



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

Date: Wednesday, September 28, 2022
Time: 4:30 P.M.
Location: Electronic Meeting
Sub-committee Present: Councillor Vassilakos - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Gaffney, Councillor Sebben
Staff Present: Taylor Crinklaw - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Tatiana Dafoe - City Clerk, Jodi Akins - Council Clerk Secretary, Johnny Bowes - Manager of Environmental Services

To watch the Sub-committee meeting live, please click the following link: <https://stratford-ca.zoom.us/j/85435857318?pwd=ZzlxN2h6RGFQUkFJaEJtWW1jZDQydz09>
A video recording will also be available on the City's website at <https://www.stratford.ca/en/index.aspx> following the meeting.

Pages

1. Call to Order

The Chair to call the Meeting to Order.

Councillor Ingram provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

3. Delegations

None scheduled.

4. Report of the Manager of Environmental Services

4.1. AMO-LAS Water and Sewer Warranty Program Agreement (ITS22-023)

5 - 8

Motion by

Staff Recommendation: THAT the Marketing Agreement between The Corporation of the City of Stratford and Service Line Warranties of Canada Inc. for the AMO-LAS Water and Sewer Warranty Program, be entered into;

THAT Option 1 be authorized for the allocation of the 5% royalty in the pricing structure to be redirected to participating residents;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized on behalf of The Corporation of the City of Stratford to sign the Marketing Agreement.

5. Report of the City Clerk

5.1. Request to Permit Active Transportation Artwork on Municipal Sidewalks in School Zones (ITS22-024)

9 - 14

Motion by

Staff Recommendation: THAT the proposed artwork promoting active transportation in School Zones as outlined in Report ITS22-024 be approved;

THAT the proposed artwork be installed and maintained by Staff in the Public Works Division in the following locations:

- **Huntingdon Avenue from Huron Street to Avon Street;**
- **Cawston Street from Forman Avenue to Huntingdon avenue;**
- **Bruce Street from Downie Street to Anne Hathaway Public School;**
- **Morgan Street from Edison Crescent to Simcoe Street;**
- **Downie Street from Player Street to Bruce Street;**
- **Birmingham Street from McFarlane street to Easson Street;**
- **Easson Street from McCulloch Street to Birmingham Street;**

- Cambria Street from St. Vincent Street to Shrewsbury Street;
- Nile Street from Brunswick Street to Grange Street;
- Waterloo Street from Front Street to Nile Street;
- Rebecca Street from Front Street to Nile Street;
- Grange Street from Front Street to Nile Street;
- Mowat Street from Crooks Street to Shakespeare Public School;
- Dufferin Street from Louise Street to West Gore Street;
- Cambria Street from Nelson Street to McKenzie Street;

THAT the total costs for the installation and maintenance in 2022 be funded through the Active Transportation Advisory Committee 2022 Budget (G-820-7260);

THAT Staff be authorized to add artwork locations at their discretion in areas in close proximity to Schools;

AND THAT Staff be authorized to continue this program from 2022 to 2026, subject to annual budget approval.

6. Department Update

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

7. Advisory Committee/Outside Board Minutes

15 - 24

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

- Accessibility Advisory Committee minutes of May 3, 2022
- Energy and Environment Committee minutes of June 2, 2022

8. Next Sub-committee Meeting

Due to the upcoming Municipal Election, Sub-committee meetings have been cancelled for the months of October, November and December, 2022.

9. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

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

Sub-committee meeting adjourn.



MANAGEMENT REPORT

Date: September 28, 2022
To: Infrastructure, Transportation and Safety Sub-committee
From: Johnny Bowes, Manager of Environmental Services
Report #: COU22-023
Attachments: None

Title: AMO-LAS Water and Sewer Warranty Program Agreement

Objective: To provide Council with the Marketing Agreement between the City and Service Line Warranties of Canada (SLWC) for their consideration.

Background: The Municipal water and wastewater system currently supplies approximately 11,336 residential service connections. Residential property owners are responsible for the maintenance of the buried sewer lines that run from the public (sewermain) connection to the exterior of their home and for the water service from the property line to the exterior of their home. When these lines break, leak or become obstructed, the homeowner is often surprised to learn that it is not a municipal responsibility, and most home insurance policies will not cover the expensive repair/replacements of these pipes. Currently, if a resident has an issue with their water or wastewater service, they typically contact the City.

At this point, they are advised to contact a local service provider, who will in turn, determine the source of the issue. If during this investigation, it is determined that the contributing issue is on the municipal side of the property line, the cost for the investigation is assumed by the municipality and our resources are used to address and resolve the issue. If the issue is determined to be on the private side of the property line, all work is the responsibility of the resident. This can be a time consuming and costly process.

Service Line Warranties is the only company in Canada presently providing this type of coverage as a warranty. Council would not be favouring Service Line Warranties over another provider as if put to an RFP, they would be the only responder for Canada.

Service Line Warranties of Canada has been endorsed as a vendor of choice by the Local Authority Service (LAS). LAS was established in 1992 by the Association of Municipalities of Ontario (AMO). LAS works with Ontario's municipalities to provide vendors of choice that leverage economies-of-scale and cooperative procurement

efforts. Most municipalities can use this procurement process to access vendors for specific services for aggregated buying power. Recently, SLW has also become a corporate partner of the Federation of Canadian Municipalities.

With the SLWC model, work is always performed by licensed contractors (local where available), to ensure a timely response with adherence to local code requirements. For a fixed monthly fee, the Warranty Provider (SLWC) will perform any repairs required to the private buried infrastructure. If the resident is a member of a service line warranty program their first call would be to SLWC, who would be responsible for facilitating the diagnosis and repair of the issue if on the private side. SLWC would also liaise directly with municipal staff for any repairs required on the municipal side on behalf of the resident. This is a turnkey program, administered solely by SLWC with regards to customer service, billing etc. and no municipal funds are used.

SLWC data suggests that approximately 5-10% of residents sign up for this program in the first year of mailing then it grows from there as homeowners become more aware of the program and see some neighbors begin to take advantage. Typically, the first enrollers are seniors, fixed income and/or property owners that have older homes and may have had issues in the past or are just more risk averse.

At the April 26, 2021 Regular Council meeting, Council adopted the following recommendation of the Infrastructure, Transportation and Safety Committee:

THAT Council directs staff to bring forward an agreement between Service Line Warranties of Canada, Inc. and the City of Stratford for Council's consideration.

Analysis: To participate in this program, municipal endorsement of the program model is required. The endorsement allows Service Line Warranties to credibly market the program to residential property owners.

A contractual agreement is required between City of Stratford and Service Line Warranties of Canada (SLWC). The contractual agreement permits SLWC to present the warranty services being offered utilizing the municipality's name and logo. SLWC purchases residential contact information from a third party and the City is not asked to provide any resident data outside of confirming postal codes and reviewing the list.

The agreement outlines the initial term of the agreement (3 years), revenue calculation, products offered under the warranty program and the scope of coverage.

Financial Implications:

Financial impact to current year operating budget: While there is no cost associated with the implementation or operation of the program to the municipality, there is a royalty paid to the municipality annually of 5% of the revenue collected from residential property owners enrolled in the program.

To provide an estimate for the royalty amount, if 5% of the approximate 11,366 residential properties participate in the first year and sign up for coverage of all 3 products offered, this would generate approximately \$8179 in royalties to be paid to the City.

There are 2 options that Council may consider for the allocation of the 5% royalty:

Option 1:

Authorize proceeding with the program and that the 5% royalty in the pricing structure be allocated to participating residents. This would result in no funds being returned to the Municipality, and a lower cost of the warranty program being available to participants.

Option 2:

Authorize proceeding with the program and allocate the 5% royalties to internal City departments.

Financial impact on future year operating budget: SLWC may adjust the monthly fees once during any 12-month period based on increases in the consumer price index ("CPI") for Services in Ontario as defined by Statistics Canada. This adjustment will increase the overall revenue the city will receive from the 5% royalty.

Alignment with Strategic Priorities:

Developing our Resources

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

Alignment with One Planet Principles:

Sustainable Water

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

Staff Recommendation: THAT the Marketing Agreement between The Corporation of the City of Stratford and Service Line Warranties of Canada Inc. for the AMO-LAS Water and Sewer Warranty Program, be entered into;

THAT Option 1 be authorized for the allocation of the 5% royalty in the pricing structure to be redirected to participating residents;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized on behalf of The Corporation of the City of Stratford to sign the Marketing Agreement.

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



MANAGEMENT REPORT

Date: September 28, 2022
To: Infrastructure, Transportation and Safety Sub-committee
From: City Clerk
Report #: ITS22-024
Attachments: 1. Proposed Artwork to be Installed
 2. List of Locations for Proposed Artwork Installation

Title: Request to Permit Active Transportation Artwork on Municipal Sidewalks in School Zones

Objective: To consider a request from the Active Transportation Advisory Committee (ATAC) to permit artwork through stenciling on municipal sidewalks in school zones to promote active transportation.

Background: The ATAC would like to paint images of footprints, animal footprints, tightrope and tire jumps on municipal sidewalks in school zones using stencils. The purpose of the project is to encourage more children and families to walk to and from school and participate in the stenciled activities.

This project was included as part of the School Travel Planning initiative coordinated between September 2019 and March 2020. Due to the COVID-19 Pandemic the project was postponed and was reintroduced for the 2022-2023 school year.

Analysis: The proposed stencils of footprints, animal footprints, tightrope and tire jump would likely be classified as artwork and not be subject to the City's Sign By-law 159-2004. In looking at past practices, street/sidewalk markings have been permitted as part of special events. For example, when route markings or locations are to be sprayed, painted or chalked onto city streets, sidewalks or any other municipal property. Prior approval must be obtained and in all cases, only washable paint or chalk may be used and must be removed by the event organizers immediately following the event. Failure to do so results in the organizers being billed for clean-up costs.

Approval was also granted in 2019 for artwork to be installed on a portion of a municipal sidewalk in the downtown core. Conditions of approval were:

- that proof of insurance is supplied indemnifying the City, and
- that the artwork be removed by November 1, 2019.

As ATAC is a Committee of Council, separate proof of insurance is not required. The Committee, in carrying out their approved activities as a Committee of Council is insured against liability.

The proposed stencils are not part of a special event and will not be installed with paint that be will easily washed away. If the project is approved, the artwork will be installed by Public Works staff and each treatment should last approximately two years. Staff has indicated little maintenance is required aside from refreshing of the painting and removal of graffiti.

Council is also asked to consider establishing a timeframe for granting permission for the artwork to be installed on municipal sidewalks under this new program initiative. During that timeframe, the artwork program can be evaluated to determine if it is meeting its objectives and whether it should continue, be modified or discontinued. A five-year timeframe is a suggested for Council's consideration.

Fifteen locations for installation have been identified in the areas of Avon Public School, Anne Hathaway Public School, Hamlet Public School, Jeanne Sauve Catholic School and Shakespeare Public School. Detailed locations have been included as an attachment to this report. Additional schools may be considered in subsequent years, subject to the respective budget approvals.

Financial Implications:

Financial impact to current year operating budget:

The ATAC has purchased four stencils to use for painting the above noted images on sidewalks in school zones to promote active transportation. Public Works has identified installation will costs approximately \$103.00 per location including labour, material and restocking. The total cost for fifteen locations, as listed on the attached document, would be \$1,545.00. The total cost of the project would be covered by the Active Transportation Advisory Committee 2022 budget (G-8207260) with \$1,500.00 paid from the portion for school travel planning and the remaining \$45 from the portion for special initiatives.

Financial impact on future year operating budget:

Any costs to repaint or repair would be subject to approval of the ATAC's annual budget.

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.

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 proposed artwork promoting active transportation in School Zones as outlined in Report ITS22-024 be approved;

THAT the proposed artwork be installed and maintained by Staff in the Public Works Division in the following locations:

- **Huntingdon Avenue from Huron Street to Avon Street;**
- **Cawston Street from Forman Avenue to Huntingdon avenue;**
- **Bruce Street from Downie Street to Anne Hathaway Public School;**
- **Morgan Street from Edison Crescent to Simcoe Street;**
- **Downie Street from Player Street to Bruce Street;**
- **Birmingham Street from McFarlane street to Easson Street;**
- **Easson Street from McCulloch Street to Birmingham Street;**
- **Cambria Street from St. Vincent Street to Shrewsbury Street;**
- **Nile Street from Brunswick Street to Grange Street;**
- **Waterloo Street from Front Street to Nile Street;**
- **Rebecca Street from Front Street to Nile Street;**
- **Grange Street from Front Street to Nile Street;**
- **Mowat Street from Crooks Street to Shakespeare Public School;**
- **Dufferin Street from Louise Street to West Gore Street;**
- **Cambria Street from Nelson Street to McKenzie Street;**

THAT the total costs for the installation and maintenance in 2022 be funded through the Active Transportation Advisory Committee 2022 Budget (G-820-7260);

THAT Staff be authorized to add artwork locations at their discretion in areas in close proximity to Schools;

AND THAT Staff be authorized to continue this program from 2022 to 2026, subject to annual budget approval.

Prepared by:

Tatiana Dafoe, City Clerk

Recommended by:

Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer

FASTLINE options



1-10 Hopscotch



Walk the plank



Human Foot Print



Bunny Hop



Tire Jump

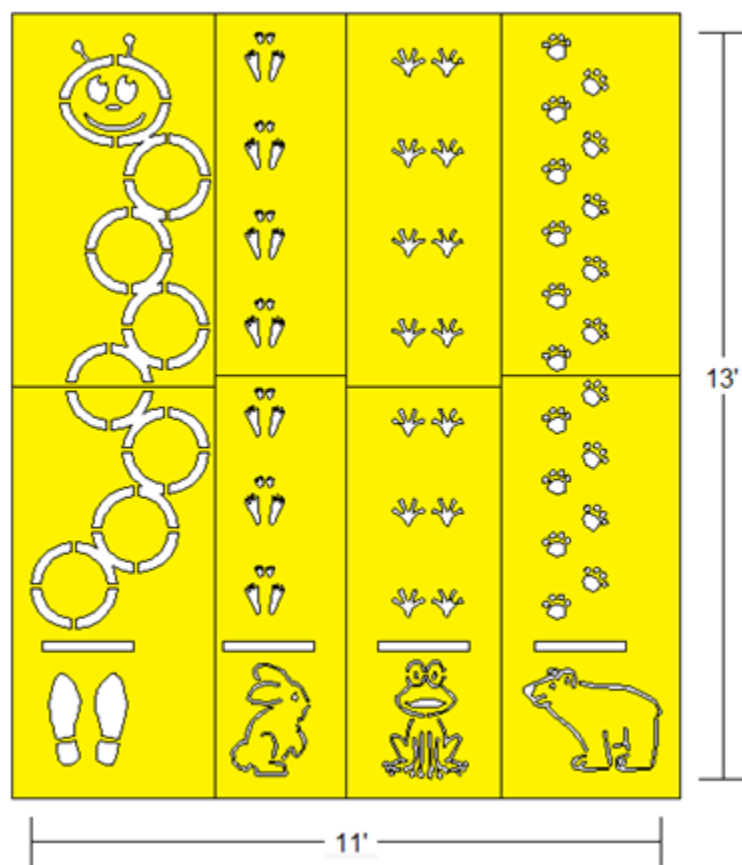
Various animal footprint



ZigZag



Tightrope



SIDEWALK STENCIL LOCATIONS

Avon

- Huntingdon Ave (from Huron St. to Douglas St. or Avon St.)
- Cawston St. (from Forman St. to Huntingdon Ave.)

Anne Hathaway

- Bruce St. (from Downie St. towards the school)
- Morgan St. (from Edison Cres. to Simcoe St.)
- Downie St. (from Player St. to Bruce St.)

Hamlet

- Birmingham St. (from McFarlane St. to Easson St.)
- Easson St. (from McCulloch St. to Birmingham St.)
- Cambria St. (from St. Vincent St. to Shrewsbury St.)

Jeanne Sauvé

- Nile St. (from Brunswick St. to Grange St.)
- Waterloo St. (from Albert St. to Grange St.)
- Rebecca St. (from Front St. to Nile St.)
- Grange St. (from Front St. to Nile St.)

Shakespeare

- Mowat St. (from Crooks St. to the school)
- Dufferin St. (from Louise St. to West Gore St.)
- Cambria St. (from Nelson St. to McKenzie St.)

*On both sides of the street



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, May 3, 2022 at 11:30 a.m., electronically.

Committee Members Present: Peter Zein – Chair Presiding, Diane Sims, Judy Hopf, Councillor Bonnie Henderson, Pam Mugford, Andy Mark, Roger Koert

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

Absent: Peg Huettlin, Laurie Maloney-Devlin

1. Call to Order

Peter Zein, Chair presiding, called the AAC meeting to order at 11:38 a.m.

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes

Motion by Diane Sims

Seconded by Roger Koert

THAT the minutes from the Accessibility Advisory Committee meeting dated April 5, 2022, be adopted as printed. Carried

4. Infrastructure & Development Services Update – Dan Sykes

Dan Sykes, Development Coordinator, provided the following update:

- Staff will complete the painting on the Lakeside Drive accessible parking spot once weather permits.
- Mark Hackett, Facilities Manager, has contacted Mr. Sykes regarding the FADM and is currently assessing the reconfiguration of the accessible parking spots in the Allman Arena parking lot. Dan Sykes and Nathan Bottema, Project Engineer will investigate reconfiguring the Morenz Drive on-street parking spots. Mr. Sykes will

Accessibility Advisory Committee Meeting
May 3, 2022

arrange a site visit to both locations with staff and the AAC Site Plan Review Subcommittee.

- The Queen Street project is nearing completion. Staff is proposing a seating area and viewing platform near the ramp close to the outlet. It will be a flat concrete platform. Mr. Sykes will provide the AAC with drawings closer to commencement of the project. Staff is currently working on a water main issue at Brunswick and Queen Streets.
- Mr. Sykes reported that Jeremy Witzel, Supervisor of Public Works, contacted him to report that CN did repair the crossing on Downie Street, by grinding down the trip ledges. Guelph/Exeter has not completed any repairs at their crossing on Downie for cyclists or vehicles to date. Mr. Witzel will continue to reach out to them.
- Staff continues to add sites to the list for concrete repairs. Sites include Wellington Street and the Lakeside Drive curb cut at the Tom Patterson Theatre. The concrete contractor will be beginning work in Stratford the week of May 10, 2022. Diane Sims inquired if staff will be looking at Wellington Street at the same time as the sidewalks. Mr. Sykes advised he would inquire with Public Works to see where St. David Street sits on the repair list. Staff may hot patch it in the meantime.
- Councillor Henderson encouraged members to use the "Report and Issue" option on the City of Stratford's website. It goes directly into a staff report for them to address. There is also a feedback form that citizens can send in.
- Argyle Street and Mackenzie Street reconstruction has been awarded. Work is tentatively scheduled to begin mid-May.
- Phase 1 of Huron Street reconstruction project (from the bridge to John Street), has been awarded. The contractor is currently waiting on locates before the project can commence.
- Asphalt resurfacing only will be completed on Lorne Avenue (from Home Street to Romeo Street) and is currently in the design stage. This project may take place later in the season.
- Pending funding, asphalt resurfacing on Ontario Street (Burritt Street to the City limits) will also be completed in 2022. It was noted there has been no update on funding to date.
- Mr. Sykes reported that the Manager of Parks, Forestry and Cemetery stated that Memorial Gardens is a 2022 Community Services project that they will be completing. They will be adding a handrail down the middle of the main steps, as well as removing the steps on both the east and west lower-level entrances and replacing them with ramps.

Accessibility Advisory Committee Meeting
May 3, 2022

- Mr. Sykes discussed options for Festival Market Place with the Manager of Planning. Unfortunately, there is not an option until the property owners need to update their site plan and make a site plan amendment. At that point, staff could ask them to improve accessibility. Hopefully the property owners recognize the need for improvements and take it upon themselves to address.
- Mr. Sykes addressed the Dixon Road curb cut Roger Koert discussed at the last AAC meeting. After staff assessed the area, they were unable to determine a safe spot to make a curb cut, as there is not a sidewalk on each side. To add a ramp and curb cut, into the intersection may not be a safe option at present. Roger Koert noted that left as is, it forces the resident out onto the roadway for an extended distance, as opposed to putting a curb cut into the intersection. By adding the curb cut, it would eliminate him wheeling on the road by half the distance that he has to travel now. Mr. Sykes offered to meet Mr. Koert and the resident to see if they can find a solution for the area.

Staff will inquire if a representative from the Stratford & Area Builders Association would be available to attend an upcoming AAC meeting to discuss ways to educate developers regarding accessibility.

5. Site Plan Review Sub-Committee Feedback Reports – Dan Sykes

Mr. Sykes reported that staff has not received any information for site plans from the Queensland developers. Staff is waiting to hear back from the Vivian Line developer on the accessibility feedback provided to them. Mr. Sykes will relay the information to the AAC once a response is received.

Dan Sykes, Development Coordinator, departed the meeting at 12:02 p.m.

6. Transit

None noted.

7. Parking

None noted.

8. Report from Council on Accessibility Issues – Councillor Henderson

No new items to report.

9. Business Arising from Previous Minutes

9.1 Launch of FADM – Tatiana Dafoe

Tatiana Dafoe, City Clerk, reported that she has received some initial comments from the Chair. Ms. Dafoe requested that if there are any members that would like to provide further feedback on specific topics or with regards to the FADM, to let her know. If a SABA representative may be attending the June meeting, she suggested waiting to hear what kind of feedback they provide and then move forward with additional communications. The plan will be to post some

Accessibility Advisory Committee Meeting
May 3, 2022

information explaining what the FADM is, what its purpose is and highlight any specific topics the AAC wants to highlight in the interim until the new Accessibility Coordinator begins. The Clerk will draft an initial introduction bulletin and send it to Peter Zein, Diane Sims, and Roger Koert to review the draft. Once finalized, she will send the document to the whole committee.

9.2 Accessible Housing/Tax Deferral Programs – Diane Sims/Tatiana Dafoe

Diane Sims reported that the request will be going before Council the end of May. The Clerk stated that the request went to the Planning and Heritage Subcommittee meeting last week, it will be going to the May 9, 2022 Planning and Heritage Committee meeting and to the May 24, 2022 Council Meeting. The staff recommendation is to complete the Community Improvement Plan outside of the 5-Year Official Plan review and to refer it to the 2023 budget.

9.3 National AccessAbility Week (May 29-June 4, 2022) – Roger Koert

Roger Koert reported that he made a presentation to the Heritage Stratford Advisory Committee and has two volunteers from that Committee to assist with the AAC/Heritage National AccessAbility Week information. Mike Beitz, Corporate Communications lead, also agreed to assist with creating the videos and posting on social media. Diane Sims, Peter Zein and Andy Mark volunteered to assist Mr. Koert with this project.

The plan for the project will be to create three different videos:

Solution 1: Exterior access at heritage buildings (ramps, lifts)

Solution 2: Interior access at heritage building (ramps, lifts)

Solution 3: Accessible washrooms in the Heritage Conservation District

The idea of the videos is to inspire and encourage other businesses to renovate and make their businesses accessible for everyone. Members were asked to send their ideas and suggestions of buildings/properties to highlight in the campaign to Mr. Koert within the next couple of weeks.

9.4 AAC Presentation to Council – Roger Koert

Roger Koert volunteered to work on a Power Point presentation for Council to outline the FADM and will create a template to share with the AAC by June to begin filling in ideas and content.

10. New Business

10.1 Stratford Police Station – Peter Zein/Diane Sims

Diane Sims reported that she recently visited the police station and was unable to enter the building as there is no accessible entry for the station. Ms. Sims reached out to Chief Skinner and will be doing a presentation at the May 18, 2022, Police Services Board meeting.

Accessibility Advisory Committee Meeting
May 3, 2022

Tatiana Dafoe, Clerk, reported that she contacted staff who oversee facilities to obtain information on projects to improve accessibility at the station. Staff advised that an accessible ramp and elevator was identified as a 2024 project in the 10-year Facilities Capital budget. Contributions to facilities reserves are significantly under-funded for what will be needed over the next 10 years and as identified in the asset management plan. All facilities projects in the next few years are deemed essential. The first step for the project at the police station is to complete a study by a consultant who will determine options for these accessibility initiatives and provide recommendations. Building Services is considering starting this study later this year.

10.2 Service Dogs in Private Businesses – Peter Zein

Peter Zein reported that he had a citizen raise the issue that they were asked to leave a business because they had their service dog with them. Mr. Zein suggested the citizen contact the Clerk's Office for guidance.

Pam Mugford departed the meeting at 12:45 p.m.

Peter Zein stated it's the committee's responsibility to educate the community and City staff needs to be aware if they do get a phone call, where to correctly direct the complaint.

Tatiana Dafoe, Clerk, stated that if there is an accessibility issue at a private business, the AAC could consider drafting a letter providing information to the business or creating an education campaign about specific topics relating to accessibility. She cautioned that individual committee members acting as mediators does not fall under the mandate of the AAC or role of Committee members. If there are issues raised relating to human rights, there are specific processes outside of the City of Stratford and staff can provide them with information about the options that are available.

10.3 Engage Stratford

Roger Koert reminded members to participate and send in their feedback regarding the Master Transportation Plan. The deadline to submit comments is Friday, May 5th.

11. Date of Next Meeting: Tuesday, June 7, 2022 at 11:30 a.m., electronically.

12. Adjournment

Motion by Diane Sims

Seconded by Andy Mark

**THAT the May 3, 2022, Accessibility Advisory Committee meeting adjourn.
Carried**

Start Time: 11:38 A.M.

End Time: 12:54 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on June 2, 2022 at 4:00 p.m., electronically.

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

Staff Present: Casey Riehl – Recording Secretary

Absent: Councillor Jo-Dee Burbach, Geoff Krauter, Kate Simpson – Waste Reduction Coordinator

1. **Call to Order**
Emily Skelding, Vice-Chair presiding, called the meeting to order at 4:02 p.m.
2. **Declaration of Pecuniary Interest**
None declared.
3. **Adoption of Previous Minutes**

Motion by Anita Jacobsen
Seconded by Mike Jorna
THAT the minutes from the Energy & Environment Advisory Committee meeting dated April 7, 2022, be adopted as printed. Carried
4. **Updates from Carbon Reduction, Ecological and I.C.I. Waste Reduction Working Groups**

Ecological

Craig Merkley reported that the UTRCA finished off the decking at the two cribs on the south shore of the river in front of the Tom Patterson Theatre.

Energy & Environment Advisory Committee
June 2, 2022

Mr. Merkley discussed with the Committee funding a native grass planting along the T.J. Dolan area near the foot/bike path. There would be 400 plugs planted (200 small blue stem and 200 big blue stem). The 400 plugs will not finish the project, so they will start the plantings in the west end, where Centre Street tees into John Street.

Motion by Vanni Azzano

Seconded by Mike Jorna

THAT the Energy & Environment Advisory Committee spends up to a maximum of \$2,000.00 to purchase 400 native grass plugs to plant in the T.J. Dolan area. Carried

Mr. Merkley reported that the Committee was successful in receiving the \$5,000.00 grant he applied for to put towards invasive species projects. They will be able to continue eradicating the invasive species in the T.J. Dolan area. He will make an inventory of the area and will work with UTRCA in the next couple of weeks to treat the last of the knotweed and will then address the phragmites at a later date.

Mr. Merkley reported that the area of trees behind Spruce Lodge that were planted 25-30 years ago are very tight and could use some thinning. He will be working with UTRCA to go in and do the thinning to allow more light in and allow it to grow in a more natural way.

Patricia Osoko now present at the meeting at 4:18 p.m.

I.C.I. Waste Reduction

Sammie Orr reported that the ICI Waste Reduction group has met and they are continuing to connect with local grocery stores, which led them to the Retail Council of Canada and the Canada Plastics Pact. These organizations consist of a large group of stakeholders in the waste reduction and plastic industry with a goal to reduce plastic. Each group or municipality that joins has access to resources and can have discussions with other groups, municipalities, and organization. The I.C.I. Working Group would like to see Stratford join the Canada Plastics Pact and request if the Climate Change Committee could review current waste reduction by-laws, such as the ones Surrey and Victoria BC have in place, as a goal for creating by-laws for the City of Stratford.

Mike Sullivan now present at the meeting at 4:24 p.m.

Mike Jorna inquired if there were any costs involved with the City joining the Canada Plastics Pact. Sammie Orr stated that they have not come across any fees to join. Ms. Orr and Mike Sullivan will review the information and ensure that there are no costs involved.

Energy & Environment Advisory Committee
June 2, 2022

Motion by Sammie Orr

Seconded by Felicity Sutcliffe

THAT the Energy & Environment Advisory Committee requests City Council consider joining the Canada Plastics Pact to ensure that the issue of plastic waste can be addressed;

AND THAT Stratford City Council request staff undertake a review of by-laws adopted by Surrey and Victoria, British Columbia, related to plastic reduction be reviewed with a goal of creating plastic reduction by-laws for the City of Stratford.

Carried

Sammie Orr also reported that the working group discussed plans for a Green Recognition Program, based on the one the Town of St. Marys has developed. The working group has drafted an outline of a program for Stratford. The basis would be to have a submission form for businesses in Stratford to let the community know what green initiatives and sustainable projects they have been taking on. The Committee would review the submissions and ensure they meet the requirements. The initiatives would then be promoted on social media or other outlets, to recognize and celebrate actions and sustainable projects that local businesses are doing and raise awareness for all businesses. The I.C.I. Working Group would look after the program and review the submissions. Members were advised a draft plan has been developed and that it would be shared with the Committee.

Motion by Felicity Sutcliffe

Seconded by Councillor Henderson

THAT the Energy & Environment Advisory Committee – Industrial, Commercial, Industrial Waste Working Group requests that Stratford City Council approve the development of a Green Recognition Program in Stratford, as outlined in their draft proposal. Carried

Carbon Reduction

Emily Skelding reported that in April they set up a booth at the Climate Momentum event and discussed the energy retrofit program. At their last meeting they discussed the Official Plan and how the process works to have a review of the secondary plans done. Mike Sullivan reported that he inquired on the status of E&E's request to have the secondary plans reviewed by staff. He was informed that they will not be reviewed as part of this Official Plan review. He noted that the Manager of Planning also stated that an RFP is currently being drafted for a consultant to complete a review of the Official Plan, however the City Clerk stated that E&E would not be involved in preparing the RFP. The reason Mr. Sullivan inquired, was that upon reviewing the last RFP City staff prepared for the review of the transportation infrastructure in Stratford had no mention of climate or energy efficiency in the RFP. He wanted to make sure that this RFP did not ignore the climate emergency again.

Motion by Mike Sullivan

Seconded by Mike Jorna

THAT the Energy & Environment Advisory Committee recommends that Stratford City Council further direct staff to incorporate a climate lens into the Request for Proposal for consultant services for the five (5) review of the Official Plan. Carried

Patricia Osoko advised she is currently working on a checklist/speaking notes for E&E of issues that need to be addressed as the Official Plan is reviewed.

- 5. Update from Active Transportation Advisory Committee – Felicity Sutcliffe**
Felicity Sutcliffe shared the bike month calendar and encouraged participation. Members were advised of a social ride on June 2, 2022, starting at Market Square. One of the new bike repair stations has also been installed in Market Square. Every Thursday night the City's Corporate Communication Lead will promote bike lanes and trails. Ms. Sutcliffe will forward the instructions for reporting issues with bike lanes or roads and sidewalks in general. ATAC will be following up on the status of the report card for active transportation, the status of the new signage in T.J. Dolan as part of the wayfinding project and the ongoing issue of trying to lower the speed limit within the City.

Councillor Henderson added that on the main page on the City's website there is a link to report any issue to City staff.

6. Business Arising from Previous Minutes

6.1 Land Acknowledgement Update – Councillor Burbach

No new updates to report.

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

No new updates to report.

6.3 Update from Council on Trow Avenue Development

Mike Sullivan stated that he does not believe there has been any movement on the site plan. A number of the issues E&E had raised might be addressed at the site plan review stage.

6.4 Recommendation for Creating Municipal Green Development Standards

Councillor Henderson reported that this item may be addressed by the new Climate Change Coordinator once they begin. Emily Skelding suggested that the Carbon Reduction Working Group could take a closer look at the toolkit and bring it back to the E&E Committee for further discussion to pass information on to the Climate Change Coordinator. Councillor Henderson suggested inviting the Climate Change Coordinator to the September E&E meeting.

Energy & Environment Advisory Committee
June 2, 2022

6.5 Update on Transportation Master Plan & Community Engagement Platform

Mike Sullivan and Patricia Osoko participated as the E&E representatives at a recent stakeholder meeting. Mr. Sullivan requested a report from I.B.I. if anything has changed in terms of their terms of reference.

7. New Business

7.1 Options to Reduce Election Sign Waste – Recommendation for Council

Council adopted a resolution that options to reduce election sign waste be referred to the Energy & Environment Advisory Committee for review and to provide recommendations to Stratford City Council. Emily Skelding suggested delegating this task to one of the working groups to review and provide a list of recommendations to E&E at the next meeting. Sammie Orr volunteered to have the I.C.I. Working Group review it when they meet again in September.

8. Upcoming Events

None noted.

9. Date of Next Meeting – September 1, 2022 – 4:00 p.m.

10. Adjournment

Motion by Felicity Sutcliffe

Seconded by Mike Sullivan

THAT the June 2, 2022 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:02 P.M.

Meeting End Time: 5:29 P.M.