



Stratford City Council
Regular Council Open Session
AGENDA

- Meeting #:** 4702nd
Date: Monday, September 26, 2022
Time: 7:00 P.M.
Location: Electronic Meeting
- Council Present:** Mayor Mathieson - Chair Presiding, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos
- Staff Present:** Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, David St. Louis - Director of Community Services, Kim McElroy - Director of Social Services, John Paradis - Fire Chief, Taylor Crinklaw - Director of Infrastructure and Development Services, Karmen Krueger - Director of Corporate Services, Naeem Khan - Chief Technology and Security Officer, Chris Bantock - Deputy Clerk, Jodi Akins - Council Clerk Secretary, Neil Anderson - Deputy Fire Chief, Kevin Bonnell - Manager of Diversity, Equity and Indigenous Initiatives

To watch the Council meeting live, please click the following link: <https://stratford-ca.zoom.us/j/85191017380?pwd=VnJHRGdmZ0pORzMvWXBkV3JBeVZMUT09>
A video recording of the meeting will also be available through a link on the City's website at <https://www.stratford.ca/en/index.aspx> following the meeting.

Pages

1. Call to Order:

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

Councillors Beatty and Bunting provided regrets for this meeting.

Moment of Silent Reflection

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

The *Municipal Conflict of Interest Act* requires any member of Council declaring

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

Name, Item and General Nature of Pecuniary Interest

3. Adoption of the Minutes:

9 - 23

Motion by

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated September 12, 2022 be adopted as printed.

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

Motion by

THAT the Addendum/Addenda to the Regular Agenda of Council and Standing Committees dated September 26, 2022 be added to the Agenda as printed.

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

5.1. At the September 26, 2022, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

4.1 Draft Lease Agreements with the Stratford Festival for the Discovery Center and the Municipal Parking Lot - A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k));

4.2 Appointment to Corporate Leadership Team - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)), and Labour relations or employee negotiations (section 239.(2)(d));

4.3 Code of Conduct Legal Matter - Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)).

6. Hearings of Deputations and Presentations:

6.1. National Day for Truth and Reconciliation Presentation by the Manager of Diversity, Equity and Indigenous Initiatives

The Manager of Diversity, Equity and Indigenous Initiatives will provide a

presentation on National Day for Truth and Reconciliation, and the events planned for the City of Stratford on September 30, 2022, to observe that day.

7. Orders of the Day:

7.1. Resolution - Vivian Line 37 Road Widening (COU22-068) 24 - 26

Motion by

Staff Recommendation: THAT The Corporation of the City of Stratford accept Part 3 Plan 44R-5942 as public highway and dedicate it as forming part of Vivian Line 37.

7.2. Resolution - Supply and Deliver One New Vacuum/Flusher Combo Unit (COU22-070) 27 - 29

Motion by

Staff Recommendation: THAT Council accept the Tender [T2022-24] from JD Brule Equipment for the purchase of a Combination Vacuum/ Flusher Unit at a total cost of \$665,570.00, including HST, to improve the efficiency and service level of the Fleet Division for the City of Stratford while continuing to focus on the reduction of greenhouse gas emissions.

7.3. Proclamation - Fire Prevention Week 2022

This year's Fire Prevention Week campaign, "Fire Won't Wait. Plan Your Escape", works to educate everyone about simple but important actions they can take to keep themselves and those around them safe from home fires.

From October 9 – 15, 2022, the Stratford Fire Department will participate in Fire Prevention Week through the following engagement opportunities:

- Promotion of fire safety through various platforms;
- Partnering with community businesses to help spread fire safety messaging; and
- Fire Prevention booth set up at Festival Market Place (Canadian Tire) with educational materials and a Fire Prevention Officer on hand to engage with the public.

Motion by

THAT City Council hereby proclaims the week of October 9 – 15, 2022 as "Fire Prevention Week" in the City of Stratford.

- 7.4. Proclamation - Light It Up! for NDEAM Day** 30
- Motion by
THAT Stratford City Council hereby proclaims October 20, 2022 as "Light It Up! For NDEAM Day" in the City of Stratford in recognition of National Disability Employment Awareness Month (NDEAM) and the many ways people who have a disability contribute to businesses and communities across Canada.
- 7.5. Resolution - T-2022-32 Concrete Sidewalk Installation (COU22-071)** 31 - 35
- Motion by
Staff Recommendation: THAT the Tender (T-2022-32) for the Concrete Sidewalk Installation Contract be awarded to 465929 Ontario Ltd. o/a Nicholson Concrete at a total tender price of \$338,050.80, including HST;
AND THAT the Mayor and City Clerk, or their respective delegates, be authorized to sign the necessary Contract Agreement.
- 7.6. Resolution - Electronic Monitoring Policy (COU22-072)** 36 - 43
- Motion by
Staff Recommendation: THAT the City's Electronic Monitoring Policy H.1.35 be adopted.
- 7.7. Resolution - Emergency Response Plan Amendment (COU22-073)** 44 - 66
- Motion by
Staff Recommendation: THAT City Council approve the City of Stratford Emergency Response Plan amendments proposed by the Community Emergency Management Coordinator and as recommended by the City of Stratford Emergency Control Group.
- 7.8. Resolution - Establishment of the 2022-2026 Joint Compliance Audit Committee (COU22-074)** 67 - 89
- Motion by
Staff Recommendation: THAT the report titled, "Establishment of the 2022-2026 Joint Compliance Audit Committee" (COU22-074), be received;
THAT the Terms of Reference for the Joint Compliance Audit Committee as detailed in Attachment 1 to this report (COU22-074), be approved;
AND THAT a by-law be considered to establish and approve the appointment of members to a Joint Compliance Audit Committee for the

2022 – 2026 term of Council.

8. Business for Which Previous Notice Has Been Given:

None scheduled.

9. Reports of the Standing Committees:

9.1. Report of the Planning and Heritage Committee:

Motion by

THAT the Report of the Planning and Heritage Committee dated September 26, 2022 be adopted as printed.

9.1.1. Stratford Perth Museum Remembrance Day Sign By-law Variance (PLA22-031)

90 - 94

THAT the request by the Royal Canadian Legion Stratford Branch 8, be granted under section 24 of the Sign By-law 159-2004 on the basis of the special circumstances or conditions applying, to erect two signs on the existing mounting brackets/designated spaces on City Hall for a maximum of fourteen (14) days provided the organization obtains an annual sign permit;

THAT the above noted sign variance be in effect until December 1, 2032;

THAT the request by the Royal Canadian Legion Stratford Branch 8, be granted under section 24 of the Sign By-law 159-2004, on the basis of the special circumstances or conditions applying, to erect up to 100 banner signs on existing light standards in the downtown core and on Ontario and Huron Streets with 10 signs being added annually until the amount of 100 banner signs has been met;

THAT the above noted sign variance be in effect until December 1, 2032;

THAT the 2022 permit fees for the Legion be funded from the Community Grants Budget;

AND THAT the funding in subsequent years of the annual permit fees for the Legion be referred to the Community Grants Committee for review by the Grant Committee.

10. Notice of Intent:

None scheduled.

11. Reading of the By-laws:

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

Motion by

THAT By-laws 11.1 to 11.7 be taken collectively.

Motion by

THAT By-laws 11.1 to 11.7 be read a First and Second Time.

Motion by

THAT By-laws 11.1 to 11.7 be read a Third Time and Finally Passed.

- | | | |
|--------------|--|-----------|
| 11.1. | Accept Transfer from Vivian North Limited of Part 3, Reference Plan 44R-5942 | 95 |
| | To accept the transfer (conveyance) from Vivian North Limited of Part 3 on Reference Plan 44R-5942 as a condition of Site Plan Agreement 04-22 for 3202 Vivian Line 37. | |
| 11.2. | Dedication of Part 3, Reference Plan 44R-5942 as Public Highway Forming Part of Vivian Line 37 | 96 |
| | To dedicate Part 3 on Reference Plan 44R-5942, as public highway forming part of Vivian Line 37 in the City of Stratford. | |
| 11.3. | Award Tender for a Combination Vacuum and Flusher Unit | 97 |
| | To authorize the acceptance of a tender by JD Brule Equipment for the purchase of a Combination Vacuum and Flusher Unit [T-2022-24]. | |
| 11.4. | Appoint Members to the Joint Compliance Audit Committee for the 2022-2026 Term of Council | 98 - 99 |
| | To appoint members to the Joint Compliance Audit Committee for the 2022-2026 term of Council under the Municipal Elections Act, 1996, as amended. | |
| 11.5. | Delegation of Authority to Enter into Site Alteration Agreements | 100 - 102 |
| | To amend By-law 135-2017, as amended, to delegate Council's authority to the City Clerk and Director of Infrastructure and Development Services or City Clerk and the Chief Administrative Officer to enter into Site Alteration Agreements. | |

- 11.6. Adopt Revisions to the Emergency Response Plan for the City of Stratford** 103 - 123
- To amend By-law 111-2008 as amended, to adopt revisions to the Emergency Response Plan for The Corporation of the City of Stratford.
- 11.7. Award Tender for the Concrete Sidewalk Installation Contract** 124
- To authorize the acceptance of a tender by 465929 Ontario Ltd. o/a Nicholson Concrete for the Concrete Sidewalk Installation Contract [T-2022-32].
- 12. Consent Agenda: CA-2022-105 to CA-2022-111** 125 - 130
- Council to advise if they wish to consider any items listed on the Consent Agenda.
- 13. New Business:**
- 14. Adjournment to Standing Committees:**
- The next Regular Council meeting is Tuesday, October 11, 2022 at 7:00 p.m.
- Motion by
THAT the Council meeting adjourn to convene into Standing Committees as follows:
- **Finance and Labour Relations Committee [7:05 p.m. or thereafter following the Regular Council meeting];**
- and to Committee of the Whole if necessary, and to reconvene into Council.**
- 15. Council Reconvene:**
- 15.1. Declarations of Pecuniary Interest made at Standing Committees**
- The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.
- Declarations of Pecuniary Interest made at Standing Committee meetings held on September 26, 2022 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest**15.2. Committee Reports****15.2.1. Finance and Labour Relations Committee**

Motion by

THAT Item 4.1 of the Finance and Labour Relations Committee meeting dated September 26, 2022 be adopted as follows:

4.1 Draft 2020 Audited Financial Statements (FIN22-039)

THAT the report titled, "Draft 2020 Audited Financial Statements" (FIN22-039), be received for information;

AND THAT the Draft 2020 Audited Financial Statements be approved and finalized.

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

131

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

By-law 11.8 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on September 26, 2022.

Motion by

THAT By-law 11.8 be read a First and Second Time.

Motion by

THAT By-law 11.8 be read a Third Time and Finally Passed.

15.4. Adjournment of Council Meeting

Meeting Start Time:

Meeting End Time:

Motion by

THAT the September 26, 2022 Regular Council meeting adjourn.



Stratford City Council Regular Council Open Session MINUTES

Meeting #:	4700th
Date:	Monday, September 12, 2022
Time:	7:00 P.M.
Location:	Electronic Meeting
Council Present in Council Chamber:	Mayor Mathieson - Chair Presiding
Council Present Electronically:	Councillor Beatty, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos
Regrets:	Councillor Bunting
Staff Present in Council Chamber:	Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Karmen Krueger - Director of Corporate Services, Chris Bantock - Deputy Clerk
Staff Present Electronically:	David St. Louis - Director of Community Services, Kim McElroy - Director of Social Services, John Paradis - Fire Chief, Taylor Crinklaw - Director of Infrastructure and Development Services, Anne Kircos - Acting Director of Human Resources, Jodi Akins - Council Clerk Secretary, Michael Mousley - Manager of Transit, Quin Malott - Manager of Parks, Forestry and Cemetery, Nate Smith - Supervisor of Transit
Also Present:	Members of the Public and Media

1. Call to Order:

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

A moment of silent reflection was held for the passing of Her Majesty Queen Elizabeth the 2nd.

Mayor Mathieson advised a condolence book is available for signing by members of the public at the Destination Stratford office. The book will be delivered to Buckingham Palace. There will also be a community vigil in Market Square to honour her Majesty. Further details will be forthcoming and shared with the public as they become available.

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

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

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a Member at the September 12, 2022, Regular Council meeting.

3. Adoption of the Minutes:

R2022-346

Motion by Councillor Ingram

Seconded by Councillor Gaffney

THAT the Minutes of the Regular Meeting dated August 8, 2022 and the Special Meetings dated August 10, 2022 and August 29, 2022 of Council of The Corporation of the City of Stratford be adopted as printed.

Carried

4. Adoption of the Addendum to the Agenda:

There was no addendum to the September 12, 2022 Regular Council meeting.

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

5.1 At the September 12, 2022, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

4.1 Arbitration Update - Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board

(section 239.(2)(e)), and Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)), and A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k));

4.2 Human Resources Matter - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)), and Labour relations or employee negotiations (section 239.(2)(d)).

At the In-camera session, direction was given on both items.

6. Hearings of Deputations and Presentations:

6.1 Presentation by the Stratford Tennis Club Regarding Winter Tennis

R2022-347

Motion by Councillor Ritsma

Seconded by Councillor Burbach

THAT Stephen Fischer, on behalf of the Stratford Tennis Club, be heard regarding winter tennis.

Carried

Stephen Fischer, on behalf of the Stratford Tennis Club, provided an overview of the winter tennis program, noting the following highlights:

- Tennis Clubs of Canada completed a survey of the Stratford Tennis Club members in the spring and will be holding the favourite sessions throughout the winter;
- The summer manager and student employees have been hired or contacted about working for the winter tennis program;
- Stratford has a higher number of seniors participating in tennis programs than surrounding clubs;
- There is an emphasis placed on youth and examples of the programming were provided;
- The "bubble" or "dome" will be installed at the beginning of October and taken down at the end of April and stored at the Tennis Clubs of Canada storage facility;

- Tennis Clubs of Canada will be running the winter tennis program for 7 months of the year and charging their own rates;
- Stratford Tennis will be operating during the five months suitable for outdoor play; and
- An overview of court fees was provided.

In response to questions from Council, Mr. Fisher responded that:

- Tennis Clubs of Canada is running the winter tennis program;
- The dome will be heated by gas, however, the dome is 93% transparent which means no lights are required during the day and it warms up like a greenhouse, reducing lighting and heating costs;
- An explanation of the fabric was provided;
- the first installation of the dome will take four days and two days in the years after; and
- There are no costs to the City for this project.

R2022-348

Motion by Councillor Vassilakos

Seconded by Councillor Ingram

THAT the Report titled, "Stratford Tennis Club Winter Tennis" (COU22-067) be received for information.

City staff and the Stratford Tennis Club were thanked for bringing the report and presentation forward for Council's information.

It was noted the Energy and Environment Committee had some questions and were advised that the dome will be installed with no harm to vegetation. It was noted that some of the nearby trees will be trimmed, however.

It was further noted that the City is not benefitting from rental fees paid by the Tennis Clubs of Canada. It was stated that the agreement between the City and the Stratford Tennis Club is for 12 months of the year and they have found a way to utilize the court for the seven months they do not use it.

Mayor Mathieson called the question on the motion.

Carried

7. Orders of the Day:**7.1 Proclamation - Child Care Worker and Early Childhood Educator Appreciation Day**

R2022-349

Motion by Councillor Ingram**Seconded by** Councillor Sebben

THAT Stratford City Council hereby proclaims October 18, 2022 as the 22nd Annual "Child Care Worker & Early Childhood Educator Appreciation Day" in the City of Stratford in recognition of the education, dedication and commitment of childcare workers to children, their families and quality of life in the community.

Carried

7.2 Resolution - Restricted Acts in a Municipal Election Year 2022 – Follow-up (COU22-063)

R2022-350

Motion by Councillor Vassilakos**Seconded by** Councillor Burbach

THAT the report titled, "Restricted Acts in a Municipal Election Year 2022 – Follow-up" (COU22-063), be received for information.

Carried

7.3 Resolution - Contribution Payment Agreement for Bus Electrification Study (COU22-064)

R2022-351

Motion by Councillor Gaffney**Seconded by** Councillor Ritsma

THAT The Corporation of the City of Stratford enter into a Contribution Agreement between Her Majesty the Queen in Right of Canada as represented by the Minister of Infrastructure and Communities, and referred to as the Minister of Intergovernmental Affairs, Infrastructure and Communities, for the study of bus fleet electrification through the Zero Emissions Transit Fund;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Contribution Agreement and any other related documents.

Carried

7.4 Resolution - Supply and Deliver One New Mechanical Street Sweeper (COU22-065)

R2022-352

Motion by Councillor Ingram

Seconded by Councillor Vassilakos

THAT Council accept the Tender [T-2022-22] from A&G The Road Cleaners Ltd., for the purchase of a single-engine street sweeper at a total cost of \$422,620.00, including HST, to improve the efficiency and service level of the Fleet Division for the City of Stratford while continuing to focus on the reduction of greenhouse gas emissions.

Carried

7.5 Resolution - Transit Bench Advertising Program 2022 (COU22-066)

R2022-353

Motion by Councillor Henderson

Seconded by Councillor Gaffney

THAT the report titled, "Transit Bench Advertising Program 2022" (COU22-066), be received;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement with Creative Outdoor Advertising for advertising on transit benches for a period of ten (10) years to 2032.

In response to questioning by Council, the Manager of Transit advised of the following:

- Staff try to avoid locating benches and shelters in residential areas as it is difficult to locate them on the City's right of way in those areas;
- From an advertising perspective, the main streets receive the most visibility;

- The contract is for a period of ten (10) years as it will take longer for the company to receive a return on investment as there are only 20-30 benches in Stratford;
- There are no conditions to the 30 day exit clause;
- If the City does not wish to renew after ten (10) years, there is an opportunity to negotiate to keep the assets;
- The benches to be installed will be in addition to current benches located in the shelters; and
- Barrier-free benches will be installed outside of the shelters.

Concern and opposition were noted with this program by members of Council. Concerns related to the possibility of the benches looking tired and dated over time, commercialization, lack of visual appeal and the potential for the advertising space to remain vacant for long periods of time.

In response to whether staff plan to locate a bench at every stop, the Manager stated there will be many additional locations considered down the road. Staff try to keep the benches and shelters off private property and many bus stop locations would need to be moved in order to have the bench and shelter located in the City's right of way. Staff continue to investigate options.

It was questioned whether a report would be presented to Council in the future if consideration were to be given to installing benches in residential areas. The Manager stated that if staff thought it would be beneficial to implement this program in residential areas in the future that it would be brought back to Council for consideration. The Manager reiterated that staff are striving to keep this program out of residential areas.

It was questioned and confirmed that at present there are 300 bus stops and 61 bus shelters in the City.

Mayor Mathieson called the question on the motion.

Carried

8. Business for Which Previous Notice Has Been Given:

None scheduled.

9. Reports of the Standing Committees:**9.1 Report of the Infrastructure, Transportation and Safety Committee:**

R2022-354

Motion by Councillor Vassilakos**Seconded by** Councillor Burbach**THAT the Report of the Infrastructure, Transportation and Safety Committee dated September 12, 2022 be adopted as printed.**

In response to questioning from Council, the Director of Infrastructure and Development Services advised replacements typically occur as a reactive response when something happens in someone's home. Only a small handful are completed per year. To date, \$8,100 in subsidy has been claimed, which is about 4 projects.

Mayor Mathieson called the question on the motion.

Carried**9.1.1 Basement Isolation Subsidy Program Updates (ITS22-020)**

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.

9.1.2 Bicycle Lanes on Fraser Drive and Forman Avenue (ITS22-008)

THAT the report titled "Bicycle Lanes on Fraser Drive and Forman Avenue" (ITS22-008), be received for information.

9.2 Report of the Planning and Heritage Committee:

R2022-355

Motion by Councillor Ritsma**Seconded by** Councillor Burbach**THAT the Report of the Planning and Heritage Committee dated September 12, 2022 be adopted as printed.**

In response to a question from Council about fire truck turning radius, the Fire Chief stated that the Infrastructure and Development Services department considers their required setbacks when reviewing applications. If there was a potential concern, they would have brought a fire truck out to test the setback.

Mayor Mathieson called the question on the motion.

Carried

9.2.1 Variance for ground sign to be erected on 166-194 Ontario Street (PLA22-029)

THAT the variance request by the owner of 166-194 Ontario Street be approved to allow a zero-metre setback to the front property line for a new ground sign provided the sign is located approximately 5.3 metres east of the existing sign location and owner will install bollards to protect the sign base from vehicle impact;

AND THAT prior to issuance of a sign permit, the owner will enter into an encroachment agreement with the City for the parking spaces fronting Ontario street or remove the encroachment.

9.3 Report of the Finance and Labour Relations Committee:

R2022-356

Motion by Councillor Gaffney

Seconded by Councillor Clifford

THAT the Report of the Finance and Labour Relations Committee dated September 12, 2022 be adopted as printed.

Opposition to the motion was noted by a member due to no target being set for a potential increase.

Mayor Mathieson called the question on the motion.

Carried

9.3.1 Proposed 2023 Budget Process and Tentative Schedule (FIN22-030)

THAT the report titled, "Proposed 2023 Budget Process and Tentative Schedule" (FIN22-030), be received for information;

THAT the following Finance and Labour Relations Committee meeting dates be scheduled as 2023 Budget Meetings:

- November 29, 2022 'Municipal Budgeting' education and training session
- January 10, 2023, first budget deliberation meeting
- January 24, 2023, second budget deliberation meeting
- February 7, 2023, third budget deliberation meeting
- February 21, 2023, recommend adoption of the 2023 Operating and Capital Budget and seek direction to prepare and bring the Budget By-law to a future Regular Council meeting in March for consideration;

AND THAT no direction be provided on any specific known initiatives to be considered, changes or additions to capital projects identified in the 10-year capital forecasts, changes in service levels or activities to advance the approved strategic priority goals to be considered for the 2023 fiscal year at this time.

9.4 Report of the Social Services Committee

R2022-357

Motion by Councillor Henderson

Seconded by Councillor Burbach

THAT the Report of the Social Services Committee dated September 12, 2022 be adopted as printed.

An update was requested on the 200 Britannia Street Affordable Housing Project. The Director of Social Services advised the project remains within the current approved budget. If the situation changes information will be brought forward to Council.

Mayor Mathieson called the question on the motion.

Carried

9.4.1 Annual Community Income Tax Clinic for Completion of 2021 returns (SOC22-009)

THAT the report titled, "Annual Community Income Tax Clinic for Completion of 2021 Returns" (SOC22-009), be received for information;

AND THAT Social Services issue a thank you on behalf of the City of Stratford, to all businesses that offered and provided their support and services.

9.4.2 200 Britannia Street Affordable Housing Project Update (SOC22-010)

THAT the report titled, "200 Britannia Street Affordable Housing Project Update" (SOC22-010), be received for information.

10. Notice of Intent:

None scheduled.

11. Reading of the By-laws:

The following By-laws required First and Second Readings and Third and Final Readings and could have been taken collectively upon unanimous vote of Council present.

A request was made to take Item 11.3 separately.

R2022-358

Motion by Councillor Beatty

Seconded by Councillor Ritsma

THAT By-laws 109-2022 to 110-2022 be taken collectively.

Carried unanimously

R2022-359

Motion by Councillor Burbach

Seconded by Councillor Vassilakos

THAT By-laws 109-2022 to 110-2022 be read a First and Second Time.

Carried two-thirds support

R2022-360

Motion by Councillor Clifford

Seconded by Councillor Gaffney

THAT By-laws 109-2022 to 110-2022 be read a Third Time and Finally Passed.

Carried

R2022-361

Motion by Councillor Beatty

Seconded by Councillor Ingram

THAT By-law 111-2022 be read a First and Second Time.

Carried

R2022-362

Motion by Councillor Henderson

Seconded by Councillor Gaffney

THAT By-law 111-2022 be read a Third Time and Finally Passed.

Carried

11.1 Award Tender for the Purchase of a Single Engine Street Sweeper – By-law 109-2022

To authorize the acceptance of a tender by A&G The Road Cleaners Ltd. for the purchase of a Single Engine Street Sweeper [T-2022-22].

11.2 Agreement for Funding under the Permanent Public Transit Program - Zero Emission Transit Fund – By-law 110-2022

To authorize the entering into and execution of an Agreement, and any other necessary documentation, between Her Majesty the Queen in Right of Canada as represented by the Minister of Infrastructure and Communities and The Corporation of the City of Stratford for funding under the Permanent Public Transit Program – Zero Emission Transit Fund for the Battery Electric Bus Feasibility Study and Fleet Transition Planning Project.

11.3 Agreement with Creative Outdoor Advertising for Advertising on Transit Benches By-law 111-2022

To authorize the entering into and execution of an agreement, and any other necessary documentation, with Creative Outdoor Advertising for advertising on transit benches for a period of ten (10) years to 2032.

12. Consent Agenda: CA-2022-096 to CA-2022-104

12.1 CA-2022-097

R2022-363

Motion by Councillor Burbach

Seconded by Councillor Vassilakos

THAT CA-2022-097, being a resolution from the Town of South Bruce Peninsula regarding physician shortages in Ontario, be endorsed.

It was questioned whether the shortage of doctors in the area was as bad as it had been previously. The Mayor stated that in speaking with the President of the Huron Perth Healthcare Alliance he was advised there is a lack of one physician, which affects approximately 1,600 patients.

Mayor Mathieson called the question on the motion.

Carried

12.2 CA-2022-098

It was noted that citizens of Stratford are looking forward to the Stratford Fall Fair.

13. New Business:

There were no matters of new business to be considered.

14. Adjournment to Standing Committees:

The next Regular Council meeting is September 26, 2022.

R2022-364

Motion by Councillor Ingram

Seconded by Councillor Vassilakos

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

- **Planning and Heritage Committee [7:05 p.m. or thereafter following the Regular Council meeting];**

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

Carried

15. Council Reconvene:

15.1 Declarations of Pecuniary Interest made at Standing Committees

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

Declarations of Pecuniary Interest made at Standing Committee meetings held on September 12, 2022 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a Member at the September 12, 2022, reconvene Council meeting.

15.2 Reading of the By-laws (reconvene):

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

By-law 11.4 Confirmatory By-law – By-law 112-2022

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on September 12, 2022.

R2022-365

Motion by Councillor Ingram

Seconded by Councillor Burbach

THAT By-law 112-2022 be read a First and Second Time.

Carried

R2022-366

Motion by Councillor Vassilakos

Seconded by Councillor Gaffney

THAT By-law 112-2022 be read a Third Time and Finally Passed.

Carried

15.3 Adjournment of Council Meeting

It was clarified that the Stratford Fall Fair will run from Thursday September 22 to Sunday, September 25, 2022.

R2022-367

Motion by Councillor Vassilakos

Seconded by Councillor Gaffney

THAT the September 12, 2022 Regular Council meeting adjourn.

Carried

Meeting Start Time: 7:00 P.M.
Meeting End Time: 7:41 P.M.

Reconvene Meeting Start Time: 7:46 P.M.
Reconvene Meeting End Time: 7:47 P.M.

Mayor - Daniel B. Mathieson

Clerk - Tatiana Dafoe



MANAGEMENT REPORT

Date: September 26, 2022
To: Mayor and Council
From: Nathan Bottema, Project Manager
Report #: COU22-068
Attachments: 44R-5942

Title: Vivian Line 37 Road Widening

Objective: To accept and declare as public highway, a road widening on Vivian Street Line 37, as required by Site Plan Agreement 04-22.

Background: Site Plan Agreement 04-22 for 3202 Vivian Line 37 allows the owner to develop the property with four 14-unit and one 8-unit apartment buildings. One of the requirements of the Site Plan Agreement is that the owner dedicate a portion of lands fronting on Vivian Line 37 to the City for a road widening. The owner has prepared a reference plan to describe the road widening.

Analysis: The road widening, Part 3 Plan 44R-5942, is required as a condition of SPA04-22, and complies with the City's policy of obtaining road widenings where existing streets do not have the minimum recommended width.

Financial Implications:

Financial impact to current year operating budget:

All legal fees associated with the acceptance of the road widening are the responsibility of the owner.

Financial impact on future year operating budget:

Upon assumption of the road widening, there will be annual operating and maintenance costs for the road.

The road widening will be added to the asset management plan. The new asset replacement will be planned for based on estimated useful life. The adjustment to the asset management plan will have a negligible impact on future capital planning forecasts.

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:

Land and Nature

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

Staff Recommendation: THAT The Corporation of the City of Stratford accept Part 3 Plan 44R-5942 as public highway and dedicate it as forming part of Vivian Line 37.

Prepared by: Nathan Bottema, Project Manager
Recommended by: Taylor Crinklaw, Director of Infrastructure and Development Services
Joan Thomson, Chief Administrative Officer

PLAN 44R-5943
RECEIVED AND DEPOSITED
DATE 2021-10-10
DATE 2021-10-10

SCHEDULE

PART	LOT	CONVEYANCE	P.L.N.	AREA (m ²)
1	PT OF 45	3	ALL OF 53000-0063 (LT)	2,387
2			ALL OF 53000-0024 (LT)	12,688
3			ALL OF 53000-0024 (LT)	140

PART 1 COMPRISES ALL OF P.L.N. 53000-0063 (LT)
PARTS 2 AND 3 COMPRISE ALL OF P.L.N. 53000-0024 (LT)

PLAN OF SURVEY
PART OF
LOT 45
CONCESSION 3
(GEOGRAPHIC TOWNSHIP OF NORTH EASTHOPE)
NOW IN THE
CITY OF STRATFORD
COUNTY OF PERTH

MTE OLS LTD.
ONTARIO LAND SURVEYORS

SCALE 1:400
0 2 4 6 8 16 24 METRES

METRIC:
DISTANCES AND CO-ORDINATES SHOWN ON THIS PLAN ARE IN METRES AND MAY BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES:
BEARINGS ARE UTM GRID, DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS v8) EPOCH 2010.00.
DISTANCES ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999547950.

ALL COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS v8) EPOCH 2010.00 TO AN URBAN ACCURACY IN ACCORDANCE WITH SEC. 14 (2) OF OREG. 216/10

POINT ID	NORTHING	EASTING
CRP A	4954057.450	5030085.035
CRP B	4954237.507	5029401.349

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

FOR THE PURPOSES OF COMPARISON, UNDERLYING PLANS HAVE BEEN ROTATED BY THE AMOUNTS SHOWN

PLAN ID	PLAN NUMBER	AMOUNT	DIRECTION
P2	44R-5434	0703°11'	COUNTER-CLOCKWISE
P3	44R-3838	0702°25'	COUNTER-CLOCKWISE
P4	44R-2738	0702°25'	COUNTER-CLOCKWISE
P5	44R-3411	0702°25'	COUNTER-CLOCKWISE

LEGEND:
 ■ DENOTES PLANTED MEASUREMENT
 □ DENOTES FOUND MEASUREMENT
 SSB DENOTES STANDARD IRON BAR
 SSB DENOTES SHORT STANDARD IRON BAR
 QU DENOTES QUANTITY UNKNOWN
 NTS DENOTES NOT TO SCALE
 WIT DENOTES WITNESSED
 MEAS DENOTES MEASURED
 CALC DENOTES CALCULATED
 MTE DENOTES MTE OLS LIMITED
 MTE DENOTES MTE OLS LIMITED
 674 DENOTES F.S. PEARCE, O.L.S.
 745 DENOTES F.S. PEARCE, O.L.S.
 746 DENOTES F.S. PEARCE, O.L.S.
 747 DENOTES F.S. PEARCE, O.L.S.
 P1 DENOTES PLAN 44R-5803
 P2 DENOTES PLAN 44R-5434
 P3 DENOTES PLAN 44R-3838
 P4 DENOTES PLAN 44R-2738
 P5 DENOTES PLAN 44R-3411
 D1 DENOTES PLAN 44R-3851
 D2 DENOTES INSTRUMENT NO. R146881

SURVEYOR'S CERTIFICATE:
 I, THE SURVEYOR, HAVE THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THE SURVEY WAS COMPLETED ON THE 7TH DAY OF DECEMBER, 2020.

DATE 2021-10-10
TREASOR D.A. MANEIL
ONTARIO LAND SURVEYOR

LINE 37 (AKA VIVIAN STREET)
(NAME CHANGED BY BY-LAW NO. 22-04, INSTRUMENT NO. 300688)
P.L.N. 53000-0003 (LT)
ROAD ALLOWANCE BETWEEN CONCESSION 2 AND 3

The main survey plan shows several lots and concessions. Lot 45 is the central focus, divided into Part 1, Part 2, and Part 3. Concession 3 runs along the top, and Concession 2 runs along the bottom. The plan is bounded by Easthope Street to the north and MCMANUS ROAD to the south. Various bearings and distances are provided for all boundaries. Several corners are marked with bearings and distances to nearby monuments.



MANAGEMENT REPORT

Date: September 26, 2022
To: Mayor and Council
From: Brent Raycraft Supervisor of Fleet
Report #: COU22-070
Attachments: Bid Summary (T-2022-24)

Title: Supply and Deliver One New Vacuum/Flusher Combo Unit

Objective: To obtain Council approval for the award of Tender T-2022-24 to JD Brule Equipment.

Background: The Fleet Division along with the Public Works Division of the City currently operates a 2004 Sterling Vactor/Flusher Combo Unit that is due to be replaced and was approved through the 2022 budget process. Five tenders were submitted with JD Brule Equipment having the lowest tender price.

Analysis: As the City of Stratford continues to search for efficiencies and environmentally-friendly initiatives, this combo unit will be a versatile addition to the fleet division. This unit has a single engine which will substantially reduce our carbon footprint in both operation and preventative maintenance. The Tier 4 technology of the Cummins L9 engine has one of the best-in-class emissions control systems on the market. Along with the environmental benefits there will be savings in fuel economy, equipment downtime, and maintenance costs as it is replacing an older 2004 unit. This new unit will allow the Public Works team to flush and maintain underground infrastructure. It is also equipped with a high-volume vacuum system that gives the City fleet an extremely versatile piece of equipment. The vacuum and flusher unit will be utilized for preventative maintenance of underground infrastructure, ditch and culvert cleaning, exposure of high priority services such as gas, hydro, and water lines, sign installations and more. The unit can be used year-round as it gives the City the option of using cold or hot water.

Financial Implications: This tender had a budget approval for \$650,000.00. The tender from JD Bule Equipment came in at \$589,000.00, excluding HST, totalling \$665,570.00 including HST. As the City can claim most of the HST, the true cost to the City is \$ 599,366.40 which will be funded from existing reserves as budgeted.

Financial impact to current year operating budget: There would be reduced fuel operating costs and less repairs required for the remainder of 2022. Repairs would be under warranty.

Financial impact on future year operating budget: Based on the estimated future timing and replacement cost of this unit, there should be an annual impact on future year operating budgets of approximately \$51,000. This is captured during the budget process, in the transfers to capital reserves to set aside funds for the eventual replacement in 15 years.

Link to asset management plan and strategy: These units are scheduled to have 15 years service, which will be identified when updated in the asset management plan.

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:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Staff Recommendation: THAT Council accept the Tender [T2022-24] from JD Brule Equipment for the purchase of a Combination Vacuum/ Flusher Unit at a total cost of \$665,570.00, including HST, to improve the efficiency and service level of the Fleet Division for the City of Stratford while continuing to focus on the reduction of greenhouse gas emissions.

Prepared by: Brent Raycraft, Supervisor of Fleet
Recommended by: Taylor Crinklaw, Director of Infrastructure and Development Services
 Joan Thomson, Chief Administrative Officer

T-2022-24

SUPPLY AND DELIVER ONE (1) VACTOR/FLUSHER COMBO TRUCK UNIT

Closing Date: Wednesday, August 17, 2022

Submission Summary

Vendor	City/Province	Submission Name	Unofficial Value or Notes
JD Brule Equipment	Greely, Ontario	Submission 1	\$665,570.00
FST Canada Inc. o/a Joe Johnson Equipment	Innisfil, Ontario	Submission 1	\$668,235.67
Carrier Centers	London, Ontario	Submission 1	\$692,595.08
C.M. Equipment Inc.	Ajax, Ontario	Submission 1	\$785,931.95
Lunar Contracting	Hamilton, Ontario	Submission 1	\$960,500.00

Witness (Print Name) Signature Date

Witness (Print Name) Signature Date

Witness (Print Name) Signature Date

Query: Special lighting request — Is this possible for National Disability Employment Awareness Month?

Hello Chris:

I'm the Employment Specialist for Community Living St. Marys & Area.

We're a non-profit. We are participating with the Ontario Disability Employment Network, and The Canadian Association for Supported Employment (CASE), MentorAbility Canada and Jobs Ability Canada in a national, co-ordinated special lighting event for National Disability Employment Awareness Month (NDEAM), in October.

It's called, Light It Up! For NDEAM®.

Here's some background about this lighting event:

- It's happening the third Thursday of October — **Thursday, October 20.**
- *Light It Up! For NDEAM* is more than a night; more than an event. It's fast becoming a **movement** that ignites conversation about disability inclusion in employment. There's no other event quite like this one, during National Disability Employment Awareness Month.
- This event was started by ODEN in 2020, and was a first-ever, Ontario-wide NDEAM event. Last year, *Light It Up! For NDEAM* was a **national** first for NDEAM in Canada, and we are excited to be part of it in 2022!
- Buildings, businesses, municipal signs, landmarks and bridges across the country will be specially lit purple and blue for one night. *Light It Up For NDEAM* is in recognition of NDEAM; and the many ways people with disabilities contribute to businesses and communities across Canada, and help companies be successful and competitive.

Will you join in the *Light It Up! For NDEAM* movement this year? I would love to have the City of Stratford participation in this event by specially lighting **City Hall** and any other City Building you have governance over in Stratford if it's possible.

The colours I am requesting are purple (R: 125 G: 82 B: 138) and blue (R: 50 G: 77 B: 92).

I will look forward to hearing back from you.

Kind Regards,

Kelly J. Boudreau

Kelly J. Boudreau
Employment Specialist
Community Living St. Marys & Area
St. Marys, ON



MANAGEMENT REPORT

Date: September 26, 2022
To: Mayor and Council
From: Nick Sheldon, Project Manager
Report #: COU22-071
Attachments: T-2022-32 Bid Summary, Resident Comments

Title: T-2022-32 Concrete Sidewalk Installation

Objective: To obtain Council approval to award the Tender Contract T-2022-32 for Concrete Sidewalk Installation to 465929 Ontario Ltd. o/a Nicholson Concrete in the amount of \$338,050.80 including HST.

Background: The Concrete Sidewalk tender was posted on the City website Bid Opportunity page and in the Bids and Tender public forum on August 28, 2022. The work included the construction of sidewalk at four locations totalling 600 metres. These sections of sidewalk are considered missing (absent) as per Policy S.2 Sidewalks, Boulevards and Streets.

The proposed sidewalk installation sites are:

Street	To and from	Side of Street
Martin Street	William Street to Delamere Avenue	East
Cambria Street	John Street to St. Vincent Street South	North
Walnut Street	Railway Avenue to Dufferin Street	South
John Street	Cambria Street to Centre Street	East

Engineering Staff have provided a project notice and proposed design drawings to all residents within the project limits. The comments received have been summarized in the included attachment.

Analysis: There were a total of 10 contractors that picked up plans for the project, with four submitting official bids. The lowest qualified bid of \$338,050.80 including HST was submitted by 465929 Ontario Ltd. o/a Nicholson Concrete. The submission was

reviewed, and their experience and references were checked with positive results. The Contractor has successfully completed numerous other projects for the City of Stratford. The 465929 Ontario Ltd. o/a Nicholson Concrete bid of \$338,050.80 including HST is \$304,425.22 after the HST Partial Rebate.

The 2022 capital budget contains a total on \$400,000 for this project as follows:

Budget	Cost	Funding		
		Federal Gas Tax	PW Reserve	Development Charges
Trails / Bike and Pedestrian Master Plan Implementation	\$200,000	\$200,000		
Missing Sidewalks on Collector and Arterial	\$200,000		\$100,000	\$100,000
Total	\$400,000	\$200,000	\$100,000	\$100,000

Based on the tender, the projects will be allocated and funded as follows:

Tender	Net of HST Rebate	Funding		
		Federal Gas Tax	PW Reserve	Development Charges
Trails / Bike and Pedestrian Master Plan Implementation	\$200,000	\$200,000		
Missing Sidewalks on Collector and Arterial	\$104,425.22		\$52,212.61	\$52,212.61
Total	\$304,425.22	\$200,000	\$52,212.61	\$52,212.61

Financial impact to current year operating and capital budget:

The Concrete Sidewalk Installation project will be funded by federal gas tax (CCBF), public works reserve and development charges. Unused public works reserve and development charges will remain in the reserve fund for future use.

Financial impact on future year operating budget:

There would be an increased annual operating and maintenance costs in future years. The new sidewalk would require additional operational maintenance and repair.

Link to asset management plan and strategy:

The sidewalk segments will be added to the asset management plan. Future sidewalk replacements will be planned for based on its estimated useful life of 25 to 60 years and condition assessments. The adjustment to the asset management plan will impact future capital planning forecasts and funding strategies will be updated accordingly. Based on the February 2021 Asset Management Report, to replace all 230 km of sidewalk would cost \$49,000,000 (2022). Based on this number and using a replacement schedule of 60 years, annual funding for sidewalk replacement should be \$820,000 (2022). Averaging the past 3 years, the City has spent \$440,000 annually replacing sidewalk. This doesn't include Sidewalk Replacements budgeted at \$150,000 (2022) annually, as this work largely addresses disjointed slip, trip and fall, hazards.

Alignment with Strategic Priorities:

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

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:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Travel and Transport

Reducing the need to travel, encouraging walking, cycling and low carbon transport.

Staff Recommendation: THAT the Tender (T-2022-32) for the Concrete Sidewalk Installation Contract be awarded to 465929 Ontario Ltd. o/a Nicholson Concrete at a total tender price of \$338,050.80, including HST;

AND THAT the Mayor and City Clerk, or their respective delegates, be authorized to sign the necessary Contract Agreement.

Prepared by:

Nick Sheldon, Project Manager

Recommended by:

Taylor Crinklaw, Director of Infrastructure and
Development Services

Joan Thomson, Chief Administrative Officer

T-20~~22~~²¹-32

Concrete Sidewalk Installations (Various Locations)

Closing Date: Tuesday, September 13, 2022

Submission Summary

Vendor	City/Province	Submission Name	Unofficial Value or Notes
Nicholson Concrete	Stratford, Ontario	Submission 1	\$338,050.80
Vista Contracting Ltd	Cambridge, Ontario	Submission 1	\$403,634.88
Signature Contractors	Oldcastle, Ontario	Submission 1	\$411,731.32
Neptune Security Services Inc	Mississauga, Ontario	Submission 1	\$805,803.00

Witness (Print Name) Signature Date

Witness (Print Name) Signature Date

Witness (Print Name) Signature Date



Concrete Sidewalk Installation (2022)

Public Information Comment Summary

Martin Street (William Street to Delamere Avenue)

No comments received.

Cambria Street (John Street to St. Vincent Street South)

1. Can the sidewalk be deflected at Cambria and John Street to protect the existing oak tree

Yes. The design was adjusted during the tendering process to protect a mature oak tree.

Walnut Street (Railway Avenue to Dufferin Street South)

1. Where will the sidewalk be located? How wide is the sidewalk?

Staff verbally described the proposed sidewalk location and assisted with interpreting the drawings provided. The sidewalk at this location will be 1.1m from the property line (standard location) and 1.5m wide (standard width).

John Street (Cambria Street to Centre Street)

No comments received.

The above comments were received between September 9th, 2022, and September 15th, 2022.



MANAGEMENT REPORT

Date: September 26, 2022
To: Mayor and Council
From: Naeem Khan, Chief Technology and Security Officer and Anne Kircos,
 Director of Human Resources
Report #: COU22-072
Attachments: H.1.35 Electronic Monitoring Policy

Title: Electronic Monitoring Policy

Objective: To obtain Council's approval to adopt the new Electronic Monitoring Policy for the City of Stratford.

Background: On April 11, 2022, Bill 88 – Ontario's Working for Workers Act, 2022 – received Royal Assent and became law. Bill 88 introduced new provisions into the Employment Standards Act, 2000 ("ESA"), which requires all employers who employ 25 or more employees to have a written policy on electronic monitoring of employees in effect and available to all employees and council members as of October 11, 2022.

Analysis: The City, as an employer, does through various means electronically monitor its employees and council members. The new Electronic Monitoring Policy must contain a description of how and in what circumstances the City may electronically monitor activities and the purposes for which information obtained through electronic monitoring may be used by the City.

This new ESA, 2000 provision does not affect or limit the City's ability to use information obtained through electronic monitoring of its employees and council members as outlined in the Policy. The intention behind this policy is to protect employees and council member's privacy by requiring the City to be transparent about how we track use of electronic devices, such as computers, cell phones, and GPS systems amongst other devices.

Financial Implications: There are no financial implications to be reported as a result of this policy.

Legal considerations: The City is legally required to be compliant with all applicable provisions introduced in Bill 88, Working for Workers Act, under the Employment Standards Act, 2000.

Insurance considerations: There are no insurance considerations to be reported as a result of this report.

Alignment with Strategic Priorities:

Not applicable: Labour Relations Matter.

Alignment with One Planet Principles:

Not applicable: Labour Relations Matter.

Staff Recommendation: THAT the City's Electronic Monitoring Policy H.1.35 be adopted.

Prepared by: Anne Kircos, Director of Human Resources
Recommended by: Joan Thomson, Chief Administrative Officer



The Corporation of the City of Stratford Policy Manual

Policy Number: H.1.35

Policy Section: Human Resources

Department: Human Resources

Date Adopted:

Date Amended:

Scheduled for Review:

Date of Last Review:

Policy Type: Council-adopted Policy

Electronic Monitoring Policy

Policy Statement:

The City will conduct its business in an accessible, clear and visible manner so that its activities are open to examination. The City of Stratford is committed to promoting a culture where employees and council members are aware of and understand the principles of transparency as they pertain to electronic monitoring of information collected by the City.

Purpose:

This Policy has been developed to explain the circumstances under which the City may engage in electronic monitoring of its employees and council members and the reasons why it may do so. This Policy also provides transparency about how the City tracks employees and council members use of City electronic systems and devices.

Definitions:

“**Electronic Monitoring**” means collecting, recording, and reviewing electronic data.

“**Employee**” includes all permanent full-time, permanent part-time, temporary or casual employees, and any temporary employee who is employed by a temporary placement agency or contractor that has been assigned to perform work for the City using its technology resources.

“Council Member” includes any current council members of The Corporation of the City of Stratford.

“Technology” includes all computer equipment, personal computers, laptops, PDAs, tablet computers, voice messaging systems, servers, and mainframes that are owned or leased by the City, including without limitation, any and all communications, content, documents, data, information and messages accessed, created, stored, sent, received or viewed using such equipment.

Scope:

This policy applies to all employees and council members and they will receive a copy of this compliance policy.

Procedure:

The City may engage in any of the following forms of electronic monitoring, from time to time:

What data/systems may be monitored?	Why is this data being monitored?	When may the City monitor this data?	What purpose will the City use this data?
The geographical location of any electronic device used to log on to the City’s network and/or systems.	(a) Protect the integrity and security of the City’s networks and systems (i.e. to determine whether an attempted log-in is suspicious—e.g. there is an attempted log-in from Sydney, Australia when the worker normally works in Stratford).	(a) Every time a device attempts to log on to the City’s networks and/or systems.	(a) Safety and security; prevent unauthorized persons or organizations from accessing the City’s networks and/or systems.
Digital files created and/or stored on the City’s network / servers, including endpoint detection and response software logs for all new files created.	(a) Network security and integrity. (b) Ensure compliance with applicable City policies, including but not limited to those related to	(a) All files are constantly scanned by the software and then reviewed if a suspicious file alert is received. (b) If the City suspects a worker is or has violated	(a) Safety and security; determine if files need to be removed from the City’s network / servers and/or any further action is needed to secure and protect the

What data/systems may be monitored?	Why is this data being monitored?	When may the City monitor this data?	What purpose will the City use this data?
	workplace harassment, bullying, discrimination, and information technology use.	an applicable City policy.	City's networks and systems. (b) To follow the Progressive Disciplinary Policy.
Emails sent from and to a City email address; and, all written communications and documents stored, posted, sent and/or received on Microsoft Teams and Zoom (collectively, the "Communications").	(a) Protect the integrity and security of the City's networks and systems, including maintaining an audit trail of all Communications with compromised accounts (suspected or actual). (b) e-Discovery, compliance, and investigation purposes. (c) Back-up and recovery purposes. (d) Ensure compliance with applicable City policies including, but not limited to, those related to workplace harassment, bullying, discrimination, and appropriate workplace communications.	(a) All Communications are stored and may be reviewed if the City suspects that a worker's account has been compromised and/or they have been sent or have sent malicious content. (b) All Communications are stored and may be monitored if any of these events arise. (c) All Communications are stored and may be access and reviewed if Communications are deleted, erased, or otherwise removed from the City's systems. (d) If the City suspects a worker is or has violated an applicable City policy.	(a) Identifying any external breach of the City's networks; discipline up to and including termination of employment for cause. (b) Fact finding, disclosure and evidentiary purposes. (c) Ensure Communications can be recovered if deleted, erased or otherwise removed from the City's systems. (d) To follow the Progressive Discipline Policy

What data/systems may be monitored?	Why is this data being monitored?	When may the City monitor this data?	What purpose will the City use this data?
All internet traffic on the City's internet networks and/or servers, including internet browsing history on City owned devices.	(a) Network security. (b) Ensure compliance with applicable City policies, including but not limited to those related to workplace harassment, bullying, discrimination, and appropriate internet use.	(a) If there has been an attempt to access malicious, illegal or inappropriate websites (e.g. the black web, terrorist sites, etc.) on the City's networks. (b) If the City suspects a worker has or is violating applicable City policies.	(a) Identifying any external breach of the City's networks; discipline up to and including termination of employment for cause. (b) To follow the Progressive Discipline Policy
GPS location of City owned cell phones and vehicles.	(a) Protect the integrity and security of the City's networks/systems and property. (c) Check / confirm driver's speed.	(a) If the device or vehicle is, or is suspected to have been, lost or stolen. (c) If the driver is involved in a motor vehicle collision and/or if there are allegations that the driver was driving at an excessive speed.	(a) Recovery City-owned property; and prevent external breaches of City networks/systems. (c) Verification for insurance purposes
Cell phone call logs provided by the City's cellphone service provider.	(a) Fiscal responsibility.	(a) At time of billing.	(a) Ensure accuracy of billings before payment is made to the City's cellphone service provider.
Video surveillance cameras.	(a) Physical security of the City's premises, personnel, guests, physical resources,	(a) Constantly.	(a) Security; discipline up to and including termination of employment for cause.

What data/systems may be monitored?	Why is this data being monitored?	When may the City monitor this data?	What purpose will the City use this data?
	files, materials and vehicles.		
Key fob use at entry doors.	(a) Maintain a record of what workers are in the workplace and at what times.	(a) Constantly.	(a) Security and fact-finding purposes; discipline up to and including termination of employment.

Although every effort has been made by the City to make an exhaustive list of the circumstances and purposes for which the City may engage in electronic monitoring, there may be circumstances when the City may, from time to time, engage in electronic monitoring not listed above and/or use the data collected for reasons and purposes not listed above.

The City does not provide employees a guarantee to, or right of, privacy or confidentiality in connection with the use of any of the City's Technology including, but not limited to email; Teams and Zoom messaging, audio or video calls; voicemail; internet connectivity; files created and stored. Employees should have no expectation of privacy in these communications.

Anything created, stored, accessed, sent or received is the property of the City and, therefore, may be accessed or reviewed at any time by the City, at its sole discretion, without further notice.

The City reserves the right to examine or monitor any and all uses of its Technology including, but not limited to, the right to monitor, access, use and/or disclose all messages sent over email and/or other electronic communications for any purpose; all Internet addresses visited; and all material downloaded, uploaded or viewed by workers. Again, no notice will be given to any employee before or after such access.

Unionized Employees

If anything in this Policy contradicts any of the term(s) of an applicable collective agreement, the applicable term(s) of the collective agreement take precedence for all unionized members governed by it.

Accessing and Correcting Personal information

The City may unintentionally collect personal information, as defined in the *Municipal Freedom of Information and Protection of Privacy Act* (the "MFIPPA"), through electronic monitoring.

An employee or council member may make a written request to the Clerk's Office requesting access to any records containing their personal information. The City will provide the requesting employee or council member access to such records subject to and in accordance with the *MFIPPA*. For clarity, the City will not provide access to records, including records containing an employee's or council members personal information, if such records fall outside of the application of the *MFIPPA* or the City is otherwise entitled to refuse such access under the *MFIPPA*.

After having been given access to such records, the employee or council member may, if they believe there is an error or omission in those records, make a written request to the Clerk's Office requesting that the information be corrected in accordance with the *MFIPPA*.

Legislative Authority:

The Director of Human Resources is authorized to ensure that the information within this Policy is applied and that all actions comply with relevant legislation, policies, collective agreements, and terms and conditions of employment.

Obligations and Amendments:

This Policy will be administered in accordance with the City's obligations under the *Ontario Employment Standards Act*, the *Occupational Health and Safety Act*, *Human Rights Code*, *Municipal Freedom of Information and Protection of Privacy Act* and collective agreements.

The City reserves the right to alter and amend this Policy as needed.

Related Documents:

- I.1.1 Acceptable Use Policy – Information Technology



MANAGEMENT REPORT

Date: September 26, 2022
To: Mayor and Council
From: Neil Anderson, Deputy Fire Chief/CEMC
Report #: COU22-073
Attachments: Proposed Emergency Response Plan

Title: Emergency Response Plan Amendment

Objective: To receive City Council approval for updates to the City of Stratford Emergency Response Plan (ERP) in order to align the ERP with requirements of Emergency Management Ontario (EMO).

Background: Emergency Management Program Compliance reviews are performed annually. A key requirement for successful compliance is that all noted positions of the Emergency Control Group shall be present for the annual exercise. If a position is noted as having an Alternate, then this Alternate shall also be present for the exercise. The Office of the EMO recognized that this could mean mandatory participation for well over 20 members, and strongly recommended that the term "Alternate" be removed from the ERP, when referring to personnel.

The Office of the EMO also strongly recommends that the number of required participants in an ECG be reduced, and the original personnel be placed as 'supplementary' or 'support and advisory' staff and called upon as required.

Analysis:

The Emergency Control Group (ECG) size is proposed to be reduced to six mandatory positions, being those of the Mayor, Chief Administrative Officer, Chief of Paramedic Services, Police Chief, Fire Chief, and the Public Information Coordinator.

The attached Emergency Response Plan (ERP) has been amended to reduce the size of the mandatory positions on the Emergency Control Group to six positions and all references to the term "Alternate" have been removed. Appendix B1 has been created which outlines the Roles and Responsibilities for all the Support and Advisory Staff positions.

Other housekeeping amendments include:

- Removing the Community Emergency Management Coordinator, the Director of Infrastructure and Development Services, the CEO of Festival Hydro Inc, the Medical Officer of Health, the Director of Social Services and Director of Community Services as primary members of the Emergency Control Group and moving them to the Support and Advisory Staff section.
- Adding the Manager of Health and Safety and the Chief Technology and Security Officer as Support and Advisory Staff.
- All references to the "Director of Emergency Services/Chief Paramedic Services" have been changed to "Chief of Paramedic Services" to reflect the current title of the position.
- All references to the "Director of Engineering and Public Works" have been changed to "Director of Infrastructure and Development Services" to reflect the current title of the position.

All of the proposed amendments were reviewed by the City of Stratford Emergency Control Group and are recommended for adoption.

Financial Implications:

Financial impact to current year operating budget:

There are no financial implications to be reported as a result of this report.

During a declared emergency, expenses incurred by the City are recorded for possible reimbursement of some expenses by the Province at their sole discretion.

Emergency repairs or replacement of critical infrastructure will take precedence and may require rescheduling of current year approved projects to release funds for needed critical infrastructure repairs or replacements.

Financial impact on future year operating budget:

Emergency repairs can impact future year operating budgets when approved projects need to be rescheduled.

Link to asset management plan and strategy:

Impacts to City infrastructure during a declared emergency will be addressed at the time to ensure that critical infrastructure and systems continue to operate. Existing infrastructure included in the City's Asset Management Plan that are replaced will be recorded in the Plan to reflect updated replaced assets' costs, useful lives, and replacement costs.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships

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

Alignment with One Planet Principles:**Equity and Local Economy**

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Land and Nature

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

Sustainable Water

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

Staff Recommendation: THAT City Council approve the City of Stratford Emergency Response Plan amendments proposed by the Community Emergency Management Coordinator and as recommended by the City of Stratford Emergency Control Group.

Prepared by: Neil Anderson, Deputy Fire Chief/CEMC
Recommended by: Joan Thomson, Chief Administrative Officer



CITY OF STRATFORD EMERGENCY RESPONSE PLAN

Enacted September 8, 2008

By-law 111-2008

Amended November 22, 2010

Bylaw 135-2010

Amended May 9, 2011

By-law 45-2011

Amended June 11, 2012

By-law 68-2012

Amended April 14, 2014

By-law 31-2014

Amended March 26, 2018

By-law 33-2018

Amended May 29, 2018

By-law 80-2018

Amended September 26, 2022

By-law -2022

If you require this document in an alternate format, contact the Clerk's Office at 519-271-0250 ext. 237 or clerks@stratford.ca

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INTRODUCTION

The Stratford Emergency Response Plan (hereinafter called the "Plan") has been prepared to provide key officials, agencies and departments within the City of Stratford with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. Accordingly, a distribution list is attached as Appendix G.

The **Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9**, as amended, is the legal authority for this plan. It states that "The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area".

An Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise, which, by its nature or magnitude, requires a co-ordinated response by a number of agencies under the direction of the Emergency Control Group. These are distinct from the normal, day-to-day operations carried out by the first response agencies.

While many emergencies could occur within the City of Stratford, those most likely to occur are floods, tornadoes, blizzards, windstorms, transportation accidents involving hazardous materials, air or rail crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, epidemics, threat of any of the foregoing, or any combination thereof.

This Plan prescribes procedures under the manner in which municipal employees and other persons will respond to an emergency. Important measures authorized under the Act and which form part of this plan are:

- Expenditures of monies associated with the formulation and implementation of the Plan;

- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Specify procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designate other members of council who may exercise powers and perform the duties of the mayor under the Plan during the absence of the mayor or upon his or her inability to act;
- Establish committees and designate employees to be responsible for reviewing the Plan, training employees in their functions and implementing the Plan during an actual emergency;
- Obtaining and distributing materials, equipment and supplies during an emergency; and
- Such other matters as are considered necessary or advisable for the implementation of the Plan during an emergency.

AIM

The aim of this Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the City of Stratford when faced with an emergency.

EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

The Emergency Management Program Committee is the critical management team that oversees the development, implementation, and maintenance of a community's emergency management program. Every community must have an Emergency Management Program Committee (EMPC). The City of Stratford has designated its Emergency Control Group membership as the Emergency Management Program Committee.

The formation of an Emergency Management Program Committee is a key organizational step toward making the emergency management process work at the local level. To reach its full potential, the committee needs to represent the various organizations that have, or should have, a voice in implementing and maintaining the community emergency management program. Strong efforts should be made to include all groups with an interest in the emergency management program.

Regular meetings of a community's Emergency Management Program Committee are vital to the success of an emergency management program at any stage. As the

community moves from the Essential Program standard to higher levels of achievement, the Community Emergency Management Co-ordinator (CEMC) has the authority to expand the composition of the Emergency Management Program Committee to provide for wider expertise and delegation of tasks.

EMERGENCY CONTROL GROUP (ECG)

The emergency response is directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the community. This group is known as the Emergency Control Group (ECG) and is composed of:

- Mayor
- Chief Administrative Officer (Operations Officer)
- Police Chief
- Fire Chief
- Chief of Paramedic Services
- Public Information Coordinator

The list of responsibilities of the Emergency Control Group and each member thereof is noted under the section titled "Roles and Responsibilities".

Such other persons representing public and private agencies having a specialized knowledge or expertise may be added by the Emergency Control Group as the situation dictates.

ROLES AND RESPONSIBILITIES

Emergency Control Group

The actions or decisions which the members of the Emergency Control Group (ECG) are likely to be responsible for and are authorized to take action are to:

- Advise the Mayor as to whether the declaration of an emergency is recommended;
- Advise the Mayor on the need to designate all or part of the City as an emergency area;
- Appoint an Emergency Site Manager (ESM);
- Coordinate efforts for emergencies which extend beyond the boundaries of the City with the Emergency Control Groups of the Municipality of North Perth, the

Municipality of West Perth, the Township of Perth East, the Township of Perth South and the County of Perth;

- Determine if additional volunteers are required and if appeals for volunteers are warranted;
- Coordinate the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group and the support and advisory staff;
- Determine if additional transport is required for evacuation or transport of persons and/or supplies;
- Discontinue utilities or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;
- Disperse people not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;
- Authorize the evacuation of those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;
- Authorize casualty collection and evacuation in support of emergency health care authorities;
- Call in and employment of any municipal personnel and equipment which is required in the emergency;
- Arrange for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.;
- Arrange for accommodation and welfare, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- Arrange assistance from senior levels of Government, through Emergency Measurers Ontario, and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;
- Initiate an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;
- Establish a reporting and inquiry centre to handle individual requests for information concerning any aspect of the emergency;
- Determine the need to establish advisory group(s) and/or subcommittees;
- Authorize expenditures of funds for implementing the Plan;

- Notify the service, agency or group under their direction, of the termination of the emergency;
- Maintain a log outlining decisions made and actions taken and submitting a summary of the log to the chief administrative officer within one week of the termination of the emergency, as required.

Mayor

Upon learning of a potential emergency, the mayor will consider the possible need for activation of the emergency plan and, if warranted, he/she will trigger the alert system. Thereupon, he/she will report to the Emergency Operations Centre to sit as a member of the Emergency Control Group and to perform the following functions and responsibilities:

- Chair meetings of the Emergency Control Group;
- Declare that an emergency exists in the municipality or on any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area;
- Ensure that the Solicitor General of Ontario via Emergency Management Ontario is notified of the declaration of the emergency, and termination of the emergency;
- Ensure the members of Council, the area Member of Parliament (MP) and the area Member of the Legislative Assembly (MPP) are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Make decisions, determine priorities and issue operational direction through the Operations Officer;
- Request assistance from neighbouring municipalities and/or from senior levels of Government through Emergency Management Ontario, when required;
- Approve news releases and public announcements;
- Terminate the emergency at the appropriate time and ensure all concerned have been notified;
- Participate in the debriefing following the emergency.

Chief Administrative Officer

- Coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings;

- Perform the duties and responsibilities of Operations Officer;
- Advise the Mayor on policies and procedures, as appropriate;
- Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Emergency Control Group;
- Ensure that a communication link is established between the Emergency Control Group (ECG) and the Emergency Site Manager (ESM);
- Call out additional City staff to provide assistance, as required;
- Ensure provision for clerical staff to support the Emergency Control Group, the recording of decisions and recommendations and instructions issued and advising of same, as directed, maintaining a log of operations and record of all costs of responding to an emergency for possible recovery action;
- Select and notify concerned persons at the assembly area at which additional resources or human resources and equipment for all services will gather;
- Arrange the annual and other meetings of the Emergency Control Group;
- Amend the Emergency Plan Appendices concerning names and telephone number changes;
- Be responsible for the security of all classified material, verbal and documental reports relating directly or indirectly to the emergency;
- Ensure official information is available at the earliest possible time to:
 - all officials involved in Emergency Operations
 - the news media to allay public anxiety and to reduce the number of onlookers at the scene;
 - concerned individuals seeking personal information;
- Schedule a debriefing session within 7 days of the termination of any emergency declared.

Police Chief

Upon learning of a potential emergency, the police chief will consider the possible need for activation of the emergency plan, and, if warranted, he/she will trigger the alert system. Thereupon, he/she will report to the Emergency Operations Centre to sit as a member of the Emergency Control Group (ECG) and to perform the following functions and responsibilities:

- Activate the emergency notification system, and ensure all members of the Emergency Control Group are notified;
- Provide the Emergency Control Group with information and advice on police, security and law enforcement matters;
- Notify necessary emergency and community services, as required;

- Establish an inner perimeter within the emergency area;
- Establish an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Provide an Emergency Site Manager if required;
- Arrange for the provision of traffic control to facilitate the movement of emergency vehicles;
- Alert persons endangered by the emergency;
- Conduct evacuation of buildings or areas when ordered by the Emergency Control Group and assist other agencies in the implementation of the evacuation plan;
- Arrange for the protection of life and property and the provision of law and order;
- Arrange for the security and patrols of unsafe buildings or structures;
- Arrange for the provision of police service in evacuee centres, morgues, and other facilities, as required;
- Guard against vandalism and patrol areas with evacuated buildings;
- Notify the coroner of fatalities;
- Liaise with other community, provincial and federation police agencies, as required;
- Co-ordinate police operations with other municipal and provincial departments and arrange for additional resources and equipment when needed, i.e. barriers and flashers, etc.;
- Arrange for additional police assistance, if required;
- Participate in the debriefing following the emergency.

Fire Chief

Upon learning of a potential emergency, the Fire Chief will consider the possible need for activation of the emergency plan, and, if warranted, he/she will trigger the alert system. Thereupon, he/she will report to the Emergency Operations Centre to sit as a member of the Emergency Control Group (ECG) and to perform the following functions and responsibilities:

- Provide the Emergency Control Group with information and advice on firefighting and rescue matters;
- Establish an ongoing communications link with the senior fire official at the scene of the emergency;
- Initiate mutual aid arrangements for the provision of additional firefighting personnel and equipment, if needed;
- Provide an Emergency Site Manager if required;

- Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing, etc.;
- Provide assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation, etc.;
- Arrange for assistance from local emergency organizations as necessary e.g. Local Amateur Radio Service, Snowmobile Club, etc.;
- Perform the rescue of persons trapped and the provision of first aid at the site;
- Ensure immediate action is taken to eliminate sources of potential danger in the area of the incident;
- Provide human resources and equipment to assist in pumping operations and extrication requirements;
- Provide resuscitation equipment and trained manpower when and where required;
- Arrange, or conduct, such tests as are necessary to determine the degree of hazard existing in buildings or other structures from explosives, inflammable or toxic agents in conjunction with other agencies involved;
- Provide access to buildings where keys have been provided for such buildings;
- Participate in the debriefing following the emergency.

Chief of Paramedic Services

Upon learning of a potential emergency, the Chief of Paramedic Services will consider the possible need for activation of the emergency plan and, if warranted, he/she will trigger the alert system. Thereupon he/she will report to sit as a member of the Emergency Control Group (ECG) and perform the following functions:

- Liaise with the EMS Site Co-ordinator to ensure triage and treatment at the site of the emergency;
- Liaise with the Director of Social Services for information regarding invalids or disabled citizens that may reside in an area to be evacuated and require ambulance or other stretcher transportation;
- In conjunction with the EMS Site Co-ordinator, assess the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the scene for these medical teams. (NOTE: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive entrapment, etc.);
- In conjunction with the EMS Site Co-ordinator, assess the need and initial request for special emergency health service resources at the emergency site, e.g. multi-

patient units, support units, air ambulances, and forwarding these requests to the Central Ambulance Communications Centre;

- Assist with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- In conjunction with the Central Ambulance Communications Centre, provide the main radio and telephone communication link through dispatch among health services, and notifying and requesting assistance of the Ontario Ministry of Health, Emergency Health Services Branch;
- Ensure that first aid supplies are available at the emergency site(s) and the evacuation centre(s);
- Participate in the debriefing following an emergency.

Public Information Coordinator

The Public Information Coordinator reports to the Operations Officer and is responsible for:

- Upon arrival at the Emergency Operations Centre, reporting to the Operations Officer to be briefed on the emergency situation;
- Establishing a communication link with the Site Media Spokesperson, if appointed, the Call Centre Manager and any other media co-ordinators (i.e. provincial, federal, private industry, etc.) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate;
- Ensure that the media centre is set up and staffed;
- Liaise with the Emergency Control Group (ECG) to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Implement the Emergency Communications Plan;
- Ensure that the following are advised of the telephone number of the media centre:
 - Media
 - Emergency Control Group
 - Emergency Site Manager
 - Switchboard (City and Emergency Services)
 - Police Public Relations Officer
 - Neighbouring Communities
 - Call Centre Manager
 - Any other appropriate persons, agencies or businesses;

- Provide direction and regular updates to the Call Centre Manager, prior to issuing media releases, to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensure that the media releases are approved by the Operations Officer (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the Public Information Centre, the Emergency Control Group, Call Centre Manager and other key persons handling inquiries from the media;
- Monitor news coverage, and correcting any erroneous information;
- Maintain copies of media releases and newspaper articles pertaining to the emergency.

Coordinate Site Media Activity and Spokespersons as follows:

- Ensure the establishment and coordination of a media information centre in a safe, appropriate location, at or near the site, for the media to assemble;
- Establishment of a communication link and regular liaison with the Public Information Coordinator at the Emergency Operations Centre;
- Redirection of all inquiries regarding decisions made by the Emergency Control Group and the emergency as a whole, to the Public Information Coordinator (PIC);
- Advise the following persons and agencies of the location and telephone number(s) (as available) of the Site Media Information Centre:
 - Emergency Site Manager
 - Police Public Relations Officer
 - Emergency services personnel at scene (where possible)
 - Media
 - Any other appropriate personnel or agencies
- Ensure that media arriving at the site are directed to the site media information centre;
- Where necessary and appropriate, coordinate media photograph sessions at the scene;
- Coordinate on-scene interviews between the emergency services personnel and the media.

Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the Emergency Control Group:

- Administrative Assistant
- City Clerk
- Director of Corporate Services
- Director of Human Resources
- Chief Building Official
- Director of Infrastructure and Development Services
- Chief Executive Officer of Festival Hydro Inc.
- Medical Officer of Health
- Director of Social Services
- Director of Community Services
- Chief Technology and Security Officer (IT)
- Community Emergency Management Coordinator (CEMC)
- Manager of Health and Safety

A summary of the roles and responsibilities for support and advisory staff is outlined in Appendix B1 attached to this plan.

ROLES AND RESPONSIBILITIES – OTHER AGENCIES

Avon Maitland District School Board and the Huron-Perth Catholic District School Board

The Avon Maitland District School Board and the Huron-Perth Catholic District School Board are responsible for:

- The provision of any school (as appropriate and available) for use as an evacuation or reception centre;
- Upon the direction of the Director of Social Services or alternate, providing a District School Board representative to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- In the event of an emergency during normal school hours, the principal(s) of the affected school(s), until directed otherwise, is/are responsible for either implementing the school "Stay-Put" Emergency Plan or the school "Evacuation" Plan, as advised by the Emergency Control Group, depending on the nature and the scope of the emergency;
- Provide school staff under the direction of the school principal, or alternate;
- The control of the school population, school buildings, buses, and other school facilities in the emergency area.

Stratford General Hospital

The Stratford General Hospital is responsible for:

- Implementation of the hospital emergency plan;
- Liaise with the Emergency Control Group and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluate requests and make arrangements for the provision of medical site teams/medical triage teams;
- Liaise with the Ministry of Health, as appropriate.

Local Ambulance Services

St. John Ambulance, the local volunteer ambulance service, if requested, shall:

- Respond to any calls for assistance;
- Report to the Emergency Site Manager at the earliest opportunity;
- Designate one personnel to the on-site command post under the direction of the Emergency Site Manager, if required.

EMERGENCY OPERATIONS CENTRE (EOC)

The Emergency Control Group reports to the Emergency Operations Centre. The locations of the primary and alternate Emergency Operations Centres are outlined in Appendix A (confidential). In the event the primary and alternate locations cannot be used, the Emergency Control Group, the Mayor or the Operations Officer or their alternates shall designate an appropriate location as the Emergency Operations Centre.

EMERGENCY ALERTING PROCEDURE

Upon receipt of a warning of a real or potential emergency, any member of the Emergency Control Group (ECG) or the responding department will immediately contact the Stratford Police Service to request that the notification system be activated.

Upon receipt of the warning, the Stratford Police Service will notify all members of the Emergency Control Group. Upon being notified, it is the responsibility of all Emergency Control Group officials to notify their staff and volunteer organizations.

Where a threat of an impending emergency has been reported, the Stratford Police Service will notify and place members of the Emergency Control Group on standby.

The emergency notification list is attached as Appendix B. The Chief Administrative Officer shall revise Appendix B periodically and distribute such revisions to those listed in Appendix B and to police dispatch.

ACTION PRIOR TO DECLARATION

When an emergency exists but has not yet been declared to exist, municipal employees may take such actions under this Plan as may be required to protect lives and property in the City of Stratford.

DECLARATION OF A COMMUNITY EMERGENCY

The Mayor, Deputy Mayor or Acting Mayor (hereinafter called the Mayor) of the City of Stratford, as head of Council, is responsible for declaring that a community emergency exists. This decision is usually made in consultation with and on the advice of the members of the Emergency Control Group.

Upon such declaration, the Mayor will cause to be notified:

- Solicitor General of Ontario via Emergency Management Ontario (fax number, email and Declaration of Emergency form are included in Appendix C);
- City Council;
- the public; and
- neighbouring community officials, as required.

A community emergency may be declared terminated at any time by:

- the Mayor, Deputy Mayor, or Acting Mayor, or;
- City Council, or;
- The Premier of Ontario.

Upon termination of a community emergency the Mayor will cause to be notified:

- Solicitor General of Ontario via Emergency Management Ontario (fax number, email and Termination of Emergency form are included in Appendix D);
- City Council;
- the public; and
- neighbouring community officials, as required.

IMPLEMENTATION AND PROCEDURES

Emergencies could arise with or without warning. This plan takes this into account and is intended to deal with the worst case, a situation that develops without warning.

An Emergency will usually be reported or discovered by Police, Fire services or Perth County Paramedic Services who would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the Police Service, Fire Department or Perth County Paramedic Services should personally assume control at the site of an emergency, take charge immediately and then, depending upon the situation, make a decision to alert and assemble the Emergency Control Group in accordance with the approved procedure.

OPERATIONS

Upon assembling, the Mayor, with the advice of other members of the Emergency Control Group, may make a decision to declare an emergency and invoke the provisions of this Plan.

OPERATIONS – GENERAL

The decision-making process can best be accomplished by roundtable assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In such cases, it will be necessary for the Emergency Control Group (ECG) to appoint an on-site coordinator from one of the responding departments. Thereafter, until the emergency operations are concluded, other departments will act in support and under the command of the on-site manager appointed by the Emergency Control Group and exercising on-site coordination of operations. The on-site manager will be referred to as the Emergency Site Manager (ESM).

OPERATIONS – COMMUNICATIONS AND COORDINATION

An important function of every department is to provide timely information for the benefit of the decision-making process.

Once decisions have been made by the Mayor, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This

vital function will normally fall to the Chief Administrative Officer who will act as Operations Officer and be responsible for coordinating the activities of the Emergency Control Group and for ensuring good communication between all agencies involved in emergency operations.

COORDINATED OPERATIONS – COUNTY OF PERTH

In the event that the nature of the emergency situation involves more than the geographic area of the City of Stratford, the Emergency Control Groups of the City of Stratford and the County of Perth may, by mutual consent, co-locate at the City's Emergency Operations Centre at which time the two Emergency Control Groups will act as a joint Emergency Control Group co-chaired by the Mayor and the Warden. In the event the same emergency situation also involves the geographical area of the Town of St. Marys, the Town of St. Marys Emergency Control Group may send a representative to the joint Emergency Control Group for purposes of coordination.

REGISTRATION CENTRE

The Stratford Rotary Complex will be the registration centre for any declared emergency. Alternate and/or additional centres shall be designated by the Emergency Control Group.

EMERGENCY PUBLIC INFORMATION PLAN

A detailed emergency public information plan shall be developed by the Emergency Control Group and attached as Appendix E to this Plan.

LIST OF RESOURCES

A detailed list of resources and their contact information shall be developed and maintained by the Fire Department and attached as Appendix F to this Plan.

RECOVERY PLAN

A recovery plan which assigns responsibilities and outlines activities which may be required to bring the City of Stratford back to its pre-emergency state is attached as Appendix H.

PLAN MAINTENANCE AND REVISION

Annual Review

This plan will be reviewed at least annually and, where necessary, revisions will be identified by the Emergency Control Group.

Each time this Plan is recommended for policy revision, it must be forwarded to council for approval. Other changes may be made as authorized by the by-law adopting this Plan.

It is the responsibility of each person, agency, service or department named within this Plan to notify the Chief Administrative Officer forthwith, of any revisions to the Appendices, or administrative changes.

The Chief Administrative Officer shall distribute the Plan on an annual basis, excluding the Appendices, to the persons/agencies listed in Appendix G, as well as any revisions to the Plan itself.

The Chief Administrative Officer shall distribute revisions to the Plan and Appendices to the Emergency Control Group and their alternates, as required, on an interim basis.

Appendices A, B, B1, C, D, F, G, I and J are considered confidential and not for public circulation unless approved by the Chief Administrative Officer. The remaining Appendices are available upon request.

Testing of Plan

Annual exercises will be conducted in order to test the overall effectiveness of this Plan and provide training to the Emergency Control Group and on-site personnel. Revisions to this Plan should incorporate recommendations stemming from such exercises.

Internal Procedures

Each department and service involved with this Plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each department and service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

REVISIONS

Enacted:

September 8, 2008 (By-law #111-2008)

Amended:

November 22, 2010 (By-law #135-2010)

May 9, 2011 (By-law #45-2011)

June 11, 2012 (By-law #68-2012)

April 14, 2014 (By-law #31-2014)

March 26, 2018 (By-law #33-2018)

May 29, 2018 (By-law #80-2018)

September 26, 2022 (By-law #XX-2022)



MANAGEMENT REPORT

Date: September 26, 2022
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report #: COU22-074
Attachments: Attachment 1: Joint Compliance Audit Committee Terms of Reference

Title: Establishment of the 2022-2026 Joint Compliance Audit Committee

Objective: To present Council with information relating to the establishment of a Joint Municipal Election Compliance Audit Committee, to consider adopting the Terms of Reference attached to this Report, and to consider the appointment of members to said Committee, for the November 15, 2022 – November 14, 2026, period aligned with the next Term of Council.

Background: Section 88.37(1) of the Municipal Elections Act, 1996, as amended (the Act), makes the establishment of compliance audit committees mandatory for municipalities and local boards. The Act requires municipalities to establish a Compliance Audit Committee prior to October 1 in the year of a regular election.

The Act states that a qualified elector, who believes on reasonable grounds that a candidate or a registered third party has contravened a provision of the Act relating to election campaign finances, may apply for a compliance audit of the candidate's or the registered third party's election campaign finances.

Applications for a compliance audit are submitted to the Clerk, who in turn forwards the application to the Committee. The Committee reviews the applications to determine whether the request for an audit should be granted or rejected. If the request is granted, the Committee appoints an auditor to audit the candidate or the registered third party's election campaign finances. Upon completion of the audit, the Committee will review the auditor's report and it may, if the report concludes that the candidate or registered third party appears to have contravened a provision of the Act relating to election campaign finances, commence a legal proceeding against the candidate or registered third party for the apparent contravention. Further, if the report concludes that a candidate or registered third party does not appear to have contravened a provision of the Act relating to election campaign finances, the Committee may make a finding as to whether there were reasonable grounds for the application for a compliance audit.

If the auditor's report indicates that there was no apparent contravention of the Act and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant.

The Act also requires the Clerk to prepare reports dealing with apparent campaign contributions in excess of the permitted limits. Should the Clerk determine that a contributor has exceeded the limits, the Clerk must prepare a report and forward it to the Committee. The Committee would then consider the Clerk's report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

The Act provides that the Committee be composed of a minimum of three (3) to a maximum of seven (7) members. The Act also prohibits the appointment of employees or officers of the municipality or school boards, registered third parties in the municipality or candidates for the election for which the Committee is established.

In 2018, Stratford City Council approved terms of reference establishing a Joint Compliance Audit Committee between the Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South, the Town of St. Marys and the City of Stratford. This Committee has been available for the purpose of considering any applications for a compliance audit that may have arisen since the 2018 election. For the 2018 to 2022 term, the City did not receive an application for a compliance audit.

In accordance with the terms of reference, the mandate of the Compliance Audit Committee is considered complete at the end of each four-year term of Council, or until such time that the Committee has disposed of any remaining matters in accordance with the Act.

Analysis: Staff recommends that the Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South, the Town of St. Marys and City of Stratford (the "participating municipalities") recruit and appoint a Joint Compliance Audit Committee for the November 15, 2022 to November 14, 2026 term of Council. Taking into consideration the competition for qualified applicants and the potential for conflicts for those applicants with accounting/auditing or legal backgrounds, a Joint Compliance Audit Committee offers the greatest potential to reach the broadest spectrum of interested applicants across Perth County in a cost-effective manner.

Terms of Reference

A Terms of Reference for the Joint Compliance Audit Committee was approved by municipal Councils of participating municipalities in 2018. Minor edits have been made to the existing Terms of Reference to:

- include the provision of a list of qualified auditors to the Committee to facilitate the auditor selection process;

- amend the length of time from 30 minutes to 15 minutes until a meeting can be adjourned should quorum not be present; and
- increase the honorarium from \$100.00 to \$150.00.

Staff recommend approving the Terms of Reference as attached to this report.

Appointment of Members to the Committee

The Act provides for a Committee to consist of a minimum of three (3) members and a maximum of seven (7) members. Recommended skillsets for members of the Committee include:

- Accounting and/or auditing experience;
- Professionals who in the course of their duties are required to follow codes or standards which may be enforced by disciplinary tribunals;
- Legal experience and/or education; or
- Others with knowledge of the campaign finance rules contained in the Act.

The participating municipalities began recruitment for applicants on the Committee and the closing deadline was September 2nd. At the close of the recruitment period only one application was received. The deadline to submit applications was then extended to September 19th and at the close of this extended period, the participating municipalities received four (4) applications from the following individuals:

1. Bob Malcolmson
2. Frank Mark
3. Angela Peco
4. Chris Vardy

Due to the requirement that a minimum of three individuals be appointed to the Committee, staff recommend appointing all individuals and allowing the Committee to determine who the one (1) alternate member will be, should they be required to meet.

Financial Implications:

Financial impact to current year operating budget:

Each municipality participating in the coordinated approach will be responsible for any costs associated with Committee business related to an application submitted for review of financials within its jurisdiction. The recommended model does provide for the benefit of one orientation meeting in order that the Committee may receive training regarding their legislated powers under the Act and review Committee practices and procedures and appeal hearing processes. The Terms of Reference provide that Committee members shall receive an honorarium of \$150.00 per meeting attended, plus mileage at a rate commensurate with the rate established by the Participating

Municipality requiring the services of the Committee. Costs for this Committee incurred by the City will be funded through the Elections Reserve.

Financial impact on future year operating budget:

Each municipality participating in the coordinated approach will be responsible for any costs associated with Committee business related to an application submitted for review of financials within its jurisdiction. The costs to operate and support the Committee depend on the number of audit requests received and followed through. Committee expenses may include:

- administrative or operational costs,
- the costs of the audit (i.e. the services of an Auditor),
- the costs for external legal counsel to the Committee,
- the costs of commencing a legal proceeding if the Committee decides it is appropriate to do so, and
- legal costs associated with an appeal of a decision.

Costs for this Committee would continue to be funded through the Elections Reserve. Similarly, should Council determine that costs should be recovered for audits where no reasonable grounds exist (as determined by the audit and the decision of the Committee), any recovered costs should be deposited into the Election Reserve.

Alignment with Strategic Priorities:

Not applicable: This report does not directly relate to any one of the Strategic Priorities as the establishment of a Committee is a requirement of the Act.

Alignment with One Planet Principles:

Not applicable: This report does not directly relate to any one of the Strategic Priorities as the establishment of a Committee is a requirement of the Act.

Staff Recommendation: THAT the report titled, "Establishment of the 2022-2026 Joint Compliance Audit Committee" (COU22-074), be received;

THAT the Terms of Reference for the Joint Compliance Audit Committee as detailed in Attachment 1 to this report (COU22-074), be approved;

AND THAT a by-law be considered to establish and approve the appointment of members to a Joint Compliance Audit Committee for the 2022 – 2026 term of Council.

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

Attachment 1: Joint Compliance Audit Committee Terms of Reference

LEGISLATIVE AUTHORITY

Sections 88.33, 88.34, 88.35, 88.36 and 88.37 of the Municipal Elections Act, 1996 as amended ("the Act").

ESTABLISHMENT

The Joint Compliance Audit Committee (JCAC) is established by the municipalities of North Perth, Perth East, Perth South, St. Marys, Stratford and West Perth pursuant to the requirements of the Act, as amended.

DEFINITIONS

"Act" means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended from time to time.

"Applicant" means the individual who submitted the application requesting a Compliance Audit.

"Auditor" means a person appointed by the Committee, licensed under the Public Accounting Act, 2004, S.O. 2004, c. 8 to conduct a Compliance Audit of a Candidate's election campaign finances pursuant to Section 88.33(10) of the Act.

"Auditor's Report" means a report prepared by an Auditor for the Committee pursuant to Section 88.33(12) of the Act.

"Candidate" means the candidate whose election campaign finances are the subject of an application for a Compliance Audit.

"Clerk" means, as the context provides, the Clerk of any of the Participating Municipalities, or their designate.

"Committee" means the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Committee Member(s)" means a member or members, as appropriate, of the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Compliance Audit" means an audit of a Candidate's election campaign finances conducted by an Auditor appointed by the Committee.

“Contributor” means an individual or organization that has made a financial donation to a candidate or registered third party in an election campaign.

“Council” means, as the context provides, the Council of any of the Participating Municipalities.

“Family Member” means a parent, spouse, or child of a Committee member, as defined in the Municipal Conflict of Interest Act, and shall also include a grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece, whether related by blood, marriage or adoption.

“Meeting” means a meeting of the Committee.

“Municipal Conflict of Interest Act” means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended from time to time.

“Participating Municipalities” means all or some of the following municipalities participating in the joint compliance audit committee process: North Perth, Perth East, Perth South, St. Marys, Stratford and West Perth.

“Pecuniary Interest” means a direct or indirect interest within the meaning of the Municipal Conflict of Interest Act.

“Selection Committee” means the committee, composed of the Clerks of the Participating Municipalities that will choose the members of the Committee.

“Registered Third Party” means an individual resident in Ontario, a corporation carrying on business in Ontario or trade union who has filed with the clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party for the election pursuant to Section 88.6 of the Act.

“Trade Union” means a trade union as defined in the Labour Relations Act, 1995 or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

MANDATE

Section 88.37(1) of the Act requires that before October 1st in an election year, Council establish a compliance audit committee. The mandate of the Committee is to carry out the functions of a compliance audit committee as set out in the Act.

The powers and functions of the Committee are set out in section 88.33 and 88.37 of the Act, as amended. The Committee will perform the functions relating to the compliance audit application process as outlined in the Act.

The powers and functions are generally described as:

Candidate Contravention

1. Within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
2. Give to the Candidate, the Clerk and the Applicant, the decision of the Committee to grant or reject the application and brief written reasons for the decision;
3. If the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate's election campaign finances;
4. Receive the auditor's report from the Clerk;
5. Within 30 days receipt of the auditor's report, consider the report;
6. If the auditor's report concludes that the Candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the Candidate for the apparent contravention;
7. After reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

1. Within 30 days receipt of a report from the Clerk identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention;
2. After reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third party Contravention

1. Within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
2. Give to the Registered Third Party, the Clerk and the Applicant, the decision of the Committee to grant or reject the application and brief written reasons for the decision;
3. If the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
4. Receive the auditor's report from the Clerk;
5. Within 30 days receipt of the auditor's report, consider the report;
6. If the auditor's report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether

to commence legal proceedings against the Registered Third Party for the apparent contravention;

7. After reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

1. Within 30 days receipt of the report from the Clerk, consider the report;
2. If the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for an apparent contravention;
3. After reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

TERM OF THE COMMITTEE

The term of the Committee shall be concurrent with the term of Council that takes office following the 2022 regular election, being November 15, 2022 to November 14, 2026.

AUDITOR SELECTION

If the Committee decides to grant the application, it shall appoint an auditor licensed under the Public Accounting Act, 2004 to conduct a compliance audit of the Candidate's election campaign finances.

The selection process will be coordinated through the Clerk of the Participating Municipality. The Auditor will be appointed by resolution of the Committee. The engagement letter will indicate that the Auditor has been engaged by the Committee and will be prepared and executed by the Clerk, or other officer of the Participating Municipality as may be designated, on behalf of the municipality.

Upon formation of the Committee, a list of qualified auditors may be compiled by the Participating Municipalities and provided to the Committee to facilitate the auditor selection process.

COMPOSITION

The Committee shall be composed of three (3) voting members with two (2) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee or declared a conflict of interest under the Municipal Conflict of Interest Act.

Membership of the Committee shall be drawn from the following stakeholder groups, where possible:

1. Accounting and audit profession, including accountants or auditors with experience in preparing or auditing financial statements of municipal candidates and registered third parties;
2. Legal profession with experience in municipal law, or administrative law;
3. Professionals who in the course of their duties are required to follow codes or standards of their profession which may be enforced by disciplinary tribunals;
4. Other individuals with knowledge of the campaign financing rules of the Act.

Pursuant to section 88.37 of the Act, the following are not eligible to be appointed to the Committee:

- a) employees or officers of the municipality or local board;
- b) members of the council or local board;
- c) any persons who are candidates in the election for which the committee is established; or
- d) any persons who are registered third parties in the municipality in the election for which the committee is established.

In addition, any person who prepares the financial statements of any candidate running for office on Council during the term for which the Committee has been established would not be eligible for appointment to the Committee.

Members will be required to participate in an orientation session as a condition of appointment.

MEMBERSHIP SELECTION

The Terms of Reference and the application form will be posted at a minimum on the municipal websites of the Participating Municipalities and the County of Perth website. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in local newspapers in Participating Municipalities, where applicable.

All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of voting members and alternate members. Recommended candidates will be submitted to the Council of each Participating Municipality for consideration.

Members will be selected on the basis of the following:

- demonstrated knowledge and understanding of municipal election campaign financing rules;

- proven analytical and decision-making skills;
- experience working on a committee, task force or similar setting;
- availability and willingness to attend meetings;
- excellent oral and written communication skills; and
- any other criteria as may be prescribed under the Act.

Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any Participating Municipality. Members shall also not work or volunteer for, or contribute to, any Candidate or Registered Third Party in any capacity in an election of any of the Participating Municipalities. Failure to adhere to this requirement will result in the individual being removed from the Committee.

CONFLICT OF INTEREST

The principles of the Municipal Conflict of Interest Act, apply to this Committee. Members are encouraged to seek independent legal advice if they are unsure of whether they have a pecuniary interest in a matter. Staff from the Participating Municipalities will not provide advice or interpretation related to declarations. Failure to adhere to this requirement will result in the individual being removed from the Committee.

SELECTION OF THE CHAIR

The Chair shall be selected from among the Committee members at its first Meeting when a compliance audit application or report from the Clerk is received. If there is no consensus on a Chair, selection will be carried out by way of nomination and vote of the Committee members present.

DUTIES OF THE CHAIR

The Chair shall:

- call Committee Meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow Meeting procedures, identify the order of proceedings and speakers and rule on points of order;
- enforce the observance of order and decorum among the Committee members and the public at all meetings;
- participate as an active member;
- encourage participation by all members;
- act as the spokesperson for the Committee and speak on behalf of the Committee to the media, as necessary;

- act as the liaison between the members and the Secretary of the Committee on matters of policy and process.

When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair. Selection of the Acting Chair will be made by resolution.

DUTIES OF COMMITTEE MEMBERS

The duties of Committee members are as follows:

- carry out all statutory obligations of the Committee in accordance with the Act;
- attend all Committee Meetings, sending regrets otherwise;
- understand their role, the Committee's mandate and Meeting procedures;
- declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the member must leave the Meeting during all discussion on the matter;
- where the pecuniary interest of a member has not been disclosed by reason of the member's absence from the Meeting, the member shall disclose the pecuniary interest and otherwise comply with the above noted subsection at the next Meeting of the Committee attended by the member;
- participate as an active and voting member, asking questions, and seeking clarification through the Chair;
- assist in drafting the reasons for a decision, as applicable;
- develop and maintain a climate of mutual support, trust, courtesy and respect;
- work together to utilize the knowledge, expertise and talents of all members; and
- respect the decisions of the Committee and that such decisions reflect the majority view.

STAFF RESOURCES

The Clerk of the applicable Participating Municipality shall act as Secretary to the Committee.

The Secretary may establish administrative practices and procedures for the Committee and shall carry out any other duties required under this Act to implement the Committee's decision.

When a Participating Municipality receives a compliance audit request or a report of the Clerk, the Clerk of the Participating Municipality shall, within 10 days, contact the

Committee members and arrange for a minimum of three committee members to sit as the Compliance Audit Committee for the purpose of considering the compliance audit request or report of the Clerk. The selected Members sitting as a Compliance Audit Committee shall be required to participate in all meetings and any other proceedings pertaining to the request(s) or report of the Clerk.

MEETINGS

Committee meetings will be conducted in accordance with the open meeting provisions of the Municipal Act, 2001, as amended, and a municipality's official website will be used to communicate the notices of meetings. The Committee may deliberate in private in accordance with section 88.33 (5.1).

Timing of Meetings – Meetings shall be called by the Clerk of the Participating Municipality when required. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk.

Meeting Location_– The Committee shall meet at the location determined by the Participating Municipality.

Meeting Notices, Agendas and Minutes – The Agenda shall constitute notice. The Clerk of the Participating Municipality requiring the services of the Committee shall cause notice to the meetings to be provided:

- to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector;
- to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report;
- to members of the Committee, Contributor, Registered Third Party and the Public for a meeting regarding a Registered Third-Party Contributor Contravention.

Notice shall be given a minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The Agendas and Minutes of meetings shall be posted on the Participating Municipality's website.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Agenda Format

1. Call to Order
2. Disclosure of Pecuniary Interest and the General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report or Auditor's Report
4. Adjournment

Quorum – Quorum for meetings shall consist of a majority of the members of the Committee. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

Meeting Attendance – Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations by a report to Council for the removal of any member.

Motions and Voting – A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the Minutes. Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest. The Chair shall vote on all matters unless disqualified from voting by reason of a declared pecuniary interest. In the case of a tie vote, the motion shall be considered to have been lost. The manner of determining the vote on a motion shall be by show of hands. The Chair shall announce the result of every vote.

REMUNERATION

Committee members shall receive an honorarium of \$150.00 per meeting attended, plus mileage at a rate commensurate with the rate established by the Participating Municipality requiring the services of the Committee. Remuneration is payable by the Participating Municipality requiring the services of the Committee.

ADMINISTRATIVE PRACTICES AND PROCEDURES

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the Municipal Elections Act, 1996.

The Clerk, of a Participating Municipality, at any time has the right to develop additional administrative practices and procedures.

FUNDING

The Participating Municipality requiring the services of the Committee shall be responsible for all associated expenses including the auditor's costs.

RECORDS

The records of the Committee meetings shall be retained and preserved by the Clerk of the Participating Municipality requesting the service of the Committee in accordance with that municipality's Records Retention rules.

Appendix A

Municipal Elections Act, 1996 S.O. 1996, c. 32

(for reference only)

Compliance Audits and Reviews of Contributions

Compliance audit of candidates' campaign finances Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act, 2017*, c. 20, Sched. 10, s. 1.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

- a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

Review of contributions to candidates

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

- a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Notice of meetings

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Compliance audit of registered third parties**Application by elector**

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the

election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

- a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
- b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Notice of meetings

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

Open meetings

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- a) employees or officers of the municipality or local board;
- b) members of the council or local board;
- c) any persons who are candidates in the election for which the committee is established; or
- d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry

out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.



MANAGEMENT REPORT

Date: September 12, 2022
To: Planning and Heritage Committee
From: Greg Rabe, Municipal Law Enforcement Officer
Report #: PLA22-031
Attachments: None

Title: Stratford Perth Museum Remembrance Day Sign By-law Variance

Objective: To consider a sign variance request for two fascia signs to be erected on City Hall to December 1, 2032. The current variance is due to expire on December 1, 2022.

Secondly, to consider a sign variance request to allow for a maximum of 100 banners to be erected from light standards adding approximately 10 signs per year until the maximum of 100 signs is reached. The current variance allows for twenty-four banners to be erected.

The Legion is requesting to update both variances at the same time to extend to 2032 (despite the Light Standards sign variance being in effect until 2027).

Thirdly, to consider the Legion's request for the City to not charge the annual fees through to 2032.

Background: On October 12, 2004, the Stratford City Council passed a comprehensive Sign By-law 159-2004. Section 4.2 of the Sign By-law prohibits signs that are located on, or encroach on, property owned by the City without the formal approval of the City.

Section 24 of the Sign By-law sets out the process and criteria on which sign variances are to be approved. When considering a sign variance, Planning and Heritage Sub-committee, Planning and Heritage Committee and Council shall have regard for:

- (i) Special circumstances or conditions applying to the land, building or use referred to in the application;
- (ii) Whether strict application of the provisions of this By-law in the context of the special circumstances applying to the land, building, or use, would result in practical difficulties or unnecessary and unusual hardship for the applicant, inconsistent with the general intent and purpose of this By-law;

- (iii) Whether the special circumstances or conditions are preexisting and not created by the owner or the applicant; and
- (iv) Whether the sign that is the subject of the variance will alter the essential character of the area.

On May 28, 2013, Council adopted the following resolution to provide greater clarity regarding signs on City Hall:

That signs be permitted on City Hall only in accordance with the following provisions:

- A maximum of two signs be displayed that must be positioned in the designated spaces on either side of the front door for a maximum period of 14 days; That the signs be a maximum size of 4 feet by 8 feet, which would allow them to affix to the existing fasteners;
- That the individual/group requesting permission to display their sign/banner must apply for a minor variance to the Sign By-law and for a sign permit, if necessary;
- That the banner/sign shall not advertise commercial enterprises or logos and the content must be restricted to those advertising special municipal events or other matters of municipal interest within the City of Stratford;
- That the content of each banner/sign must be reviewed and approved by City Council;
- That the installing and removal of the banner be done by a contractor approved by the Director of Engineering and Public Works or designate;
- That banners or signs cannot be displayed over the front door of City Hall effective immediately; and
- That staff revise the City Hall Auditorium Rental Agreement and Contract to reflect these changes;

Following the adoption of policies regarding signs on City Hall, the Royal Canadian Legion Branch 8 submitted a sign variance application and on February 26, 2018, Council approved the following:

9.2.1 Sign By-law Variance for the Royal Canadian Legion Branch 8 (Stratford Legion) (PLA18-001)

THAT the Royal Canadian Legion Branch 8 be granted a sign variance for permission to erect two fascia signs on the existing mounting brackets/ designated spaces on City Hall for a maximum of fourteen days for Remembrance Day activities provided they obtain a sign permit;

THAT no application fee be charged for the sign permit;

AND THAT the sign variance noted above remain in effect until December 1, 2022.

Additionally, following the adoption of policies regarding signs at City Hall, the Royal Canadian Legion submitted a sign variance application and on September 24, 2018, Council approved the following:

4.1 Royal Canadian Legion, Stratford Branch 8 Request for Light Standard Banners (PLA18-024),

THAT the request by The Royal Canadian Legion, Stratford Branch 8, to erect up to twenty-four commemorative banners from light standards in the downtown core on an annual basis, from the end of October to mid-November for the next ten years (2018-2027) be approved;

AND THAT the one-time fee for sign variance and the annual fees for sign permits be waived.

Analysis: In February 2018, Council determined the request by the Royal Canadian Legion Branch 8 to erect two signs on City Hall for a maximum of fourteen days from existing mounting brackets/designated spaces met the sign variance provisions of the Sign By-law and granted a sign variance, which is set to expire on December 1, 2022. Since then, the Legion has used the same signs and placed them on existing brackets on City Hall. Staff are not aware of issues with the placement of signs by the Legion on City Hall since 2018. Staff is recommending approval under section 24 of the Sign By-law criteria as noted in this report.

In September 2018, Council determined the request by the Royal Canadian Legion Branch 8 to erect up to twenty-four commemorative banners from light standards in the downtown core on an annual basis, from the end of October to mid-November for the next ten years (2018-2027) be approved. The Legion has continued to erect the banners in the downtown core and there have been no issues identified by Staff with the placement of the signs by the Legion since 2018.

The Legion is now requesting to increase the number of banners to be erected up to 100 and to have them located in the downtown core as well as on Ontario and Huron Streets and to extend the sign variance approval to December 1, 2032. The number of erected banners would be increased from twenty-four to one hundred with ten banners being added yearly until the maximum amount is reached (100). The banners are 1.7' x 5.5' (9.1 sq ft) and are erected from light standards currently in the downtown core. Staff is recommending approval under section 24 of the Sign By-law criteria as noted in this report.

As noted, the Legion is also requesting that the City not collect the permit fees. This would have a result of \$226.00 + \$612.00 = \$838.00 annually or \$8,380.00 over 10 years in lost revenue, which would also be subject to annual increases in CPI.

If a Council wishes to not collect the permit fees in whole or in part, it is recommended that a grant be considered instead so that the By-law Division does not experience the

loss of revenue while incurring the costs to process the annual sign permit each year during the approved variance period. Staff recommend that the annual permit fees be funded through the Community Grants Budget and subject to annual review by the Grants Committee.

Financial impact to current year operating budget:

The current impact to the budget is \$838 of loss revenue which could be funded from the Community Grants budget, subject to Council approval. The applicable fees for 2022 are as follows:

- \$226.00 Sign permit fee
- \$612.00 Sign variance fee

Financial impact on future year operating budget:

\$8,380 in total impact plus any approved permit fee increases over 10 years. Funding for this lost revenue could be considered by the Community Grants Committee each year.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships

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

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Staff Recommendation: THAT the request by the Royal Canadian Legion Stratford Branch 8, be granted under section 24 of the Sign By-law 159-2004 on the basis of the special circumstances or conditions applying, to erect two signs on the existing mounting brackets/designated spaces on City Hall for a maximum of fourteen (14) days provided the organization obtains an annual sign permit;

THAT the above noted sign variance be in effect until December 1, 2032;

THAT the request by the Royal Canadian Legion Stratford Branch 8, be granted under section 24 of the Sign By-law 159-2004, on the basis of the special circumstances or conditions applying, to erect up to 100 banner signs on existing light standards in the downtown core and on Ontario and Huron Streets with 10 signs being added annually until the amount of 100 banner signs has been met;

THAT the above noted sign variance be in effect until December 1, 2032;

THAT the 2022 permit fees for the Legion be funded from the Community Grants Budget;

AND THAT the funding in subsequent years of the annual permit fees for the Legion be referred to the Community Grants Committee for review by the Grant Committee.

Prepared by: Greg Rabe, Municipal Law Enforcement Officer
Jonathan DeWeerd, Chief Building Official

Recommended by: Taylor Crinklaw, Director of Infrastructure and Development Services
Joan Thomson, Chief Administrative Officer



**BY-LAW NUMBER XXX-2022
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to accept the transfer (conveyance)
from Vivian North Limited of Part 3 on Reference Plan
44R-5942 as a condition of Site Plan Agreement 04-22
for 3202 Vivian Line 37.

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the Municipal Act, 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS a condition of approval of Site Plan Agreement 04-22 is the conveyance to The Corporation of the City of Stratford of certain lands described herein;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That The Corporation of the City of Stratford shall accept a conveyance of Part Lot 45, Concession 3 being part of P.I.N 53080-0024 (LT), now designated as Part 3, Plan 44R-5942 for the widening of Vivian Line 37 from Vivian North Limited.
2. That the Mayor and Clerk of The Corporation of the City of Stratford, or their respective delegates, are hereby authorized to execute all documents necessary for this conveyance that have been prepared by or reviewed by the City Solicitor.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of September, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2022
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to dedicate Part 3 on Reference Plan 44R-5942, as public highway forming part of Vivian Line 37 in the City of Stratford.

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 31(2) of the Municipal Act, 2001, provides that after January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money;

AND WHEREAS The Corporation of the City of Stratford is the owner of Part 3 on Reference Plan 44R-5942;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. The lands described in Section 2 herein are hereby dedicated as public highway forming part of Vivian Line 37 in the City of Stratford.
2. The lands referred to in Section 1 hereof are described as being:

Part Lot 45, Concession 3, being part of P.I.N 53080-0024 (LT), now designated as Part 3 on Plan 44R-5942.
3. That this By-law shall come into force upon registration with the Land Titles Office for Perth County.
4. That the City Solicitor is hereby authorized to register or have registered, this By-law in the Land Titles Office for Perth County.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of September, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2022
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the acceptance of a tender by JD Brule Equipment for the purchase of a Combination Vacuum and Flusher Unit [T-2022-24].

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the Municipal Act 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the tender [T-2022-24] of JD Brule Equipment for the purchase of a Combination Vacuum and Flusher Unit be accepted.
2. The accepted amount of the tender [T-2022-24] for the Combination Vacuum and Flusher Unit is \$665,570.00, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of September, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2022
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to appoint members to the Joint Compliance Audit Committee for the 2022-2026 term of Council under the Municipal Elections Act, 1996, as amended.

WHEREAS Council is required by section 88.37(1) of the Municipal Elections Act, 1996, as amended, to establish a compliance audit committee for the purposes of the Act;

AND WHEREAS Council has agreed to a Joint Compliance Audit Committee with the Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South, the Town of St. Marys and City of Stratford;

AND WHEREAS Council adopted Terms of Reference for the Joint Compliance Audit Committee;

AND WHEREAS Council now deems it necessary to make appointments to the Joint Compliance Audit Committee for the 2022-2026 term of Council;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That a Joint Compliance Audit Committee, previously established by City Council, is hereby confirmed to continue with the Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South, Town of St. Marys and the City of Stratford to deal with matters provided for in the Municipal Elections Act, 1996, as amended.
2. That an exemption be granted from the City requirement that appointed members of City committees be eligible electors for the municipal election in the City.
3. That the following persons are hereby appointed by Stratford City Council to the Joint Compliance Audit Committee for the 2022-2026 term of Council:
 - Bob Malcolmson
 - Frank Mark
 - Angela Peco
 - Chris Vardy
4. This by-law shall come into effect upon final passage thereof.

Read a FIRST, SECOND and THIRD time and
FINALLY PASSED this 26th day of September, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2022
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 135-2017, as amended, to delegate Council's authority to the City Clerk and Director of Infrastructure and Development Services or City Clerk and the Chief Administrative Officer to enter into Site Alteration Agreements.

WHEREAS section 23.1 and 23.2 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to delegate certain powers and duties;

AND WHEREAS the Council of The Corporation of the City of Stratford adopted Delegation of Powers and Duties Policy as required under section 270 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, with respect to the delegation of Council's legislative and administrative authority;

AND WHEREAS the Council of The Corporation of the City of Stratford enacted By-law 135-2017 to delegate certain authority to certain officials and employees of The Corporation of the City of Stratford or to authorize certain routine administrative practices;

AND WHEREAS By-law 135-2017 is amended from time to time by Council of The Corporation of the City of Stratford as deemed appropriate;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it necessary to amend By-law 135-2017, as amended, to delegate certain authority to the City Clerk and Director of Infrastructure and Development Services or City Clerk and the Chief Administrative Officer to enter into Site Alteration Agreements;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the Council of The Corporation of the City of Stratford delegate Council's authority to enter into Site Alteration Agreements to the Director of Infrastructure and Development Services, Chief Administrative Officer and City Clerk and to add the requirement for two authorized signatures, one of which must be the City Clerk.
2. That Schedule "A" of By-law 135-2017, as amended, be further amended by adding provision 10.31 in Schedule "A" attached hereto, to the said Schedule "A" of By-law 135-2017, as amended.
3. All other provisions of By-law 135-2017, as amended, shall remain in force and effect.

Read a FIRST, SECOND and THIRD time and
FINALLY PASSED this 26th day of September, 2022.

Mayor – Daniel B. Mathieson

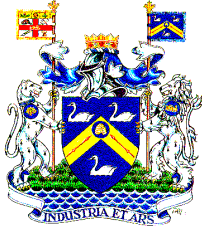
Clerk – Tatiana Dafoe

THIS IS SCHEDULE "A" to By-law XXX-2022

Adopted this 26th day of September, 2022

**Amending Schedule "A"
To By-law 135-2017, as amended**

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	New
10.31	Authority to enter into Site Alteration agreements	Chief Administrative Officer Director of Infrastructure and Development Services City Clerk Requires 2 signatures, one of which must be the City Clerk	Municipal Act, 2001 Site Alteration By-law 102-2022	Agreements must be reviewed by or prepared by the City Solicitor. Signed agreement to be registered on title by the City Solicitor at the applicant's expense.	Copy of signed agreement to be provided to the Manager of Finance to facilitate securities and deposits being taken for site alterations and to the City Clerk for record retention.	No	Yes



**BY-LAW NUMBER XXX-2022
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 111-2008 as amended,
to adopt revisions to the Emergency Response Plan for
The Corporation of the City of Stratford.

WHEREAS subsection 2.1(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, ("the Act") states that every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program;

AND WHEREAS subsection 3(1) of the Act states that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees and other persons will respond to the emergency and that Council shall by by-law adopt the emergency response plan;

AND WHEREAS the Council of The Corporation of the City of Stratford adopted By-law 111-2008 to adopt a new Emergency Response Plan;

AND WHEREAS the Council of The Corporation of the City of Stratford has amended the Emergency Response Plan from time to time;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it necessary to further amend the Emergency Response Plan to ensure information is accurate and up-to-date;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the Stratford Emergency Response Plan attached to this By-law as "Schedule A" is hereby adopted and replaces the previous amended Stratford Emergency Response Plan.
2. This By-law shall come into effect upon final passage thereof.

Read a FIRST, SECOND and THIRD TIME and

FINALLY PASSED this 26th day of September, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe



CITY OF STRATFORD

EMERGENCY RESPONSE PLAN

Enacted September 8, 2008

By-law 111-2008

Amended November 22, 2010

Bylaw 135-2010

Amended May 9, 2011

By-law 45-2011

Amended June 11, 2012

By-law 68-2012

Amended April 14, 2014

By-law 31-2014

Amended March 26, 2018

By-law 33-2018

Amended May 29, 2018

By-law 80-2018

Amended September 26, 2022

By-law -2022

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INTRODUCTION

The Stratford Emergency Response Plan (hereinafter called the "Plan") has been prepared to provide key officials, agencies and departments within the City of Stratford with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. Accordingly, a distribution list is attached as Appendix G.

The **Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9**, as amended, is the legal authority for this plan. It states that "The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area".

An Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise, which, by its nature or magnitude, requires a co-ordinated response by a number of agencies under the direction of the Emergency Control Group. These are distinct from the normal, day-to-day operations carried out by the first response agencies.

While many emergencies could occur within the City of Stratford, those most likely to occur are floods, tornadoes, blizzards, windstorms, transportation accidents involving hazardous materials, air or rail crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, epidemics, threat of any of the foregoing, or any combination thereof.

This Plan prescribes procedures under the manner in which municipal employees and other persons will respond to an emergency. Important measures authorized under the Act and which form part of this plan are:

- Expenditures of monies associated with the formulation and implementation of the Plan;

- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Specify procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designate other members of council who may exercise powers and perform the duties of the mayor under the Plan during the absence of the mayor or upon his or her inability to act;
- Establish committees and designate employees to be responsible for reviewing the Plan, training employees in their functions and implementing the Plan during an actual emergency;
- Obtaining and distributing materials, equipment and supplies during an emergency; and
- Such other matters as are considered necessary or advisable for the implementation of the Plan during an emergency.

AIM

The aim of this Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the City of Stratford when faced with an emergency.

EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

The Emergency Management Program Committee is the critical management team that oversees the development, implementation, and maintenance of a community's emergency management program. Every community must have an Emergency Management Program Committee (EMPC). The City of Stratford has designated its Emergency Control Group membership as the Emergency Management Program Committee.

The formation of an Emergency Management Program Committee is a key organizational step toward making the emergency management process work at the local level. To reach its full potential, the committee needs to represent the various organizations that have, or should have, a voice in implementing and maintaining the community emergency management program. Strong efforts should be made to include all groups with an interest in the emergency management program.

Regular meetings of a community's Emergency Management Program Committee are vital to the success of an emergency management program at any stage. As the

community moves from the Essential Program standard to higher levels of achievement, the Community Emergency Management Co-ordinator (CEMC) has the authority to expand the composition of the Emergency Management Program Committee to provide for wider expertise and delegation of tasks.

EMERGENCY CONTROL GROUP (ECG)

The emergency response is directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the community. This group is known as the Emergency Control Group (ECG) and is composed of:

- Mayor
- Chief Administrative Officer (Operations Officer)
- Police Chief
- Fire Chief
- Chief of Paramedic Services
- Public Information Coordinator

The list of responsibilities of the Emergency Control Group and each member thereof is noted under the section titled "Roles and Responsibilities".

Such other persons representing public and private agencies having a specialized knowledge or expertise may be added by the Emergency Control Group as the situation dictates.

ROLES AND RESPONSIBILITIES

Emergency Control Group

The actions or decisions which the members of the Emergency Control Group (ECG) are likely to be responsible for and are authorized to take action are to:

- Advise the Mayor as to whether the declaration of an emergency is recommended;
- Advise the Mayor on the need to designate all or part of the City as an emergency area;
- Appoint an Emergency Site Manager (ESM);
- Coordinate efforts for emergencies which extend beyond the boundaries of the City with the Emergency Control Groups of the Municipality of North Perth, the

Municipality of West Perth, the Township of Perth East, the Township of Perth South and the County of Perth;

- Determine if additional volunteers are required and if appeals for volunteers are warranted;
- Coordinate the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group and the support and advisory staff;
- Determine if additional transport is required for evacuation or transport of persons and/or supplies;
- Discontinue utilities or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;
- Disperse people not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;
- Authorize the evacuation of those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;
- Authorize casualty collection and evacuation in support of emergency health care authorities;
- Call in and employment of any municipal personnel and equipment which is required in the emergency;
- Arrange for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.;
- Arrange for accommodation and welfare, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- Arrange assistance from senior levels of Government, through Emergency Measurers Ontario, and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;
- Initiate an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;
- Establish a reporting and inquiry centre to handle individual requests for information concerning any aspect of the emergency;
- Determine the need to establish advisory group(s) and/or subcommittees;
- Authorize expenditures of funds for implementing the Plan;

- Notify the service, agency or group under their direction, of the termination of the emergency;
- Maintain a log outlining decisions made and actions taken and submitting a summary of the log to the chief administrative officer within one week of the termination of the emergency, as required.

Mayor

Upon learning of a potential emergency, the mayor will consider the possible need for activation of the emergency plan and, if warranted, he/she will trigger the alert system. Thereupon, he/she will report to the Emergency Operations Centre to sit as a member of the Emergency Control Group and to perform the following functions and responsibilities:

- Chair meetings of the Emergency Control Group;
- Declare that an emergency exists in the municipality or on any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area;
- Ensure that the Solicitor General of Ontario via Emergency Management Ontario is notified of the declaration of the emergency, and termination of the emergency;
- Ensure the members of Council, the area Member of Parliament (MP) and the area Member of the Legislative Assembly (MPP) are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Make decisions, determine priorities and issue operational direction through the Operations Officer;
- Request assistance from neighbouring municipalities and/or from senior levels of Government through Emergency Management Ontario, when required;
- Approve news releases and public announcements;
- Terminate the emergency at the appropriate time and ensure all concerned have been notified;
- Participate in the debriefing following the emergency.

Chief Administrative Officer

- Coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings;

- Perform the duties and responsibilities of Operations Officer;
- Advise the Mayor on policies and procedures, as appropriate;
- Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Emergency Control Group;
- Ensure that a communication link is established between the Emergency Control Group (ECG) and the Emergency Site Manager (ESM);
- Call out additional City staff to provide assistance, as required;
- Ensure provision for clerical staff to support the Emergency Control Group, the recording of decisions and recommendations and instructions issued and advising of same, as directed, maintaining a log of operations and record of all costs of responding to an emergency for possible recovery action;
- Select and notify concerned persons at the assembly area at which additional resources or human resources and equipment for all services will gather;
- Arrange the annual and other meetings of the Emergency Control Group;
- Amend the Emergency Plan Appendices concerning names and telephone number changes;
- Be responsible for the security of all classified material, verbal and documental reports relating directly or indirectly to the emergency;
- Ensure official information is available at the earliest possible time to:
 - all officials involved in Emergency Operations
 - the news media to allay public anxiety and to reduce the number of onlookers at the scene;
 - concerned individuals seeking personal information;
- Schedule a debriefing session within 7 days of the termination of any emergency declared.

Police Chief

Upon learning of a potential emergency, the police chief will consider the possible need for activation of the emergency plan, and, if warranted, he/she will trigger the alert system. Thereupon, he/she will report to the Emergency Operations Centre to sit as a member of the Emergency Control Group (ECG) and to perform the following functions and responsibilities:

- Activate the emergency notification system, and ensure all members of the Emergency Control Group are notified;
- Provide the Emergency Control Group with information and advice on police, security and law enforcement matters;
- Notify necessary emergency and community services, as required;

- Establish an inner perimeter within the emergency area;
- Establish an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Provide an Emergency Site Manager if required;
- Arrange for the provision of traffic control to facilitate the movement of emergency vehicles;
- Alert persons endangered by the emergency;
- Conduct evacuation of buildings or areas when ordered by the Emergency Control Group and assist other agencies in the implementation of the evacuation plan;
- Arrange for the protection of life and property and the provision of law and order;
- Arrange for the security and patrols of unsafe buildings or structures;
- Arrange for the provision of police service in evacuee centres, morgues, and other facilities, as required;
- Guard against vandalism and patrol areas with evacuated buildings;
- Notify the coroner of fatalities;
- Liaise with other community, provincial and federation police agencies, as required;
- Co-ordinate police operations with other municipal and provincial departments and arrange for additional resources and equipment when needed, i.e. barriers and flashers, etc.;
- Arrange for additional police assistance, if required;
- Participate in the debriefing following the emergency.

Fire Chief

Upon learning of a potential emergency, the Fire Chief will consider the possible need for activation of the emergency plan, and, if warranted, he/she will trigger the alert system. Thereupon, he/she will report to the Emergency Operations Centre to sit as a member of the Emergency Control Group (ECG) and to perform the following functions and responsibilities:

- Provide the Emergency Control Group with information and advice on firefighting and rescue matters;
- Establish an ongoing communications link with the senior fire official at the scene of the emergency;
- Initiate mutual aid arrangements for the provision of additional firefighting personnel and equipment, if needed;
- Provide an Emergency Site Manager if required;

- Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing, etc.;
- Provide assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation, etc.;
- Arrange for assistance from local emergency organizations as necessary e.g. Local Amateur Radio Service, Snowmobile Club, etc.;
- Perform the rescue of persons trapped and the provision of first aid at the site;
- Ensure immediate action is taken to eliminate sources of potential danger in the area of the incident;
- Provide human resources and equipment to assist in pumping operations and extrication requirements;
- Provide resuscitation equipment and trained manpower when and where required;
- Arrange, or conduct, such tests as are necessary to determine the degree of hazard existing in buildings or other structures from explosives, inflammable or toxic agents in conjunction with other agencies involved;
- Provide access to buildings where keys have been provided for such buildings;
- Participate in the debriefing following the emergency.

Chief of Paramedic Services

Upon learning of a potential emergency, the Chief of Paramedic Services will consider the possible need for activation of the emergency plan and, if warranted, he/she will trigger the alert system. Thereupon he/she will report to sit as a member of the Emergency Control Group (ECG) and perform the following functions:

- Liaise with the EMS Site Co-ordinator to ensure triage and treatment at the site of the emergency;
- Liaise with the Director of Social Services for information regarding invalids or disabled citizens that may reside in an area to be evacuated and require ambulance or other stretcher transportation;
- In conjunction with the EMS Site Co-ordinator, assess the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the scene for these medical teams. (NOTE: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive entrapment, etc.);
- In conjunction with the EMS Site Co-ordinator, assess the need and initial request for special emergency health service resources at the emergency site, e.g. multi-

patient units, support units, air ambulances, and forwarding these requests to the Central Ambulance Communications Centre;

- Assist with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- In conjunction with the Central Ambulance Communications Centre, provide the main radio and telephone communication link through dispatch among health services, and notifying and requesting assistance of the Ontario Ministry of Health, Emergency Health Services Branch;
- Ensure that first aid supplies are available at the emergency site(s) and the evacuation centre(s);
- Participate in the debriefing following an emergency.

Public Information Coordinator

The Public Information Coordinator reports to the Operations Officer and is responsible for:

- Upon arrival at the Emergency Operations Centre, reporting to the Operations Officer to be briefed on the emergency situation;
- Establishing a communication link with the Site Media Spokesperson, if appointed, the Call Centre Manager and any other media co-ordinators (i.e. provincial, federal, private industry, etc.) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate;
- Ensure that the media centre is set up and staffed;
- Liaise with the Emergency Control Group (ECG) to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Implement the Emergency Communications Plan;
- Ensure that the following are advised of the telephone number of the media centre:
 - Media
 - Emergency Control Group
 - Emergency Site Manager
 - Switchboard (City and Emergency Services)
 - Police Public Relations Officer
 - Neighbouring Communities
 - Call Centre Manager
 - Any other appropriate persons, agencies or businesses;

- Provide direction and regular updates to the Call Centre Manager, prior to issuing media releases, to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensure that the media releases are approved by the Operations Officer (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the Public Information Centre, the Emergency Control Group, Call Centre Manager and other key persons handling inquiries from the media;
- Monitor news coverage, and correcting any erroneous information;
- Maintain copies of media releases and newspaper articles pertaining to the emergency.

Coordinate Site Media Activity and Spokespersons as follows:

- Ensure the establishment and coordination of a media information centre in a safe, appropriate location, at or near the site, for the media to assemble;
- Establishment of a communication link and regular liaison with the Public Information Coordinator at the Emergency Operations Centre;
- Redirection of all inquiries regarding decisions made by the Emergency Control Group and the emergency as a whole, to the Public Information Coordinator (PIC);
- Advise the following persons and agencies of the location and telephone number(s) (as available) of the Site Media Information Centre:
 - Emergency Site Manager
 - Police Public Relations Officer
 - Emergency services personnel at scene (where possible)
 - Media
 - Any other appropriate personnel or agencies
- Ensure that media arriving at the site are directed to the site media information centre;
- Where necessary and appropriate, coordinate media photograph sessions at the scene;
- Coordinate on-scene interviews between the emergency services personnel and the media.

Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the Emergency Control Group:

- Administrative Assistant
- City Clerk
- Director of Corporate Services
- Director of Human Resources
- Chief Building Official
- Director of Infrastructure and Development Services
- Chief Executive Officer of Festival Hydro Inc.
- Medical Officer of Health
- Director of Social Services
- Director of Community Services
- Chief Technology and Security Officer (IT)
- Community Emergency Management Coordinator (CEMC)
- Manager of Health and Safety

A summary of the roles and responsibilities for support and advisory staff is outlined in Appendix B1 attached to this plan.

ROLES AND RESPONSIBILITIES – OTHER AGENCIES

Avon Maitland District School Board and the Huron-Perth Catholic District School Board

The Avon Maitland District School Board and the Huron-Perth Catholic District School Board are responsible for:

- The provision of any school (as appropriate and available) for use as an evacuation or reception centre;
- Upon the direction of the Director of Social Services or alternate, providing a District School Board representative to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- In the event of an emergency during normal school hours, the principal(s) of the affected school(s), until directed otherwise, is/are responsible for either implementing the school "Stay-Put" Emergency Plan or the school "Evacuation" Plan, as advised by the Emergency Control Group, depending on the nature and the scope of the emergency;
- Provide school staff under the direction of the school principal, or alternate;
- The control of the school population, school buildings, buses, and other school facilities in the emergency area.

Stratford General Hospital

The Stratford General Hospital is responsible for:

- Implementation of the hospital emergency plan;
- Liaise with the Emergency Control Group and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluate requests and make arrangements for the provision of medical site teams/medical triage teams;
- Liaise with the Ministry of Health, as appropriate.

Local Ambulance Services

St. John Ambulance, the local volunteer ambulance service, if requested, shall:

- Respond to any calls for assistance;
- Report to the Emergency Site Manager at the earliest opportunity;
- Designate one personnel to the on-site command post under the direction of the Emergency Site Manager, if required.

EMERGENCY OPERATIONS CENTRE (EOC)

The Emergency Control Group reports to the Emergency Operations Centre. The locations of the primary and alternate Emergency Operations Centres are outlined in Appendix A (confidential). In the event the primary and alternate locations cannot be used, the Emergency Control Group, the Mayor or the Operations Officer or their alternates shall designate an appropriate location as the Emergency Operations Centre.

EMERGENCY ALERTING PROCEDURE

Upon receipt of a warning of a real or potential emergency, any member of the Emergency Control Group (ECG) or the responding department will immediately contact the Stratford Police Service to request that the notification system be activated.

Upon receipt of the warning, the Stratford Police Service will notify all members of the Emergency Control Group. Upon being notified, it is the responsibility of all Emergency Control Group officials to notify their staff and volunteer organizations.

Where a threat of an impending emergency has been reported, the Stratford Police Service will notify and place members of the Emergency Control Group on standby.

The emergency notification list is attached as Appendix B. The Chief Administrative Officer shall revise Appendix B periodically and distribute such revisions to those listed in Appendix B and to police dispatch.

ACTION PRIOR TO DECLARATION

When an emergency exists but has not yet been declared to exist, municipal employees may take such actions under this Plan as may be required to protect lives and property in the City of Stratford.

DECLARATION OF A COMMUNITY EMERGENCY

The Mayor, Deputy Mayor or Acting Mayor (hereinafter called the Mayor) of the City of Stratford, as head of Council, is responsible for declaring that a community emergency exists. This decision is usually made in consultation with and on the advice of the members of the Emergency Control Group.

Upon such declaration, the Mayor will cause to be notified:

- Solicitor General of Ontario via Emergency Management Ontario (fax number, email and Declaration of Emergency form are included in Appendix C);
- City Council;
- the public; and
- neighbouring community officials, as required.

A community emergency may be declared terminated at any time by:

- the Mayor, Deputy Mayor, or Acting Mayor, or;
- City Council, or;
- The Premier of Ontario.

Upon termination of a community emergency the Mayor will cause to be notified:

- Solicitor General of Ontario via Emergency Management Ontario (fax number, email and Termination of Emergency form are included in Appendix D);
- City Council;
- the public; and
- neighbouring community officials, as required.

IMPLEMENTATION AND PROCEDURES

Emergencies could arise with or without warning. This plan takes this into account and is intended to deal with the worst case, a situation that develops without warning.

An Emergency will usually be reported or discovered by Police, Fire services or Perth County Paramedic Services who would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the Police Service, Fire Department or Perth County Paramedic Services should personally assume control at the site of an emergency, take charge immediately and then, depending upon the situation, make a decision to alert and assemble the Emergency Control Group in accordance with the approved procedure.

OPERATIONS

Upon assembling, the Mayor, with the advice of other members of the Emergency Control Group, may make a decision to declare an emergency and invoke the provisions of this Plan.

OPERATIONS – GENERAL

The decision-making process can best be accomplished by roundtable assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In such cases, it will be necessary for the Emergency Control Group (ECG) to appoint an on-site coordinator from one of the responding departments. Thereafter, until the emergency operations are concluded, other departments will act in support and under the command of the on-site manager appointed by the Emergency Control Group and exercising on-site coordination of operations. The on-site manager will be referred to as the Emergency Site Manager (ESM).

OPERATIONS – COMMUNICATIONS AND COORDINATION

An important function of every department is to provide timely information for the benefit of the decision-making process.

Once decisions have been made by the Mayor, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This

vital function will normally fall to the Chief Administrative Officer who will act as Operations Officer and be responsible for coordinating the activities of the Emergency Control Group and for ensuring good communication between all agencies involved in emergency operations.

COORDINATED OPERATIONS – COUNTY OF PERTH

In the event that the nature of the emergency situation involves more than the geographic area of the City of Stratford, the Emergency Control Groups of the City of Stratford and the County of Perth may, by mutual consent, co-locate at the City's Emergency Operations Centre at which time the two Emergency Control Groups will act as a joint Emergency Control Group co-chaired by the Mayor and the Warden. In the event the same emergency situation also involves the geographical area of the Town of St. Marys, the Town of St. Marys Emergency Control Group may send a representative to the joint Emergency Control Group for purposes of coordination.

REGISTRATION CENTRE

The Stratford Rotary Complex will be the registration centre for any declared emergency. Alternate and/or additional centres shall be designated by the Emergency Control Group.

EMERGENCY PUBLIC INFORMATION PLAN

A detailed emergency public information plan shall be developed by the Emergency Control Group and attached as Appendix E to this Plan.

LIST OF RESOURCES

A detailed list of resources and their contact information shall be developed and maintained by the Fire Department and attached as Appendix F to this Plan.

RECOVERY PLAN

A recovery plan which assigns responsibilities and outlines activities which may be required to bring the City of Stratford back to its pre-emergency state is attached as Appendix H.

PLAN MAINTENANCE AND REVISION

Annual Review

This plan will be reviewed at least annually and, where necessary, revisions will be identified by the Emergency Control Group.

Each time this Plan is recommended for policy revision, it must be forwarded to council for approval. Other changes may be made as authorized by the by-law adopting this Plan.

It is the responsibility of each person, agency, service or department named within this Plan to notify the Chief Administrative Officer forthwith, of any revisions to the Appendices, or administrative changes.

The Chief Administrative Officer shall distribute the Plan on an annual basis, excluding the Appendices, to the persons/agencies listed in Appendix G, as well as any revisions to the Plan itself.

The Chief Administrative Officer shall distribute revisions to the Plan and Appendices to the Emergency Control Group and their alternates, as required, on an interim basis.

Appendices A, B, B1, C, D, F, G, I and J are considered confidential and not for public circulation unless approved by the Chief Administrative Officer. The remaining Appendices are available upon request.

Testing of Plan

Annual exercises will be conducted in order to test the overall effectiveness of this Plan and provide training to the Emergency Control Group and on-site personnel. Revisions to this Plan should incorporate recommendations stemming from such exercises.

Internal Procedures

Each department and service involved with this Plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each department and service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

REVISIONS

Enacted:

September 8, 2008 (By-law #111-2008)

Amended:

November 22, 2010 (By-law #135-2010)

May 9, 2011 (By-law #45-2011)

June 11, 2012 (By-law #68-2012)

April 14, 2014 (By-law #31-2014)

March 26, 2018 (By-law #33-2018)

May 29, 2018 (By-law #80-2018)

September 26, 2022 (By-law #XX-2022)



**BY-LAW NUMBER XXX-2022
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the acceptance of a tender by 465929 Ontario Ltd. o/a Nicholson Concrete for the Concrete Sidewalk Installation Contract [T-2022-32].

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the Municipal Act 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the tender [T-2022-32] of 465929 Ontario Ltd. o/a Nicholson Concrete for the Concrete Sidewalk Installation Contract be accepted and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the contract for the said work and to affix the corporate seal thereto.
2. The accepted amount of the tender [T-2022-32] for the Concrete Sidewalk Installation Contract is \$338,050.80, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of September, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe



STRATFORD CITY COUNCIL
CONSENT AGENDA

September 26, 2022

REFERENCE NO. CONSENT AGENDA ITEM

- CA-2022-105 Notification that the Community Services Department, Parks Division intends to call quotes in accordance with the City's Purchasing Policy to provide professional goose control services for the City of Stratford in 2023.
- CA-2022-106 Resolution from the Town of Kingsville in opposition to Bill 3, Strong Mayors, Building Homes Act, 2022.
- Attachment – Resolution from Kingsville dated September 1, 2022
- Endorsement of the resolution is requested.
- CA-2022-107 In accordance with By-law 102-2008 and By-law 135-2017, the Infrastructure and Development Services Department provides notification that the following streets were/will be temporarily closed for parades/street events:
- St. Andrew Street from Birmingham Street to Church Street and Church Street from St. Andrew Street to St. Patrick Street on Thursday, October 20, 2022, from 7:15 p.m. to 8:00 p.m. for the Stratford Public Library "Boo Bash".
- CA-2022-108 Municipal Information Form for Liquor Licence Application for an indoor and outdoor area at 114 Erie Street (Grayson Mills Wedding and Events)
- Section 2 - To be completed by the City Clerk.
- Section 3 – Asking if Council has specific concerns regarding zoning, non-compliance with by-law or general objections to this application.
- The Planning Division has no concerns.
- The Building Division advises that:

- A separate AGCO letter will be required from the Building Division and the applicant will be required to submit the following:
 - A fee of \$77.00 is required to be paid
 - A floor plan completed by their Architect is required to be provided demonstrating the areas desired to be licensed and the occupant loads for those areas.
 - The AGCO template form filled out within the "Re" section and sent to khammnd@stratford.ca

An AGCO Letter will not be issued by the Building Division until occupancy has been granted to the space, as this space is currently undergoing renovation work.

- Fire Prevention advised they will not be able to provide a Liquor License Application and Letter until the following conditions have been met:
 - Occupancy has been granted to the space from the Building Department
 - A Fire Safety Plan has been reviewed and approved by the Fire Prevention Division
 - An onsite inspection has been completed by Fire Prevention

CA-2022-109

In accordance with By-law 135-2017, the Infrastructure and Development Services Department provides notification that the following streets were/will be temporarily closed to through traffic, local traffic only:

- CH Meier Blvd and Douro Street from Romeo Street to Ontario Street, Stratford, will be temporarily closed Thursday, September 15, up until 3:00pm. This road closure is necessary to facilitate the resurfacing of Ontario Street. There will be no access to and from Ontario Street from CH Meier Blvd and Douro St. Traffic is to detour to Romeo St/Ontario St. intersection.
- McKenzie Street from St. David Street to Cambria Street for approximately 11 weeks, beginning Friday, September 16, 2022 until approximately November 30, 2022 for Road Reconstruction.
- John Street from West Gore Street to Cambria Street for 1 day only, on Friday, September 16, 2022 for Sign installation for Pedestrian Crossover and Road Painting.
- East Gore Street from Nile Street to Taylor Street for 2 days only, on Monday, September 19, and Tuesday, September 20, 2022. This is to facilitate the installation of a sanitary service and storm service to 74 and 78 East Gore Street.

- Brant Street from Nile Street to Taylor Street for one day only, on Wednesday, September 21, 2022. This is to facilitate the installation of a water service to 59 Brant Street.
- Waterloo Street S., from Downie Street to Douro Street for one day only, on Monday, September 19, 2022 for Building Repairs.

CA-2022-110 Notification that the Social Services Department, Public Housing Division, intends to call quotes in accordance with the City's Purchasing Policy for:

- Move out painting county-wide
- Move out cleaning county-wide
- Roof Replacement at 29 Buckingham Drive
- Unit Electrical panel replacement at 9 Fulton St. and 175 St. David St. Mitchell
- Furnace and hot water tank replacement wide at Davidson Ave., Mitchell
- Roof anchors and access at 438 St. Vincent
- Appliances for new build at 200 Britannia St. Stratford

CA-2022-111 Notification that the Social Services Department, Public Housing Division, intends to call for tenders in accordance with the City's Purchasing Policy for Janitorial Services county-wide.



2021 Division Road North
 Kingsville, Ontario N9Y 2Y9
 Phone: (519) 733-2305
 www.kingsville.ca
 kingsvilleworks@kingsville.ca

COPY VIA EMAIL (Premier@ontario.ca)

September 1, 2022

The Hon. Doug Ford, Premier of Ontario
 Legislative Building
 1 Queen's Park
 Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Town of Kingsville Council Resolution #336-08292022 in opposition to
 Bill 3, Strong Mayors, Building Homes Act, 2022**

At its Special Meeting held August 29, 2022 Council of The Corporation of the Town of Kingsville passed a Resolution against Bill 3 as follows:

Resolution #336-08292022

Moved by Councillor Kimberly DeYong
 Seconded by Councillor Laura Lucier

“WHEREAS the Government of Ontario, through the Minister of Municipal Affairs and Housing, has introduced Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of council";

AND WHEREAS this Bill, if enacted, will initially apply to the City of Toronto and City of Ottawa, but will later be expanded to include other municipalities according to a statement made by the Premier at the 2022 AMO annual conference;

AND WHEREAS this Bill, if enacted, will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

AND WHEREAS this Bill, if enacted, will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;

AND WHEREAS these changes will result in a reduction of independence for professional staff including the CAO, who currently provide objective information to the Council and public and will now take direction from the Mayor alone when the Mayor so directs;

AND WHEREAS these are surprising and unnecessary changes to the historical balance of power between a Mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council.

THEREFORE, this Council of the Town of Kingsville, passes this resolution to petition the Government of Ontario that:

1. These changes to the *Municipal Act, 2001*, are unnecessary and will negatively affect the Town of Kingsville;
2. That if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities;
3. That the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipal Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2020; and
4. That if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the *Planning Act* and funding of more affordable housing.

Council further directs the Clerk to ensure that a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the "Standing Committee on Heritage, Infrastructure and Cultural Policy", Kingsville's MPP, the Association of Municipalities of Ontario, and other Municipalities in Ontario."

RECORDED VOTE – Carried Unanimously

	YEA	NAY
Deputy Mayor Gord Queen	X	
Councillor Kimberly DeYong	X	
Councillor Tony Gaffan	X	
Councillor Laura Lucier	X	
Councillor Thomas Neufeld	X	
Councillor Larry Patterson	X	
Results	6	0

If you have any questions or comments please contact Paula Parker at pparker@kingsville.ca.

Yours very truly,



Paula Parker
Town Clerk, on behalf of Kingsville Council

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
(Steve.Clark@pc.ola.org)
Standing Committee on Heritage, Infrastructure and Cultural Policy; Attn.: Committee Clerk
Isaiah Thorning (schicp@ola.org)
Anthony Leardi, MPP – Essex (Anthony.Leardi@pc.ola.org)
Association of Municipalities of Ontario (AMO) (amo@amo.on.ca)
All Ontario Municipalities



**BY-LAW NUMBER XX-2022
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on September 26, 2022.

WHEREAS subsection 5(1) of the *Municipal Act, 2001, S.O. 2001 c.25* as amended, provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS subsection 5(3) of the *Act* provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. That the action of the Council at its meeting held on September 26, 2022, in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of September, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe