



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

Date: Wednesday, July 27, 2022
Time: 4:30 P.M.
Location: Electronic Meeting
Sub-committee Present: Councillor Burbach - Vice Chair Presiding, Councillor Vassilakos - Chair, Councillor Gaffney, Councillor Sebben
Staff Present: Taylor Crinklaw - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Victoria Trotter - Recording Secretary, Chris Bantock - Deputy Clerk, Johnny Bowes - Manager of Environmental Services, Adam Ryan - Manager of Public Works

To watch the Sub-committee meeting live, please click the following link: <https://stratford-ca.zoom.us/j/85235597033?pwd=TUhzblpZN1FCREZUTWRZMUlaaHo0Zz09>

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

Pages

1. Call to Order

The Vice-Chair to call the Meeting to Order.

Councillor Ingram provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

3. Delegations

None scheduled.

4. Report of the Manager of Environmental Services

4.1. Basement Isolation Subsidy Program Updates (ITS22-020)

4 - 9

Motion by

Staff Recommendation: THAT the basement isolation subsidy program rebate amounts be increased to \$675.00, \$2,500.00, and \$3000.00, for valve installation, disconnection of weeping tile inside the foundation and disconnection of weeping tile from outside the foundation, respectively;

AND THAT the updated subsidy application and general information documents be received.

5. Report of the Manager of Public Works

5.1. Blue Box Services with Circular Materials Ontario for the Transition Period of May 1, 2024 to December 31, 2025 (ITS22-021)

10 - 15

Motion by

Staff Recommendation: THAT the Chief Administrative Officer be authorized to negotiate and enter into a contractual agreement for Blue Box Services with Circular Materials Ontario for the Transition Period of May 1, 2024, to December 31, 2025.

6. Report of the Deputy Clerk

6.1. Overnight Parking Strategy (ITS22-019)

16 - 20

Motion by

Staff Recommendation: THAT the Clerk be directed to bring forward a by-law to amend Section 8(1) - No Parking In Unposted Locations - of the Traffic and Parking By-law 159-2008, as amended, to add the following:

- in a manner that obstructs municipal snow clearing operations.

AND THAT staff be directed to undertake an application to the Ministry of the Attorney General, pursuant to the Provincial Offences Act, for Part II set fines to be utilized as follows:

1. \$60 voluntary payment within 7 days and \$80 set fine for

parking on a roadway or shoulder between 2:00 a.m. and 6:00 a.m.; and,

2. \$60 voluntary payment within 7 days and \$80 set fine for parking in a manner that obstructs municipal snow clearing operations.

7. Department Update

The Director/Manager to provide an update on department activities and ongoing projects

8. Advisory Committee/Outside Board Minutes

21 - 31

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

- Active Transportation and Advisory Committee minutes of May 25, 2022
- Energy and Environment Committee minutes of April 7, 2022

9. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is August 24, 2022 at 4:30 p.m.

10. 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: July 27, 2022
To: Infrastructure, Transportation and Safety Sub-committee
From: Johnny Bowes, Manager of Environmental Services
Report #: ITS22-020
Attachments: Draft Basement Isolation Program General Information, Application for Basement Isolation and Weeping Tile Sump Pump Subsidy Program

Title: Basement Isolation Subsidy Program Updates

Objective: To update the existing documentation and subsidy rebate amounts related to the City's basement isolation program.

Background: The original basement isolation subsidy program was developed as one of the City's responses and programs related to the floods that occurred in Stratford in 2002. At the time, the subsidy was created to assist only property owners who were affected from any flooding in 2000, 2001 and 2002. Over time, the eligibility broadened to allow residents who were not impacted by the floods to apply for the subsidies. The program gives rebates to property owners who qualify for the program and had work done such as: disconnecting their stormwater plumbing from their sanitary laterals, installing new sump pumps after cross connection disconnection, and installing backwater valves.

Applicants are required to get estimates for the work to be completed by licensed plumbers and obtain plumbing permits from the City. Once the application is reviewed and approved by staff, the property owners begin the work. Once completed, the owner submits the paid invoices showing the work was completed and have the City building inspectors inspect and close the permit. After all the requirements are met, the City issues the applicable rebates to the property owners.

The documentation such as the general requirements and application as well as the subsidy amounts are being recommended for update since the original intent of the subsidy programs inception in 2005.

Analysis: With increases in costs since 2005 for contracted services such as plumbing and associated materials, the current subsidy amounts should be increased to better reflect current costs for these services. Staff reviewed the invoices submitted with the

basement isolation subsidy applications from the last 3 years as well as what other comparable municipalities are offering for subsidy rebates.

Based on this data review, staff is recommending the following adjustments:

- Backwater Valve installation: Increase from a maximum rebate of \$500.00 to \$675.00
- Disconnection of weeping tile from the sanitary lateral and a sump pit/pump installation inside the foundation: increase from a maximum of \$2000.00 to \$2500.00
- Disconnection of weeping tile from the sanitary lateral and a sump pit/pump installation outside the foundation: increase from a maximum of \$2600.00 to \$3000.00

It should be noted that the sump pump portion of the subsidy is only applicable when there is a cross connection to the sanitary lateral. The subsidy does not cover sump replacements or standalone installations.

The other documentation associated with this program such as the application and general requirements overview, need to be updated to reflect current AODA standards as well other edits such as removing the requirement that you must have been impacted by the 2000-2002 floods for example. These updated documents have been included with this management report.

Financial Implications:

Financial impact to current year operating budget:

The City budgeted \$30,000 for the basement isolation subsidy program in 2022. At this time, the City has issued \$8,100 to residents who have applied for and completed the isolation subsidy process in 2022. We may see a resurgence in the program with increased public awareness and if the new subsidy amounts are approved by Council.

Financial impact on future year operating budget:

Historically, the City has budgeted \$30,000 for this program and has never exceeded the budget. The program has not been advertised and promoted very much in the past so if we see an increase in participation in 2022, staff may recommend this amount be increased for 2023. This would be identified in the 2023 Budget for Council's consideration at that time.

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:

Sustainable Water

Using water efficiently, protecting local water resources and reducing flooding and drought.

Material and Products

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

Staff Recommendation: THAT the basement isolation subsidy program rebate amounts be increased to \$675.00, \$2,500.00, and \$3000.00, for valve installation, disconnection of weeping tile inside the foundation and disconnection of weeping tile from outside the foundation, respectively;

AND THAT the updated subsidy application and general information documents be received.

Prepared by:	Johnny Bowes, Manager of Environmental Services
Recommended by:	Taylor Crinklaw, Director of Infrastructure and Development Services
	Joan Thomson, Chief Administrative Officer



Infrastructure and Development Services Department

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Application for Basement Isolation and Weeping Tile Sump Pump Subsidy Program

1. Applicant Information:

Owner Name	
Owner's Mailing Address	
Owner's Phone Number(s)	
Address Where the Work is Being Completed	

2. Estimates and Plan Information:

Please identify cost estimates secured for the work. Amounts listed must include taxes.

Note: the lowest or any price for an individual item will not necessarily be accepted.

Estimate Number	Name of Firm	Weeping Tile Sump Pump: From Storm	Weeping Tile Sump Pump: From Sanitary	Sewage Ejector	Backwater Valve: Storm	Backwater Valve: Sanitary
1.		\$	\$	\$	\$	\$
2.		\$	\$	\$	\$	\$
3.		\$	\$	\$	\$	\$

For Staff Use:

Work Approved and Amount Approved for Each of:	\$	\$	\$	\$	\$
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Date Application Received: _____ Date Application Approved: _____

Approving Staff Signature: _____

3. Inspection Report (For Staff Use)

Inspection	<input type="checkbox"/> Backwater Valve <input type="checkbox"/> Sump Pump <input type="checkbox"/> Sewage Ejector
Type of Weeping Tile Connection	<input type="checkbox"/> Inside <input type="checkbox"/> Outside
Permit Number	
Date Approved	
Name of Inspector	

4. Cost Verification and Release

Total Cost of Work	
Work Completed by	
Date Work Completed	

Please Attach:

☐ Final Invoice and Proof of Payment

I hereby release The Corporation of the City of Stratford from any and all future claims, damages, or losses to myself or to my property, including but not limited to sewer surcharging or flooding, arising from or attributable to the installation, operation or maintenance of any component of the installation including sump pumps, sewage ejectors, back water valves and related assemblies subsidized by the City of Stratford.

Signature of Owner

Date

Notice of Collection

The personal information collected on this form is collected by The Corporation of the City of Stratford under the authority of the Municipal Act, 2001, and will be used by Infrastructure and Development Services staff for the purpose of administering the Basement Isolation and Weeping Tile Sump Pump Subsidy Program, and in the delivery of public works programs and services in the City. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, Ontario, N5A 6W1, or by telephone 519-271-0250 ext. 5329 during business hours.



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5. Payment Approval (For Staff Use)

Backflow Valve (maximum of \$675) _____

Sump Pump (Inside Weeping Tile Connection, maximum of \$2,500) _____

Sump Pump (Outside Weeping Tile Connection, maximum of \$3,000) _____

Sewage Ejector Installation (maximum of \$2,000): _____

Staff Signature: _____ Date: _____





MANAGEMENT REPORT

Date: July 27, 2022
To: Infrastructure, Transportation and Safety Sub-Committee
From: Adam Ryan, Manager of Public Works
Report #: ITS22-021
Attachments: None

Title: Blue Box Services with Circular Materials Ontario for the Transition Period of May 1, 2024 to December 31, 2025

Objective: To inform Council of Blue Box Program transition development towards an Extended Producer Responsibility system, and to advise Council of the intended approach for Blue Box services during the transition period of May 1, 2024, to December 31, 2025.

Background:

Update on the Blue Box Program transition to producer responsibility and recent amendment to the Regulation

It is noted that staff and other Ontario municipal jurisdictions have long been supportive of the provincial transition to full producer responsibility in that a province-wide common collection system would:

- enhance and standardize the list of Blue Box materials,
- provide high, progressive, and enforceable diversion targets, and
- remove the financial burden of the Blue Box Program from municipalities, shifting it to producers who are responsible for the design and production of packaging.

The draft Blue Box Regulation was finalized by the province on June 3, 2021, but was subsequently amended on April 13, 2022. The province indicated the amendment will not impact the Regulation's outcomes and will not affect the timeline for municipal transition; they therefore did not post the amendment for public comment.

The amendment (O. Reg. 349/22) made the following key changes to the initial Regulation (O. Reg. 391/21):

- Removed the allocation table requirement, that identified which Producer/Producer Responsibility Organization (PRO) would be responsible for

Blue Box Programs in which municipalities and removed the requirement for the PROs to develop rules for the producer led Blue Box Program.

- Made each producer responsible for meeting collection requirements from eligible sources (single-family homes, seasonal homes, current multi-residential buildings, schools, specified retirement and long-term care homes and specified public spaces).
- Required PROs representing the majority (over 66%) of Blue Box tonnage to provide a report on how they will establish a province-wide collection system to the regulator Resource Recovery and Productivity Authority (RPRA). The report will include how the PROs will establish and operate the collection system, how they will make collected material available for processing and where, and how they will provide promotion and education.
- Exempted newspaper publishers from responsibility for the Blue Box Program but continues to require newspapers be collected in the Blue Box.

A PRO establishes contracts with a producer or group of producers. Effectively PROs assist producers to ensure they meet regulatory requirements. There are currently four PROs registered with RPRA regarding the Blue Box Program:

- Circular Materials (CMO)
- Ryse Solutions Ontario (Ryse)
- Resource Recovery Alliance
- Canadian Beverage Container Recycling Association

Representing over 66% of Blue Box material, Ryse and CMO, submitted their joint plan on July 1st identifying how they intend to implement, operate, and administer, the common collection system across the Province. This report identifies CMO as the common collection system administrator. As the collection system administrator, they intend to implement a cohesive provincial-wide system.

As administrator, CMO is seeking responses from all 365 Ontario municipalities and 28 First Nations operating Blue Box programs regarding their intent to enter into a contract with CMO for the transition period from May 1, 2024, to December 31, 2025. Soon, Stratford will need to decide whether to maintain existing services by providing services to producers for the transition period under negotiated terms or to decline and have CMO provide their own collection system for Stratford. Due to municipal elections the deciding point may fall under the period of restricted acts, between August 19, to November 14, 2022.

Analysis:

Circular Materials (CMO)

CMO has requested interested municipalities and First Nations communities to become Blue Box recycling service providers to CMO under the terms of a Master Service Agreement (MSA) from the municipality's transition date until the end of 2025, when all

transitions to producer responsibility are to be completed. Municipalities and First Nation communities that enter the agreement will continue to service single-family and current multi-family households, maintaining the same collection days and frequency of collection, same materials currently accepted and use of same set out containers. Municipalities may also continue to service current Industrial, Commercial, and Institutional (IC&I), locations at a cost to the municipality and operation of existing drop-off depots.

CMO is pressing for commitments so that they can maximize the time they have to transition and arrange necessary collection contracts. Staff have already provided Stratford's collection details as part of developing a future contract. It is expected that if the City provides collection services for CMO that this agreement will be required to be entered into in the Fall of 2022.

If the City were not to provide services under the existing waste collections contract with Canada Waste Management, early termination costs could apply. The Contract stipulates early termination of the Contract based on amendments legislation could come at an estimated costs of \$490,000 including HST.

Key aspects of CMO's MSAs and SoWs for the transition period

The Master Service Agreement (MSA) contains overarching terms and conditions that apply to each of the Statements of Work (SoW). There are separate SoWs for each area of business that a municipality may choose to enter with CMO. Current versions of the documents specify services to include:

- Curbside recycling collection – Municipalities may provide service directly or subcontract the actual collection service. Municipalities are directly responsible for the service standards, specifications, and service level credits contained in the MSA and SoW, even if a contractor provides service under an existing waste collection agreement.
- Depot collection service – This includes operation of the depot. The City would be responsible for monitoring, and segregation of eligible (residential) and ineligible (IC&I) sources.
- Promotion and education (P&E) – This includes assisting CMO in the design and development of P&E material, and incorporation of CMO's P&E materials in the City's communications.
- Public space collection services – This includes a set number of bins in public spaces.

For the most part, if the City proceeds with CMO for the transition period, May 1, 2024, to December 31, 2025, services will remain relatively unchanged. O. Reg 391/21 does not require collection at: industrial or commercial properties, business improvement areas (BIAs), commercial farms, places of worship, weekend campgrounds, commercial properties along residential routes, public facing areas of municipal buildings or facilities (e.g., libraries, arenas), and not-for-profit organizations. Even though the City would be

paying for additional services for locations above that currently receive service, the City's net financial contribution to the transitional Blue Box Program is anticipated to be much less than what it is currently.

CMO's intentions for 2026 (post-transition)

All PROs still have many details to work out for collection services post-2026. CMO has indicated, if a municipality's curbside collection contract extends into or beyond 2026, the municipality could continue to deliver collection services until the contract expires. The main stipulation being that the municipality must execute a subsequent MSA and SoW that will be used to contract for services after January 1, 2026, as part of CMO's collection request for proposal. This document is not available yet. The City is currently in contract with Canadian Waste Management to collect and transport Blue Box materials until November 30th, 2026. If the City were to break the Contract early, on January 1st, 2026, the estimated cost would be \$200,000 including HST.

Post-2026, CMO anticipates that if a municipality decides to be involved, it would be largely limited to a contract administrative role; one that would be built into the CMO's awarded collection contract. An agreement would have to be made between the City and CMO and the stipulations of entering into a MSA and SoW would also apply.

If a municipality does not desire to participate beyond the end of 2025, CMO has indicated it will procure recycling collection services directly with waste collection companies to service broader catchment areas with a variety of other potential changes (days/frequency of service, single/dual stream collection, etc.). No further details on this have been provided yet. CMO has also suggested that municipalities time their garbage and organics collection RFPs to coincide with CMO's timing to allow respondents to submit proposals in parallel for each RFP.

CMO has also suggested that municipalities could continue to operate their existing depots beyond December 31, 2025. Prior to that date, a depot-by-depot assessment will be completed on which they will base decisions about which depots CMO will support in 2026. CMO noted that the number and location of depots will likely be reduced in 2026. They have also indicated effective 2026, Blue Box material dropped off at depots would be segregated by eligible (e.g. residential) and ineligible (e.g. non-residential) sources.

Summary

While alternatives are available, maintaining existing services and corresponding collection contracts as proposed through CMO's transition plan will minimize disruption to Stratford residents, who will be experiencing the full transition to a new system in 2026. It would also ensure costs for early contract termination are avoided. The costs to maintain services considered ineligible, mainly commercial, and industrial, are estimated at \$65,000 for the transition period of May 1, 2024, to December 31, 2025. This is relatively low as these sources only represent a small fraction (~8%) of the

overall collected material. Though the specific details remain to be finalized, it is anticipated that funding from CMO will cover the remaining collection services costs.

Due to the potentially tight timelines for entering into a contract with CMO and to ensure the City can still enter into the necessary multi-year contractual agreements during a period of restricted acts, staff are requesting delegated authorization to negotiate and execute such agreements.

As this legislative change is still being developed, staff will communicate any necessary updates as information is received.

Financial Implications:

Financial impact to current year operating budget:

No impact anticipated to the current year operating budget.

Financial impact on future year operating budget:

Starting in 2024, the City anticipates a significant reduction in recycling services' operating costs. If the City enters into an agreement to maintain existing services, CMO would fund most recycling services. The Blue Box Program currently costs about \$638,600 net cost to operate. The 2022 budget outlines an expense of \$542,000 for bi-weekly collection and \$438,600 for processing. Revenue in the budget includes \$306,000 from the Province for collection services and \$36,000 in revenue from the sale of recyclable material.

Proceeding with CMO and maintaining current recycling service programs in place starting from May 1, 2024, up until the end of 2025 is anticipated to be a net expense to the City to the amount of \$65,000. This is much less than the estimated \$638,600 currently incurred for 2022 and avoids the contractual penalty of up to \$490,000 including HST for early termination of the City's waste collection contract. Post-2026, there will still be a significant reduction in recycling services operating costs, however, it will be dependent on the still-to-be established post-transition service levels.

Link to asset management plan and strategy:

A reduction in municipal equipment and facility assets may occur starting 2026, if the recycling depot and services are discontinued. This has the effect of reducing pressure on the municipal asset replacement plan as well as the reduction in operating costs noted above.

Legal considerations:

The City's solicitor will review any CMO transition contracts.

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.

Widening our Economic Opportunities

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

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 Chief Administrative Officer be authorized to negotiate and enter into a contractual agreement for Blue Box Services with Circular Materials Ontario for the Transition Period of May 1, 2024, to December 31, 2025.

Prepared by:

Adam Ryan, Manager of Public Works

Recommended by:

Taylor Crinklaw, Director of Infrastructure and Development Services

Karmen Krueger, CPA, CA, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: July 27, 2022
To: Infrastructure, Transportation and Safety Sub-committee
From: Chris Bantock, Deputy Clerk
Report #: ITS22-019
Attachments: None

Title: Overnight Parking Strategy

Objective: To follow up on a referral to staff regarding the development of an overnight parking strategy. This report identifies recent administrative adjustments, in addition to recommendations for Council's consideration related to overnight parking.

Background: The City's Traffic and Parking By-law 159-2008 currently prohibits overnight parking as follows:

8. (1) No person shall park a vehicle in any of the following places during the specified times:

(j) on any roadway, shoulder, or City parking lot between 2:00 a.m. and 6:00 a.m., unless otherwise designated.

Historically, Stratford Police have been responsible for enforcing this section of the By-law given that the City's Parking Enforcement Officers do not work overnight. Enforcement of such activity in the past by Stratford Police has been largely completed on a complaint basis, whether residents call Stratford Police directly or the Clerk's Office to advise of overnight parking infractions.

At the October 4, 2021, Finance and Labour Relations Committee meeting, the following resolution was passed:

Committee Decision: THAT the development of an overnight parking enforcement strategy be referred to staff in coordination with Stratford Police Services.

The purpose of this report is to follow up on the above noted resolution with respect to an overnight parking strategy. The strategy proposes to continue recently implemented administrative efforts, in addition to a review of enforcement activity and subsequent fines for Council's consideration.

Analysis: A three pillar overnight parking strategy has been developed by staff in consultation with staff from the Infrastructure and Development Services department and Stratford Police Services. The three pillars are:

1. Enhanced relationship with Stratford Police
2. Enhanced education campaign
3. Review of set fines and offences

Enhanced Relationship with Stratford Police

Recognizing the important role that Stratford Police play in enforcing overnight parking provisions, City staff have been working to increase communications and the way in which overnight parking enforcement is undertaken and tracked. When undertaking enforcement in the past, such actions have typically been reactive. For example, a resident shares concerns with the Clerk's Office about vehicles parking overnight on their street. This concern is then shared with Stratford Police and enforcement of the area is requested. This type of response typically works well to resolve individual cases, however, it does not prevent new contraventions.

In looking at the volume of overnight parking concerns received during different times of the year, most concerns are typically received during winter months. These concerns also present a significant challenge for the City's Public Works staff that are responsible for snow clearing activities. Recognizing this, the Clerk's Office has initiated a more proactive approach to overnight parking enforcement which involves coordinating with Public Works to identify upcoming snow fall events and requesting enforcement activities from Stratford Police leading up to such events. This approach aims to deter individuals who may otherwise park on street overnight from doing so while City snow clearing activities are being undertaken.

Administratively, staff have also created a new tracking tool, shared between the Clerk's Office and Stratford Police, which monitors overnight parking concerns. This tool tracks concerns by type, date, and location, in addition to comments from Stratford Police and if any tickets were issued. While only in place since December of last year, staff are hopeful that this tool will better assist future decision making related to overnight parking.

Enhanced Education Campaign

As noted in the above section, while overnight parking concerns are not absent from warmer months of the year, it is clear that more significant concerns are continuously identified during winter months. Beyond proactive enforcement, staff developed an education campaign to increase awareness of on street overnight parking provisions. To set the campaign up for success, a plan was developed with the City's Corporate Communications Specialist to expand our reached audience and delivery frequency. To address the former, communications were developed across a variety of platforms including Facebook, Twitter, Town Crier, radio, the City's website, and posters displayed

at City Hall and other City facilities. To ensure reminders were also frequent and timely, the plan spanned from December through March and included regularly scheduled posts across all noted platforms, in addition to specific posts for upcoming snow fall events. It is the intent of staff to continue this campaign each year during winter months.

Review of Set Fines and Offences

Having addressed enforcement and communications, the final pillar of the overnight parking strategy is fines. Set fines, as defined under the Provincial Offences Act, 1990, are the amount of fine set by the Chief Justice of the Ontario Court of Justice for an offence for the purpose of proceedings commenced under Part I or II. Being that the set fines under review here are related to parking infractions, the Act identifies such as Part II offences. Furthermore, the Act then permits municipal by-laws to create an offence, subject to there being legislative authority to do so. As it currently stands, the City's Traffic and Parking By-law contains the following provisions which define an offence related to issues identified from overnight parking:

Section 8(1) (No Parking In Unposted Locations) – No person shall park a vehicle in any of the following places during the specified times:

- j) On any roadway, shoulder, or City parking lot between 2:00 a.m. and 6:00 a.m., unless otherwise designated

Section 82 (Towing of Illegally Parked Vehicles) – Where a vehicle has been left parked, standing, or stopped and is:

- c) interfering with snow removal and/or winter maintenance activities

Of the above provisions, section 8(1)(j) is an offence creating provision with set fine amounts approved by the Chief Justice of the Ontario Court of Justice. The set fine for this offence is currently \$15.00 if paid within 7 days, or \$20.00 thereafter.

In a survey of municipal parking fines, conducted in 2019 by the Ontario Transit Commission Parking Committee, Stratford was reported as having the lowest set fine for overnight parking of the 28 municipalities surveyed. For reference, the average set fine amongst these municipalities was just over \$35. Also polled within this survey was the set fine amount for interfering with snow removal. While Stratford does not currently have an approved set fine amount for this offence, surveyed municipalities had an average fine amount at the time of almost \$60.

When speaking recently with several of these municipalities with a set fine for interfering with snow removal, ticketing would often be completed first thing in the morning during regular enforcement hours. Parking enforcement would be notified by snow plow operators of locations where vehicles parked on the street had impacted their ability to properly clear the road. Upon attending these locations, should it be apparent that the vehicle was parked overnight and interfered with snow removal (i.e.

covered in snow and/or plow marks go around or up to the vehicle) then a ticket would be issued. In some municipalities, such as the Town of Collingwood, their police services would continue to ticket for overnight parking infractions. Understanding that not all vehicles parked overnight may be ticketed on a given night, the addition of a set fine for interfering with snow removal should provide increased deterrence to parking overnight during winter months. It is also possible that a vehicle in a single night could receive both a ticket for overnight parking and for interfering with snow removal operations given that the two infractions are separate of one another.

Considering the above, staff recommend imposing a new offence creating provision under the Traffic and Parking By-law and set fine amount for obstructing municipal snow clearing operations. To do so, the following is proposed as an amendment to the Traffic and Parking By-law:

Section 8(1) (No Parking In Unposted Locations) – No person shall park a vehicle in any of the following places during the specified times:

s) in a manner that obstructs municipal snow clearing operations

With respect to a set fine amount for the above, staff recommend an early fine (voluntary payment within 7 days) of \$60 and a set fine of \$80. Setting fines in this amount would put the City in line with other municipalities with the same offence creating provision such as Collingwood, Clarington, Kitchener, Peterborough, and Whitby.

Furthermore, staff are also recommending an update to the set fine amount for parking on a roadway or shoulder between 2:00 a.m. and 6:00 a.m. The current amounts set by the City for this offence are an early fine (voluntary payment within 7 days) of \$15 and set fine of \$20. The recommendation from staff is to match the new fine noted above and increase this to an early fine (voluntary payment within 7 days) of \$60 and set fine of \$80. Again, this puts the City in line with set fine amounts seen in other municipalities.

Should Council approve the recommended updates to the City's Traffic and Parking By-law and the set fine amounts for the offence creating provisions noted above, staff would proceed to make an application to the Ministry of the Attorney General to confirm the new and increased set fine amounts.

Financial Implications:

Financial impact to current year operating budget:

The addition of new and increased set fines will provide for increased revenue within the fines collected of the City's Parking Division. The impact to the current year operating budget is unknown at this time as staff will have to await confirmation from the Ministry of the Attorney General, following Council approval, before beginning to collect these new set fine amounts.

Financial impact on future year operating budget:

Over the last four month winter period of December 1, 2021 to March 21, 2022, Stratford Police Services issued 152 parking tickets for parking on a roadway or shoulder between 2:00 a.m. and 6:00 a.m. If all of these tickets were paid at the current early rate (being \$15.00), the City would have collected \$2,280 in parking fines. If the adjusted set fine was in place, the City would have potentially collected \$9,120. If it is assumed conservatively that 30% of these cases also had interfered with municipal snow clearing operations, this would have added a further potential collection of \$2,700. Based on this, parking fine collection of these same 152 tickets could have the potential to increase over 400% in the future.

Staff would like to note the intent of the proposed amendments is not to increase revenue for the City. The intent is to deter contraventions of the Traffic and Parking By-law and to assist with snow clearing and street sweeping operations.

Alignment with Strategic Priorities:

Not applicable: This report seeks to add and increase set fines for the City of Stratford to deter contraventions of the Traffic and Parking By-law and does not directly relate to any of the Strategic Priorities.

Alignment with One Planet Principles:

Not applicable: This report seeks to add and increase set fines for the City of Stratford to deter contraventions of the Traffic and Parking By-law and does not directly relate to any of the One Planet Principles.

Staff Recommendation: THAT the Clerk be directed to bring forward a by-law to amend Section 8(1) - No Parking In Unposted Locations - of the Traffic and Parking By-law 159-2008, as amended, to add the following:

- **in a manner that obstructs municipal snow clearing operations.**

AND THAT staff be directed to undertake an application to the Ministry of the Attorney General, pursuant to the Provincial Offences Act, for Part II set fines to be utilized as follows:

- 1. \$60 voluntary payment within 7 days and \$80 set fine for parking on a roadway or shoulder between 2:00 a.m. and 6:00 a.m.; and,**
- 2. \$60 voluntary payment within 7 days and \$80 set fine for parking in a manner that obstructs municipal snow clearing operations.**

Prepared by: Chris Bantock, Deputy Clerk
Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
 Karmen Krueger, CPA, CA, Acting Chief Administrative Officer



Active Transportation Advisory Committee

MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, May 25, 2022 at 7:07 p.m., electronically.

Committee Members Present: David Daglish – Chair presiding, Councillor Vassilakos, Bernard Goward, Pat Ranney, Felicity Sutcliffe – Energy & Environment Advisory Committee

Staff Present: Vicky Trotter – Recording Secretary and Nick Sheldon – Project Manager

Also Present: Sarah Merkel – HPPH

Regrets: John Zelek, Donald Hathaway, Lee Chandler and Inspector Jason Clark – Stratford Police Services

1. Call to Order

The Chair called the meeting to order at 7:07 p.m.

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Councillor Vassilakos

Seconded by Felicity Sutcliffe

THAT the minutes from the Active Transportation Advisory Committee meeting dated April 27, 2022 be adopted as printed. Carried

Active Transportation Advisory Committee
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4. Business Arising from Previous Minutes

4.1 T.J. Dolan Trail – Councillor Vassilakos

Councillor Vassilakos requested an update from staff on the status of the T.J. Dolan Trail portion of the Wayfinding project. Nick Sheldon, Project Manager, stated he would follow up with the City Clerk to obtain an update on the project.

Felicity Sutcliffe stated a number of trees have been planted to assist in deterring users from going off trail. Councillor Vassilakos noted the signage to be included is a large trailhead, rules and regulations and trail marker explanation.

Bernard Goward stated the Avon Trail group met with Quin Malott, Manager of Parks, Forestry and Cemetery, to mark locations for 12 posts at key locations for signage and blazes.

4.2 Bike Month 2022 – Sarah Merkel

Sarah Merkel advised the Sub-committee met to discuss bike month and noted the following:

- Request submitted to HPPH Communications Team to promote Bike Month
- Request submitted for graphics support from HPPH
- Request to HPPH Schools Teams to send information out to local schools
- Calendar of events created for the month

Councillor Vassilakos noted that Mike Beitz, Corporate Communications Specialist, can assist the Committee in promoting bike month. She also noted the City does not permit individual groups to have social media accounts.

Ms. Merkel reviewed the events currently on the calendar including:

- Walk and Wheel Wednesdays
- Car Free Friday
- Can-Bike Programs
- Stratford Live Music Festival

A discussion took place and it was determined that Ms. Merkel would contact the Downie Optimists for permission to include their bike rodeo on the events calendar.

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Councillor Vassilakos stated the Cycle Stratford Can-Bike instructional sessions have not confirmed a location at this time due to the cost to rent a portion of the Rotary Complex parking lot and use of the washrooms at the facility. She questioned if a portion of the bike month funds could be used to support the event. The Recording Secretary confirmed that the 2022 budget included \$500 for bike month promotion. Councillor Vassilakos stated the cost for the rental is \$436.80 plus tax.

A discussion took place regarding additional costs for bike month. It was confirmed that the only other costs for bike month would be prizes for the proposed contests including posting a selfie with a specific hashtag.

Motion by Felicity Sutcliffe

Seconded by Pat Ranney

THAT \$300 from the Bike Month Promotion portion of the 2022 Active Transportation Advisory Committee budget be donated to Cycle Stratford to offset the costs to rent the Rotary Complex for the Can-Bike courses. Carried

Ms. Merkel requested the Recording Secretary forward the Bingo Card to members of the Committee for suggestions prior to it being sent to the schools and placed on social media.

A discussion took place regarding the Cycle Success program and having various cycling facilities promoted weekly on social media. It was determined the following members would provide photos for the following dates:

- June 2 - Councillor Vassilakos with Mayor Mathieson on Romeo Street and Mornington Street Bike Lanes
- June 9 - Felicity Sutcliffe & Pat Ranney, Cycle Stratford Social
- June 16 - Sarah Merkel, family biking on McCarthy Avenue and Forman Avenue Bike Lanes
- June 23 - Felicity Sutcliffe & Pat Ranney, multi-use trail on Lorne Avenue
- June 30 - group photo, T.J. Dolan multi-use trail

Ms. Merkel stated the last item for bike month is the bike valet at the Farmer's Market on Saturdays. Councillor Vassilakos noted that volunteers must be present in order to have the bike valet at the Market. Additionally, a motion could be made to have Community Services add additional bike racks at the Rotary Complex. Nick Sheldon, Project Manager, confirmed that Public Works stores bike racks, which are owned by the Stratford City Centre BIA and there are pre-determined locations for the racks. It would need to be confirmed if there are any extras.

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Councillor Vassilakos noted that large bike racks were installed at the library and York Street. It was suggested that completing a review of areas outside the downtown core which would benefit from bike racks would be helpful. A brief discussion took place and it was determined that additional bike rack locations should be discussed at a subsequent meeting and input should be obtained from Cycle Stratford.

A discussion took place regarding availability of volunteers for the bike valet at the Market. It was determined there were sufficient volunteers to proceed with placing the bike valet at the Market and time to promote for June 18 only.

Councillor Vassilakos noted four prizes valued at \$50 each for the bike month contests would be sufficient.

Motion by Councillor Vassilakos

Seconded by Pat Ranney

THAT \$200 of the \$500 in the 2022 Active Transportation Advisory Committee budget for Cycle Month Promotion be used towards four prizes for the June 2022 Bike Month in principle, provided that there are no concerns from staff. Carried

5. New Business

5.1 Status of Report Card Project

David Daglish noted the Report Card Project was led by Councillor Burbach who is currently on a leave of absence. Councillor Vassilakos indicated she would follow up with Councillor Burbach and requested the item be relisted on the June agenda.

5.2 Status of Avon Trail Wayfinding Project

This item was discussed under Item 4.1.

5.3 Speed Limits – Donald Hathaway

Nick Sheldon, Project Manager, confirmed that the recommendation regarding a reduction in speed limit to 40km/h has been referred to staff. Mr. Sheldon advised there is currently no timeline on when a report will be completed.

5.4 Cleaning of Bike Lanes

David Daglish advised John Zelek raised a concern regarding bike lanes being cleaned of debris. He noted the Recording Secretary provided information from Public Works that concerns should be remitted through the Report a Problem portion of the City's Website. Councillor Vassilakos noted that when a concern is remitted through this process a work order is created. Sarah Merkel stated she

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used Report a Problem on the website regarding debris on the road and Public Works attended the following day.

5.5 Sidewalk Stencils

Sarah Merkel noted sidewalk stencils and required supplies were purchased prior to the pandemic to paint in school zones. Approval was granted by the City at that time. Ms. Merkel confirmed the stencils and supplies are located at Public Works and questioned if they could be painted prior to the return to school in the fall. Councillor Vassilakos requested the Recording Secretary connect with staff on this matter. Ms. Merkel asked for her contact information be provided to appropriate staff to review the current mapping of locations for the project.

6. Date of Next Meeting – June 22, 2022 at 7:00 p.m., electronically

7. Adjournment

Motion by Councillor Vassilakos

Seconded by Felicity Sutcliffe

THAT the May 25, 2022, ATAC meeting adjourn. Carried

Start Time: 7:07 P.M.

End Time: 8:05 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on April 7, 2022 at 4:00 p.m., electronically.

Committee Members Present: Councillor Jo-Dee Burbach – Chair Presiding, Craig Merkley, Councillor Bonnie Henderson, Vanni Azzano, Sammie Orr, Mike Sullivan, Anita Jacobsen, Felicity Sutcliffe, Patricia Osoko, Geoff Krauter, Emily Skelding, Mike Jorna

Staff Present: Adam Ryan – Manager of Public Works, Casey Riehl – Recording Secretary

Absent: Kate Simpson – Waste Reduction Coordinator

1. Call to Order

Councillor Burbach, Chair presiding, called the meeting to order at 4:03 p.m.

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of Previous Minutes

Motion by Mike Sullivan

Seconded by Craig Merkley

THAT the minutes from the Energy & Environment Advisory Committee meeting dated March 3, 2022, be adopted as printed. Carried

4. Delegate: Adam Ryan, Manager of Public Works – Salt Management Plan

Adam Ryan, Manager of Public Works, reported that they implemented a Public Works Winter Operations Plan in 2020 that was endorsed and adopted by City Council. Part of the plan is to outline how Public Works performs their winter operations, hours of services, types of equipment used and a brief materials list. Salt and salt brine are included in the materials list to fight snow and ice in the city.

Geoff Krauter now present at the meeting at 4:05 p.m.

Energy & Environment Advisory Committee
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They have included a specific salt management portion to the Winter Operations Plan, showing the City's commitment to reducing the environmental effects of excessive salt use and also ensures that Stratford remains consistent with Environment Canada's stated objectives. Staff has been working on this section, with a few areas still under review to be finalized.

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

Along with the types of equipment used, the plan also shows the application rates. The City currently uses electronic salt application devices in all of the trucks, and they get calibrated annually before the winter season to ensure that they are spreading the least amount of salt, while maintaining safe sidewalks, roadways, and parking lots.

Mr. Ryan stated that using salt brine is an efficient way for staff to manage the roadways and sidewalks. It prohibits the excessive build-up of ice and also reduces the amount of actual rock salt used during an event. The brine used in the last few years, contributes to less salt being used. In 2019, Public Works used 3800 tons of salt in the City of Stratford, in 2020 they used 50,000 liters of brine, reducing rock salt usage to 2500 tons.

A large part of the plan is to identify the salt-vulnerable areas within the City, such as roads and sidewalks that are near bodies of water, including bridges. Staff is working with conservation authorities to completely identify all the salt-vulnerable areas to map them out and reduce the application amounts in those areas.

Mr. Ryan stated that the Winter Operations Plan will be a living document that staff will review and update annually. Once the current updates are complete, he will forward a copy to E&E.

The final section in the plan is best practices. It outlines the best practices through the Transportation Association of Canada and shows what the current practices are in Stratford. The goal will be to continuously make improvements to this section.

Sammie Orr inquired if staff has considered using any other substances other than salt. Mr. Ryan reported that they do always look into alternative solutions, and they do use some sand (pickled sand – 60% sand, 40% salt). The sand is used when it gets much colder, generally salt becomes less effective below -10. There is no melting action with sand, it is strictly for traction.

Mike Jorna inquired about the reduction of 1000 tons of salt between 2019 and 2020 by the use of brine and if the City purchases the brine or whether it is mixed. Mr. Ryan stated that they purchase the brine, as Stratford's Public Works yard does not allow for this. Mr. Jorna inquired if there is a difference in the overall amount of salt that ends up in the river and whether both the brine and the rock salt end up there. Mr. Ryan stated that they do not spread the brine on all of the City streets, it is limited and not used near the river. However he does recognize that eventually it does find its' way

into the waterways. Studies show that with the direct application of the brine onto the roadway, there is no bounce-off like the rock salt onto the shoulder or boulevard. Mr. Jorna further inquired if potassium chloride is any more benign for the river system than sodium chloride. Mr. Ryan stated that they are currently researching it as part of the plan.

Vanni Azzano stated that even sand will find its way into the waterways and increase siltation. He inquired if calcium chloride has ever been used at the municipal level, or whether it is so cost-prohibitive it has not been considered an option. Mr. Ryan stated that cost is the main factor for not using it.

Mike Sullivan inquired if the Province pays for any of the road clearing for the Provincial highways or whether it is all paid for by the City of Stratford. Mr. Ryan stated that the City pays for it all.

Craig Merkley inquired if the calibration of the trucks at the beginning of the season holds for the whole winter. Mr. Ryan stated that they do bring the trucks in periodically throughout the season if the operators feel that the truck is spreading differently, or something does not seem right. They also check the calibration when the trucks are in for general maintenance. Mr. Merkley inquired if the sidewalk spreaders can turn the salt off at intersections. He questioned whether it is something that happens automatically or whether it is done manually by the driver. He noted that he has seen piles of salt at the corners where the spreader sits. Mr. Ryan stated that most of the sidewalk spreaders are older models and only have manual shutoffs. In this case, it will be driver error for not shutting it off while stopped at an intersection. Staff has looked into adding manual shutoffs to some of the older models. Mr. Merkley inquired on the status of using beet juice technology. Mr. Ryan stated that using beet juice was not practical. Prices began to increase and there were many complaints regarding the discolouration of everything that touched it, i.e. cars, boots, pants.

Mike Sullivan inquired if the UTRCA tests the water for salt levels at different times throughout the year. Craig Merkley stated that they do test the water, however, does not believe that they test for salt on a routine basis. He stated the Ministry of the Environment may test it as part of their routine, however the closest testing station downstream from Stratford is on Road 20. Councillor Burbach inquired if someone from A.R.E.A could test for salt. Mr. Merkley advised he would contact a representative to inquire. Vanni Azzano added that in the Avon River Watershed report card from 2017, it looked at chloride (road salt) and the levels have increased steadily in the 1980's but have shown improvement in recent years and remain below the Provincial guideline.

Councillor Henderson inquired if Craig Merkley could inquire with A.R.E.A if they could provide E&E an overall water report for the Avon River. Mr. Merkley stated he has the most recent figures and will provide a report to members.

Emily Skelding inquired if a lot of the salt gets captured in the storm drains and gets treated at the treatment facility. Craig Merkley stated that no it does not, and it goes directly into the waterways, which is common for municipalities.

Councillor Henderson inquired if in Southwestern Ontario, whether anyone is completing any studies on how to reduce the use of road salt. Mr. Ryan stated that it is really up to the individual municipalities' preference and the level of service that they want to provide. It is on the radar for all municipalities, and they work towards finding ways to limit the amount they are using, such as automatic spreaders and operator training.

Mike Jorna stated that in the past, one of the greatest improvements of the salinity of the Avon River occurred when they moved the snow dump away from the Old Grove to the landfill site. He questioned where the snow is taken currently. Mr. Ryan stated that it is still taken to an area near the landfill site.

Adam Ryan, Manager of Public Works, departed the meeting at 4:33 p.m.

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

Ecological

Craig Merkley reported that the work has been completed along the shoreline, the rocks on the south side near the Tom Patterson Theatre have all been fixed and they reinforced the toe slope.

E&E received the \$5,000.00 grant they applied for with the Invasive Species Council of Canada. The funds will be used over the next couple of years to help control invasive species in the T.J. Dolan area.

Vanni Azzano reported that the Tree Power event is taking place this Saturday and all the trees have been sold.

Craig Merkley stated that on April 23rd they will be doing a walk around the Lake as part of Green Week to see the recent work completed if anyone wants to join the tour.

Carbon Reduction

Emily Skelding reported that they are in talks with Climate Momentum to possibly set up a table on April 23rd during their event to talk about the greener homes grant. Councillor Henderson advised she has the E&E banner.

I.C.I. Waste Reduction

Sammie Orr reported that they have been focusing on supermarkets and grocery stores reducing plastics. They are looking at a Green Star type of program to honour businesses for their environmental initiatives, similar to the program in St. Marys.

6. Update from Active Transportation Advisory Committee

Felicity Sutcliffe updated the committee that Sarah Merkel from HPHA held a visioning session with members, discussing items they would like to see included in the transportation master plan as preparation for the upcoming stakeholders meeting.

7. Business Arising from Previous Minutes

7.1 Land Acknowledgement Update – Councillor Burbach

Councillor Burbach reported that staff has reached out to Indigenous groups in the area and have not received much feedback. Staff will continue to work on consultation activities to properly prepare a land acknowledgement.

7.2 Update on Climate Action Plan/Tax Deferral Program to Encourage Green Development in Stratford – Councillor Burbach

Councillor Burbach reported that the Climate Action Plan Working Group is making progress. The working group is made up of senior staff, with the plan to expand the members if needed. They are currently focusing on defining the staff role of the Climate Co-ordinator. The goal is to have the Co-ordinator hired by June 2022.

Mike Sullivan has sent E&E members a document from the Federation of Canadian Municipalities about creating green development standards and their suggestion that it should be part of a City's official plan. He inquired if Councillor Burbach approached the Climate Action Plan Working group about E&E doing a presentation. Councillor Burbach stated that they would welcome a presentation from E&E, however, would like to wait until the Climate Change Co-ordinator is hired. As they will be heading the project, it makes sense that they are there for the discussion.

Mike Sullivan inquired about the recent plan to sell off surplus land to developers for attainable housing for half price and also half price development charges. It was questioned whether there is any notion of green development standards being applied to this or whether these types of sales are going to slip through before any climate action plan takes place. Councillor Henderson will contact Joani Gerber, CEO of investStratford, to inquire if she can provide some information on what the green component of the grant is.

7.3 Update from Council on Trow Avenue Development

No new updates to report.

8. New Business

8.1 FCM – Green Development Standards

Mike Jorna suggested E&E review the document Mike Sullivan provided and prepare for a discussion at the May meeting. The Committee could pass a

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resolution requesting Council consider adopting the report or at the very least the areas that apply to Stratford.

9. Upcoming Events

- Festival Hydro Tree Power Event – Saturday, April 9, 2022 (8-2 p.m.)
- River Clean Up – Saturday, April 23, 2022 (10-12 p.m.)

10. Date of Next Meeting – May 5, 2022 – 4:00 p.m., electronically

11. Adjournment

Motion by Emily Skelding

Seconded by Vanni Azzano

THAT the April 7, 2022 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:03 P.M.

Meeting End Time: 5:12 P.M.