



The Corporation of the City of Stratford
Planning and Heritage Sub-committee
Open Session
AGENDA

Date: May 27, 2021
Time: 3:30 P.M.
Location: Electronic Meeting
Sub-committee Present: Councillor Ritsma - Chair Presiding, Councillor Ingram - Vice-Chair, Councillor Bunting, Councillor Clifford, Councillor Vassilakos
Staff Present: Alyssa Bridge - Manager of Planning, Jodi Akins - Council Clerk Secretary, Tatiana Dafoe - City Clerk

To watch the Sub-committee meeting live, please click the following link: <https://stratford-ca.zoom.us/j/83665507789?pwd=NWp3SFIDZmRuYnhhQWJmYVQ5RC9Td09>
A video recording will also be available on the City's website at <https://www.stratford.ca/en/index.aspx> following the meeting.

Pages

1. Call to Order

The Chair to call the meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

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3. Delegations

None scheduled.

4. Report of the Manager of Planning

4.1. Five Year Review of the City of Stratford's Official Plan (PLA21-010)

4 - 6

Motion by _____

Staff Recommendation: THAT Council initiate the five-year review of the City of Stratford's Official Plan;

AND THAT in the Fall of 2021 Staff report to Council on the proposed work plan and consultation and engagement strategy.

5. Report of the Heritage Stratford Advisory Committee

5.1. Request to add a non-voting position to the Heritage Stratford Committee (PLA21-013)

7 - 9

Motion by _____

Staff Recommendation: THAT the request to amend the Heritage Stratford Committee's terms of reference to appoint a non-voting, ex-officio representative from the Architectural Conservancy of Ontario (Stratford Branch), be received and filed.

6. Project Update

The Manager of Planning to provide a verbal update on ongoing projects in the City.

7. Advisory Committee/Outside Board Minutes

10 - 17

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

- Heritage Stratford Advisory Committee minutes of March 9 and April 13, 2021

8. Next Sub-committee Meeting

The next Planning and Heritage Sub-committee meeting is Thursday, June 24, 2021 at 3:30 p.m. The meeting has been moved ahead one week as the regularly scheduled date falls on the Canada Day holiday.

9. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

Sub-committee Decision: THAT the Planning and Heritage Sub-committee meeting adjourn.



MANAGEMENT REPORT

Date: May 27, 2021
To: Planning and Heritage Sub-committee
From: Alyssa Bridge, Manager of Planning
Report#: PLA21-010
Attachments: None

Title: Five Year Review of the City of Stratford's Official Plan

Objective: To receive Council direction on initiating the Five-Year Review of the Official Plan.

Background: An Official Plan (OP) is required for the City of Stratford under the Provincial Planning Act. The OP functions as a legal document that guides growth and development in the City. The City's existing OP was adopted by Council in 1993 and was approved by the Ministry of Municipal Affairs in 1994. It was comprehensively updated through Official Plan Amendment (OPA) 21 in 2015, which was approved by the Ministry of Municipal Affairs in 2016. The current OP contains goals, objectives and policies that provide direction on growth and development in the City to the year 2033.

Analysis:

Why Review the Official Plan?

The Provincial Planning Act (Section 26) requires that the City's Official Plan (OP) be reviewed every five years (or ten years after the approval of a new OP) to ensure it conforms to Provincial legislation, policy and plans. Since the adoption and approval of OPA 21, the Province has made numerous changes to the Planning Act and released a new Provincial Policy Statement (PPS). As a result, there is a need to review the City's OP to ensure it reflects matters of Provincial interest in the Planning Act and is consistent with the policy direction provided in the PPS.

Scope of the OP Review

The vision, goals and objectives of the City's OP were updated through OPA 21 continue to be relevant and provide a strong foundation to guide the City's growth and development. The scope of the OP review will include:

- Preparation of up-to-date population, housing and employment projections (up to a 25-year planning horizon) and assessment of land need;
- Develop policies regarding Climate Change and Climate Action;
- Review and develop policies regarding Additional Dwelling Unit to align with changes to the Planning Act;
- Review the types of land uses permitted in Industrial Areas; and
- Review intensification target and intensification related policies.

Consultation

Consultation and engagement are an important component of the OP review process and would include consultation with members of Council, the public, internal departments, stakeholders such as the development and home building industry and the Province. The Planning Act prescribes that at a minimum, municipalities hold a Special Meeting of Council (held at the start of the review process), a Public Open House and a Public Meeting. Staff recommend that as part of the work plan (anticipated to be developed in the Fall of 2021) for the OP review, a Consultation and Engagement Strategy be developed that incorporates a variety of consultation and engagement techniques and technology to maximize opportunities for participation.

Timing and Budget

It is anticipated that the OP review project will take 12-18 months to complete.

Consultant services will be required to complete components of the OP review, including population and employment forecasts and an assessment of land need. It is anticipated that a budget of \$150,000 will be required for the project and that consideration of budget for the project should be referred to the 2022 budget process.

Financial Impact: The current budget does not provide for the consultant services required to complete components of the OP review project. It is anticipated that a budget of \$150,000 will be required for the project and that consideration of funds for the project should be referred to the 2022 budget process.

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 Council initiate the five-year review of the City of Stratford's Official Plan;

AND THAT in the Fall of 2021 Staff report to Council on the proposed work plan and consultation and engagement strategy.



Alyssa Bridge, MCIP, RPP, Manager of Planning



Taylor Crinklaw, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: May 27, 2021
To: Planning and Heritage Sub-committee
From: Heritage Stratford Committee
Report#: PLA21-013
Attachments: None

Title: Request to add a non-voting position to the Heritage Stratford Committee

Objective: To consider the request from the Heritage Stratford Committee to amend their terms of reference to include a representative from the Architectural Conservancy of Ontario – Stratford Branch as a non-voting member to the Committee.

Background: The Heritage Stratford Committee discussed with the ACO – Stratford Branch the idea of becoming a member of the Heritage Stratford Committee. The ACO advised they would like to participate and proposed they be a non-voting member and join the committee as an ex-officio member.

At their April Committee meeting the following motion was adopted:

THAT the Heritage Stratford Committee requests Council amend the by-law to add a non-voting, ex-officio position to the Heritage Stratford Committee for a representative from the Architectural Conservancy of Ontario (Stratford Branch). Carried

Analysis: The Committee's composition and term of appointment is:

COMPOSITION & TERMS OF APPOINTMENTS:

Heritage Stratford is comprised of 9 members or as otherwise established by City Council as follows:

Representative/Organization	Member(s)
Citizens	7
Council member	1
Stratford & Area Builders' Association representative	1
Stratford & Area Builders' Association alternate rep	1

Committee members shall be appointed for 2-year terms to a maximum of 3 consecutive 2-year terms (6 years), plus, if applicable, one preceding partial term if the member was appointed mid-term to fill a vacancy.

In order to add an additional member, the Committee's terms of reference would have to be revised and approved by Council. Once approved, the ACO – Stratford Branch would be asked to nominate a representative from their organization which would be presented to Council for consideration. If the member was appointed, an amendment to By-law 178-2018 would be required to officially appoint the representative to the Committee.

The terms of reference for other City advisory committees were reviewed to see if any non-voting members had been appointed. Presently all members appointed to advisory committees are voting members. Non-voting members have not been appointed.

Policy C.3.1 Council Appointed Advisory Committees, provides that staff are non-voting members of advisory committees and boards; however, it is silent with respect to requests for another committee having a member appointed in a non-voting capacity. The Policy also provides that no honorary members shall be appointed to a City board or advisory committee.

Given that the ACO - Stratford Branch is not requesting to have a voting member, staff do not recommend officially appointing a member to the Committee. If an official appointment is not made, then a representative can simply attend committee meetings and provide information as necessary.

Alternatively, if Council wishes to pursue the appointment of a non-voting member, direction is requested to prepare a report to amend the terms of reference and to adopt the corresponding by-law.

Financial Impact: There will be costs related to staff time to obtain a nomination from the ACO – Stratford Branch, prepare a report to amend the terms of reference and then draft the corresponding by-law amendment. Should the person appointed as the representative resign from the organization, a new representative would need to be appointed and the process outlined above followed.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships

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

Staff Recommendation: THAT the request to amend the Heritage Stratford Committee's terms of reference to appoint a non-voting, ex-officio representative from the Architectural Conservancy of Ontario (Stratford Branch), be received and filed.



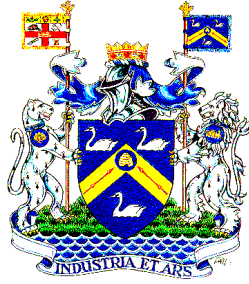
Tatiana Dafoe, City Clerk



Spencer Steckley, Manager of Financial Services



Joan Thomson, Chief Administrative Officer



A meeting of the Heritage Stratford Advisory Committee was held on March 9, 2021 at 7:00 p.m., electronically.

Members Present: Cambria Ravenhill – Chair Presiding, Patrick O’Rourke, Howard Shubert, Roger Koert, Councillor Danielle Ingram, Brian Johnson, Barb Cottle, Jacob Vankooten, Jack West, *Robin Thornrose

Staff Present: Alyssa Bridge - Manager of Planning, Casey Riehl – Recording Secretary

Minutes

1.0 Call to Order

Cambria Ravenhill, Chair, called the meeting to order at 7:02 p.m.

2.0 Disclosure of Pecuniary Interest

None declared.

Cambria Ravenhill introduced Jack West, who is filling the alternate SABA representative position on the Committee.

3.0 Adoption of Previous Minutes

Motion by Councillor Ingram, seconded by Howard Shubert

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated February 9, 2021 be adopted as printed. Carried

4.0 Business Arising from Previous Minutes

(a) Heritage Alteration Permit Application/Permit Review Sub-Committee Evaluation Form

Deferred.

(b) Update on Sign By-law Review

Deferred.

(c) Update on Heritage Conservation District (HCD) Standards

Councillor Ingram reported that staff is still looking for grant opportunities to update the HCD Standards. Howard Shubert and Patrick O'Rourke volunteered to draft an outline to summarize the scope of work required. Alyssa Bridge stated that grants usually have a quick turnaround time and it would be a good idea to have the paperwork prepared ahead of time.

(d) Blue Plaque Update

Cambria Ravenhill will schedule a meeting of the Awards Sub-Committee later in March or April.

*Robin Thornrose now present at the meeting at 7:12 p.m.

(e) 2020 James Anderson Award Update

Cambria Ravenhill reported that the Awards Sub-Committee has received a total of three nominations for the 2020 James Anderson Award, although one does not meet the qualifications/criteria for the award. Ms. Ravenhill will forward the two nomination packages to the whole Committee to review prior to the next meeting.

(f) 2021 Special Project Discussion

Patrick O'Rourke reported that the intended goal of the project is to highlight the positive improvements that people are doing in the HCD, as opposed to what they should not be doing. Mr. O'Rourke will inquire with the local newspaper on costs associated with posting a ½ page article. Councillor Ingram also suggested posting the information on the City's social media. Jack West suggested that SABA is hosting a virtual parade of homes this year, which may be an option to highlight this on another social media platform. Mr. West will discuss with SABA executives and report back to the Committee.

(g) Adding an ACO Representative to Heritage Stratford – C. Ravenhill

Cambria Ravenhill reported that the ACO is open to working with Heritage Stratford, however at this time the Committee will wait to hear back from ACO representatives if they would like to officially join the Committee. Further update to be provided and discussion at the April meeting on whether the Committee will request Council to consider adding this position.

5.0 Designation Sub-Committee Update**(a) Non-Designated Properties Register – Discussion on Additional Properties – Patrick O'Rourke**

Alyssa Bridge reported that she has heard back from the University of Waterloo Heritage Resource Centre. They would be open to working with the Committee, but require a scope of work to be developed outlining what the project would

entail. Patrick O'Rourke will forward the latest updated lists to Ms. Bridge to include with the scope of work. Cambria Ravenhill noted that part of the scope will be to complete the streets on the list that begin with A and B, as they were not part of the last list from approximately 2015.

(b) Avoncrest Property – Howard Shubert

Howard Shubert has received some feedback regarding his designation report. Members were asked to forward any additional comments to Mr. Shubert for inclusion in the report. Staff advised they will forward the report to Jack West for his information. Cambria Ravenhill suggested reaching out to the owners of Avoncrest and sharing the report with them. She also stated that inviting them to an upcoming Committee meeting to discuss their future development plans and the designation process would be helpful.

6.0 Development Services Report – Alyssa Bridge, Manager of Planning

Alyssa Bridge noted that inspections for heritage alteration permits will now require a final inspection as part of the process. Having a final inspection may potentially allow the sub-committee the opportunity to have a discussion on what has been done and what had been proposed in the alteration permit application.

Cambria Ravenhill will reach out to Michael Wilson for assistance with the re-wording of the current record of designation at Gallery Stratford. Staff to forward original Art Gallery designation, as well as Marg Rowell's description.

7.0 New Business

(a) 2021 National Trust for Canada – Annual Membership Fee

Motion by Councillor Ingram, seconded by Howard Shubert

THAT the Heritage Stratford Advisory Committee spends \$150.00 to renew their annual membership with the National Trust for Canada for 2021. Carried

(b) Advertising on City Property Policy – Alyssa Bridge

Staff circulated the draft policy on advertising on City property for Committee members review and comment. Alyssa Bridge provided a brief overview of the policy for members. Members can provide comments and feedback directly to Stephanie Potter, Policy and Research Associate before March 23, 2021.

(c) 2021 Digital Doors Open – Councillor Ingram

Councillor Ingram reported that Doors Open is holding a digital version this year. The 2021 interpretive theme is "Design". She inquired if Heritage Stratford would be interested in participating this year. Howard Shubert suggested the new Tom Patterson Theatre would be a good candidate for the

video submission and the “design” them. Councillor Ingram will contact the Festival Theatre to inquire if they already have some footage of the theatre that could be submitted. The videos will be posted on the Doors Open Ontario website. There is an expression of interest form online that can initially be submitted to perhaps gain some further information. Robin Thornrose will also inquire with a local videographer on costs involved in preparing a video.

(d) Destination Stratford Audio Tours – Patrick O’Rourke

Patrick O’Rourke reported that Destination Stratford is now offering various audio tours around Stratford. These used to be the self-guided tours that were in printed brochures. He suggested that Heritage Stratford could possibly request they convert the brochure for the heritage walking tour into an audio tour. Mr. O’Rourke will contact Destination Stratford to inquire about this.

8.0 Next Meeting Date – Tuesday, April 13, 2021 at 7:00 p.m., electronically

9.0 Adjournment

Motion by Councillor Ingram, seconded by Patrick O’Rourke

THAT the March 9, 2021 Heritage Stratford Advisory Committee meeting adjourn.

Carried

Start Time: 7:02 P.M.

End Time: 8:10 P.M.



A meeting of the Heritage Stratford Advisory Committee was held on April 13, 2021 at 7:00 p.m., electronically.

Members Present: Cambria Ravenhill – Chair Presiding, Patrick O’Rourke, Howard Shubert, Roger Koert, Councillor Danielle Ingram, Brian Johnson, Barb Cottle, Jacob Vankooten, Jack West

Staff Present: Alyssa Bridge - Manager of Planning, Casey Riehl – Recording Secretary

Regrets: Robin Thornrose

Minutes

1.0 Call to Order

Cambria Ravenhill, Chair, called the meeting to order at 7:00 p.m.

2.0 Disclosure of Pecuniary Interest

None declared.

3.0 Adoption of Previous Minutes

Motion by Howard Shubert, seconded by Jacob Vankooten

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated March 9, 2021 be adopted as printed. Carried

4.0 Business Arising from Previous Minutes

(a) Heritage Alteration Permit Application/Permit Review Sub-Committee Evaluation Form

Deferred.

(b) Update on Sign By-law Review

Deferred.

(c) Update on Heritage Conservation District (HCD) Standards – Howard Shubert/Patrick O’Rourke

Howard Shubert shared draft notes regarding updating the HCD Standards for Stratford. The existing standards were adopted under the former Ontario

Heritage Act and are now 25 years old. The Act was amended around 2005, and now requires that municipalities adopt a HCD Plan that includes alteration standards, at the time of designation.

Adopting a new plan consistent with the Act would require a public meeting and the process could cost \$50-100,000, according to staff. Heritage Stratford would like to propose a more modest approach. A grant in the amount of \$10,000.00 would allow the Committee to hire a consultant to:

- identify comparable sized municipalities in Southwestern Ontario, with downtown HCD's,
- review the standards/guidelines for alterations in the targeted HCD's and compare these with Stratford's HCD Standards, and
- identify revisions, which would bring Stratford's HCD Standards into compliance with provincial standards.

Alyssa Bridge, Manager of Planning, stated that staff could investigate grants that are currently available for a project such as this. Staff will clarify with the Clerk on the procedure Heritage Stratford would need to follow to apply for grant funds to complete this research project.

(d) Blue Plaque Update – Cambria Ravenhill

The Awards Sub-committee met to discuss the next steps with the Blue Plaque program. The idea of running a "tell us your story" campaign was discussed to engage the Stratford community in nominations. Members of the public could suggest stories that match an important person who lived in Stratford and their residence while they lived here. A nomination process could be launched through social media with the help of the City's Communication Lead. Cambria Ravenhill developed a draft of the program outline and nomination form. Nominations can begin immediately and run until the second week in June. The HS Committee can discuss the nominations after the summer break at the September meeting. The hope is to award 1-2 plaques in 2021 and keep a running database of possible recipients to award plaques to in the future.

(e) 2020 James Anderson Award Update

Cambria Ravenhill forwarded information on the two nominees chosen by the Awards Sub-committee as recipients of the 2020 James Anderson Nominees. The Sub-committee suggested both receive awards, one for the cultural category and one for the built category.

Motion by Patrick O'Rourke, seconded by Roger Koert

THAT the Heritage Stratford Advisory Committee awards the 2020 James Anderson Awards to the Anderson Family – 62 Cambria Street (Built Category) and to Gerard Brender à Brandis – 77 Brunswick Street (Cultural Category). Carried

Cambria Ravenhill advised she would contact the recipients and discuss options to hold an outdoor, socially distanced ceremony on June 8, 2021, depending on provincial regulations at that time.

(f) 2021 Special Project Discussion – Patrick O’Rourke

Patrick O’Rourke discussed possible options to run articles in local newspapers to highlight good models of recent new construction. There may also be an opportunity to work with SABA with an online option to showcase these new builds and the architectural aspects they used. The idea will be to highlight the good work being undertaken in the City. Cambria Ravenhill will contact SABA and discuss possibly doing a video with one of their representatives.

(g) Adding an ACO Representative to Heritage Stratford – C. Ravenhill

Cambria Ravenhill discussed appointing an Architectural Conservancy of Ontario – Stratford Branch (ACO) representative to the Heritage Stratford Advisory Committee. The ACO advised they would like to participate and proposed they be a non-voting member and join the committee as an ex-officio member.

Motion by Patrick O’Rourke, seconded by Barb Cottle

THAT the Heritage Stratford Advisory Committee requests Council amend the by-law to add a non-voting, ex-officio position to the Heritage Stratford Committee for a representative from the Architectural Conservancy of Ontario (Stratford Branch). Carried

(h) Digital Doors Open Update

Cambria Ravenhill advised she did not receive any information regarding this year’s Digital Doors Open. It appears they are putting up sites for various locations. Heritage Stratford has decided not to participate this year, however Ms. Ravenhill encouraged members to visit the Doors Open site to see what’s posted to gain some ideas for future projects.

(i) Destination Stratford Audio Tours Update – Patrick O’Rourke

No new updates. Patrick O’Rourke will continue to try reaching out to Destination Stratford.

5.0 Designation Sub-Committee Update

(a) Non-Designated Properties Register – Alyssa Bridge

Alyssa Bridge thanked Cambria Ravenhill and Patrick O’Rourke for reviewing the scope of work and providing some additional feedback. Planning staff has updated the consolidated inventory list from 2016-17 to identify the properties that were looked at previously by the Heritage Resource Centre and to identify any properties that have been designated since the project was undertaken. Ms. Bridge will put the package together and send to the Heritage Resource

Centre. She will provide an update at the next Committee meeting if she hears back from the HRC.

(b) Avoncrest Property – Howard Shubert/Cambria Ravenhill

Brian Johnson spoke with representatives at Stratford Hospital and was advised that any project development at the Avoncrest property is on hold indefinitely. Howard Shubert suggested that now is the time for the Hospital to reconsider their plans while still maintaining the building. The Committee expressed interest in moving forward with the designation request for Avoncrest.

Alyssa Bridge advised she would provide members with the designation outline and what information is required to put forth a request to Council. Patrick O'Rourke will work with Howard Shubert to finalize criteria requirements and legal description. Members were advised that Council may not agree to designate the property, absent the owners' consent. It was noted this project is of value to move ahead on record and request the designation, nonetheless.

6.0 Development Services Report – Alyssa Bridge, Manager of Planning

Alyssa Bridge circulated the report to Committee members and was available for questions.

Roger Koert inquired about the process for heritage building renovations and using siding to cover up brick that is in disrepair. It was questioned whether brick on heritage buildings should be repaired as opposed to covering it up with siding and potentially losing some of its heritage value. Brian Johnson stated that in most cases it is a cement hardy board that protects the brick underneath, and should an owner choose to repair the brick in the future, they would be able to do so.

7.0 New Business

No new business.

8.0 Next Meeting Date – Tuesday, May 11, 2021 at 7:00 p.m., electronically.

9.0 Adjournment

Motion by Brian Johnson, seconded by Councillor Ingram

THAT the April 13, 2021 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 8:03 P.M.