is being taken to,

- (a) other licensed premises of the manufacturer that is located on the manufacturing site of the manufacturer or that shares the same municipal or property address, as the case may be; or
- (b) a store to which an authorization under clause 3 (1) (e) of the *Liquor Control Act* applies and that is located on the manufacturing site of the manufacturer. O. Reg. 260/20, s. 6.

(4.4) Despite subsection (1), if a manufacturer, on behalf of a patron in accordance with subsection 33 (8), brings liquor onto the premises and the liquor has not been opened, the licence holder shall permit the patron to remove the liquor from the premises when the patron departs. O. Reg. 31/16, s. 5.

(5) Despite subsections (3) and (4), the licence holder shall not permit a patron who is or appears to be intoxicated to remove wine from the licensed premises. O. Reg. 8/05, s. 5.

**34.1** (1) Despite subsections 33 (1) and 34 (1), the licence holder may permit a patron at a public event for which a permit has been issued under Ontario Regulation 389/91 (Special Occasion Permits) made under the Act to bring a serving of liquor as described in subsection 20 (4) or less of it onto the premises to which the licence applies and to remove the serving of liquor or less of it from the premises if,

- (a) the event is an outdoor event taking place on both the premises to which the licence applies and premises to which the licence does not apply;
- (b) the applicant for the permit has requested a patron be permitted to so act;

- (c) the council of the municipality, or its delegate, has designated the event as one of municipal significance;
- (d) the liquor is not removed from the premises to which the permit applies;
- (e) the licence holder and the permit holder have entered into an agreement with each other to ensure that there is no unreasonable risk to public safety, the public interest and the public and no unreasonable risk of non-compliance with the Act and the regulations by either of the parties; and
- (f) the parties to the agreement described in clause (e) have provided it to the Registrar at least 30 days before the event. O. Reg. 181/11, s. 8.

(2) Despite subsections 33 (1) and 34 (1), the holder of a licence obtained under section 2 or 2.1 may permit patrons to bring a serving of liquor purchased under the licence onto other licensed premises of the holder or a store to which an authorization under clause 3 (1) (e) of the *Liquor Control Act* applies and to remove all or part of the serving of liquor from the other licensed premises or the store if,

- (a) the other licensed premises or the store, as the case may be, are on the manufacturing site of the holder; and
- (b) the serving of liquor remains in an area that is part of the other licensed premises or that is authorized under that clause. O. Reg. 31/16, s. 6.

**35.** (1) The licence holder shall ensure that light meals are available for sale to patrons on the premises. R.R.O. 1990, Reg. 719, s. 35 (1).

(2) The holder of a licence for premises in a theatre is not required to have light meals available if liquor is sold and served for a maximum of one hour before the performance, during intermission and for a maximum of one hour after the performance. R.R.O. 1990, Reg. 719, s. 35 (2).

**36.** The licence holder shall ensure that meals sold and served on the premises to which the licence applies are prepared on the premises or on nearby premises that are under the control of the licence holder. O. Reg. 346/93, s. 6.

**37.** Revoked: O. Reg. 230/03, s. 22.

**38.** The licence holder shall ensure that a variety of non-alcoholic beverages is available for sale at moderate prices in relation to the prices charged for liquor. R.R.O. 1990, Reg. 719, s. 38.

**39.** On and after January 1, 2008, all current and new licence holders shall ensure that all managers, persons involved in the sale or service of liquor and security staff whom the licence holder employs or, in the case of a stadium, uses, hold a certificate demonstrating the successful completion of a server training course approved by the Board. O. Reg. 181/11, s. 9; O. Reg. 31/16, s. 7.

**40.** The licence holder shall ensure that the licence holder and any person involved in the sale or service of liquor, providing security or management services, including managers of the premises, have successfully completed any applicable training courses or programs approved by the Board within the time periods specified by the Board. O. Reg. 354/07, s. 7; O. Reg. 144/11, s. 5.

**41.** (1) The licence holder shall ensure that, before liquor is sold or served to a person apparently under the age of nineteen years, an item of identification of the person is inspected. R.R.O. 1990, Reg. 719, s. 41 (1).

(2) If a condition of the liquor sales licence prohibits the entry of persons under nineteen years of age at the premises to which the licence applies, the licence holder shall ensure that an item of identification is inspected before admitting the person to the premises. R.R.O. 1990, Reg. 719, s. 41 (2).

(3) The item of identification must include a photograph of the person and state his or her date of birth and must reasonably appear to have been issued by a government. R.R.O. 1990, Reg. 719, s. 41 (3).

(4) Without limiting the generality of subsection (3), the item of identification may be any of the types prescribed in subsection (5). R.R.O. 1990, Reg. 719, s. 41 (4).

(5) The following types of identification are prescribed for the purpose of subsection 30 (6) of the Act:

1. A driver's licence issued by the Province of Ontario with a photograph of the person to whom the licence is issued.
2. A Canadian passport.
3. A Canadian citizenship card with a photograph of the person to whom the card is issued.
4. A Canadian armed forces identification card.
5. A secure certificate of Indian status issued by the Government of Canada.
6. A photo card issued by the Liquor Control Board of Ontario.
7. A permanent resident card issued by the Government of Canada.
8. A photo card issued under the *Photo Card Act, 2008*. R.R.O. 1990, Reg. 719, s. 41 (5); O. Reg. 560/96, s. 1; O. Reg. 63/98, s. 13 (1); O. Reg. 230/03, s. 23 (1); O. Reg. 181/11, s. 10.

(6) Revoked: O. Reg. 230/03, s. 23 (2).

**42.** (1) At the request of an inspector designated under section 43 of the Act, the licence holder or an employee of the licence holder shall request evidence as to the age of a person on the premises to which the licence applies. O. Reg. 63/98, s. 14; O. Reg. 354/07, s. 8.

(2) The inspector may make the request if he or she believes that the person may be less than 19 years of age. O. Reg. 63/98, s. 14.

**43.** The licence holder shall ensure that the number of persons on the premises to which the licence applies, including employees of the licence holder, does not exceed the capacity of the licensed premises as stated on the licence. O. Reg. 346/93, s. 7.

**44.** (1) The licence holder shall ensure that no person enters behind the bar at the premises to which the licence applies during the hours that liquor is sold or served unless the person is,

- (a) an employee authorized by the licence holder to enter behind the bar;
- (b) a representative of a manufacturer who is in the course of carrying out his or her duties;
- (c) an employee of the Alcohol and Gaming Commission of Ontario;
- (d) a government inspector who is in the course of carrying out his or her duties; or
- (e) a police officer. R.R.O. 1990, Reg. 719, s. 44 (1); O. Reg. 63/98, s. 15; O. Reg. 230/03, s. 24.

(2) The licence holder shall ensure that police officers acting in the course of their duties are given access to the premises to which the licence applies and to the adjacent washrooms, liquor and food preparation areas and storage areas under the exclusive control of the licence holder. R.R.O. 1990, Reg. 719, s. 44 (2).

**45.** (1) The licence holder shall not permit drunkenness, unlawful gambling or riotous, quarrelsome, violent or disorderly conduct to occur on the premises or in the adjacent washrooms, liquor and food preparation areas and storage areas under the exclusive control of the licence holder. R.R.O. 1990, Reg. 719, s. 45 (1); O. Reg. 230/03, s. 25.

(2) The licence holder shall not permit a person to hold, offer for sale, sell, distribute or consume a controlled substance as defined in the *Controlled Drugs and Substances Act* (Canada) on the premises or in the adjacent washrooms, liquor and food preparation areas and storage areas under the exclusive control of the licence holder. R.R.O. 1990, Reg. 719, s. 45 (2); O. Reg. 247/02, s. 17; O. Reg. 24/04, s. 1.

**45.1** The licence holder shall ensure that reasonable measures are in place and reasonable efforts are made to deter disorderly conduct on property adjacent to and in the vicinity of the premises and to minimize damage, nuisance or other harm to such property arising out of disorderly conduct engaged in by patrons of the licence holder or persons attempting or waiting to enter the premises or leaving the premises. O. Reg. 354/07, s. 9.

**45.2** The licence holder shall ensure that the licence holder or a manager appointed by the licence holder maintains control over the premises, including exercising control over who is permitted to enter the premises or remain on the premises and the activities that are permitted to occur on the premises. O. Reg. 354/07, s. 9.

**46.** The holder of a licence that applies to outdoor premises shall not permit noise that arises directly or indirectly from entertainment on the premises or from the sale and service of liquor to disturb persons who reside near the premises. R.R.O. 1990, Reg. 719, s. 46.

**47.** (1) Liquor belonging to the licence holder must be stored adjacent to the premises for which the licence is issued. O. Reg. 230/03, s. 26.

(2) Despite subsection (1), liquor may be stored in a convenient location near the premises if the premises is a railway car or a boat or if it is not practical to store the liquor adjacent to the premises. O. Reg. 230/03, s. 26.

(3) The licence holder shall notify the Registrar of the location of any liquor stored away from the premises pursuant to subsection (2). O. Reg. 230/03, s. 26; O. Reg. 144/11, s. 3.

**48.** If a liquor sales licence is issued in respect of more than one premises, the service bar at one premises may be used to service a second premises but only the licence holder or the licence holder's employees may carry the liquor across an area not under the exclusive control of the licence holder in order to reach the second premises. O. Reg. 181/11, s. 11.

**49.** The licence holder shall not alter the boundaries of the premises to which the licence applies or add tiered seating on the premises without the prior written consent of the Registrar. O. Reg. 63/98, s. 17; O. Reg. 144/11, s. 3; O. Reg. 181/11, s. 12.

**50.** The holder of a licence that applies to premises other than a railway car or a boat shall ensure that the premises complies with,

- (a) all applicable zoning by-laws respecting the use of the premises;
- (b) the *Building Code Act, 1992*;
- (c) the *Fire Protection and Prevention Act, 1997*; and
- (d) the *Health Protection and Promotion Act*. O. Reg. 247/02, s. 19.

**51.** The holder of a licence that applies to a boat must have a current inspection certificate issued under the *Canada Shipping Act* attesting to the fitness of the boat. R.R.O. 1990, Reg. 719, s. 51.

**52.** The licence holder shall post the licence in a conspicuous place in the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 52.

**53.** The licence holder shall make available to, or shall post in locations visible to, persons on the premises lists describing,

- (a) the varieties of liquor available for sale;
- (b) the amount of liquor in each type of drink offered for sale;
- (c) the varieties of non-alcoholic beverages available for sale; and
- (d) the purchase price of the liquor and the non-alcoholic beverages. O. Reg. 230/03, s. 27.

**54.** (1) The licence holder shall retain for one year,



- (a) records of the purchases of liquor offered for sale in the premises to which the licence applies; and
- (b) records of the sales of liquor in the premises to which the licence applies. O. Reg. 230/03, s. 28.

(2) The records must include purchase invoices. O. Reg. 230/03, s. 28.

**55.** (1) If a licence is suspended, the licence holder shall post a sign provided by the Registrar concerning the suspension and shall ensure that the sign remains posted throughout the suspension. O. Reg. 63/98, s. 18; O. Reg. 144/11, s. 3.

(2) The sign must be in a conspicuous place that is visible from the exterior of the premises to which the suspension applies. R.R.O. 1990, Reg. 719, s. 55 (2).

**56.** (1) A licence holder who permanently ceases to operate the business shall immediately surrender the licence to the Registrar. O. Reg. 63/98, s. 19; O. Reg. 144/11, s. 3; O. Reg. 109/21, s. 5.

(2) Subsection (1) does not apply if an application is made to transfer the licence. R.R.O. 1990, Reg. 719, s. 56 (2).

**56.1** (1) Despite subsection 34 (1), and subject to subsection (1.1), liquor in a securely closed container may be removed by a patron from the premises to which the licence applies if the licence holder ensures that,

- (a) food sold by the licence holder at the licensed premises is purchased together with the liquor, and the food and liquor are removed from the premises together;
- (b) before the liquor is provided to a patron apparently under the age of nineteen years for removal from the premises, an item of identification of the person referred to in subsection (2) is inspected; and
- (c) the patron to whom the liquor is provided is the same patron who purchased the liquor. O. Reg. 86/20, s. 1; O. Reg. 727/20, s. 4 (1, 2); O. Reg. 730/20, s. 1 (1).

(1.1) Subsection (1) does not apply with respect to a licence holder in the following circumstances:

1. In the case of a licence holder to whom a licence was issued or transferred with respect to a premises before December 9, 2020, the premises is, or is located within, a convenience store, grocery store, department store or big-box store.
  2. In the case of a licence holder to whom a licence is issued or transferred with respect to a premises on or after December 9, 2020,
- i. the primary purpose of the premises is a purpose other than the sale and service of food or liquor for consumption on the premises, or

- ii. the premises is located within another commercial establishment that is not a shopping mall. O. Reg. 730/20, s. 1 (2).

(2) The item of identification required for the purposes of clause (1) (b) must be an item of identification acceptable for the purposes of subsections 41 (3) and (4). O. Reg. 86/20, s. 1.

(3) Despite subsections 25 (1) and (2), liquor may be sold to a patron for removal from the premises, and removed from the premises by the patron, only between 9 a.m. and 11 p.m. on any day. O. Reg. 86/20, s. 1.

(3.1), (4) Revoked: O. Reg. 727/20, s. 4 (3).

(5) The licence holder shall retain for one year records of the sales of liquor for removal by a patron from the premises under this section. O. Reg. 86/20, s. 1.

(6) Subsections 57 (3) and 58 (3) are subject to this section. O. Reg. 86/20, s. 1.

(7) The daily records required by subsections 57 (7) and 58 (7) shall include the amounts of beer or wine manufactured by the licence holder, as the case may be, that are sold to a patron for removal from the premises under this section. O. Reg. 86/20, s. 1.

(8) Revoked: O. Reg. 727/20, s. 4 (4).

**56.2** (1) Revoked: O. Reg. 727/20, s. 5 (1).

(2) The licence holder shall ensure that liquor is sold for delivery to another premises only in accordance with this section. O. Reg. 86/20, s. 1.

(3) Despite subsections 25 (1) and (2), liquor may be sold for delivery, including, for greater certainty, the conducting of the delivery, only between 9 a.m. and 11 p.m. on any day. O. Reg. 86/20, s. 1.

(3.1) Revoked: O. Reg. 727/20, s. 5 (1).

(4) Despite subsection 17 (2), the offer for sale and sale of liquor for delivery may be supervised by a holder of a licence to deliver liquor with whom the holder of the licence to sell liquor has entered into an arrangement for the purpose, or by an employee or contractor of the holder of a licence to deliver liquor who is authorized by that holder to do so. O. Reg. 727/20, s. 5 (2).

(5) The sale of liquor for delivery is subject to the following requirements:

1. The liquor must be in a securely closed container.
2. Food sold by the licence holder at the licensed premises must be purchased together with the liquor.

3. The liquor may only be sold for delivery to a residence or a private place, as defined in section 3 of Ontario Regulation 718 of the Revised Regulations of Ontario, 1990 (General) made under the Act. O. Reg. 727/20, s. 5 (2).

(5.1) The licence holder shall ensure that the following requirements are met for each order for liquor sold for delivery under this section, other than an order placed with the holder of a licence to deliver liquor or an employee or contractor of such a holder:

1. The order must include the following information, which must be recorded together with the licence holder's name and address:
  - i. The name and address of the customer.
  - ii. The date on which the liquor is purchased, and the date on which it is to be delivered.
  - iii. The kinds and quantities of liquor to be delivered, and the price paid for them.
  - iv. The address where the liquor is to be delivered.
  - v. The name of the person making the delivery and, if the person is a holder of a licence to deliver liquor or an employee or contractor of such a holder, that holder's licence number.
2. The liquor must be delivered, together with the food that was purchased with it, to the address provided for in the order.
3. Despite paragraph 2, liquor shall not be delivered to a patient in an institution listed in Schedule 1 of Regulation 718 of the Revised Regulations of Ontario, 1990 (General), or to a patient in an institution for the treatment of alcoholics.
4. The liquor must be delivered to a person who is at least nineteen years of age, at the address provided for in the order.
5. Before the delivery of the liquor to a person who is apparently under the age of nineteen years, an item of identification of the person referred to in subsection (6) must be inspected. O. Reg. 727/20, s. 5 (2).

(6) The item of identification required for the purposes of paragraph 5 of subsection (5.1) must be an item of identification acceptable for the purposes of subsections 41 (3) and (4). O. Reg. 86/20, s. 1; O. Reg. 727/20, s. 5 (3).

(7) Revoked: O. Reg. 727/20, s. 5 (4).

(8) The licence holder shall retain every record of an order required by paragraph 1 of subsection (5.1) for one year from the date of delivery of the liquor. O. Reg. 727/20, s. 5 (5).

(9) In the case of orders for liquor sold for delivery under this section that are placed with the holder of a licence to deliver liquor or an employee or contractor of such a holder, the licence

holder shall, for one year from the date of delivery of the liquor, retain records of sales of the liquor that include, in respect of each sale,

- (a) the kinds and quantities of liquor delivered; and
- (b) the licence number of the holder of a licence to deliver liquor who delivered, or whose employee or contractor delivered, the liquor. O. Reg. 727/20, s. 5 (5).

(10), (11) Revoked: O. Reg. 727/20, s. 5 (5).

(12) Nothing in section 10 affects the operation of this section. O. Reg. 86/20, s. 1.

(13) A reference in this Regulation to the sale of liquor includes the sale of liquor for delivery under this section and, for greater certainty, includes the delivery of the liquor. O. Reg. 86/20, s. 1.

(14) Revoked: O. Reg. 727/20, s. 5 (6).

## Conditions of Brew Pub and Wine Pub Endorsements

**57.** (1) The holder of a liquor sales licence with a brew pub endorsement shall ensure that the conditions of the endorsement that are set out in this section are met. R.R.O. 1990, Reg. 719, s. 57 (1).

(2) The beer manufactured by the licence holder must be manufactured at an establishment located at the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 57 (2).

(3) Subject to section 56.2, the beer manufactured by the licence holder must be sold and consumed only,

- (a) on the premises to which the licence holder's licence applies;
- (b) on one premises other than the premises where the beer is manufactured if,
  - (i) the licence holder has at least a 51 per cent interest in the business carried on at the other premises, and
  - (ii) a liquor sales licence applies to the other premises; or
- (c) in accordance with any caterer's endorsement attached to the licence holder's licence. O. Reg. 354/99, s. 1 (1); O. Reg. 727/20, s. 6 (1).

(4) The beer manufactured by the licence holder must not contain more than 6.5 per cent alcohol by volume. R.R.O. 1990, Reg. 719, s. 57 (4).

(5) A sign stating the percentage alcohol content of the beer manufactured by the licence holder must be posted in a conspicuous place on the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 57 (5).

(6) The beer manufactured by the licence holder must be manufactured in accordance with the standards established under the *Food and Drugs Act* (Canada). R.R.O. 1990, Reg. 719, s. 57 (6).

(7) The licence holder shall make a daily record indicating the amount of beer manufactured for sale and the amounts of beer sold at each location referred to in subsection (3), including beer sold for delivery under section 56.2, and shall retain the records for two years. O. Reg. 727/20, s. 6 (2).

**58.** (1) The holder of a liquor sales licence with a wine pub endorsement shall ensure that the conditions of the endorsement that are set out in this section are met. R.R.O. 1990, Reg. 719, s. 58 (1).

(2) The wine manufactured by the licence holder must be manufactured at an establishment located at the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 58 (2).

(3) Subject to section 56.2, the wine manufactured by the licence holder must be sold and consumed only on the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 58 (3); O. Reg. 727/20, s. 7 (1).

(4) The wine manufactured by the licence holder must not contain more than 14 per cent alcohol by volume. R.R.O. 1990, Reg. 719, s. 58 (4).

(5) A sign stating the percentage alcohol content of the wine manufactured by the licence holder must be posted in a conspicuous place on the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 58 (5).

(6) The wine manufactured by the licence holder must be manufactured in accordance with the standards established under the *Food and Drugs Act* (Canada). R.R.O. 1990, Reg. 719, s. 58 (6).

(7) The licence holder shall make a daily record indicating the amount of wine manufactured for sale and the amount sold on the premises to which the licence applies, including wine sold for delivery under section 56.2, and shall retain the records for two years. O. Reg. 727/20, s. 7 (2).

### Conditions of Caterer's Endorsements

**59.** The holder of a liquor sales licence with a caterer's endorsement shall ensure that the conditions of the endorsement that are set out in sections 60 to 66.1 are met. R.R.O. 1990, Reg. 719, s. 59; O. Reg. 482/96, s. 2.

**60.** (1) The licence holder may offer liquor for sale only at events which do not exceed ten consecutive days in duration and which are sponsored by a person other than the licence holder. R.R.O. 1990, Reg. 719, s. 60 (1).

(2) The licence holder shall not offer liquor for sale at a series of events sponsored by the same person if, as a result of doing so, the licence holder is or appears to be operating an ongoing business with the sponsor. R.R.O. 1990, Reg. 719, s. 60 (2).

**61.** Liquor may be sold or served only at events at which light meals are also available. R.R.O. 1990, Reg. 719, s. 61.

**62.** The licence holder shall not sell liquor at events held in a residence. R.R.O. 1990, Reg. 719, s. 62.

**63.** (1) The premises at which an event is held must comply with the requirements of this Regulation for premises to which a liquor sales licence applies. R.R.O. 1990, Reg. 719, s. 63 (1).

(2) Subsection (1) does not apply with respect to a residence. R.R.O. 1990, Reg. 719, s. 63 (2).

**63.1** (1) At least 10 days before a catered event begins, a holder of a liquor sales licence with a caterer's endorsement shall provide to the Registrar and the local police, fire, health and building departments details concerning,

- (a) the nature of the event and the name of the sponsor;
- (b) the address at which the event will be held;
- (c) the dates on which and the hours during which the event will be held;
- (d) the estimated attendance for the event; and
- (e) the boundaries of the area within which liquor will be sold and served and the location of any tiered seating in the area. O. Reg. 354/07, s. 10; O. Reg. 144/11, s. 3; O. Reg. 181/11, s. 13.

(2) Subsection (1) does not apply with respect to events held in premises under the exclusive control of the licence holder if the licence holder gives prior notice to the Registrar of the licence holder's intention to cater events in premises specified in the notice. O. Reg. 354/07, s. 10; O. Reg. 144/11, s. 3.

(3) Subsection (1) does not apply with respect to events held in a residence. O. Reg. 354/07, s. 10.

**63.2** The holder of a liquor sales licence with a caterer's endorsement and an employee of the licence holder are exempt from subsection 32 (1) of the Act (conveying liquor in a vehicle) when transporting liquor purchased under the licence between the premises to which the liquor sales licence applies and the location of a catered event. O. Reg. 354/07, s. 10.

**64.** (1) Liquor may be sold and served at events only by the licence holder or by the employees of the licence holder. R.R.O. 1990, Reg. 719, s. 64 (1).

(2) The licence holder shall ensure that employees take a course on server training approved by the Board. O. Reg. 63/98, s. 20; O. Reg. 144/11, s. 6.

**65.** Liquor not sold during an event must be returned to the licence holder's inventory. R.R.O. 1990, Reg. 719, s. 65.

**66.** The licence holder shall not promote an event at which the licence holder is offering liquor for sale or invite persons to attend the event. R.R.O. 1990, Reg. 719, s. 66.

**66.1** (1) Premises must not be used for the sale and service of liquor under a caterer's endorsement to a liquor sales licence if,

- (a) an application for a licence in respect of the premises has been refused because issuing the licence would not have been in the public interest;
- (b) a licence in respect of the premises has been Revoked or is under suspension; or
- (c) the premises has been disqualified under section 20 of the Act. O. Reg. 482/96, s. 3.

(2) The licence holder who holds both a caterer's endorsement and a bring-your-own-wine endorsement shall not permit persons to bring wine onto the premises where the caterer's endorsement applies under the bring-your-own-wine endorsement. O. Reg. 8/05, s. 6.

## Conditions of Room Service Endorsements

**67.** The holder of a liquor sales licence with a room service endorsement shall ensure, as a condition of the endorsement, that food is available for sale with the liquor. R.R.O. 1990, Reg. 719, s. 67.

## Conditions of Mini Bar Licences and of Mini Bar Endorsements

**68.** The holder of a mini bar licence or a liquor sales licence with a mini bar endorsement shall ensure that the conditions of the licence or the endorsement, as the case may be, that are set out in sections 70 to 75 are met. R.R.O. 1990, Reg. 719, s. 68; O. Reg. 230/03, s. 29.

**69.** Revoked: O. Reg. 230/03, s. 30.

**70.** (1) The licence holder may keep for sale, sell and serve,

- (a) Revoked: O. Reg. 230/03, s. 31.
- (b) only liquor that the licence holder has purchased from a government store or a store operated by Brewers Retail Inc.; and
- (c) only liquor that the licence holder purchased under the licence. R.R.O. 1990, Reg. 719, s. 70 (1); O. Reg. 230/03, s. 31; O. Reg. 299/15, s. 1.

(2) When purchasing liquor under the licence, the licence holder shall provide the government store or the store operated by Brewers Retail Inc. with the licence number. R.R.O. 1990, Reg. 719, s. 70 (2); O. Reg. 299/15, s. 2.

**71.** The licence holder shall provide a secure area for the storage of liquor. R.R.O. 1990, Reg. 719, s. 71.

**72.** (1) A room rented as overnight accommodation that has mini bar service must be equipped with a dispenser for the storage of liquor and non-alcoholic beverages. R.R.O. 1990, Reg. 719, s. 72 (1).

(2) Access to the contents of the dispenser must be controlled by the licence holder or be restricted by means of a locking device. R.R.O. 1990, Reg. 719, s. 72 (2).

**73.** (1) The licence holder shall ensure that a key or other security device for access to the contents of a dispenser in a room with mini bar service is not given to a person who is under nineteen years of age. R.R.O. 1990, Reg. 719, s. 73 (1).

(2) The key or other security device for access to the contents of the dispenser must be separate from the room key. R.R.O. 1990, Reg. 719, s. 73 (2).

**74.** A dispenser in a room with mini bar service may be restocked at any time. O. Reg. 522/97, s. 2.

**75.** The licence holder shall retain records of mini bar sales for one year. O. Reg. 230/03, s. 32.

## Conditions of Golf Course Endorsements

**75.1** The holder of a liquor sales licence with a golf course endorsement shall ensure that the following conditions of the endorsement are met:

1. Motorized vending carts used for the sale and service of liquor must be operated by an employee of the holder who is 18 years of age or older.
2. Non-alcoholic beverages must be for sale from motorized vending carts used for the sale and service of liquor.
3. Employees involved in the sale and service of liquor from motorized vending carts, as well as course marshals, must take a course on server training approved by the Board.
4. A person must not drink or hold any liquor while driving a golf cart on a golf course. O. Reg. 163/96, s. 6; O. Reg. 63/98, s. 21; O. Reg. 354/07, s. 12; O. Reg. 144/11, s. 7.

**75.2** Any person who obtained liquor at any licensed area of a golf course is exempt from subsection 32 (1) of the Act (conveying liquor in a vehicle) while driving or having the care or control of a golf cart on the playing area of the golf course. O. Reg. 354/07, s. 13.

**76.-78.** Revoked: O. Reg. 181/11, s. 14.

**79.** (1) Revoked: O. Reg. 230/03, s. 34.

(2) Revoked: O. Reg. 195/95, s. 1 (1).



(3) Revoked: O. Reg. 230/03, s. 34.

(4) Revoked: O. Reg. 181/11, s. 14.

**80.** Revoked: O. Reg. 181/11, s. 14.

**80.1** Revoked: O. Reg. 230/03, s. 35.

**81.** Revoked: O. Reg. 354/07, s. 16.

**82.** Revoked: O. Reg. 247/02, s. 23.

**83.** Revoked: O. Reg. 181/11, s. 14.

**84.** Revoked: O. Reg. 247/02, s. 25.

**85., 86.** Revoked: O. Reg. 181/11, s. 14.

## Conditions of Bring-Your-Own-Wine Endorsements

**86.1** The holder of a liquor sales licence with a bring-your-own-wine endorsement shall ensure that the conditions of the endorsement that are set out in section 86.2 are met. O. Reg. 8/05, s. 8.

**86.2** (1) The licence holder may permit a patron to bring into the restaurant or banquet room to which the licence applies only unopened bottles of commercially-made wine. O. Reg. 8/05, s. 8.

(2) Only the licence holder or an employee of the licence holder may open a bottle of wine brought into the restaurant or banquet room by the patron. O. Reg. 8/05, s. 8.

(3) If any of the wine in a bottle brought into the restaurant or banquet room by the patron remains at the end of the patron's visit, the licence holder shall dispose of it unless the patron is permitted to remove the bottle containing the wine in accordance with subsection 34 (3) or (4). O. Reg. 8/05, s. 8.

## Advertising Liquor and its Availability for Sale

**87.** (1) In this section,

“public service advertising” means any advertising carrying a strong message against irresponsible use of liquor where the message does not contain any direct or indirect endorsement of liquor, the brand name of liquor or of the consumption of liquor. O. Reg. 247/02, s. 27.

(2) Except for public service advertising, the holder of a licence to sell liquor may advertise or promote liquor or the availability of liquor only if the advertising,

- (a) is consistent with the principle of depicting responsibility in use or service of liquor;
- (b) promotes a general brand or type of liquor and not the consumption of liquor in general;
- (c) does not imply that consumption of liquor is required in obtaining or enhancing,
  - (i) social, professional or personal success,
  - (ii) athletic prowess,
  - (iii) sexual prowess, opportunity or appeal,
  - (iv) enjoyment of any activity,
  - (v) fulfilment of any goal, or
  - (vi) resolution of social, physical or personal problems;
- (d) does not appeal, either directly or indirectly, to persons under the legal drinking age or is not placed in media that are targeted specifically at people under that age;
- (e) does not associate consumption of liquor with driving a motorized vehicle, or with any other activity that requires care and skill or has elements of physical danger;
- (f) does not depict motorized vehicles in motion in advertising showing the consumption of liquor, unless the motorized vehicle is a form of public transportation;
- (g) does not suggest any illegal sale, illegal purchase, illegal gift, illegal handling or illegal consumption of liquor; and
- (h) is in compliance with the guidelines related to advertising issued by the Registrar and published on the website of the Alcohol and Gaming Commission of Ontario, as they are amended from time to time. O. Reg. 247/02, s. 27; O. Reg. 284/02, s. 3; O. Reg. 144/11, s. 3; O. Reg. 299/15, s. 5.

(3) When premises to which a licence applies are used as a setting for a film or television production, the licence holder may show the name of the establishment if the licence holder complies with the requirements set out in subsection (2). O. Reg. 247/02, s. 27.

## Information and Returns

**88.-90.** Revoked: O. Reg. 230/03, s. 36.

**91.** Revoked: O. Reg. 354/07, s. 16.

**92., 92.1** Revoked: O. Reg. 230/03, s. 36.

**93.** (1) If a person other than the holder of a liquor sales licence or mini bar licence is entitled to receive 15 per cent or more of the gross revenue from the sale of liquor under the licence, the licence holder shall provide the Registrar with a copy of the agreement or, if the agreement is not in writing, with details of the arrangement entitling the person to the payment within thirty days after entering into the agreement. R.R.O. 1990, Reg. 719, s. 93; O. Reg. 63/98, s. 33; O. Reg. 144/11, s. 3.

(2) A licence holder that is registered as a bingo hall owner or operator under the *Gaming Control Act, 1992* is not required to comply with subsection (1) if the revenue from the sale and service of liquor is included in the calculation of any payments made to the bingo hall owner or operator for the provision of gaming services in accordance with the terms and conditions of the lottery licence issued to a charitable or religious organization by the Registrar or a municipal council pursuant to clause 207 (1) (b) of the *Criminal Code*(Canada). O. Reg. 563/06, s. 3; O. Reg. 144/11, s. 3.

## Transfer of Licence

**94.** (1) The following are prescribed changes for the purposes of section 16 of the Act:

1. An individual becomes or ceases to be an officer or director of a licence holder that is a corporation or a corporation that effectively controls the business.
2. A person becomes or ceases to be a partner of a licence holder that is a partnership.
3. A person or partnership acquires a beneficial interest in the business of the licence holder, including holding or controlling shares of a licence holder that is a corporation or in a corporation that effectively controls the business.
4. A person or partnership other than the licence holder becomes entitled to any of the profits from the sale of liquor or liable for any obligations incurred from the sale of liquor at the premises to which the licence applies. O. Reg. 354/07, s. 17; O. Reg. 89/19, s. 4.

(2) For the purposes of paragraph 3 of subsection (1), if a person or partnership acquires shares in a licence holder that is a corporation or in a corporation that effectively controls the business of the licence holder, an acquisition that results in the person or partnership holding or controlling 10 per cent or more of the outstanding shares, or of a class of shares, of the corporation is a prescribed change. O. Reg. 354/07, s. 17.

(3) Despite subsection (1), the following prescribed changes shall be considered rollovers by the Registrar for the purposes of transferring a licence if the principal individuals involved in the business of the licence holder remain the same after the change occurs:

1. A licence holder that is a sole proprietorship becomes a corporation.
2. A licence holder that is a partnership becomes a sole proprietorship or a corporation.
3. A licence holder that is a corporation becomes a sole proprietorship or a partnership. O. Reg. 354/07, s. 17; O. Reg. 285/08, s. 5; O. Reg. 144/11, s. 3.

(4) Despite paragraph 1 of subsection (1), if an individual ceases to be an officer or director of a licence holder that is a corporation, the corporation may keep for sale, offer for sale or sell liquor without transferring its licence, if the corporation gives the Registrar notice of the change within 30 days after it occurs. O. Reg. 354/07, s. 17; O. Reg. 144/11, s. 3.

(5) Despite paragraph 2 of subsection (1), if a partner ceases to be a partner in a partnership that is a licence holder, the partnership may keep for sale, offer for sale or sell liquor without

transferring its licence, if the partnership gives the Registrar notice of the change within 30 days after it occurs. O. Reg. 354/07, s. 17; O. Reg. 144/11, s. 3.

**95.** Revoked: O. Reg. 354/07, s. 17.

**96.** For the purposes of subsection 18 (1) of the Act (temporary transfer of licence), the Registrar may transfer a licence,

- (a) when a trustee in bankruptcy acquires the business of the licence holder;
- (b) when a court-appointed receiver acquires the business of the licence holder;
- (c) when a mortgagee takes possession of the premises to which the licence applies;
- (d) when a franchiser takes possession of the premises to which the licence applies;
- (e) when the landlord takes possession of the premises to which the licence applies; or
- (f) when executors or administrators of the estate of a deceased licence holder take possession of the premises to which the licence applies. R.R.O. 1990, Reg. 719, s. 96; O. Reg. 63/98, s. 36; O. Reg. 230/03, s. 37; O. Reg. 144/11, s. 3.

### Temporary Extension of Premises

**97.** (1) The Registrar may, subject to subsection (2), approve a temporary physical extension that is adjacent to the premises to which a licence to sell liquor applies, for the period specified by the Registrar. O. Reg. 727/20, s. 8.

(2) In the case of a premises that is a boat, the Registrar may only approve as a temporary physical extension of the boat,

- (a) a dock to which the boat is attached, if,
  - (i) the dock is secured or affixed to land, and
  - (ii) access to the water surrounding the dock is prevented by a physical barrier; and
- (b) a specified portion of the land to which the dock is secured or affixed, if access to any water bordering the specified portion of land is prevented by a physical barrier. O. Reg. 727/20, s. 8.

### Exemptions from Provisions of the Act

**98.** (1) Subject to subsection (1.1), subsection 5 (3) of the Act does not apply with respect to the delivery of liquor by a person in accordance with section 56.2. O. Reg. 86/20, s. 2; O. Reg. 730/20, s. 2 (1).

(1.1) The exemption in subsection (1) does not apply with respect to the sale of liquor by the holder of a licence to sell liquor in the following circumstances:

1. In the case of a licence holder to whom a licence was issued or transferred with respect to a premises before December 9, 2020, the premises is, or is located within, a convenience store, grocery store, department store or big-box store.
2. In the case of a licence holder to whom a licence is issued or transferred with respect to a premises on or after December 9, 2020,
  - i. the primary purpose of the premises is a purpose other than the sale and service of food or liquor for consumption on the premises, or
  - ii. the premises is located within another commercial establishment that is not a shopping mall. O. Reg. 730/20, s. 2 (2).

(2) Revoked: O. Reg. 727/20, s. 9.

**98.1-98.2.6** Revoked: O. Reg. 230/03, s. 38.

**98.3** The Registrar is exempt from subsection 6 (6) of the Act with respect to an application for the renewal or transfer of a licence to sell liquor made by a trustee in bankruptcy or a court-appointed receiver. O. Reg. 196/95, s. 1; O. Reg. 63/98, s. 38; O. Reg. 144/11, s. 3.

**99.** (1) The Registrar is exempt from subsection 7 (1) of the Act in respect of an application for a licence,

- (a) if a previous licence with respect to the premises was in force less than six months before the application is made; and
- (b) if the previous licence was not revoked by reason of the public interest. R.R.O. 1990, Reg. 719, s. 99 (1); O. Reg. 63/98, s. 39 (1); O. Reg. 144/11, s. 3.

(2) The Registrar is exempt from subsection 7 (1) of the Act in respect of an application for a licence for premises for which a previous application was made,

- (a) if notice of the previous application was first given under subsection 7 (1) of the Act within seven months before the current application is made; and
- (b) if the previous application was not refused by reason of the public interest. R.R.O. 1990, Reg. 719, s. 99 (2); O. Reg. 63/98, s. 39 (1); O. Reg. 144/11, s. 3.

(3) If a licence holder applies to add facilities to the premises to which the licence applies, to increase the capacity of the premises or to alter the boundaries of the premises, the Registrar is exempt from subsection 7 (1) of the Act,

- (a) with respect to indoor premises, if the capacity of the premises is decreased or is increased,
  - (i) by less than 25 per cent, if the capacity of the premises is eighty or more persons,
  - or

(ii) by less than twenty persons, if the capacity of the premises is less than eighty persons; and

(b) with respect to outdoor premises, if the capacity of the premises is decreased or is increased by less than 25 per cent. R.R.O. 1990, Reg. 719, s. 99 (3); O. Reg. 31/94, s. 10; O. Reg. 63/98, s. 39 (2); O. Reg. 144/11, s. 3.

(4) For the purpose of subsection (3), a change in the capacity of premises is measured in relation to the maximum capacity of the premises set out on the licence that was issued after the most recent notice given under subsection 7 (1) of the Act. R.R.O. 1990, Reg. 719, s. 99 (4).

(5) The Registrar is exempt from subsection 7 (1) of the Act with respect to an application by the Canadian Forces for a licence to sell liquor. R.R.O. 1990, Reg. 719, s. 99 (5); O. Reg. 63/98, s. 39 (1); O. Reg. 144/11, s. 3.

(6) The Registrar is exempt from subsection 7 (1) of the Act with respect to an application for a mini bar licence. O. Reg. 346/93, s. 13; O. Reg. 63/98, s. 39 (1); O. Reg. 144/11, s. 3.

(7) The Registrar is exempt from subsection 7 (1) of the Act with respect to an application by a manufacturer licensed to sell beer, Ontario wine or spirits under section 2.1. O. Reg. 196/07, s. 5; O. Reg. 144/11, s. 3; O. Reg. 260/20, s. 8.

**100., 100.1** Revoked: O. Reg. 354/07, s. 18.

**101.-103.** Revoked: O. Reg. 247/02, s. 28.

**104.** Revoked: O. Reg. 354/99, s. 2.

**105.-107.** Revoked: O. Reg. 247/02, s. 28.

## Transitional Provisions

**108.-111.** Revoked: O. Reg. 247/02, s. 28.

**112.** (1) The conditions described in this section apply to every licence that applies with respect to premises,

- (a) that were classified as clubs, canteens, resorts and recreational facilities under Regulation 581 of the Revised Regulations of Ontario, 1980 as it read immediately before the 15th day of September, 1990; and
- (b) that were located in municipalities that prohibit the sale of liquor in other classes of premises immediately before the 15th day of September, 1990. R.R.O. 1990, Reg. 719, s. 112 (1).

(2) Liquor may be sold and served only to those classes of person entitled to use the premises immediately before the 15th day of September, 1990. R.R.O. 1990, Reg. 719, s. 112 (2).

(3) The licence holder may sell and serve only those types of liquor that the licence holder was authorized to sell immediately before the 15th day of September, 1990. R.R.O. 1990, Reg. 719, s. 112 (3).

**113.** Revoked: O. Reg. 247/02, s. 28.

Français




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## MANAGEMENT REPORT

**Date:** March 22, 2021  
**To:** Mayor and Council  
**From:** Kim McElroy, Director of Social Services and  
 Greg Skinner, Chief of Police, Stratford Police Services  
**Report#:** COU21-033  
**Attachments:** CSWB Plan Executive Summary;  
 CSWB Plan FAQs;  
 CSWB Plan Update Letter from Committee Co-chairs.

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**Title:** Community Safety and Well-being Plan - Interim Report

**Objective:** The purpose of this interim report is to provide Council with an update on the Community Safety and Well-being (CSWB) Plan prior to undertaking the next steps for the development of the Implementation Plan which will be a companion to the CSWB Plan.

**Background:** In February 2020, City staff were authorized to retain the consulting services of DPRA on behalf of the participating municipalities (City of Stratford, Town of St. Marys, Municipality of North Perth, Municipality of West Perth, Township of Perth East and Township of Perth South) to draft the CSWB Plan in accordance with the new legislative amendments to the *Police Services Act, 1990*. **(COU20-010)**. Although the original deadline was January 1, 2021, the Ministry of the Solicitor General extended the deadline until July 1, 2021 due to the COVID-19 pandemic. Currently staff anticipate presenting both the CSWB Plan along with the Implementation Plan jointly to Council prior to the July 1<sup>st</sup> due date.

Accompanying this report is a letter from the Co-chairs outlining the Advisory Committee's progress to date, an Executive Summary illustrating the findings of the priority areas as well as a Frequently Asked Question document that Council can use as a tool to answer pending questions they may receive in regard to this initiative.

Although it was originally anticipated that the CSWB Plan would be presented independently followed by the Implementation Plan, it was identified that it would be a more effective strategy to present the two plans together so there is a clear roadmap to next steps.



**Analysis:** The key priority areas for the CSWB Plan that are outlined in the executive summary are based on the feedback collected from the surveys and focus groups that were held by DPRA. These priorities were identified as both the most meaningful to the public as well as the most effective way to address root causes of crime, social disorder and harm in the initial CSWB Plan. This Plan is both a foundational strategy as well as a multi-year project that has identified our existing community safety and well-being issues. We anticipate that it will be a living document that will be flexible enough to address emerging issues that arise in the future through the established framework. The Advisory Committee continues to develop partnerships and coordinate this collective plan. It is imperative that this plan will not duplicate any work that is already underway but rather support, compliment, and leverage existing resources to build on the work that is already happening within the priority areas.

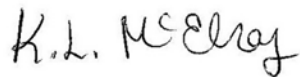
**Financial Impact:** The Province has provided no project specific funding for the development and implementation of the Community Safety and Well-being Plans. There may be future opportunities to apply for provincial grants. Staff will continue to review and monitor potential opportunities that may come forth to procure funding.

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

##### **Strengthening our Plans, Strategies and Partnerships**

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

**Staff Recommendation: THAT Council receive the Community Safety and Well-being Plan - Interim report (COU21-033) for information purposes.**




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Kim McElroy, Director of Social Services




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Greg Skinner, Chief of Police, Stratford Police Services




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Joan Thomson, Chief Administrative Officer

# Community Safety and Well-being Plan - Executive Summary

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## Introduction

In January 2019, new requirements for Community Safety and Well-being planning came into force. The *Police Services Act, 1990* (PSA) was amended and municipalities across Ontario were required to develop and adopt a community safety and well-being (CSWB) plan (the Plan) in partnership with a broad range of stakeholders and groups. This multi-sectoral approach to community safety and well-being recognizes that complex social problems cannot be addressed by the police alone, that local service providers working in areas such as health/mental health, education, community/social services and children/youth services play an integral role.

This CSWB Plan represents a partnership between the City of Stratford, Town of St. Marys, Municipality of North Perth, Municipality of West Perth, Township of Perth East, and Township of Perth South. Given their close proximity and their shared services and supports, the six partner municipalities have opted to create a joint Plan, that will help them respond to the unique needs of the area.

The Plan provides a roadmap for the six partner municipalities to work together to support a more inclusive, connected and coordinated approach to safety and well-being. The Plan builds on existing successful initiatives by leveraging and maximizing existing community assets while at the same time working to address gaps in the system in order to strengthen the responsiveness and supportiveness of services network.

## Impact of COVID-19

When we began to prepare for the development of this Plan, COVID-19 was not on the radar. But as planning for the engagements began, the pandemic became a central feature of every day life. The contents of this Plan reflect the impacts of COVID-19 on residents, both personally and professionally.

As a result of COVID-19, many extra supports were put in place (e.g., additional temporary housing, enhanced mental health supports) to address the need for physical distancing and to respond to the negative outcomes (e.g., increases in domestic violence, decrease in mental wellness) associated with the pandemic. These supports often addressed a need identified by those who took part in the engagement process. The Plan builds on those additional programs and services.

## Identifying Our Priority Areas

The Plan was developed based on a combination of desktop research, input from community members and service providers, and guidance from an Advisory Committee comprised of 24 members. The specific methods used to gathering information included:

- Document, data and media reviews;
- Participation in Ontario Municipal Social Services Association (OMSSA) calls addressing the planning and preparation of the municipal CSWB plans; and,
- Conducting a range of virtual engagement activities:

- An online CSWB survey - a total of 1078 respondents took part.
- Focus groups and one-on-one interviews with service providers - a total of 27 sessions and nine (9) interviews took place with a total of 91 participants.
- Engagement with community members with lived experience (through focus groups or a brief survey) - a total of 28 individuals took part.

## What We Heard – Priority Areas

### Survey

Survey participants identified the five most important safety and well-being priorities in their communities. They are presented in ranked order. There is a very high level of consistency in the priorities identified by residents from each of the six partner municipalities.

Stratford	St. Marys	North Perth	West Perth	Perth East	Perth South
1. Access to health care services	1. Access to health care services	1. Access to health care services	1. Access to health care services	1. Access to health care services	1. Access to health care services
2. Adequate and affordable housing	2. Adequate and affordable housing	2. Overall community security and safety	2. Overall community security and safety	2. Recreational activity opportunities	2. Overall community security and safety
3. Food security and access	3. Overall community security and safety	3. Adequate and affordable housing	3. Recreational activity opportunities	3. Overall community security and safety	3. Adequate and affordable housing
4. Overall community security and safety	4. Food security and access	4. Food security and access	4. Adequate and affordable housing	4. Food security and access	4. Food security and access
5. Protection from discrimination	5. Recreational activity opportunities	5. Recreational activity opportunities	5. Food security and access	5. Adequate and affordable housing	5. Employment and Employment Skills

### Service Agencies / Lived Experience Engagement

The key priorities identified by service providers and those with lived experience, listed by level of importance beginning with the most important, included:

1. Adequate, affordable and attainable housing
2. Mental health and addictions supports
3. Poverty
4. Systems planning and integration
5. Access to health, social/community and recreational services

6. Affordable and accessible transportation
7. Social isolation
8. Community belonging
9. Community safety

## What We Heard – Priority Populations

The following groups were identified as priority populations due to their enhanced vulnerability as a result of social, economic and/or health related risk factors:

- Low income individuals and families
- Individuals who are experiencing homelessness/precariously housed
- Individuals experiencing mental health and/or addictions challenges
- Transitional-aged youth (16-24 years)
- Seniors
- Women and children in abusive situations
- Newcomers (immigrants and refugees)
- Black, Indigenous, and People of Colour (BIPOC)
- Anabaptist communities
- Children and adults with disabilities
- LGBTQ2+ community
- Those without strong social networks

## Model for Planning, Collaboration and Action

To ensure an integrated approach to community safety and well-being promotion, proactive risk prevention, risk intervention and incident response occurrences, the implementation of the CSWB Plan will be led by a Partnership Council. The Council represents an alliance among people and organizations from multiple sectors for a common purpose. The goals of the Partnership Council are to:

- Implement the Community Safety and Well-being Plan,
- Build supportive systems that identify effective linkages to relevant programs and services, and
- Enhance coordination across municipalities and service providers.

Membership for the Council will include a representative from each:

- Police
  - Stratford Police Services

- Huron Perth Ontario Provincial Police
- Partner municipalities
  - City of Stratford
  - Town of St. Marys
  - Municipality of North Perth
  - Municipality of West Perth
  - Township of Perth East
  - Township of Perth South
- Shared Services
  - City of Stratford Social Services
  - Perth County Paramedics
- Key stakeholders from the following sectors (membership to be reviewed periodically as per a Terms of Reference):
  - School boards
  - Children & youth services
  - Healthcare
  - Mental health & addictions services
  - Community funders
  - Justice & legal services
  - Violence Against Women (VAW) services
  - Newcomer services
  - Indigenous services

As needed the Partnership Council will call on Action Groups for direction, support and/or communication to help implement the Plan activities. These Action Groups may already exist or may need to be created to address priority area gaps and better meet the needs of vulnerable populations.

## Community Safety and Well-being Plan Priorities

Based on what we heard, the following four (4) priority areas and their associated goals and objectives have been identified for the CSWB Plan. The implementation of the actions will take place with guidance from the Partnership Council and support from municipal staff as well as existing and new Action Group members.

## Priority Area #1 - Systems Planning and Integration

**Goal 1.1:** Improved access to programs, services, supports, and resources by simplifying pathways and coordinating efforts

- Objective 1.1.1: To increase resident knowledge and awareness of existing programs, services and supports through improved communications.
- Objective 1.1.2: To establish collaborative pathways between programs, services, and supports, so that service providers can work together more effectively and are better equipped to guide individuals and families to the social, health, economic, and education supports they need.

**Goal 1.2:** Enhanced prevention and protection for safer communities

- Objective 1.2.1: To increase police presence through proactive community-oriented interventions.
- Objective 1.2.2: To work with municipal partners to support pandemic planning and preparedness for the City of Stratford, Town of St. Marys, and Perth County.

## Priority Area #2 - Affordable, Attainable, and Suitable Housing

**Goal 2.1:** Increased availability and accessibility of affordable, safe, and suitable housing

- Objective 2.1.1: To work with the Coordinated Access System Leadership Group (CASLG) as well as other government and private sector partners to support the strategic objectives identified in the updated *Housing and Homelessness Plan for Stratford, Perth County, and St. Marys (2020-2024)*:
  - Ending Homelessness
  - Creating Attainable Housing Options
  - Sustaining Community Housing
  - Addressing a Diversity of Needs

## Priority Area #3 - Affordable and Accessible Health, Social and Recreation Services

**Goal 3.1:** Improved availability and accessibility to healthcare services and supports

- Objective 3.1.1: To work with partners such as the Huron Perth Addiction and Mental Health Alliance and the Huron Perth and Area Ontario Health Team to support planning and implementation of mental health and addictions services and supports for residents in Stratford, St. Marys, and Perth County.
- Objective 3.1.2: To provide more opportunities for residents, especially those in rural communities with limited physical and mental health services, to access care in- person and through virtual healthcare technology.

**Goal 3.2:** Improved knowledge and awareness of crisis response triage options

- Objective 3.2.1: To work with municipal and service agency partners to increase residents' knowledge and awareness of crisis response options (e.g., Huron Perth Helpline, 911 and 211) and when it is most appropriate to use each option.

**Goal 3.3:** Increased availability of affordable transportation options

- Objective 3.3.1: To implement new cost-effective transportation initiatives for low-income and rural residents to support improved access to healthcare, social services and recreational activities.
- Objective 3.3.2: To determine the effectiveness of the Perth County Connect public transit pilot in providing residents with affordable and accessible transportation options within Perth County, and surrounding areas, including Stratford, St. Marys, Kitchener/Waterloo, and London. Focus on ridership of rural community members and low-income residents.

**Priority Area #4 – Social Inclusion****Goal 4.1:** Increased application of equity, diversity, and inclusion practices across all partner agencies

- Objective 4.1.1: To continue to build partner agencies' understanding of equity, diversity, and inclusion principles and practices through education and training.

**Goal 4.2:** Promote understanding of diverse groups

- Objective 4.2.1: To develop, promote, and organize innovative community engagement and public strategies/campaigns aimed at promoting understanding of mental health, addiction, racism, and discrimination.
- Objective 4.2.2: To support efforts of the Stratford Police Services' Community Equity Action Team (CEAT) and the OPP's Equity, Diversity, and Inclusion Units and to provide the community with a forum to discuss their interactions with police, critically examine local policing policies and procedures, and make recommendations for changes that will address potential issues related to systemic racism within police services and the broader community.

**Goal 4.3:** Enhanced sense of community belonging

- Objective 4.3.1: To create and maintain safe, welcoming, and inclusive public spaces that promote opportunities for use by individuals of all identities, backgrounds, and experiences.
- Objective 4.3.2: To increase inclusion and access to activities and community events for populations that face constraints to participation (e.g., youth, people with disabilities, newcomers, BIPOC, LGBTQ2+ persons and low-income families and individuals).

**Moving Forward**

The CSWB Plan lays the groundwork for the six partner municipalities to work together in a coordinated and collaborative way to promote the safety and well-being of all residents in our communities. The Plan builds on existing municipal and community strengths and assets, while also addressing gaps and challenges that particularly affect the more vulnerable members of our population. While the Plan identifies specific goals and objectives we hope to achieve or make progress on over the next three years, it is also adaptable, allowing us to respond to emerging needs in our communities in a more proactive manner.

The next steps are to:

1. Develop an Implementation Plan that identifies the parties responsible for supporting the execution and communication of the CSWB Plan goals and objectives.
2. Prepare an Evaluation Plan that helps assess the success of the Plan goals and objectives and identifies priority areas requiring additional attention.



## **Community Safety and Well-being (CSWB) Plan - FAQs**

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### **What is the Community Safety and Well Being (CSWB) Plan?**

This CSWB Plan represents a partnership between the City of Stratford, Town of St. Marys, Municipality of North Perth, Municipality of West Perth, Township of Perth East, and Township of Perth South. The Plan provides a roadmap for the six partner municipalities to work together to support a more inclusive, connected and coordinated approach to safety and well-being. The Plan builds on existing successful initiatives by leveraging and maximizing existing community assets while at the same time working to address gaps in the system in order to strengthen the responsiveness and supportiveness of services network.

### **Why is the Government of Ontario mandating CSWB planning to the municipality?**

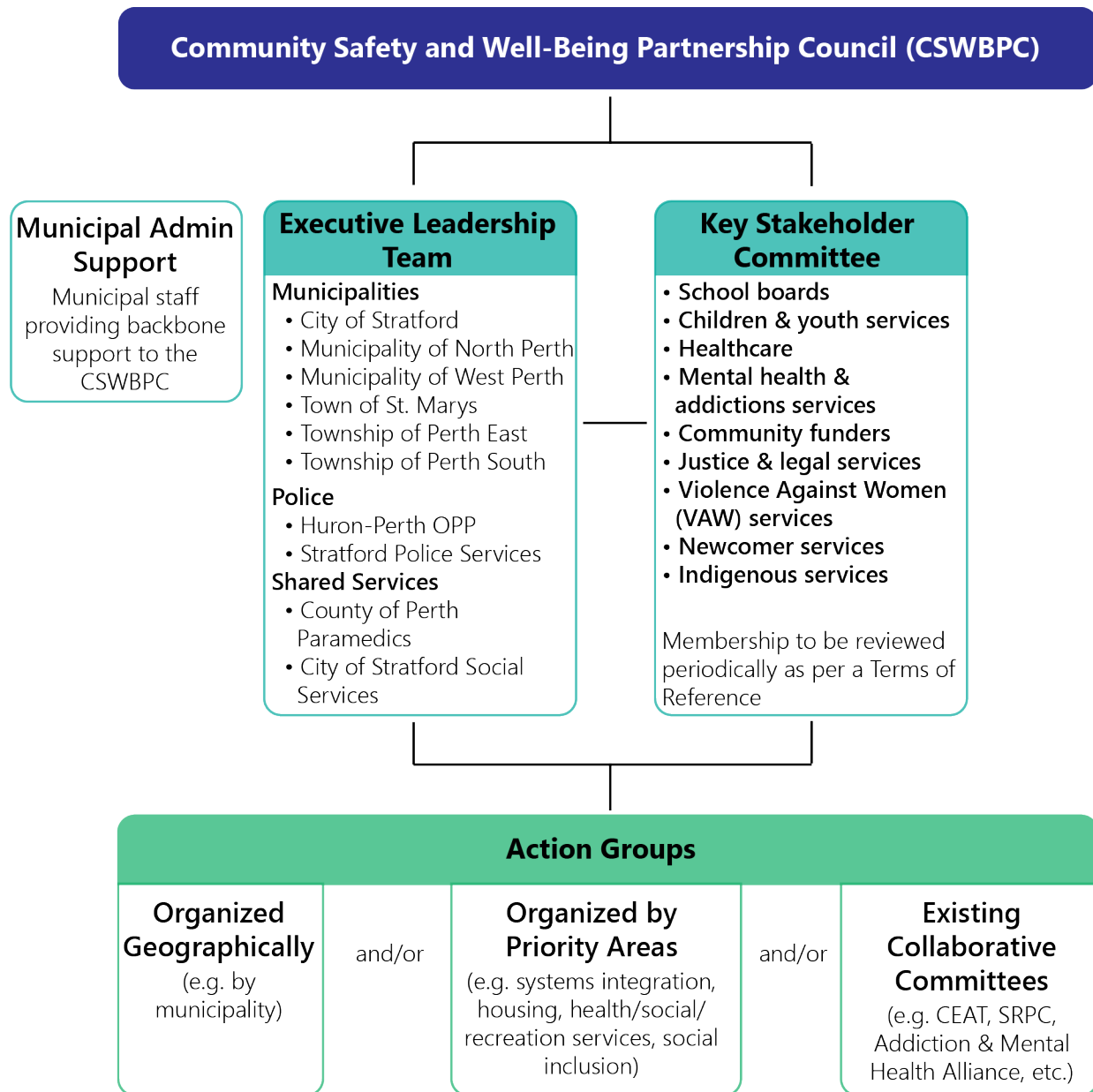
CSWB planning is being mandated to municipalities to ensure a proactive and integrated approach to address local crime and complex social issues on a sustainable basis. Municipalities will have a leadership role in identifying their local priority risks in the community and addressing these risks through evidence-based programs and strategies, focusing on social development, prevention, and risk intervention. It is important to remember that while the municipality is designated the lead of CSWB planning, developing and implementing a CSWB plan requires engagement from all sectors.

### **Who is responsible for implementing the CSWB Plan?**

To ensure an integrated and coordinated approach to community safety and well-being promotion, proactive risk prevention, risk intervention and incident response occurrences across municipalities and service providers, the implementation of the CSWB Plan will be led by a multi-stakeholder Partnership Council (see Figure 1 on the following page).

Guided by a Terms of Reference, the Partnership Council will include representation from municipalities, police services, providers of health services, mental health & addictions services, education, community/social services and children/youth services. In addition, the Partnership Council will call on Action Groups for direction, support and/or communication to help implement the Plan activities. These Action Groups may already exist or may need to be created to address priority area gaps and better meet the needs of vulnerable populations.

As part of the implementation, the Partnership Council will be responsible for evaluating and measuring the impact of the Plan and its activities.

**Figure 1: CSWB Partnership Council Governance Structure**

### **When will the new legislative requirements related to CSWB planning come into effect?**

The new legislative requirements related to CSWB planning came into force on January 1, 2019, as an amendment to the *Police Services Act, 1990*, and municipalities had two years from this date to develop and adopt a plan (i.e., by January 1, 2021). However, given the current climate with respect to COVID-19, this deadline has been extended to July 1, 2021.

**Are municipalities required to formally adopt the CSWB Plan (i.e., resolution by council)?**

Yes. As prescribed in legislation, every municipal council shall prepare, and by resolution, adopt a CSWB Plan. The same process must be followed for a joint CSWB plan, as is the case locally. This means that all six municipalities involved must pass a resolution to adopt the joint plan.

**Was more than one advisory committee established for creating the joint Plan?**

No. Regardless of whether the CSWB Plan is being developed by one or more municipal councils, the legislative requirements were for one corresponding advisory committee.

At a minimum, the advisory committee needed to include representation as prescribed in the legislation. In terms of creating our joint CSWB Plan, the participating municipal councils determined additional members on the advisory committee, including more than one representative from the prescribed sectors.

**Are there requirements for municipalities to publish their CSWB Plan?**

The *Police Services Act* includes regulatory requirements for municipalities related to the publication of their CSWB plans. These include:

- Publishing a CSWB Plan on the internet within 30 days of its adoption;
- Making a printed copy of the CSWB Plan available for review by anyone who requests it; and
- Publishing the Plan in any other manner or form the municipality desires.

**Was public input considered prior to the development of the CSWB Plan?**

Yes. The Plan was developed based on a combination of desktop research, input from community members and service providers, and guidance from the 24-member Advisory Committee. The specific methods used to gather information included:

- Document, data and media reviews
- Participation in Ontario Municipal Social Services Association (OMSSA) calls addressing the planning and preparation of the municipal CSWB plans
- Conducting a range of virtual engagement activities:
  - An online CSWB survey
  - Focus groups and one-on-one interviews with service providers

- Engaging community members with lived experience through focus groups or a brief survey

### **What priority areas are being addressed in the CSWB Plan?**

The key priorities identified by consultation participants, listed by level of importance beginning with the most important, included:

1. Adequate, affordable, and attainable housing
2. Mental health and addictions supports
3. Poverty
4. Systems planning and integration
5. Access to health, social/community, and recreational services
6. Affordable and accessible transportation
7. Social isolation
8. Community belonging
9. Community safety

These priorities have been collated and refined into the following four main areas:

Priority Area #1 - Systems Planning and Integration

Priority Area #2 - Affordable, Attainable, and Suitable Housing

Priority Area #3 - Affordable and Accessible Health, Social and Recreation Services

Priority Area #4 – Social Inclusion

### **How will municipalities know if their CSWB plan is effective and when does it need to be reviewed?**

As part of the CSWB planning process, municipalities must identify measurable outcomes that can be tracked throughout the duration of the plan. A key responsibility of the Partnership Council will be to identify and collect data on short, intermediate, and longer-term performance measures in order to measure how effective the plan has been in addressing the priority risks and creating positive changes in the community.

Municipalities are required to regularly monitor and update their plan, as needed, in order to ensure it continues to be reflective of local needs and is meeting the intended outcomes. Municipalities are encouraged to align their review of the plan with relevant local planning cycles and any other local plans (e.g., municipal and police services strategic plans, housing and homelessness plans, etc.). Requirements related to the reviewing and updating of CSWB plans may be outlined in regulation in the future.

**How will the ministry monitor the progress of a local CSWB Plan?**

New legislation requires municipalities to provide the Minister of Community Safety and Correctional Services (upon request) with any prescribed information related to:

- The municipality's CSWB Plan, including its preparation, adoption or implementation;
- Any outcomes from the municipality's CSWB Plan; and
- Any other prescribed matter related to the CSWB Plan.

Additional requirements related to monitoring CSWB Plans may be outlined in regulation in the future.

March 8, 2021

## **Update on the Community Safety and Well-being Plan**

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As you are aware, the City of Stratford, Town of St. Marys, Municipality of North Perth, Municipality of West Perth, Township of Perth East, and Township of Perth South have consolidated our resources to develop a joint Community Safety and Well-being (CSWB) Plan as required by the *Police Services Act, 1990*. The purpose of this plan is to provide a framework for our municipalities, in partnership with key stakeholders, to communicate, collaborate, and coordinate interventions and initiatives aimed at reducing risks and improving safety and well-being for all our residents.

Guided by an Advisory Committee, the work of developing the CSWB plan began in early 2020 when the services of consulting firm DPRA Canada were secured. Although we expected the plan to be completed by January 1, 2021, this deadline was extended because of the pandemic. As committee co-chairs, we would like to take this opportunity to provide an update on the progress of the plan development and our next steps moving forward.

The CSWB Plan consists of two components:

### **1. Community Safety and Well-being Plan for Stratford, St. Marys, North Perth, West Perth, Perth South, and Perth East (2021-2024)**

This is a strategic document that provides a roadmap for safety and well-being planning locally. Based on the results of public consultation, it includes 4 priority areas: 1) Systems Planning and Integration; 2) Affordable, Attainable, and Suitable Housing; 3) Affordable and Accessible Health, Social, and Recreation Services; and 4) Social Inclusion. It also outlines the governance structure for implementing safety and well-being activities and initiatives through the establishment of a multi-stakeholder Partnership Council.

### **2. CSWB Implementation Plan**

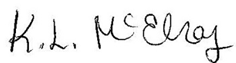
This is a companion document to the Plan that outlines in more detail how the implementation will be managed, including the roles and expectations of municipalities and other members of the Partnership Council. It also outlines the communications approach and tools that will be used to inform people about the new Plan (e.g. consistent, timely key messages).

The first component – the Plan itself – is going through final edits. The second component – the Implementation Plan – is currently being developed by DPRA with input from the Advisory Committee. These components are equally important to our communities’ safety and well-being planning and for this reason, we will share both documents at the same time once they have been finalized. They will be ready for presentation at municipal councils in advance of the Province’s deadline of July 1, 2021.

In the meantime, we have included an executive summary and set of FAQs in this package to provide an overview of the larger Plan and explain the governance structure and implementation approach. We hope this will help to answer some questions you may have.

Please do not hesitate to reach out to us if you have further questions or concerns.

Sincerely,



Kim McElroy  
Director of Social Services  
City of Stratford



Greg Skinner  
Chief of Police  
Stratford Police Services




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## MANAGEMENT REPORT

**Date:** March 22, 2021  
**To:** Mayor and Members of Council  
**From:** Chris Bantock, Deputy Clerk  
**Report#:** COU21-034  
**Attachments:** None

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**Title:** 2021 Patio Pricing Options

**Objective:** To provide options for Council's consideration related to fees for patio alternatives which occupy parking spaces in the downtown core.

**Background:** At the March 8, 2021 Regular Council meeting, Council adopted the following resolutions:

**THAT City-Owned picnic tables be provided free of charge to restaurants outside the core from May 1st-October 31st, 2021;**

**THAT the 2021 Patio Permit & License fees be waived in 2021;**

**THAT the businesses using Patio Boardwalks be assessed a fee of \$196/month/parking space for a period of 6 months (May 1st-October 31st) and a flat fee for delivery, installation, disassembly and pick up (not to exceed \$800/boardwalk), be approved in principle; and**

**THAT the 2021 Patio Season applications open March 22nd, 2021 to ensure all businesses are able to prepare for patios to open May 1, 2021.**

These recommendations were brought forward from InvestStratford, in coordination with City staff, in the report titled "City of Stratford, Patio Boardwalk Project & Recommendations for 2021. As noted above, the third item regarding fees to be assessed was only approved in principle. Further to this, Council also adopted the following resolution to refer to staff:



**THAT the fees for patios occupying parking spaces be referred to staff to investigate a graduated pricing system based on the type of parking space to be occupied.**

This report is being provided for Council's consideration in follow up to the above resolution. Recognizing that Outdoor Patio applications are scheduled to open on March 22, 2021, it is important that staff receive direction as soon as possible to set fees for the awareness of interested businesses and for staff to begin review and approval of prospective patio applications.

**Analysis:** Understanding that Council has approved the waiver of all patio permit and license fees for the year 2021, staff have prepared the options provided in the financial section of this report through the context of parking and the use/loss thereof. However, to draw comparisons from an equitable perspective, approximate square footage of available patio alternatives has been analyzed below to provide supporting information.

In a normal year where the City was not impacted by COVID-19 and patio license fees had not been waived by Council, businesses eligible and approved for outdoor patios would be required to pay \$608.00, plus \$2.60 per square foot of patio space in accordance with the City's 2021 business licensing fees. Based on a review of 2020 licensees, the average standard patio cost per square foot for 2021 would have been approximately \$520 at an average of 200.25 square feet. The average boardwalk-extension patio would have been approximately \$1,008.26 at an average of 387.79 square feet. This does not include the \$608 licensing fee and, for many which had both a standard and boardwalk-extension in 2020, the combined approximate square footage costs above. Notwithstanding this, it is difficult to draw comparisons of boardwalk-extension patios as sidewalk widths do vary significantly between different streets, such as when comparing Ontario Street and Downie Street.

Looking at the new pop-up patio alternative for 2021, the City of Stratford has three different variations of standard parking spaces available throughout the downtown core: parallel, perpendicular, and angled. Based on measurements completed by staff the following approximate dimensions were determined:

Parking Space	Length (ft)	Width (ft)	Square ft.
Parallel	7.83	18.04	141.25
Perpendicular	18.75	8.42	157.88
Angled	21.08	10.42	219.65

Staff note the above measurements as approximate because, through the drawing of parking lines with a dedicated machine and tape measure, all parking spaces of the same type should be within a few inches of the same length and width. Any actual difference during the process typically only varies by a couple of inches and is deemed

negligible.

Based on the Outdoor Patio Guidelines prepared by staff for 2021, the actual patio space of a pop-up patio is permitted to occupy no more than 3 parking spaces per business. Understanding this, and applying the above approximate square footage, businesses could have up to 423.75 sq/ft in parallel spaces, 473.64 sq/ft in perpendicular spaces, and 658.95 in angled spaces. In such areas where a business is eligible and able to occupy the maximum number of spaces for a pop-up patio, all three of these represent on average a larger square footage than the standard or boardwalk-extension patios. If the 2021 approved fee of \$2.60 per square foot were to be applied to these maximum spaces, the cost would be equal to approximately \$1,101.75, \$1,231.46, and \$1,713.27, respectively. On a monthly basis from May through October, this works out to \$183.62, \$205.24, and \$285.54, respectively.

**Financial Impact:** The options provided below have been identified by staff for Council's consideration in setting 2021 fees for Outdoor Patios occupying parking spaces. Staff also circulated the proposed fee options to the Task Force for comment and feedback during the writing of this report. It should also be noted that all options offer the availability of monthly or single season installments and all boardwalk-extension patios have an additional proposed \$800 for installation, delivery, disassembly, and pickup of the boardwalks.

Should Council approve an option with varying fee amounts based on parking space types or numbers, the impact on staff time will be greatly affected in calculating and tracking required payments. This comes in addition to the option this year to make payments over equal monthly installments or a single installment. Having a single, fixed fee, regardless of patio or parking space type, would likely result in faster turnaround times for staff to review and approve patio applications, and monitor payments on a go forward basis.

### **Option 1: \$196 per parking space/month (amount approved in principle)**

Staff, in collaboration with the Task Force, initially recommended a fee of \$196 per parking space/month for boardwalk-extensions and pop-up patios occupying parking spaces during the 2021 patio season. This fee is representative of the hourly rate for metered on-street parking during enforcement hours, not including Sunday and Holidays, at a projected occupancy of 58% (based on 2019 & 2020 usage). If approved, this fee would apply equally to any patio which occupies a full or partial parking space and would total \$1,176 for the season if the patio were to operate for the full six months from May through October. In 2020, 55 parking spaces were occupied by boardwalks only. This alone would represent approximately \$10,780 per month in recovered parking revenue for the City if a fee of \$196 was approved.

### **Option 2: Staggered pricing model**

Should Council approve a staggered pricing model, staff would propose the following fee structure:

- Boardwalk-extension patios = \$196 per month/space (58% occupancy) + boardwalk fees (\$800.00)
- Pop-up Patio Angled Parking = \$203 per month/space (60% occupancy)
- Pop-up Patio Perpendicular Parking = \$186 per month/space (55% occupancy)
- Pop-up Patio Parallel Parking = \$186 per month/space (55% occupancy)

Each of the above proposed fees were arrived at based on varying parking occupancy percentages, in comparison with the average permitted patio size identified in the analysis section of this report. Staff would propose leaving the boardwalk-extension patio at the initially recommended fee of \$196 per month/space as it is not the actual patio that sits in the parking space; therefore, the type of parking space should not be a determining factor in cost.

### **Option 3: Graduated pricing model**

Should Council approve a graduated pricing model, staff would propose the following fee structure, regardless of patio type or parking space type occupied:

- 1<sup>st</sup> parking space = \$186 per month/space (55% occupancy)
- 2<sup>nd</sup> parking space = \$196 per month/space (58% occupancy)
- 3<sup>rd</sup> parking space = \$203 per month/space (60% occupancy)

The graduated pricing model is based off an increased fee per month/space for each additional parking space occupied. Through the offering of pop-up patios in parking spaces, staff expect that an increased number of businesses may be eligible and interested in this patio type that were either ineligible or unable to secure a boardwalk-extension patio in 2020. Staff also recognize that not all businesses have 3 parking spaces located directly in their store front and may only be able to secure 1-2 parking spaces if adjacent businesses do not permit use of their spaces. At an occupancy of 2 parking spaces for a pop-up patio, the average cost per month becomes \$191, or \$1,146 for the months of May through October.

### **Option 4: Flat rate model**

Should Council approve this option, staff would propose the following fee structure, regardless of the number of parking spots that a patio is eligible to occupy:

- Boardwalk-extension patios = \$196 per month OR \$1,176 for the patio season + boardwalk fees (\$800)

- Pop-up Patio Angled Parking = \$203 per month OR \$1,218 total for the patio season
- Pop-up Patio Perpendicular Parking = \$186 per month OR \$1,116 total for the season)
- Pop-up Patio Parallel Parking = \$186 per month OR \$1,116 total for the patio season.

This option incorporates the proposed cost of a single parking space from the staggered pricing model in Option 2 but is not charged per space and is instead a flat amount per month. This cost represents a minimal investment from eligible businesses to participate in the patio season, however, it also creates the most significant loss in parking revenue for the City. Annual parking revenue for 2020 represented a 55% decrease in comparison to 2019 levels and the first few months of 2021 continue to show significant losses when performing the same comparison. This potential loss of parking revenue would ultimately result in lower amounts being available for transfer to the parking reserve.

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

#### **Strengthening our Plans, Strategies and Partnerships**

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

**Staff Recommendation: THAT Option #\_\_ be approved to set the 2021 fees for Outdoor Patios occupying parking spaces; and,**

**THAT a flat fee, not to exceed \$800, be approved for each delivery, installation, disassembly and pick up of Patio Boardwalks.**




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Chris Bantock, Deputy Clerk




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Janice Beirness, Director of Corporate Services




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Joan Thomson, Chief Administrative Officer

March 3, 2021  
 City of Stratford  
 1 Wellington Street  
 Stratford, Ontario  
 N5A 2L3

Re: Invitation to participate in Autism Ontario's "Raise the Flag" campaign on Tuesday, April 6th, 2021 in celebration of World Autism Awareness Day.

Dear Sir / Madam,

April 6, 2021, will mark a historic day in Canada for the autism community. For the ninth year, Canadians will officially recognize World Autism Awareness Day.

To formally acknowledge the day, Autism Ontario is inviting all municipalities to proclaim April 6, 2021 as World Autism Awareness Day and raise Autism Ontario's Flag on Tuesday, April 6th, 2021.

By participating in our 2021 "Raise the Flag" campaign, you are increasing public awareness about Autism Spectrum Disorder (ASD), and the day-to-day issues faced by people with autism and their families.

We recognize municipalities have a formal approval process for recognizing charitable proclamations and flag raisings, and if this is the case we still invite you to proclaim the day and raise a flag, if you have one. Please notify us of your participation by emailing [rtf@autismontario.com](mailto:rtf@autismontario.com). Please visit [www.raisetheflagforautism.com](http://www.raisetheflagforautism.com) in the coming weeks to access engaging resources and to share your stories of inclusion!

For questions regarding participation, please contact [huronperth@autismontario.com](mailto:huronperth@autismontario.com)

Sincerely,

Autism Ontario Huron Perth Chapter  
 32 Erie Street  
 Stratford, Ont  
 N5A 2M4

#### About Us

Autism Ontario is the leading source of information on autism and one of the largest collective voices representing the autism community in Ontario. Today, 1 in 66 children are diagnosed with autism in Canada. Through improved public awareness, Autism Ontario strives to increase opportunities and acceptance for over 135,000 people living with Autism Spectrum Disorder in Ontario, ensuring that each person with ASD is provided the means to achieve quality of life as a respected member of society.

Learn more at [www.autismontario.com](http://www.autismontario.com)

@AutismONT and tweet your Raise the Flag photos with #RaisetheFlagforAutism

January 28, 2021

City of Stratford  
P. O Box 818  
1 Wellington Street  
Stratford, ON N5A 6W1

Dear City of Stratford Representative:

The following motions were made by the Festival Hydro Inc. (FHI) board at the January board meeting:

1. The Board of FHI recommends the City of Stratford amend City Resolution R2020-007 deleting the declaration and payment of dividends on the common shares and on the Class A Special shares they held in FHI declared payable as of the 30th day of September, and December 2020 for the total amount of \$390,330.00 be made.
2. The Board of FHI recommends the City of Stratford to declare semi-annual dividends on the common shares and on the Class A Special shares they held in FHI for the year of 2021 in the amount of \$195,165.00 payable as of the 30th day of each of June and December 2021 (aggregate amount \$390,330).

If you have any questions or require any clarification please do not hesitate to contact me.

Regards,

Scott Knapman  
Chief Executive Officer  
Festival Hydro Inc



## MANAGEMENT REPORT

**Date:** March 22, 2021  
**To:** Mayor and Council  
**From:** Jodi Akins, Council Clerk Secretary  
**Report#:** COU21-035  
**Attachments:** Correspondence from 7-Eleven dated November 30, 2020;  
 Correspondence from 7-Eleven dated February 11, 2021 with floor plan;  
 List of 7-Eleven stores that have submitted liquor licence applications.

**Title:** 7-Eleven Canada's Liquor Sales Licence Application

**Objective:** To provide additional information to Council regarding an application for a liquor sales licence by 7-Eleven Canada for the store located at 327 Erie Street, Stratford.

**Background:** In December 2020, a Municipal Information Form was submitted to the Clerk's Office from 7-Eleven Canada in support of a liquor sales licence application for an indoor area. The accompanying letter indicated the intent at that time was to sell sealed alcohol products alongside food as a delivery or takeout option. Following submission of the form, a representative of the business requested to pause circulation of the application.

In February 2021, the applicant submitted a second Municipal Information Form to the Clerk's Office. The attached letter advised that, "they had initially applied on a delivery-based model, prior to specific amendments being made to the regulatory structure on December 9, 2020. Given those regulatory changes, our application is now focused on limited on-premise consumption...".

As per the City's standard procedure, Police Services, the Fire Department, Building and Planning Divisions and Huron Perth Public Health were circulated on the submission. Comments were outlined on the March 8, 2021 Consent agenda and are summarized as follows:

- Huron Perth Public Health conducted an inspection and had no concerns to report.

- Planning advised that the subject property is zoned C2 and would permit the proposed use.
- The Fire Department would require an Approved Fire Safety Plan as the application and intent the store is trying to achieve applies to Section 2.8 of the Ontario Fire Code.
- The Building division advised that a liquor licence application was required, fee of \$75 paid, a drawing denoting total occupant load within the store and number of seats provided for consuming alcohol and where those spaces are located on the plan, as well as provision of the floor areas for consumption and non-consumption areas.

The most significant comment was received from Police Services, who stated that over the past 14 months, police have responded to an average of 6 calls per month at this location. Reasons ranged from unwanted persons/shoplifting/failure to pay for gas to suspected impaired drivers/drug activity and assault.

**Analysis:** Following the March 8, 2021 Council meeting, the Manager of Planning advised that the C2 zone allows gas bars, liquor licenced establishments, restaurants (takeout or eat in) and retail stores as permitted uses.

With respect to parking concerns, further information would be required from the applicant to demonstrate that the parking requirements of the zoning by-law would be met. The by-law specifies the following rates:

- 1 space per 30m<sup>2</sup> of retail use (in addition to the 7-11, it appears that there are additional retail uses in the other units on the site and the total site parking would also be accommodating these uses)
- 1 space per 4-person capacity for a restaurant use
- 1 space per 4 licensed capacity for a liquor licensed establishment use
- 2 spaces for the gas bar use

Staff reached out to 7-Eleven for comment and have not received a response to date.

According to the Alcohol and Gaming Commission of Ontario (AGCO) website, there were 61 applications filed for 7-Eleven store locations in various municipalities (list attached). The deadline for objections/submissions was March 11, 2021. It should be noted that a liquor sales licence allows establishments to sell and serve alcohol for on-site consumption but that retail sales are not permitted.

Staff spoke with a licencing representative at the AGCO to confirm next steps for the application and were advised that any objections to the application automatically trigger a referral to the Licence Appeal Tribunal (LAT) for a decision. The applicant is notified of the concerns and presented with an opportunity to discuss them with both the objector and a Deputy Registrar of the AGCO via conference call. Should they be



unable to resolve the issues, the matter is referred to a hearing of the Local Appeal Tribunal at which the City will be required to represent itself.

Both the Town of Ajax and Town of Whitby have adopted resolutions to oppose 7-Eleven Canada's proposal to serve alcohol, however, those resolutions focused on the ongoing hardships faced by restaurants, pubs and other food service businesses and the competitive advantage that 7-Eleven would have. It is unknown whether any other municipality submitted concerns in relation to these applications.

Should Council continue to have concerns with the application, staff recommend passing a resolution identifying the specific issues.

**Financial Impact:** N/A

**Alignment with Strategic Priorities:**

**Not applicable** – Report is in response to a referral to staff to review any identified land use planning issues with this application and report back to the March 22, 2021 Regular Council meeting.

**Staff Recommendation: THAT Stratford City Council opposes the Liquor Licence Application for an indoor area at 327 Erie Street (7-Eleven) for the following reasons:**

- **Number of police calls to this location to date;**
- **Not wanting bars in convenience stores;**
- **The conflict between the sale of gasoline and alcohol in the same location;**
- **Safety of pedestrians leaving the establishment; and**
- **Potential insufficient parking pending further information.**




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Jodi Akins, Council Clerk Secretary




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Janice Beirness, Director of Corporate Services




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Joan Thomson, Chief Administrative Officer



**7-Eleven Canada, Inc.**  
 Suite 2400 13450  
 102<sup>nd</sup> Avenue,  
 Surrey, BC  
 V3T 0C3

Phone: (604) 586-0711 (604) 586-0711  
 Fax: (604) 586-1507

November 30, 2020

Clerk's Office, Corporate Services Department  
 Town of Stratford  
 1 Wellington St., Stratford ON N5A 2L3

**RE: 7-Eleven Canada's Liquor Sales License Application**

Dear Stratford Clerk's Office –

Please find enclosed 7-Eleven Canada's application to retail sealed alcohol products alongside food as a delivery or takeout option to 19+ customers at 327 Erie St. in Stratford, Ontario.

Our stores operate as quick-service restaurants and small format grocery stores that provide local customers with the essentials they need, including a core menu of fresh and hot foods choices, for takeout and delivery. Our complete menu of hot foods and other food and beverage products including nutrients is available at: <https://7-eleven.ca/nutritional-information>.

Given the new regulations in place, our stores meet the criteria for obtaining a Liquor Sales Licence and we have submitted an application to the Alcohol and Gaming Commission of Ontario.

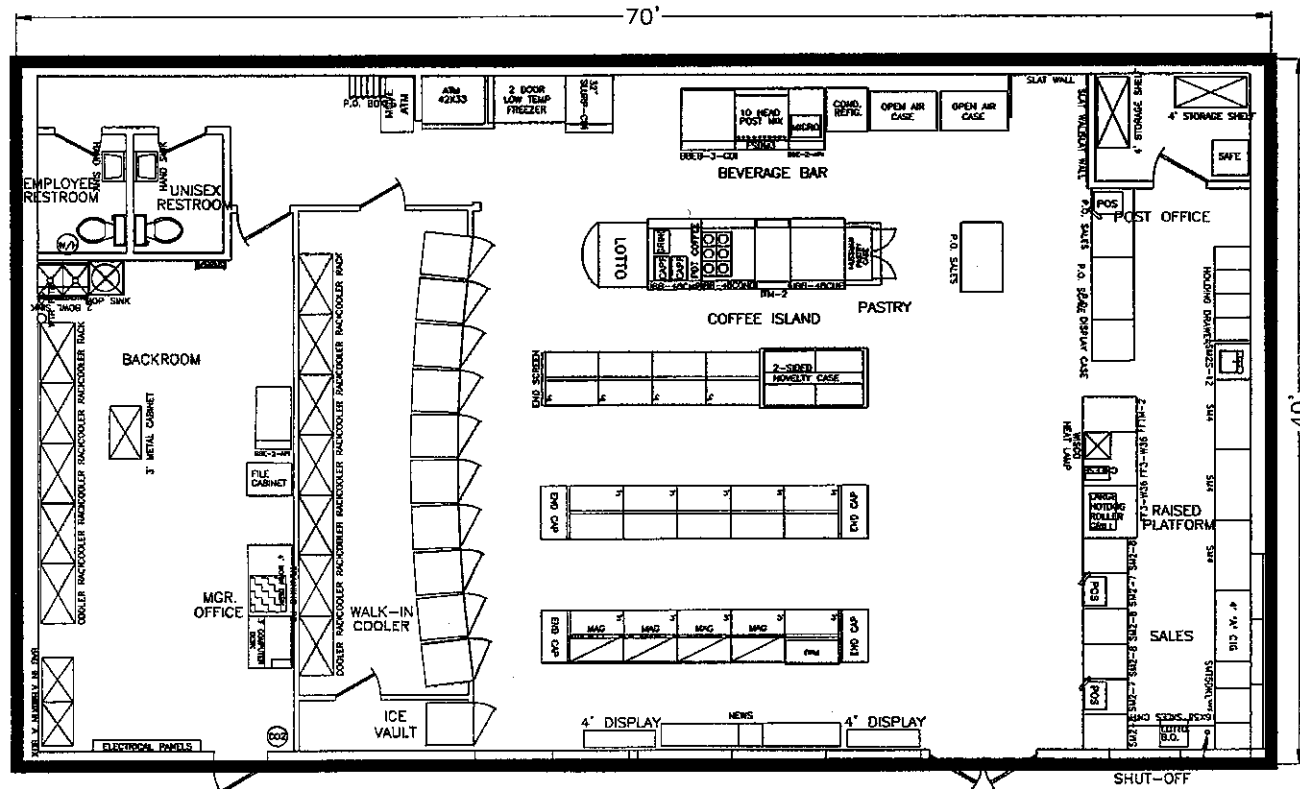
7-Eleven Canada will apply its rigorous age restricted sales policy to the sale of alcohol to ensure age-restricted products stay out of the hands of people under 19. Furthermore:

- All staff handling of sealed alcohol products would be SmartServe trained.
- During the pandemic, open alcohol products would not be served in-store.
- Alcohol products could be stored in a dedicated area in the backroom, as well as in the backroom cooler for chilled product.
- Delivery orders would be fulfilled by our reputable third-party partners, which currently include UberEats, DoorDash, and SkipTheDishes.
- 7-Eleven would retail Ontario-made wine and locally brewed beer to help support local businesses.

Should you have any questions, please do not hesitate to contact me.

Regards,

Victor Vrsnik, Senior Manager, Corporate Affairs and Business Development  
 604-764-2877  
[victor.vrsnik3@7-11.com](mailto:victor.vrsnik3@7-11.com)



TITLE:

## FLOOR PLAN

PROJECT NO.:  
27861SCALE:  
3/32" - 1'-0"

## LEGEND:

 PROPOSED LICENSED AREA



**7-Eleven Canada, Inc.**  
 Suite 2400 13450  
 102<sup>nd</sup> Avenue,  
 Surrey, BC  
 V3T 0C3

Phone: (604) 586-0711(604) 586-0711  
 Fax: (604) 586-1507

February 11, 2020

Clerk's Office, Corporate Services Department  
 Town of Stratford  
 1 Wellington St., Stratford ON N5A 2L3

**RE: 7-Eleven Canada's Liquor Sales License Application**

Dear Stratford Clerk's Office:

I'm writing to provide a minor update with respect to our application to the AGCO. 7-Eleven Canada had initially applied on a delivery-based model, prior to specific amendments being made to the regulatory structure on December 9, 2020. Given those regulatory changes, our application is now focused on limited on-premise consumption, but all other aspects of our application remain the same.

Our stores operate as quick-service restaurants and small format grocery stores that provide local customers with the essentials they need, including a core menu of fresh and hot food choices. Our complete menu of hot foods and other food and beverage products including nutrients is available at: <https://7-eleven.ca/nutritional-information>.

Our stores meet the criteria for obtaining a Liquor Sales Licence and we have submitted an application to the Alcohol and Gaming Commission of Ontario.

7-Eleven Canada will apply its rigorous age-restricted sales policy to the sale of alcohol to ensure age-restricted products stay out of the hands of people under 19. Furthermore:

- All staff handling alcohol products would be SmartServe trained.
- A selection of alcohol products would be stored behind the sales counter in a refrigerator, accessible only to SmartServe-trained staff members. The coolers in the back storage room will also be used to store alcohol products not yet on the sales floor.
- 7-Eleven Canada stores would offer a limited menu of alcohol beverages for customers that show available products, quantities (ounces/ml), and prices for that specific location.
- The menu would be offered alongside the various restaurant-style prepared food options available to customers.
- Our stores feature designated consumption areas.

- 7-Eleven Canada staff would provide customers with the poured beverage in a disposable cup at the point of sale, and will communicate to customers that beverages must be consumed in the store.
- 7-Eleven Canada will only permit the sale of alcohol during the hours of noon to 11pm, seven days per week.

Should you have any questions, please do not hesitate to contact me.

Regards,

Victor Vrsnik, Senior Manager, Corporate Affairs and Business Development

604-764-2877

[victor.vrsnik3@7-11.com](mailto:victor.vrsnik3@7-11.com)



## FLOOR PLAN

SCALE:  
3/32" - 1'-0"

PROPOSED LICENSED AREA



GUELPH	<b>7-Eleven</b> 585 ERAMOS RD GUELPH, ON N1E2N4	2021-03-11	1091227	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
GUELPH	<b>7-Eleven</b> 328 SPEEDVALE AVE E GUELPH, ON N1E1N5	2021-03-11	1091229	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
HAMILTON	<b>7-Eleven</b> 622 UPPER WELLINGTON ST HAMILTON, ON L9A3R1	2021-03-11	1091230	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
HAMILTON	<b>7-Eleven</b> 415 MELVIN AVE HAMILTON, ON L8H2L4	2021-03-11	1091233	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
LEAMINGTON	<b>7-Eleven</b> 138 ERIE ST S LEAMINGTON, ON N8H3B7	2021-03-11	1091234	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
LONDON	<b>7-Eleven</b> 1076 COMMISSIONERS RD E LONDON, ON N5Z4T4	2021-03-11	1091236	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
LONDON	<b>7-Eleven</b> 72 WHARNCLIFFE RD N LONDON, ON N6H2A3	2021-03-11	1091238	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
LONDON	<b>7-Eleven</b> 1181 WESTERN RD LONDON, ON N6G1G6	2021-03-11	1091243	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
MISSISSAUGA	<b>7-Eleven</b> 6980 LISGAR DR MISSISSAUGA, ON L5N8C8	2021-03-11	1091244	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
MISSISSAUGA	<b>7-Eleven</b> 2330 BATTLEFORD RD MISSISSAUGA, ON L5N3K6	2021-03-11	1091245	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
MISSISSAUGA	<b>7-Eleven</b> 3965 THOMAS ST MISSISSAUGA, ON L5M7B8	2021-03-11	1091246	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
NIAGARA FALLS	<b>7-Eleven</b> 7270 DRUMMOND RD NIAGARA FALLS, ON L2G7B5	2021-03-11	1091248	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
NIAGARA FALLS	<b>7-Eleven</b> 4025 DORCHESTER RD NIAGARA FALLS, ON L2E6N1	2021-03-11	1091249	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission



NORTH YORK	<b>7-Eleven</b> 1718 WILSON AVE NORTH YORK, ON M3L1A6	2021-03-11	1091277	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
OAKVILLE	<b>7-Eleven</b> 2267 LAKESHORE RD W OAKVILLE, ON L6L1H1	2021-03-11	1091250	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
ORANGEVILLE	<b>7-Eleven</b> 268 BROADWAY ORANGEVILLE, ON L9W1K9	2021-03-11	1091255	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
OSHAWA	<b>7-Eleven</b> 245 WENTWORTH ST W OSHAWA, ON L1J1M9	2021-03-11	1091257	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
PICKERING	<b>7-Eleven</b> 704 KINGSTON RD PICKERING, ON L1V1A8	2021-03-11	1091258	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
PORT COLBORNE	<b>7-Eleven</b> 111 CLARENCE ST PORT COLBORNE, ON L3K3G2	2021-03-11	1091260	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
SARNIA	<b>7-Eleven</b> 366 CHRISTINA ST N SARNIA, ON N7T5V7	2021-03-11	1091261	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
ST CATHARINES	<b>7-Eleven</b> 104 LAKE ST ST CATHARINES, ON L2R5X8	2021-03-11	1091262	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
ST CATHARINES	<b>7-Eleven</b> 316 LAKE ST SUITE 314 ST CATHARINES, ON L2N4H4	2021-03-11	1091264	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
ST. CATHARINES	<b>7-Eleven</b> 102 - 106 HARTZELL RD ST. CATHARINES, ON L2P 1N4	2021-03-11	1091263	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
STRATFORD	<b>7-Eleven</b> 327 ERIE ST STRATFORD, ON N5A2N1	2021-03-11	1091267	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
THOROLD	<b>7-Eleven</b> 17 CLAREMONT ST THOROLD, ON L2V 1R2	2021-03-11	1091268	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 2480 LAKE SHORE BLVD W TORONTO, ON M8V1C9	2021-03-11	1091211	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission

TORONTO	<b>7-Eleven</b> 3587 BATHURST ST TORONTO, ON M6A2E2	2021-03-11	1091271	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 1260 DUNDAS ST W TORONTO, ON M6J1X5	2021-03-11	1091272	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 1730 BLOOR ST W TORONTO, ON M6P1B3	2021-03-11	1091274	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 883 DUNDAS ST W TORONTO, ON M6J1V8	2021-03-11	1091276	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 260 COLLEGE ST TORONTO, ON M5T1R7	2021-03-11	1091279	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 334 BLOOR ST W TORONTO, ON M5S1W9	2021-03-11	1091280	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 873 QUEEN STREET WEST TORONTO, ON M6J1G4	2021-03-11	1091283	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 1169 ST CLAIR AVE W TORONTO, ON M6E1B2	2021-03-11	1091284	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 1 EGLINTON AVE E TORONTO, ON M4P3A1	2021-03-11	1091287	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 372 BAY ST TORONTO, ON M5H2W9	2021-03-11	1091288	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 328 YONGE ST TORONTO, ON M5B1R8	2021-03-11	1091289	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 1033 BAY ST UNIT 7 TORONTO, ON M5S3A5	2021-03-11	1091290	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
TORONTO	<b>7-Eleven</b> 1 CARLTON ST TORONTO, ON M5B1L2	2021-03-11	1091291	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission

WATERLOO	<b>7-Eleven</b> 256 KING ST N WATERLOO, ON N2J2Y9	2021-03-11	1091292	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
WATERLOO	<b>7-Eleven</b> 425 UNIVERSITY AVE E WATERLOO, ON N2K 4CP	2021-03-11	1091294	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
WELLAND	<b>7-Eleven</b> 6 CROWLAND AVE WELLAND, ON L3B1W9	2021-03-11	1091295	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
WINDSOR	<b>7-Eleven</b> 971 WYANDOTTE ST E WINDSOR, ON N9A3K1	2021-03-11	1091296	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
WINDSOR	<b>7-Eleven</b> 278 TECUMSEH RD E WINDSOR, ON N8X2R3	2021-03-11	1091297	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
WINDSOR	<b>7-Eleven</b> 2585 WYANDOTTE ST W WINDSOR, ON N9B1K6	2021-03-11	1091299	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
WINDSOR	<b>7-Eleven</b> 5124 TECUMSEH RD E WINDSOR, ON N8T1C1	2021-03-11	1091302	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
WINDSOR	<b>7-Eleven</b> 925 OTTAWA ST WINDSOR, ON N8X2E2	2021-03-11	1091300	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
WOODBRIIDGE	<b>7-Eleven</b> 3711 RUTHERFORD RD WOODBRIIDGE, ON L4L1A6	2021-03-11	1091303	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
WOODSTOCK	<b>7-Eleven</b> 3 HURON ST WOODSTOCK, ON N4S6Y9	2021-03-11	1089568	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
YORK	<b>7-Eleven</b> 1390 WESTON RD YORK, ON M6M4S2	2021-03-11	1091275	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission
YORK	<b>7-Eleven</b> 3355 DUNDAS ST W YORK, ON M6S2R8	2021-03-11	1091278	<b>New Application</b> Liquor Sales Licence	Indoor Area	File Objection / Submission

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MAR 15 2021



Thames  
Canadian Heritage River

CITY CLERK'S OFFICE

March 8, 2021

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

**Attention: Tatiana Dafoe, Clerk**

Dear Ms. Dafoe,

The Upper Thames River Conservation Authority (UTRCA) hosted its Annual General Meeting on February 18, 2021. As part of this meeting the Board of Directors approved the 2021 Budget which includes revenue generated from municipal levy as authorized under the *Conservation Authorities Act*. This notice and levy invoice is being provided via registered mail to the Clerk of each member municipality and stipulates the amount of levy owing for 2021 along with the basis for levy apportionment.

Conservation Authority levies are apportioned to their member municipalities based on relative benefits received. Apportionment of the municipal levy for 2021 has been established in accordance with the formula set forth in Ontario Regulation 670/00 which assesses benefit pursuant to the modified current value assessment of each municipality. A second method of apportionment is used for much of the flood control section of the levy which considers benefits received from the flood control structure itself (e.g., Wildwood Dam) rather than using current value assessment. Apportionment values are detailed in the 2021 UTRCA Municipal Levy table at the back of the budget document.

The UTRCA's Board of Directors approved two resolutions regarding the budget (see below). The first approves an overall operating budget of \$16 million. The second approves capital expenditures of \$1.1 million. Note that municipal levy is only a proportion of these total amounts:

1. That the UTRCA Board of Directors approve the 2021 Draft Operating Budget under Section 27 of the *Conservation Authorities Act* in the amount of \$16,054,952 and that staff be directed to circulate the Approved Budget to member municipalities as part of the required 30 day review period. Please note the 2021 new levy component of the operating budget of \$5,779,537 will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation and by Special Benefitting Percentages for structure operations.

2. That the UTRCA Board of Directors approve the 2021 Capital Budget under Section 26 of the *Conservation Authorities Act* in two parts:

- a) The amount of \$736,851 to support the Authority's 20 year Flood Control Capital Plan. Apportionment of the flood control portion of the 2021 capital levy of \$537,879 is based on Special Benefiting Percentages, by structure, as presented in the 2021 Draft Budget. It is noted this levy amount has been set based on cooperative discussions with participating municipalities and assumes that the majority of the works will receive a matching funding contribution through the provincial Water and Erosion Control Infrastructure Program (WECI) or federal Disaster Mitigation and Adaptation Fund program (DMAF).
- b) The amount of \$391,000 to support the Authority's other (non-flood control) capital spending needs. The municipal levy share of this capital amount is \$178,626 and will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation.

A copy of the 2021 Approved Budget is attached for your reference.

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

Should you have any questions regarding the UTRCA's Approved Budget please contact the undersigned or Christine Saracino at [saracinoc@thamesriver.on.ca](mailto:saracinoc@thamesriver.on.ca).

Yours truly

UPPER THAMES RIVER CONSERVATION AUTHORITY



Ian Wilcox  
General Manager/ Secretary Treasurer

Attachments:

- 1. UTRCA 2021 Approved Operating Budget
- 2. Levy Invoice

Cc: Joan Thomson, CAO



# UPPER THAMES RIVER

## CONSERVATION AUTHORITY

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

<b>Date</b>
Mar 03, 2021
<b>Document Number</b>
IN0008427

### Invoice

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

**Attn:** TATIANA DAFOE, CLERK

**RECEIVED**

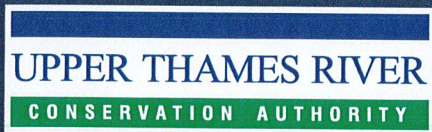
MAR 15 2021

CITY CLERK'S OFFICE

<b>Customer No.</b> STRATF	<b>Ordered by</b>	<b>HST #</b> 108163361 RT0001	<b>Terms</b> NET30
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Account No.	Description/Comments	Amount
2362	RE: 2021 GENERAL LEVY	294,996.00
2362	RE: 2021 OPERATIONAL RESERVE LEVY	2,478.00
2362	RE: 2021 DAM & FLOOD CONTROL LEVY	94,456.00
2362	RE: 2021 CAPITAL MAINTENANCE - RT ORR DAM	13,016.00
<p>A service charge of 2% per month will be added to overdue accounts. Please mail your cheque, noting your invoice number, to the address at the top of the invoice. We also accept EFT and email transfers. Please contact Denise Quick at extension 231 for more information on those payment options.</p>		
<b>Subtotal before taxes</b>		404,946.00
<b>H.S.T.</b>		0.00
<b>Amount due</b>		404,946.00





1424 Clarke Road, London, ON N5V 5B9  
519-451-2800

[info@thamesriver.on.ca](mailto:info@thamesriver.on.ca)  
[www.thamesriver.on.ca](http://www.thamesriver.on.ca)

# 2021

## Approved Budget



*February 18, 2021*



# 2021 UTRCA Approved Budget

February 18, 2021

The UTRCA's 2021 Approved Budget has been significantly influenced by the on-going COVID-19 Pandemic. The impacts during 2020 on demand for services and on revenues have been unprecedented and are expected to continue into 2021. The Approved Budget as presented foregoes strategic initiatives (Environmental Targets), some capital investment, and service growth needs, and instead presents a maintenance budget that respects economic constraints imposed on municipalities, contract funders, and individuals by the pandemic. This budget recommendation focuses on immediate financial challenges at the expense of the organization's long term strategic goals. The implications of this approach include the following:

## 1. Environmental Targets Strategic Plan:

The UTRCA's Strategic Plan (2016) recommends significant and planned service growth to support the achievement of specific environmental targets by 2037. Investment in the plan and service growth proceeded until 2020, when the final year of new municipal levy funding was reduced by 75% in response to municipal financial concerns. This final installment of new levy funding, totaling \$230,000, was deferred to the 2021 budget; however, that deferral is now being pushed to 2022. The consequences and risks of this deferral must be noted and include:

- Added pressure for the organization to achieve its stated Environmental Targets despite delays in funding and program growth.
- Added risk that Environmental Targets will not be achieved by 2037.
- The need to either reset with less ambitious Environmental Targets, or extend the plan's timeline, or both.
- The risk of changes to the Conservation Authorities Act (Bill 108) removing levying powers for components of the Strategic Plan. There is a risk that certain Targets will not be eligible for municipal funding as of 2022 and future program delivery will become inconsistent as each municipality chooses whether or not to fund on-going work.

## 2. Inflation:

An inflationary increase to wages of 1.0% has been included in the approved budget based, in part, on Ontario's April-April CPI and later reports of inflation throughout 2020. Our policy is to consider this measure as a guide for annual inflationary increases, but it should be noted that actual increases are typically much higher. For example, property insurance premiums are expected to increase 25%, and property tax increases are between 3-5%.

## 3. Capital Spending:

Capital spending has largely been deferred for 2021 except in support of public safety, such as rectifying electrical orders and/or maintenance of existing service levels, including replacement of two trucks and computer servers. In general, plans for equipment replacement continue to be deferred due to lack of capital funding.

## 4. Provincial Funding Formula:

Note that the provincial funding formula that apportions levy across member municipalities will change again in 2021. The formula uses MPAC's Current Value Assessment of municipal properties within each conservation authority's jurisdiction to calculate proportional costs. 2021 again sees the funding burden shift to rural municipalities as the value of farmland has increased faster than other land use types. This shift in funding is beyond the UTRCA's ability to control but does create frustration among our rural municipalities as their levy increases are inflated relative to other municipalities.

## 5. Salary Review/Reorganization:

Staff retention is a key management priority at the UTRCA. Reduced staff turn-over benefits the organization through employment of experienced staff, return on investment in staff training, and fewer disruptions to work flow. The last formal salary review was completed in 2006 and, while the organizational structure has been tweaked over time, there are also structural barriers to staff growth and advancement. Both issues have been recognized during the past few years but have recently become a priority as staff retention is being affected.

A total of \$20,000 has been added to the 2021 budget to fund a formal salary review. Recommendations are expected for increased wages across the salary grid; however, funding these increases will pose a significant challenge for the Authority in 2022 and beyond. A full review of the UTRCA's organizational structure will be deferred until provincial changes to the Conservation Authorities Act are fully understood.

In summary, the UTRCA is presenting a combined deficit budget with a projected shortfall of \$352,514. This projection includes a conservative estimate of "soft revenue," which is typically contract revenue that is expected during the year from programs that have not yet been announced. The municipal levy increase is 3.0% for operating purposes, of which 2.3% is driven by flood control needs with the remainder supporting the general levy.

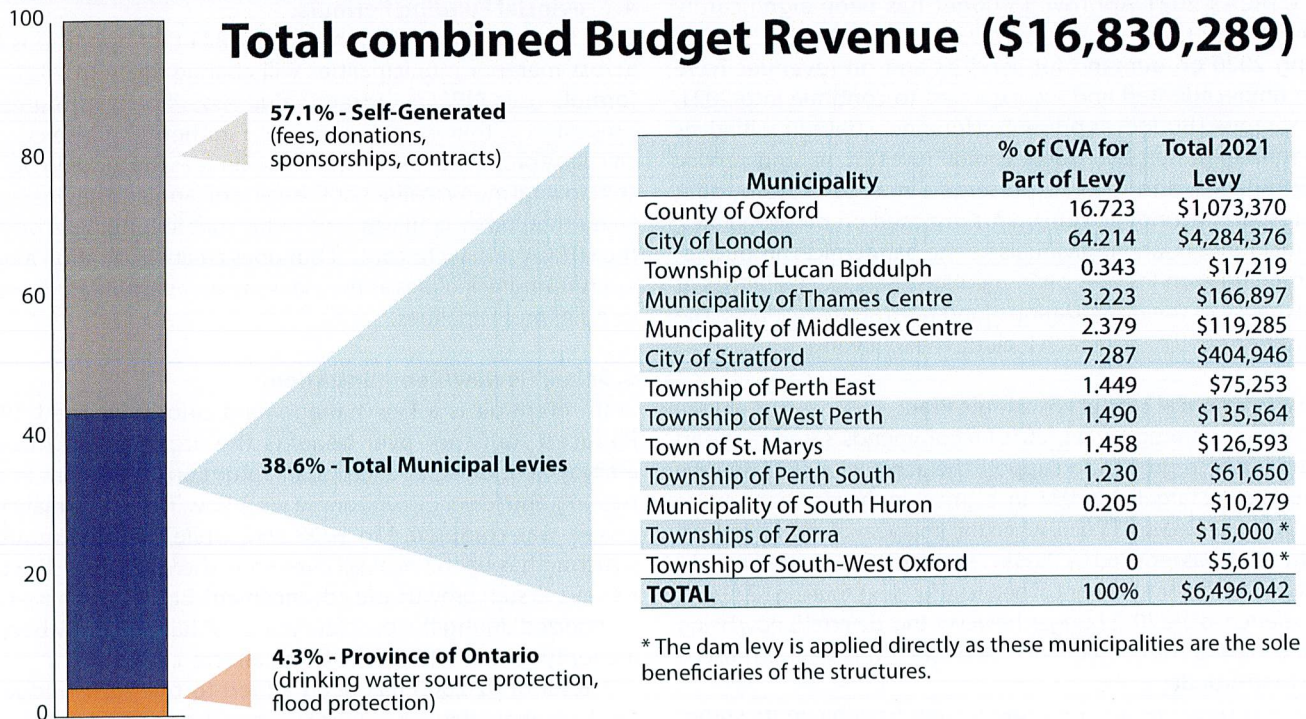
Significant cuts were made during 2020 with no additional provincial or municipal funding support, including widely available wage subsidies. Cuts were applied to staff wages, capital, and expenses across the board. No special funding for conservation authorities is expected in 2021. Provincial funding remains inadequate for the delegated responsibilities imposed on the UTRCA.

Despite this lack of financial support, the UTRCA continued to find ways to deliver programs and services that improve watershed health. While the administration is proud of the effort and commitment of staff to achieve these ends, this is not sustainable. The decision to defer much needed funding for 2021 can only be considered under these exceptional public health and economic circumstances, and with an expectation that budgets for 2022 and beyond will more accurately reflect actual costs to support local environmental needs and public demands for service.



## 2021 Approved Budget: Summary

February 18, 2021



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

The remainder of the levy reflects the specific benefiting percentage each municipality derives from the flood control structures. These percentages are identified in the table titled "Dam & Flood Control Levy - Details," on the final page of this budget. For example, the City of London benefits 100% from Fanshawe Dam and, therefore, is the only municipality levied for operating and maintaining that structure. Wildwood and Pittcock Dams use unique benefiting formulas.

The municipal levy is the most important funding received by the Conservation Authority as this investment allows the Authority to obtain and retain staff expertise. Staff leverage the municipal share by applying for grants from foundations, generating funds from user fees, entering into contracts and obtaining sponsorships from the private sector.

In the approved budget, the UTRCA leverages the 38.6% funded by municipalities into another 57.1% of funding to support a broad range of services for watershed residents, as directed by the Board of Directors.





# 2021 Approved Budget: Summary

February 18, 2021

## Operating Budget 2021

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Circulated November	Approved 2021 Budget	% Change from Draft Circulated	Notes see page 4 for list of acronyms)
REVENUES						
New Levy Funding						
Municipal General Levy	4,113,390	4,113,335	4,154,463	4,154,463	0.00%	Correction made between type of levy funding
Assessment Growth Levy	310,037	-	-	-	0.00%	
Dam and Flood Control Levies	1,461,675	1,461,675	1,636,062	1,591,062	-2.75%	
Operating Reserve Levy	33,678	33,678	34,014	34,014	0.00%	
	5,918,780	5,608,688	5,824,539	5,779,539	-0.77%	
Amortized Levy from previous years						
Municipal General Levy	239,794	239,794	611,942	337,486	-44.85%	
Flood Control Levies	78,062	78,062	120,142	95,142	-20.81%	
Capital Maintenance Levy	42,745	47,297	51,926	51,926	0.00%	
	360,601	365,153	784,010	484,554	-38.20%	
MNRF Transfer Payment	181,217	181,217	181,213	181,213	0.00%	
Contracts and Grants						
Municipal within Watershed	894,351	1,059,945	858,773	967,700	12.68%	Approved includes Environmentally Significant Areas contract with City of London
Municipal outside Watershed	73,340	129,660	130,676	132,176	1.15%	
Provincial	635,591	770,804	1,183,403	1,167,751	-1.32%	
Federal	464,599	541,534	273,528	281,528	2.92%	
All Other	1,853,982	1,946,932	1,724,803	1,862,268	7.97%	
	3,921,863	4,448,875	4,171,183	4,411,423	5.76%	Corporate and not-for-profit funding anticipated higher
User Fees and Other Revenues						
Conservation Areas	3,709,056	2,527,862	3,539,502	3,554,298	0.42%	Fee adjustments implemented as approved
Planning and Permit Fees	315,000	390,000	335,000	365,000	8.96%	Estimated workload adjustments to fees
Education Fees	125,000	65,800	63,500	66,500	4.72%	
Landowner, tree sales, cost recoveries	166,500	135,090	194,000	221,443	14.15%	Some 2020 planting to take place in 2021
	4,315,556	3,118,752	4,132,002	4,207,241	1.82%	
Other Revenues						
From deferred revenues	582,621	535,434	25,000	623,297	2393.19%	Additional deferred revenues available for 2021
Donations, interest earned	295,350	212,903	140,370	140,370	0.00%	
	877,971	748,337	165,370	763,667	361.79%	
Funding required from Flood Reserves	-	-	201,975	201,975	0.00%	
TOTAL REVENUES	15,575,988	14,471,022	15,460,291	16,029,611	3.68%	
EXPENDITURES						
Mission Cost Centres						
Community Partnerships	1,301,859	1,308,089	1,521,274	1,573,450	3.43%	Undertaking more targets projects in 2021
Water and Information Management	2,726,437	2,595,648	2,780,199	2,778,149	-0.07%	
Environmental Planning & Regulations	2,253,972	2,108,896	2,363,163	2,370,697	0.32%	
Conservation Services	1,995,488	1,971,072	1,777,989	1,817,297	2.21%	
Watershed Planning & Research	1,120,434	1,109,841	1,111,818	1,149,750	3.41%	
Conservation Areas	4,496,269	3,749,340	4,364,360	4,550,739	4.27%	Expenses anticipated to be at pre-Covid levels
Lands and Facilities Management	1,746,540	1,524,391	1,691,455	1,716,146	1.46%	
Service Cost Centres	257,310	163,296	153,077	98,725	-35.51%	
Program Operating Expenditures	15,898,309	14,530,573	15,763,335	16,054,952	1.85%	
Desired Transfers to Reserves	53,678	-	285,000	326,614	14.60%	
TOTAL EXPENDITURES	15,951,987	14,530,573	16,048,335	16,381,566	2.08%	
NET SURPLUS (DEFICIT)						
	(375,999)	(59,551)	(588,043)	(351,955)		
Depreciation Expense	1,221,973	1,153,341	1,161,434	1,161,434	0.00%	
CASH SURPLUS (DEFICIT)	845,974	1,093,790	573,391	809,480	41.17%	

# 2021 Approved Budget: Summary

February 18, 2021

## Capital Budget 2021

	Pre-Covid 2020 Budget	Draft 2021 Circulated	Approved 2021 Budget	Notes
<b>FLOOD CONTROL</b>				
<b>Capital Funding</b>				
Flood Control Capital levy	2,700,881	467,877	537,877	Correction made between operating and capital funding, and reflecting hiatus in construction at London Dykes in 2021
Federal Funding	2,988,000	160,000	160,000	
Provincial - Water and Erosion Control Infrastructure	125,000	115,150	126,150	
Net Funding from (to) reserves	157,508	(33,731)	81,411	
<b>Total current year funding</b>	<b>5,971,389</b>	<b>709,296</b>	<b>905,438</b>	
<b>Capital Projects</b>				
Dam Safety Reviews	23,808	-	-	Remaining safety review costs at Fanshawe and
Fanshawe Dam	50,000	40,168	40,230	Pittock Dams moved to operating budget
Wildwood Dam	301,591	102,941	103,154	
Pittock Dam	81,232	47,037	80,091	
London Dykes	5,483,508	417,575	418,099	Reduced for design work remaining on London
Mitchell Dam	-	71,101	36,760	Dykes
Small Dams	64,374	58,124	58,517	
<b>Total Spending</b>	<b>6,004,513</b>	<b>736,946</b>	<b>736,851</b>	
<b>Surplus (Deficit) from Flood Control Capital</b>	<b>(33,124)</b>	<b>(27,650)</b>	<b>168,587</b>	Any surplus funding is available to flood control reserves
<b>OTHER CAPITAL NEEDS</b>				
<b>Capital Funding</b>				
Capital Maintenance Levy	175,126	178,626	178,626	
<b>Capital Expenditures</b>				
Land Improvements	115,000	-	-	
Infrastructure	40,000	115,000	190,000	Electrical Safety Authority order to be
Furniture and Fixtures	30,000	-	-	addressed, and some park road works
Vehicles and Equipment	109,000	151,000	151,000	Includes 1-ton cab and dump
Technology Equipment	67,500	50,000	50,000	Server and network storage replacements
<b>Total Spending</b>	<b>361,500</b>	<b>316,000</b>	<b>391,000</b>	
<b>Surplus (Deficit) from other Organizational Capital</b>	<b>(186,374)</b>	<b>(137,374)</b>	<b>(212,374)</b>	
<b>Total Capital Budgets Surplus (Deficit)</b>	<b>(219,498)</b>	<b>(165,024)</b>	<b>(43,787)</b>	

### List of Acronyms

MNRF - Ministry of Natural Resources & Forestry (provincial)

NDMP - National Disaster Mitigation Program (federal)



# 2021 Approved Budget

February 18, 2021

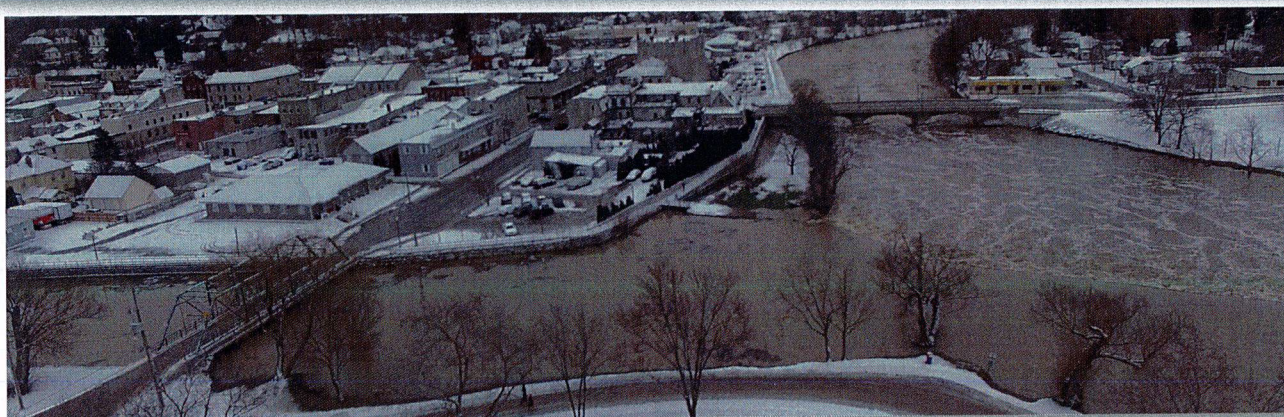
## All Units, All Activities

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Circulated November	Approved 2021 Budget	% Change from Draft Circulated	Notes
<b>Funding</b>						
New Municipal Levies	8,794,787	8,181,940	6,496,042	6,496,042	0.0%	Levies reduced in 2021 due to
Government Transfer Payments	181,217	181,217	181,213	181,213	0.0%	London Dykes hiatus
Contracts	7,034,863	8,969,647	4,446,333	4,697,573	5.7%	New contract amounts granted
User Fees	4,315,556	3,118,752	4,132,002	4,207,241	1.8%	Fee increases implemented
All other incl. Deferred Revenues	1,238,572	1,113,490	924,380	1,248,221	35.0%	
<b>Total Funding</b>	<b>21,564,994</b>	<b>21,565,046</b>	<b>16,179,969</b>	<b>16,830,289</b>	<b>4.0%</b>	
<b>Expenditures</b>						
Wages, Benefits, Per Diems	10,200,803	9,402,112	10,107,014	10,334,796	2.3%	Wage grid increase is 1%
Training, PPE, Travel Reimbursements	218,905	158,974	185,410	197,910	6.7%	Reestablishing some further
Legal, Audit, Insurance, Banking	402,285	417,765	457,558	457,558	0.0%	training online
Advertising and Promotion	62,400	28,997	37,200	32,950	-11.4%	
Consulting and Services	800,586	1,110,460	1,063,185	1,090,185	2.5%	
Computers and Communications	337,225	309,054	339,330	346,280	2.0%	
Property, Utilities, Security	1,390,407	1,097,247	1,264,459	1,245,721	-1.5%	
Contracted Services, incl. Flood Control	5,884,000	6,470,183	568,880	583,837	2.6%	
Supplies	1,218,259	1,265,576	1,198,352	1,229,482	2.6%	
Flow through expenses	165,715	100,697	110,750	111,650	0.8%	
Depreciation Expense	1,221,973	1,153,341	1,161,434	1,161,434	0.0%	
Unallocated Costs	264	2	6,710	1	-100.0%	
Mission centre capital costs	361,500	151,500	316,000	391,000	23.7%	Additional \$75K for FCA hydro
<b>Total Expenditures</b>	<b>22,264,322</b>	<b>21,665,908</b>	<b>16,816,281</b>	<b>17,182,803</b>	<b>2.2%</b>	infrastructure
<b>Surplus (Deficit) from these budgets</b>	<b>(699,327)</b>	<b>(100,863)</b>	<b>(636,311)</b>	<b>(352,514)</b>		
<b>Net Transfers (from) or to reserves</b>	103,830	117,098	(116,756)	(43,228)	-63.0%	
Total affecting reserve balances	(595,497)	16,235	(753,067)	(395,742)	-47.4%	



## 2021 Approved Flood Control Capital Levy

February 18, 2021



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

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

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

In 2021, the UTRCA continues to receive funding from the federal Disaster Mitigation & Adaptation Fund for the West London Dyke Reconstruction Project. Funding from WECI is not generally confirmed until May/June.

The amounts for the annual fixed contributions from the affected municipalities are calculated based on long term flood control capital repair estimates. The 20 Year Capital Maintenance Plan includes provisions for reviews and for adjusting the municipal contributions, depending on updated studies and cost estimates. The 2021 Approved Flood Control Capital Levy is described in the table below.

### Flood Control Capital Levy Summary

Municipality	Structure	Apportionment	2021 FC Capital Levy Total
Oxford County	Wildwood Dam	1.00%	\$100,000
	Pittock Dam	62.10%	
	Ingersoll Channel	100.00%	
City of London	Fanshawe Dam	100.00%	\$381,156
	Wildwood Dam	83.85%	
	Pittock Dam	36.75%	
	London Dykes & Erosion Control Structures	100.00%	
Town of St. Marys	Springbank Dam	100.00%	\$30,723
	St. Marys Floodwall	100.00%	
	Wildwood Dam	14.09%	
City of Stratford	RT Orr Dam & Channel	100.00%	--
Municipality of West Perth	Fullarton Dam	100.00%	\$5,000
	Mitchell Dam	100.00%	\$14,500
Township of Zorra	Embro Dam	100.00%	\$1,500
	Harrington Dam	100.00%	\$5,000
<b>Total Flood Control Capital Levy</b>			<b>\$537,879</b>

# 2021 Approved Flood Control Capital Levy



# Protecting People & Property & Supporting Sustainable Development

## Water & Information Management



### What we do:

- Reduce the risk of property damage and loss of lives due to flooding by providing watershed municipalities with flood forecasting and warning services and low water response.
- Operate and maintain water control structures (dams, dykes, channels, floodwalls), constructed in partnership with municipalities, to control flood flows and augment stream flow during dry periods.
- Operate and maintain recreational water control structures on behalf of municipalities.
- Comply with legislative requirements and guidelines at the local level.

### Examples:

- Provide and maintain flood situation emergency plans and a flood warning system
- Continually monitor stream flow, reservoirs, and watershed conditions at 31 surface water monitoring stations, 23 precipitation stations, and 13 snow survey stations
- Forecast floods, issue flood bulletins, and collect and maintain flood damage information and historical flooding data
- Maintain and expand stream gauge network in order to improve stream flow, climatic and water quality monitoring
- Improve and calibrate flood forecasting models
- Coordinate, maintain, and improve stream flow through flow augmentation reservoirs
- Coordinate the upper Thames River watershed Low Water Response Team, which plans for drought response to meet the needs of watershed residents and business while protecting natural systems and human health
- Operate, inspect, and maintain flood control dams, dyke systems, channels, and erosion control structures, as well as medium sized municipal recreation dams and Conservation Area dams
- Undertake major maintenance projects on water and erosion control structures, and assess municipal erosion control works
- Secure capital maintenance funding for water and erosion control infrastructure, as well as senior government funding support for flood hazard mitigation
- Undertake dam safety studies and improve public safety around dams
- Update operation and maintenance manuals
- Provide technical expertise to identify natural hazards (such as flood plains and steep slopes) with the goal of protecting people and property from these natural hazards
- Host annual meeting with municipal flood coordinators
- Map and model flood plains and update hazard modelling and mapping in support of UTRCA Environmental Planning & Regulations unit



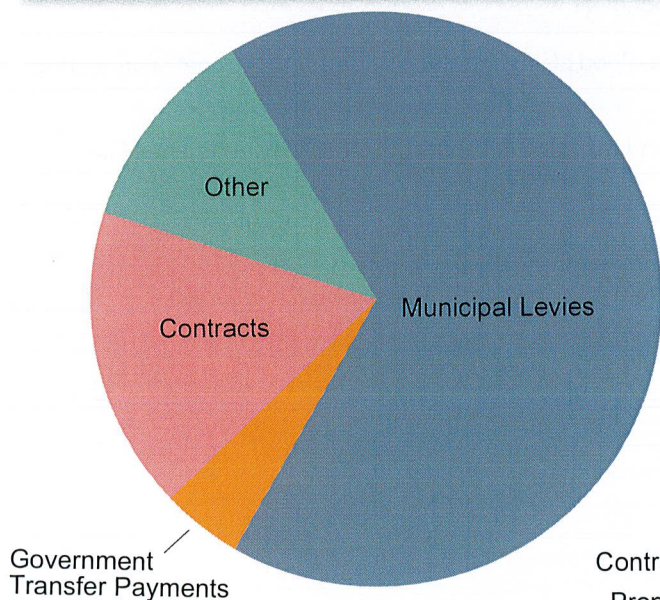
# 2021 Approved Budget

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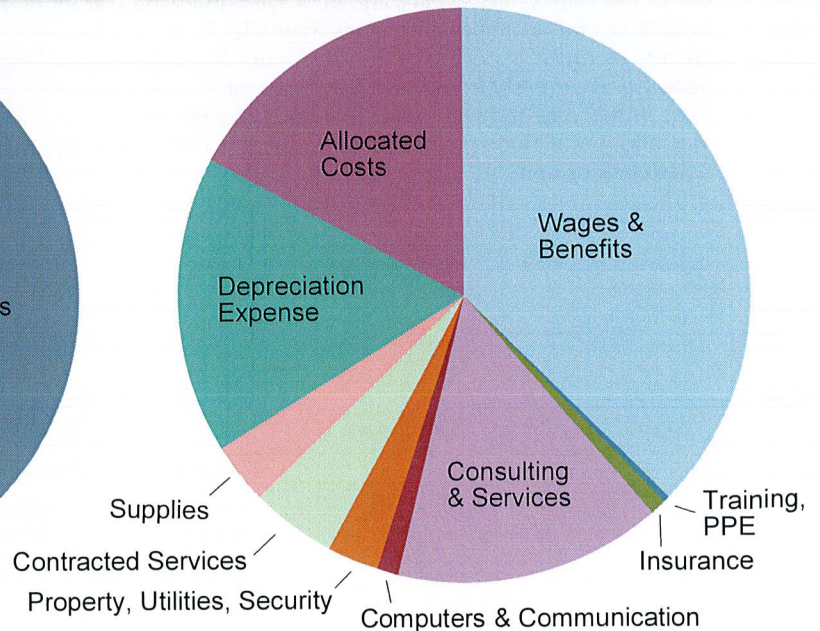
## Water & Information Management

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Approved 2021 Budget	% Change from Final 2020 Budget	Notes
<b>Funding</b>					
Municipal Levies	4,427,530	4,124,775	2,415,976	-41.4%	Reduced need for funding for London
Government Transfer Payments	166,270	166,270	166,270	0.0%	Dykes
Contracts	3,416,252	4,945,424	619,214	-87.5%	Reflect end of NDMP funding
Other	78,062	78,062	421,090	439.4%	2020 budgets did not include some
<b>Total Funding</b>	<b>8,088,113</b>	<b>9,314,530</b>	<b>3,622,550</b>	<b>-61.1%</b>	year end deferrals
<b>Expenditures</b>					
Wages, Benefits	1,352,456	1,254,443	1,317,346	5.0%	
Training, PPE	18,300	6,600	13,600	106.1%	Some training reinstated for 2021
Insurance	30,965	30,595	30,300	-1.0%	
Consulting and Services	236,161	639,206	532,000	-16.8%	
Computers & Communications	61,000	39,550	42,650	7.8%	
Property, Utilities, Security	102,275	94,800	102,125	7.7%	
Contracted Services	5,656,000	6,267,683	168,400	-97.3%	Reduced expenditure on London
Supplies	100,950	100,429	119,250	18.7%	Dykes
Depreciation Expense	585,912	573,969	588,903	2.6%	
Allocated costs	586,931	572,208	600,426	4.9%	
<b>Total Expenditures</b>	<b>8,730,950</b>	<b>9,579,483</b>	<b>3,515,000</b>	<b>-63.3%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>(642,837)</b>	<b>(264,953)</b>	<b>107,550</b>		

### FUNDING



### EXPENDITURES





# Protecting People & Property & Supporting Sustainable Development

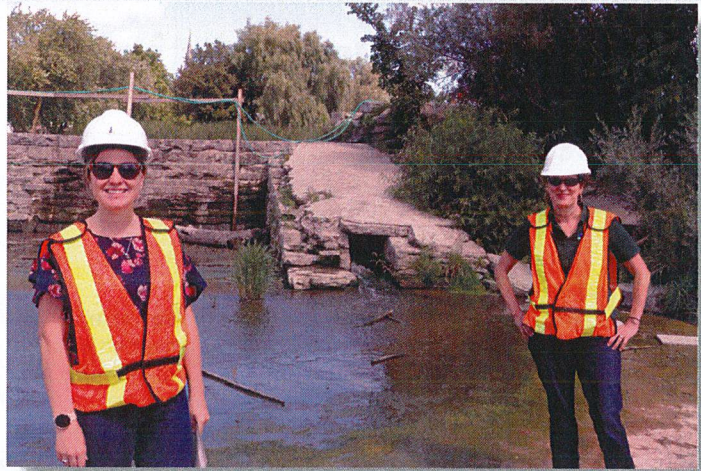
## Environmental Planning & Regulations

### What we do:

- Reduce the risk to life and property from natural hazards such as flooding and unstable slopes, and support safe development.
- Promote the maintenance and enhancement of natural heritage features and areas such as woodlands, wetlands, and threatened species, and protect groundwater resources and promote their wise use.
- Comply with legislative requirements under the Conservation Authorities Act.
- Assist municipalities with fulfilling their Planning Act responsibilities by identifying natural hazard areas and natural heritage features, and providing policy support.

### Examples:

- Review construction and approve projects in and around watercourses, flood plains, valley slopes, and wetlands to ensure development is safe for individuals and the community
- Provide land use planning advisory services to identify planning concerns related to natural hazards, natural heritage, development servicing, water quality, and natural resources
- Provide comments to assist municipalities with processing Official Plan and zoning by-law amendments, severances, variances and plans of subdivision
- Provide municipalities with access to policy and technical experts in various disciplines, including hydrology, hydrogeology, ecology, fisheries, engineering, bioengineering, stream morphology, and land use planning.
- Answer questions from the public regarding environmental aspects of land use planning
- Respond to property inquiries and mapping requests (legal, real estate, and general information)
- Administer approvals and investigate violations related to regulations made pursuant to the Conservation Authorities Act
- Screen and comment on mitigation related to projects requiring federal Fisheries Act review or approval
- Increase implementation of green infrastructure (Low Impact Development) through pilot projects and professional development opportunities





## Protecting People & Property & Supporting Sustainable Development

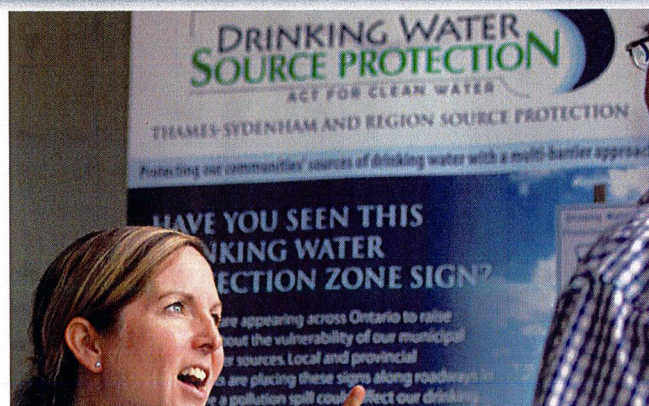
# Source Protection Planning

### What we do:

- Deliver programs and services related to the conservation authority's duties, functions and responsibilities as a source protection authority under the Clean Water Act, 2006.
- Maintain local governance and capacity to facilitate and coordinate source protection initiatives for the Thames-Sydenham and Region.
- Engage local and regional stakeholders, provide source protection expertise, and coordinate local activities that support the implementation and updating of the Thames-Sydenham and Region Source Protection Plan.
- Monitor and report on Source Protection Plan implementation progress within the Thames-Sydenham and Region in accordance with requirements set out in the Act.
- Provide maintenance and operation of an informed and engaged local, multi-stakeholder Source Protection Committee for the Thames-Sydenham and Region to guide the local planning process.

### Examples:

- Undertake work to update the Assessment Reports and Source Protection Plan (SPP) to protect human health and municipal drinking water sources (quality and quantity) by addressing implementation challenges, adding new scientific or technical information, or when a new drinking water system is added or changed.
- Receive and maintain information related to the monitoring policy summaries from municipalities and other implementing bodies, including analyzing and interpreting the information received to report on implementation progress to local stakeholders and the Province.
- Issue confirmation notices to municipal drinking water system owners, as required under the Act, for new and changing municipal residential drinking water systems.
- Provide advice to stakeholders on the review of local applications, planning proposals, or decisions in vulnerable areas to ensure SPP policies are considered.
- Provide Risk Management Services to assist participating municipalities in implementing the SPP through risk management, prohibition, and restricted land use policies. Education and outreach are key policy priorities to deliver an effective program.
- Collaborate with municipalities and conservation authorities to develop and operate the Local Source Water Information Management System to assist municipalities in meeting their obligations under the Clean Water Act and Source Protection Plans.





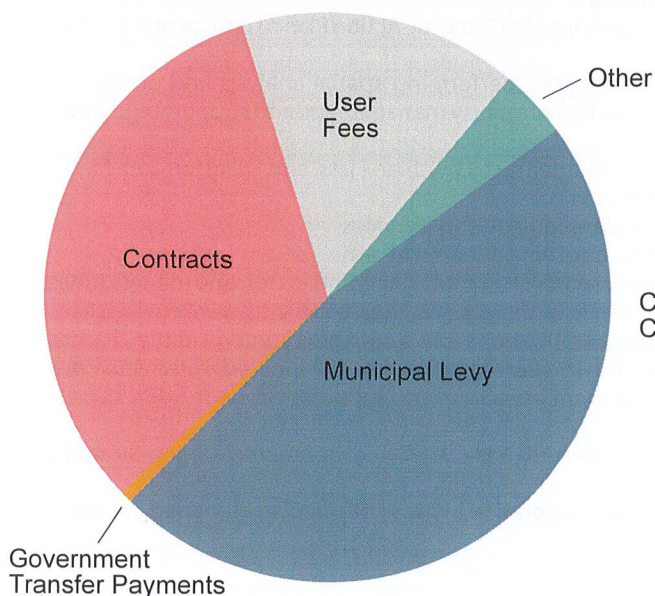
# 2021 Approved Budget

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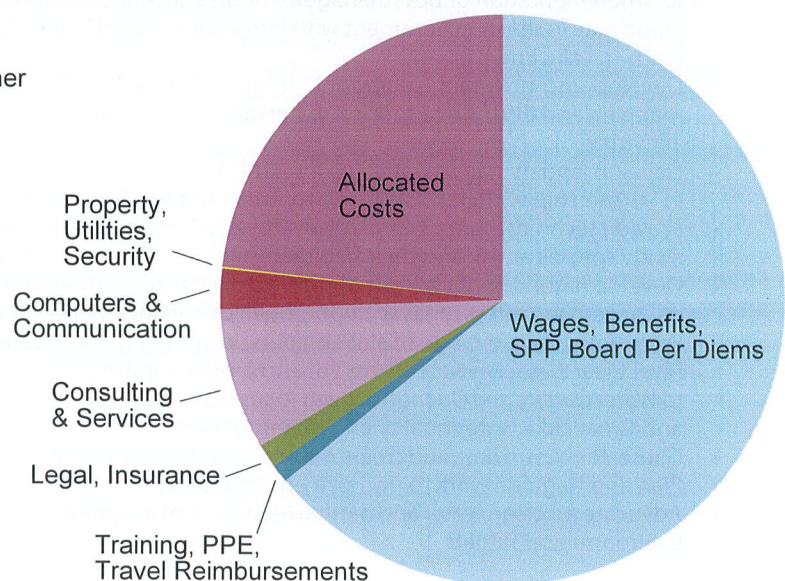
## Environmental Planning & Regulations

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Approved 2021 Budget	% Change from Final 2020 Budget	Notes
<b>Funding</b>					
Municipal Levies	1,359,434	1,049,397	1,049,114	-0.0%	
Government Transfer Payments	14,947	14,947	14,943	-0.0%	
Contracts	689,389	724,566	711,919	-1.7%	
User Fees	315,000	390,000	355,000	-9.0%	Fee increases expected to pre-Covid levels
Other	85,381	47,212	87,096	84.5%	
<b>Total Funding</b>	<b>2,464,151</b>	<b>2,226,122</b>	<b>2,218,072</b>	<b>-0.4%</b>	
<b>Expenditures</b>					
Wages, Benefits, SPP Board Per Diems	1,453,361	1,327,506	1,517,052	14.3%	Increasing capacity for regulations timelines
Training, PPE, Travel Reimbursements	28,200	25,900	25,900	0.0%	
Legal, Insurance	41,750	23,250	31,800	36.8%	Increase towards pre-Covid levels as courts are proceeding after delays
Advertising and Promotion	1,000	-	-	0.0%	
Consulting and Services	160,000	176,000	189,560	7.7%	
Computers and Communications	41,250	54,350	54,350	0.0%	
Property, Utilities, Security	1,750	1,700	1,700	0.0%	
Supplies	800	900	900	0.0%	
Allocated costs	525,861	499,290	549,435	10.0%	
<b>Total Expenditures</b>	<b>2,253,972</b>	<b>2,108,896</b>	<b>2,370,697</b>	<b>12.4%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>210,179</b>	<b>117,226</b>	<b>(152,625)</b>		

### FUNDING



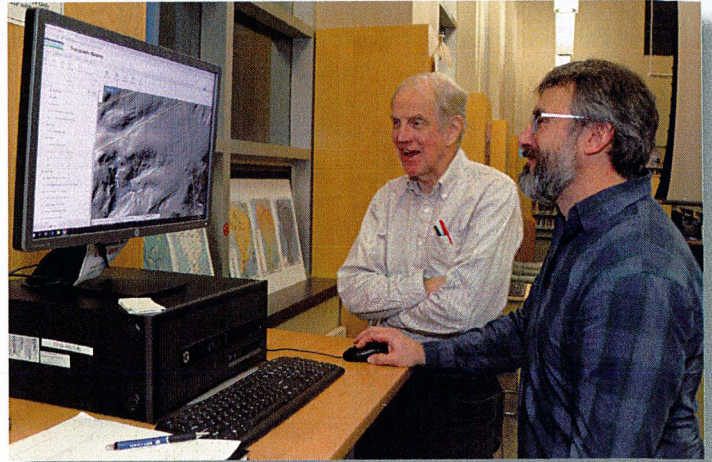
### EXPENDITURES





## Making Science Based Decisions

# Watershed Planning, Research & Monitoring



### What we do:

- Undertake environmental monitoring including collecting, analyzing, and reporting on data for surface water and groundwater quality, stream health, fisheries, habitat, and species at risk.
- Compile and maintain a comprehensive environmental monitoring database that is integrated and available to watershed partners, and is commonly accessed by development proponents in watershed municipalities when undertaking technical studies or assessments associated with land development activities.
- Produce concise state of the environment reporting every 5 years in a Watershed Report Card document, to understand current local (subwatershed) health and emerging trends as a basis for setting environmental management priorities and inspiring local environmental action.
- Develop and maintain watershed, subwatershed, and property specific management plans in cooperation with government agencies, municipalities, and community groups.
- Implement research studies to fill resource information gaps and develop innovative methods of protecting and enhancing watershed resources, including natural heritage systems studies, water quality assessments, and management plans.

### Examples:

- Monitor groundwater at 24 sites as part of the Provincial Groundwater Monitoring Information System in partnership with the Ministry of the Environment, Conservation and Parks (MECP)
- Collect and analyze surface water samples at 24 sites as part of the Provincial Water Quality Monitoring Network in partnership with the MECP and local Health Units
- Undertake expanded water quality and stream health monitoring, in support of efforts identified in the UTRCA Strategic Plan and in partnership with member municipalities
- Monitor aquatic community health including benthic invertebrates, fisheries, and species at risk to identify priority areas for implementation of best management practices and stewardship
- Participate in senior government working groups related to development of a Domestic Action Plan to reduce phosphorus loads to Lake Erie
- Develop and maintain Geographic Information System (GIS) databases, performing spatial analysis and producing mapping and GIS tools to support watershed planning initiatives, assist in property management, and support regulatory activities
- Develop land management plans for UTRCA properties, such as the Cade Tract, Lowthian Flats, and Fullarton area lands, in partnership with the Conservation Areas and Lands & Facilities units
- Provide technical support and review for applications related to planning advisory services
- Study species at risk and their habitat requirements that are indicators of watershed health
- Develop natural heritage system studies to determine significance, spatially quantify gains and losses, and identify areas of concern as well as areas with potential for enhancement.
- Work with a broad range of stakeholders, including municipalities, First Nations and senior government, in the Thames River Clear Water Revival collaborative, to produce and implement *The Thames River (Deshkan Zibi) Shared Waters Approach to Water Quality and Quantity*, which focuses shared water management objectives and supports efforts to address local and Great Lake water quality and quantity issues.
- Gather long term data and create information to measure outcomes related to the UTRCA Environmental Targets Strategic Plan and to guide work to improve environmental health
- Advocate for clean water and natural heritage feature protection and restoration in the watershed, as identified in UTRCA Environmental Targets



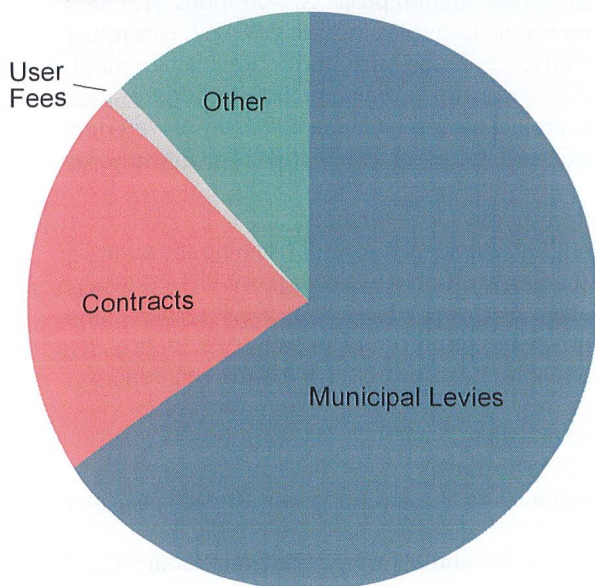
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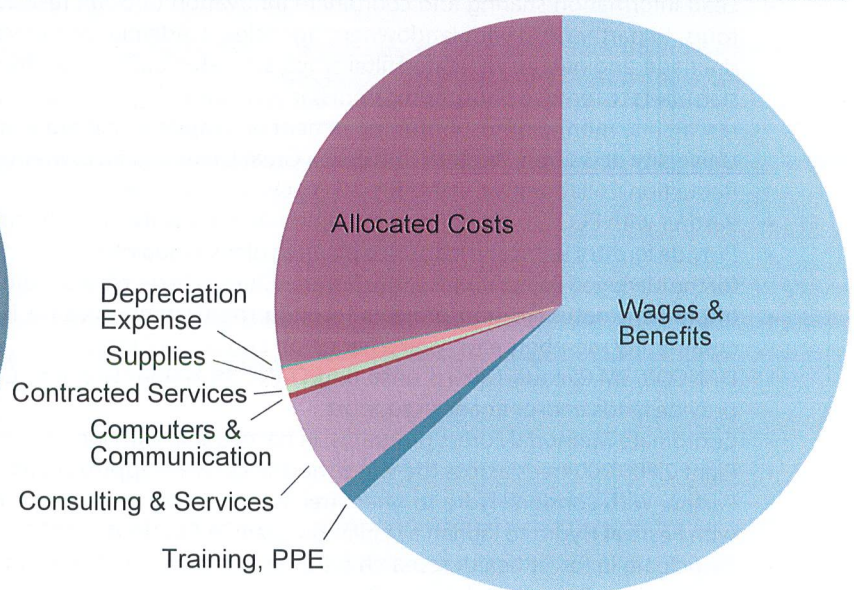
## Watershed Planning, Research & Monitoring

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Approved 2021 Budget	% Change from Final 2020 Budget	Notes
<b>Funding</b>					
Municipal Levies	722,775	722,720	629,064	-13.0%	
Contracts	180,450	334,922	209,400	-37.5%	Multi-year contract ending
User Fees	-	-	10,000	100.0%	
Other	25,734	44,084	111,107	152.0%	Includes deferrals from 2020
<b>Total Funding</b>	<b>928,959</b>	<b>1,101,726</b>	<b>959,571</b>	<b>-12.9%</b>	
<b>Expenditures</b>					
Wages, Benefits	747,122	697,387	723,920	3.8%	
Training, PPE	10,700	3,400	12,250	260.3%	
Advertising and Promotion	50	-	100	100.0%	
Consulting and Services	10,000	83,229	65,000	-21.9%	
Computers and Communications	3,550	2,368	3,500	47.8%	
Contracted Services	5,000	5,000	5,525	10.5%	
Supplies	14,600	15,150	11,000	-27.4%	
Depreciation Expense	2,176	1,442	1,442	0.0%	
Allocated costs	327,236	301,865	327,013	8.3%	
<b>Total Expenditures</b>	<b>1,120,434</b>	<b>1,109,841</b>	<b>1,149,750</b>	<b>3.6%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>(191,475)</b>	<b>(8,115)</b>	<b>(190,179)</b>		

### FUNDING



### EXPENDITURES





## Fostering Landowner Stewardship

# Conservation Services



### What we do:

- Address soil and water quality concerns by providing comprehensive face-to-face in-field and in-stream conservation planning services, technical services, and engineering planning and design.
- Address locally identified water quality and wildlife habitat impairment issues.
- Improve water quality and habitat for fish and wildlife, and reestablish natural aquatic linkages.
- Offer a range of tree planting and woodlot management services, and increase natural cover to improve water quality, provide wildlife and pollinator habitat, and build climate change resiliency.
- Deliver the Clean Water Program (CWP), which provides a one-window service for rural landowners to access technical assistance and financial incentives for implementing best management practices (BMPs) that improve surface water and groundwater quality and soil health, and contribute to sustainable agricultural operations. The CWP is funded by the Counties of Oxford, Middlesex and Perth, Town of St. Marys, and Cities of Stratford and London, with additional funding leveraged from industry, government, foundations, and donations.

### Examples:

- Deliver a wide range of BMPs through the CWP, which provides more than \$240,000 in grants to an average of 150 projects annually, approved by the local CWP committee. The CWP has completed over 4500 projects since 2001, including 3300 projects cost shared (\$11 million in capital project value plus landowner inputs of \$4.6 million).
- Deliver Medway Creek watershed phosphorus reduction research and demonstration projects partnering with Environment and Climate Change Canada (ECCC) and the Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA)
- Lead cutting-edge research and demonstration projects focused on agricultural stewardship efforts to reduce nutrients in the Thames River and improve the health of Lakes St. Clair and Erie. Projects bring additional investment into the watershed and offset costs to municipalities (e.g., \$300,000/3 years from ECCC; \$280,000/3 years from Agriculture & Agri-Food Canada (AAFC)).
- Lead information sharing and coordinate innovation through research, demonstration projects, workshops, and field tours, in partnership with landowners, agencies, academia, and private sector. Examples include ONFARM, controlled drainage, engineered vegetated filter strips, saturated buffers, constructed wetlands, on-farm stormwater management, slag filters to remove phosphorus from barnyard and silage leachate runoff and from tile drainage systems, edge-of-field research to monitor phosphorus movement on cropland, and biofilters. Project partners include University of Waterloo, University of Guelph, Western University, Great Lakes and St. Lawrence Cities Initiative on the Thames River Phosphorus Reduction Collaborative, OMAFRA, AAFC, OSCIA and others.
- Partner with ECCC to establish and monitor water quality from agriculture-based subwatersheds
- Provide forestry services such as tree planting plans, woodlot management, invasive species control, planning and auditing for the Managed Forest Tax Incentive Program, and help source alternate funding to offset tree planting costs for landowners
- Implement naturalization projects through the Communities for Nature program, which gives 5,000 students and community members each year a hands-on educational experience and creates opportunity for private sector (e.g., TD, DANCOR, 3M Canada, Dillon Consulting, DANCOR, Home Hardware, Columbia Sportswear), service clubs, and donors to provide lands and/or financial support
- Coordinate Memorial Forest programs, in partnership with local funeral homes
- Plant 2,800,000 trees across the watershed since 1990 (approximately 2000 hectares)
- Partner with London Hydro to offer "Tree Power" program that sells 600 trees to London homeowners each year, and with Festival Hydro to launch a similar program in Stratford in 2021
- Participate in forest health research partnership with Canadian Forestry Service and Ministry of Natural Resources and Forestry (e.g., Emerald Ash Borer, Oak Wilt Disease, Beech Leaf Disease), and work with partners to preserve the genetics of native butternut trees



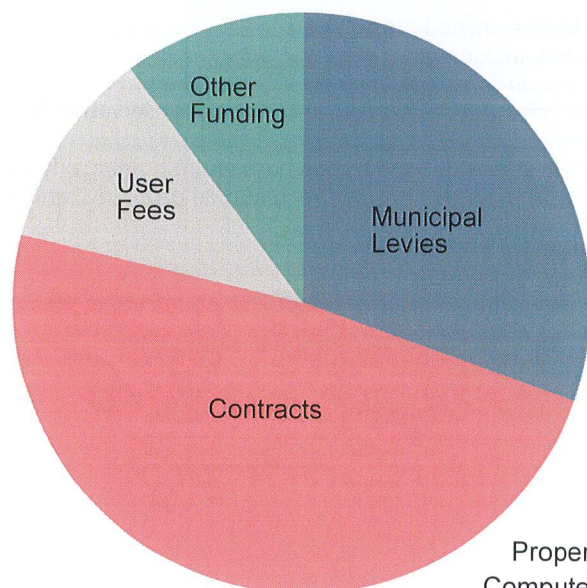
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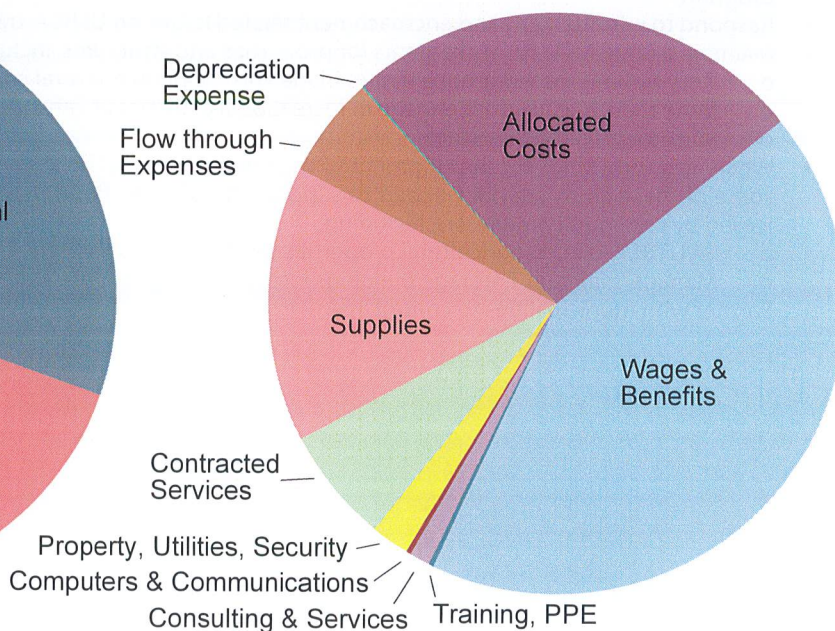
## Conservation Services

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Approved 2021 Budget	% Change from Final 2020 Budget	Notes
<b>Funding</b>					
Municipal Levies	664,335	664,335	602,564	-9.3%	
Contracts	713,366	876,146	957,250	9.3%	
User Fees	163,000	128,000	221,443	73.0%	Includes tree plantings delayed from 2020
Other	493,290	466,422	202,070	-56.7%	
<b>Total Funding</b>	<b>2,033,991</b>	<b>2,134,903</b>	<b>1,983,327</b>	<b>-7.1%</b>	
<b>Expenditures</b>					
Wages, Benefits	819,854	721,088	778,310	7.9%	Additional staff for Targets activities
Training, PPE	12,155	8,168	5,250	-35.7%	
Advertising and Promotion	4,000	4,000	-	0.0%	
Consulting and Services	22,700	22,700	20,700	-8.8%	
Computers & Communication	8,800	5,461	4,705	-13.8%	
Property, Utilities, Security	77,250	61,250	39,350	-35.8%	
Contracted Services	147,000	110,000	116,000	5.5%	
Supplies	286,074	488,228	279,200	-42.8%	
Flow through expenses	149,715	91,797	102,550	11.7%	
Depreciation Expense	2,403	2,403	2,403	0.0%	
Allocated costs	465,537	455,977	468,829	2.8%	
<b>Total Expenditures</b>	<b>1,995,488</b>	<b>1,971,072</b>	<b>1,817,297</b>	<b>-7.8%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>38,503</b>	<b>163,831</b>	<b>166,030</b>		

### FUNDING



### EXPENDITURES





## Providing Natural Spaces & Recreational Opportunities

### Lands & Facilities

#### What we do:

- Create value for the environment by providing safe access to UTRCA-owned/managed lands and permitted outdoor recreational opportunities.
- Work in partnership with the community to ensure the long-term protection of natural areas, such as woodlands and wetlands. Hazard lands and wetlands were acquired for flood risk reduction and recreation, and contribute to natural heritage conservation and water quality protection (surface water and groundwater).
- Lease structures and properties to clubs, community groups, individuals, and municipalities for activities that complement the UTRCA's programs and services.
- Negotiate land management agreements with municipalities to permit free access to day use facilities.
- Land acquisition and disposition.



#### Examples:

- Own 1900 hectares of rural properties to ensure the long-term protection of natural areas, such as woodlands and wetlands, and provide a variety of passive recreational opportunities.
- Manage 11 Environmentally Significant Areas (ESAs) covering 735.6 hectares, under in an agreement with the City of London
- Work with the local community to implement ESA Conservation Master Plans, in partnership with the City of London
- Initiate asset management plan as per the UTRCA Strategic Plan
- Initiate or assist with capital development projects
- Manage UTRCA fleet vehicles and equipment system
- Manage/maintain Watershed Conservation Centre (LEED Platinum designation)
- Work with the local community to implement the Ellice and Gads Hill Swamps Management Strategy
- Perform comprehensive risk management and safety inspections on UTRCA-owned properties
- Assess hunting opportunities on UTRCA-owned properties and, where appropriate, implement a controlled hunting program
- Respond to infringement and encroachment related issues on UTRCA-owned properties
- Maintain a range of lease agreements for properties and structures, including:
  - o 7 community-based groups that manage and maintain our rural conservation areas
  - o More than 20 clubs that engage in recreational activities at Fanshawe, Wildwood, and Pittock Conservation Areas
  - o 80 cottages at two locations
- When acquiring lands for development of the reservoirs, the UTRCA was obliged to purchase entire holdings (farms); some of these lands are not needed to support the UTRCA's flood management and recreational programs, and are leased by community members, including:
  - o 24 UTRCA-owned agricultural properties totalling approximately 475 hectares
  - o Manage/maintain 7 storage buildings located throughout the watershed
- Partner with municipalities to control invasive species



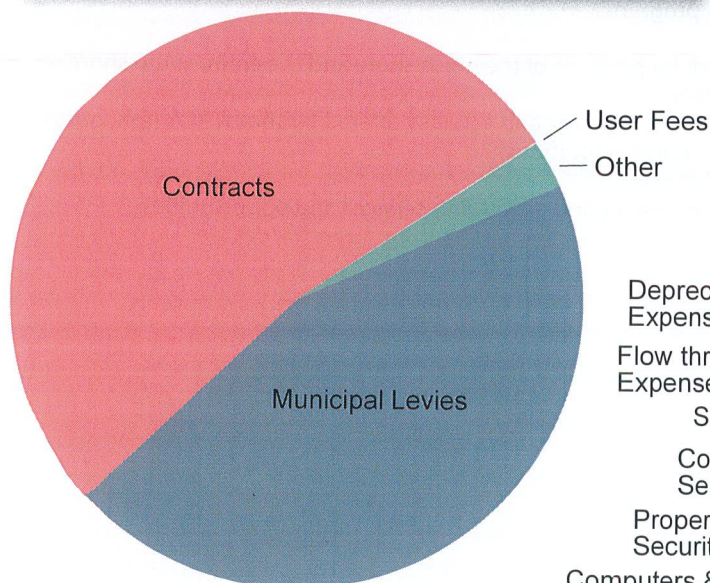
# 2021 Approved Budget

February 18, 2021

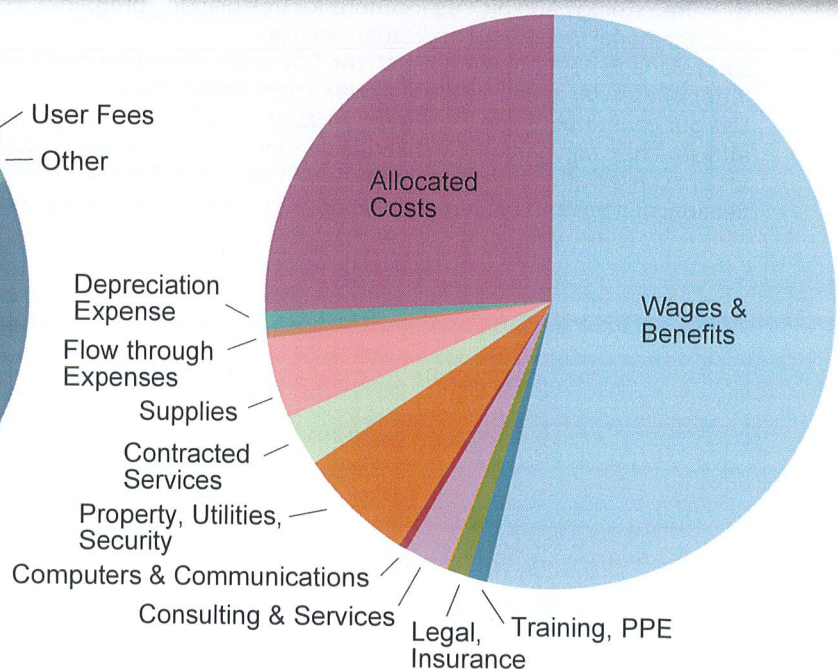
## Lands & Facilities

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Approved 2021 Budget	% Change from Final 2020 Budget	Notes
<b>Funding</b>					
Municipal Levies	750,720	750,720	739,238	-1.5%	
Contracts	914,030	894,225	872,157	-2.5%	
User Fees	2,000	2,000	2,000	0.0%	
Other	32,000	101,878	44,639	-56.2%	
<b>Total Funding</b>	<b>1,698,750</b>	<b>1,748,823</b>	<b>1,658,034</b>	<b>-5.2%</b>	
<b>Expenditures</b>					
Wages, Benefits	958,721	890,606	918,363	3.1%	
Training, PPE	20,200	12,000	19,200	60.0%	
Legal, Insurance	17,930	18,995	20,625	8.6%	
Advertising and Promotion	1,350	1,750	1,350	-22.9%	
Consulting and Services	44,000	12,000	42,000	250.0%	
Computers and Communication	7,800	7,800	7,800	0.0%	
Property, Utilities, Security	75,905	78,905	112,600	42.7%	Rental house removal and related costs
Contracted Services	21,000	17,500	50,000	185.7%	Includes hydro plant monitoring study
Supplies	91,449	59,399	77,600	30.6%	
Flow through expenses	8,000	7,000	8,000	14.3%	
Depreciation Expense	17,572	17,572	17,572	0.0%	
Allocated Costs	482,613	400,864	441,036	10.0%	
<b>Total Expenditures</b>	<b>1,746,540</b>	<b>1,524,391</b>	<b>1,716,146</b>	<b>12.6%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>(47,790)</b>	<b>224,432</b>	<b>(58,112)</b>		

### FUNDING



### EXPENDITURES





# Providing Natural Spaces & Recreational Opportunities

## Conservation Areas



### What we do:

- Create value for the environment by providing recreational opportunities and facilities on 3200 hectares of conservation lands at Fanshawe, Wildwood and Pittock Conservation Areas for 650,000 visitors annually. These lands were acquired for the development of flood control reservoirs and also serve as multi-purpose recreational facilities.
- Provide safe access to UTRCA-owned lands and permitted activities, and improved access to facilities such as docks, boat launches, and trails.
- Participate in local job fairs and employ 60 seasonal staff annually to operate the recreational areas.

### Examples:

- Provide more than 1300 seasonal and nightly camping sites, including back country camp sites
- Maintain more than 50 km of trail systems for biking, hiking and nature appreciation
- Provide water-based recreational opportunities including rental equipment
- Offer a variety of special events and environmental programs in partnership with local organizations
- Day use opportunities including picnic areas, playgrounds and pavilion rentals, disc golf, geocaching, sand volleyball, yoga classes
- Oversee and administer lease agreements for properties and structures, including:
  - More than 20 clubs that engage in recreational activities at Fanshawe, Wildwood, and Pittock Conservation Areas
  - 80 cottages at two locations
- Assistance with the delivering of the recreational hunting program with Lands and Facilities Unit
- Assist with a range of other UTRCA activities and programs, including:
  - Flood control operations and snow course readings
  - Providing and maintaining land base for Community Education programs
  - Grounds maintenance and snow removal for the Watershed Conservation Centre
  - Tree storage and pick up locations for tree planting programs
  - Memorial forests and dedication services
- Land Management Agreement with the City of Woodstock for portions of the north shore and the entire south shore of Pittock Reservoir as well as the walkway across Pittock Dam
- Use our conservation areas as demonstration sites for other programs and services offered by the UTRCA (e.g., green infrastructure rain garden, fish habitat creation, shoreline erosion solutions)
- Ensure conservation area lands comply with applicable legislation
- Set annual goals and implement strategies to continue improving and expanding services and opportunities



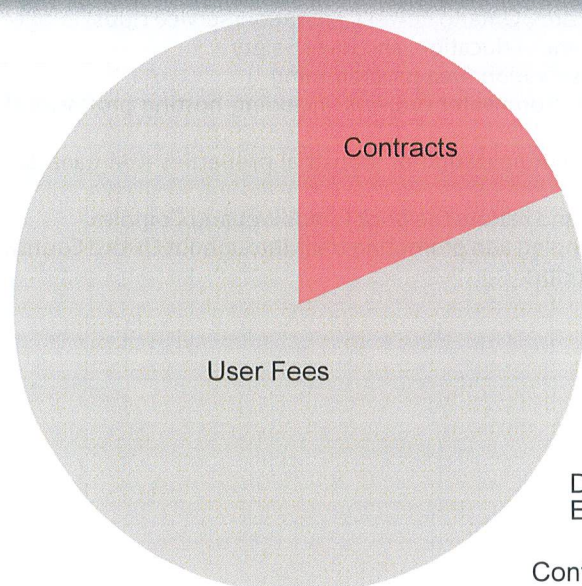
# 2021 Approved Budget

February 18, 2021

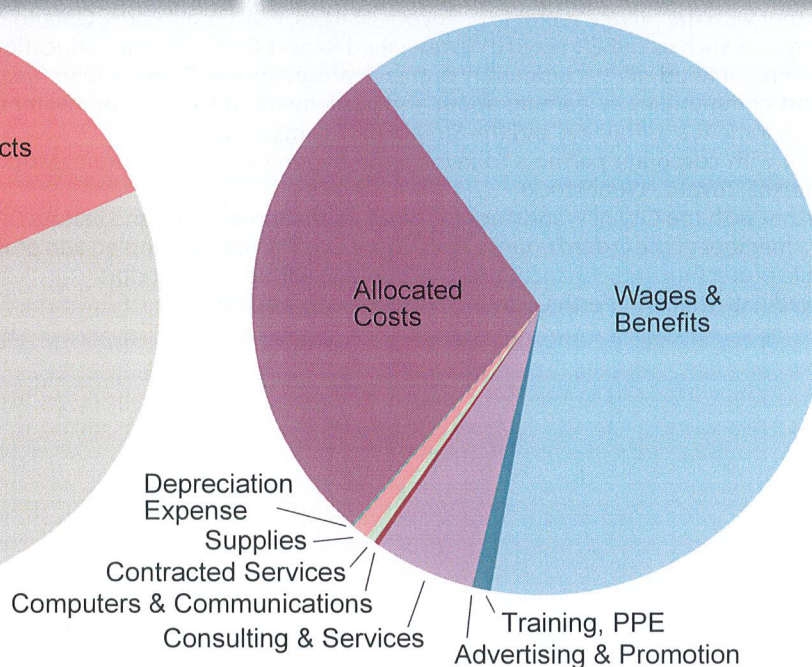
## Conservation Areas

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Approved 2021 Budget	% Change from Final 2020 Budget	Notes
<b>Funding</b>					
Contracts	854,031	801,331	806,148	0.6%	
User Fees	3,707,056	2,525,862	3,552,298	40.6%	Based on pre-Covid and 2020 experience
<b>Total Funding</b>	<b>4,561,087</b>	<b>3,327,193</b>	<b>4,358,446</b>	<b>31.0%</b>	
<b>Expenditures</b>					
Wages, Benefits	2,045,454	1,739,698	2,166,056	24.5%	Regular staff complement
Training, PPE, Travel Reimbursements	55,400	26,579	46,200	73.8%	
Legal, Insurance	87,645	88,853	106,820	20.2%	25% increase in insurance
Advertising and Promotion	33,250	12,747	15,700	23.2%	
Consulting and Services	171,550	95,000	131,000	37.9%	
Computers & Communication	31,750	16,250	14,400	-11.4%	
Property, Utilities, Security	952,355	678,740	766,250	12.9%	
Contracted Services	55,000	46,000	107,500	133.7%	Pool upgrades, water heater replacements
Supplies	292,650	200,820	277,300	38.1%	
Depreciation Expense	91,651	84,319	85,601	1.5%	
Allocated Costs	679,564	760,334	833,912	9.7%	
Mission centre capital costs	185,000	-	190,000	100.0%	Electrical Safety Authority order repairs
<b>Total Expenditures</b>	<b>4,681,269</b>	<b>3,749,340</b>	<b>4,740,739</b>	<b>26.4%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>(120,182)</b>	<b>(422,147)</b>	<b>(382,293)</b>		

### FUNDING



### EXPENDITURES





## Empowering Communities and Youth

### Community Partnerships



#### What we do:

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

#### Examples:

- Work with watershed "Friends of" groups, NGOs, trail councils, neighbourhood associations, and service clubs to address local environmental concerns, implement stewardship projects, and build capacity in local communities, including ongoing projects in the Medway, South Thames, Cedar Creek, Stoney, and Forks watersheds, and the Dorchester Mill Pond
- Help landowners, community groups, and municipalities access funding for environmental projects
- Facilitate involvement of the community, industry and corporations in environmental clean ups and community events
- Provide a wide range of curriculum-based programming to more than 20,000 students at Fanshawe and Wildwood Outdoor Education Centres each year
- Provide environmental education programs and hands-on resource management opportunities in local natural areas and in class, to students and community groups (e.g., stream health monitoring, stream rehabilitation, Watershed Report Card program, Wetlands Education program)
- Build partnerships with First Nation communities
- Partner with watershed school boards to develop and implement a wide range of curriculum-based environmental education programs, including flooding, stormwater, and water safety programs, secondary school environmental program certifications, as well as installing Low Impact Development (LID) projects at local schools
- Partner with the private sector (e.g., Toyota, Start.ca, GM, Cargill Cares, Ontario Power Generation, service clubs) to offer programs such as GREEN ecoSTEM, Watershed Report Card, Wetlands Education, and River Safety
- Implement flood safety community outreach programs and Conservation Area programming
- Assist communities in learning about and implementing LID for stormwater projects, including hosting professional development and training and the Stream of Dreams program
- Work with corporate partners to involve the community in the naturalization of industrial properties (GM Canada - Ingersoll, Toyota - Woodstock)
- Partner with the City of Woodstock to re-naturalize Burgess Park and restore the Brick Ponds Wetland Complex
- As a member of the Oxford County Trails Council, assist with developing and promoting trails throughout Oxford County, while protecting and enhancing natural heritage within trail corridors
- Coordinate the 2021 Perth County Children's Water Festival



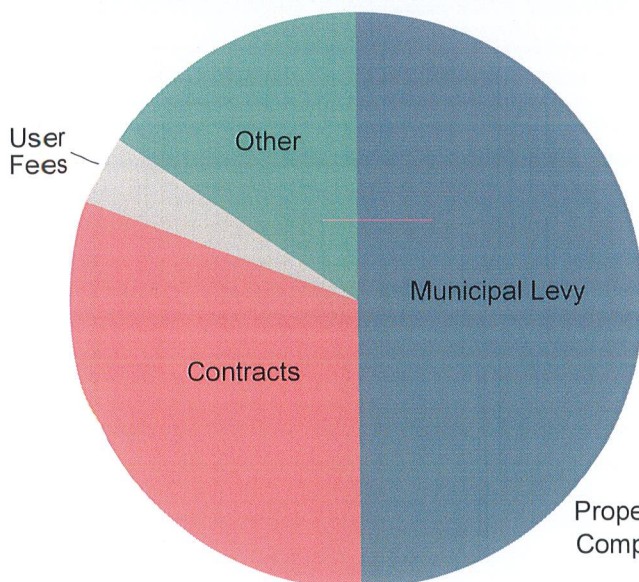
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February 18, 2021

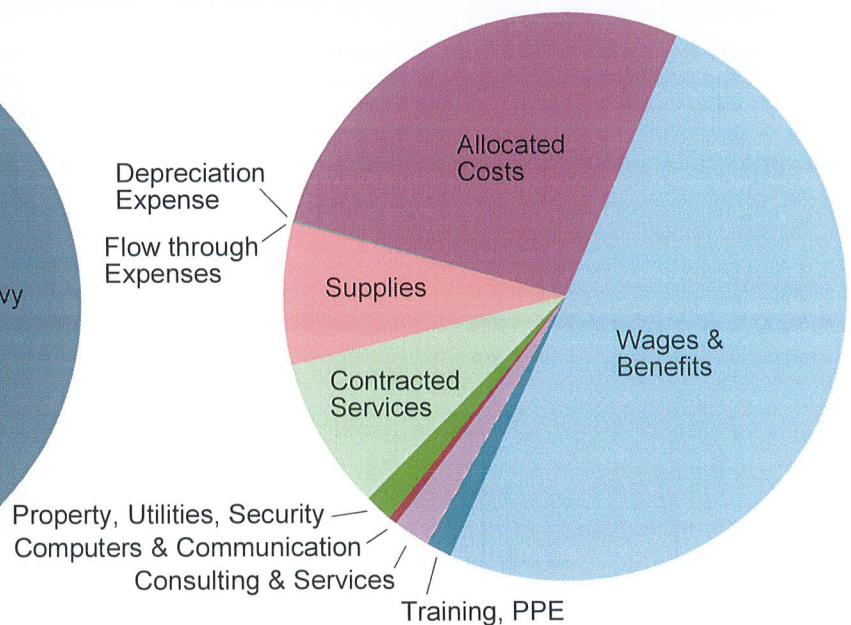
## Community Partnerships

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Approved 2021 Budget	% Change from Final 2020 Budget	Notes
<b>Funding</b>					
Municipal Levies	661,189	661,189	847,446	28.2%	
Contracts	266,845	392,533	520,985	32.7%	
User Fees	125,000	65,800	66,500	1.1%	
Other	250,794	253,804	263,993	4.0%	
<b>Total Funding</b>	<b>1,303,828</b>	<b>1,373,326</b>	<b>1,698,924</b>	<b>23.7%</b>	
<b>Expenditures</b>					
Wages, Benefits	723,422	727,083	790,220	8.7%	
Training, PPE	7,900	10,427	23,500	125.4%	
Advertising and Promotion	8,400	2,500	800	-68.0%	
Consulting and Services	45,700	21,500	32,200	49.8%	
Computers & Communication	6,500	8,000	8,000	0.0%	
Property, Utilities, Security	13,700	9,700	25,000	157.7%	
Contracted Services	-	24,000	136,412	468.4%	Low Impact Development work and
Supplies	90,600	125,250	127,100	1.5%	trail erosion control projects
Flow through expenses	8,000	1,900	1,100	-42.1%	Bus transport may not be required
Depreciation Expense	1,442	1,442	1,442	0.0%	in 2021
Allocated costs	396,195	376,287	427,676	13.7%	
<b>Total Expenditures</b>	<b>1,301,859</b>	<b>1,308,089</b>	<b>1,573,450</b>	<b>20.3%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>1,969</b>	<b>65,237</b>	<b>125,474</b>		

### FUNDING



### EXPENDITURES





## Providing Corporate & Communications Support to Programs, Staff & Directors

# Corporate & Support Services

### What we do:

- Provide finance, human resources, administrative, and marketing and communications support for the UTRCA's staff, Board of Directors, and programs. Corporate Services costs are allocated among the programs of the UTRCA.
- Ensure cost-effective programs and accountability to the community, partners, and municipal and senior governments.
- Inform staff, members, stakeholders and the public of the UTRCA's programs and policies.
- Maintain competent, highly trained, safe, and motivated staff to implement the UTRCA's programs.
- Maintain efficient systems and equipment to support the organization.

### Examples:

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





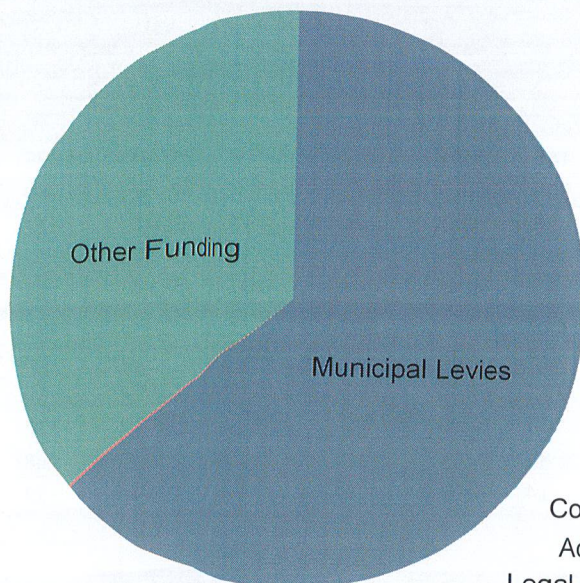
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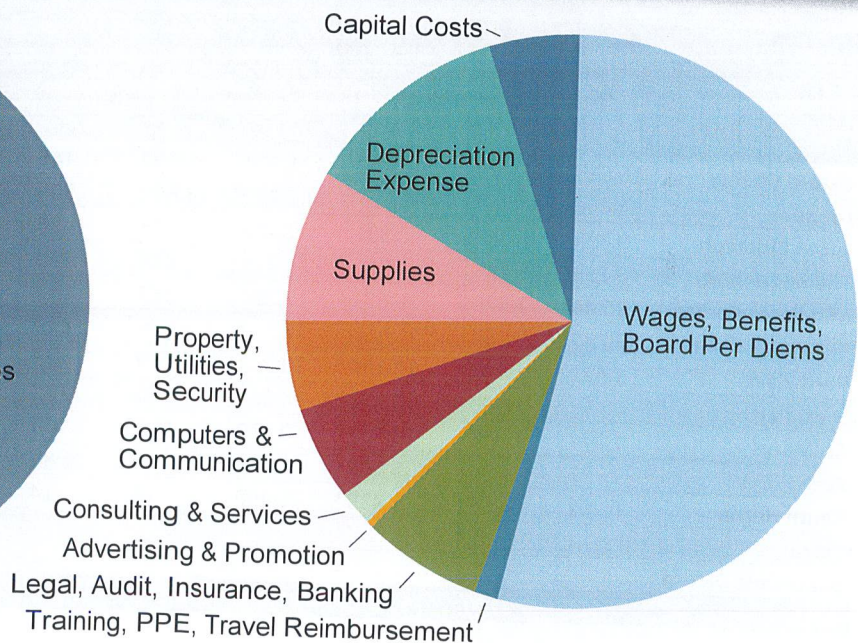
## Service Cost Centres

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Approved 2021 Budget	% Change from Final 2020 Budget	Notes
<b>Funding</b>					
Municipal Levies	208,804	208,804	212,640	1.8%	
Contracts	500	500	500	0.0%	
User Fees	3,500	7,090	-	0.0%	
Other	273,311	122,028	118,226	-3.1%	
<b>Total Funding</b>	<b>486,115</b>	<b>338,422</b>	<b>331,366</b>	<b>-2.1%</b>	
<b>Expenditures</b>					
Wages, Benefits, Board Per Diems	2,100,413	2,044,301	2,123,529	3.9%	
Training, PPE, Travel Reimbursement	66,050	65,900	52,010	-21.1%	
Legal, Audit, Insurance, Banking	223,995	256,072	268,013	4.7%	25% increase to insurance here and across units
Advertising and Promotion	14,350	8,000	15,000	87.5%	
Consulting and Services	110,475	60,825	77,725	27.8%	
Computers and Communication	176,575	175,275	210,875	20.3%	
Property, Utilities, Security	167,172	172,152	198,696	15.4%	
Supplies	341,136	275,400	337,132	22.4%	
Depreciation Expense	520,817	472,194	464,071	-1.7%	
Mission centre capital costs	176,500	151,500	201,000	32.7%	Includes servers, vehicles and equipment
Allocated to Mission Centres	(3,463,673)	(3,366,823)	(3,648,326)	0.0%	
<b>Total Expenditures</b>	<b>433,810</b>	<b>314,796</b>	<b>299,725</b>	<b>-4.8%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>52,305</b>	<b>23,626</b>	<b>31,641</b>		

## FUNDING



## EXPENDITURES





# 2021 UTRCA Approved Budget: Municipal Levy February 18, 2021

			Current Year Operations											Year over Year Increase	
			General Levy		Operating Reserve Levy		Dam & Flood Control Levy (see table below for details)		Specific Project Funding		Total Municipal Operational Funding				
Municipality	2020 CVA	2021 CVA	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	\$	%	
Oxford County	16.6248	16.7232	666,378	677,025	5,599	5,688	207,545	260,785			879,522	943,498	63,976	7.3%	
London	64.4956	64.2138	2,585,200	2,599,643	21,721	21,842	995,633	1,060,981	105,000	106,050	3,707,554	3,788,516	80,962	2.2%	
Lucan Biddulph	0.3277	0.3434	13,135	13,902	110	117	2,401	2,587			15,646	16,606	960	6.1%	
Thames Centre	3.2126	3.2227	128,772	130,468	1,082	1,096	28,831	29,576			158,685	161,140	2,455	1.5%	
Middlesex Centre	2.3441	2.3789	93,959	96,308	789	809	17,173	17,919			111,921	115,036	3,115	2.8%	
Stratford	7.2473	7.2867	290,496	294,996	2,441	2,478	89,080	94,456			382,017	391,930	9,913	2.6%	
Perth East	1.4206	1.4489	56,942	58,658	478	493	13,045	13,514			70,465	72,665	2,200	3.1%	
West Perth	1.4523	1.4898	58,213	60,313	489	507	52,033	52,583			110,735	113,403	2,668	2.4%	
St. Marys	1.4767	1.458	59,191	59,026	497	496	31,611	33,744			91,299	93,266	1,967	2.2%	
Perth South	1.1961	1.2295	47,944	49,775	403	418	8,735	9,261			57,082	59,454	2,372	4.2%	
South Huron	0.2023	0.205	8,109	8,299	68	70	1,478	1,544			9,655	9,913	258	2.7%	
Zorra	0	0	-	-	-	-	8,500	8,500			8,500	8,500	-	0.0%	
Southwest Oxford	0	0	-	-	-	-	5,610	5,610			5,610	5,610	-	0.0%	
TOTAL	100	100	4,008,339	4,048,414	33,677	34,014	1,461,675	1,591,060	105,000	106,050	5,608,691	5,779,537	170,846	3.0%	
Contribution to increase				0.7%		0.0%		2.3%		0.0%				3.0%	

## 2021 UTRCA Approved Budget: Dam & Flood Control Levy - Details

Municipality	CVA Rates						Special Benefitting Rates					
			Forecasting, Planning & Tech Studies		Small Holdings		Wildwood Dam			Pittcock Dam		
	2020	2021	2020	2021	2020	2021	%	2020	2021	%	2020	2021
Oxford County	16.625	16.723	118,252	121,574	1,160	1,146	1.00	1,232	1,416	62.10	69,896	113,649
London	64.496	64.214	458,757	466,822	4,502	4,399	83.85	106,574	118,362	36.75	41,450	67,258
Lucan Biddulph	0.328	0.343	2,331	2,496	23	24	0.02	25	29	0.02	22	38
Thames Centre	3.213	3.223	22,851	23,428	224	221	0.19	242	273	0.19	214	354
Middlesex Centre	2.344	2.379	16,673	17,294	164	163	0.14	178	201	0.14	158	261
Stratford	7.247	7.287	51,550	52,973	506	499	0.44	559	617	0.44	495	800
Perth East	1.421	1.449	10,104	10,533	99	99	0.09	102	123	0.09	90	159
West Perth	1.452	1.490	10,330	10,831	101	102	0.09	102	126	0.09	90	164
St. Marys	1.477	1.458	10,504	10,599	103	100	14.09	17,908	19,885	0.09	112	160
Perth South	1.196	1.230	8,508	8,938	83	84	0.07	76	104	0.07	68	135
South Huron	0.202	0.205	1,439	1,490	14	14	0.01	13	17	0.01	12	23
Zorra				-		-			-			-
Southwest Oxford				-		-			-			-
TOTAL	100	100	711,299	726,978	6,979	6,851	100	127,011	141,153	100	112,607	183,001



Capital Investments												
Capital Maintenance		Flood Control Capital Levy			Total Municipal Capital Funding		Year over Year Increase		Total Municipal Funding for Operations and Capital		Year over Year Increase	
2020	2021	Structure	2020	2021	2020	2021	\$	%	2020	2021	\$	%
29,114	29,872	Pittock Dam, Ingersoll Channel	125,000	100,000	154,114	129,872	(24,242)	-15.7%	1,033,636	1,073,370	39,734	3.8%
112,949	114,704	Total Structures <sup>1</sup>	2,600,000	381,156	2,712,949	95,860	(2,217,089)	-81.7%	6,420,503	4,284,376	(2,136,127)	-33.3%
574	613				574	613	39	6.8%	16,220	17,219	999	6.2%
5,626	5,757				5,626	5,757	131	2.3%	164,311	166,897	2,586	1.6%
4,105	4,249				4,105	4,249	144	3.5%	116,026	119,285	3,259	2.8%
12,692	13,016	RT Orr Dam		-	12,692	13,016	324	2.6%	394,709	404,946	10,237	2.6%
2,488	2,588				2,488	2,588	100	4.0%	72,953	75,253	2,300	3.2%
2,543	2,661	Mitchell Dam, Fullarton Dam	5,000	19,500	7,543	22,161	14,618	193.8%	118,278	135,564	17,286	14.6%
2,586	2,604	Wildwood Dam	50,000	30,723	52,586	33,327	(19,259)	-36.6%	143,885	126,593	(17,292)	-12.0%
2,095	2,196				2,095	2,196	101	4.8%	59,177	61,650	2,473	4.2%
354	366				354	366	12	3.4%	10,009	10,279	270	2.7%
		- Harrington \$5K, Embro \$1.5K	6,500	6,500	6,500	6,500	-		15,000	15,000	-	0.0%
		-			-	-	-		5,610	5,610	-	0.0%
175,126	178,626		2,786,500	537,879	2,961,626	716,505	(2,245,121)	-75.8%	8,570,317	6,496,042	(2,074,275)	-24.2%

<sup>1</sup>Total Structures - City of London:

Structure	\$ 2020	\$ 2021
Fanshawe Dam	50,000	25,000
Wildwood & Pittock Dams	100,000	100,000
Vegetation Management	40,000	-
London Dykes	2,410,000	256,156
<b>Total London Structures</b>	<b>2,600,000</b>	<b>381,156</b>

<sup>2</sup>Total Structures - City of London:

Structure	\$ 2020	\$ 2021
Fanshawe Dam	309,919	356,140
Springbank Dam	38,000	10,000
London Dykes/ Erosion Control	36,431	38,000
<b>Total London</b>	<b>384,350</b>	<b>404,140</b>

**2021**  
**Approved Budget**  
**February 18, 2021**

Special Benefitting Rates				
100% Structures & Projects			Total Dam and Flood Control Levy	
	2020	2021	2020	2021
Ingersoll Channel	17,005	23,000	207,545	260,785
Total Structures <sup>2</sup>	384,350	404,140	995,633	1,060,981
			2,401	2,587
Dorchester Mill Pond and CA Dams (\$2,650 ea)	5,300	5,300	28,831	29,576
			17,173	17,919
RT Orr Dam (\$36,067) & Channel (\$3,500)	35,970	39,567	89,080	94,456
Shakespeare Dam	2,650	2,600	13,045	13,514
Mitchell Dam (\$38,760) & Fullarton Dam (\$2600)	41,410	41,360	52,033	52,583
St. Marys Floodwall	2,984	3,000	31,611	33,744
			8,735	9,261
			1,478	1,544
Harrington & Embro Dams	8,500	8,500	8,500	8,500
Centreville Dam	5,610	5,610	5,610	5,610
	503,779	533,077	1,461,675	1,591,060





## MANAGEMENT REPORT

**Date:** March 22, 2021  
**To:** Mayor and Members of Council  
**From:** Chris Bantock, Deputy Clerk  
**Report#:** COU21-036  
**Attachments:** N/A

**Title:** Fee Waiver Request – Memorial Gardens Hot Dog Cart Refreshment Vehicle

**Objective:** To seek Council direction related to a request to waive half of the lease payment in 2021 for the Hot Dog Cart Refreshment Vehicle vendor adjacent to Memorial Gardens.

**Background:** In 2017 the City issued a Request for Quotation (RFQ) and awarded the contract to a vendor to operate a Hot Dog Cart at Memorial Gardens for a five-year term. After the award of this contract, the vendor contacted staff and advised they no longer wished to proceed with their hot dog stand. Following this, staff reissued the RFQ and in 2019 awarded the contract to the current licensee on a five-year term through 2023.

At the June 8, 2020 Regular Council meeting, the following resolution was adopted in open session to waive the 2020 lease payment for the operator of the hot dog cart at Memorial Gardens. This fee was waived as the owner could not operate the cart in 2020 as a result of the pandemic:

**THAT the following be approved to provide financial relief of businesses in the City of Stratford, due to closures in 2020:**

- **The Normal School rent be reduced by 50% for 2020**
- **The Queen St Parking lot lease payment be waived for 2020**
- **The Hot Dog Cart Refreshment Vehicle vendor, adjacent to Memorial Gardens, lease payment be waived for 2020**
- **The Art in the Park lease payment be waived for 2020**

Staff have recently received a request from the owner of the Hot Dog Cart adjacent to Memorial Gardens to waive half of the lease payment amount owed for 2021.

**Analysis:** The owner of the hot dog cart has identified that their initial bid through the City's RFQ to operate at Memorial Gardens was based on expected tourism each year. Recognizing it is unlikely that normal tourism levels will return to the City this year, the owner has requested that the City waive half of their lease payment amount for 2021. When Council approved the full waiver of this payment for the hot dog cart in 2020, the owner had been unable to operate all year due to COVID-19. For the 2021 season, the owner has indicated to staff their ability to operate should their fee waiver request be approved. The owner has also advised staff that they would consider termination of their agreement with the City should the waiver of fees not be approved. Should this be the outcome, staff would seek to issue a new RFQ, at Council's direction. However, given timelines to issue and award this, in addition to the current COVID-19 conditions, staff would recommend waiting until 2022 to proceed.

Through the 2021 budget process, Council approved an amount of \$250,500 for special projects related to COVID-19. As a part of this amount, \$35,000 was allocated for potential refunds or fee waivers. \$31,000 of this has been earmarked to date, leaving \$4,000 available for other refunds or waivers.

**Financial Impact:** Should Council choose to approve this request, the amount to be waived would total \$1,520 (including HST). This represents half of the annual amount for 2021 operations, being \$3,040, and is set in accordance with the Food Vendor Lease of Municipal Property, entered into between the City and the Licensee. Recognizing this, staff would recommend that this amount of \$1,520 be funded through the remaining available budget for potential refunds or fee waivers.

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

#### **Not applicable**

This report identifies a fee waiver request and staff are recommending that the request be approved.

**Staff Recommendation: THAT the request to waive half of the 2021 lease payment fee for the Hot Dog Cart Refreshment Vehicle vendor, adjacent to Memorial Gardens, be approved.**




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Chris Bantock, Deputy Clerk



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Janice Beirness, Director of Corporate Services



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Joan Thomson, Chief Administrative Officer



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## 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

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**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 25<sup>th</sup>, 2020. The Infrastructure Review looked at 3 components:

- Maintenance Review (November 1<sup>st</sup>, 2019 to November 1<sup>st</sup>, 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.**




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Johnny Bowes, Manager of Environmental Services




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Ed Dujlovic, Director of Infrastructure and Development Services




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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)

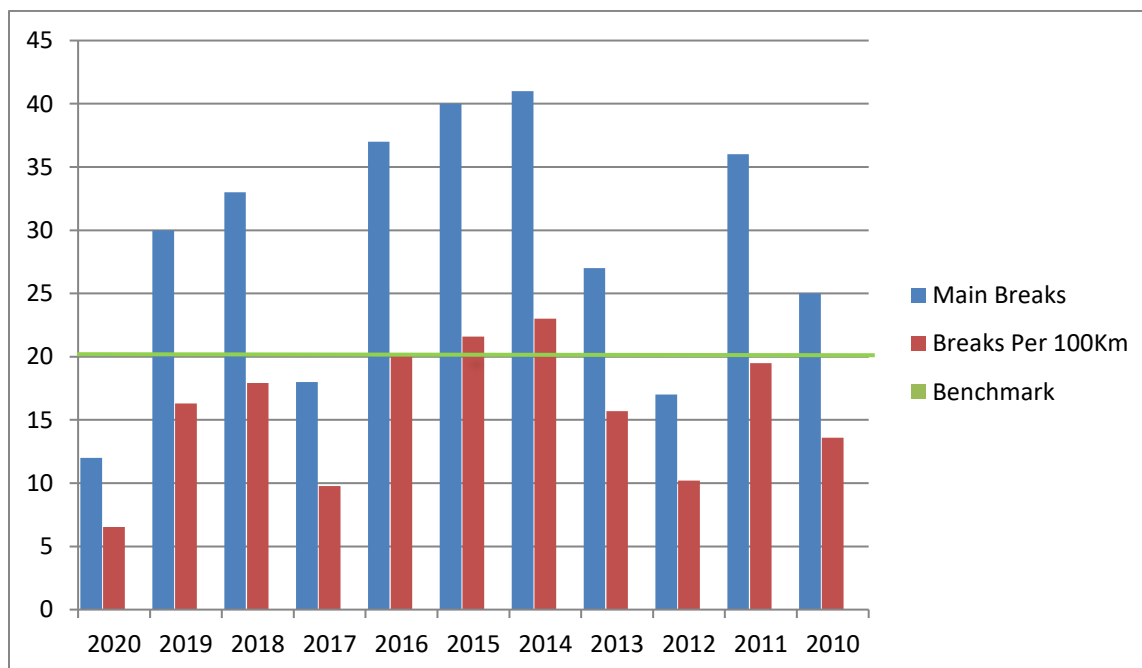
Johnny Bowes (Top Management)

## 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





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## 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

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**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).

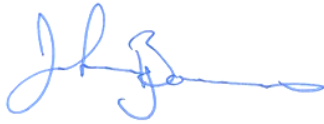
**Analysis:** The 2020 Management Review was conducted on November 25<sup>th</sup>, 2020. The review allowed for a comprehensive evaluation of the City of Stratford's Drinking Water Quality Management System. It was a prescriptive review and identified action items and the corrective actions required 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 1<sup>st</sup>, 2019 to November 1<sup>st</sup>, 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.**



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Johnny Bowes, Manager of Environmental Services



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Ed Dujlovic, Director of Infrastructure and Development Services



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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
<b>Non-Compliances</b>	The Ministry of Environment, Conservation, and parks (MECP) Inspection was conducted on December 3, 2019 with <b>no regulatory issues</b> identified.
<b>Other Recommendations Best Practices (BP)</b>	<b>BP Number 1</b> - All access hatches should be assessed to ensure a proper sanitary seal is in place. <b>BP Number 2</b> - 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. <b>BP Number 3</b> - The owner indicated that there are no screens on the overflow pipe for each water tower due to possibility of obstruction due to freezing.
<b>BP Corrective Actions</b>	<b>BP Number 1</b> - Will be addressed in the 2021 Romeo Street Reservoir Upgrades Project. <b>BP Number 2</b> - Will be addressed in the 2021 Romeo Street Reservoir Upgrades Project. <b>BP Number 3</b> - 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
<b>Non-Conformances and Opportunities for Improvements</b> 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"> <li>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).</li> </ul> <p><b>Element #19 - Internal Audits</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Element #21 - Continual Improvement</b></p> <ul style="list-style-type: none"> <li>Consider adopting one procedure for corrective/preventive action. The one listed in Element 19 is not consistent with the one listed in Element 21.</li> </ul>
<p><b>Non-Conformances Corrective Actions</b></p>	<p align="center"><b>N/A</b></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><b>Action Items</b> The prescribed action items <b>(bolded (a) through (p))</b> were reviewed with Top Management as per Element 20 of the Quality Management System.</p>	<p><b>Identified items:</b></p> <ul style="list-style-type: none"><li><b>a) Incidents of regulatory non-compliance</b> The Ministry of Environment, Conservation, and parks (MECP) Inspection was conducted on December 3, 2019 with <b>no regulatory issues</b> identified. There were three best practices recommendations indicated in the MECP Inspection Report.</li><li><b>b) Incidents of adverse drinking water tests</b> 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 &amp; Sodium exceedances are reportable every 57 months. The next reporting requirement for Fluoride and Sodium, for all treated entry locations 2023.</li><li><b>c) Deviations from critical control point limits and response actions</b> No deviations from Critical Control Point limits (CCP's) during the current review period.</li><li><b>d) Efficacy of the risk assessment process</b> 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.</li><li><b>e) Results of audits (internal and external)</b> There were no non-conformances identified in the last internal or external audits (2020).</li><li><b>f) Results of relevant emergency response testing</b> QMS Emergency Management Review was completed on December 19, 2019 focusing on Adverse Water Quality Incident (AWQI) Emergency Procedure</li><li><b>g) Operational performance</b> 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</li></ul>



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

**FORM # 20-003**

**Reviewed: June 6, 2016**

**Approved By: Water Operations**

<b>RESULTS OF MANAGEMENT REVIEW</b>	<b>REVIEW FINDINGS</b>
	<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><b>h) Raw water supply and drinking water quality trends</b> 2019 Annual Water Quality Report for Chemical/Bacteriological sampling and the 2019 Summary Report for data collection from the Production &amp; Monitoring Wells indicated no change to the Raw Water Supply or Drinking Water Quality.</p> <p><b>i) Follow-up action items from previous management reviews</b> 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><b>j) Status of management action items identified between reviews</b> No management action items were identified between the review periods.</p> <p><b>k) Changes that could affect the QMS</b> Reserve funds have been established in the water budget. Currently, no changes have been identified.</p> <p><b>l) Summary of consumer feedback</b> 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><b>m)Resources needed to maintain the QMS</b> 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 &amp; record control.</p> <p><b>n) Results of the infrastructure review</b> Items identified during the review included:</p> <ul style="list-style-type: none"><li>i) Hydrants – Painting to improve appearance of asset. Final year (2020) of painting completed.</li><li>ii) Valves - Program continues to evolve on year to year basis. New valve turner machine should improve efficiency.</li></ul>	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																						
Miscellaneous - Water Quality, odour, taste, etc.	2	8	10																						
Poor Pressure	15	1	16																						
Frozen Water	9	0	9																						
TOTAL	46	27	73																						



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

**FORM # 20-003**

**Reviewed: June 6, 2016**

**Approved By: Water Operations**

<b>RESULTS OF MANAGEMENT REVIEW</b>	<b>REVIEW FINDINGS</b>
	<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><b>o) Operational Plan currency, content and updates</b> Ongoing updates and review of the Operational Plan, Standard Operating Procedures, supporting documents and forms.</p> <p><b>p) Summary of staff suggestions</b> A more formal process, including summary sheet and form, to keep record staff suggestions will be created for better tracking.</p> <p><b>Staff Feedback - Project Specifications</b></p> <ul style="list-style-type: none"> <li>Follow-up that project specifications updated water commissioning plans to be submitted for review 3-4 weeks in advance (rather than previous 2 weeks).</li> </ul> <p><b>Staff Feedback - Electronic Records</b></p> <ul style="list-style-type: none"> <li>Consider updating the existing paper-based record keeping system; and moving towards electronic and computerized maintenance programs.</li> </ul> <p><b>Staff Feedback - Infrastructure Review</b></p> <ul style="list-style-type: none"> <li>Consider consulting with Operators when prioritizing the City's infrastructure repair / upgrade projects.</li> </ul>



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

**FORM # 20-003**

**Reviewed: June 6, 2016**

**Approved By: Water Operations**

<b>RESULTS OF MANAGEMENT REVIEW</b>	<b>REVIEW FINDINGS</b>
	<p><b>Staff Feedback - Maintenance Records</b></p> <ul style="list-style-type: none"><li>• Improve distribution system maintenance records (not tracked very well). E.g. valve and hydrant maintenance.</li></ul> <p><b>Staff Feedback - In-House Maintenance</b></p> <ul style="list-style-type: none"><li>• Consider establishing valve maintenance and unidirectional flushing as in-house programs.</li></ul>
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.



## **Capital Projects, Engineering, and Operations Update February 2021**

1. Queen Street Storm Sewer
  - ECA received, Open house in April, tender later in the spring
2. Flow Monitoring and Sanitary model update
  - RFP award to AECOM
  - Flow monitoring and modelling complete
  - Final report due
3. Erie Street Local Improvement Sidewalk
  - Construction complete
4. Traffic Study – Downtown Areas
  - Review of George/Downie, Church/Ontario, various other intersections and pedestrian crossings
  - Final report completed and presented at council
5. Storm Model and Master Plan Update
  - RFP for consultant services being prepared
  - Update to existing storm model and consolidation of all existing storm master plans and EA reports
6. St. Vincent Watermain Phase 2 – Patricia to Redford
  - Construction complete, line painting in the spring
7. Bridge Improvements
  - McLean Taylor awarded contracts
  - Railway trestle bridge repairs complete
  - Footbridge replacement in Queens Park beginning February 24, completion in March
8. Redford Crescent Reconstruction
  - New watermain, sanitary sewer, some storm sewer, new street lighting
  - Tender awarded to Bre-Ex Construction Inc., construction complete for 2020
  - Street lighting installation by Erth ongoing
  - Wightman installation scheduled for next week
  - Final restoration and topcoat in the spring
9. Asphalt Resurfacing 2020
  - O’Loane Avenue from north of Galt Road to Line 36 (Quinlan Road)
  - Includes new ditching and driveway culverts for improved drainage
  - Tender awarded to Steve Smith Construction, 2020 work complete
  - topcoat asphalt and restoration scheduled for 2021
10. Asphalt Resurfacing 2021

- Romeo Street North from Arden Park to McCarthy Road, possible extension north as budget allows
- Includes various storm system repairs
- Design underway, open house in March, tender scheduled for April
- 11. Huron Street Reconstruction, Phase 1
  - Connecting Link funded project
  - Design and Contract Admin awarded to IBI Group
  - New watermain, sanitary sewer, storm sewer, roadway
  - Traffic study complete, design ongoing, open house scheduled for end of March
- 12. Sidewalk projects 2021
  - West Gore from St. Vincent to John and Mornington from McCarthy to Graff – design ongoing, Land purchase on Mornington Street required
  - Tender scheduled for March/April
- 13. Argyle Street and McKenzie Street Reconstruction 2021
  - Open house on-line, report to sub-committee February 24, 2021
  - Full reconstruction with new watermains, sanitary and storm sewers
  - Council approved Argyle Street concept intended to protect existing mature trees
  - Tendering scheduled for March
- 14. T J Dolan Multi-use Trail
  - Phase 1 design complete (St. Vincent to St. David)
  - Phase 2 Public meeting on March 15 (St. David to Centre)
  - Phase 2 design in the spring, once surveying can be completed

#### Other Engineering Department Works

- Review of development engineering plans and reports for Thames West (on O'Loane north of the railway), Knightsbridge Subdivision (Quinlan and Mornington), Stratford Fairgrounds
- Coventry Phase 4, Countryside Phase 3 approved for full building permits
- Processing of ECA applications under the Transfer of Review program for the above subdivisions, reconstruction projects
- Review of formal Consultations, Site plan applications, zone change applications, and various other planning matters
- Installation of Wightman infrastructure will be continuing in industrial areas, neighbourhood running lines being evaluated and approved
- Inspection services for subdivision construction ongoing
- Compiling data for asset management project

## Operations Update

### General:

- COUNCIL REQUEST - The Water and Wastewater webpages on the city website have been updated to include the following:
  - Water Service Ownership (With Visuals)
  - Wastewater Service Ownership (With Visuals)
  - Sewer Service Replacement Subsidy Program information and details have been added
  - "Planning a Driveway Replacement – Locating Water Boxes" – an info page for residents to detail why they should call and have us locate their property line water box prior to having their driveway replaced.

### Water:

- Batch 2 of the frozen water service prevention letters were issued to approx. 50 properties at the start of February during the cold spell. They were issued based on frost level observations as well as a COVID preventative measure to mitigate operators having to enter homes to thaw services.
- New VFD (Variable Frequency Drive) has been installed at the Chestnut Well. This will increase pump efficiency and lower electrical costs/usage.
- We have begun upgrading the check and gate valves on the High Lift Pumps at the Romeo Control Centre

### Wastewater:

- We are reviewing the current Sewer Use By-law and will likely be doing updates to the existing document in the coming months
- Ongoing sewer flushing and we have had weekly HSA sewer repairs in February

### WPCP

- The wastewater plant will be requiring a new UV tertiary treatment installation next year. Currently reviewing possible solutions, likely will result in a capital project in 2022.

## Public Works

The main focus for the Public Works department has been on winter operations during the month of February.

- Increased snow accumulation through February have forced the department to use sidewalk snow blowers to clear all City sidewalks. This equipment produces a very clean finished product, however, it is a timely process. Sidewalk blowers can

take anywhere from 24-48 hours to clear all City sidewalks during a significant event.

- Core street snow collection operations have taken place several times this month. These operations occur when the accumulation of snow banks hinders accessibility in the core area. The snow banks are pushed onto the road using loaders, a skid steer and graders. A tractor with a snow blower attachment then blows the snow into dump trucks which is then hauled to the City snow dump. It usually takes a full 8 hour shift through the night to clear all banks from the core area.
- Street boulevard snow removal is also happening in the City at the moment. Large amounts of snow ultimately create large banks in the boulevards. Streets with already narrow boulevards have limited space to store the snow, which ends up narrowing the travel portion of the roadway. Again, a tractor with a snow blower is used to straddle the boulevard and blow the banks into dump trucks. A grader then follows behind the blower to plow back any ice build up that may have occurred over the season. This helps expose any catch basins that may have been covered in ice to ensure that when we receive warmer temperatures, we avoid flooding in the area.
- Landfill operations continue to be steady through the frigid temperatures. Planning for Landfill gas expansion is underway, the project will begin this coming fall.
- Staff is also exploring the option of a mattress recycling program. This would be implemented as a space saving program which would assist in the longevity of our current site.
- Next steps are being taken in the organic recycling program. Expanding into multi residential is the next phase in the project. Staff are working to finalize the logistics for the expansion.



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## MANAGEMENT REPORT

**Date:** March 8, 2021  
**To:** Chair and Members of Planning and Heritage Committee  
**From:** Alyssa Bridge, Manager of Planning  
**Report#:** PLA21-007  
**Attachments:** None

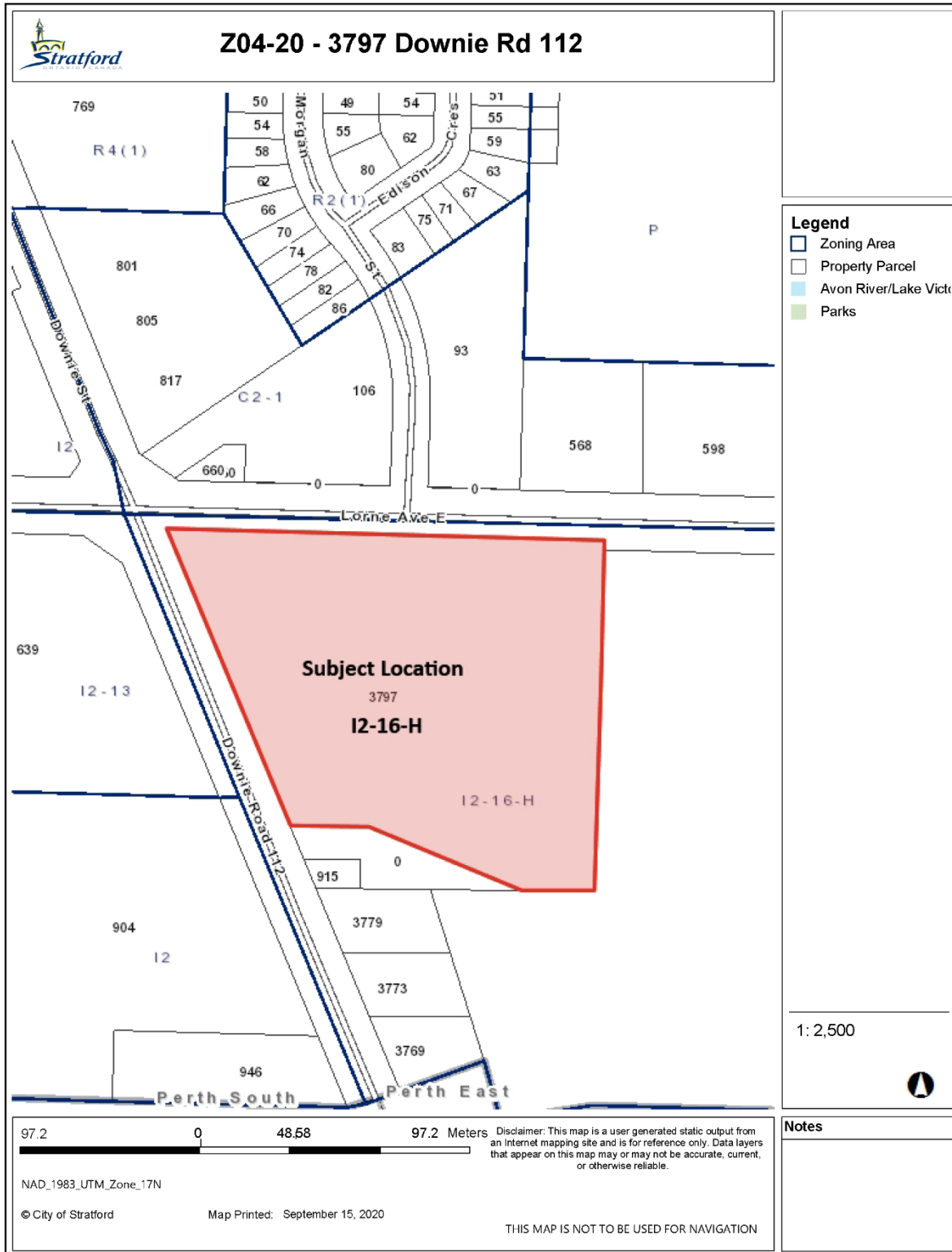
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**Title:** Zone Change Application Z04-20, 3797 Downie Rd 112

**Objective:** The purpose of this report is to provide additional information and an updated staff recommendation on Zone Change Application Z04-20 submitted by Baker Planning Group on behalf of 2690899 Ontario Inc. The application requests to change the zoning of a portion of the property municipally known as 3797 Downie Rd 112 from a General Industrial I2-16-H zone to a General Industrial I2- special zone to permit a restaurant with a maximum gross floor area of 210m<sup>2</sup> and an accessory drive-through, a gas bar, a neighbourhood store with a maximum gross floor area of 210m<sup>2</sup>, and a car wash as additional permitted uses. The applicant is also requesting that the existing holding symbol be removed from the zone as well as provisions to require a minimum of 1 parking space for a car wash, a minimum of 1 parking space for every four dining seats for the restaurant and to allow parking spaces to be 2.8m wide by 5.6m in length.



## Location and Zoning Map



## Z03-20 Concept Plan – 533 Romeo Street South



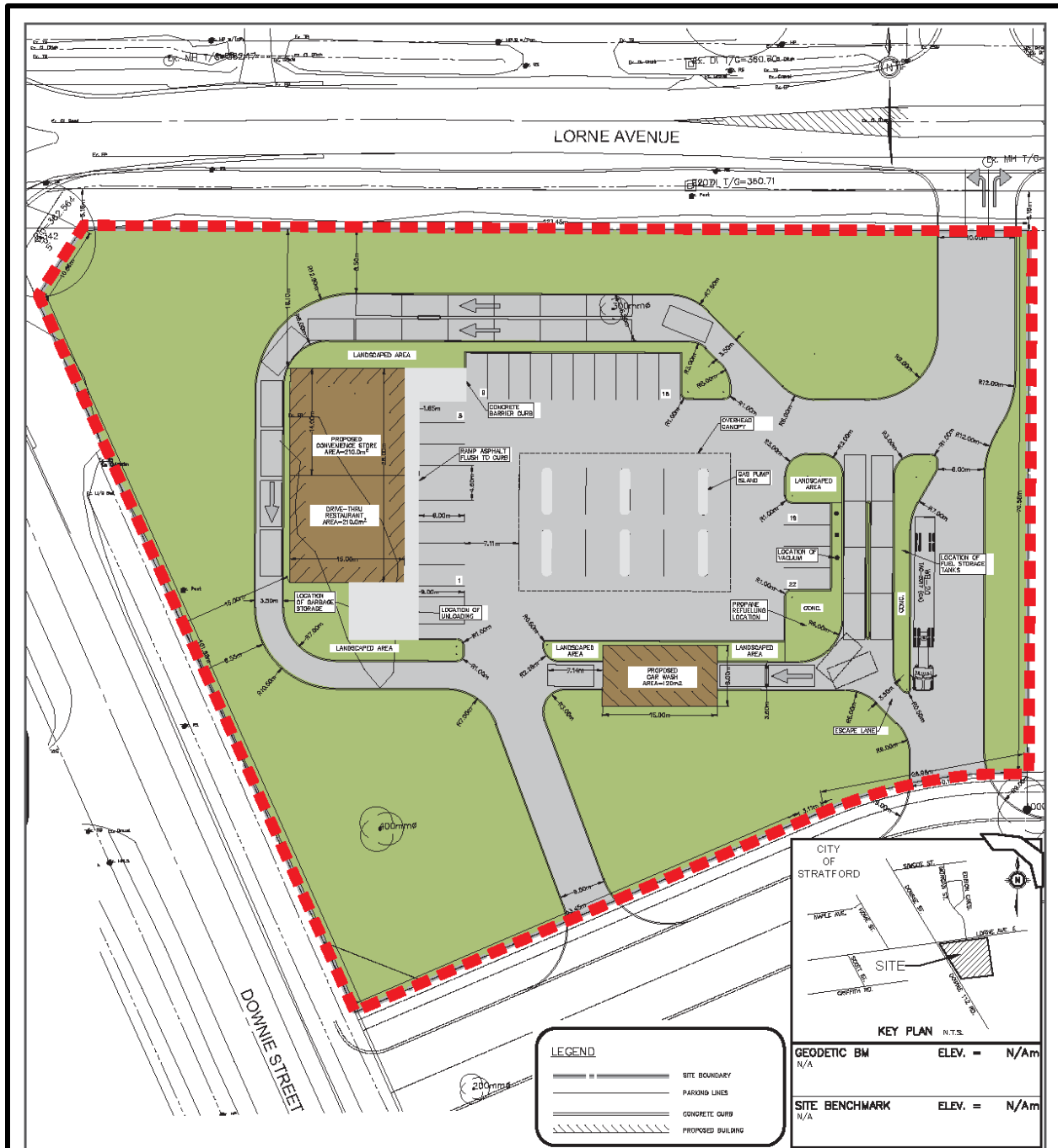


Figure:

3

## CONCEPTUAL SITE PLAN

Site Location: 3797 Downie Road 112, Stratford, ON



**Background:** The application was accepted on September 15, 2020 and a public meeting was held on October 29, 2020. A report was prepared for the Planning and Heritage Meeting on February 8, 2021 and the applicant requested that the matter be deferred in order to provide additional time to address concerns raised by Engineering and Planning staff.

After reviewing the concerns raised by Planning in the February 8, 2021 report, the applicant has removed the request to allow a restaurant use within the I2-special zone. In addition, Engineering has received new sanitary servicing concepts with calculations and the transportation consultant has updated their Traffic Impact Study to satisfy the City's concerns. Engineering has noted that with the updated information and the removal of the restaurant as a permitted use, they no longer object to the zone change application.

**Analysis:** 2020 Provincial Policy Statement

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest in three key areas: Building Strong Communities, Wise Use and Management of Resources, and Protecting Public Health and Safety. All decisions on planning matters shall be consistent with the Provincial Policy Statement.

Building strong communities is achieved by promoting efficient development and land use patterns and avoiding development patterns that cause environmental, public health or safety concerns.

The PPS provides direction to municipalities to prohibit residential uses and prohibit or limit other sensitive land uses in employment areas. The City's Official Plan designates lands for industrial purposes to accommodate growth to 2033 and contains a framework to establish permitted uses within employment areas.

The applicant has submitted a supplemental planning opinion letter that contains additional information regarding traffic counts, neighbouring land uses on Lorne Avenue and the availability of gas bars in the immediate area that are available to provide service to employees and the surrounding industrial area.

With the removal of the restaurant use in conjunction with the supplemental information, Planning staff are satisfied that the gas bar with an accessory neighbourhood store and a car wash are considered to be ancillary to the permitted industrial land uses in the area.

Engineering Services have noted that the additional information being provided by the transportation consultation along with the removal of the restaurant use will satisfy their concerns and they no longer have an objection to the requested zone.

There are no Wise Use and Management of Resources or Protecting Public Health and Safety policies applicable to this application.

The zone change request to permit a gas bar with an accessory neighbourhood store, and a car wash within the General Industrial I2- special zone is consistent with the 2020 PPS.

#### Official Plan

The lands are designated 'Industrial Area' which permits a range of uses including manufacturing, assembling, repair, wholesaling and storage of goods.

Secondary uses that do not detract from the area for industrial purposes nor which would conflict with existing or potential future industrial uses, have the characteristics or functional requirements similar to industry, and do not pre-empt the ultimate development of the lands for industrial purposes may also be permitted. Accessory uses may also be permitted which provide services for employees and 'Industrial Areas' to industry provided that neighbouring areas designated for commercial purposes are not capable of providing the desired level of service to the 'Industrial Area'.

The applicant has removed the proposed restaurant land use and has provided additional information to support the rezoning request. The applicant notes that the existing commercial zoned properties along Lorne Avenue East already have tenants that do not include a gas bar with an associated neighbourhood store land use. The applicant has noted that other vacant properties on Lorne Avenue are not of a sufficient size to accommodate safe transport truck movements for a gas bar land use. The proposed site is expected to provide vehicular access from two streets which will allow for safe truck access to service the gas bar. A portion of the subject lands will also remain in an industrial zone without any special provisions. The proposed land uses of the subject land to be rezoned will provide services to the future industrial tenants and are considered to be accessory uses to the Industrial Area.

Engineering Services have accepted the updated sanitary servicing calculations and the City's sanitary sewer system can accommodate the proposal.

Planning staff are of the opinion that the proposed uses are in conformity with the Official Plan.

#### Zoning By-Law

The subject lands are currently zoned General Industrial I2-16-H Zone. The holding provision prevents development on the lands until sufficient water, sanitary and storm services are provided and the holding provision has been lifted. Once the holding provision is removed the zone would permit a range of industrial uses.

Engineering Services is now satisfied that sufficient sanitary services can be provided to the development and the holding provision can be removed from the subject lands.



The Zoning By-Law requires parking to be provided at a rate of 5 parking spaces for each automatic car wash bar excluding the car wash bay and the draft Comprehensive Zoning By-Law would require one parking space in addition to 10 stacking spaces before the automatic car wash bay and 2 stacking spaces after the car wash bay. The applicant has requested that one parking space be required for the automatic car wash.

Planning staff are of the opinion that the 10 stacking spaces before the automatic car wash bay are needed in order to control vehicular movements on the property. The concept plan submitted by the applicant demonstrates that 11 stacking spaces can be provided before the car wash bay and 1 parking space can be provided after the car wash bay. The concept plan showing a minimum of 10 stacking spaces before the car wash bay plus one additional stacking spaces is sufficient to control vehicular movements on the property. The applicant has also requested that the parking space sizes are 2.8m wide by 5.6m in length. This dimension is the same measurement that is being proposed in the draft Comprehensive Zoning By-Law.

Planning staff have compared the size of the requested neighbourhood store with other gas bars that also have a neighbourhood store component. Two, more recent gas bar locations, one at 269 Erie Street and another at 405 Huron Street have smaller neighbourhood store components of approximately 95m<sup>2</sup> but they contain fewer gas pumps on site and have an overall smaller lot area. The recently approved development at 677 Erie Street allows a neighbourhood store of 198m<sup>2</sup> and has a food services component of 153m<sup>2</sup>. If the neighbourhood store is permitted only in conjunction with a gas bar, as currently proposed, it is considered to be accessory and permitted within the industrial zone.

This Zoning By-law Amendment is consistent with the PPS, is in conformity with the Official Plan, and the intent of the Zoning By-law, is consistent with the City's Strategic Priorities and represents good planning.

Should the Planning and Heritage Committee approve the applicant's requests, the motion shall include a statement outlining how the recommendation of the Planning and Heritage Committee complies with the Provincial Policy Statement and the City of Stratford Official Plan and how public input was considered.

**Financial Impact:** No municipal expenses are anticipated to support the development.

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

#### **Strengthening our Plans, Strategies and Partnerships**

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

#### **Widening our Economic Opportunities**

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

**Staff Recommendation: THAT the zone change application for 3797 Downie Rd 112 to change the zoning from a General Industrial (I2-16-H) Zone TO a General Industrial Special (I2-\_\_\_\_) Zone which allows a gas bar, a neighbourhood store with a maximum gross floor area of 210m<sup>2</sup> that is accessory to a gas bar, an automatic car wash with a minimum of 1 parking space and 10 stacking spaces before the car wash bay, parking spaces with a minimum width of 2.8m and a length of 5.6m BE APPROVED for the following reasons:**

- I. the conditions outlined in the Holding Provision when the "H" can be removed have been satisfied;**
- II. the request is consistent with the Provincial Policy Statement;**
- III. the request is in conformity with the goals, objectives and policies of the Official Plan;**
- IV. the zone change will provide for a development that is appropriate for the lands;**
- V. the public was consulted during the zone change circulation and comments that have been received in writing or at the public meeting have been reviewed, considered and analyzed within the Planning report.**

**AND THAT Council pass a resolution that no further notice is required under Section 34(17) of the Planning Act.**




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Jeff Bannon, Planner




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Alyssa Bridge, Manager of Planning




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Joan Thomson, Chief Administrative Officer

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BEING a By-law to amend Zoning By-law 201-2000 as amended, with respect to zone change Z04-20 to rezone a portion of the lands known municipally as 3797 Downie Road 112, located on the south-east corner of the intersection of Lorne Avenue E and Downie Road 112 to allow for a site specific General Industrial I2 Zone.

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**WHEREAS** authority is given to the Council of The Corporation of the City of Stratford by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass this by-law;

**AND WHEREAS** the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 201-2000, as amended, known as the Zoning By-law, be further amended.

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

1. That Schedule "A", Map 9a to By-law 201-2000 as amended, is hereby amended:

by changing from a General Industrial I2-16-H Zone to General Industrial Special with site specific regulations I2-\_\_\_ Zone those lands outlined in heavy solid lines on Schedule "A", attached hereto and forming part of this By-law, legally described as S EASTHOPE CON 3 PT LOT 46 RP 44R3842 PT PART 6 RP44R4841 PART 1 in the City of Stratford and known municipally as a portion of 3797 Downie Road 112.

2. That By-law 201-2000 as amended, be further amended by adding to Section 18.4, being the Exceptions of the General Industrial I2 Zone the following:

"18.4.1 a) Defined Area (portion of 3797 Downie Road 112)  
I2-\_\_\_ as shown on Schedule "A", Map 9a

b) Permitted Uses

- car wash
- gas bar

- neighbourhood store accessory to a gas bar
  - all other uses permitted in the I2 zone
- c) Maximum gross floor area
- neighbourhood store accessory to a gas bar 210 m<sup>2</sup>
- d) Minimum standard parking space dimension
- width 2.8 m
  - length 5.6 m
- e) Minimum parking spaces for an automatic car wash 1
- f) Minimum stacking spaces before an automatic car wash 10
- g) This By-law shall come into effect upon Final Passage and in accordance with the Planning Act.

Read a FIRST, SECOND AND THIRD TIME AND

FINALLY PASSED this the xx<sup>th</sup> day of xxxxxxxx 2021.

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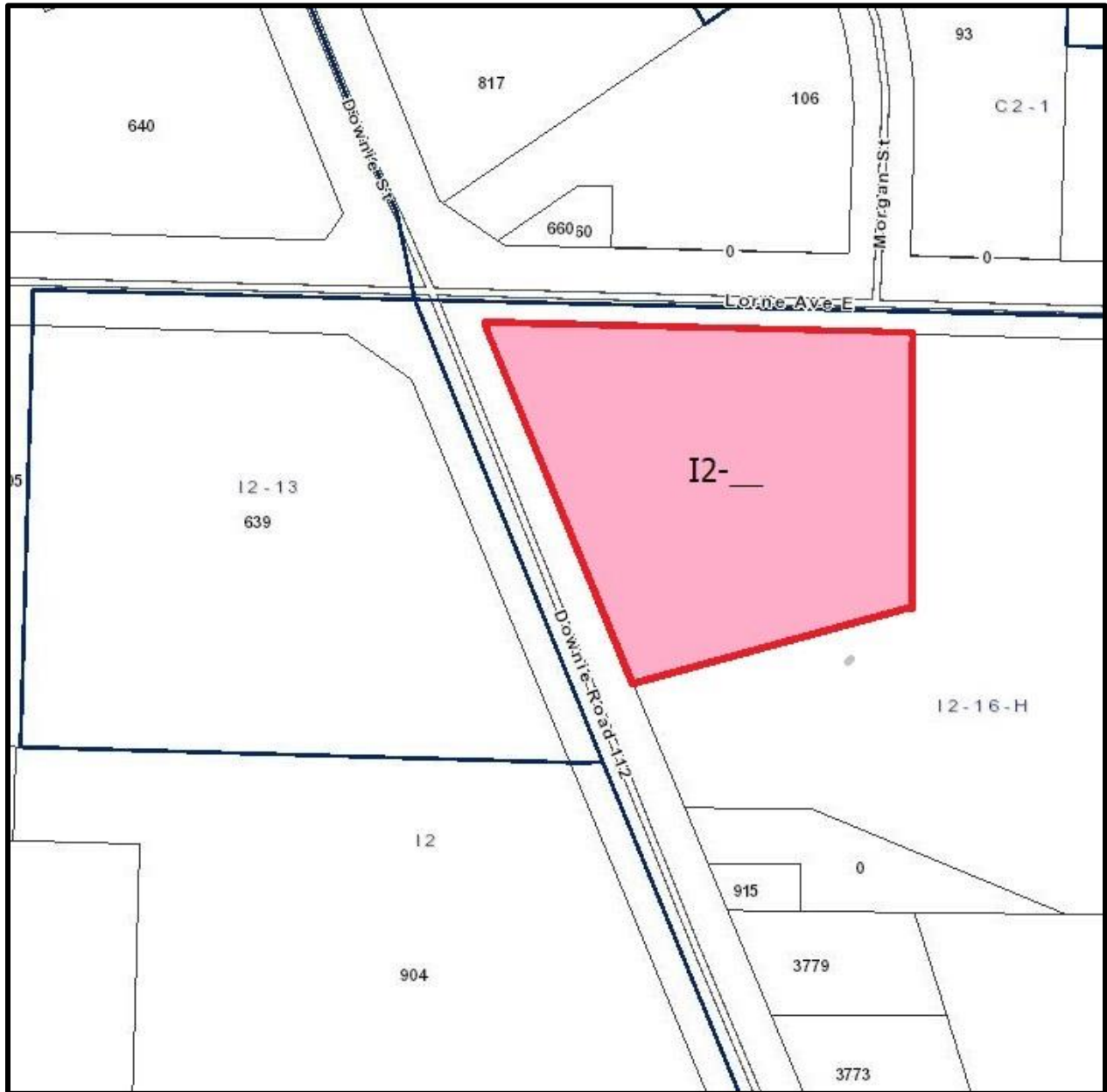
Mayor – Daniel B. Mathieson

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City Clerk – Tatiana Dafoe

**Schedule "A" to By-law ???-2021**

Portion of 3797 Downie Road 112







## CITY OF STRATFORD PUBLIC MEETING MINUTES

A **PUBLIC MEETING** was held on Thursday, October 29, 2020 at 3:45 p.m. via electronic participation to give the public and Council an opportunity to hear all interested persons with respect to Zone Change application Z04-20 relating to 3797 Downie Road 112 in the City of Stratford.

**COUNCIL PRESENT:** Mayor Mathieson – Chair-presiding, Councillors Brad Beatty, Graham Bunting, Jo-Dee Burbach, Tom Clifford, Dave Gaffney, Bonnie Henderson, Danielle Ingram, Martin Ritsma, Cody Sebben, and \*Kathy Vassilakos.

**STAFF PRESENT:** David St. Louis - Director of Community Services, Ed Dujlovic – Director of Infrastructure & Development Services, Kim McElroy – Director of Social Services, Janice Beirness – Director of Corporate Services, Tatiana Dafoe – City Clerk, Christopher Bantock – Deputy Clerk, Jeff Bannon – Planner, John Paradis – Fire Chief, Jodi Akins – Council Clerk Secretary, Nancy Bridges – Recording Secretary.

**ALSO PRESENT:** Caroline Baker – Baker Planning Group, Julia Salvini, Kuldip Singh and Jason Baier.

Mayor Mathieson called the meeting to order and stated the purpose of the meeting is to give Council and the public an opportunity to hear all interested persons with respect to Zone Change application Z04-20 relating to 3797 Downie Road 112 in the City of Stratford.

Mayor Mathieson explained the order of procedure for the public meeting.

### **STAFF PRESENTATION:**

Jeff Bannon, City Planner, stated the Zone Change application was submitted by Baker Planning Group and the purpose is to change the zoning of 3797 Downie Road 112 from a General Industrial I2-16-H zone to a General Industrial I2-special zone to permit a restaurant with a maximum gross floor area of 210m<sup>2</sup> and an accessory drive-through, a gas bar, a neighbourhood store with a maximum gross floor area of 210m<sup>2</sup>, and a car wash as additional permitted uses.

The Planner noted the applicant is also requesting the existing holding provision be removed from the zone and provisions to require a minimum of 1 parking space for a car wash, a minimum of 1 parking space for every four dining seats for the restaurant and to allow parking spaces to be 2.8m wide by 5.6m in length.

The subject lands are located on the south-east corner of the intersection of Lorne Avenue East and Downie Road 112 and have an area of approximately 1ha. The Planner noted the

lands are designated 'Industrial Area' and accessory uses may also be permitted which provide services for employees and 'Industrial Areas' to industry provided that neighbouring areas designated for commercial purposes are not capable of providing the desired level of service to the 'Industrial Area'.

The Planner stated the subject lands are currently zoned General Industrial I2-16-H zone. He noted there is a holding provision which prevents development on the lands until enough water, sanitary and storm services are provided, and the holding provision has been lifted. He noted Lorne Avenue is an arterial road.

The application was circulated to various agencies and 20 surrounding property owners. Engineering Services commented the subject lands are to include a private lane and/or cul-de-sac for required access off Downie Street. It was noted a 5.18m road widening is required off Lorne Avenue frontage. The Planner noted the applicant has submitted a functional servicing report and traffic impact study.

One resident submitted comments regarding the impact allowing commercial uses on industrial lands may have.

#### **QUESTIONS FROM COUNCIL:**

Councillor Henderson inquired about the location of accessible parking spaces. The Planner noted staff have not reviewed the drawings in detail but noted accessible parking is a requirement.

Councillor Gaffney inquired if the Lorne Avenue widening would allow for sufficient setbacks for the development. The Planner noted Engineering did comment on the road widening and possible highway expansion and is taking this into consideration.

Councillor Gaffney questioned whether the access onto Lorne Avenue would be problematic. The Planner noted the issue would be looked at when the Traffic Impact Study is reviewed, and findings would be reported at a future meeting.

Councillor Henderson asked if the access to Downie Street would be considered a municipal road. The Planner advised the developer has indicated they will install an internal driveway with access to Downie Street.

#### **APPLICANT PRESENTATION:**

Caroline Baker, Baker Planning Group, provided background on the vacant property, noting the overall site is 3.43ha and is the site of a former drive-in movie theatre. The current application relates to the front portion of the property and the remaining 75% will stay I2 zone and is not part of the application. She described the concept plan as including a gas bar, convenience store with an area of 210m<sup>2</sup>, a restaurant with dine-in and drive-thru and a car wash. There would be 18 stacking spaces for the drive-thru and 11 stacking spaces for the car wash. Ms. Baker noted the plan is to make the driveway access from Downie

Street into a municipal road and the remaining property would be a future industrial development.

Ms. Baker noted the Traffic Impact Study showed acceptable levels of traffic during peak hours and that the area could accommodate this development. A short left-turn lane on Lorne Avenue (westbound) is warranted. She noted the City has approved municipal funds to improve the Lorne/Downie intersection in 2023. The Traffic Impact Study confirmed improvement options can be physically accommodated with the proposed development. She stated the development can proceed in advance of the reconstruction of the intersection.

Ms. Baker noted a Functional Servicing Report was completed by MTE and it was determined there is enough capacity to accommodate the development. The development would include the installation of an oil and grit stormwater treatment unit for quality control. The development would serve as supporting services for the surrounding businesses.

The site-specific zoning by-law amendment includes a provision to allow a car wash, as the draft zoning by-law does not permit this use.

#### **QUESTIONS FROM COUNCIL:**

Councillor Henderson expressed a concern with the proximity of the car wash entrance and the drive-thru exit in relation to Lorne Avenue. Ms. Baker clarified that the plans presented are a high level functional design to show the various components can fit. Ms. Baker advised there will be large queuing areas to accommodate the traffic in the final design.

Councillor Sebben advised there are already a large number of gas stations in the City and asked what safeguards are in place should the gas station close and the land require modifications to accommodate further development. Ms. Baker explained the TSSA and the increase in modern safety requirements when developing a property with a gas station.

\*Councillor Vassilakos departed and returned to the meeting at 4:03 p.m.

The Planner stated there are no specific policies in place that force landowners to ensure the property can be remediated. Councillor Sebben inquired about the need for potential holding provisions or new policies. The Planner advised it would not be an appropriate holding provision but that it could be considered as part of ground field sites in consultation with investStratford.

Councillor Clifford expressed concern with the traffic at this intersection and inquired whether the City had any short-term solutions prior to the reconstruction in 2023. Julia Salvini, Salvini Consulting, noted her organization prepared the traffic study and that the main problem is not capacity but rather queuing. They looked at various options to address queuing, specifically addition of traffic signals or a roundabout. She noted that further information from the City about the upcoming reconstruction in 2023 could help improve the intersection in advance.

**QUESTIONS FROM THE PUBLIC:**

There were no registered delegations.

Staff noted there were no questions submitted via the electronic Q & A.

Mayor Mathieson noted the matter will be considered at a future Planning and Heritage Committee meeting and that a video recording of the meeting would be posted to the City's website.

Mayor Mathieson adjourned the meeting at 4:09 p.m.

**There were no requests to receive further information from the public meeting on October 29, 2020.**



**NOTICE OF APPLICATION AND NOTICE  
OF PUBLIC MEETING  
under the *Planning Act*  
Zone Change Application Z02-21  
Owner: 2593420 Ontario Inc.  
55-65 Lorne Ave E, Stratford**

City of Stratford Council will hold a public meeting on **Monday, April 19, 2021 at 6:00pm** in the Council Chambers in City Hall, 1 Wellington Street, Stratford to hear all interested persons with respect to the Zone Change Application (File Z01-21) under Section 34 of the Planning Act, R.S.O. 1990.

**This will be an electronic meeting. A link to watch the Council meeting live will be provided on the agenda which will be posted to the City's website. A video of the meeting will also be posted to the City's website once available.**

For those persons who wish to participate orally at the public meeting, please contact the City Clerk at [clerks@stratford.ca](mailto:clerks@stratford.ca) no later than **10:00 am on Monday, April 19, 2021. Following confirmation of the request to speak, details for participating in the meeting will be provided.** During the meeting there will be an active chat function where any member of the public can provide written comments during the meeting. The comments received will be read by the moderator during the public comment portion of the public meeting.

The application affects the property with the municipal address of 55-65 Lorne Avenue East, located on the south side of Lorne Avenue East, east of Erie Street, having an area of approximately 4 ha (9.88 ac). The subject lands are legally described as Part of Lot C, Concession 3 Geographic Gore of the Township of Downie in the City of Stratford.

The purpose of this zone change is to add the following uses to the current I2-15 zoning on the property: a day nursery, fitness club, personal care establishment, personal service establishment and studio. In addition, specialized medical office and clinic are requested to be permitted in the I2-15 zone with a maximum gross floor area of 15% of the total floor area. A site specific regulation is also proposed to reduce the minimum landscape area requirement from 20% to 15%.

Members of the public: your opinion on this application is important. Please call, mail, e-mail or fax your comments to Alyssa Bridge - Tel: (519) 271-0250 ext. 5221, Fax: (519) 271-5966 – [abridge@stratford.ca](mailto:abridge@stratford.ca) - City of Stratford, Development Services Division by **March 31, 2021** in order for your comments to be summarized in the public meeting report. Comments received after this date will be summarized in a future planning report.

*Agencies: Please respond by: **Wednesday, March 31, 2021.**  
If you choose to respond via fax, please use 519-271-5966.*



If you wish to be notified of the adoption of the proposed Zoning Amendment or of the refusal of a request to amend the Zoning By-Law, you must make a written request to the City of Stratford.

If a person or public body does not make oral submission at a public meeting or make written submission to the City of Stratford before the By-law is passed, the person or public body is not entitled to appeal the decision of the City of Stratford to the Local Planning Appeal Tribunal.

If a person or public body does not make oral submissions at a public meeting, or make written submission to the City of Stratford before the By-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Further information may be obtained by visiting the Development Services Division offices located at 82 Erie Street, Stratford or by calling 519-271-0250 ext. 5345 during business hours.**

Personal information collected as part of this Notice is pursuant to the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act. Personal information collected as a result of this Notice will be used to assist Council in making a decision on this application. Names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to the City Clerk, 1 Wellington Street, P.O. Box 818, Stratford ON, N5A 6W1 or by emailing: [tadafoe@stratford.ca](mailto:tadafoe@stratford.ca) or by telephone at the number below.

If you require this document in an alternate format contact City Hall at 519-271-0250 ext. 5237 or email: [clerks@stratford.ca](mailto:clerks@stratford.ca)

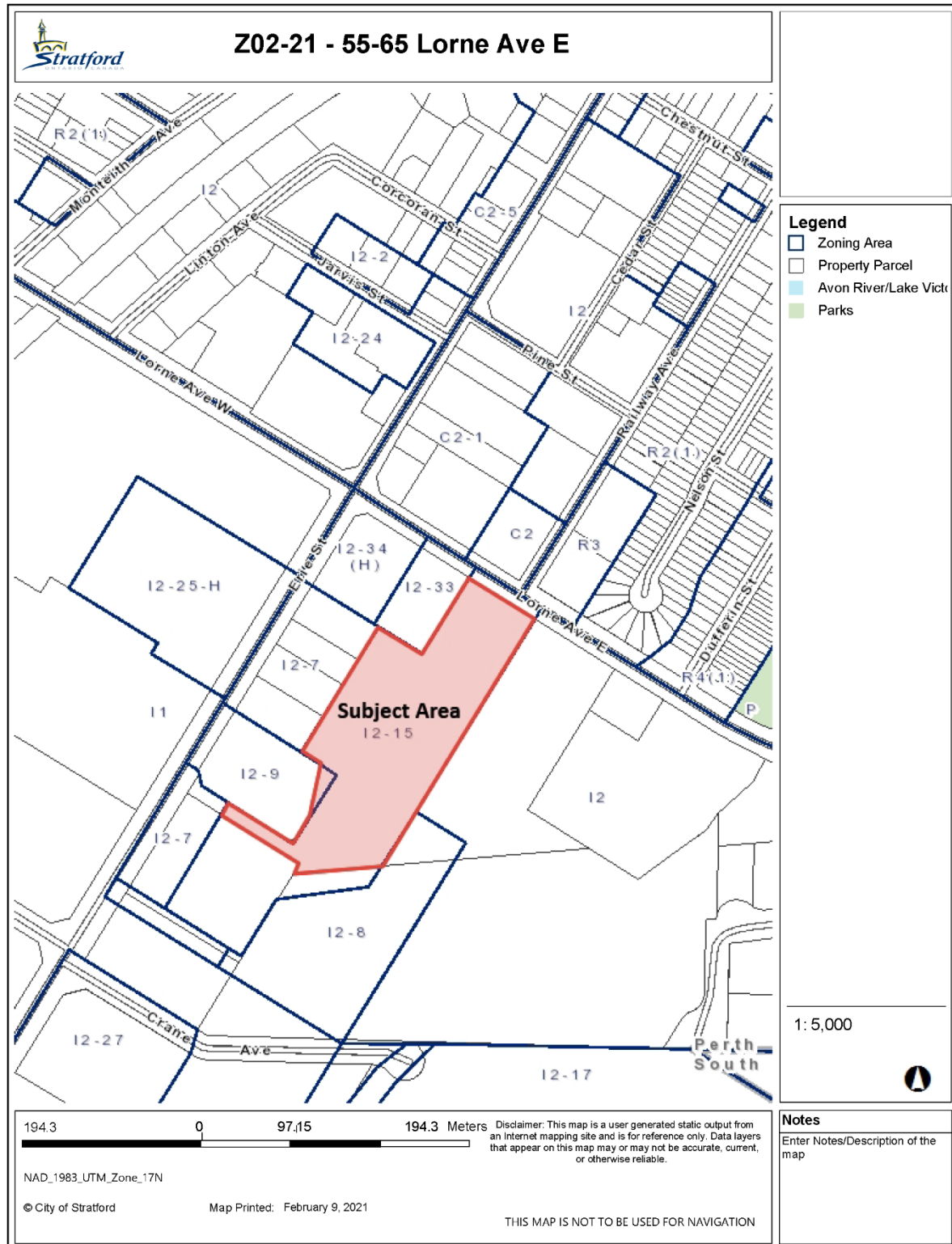
This Notice of Public Meeting will be included in the 'Town Crier' published in the Beacon Herald newspaper on Saturday, March 27, 2021. This Town Crier is also posted to the City of Stratford website: [www.stratford.ca](http://www.stratford.ca). If you receive this notice and are the owner of any lands that contains seven or more residential units in close proximity to the subject land, please contact the assigned Planner. Regulations in the Planning Act require the owner to post this notice in a location that is visible to all of the residents.

Dated February 25, 2020

Alyssa Bridge, Manager of Planning  
The Corporation of the City of Stratford  
82 Erie Street, Stratford, ON N5A 2M4  
Tel: (519) 271-0250 ext. 5221 Fax: (519) 271-5966

Cc: 2593420 Ontario Inc. c/o David Shorey  
MHBC Planning c/o Dave Aston  
Tatiana Dafoe, City Clerk  
Agencies and Departments  
Property owners within 120m of the subject lands

## Location Map





**BY-LAW NUMBER \_\_\_\_-2021  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to establish consumption of liquor with food in designated public spaces and at permitted times and to repeal By-laws 106-2020 and 118-2020.

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**WHEREAS** section 11 of the *Municipal Act, 2001* S.O. 2001, c. 25 ("**Municipal Act**") provides that a municipality may pass by-laws respecting matters within the spheres of jurisdiction of culture, parks, recreation and heritage;

**AND WHEREAS** section 8.(1) of the *Municipal Act* provides that the powers of the municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** section 31(2)(d) of the *Liquor Licence Act* R.S.O. 1990, Chapter L.19 ("**Liquor Licence Act**") allows a municipality to designate by by-law a public space that is owned or controlled by the municipality as a place where the consumption of liquor is permitted;

**AND WHEREAS** Regulation 719 under the *Liquor Licence Act* subject to the specified restrictions and conditions allows liquor sales licenses to sell liquor for takeout and delivery.

**AND WHEREAS** section 425 of the *Municipal Act* provides that the City may pass by-laws providing that a person who contravene a by-law passed under the provisions of the *Municipal Act* is guilty of an offence;

**AND WHEREAS** section 429 of the *Municipal Act* allows the City to establish a system of fines for offences under a by-law of the City passed under the *Municipal Act*;

**AND WHEREAS** the Council of The Corporation of the City of Stratford (the "**City**") deems it in the public interest to allow for the consumption of liquor with food from area restaurants in the designated public spaces;

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

**Short Title**

1. This By-law shall be known and referred to as "Consumption of Liquor with Food in Designated Public Places By-law".

**Definitions**

2. In this By-law the following definitions shall apply:

"*Applicable Laws*" means all applicable statutes, regulations, enforceable and published rules, guidelines and policies, laws and by-laws of Canada, the Province

of Ontario, and the City or other Regulatory Authorities, including without limitation the Alcohol Gaming Commission of Ontario;

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

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

"*City Property*" means a parcel, lot, block, strata lot, public park or other area of land that is located in the City and which is either owned or occupied by the City, or in which the City has vested interest pursuant to a statute and includes a "Highway";

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

"*Liquor*" has the meaning set out in the *Liquor Licence Act* as may be amended from time to time;

"*Liquor Licence Act*" means the *Liquor Licence Act* R.S.O. 1990, Chapter L.19, as may be amended and/or replaced from time to time;

"*Permitted Space*" means a Public Space or part of a Public Space that has been designated by the City by this By-law as a place where Liquor may be consumed, but does not include a building, structure, vehicle or other installation within the Public Place unless specifically designated by Council by this By-law;

"*Public Space*" includes a place, building or vehicle to which the public is invited or has or is allowed access;

"*Regulatory Authorities*" includes but are not limited to the Alcohol Gaming Commission of Ontario, and Ontario Ministry of Transportation.

### **Permitted Spaces and Hours**

3. The following Public Spaces shall be designated as a Permitted Space where the City shall allow, during the specified hours, the consumption of Liquor subject to the terms and conditions set out in this By-law:

- a. The Public Spaces or parts thereof listed on the attached Schedule A to the By-law and which Public Spaces shall be further identified by signage posted in accordance with this By-law are hereby designated as Permitted Spaces where Liquor may be consumed subject to the provisions set out in section 5 of this By-law.
- b. The hours that Liquor may be consumed in any Permitted Spaces are as follows:

May 1 to September 23

- Sunday to Thursday from 11:00 a.m. to 8:00 p.m.
- Friday to Saturday from 11:00 a.m. to 9:00 p.m.

September 24 to October 31

- Sunday to Saturday from 11:00 p.m. to 7:00 p.m.

- c. Liquor may not be consumed in any part or portion of the Public Space that are outside of the boundaries of the Permitted Spaces as identified by signage posted in accordance with this By-law.

### **Signage**

- 4. The City shall post the appropriate signage setting out the boundaries of the Permitted Space and the hours during which Liquor may be consumed in the Permitted Spaces.

### **Terms and Conditions Consumption in Permitted Spaces**

- 5. The consumption of Liquor in the Permitted Spaces shall only be permitted subject to the following terms and conditions:
  - a. Only Liquor purchased from City restaurants with food shall be allowed in the Permitted Spaces;
  - b. The consumption of Liquor and food must be in a responsible manner and in compliance with all Applicable Laws including all City policies, by-laws, practices and procedures;
  - c. Only wine bottles, beer cans and mixed drinks in a sealed container shall be allowed in the Permitted Spaces; and
  - d. Liquor shall not be consumed in any area situated outside of the designated Permitted Spaces.

### **Offence**

- 6. Any person who contravenes any provision of this By-law is guilty of an offence and liable to the maximum fine and such other penalties as provided in the *Provincial Offences Act*, R.S.O. 1990, c.P 33, as amended, and the Municipal Act, and every fine is recoverable under the *Provincial Offences Act*.

### **Interpretation**

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

### **Repeal**

- 9. By-laws 106-2020 and 118-2020 are hereby repealed upon final passage of this By-law.

### **Effective**

- 10. This By-law shall come into force and take effect upon final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 22nd day of March, 2021.

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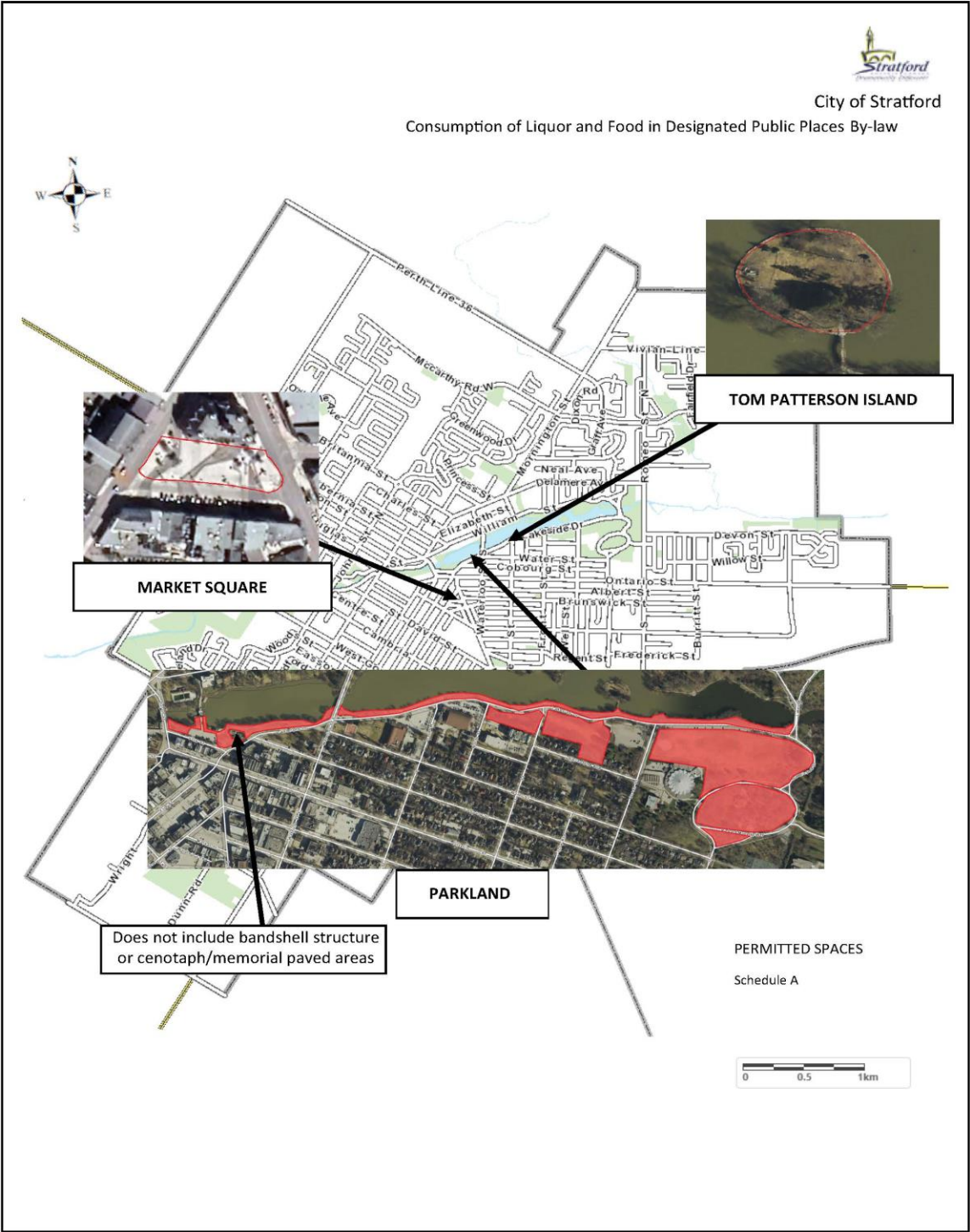
Mayor – Daniel B. Mathieson

---

Deputy Clerk – Chris Bantock



**SCHEDULE A to By-law \_\_\_\_\_-2021**  
**Adopted this 22<sup>nd</sup> day of March, 2021**





**BY-LAW NUMBER \_\_\_\_-2021  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to amend Zoning By-law 201-2000 as amended, with respect to zone change Z04-20 to rezone a portion of the lands known municipally as 3797 Downie Road 112, located on the south-east corner of the intersection of Lorne Avenue E and Downie Road 112 to allow for a site specific General Industrial I2 Zone.

---

**WHEREAS** authority is given to the Council of The Corporation of the City of Stratford by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass this by-law;

**AND WHEREAS** the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 201-2000, as amended, known as the Zoning By-law, be further amended.

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

1. That Schedule "A", Map 9a to By-law 201-2000 as amended, is hereby amended:  
  
by changing from a General Industrial I2-16-H Zone to General Industrial Special with site specific regulations I2-37 Zone those lands outlined in heavy solid lines on Schedule "A", attached hereto and forming part of this By-law, legally described as S EASTHOPE CON 3 PT LOT 46 RP 44R3842 PT PART 6 RP44R4841 PART 1 in the City of Stratford and known municipally as a portion of 3797 Downie Road 112.
2. That By-law 201-2000 as amended, be further amended by adding to Section 18.4, being the Exceptions of the General Industrial I2 Zone the following:
  - "18.4.39 a) Defined Area (portion of 3797 Downie Road 112)  
I2-37 as shown on Schedule "A", Map 9a
  - b) Permitted Uses
    - car wash
    - gas bar
    - neighbourhood store accessory to a gas bar
    - all other uses permitted in the I2 zone
  - c) Maximum gross floor area
    - neighbourhood store accessory to a gas bar 210 m<sup>2</sup>

- d) Minimum standard parking space dimension
  - width 2.8 m
  - length 5.6 m
- e) Minimum parking spaces for an automatic car wash 1
- f) Minimum stacking spaces before an automatic car wash 10

3. This By-law shall come into effect upon Final Passage and in accordance with the Planning Act.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 22nd day of March, 2021.

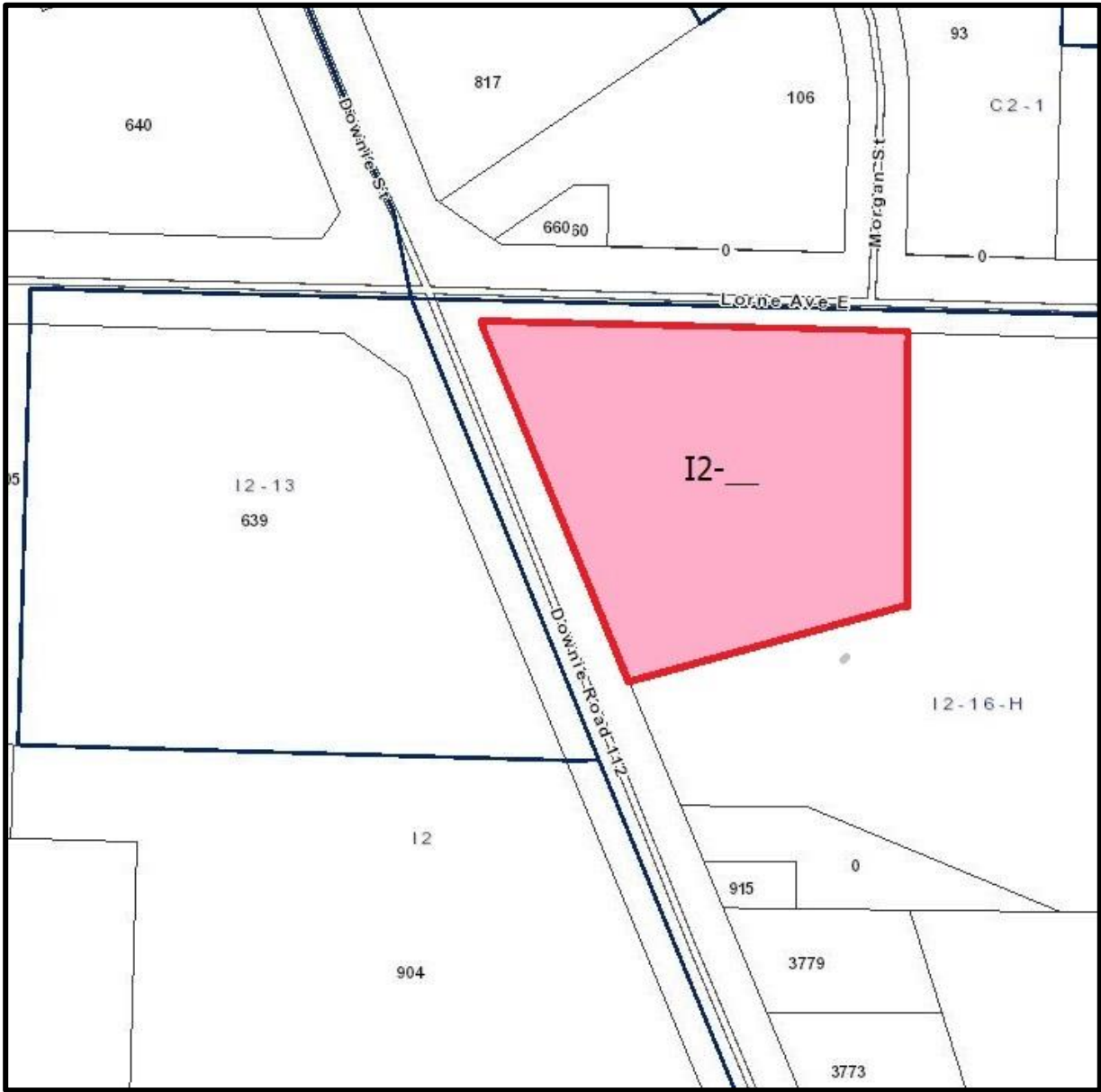
---

Mayor – Daniel B. Mathieson

---

Deputy Clerk – Chris Bantock

Schedule A to By-law \_\_\_\_-2021  
Adopted this 22<sup>nd</sup> day of March, 2021





**BY-LAW NUMBER \_\_\_\_\_-2021  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to authorize the execution of an Agreement of Purchase and Sale with Anthony and Pauline Merkel for Parts 1 and 2 on Reference Plan 44R-5566.

---

**WHEREAS** Section 8.(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 10(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** Sale and Other Disposition of Land Policy P.3.1 sets out the provisions for the sale and other disposition of surplus land by Council of The Corporation of the City of Stratford, including the declaration as surplus and the giving of notice;

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

1. That the Mayor and Clerk of The Corporation of the City of Stratford as Purchaser, or their respective delegates, are hereby authorized to execute an Agreement of Purchase and Sale with Anthony George Merkel and Pauline Teresa Merkel, as Vendors, for the lands described in Section 2 hereof.
2. That the lands referred to in Section 1 hereof are known municipally as a portion of 62 Dixon Road and are further described as Part of Lot 46, Concession 2, Geographic Township of North Easthope, designated as Parts 1 and 2 on Reference Plan 44R-5566, City of Stratford in the County of Perth, consisting of part of PIN 53132-0016 (LT).

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 22nd day of March, 2021.

---

Mayor – Daniel B. Mathieson

---

Deputy Clerk – Chris Bantock





**BY-LAW NUMBER \_\_\_\_-2021  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to authorize the transfer (conveyance) from Anthony George Merkel and Pauline Teresa Merkel of Parts 1 and 3 on Reference Plan 44R-5566.

---

**WHEREAS** Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 10.(1) of the Municipal Act 2001 provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

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

1. That the Council of The Corporation of the City of Stratford hereby authorizes acceptance of conveyance of the lands described in Paragraph 2 herein from Anthony George Merkel and Pauline Teresa Merkel.
2. That the lands referred to in Paragraph 1 hereof are known municipally as a portion of 62 Dixon Road and are further described as Part of Lot 46, Concession 2, Geographic Township of North Easthope, designated as Parts 1 and 2 on Reference Plan 44R-5566, City of Stratford in the County of Perth, consisting of part of PIN 53132-0016 (LT).
3. That the Mayor and Clerk representing The Corporation of the City of Stratford, or their authorized delegates are hereby authorized to execute the conveyance documents and all necessary documents related to this conveyance.

Read a FIRST, SECOND and THIRD time and  
FINALLY PASSED this 22nd day of March, 2021.

---

Mayor – Daniel B. Mathieson

---

Deputy Clerk – Chris Bantock



## **STRATFORD CITY COUNCIL CONSENT AGENDA**

March 22, 2021

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

- |             |   |
|-------------|---|
| CA-2021-035 | <p>Resolution from Niagara Region regarding homelessness, mental health and addiction in Niagara and their ability to meet the vision dictated in its 10-year Housing and Homelessness Action Plan.</p> <p>Attachment – Letter from Niagara Region dated March 4, 2021</p> <p>Endorsement of the resolution is requested.</p> |
| CA-2021-036 | <p>Resolution from the Township of Lake of Bays regarding capacity limits for restaurants in Stage 2 under the Reopening Ontario Act, 2020.</p> <p>Attachment – Letter from Lake of Bays dated March 2, 2021</p> <p>Endorsement of the resolution is requested.</p>   |
| CA-2021-037 | <p>Resolution from the City of Sarnia regarding colour coded capacity limits.</p> <p>Attachment – Letter from Sarnia dated March 4, 2021</p> <p>Endorsement of the resolution is requested.</p>   |
| CA-2021-038 | <p>Resolution from Niagara Region calling on the provincial government to amend Bill 197 to eliminate the development approval requirement provisions from adjacent municipalities.</p> <p>Attachment – Letter from Niagara dated March 4, 2021</p> <p>Endorsement of the resolution is requested.</p>                        |

- CA-2021-039      Resolution from the Township of Brock regarding cannabis licencing and enforcement.
- Attachment – Letter from Brock dated March 2, 2021
- Endorsement of the resolution is requested.
- 
- CA-2021-040      In accordance with By-law 135-2017 the Infrastructure and Development Services Department provides notification that the following streets were temporarily closed to through traffic, local traffic only:
- Cobourg Street from Nile Street to Waterloo Street N. on Wednesday, March 10 for one day only for sewer installation.
  - Graff Avenue from McCarthy Road E to Kemp Crescent for one day only on March 11, 2021 for water main break.
- 
- CA-2021-041      Resolution from the Canadian Union of Postal Workers requesting support for Delivering Community Power, a Canada Post program.
- Attachment – Letter from CUPW/STTP dated February 12, 2021
- Endorsement of the resolution is requested.
- 
- CA-2021-042      Notification from the Infrastructure and Development Services Department, Fleet Division, that they intend to call quotations in accordance with the City's Purchasing Policy for a Four Column Mobile Hoist System.
- 
- CA-2021-043      Resolution from the Municipality of Tweed regarding advocacy for reform of the joint and several liability system.
- Attachment – Letter from Tweed dated March 10, 2021
- Endorsement of the resolution is requested.

**Administration**

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-685-4225 Toll-free: 1-800-263-7215 Fax: 905-687-4977

[www.niagararegion.ca](http://www.niagararegion.ca)

March 4, 2021

**CL 4-2021, February 25, 2021****PHSSC 2-2021, February 16, 2021****Minute Item No. 5.1, February 16, 2021*****MEMBERS OF THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO)******SENT ELECTRONICALLY***Motion respecting Homelessness, Mental Health and Addiction in Niagara

Minute Item No. 5.1

Regional Council, at its meeting held on February 25, 2021, approved the following resolution from its Public Health and Social Services Committee:

WHEREAS Niagara Region prides itself as being a caring and compassionate community that continually strives to be a place where people want to live, work and play;

WHEREAS providing access to safe, adequate and affordable housing for everyone is fundamental to achieving that goal;

WHEREAS Niagara Region acknowledges that mental health, mental illness, addiction and homelessness, while important issues, are not homogenous, interchangeable or consistently interconnected, and doing so may over simplify exceptionally complex issues that require targeted policy solutions and intervention;

WHEREAS Niagara Region's 10-year Housing and Homelessness Action Plan (HHAP), A Home For All, outlines the Region's vision, challenges, and the actions required to achieve its goals;

WHEREAS Niagara Region has embarked on an ambitious effort to end chronic homelessness through participation in the national Built for Zero campaign;

WHEREAS Regional Council formally adopted Mental Health and Wellbeing (2.2) and Addressing Affordable Housing Needs (2.3) as strategic priorities for the current term of our Council;

WHEREAS a recent KPMG report commissioned by Niagara Region indicated that Council invests more levy funding than its peers into homelessness, demonstrating a steadfast commitment to addressing the issue;

WHEREAS Niagara Region acknowledges that people living in shelters are part of the crisis and not the solution;

WHEREAS Niagara Region has two planned housing projects that would directly address those in Niagara who experience chronic homelessness;

WHEREAS the implementation plan for Council's strategic objectives states that staff will identify gaps within the mental health system to increase the functionality and collaboration within it;

WHEREAS the same implementation plan directed staff to partner with Ontario Health (formally the LHIN) to review the local landscape to identify opportunities, including new investment;

WHEREAS the treatment and supports for mental illness, addiction, and homelessness are predominantly funded and directed by the Province;

WHEREAS the success of the Region's Housing and Homelessness Action Plan is dependent on a commitment of sustained and increased funding (both operational and capital) from all levels of government to address the issues of housing insecurity and homelessness in Niagara; and

WHEREAS the needs of the community far outweigh Niagara Region's available resources and funding required to effectively address these issues, and the support of both the Provincial and Federal governments are needed to meet these needs.

NOW THEREFORE BE IT RESOLVED THAT:

1. That Niagara Region Council officially **ACKNOWLEDGE** that a significant crisis exists in Niagara in regard to the prevalence of chronic homelessness and the lack of affordable housing that far surpasses the Region's ability to meet the vision dictated in its 10-year Housing and Homelessness Action Plan (HHAP);
2. That the Regional Chair **BE DIRECTED** to send advocacy letters directly to the appropriate Federal and Provincial ministries outlining Niagara's current situation and requesting additional funding be provided to ensure Niagara can meet the vision outlined in its housing action plan;
3. That the Regional Chair **BE DIRECTED** to advocate to the Minister of Municipal Affairs and Housing and the Minister of Families, Children and Social Development for the required operational funding for the planned supportive and bridge housing initiatives;
4. That Regional staff **BE DIRECTED**, in alignment with the planned review of Council's strategic priorities, to produce a report specifically highlighting the progress being made and critical gaps in regard to services related to mental health, addictions and wellbeing;
5. That Regional staff **BE DIRECTED** to continue providing Regional Council updates on the HHAP and Built for Zero initiatives;
6. That Regional staff **BE DIRECTED** to request an update from the Overdose Prevention and Education Network of Niagara (OPENN) regarding the current status of the actions being taken to address addiction related issues in Niagara; and

7. That a copy of this motion be sent to all members of the Association of Municipalities of Ontario (AMO).

Yours truly,

A handwritten signature in black ink, appearing to read "Ann-Marie Norio".

Ann-Marie Norio

Regional Clerk

:kl

CLK-C 2021- 044





T 705-635-2272  
 TF 1-877-566-0005  
 F 705-635-2132

TOWNSHIP OF LAKE OF BAYS  
 1012 Dwight Beach Rd  
 Dwight, ON P0A 1H0

March 2, 2021

*Via Email*

Honourable Doug Ford  
 Premier of Ontario  
 Legislative Building  
 Queen's Park  
 Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Capacity Limits for Restaurants in Stage 2 under the Reopening Ontario Act, 2020**

---

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised Council is striving to support their local businesses during this pandemic however, the uncertainty they face day to day as rules change have become overwhelming and onerous to these small businesses and something needs to change. With that said, Council at their last regular meeting on March 2, 2021 had a wholesome discussion regarding the challenges our businesses are facing. The following resolution is a result of those discussions:

**"Resolution #8(b)/03/02/21**

**WHEREAS the Province of Ontario passed O. Reg. 263/20, Rules for Areas in Stage 2 under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020;**

**AND WHEREAS Schedule 2, Subsection 1(7) states that the total number of patrons permitted to be seated indoors in the establishment must be limited to the number that can maintain a physical distance of at least two metres from every other person in the establishment, and in any event cannot exceed 10 patrons;**

**AND WHEREAS restaurants throughout the Province are facing financial hardships due to the COVID-19 pandemic, and the amount of patrons being turned away is impacting the overall experience of the restaurants;**

**AND WHEREAS many restaurants fluctuate in size and would be able to accommodate more than 10 patrons, while maintaining a physical**

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T 705-635-2272  
 TF 1-877-566-0005  
 F 705-635-2132

TOWNSHIP OF LAKE OF BAYS  
 1012 Dwight Beach Rd  
 Dwight, ON P0A 1H0

Page 2

distance of at least two metres from every other person in the establishment;

**AND WHEREAS** the inequity of establishing a capacity limit of no more than 10 patrons for larger restaurants continues to impact the financial viability of the restaurants during this difficult time;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Township of Lake of Bays hereby requests that the Provincial Government review and reconsider the capacity limits for restaurants across the Province be based on the size of the square footage of the seating area instead of a flat occupancy.

**AND FURTHER THAT** the concept of introducing capacity limits for other businesses listed in Schedule 2 of O.Reg 263/20 being impacted by the constant uncertainty of their operations during this pandemic including restaurants, personal care services, resorts, camps, fitness and recreational amenities, churches, etc. be considered while in lockdown status.

**AND FURTHER THAT** this motion be forwarded to the Premier, Doug Ford, Simcoe Muskoka District Health Unit and all Ontario municipalities.”

Council appreciates and thanks you for all your hard work and dedication during these unprecedented times and is hopeful that the above-noted resolution will assist in amending the restrictions set out in the COVID-19 Response Framework.

Sincerely,

  
 Carrie Sykes, *Dipl. M.A., CMO, AOMC*,  
 Director of Corporate Services/Clerk.  
 CS/cw

Copy to: Simcoe Muskoka District Health Unit  
 All Ontario Municipalities



**THE CORPORATION OF THE CITY OF SARNIA**  
**City Clerk's Department**

255 Christina Street N. PO Box 3018  
 Sarnia ON Canada N7T 7N2  
 519-332-0330 (phone) 519-332-3995 (fax)  
 519-332-2664 (TTY)  
[www.sarnia.ca](http://www.sarnia.ca) [clerks@sarnia.ca](mailto:clerks@sarnia.ca)

March 4, 2021

The Honourable Doug Ford  
 Premier of Ontario  
 Legislative Building  
 Queen's Park  
 Toronto, ON M7A 1A1

Dear Premier Ford,

**Re: Colour Coded Capacity Limits**

At its meeting held on March 1, 2021, Sarnia City Council discussed the challenges local businesses are facing with respect to the colour coded system within the Province's COVID-19 Response Framework. The following motion was adopted:

***That Sarnia City Council strongly advocate to the Province of Ontario that they adjust the capacity limits for dining, restaurants, sporting and recreational facilities, places of worship, event centers, and all retail/small businesses as part of the colour coded system.***

The following rationale was provided with the introduction of the motion:

- The red zone currently only allows 10 people indoors at a dining or a sporting / recreational facility (regardless of the size), places of worship are capped at 30% or 50 people, and retail / small business is limited to a 50% capacity.
- These businesses and organizations have heavily invested in facility improvements and expensive upgrades to ensure safe social distancing and have all the appropriate safety and protection measures in place.
- Businesses in particular cannot properly plan under the current uncertainty and that means the loss of jobs and income for both workers and owners as well as mental health challenges.

- Indoor capacity limits for restaurants, dining, sporting / recreational facilities, event centers, retail / small business, and places of worship should not involve arbitrary numbers (regardless of size), but instead be changed to the amount of people per facility which ensures that strict and safe social distancing can be maintained.

Sarnia City Council has requested that all municipalities in Ontario join this advocacy effort.

On behalf of Sarnia City Council, I look forward to your reply.

Sincerely,

A handwritten signature in cursive script, appearing to read 'AB', written in black ink.

Amy Burkhart  
Acting City Clerk

Cc: All Ontario Municipalities  
Ms. Marilyn Gladu, MP Sarnia-Lambton  
Mr. Bob Bailey, MPP Sarnia-Lambton

**Administration**

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-4977

[www.niagararegion.ca](http://www.niagararegion.ca)

March 4, 2021

**CL 4-2021, February 25, 2021*****DISTRIBUTION LIST******SENT ELECTRONICALLY*****Re: Schedule 6, Bill 197, COVID-19 Economic Recovery Act, 2020**

Regional Council, at its meeting held on February 25, 2021, passed the following resolution:

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED:

1. That while the Region of Niagara supports the Act's open-for-business approach, the municipality **CALLS** upon the Government of Ontario (Ministry of the Environment, Conservation & Parks (MOECP) to amend Bill 197, COVID-19 Economic Recovery Act, 2020, to eliminate the development approval requirement provisions from adjacent municipalities and that the 'host'

municipality be empowered to render final approval for landfills within their jurisdiction;

2. That a copy of this motion **BE FORWARDED** to Premier Doug Ford, Jeff Yurek, Minister of Environment, Conservation and Parks, Steve Clark, Minister of Municipal Affairs and Housing, local M.P.P.s., and the Association of Municipalities Ontario (AMO) and;

3. That a copy of this resolution **BE FORWARDED** to all Ontario municipalities with a request for supporting motions to be passed by respective Councils and copies of the supporting motion be forwarded to Premier Doug Ford, Jeff Yurek, Minister of Environment, Conservation and Parks, Steve Clark, Minister of Municipal Affairs and Housing, local Members of Provincial Parliament, and the Association of Municipalities Ontario (AMO).

In accordance with the resolution, it is respectfully requested that your municipality consider passing a supporting resolution to be forwarded to Premier Doug Ford, Jeff Yurek, Minister of Environment, Conservation and Parks, Steve Clark, Minister of Municipal Affairs and Housing, local Members of Provincial Parliament, and the Association of Municipalities Ontario (AMO).

Yours truly,



Ann-Marie Norio  
Regional Clerk

CLK-C 2021-043

Distribution List:

All Municipalities in Ontario





The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
705-432-2355

March 2, 2021

The Honourable Patty Hajdu  
Minister of Health Canada  
Via email: [Patty.Hajdu@parl.gc.ca](mailto:Patty.Hajdu@parl.gc.ca)

Health Canada  
Ottawa, Ontario  
via email: [hcinfo.infosc@canada.ca](mailto:hcinfo.infosc@canada.ca)

Dear Honourable Madam:

Re: Cannabis Licencing and Enforcement

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Please be advised that the Council of the Township of Brock, at their meeting held on February 22, 2021 adopted the following resolution:

**Resolution Number 22-2**

MOVED by **Michael Jubb** and SECONDED by **Cria Pettingill**

WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

WHEREAS the police have not been given lawful authority to lay charges under the Cannabis Act to appropriately respond to violations of Health Canada Registrations and Licenses;

WHEREAS there is no direct communication or dedicated effort to provide a communication channel between Municipal government staff or Police Agencies for dealing with Health Canada Registrations and Licenses;

WHEREAS the Township of Brock has not been consulted by Health Canada prior to the issuance of licenses for properties not in compliance with municipal zoning by-laws; the future;

BE IT RESOLVED THAT the Township of Brock requests that Health Canada:

1. Require Federal Licenses and Registrations for Designated Growers to conform with local zoning and control by-laws;
2. Ensure local authorities are provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation within their region;

3. Provide dedicated communication with local governments and Police services;
4. Provide lawful authority to Police agencies to lay charges when registered or licences operations grow in excess of their registration or licence through Health Canada; and,
5. Provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to Cannabis.

AND FURTHER BE IT RESOLVED THAT the Township of Brock will forward this motion by email to the following partners: All municipalities in Ontario; the MP and MPP of Haliburton–Kawartha Lakes–Brock; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; and the Durham Region Police Services with the request that the Federal government enact legislation to better support local governments with land use management and enforcement issues as they relate to Cannabis Production and Processing.

**MOTION CARRIED**

Thank you for your consideration. Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK



Becky Jamieson  
Municipal Clerk

BJ:dh

cc. The Honourable Christine Elliott, Minister of Health, Ontario –  
christine.elliott@ontario.ca  
The Honourable Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock -  
laurie.scottco@pc.ola.org  
Jamie Schmale, MP, Haliburton-Kawartha Lakes-Brock - Jamie.schmale@parl.gc.ca  
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs –  
minister.omafra@ontario.ca  
The Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food - Marie-  
Claude.Bibeau@parl.gc.ca  
Inspector Ryan Connolly, DRPS - northdivision@drps.ca  
Ontario municipalities



377, rue Bank Street,  
Ottawa, Ontario K2P 1Y3  
tel./tél. 613 236 7238 fax/télé. 613 563 7861

February 12, 2021

**Subject: Request for Support for Delivering Community Power**

Dear Municipal Leaders,

In 2016, the Canadian Union of Postal Workers, with a coalition of allies, launched [Delivering Community Power](#) – a visionary program for Canada Post to confront climate change, promote better access to expanded services, bring financial inclusion to unbanked and underbanked communities, and address other social inequalities – all by making the most of our existing public postal service network.

Today, while progress has been made on many of the initiatives in the vision, the situation has become more urgent. Effects of climate change are deadly and are affecting nearly every part of society all around the world. The COVID-19 pandemic has revealed the need for a more equal, more resilient society that prioritizes the health of our most vulnerable neighbours and loved ones, *before* profit. We are relying more than ever on the internet to connect people and to do our business, but rural residents are getting second-class service.

The continuing decline of letters combined with a dramatic rise in parcels from e-commerce makes it plain to see: the postal service has to adapt to a new reality. This is a great opportunity to address multiple problems at once, with a valued public infrastructure that connects everyone in their own community.

Please consider proposing the attached resolution to have your municipality endorse the campaign for expanded services, financial viability, climate action, and – all through leveraging our public postal system. The time is now!

Thank you for your support!

Jan Simpson  
National President  
Canadian Union of Postal Workers

//dn cope 225



## SUPPORT DELIVERING COMMUNITY POWER

**Whereas** there is an urgent need for banking services among the unbanked or underbanked, given that thousands of villages and rural municipalities do not have a bank branch and more than 900 municipalities have expressed their support for postal banking;

**Whereas** thousands of Canadians do not have access to affordable high-speed Internet, and the federal government has long promised to bridge the rural broadband gap;

**Whereas** urgent action is needed to establish a robust network of electric vehicle charging stations;

**Whereas** to achieve carbon-neutral targets by 2050, Canada Post must greatly accelerate the electrification of its fleet;

**Whereas** the extensive network of post offices in our communities can provide a wide range of services as community hubs;

**Whereas** Canada Post's letter carriers and RSMCs can check-in on vulnerable residents to help keep us in our homes longer as we age;

**Whereas** Canada Post must play its part for a more equitable post-pandemic recovery;

**Whereas** “The Way Forward for Canada Post,” the report of the 2016 federal public review of the postal service, recommended that Canada Post expand services and adapt its services to the changing needs of the public;

**Whereas** the Canadian Union of Postal Workers has advanced *Delivering Community Power*, a vision of the post-carbon digital-age postal service that address the above needs and more;

**Be it resolved that** endorse *Delivering Community Power*, and write to the Honourable Anita Anand, Minister for Public Services and Procurement, with its rationale and a copy of this resolution.

**MAILING INFORMATION**

Please send your resolution to: Anita Anand, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5

Please send copies of your resolution to:

Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <https://www.ourcommons.ca/Members/en>

*Please save this document using the name of your organization or municipality in the document's name.*



# **DELIVERING COMMUNITY POWER**

**POSTAL SERVICE  
AND THE  
POST CARBON ECONOMY**



## FOUNDING PARTNERS



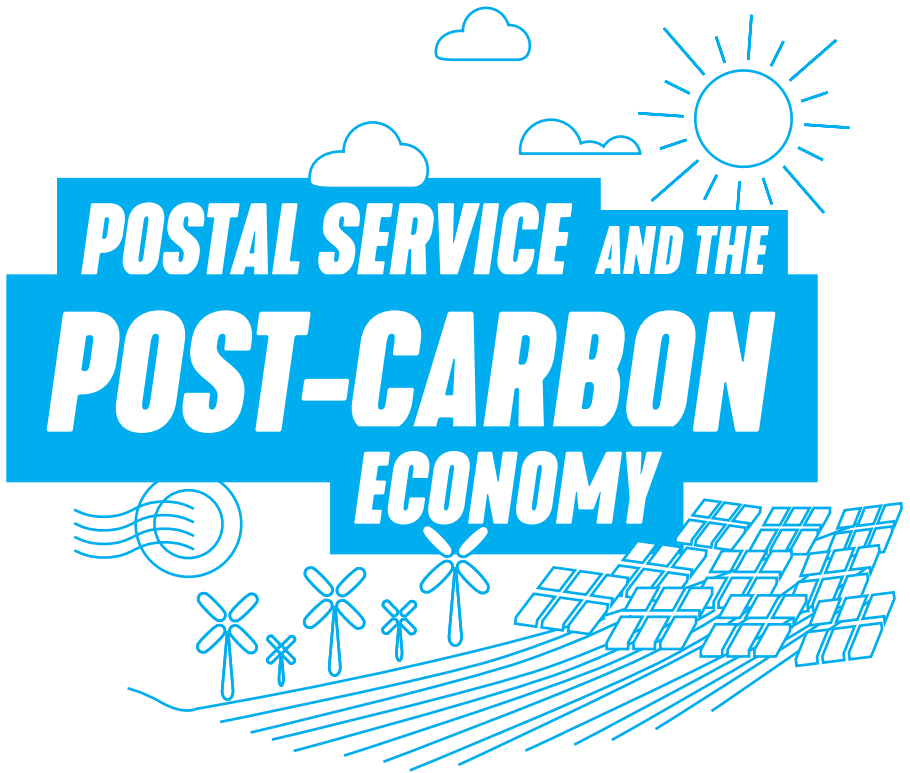
*A Call for a Canada Based on Caring for the Earth and One Another*



## COALITION MEMBERS



**DELIVERING  
COMMUNITY  
POWER**



We are at a crossroads. Our land, air and water are already feeling the effects of climate change. Economic inequality and precarious work are on the rise. Layoffs in fossil fuels extraction industries are leading to more economic uncertainty. Scientists tell us that, to prevent climate catastrophe, we must transition completely off fossil fuels in our lifetime.

Canada can run entirely on renewable electricity by 2035 and transition to a 100% clean economy by 2050. If that's what we want, we have to start now.

*“We can sometimes feel overwhelmed by the sheer number of urgent and complex issues before us. What’s beautiful about Delivering Community Power is how it takes on economic, environmental and social issues at the same time. Our post offices can become centres of community care and economic development, while bringing emissions down — this is the kind of leap we need in Canada.”*

NAOMI KLEIN



We have to make a *Just Transition* — one that takes care of the people and communities paying the price for waste and pollution, and that also improves everybody's economic and social circumstances.

## **THE POSTAL SYSTEM CAN DRIVE THIS TRANSITION.**

A just transition would create thousands of stable, well-paid jobs, help replace unsustainable fossil-fuel-based jobs, and support those who have suffered the negative impacts of polluting industries. We can reduce poverty and improve quality of life for people across the country. We can do all this while recognizing and respecting treaty and other rights of Indigenous peoples, and bringing better services to First Nations and the North. We can bring internet access, digital training and support to every corner of the country. And we can support our seniors and strengthen our communities in the process.

## **YES, WE'RE THINKING BIG. WE CAN'T AFFORD NOT TO.**

A revitalized Canada Post can lead the way; read on to see how. If you want a renewable energy infrastructure, affordable banking and financial services, diversified delivery services including food, expanded elder care and a stronger local community and economy, join the Delivering Community Power campaign today.

**JOIN THE CAMPAIGN**

**[WWW.DELIVERINGCOMMUNITYPOWER.CA](http://WWW.DELIVERINGCOMMUNITYPOWER.CA)**







# **REIMAGINING OUR POSTAL SERVICE**

Many Canadians see Canada Post as a place to mail a care package, buy stamps, pick up online purchases, or buy the latest commemorative coin. Some consider the post office past its prime: the last decade has seen efforts to cut, devalue and undermine this self-sustaining public service. But the cuts have been fiercely resisted by people across the country, and we stopped the Harper-era cuts. It's time to think about growth and not just preservation.

What if our cherished national institution, with its vast physical infrastructure and millions of daily human interactions, could offer us more? What if the post office could play a central role in building our next economy — an economy that is more stable, more equal, and less polluting?

**It's a powerful vision but we will need support to make it happen.  
Will you join us?**

**IMAGINE...**

- Charging stations for electric vehicles at post offices
- A renewable energy postal fleet
- Postal banking that provides inclusive financial services, especially to those underserved by commercial banks, like in rural and many Indigenous communities
- Door-to-door mail carriers checking in on seniors and people with mobility issues, keeping more people in their own homes for longer
- Post offices as community hubs for digital access and social innovation, connecting communities and climate-friendly businesses to customers
- A consolidated last-mile delivery service that eases congestion in urban centres and reduces the environmental impact of our cities

We want a 100% renewable economy that addresses inequality, empowers us to make change, and improves our lives.

Our post office can deliver it.

## Meet the 21st century post office

Mary is going to her rural post office in Tatamagouche, Nova Scotia, to mail a letter. Things have really changed over the past few years.

Outside, her neighbour's electric car is plugged into the post office's public charging station. Next to it, a rural mail carrier is loading food and other products into a new electric Canada Post delivery van. On the post office's roof are solar panels, and a wall display tracks how much power they're generating.

Stepping inside, Mary sees a poster for programs that make solar panels and energy-saving home retrofits available to everyone. As the clerk takes Mary's parcel at the counter, she explains that the post office is once again offering banking services, providing the community with accessible banking and helping local businesses grow and thrive.

A week later, Mary heads back to the post office to sign up for solar panels. There is a lot of activity at the post office today as a group of young students are using the free community space to network and brainstorm their ideas for the community, and sharing the space with a local artisan's pop-up retail kiosk.

On the way out, she's greeted by a postal worker who just completed his route, which included checking in with some of the local independent-living seniors and those with limited mobility.

He reminds Mary that there are more options now that the post office is helping make broadband internet available in the area, extending farther than the big for-profit telecoms are willing to go.





Canada Post's vast infrastructure and delivery network has the potential to become the hub of a green and social economy. Here's how we could do it:

- 1 Transition the Canada Post fleet to **100% renewable energy**. Canada Post has the largest public vehicle fleet in the country. Infrastructure funding and wise investment from Canada Post's profits could add to the nationwide electric vehicle charging network — supporting a general shift to low-carbon vehicles. Postal electric vehicles could use new charging stations at depots and post offices that would serve the general public too.
- 2 **Retrofit Canada Post** buildings for energy efficiency. This could create local jobs, support apprenticeships and help inspire communities to take further action on energy and resource conservation.
- 3 Offer financial services through the post office again. **Postal Banking** would diversify and stabilize Canada Post's revenues the way it has done for numerous postal services worldwide. And with some of that revenue, the postal bank could have a social service mandate: to offer a better alternative to payday loans, support local businesses, ensure financial access for people currently underserved by the banks.

*“Meeting our climate commitments requires a bold vision, and public support for that vision. By working closely with communities, Canada Post could deliver green innovation in ways that address their concerns and meet their needs.”*

DAVID SUZUKI

4

Expand door-to-door delivery services. **Door-to-door delivery** of parcels and lettermail by a single mail carrier reduces emissions, compared to every customer driving to pick up their mail.

5

**Expand services** to support seniors, people with disabilities, and others who need some support to live independently in their homes. Mail carriers, already the eyes and ears of their neighbourhoods, could check in on seniors, and connect residents to other public health and social services.

6

Turn post offices into **community and digital access hubs**. Local entrepreneurs can use the post office as a meeting space or pop-up shop to connect with customers, and the post office could also become a uniquely dependable showcase of local quality products. Post offices could help bring affordable internet access, and digital training and support to the 3.4 million Canadians who lack it. And in some communities the post office could be the place to use high-speed internet for those who don't have access at home.



We own the biggest  
retail network in  
the country.

*What will we do  
with it?*

**4,613**  
**TIM HORTONS**



**6,300**  
**POST OFFICES**



*Note: Some of these 6300 are full-service corporate-operated post offices, while some are franchises. All of them are contact points with people in the communities where they live and work. Combine this with the only delivery network that goes to everyone, and that's the scale of infrastructure we have to build on.*

## WHY CANADA POST?

What would you do if you owned...

- **The biggest chain of retail outlets in the country?**
- **A way to easily communicate and connect with every household from coast to coast to coast?**
- **A logistics network that can reach people and move materials to every corner of the world's second-largest country?**

We own it. Canada Post isn't just a mail and parcel delivery service; it's a powerful national logistics network that could address some of our most pressing challenges, such as:

- **climate change**
- **supporting an aging population to live independently**
- **providing financial services to remote and low-income communities**
- **using revenues to help fund other public initiatives.**

And the Canada Post Act, which created the service, mandates the postal service to adapt to our communications needs as they change.

*“Postal workers operate a network every day that connects everybody in the country with services that they rely on. We know our neighbours and our customers and we see their needs. The urgency for action on climate change is evident in our work. We’re proud of the service and we know its potential. We just need the support to make it a reality.”*

JAN SIMPSON

CANADIAN UNION OF POSTAL WORKERS



**For longer than Canada has been a country, Canada Post has provided the same world-class service to everyone in the country. By reinventing our post office as the engine of the next economy, we will connect people and communities into the next century.**

As lettermail decreases and parcels rise with the explosion of e-commerce, Canada Post has to respond and adapt. We can make sure that the shift serves our real changing needs, and addresses climate change too. This is the moment!

Plus, some of these ideas would even help boost Canada Post's revenues or save costs — helping to keep the service financially self-sustaining.

## **LOGISTICS IN THE DIGITAL WORLD**

The growth of the internet has had far-reaching changes on most people's lives. For Canada Post, it has led to a decline in the amount of letters delivered, but also an explosion of parcel deliveries due to online shopping. And there's the opportunity: as a cherished institution with unparalleled presence in communities large and small, the largest fleet and retail network of anyone, Canada Post could be the instrument to retool our society for a major environmental shift.

The explosion of parcels also means that in big cities worldwide, city streets are increasingly congested by deliveries. Too many different deliveries are being done by vehicles that aren't filled to capacity, adding to congestion and air pollution.

Canada Post should be used to the fullest by government to reduce traffic in major urban areas. Getting everything delivered with fewer vehicles must become a priority. Canada Post already delivers the "last mile" for many large parcel companies in many rural areas. The Belgian Post is pioneering a similar service in cities.

## INSPIRED BY INNOVATIONS IN POSTAL SERVICES WORLDWIDE

The **United Kingdom, France, New Zealand, Brazil** and **Italy** all have successful postal banking services that assist rural, remote and low income communities while providing stable revenues for the postal service. **Russia, China** and **India** are now implementing postal banking.

**Japan** expanded postal worker service to provide assistance to seniors, deliver food, check in on those with limited mobility. And they offer insurance coverage.

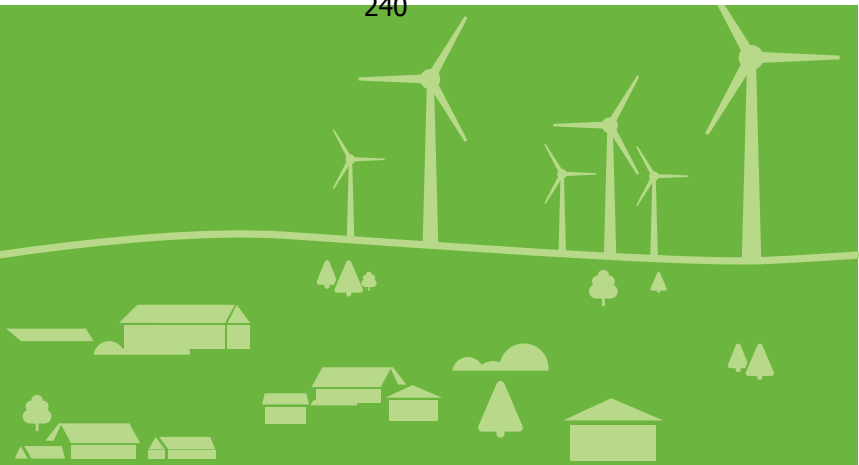
**Swiss Post** combined public transportation with mail transport in rural areas. The Post also offers online payment processing for businesses.

The German postal service, **Deutsche Post**, is now manufacturing an electric delivery vehicle in three sizes. They developed their own custom vehicle, the Streetscooter, specifically to deliver mail and parcels.

**Australia Post** acts as an alternative to Paypal.

**Poste Italiane** provides e-commerce services for businesses.

The **French post office** has many similarities to Canada Post — fewer letters, and an increasing number of parcels. La Poste has risen to the challenge of a changing world through embarking on the provision of new services, all the while maintaining to-the-door, six-day-a-week delivery. The French postal bank is enormously profitable, earning profits before tax of 1.1 billion Euros in 2017. But it doesn't stop there, as La Poste has embarked on new services focused on the “silver economy” — such as checking in on seniors using delivery agents.



*“In Germany, many municipalities now produce more power from renewable sources than they consume — creating 400,000 new jobs in the process. Widespread local participation was the key to making that transition happen. Canada Post and postal banking can help bring this same approach to Canada, speeding the transition to renewables in ways that directly benefit local communities.”*

DR. HANS THIE  
ADVISOR TO DIE LINKE

TADZIO MUELLER  
ROSA LUXEMBURG FOUNDATION





Postal banking is relatively straightforward: like the big banks you're used to, post offices can provide everyday financial services like chequing and savings accounts, loans and insurance. In many countries, postal banks are also mandated to provide financial access for all citizens and to play a role in addressing social inequalities.

While hundreds of thousands of Canadians don't have bank accounts at all, Canada's six largest banks earned more than \$42 Billion in 2017. Access to banking is particularly limited for Indigenous communities; only 54 of 615 First Nations are served by local bank branches.

About 2 million people a year in Canada use payday lenders, which often charge interest rates of over 400%.

Every year, workers in Canada transfer billions of dollars in remittances overseas, but the cost of sending money can be as high as 20% on smaller amounts. These high rates hurt the people that depend upon them the most.

*“Rural Canada needs better services, especially in over 1200 communities where we have a public post office and there are no banks or credit unions. For example, in Welshpool, New Brunswick, people have to take a ferry to the US and then cross back into Canada just to get to a bank! Why should rural residents have to travel for hours when they could just go to their Postmaster?”*

**BRENDA MCAULEY**

NATIONAL PRESIDENT, CANADIAN POSTMASTERS AND ASSISTANTS ASSOCIATION

**Postal banking could provide the financial services that everyone needs at affordable rates.**

It could also be used to deliver government loans, grants and subsidies to boost renewable energy development and energy-saving retrofits.

By offering banking services through its network of over 6000 postal outlets, Canada Post could overnight become the most accessible bank in the country.

## **WHAT WOULD POSTAL BANKING LOOK LIKE HERE?**

- access to financial services for everyone including savings and loan, insurance, investments
- public-interest mandate for financial inclusion
- better rates on international remittances

*“Renewable manufacturing production. Retrofitting. Better rural services. Assistance for seniors. When I look at this proposal, I see the potential for thousands of good jobs, in every community across the country. Let’s make it happen.”*

**DONALD LAFLEUR**

EXECUTIVE VICE PRESIDENT, CANADIAN LABOUR CONGRESS





### **GREEN JOBS**

Purchasing Canadian union-made electric cars and vans for the postal fleet could create jobs for auto workers and mechanics, boosting our manufacturing sector.

### **ELECTRIC VEHICLE INFRASTRUCTURE**

Turning post offices into charging stations for electric cars would help build Canada's green infrastructure.

### **DIGITAL ACCESS**

Post offices could become community internet providers in underserved areas, provide services like 3D printing, support for e-Government services like the census, and could provide connectivity through mobile devices as well.



## **FINANCING COMMUNITIES AND CLEAN ENERGY**

Providing access to credit via a postal bank to those dependent on seasonal, precarious, or low-income work can stop predatory payday lenders, while communities could access one-stop support for clean energy grants, energy-efficient heating systems, green power generation and cost-saving retrofits.

## **SUPPORTING INDEPENDENT-LIVING SENIORS**

In some locations in Canada as well as in France and Japan, postal workers check in on seniors and others who need support to live independently in their homes. We could roll out a national program to help connect Canada's aging population with healthcare and social services; deliver grocery orders; and bring peace of mind to their loved ones.

## **LOCAL BUSINESSES**

Canada Post offices could connect innovative local businesses to customers and communities through the largest retail network in the country.

## NATION-TO-NATION CONNECTIONS AND SERVICES

Indigenous peoples have been rising up as defenders of the land, fighting for a greater voice so as to guide us all on the path to our sustainable future. Canada Post began as a part of the colonial system — we have to recognize that as our starting point and acknowledge that Indigenous peoples have a right to reshape it and help determine its future role in connecting the peoples who live here.

Meanwhile postal and other services to First Nations, and many Métis and Inuit populations, are often lacking. Postal services themselves, which should serve all residents of this land evenly, are inconsistent, franchised out, and delivered differently in many indigenous communities. In the North, Canada Post has cut back service in many ways, including eliminating flat rate pre-paid shipping boxes, and even withdrawing services from some communities.

The federal government requires Canada Post to be financially self-sufficient, but this doesn't mean it couldn't make basic services a priority, using the postal network to promote health and equity for residents on reserves and in the North.

Canada Post used to operate the Food Mail program, which helped make healthy food more affordable in the North, but the program was replaced with Nutrition North, which subsidizes retailers instead and isn't getting reliable results. Bringing back an improved version of Food Mail could make a real difference in the health and food security of northern residents.



*“Boom and bust resource extraction has polluted our communities and spoiled much of our lands. But Indigenous peoples are at the forefront fighting for alternatives. Jobs that don’t destroy our land and water. Affordable access to renewable energy, banking services and secure healthy local food. This proposal will make a difference in First Nations and rural communities across the country.”*

**CLAYTON THOMAS-MULLER**

**STOP IT AT THE SOURCE CAMPAIGNER, 350.ORG**

Payday loans and predatory credit services take advantage of vulnerable populations, disproportionately hurting Indigenous people. Postal banking, with a mandate for financial inclusion for all, could address financial problems for many vulnerable people instead of leaving them to rely on the for-profit legal loan sharks, trapped in a cycle of debt.

Canada Post’s workforce still under-represents the Indigenous population. CUPW is working to push Canada Post to adopt more inclusive hiring practices. The Delivering Community Power vision cannot be complete until access to jobs is equitable and the systemic racism and suppression of traditional teachings is addressed. We’ll need everyone’s wisdom to make this happen.



**We know this is an ambitious package of proposals.**

With the will and energy, we could start on a few parts of the vision right away:

- **public-access EV charging stations**
- **green building retrofits**
- **promoting post offices as community hubs that are responsive to community needs**
- **senior check-in**
- **grocery delivery**

... others within a year or two:

- electric vehicle fleet transformation, supporting canadian auto plants in producing EVs
- postal banking
- consolidated last-mile delivery
- bring back the Food Mail program
- review and improve services to First Nations and Inuit communities
- rural and remote high-speed internet access

... then one day:

- overhauled food distribution network
- carbon-free, renewable and self-sufficient energy network for the postal system

## **WHAT POSTAL WORKERS ARE DOING TO REALIZE THIS VISION**

- We are building political will for change — bringing together more and more allies, municipalities, and activists to endorse the Delivering Community Power vision
- We walk the walk. CUPW has audited its own environmental footprint and identified areas to mitigate it in its buildings, its transportation, and other operations. We are ready to lead by example.
- CUPW has included the ideas in this document — postal banking, electric fleet transformation, building retrofits, and the rest — as demands in negotiations with Canada Post, putting the vision right at the heart of the union's work.
- CPAA is mobilizing with rural residents in our communities to keep rural post offices open and fight the reduction of services.
- CPAA is vigorously campaigning for postal banking and raising awareness among Postmasters, Assistants, and rural communities.
- We're working on tools for postal workers to work with local Canada Post management to pursue these ideas in their own workplaces. Direct collective action in communities helps build the political will to make a large-scale transformation. Postal workers are trying to create joint environmental committees in the workplace.

## **WHAT IS A JOINT ENVIRONMENTAL COMMITTEE?**

Joint environmental committees are a forum where workers and employers come together to analyse the environmental impact of a workplace. They then map out solutions based on the knowledge and skills of the people who know the workplace best - the workers who do the job everyday. Workers identify areas where work practices can be modified to reduce emissions, providing bottom-up solutions instead of attempted top-down solutions. In Europe, many unions have lengthy experience and successes with joint environmental committees. Autoworkers in Canada are working with the model. It's time for Canada Post to use the expertise of postal workers to make meaningful reductions in emissions.

Delivering Community Power is a bold vision for the future we want. To make it a reality, we need people across the country to let the government know it's time to act.

## WHAT YOU CAN DO:

**1**

Join us. Visit [www.DeliveringCommunityPower.ca](http://www.DeliveringCommunityPower.ca) to join the call for Canada Post to Deliver Community Power.

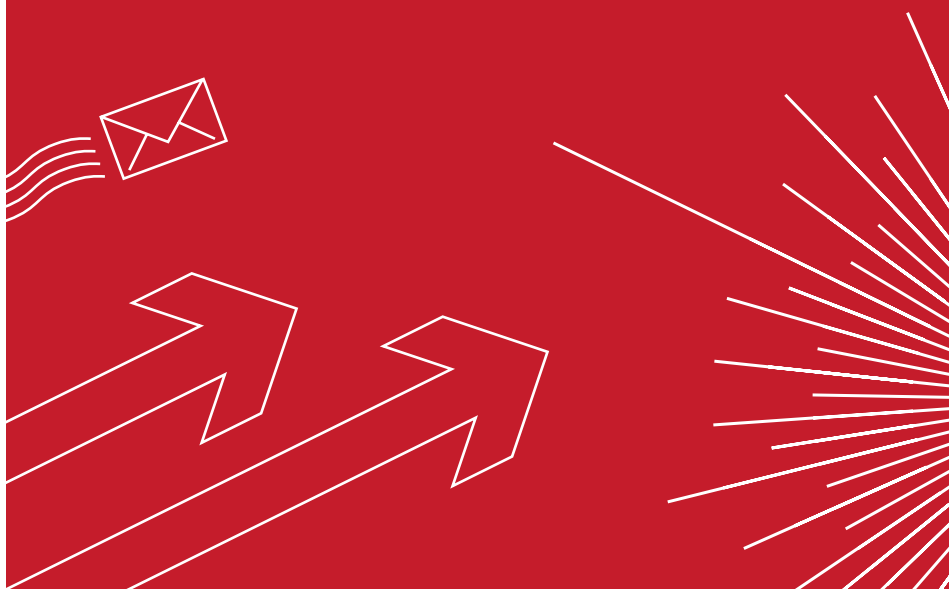
**2**

Bring the campaign to your community!

- Join or host a local event
- Collect petition signatures & show your MP that it's what voters want
- Request free copies of this booklet to share with friends, family, co-workers

**3**

Support your postal workers in their negotiations with Canada Post — they've put these proposals on the bargaining table!



**FOUNDED BY:**  
**DELIVERINGCOMMUNITYPOWER.CA**  
**CUPW.CA | PUBLICSERVICES.CA | LEAPMANIFESTO.ORG**  
**CPAA-ACMPA.CA | ACORNCANADA.ORG**

***CUPE-SCFP* 1979**



AUTHORIZED BY THE OFFICIAL AGENT FOR THE CANADIAN UNION OF POSTAL WORKERS.

JULY 2019 EDITION



## Just Imagine...

- a renewable-powered postal fleet that delivers mail, parcels, groceries, and more
- a minimized carbon footprint for a network that reaches all of us every day
- an expanded role for door-to-door mail carriers that strengthens the social fabric of your community
- post offices as hubs for green innovation and community connections, connecting local services with customers, and helping fill the rural broadband service gap
- postal banking, providing financial services that are here to stay in small towns, and financial inclusion for marginalized urban communities
- Canada Post leading the green energy transition

We must move now toward a renewable and sustainable economy that addresses social inequality, respects worker democracy, and delivers the goods and services we need.

The post office can deliver it.

**[DELIVERINGCOMMUNITYPOWER.CA](http://DELIVERINGCOMMUNITYPOWER.CA)**

254  
The Corporation of the  
**MUNICIPALITY OF TWEED**

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Tel.: (613) 478-2535  
Fax: (613) 478-6457



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Website: [www.tweed.ca](http://www.tweed.ca)  
[facebook.com/tweedontario](https://facebook.com/tweedontario)

March 10, 2021

Hon. Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON  
M7A 1A1

Re: Advocacy for Reform of Joint and Several Liability

Dear Hon. Doug Ford,

During our budget deliberations and the review of the pricing for insurance for the 2021 year, Council is requesting that reform of the Joint and Several Liability system be undertaken. For the Municipality of Tweed, a small municipality within the County of Hastings, with population of 6,044 and total households of 3,023, as at the last census in 2016, we are experiencing significant increasing costs of insurance.

Over the last 5 years, we have experienced increase in our insurance premiums due to Joint and Several Liability. Our last 5 years of insurance premiums have been:

2017	\$161,441.84
2018	\$164,497.28
2019	\$171,649.20
2020	\$213,466.36
2021	\$265,170.24

Over the last 5 years, the annual premium has increased by \$103,728.40. That is 64.25%. For the Municipality of Tweed, the 2021 increase of \$51,703.88 results in a tax levy increase of 1.25%. Therefore, when Council wishes to keep the levy no higher than a 2% increase, especially under the financial times that residents have experienced due to the COVID-19 pandemic, more than half of this increase is allocated to insurance premiums. For a population of only 6,044, the annual cost of insurance per household is \$87.72 in 2021, compared to only \$53.41 in 2017.

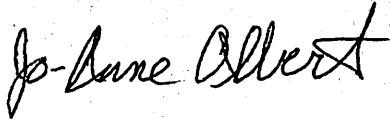
This phenomenon is not unique to the Municipality of Tweed, nor is this a new concern. In 2010, the Association of Municipalities of Ontario (AMO) submitted *The Case for Joint and Several Liability Reform in Ontario* on April 1, 2010 (copy can be found at <https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2010/TheCaseforJointandSeveralLiabilityReforminOntario20100401.pdf>).



Because many view municipalities as having "deep pockets", they are often funding a larger portion of awards from court than what the fault percentage is. However, these "deep pockets" are at the cost of every taxpayer within the Municipality.

The Municipality of Tweed is advocating for reform and reconsideration of the *Negligence Act, R.S.O. 1990, c N. 1* to provide for alternatives. Many alternatives were provided in the 2010 AMO report previously referenced, including, but not limited to, Joint and Severable Liability at a set percentage of fault or Joint and Severable Liability based on type of damage.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jo-Anne Albert". The signature is fluid and cursive, with a large, stylized initial "J" and a long, sweeping underline.

Jo-Anne Albert  
Mayor

cc. Hon. Steve Clark, Minister of Municipal Affairs and Housing  
All 444 Ontario Municipalities  
Association of Municipalities of Ontario







**BY-LAW NUMBER \_\_\_\_-2021  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on March 22, 2021.

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**WHEREAS** subsection 5(1) of the *Municipal Act, 2001, S.O. 2001 c.25* as amended, provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** subsection 5(3) of the *Act* provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

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

1. That the action of the Council at its meeting held on March 22, 2021 in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 22nd day of March, 2021.

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Mayor – Daniel B. Mathieson

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Deputy Clerk – Chris Bantock