



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

Date: January 26, 2022

Time: 4:30 P.M.

Location: Electronic Meeting

Sub-committee Present: Councillor Vassilakos - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Gaffney, Councillor Ingram, Councillor Sebben

Staff Present: Taylor Crinklaw - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Tatiana Dafoe - City Clerk, Alyssa Bridge - Manager of Planning, Jodi Akins - Council Clerk Secretary, Chris Bantock - Deputy Clerk, Adam Ryan - Manager of Public Works

To watch the Sub-committee meeting live, please click the following link: <https://stratford-ca.zoom.us/j/86176656774?pwd=OUNGYUEvSutLN09oOVZRQkNmRWJkQT09>

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

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

3. Delegations

None scheduled.

4. Report of the Manager of Public Works

4.1. Source Separated Organic Processing Agreement (ITS22-002)

4 - 6

Motion by _____

Staff Recommendation: THAT the Mayor and Clerk, or their respective delegates, be authorized to execute the renewal of the agreement for the processing of source separated organics with StormFisher Environmental Ltd. for a one year period from April 1, 2022 to March 31, 2023, at a cost of \$91.33/tonne not including HST;

AND THAT the Director of Infrastructure and Development Services be authorized to execute a further renewal agreement for the processing of source separated organics with StormFisher Environmental Ltd. for a one year period from April 1, 2023 to March 31, 2024, subject to no contract performance issues identified by the City.

5. Report of the City Clerk

5.1. Encroachment Application for 7 Cobourg Street (ITS22-001)

7 - 23

Robert Lemon and Scott Patterson have requested to speak to the Encroachment Application for 7 Cobourg Street.

Motion by _____

THAT Robert Lemon and Scott Patterson be heard regarding the Encroachment Application for 7 Cobourg Street.

Motion by _____

Staff Recommendation: THAT the request for a single car parking space to encroach onto the City's road allowance be denied and the property owner be required to find alternate parking on private property;

THAT the amended application be approved to permit the existing concrete retaining wall surrounding the raised garden, wooden access ramp to the side entrance and the concrete step at the bottom of the access ramp to encroach a total area of 9.35m² onto the Cobourg Street road allowance;

THAT the annual fee of \$327.23, adjusted yearly by the CPI, be added to the property tax bill for 7 Cobourg Street;

AND THAT the annual fee be subject to the direction given on the

request for a single car parking space to be located on the City's road allowance.

6. Capital Project Update

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

7. Advisory Committee/Outside Board Minutes

24 - 48

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

- Accessibility Advisory Committee minutes of October 5 and November 2, 2021
- Energy and Environment Advisory Committee minutes of October 7 and November 4, 2021

8. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is Wednesday, March 2, 2022 at 4:30 p.m.

9. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

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



MANAGEMENT REPORT

Date: January 26, 2022
To: Mayor and Council
From: Adam Ryan, Manager of Public Works
Report#: ITS22-002
Attachments: None

Title: Source Separated Organic Processing Agreement

Objective: To renew the processing of source separated organics to StormFisher Environmental Limited for up to two additional years.

Background: In April 2020, Council approved the following:

THAT StormFisher Environmental Ltd. be awarded the processing of source separated organics at a cost of \$88.50/tonne;

Accordingly, the City awarded through competitive bid process, StormFisher the processing contract to accept and process the City of Stratford Source Separated Organics.

Analysis: The original term of the original agreement is for a term of two (2) years beginning the 30th day of March, 2020 with the option to extend. The new term will commence the 1st day of April, 2022.

1. The City, for the duration of the renewal period, shall pay to StormFisher, in accordance with section 3.1, the updated base processing fee as it reflects the consumer price index change from the commencement of the original agreement.
2. If the original agreement is renewed for any additional year beyond the renewal period, the base processing fee will be adjusted annually by mutual agreement, including in accordance with a consumer price index that will be applied to the subsequent year based on the consumer price index of Canada. All items as published by statistics Canada for the most recent year ending March 30.

Stormfisher has successfully implemented this service contract.

Staff are recommending that the agreement be renewed for a one year term from April 1, 2022 to March 31, 2023. Further, staff are recommending an option to renew the contract for a further one year period from April 1, 2023 to March 31, 2024 be approved, subject to approval by the Director of Infrastructure and Development Services.

Financial Implications:

Financial impact on future year operating budget:

"Ninety One Dollars and Thirty Three cents (\$91.33) per tonne." Staff has estimated that 1,300 tonnes/year of material could be collected. This puts the estimated total annual service at \$134,163.77 including HST, or \$120,818.63 after partial HST rebate.

Funding for the collection and processing of source separated organics was included in the 2022 operating budget for a total of \$502,000.00.

Financial impact on 2022 and future year operating budgets:

The estimated total annual service is \$134,163.77 including HST, or \$120,818.63 after partial HST rebate for the term of the contract. If an extension is granted after that period, the CPI adjustment would apply.

Alignment with Strategic Priorities:

Developing our Resources

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

Alignment with One Planet Principles:

Material and Products

Using materials from sustainable sources and promoting products which help people reduce consumption.

Zero Waste

Reducing consumption, reusing and recycling to achieve zero waste and zero pollution.

Staff Recommendation: THAT the Mayor and Clerk, or their respective delegates, be authorized to execute the renewal of the agreement for the processing of source separated organics with StormFisher Environmental Ltd. for a one year period from April 1, 2022 to March 31, 2023, at a cost of \$91.33/tonne not including HST;

AND THAT the Director of Infrastructure and Development Services be authorized to execute a further renewal agreement for the processing of source separated organics with StormFisher Environmental Ltd. for a one

year period from April 1, 2023 to March 31, 2024, subject to no contract performance issues identified by the City.

Prepared by:

Adam Ryan, Manager of Public Works

Recommended by:

Taylor Crinklaw, Director of Infrastructure and
Development Services

Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: January 26, 2022
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, City Clerk
Report#: ITS22-001
Attachments: Survey of 7 Cobourg Street

Title: Encroachment Application for 7 Cobourg Street

Objective: To consider a request to enter into an Encroachment Agreement with the owner of 7 Cobourg Street to provide:

- for a single car parking space,
- concrete retaining wall surrounding the raised garden,
- wooden access ramp to the side entrance, and the
- concrete step at the bottom of the access ramp

to encroach onto the Cobourg Street road allowance.

Background: An encroachment agreement is a formal agreement signed between the City and a property owner, approved by by-law and registered on title against the property that is benefited by the agreement (not the municipal property). The intent of the encroachment agreement is to formally recognize the encroachment and clearly establish the terms and conditions specific to the encroachment, if it is permitted to remain.

The City adopted an Encroachment Policy P.3.2 which provides that an encroachment agreement is required in the following circumstances:

“When an existing building or structure encroaches onto municipal property, the City will exercise its right to require an encroachment agreement if the City intends to allow the encroachment to remain under certain terms and conditions.”

“Types of Existing Encroachments:

Buildings or Structures

Typically, existing encroachments are permanent buildings or structures that were inadvertently and partially erected over a road allowance or municipal property and

cannot easily be removed without significant impact to the remaining structure. Examples include existing buildings, garages, retaining walls or signs. Permission will not be given for additions to buildings or structures to encroach onto road allowances or other municipal property.

Projections:

Consideration may also be given for the following encroachments which project over the road allowance or municipal property:

- Canopies
- Awnings
- Balconies
- Cornices
- Eaves
- Sills
- Brackets
- Air conditioners
- Projecting signs
- Other similar projections beyond the main wall, not less than 8 feet above grade."

The owner of 7 Cobourg Street, Stratford has submitted an encroachment application to permit the following to encroach onto the Cobourg Street road allowance:

- A single car parking space;
- A concrete retaining wall surrounding the raised garden;
- A wooden access ramp to the side entrance;
- The concrete step at the bottom of the access ramp.

The requested encroachments are existing, with the exception of the single car parking space. It is staff's understanding that a vehicle has been parked in this area likely since 2001. The existing encroachments encroach a total of 9.35m² as shown on the attached property sketch. The encroachments included in this calculation are the concrete retaining wall surrounding the raised garden, the concrete step at the bottom of the access ramp and the wooden access ramp.

Analysis: In accordance with the Policy, the encroachment application was submitted for review to the following divisions: Planning, Engineering, and Building. Their comments are summarized below.

Planning Services

Planning Services indicated that this property is currently subject to a zone change application Z12-21 which is requesting to amend the existing Central Commercial (C3) zoning to a site-specific C3 zone to permit the existing buildings at 7 and 9 Cobourg Street to be used as a dwelling unit. No reduction to the parking rate has been requested through the zone change application. A public meeting was held on the

application on October 18, 2021. At the time of writing this report, a decision has not been made on the zone change application.

Planning staff have no objection to the requested encroachments. The owner has brought forward the request for an encroachment agreement so that they will have a sufficient amount of parking spaces required by the Zoning By-law for a residential dwelling unit on 7 Cobourg Street. Section 4 of the Encroachment Policy states that where additional parking cannot be provided on private property, and subject to prior approval on an application under the Planning Act, as required, an encroachment agreement may be approved to permit private parking on the road allowance or municipal property in accordance with the Fence and Hedge By-law.

According to the records in Planning Services, this property was originally supposed to have a garage that would accommodate one parking space. In 2001, the owners proposed to change the garage into a mechanical room. Planning staff did not object to this requested change but noted that one parking space (2.8m x 6m) would be required. There is no record of Planning staff signing off on the proposed change or any further correspondence in the planning file. It is believed that the garage was built as a dining area and not a mechanical room.

In 2021, the site currently does not require a parking space as there are no residential uses on the site. If the use is changed to a dwelling unit, the owner will need to demonstrate to the satisfaction of Planning Services that:

- there is either an encroachment agreement that allows the space partially on the municipal right of way, or
- that the owner has one parking space on private property, or
- that the zoning does not require the parking space.

Building Services

Building Services have advised they have no concerns regarding the application. Should the access ramp not be permitted to encroach onto City property, there may be access issues that would need to be addressed by the Building Department.

Engineering Division

The Engineering Division indicated during their review of the application that:

- The interlocking brick curb is flush to the surface and would not be considered an encroachment.
- Staff are not in support of the space in front of the building being used as a parking space as most of the space is located on the City's right of way. Permitting this area to be used as a parking space would limit the City's ability to utilize the right of way for its intended purposes; including but not limited to, vehicle traffic, pedestrian traffic, on street parking, sanitary sewer collection, storm sewer collection, water, utilities, street lighting, hydro, communication, and their associated maintenance. The preferred option is to deny the request

for an encroachment and require the owner to find alternate parking on private property such as the Cobourg parking lot.

- Staff support the concrete retaining wall surrounding the raised garden, the concrete step at the bottom of the access ramp and the wooden ramp as an encroachment.

In March 1998, the Engineering Division permitted the access ramp on the City's road allowance only if the ramp blended in properly with the surrounding grades and subject to the ramp being a minimum of 18 inches from the back of the City's sidewalk. At that time, an encroachment agreement was not entered into.

Parking:

In June 2020, a request was received by the Clerk's Office from the property owner to obtain a parking space in the Cobourg Lot for the Seven & Nine Inn located at 7 Cobourg Street and 9 Cobourg Street. City staff provided information regarding the location of the parking space and the yearly cost of the parking space. No action was taken by the property owner to enter into a parking lease agreement.

In July 2021, the City was contacted again regarding the process to lease a parking space in the Cobourg Lot. The property owner was provided with costing, clauses, and the location of the parking space. The property owner requested a specific parking space but due to logistics and costs, the request was denied. To grant the property owner's request, the removal of a double meter head, post, and the installation of two new individual posts and meter heads would be required. An alternate parking space, five parking spaces to the east of the requested parking space, was offered to the property owner by the City. At the end of July 2021, the property owner confirmed that he no longer wished to pursue the lease as he felt the parking space was inconvenient to the patrons of the inn.

Summary:

If the encroachment application is approved, the owner and future owners of this property would be responsible for maintenance of the concrete retaining wall surrounding the garden, wooden access ramp to the side entrance and the concrete step at the bottom of the access ramp that encroach onto municipal property and through the encroachment agreement would also be required to indemnify the City. The encroachment agreement can be terminated by either party in the future if the concrete retaining wall surrounding the garden, wooden access ramp to the side entrance and the concrete step at the bottom of the access ramp are removed. The encroachment agreement can also be terminated by the City at any time if necessary to complete any City work in the area.

Staff recommend permitting the existing concrete retaining wall surrounding the raised garden, wooden access ramp to the side entrance and the concrete step at the bottom of the access ramp to encroach a total area of 9.35m² onto to Cobourg Street road allowance.

With respect to the request for a single car parking space to encroach onto the Cobourg Street road allowance, the following options have been identified:

Option 1: Do not permit the request for a single car parking space to encroach onto the Cobourg Street road allowance and request the owner to find alternate parking on private property such as the Cobourg parking lot.

As noted in the report, the Engineering Division is not supportive of permitting the parking space to encroach onto the Cobourg Street road allowance. Parking is also available for rent in the Cobourg parking lot.

Option 2: Permit the request for a single car parking space to encroach onto the Cobourg Street road allowance.

This option is not supported by the Engineering Division and may result in additional requests for parking to encroach on municipal right of ways.

Financial Implications:

Financial impact to current year operating budget:

If the encroachment agreement is approved as recommended, the annual fee of \$327.23, adjusted yearly by the CPI, would be added to the property tax bill for this property for the encroachment agreement. The annual fee is based on the size of the encroachment and is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property.

Financial impact on future year operating budget:

If approved as recommended, the annual fee of \$327.23, adjusted yearly by the CPI, would be added to the property tax bill annually until the agreement is terminated or the encroachments are removed.

Alignment with Strategic Priorities:

Not applicable: The encroachment policy is a service offered by the City to permit existing building or structures to encroach onto municipal property. The City will exercise its right to require an encroachment agreement if the City intends to allow the encroachment to remain under certain terms and conditions.

Alignment with One Planet Principles:

Land and Nature

Protecting and restoring land for the benefit of people and wildlife.

Staff Recommendation: THAT the request for a single car parking space to encroach onto the City's road allowance be denied and the property owner be required to find alternate parking on private property;

THAT the amended application be approved to permit the existing concrete retaining wall surrounding the raised garden, wooden access ramp to the side entrance and the concrete step at the bottom of the access ramp to encroach a total area of 9.35m² onto the Cobourg Street road allowance;

THAT the annual fee of \$327.23, adjusted yearly by the CPI, be added to the property tax bill for 7 Cobourg Street;

AND THAT the annual fee be subject to the direction given on the request for a single car parking space to be located on the City's road allowance.

Prepared by:	Tatiana Dafoe, City Clerk
Recommended by:	Karmen Krueger, Acting Director of Corporate Services
	Joan Thomson, Chief Administrative Officer

SCALE 1:100

A horizontal scale bar with alternating black and white segments. Above the bar, the numbers 0, 1, 2, 3, 4, and 5 are marked at regular intervals, representing a scale of 1:100.

Diagram illustrating a UTM grid intersection. A horizontal line is labeled "Road" and "Lands". A vertical line is labeled "WATERLOO STREET". The intersection point is marked with a dot and labeled "NE (2000)". To the left of the intersection, the text "LOT 201" is written. Below the intersection, there are two small vertical line segments with arrows pointing downwards, indicating a direction or flow.

N DENOTES SURVEY MONUMENT FOUND
 Q DENOTES SURVEY MONUMENT SET
 S DENOTES STANDARD IRON BAR
 S DENOTES IRON BAR
 R DENOTES ROUND IRON BAR
 CC DENOTES CUT CROSS
 WT DENOTES WITNESS
 AGW DENOTES ARROWHEAD, GRAY & MUMFAT, OLS'S
 AGW DENOTES PARCHER, MUMFAT, & STORING OLS'S
 B74 DENOTES F.J.S. PEARCE, OLS'S
 1245 DENOTES D.J.M. WHEEL, OLS'S
 P1 DENOTES PLAN A-48-2004
 P2 DENOTES PLAN A-48-1981
 P3 DENOTES PLAN C-2002-31-11 - PLAN NC 5-2678
 FILE NO. STIC-0020-31-11 - PLAN NC 5-2678

CB	DENOTES CATCH BASIN
CRW	DENOTES CONCRETE RETAINING WALL
GV	DENOTES GAS VALVE
LS	DENOTES LIGHT STANDARD
MH	DENOTES MAN HOLE
ML	DENOTES METAL LID
WV	DENOTES WATER VALVE

① DENOTES DECIDUOUS TREE (Diameter in mm)
② DENOTES HYDRO METER
③ DENOTES GAS METER

ELEVATIONS ARE GEODETIC CGVD 28 (HTW 0) DERIVED FROM G.P.'S OBSERVATIONS AND THE LEXIA SMART-NET BASE STATION NETWORK.

SITE BENCHMARK:

SITE BENCHMARK IS THE TOP OF SPIGOLE OF THE FIRE HYDRANT LOCATED AT THE INTERSECTION OF ERIE STREET AND COBURN STREET SHOWN ON THE FACE OF THIS PLAN HAVING AN ELEVATION OF 305.74m.

CAUTION:
SURFACE FEATURES WERE LOCATED BY VISUAL INSPECTION. FEATURES UNDER
VEHICLES, CONSTRUCTION DEBRIS, DIRT ETC. MAY NOT BE SHOWN HEREON.

ROTATION NOTE

FOR BEARING COMPARISONS A ROTATION OF 05025° (CLOCKWISE) WAS
APPLIED TO PLANS #1 P2 AND P3 TO CONVERT TO GRID BEARINGS.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT

1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYORS ACT, THE SURVEYORS ACT AND THE LAND TILES ACT AND THE REGULATIONS MADE UNDER THEM

2) THE SURVEY WAS COMPLETED ON THE 23/2 DAY OF AUGUST, 2018

SEPTEMBER 10, 2004
LONDON, ONTARIO

R. C. WOOD
ROBERT WOOD

SEPTEMBER 10 / 2009
LONDON, ONTARIO

AGM
PLAN • SURVEY • ENGINEER

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DRAWN BY: NORTON		DIGITAL FILE: SC1901PHC.dwg	PLAN No: 9-L-540
CHECKED BY: ODC		CODG FILE: SC1901PHC.dwg	
PLOT DATE: SEPT 6 2019		FILE No: STRC-0020-31-13	

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SITE BENCHMARK:
TOP OF SPINDLE OF THE FIRE HYDRANT
HAVING AN ELEVATION OF 355.74m.

REGISTERED PLAN No. 20

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

REGISTERED PLAN No. 20

Part 3, Pwr 44R-189E



seven&nine
landmark stays in the festival city

18 January 2022

Councilor Kathy Vassilakos, Chair
 Infrastructure, Transportation and Safety Sub-committee
 City of Stratford

RE: 7 Cobourg Street Encroachment - Report to ITS Subcommittee

INTRODUCTION

As the owner of the Tower House at 7 Cobourg Street (through my company 2708959 Ontario Inc.), I have prepared this material for the report that will be before the Infrastructure, Transportation and Safety Subcommittee on 26 January 2022.

THE PROBLEM

The City Clerk's recommendations to you are based on an application for an easement to resolve a non-conforming parking situation only disclosed to me in October of 2021 at the time of my application to amend the zoning of 7 and 9 Cobourg Streets, both properties I own in downtown Stratford.

As I write this I have not seen the City Clerk's report and her reasons for her position. I have only been advised that she is recommending:

1. Permit the existing ramp and concrete retaining wall subject to an annual fee
2. Deny the request for the existing single car parking space
3. Require me to provide alternate parking on private property

I would like to outline my serious concerns about these recommendations.

BACKGROUND

I am a retired architect, originally from Southwestern Ontario who has had a career in heritage preservation in Vancouver for over four decades. I was keen to acquire the Tower House, designed by the acclaimed architects Shim-Sutcliffe, and the adjacent former Rundles Restaurant at 9 Cobourg Street when they came on the market in 2019. Tower House has been widely published in international architecture magazines. I have admired and stayed at Tower House on many occasions while visiting Stratford. It is one of Canada's most distinguished and published works of modern architecture. Tower House contributes to the heritage value of Stratford and I am proud to be its custodian.

7 Cobourg Street Encroachment Submission

My intention was to retire to Stratford and establish an Inn to provide guest accommodation for the theatre and music season and other visitors to Stratford. My property, *seven&nine* is a Tablet.com hotel, the only one in Stratford and one of only a few in Ontario. Last year Tablet (the hotel arm of the Michelin guide) named Stratford as their Number One New Destination in the world because of my property *seven&nine*.

I am committed to contributing to the arts, culture and heritage community in Stratford. I support the Stratford Festival, Stratford Summer Music and am a member of the Architectural Conservation of Ontario – Stratford-Perth chapter.



Figure 1: View of Tower House at 7 Cobourg showing driveway parking space, concrete planter and wooden entrance ramp. 9 Cobourg is the low building on the left. 11 Cobourg condominium is the tall structural left rear. York Apartments at 1 Erie is to the far right.

7 Cobourg Street Encroachment Submission

SITE AND CONTEXT

The ramp and retaining wall/planter are features allowed under the Fence and Hedge By-law and have been in place for over 20 years. The existing single driveway parking space has been openly and actively used for the past two decades. Figure 1 shows the existing view from Cobourg Street. Figure 2 shows the existing front yard conditions in plan.

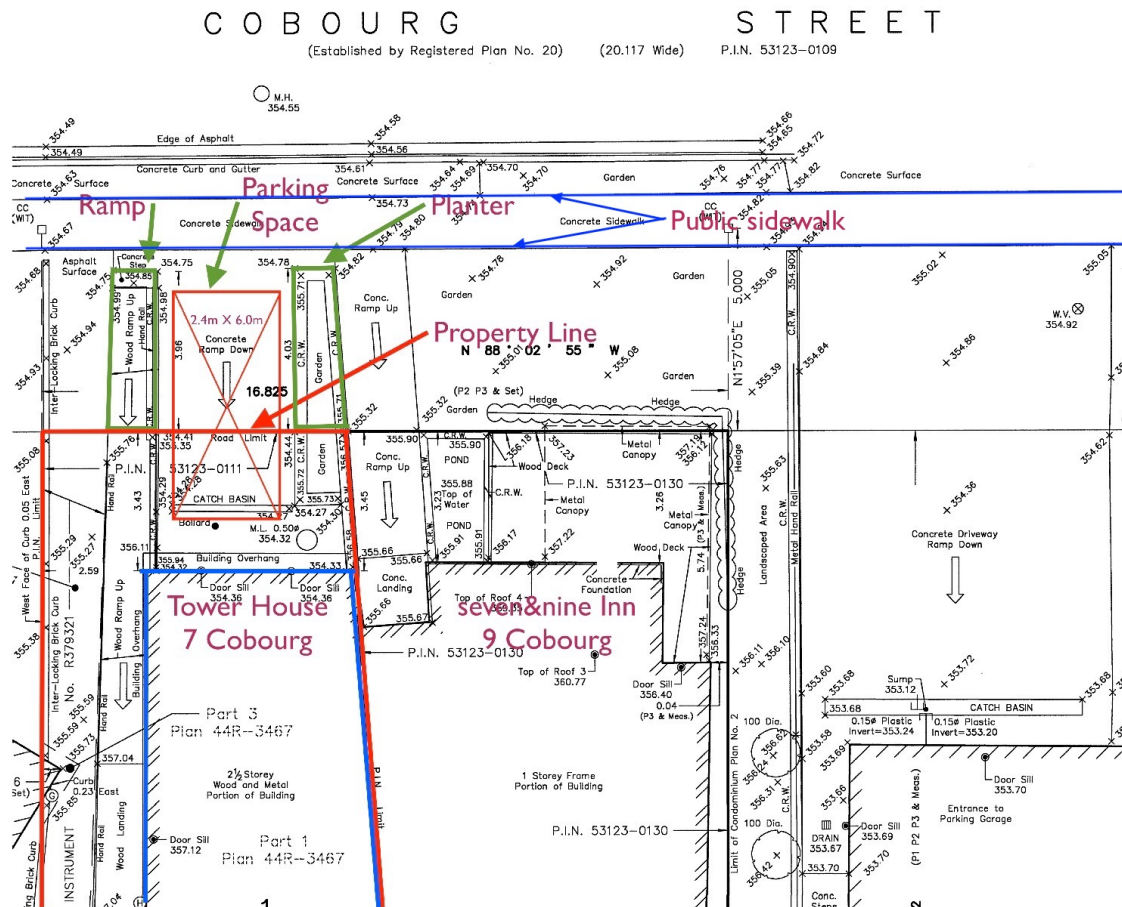


Figure 2: Detail of 7 Cobourg front yard showing existing ramp and retaining wall/planter.

The Tower House is located in the C3 part of the downtown Stratford heritage area and overlooks Lake Victoria (Figure 3). On the south side of Cobourg Street to the west of Tower House is the York Apartments at 1 Erie Street. There is paved parking for several cars on the Cobourg Street road allowance. I am unaware if there is a parking easement for this site. To the immediate east - and sharing a party wall with Tower House - is 9 Cobourg Street. Next east is the Victoria Towers condominium at 11 Cobourg Street which has a broad sloping ramp, being at the public sidewalk, to an underground parking garage. East of that is a laneway that connects to the rear laneway system. Then there is the City's large parking lot and 6 metered parking spaces entirely in the road allowance. Further east is the rear parking entrance to the Skyline Living building at 136 Ontario Street. A law firm occupies a heritage house and garden at the corner of Waterloo Street.

7 Cobourg Street Encroachment Submission

Along the north side of Cobourg Street are 35 metered parking spaces perpendicular to the street and entirely within the road allowance. Almost all of the south side of Cobourg Street is devoted to parking or vehicular access, much of it in the road allowance. The existing single driveway space at 7 Cobourg represents a scant 2% of the length of the street.



Figure 3: Context showing parking along Cobourg Street

ZONING AMENDMENT

The matter of the parking space came to my attention as a result of the planning staff review of a zoning amendment for my properties. At Council's Public Meeting of 18 October 2021 about the zoning amendment, staff noted a parking issue that was being resolved. According to planning staff, the existing open and active parking space in the driveway of 7 Cobourg, is non-conforming. I was informed of this for the first time on 6 October 2021. I have asked for, but never seen, any documents which identify the non-conformity. The zoning amendment is on hold awaiting resolution of the parking problem, having paid an application fee of \$4,455 plus the services of my planning consultant who prepared the Planning Justification Report.

EASEMENT

The solution, as suggested by planning staff, was to apply for an easement for the part of the parking space that occupies the road allowance. When making the application, the City Clerk required that I include the existing ramp and planter along with the parking space. I also had to provide a Certificate of Insurance. I submitted the application on 2 November 2021 paid the fee of \$544.28.

Now I am dismayed that the City Clerk's recommendation is to deny the parking space easement. It has been in existence as an open and used space for two decades and is now has

7 Cobourg Street Encroachment Submission

been deemed non-compliant. Prior to purchasing the property in July 2019, I inquired of planning staff about the zoning and parking situation. I was informed that it did comply with zoning matters and there were no outstanding orders or violations. The Occupancy Permit (Figure 4) confirms this. Now it appears that was incorrect information.

The driveway and its parking space do not create any more encroachment than the ramp and the concrete retaining wall / planter already do. The public sidewalk is not impeded at all.

Regarding the entrance ramp and concrete retaining wall / planter, they have been in place for over 20 years. The ramp provides the only access to the front door and the concrete retaining wall/planter are contiguous with the foundations of the Tower House and integral to the building's design and function. They would have been included in the clearance of construction for the Occupancy Permit issued in October 2001. I know of no other orders or notices to the contrary.

Why the ramp and concrete retaining wall / planter are now required to have an encroachment agreement – and an annual fee and insurance - is simply beyond explanation. The ramp functions in the same way that a set of steps and sidewalk do in other front yards in Stratford. I cannot believe other situations like this are required to have an easement, an annual fee and insurance. It is unfair and punitive to insist on these requirements, twenty years later, at 7 Cobourg Street. They were not of my doing.

As for providing alternate parking on private property, this is simply not possible. The site for Tower House is tiny and the building occupies almost the entire lot. It does not abut the York Lane. A west side yard easement virtually eliminates any available place for a parking space on site, making it impossible to comply with the clerk's recommendation.

POLICY MANUAL

There is a provision in the Policy Manual for Encroachments (Policy P.3.2) which can be used for parking on a road allowance. It reads:

4. *Parking on Road Allowance*

Where additional parking cannot be provided on private property, and subject to prior approval of an application under the Planning Act, as required, an encroachment agreement may be approved to permit private parking on the road allowance or municipal property in accordance with the Fence and Hedge By-law.

I have had no explanation as to why this provision is not being exercised.

FREEDOM OF INFORMATION

Frustrating too is the difficulty I have had dealing with city staff in providing documents about my property. As the former Senior Heritage Planner for the City of Vancouver, I know of no other municipality in Canada that requires a Freedom of Information (FOI) request to see records in a city's files about one's own property. I have asked to see the approved Building Permit drawings from 1998 (and any amendments) and was told I had to file an FOI. At this writing I await a response to my FOI request that was made on 8 November 2021. The Clerk's office claims they must notify a "third party" (undisclosed to me) about the release of some documents. This is surprising, especially in light of the City of Stratford's professed commitment to accountability and transparency. I quote from the City of Stratford's website:

7 Cobourg Street Encroachment Submission

Accountability and Transparency

The Municipal Act, 2001 (the 'Act'), as amended, provides municipalities with greater autonomy but also mandates the implementation of various accountability and transparency measures. The City of Stratford is committed to conducting business in an open, transparent and accountable manner, and has embedded these principles within our various policies, practices and procedures. We make every effort to provide you and the community with as much information as possible.

My experience with the City of Stratford has been anything but accountable and transparent. I believe important information is being withheld from me. Or is non-existent.

ECONOMIC STIMULATION

I have made considerable investment in the repair and upkeep of the modern landmark that is Tower House. I have also kept local builders, consultants, sub trades and suppliers busy during the restrictions of the pandemic over the past 21 months next door at 9 Cobourg Street. In addition, my renovation project has netted income to city coffers for my builders to use the metered parking spaces across the street. This amounted to over \$2,000 in 2021.

Guests staying at Tower House have travelled from Toronto, London, Cambridge, Leamington, Ottawa and Vancouver. All of them arrive by car, stay for three or four nights and need a place to park overnight and expect to have the use of the existing parking space. They contribute to the economy of Stratford by shopping, dining and attending theatre and music events.

SUMMARY

There is a simple solution to the parking problem on my property and that is for you to exercise your own Policy P.3.2 (4) and grant an easement for the nine square meters of space that is wedged between an entrance ramp and a planter. This would only be formalizing the existing open and active use of this area as a parking space for the last twenty years. Despite this being an historic situation and not of my making, I will consider entering into an easement agreement (prepared by city staff) for the parking area for a one-time nominal fee of \$10 (ten dollars) if it is registered on title and is transferable to a future owner. I do not agree that easements are justified for the ramp and planter. Alternate on site parking is impossible.

As a property owner, business operator of the seven&nine Inn and taxpayer, I feel that I have been treated unfairly by the recommendations in the Clerk's report. It is essential that I have the use of the existing open and active single parking space located in my driveway.

I urge your sub-committee and City Council to understand my position and ask you to:

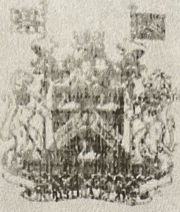
1. delete the requirement for an easement for the ramp and retaining wall/planter
2. approve the encroachment for the existing parking space as per Policy P.3.2(4)
3. delete the requirement to provide alternate parking on private property

Respectfully submitted,



Robert G. Lemon, BArch, MA, Retired Architect AIBC
Host and owner of seven&nine

7 Cobourg Street Encroachment Submission



CERTIFICATE OF OCCUPANCY AND COMPLIANCE

NO. 5077
DATE ISSUED: October 1, 2001

OWNER'S NAME: [REDACTED] STREET: 7 COBOURG STREET

& ADDRESS: 9 Cobourg Street, Stratford N5A 3E4 LOCATION: STRATFORD

BETWEEN: Erie St AND: Waterloo St. SIDE: South

LOT NO: Parts 1,2,3 PLAN NO: 44R-3467

ZONING: C2 USE: Dwelling Unit / Commercial Space

GROUP: _____ DIVISION: _____

THIS IS TO CERTIFY that construction and/or use of premises described has been fully inspected and is acceptable in regard to:

☒ Building/s and Lands Used in Accordance to Zoning By-law.

☒ Building/s constructed in Accordance to Zoning By-law.

N/A Building/s constructed in Accordance to Zoning By-law as Varied by the Committee of Adjustment.

N/A Building/s constructed in Accordance to Fire Code.

☒ Building/s constructed in Accordance to Building By-law.

N/A Building/s constructed in Accordance with Health Unit Requirements.

N/A Lands Developed in Accordance to Site Plan Agreement.

N/A Building/s and Lands in Conformity to Maintenance & Occupancy By-law.

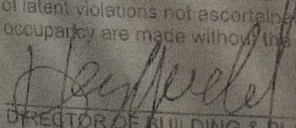
N/A Building/s and/or Lands in Conformity to _____

☒ Building/s Occupancy.

N/A Permitted Partial Occupancy as COMPLETE

ALL ITEMS "NOT COMPLETE" REQUIRE A FINAL INSPECTION UPON COMPLETION

It is specifically understood that this certificate becomes null and void when secured through fraud or by reason of latent violations not ascertainable at the time of inspection or when changes in construction, installation or occupancy are made without the Approval of the Department of Building and Planning.


DIRECTOR OF BUILDING & PLANNING

THE BUILDING PERMIT WILL REMAIN ACTIVE UNTIL ALL DEFICIENCIES NOTED ARE COMPLETED AND REINSPECTED

Figure 4 October 1, 2001 Occupancy Permit for 7 Cobourg St. indicating "construction and/or use of premises has been fully inspected and is acceptable in regard to: Building and land used [and constructed] in accordance with Zoning By-law and acceptable Building Occupancy."

PATTERSON PLANNING CONSULTANTS INC.

Via Email: TDafoe@stratford.ca

Our File: 89

January 18, 2022

Councillor Kathy Vassilakos, Chair
Infrastructure, Transportation and Safety Sub-Committee
c/o Ms. Tatiana Dafoe
Clerk
City of Stratford
P.O. Box 818, 1 Wellington Street
Stratford, ON N5A 6W1

Dear Councillor Vassilakos:

**Re: 7 Cobourg Street, Stratford
Encroachment Application
2708959 Ontario Inc.**

Patterson Planning Consultants Inc. is pleased to represent 2708959 Ontario Inc. which owns the lands municipally addressed as 7 Cobourg Street in the City of Stratford. The Principal of this company is Mr. Robert Lemon who is also the owner of the lands at 9 Cobourg Street. Mr. Lemon, through his ownership of these lands since 2019, has operated an "Inn" which is known as "seven & nine". The existing building at 7 Cobourg Street is referred to as the "Tower House" and is a well known architectural gem in the City of Stratford.

It is my understanding that a report will be tabled at the January 26, 2022 Infrastructure, Transportation and Safety Subcommittee meeting regarding a request for an encroachment agreement to recognize existing features / conditions at the subject property.

I am the Planning Consultant tasked with securing a Zoning By-Law amendment (for both 7 and 9 Cobourg Street) that would see an additional permitted use of "Dwelling" allowed on the properties. A public meeting regarding that application occurred on October 18, 2021. Through that process the existing condition of the site related to parking, the planter and walkway have been reviewed. It is our understanding, that despite building permits being issued allowing the development of 7 Cobourg Street for the Tower House and a Certificate of Occupancy and Zoning being issued in October 2001 that the above noted items are not "approved" by the City of Stratford.

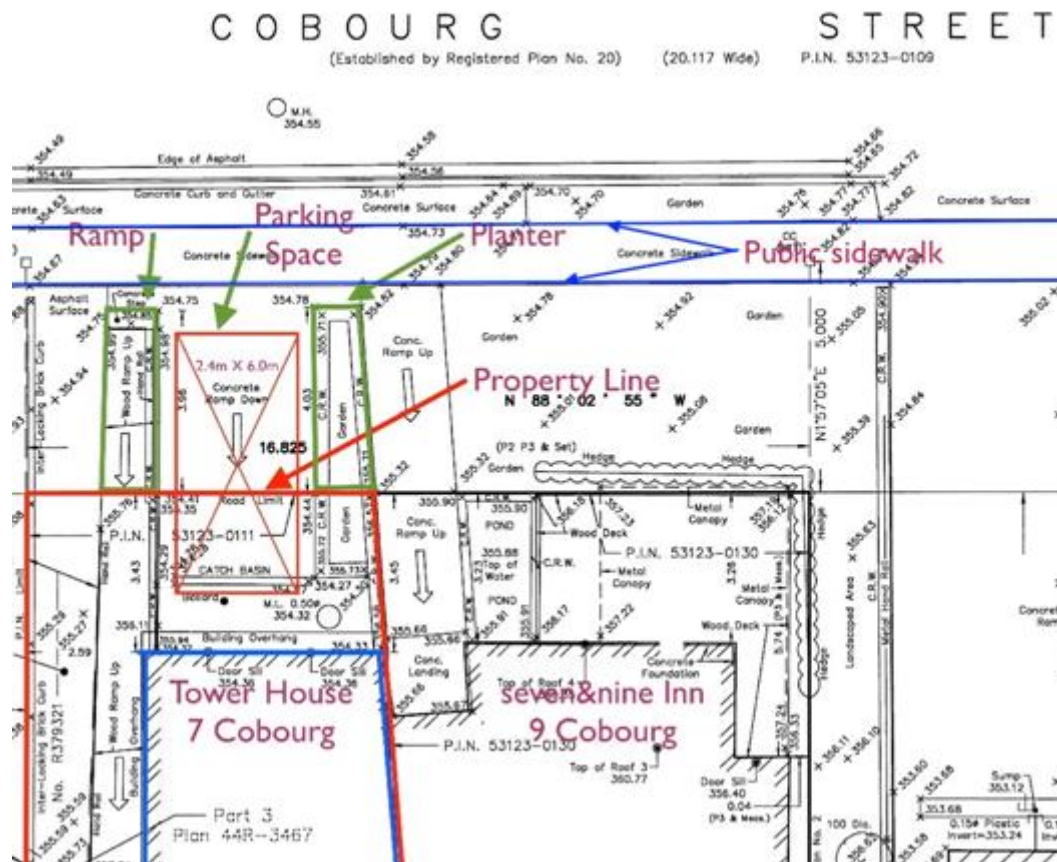
This situation was unknown to the property owner when he acquired the property and has caused significant distress not knowing how this matter will be resolved. We have been advised that the management report regarding the encroachment application will contain the following recommendations:

1. permit the existing concrete retaining wall surrounding the raised garden, wooden access ramp to the side entrance and the concrete step at the bottom of the access ramp to encroach a total area of 9.35m² onto the Cobourg Street road allowance,
2. deny the request for a single car parking space to encroach onto the City's road allowance and require alternate parking on private property to be found;

We have not had the ability to review this report or the opinions contained therein which puts us in somewhat of a disadvantage with the request for submissions on behalf of the landowner due by 4:30pm today. The landowner has made written submissions to the sub-committee which detail the existing conditions, the length of time they have existed and outlining the overall characteristics of the surrounding lands and parking.

I have reviewed those comments and am in agreement that it would appear peculiar that the raised garden, wooden access ramp and concrete step would be supportable, when those items surround the proposed parking space and actually encroach further into the right-of-way but the parking space itself is not supportable.

The proponent has generated the following image to reflect this.



Again, in the absence of reviewing the staff report it is difficult to qualify the nature of the recommendations from staff. I would draw your attention to recommendation #2 though. While we hope that Committee and Council will see merit in granting the encroachment agreement including the parking, if that is not possible recommendation #2 places the landowner in an unavoidable position that he only has one option.

1. deny the request for a single car parking space to encroach onto the City's road allowance and **require alternate parking on private property to be found;**

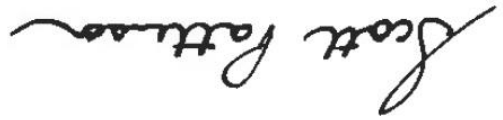
As noted, we are in the midst of a zoning by-law amendment process whereby options to address parking can be further reviewed. The wording in the above noted recommendation only provides one option for the landowner when other options should be left open to discussion.

This being said, the landowner believes that part of the success of his "seven & nine" Inn business is dependent on the ability to provide a full package for his guests. This includes readily available parking. If parking is not available, or is found to be inconvenient then this will impact the success of the Inn operations. I would respectfully suggest that it is not only beneficial to the landowner, but also the City to ensure that the Tower house at 7 Cobourg Street remain a viable business operation so that guests continue to visit this building and explore its exemplary architecture and take part in the entertainment offerings provided.

There is no opportunity to provide the required parking space on 7 Cobourg Street in any other fashion. There is also no opportunity to provide the parking on the lands of 9 Cobourg Street. The existing parking space has existed for over 20 years without complaint or issue to the best of our knowledge. On behalf of our client, we therefore once again ask Committee (and Council) to support all of the existing encroachments so that the existing conditions can be maintained.

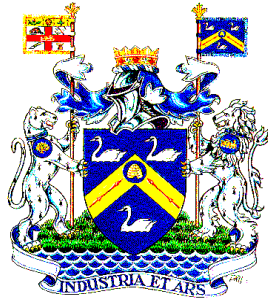
Yours truly,

Patterson Planning Consultants Inc.



Scott J. Patterson, BA, CPT, MCIP, RPP
Principal

SP/s



Accessibility Advisory Committee (AAC)

MINUTES

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

Committee Members Present: Peter Zein – Chair Presiding, Councillor Bonnie Henderson, Laurie Maloney-Devlin, *Diane Sims, Roger Koert, *Geoff Krauter

Staff Present: Tatiana Dafoe – Clerk, *Dan Sykes – Development Coordinator, Casey Riehl – Recording Secretary

Also Present: *Julia Merritt – CEO, Stratford Public Library

Absent: Peg Huettlin, Judy Hopf

1.0 Call to Order

Peter Zein, Chair called the AAC meeting to order at 11:30 a.m.

2.0 Disclosure of Pecuniary Interest and the General Nature Thereof

None declared.

3.0 Adoption of the Previous Minutes

A member requested the following amendment:

Item 11.0 – Develop a plan moving forward with an accessible housing bylaw – amended the percentage paid the first year from 5% to 10%.

Motion by Diane Sims

Seconded by Roger Koert

THAT the minutes from the Accessibility Advisory Committee meeting dated September 7, 2021, be adopted as amended. Carried

4.0 Delegate: Julia Merritt – CEO, Stratford Public Library – Library Front Garden

Julia Merritt, CEO of the Stratford Public Library, shared a design drawing for the new garden in front of the Stratford Public Library. They are focusing on maximizing the space to allow as many people to use the site as possible. They will be adding seating areas made from armour stone, as well as crushed limestone for the meandering paths. The entryway and exit will join the sidewalk and the driveway using concrete aprons and the yellow visible/tactile plates.

Peter Zein inquired if there will be an area included in the seating area for wheelchairs. Ms. Merritt stated that there is available space on the either side of the two paths leading into the large circle area. Mr. Zein stated that it would be more inclusive to have a dedicated spot for wheelchairs, as opposed to having to sit in the pathway. He suggested leaving one of the stones out, allowing for a spot for one or two wheelchairs to sit.

Councillor Henderson inquired if the Library will be losing any parking spaces in their driveway with the new design, and if there was a curb cut on the Library side of the driveway across from the pathway from the garden. Ms. Merritt stated that the existing four parking spots are oversized, therefore they will not be losing one, the lines will simply be repainted. She noted that they are not planning on adding a curb cut across from the pathway due to the grade towards the entrance and there being no other spot to safely get off the sidewalk. Visitors will have to use the driveway to reach the accessible entrances at the side and off the parking lot.

Roger Koert suggested a third pathway off the garden to the sidewalk on St. Andrew Street be installed. It was suggested this could be a fairly barrier free pathway in and out of the garden and allow safer access to the accessible entrances. Laurie Maloney-Devlin suggested another option might be to make a pathway down towards Church Street that ends closer to the parking lot.

Peter Zein noted that accessible seating areas would be best in a shaded area.

Julia Merritt thanked the AAC for their time and input on the design. She will take the feedback and comments back to their committee.

*Julia Merritt, CEO of the Stratford Public Library, departed the meeting at 11:55 a.m.

5.0 Infrastructure & Development Services Update – Dan Sykes

Dan Sykes, Development Coordinator, provided the following update:

- AAC members have received the design drawing for the accessible parking spot on Lakeside Drive. The work is scheduled to be completed this month.
- The Redford Crescent restoration project is ongoing.

Accessibility Advisory Committee
October 5, 2021

- The Queen Street project has been started and the street is now closed.
- The TJ Dolan projects are now underway and will be completed as one project.
- Mr. Sykes informed committee members that repairs to the streets at railway crossings are the responsibility of the City. The crossing at Downie Street is now on the list of Public Works repairs. Diane Sims noted there is also a bad crossing at Dufferin, West Gore, and Cambria Streets, and questioned whether it could be reviewed as well.
- The areas of concern discussed on Wellington Street have been noted, however repairs to the concrete will need to take place next spring due to budget constraints. Members discussed if engineering could use funds from the AAC curb cut budget line to complete the repairs such as this one on Wellington Street.
- The curb cut across from the Tom Patterson Theatre was noted during the site plan. It has been marked out, however has not been completed to date. It is tentatively scheduled to be completed this month.

Motion by Councillor Henderson

Seconded by Roger Koert

THAT the Accessibility Advisory Committee requests Stratford City Council permit the Development Services Division to re-allocate funds from their curb-cut budget line to be used for the completion of various outstanding 2021 accessibility projects. Carried.

Councillor Henderson thanked Dan Sykes and Development Services staff for all the work they do helping the Accessibility Committee and making much needed improvements in the City.

*Dan Sykes departed the meeting at 12:07 p.m.

6.0 Transit

No items for discussion.

7.0 Parking

No items for discussion.

8.0 Site Plan Review Sub-Committee Feedback Reports

The sub-committee reviewed drawings and submitted a feedback report for the new accessibility parking spot on Lakeside Drive.

9.0 Report from Council on Accessibility Issues – Councillor Henderson

Councillor Henderson reported that a public meeting has been held regarding the Queensland Drive and Lorne Avenue development. At the meeting, Councillor Henderson inquired if they are planning any accessible units in the 7-storey building. The developer explained that they are possibly going to add three units that are accessible. Peter Zein inquired if Councillor Henderson could encourage the architect and the developer of this project to seek accessibility design advice for both the outside and the inside of the building.

*Geoff Krauter now present at the meeting at 12:19 p.m.

10.0 Business Arising from Previous Minutes

(a) 2021 Project Action Plan

Peter Zein reviewed the priority projects to be completed by the AAC by the end of 2021:

- **Complete the review of recreational facilities for report submission to Community Services**

Councillor Henderson stated that all the reviews completed to date have been forwarded to the Community Services Department. The remaining audits will take place later once COVID-19 restrictions allow. Tatiana Dafoe stated that Community Services staff is reviewing the list of recommendations from the AAC and looking at their future budgets.

Ms. Dafoe advised that Community Service staff would prefer to wait until the Accessibility Coordinator position is filled to resume the remaining audits. There is no update on a date for the Accessibility Coordinator position being filled. It is currently being reviewed during the budget process, which will be finalized by February 2022, and will determine whether the position has been approved.

Councillor Henderson stated that she sent an e-mail to the Director of Infrastructure and Development Services explaining why it was important to fill the Accessibility Coordinator position. She noted that you can send in comments regarding the budget on the budget web page. There may also be public meetings held where citizens can voice their comments.

Ms. Dafoe noted that the AAC motion regarding filling the Accessibility Coordinator position will be forwarded to staff for inclusion in the budget process. There is also going to be a budget survey launched in December to give people the opportunity to provide comments.

- **Develop a plan for moving forward with an accessible housing by-law**

Diane Sims forwarded information from Oshawa to the Clerk. Tatiana Dafoe hopes to bring this project to the October 27, 2021 Infrastructure Transportation and Safety Sub-committee meeting. At this point, the Sub-committee would give direction to staff and then it would go through the Committee and Council process. Because the request was to investigate a community improvement plan, she expects it may be a lengthy process. Staff has several ongoing projects in the Planning Department and Infrastructure & Development Services Department. There may not be an update until 2022.

(b) Update on Launch of FADM – Tatiana Dafoe/Judy Hopf

Tatiana Dafoe reported that she has a draft media release to share with the AAC for their feedback and quotes. Ms. Dafoe has also started internal discussions with staff regarding a future presentation. She will be asking AAC members some questions related to the training sessions, such as topics, key messages, etc.

(c) Reminder of Terms Ending November 30, 2021

Staff reminded members if they wish to re-apply that applications are available on the City's website. The deadline for applications is October 22, 2021.

11.0 New Business

(a) Britannia Street Housing Rate Increase – Peter Zein

Peter Zein discussed the recent article regarding the rate increase for rent at the Britannia Street Housing Development. Rate increases are not affordable for people on ODSP, which many people requiring accessible housing are. Many people who require accessible housing may need to purchase a 2-bedroom unit to allow for more square footage to accommodate a wheelchair. Councillor Henderson suggested members watch the recording of the Council meeting that discusses the increase. The discussion is helpful and rent and rates are explained.

*Diane Sims departed the meeting at 12:39 p.m.

Mr. Zein explained the frustration is that if you need more square footage to accommodate assistive devices, your rent is automatically higher, making it unaffordable for many renters. Councillor Henderson noted that rent is increased each year by a small percentage to help cover the cost of running the building.

With respect to the comments received from the AAC on the design of the Phase 2 Britannia project, Tatiana Dafoe advised staff are reviewing all of the submitted

feedback, including comments from the AAC. There will be an update provided to the AAC once this review is complete.

(b) Accessing Heritage Conference – Tatiana Dafoe

Tatiana Dafoe stated that there is a conference coming up on October 20, 2021. She will be part of a panel talking about how to apply accessibility reviews to

heritage projects. She will be discussing the Facility Accessibility Design Manual and the plans for using and distributing it and looking at projects through an accessibility lens. She will forward the AAC members details for the sessions. Councillor Henderson stated she is happy to hear they are holding a conference on this topic. She has found in the past, that many contractors and property owners are under the misconception that heritage buildings are exempt from some accessibility standards.

(c) Accessibility Issues During Covid – Laurie Maloney Devlin

Laurie Maloney Devlin stated that there seems to be an accessibility issue in terms of getting information, especially for people who are not necessarily comfortable using a computer. Peter Zein stated that he did help with an incident at a local business. It was a misunderstanding between the patron and the business and whether someone with a medical issue was required to wear a mask. The HPPH was involved, and the incident was resolved. Ms. Maloney Devlin inquired if a discussion could take place at the next AAC meeting and members could bring examples of how they have not been able to access various things. Tatiana Dafoe noted that members of the public can always phone City Hall or visit in person and encouraged citizens to reach out if there is specific information from the City that they would like and are not able to access.

(d) Globe & Mail Article – Peter Zein

Peter Zein informed the AAC that Diane Sims wrote an article that was published in the Globe & Mail and encouraged members to check it out online. Geoff Krauter added that it is also published in the Stratford paper.

(e) We The 15 Campaign – Roger Koert

Roger Koert discussed the global campaign aimed to unify organizations all over the world to change attitudes, create opportunities and improve accessibility for people living with disabilities. The 15 represents the percentage of the worlds' population who have a disability. Mr. Koert advised he would like to discuss how the AAC could support the movement in the future (wethe15.org).

(f) Annual Accessibility Award (December 3, 2021)

Councillor Henderson inquired if the AAC should start planning for the annual award. Members were advised this project was overseen in 2020 by Diane Sims and Judy Hopf. Further discussions to be held at the next meeting.

Accessibility Advisory Committee
October 5, 2021

12.0 Next Meeting Date: Tuesday, November 2, 2021, at 11:30 a.m., electronically.

13.0 Adjournment

Motion by Laurie Maloney-Devlin

Seconded by Roger Koert

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

Start Time: 11:30 A.M.

End Time: 12:58 P.M.



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, November 2, 2021, at 11:30 a.m., electronically.

Committee Members Present: Peter Zein – Chair Presiding, Councillor Bonnie Henderson, Laurie Maloney-Devlin, Roger Koert, *Geoff Krauter, Peg Huettlin

Staff Present: *Tatiana Dafoe – Clerk, *Dan Sykes – Development Coordinator, Casey Riehl – Recording Secretary

Absent: Diane Sims, Judy Hopf

1.0 Call to Order

Peter Zein, Chair called the AAC meeting to order at 11:32 a.m.

2.0 Disclosure of Pecuniary Interest and the General Nature Thereof

None declared.

*Geoff Krauter and Tatiana Dafoe now present at the meeting at 11:33 a.m.

3.0 Adoption of the Previous Minutes

Motion by Roger Koert

Seconded by Laurie Maloney-Devlin

THAT the minutes from the Accessibility Advisory Committee meeting dated October 5, 2021 be adopted as printed. Carried

4.0 Infrastructure & Development Services Update – Dan Sykes

Dan Sykes, Development Coordinator, provided the following update:

- The accessible parking spot on Lakeside Drive is still scheduled to be completed this year. If it does not get completed before the weather turns, it will be scheduled for completion in the spring (April 2022).
- Final paving is complete for the Redford Crescent restoration project and the project will be closed out soon.
- The Queen Street project has been started and some surrounding streets are temporarily closed.
- The TJ Dolan project is now underway and proceeding as planned.
- Mr. Sykes clarified that repairs at railway crossings within the railway property, are the responsibility of CNR, but they work in conjunction with the City. The City can work right up to the crossing, but CNR and Goderich/Exeter Rail must complete the fix for the railway. The St. Vincent Street crossing will be fixed in 2021. The Downie Street crossing is on their list of 2022 repairs.
- The Wellington Street repairs will be marked and added to the list for 2022.
- The curb cut across from the Tom Patterson Theatre was noted during the site plan. It has been marked out and staff will work towards getting it cut before the end of this year.
- Councillor Henderson inquired if it was possible to use budget funds to add curb cuts onto private property, such as the sidewalk across from the bus shelter in the Zehrs parking lot. Mr. Sykes advised he does not know the parameters for proceeding on private property. He will inquire with staff and report back to the AAC.

*Dan Sykes departed the meeting at 11:40 a.m.

5.0 Transit

(a) Accessibility at Bus Shelters – Roger Koert

Roger Koert inquired if there has been any progress made to update the accessibility of some of the existing bus shelters. They are accessible to and from the bus, however the shelters themselves are not always accessible to get to. Councillor Henderson stated that staff is working their way back through some of the older shelters to make them more accessible. She urged members to use the "report an issue" button on the City's website. This goes directly to staff to address the concern. Councillor Henderson also offered to share the transit update from the Community Services Sub-committee meetings.

Laurie Maloney-Devlin reported that the annual transit public meeting is being held on November 17, 2021. Tatiana Dafoe advised communications were being sent out and that she would forward the meeting information to AAC members.

6.0 Parking

No items for discussion.

7.0 Site Plan Review Sub-Committee Feedback Reports

The Sub-committee reviewed 94 Dickens Place and provided feedback to staff.

Tatiana Dafoe will work with the Sub-committee to organize a meeting with staff to discuss a process for the review committee to provide their feedback on site plans and how this information gets reported back to the AAC.

Councillor Henderson suggested in the meantime, moving the site plan reviews up in the agenda so that they can be discussed with the Development Coordinator.

Roger Koert volunteered to be the AAC point of contact for the site plan reviews.

8.0 Report from Council on Accessibility Issues – Councillor Henderson

Councillor Henderson discussed the proposed development at Ontario Street and Trow Street and the recent proposed design of a “stacked townhouse”. Councillor Henderson will be raising the issue of accessibility with the stairs at the next Council meeting.

9.0 Business Arising from Previous Minutes

(a) Update on Launch of FADM – Tatiana Dafoe

Tatiana Dafoe advised a draft media release was circulated to the AAC members. The next step is to issue the media release, reach out to the Stratford and Area Builders Association to get some initial feedback and then work towards developing the information sessions to be held in the new year. Peter Zein volunteered to assist with this project.

Laurie Maloney-Devlin inquired if there is a plan for staff to provide the FADM to developers at the initial stages of the process. This way if they have not participated in the information sessions, they are being provided the guidelines early in the process. Tatiana Dafoe reported that it is her goal to identify various processes throughout the City where the manual can be introduced, such as when they are initially applying for a zoning amendment application. She would also like to see Development Services staff provide the manual to developers/builders when they apply for a building permit. The FADM information could also be shared as a reminder at various times during the year, such as during National Accessibility Awareness Week.

Tatiana Dafoe suggested that, since neither the AAC or the City can regulate the accessibility of the inside of a development, that perhaps the committee could put together a fact sheet relating to indoor accessibility and post it on the City's website.

(b) Accessibility Issues During Covid – Laurie Maloney-Devlin

Laurie Maloney-Devlin discussed issues that people may be having with respect to navigating through all the information during COVID-19. People who do not necessarily have friends or family or a support worker to assist them may be struggling. She inquired if other members have had similar experiences, specifically electronic or online services. She noted that the Stratford Public Library has been a great resource over the last couple of year's with very good accessibility.

Tatiana Dafoe suggested adding some links to the AAC web page, so all the information is in one place. The Communications Lead has created helpful "how to" videos that could also be added. She also mentioned enhancing the feedback tool on the website to make sure it is user-friendly and easily accessible. Ms. Dafoe inquired if there was a committee member who could draft a point-form list of helpful information that could go out in a media release for International Day of Persons with Disabilities in December. Laurie Maloney-Devlin will work on a list and submit it to Ms. Dafoe.

(c) Annual Accessibility Award (December 3, 2021)

Roger Koert volunteered to take the lead on this year's award. Staff will forward past information to assist with the process. The AAC will review nominees prior to their December 7, 2021, meeting where they will pass a motion for this year's recipient.

(d) Update on Accessibility and Heritage Conference – Tatiana Dafoe

Tatiana Dafoe spoke at a recent conference addressing accessibility and heritage. One major take-away she shared with the AAC was that municipalities are starting to create a "well-being lens" and applying that lens through all city services and programs offered such as accessibility, heritage, climate, equity, diversity, and inclusion. Ms. Dafoe will inquire if a recording of the webinar is available to share with AAC members.

10.0 New Business

(a) Diane Sims – Newspaper Article

Peter Zein informed the committee that Diane Sims has written another article and it was published on October 29, 2021. He will forward the link to members.

11.0 Next Meeting Date: Tuesday, December 7, 2021, at 11:30 a.m., electronically.

Accessibility Advisory Committee
November 2, 2021

12.0 Adjournment

Motion by Councillor Henderson

Seconded by Laurie Maloney-Devlin

**THAT the November 2, 2021 Accessibility Advisory Committee meeting
adjourn. Carried**

Start Time: 11:32 A.M.

End Time: 12:45 P.M.



Energy & Environment Advisory Committee

MINUTES

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

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

Staff Present: Kate Simpson – Waste Reduction Coordinator, Casey Riehl – Recording Secretary

Absent: Geoff Krauter

1.0 Call to Order

Emily Chandler, Chair presiding, called the meeting to order at 4:02 p.m.

2.0 Disclosure of Pecuniary Interest

None declared.

*Craig Merkley now present at the meeting at 4:04 p.m.

3.0 Adoption of Previous Minutes

Motion by Anna Stratton

Seconded by Councillor Burbach

THAT the minutes from the Energy & Environment Advisory Committee meeting dated September 2, 2021, be adopted as printed. Carried

*Emily Skelding now present at the meeting at 4:06 p.m.

4.0 Updates from Carbon Reduction & Ecological Working Groups

Carbon Reduction

Anna Stratton reported that Climate Momentum hosted an online webinar on how cities can lead on climate change, creative plans, and concrete action. It was also an introduction of the new shared Climate Change Coordinator. The webinar is available to watch on the Climate Momentum website. The working group will wait and plan their next webinars after the City of Stratford has released their Climate Action Plan. The working group is compiling suggestions from the E&E Committee to move forward with recommendations.

*Vanni Azzano now present at the meeting at 4:09 p.m.

Ecological

Vanni Azzano reported that UTRCA staff has approximately 1.5 days of work left to treat the buckthorn in T.J. Dolan. At the end of October, there will be 500 trees and shrubs planted at Stratford's dog park, where there were 400 ash trees taken down. Another 200 Trees will be planted at T.J. Dolan (at Lorne/O'Loane).

I.C.I. Waste Reduction

Sammie Orr reported that the working group met on September 29, 2021, to discuss putting together a newspaper article to show the impact the re-usable container program has had in Stratford. They have received a summary of statistics for Stratford that shows how much waste the city has avoided. They are also continuing to work on the plan for coffee cups to assist in the confusion of where coffee cups are supposed to be disposed of. The working group would like to work with the carbon reduction working group to organize a webinar for an educational session on waste in general. The working groups will make arrangements with the Waste Reduction Coordinator to schedule the details for an upcoming webinar. Kate Simpson suggested tentative plans could be set for the week of October 25, 2021, as it is Waste Reduction Week.

5.0 Update from Active Transportation Advisory Committee – Anna Stratton

Anna Stratton reported that ATAC met earlier this month to set their 2022 budget. At the ATAC meeting, Councillor Burbach presented the "report card" that charts all the aspects of active transportation in the City. The Committee has been using the report card to track activity since 2016. Councillor Burbach collects the data from the police and staff. Emily Chandler suggested that adding a report card aspect to the Climate Action Plan would be helpful.

6.0 Business Arising from Previous Minutes

a) 2021 Budget Discussion

Sammie Orr reported that the Stratford District Secondary School (SDSS) Eco Club has begun making plans for their reforestation project at the school. Phase one

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will focus on planting native trees, shrubs, perennials, and flowers, as well as adding mulch. SDSS Eco Club has sent in an application for a Youth in Action grant, however they have not heard back to date. Ms. Orr is requesting financial support from the E&E Committee to assist in purchasing trees for the project. Future phases will include additional plantings, as well as benches.

Motion by Vanni Azzano

Seconded by Mike Sullivan

THAT the Energy & Environment Advisory Committee spends up to a maximum of \$1,000.00 to partner with the Stratford District Secondary School Eco Club to assist in Phase I of their reforestation and naturalization project at the school to purchase and plant native trees, shrubs, and flowers. Carried

b) Land Acknowledgement Update – Councillor Burbach

No new updates.

c) Update on John Street Weir – Emily Chandler

Emily Chandler reported that Stratford Council has requested UTRCA's position on the removal of the John Street Weir. UTRCA will take a report to their Board in November and will then present it back to Council. Council will decide after they have reviewed UTRCA's report. Councillor Henderson inquired if the weir, which is not currently in use, had any influence on the recent flooding that occurred down river. Craig Merkley stated that regardless of the weir being in use or not, the weir serves no function from a flood-control standpoint.

d) Green Parking Spots – Mike Sullivan

Mike Sullivan shared an article regarding cities encouraging, through their parking levy's, the adoption of cleaner vehicles. Cities could offer free or discounted parking rates for green vehicles. Emily Skelding inquired if it would be better to put forth a motion after the adoption of the Climate Action Plan. Councillor Burbach noted that Council has previously discussed a possible grant project to install charging stations and whether to make the charging free, not necessarily the parking fee. Mike Jorna agrees that the focus should be on the charging fee, not the parking fee. Mike Sullivan noted that currently Stratford only offers Level 2 charging stations, which take longer to charge a vehicle. Level 3 chargers, like the ones installed along the 401, charge vehicles quite quickly.

Councillor Henderson has forwarded members the climate action report that is going to Council on October 12, 2021. She noted that it appears that the E&E recommendations to date have been included.

Councillor Burbach suggested that since the final Climate Action Plan is still being worked on, E&E could gather all their ideas and ensure that they are included in

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the plan. It appears that most are already included, however members can review the report and suggest further input. Council will be passing a motion at the October 12, 2021 meeting to finalize a reduction target. Councillor Burbach clarified that it's her interpretation that the overarching Greenhouse Gas Reduction Plan is for Perth County and the Climate Action Plan will be specific to the City of Stratford with their own goals and targets.

Mike Jorna noted that until Council sets their target and adopts the Climate Action Plan, the Committee may need to wait and see how E&E contributions will fit into the plan.

Emily Skelding suggested the Committee could reiterate their position to Council on the emissions reduction target and having an environmental coordinator position responsible for the City of Stratford.

Motion by Emily Skelding
Seconded by Mike Sullivan

THAT the Energy & Environment Advisory Committee, following consideration of the Perth County climate survey results, recommends Stratford City Council adopt an emissions reduction target of 30% below 2017 levels by 2030 and commit to being net zero by 2050. Carried

Motion by Emily Skelding
Seconded by Mike Sullivan

THAT the Energy & Environment Advisory Committee recommends Council consider additional staff resources, in a broader Environmental Coordinator type role, to be responsible for implementation of the Climate Action Plan. Carried

Mike Sullivan suggested the Carbon Reduction Working Group will be meeting again prior to October 25, 2021 and could analyze the Greenhouse Gas Reduction plan put forth by the Climate Coordinator and report back to E&E if there are any items they feel the Committee should meet again to discuss.

e) Reminder of Terms Ending November 30, 2021

Staff reminded members if they wish to re-apply that applications are available on the City's website. The deadline for applications is October 22, 2021.

7.0 New Business

a) Airport Expansion and Emissions

Anna Stratton stated that it does not appear that the Stratford Municipal Airport emissions have been included in the emissions report. She questioned whether the emissions should be included given the possible expansion of the airport. Emily

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Chandler noted that as a municipal airport, those figures should be included in the overall report. Ms. Chandler suggested that this concern could be discussed with the Climate Change Coordinator at the November E&E meeting.

b) Removal of Endangered Species of Trees – Mike Sullivan

Mike Sullivan discussed a concern that a citizen brought to him regarding the removal of an endangered cucumber tree by a developer at a building site two years ago. Mr. Sullivan inquired if there is any way for the City to protect endangered species. Vanni Azzano suggested a good starting point would be talking to the City's Parks & Forestry Manager to inquire if there is an inventory of endangered or at-risk trees in Stratford. There may also be information included in the Perth Natural Heritage Study.

8.0 Upcoming Events

- Tree Trust Event at the Stratford-Perth Museum – October 16, 2021
- Festival Hydro Tree Power Event – April 2022

9.0 Date of Next Meeting – November 4, 2021 – 4:00 p.m., electronically

10.0 Adjournment

Motion by Mike Sullivan

Seconded by Mike Jorna

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

Meeting Start Time: 4:02 P.M.

Meeting End Time: 5:49 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on November 4, 2021, at 4:00 p.m., electronically.

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

Staff Present: *Amara Kartick – Shared Climate Change Coordinator, *Tatiana Dafoe – Clerk, *Chris Bantock – Deputy Clerk, Casey Riehl – Recording Secretary

Absent: Emily Skelding, Kate Simpson – Waste Reduction Coordinator

1.0 Call to Order

Emily Chandler, Chair presiding, called the meeting to order at 4:00 p.m.

2.0 Disclosure of Pecuniary Interest

None declared.

3.0 Adoption of Previous Minutes

Motion by Mike Jorna

Seconded by Councillor Burbach

THAT the minutes from the Energy & Environment Advisory Committee meeting dated October 7, 2021, be adopted as printed. Carried

*Mike Sullivan is now present at the meeting at 4:03 p.m.

4.0 Delegate: Amara Kartick – Shared Climate Change Coordinator – Discussion on GHG Reduction Plan and Climate Action Plan

Emily Chandler introduced Amara Kartick the Shared Climate Change Coordinator. Emily Chandler opened the floor for E&E members to ask Ms. Kartick questions regarding the GHG reduction plan and the climate action plan.

*Anna Stratton now present at the meeting at 4:07 p.m.

Sammie Orr inquired if regenerative agriculture will be included in the plan. Ms. Kartick stated it has been challenging to date to gain information from the agriculture sector. The previous coordinator would have liked to have had more consultations. Ms. Kartick will be focusing on agriculture as one of the areas that requires further updating.

Emily Chandler inquired if Ms. Kartick had a projected date for when the Stratford-specific climate action plan would be developed. Ms. Kartick advised she does not have an estimated date. Ms. Kartick stated she is in the very preliminary stages of the work plan. Chris Bantock, Deputy Clerk, added that Council has passed a resolution that a climate change implementation plan, including a green standards policy, be developed. There was direction provided for a dedicated City of Stratford climate change coordinator position to be referred to the 2022 budget. The starting plan will be to review all inventories based on the 2017 baseline and projects that have been completed since then. There are budget implications regarding hiring a climate change coordinator for the City to focus solely on this project to get it completed. Current staff will continue working towards completing the plan until the position is possibly approved.

Craig Merkley commented that tree canopy coverage and protecting local woodlots needs to be of more importance. He questioned whether the plan includes information regarding existing by-laws in place to protect the woodlots and whether it could be emphasized that they will be strictly enforced. Chris Bantock stated that the plan has been completed and adopted by Council. It is a framework that sets out general goals and strategies for the partner municipalities to undertake. The by-law being referred to is a City of Stratford by-law and would not necessarily be included in this plan. Emily Chandler suggested that being aware of this issue moving forward at the public consultations and for Ms. Kartick's research and promoting awareness that there are by-laws in place and enforcement could be greatly improved.

Mike Sullivan stated that the two largest sources of green house gases in the county and the city are transportation and building. There are 28 years left to get to zero for both of those. He questioned whether Stratford could offer grants to homeowners to begin the process of changing their building use from natural gas to an alternate source. It was questioned what Stratford should start with to move in the right

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direction and how quickly it needs to happen. Ms. Kartick stated that as her first step, she is currently looking at the projects that have taken place since 2017 to gain updated data. Once she has this updated information, she will better be able to make suggestions for future direction.

Anna Stratton inquired if the three County staff positions to be created, that are mentioned in the report, have been accepted if the report was adopted. Chris Bantock stated that the positions in the plan are recommendations. The community wide positions are available for future approval but have not been approved as they are only recommendations at this time.

Anna Stratton noted that there is no mention of indigenous communities or their involvement in the climate action plan. She suggested that in future partnerships, the indigenous community should be included. Ms. Stratton also stated that tourism is mentioned in the report but inquired if moving forward, tourism and the impact of tourism should have a dedicated section.

Councillor Burbach noted that the Stratford Municipal Airport is not included in the emissions report and inquired if it should be. Ms. Kartick stated that those emissions will be accounted for and added to the profile.

Sammie Orr inquired if there has been a deadline set for the completion of the climate plan report. Ms. Kartick stated that her contract finishes the end of December, 2021, and she hopes to have all her data collection completed by then. She cannot give a specific date that the work plan or the implementation plan will be complete.

Mike Sullivan noted that there is no documentation in the report for industrial emissions. There were industrial emissions included in the 2008 document and Mr. Sullivan inquired if Ms. Kartick will be including them in this report. Ms. Kartick stated that the industrial data is not included since the report is a community-wide emissions profile and plan, that the numbers would dwarf all other emissions regarding the community emissions. Industries tend to have their own set regulations and policies that they follow. She is interested in the data from industries and noted that St. Mary's has also raised this question.

Councillor Henderson inquired if there will be an impact on municipalities that adopted report should any of the partner municipalities choose not to do so. Ms. Kartick stated that it will not, and she will move forward with the municipalities that have adopted the report.

Emily Chandler inquired what the best way was for E&E to support her work in the next steps and her role in moving forward. Ms. Kartick stated that knowing what projects and directions the committee sees Stratford moving forward with and any

other concerns that come up will help her understand the forward-thinking and the projection of where E&E sees this plan going.

Chris Bantock stated that the work plan will be started shortly to determine the next steps moving forward based on the community plan. The inventories from Stratford will be provided to Ms. Kartick as part of the implementation plan and will be a longer-term project with the current resources available. Once it is completed, Mr. Bantock will share it with the E&E committee for their feedback and comments

Ms. Kartick thanked committee members for their feedback and areas she can focus on moving forward.

*Amara Kartick and Tatiana Dafoe departed the meeting at 4:43 p.m.

5.0 **Updates from Carbon Reduction, Ecological and I.C.I. Waste Reduction Working Groups**

Ecological

Vanni Azzano reported that UTRCA, in partnership with the Rotary Club and Girl Guides, have planted 200 trees at the corner of Lorne and O'Loane Avenue. They have also planted 510 additional trees at the dog park in partnership with Aisin employees. These new trees will replace the ash trees that have been taken down. There are still some ash trees in the park to be removed.

Carbon Reduction

Anna Stratton reported that panelists for the upcoming waste webinar on November 18, 2021 will be representatives from Bluewater Recycling and Storm Fisher. Sammie Orr will also be speaking. Ms. Stratton will also invite Amara Kartick to discuss emissions and waste.

*Chris Bantock departed the meeting at 4:48 p.m.

I.C.I. Waste Reduction

Sammie Orr reported that there will be an article coming out soon in the Stratford Times regarding the re-usable container program. The container company is always working on developing new containers to meet the various needs of businesses. The ICI working group would like to revisit some of their goals and plan for their next steps.

6.0 **Update from Active Transportation Advisory Committee – Anna Stratton**

Anna Stratton reported that at the October 27, 2021, ATAC meeting there was an update on the bicycle parking plans from Nick Sheldon, Project Engineer. There was discussion on trail signage in TJ Dolan and the Avon Trail. Mike Mousley and Mike Beitz attended to discuss the use of the digital screens on the transit buses to promote

various items. Ms. Stratton suggested that E&E could put some facts together regarding waste, recycling, etc. that would be posted on the signs.

Councillor Burbach stated that the Transit Manager and the Communications Lead suggested to ATAC that a list of items to post would be helpful. E&E could do the same.

7.0 Business Arising from Previous Minutes

a) Land Acknowledgement Update – Councillor Burbach

No new updates to report.

b) Update on Removal of Endangered Species of Trees – Mike Sullivan

Mike Sullivan reported that there was a cucumber tree cut down by a developer and there is apparently a sapling left. Vanni Azzano contacted the Parks & Forestry Manager to discuss this issue and was informed that the cucumber tree was cut down 12 years ago and the tree was dead. There is not a sapling available to try and grow. He also consulted with a terrestrial ecologist, who reported that cucumber trees do not propagate naturally in the Stratford area and you would require more than one tree.

8.0 New Business

a) Ontario Street Development – Mike Sullivan

Mike Sullivan discussed the proposed Ontario Street development and City of Stratford planning department's lack of a climate lens during their decision-making process when approving an intensification project. He questioned how future proposed projects can be examined from a climate perspective. The Ontario Street proposal will lock in internal combustion engine cars for the next 40-50 years because there is no provision for these homeowners to charge them. It has also been raised that the environmental cost of demolition, which will create 200 tons of waste to go to the Stratford Landfill, and the environment cost of building new concrete buildings will take between 50-80 years to recover through the proposed energy efficiency. It is likely that these buildings will be more efficient than the buildings they are replacing and more efficient than building the equivalent of 30 other units. The rationale given by staff and some Council members is that building more efficient units and intensification is necessary in Stratford, which Mr. Sullivan agrees with. This proposed property would pave a large portion of the land with asphalt. There is no plan in the proposal to put in porous paving. In the staff reports, there is no reference to the environmental advantage or disadvantage of the building.

Mr. Sullivan referenced the Shared Climate Change Coordinator's report and a link that she included for a climate lens provided by the Association of Municipalities of

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Ontario that is to be used by municipal staff to examine their decisions. When decisions are examined through that lens on this website, there are two red flags. There are only two areas, energy use and water run-off. This project gets red flags in both. Mr. Sullivan suggested that this proposal may draw a blueprint for other developers to take the Heritage Corridor and turn it into high density.

Emily Chandler inquired how the E&E Committee could encourage planning staff to examine new projects or proposals with a climate lens. Mr. Sullivan noted it may be too late for this existing proposal. Councillor Burbach stated that while talking about the climate implementation plan, she specifically mentioned the green development standards that could be suggested to be used in the city. However, a lot of the building decisions come from the Ontario Building Code, which is dictated by the Province. Council cannot stipulate more rules or force extra rules outside of the Ontario Building Code. Municipalities can encourage developers to have an environmental outlook and state what they would like to see in their City. She noted that there is always going to be an environmental impact any time Stratford grows. Vanni Azzano suggested that UTRCA could partner with this developer and install LID's by installing swales or rain gardens for the run-off from the pavement.

Mike Sullivan stated that when the developer first approached the planning department, they required a waiver of a significant portions of the Official Plan because there is a specific prohibition in the Official Plan against high density buildings in a stable residential area. He suggested that at this point in the process, the City could have demanded environmental aspects in return for the waiver.

Councillor Henderson inquired if there are storm water pond requirements for apartment building developments such as this. Vanni Azzano stated that there is not a requirement.

Anna Stratton inquired if the developer could be asked to elaborate on the plans they mention regarding energy efficiency. Councillor Henderson suggested that Councillors could raise questions at the next Council meeting that they would be looking forward to seeing issues such as LID's, permeable pavement and charging stations addressed in their site plans.

Mike Jorna stated that he fears the process is going to cause Stratford to reach 2030 and not meet the goal that has been set. He stated the E&E Committee needs to urge Council to immediately inform all City departments to strongly apply the climate and environmental lens, as approved in the Climate Coordinator's report.

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Motion by Mike Sullivan

Seconded by Anna Stratton

THAT the Energy and Environment Advisory Committee requests Council defer the proposed development to the Planning and Heritage Subcommittee to deal with the environmental issues of charging stations, energy efficiency and fuel, and storm water run-off. Carried

b) Climate Action Plan Timeline – Sammie Orr

Councillor Burbach noted that it would be difficult to put a timeline on this project prior to having a staff person dedicated to strictly focusing on the plan. Until then, the Deputy Clerk and shared Climate Coordinator will continue to work on it.

The budget process is currently underway and by mid-January 2022, the budget process will be complete, and a decision will be made whether Stratford will be hiring staff to work on the plan. Completing the plan will take a lot longer if no one is hired.

Mike Sullivan suggested the date of February 10, 2022 as a target date for a plan to move forward, as it is the second anniversary of the declaration of a climate emergency for the City of Stratford. Councillor Henderson noted that Council has requested staff to come back with how they can bridge the current Climate Change Coordinator position that ends in December and budget approval for a Stratford Climate Coordinator in January. Councillor Burbach suggested speaking to the Deputy Clerk regarding extending the shared Climate Change Coordinator position.

Motion by Sammie Orr

Seconded by Mike Sullivan

THAT the Energy and Environment Advisory Committee recommends that Council, considering the progress being made, extend the Shared Climate Change Coordinator position contract. Carried.

9.0 Upcoming Events

- Webinar: Waste – Ins and Outs -November 18, 2021 @ 7:00 p.m.
- Festival Hydro Tree Power Event – April 2022

10.0 Date of Next Meeting – December 2, 2021 – 4:00 p.m., electronically

Emily Chandler, as this is her last meeting with E&E, thanked members and advised she has enjoyed her time on the Committee.

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11.0 Adjournment

Motion by Councillor Burbach

Seconded by Anna Stratton

THAT the November 4, 2021 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:00 P.M.

Meeting End Time: 6:04 P.M.