



Stratford City Council
Regular Council Open Session
AGENDA

Meeting #: 4703rd
Date: Tuesday, October 11, 2022
Time: 7:00 P.M.
Location: Electronic Meeting
Council Present: Mayor Mathieson - Chair Presiding, Councillor Beatty, Councillor Bunting, 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, Anne Kircos - Director of Human Resources, Chris Bantock - Deputy Clerk, Jodi Akins - Council Clerk Secretary

To watch the Council meeting live, please click the following link: <https://stratford-ca.zoom.us/j/81220963989?pwd=a1FMWEsreGJrWXhva0FZSTlvZHNTUT09>
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.

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:

13 - 28

Motion by

THAT the Minutes of the Special Meeting dated September 21, 2022 and the Regular Meeting dated September 26, 2022 of Council of The Corporation of the City of Stratford 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 October 11, 2022 be added to the Agenda as printed.

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

5.1. At the October 11, 2022, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

3.1 City Industrial Land Pricing Policy – 2022 Annual Review - Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years);

4.1 Billing Services Negotiations with Festival Hydro - 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));

5.1 Proposed Development on Municipally Owned Parcels of Land - Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years), 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)).

6. Hearings of Deputations and Presentations:

None scheduled.

7. Orders of the Day:

- 7.1. Resolution - Tender Award - Supply and Deliver One Compact Loader and Attachments (COU22-075) 29 - 31

Motion by

Staff Recommendation: THAT Council accept the Tender [T-2022-21] from Stratford Farm Equipment for the supply and delivery of a Compact Loader and attachments, at a total cost of \$139,325.00 including HST, to improve the efficiency and service level of the Fleet Department for the City of Stratford while continuing to focus on the reduction of Greenhouse gas emissions.

- 7.2. Resolution - Connecting Link Program 2023-2024 (COU22-076) 32 - 34

Motion by

Staff Recommendation: THAT Council authorize Staff to submit an application to the 2023-2024 Connecting Links Program for the Ontario Street and Erie Street Resurfacing project;

THAT the Director of Corporate Services be authorized to sign and submit the application on behalf of the municipal corporation;

AND THAT Ontario Street and Erie Street Resurfacing project be referred to 2023 budget deliberations.

- 7.3. Resolution - 2023 Fees and Charges (COU22-077) 35 - 117

Motion by

Staff Recommendation: THAT the by-law to set the 2023 fees and charges for services performed by the City be approved as presented to take effect January 1, 2023.

- 7.4. Resolution - Industrial Subdivision Development Consultant Services (COU22-078) 118 - 121

Motion by

Staff Recommendation: THAT MTE Consultants Inc. be retained for Consulting Services for the Industrial Subdivision development RFP2022-23 at a cost of \$280,808.39 including HST, for design and planning services;

THAT the City record the upfront costs for these consulting services through the Industrial Land reserve;

AND THAT the Chief Administrative Officer be authorized to execute the necessary contract agreement.

- 7.5. **Resolution - Stratford Municipal Airport Study 2022 (COU22-079)** 122 - 125
- Motion by
Staff Recommendation: THAT City Council award RFP-2022-25 Stratford Municipal Airport Study to HM Aero Inc. at a cost of \$41,194.15 including HST.
- 7.6. **Resolution - Removal of Holding Provision for lands located at 520, 525, 600, 625, and 680 Orr Street (formerly 400 & 500 McCarthy Road West) (COU22-080)** 126 - 134
- Motion by
Staff Recommendation: THAT Zoning Bylaw 10-2022 be amended by removing the H17 Holding Provision from the properties municipally known as 520, 525, 600, 625, and 680 Orr Street (previously 400 and 500 McCarthy Road West), for the following reasons:
- The conditions outlined in the Holding Provision stating when the "H" can be removed have been satisfied;
 - Removal of the Holding Provision will allow for development in conformity with the City of Stratford Official Plan; and
 - Removal of the Holding Provision is consistent with the Provincial Policy Statement.
- 7.7. **Resolution - Community Hub Fundraising Phase I - RFP 2022-38 Award (COU22-081)** 135 - 138
- Motion by
Staff Recommendation: THAT the Request for Proposal (RFP-2022-38) for the Community Hub Fundraising Phase I project be awarded to Ketchum Canada Inc. for a total cost of \$32,600.00, excluding HST.
- 7.8. **Resolution - Draft Lease Agreements with Stratford Festival Theatre for the Discovery Centre and the Municipal Parking Lot (COU22-082)** 139 - 141
- Motion by
Staff Recommendation: THAT City Council approve entering into two lease agreements with The Stratford Shakespearean Festival of Canada for the ongoing use of the Discovery Centre at 270 Water Street and the municipal parking lot on Queen Street until April 30, 2024;
- AND THAT** the Mayor and Clerk, or their respective delegates, be authorized to execute the Agreements on behalf of The Corporation of the City of Stratford.
- 7.9. **Resolution - Proposed Amendments to Council Code of Conduct (COU22-** 142 - 173

083)

Motion by

Staff Recommendation: THAT the report titled, "Proposed Amendments to Council Code of Conduct" (COU22-083), be received;

AND THAT a By-law be adopted to amend the Council Code of Conduct, to include additional provisions related to conduct and remedial measures, substantially in the form as attached.

- 7.10. Resolution - Cooper Block Community Hub Update for October 2022 (COU22-084) 174 - 177**

Motion by

Staff Recommendation: THAT the report titled, "Cooper Block Community Hub Update for October 2022" (COU22-084), be received;

AND THAT Council provide further direction as necessary.

8. Business for Which Previous Notice Has Been Given:

None scheduled.

9. Reports of the Standing Committees:

There are no Standing Committee reports to be considered at the October 11, 2022 Council meeting.

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 11.9 be taken collectively.

Motion by

THAT By-laws 11.1 to 11.9 be read a First and Second Time.

Motion by

THAT By-laws 11.1 to 11.9 be read a Third Time and Finally Passed.

- 11.1. Acceptance of Proposal for Community Hub Fundraising Phase 1 Project 178**

To authorize the awarding of the Community Hub Fundraising Phase I project request for proposal [RFP-2022-38] and the undertaking of the work by Ketchum Canada Inc.

- | | | |
|--------------|---|-----------|
| 11.2. | Acceptance of Proposal for Stratford Municipal Airport Study | 179 |
| | To authorize the awarding of the Stratford Municipal Airport Study request for proposal [RFP-2022-25] and the entering into of a contract with HM Aero Inc. | |
| 11.3. | Award Tender for Supply and Delivery of Compact Loader and Attachments | 180 |
| | To authorize the acceptance of a tender by Stratford Farm Equipment New Hamburg Ltd. for the supply and delivery of one Compact Loader and Attachments [T-2022-21]. | |
| 11.4. | Acceptance of Proposal for the Industrial Subdivision Development Project | 181 |
| | To authorize the awarding of the Industrial Subdivision Development [RFP-2022-23] request for proposal, the entering into of a contract, and the undertaking of the work by MTE Consultants Inc. | |
| 11.5. | Fees and Charges for 2023 | 182 - 218 |
| | To establish fees and charges to be collected by The Corporation of the City of Stratford and to repeal By-law 172-2021 as amended. | |
| 11.6. | Lease Agreement for 270 Water Street (The Discovery Centre) | 219 - 220 |
| | To authorize the execution of a Lease Agreement with The Stratford Shakespearean Festival of Canada for the lease of certain lands at 270 Water Street, more commonly known as The Discovery Centre, for a period of one (1) year to April 30, 2023, with the provision for a one-year extension. | |
| 11.7. | Lease Agreement for Parking Lot on Municipal Property | 221 - 222 |
| | To authorize the execution of a lease agreement with The Stratford Shakespearean Festival of Canada for a parking lot on municipal property for a one-year term to April 30, 2023, with the provision for a one-year extension. | |
| 11.8. | Amend Code of Conduct for Members of Council, Local Boards and Committees | 223 - 251 |

To amend By-law 133-2018, as amended, to make changes to the Code of Conduct for Members of Council, Local Boards and Committees related to conduct and remedial measures.

11.9. Amend Zoning By-law 10-2022 to Remove a Holding Provision from Lands Municipally Known as 520, 525, 600, 625 and 680 Orr Street 252 - 253

To amend By-law 10-2022 as amended, with respect to the removal of holding provision application H02-22 by NW Stratford Developments (2016) to rezone the lands previously known as 400 & 500 McCarthy Road West and now municipally known as 520, 525, 600, 625, and 680 Orr Street to allow the full range of uses in the R4(2) zone.

12. Consent Agenda: CA-2022-112 to CA-2022-116 254 - 256

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 November 14, 2022 at 7:00 p.m.

Motion by

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

- **Infrastructure, Transportation and Safety Committee [7:05 p.m. or thereafter following the Regular Council meeting];**
- **Finance and Labour Relations Committee [7:10 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 October 11, 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. Infrastructure, Transportation and Safety Committee

Motion by

THAT Items 5.1, 6.1, 7.1 and 8.1 of the Infrastructure, Transportation and Safety Committee meeting dated October 11, 2022 be adopted as follows:

5.1 Short-Term Accommodation Licensing By-law (ITS22-026)

THAT Council receive the report Short-Term Accommodation Licensing By-law (ITS22-026) dated October 11, 2022;

THAT Council approve the draft Accommodation Licensing By-law effective January 1, 2023 substantially in the form attached to this Report;

THAT Council approve the revised Bed and Breakfast Establishment Bylaw effective January 1, 2023, substantially in the form attached to this Report;

THAT the request for an additional full time equivalent position be referred to the 2023 budget deliberations;

AND THAT the establishments currently licensed under the Bed and Breakfast Establishment Licensing By-law have their 2022 licenses extended until March 31, 2023.

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

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.

7.1 Request to Operate All-Terrain Vehicles (ATVs) on City Streets, Recreation Trails and Municipal Property – Dig-IT Incorporated

THAT the request by Dig-IT Incorporated to be granted an exemption to drive All-Terrain Vehicles on city road allowances and Municipal Property be denied.

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

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.

15.2.2. Finance and Labour Relations Committee

Motion by

THAT Items 5.1, 5.2, 6.1, 7.1, 8.1 and 9.1 of the Finance and Labour Relations Committee meeting dated October 11, 2022 be adopted as follows:

5.1 Draft Surplus and Deficit Policy and Funding Unfinanced Liability (FIN22-037)

THAT the report titled, "Draft Surplus and Deficit Policy and Funding Unfinanced Liability" (FIN22-037), dated September 20, 2022, be received;

THAT the Draft Surplus and Deficit Policy be adopted;

AND THAT Council authorize the use of the Tax Stabilization Reserve to clear the unfunded liability relating to the 2018 Transit Terminal project in the amount of \$225,497.44.

5.2 Reserve and Reserve Fund Policy Update (FIN22-038)

THAT the report titled, "Reserve and Reserve Fund Policy Update" (FIN22-038), be received;

THAT the amended Reserve and Reserve Fund Policy, attached to Report (FIN22-038) as Attachment 1, be adopted;

AND THAT Council authorizes the changes to add, consolidate, close, and establish the reserves and reserve funds as noted in Report FIN22-038.

6.1 SEEDCo Update Q2 to June 30, 2022 (FIN22-036)

THAT the Stratford Economic Enterprise Development Corporation (SEEDCo./investStratford) Update Q2 to June 30, 2022, dated September 20, 2022, be received for information.

7.1 Destination Stratford 2022 Q3 Update (FIN22-033)

THAT the Destination Stratford 2022 Q3 Update dated September 20, 2022 be received for information.

8.1 Festival Hydro Financial Results 2022 Q2 (FIN22-034)

THAT the Festival Hydro Inc. financial statements and commentary for the period ending June 30, 2022, be received for information;

AND THAT the Festival Hydro Services Inc. financial statements and commentary for the period ending June 30, 2022, be received for information.

9.1 Q2 Operating Budget Variance Report at June 30, 2022 (FIN22-035)

THAT the Q2 Operating Variance Report at June 30, 2022 be received for information.

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

257 - 288

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:

By-law 11.10 - Agreement with Service Line Warranties of Canada Inc.

To authorize the entering into and execution of a Marketing License Agreement, and any other necessary documentation, between Service Line Warranties of Canada, Inc. and The Corporation of the City of Stratford to offer Residential Property Owners the opportunity to purchase service lateral warranties and other warranty products or services.

By-law 11.11 - Accommodation Licensing By-law

To license, regulate and govern the provision of short-term rentals through the City including inns, short-term rental accommodations, hostels, rooming houses and boarding houses and short-term rentals, in the City of Stratford.

By-law 11.12 - Amend Bed and Breakfast Licensing By-law 180-2004

To amend By-law 180-2004, to make certain amendments to the bed and breakfast licensing process.

By-law 11.13 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on October 11, 2022.

Motion by

THAT By-laws 11.10 to 11.13 be taken collectively.

Motion by

THAT By-laws 11.10 to 11.13 be read a First and Second Time.

Motion by

THAT By-laws 11.10 to 11.13 be read a Third Time and Finally Passed.

15.4. Adjournment of Council Meeting

Meeting Start Time:

Meeting End Time:

Motion by

THAT the October 11, 2022 Regular Council meeting adjourn.



Stratford City Council Special Council Open Session MINUTES

Meeting #:	4701st
Date:	Wednesday, September 21, 2022
Time:	6:30 P.M.
Location:	Electronic Meeting
Council Present in Council Chambers:	Deputy Mayor Ritsma – Chair Presiding
Council Present Electronically:	Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Vassilakos
Regrets:	Mayor Mathieson, Councillor Beatty, Councillor Bunting, Councillor Sebben
Staff Present in Council Chambers:	Tatiana Dafoe - City Clerk, Lisa Francis – Recording Secretary
Staff Present:	Joan Thomson - Chief Administrative Officer, 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, Anne Kircos - Acting Director of Human Resources, Chris Bantock - Deputy Clerk, Andrea Hachler - Manager of Planning, Pierre Chauvin – City Planning Consultant, Robyn McIntyre – City Planning Consultant
Also Present:	Members of the Public

1. Call to Order:

Deputy Mayor Ritsma, Chair presiding, called the Council meeting to order.

Mayor Mathieson and Councillors Beatty, Bunting and Sebben provided regrets for this meeting.

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 Thereof

No declarations of pecuniary interest were made by a member at the September 21, 2022, Special Council meeting.

3. Adjournment to a Public Meeting under the Planning Act:

R2022-368

Motion by Councillor Henderson

Seconded by Councillor Burbach

THAT the Special Council Meeting adjourn to a Public Meeting under the Planning Act, to hear from members of the public with respect to the following planning matter:

- **Zone Change Application Z05-22 for 332 Lorne Avenue E; to reconvene following the Public Meeting.**

Carried

The Special Council meeting adjourned to a Public Meeting at 6:31 p.m., and reconvened at 6:46 p.m.

4. Reading of the By-laws:

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

4.1 Confirmatory By-law – By-law 113-2022

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on September 21, 2022.

R2022-369

Motion by Councillor Ingram

Seconded by Councillor Clifford

THAT By-law 113-2022 be read a First and Second Time.

Carried two-thirds support

R2022-370

Motion by Councillor Vassilakos

Seconded by Councillor Gaffney

THAT By-law 113-2022 be read a Third Time and Finally Passed.

Carried

5. Adjournment:

R2022-371

Motion by Councillor Ingram

Seconded by Councillor Burbach

THAT the September 21, 2022 Special Council Meeting adjourn.

Carried

Meeting Start Time: 6:30 P.M.

Meeting End Time: 6:47 P.M.

Deputy Mayor – Martin Ritsma

Clerk - Tatiana Dafoe



Stratford City Council Regular Council Open Session MINUTES

Meeting #:	4702nd
Date:	Monday, September 26, 2022
Time:	7:00 P.M.
Location:	Electronic Meeting
Council Present in Council Chamber:	Mayor Mathieson - Chair Presiding
Council Present Electronically:	Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos
Regrets:	Councillor Beatty, Councillor Bunting
Staff Present in Council Chamber:	Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Karmen Krueger - Director of Corporate Services,
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, 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
Also Present:	Cameron Johnston – Millards Chartered Professional Accountants, Members of the Public and Media

1. Call to Order:

Mayor Mathieson, Chair presiding, called 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

No disclosures of pecuniary interest were made by a Member at the September 26, 2022, Regular Council meeting.

3. Adoption of the Minutes:

R2022-372

Motion by Councillor Ingram

Seconded by Councillor Ritsma

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.

Carried

4. Adoption of the Addendum to the Agenda:

There was no addendum to the September 26, 2022, Regular Council agenda.

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)).

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

6. Hearings of Deputations and Presentations:

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

Referring to a PowerPoint presentation, the Manager of Diversity, Equity and Indigenous Initiatives provided an overview of activities scheduled to recognize National Day for Truth and Reconciliation between 1:30 p.m. and 2:30 p.m. on Friday, September 30, 2022, at the front steps of City Hall.

The Manager advised Truth and Reconciliation Day flags were raised on September 26, 2022 and will be lowered to half-mast on September 30, 2022. Information was provided on the meaning and purpose of a land acknowledgment. The Manager stated that the City intends to move forward with drafting a land acknowledgment following meaningful consultation with local Indigenous persons and there will be training opportunities for staff.

In response to questioning from Council, the Manager advised that Council and some staff would be provided with an orange shirt. The Manager noted that in the future he is hop to collaborate with Gallery Indigena.

It was noted that the Stratford Perth Museum is also holding an Orange Shirt Day event and a number of Downtown Stratford BIA businesses will be participating in Orange Shirt Day as well.

7. Orders of the Day:

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

R2022-373

Motion by Councillor Ingram

Seconded by Councillor Vassilakos

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.

Carried**7.2 Resolution - Supply and Deliver One New Vacuum/Flusher Combo Unit (COU22-070)**

The Clerk advised that this matter was pulled from consideration on this agenda.

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.

R2022-374

Motion by Councillor Sebben

Seconded by Councillor Clifford

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

Carried**7.4 Proclamation - Light It Up! for NDEAM Day**

R2022-375

Motion by Councillor Ingram

Seconded by Councillor Henderson

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.

It was questioned whether the City is capable of lighting up buildings in blue or purple, and whether the Communications Coordinator could release information to the public about this proclamation. The Clerk advised she would review.

Mayor Mathieson called the question on the motion.

Carried

7.5 Resolution - T-2022-32 Concrete Sidewalk Installation (COU22-071)

R2022-376

Motion by Councillor Burbach

Seconded by Councillor Ritsma

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.

In response to questioning from Council, the Director of Infrastructure and Development Services advised the intent is to install the sidewalk on the east side of Martin Street as there is water infrastructure on the west side. It is also easier for plowing and provides a connecting link for pedestrian traffic from the east end of town. The installation will include all AODA compliance items.

The Active Transportation Advisory Committee and Accessibility Advisory Committee were thanked as they identified these as priority areas for sidewalks.

Whether the sidewalks would be installed before it gets too cold was questioned. The Director stated staff should be able to meet deadlines to avoid frost conditions.

Mayor Mathieson called the question on the motion.

Carried

7.6 Resolution - Electronic Monitoring Policy (COU22-072)

R2022-377

Motion by Councillor Burbach

Seconded by Councillor Henderson

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

The Chief Technology and Security Officer stated this is a new policy as required under the Ontario's Working for Workers Act, 2022. Businesses that have over 25 employees are required to have this policy in place. The policy includes what data and systems are being monitored, why they are being monitored and when and how the data will be used. Examples provided included GPS locations, emails, or any electronic communications on all City devices.

Concern was expressed that members of Council are not employees and there was discomfort with the City knowing their location at all times they are carrying the City devices. The Mayor stated this policy has been reviewed by the City Solicitor. As Councillors are using City technology, it is interpreted that they are subject to the policy.

The Chief Administrative Officer confirmed that councillors are not considered employees, however, they are still covered by the policy by use of their devices and City servers while conducting business in their role as councillor.

Carried

7.7 Resolution - Emergency Response Plan Amendment (COU22-073)

R2022-378

Motion by Councillor Ritsma

Seconded by Councillor Ingram

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.

It was questioned by Council whether there was value in having the Deputy Mayor or another member of Council on this working group to be up to speed in the event the Mayor is not available.

The Chief Administrative Officer advised they are making housekeeping amendments to the plan. Every mandatory position has a designated

alternate, and all mandatory positions are required to be in attendance at mock exercises.

The Deputy Fire Chief advised the amendments are highly recommended by the Ontario Fire Marshal Emergency Management as a standard they are trying to achieve throughout the Province.

It was stated that Council would like to see what the actual changes to the document are. The Deputy Fire Chief provided an overview of the amendments. The majority of changes were the removal of the term "alternate" from the document so that all of the alternates do not have to be present for the mandatory exercises. The second change was a reduction in size of the actual emergency control group, which was a strong recommendation by the Ontario Fire Marshal Emergency Management.

In response to how the mandatory positions were determined, the Deputy Fire Chief stated that EMS, Mayor, Chief Administrative Officer and Communications are a standard throughout the Province.

Mayor Mathieson called the question on the motion.

Carried

7.8 Resolution - Establishment of the 2022-2026 Joint Compliance Audit Committee (COU22-074)

R2022-379

Motion by Councillor Henderson

Seconded by Councillor Vassilakos

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.

Carried

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:

R2022-380

Motion by Councillor Ingram

Seconded by Councillor Vassilakos

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

Carried

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

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 required First and Second Readings and Third and Final Readings and were taken collectively upon unanimous vote of Council present:

The Clerk stated that draft by-law 11.3 was being pulled from consideration on this agenda.

R2022-381

Motion by Councillor Vassilakos

Seconded by Councillor Henderson

THAT By-laws 114-2022 to 119-2022 be taken collectively.

Carried unanimously

R2022-382

Motion by Councillor Clifford

Seconded by Councillor Burbach

THAT By-laws 114-2022 to 119-2022 be read a First and Second Time.

Carried two-thirds support

R2022-383

Motion by Councillor Gaffney

Seconded by Councillor Ingram

THAT By-laws 114-2022 to 119-2022 be read a Third Time and Finally Passed.

Carried

11.1 Accept Transfer from Vivian North Limited of Part 3, Reference Plan 44R-5942 - By-law 114-2022

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 - By-law 115-2022

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 – Removed from consideration

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 - By-law 116-2022

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 - By-law 117-2022

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 - By-law 118-2022

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 - By-law 119-2022

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

12.1 CA-2022-106

Discussion took place regarding the use and appropriateness of the Strong Mayor's Act. It was noted it currently only applies to Toronto and Ottawa, however, concern was noted it could filter down for use in smaller municipalities.

R2022-384

Motion by Councillor Ingram

Seconded by Councillor Vassilakos

THAT CA-2022-106, being a resolution from the Town of Kingsville in opposition to Bill 3, Strong Mayors, Building Homes Act, 2022, be endorsed.

Carried

12.2 CA-2022-108

It was noted that no information was provided as to whether the zoning is appropriate or where parking for the facility would be accommodated.

The Clerk stated that the Planning Division advised there were no concerns and typically they would comment on parking. She noted if there were specific questions from Council, she could take them back and obtain further information.

It was requested by Council that information be requested as to how loading and unloading of catering type items would be accommodated on site as it is suggested there is no ability to serve food on this property.

13. New Business:

13.1 Thank you to Social Services

A member of Council recognized the Social Services department for the hard work they do working with the City's most vulnerable citizens and the following statistics were provided:

- the number of households permanently housed in supportive housing – 44;
- from January to July 2022, the number of households housed in permanent housing from the by-name list – 35;
- number of households experiencing homelessness decreased from 167 to 151 from January to July 2022; and
- number of unique households assisted with rent arrears from January to September 2022 –71.

14. Adjournment to Standing Committees:

The next Regular Council meeting is Tuesday, October 11, 2022, at 7:00 p.m.

R2022-385

Motion by Councillor Vassilakos

Seconded by Councillor Burbach

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.

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 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

No disclosures of pecuniary interest were made by a Member at the September 26, 2022, reconvene Council meeting.

15.2 Committee Reports

15.2.1 Finance and Labour Relations Committee

R2022-386

Motion by Councillor Vassilakos

Seconded by Councillor Clifford

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.

Carried

15.3 Reading of the By-laws (reconvene):

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

By-law 11.8 Confirmatory By-law - By-law 120-2022

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

R2022-387

Motion by Councillor Ingram

Seconded by Councillor Vassilakos

THAT By-law 120-2022 be read a First and Second Time.

Carried two-thirds support

R2022-388

Motion by Councillor Gaffney

Seconded by Councillor Ritsma

THAT By-law 120-2022 be read a Third Time and Finally Passed.

Carried

15.4 Adjournment of Council Meeting

R2022-389

Motion by Councillor Clifford

Seconded by Councillor Burbach

THAT the September 26, 2022 Regular Council meeting adjourn.

Carried

Meeting Start Time: 7:00 P.M.

Meeting End Time: 7:36 P.M.

Reconvene Meeting Start Time: 7:42 P.M.

Reconvene Meeting End Time: 7:43 P.M.

Mayor - Daniel B. Mathieson

Clerk - Tatiana Dafoe



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and Council
From: Brent Raycraft Supervisor of Fleet
Report #: COU22-075
Attachments: Bid Summary T-2022-21

Title: Tender Award - Supply and Deliver One Compact Loader and Attachments

Objective: To obtain Council approval for the award of Tender T-2022-21 to Stratford Farm Equipment for the supply and delivery of one (1) compact loader and attachments.

Background: The Fleet Division along with the Community Services Parks Division of the City of Stratford currently has a 2007 Case Loader that is due to be replaced and has been approved through the 2022 budget process. Five submitted tenders were received with Stratford Farm Supply having the lowest price that accommodated most of the tender specifications.

Analysis: As the City of Stratford continues to search for efficiencies and environmentally friendly initiatives this compact unit will be a very versatile addition to the equipment fleet. The smaller 68 HP loader will have a tighter turning radius that allows our team to work within the constraints of a one-lane closure vs the larger loaders needing both lanes. This unit will also be equipped with a fork attachment to allow easier loading and unloading of freight deliveries that Parks, Recreation and Cemetery needs.

A HLASB 8' wide snow-plow attachment is included and has the capabilities to open to 12'. This will increase our winter maintenance versatility. The Tier 4 technology engine has one of the best-in-class emissions control systems on the market. This results in environmental benefits and savings in fuel economy. The replacement will result in reduced downtime and maintenance costs, as it is replacing an older 2007 Case Loader.

Financial Implications: This tender had a budget approval for \$125,000.00 and the Tender from Stratford Farm Equipment came in at \$123,297.00 HST not included and a total of \$139,325.00 HST included. The true cost is \$125,467.02

Financial impact to current year operating budget: Reduced fuel operating costs and repair expenses will be very little for the remainder of 2022. Repairs are covered under warranty, with the exception of regular preventative maintenance.

Financial impact on future year operating budget: Based on the estimated future timing and replacements cost of this unit, there should be an annual impact on future year operating budgets of approximately \$20,000. Community Services Fleet is not currently covered under reserves but will be considered for 2022 where they will be captured during the budget process, in the transfers to capital reserves to set aside funds for the eventual replacement.

Link to asset management plan and strategy: The original unit had a lifecycle of 10 years, and the new unit will have a similar life cycle of 10 years.

Annual Operations: Due to the replacement of a 2007 Loader future maintenance and repair is anticipated to be reduced substantially, reducing down time and need to contract for service repairs.

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 [T-2022-21] from Stratford Farm Equipment for the supply and delivery of a Compact Loader and attachments, at a total cost of \$139,325.00 including HST, to improve the efficiency and service level of the Fleet Department 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,

David St. Louis, Director of Community Services

Joan Thomson, Chief Administrative Officer

T-2022-21

SUPPLY AND DELIVER ONE (1) COMPACT WHEEL LOADER

Closing Date: Wednesday, August 10, 2022

Submission Summary

Vendor	City/Province	Submission Name	Unofficial Value or Notes
Stratford Farm Equipment New Hamburg Ltd	New Hamburg, Ontario	Submission 1	\$125,774.54
D&S Downham Equipment Ltd	Stratford, Ontario	Submission 1	\$144,922.50
BATTLEFIELD EQUIPMENT RENTALS	BRAMPTON, ONTARIO	Submission 1	\$167,002.70
Brandt Tractor Ltd.	Regina, Saskatchewan	Submission 1	\$214,587.00
Jade Equipment Company Ltd.	Oro-Medonte, ON	Submission 1	\$221,932.00

Witness (Print Name) Signature Date

Witness (Print Name) Signature Date

Witness (Print Name) Signature Date



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and Council
From: Nancy Roulston, Manager of Engineering
Report #: COU22-076
Attachments: None

Title: Connecting Link Program 2023-2024

Objective: To obtain Council's approval to apply for Connecting Link funding for the Reconstruction of portions of Ontario Street and Erie Street.

Background: Connecting Link applications are open for the 2023-2024 Connecting Link program, and due to be submitted on November 16, 2022. Staff propose the resurfacing of Ontario Street from Queen Street to Waterloo Street, and Erie Street from just south of Ontario Street to Monteith Avenue. The Ontario Street roadway is in very poor condition (PQI of 2.9-4.0) and Erie Street is in very poor to fair condition (PQI 3.8-6.6). The roads require resurfacing to extend the life of the pavement and not deteriorate further to a point where it is more costly to repair. The proposed resurfacing project is required to be approved by Council as part of the Connecting Link application process.

The remaining deteriorated sections of Ontario Street and Erie Street located throughout the downtown core is scheduled in the future, after the proposed pedestrian crossing and intersection improvements are completed. The final designs for the intersection improvements, which will include bump-outs, improved pedestrian crossings, and updated traffic signal installations. The corresponding design work is proposed to be completed in 2023, with construction subject to future Council approvals.

Analysis: The 2023-2024 Connecting Links program was announced on September 22, 2022, and staff recommend applying for funding to further resurface these roadways.

The maximum amount of funding that can be applied for is \$3,000,000. The entire project, Ontario Street from Queen Street to Waterloo Street, and Erie Street from south of Ontario Street to Monteith Avenue, is estimated to be in the range of \$3,475,000. If successful, Connecting Links funding will pay for 90% of the eligible works, with the remainder of the costs to being paid for by the municipality. The

estimated municipal contribution of \$475,000 will need to form part of the 2023 capital program, which is funded from transfers to reserves in the operating budget. If approved to proceed, this project will be considered when determining the level of budgeted transfers to reserves required. Depending on the other capital projects being considered, this could impact the 2023 operating budget by all or some of this amount.

These projects would have a staggered schedule such that the Ontario Street works would proceed first, and Erie Street second. This will reduce burden on traffic and allow time for the proposed 2023 Watermain Relining project on Erie Street to be completed prior to the road resurfacing.

Financial Implications:

Financial impact to current year operating budget:

No anticipated impact.

Financial impact on future year operating budget:

Overall reduction of annual maintenance costs, less patching, pothole and emergency repairs. This investment will help minimize the continuing deficit of pavement renewal.

Link to asset management plan and strategy:

The asset replacement will be identified in the asset management plan. The new asset replacement will be planned for based on estimated useful life. The resurfaced roads will have an extended useful life, and replacement of the roads will not be necessary for a further 25 years.

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:

Equity and Local Economy

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

Staff Recommendation: THAT Council authorize Staff to submit an application to the 2023-2024 Connecting Links Program for the Ontario Street and Erie Street Resurfacing project;

THAT the Director of Corporate Services be authorized to sign and submit the application on behalf of the municipal corporation;

AND THAT Ontario Street and Erie Street Resurfacing project be referred to 2023 budget deliberations.

Prepared by: Nancy Roulston, Manager of Engineering
Recommended by: Taylor Crinklaw, Director of Infrastructure and
Development Services
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and Council
From: Karmen Krueger, CPA, CA, Director of Corporate Services
Report #: COU22-077
Attachments: 1. Approved 2022 Fees and Charges By-law 172-2021 for reference.
2. Draft 2023 Fees and Charges By-Law

Title: 2023 Fees and Charges

Objective: This report is intended to summarize the changes being proposed to the 2023 fees and charges along with the 2022 by-law for comparison purposes. All schedules have been updated in the draft 2023 by-law to reflect these proposed changes.

Background: It is best practice for a municipality's fees and charges to be determined prior to budget consideration. This ensures that revenue estimates are based on any approved rate levels. This is typically done pre-budget to assist with planning revenues into the subsequent year, but any changes to any of the fees and charges can be updated at any time, should a further review be deemed prudent.

Analysis: The fees and charges are separated into schedules to reflect the functional areas to which they apply. The intention is to assist with navigation through the document, but also to allow for modification of specific schedules in between full reviews if required, without opening the entire by-law.

Not all services provided by the City are intended to be user-pay (full cost recovery), but staff continue to assess the appropriate impact on the tax levy for each type of service. Staff have reviewed existing rates and fees to ensure they remain:

- Reflective of the desired split between user-pay and tax-supported services
- Market competitive
- Valid and appropriate.

Rates are analyzed and proposed at the department level and compiled into this report and the attached proposed by-law. Each Director and Manager can respond to questions related to the rates and fees for the specific divisions.

Where 'CPI' was used as the basis for increasing fees, a modest 2.5% inflator was chosen, rather than the actual levels of CPI which are currently much higher. This was for two reasons: 1) to recognize that CPI is intended to measure the cost of inflation on a basket of household goods, and these fees are not similar and 2) the current measures of CPI are higher than historical for the past number of years, and a market correction may occur. Using a lower figure ensures some recognition of increasing costs but will not result in a large increase where applied. In some cases, to keep the fees simple as in the case of a transit fare or a public skating admission for example, the fees have been rounded and may vary from the 2.5% but the intent is to approximate this inflator unless otherwise noted.

The listing below indicates which fees are being proposed amended and where wording clarifications are added:

Schedule "A" Corporate-Wide Fees and Charges

- Move rental of municipal sidewalk/road allowance for outdoor café from Schedule A to Schedule D, Corporate Services, and increase fee from \$2.60 to \$2.70 per square foot
- Increase application fee for area openings or encroachments by CPI to \$567.92
- Increase fee for registering a lien on a property from \$375 to \$475 based on feedback received from legal counsel of average cost
- Increase application fee for release of an encroachment agreement by CPI to \$404.95

Schedule "B" Building and Planning Fees and Charges

- Relabeled schedule to 'Planning Fees and Charges'
- Increased all fees by CPI (or nearest increment) except for the following: ix(a) applications for passing a part-lot control exemption additional parts (fee remains at \$110.00); v) full size registered plans (fee remains at \$25.00); vi) Custom plots (fee remains at \$50.00)
- Move section D) that covered Development, Subdivision and Condominium Servicing Agreements to Schedule E, Infrastructure and Development Services

Schedule "C" Community Services Department Fees and Charges

- Addition of Special Events section to identify application fees and costs relating to road closures, if applicable

Recreation Facilities

- Clarification of fees and deposits and refundability if applicable
- Clarification of discounts available to Community Organizations and under-utilized space
- Removal of language where conditions are identified in other policies

- Clarification language added to change meeting rooms from 'Single' to 'Small', 'Double' to 'Medium', 'Banquet Hall' to 'Large Meeting Room'
- Data Connections – updated to \$61.60 same as corporate for auditorium rentals for consistency
- Multi-use sports fields – Agriplex increase to single court from \$42.94 to \$45.20 per hour and all 4 courts from \$960.50 to \$988.75
- Parks Fields Outdoors – addition of a clinic/program fee \$259.90 per day and \$129.95 per half-day to match current rental practices
- Restructured rates to match the nature of the rentals and to avoid single-use labels on rental item categories
- Beach volleyball increase for all 4 courts from \$395.50/day to \$542.40/day and to clarify the hours a daily rental applies to align fees with the rental practices
- Addition of Market Square section to reflect rental of square and parking rates separately, and outline amenities

Transit

- Clarification in language around applicability of HST (not applicable)
- Clarification of types of passes available (single rides, day passes, month passes and Charters)
- Increase to adult 30-day pass from \$67.00 to \$70.00
- Increase to student 30-day pass from \$57.00 to \$60.00
- Increase to seniors/affordable 30-day pass from \$57.00 to \$60.00

Parallel Transit

- Clarification language added to 'one-way trip in-town' of 'adult'
- Addition of new reduced fee for Senior one-way trip in town of \$2.75 to more closely mirror the Transit section (housekeeping addition)
- Clarification language to 10-ride card to remove reference of 1 free ride and increase fee from \$27.50 to \$30.00
- Increase to adult 30-day pass from \$67.00 to \$70.00
- Increase to seniors/affordable 30-day pass from \$57.00 to \$60.00

Recreation Programs

Skating

- clarification language of Infant and Child under 5 years
- removal of child (\$3.50), adult (\$5.25) and senior (\$5.25) and replaced with 'general admission' of \$4.00
- increase family pass from \$13.00 to \$14.00
- increase general admission from \$3.95 to \$4.00
- Season pass language clarification of child 5-14 and increase from \$64.00 to \$66.00
- Addition of a Youth fee (age 15-18 years) \$68.00

- Increase to adult fee from \$82.00 to \$84.00
- Increase to senior fee from \$70.00 to \$72.00
- Increase to family fee from \$218.00 to \$224.00
- Sponsored skate from \$531.10 to \$548.05

Aquatics

- Single Swim-Removal of child (\$3.50), youth (\$4.25), adult (\$5.50) and senior (\$4.50) and replaced with 'general admission' of \$4.00
- Single Swim-Family decreased from \$15.50 to \$15.00
- Day Pass Removal of day pass and 5-visit card (covered in general admission)
- Season pass clarification of language of child aged 2-15 and increase from \$90.00 to \$92.00
- Season pass-Clarification of language for youth aged 15-18
- Season pass-Adults increase from \$145.00 to \$152.26
- Season pass-Seniors increase from \$110.00 to \$112.00
- Season pass-family increase from \$280.00 to \$288.00
- Swim Lessons – ½ hour sessions increased from \$84.00 to \$86.00
- Swim lessons – ¾ hour sessions increased from \$94.00 to \$96.00
- Swim lessons – 1-hour sessions increased from \$100.00 to \$102.00
- Swim lessons - Swim team increased from \$160.00 to \$165.00
- Private swim rentals 1-30 swimmers increased from \$220.35 to \$226.00
- Private swim rentals 31-125 swimmers increased from \$254.25 to \$259.90
- Sponsored swim increased from \$192.10 to \$197.75 per hour
- Sponsored free swim increased from \$610.20 to \$627.15 per hour

Cemetery

- Increase to Single grave from \$1,827.21 to \$1,860.10
- Increase to 2-grave plot from \$3,654.42 to \$3,720.20
- Increase to 3-grave plot from \$5,481.18 to \$5,579.85
- Increase to 6-grave plot from \$10,963.26 to \$11,160.60
- Increase to cremation plot flat marker (2x2ft) from \$678.68 to \$690.89
- Increase to cremation plot flat marker (4x4ft) from \$1,357.36 to \$1,381.79
- Increase to columbarium wall niche from \$2,751.28 to \$2,821.44

Due to increases from the supplier the plaques for the scattering are increasing significantly from previous as follows:

- Increase to bronze scroll niche from \$848.35 to \$960.50
- Single Memorial Plaque increasing from \$141.25 to \$305.10
- Double Memorial Plaque increasing from \$197.75 to \$361.60
- Double Plaque with text increasing from \$226.00 to \$418.10
- Clarification language added for columbarium fee that applies to levels above the bottom level

Market Square

- Several changes being proposed to clarify language to reflect the under-utilization over the past few years. The intent is to more specifically itemize the amenities, including parking, access to interior washrooms and the associated custodial costs, depending on the day/time of day.

Schedule "D" Corporate Services Department Fees and Charges

Review of Corporate Services fees occurs regularly, but many have a very negligible impact to overall revenues due to low volume.

- Increase Civil Marriage cancellation charge within 1 week of ceremony date by CPI to \$56.50 to capture staff time spent preparing for ceremonies and recognize limited time to fill the spot
- Increase Retail Business Holidays Act Exemption Single Application by CPI to \$547.20 and group of three or more stores on same property to \$656.64
- Move rental of municipal sidewalk/road allowance for outdoor café from Schedule A to Schedule D, Corporate Services, and increase fee from \$2.60 to \$2.65 per square foot
- A review of the taxation processes has resulted in some process changes and identification of several areas that the City is not collecting fees. A review of several other municipalities resulted in supporting data to collect these types of fees, so the following, established using averages are being proposed:
 - Tax certificate rush (less than 48 hours) \$75.00
 - Issuance of duplicate tax bill (excludes new owner) \$10.00
 - Statement of Tax Account \$10.00
 - Additions of amounts to be recovered to the tax roll \$25.00
 - Tax Arrears Notice (December 31 only) \$10.00
 - Final Notice before Tax Sale \$20.00
 - Tax Sale Registration Administrative Fee (at setup) \$100.00
 - Tax Sale Registration Fee (when registered) \$250.00
- Auditorium Rental Rates for City Hall Auditorium and Shakespeare Room: A comprehensive review was completed for the 2022 by-law so the changes for 2023 are CPI only.

Schedule "E" Engineering and Public Works Fees and Charges

Waste management rates are based upon the options selected in 2021 study which reflect a stepped-up approach to ensure sufficient contributions for landfill closure and post-closure costs. These fees are not itemized separately in the body of this report but are reflected in the by-law attached.

- Increase street permit from \$50.00 to \$60.00 due to no changes for several years

- For miscellaneous invoices add clarification language around actual costs of 'including but not limited to staffing costs, and vehicle and equipment costs'
- Water and sanitary proposed increases are based upon the 2020 approved study, derived from assessing anticipated future expenditures and revenues.
- Move section D) that covered Development, Subdivision and Condominium Servicing Agreements to Schedule E, Infrastructure and Development Services and,
- Increase administrative fee for preparing an agreement from \$2,240 to \$2,300
- Increase variable fee per single detached or semi-detached dwelling lot for engineering submissions from \$27.00 to \$55.00 based on the time it takes for review of submissions
- Increase variable fee per block per submission (excluding road widening and reserve blocks) from \$54.00 to \$110.00 based on the time it takes for review of submissions
- Addition under Miscellaneous "Hydration Station Rental - \$25 per day

Fees previously not included in the fees and charges by-law but applied in subdivision agreements now being included in the fees and charges by-law:

- Addition of construction inspection fee 2% of total construction cost estimate previously captured in the subdivision agreements but added to this by-law for increased awareness.
- Addition of subdivision Tree fee prior to registration of the agreement \$300.00 previously captured in the subdivision agreements but added to this by-law for increased awareness.

Waste Management

- Increase to bag tags from \$3.70 to \$3.75 for CPI
- Addition of tipping fee for concrete of \$5.00 per tonne
- Tip Fee – regular loose, 5+ bags and recyclables, brush etc. increase from \$85.50/tonne to \$87.25/tonne
- Tip fee – Asbestos increase from \$170.00 tonne to \$175.00/tonne
- Large Item Tag increase from \$13.50 to \$13.85
- Increase to backyard composter from \$28.32 to \$29.00
- White Goods – Freon removal increase from \$43.00 to \$44.00

Schedule "F" Fire Department Fees and Charges

- Update language referencing zoning by-law for annual inspections for inns with 6 or more rooms (no fee change)
- Updated previous reference to LLBO to current Alcohol and Gaming Commission for Special Occasion permit inspection (no fee change)

Schedule "G" Social Services Department Fees and Charges

- Anne Hathaway Daycare fees are reflecting decreases to all categories by 50% of current base rate by January 1, 2023 as mandated by the introduction of the new Canada-wide Early Learning and Child Care (CWELCC) agreement between the federal and provincial governments. This will lead to further fee reductions by 2026 of an average of \$12 per day.
- Toddler weekly decrease from \$240.60 to \$120.30 and daily from \$58.84 to \$29.42
- Preschool weekly decrease from \$209.58 to \$104.79 and daily from \$50.35 to \$25.18
- Nursery school daily decrease from \$36.68 to \$18.34
- Before and after school decrease for kindergarten from \$14.50 to \$7.25 and for Grades 1-6 from \$13.25 to \$6.63.

Please note 2022 proposed rate changes for building permit fees are being brought forward under a separate report to Committee as the review is still underway.

Financial Implications:

Financial impact to current year operating budget:

None. The effective date of the proposed by-law is January 1, 2023.

Financial impact on future year operating budget:

The draft 2023 budget will be prepared using approved rates and fees. Changes proposed are not expected to materially impact the 2023 proposed budget or revenues in any specific service area. The changes proposed are intended to reflect cost increases and staff time where applicable and/or partial inflationary impacts.

Link to asset management plan and strategy:

None.

Legal considerations:

None.

Insurance considerations:

None.

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.

Developing our Resources

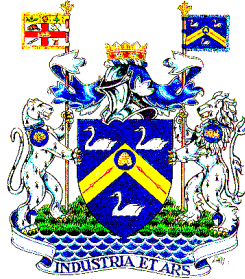
Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Alignment with One Planet Principles:

Not applicable: Fees do not impact the One Planet Principles.

Staff Recommendation: THAT the by-law to set the 2023 fees and charges for services performed by the City be approved as presented to take effect January 1, 2023.

Prepared by: Karmen Krueger, CPA, CA, Director of Corporate Services
Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer



**D R A F T BY-LAW NUMBER XXX-2022
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to establish fees and charges to be collected by The Corporation of the City of Stratford and to repeal By-law 172-2021 as amended.

WHEREAS the *Municipal Act, 2001, S.O. 2001*, provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

AND WHEREAS section 391 of the *Municipal Act* provides that without limiting sections 9, 10 and 11 of the *Municipal Act*, those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

AND WHEREAS section 398 of the *Municipal Act* provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS the *Planning Act, R.S.O. 1990, c. P.13, s.69(1)* as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect to planning matters;

AND WHEREAS pursuant to the *Building Code Act, 1992, S.O. 1992 c.7.1(c)* as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amount thereof;

AND WHEREAS Council of The Corporation of the City of Stratford deems it expedient to consolidate and update the fees and charges to be collected by municipal departments, local boards and authorized agents of The Corporation of the City of Stratford;

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

1. That the fees and charges as set out in the Schedules attached to this By-law of The Corporation of the City of Stratford are hereby established in respect of:
 - a) the services or activities provided or done by or on behalf of the municipality as may be set forth in the Schedules;
 - b) the costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality or any local board as may be set forth in the Schedules;
 - c) the use of the property of the municipality, including property under the control of the municipality as may be set forth in the Schedules; or,
 - d) the other activities as may be set forth in the Schedules.

2. Each Schedule to this By-law forms part of this By-law:
 - Schedule "A" Corporate-Wide Fees and Charges
 - Schedule "B" Building and Planning Fees and Charges
 - Schedule "C" Community Services Department Fees and Charges
 - Schedule "D" Corporate Services Department Fees and Charges
 - Schedule "E" Engineering and Public Works Fees and Charges
 - Schedule "F" Fire Department Fees and Charges
 - Schedule "G" Social Services Department Fees and Charges

3. Except where a contrary intention appears in the Schedules or in any other City By-law relating thereto, the fees and charges described in the attached Schedules shall be paid by the person or persons who have requested, received or obtained a service, activity or use of property identified in any of the Schedules.

4. The fees and charges described in the attached Schedules will be subject to Harmonized Sales Tax (HST), where applicable and shall be paid in addition to any fees and charges.

5. Except where a contrary intention appears in the attached Schedules or in any other City By-law relating thereto, or in the contract under which the service, activity or use of property is provided, all fees and charges shall be paid in full at the earlier of the following times:
 - a) At the time that the service, activity or use of property for which a fee or charge is payable, is received or obtained;
 - b) At the time that the service, activity or use of property for which a fee or charge is payable is requested, including sales of tickets and bookings for future activities, events and uses of property.

6. That the fees and charges shall be adjusted annually on January 1, by the Consumer Price Index (CPI), where indicated in the Schedules to this By-law. The CPI calculation is based on a 12-month average of the total CPI as calculated by the Bank of Canada from November 1st to October 31st.
7. That in those instances where the Consumer Price Index is less than zero (0), fees and charges shall not be adjusted by the CPI change for that year.
8. Despite Paragraphs 6 and 7, fees and charges may be adjusted, as approved by Council, to recover at a minimum, respective service, administration and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
9. Where any portion of a fee or charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the unpaid balance of such Fee or Charge shall bear simple interest from such due date until the first day of the month in which payment is made at the rate of 1.25% (15% per annum) thereafter until such fee or charge is paid in full.
10. Where any portion of a Fee or Charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the Treasurer may add the unpaid balance of such Fee or Charge, together with accrued interest, to the tax roll for the following properties:
 - a) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; and
 - b) In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
11. No request by any person, or their agent, for any information, service, activity or use of City property or facilities described in the Schedules attached to this By-law shall be acknowledged, processed or provided by the city departments unless and until the person or their agent, requesting the information, service, activity or use of City property or facility has paid or arranged to pay the fee or charge, where applicable, in the amount as set out in the Schedules to this By-law.

SCHEDULES

12. Where the Schedules to this By-law reference other By-laws in relation to Fees and Charges imposed hereunder, the terms and provision of such other By-laws shall apply to the Fees and Charges imposed hereunder, provided that, where there is a discrepancy in the stated amount of any such Fee or Charge between such other By-laws and this By-law, the Fees and Charges set forth in the Schedules of this By-law shall govern and any inconsistent By-laws shall be amended accordingly.

SEVERABILITY

13. Each Fee and Charge enacted pursuant to this By-law shall be treated as a separate enactment and shall not necessarily be affected by any determination of ultra vires or other invalidity or any other Fee and Charge enacted pursuant to this By-law.

EFFECTIVE DATE

14. This by-law shall come into force and take effect upon the final passage thereof.

APPLICATION

15. Sections 9 and 10 apply to Fees and Charges which have been enacted pursuant to Part XII of the *Municipal Act, 2001*. Where Fees and Charges in this By-law have been enacted upon an authority other than Part XII of the *Municipal Act, 2001*, sections 9 and 10 shall only apply to such Fees and Charges if and to the extent permitted by such other authority.

INTERPRETATION

16. In this By-law, unless the context otherwise requires words importing the singular number shall include the plural.
17. If a Court declares any section or part of a section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

REPEAL

18. That By-law 172-2021, and all amendments thereto, are hereby repealed upon this By-law coming into force and effect.
19. The repeal of By-law 172-2021 as amended shall not have the effect of invalidating any debt which came into existence as a result of the said By-law, and any amounts owing to the Municipality under the said By-law shall remain due and owing to the Municipality and with all the remedies for collection of same, as if the said By-law 167-2020 as amended had never been repealed.
20. All other By-laws which reference user fees and charges that are outlined in the Schedules attached to this By-law are hereby amended to refer to the respective schedule stated in this By-law.

TITLE

21. This By-law may be referred to as the "Fees and Charges By-law".

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe

THIS IS SCHEDULE "A" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

CORPORATE-WIDE FEES AND CHARGES
(all departments)

All Fees are subject to HST where applicable

Miscellaneous

Item	Fee
Any cheque not cleared by the City's bank [NSF]	\$40.00

Area Openings and Encroachment Fees

Item	Fee
Application Fee for Area Openings or Encroachment	\$567.92
<p>The size of the encroachment is used in the calculation of the annual fee. This fee is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property. This calculation will be determined by the City on an annual basis. Once calculated, this annual fee is added to the tax bill of the property owner.</p> <p>The minimum annual fee, regardless of the area, is \$50.00 plus the annual CPI increase. An annual fee will not be charged for encroachments in institutional zones.</p>	Minimum Fee - \$50.00 plus annual CPI increase
Application Fee for Release of an encroachment agreement	\$404.95
Fee to Register and to Release Liens on property [includes but is not limited to loans by the City and heritage loan to heritage property owners]	\$425.00 to register a lien on title or to release a lien on title

General Information Requests

Item	Fee
Search time	\$7.50 for each 15 minutes
Research time	\$7.50 for each 15 minutes
Record preparation	\$7.50 for each 15 minutes
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

Personal Information Requests (Own Information)

Item	Fee
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

THIS IS SCHEDULE "B" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

PLANNING FEES AND CHARGES

All Fees are subject to HST where applicable.

Planning Application Fees and Charges

In addition to the application fees listed below in sections A) to G), where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City's actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

A) Application

Item	Fee
i) Applications for an Amendment to the Zoning By-law	\$4,715.00
ii) Applications for an Amendment to the Official Plan	\$5,730.00
iii) Concurrent Applications for an Amendment to the Official Plan and Zoning By-law	\$6,325.00
iv) Applications for an Amendment to the Official Plan and/or Zoning By-law requiring recirculation	\$1,190.00
v) Applications to the Committee of Adjustment for minor variance from By-laws passed pursuant to the <i>Planning Act</i>	\$1,300.00
a) If an applicant requires a recirculation	\$715.00
vi) Applications to the Committee of Adjustment for consent of one lot/easement (severance)	\$1,455.00
a) Each additional lot/easement (severance)	\$215.00
b) If an application requires a recirculation	\$760.00
vii) Applications to the Committee of Adjustment for a change to conditions of approval	\$540.00
viii) Concurrent Applications to the Committee of Adjustment for consent and minor variance	\$1,730.00
ix) Applications for the passing of a Part-lot Control exemption by-law	\$1,520.00
a) For each additional new part created	\$110.00
x) Applications for the removal of a Holding Provision	\$2,010.00
xi) Applications to extend a Temporary Use	\$1,455.00
xii) Application for Pre-Application Consultation	\$0.00

B) Site Plan Application

Item	Fee
i) Applications for site plan approval	\$3,465.00
a) An additional fee will be added if building or addition is equal to or greater than 3,716 m ² or 40,000 sq.ft., or greater than 50 units.	\$1,085.00
ii) Applications for an amendment to a site plan agreement	\$2,325.00
iii) Applications for a minor amendment to a site plan agreement (Section 8.3.3)	\$430.00
iv) Applications for site plan approval for infill developments	\$1,835.00
v) Letter of conformity relating to site plan agreement compliance	\$97.00

C) General

Item	Fee
i) Letters of conformity (other than By-law 92-75) – with survey	\$97.00
ii) Letters of conformity – without survey	\$80.00
iii) Letters of conformity without survey – 2 business day response time	\$150.00
iv) Letters of conformity with survey – 2 business day response time	\$160.00
v) Full size registered plans, plans of condominium, city street maps	\$25.00
vi) Custom Plots	\$50.00
vii) Change of Municipal Address	\$160.00

D) Plan of Subdivision, Vacant Land Condominium and Common Element Plans of Condominium

Item	Fee
i) Up to 50 development lots/blocks/units*	\$7,790.00
a) An additional fee will be added if greater than 50 units is proposed*	\$1,080.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,190.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$430.00
iv) Registration of final plan	\$665.00
v) Extension of Draft Approval	
a) Recirculation required	\$1,190.00
b) No recirculation required	\$430.00

*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.

E) Standard, Amalgamated, Phased and Leasehold Condominium

Item	Fee
i) Up to 50 units	\$4,440.00
a) An additional fee will be added if greater than 50 units proposed*	\$1,080.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,190.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$430.00
iv) Registration of final plan	\$645.00
v) Condominium Exemption	\$1,320.00

*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.

F) Miscellaneous

Item	Fee
i) Deeming Application	\$1,080.00
ii) Driveway Widening Review	\$107.00

G) Secondary Suite Registration

Item	Fee
Registration of a new Secondary Suite	\$255.00
Renewal of previously registered Secondary Suite	\$155.00

*These rates shall automatically increase and be rounded to the nearest dollar on the first day of January in each year by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) published by Statistics Canada during the 12-month period ending on October in the year immediately preceding the rate increase date.

THIS IS SCHEDULE "C" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

COMMUNITY SERVICES DEPARTMENT FEES AND CHARGES

SPECIAL EVENTS

Item	Fee (includes tax)
Non-Refundable late fee, expedited service	\$150.00/application
Road-Closures that extend beyond approved times	\$50.00/hour to a maximum of \$500.00

RECREATION FACILITIES

Item	Fee (includes tax)
Rental dues where total rental fee is <\$100	100% of fee, non-refundable
Rental deposit where total rental fee is >\$100	25% of fee, non-refundable
Discount to Community Organizations	Maximum of 30%
Discount for underutilized hall and meeting space	Maximum of 50%

Arenas

Summer Ice Rates (April 1 to September 30)

Item	Fee (includes tax)
Standard Rental	\$204.00/hour
Minor Sports	\$204.00/hour
Slice of Ice, Single Admission	\$19.50/hour

Winter Ice Rates (October 1 to March 31)

Item	Fee (includes tax)
Prime Time	\$240.00/hour
Non Prime Time	\$204.00/hour
Minor Sports (October 1 to April 30)	\$204.00/hour
Slice of Ice, Single Admission	\$19.50/hour

Arena Floor – No Ice Rentals

Item	Fee (includes tax)
Sports and Short Period Rentals	\$133.34/hour
Private Full Day Rental (maximum 12 hours)	\$1,706.30/day

Halls and Meeting Space

Weekdays: Monday at 7:00am to Friday at 4:00pm

Single Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$31.64/hour
Beyond 8 hours	\$253.12/day

Double Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$38.42/hour
Beyond 8 hours	\$307.36/day

Banquet Halls

Item	Fee (includes tax)
Up to 8 hours	\$72.32/hour
Beyond 8 hours	\$578.56/day

Event Halls

Item	Fee (includes tax)
Single Hall	\$875.75/day
Entire Hall (four single halls)	\$3,084.90/day

Evenings/Weekends: Friday after 4:00pm to Sunday at Midnight

Single Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$47.46/hour
Beyond 8 hours	\$379.68/day

Double Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$58.76/hour
Beyond 8 hours	\$470.08/day

Banquet Halls

Item	Fee (includes tax)
Up to 8 hours	\$83.62/hour
Beyond 8 hours	\$668.96/day

Event Halls

Item	Fee (includes tax)
Single Hall	\$1,141.30/day
Entire Hall (four single halls)	\$3,751.60/day

Amenities

Kitchen

Item	Fee (includes tax)
Agriplex	\$118.65/day
Rotary Complex Community Halls	\$175.15/day

Audio Visual

Item	Fee (includes tax)
Wireless microphone	\$67.80/day
Wired microphone	\$29.38/day
Portable TV/VCR/DVD player	\$20.34/day

Electrical Connections

Item	Fee (includes tax)
110V 15 AMP connection	\$23.73/day
110V 30 AMP connection (with panel)	\$40.68/day
220V connection	\$163.85/day

Data Connections

Item	Fee (includes tax)
Wired internet (per single connected unit)	\$61.60/day

Installations

Item	Fee (includes tax)
Stage, 4 section starter (16' x 8')	No charge
Stage, additional sections (max 24 sections)	\$20.34/day
Insulated floor to cover ice surface	\$2,299.55/day
Judges Platform, 4 section starter (16' x 8')	\$813.60/day
Judges Platform, additional sections (4' x 8')	\$84.75/day

Bar Charges

Item	Fee (includes tax)
Draft fee	\$85.88/day
Ice	\$47.46/day

Multi-Use Sports Fields

Stratford Agriplex - Indoor

Item	Fee (includes tax)
Single court	\$45.20/hour
All 4 courts for sport tournament use	\$988.75/day

Fields - Outdoor

Item	Fee (includes tax)
Single Field/Diamond, 2 hours (maximum 2 hours)	\$70.06/use
Single Field/Diamond, ½ day (maximum 4 hours)	\$129.95/half day
Single Field/Diamond, full day (8 hours or more)	\$259.90/day
Minor Sport Use	\$14.69/participant

Beach Volleyball – Outdoor (May 1 – October 31)

Item	Fee (includes tax)
Single court	\$16.95/hour
All 4 courts (8 hours or more)	\$542.40/day

Market Square

Daily Rental Fees

Item	Fee (includes tax)
All of Market Square	\$452.00/day
All of Market Square (Community Organization)	\$56.50/day
Adjacent Parking Area	\$226.00/day
Adjacent Parking Area (Community Organization)	No fee

Amenities

Item	Fee (includes tax)
Hydro	\$16.95/location/day
Water	\$16.95/location/day
Int. Washrooms – Weekdays, 4:30 – 11:30pm	\$21.47/hour
Int. Washrooms – Weekdays, before 8:30am	\$142.38/hour
Int. Washrooms – Weekdays, after 11:30pm	\$142.38/hour
Int. Washrooms – Weekends 9am – 11:30pm	\$47.46/hour
Int. Washrooms – Weekends before 9am	\$142.38/hour
Int. Washrooms – Weekends after 11:30pm	\$142.38/hour
Int. Washrooms – Holidays, 8:30am – 11:30pm	\$142.38/hour
Removal of Bollards	Quote request required

TRANSIT

Standard Transit

Single Ride, Cash

Item	Fee (tax not applicable)
Child (under 5 years)	No charge
Student and Affordable	\$2.50/single
Adult	\$3.00/single
Senior	\$2.75/single

Single Ride, Tickets

Item	Fee (tax not applicable)
Student and Affordable	\$2.25/single
Adult	\$2.75/single
Senior	\$2.50/single

Single Day Pass

Item	Fee (tax not applicable)
Single Rider	\$7.00/day
Family (1 adult plus up to 4 riders)	\$15.00/day

30 Day Pass

Item	Fee (tax not applicable)
Student and Affordable	\$60.00/pass
Adult	\$70.00/pass
Senior	\$60.00/pass

Charters

Item	Fee (tax included)
Charter (minimum charge of \$50.00)	\$96.05/hour

Parallel Transit

In Town, One-Way Trip

Item	Fee (tax not applicable)
Adult	\$3.00/single
Senior	\$2.75/single

In Town, Other

Item	Fee (tax not applicable)
10 Ride Card	\$30.00/card

Passes

Item	Fee (tax not applicable)
Single Day Pass	\$7.00/day
Adult, 30 Day	\$70.00/pass
Senior/Affordable, 30 Day	\$60.00/pass

Out of Town, One-Way Trip

Item	Fee (tax not applicable)
Ride	\$3.00/single plus \$1.47/km

Charters

Item	Fee (tax included)
Charter, In Town	\$35.76/hour + single ride fee
Charter Wait Time	\$35.76/hour

RECREATION PROGRAMS

Skating

Single Admission

Item	Fee (includes tax)
Child (under 5 years)	No charge
General Admission (5 years +)	\$4.00/single
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$14.00/family

Season Pass

Item	Fee (includes tax)
Child (under 5 years)	No charge
Child (5 – 14 years)	\$66.00 (tax not applicable)
Youth (15 – 18 years)	\$68.00/pass
Adult (19 – 54 years)	\$84.00/pass
Senior (55 years +)	\$72.00/pass
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$224.00/pass

Sponsored Skate

Item	Fee (includes tax)
Sponsored Skate	\$548.05/hour

Aquatics

Single Swim

Item	Fee (includes tax)
Child (under 2 years)	No charge
General Admission (2 years +)	\$4.00/swim
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$15.00/swim

Season Pass

Item	Fee (includes tax)
Child (under 2 years)	No charge
Child (2 – 14 years)	\$92.00/season (tax not applicable)
Youth (15 - 18 years)	\$105.00/season
Adults (19 – 54 years)	\$150.00/season
Seniors/Special Population (55 years +)	\$112.00/season
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$288.00/season

Swim Lessons

Item	Fee (tax not applicable)
½ hour (2week session)	\$86.00/session
¾ hour (2-week session)	\$96.00/session
1 hour (2-week session)	\$102.00/session
Swim Team	\$165.00/session

Private Swim Rentals

Item	Fee (includes tax)
1 - 30 Swimmers	\$226.00/hour
31 - 125 Swimmers	\$259.90/hour

Sponsored Swims

Item	Fee (includes tax)
Sponsored Swim	\$197.75/hour
Sponsored Free Swim	\$627.15/hour

Day Camps

Item	Fee (tax not applicable)
5-day Week	\$155.00
4-day Week	\$125.00
Single Day	\$35.00

ADVERTISING

Digital Advertising – Indoor Displays

8-inch Advertisement

Item	Fee (includes tax)
1 Month	\$144.64/term
3 Months	\$412.45/term
6 Months	\$819.25/term
9 Months	\$1,226.05/term
12 Months	\$1,638.50/term

18-inch Advertisement

Item	Fee (includes tax)
1 Month	\$288.15/term
3 Months	\$819.25/term
6 Months	\$1,644.15/term
9 Months	\$2,463.40/term
12 Months	\$3,277.00/term

26-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Digital Advertising – Transit Displays

24-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Rink Board Sign Advertising

Item	Fee (includes tax)
For Glass (one time change)	\$327.70/glass
For Year	\$740.15/year

CEMETERY

Lots

Item	Dimensions	Land	Perpetual Care	HST	Total
Single Grave	1m x 3m	\$999.31	\$646.80	\$213.99	\$1,860.10
2 Grave Plot	2m x 3m	\$1,998.61	\$1,293.60	\$ 427.99	\$ 3,720.20
3 Grave Plot	3m x 3m	\$ 2,997.92	\$1,940.00	\$ 641.93	\$ 5,579.85
6 Grave Plot	3m x 3m	\$ 5,995.84	\$3,880.80	\$ 1,283.96	\$ 11,160.60
Child Plot Upright	3ft x 7ft	\$277.20	\$184.80	\$60.06	\$522.06
Infant Plot Flat Marker	2ft x 4ft	\$207.90	\$138.60	\$45.05	\$391.55
Stillborn Plot Flat Marker	2ft x 48in	\$207.90	\$138.60	\$45.05	\$391.55
Cremation Plot Flat Marker	2ft x 2ft	\$ 371.17	\$240.24	\$ 79.48	\$ 690.89
Cremation Plot Flat Marker	4ft x 4ft	\$ 742.34	\$480.48	\$ 158.97	\$ 1,381.79

Niches

Item	Dimensions	Land	Perpetual Care	HST	Total
Columbarium Wall	144 cubic inch	\$ 2,131.63	\$365.22	\$ 324.59	\$ 2,821.44
Bronze Scrolls	n/a	\$ 850.00	n/a	\$ 110.50	\$ 960.50
Level above bottom (per level)	n/a	\$50.00	n/a	\$6.50	\$56.50

Avondale Garden Mausoleum

Item	Level	Cost	Maintenance	HST	Total
Section #1	E	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
Premium	D	\$7,733.88	\$1,933.47	\$1,256.76	\$10,924.11
	C	\$9,882.18	\$2,470.55	\$1,605.85	\$13,958.58
	B	\$8,808.03	\$2,202.00	\$1,431.30	\$12,441.33
	A	\$6,015.24	\$1,503.81	\$977.48	\$8,496.53
Section #2	E	\$5,157.08	\$1,288.98	\$837.99	\$7,284.05
Interior Courtyard	D	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
	C	\$8,593.20	\$2,148.30	\$1,396.40	\$12,137.90
	B	\$7,519.05	\$1,879.76	\$1,221.85	\$10,620.66
	A	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Section #3	E	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Exterior Courtyard	D	\$5,585.58	\$1,396.40	\$907.66	\$7,889.66
	C	\$7,304.22	\$1,826.06	\$1,186.94	\$10,317.22
	B	\$6,293.07	\$1,556.94	\$1,020.50	\$8,870.51
	A	\$4,296.60	\$1,074.15	\$698.20	\$6,068.95

Scattering Garden

Item	Dimensions	Service	Perpetual Care	HST	Total
Sale of scattering services	n/a	\$400.00	\$30.00	\$55.90	\$485.90
Single Memorial Plaque	1in x 6in	\$270.00	\$0.00	\$35.10	\$305.10
Double Memorial Plaque	2.25in x 6in	\$320.00	\$0.00	\$41.60	\$361.60
Double Plaque with text	3.5in x 6in	\$370.00	\$0.00	\$48.10	\$418.10
Replacement Certificate of Interment Rights	n/a	\$30.00	\$0.00	\$3.90	\$33.90

Interment Charges

Item	Base Rate	HST	Total
License Fee (if applicable)	\$10.00	\$0.00	\$10.00
Adult Regular Depth	\$912.45	\$118.62	\$1,031.07
Adult Double Depth	\$1,068.38	\$138.89	\$1,207.27
Child 3ft x 6ft opening	\$346.50	\$45.05	\$391.55
Child 2ft x 4ft opening	\$231.00	\$30.03	\$261.03
Stillborn 2ft x 20in opening	\$231.00	\$30.03	\$261.03
Mausoleum Entombment Opening	\$682.19	\$88.68	\$770.87
Cremation Remains (12ft x 12ft)	\$365.27	\$47.49	\$412.76
Cremation Remains (over 12ft x 12ft)	\$498.10	\$64.75	\$562.85
Cremation Remains in Columbarium Niche	\$332.06	\$43.17	\$375.23
Winter Storage	\$317.63	\$41.29	\$358.92

Disinterment Charges

Item	Base Rate	HST	Total
For burial in another cemetery	\$1,760.84	\$228.91	\$1,989.75
For burial in another plot in Avondale	\$2,817.32	\$366.25	\$3,183.57

Foundations

Item	Base Rate	HST	Total
Priced per cubic foot at minimum cost of \$242.00 plus taxes	\$27.91/cubic foot	applicable	Contingent on size
Inspection fee (not to exceed \$84.52)	\$78.80	\$9.72	\$84.52
Flat Marker Installation	\$55.00	\$7.15	\$62.15
Flat Marker Installation over 173 square inches	\$100.00	\$13.00	\$113.00
Up to 4 feet x 4 feet	\$200.00	\$26.00	\$226.00
Over 4 feet x 4 feet	\$400.00	\$52.00	\$452.00

Other

Item	Base Rate	HST	Total
Saturday Burials	\$362.67	\$47.15	\$409.82
Chapel Committal Service	\$99.30	\$12.91	\$112.21
Transfer of Certificates of Interment Rights	\$101.56	\$13.20	\$114.76
Entry of Funerals after hours (per 15 minutes)	\$40.40	\$5.25	\$45.65

THIS IS SCHEDULE "D" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

CORPORATE SERVICES DEPARTMENT FEES AND CHARGES

Item	Fee
Commissioning of Document	\$25.00 per document
Marriage Licence	\$125.00 per licence
Civil Marriage Ceremony	\$300.00 plus HST = \$339.00
Civil Marriage Ceremony Cancellation Charge (if cancelled within one (1) week of ceremony date)	\$50.00 plus HST = \$56.50
Witness Fee for Civil Ceremony	\$25.00 per witness
Retail Business Holidays Act Exemption Application *fees are increased annually by the CPI	Single Application - \$547.2 Shopping Mall - \$656.64 Group of 3 or more stores on same property - \$656.64
Bicycle Licences	\$4.00 (17 years and under) \$6.00 (18 years and older)
Rental of municipal sidewalk/road allowance for outdoor café	\$2.70/square foot
Tax Certificate	\$60.00
Tax Certificate – Rush (less than 48 hours)	\$75.00
Duplicate Tax Bill	\$10.00
Statement of Tax Account	\$10.00
Additions of balances to Tax Roll	\$25.00
Tax Arrears Notice (at December 31)	\$10.00
Final Warning – Before Tax Sale Registration	\$20.00
Tax Sale Registration Administration Fee – Setup	\$100.00
Tax Sale Registration Administration Fee – When Registered	\$250.00
Registration of Death	\$20.00 if issued at Clerk's Office \$40.00 if issued at Stratford Fire Department

Municipal Information Form	\$45.00 for any AGCO Form – Municipal Information Form, Special Occasion Permit, Municipal Designation as a Significant Event
Rental rate for meter hoods in the core area – there shall be a limit of two hoods (4 spaces) in any section of a block of a parking area at any one time	\$6.75 per day per single meter plus HST \$13.50 per day per double meter plus HST \$50.00 deposit \$10.00 administration fee

Dog and Cat Licensing – if paid before March 1

Dog or Cat	Regular	Senior's discount
Altered	\$20.00	\$17.00
Unaltered	\$50.00	\$42.50
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – if paid after March 1

Dog or Cat	Regular	Senior's discount
Altered	\$30.00	\$25.50
Unaltered	\$60.00	\$51.00
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – other fees

Item	Fee
Replacement Tag	\$10.00
Kennel/Cattery License	\$550.00
Specialized Needs Dog	No fee

NOTE: New residents to Stratford may bring a current tag from another municipality and exchange it at no cost for a current City of Stratford tag (one time only)

Municipal Lottery Licensing Fees

Item	Fee
Raffles, where the total value of all prizes to be awarded does not exceed \$50,000.00	3% of the total value of all prizes to be awarded
Bazaar Lotteries	3% of prizes for a bingo and 3% of prizes for a raffle and \$10.00 per wheel of fortune per day
Break-open ticket lotteries where tickets are not sold in conjunction with another gaming event	3% of total prizes per box (unit)

Bingo Lotteries	\$100.00 per event
Catch the Ace lottery events	The payment of the lottery licence fee remains at 3% however the payment and timing of the fees may be spread out over the licence period.

Table A.2

Location	Rate	Effective Date
On-street Parking Rate	\$1.50 per hour	April 1, 2020
Off-street Parking Rate	\$1.25 per hour	April 1, 2020

Table B.1 – parking permits for municipal parking lots effective October 31, 2015

PARKING LOT	TIME PERIOD Up to a maximum of six months
York Street Parking Lot – 10 permits available, downtown residents only	\$100.66 + HST = \$113.75 per month
Erie Street Parking Lot – “Lower” sections B and C – 24 permits available	\$100.66 + HST = \$113.75 per month
Rear of Stratford Jail / Rear of Perth County Court House – 1 Huron Street – 4 permits available	\$100.66 + HST = \$113.75 per month

Auditorium Rental Rates

Booking Fee (at time of Booking) \$150.00 plus 10% of estimated Rental Fee (non-refundable)

RENTAL PERIOD	CITY HALL AUDITORIUM	SHAKESPEARE ROOM (3 rd Floor) (Booked only in conjunction with Auditorium)
Monday to Friday between 8:30 a.m. and 11:30 p.m., *Holidays excluded	\$30.75 per hour (minimum 1 hour)	\$51.25 flat fee per day
After 11:30 p.m. Monday to Friday	\$153.75 per hour (minimum 1 hour)	\$61.50 per hour (minimum 1 hour)
Set-up and Take Down by City Staff Monday to Friday	\$30.75 per hour (minimum 3 hour)	n/a
Saturday and Sunday between 9:00 am and 11:30 pm	\$61.50 per hour (minimum 3 hour)	\$61.50 flat fee

*Holidays between 8:30 am and 11:30 pm	\$153.75 per hour (minimum 3 hour)	\$61.50 flat fee
After 11:30 pm	\$153.75 per hour (minimum 1 hour)	\$61.50 per hour (minimum 1 hour)
Set-up and Take Down by City Staff Saturday and Sunday	\$61.50 per hour (minimum 1 hour)	n/a
Wireless Internet Connection Fee *only available during regular business hour rentals	\$61.50 per day	\$61.50 per day

All rates are also subject to an annual Consumer Price Index increase as provided for in this By-law.

Registered charitable organizations receive a 20% discount of the booking fee and rental rates.

THIS IS SCHEDULE "E" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

**INFRASTRUCTURE AND DEVELOPMENT SERVICES
FEES AND CHARGES**

Miscellaneous

Item	Fee
Land transfer inquiries	\$60.00 per land transfer inquiry
Street Permit: Hoarding on City Sidewalk Excavation on Road Allowance	\$65.00
Hydration Station Rental	\$25 per day

Administrative Fees

Item	Fee
New Sewer and/or Water Connections	\$180.00 plus actual cost of the project
Sewer and/or Water Repairs	\$80.00 plus actual cost of the project
Private Sidewalk and Curb: Driveway widenings or relocation Curb or sidewalk replacement Damage deposit and repair	\$80.00 plus actual cost of the project
Sidewalk or Curb Repair for Utility Companies	\$40.00 per location plus actual cost of the project
Miscellaneous Invoice: Damaged sign and traffic signals Street cleaning (mud, fuel, oil) Sewer flushing Garbage pickup Road Closures for MTO, etc.	7% with minimum of \$80.00 Plus actual cost of the activity, including but not limited to staff hourly rates, payroll burden, vehicle and equipment rates and markup.
Payroll Burden on invoices to the public	45%
Warehouse Fee on the invoices to the public for material taken from stock	15%
Temporary Access Across Municipal Property (Policy P.3.6) Fees and damage deposits subject to annual Consumer Price Index increase	\$50 per application, plus damage deposit of \$100 per metre of private property abutting city property

Item	Fee
As Built Drawings	\$25.00 per sheet

Water Rates

Consumption Charge	2023
First 3 cubic metres	\$2.81/m ³
All additional cubic metres	\$1.15/m ³
Minimum consumption charge	\$8.43

Monthly Flat Charge	2023
Under 1 inch meter	\$9.25
1 inch meter	\$14.25
1½ inch meter	\$18.00
2 inch meter	\$22.00
3 inch meter	\$29.75
4 inch meter	\$39.00
6 inch meter	\$66.00
8 inch meter	\$89.25

Sanitary Sewer

Sewage Service Rate	2023
First 3 cubic metres	\$4.39/m ³
All additional cubic metres	\$1.79/m ³
Minimum consumption charge	\$13.17
Fixed monthly charge	\$9.25

Development, Subdivision and Condominium Servicing Agreements

Item	Fee
a) Administrative fees for preparation of an agreement	\$2,240.00
b) Review fees for Engineering Submissions	
i) Variable fee per single detached or semi detached dwelling lot per submission	\$55.00
ii) Variable fee per block per submission (excluding road widening and reserve blocks)	\$110.00
c) Construction Inspection Fee (prior to registration of the agreement)	2% of total construction cost estimate
d) Subdivision Tree fee (prior to registration of the agreement) Number of required trees to be determined by Manager of Parks, Forestry & Cemetery	\$300 per tree

Waste Management

Waste Management Rates	2021
Bag Tag	\$3.75
Bag or Can at Landfill Site	\$4.80
Minimum scale rate	\$20.00
Tip Fee – concrete	\$5.00 per tonne
Tip Fee – regular – loose loads of waste	\$87.25 per tonne
Tip Fee – regular – more than five (5) bags or cans of waste	\$87.25 per tonne
Tip Fee – regular – loads of recyclables, brush or yard waste 200 kilograms or greater	\$87.25 per tonne
Tip Fee – large hauler – waste haulers bringing in excess of 10,000 tonnes of waste in a twelve-month period	\$80.00 per tonne
Tip Fee – Asbestos	\$175.00 per tonne
Scale down – car	\$20.00
Scale down – truck	\$25.00
Scale down – trailer	\$22.75
Scale down- Roll off	\$12.25/cubic yard
Scale down – Packer	\$17.50/cubic yard
Large Item Tag	\$13.85
Recycle Box	\$7.30
Backyard Composter	\$29.00
White Goods – Freon removal	\$44.00
White Goods – No Freon	\$25.00
Televisions & computer monitors	\$0.00
Commission Fee on sale of garbage bag tags	5%
Finished compost produced through the City's organic diversion program to Commercial Users and Landscapers	\$3.50/cubic metre

An administrative fee of \$25.00, excluding applicable taxes, shall be charged by the City to provide duplicate copies of tickets for tipping fees when requested to do so.

Tipping Fees for Eligible Brownfields Sites

Developers of contaminated properties who are eligible for tax increment-based grant financing under the City's brownfields program will:

- A) pay the tipping fees for the minimum projected quantities of contaminated soil to be removed as recommended in a Phase II Environmental Assessment prepared by a recognized environmental engineering firm, such report to be accepted by the City's Director of Infrastructure and Development Services; and

- B) enter into an agreement with the City to pay the tipping fees, over time, for any quantities of contaminated soil that are actually delivered in excess of the projected minimum amount by agreeing that the City shall deposit the amount of all tax increments, for which the developer would otherwise be entitled to relief by way of grant, to the tipping fee reserve until the balance of the amount owing is paid, with any portion of the tipping fees still owing to the City at the end of the tax increment-based grant financing period to be then immediately due and payable.

Further that the Director of Infrastructure and Development Services be authorized to make arrangements with developers who qualify under this policy to either accept contaminated soil at the Stratford landfill site or divert quantities to another landfill site.

Development, Subdivision and Condominium Servicing Agreements

Item	Fee
e) Administrative fees for preparation of an agreement	\$2,300.00
f) Review fees for Engineering Submissions:	
iii) Variable fee per single detached or semi-detached dwelling lot per submission	\$55.00
iv) Variable fee per block per submission (excluding road widening and reserve blocks)	\$110.00
g) Construction Inspection Fee (prior to registration of the agreement)	2% of total construction cost estimate
h) Subdivision Tree fee (prior to registration of the agreement). Note. The number of required trees to be determined by Manager of Parks, Forestry & Cemetery	\$300 per tree

Site Alteration

Item	Fee
Site Alteration Permit Fee	\$500.00
Site Alteration Permit Renewal Fee	\$500.00
Site Alteration Transfer of Permit Fee	\$250.00
Preparation of Site Alteration Agreement Fee (including registration fee)	All costs to be recouped from the Applicant

THIS IS SCHEDULE "F" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

FIRE DEPARTMENT FEES AND CHARGES

SERVICE	FEE
Officer Incident Report	\$100
Fire Investigation Report	\$100
Property Records Search and Letter	\$100
Air Cylinder Refill, 30-45-60 minute capacity	\$10
Air Cylinder Refill, 300 cubic foot capacity	\$30
Nuisance/malicious responses (i.e. Open Burning By-law Violation)	Most current MTO rates (\$509.89) per fire vehicle responding.
Property Inspection and Letter (includes residential inspection for a Day Care)	Residential - \$150 for first unit plus \$25 for each additional unit per building. Commercial/Industrial - \$150 for first unit plus \$25 for each additional unit per building, plus \$25 for each 5,000 sq. ft. over 10,000 sq. ft.
Open Burn fire inspection and permit as in By-law 5-2006 as amended	\$100
Annual fire inspection fee for inns with 6 or more guest rooms as defined in the City of Stratford Comprehensive Zoning Bylaw 10-2022	\$150 plus \$25 per unit for each unit over one.
Alcohol and Gaming Commission Special Occasion Permit/Inspection	\$100
Liquor Licence Application and Inspection	\$150
Fire extinguisher training	\$130 per session, maximum 12 persons; \$10 per each additional person up to a maximum of 20. \$5 for personal certificate if requested. Trainee is required to supply their own extinguisher.

SERVICE	FEE
Fire Department Assistance beyond Normal Requirements or Circumstances (i.e. Fire Staff and Vehicle required for fire watch)	\$100 per firefighter per hour. Current MTO rate per fire vehicle (\$509.89).
Response to False Automatic Fire Alarm	Current MTO rate (\$509.89) for attending per fire vehicle.
Failure to notify of system maintenance	Current MTO rate (\$509.89) for attending per fire vehicle.
Nuisance/malicious false alarms	Current MTO rate (\$509.89) for attending per fire vehicle.
Review of propane facility Risk and Safety Management Plans: <ul style="list-style-type: none"> a) Initial R&SMP review process for a new, existing or expanding propane facility b) Subsequent annual review for existing propane facilities 	<ul style="list-style-type: none"> a) \$400 not including fees for third party or external review; b) \$200 not including fees for third party or external review.
Re-inspection for Fire Code Non-compliance and/or Deficiencies	\$150
Occupant Load Calculations	\$100
Tent Inspections	\$100
Storage Site Inspections	\$100

HST applied where applicable.

THIS IS SCHEDULE "G" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

SOCIAL SERVICES DEPARTMENT FEES AND CHARGES

Anne Hathaway Daycare Centre

Toddler (18 months to 2.5 years)

Length of Time	Fee
Weekly	\$120.30
Daily	\$29.42

Preschool (2.5 to 4 years)

Length of Time	Fee
Weekly	\$104.79
Daily (includes JK and SK)	\$25.18

Nursery School (9:30am to 1:30pm)

Length of Time	Fee
Daily	\$18.34

Before and After School

Length of Time	Fee
Kindergarten	\$7.25 am or pm
Grade 1-6	\$6.63 am or pm

Britannia Street Housing

General Repairs

Item	Fee
Replacement of screens	\$45.00 – small window \$55.00 – large window \$60.00 – exterior door
Replacement of windows (damaged, broken or missing)	\$150.00 – less than 1000 square inches \$500.00 – more than 1000 square inches
Drywall Repair	\$100.00 2 sq. ft., and under (per wall) \$120.00 2 sq.ft. and over (per wall)
Door Repair	\$50.00 (per door)
Window Repair	\$45.00 (per window)
Replacement of interior doors (includes labour and hardware, as required)	\$140.00 – without frame \$200.00 – with frame

Item	Fee
Replacement of Main Building Door	\$5,000.00
Replacement of exterior doors (includes labour and hardware, as required)	\$900.00 – exterior door
Replace kitchen cupboard doors or hinges	\$90.00 per door \$50.00 per hinge pair
Replace kitchen countertop	\$60.00 per linear foot
Wallpaper/border removal (includes shelf/drawer liner)	\$100.00 per wall \$80.00 per border per wall
Additional coat of paint/stain blocking	At cost based on tender pricing
Removal of peel and stick tile	<100 sq ft - \$3.00 per square foot >100 sq ft - \$4.00 per square foot
Damage to flooring	\$10.00 per square foot
Missing handrails	\$100.00 per handrail
Parking for secondary vehicle	\$25.00 per month

Plumbing Repairs

Item	Fee
Install new toilet	\$300.00
Plugged toilet or drain	\$70.00 per occurrence
Kitchen taps	\$135.00 (installed)
Vanity sink and taps	\$135.00 (installed)

Electrical Repairs

Item	Fee
Missing light fixtures	\$50.00 – interior/exterior
Broken/Damaged/Painted Receptacles	\$15.00 – for the first three \$5.00/receptacle after first three
Missing (or tampered with) smoke detectors	\$150.00 each, plus possible fine by Fire Department (up to \$25,000.00)
Broken thermostat	\$75.00
No heat call with no issue	\$50.00
Missing/broken light shade	\$50.00

Locksmithing

Item	Fee
Replacement Fob	\$75.00
Repin lock	\$75.00
Replace Unit Door Lock	\$75.00 – replace lock
Replace door handle	\$75.00 – replace handle
Mailbox Key Replacement	\$75.00

Pest Control

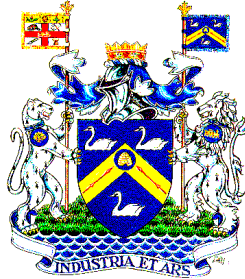
Item	Fee
Obligation to comply with treatment plan	Costs will be assessed on a case by case basis

Appliance Replacement

Item	Fee
Fridge replacement caused by damage	\$850.00-\$925.00 plus tax per appliance
Stove replacement caused by damage	\$565.00 plus tax per appliance

Additional Cleaning

Item	Fee
Fridge	\$75.00
Stove & Oven	\$75.00
Kitchen	\$75.00
Bathroom	\$75.00
Cleaning – Nicotine	Up to \$900.00
Waste Removal of remaining personal property and furniture	\$75.00 – minimum Actual Cost



**BY-LAW NUMBER 172-2021
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to establish fees and charges to be collected by The Corporation of the City of Stratford and to repeal By-law 167-2020 as amended.

WHEREAS the *Municipal Act, 2001, S.O. 2001*, provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

AND WHEREAS section 391 of the *Municipal Act* provides that without limiting sections 9, 10 and 11 of the *Municipal Act*, those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

AND WHEREAS section 398 of the *Municipal Act* provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS the *Planning Act, R.S.O. 1990, c. P.13, s.69(1)* as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect to planning matters;

AND WHEREAS pursuant to the *Building Code Act, 1992, S.O. 1992 c.7.1(c)* as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amount thereof;

AND WHEREAS Council of The Corporation of the City of Stratford deems it expedient to consolidate and update the fees and charges to be collected by municipal departments, local boards and authorized agents of The Corporation of the City of Stratford;

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

1. That the fees and charges as set out in the Schedules attached to this By-law of The Corporation of the City of Stratford are hereby established in respect of:
 - a) the services or activities provided or done by or on behalf of the municipality as may be set forth in the Schedules;
 - b) the costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality or any local board as may be set forth in the Schedules;
 - c) the use of the property of the municipality, including property under the control of the municipality as may be set forth in the Schedules; or,
 - d) the other activities as may be set forth in the Schedules.

2. Each Schedule to this By-law forms part of this By-law:
 - Schedule "A" Corporate-Wide Fees and Charges
 - Schedule "B" Building and Planning Fees and Charges
 - Schedule "C" Community Services Department Fees and Charges
 - Schedule "D" Corporate Services Department Fees and Charges
 - Schedule "E" Engineering and Public Works Fees and Charges
 - Schedule "F" Fire Department Fees and Charges
 - Schedule "G" Social Services Department Fees and Charges

3. Except where a contrary intention appears in the Schedules or in any other City By-law relating thereto, the fees and charges described in the attached Schedules shall be paid by the person or persons who have requested, received or obtained a service, activity or use of property identified in any of the Schedules.

4. The fees and charges described in the attached Schedules will be subject to Harmonized Sales Tax (HST), where applicable and shall be paid in addition to any fees and charges.

5. Except where a contrary intention appears in the attached Schedules or in any other City By-law relating thereto, or in the contract under which the service, activity or use of property is provided, all fees and charges shall be paid in full at the earlier of the following times:
 - a) At the time that the service, activity or use of property for which a fee or charge is payable, is received or obtained;
 - b) At the time that the service, activity or use of property for which a fee or charge is payable is requested, including sales of tickets and bookings for future activities, events and uses of property.

6. That the fees and charges shall be adjusted annually on January 1, by the Consumer Price Index (CPI), where indicated in the Schedules to this By-law. The CPI calculation is based on a 12-month average of the total CPI as calculated by the Bank of Canada from November 1st to October 31st.
7. That in those instances where the Consumer Price Index is less than zero (0), fees and charges shall not be adjusted by the CPI change for that year.
8. Despite Paragraphs 6 and 7, fees and charges may be adjusted, as approved by Council, to recover at a minimum, respective service, administration and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
9. Where any portion of a fee or charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the unpaid balance of such Fee or Charge shall bear simple interest from such due date until the first day of the month in which payment is made at the rate of 1.25% (15% per annum) thereafter until such fee or charge is paid in full.
10. Where any portion of a Fee or Charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the Treasurer may add the unpaid balance of such Fee or Charge, together with accrued interest, to the tax roll for the following properties:
 - a) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; and
 - b) In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
11. No request by any person, or their agent, for any information, service, activity or use of City property or facilities described in the Schedules attached to this By-law shall be acknowledged, processed or provided by the city departments unless and until the person or their agent, requesting the information, service, activity or use of City property or facility has paid or arranged to pay the fee or charge, where applicable, in the amount as set out in the Schedules to this By-law.

SCHEDULES

12. Where the Schedules to this By-law reference other By-laws in relation to Fees and Charges imposed hereunder, the terms and provision of such other By-laws shall apply to the Fees and Charges imposed hereunder, provided that, where there is a discrepancy in the stated amount of any such Fee or Charge between such other By-laws and this By-law, the Fees and Charges set forth in the Schedules of this By-law shall govern and any inconsistent By-laws shall be amended accordingly.

SEVERABILITY

13. Each Fee and Charge enacted pursuant to this By-law shall be treated as a separate enactment and shall not necessarily be affected by any determination of ultra vires or other invalidity or any other Fee and Charge enacted pursuant to this By-law.

EFFECTIVE DATE

14. This by-law shall come into force and take effect upon the final passage thereof.

APPLICATION

15. Sections 9 and 10 apply to Fees and Charges which have been enacted pursuant to Part XII of the *Municipal Act, 2001*. Where Fees and Charges in this By-law have been enacted upon an authority other than Part XII of the *Municipal Act, 2001*, sections 9 and 10 shall only apply to such Fees and Charges if and to the extent permitted by such other authority.

INTERPRETATION

16. In this By-law, unless the context otherwise requires words importing the singular number shall include the plural.
17. If a Court declares any section or part of a section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

REPEAL

18. That By-law 167-2020, and all amendments thereto, are hereby repealed upon this By-law coming into force and effect.
19. The repeal of By-law 167-2020 as amended shall not have the effect of invalidating any debt which came into existence as a result of the said By-law, and any amounts owing to the Municipality under the said By-law shall remain due and owing to the Municipality and with all the remedies for collection of same, as if the said By-law 167-2020 as amended had never been repealed.
20. All other By-laws which reference user fees and charges that are outlined in the Schedules attached to this By-law are hereby amended to refer to the respective schedule stated in this By-law.

TITLE

21. This By-law may be referred to as the "Fees and Charges By-law".

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 20th day of December, 2021.

"Daniel B. Mathieson"

Mayor – Daniel B. Mathieson

"Tatiana Dafoe"

Clerk – Tatiana Dafoe

THIS IS SCHEDULE "A" TO BY-LAW 172-2021
of The Corporation of the City of Stratford
passed this 20th day of December, 2021.

CORPORATE-WIDE FEES AND CHARGES
(all departments)

All Fees are subject to HST where applicable

Miscellaneous

Item	Fee
Any cheque not cleared by the City's bank [NSF]	\$40.00
Rental of municipal sidewalk/road allowance for outdoor café	\$2.65/square foot

Area Openings and Encroachment Fees

Item	Fee
Application Fee for Area Openings or Encroachment	\$554.07
The size of the encroachment is used in the calculation of the annual fee. This fee is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property. This calculation will be determined by the City on an annual basis. Once calculated, this annual fee is added to the tax bill of the property owner. The minimum annual fee, regardless of the area, is \$50.00 plus the annual CPI increase. An annual fee will not be charged for encroachments in institutional zones.	Minimum Fee - \$50.00 plus annual CPI increase
Application Fee for Release of an encroachment agreement	\$395.07
Fee to Register and to Release Liens on property [includes but is not limited to loans by the City and heritage loan to heritage property owners]	\$375.00 to register a lien on title or to release a lien on title

General Information Requests

Item	Fee
Search time	\$7.50 for each 15 minutes
Research time	\$7.50 for each 15 minutes
Record preparation	\$7.50 for each 15 minutes
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

Personal Information Requests (Own Information)

Item	Fee
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

THIS IS SCHEDULE "B" TO BY-LAW 172-2021

of The Corporation of the City of Stratford
passed this 20th day of December, 2021.

BUILDING FEES AND CHARGES

All Fees are subject to HST where applicable.

Planning Application Fees and Charges

In addition to the application fees listed below in sections A) to G), where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City's actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

A) Application

Item	Fee
i) Applications for an Amendment to the Zoning By-law	\$4,600.00
ii) Applications for an Amendment to the Official Plan	\$5,590.00
iii) Concurrent Applications for an Amendment to the Official Plan and Zoning By-law	\$6,170.00
iv) Applications for an Amendment to the Official Plan and/or Zoning By-law requiring recirculation	\$1,160.00
v) Applications to the Committee of Adjustment for minor variance from By-laws passed pursuant to the <i>Planning Act</i>	\$1,270.00
a) If an applicant requires a recirculation	\$700.00
vi) Applications to the Committee of Adjustment for consent of one lot/easement (severance)	\$1,420.00
a) Each additional lot/easement (severance)	\$210.00
b) If an application requires a recirculation	\$740.00
vii) Applications to the Committee of Adjustment for a change to conditions of approval	\$530.00
viii) Concurrent Applications to the Committee of Adjustment for consent and minor variance	\$1,690.00
ix) Applications for the passing of a Part-lot Control exemption by-law	\$1,480.00
a) For each additional new part created	\$110.00
x) Applications for the removal of a Holding Provision	\$1,960.00
xi) Applications to extend a Temporary Use	\$1,420.00
xii) Application for Pre-Application Consultation	\$0.00

B) Site Plan Application

Item	Fee
i) Applications for site plan approval	\$3,380.00
a) An additional fee will be added if building or addition is equal to or greater than 3,716 m ² or 40,000 sq.ft., or greater than 50 units.	\$1,060.00
ii) Applications for an amendment to a site plan agreement	\$2,270.00
iii) Applications for a minor amendment to a site plan agreement (Section 8.3.3)	\$420.00
iv) Applications for site plan approval for infill developments	\$1,790.00
v) Letter of conformity relating to site plan agreement compliance	\$95.00

C) General

Item	Fee
i) Letters of conformity (other than By-law 92-75) – with survey	\$95.00
ii) Letters of conformity – without survey	\$78.00
iii) Letters of conformity without survey – 2 business day response time	\$145.00
iv) Letters of conformity with survey – 2 business day response time	\$158.00
v) Full size registered plans, plans of condominium, city street maps	\$25.00
vi) Custom Plots	\$50.00
vii) Change of Municipal Address	\$155.00

D) Development, Subdivision and Condominium Servicing Agreements

Item	Fee
i) Administrative fees for preparation and registration of an agreement (applicable with the first submission only)	\$2,240.00
a) Variable fee per single detached dwelling lot per submission on date of adoption*	\$27.00
b) Variable fee per block per submission (excluding road and widening and reserve blocks) on date of adoption*	\$54.00
ii) Administrative fees for preparation and registration of an agreement (applicable with the first submission only)	\$2,240.00
a) Variable fee per single detached dwelling lot per submission on January 1, 2021*	\$54.00
b) Variable fee per block per submission (excluding road widening and reserve blocks) on January 1, 2021*	\$108.00
iii) Lot releases	
a) For the first lot	\$130.00
b) For each additional lot in the same application	\$12.50

*If a resolution is required as a result of a City error or omission, the Director of Infrastructure and Development Services may waive the variable fee.

E) Plan of Subdivision, Vacant Land Condominium and Common Element Plans of Condominium

Item	Fee
i) Up to 50 development lots/blocks/units*	\$7,600.00
a) An additional fee will be added if greater than 50 units is proposed*	\$1,055.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,160.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$420.00
iv) Registration of final plan	\$650.00
v) Extension of Draft Approval	
a) Recirculation required	\$1,160.00
b) No recirculation required	\$420.00

*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.

F) Standard, Amalgamated, Phased and Leasehold Condominium

Item	Fee
i) Up to 50 units	\$4,330.00
a) An additional fee will be added if greater than 50 units proposed*	\$1,055.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,160.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$420.00
iv) Registration of final plan	\$630.00
v) Condominium Exemption	\$1,290.00

*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.

G) Miscellaneous

Item	Fee
i) Deeming Application	\$1,055.00
ii) Driveway Widening Review	\$105.00

H) Secondary Suite Registration

Item	Fee
Registration of a new Secondary Suite	\$250.00
Renewal of previously registered Secondary Suite	\$150.00

*These rates shall automatically increase and be rounded to the nearest dollar on the first day of January in each year by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) published by Statistics Canada during the 12-month period ending on October in the year immediately preceding the rate increase date.

THIS IS SCHEDULE "C" TO BY-LAW 172-2021
of The Corporation of the City of Stratford
passed this 20th day of December, 2021.

COMMUNITY SERVICES DEPARTMENT FEES AND CHARGES

Includes the following: Public Transit, Arena Rentals, Public Skating, Room/Hall Rentals and Amenities, Stratford Agriplex, Parks Fields, Lion's Pool, Day Camps, Beach Volleyball, Cemetery and Market Square & Special Events

RECREATION FACILITIES

A person who wishes to use the Recreation Facility for a proposed Event or other use must apply to the City. The requested use may include but is not limited to single bookings, re-occurring bookings or regular user reservations.

"City" means the City of Stratford.

"Recreation Facility" or Facility means the building, park, space, or parts thereof as identified in this Schedule relating to each named recreation facility in this By-law.

"Single Booking" means any event that is not considered a re-occurring booking or a regular user reservation.

"Re-occurring Booking" means weekly event bookings made at a recreation facility that repeat for more than two consequential weeks.

"Regular User" means any group booking a facility for the purpose of a regular use for a recurring period repeating for 3 weeks or more.

"User" means any person, including an individual, organization whether incorporated, educational, sports, arts or community group, or other party, and their Responsible Person as applicable, who have been allocated the use of the Facility.

"Responsible Person" means a person assigned by a User to act as contact for the User, having legal capacity to enter a Facility Use Agreement on behalf of the User as may be necessary, and who is capable of and responsible for fulfilling the terms of an FUA and ensuring the facility use is hosted in accordance with the FUA and this By-law. This person must be 21 years or older.

"Facility Use Agreement" or FUA, means an agreement between a User and the City.

Time Categories

1. Regular Operational Hours (ROH) is the general hours of operation for any Facility.
 - a. ROH are defined in recreation facility schedules available to the public.
 - b. Rental rates requested outside of Regular Operational Hours are negotiated with the Director of Community Services or designate.

2. To manage facility use at times of high demand, recreation facilities can function on "prime time" and "non-prime" time schedules, with different fees applicable depending on the requested time.
 - a. Prime Time - defined as time that a higher rate will be charged for the facility use.
 - b. Non-Prime Time - defined as the time that a lesser rate will be charged.

3. Facilities that require onsite staff to operate may be closed or have limited hours on all Statutory Holidays. The Director of Community Services or a designate is permitted to approve adjusted rates to find additional operation costs in facilities during Statutory Holidays.

Arenas

Summer Ice Rates (April 1 to September 30)

Item	Fee (includes tax)
Standard Rental	\$204.00/hour
Minor Sports	\$204.00/hour
Slice of Ice: Single Admission	\$19.50/hour

Winter Ice Rates (October 1 to March 31)

Item	Fee (includes tax)
Prime Time	\$240.00/hour
Non-prime Time	\$204.00/hour
Minor Sports (October 1 to April 30)	\$204.00/hour
Slice of Ice: Single Admission	\$19.50/hour

Arena Floor – No Ice Rentals

Item	Fee (includes tax)
Sports and Short Period Rentals	\$133.34/hour
Private Full Day Rental (maximum 12 hours)	\$1,706.30/day

Halls and Meeting Space

Weekdays: Monday at 7:00am to Friday at 4:00pm

Single Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$31.64/hour
Beyond 8 hours	\$253.12/day

Double Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$38.42/hour
Beyond 8 hours	\$307.36/day

Banquet Halls

Item	Fee (includes tax)
Up to 8 hours	\$72.32/hour
Beyond 8 hours	\$578.56/day

Event Halls

Item	Fee (includes tax)
Single Hall	\$875.75/day
Entire Hall (Four Single Halls)	\$3,084.90/day

Evenings/Weekends: Friday after 4:00pm to Sunday at Midnight

Single Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$47.46/hour
Beyond 8 hours	\$379.68/day

Double Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$58.76/hour
Beyond 8 hours	\$470.08/day

Banquet Halls

Item	Fee (includes tax)
Up to 8 hours	\$83.62/hour
Beyond 8 hours	\$668.96/day

Event Halls

Item	Fee (includes tax)
Single Hall	\$1,141.30/day
Entire Hall (Four Single Halls)	\$3,751.60/day

Amenities

Kitchen

Item	Fee (includes tax)
Agriplex	\$118.65/day
Rotary Complex Community Halls	\$175.15/day

Audio Visual

Item	Fee (includes tax)
Wireless microphone	\$67.80/day
Wired microphone	\$29.38/day
Portable TV/VCR/DVD player	\$20.34/day

Electrical Connections

Item	Fee (includes tax)
110V 15 AMP connection	\$23.73/day
110V 30 AMP connection (w panel)	\$40.68/day
220V connection	\$163.85/day

Data Connections

Item	Fee (includes tax)
Wired internet (per single connected unit)	\$56.50/day

Installations

Item	Fee (includes tax)
Stage – 4 section starter (16' x 8')	No charge
Stage – additional sections (max 24 sections)	\$20.34/day
Insulated floor to cover ice surface	\$2,299.55/day
Judges Platform: 4 section starter (16' x 8')	\$813.60/day
Judges Platform: additional sections (4' x 8')	\$84.75/day

Bar Charges

Item	Fee (includes tax)
Draft fee	\$85.88/day
Ice	\$47.46/day

Multi-Use Sports Fields

Stratford Agriplex - Indoor

Item	Fee (includes tax)
Single court	\$42.94/hour
All 4 courts for sport tournament use	\$960.50/day

Parks Fields - Outdoor

Item	Fee (includes tax)
Short period rentals (all users)	\$70.06/use
Minor sports rate	\$13.00/part
Single diamond for sport tournament use	\$259.90/day

Beach Volleyball – Outdoor (May 1 – October 31)

Item	Fee (includes tax)
Single court	\$16.95/hour
All 4 courts for sport tournament use	\$395.50/day

TRANSIT

Standard Transit

Item	Fee (tax exempt)
Child cash – under the age of 5	Free
Student and Affordable Cash	\$2.50
Adult Cash	\$3.00
Senior Cash	\$2.75
Student and Affordable Ticket	\$2.25
Adult Ticket	\$2.75
Senior Ticket	\$2.50
Adult Pass – 30 days	\$67.00
Student Pass – 30 days	\$57.00
Seniors and Affordable passes – 30 days	\$57.00
Day pass	\$7.00/day
Family Day Pass – up to 4 riders with 1 adult	\$15.00
Charter – minimum charge of \$50.00	\$85.00/hour (plus HST)

Parallel Transit

Item	Fee (tax exempt)
One Way Trip – In town	\$3.00/single
10 Ride Card – In town (1 free ride)	\$27.50
Charter – In town	\$31.64/hour
Charter Wait Time	\$31.64/hour
One Way Trip – Out of town	\$3.00/single plus \$1.47/km
Day Pass	\$7.00/day
30 Day Pass – Adult	\$67.00
30 Day Pass – Senior/Affordable	\$57.00

RECREATION PROGRAMS

Skating

Single Admission

Item	Fee (includes tax)
Child (under 6 years)	No charge
Child (7 – 18 years)	\$3.50
Adult (19 – 54 years)	\$5.25
Senior (55 years +)	\$5.25
Family	\$13.00
General Admission for Pre-Registered Skates	\$3.95

Season Pass

Item	Fee (includes tax)
Child (7 – 18 years)	\$64.00
Adult (19 – 54 years)	\$82.00
Senior (55 years +)	\$70.00
Family	\$218.00

Sponsored Skate

Item	Fee (includes tax)
Sponsored Skate	\$531.10

Aquatics

Single Swim

Item	Fee (includes tax)
Children under 2 years	No Charge
Children (2 – 15 years)	\$3.50
Youth (16-18 years)	\$4.25
Seniors/Special Population (55 yrs+)	\$4.50
Adults (19-54 yrs)	\$5.50
Family (2 adults of same household & children under 19 yrs of age)	\$15.50

Day Pass

Item	Fee (includes tax)
Children under 2 years	No Charge
Children (2 – 15 years)	\$5.00
Youth (16-18 years)	\$5.50
Seniors/Special Population (55 yrs+)	\$5.75
Adults (19-54 yrs)	\$8.25
Family (2 adults of same household & children under 19 yrs of age)	\$26.00

5-Visit Card

Item	Fee (includes tax)
Children under 2 years	No Charge
Children (2 – 15 years)	\$14.00
Youth (16-18 years)	\$17.00
Seniors/Special Population (55 yrs+)	\$18.00
Adults (19-54 yrs)	\$22.00
Family (2 adults of same household & children under 19 yrs of age)	\$62.00

Season Pass

Item	Fee (includes tax)
Children under 2 years	No Charge
Children (2 – 15 years)	\$90.00
Youth (16-18 years)	\$105.00
Seniors/Special Population (55 yrs+)	\$110.00
Adults (19-54 yrs)	\$145.00
Family (2 adults of same household & children under 19 yrs of age)	\$280.00

Swim Lessons

Item	Fee (tax exempt)
½ hour (2week session)	\$84.00
¾ hour (2-week session)	\$94.00
1 hour (2-week session)	\$100.00
Swim Team	\$160.00

Private Swim Rentals

Item	Fee (includes tax)
1 - 30 Swimmers	\$220.35/hour
31 - 125 Swimmers	\$254.25/hour

Sponsored Swims

Item	Fee (includes tax)
Sponsored Swim	\$192.10/hour
Sponsored Free Swim	\$610.20/hour

Day Camps

Item	Fee (tax exempt)
5-day Week	\$150.00
4-day Week	\$120.00
Single-day	\$35.00

ADVERTISING**Digital Advertising**

8-inch Advertisement

Item	Fee (includes tax)
1 Month	\$144.64/term
3 Months	\$412.45/term
6 Months	\$819.25/term
9 Months	\$1,226.05/term
12 Months	\$1,638.50/term

18-inch Advertisement

Item	Fee (includes tax)
1 Month	\$288.15/term
3 Months	\$819.25/term
6 Months	\$1,644.15/term
9 Months	\$2,463.40/term
12 Months	\$3,277.00/term

26-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Rink Board Sign Advertising

Item	Fee (includes tax)
For Glass (one time change)	\$327.70/glass
For Year	\$740.15/year

CEMETERY

Lots

Item	Dimensions	Land	Perpetua l Care	HST	Total
Single Grave	1m x 3m	\$970.20	\$646.80	\$210.21	\$1,827.21
2 Grave Plot	2m x 3m	\$1,940.40	\$1,293.60	\$420.42	\$3,654.42
3 Grave Plot	3m x 3m	\$2,910.60	\$1,940.00	\$630.58	\$5,481.18
6 Grave Plot	3m x 3m	\$5,821.20	\$3,880.80	\$1,261.26	\$10,963.26
Child Plot Upright	3ft x 7ft	\$277.20	\$184.80	\$60.06	\$522.06
Infant Plot Flat Marker	2ft x 4ft	\$207.90	\$138.60	\$45.05	\$391.55
Stillborn Plot Flat Marker	2ft x 48in	\$207.90	\$138.60	\$45.05	\$391.55
Cremation Plot Flat Marker	2ft x 2ft	\$360.36	\$240.24	\$78.08	\$678.68
Cremation Plot Flat Marker	4ft x 4ft	\$720.72	\$480.48	\$156.16	\$1,357.36

Niches

Item	Dimensions	Land	Perpetual Care	HST	Total
Columbarium Wall	144 cu. In	\$2,069.54	\$365.22	\$316.52	\$2,751.28
Bronze Scrolls	n/a	\$750.75	n/a	\$97.60	\$848.35

Each niche accommodates 2 regular urns (bottom level). For each level above, add \$50.00 + HST per level.

Avondale Garden Mausoleum

Item	Level	Cost	Maintenance	HST	Total
Section #1	E	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
Premium	D	\$7,733.88	\$1,933.47	\$1,256.76	\$10,924.11
	C	\$9,882.18	\$2,470.55	\$1,605.85	\$13,958.58
	B	\$8,808.03	\$2,202.00	\$1,431.30	\$12,441.33
	A	\$6,015.24	\$1,503.81	\$977.48	\$8,496.53
Section #2	E	\$5,157.08	\$1,288.98	\$837.99	\$7,284.05
Interior Courtyard	D	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
	C	\$8,593.20	\$2,148.30	\$1,396.40	\$12,137.90
	B	\$7,519.05	\$1,879.76	\$1,221.85	\$10,620.66
	A	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Section #3	E	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Exterior Courtyard	D	\$5,585.58	\$1,396.40	\$907.66	\$7,889.66
	C	\$7,304.22	\$1,826.06	\$1,186.94	\$10,317.22
	B	\$6,293.07	\$1,556.94	\$1,020.50	\$8,870.51
	A	\$4,296.60	\$1,074.15	\$698.20	\$6,068.95

Scattering Garden

Item	Dimensions	Service	Perpetual Care	HST	Total
Sale of scattering services	n/a	\$400.00	\$30.00	\$55.90	\$485.90
Single Memorial Plaque	1in x 6in	\$125.00	\$0.00	\$16.25	\$141.25
Double Memorial Plaque	2.25in x 6in	\$175.00	\$0.00	\$22.75	\$197.75
Double Plaque with text	3.5in x 6in	\$200.00	\$0.00	\$26.00	\$226.00
Replacement Certificate of Interment Rights	n/a	\$30.00	\$0.00	\$3.90	\$33.90

Interment Charges

Item	Base Rate	HST	Total
License Fee (if applicable)	\$10.00	\$0.00	\$10.00
Adult Regular Depth	\$912.45	\$118.62	\$1,031.07
Adult Double Depth	\$1,068.38	\$138.89	\$1,207.27
Child 3ft x 6ft opening	\$346.50	\$45.05	\$391.55
Child 2ft x 4ft opening	\$231.00	\$30.03	\$261.03
Stillborn 2ft x 20in opening	\$231.00	\$30.03	\$261.03
Mausoleum Entombment Opening	\$682.19	\$88.68	\$770.87
Cremation Remains (12ft x 12ft)	\$365.27	\$47.49	\$412.76
Cremation Remains (over 12ft x 12ft)	\$498.10	\$64.75	\$562.85
Cremation Remains in Columbarium Niche	\$332.06	\$43.17	\$375.23
Winter Storage	\$317.63	\$41.29	\$358.92

Disinterment Charges

Item	Base Rate	HST	Total
For burial in another cemetery	\$1,760.84	\$228.91	\$1,989.75
For burial in another plot in Avondale	\$2,817.32	\$366.25	\$3,183.57

Disinterment charges for cremated remains is the charge stated for interment.

Foundations

- a) \$27.91 per cubic foot – minimum \$242.00 plus HST.
- b) Inspection fee for foundations will not exceed \$74.80 plus HST.
- c) Flat marker installation of \$55.00 plus HST.
- d) Up to 4ft x 4ft, \$200.00 plus HST.
- e) Over 4ft x 4ft: \$400.00 plus HST.
- f) Flat markers over 173 sq. in.: \$100.00 plus HST.

Other

- a) The standard charges as indicated above shall apply to funerals held in the cemetery within the times specified in By-law #88-2012.
- b) Saturday burials permitted in Section 6 (f) (iv) of By-law #88-2012 will be subject to an additional charge of \$362.67 plus HST before and after noon.

- c) Use of Chapel for committal service \$99.30 plus HST.
- d) Transfer of certificates of interment rights \$101.56 plus HST.
- e) Funerals entering the cemetery after the hours specified in Section 6 (g) (iii) of By-law #88-2012 may be charged an additional \$40.40 plus HST per each fifteen (15) minutes or part thereof that they remain in the cemetery.

MARKET SQUARE

Security Deposit

- a) All event organizers booking events in Market Square are required to pay a \$250.00 security deposit for rental of a portion of Market Square (excluding the parking area);
- b) All event organizers booking events for all of Market Square (excluding the parking area) are required to pay a \$500.00 security deposit.
- c) All event organizers booking events for all of Market Square including the Parking Area are required to pay a \$600.00 security deposit;
- d) The security deposit will be fully refunded to event organizers so long as Market Square is returned to the same condition that existed prior to the Special Event;
- e) The security deposit is payable the earlier of 10 business days from the approval of the Special Event or a minimum of 10 business days prior to the special event.

Daily Rental Fees

Special Events that charge admission fees that are held in Market Square will be charged the following base daily rental fees for the use of Market Square:

- a) \$100 plus HST for rental of a portion of Market Square (excluding the parking area);
- b) \$300 plus HST for rental of all of Market Square (excluding the parking area);
- c) \$500 plus HST for rental of all of Market Square including the parking area;
- d) Registered non-profits and/or other approved charitable events will receive a 20% discount on fees.

Supplementary Fees

Supplementary Fees will be charged for use of services or for removals as follows:

- a) Hydro Access Fee - \$15.00 per location per day;
- b) Water Access Fee - \$15.00 per day;
- c) Fees for after-hours washroom access (minimum 1 hour)

Rental Period	Fee (plus tax)
Monday - Friday, 4:30pm and 11:30pm, holidays excluded	\$19.00/hour
Monday – Friday, before 8:30am and after 11:30pm	\$126.00/hour
Saturday & Sunday, 9:00am and 11:30pm	\$42.00/hour
Saturday & Sunday, 9:00am and after 11:30pm	\$126.00/hour
Holidays, 8:30am and 11:30pm	\$126.00/hour

Parade Route and Street Event Application

- a) No charge if the application is received more than three months prior to the event;
- b) \$150 for expedited service where the event is less than three months prior to receipt of the completed application;
- c) Veterans and Military parades, Canada Day and Santa Claus parades are exempt from paying the fee for Parade and Street Event applications.

Approved Road Closures

All approved road closures must ensure that the road is opened at the time specified in the Special Event approval letter. If the road remains closed past the approved time, event organizers will be charged \$50.00 per hour of continued closure of the road up to a maximum of \$500.00 per day.

THIS IS SCHEDULE "D" TO BY-LAW 172-2021
of The Corporation of the City of Stratford
passed this 20th day of December, 2021.

CORPORATE SERVICES DEPARTMENT FEES AND CHARGES

Item	Fee
Commissioning of Document	\$25.00 per document
Marriage Licence	\$125.00 per licence
Civil Marriage Ceremony	\$300.00 plus HST = \$339.00
Witness Fee for Civil Ceremony	\$25.00 per witness
Retail Business Holidays Act Exemption Application	Single Application - \$533.85 Shopping Mall - \$640.62
*fees are increased annually by the CPI	Group of 3 or more stores on same property - \$640.62
Bicycle Licences	\$4.00 (17 years and under) \$6.00 (18 years and older)
Tax Certificate	\$60.00
Registration of Death	\$20.00 if issued at Clerk's Office \$40.00 if issued at Stratford Fire Department
Municipal Information Form	\$45.00 for any AGCO Form – Municipal Information Form, Special Occasion Permit, Municipal Designation as a Significant Event
Rental rate for meter hoods in the core area – there shall be a limit of two hoods (4 spaces) in any section of a block of a parking area at any one time	\$6.75 per day per single meter plus HST \$13.50 per day per double meter plus HST \$50.00 deposit \$10.00 administration fee

Dog and Cat Licensing – if paid before March 1

Dog or Cat	Regular	Senior's discount
Altered	\$20.00	\$17.00
Unaltered	\$50.00	\$42.50
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – if paid after March 1

Dog or Cat	Regular	Senior's discount
Altered	\$30.00	\$25.50

Unaltered	\$60.00	\$51.00
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – other fees

Item	Fee
Replacement Tag	\$10.00
Kennel/Cattery License	\$550.00
Specialized Needs Dog	No fee

NOTE: New residents to Stratford may bring a current tag from another municipality and exchange it at no cost for a current City of Stratford tag (one time only)

Municipal Lottery Licensing Fees

Item	Fee
Raffles, where the total value of all prizes to be awarded does not exceed \$50,000.00	3% of the total value of all prizes to be awarded
Bazaar Lotteries	3% of prizes for a bingo and 3% of prizes for a raffle and \$10.00 per wheel of fortune per day
Break-open ticket lotteries where tickets are not sold in conjunction with another gaming event	3% of total prizes per box (unit)
Bingo Lotteries	\$100.00 per event
Catch the Ace lottery events	The payment of the lottery licence fee remains at 3% however the payment and timing of the fees may be spread out over the licence period.

Table A.2

Location	Rate	Effective Date
On-street Parking Rate	\$1.50 per hour	April 1, 2020
Off-street Parking Rate	\$1.25 per hour	April 1, 2020

Table B.1 – parking permits for municipal parking lots effective October 31, 2015

PARKING LOT	TIME PERIOD Up to a maximum of six months
York Street Parking Lot – 10 permits available, downtown residents only	\$100.66 + HST = \$113.75 per month
Erie Street Parking Lot – “Lower” sections B and C – 24 permits available	\$100.66 + HST = \$113.75 per month

Rear of Stratford Jail / Rear of Perth County Court House – 1 Huron Street – 4 permits available	\$100.66 + HST = \$113.75 per month
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Auditorium Rental Rates

Booking Fee (at time of Booking) \$150.00 plus 10% of estimated Rental Fee (non-refundable)

RENTAL PERIOD	CITY HALL AUDITORIUM	SHAKESPEARE ROOM (3 rd Floor) (Booked only in conjunction with Auditorium)
Monday to Friday between 8:30 a.m. and 11:30 p.m., *Holidays excluded	\$30.00 per hour (minimum 1 hour)	\$50.00 flat fee per day
After 11:30 p.m. Monday to Friday	\$150.00 per hour (minimum 1 hour)	\$60.00 per hour (minimum 1 hour)
Set-up and Take Down by City Staff Monday to Friday	\$30.00 per hour (minimum 3 hour)	n/a
Saturday and Sunday between 9:00 am and 11:30 pm	\$60.00 per hour (minimum 3 hour)	\$60.00 flat fee
*Holidays between 8:30 am and 11:30 pm	\$150.00 per hour (minimum 3 hour)	\$60.00 flat fee
After 11:30 pm	\$150.00 per hour (minimum 1 hour)	\$60.00 per hour (minimum 1 hour)
Set-up and Take Down by City Staff Saturday and Sunday	\$60.00 per hour (minimum 1 hour)	n/a
Wireless Internet Connection Fee *only available during regular business hour rentals	\$60.00 per day	\$60.00 per day

All rates are also subject to an annual Consumer Price Index increase as provided for in this By-law.

Registered charitable organizations receive a 20% discount of the booking fee and rental rates.

THIS IS SCHEDULE "E" TO BY-LAW 172-2021
of The Corporation of the City of Stratford
passed this 20th day of December, 2021

**INFRASTRUCTURE AND DEVELOPMENT SERVICES
FEES AND CHARGES**

Miscellaneous

Item	Fee
Land transfer inquiries	\$60.00 per land transfer inquiry
Street Permit: Hoarding on City Sidewalk Excavation on Road Allowance	\$50.00
Subdivision Servicing Agreements	Now part of Planning Fee

Administrative Fees

Item	Fee
New Sewer and/or Water Connections	\$180.00 plus actual cost of the project
Sewer and/or Water Repairs	\$80.00 plus actual cost of the project
Private Sidewalk and Curb: Driveway widenings or relocation Curb or sidewalk replacement Damage deposit and repair	\$80.00 plus actual cost of the project
Sidewalk or Curb Repair for Utility Companies	\$40.00 per location plus actual cost of the project
Miscellaneous Invoice: Damaged sign and traffic signals Street cleaning (mud, fuel, oil) Sewer flushing Garbage pickup Road Closures for MTO, etc.	7% with minimum of \$80.00 Plus actual cost of the activity
Payroll Burden on invoices to the public	45%
Warehouse Fee on the invoices to the public for material taken from stock	15%
Temporary Access Across Municipal Property (Policy P.3.6) Fees and damage deposits subject to annual Consumer Price Index increase	\$50 per application, plus damage deposit of \$100 per metre of private property abutting city property
As Built Drawings	\$25.00 per sheet

Water Rates

Consumption Charge	2022
First 3 cubic metres	\$2.70/m ³
All additional cubic metres	\$1.10/m ³
Minimum consumption charge	\$8.10

Monthly Flat Charge	2022
Under 1 inch meter	\$8.50
1 inch meter	\$13.00
1½ inch meter	\$16.50
2 inch meter	\$20.25
3 inch meter	\$27.25
4 inch meter	\$35.75
6 inch meter	\$60.50
8 inch meter	\$82.00

Sanitary Sewer

Sewage Service Rate	2022
First 3 cubic metres	\$4.30/m ³
All additional cubic metres	\$1.75/m ³
Minimum consumption charge	\$12.90
Fixed monthly charge	\$8.50

Waste Management

Waste Management Rates	2022
Bag Tag	\$3.70
Bag or Can at Landfill Site	\$4.80
Minimum scale rate	\$20.00
Tip Fee – regular – loose loads of waste	\$85.50 per tonne
Tip Fee – regular – more than five (5) bags or cans of waste	\$85.50 per tonne
Tip Fee – regular – loads of recyclables, brush or yard waste 200 kilograms or greater	\$85.50 per tonne
Tip Fee – large hauler – waste haulers bringing in excess of 10,000 tonnes of waste in a twelve-month period	\$80.00 per tonne
Tip Fee – Asbestos	\$170.00 per tonne
Scale down – car	\$20.00
Scale down – truck	\$25.00
Scale down – trailer	\$22.75
Scale down- Roll off	\$12.25/cubic yard
Scale down – Packer	\$17.50/cubic yard
Large Item Tag	\$13.50
Recycle Box	\$7.30
Backyard Composter	\$28.32
White Goods – Freon removal	\$43.00
White Goods – No Freon	\$25.00
Televisions & computer monitors	\$0.00
Commission Fee on sale of garbage bag tags	5%
Finished compost produced through the City's organic diversion program to Commercial Users and Landscapers	\$3.50/cubic metre

An administrative fee of \$25.00, excluding applicable taxes, shall be charged by the City to provide duplicate copies of tickets for tipping fees when requested to do so.

Tipping Fees for Eligible Brownfields Sites

Developers of contaminated properties who are eligible for tax increment-based grant financing under the City's brownfields program will:

- A) pay the tipping fees for the minimum projected quantities of contaminated soil to be removed as recommended in a Phase II Environmental Assessment prepared by a recognized environmental engineering firm, such report to be accepted by the City's Director of Infrastructure and Development Services; and
- B) enter into an agreement with the City to pay the tipping fees, over time, for any quantities of contaminated soil that are actually delivered in excess of the projected

minimum amount by agreeing that the City shall deposit the amount of all tax increments, for which the developer would otherwise be entitled to relief by way of grant, to the tipping fee reserve until the balance of the amount owing is paid, with any portion of the tipping fees still owing to the City at the end of the tax increment-based grant financing period to be then immediately due and payable.

Further that the Director of Infrastructure and Development Services be authorized to make arrangements with developers who qualify under this policy to either accept contaminated soil at the Stratford landfill site or divert quantities to another landfill site.

THIS IS SCHEDULE "F" TO BY-LAW 172-2021
of The Corporation of the City of Stratford
passed this 20th day of December, 2021

FIRE DEPARTMENT FEES AND CHARGES

SERVICE	FEE
Officer Incident Report	\$100
Fire Investigation Report	\$100
Property Records Search and Letter	\$100
Air Cylinder Refill, 30-45-60 minute capacity	\$10
Air Cylinder Refill, 300 cubic foot capacity	\$30
Nuisance/malicious responses (i.e. Open Burning By-law Violation)	Most current MTO rates (\$509.89) per fire vehicle responding.
Property Inspection and Letter (includes residential inspection for a Day Care)	Residential - \$150 for first unit plus \$25 for each additional unit per building. Commercial/Industrial - \$150 for first unit plus \$25 for each additional unit per building, plus \$25 for each 5,000 sq. ft. over 10,000 sq. ft.
Open Burn fire inspection and permit as in By-law 5-2006 as amended	\$100
Annual fire inspection fee for inns and short-term accommodation in residential zones	\$150 plus \$25 per unit for each unit over one.
LLBO Special Occasion Permit/Inspection	\$100
Liquor Licence Application and Inspection	\$150
Fire extinguisher training	\$130 per session, maximum 12 persons; \$10 per each additional person up to a maximum of 20. \$5 for personal certificate if requested. Trainee is required to supply their own extinguisher.
Fire Department Assistance beyond Normal Requirements or Circumstances (i.e. Fire Staff and Vehicle required for fire watch)	\$100 per firefighter per hour. Current MTO rate per fire vehicle (\$509.89).

SERVICE	FEE
Response to False Automatic Fire Alarm	Current MTO rate (\$509.89) for attending per fire vehicle.
Failure to notify of system maintenance	Current MTO rate (\$509.89) for attending per fire vehicle.
Nuisance/malicious false alarms	Current MTO rate (\$509.89) for attending per fire vehicle.
Review of propane facility Risk and Safety Management Plans: a) Initial R&SMP review process for a new, existing or expanding propane facility b) Subsequent annual review for existing propane facilities	a) \$400 not including fees for third party or external review; b) \$200 not including fees for third party or external review.
Re-inspection for Fire Code Non-compliance and/or Deficiencies	\$150
Occupant Load Calculations	\$100
Tent Inspections	\$100
Storage Site Inspections	\$100

HST applied where applicable.

THIS IS SCHEDULE "G" TO BY-LAW 172-2021
of The Corporation of the City of Stratford
passed this 20th day of December, 2021

SOCIAL SERVICES DEPARTMENT FEES AND CHARGES

Anne Hathaway Daycare Centre

Toddler (18 months to 2.5 years)

Length of Time	Fee
Weekly	\$240.60
Daily	\$58.84

Preschool (2.5 to 4 years)

Length of Time	Fee
Weekly	\$209.58
Daily (includes JK and SK)	\$50.35

Nursery School (9:30am to 1:30pm)

Length of Time	Fee
Daily	\$36.68

Before and After School

Length of Time	Fee
Kindergarten	\$14.50 am or pm
Grade 1-6	\$13.25 am or pm

Britannia Street Housing

General Repairs

Item	Fee
Replacement of screens	\$45.00 – small window \$55.00 – large window \$60.00 – exterior door
Replacement of windows (damaged, broken or missing)	\$150.00 – less than 1000 square inches \$500.00 – more than 1000 square inches
Drywall Repair	\$100.00 2 sq. ft., and under (per wall) \$120.00 2 sq.ft. and over (per wall)
Door Repair	\$50.00 (per door)
Window Repair	\$45.00 (per window)
Replacement of interior doors (includes labour and hardware, as required)	\$140.00 – without frame \$200.00 – with frame
Replacement of Main Building Door	\$5,000.00
Replacement of exterior doors (includes labour and hardware, as required)	\$900.00 – exterior door
Replace kitchen cupboard doors or hinges	\$90.00 per door \$50.00 per hinge pair
Replace kitchen countertop	\$60.00 per linear foot
Wallpaper/border removal (includes shelf/drawer liner)	\$100.00 per wall \$80.00 per border per wall
Additional coat of paint/stain blocking	At cost based on tender pricing
Removal of peel and stick tile	<100 sq ft - \$3.00 per square foot >100 sq ft - \$4.00 per square foot
Damage to flooring	\$10.00 per square foot
Missing handrails	\$100.00 per handrail
Parking for secondary vehicle	\$25.00 per month

Plumbing Repairs

Item	Fee
Install new toilet	\$300.00
Plugged toilet or drain	\$70.00 per occurrence
Kitchen taps	\$135.00 (installed)
Vanity sink and taps	\$135.00 (installed)

Electrical Repairs

Item	Fee
Missing light fixtures	\$50.00 – interior/exterior
Broken/Damaged/Painted Receptacles	\$15.00 – for the first three \$5.00/receptacle after first three
Missing (or tampered with) smoke detectors	\$150.00 each, plus possible fine by Fire Department (up to \$25,000.00)
Broken thermostat	\$75.00
No heat call with no issue	\$50.00
Missing/broken light shade	\$50.00

Locksmithing

Item	Fee
Replacement Fob	\$75.00
Repin lock	\$75.00
Replace Unit Door Lock	\$75.00 – replace lock
Replace door handle	\$75.00 – replace handle
Mailbox Key Replacement	\$75.00

Pest Control

Item	Fee
Obligation to comply with treatment plan	Costs will be assessed on a case by case basis

Appliance Replacement

Item	Fee
Fridge replacement caused by damage	\$850.00-\$925.00 plus tax per appliance
Stove replacement caused by damage	\$565.00 plus tax per appliance

Additional Cleaning

Item	Fee
Fridge	\$75.00
Stove & Oven	\$75.00
Kitchen	\$75.00
Bathroom	\$75.00
Cleaning – Nicotine	Up to \$900.00
Waste Removal of remaining personal property and furniture	\$75.00 – minimum Actual Cost



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and Council
From: Nancy Roulston, Manager of Engineering
Report #: COU22-078
Attachments: None

Title: Industrial Subdivision Development Consultant Services

Objective: To retain a multi-disciplinary consulting team to undertake the development of a new industrial subdivision on 55.88 acres/22.61 ha of City-owned lands south of Lorne Avenue and west of Wright Boulevard.

Background: Stratford City Council, City Staff and investStratford, have identified the shortage of industrial development lands since early 2017. As of September 2022, there are no available City-owned industrial lands. All lots within both phases of the Wright Business Park and the Crane West Business Park are now either sold, under an option to purchase agreement or in reserve for a pending sale.

The urgency to provide smaller, 1–2-acre industrial lots and the ability to accommodate a larger 10-20 acre or larger investment remains high. Based on current demand, the 2020-2022 absorption rate of 13-16 industrial acres/year would be sustained if additional City-owned industrial lots were developed. investStratford continues to be contacted by City companies in need of expansion lands that currently cannot be accommodated. It should also be noted that private industrial lands are commonly retained by the owner for design-build-lease developments and are not an option for companies seeking to own their lands and buildings.

In 2008, a 55.88 ac. / 22.61 ha. parcel of land was sold to the City of Stratford south of Lorne Avenue and west of Wright Boulevard. An Ontario Municipal Board (OMB) hearing was a part of that sale. The Minutes of Settlement from the OMB hearing provide for full public access to the 55.88 acres of land from Lorne Avenue, in the form of a 26 m wide strip of land at an exact location and configuration to be determined by the City.

City of Stratford prepared a Request for Proposal (RFP) seeking the services of a planning and engineering consulting team to complete the development of the Industrial Subdivision in three phases: Phase 1 - develop and obtain draft plan approval; Phase 2 - complete engineering design, plans and specifications, and oversee

the tendering of the works, and Phase 3 - contract administration, and construction inspection.

The proposal was issued on August 10, 2022, using the City's Bids and Tenders website, and closed on September 1, 2022 with six consultants submitting bids.

Analysis: On September 14, 2022, a committee consisting of two IDS staff and three council members evaluated the six proposals received.

The evaluation process was based on the following criteria:

Part A – Technical Proposal – 75 points

Project Understanding and Work Plan – 30 points
 Company Experience and Project Team – 30 points
 Project Management – 15 points

All consulting firms which scored a minimum of 56.25 out of 75 (i.e. 75%) were eligible to move on to the second round and have their financial proposal evaluated.

Based on the above criteria, the three consulting firms which met the requirements, in order of ranking from highest to lowest score are: IBI Group Professional Services (Canada) Inc. (66.3), MTE Consultants Inc. (61.6), and GM BluePlan Engineering Limited (59.5). The financial proposals were opened for the three firms and evaluated as noted below:

Part B – Financial Proposal – 25 points

The financial component of the proposal was scored based on the relative pricing scale with respect to the mean of the proposed project fees.

50% below mean	10 out of 10	25 points
25% below mean	7.5 out of 10	18.75 points
Mean price	5 out 10	12.5 points
25% above mean	2.5 out of 10	6.25 points
50% above mean	0 out of 10	0 points

Part B of the three qualified bids were opened with IBI submitting a total bid of \$622,735 (excluding HST), GM BluePlan submitting a total bid of \$591,637 (excluding HST), and MTE submitting a total bid of \$328,335 (excluding HST).

Based on the evaluation criteria for Parts A and B as noted in RFP2022-23, the evaluation committee is recommending that MTE Consultants Inc. be retained at a cost of \$248,503 plus HST (\$280,808.39 including HST, \$252,876.65 after HST rebate) for Phases 1 and 2 - planning and design services. Staff plan to record the cost through the Industrial Land Reserve, as has been used for other land development costs. This reserve fund is currently in a negative reserve balance, which essentially means that the

balances remain unfunded and working capital/cash has been expended until such time as the reserve fund is replenished with the sale proceeds. A similar approach was taken to recover funds for the industrial development of the Crane West Business Park.

If Council decides to proceed with the development to construction, Phase 3 at an estimated future price of \$80,105 plus HST for construction administration services would come to Council for approval. The latter estimated cost is based on a typical 60-day construction period. It is understood by all parties that the final cost of the construction services will be dependent on the actual length of the construction period.

Financial Implications: Costs associated with future business park development are included in the City's capital budgets as the costs require cash flow. However, because the pricing is structured on a cost-recovery basis, there is no impact to the City's bottom line or effect to the tax levy. Council's existing strategy and land pricing by-law is based on a break-even/small surplus model. All costs of land acquisition, servicing, financing interest and transactions are financed and recouped in the land sale price offered to the end-user. All costs associated with land acquisition, development, servicing, and sale of industrial land inventory by the City of Stratford are recorded within the Industrial Land Reserve Fund. The projected fund balance after future sale/expenses of its existing serviced inventory is a surplus balance of \$1,750,000. Currently the Industrial Land Reserve Fund is in a deficit of approximately \$370,000.

By nature of the activity, expenses are incurred and paid for with the City's working cash prior to revenue being received from the eventual sale of lots. A business plan for a new City business park will be tabled at a future meeting for the consideration of Council.

Short-term financial costs beyond the RFP award include legal fees associated with the conveyance of land for the road between Lorne Avenue West and the 55.88 ac./22.61 ha. of City-owned lands west of the Wright Business Park. These are handled similarly as noted above.

It is still very early to conceptualize what the municipal infrastructure investment would be for this project, but Staff anticipate it would be in the magnitude of \$7M to \$10M. The cost of this investment would likely require the use of long-term debt as a funding source, but once costs can be more accurately forecasted, a recommended funding strategy would accompany any future requests for direction from Council.

Financial impact on future year operating budget:

Operation and maintenance of new roads, sewer and watermains once construction is completed.

Link to asset management plan and strategy:

If new roads, sewer and watermain assets are constructed they will be added to the asset management plan. The new assets replacement will be planned for based on the

respective estimated useful life. The extent of the adjustment to the asset management plan and the impact on future capital planning forecasts is not known at this time.

Legal considerations:

Executing the OMB Minutes of Settlement is under way for the conveyance of land for the road between Lorne Avenue West and the 55.88 acres of City-owned lands west of the Wright Business Park.

Alignment with Strategic Priorities:

Developing our Resources

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

Widening our Economic Opportunities

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

Alignment with One Planet Principles:

Equity and Local Economy

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

Staff Recommendation: THAT MTE Consultants Inc. be retained for Consulting Services for the Industrial Subdivision development RFP2022-23 at a cost of \$280,808.39 including HST, for design and planning services;

THAT the City record the upfront costs for these consulting services through the Industrial Land reserve;

AND THAT the Chief Administrative Officer be authorized to execute the necessary contract agreement.

Prepared by: Nancy Roulston, Manager of Engineering
Joani Gerber, CEO investStratford
Mike Pullen, Managing Director, investStratford

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



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and Council
From: John Paradis, Fire Chief
Report#: COU22-079
Attachments: Airport RFP Bid Summary

Title: Stratford Municipal Airport Study 2022

Objective: To seek City Council approval to award RFP-2022-25 Stratford Municipal Airport Study to HM Aero Inc.

Background: On April 25, 2022, City Council passed the following motion:

THAT the report of the Fire Chief detailing the scope for a study on the Stratford Municipal Airport financial sustainability (ITS22-005) be received.

-and-

THAT the following amendments be made to the scope of the proposed study as outlined in Report ITS22-005:

- **adding an analysis related to climate change impacts including a review of other surrounding airports, trip distances, and number of passengers;**
- **removing qualitative descriptions from item #6; and,**
- **that the study be completed independent from investStratford and Destination Stratford, but that both organizations be consulted;**

AND THAT the request for proposal for a study on the Stratford Municipal Airport financial sustainability be initiated.

The RFP was designed and advertised for proposal submission according to City Council's direction.

Analysis: Proposals received were evaluated on the criteria set out in the RFP by the Committee, which resulted in the selection of HM Aero Inc.

The following was the scoring criteria used for the assessments of the proposals:

Category	Description	Points
Scope of Services	Thoroughness of Airport specific portion of study, i.e. background, current operations, financials	25
Scope of Services	Thoroughness of Climate Change impact portion of the study and adaptation/mitigation recommendations	25
Financial Proposal	Cost of services	40
Completion Date	Strength of proposal	10
	TOTAL	100

HM Aero Inc. was successful with the highest score and with a bid of \$41,194.15 (including HST).

The Study will be completed by HM Aero Inc. and presented to Council in the Second quarter of 2023.

HM Aero Inc. (HM Aero) is an Ottawa-based specialist consulting firm that provides airport planning, engineering, regulatory compliance, and advisory services.

HM Aero is cognizant of the challenges that the City of Stratford faces in its ownership of Stratford Municipal Airport, including fundamental questions regarding its financial sustainability and climate impacts – these questions are prudent to be asked under the purview of responsible municipal governance and accountability. Their expertise in this sector is both relevant and recent and has been leveraged by the Airport Management Council of Ontario and Canadian Owners and Pilots Association in 2022 to develop studies examining the challenges of community airports and their financial requirements.

Financial Implications:

Financial impact to current year operating budget:

The approved budget for the Study was \$40,000, including HST.

Total cost including HST is \$41,194.15

Total cost including HST rebate is \$37,096.61

Financial impact on future year operating budget:

None related to awarding the RFP.

To be determined from outcomes.

Link to asset management plan and strategy:

This Study will assess current assets at the Airport.

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.

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.

Developing our Resources

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

Widening our Economic Opportunities

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

Alignment with One Planet Principles:

Equity and Local Economy

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

Travel and Transport

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

Zero Waste

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

Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT City Council award RFP-2022-25 Stratford Municipal Airport Study to HM Aero Inc. at a cost of \$41,194.15 including HST.

Prepared by: John Paradis, Fire Chief

Recommended by: Joan Thomson, Chief Administrative Officer

RFP-2022-25

STRATFORD MUNICIPAL AIRPORT STUDY

Closing Date: Thursday, September 1, 2022

Submission Summary

Vendor	City/Province	Submission Name	Unofficial Value or Notes
Explorer Solutions	Waterloo, ON	Submission 1	\$89,790
StrategyCorp Inc.	Toronto, Ontario	Submission 1	\$55,000
HM Aero Inc.	Ottawa, Ontario	Submission 1	\$36,455

Witness (Print Name) *Signature* *Date*

Witness (Print Name) *Signature* *Date*

Witness (Print Name) *Signature* *Date*



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and Council
From: Robyn McIntyre and Pierre Chauvin, MCIP, RPP, Consulting Planners for the City of Stratford.
Report#: COU22-080

Title: Removal of Holding Provision for lands located at 520, 525, 600, 625, and 680 Orr Street (formerly 400 & 500 McCarthy Road West)

Objective: The purpose of this report is to provide staff's evaluation and recommendation on the zone change application submitted by NW Stratford Developments (2016) Inc. to remove the H17 Holding Provision from lands located at 520, 525, 600, 625, and 680 Orr Street, which will permit the full range of uses in the R4(2) zone under Zoning Bylaw 10-2022. The H17 Holding Provision is in place to prohibit development until floodplain works are completed to the satisfaction of and accepted by the City of Stratford Engineering Division. The removal of the H17 Holding Provision will facilitate the development of the subject lands with residential units per their Draft Plan of Subdivision (31T17-001), Site Plan Application (SP20-21), and Draft Plan of Vacant Land Condominium Application (31CDM21-003).

Background:

Owner

NW Stratford Developments (2016)
225-1255 Commissioners Road West
London, ON N6K 3N5

Applicant

GSP Group Inc. c/o Rachel Bossie
201-72 Victoria Street South
Kitchener, ON N2G 4Y9

Subject Site

The subject lands are legally described as Parts 4, 14 and 20-23, 44R-5900 and Parts 3 and 12, 44R-5900 and are municipally known as 520, 525, 600, 625, and 680 Orr Street. The subject lands are located north of McCarthy Road West, east of Orr Street, south of the McNamara Drain, and west of Deacon Street.

Site Characteristics

	400 McCarthy Road West	500 McCarthy Road West
Existing Use	Vacant	Vacant
Frontage	217.80 m	133.53 m
Depth	138 m	150 m (irregular)
Area	29,675 m ²	52,843.2 m ²
Shape	Generally Rectangular	Irregular

Surrounding Land Uses

Direction	Use
North	Vacant
East	Vacant and Residential
South	Residential
West	Vacant and Residential

Site Photo – 400 McCarthy Road West



Site Photo – 500 McCarthy Road West



Public and Agency Comments

The Notice of Intent to Remove the Holding Provision was sent to municipal departments and agencies on August 8, 2022. Notice was provided in the Town Crier on Saturday, September 17, 2022, indicating that Council would consider removing the described Holding Provision on October 11, 2022. No public input or agency comments were received as of the date of the writing of this report.

Analysis:

Provincial Policy Statement, 2020

The Provincial Policy Statement, 2020 ("PPS") provide policy direction on matters of provincial interest as set out in three main areas: Building Strong Communities, Wise Use and Management of Resources, and Protecting Public Health & Safety. All decisions on planning matters are required to be consistent with the Provincial Policy Statement.

Building strong communities is achieved by promoting efficient development and land use patterns while avoiding development patterns that would cause concern for the environment, public health, or general safety.

The H17 Holding Provision on the subject property is in place to prohibit development until floodplain works have been completed to the satisfaction of and accepted by the City of Stratford Engineering Department. The owners of the subject lands have met the requirements of the H17 holding provision on the subject lands. As such, the subject application has been made to remove the H17 holding provision from the

subject lands. The application to remove the holding provision is consistent with the Provincial Policy Statement.

Please note, this application does not pertain to the H16 holding provision on the subject lands. The H16 Holding Provision is on the subject lands and shall not be removed until site servicing has been addressed to the satisfaction of the City of Stratford. Until this holding symbol is removed, only 707 dwelling units are permitted. The H16 holding provision will remain on the subject lands until the appropriate conditions have been satisfied.

Official Plan

Within the City of Stratford's Official Plan, the subject lands are designated Medium Density Residential and are within Special Policy Area 17.

The Medium Density Residential designation permits a mix of housing types and sizes including single-detached dwellings, semi-detached dwellings, duplex dwellings, triplex dwellings, townhouse dwellings, and low rise apartments. These uses are encouraged to be intermixed with low density development and should be located adjacent to collector and arterial roads. In the Medium Density Residential designation, a target has been set for a minimum of 40% of new housing to be in forms other than single detached dwellings.

Special Policy Area 17 permits additional uses in the Medium Density Residential designation: single-detached dwellings, semi-detached dwellings, townhouse dwellings, apartment dwellings, back-to-back townhouses, and stacked townhouses. This Special Policy Area also permits a minimum density of 16 units per net hectare and a maximum density of 100 units per net hectare.

Once the H17 Holding Provision is removed, the applicant proposes to continue with the development of the lands with residential units in accordance with the policies of the Zoning Bylaw and Official Plan. The proposed development consists of 193 residential townhouse units. This use is permitted in both the Medium Density Residential Designation and Special Policy Area 17. The proposed development would result in a density of 23.4 units per hectare which is aligned with the aforementioned policies of the Official Plan. Additionally, as the proposed units are townhouses, 100% of the development will be in forms other than single-detached dwellings which meets the minimum 40% requirement for the Medium Density Residential designation.

The Official Plan provides direction on the use of Holding Symbols within the City. Section 9.2.4 states that, under the direction of the Planning Act, the City may zone lands for an intended purpose and impose a holding provision through the symbol "H". The Holding Symbol is intended to prohibit development until the conditions thereof have been satisfied and the symbol is removed from the lands.

The lands at 400 and 500 McCarthy Road West (520, 525, 600, 625, and 680 Orr Street) are subject to holding symbols H16 and H17. The subject application applies only to the H17 holding provision. The H16 holding provision will remain on the subject lands. Details on both holding provisions are provided in the City of Stratford's Zoning Bylaw.

Zoning Bylaw 10-2022

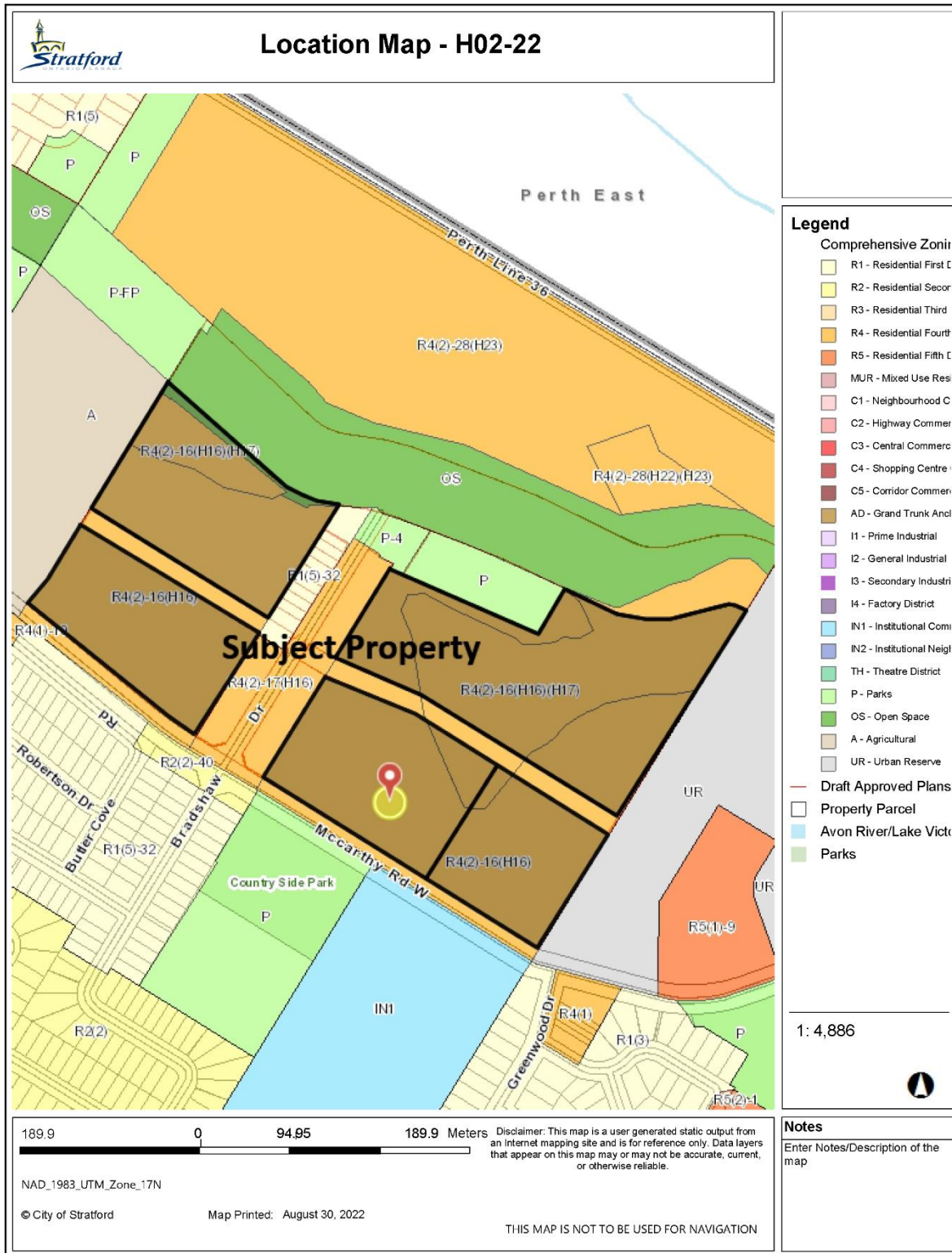
The subject lands are zoned Residential Fourth Density (2) Special 16 with holding H16 and H17 ("R4(2)-16(H16)(H17)") and Residential Fourth Density (2) Special 16 with holding H16 ("R4(2)-16(H16)").

The City of Stratford's Zoning Bylaw 10-2022 states the following with respect to the H17 holding symbol: "The (H17) shall not be removed until the works have been completed and accepted to the floodplain to the satisfaction of the City of Stratford Engineering Division. Until such time as the (H17) is removed, no buildings or structures are permitted on lands zoned R4(2)-16." The Engineering Division at the City of Stratford has indicated that the required works have been completed. As such, the request to remove the H17 holding provision for 400 and 500 McCarthy Road West (520, 525, 600, 625, and 680 Orr Street) is in conformity with the Official Plan and the Zoning Bylaw.

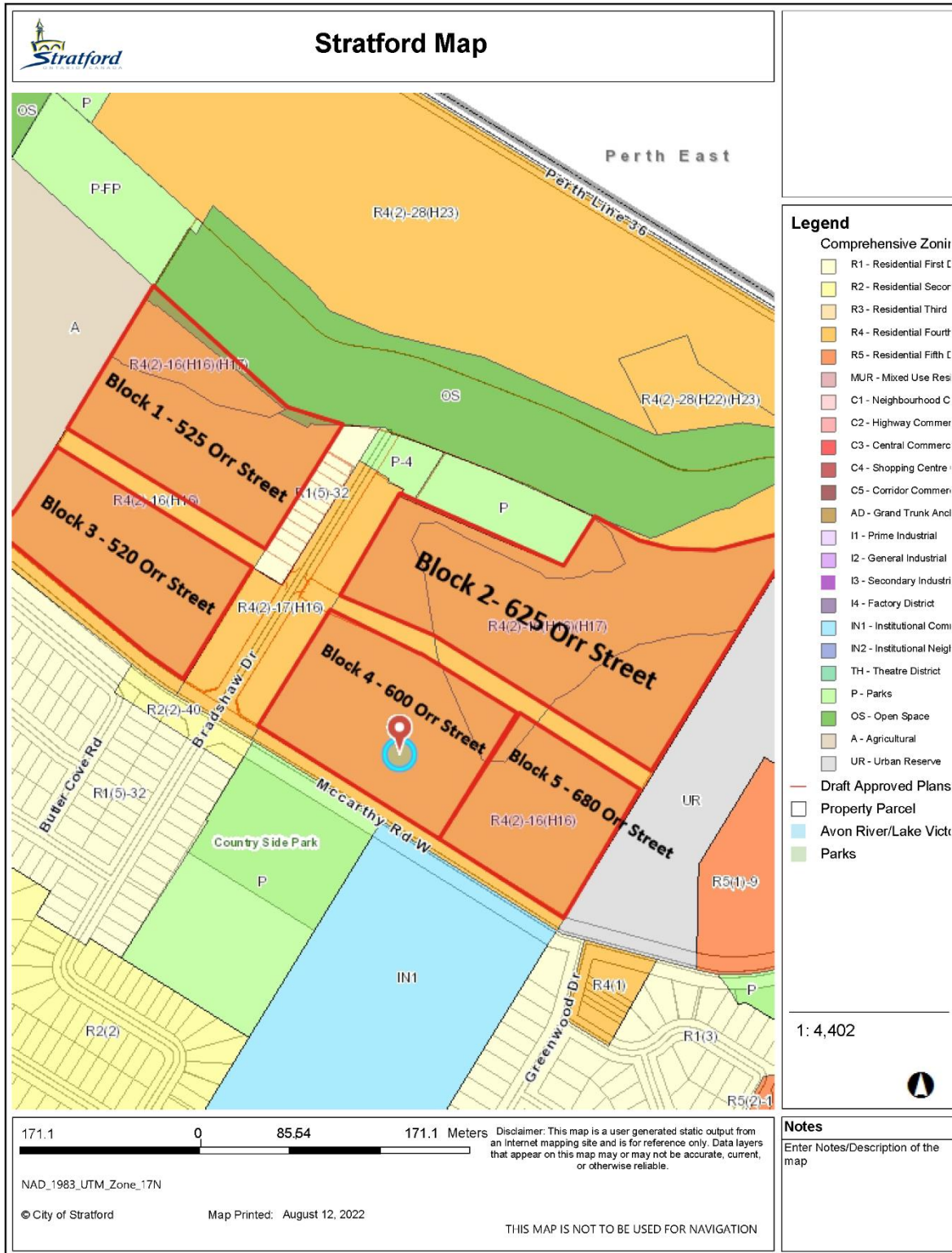
Regarding the H16 holding symbol, the Zoning Bylaw states the following: "The (H16) shall not be removed until servicing has been addressed to the satisfaction of the City of Stratford Engineering Division. Until such time as the (H16) is removed, a maximum of 707 dwelling units are permitted on the lands zoned R4(2)-16 and R4(2)-17." This holding provision will remain in place. The H16 holding provision will not be removed as part of this application.

Below, two location and zoning maps are provided. The first gives an overview of the zones on and around the subject lands. The second expands on the first by indicating the new addressing for the subject lands.

Location and Zoning Map – 400 and 500 McCarthy Road West (520, 525, 600, 625, and 680 Orr Street)



Location and Zoning Map – New Addressing



Financial Implications:

Financial Impact

No municipal expenses are anticipated to support the removal of the holding symbol on the subject lands. Development charges will be calculated for any dwelling units to be constructed.

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.

Equity and Local Economy

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

Culture and Community

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

Travel and Transport

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

Staff Recommendation: THAT Zoning Bylaw 10-2022 be amended by removing the H17 Holding Provision from the properties municipally known as 520, 525, 600, 625, and 680 Orr Street (previously 400 and 500 McCarthy Road West), for the following reasons:

- **The conditions outlined in the Holding Provision stating when the "H" can be removed have been satisfied;**
- **Removal of the Holding Provision will allow for development in conformity with the City of Stratford Official Plan; and**
- **Removal of the Holding Provision is consistent with the Provincial Policy Statement.**

Prepared by: Robyn McIntyre, Consulting Planner for the City of Stratford

Reviewed by: Pierre Chauvin, MCIP, RPP, Consulting Planner for the City
of Stratford

Andrea Hächler, Manager of Planning

Recommended by: Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and Council
From: Stephanie Potter, Corporate Initiatives Lead
Report #: COU22-081
Attachments: None

Title: Community Hub Fundraising Phase I - RFP 2022-38 Award

Objective: To recommend awarding Phase I of the Community Hub Fundraising project to Ketchum Canada Inc (KCI), per the specifications outlined in RFP 2022-38.

Background: As approved by Council (COU21-076), staff issued a Request for proposals (RFP) to retain a qualified consultant to deliver Phase I of our Community Hub Fundraising program.

In 2019, the capital construction cost of the Hub was estimated at over \$67 million, excluding building abatement, environmental remediation, and net-zero energy efficiency features.¹ It is unknown whether the City is eligible for Federal or Provincial support for the construction of the Hub and previous provincial commitments were withdrawn after the 2018 provincial election.

Recent funding applications have required projects to be shovel-ready and to demonstrate that they will be built with net-zero carbon neutral capabilities.² The City will need to seek fundraising support for the construction of the Community Hub to help cover capital construction costs and will continue to pursue funding from the Federal and Provincial governments.

Consulting services are required to plan, execute, and manage a capital fundraising campaign for the construction of the Grand Trunk Community Hub. This project will proceed in three phases subject to continued project viability:

- Phase I: Campaign Feasibility (October 2022-February 2023)
- Phase II: Campaign Plan (March-August 2023)
- Phase III: Campaign Execution (September 2023-September 2024)

¹ If constructed, the Hub is estimated to cost approximately \$610,000 in annual operating costs (2019).

² Including the completion of a Climate Lens, Climate Risk Assessment, and submission of building plans, structural information, energy profile, and Green House Gas emissions information.

Analysis: The City issued RFP 2022-38 in late summer 2022, which included the following scope of work for Phase I:

- Ascertain fundraising potential based on measurable data and available support;
- Assess community and donor support for the proposed Community Hub;
- Identify major donors, naming rights, and other gift opportunities;
- Cultivate donor prospects and create a donor prospect list;
- Conduct confidential interviews with prospective donors;
- Identify potential volunteers and campaign leaders;
- Identify potential public relations issues;
- Identify risks and potential competition;
- Assess the City's capacity and readiness to conduct a capital campaign;
- Identify key success factors for the proposed campaign.

Four proposals were received from the following firms:

- BPN Goldie Canada
- Interkom
- KCI
- DGC

Proposals were reviewed by an evaluation team comprised of the Chief Administrative Officer, Director of Corporate Services, Corporate Initiatives Lead, and the YMCA's Vice President of Philanthropy according to the following criteria:

- Proposal (20 Points)
 - Demonstrated project understanding
 - Quality of proposal
- Methodology (30 Points)
 - Project approach and strategy to meet project requirements
 - Project timeline, including key deliverables and scheduling
 - Implementation plan
- Experience (30 Points)
 - Demonstrated relevant project experience leading similar projects;
 - Company experience and project team qualifications
- Financial Proposal (20 Points)
 - Cost breakdown
 - Price

KCI was unanimously selected as the successful bidder. The firm demonstrated a clear understanding of our project, delivered the most customized proposed project methodology, has extensive similar project experience and experience in our community working with the Stratford Festival, and proposed the second lowest fee for services that included travel expenses.

Financial Implications:

Financial impact to current year operating budget:

KCI's fee for Phase I is \$32,600 plus HST for a total price of \$36,160.

The proposed costs for Phase I were included in the approved 2022 Budget to be funded from the Grand Trunk reserve and are within the budgeted amount. The uncommitted balance in the Reserve after this phase and the planned capital works in 2022 is \$2.58 million.

Financial impact on future year operating budget:

As requested in the RFP, KCI provided costing for future phases of the Community Hub fundraising campaign pending the outcomes of the Feasibility Study. Future phases will require review and approval to ensure the next steps and phases are still appropriate.

Funds raised through a community fund-raising campaign will be tracked and recorded through the reserve fund, and will go towards the construction of the Community Hub to help cover capital construction costs, along with any available provincial and federal approved grants. The intent is that these funding sources will mitigate the long-term borrowing requirements which would need to be repaid over time from the tax levy.

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.

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.

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.

Equity and Local Economy

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

Culture and Community

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

Staff Recommendation: THAT the Request for Proposal (RFP-2022-38) for the Community Hub Fundraising Phase I project be awarded to Ketchum Canada Inc. for a total cost of \$32,600.00, excluding HST.

Prepared by: Stephanie Potter, Corporate Initiatives Lead
Recommended by: Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and City Councillors
From: Joan Thomson
Report #: COU22-082
Attachments: None

Title: Draft Lease Agreements with Stratford Festival Theatre for the Discovery Centre and the Municipal Parking Lot

Objective: To consider entering into two lease agreements with The Stratford Shakespearean Festival of Canada for the continued use of the Discovery Centre and the Municipal Parking Lot.

Background: The current leases with the Stratford Festival Theatre for use of the Discovery Centre building and property and the municipal parking lot at the corner of Queen Street and Lakeside Drive have expired. Negotiations have been completed and terms and conditions prepared for the continued use of both properties until April 30, 2024.

Analysis: Summary of draft Discovery Centre Lease:

- Similar terms and conditions in the previous lease,
- Term is for one-year with one-year extension to April 30, 2024 requested by the Theatre,
- Rent is \$115,000 plus HST for 2022 and \$125,000 plus HST for the one-year extension, paid quarterly,
- Festival continues to be responsible for regular repairs and maintenance up to \$7,500,
- City is responsible for capital repairs and replacement of pre-approved projects by the City, above the \$7,500 amount as well as the roof and portico.

Summary of draft Municipal Parking Lot Lease:

- Similar terms and conditions in the previous lease,
- Term is for one-year with one-year extension to April 30, 2024 requested by the Theatre,

- Rent is \$18,634 plus HST and \$7,390 resurfacing contribution for 2022 and \$19,005 plus HST and \$7520 resurfacing contribution.

During the term of this proposed lease, the City will be considering a longer term sustainable plan for this City asset.

Financial Implications:

Financial impact to current year operating budget:

Rent for 2022 was included in the 2022 budget. The City has not scheduled capital repairs or replacement work for the Discovery Centre for this year. There is no impact on the current year operating budget.

Financial impact on future year operating budget:

Rent for 2023 will be included in the 2023 budget. The City is not intending to schedule capital repairs or replacement work on the Discovery Centre for 2023. There is no impact on the 2023 operating budget.

Link to asset management plan and strategy:

The Discovery Centre is included in the City's Asset Management Plan and required capital work is included for the building on the City's 10-Year Capital Plan. Like many city facilities, there are not enough funds in the City's Reserves to complete all of the work required based on the latest Building Condition Assessment. Significant dollars, represented by increases to the tax levy, will need to be put into the Reserve to adequately maintain the building plus dollars needed to renovate the interior. While there are no planned capital projects in 2023 at this time, the 10-year forecast includes estimates of \$3.87 million for the subsequent years, and funding this will be a budget increase of an average of \$400,000 annually to address these repairs of this City asset.

Insurance considerations:

Both parties to the agreements are required to carry appropriate liability insurance coverage as Landlord and Tenant respectively, minimum of \$5 Million.

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.

Developing our Resources

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

Widening our Economic Opportunities

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

Alignment with One Planet Principles:

Health and Happiness

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

Equity and Local Economy

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

Culture and Community

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

Staff Recommendation: THAT City Council approve entering into two lease agreements with The Stratford Shakespearean Festival of Canada for the ongoing use of the Discovery Centre at 270 Water Street and the municipal parking lot on Queen Street until April 30, 2024;

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

Prepared by: Joan Thomson, Chief Administrative Officer
Recommended by: Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and City Councillors
From: Joan Thomson
Report #: COU22-083
Attachments: Draft By-law Amendment and Consolidated Code with proposed changes

Title: Proposed Amendments to Council Code of Conduct

Objective: To consider proposed amendments to the Council Code of Conduct related to conduct and remedial measures.

Background: The Municipal Act, 2001 as amended, requires municipalities to adopt codes of conduct and to appoint integrity commissioners. The Code of Conduct for Members of Council sets out the ethical principles and rules of conduct which Council has decided its members are required to follow.

The provisions of the Council Code of Conduct govern members of Council, Committees and Advisory Committees appointed by Council.

The Code of Conduct acts in conjunction with the following legislation and the applicable regulations:

- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Municipal Elections Act, 1996
- Municipal Freedom of Information and Protection of Privacy Act
- Provincial Offences Act
- Ontario Human Rights Code
- Criminal Code of Canada
- by-laws and policies of City Council as adopted and amended from time to time

Collectively, these documents define the ethical framework governing members of Council.

This Report and proposed draft amendments have been prepared for Council's consideration to expand on existing prohibitions on harassing, derogatory comments, behaviours intended to embarrass, bully, threaten and inappropriate use of social media by members of Council.

Analysis: The attached draft by-law for Council's consideration incorporates proposed amendments to balance conduct of Council and freedom of speech. Also included is a Consolidated Code with proposed amendments for readability.

While there are protections under the Charter of Rights and Freedoms, Courts have established restrictions when disrespectful, derogatory comments about individual public officials and employees are made to whom Members of Council owe fair and respectful treatment in their role as elected officials.

The ability of elected municipal officials to freely discuss matters of public interest has long been recognized; however these officials must also act in good faith regarding their comments and statements. The Code of Conduct can be relied on to govern what would be considered reasonable conduct in the circumstances.

These proposed amendments to the Code of Conduct relate to the existing prohibitions against harassing, derogatory comments, behaviours intended to embarrass, bully, threaten and inappropriate use of social media to make the language clearer.

Secondly, the penalties included in the Code of Conduct are the penalties set out in the Municipal Act, 2001. While the Municipal Act 2001 legislation does not preclude other remedial measures being included to carry out the objectives of the Code, these other remedial measures cannot be used as punitive measures.

The Code of Conduct does include other remedial measures such as the ability for Council to request a written or verbal public apology, return of property or reimbursement of its value or of monies spent, removal from membership of a committee or removal as a chair of a committee. As part of this Report, it is recommended that Council consider a minor amendment to the remedial provisions in the current Code to expand on the type of apology.

The City's Integrity Commissioner has reviewed these proposed amendments and has not expressed concern with these changes. Secondly, the City's Integrity Commissioner recommended a housekeeping change to Section 7 Gifts and Benefits to add the City's Integrity Commissioner as noted below:

If the value of the gift or benefit is in excess of \$100, or if the total value received from any one source during the course of a calendar year exceeds \$100, the Member shall within thirty (30) days of receipt of the gift or benefit or reaching the annual limit, file a disclosure statement attached as Appendix A to this Code of Conduct, with the Chief Administrative Officer of the City **and the City's Integrity Commissioner;**

Staff recommend that this proposed change be adopted along with the other amendments under consideration.

If adopted, these proposed amendments will be clearer governance for elected Members of Council, appointed members of city committees and boards, the Public and Employees to refer to in the future.

Financial Implications:

Financial impact to current year operating budget:

There is no impact on this year's operating budget with respect to the preparation of this Report and proposed draft amending by-law.

Financial impact on future year operating budget:

There is no anticipated impact on future year operating budget.

Legal considerations:

The City obtained legal advice with respect to the proposed changes.

Alignment with Strategic Priorities:

Not applicable: There is no direct alignment with the Strategic Priorities.

Alignment with One Planet Principles:

Health and Happiness

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

Equity and Local Economy

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

Staff Recommendation: THAT the report titled, "Proposed Amendments to Council Code of Conduct" (COU22-083), be received;

AND THAT a By-law be adopted to amend the Council Code of Conduct, to include additional provisions related to conduct and remedial measures, substantially in the form as attached.

Prepared by: Joan Thomson, Chief Administrative Officer
Recommended by: Joan Thomson, Chief Administrative Officer



~~Code of Conduct~~ Code of
Conduct for Council - draft
amendment.docx

For Members of Council, Local Boards and Committees

Adopted this 13th day of August, 2018

CODE OF CONDUCT - CITY OF STRATFORD

PURPOSE

The Code of Conduct acts in conjunction with the following legislation and the applicable regulations governing the conduct of Members:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act, 1996*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Provincial Offences Act*
- Ontario Human Rights Code
- Criminal Code of Canada
- by-laws and policies of City Council as adopted and amended from time to time

This Code of Conduct shall apply to all Members of City Council, including representatives or members of local boards and committees, including but not limited to any citizens appointed by City Council to a board and/or committee as defined in the *Municipal Act, 2001*.

KEY PRINCIPLES

1. The key principles that underlie this Code of Conduct include:
 - a. Members shall serve and be seen to serve their constituents in a conscientious and diligent manner;
 - b. Members shall be committed to performing their functions with integrity and avoid any improper or inappropriate use of the influence of their office, and conflicts of interest or bias, both perceived and real;
 - c. It shall be the duty of the Members to abide by all applicable legislation, policies and procedures pertaining to their position as a Member;
 - d. Each Member in exercising their powers and in discharging their Official Duties shall, in accordance with the *Municipal Act, 2001* and *Municipal Conflict of Interest Act*:
 - i. Seek to advance the common good of the City of Stratford;

CODE OF CONDUCT - CITY OF STRATFORD

- ii. Truly, faithfully and impartially exercise their office to the best of their knowledge and ability;
- iii. Exercise care, diligence and skill that a reasonably prudent person would exercise in similar circumstances;
- iv. Exercise their powers only for the purpose for which they were intended;
- v. Competently, exercise their office by educating themselves either formally or informally, in matters pertaining to their official duties; and,
- vi. At all times respect the Council decision-making process.

DEFINITIONS

- 2. For the purpose of this Code of Conduct the following terms have the meanings set out below:
 - a. "child" shall be the same meaning as set out in the *Municipal Conflict of Interest Act*, as amended or replaced from time to time;
 - b. "City of Stratford" shall mean The Corporation of the City of Stratford;
 - c. "Code of Conduct" or "Code" shall mean this City of Stratford's Code of Conduct;
 - d. "Committee" shall mean any quasi-judicial, administrative, or other similar committees or any other committee established by legislation, or exercising any power or authority under any general or special statute in respect of any of the affairs or purposes of the City that may be established by City Council from time to time;
 - e. "Complaint" shall mean an alleged contravention of the Code of Conduct;
 - f. "Confidential Information" includes but is not limited to:

CODE OF CONDUCT - CITY OF STRATFORD

- any information in the possession of, or received in confidence by the City, that the City is prohibited from disclosing, or had decided to refuse to disclose under the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, or any other applicable law;
 - information of a corporate, commercial, scientific or technical nature received in confidence from third parties; personal information that is subject to solicitor-client privilege; information that concerns any confidential matters pertaining to personnel labour relations, litigation, property acquisition, the security of the property of the City or a local board or committee; any other information lawfully determined by the Council or the local board to be confidential, or required to remain or be kept confidential by legislation or order;
 - a matter, the substance of a matter, and information pertaining to a matter, that has been debated or discussed at a meeting closed to the public, unless the matter is subsequently discussed in open Council or it is authorized to be released by Council, a local board, committee or otherwise by law;
 - Reports of consultants, draft documents and internal communications, that, if disclosed may result in prejudice to the reputation of the City, its officers and Employees, or its effective operation;
 - Information relating to litigation, negotiation or personnel matters;
 - Information, the publication of which may impact the rights of any person (for example, in the course of a complaint where the identity of a complaint is given in confidence).
- g. "day" shall mean a calendar day and when the time for doing anything under this Code of Conduct falls on a holiday, the time is extended to include the next day that the City is open for business. When there is a reference to two events, the time between two events is computed by excluding the day on which the first event occurs and including the day on which the second event occurs;

CODE OF CONDUCT - CITY OF STRATFORD

- h. "Employee" shall mean a person employed by the City, including those employed on personal service contracts, subcontractors and volunteers, but does not include members of council, committees or local boards;
- i. "gifts and benefits" means any cash or monetary equivalent, fee, object of value, service, travel and accommodation or entertainment;
- j. "holiday" means a Saturday or Sunday or other days that the City offices are closed, such as the statutory holidays of New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any special holiday proclaimed by the Governor General or the Lieutenant Governor in Council. Where New Year's Day, Canada Day or Remembrance Day fall on a Saturday or Sunday, the following Monday is a holiday. Where Christmas Day falls on a Saturday or Sunday, the following Monday and Tuesday are holidays, and where Christmas Day falls on a Friday, the following Monday is a holiday;
- k. "Integrity Commissioner" is the person appointed by City Council By-law in accordance with the provisions of the *Municipal Act, 2001* and who is responsible for performing in an independent manner the functions assigned by the City with respect to the application of the Code of Conduct to members of Council and local boards;
- l. "lobbyist" shall mean a person who communicates for payment with public office holders, a person who lobbies on a volunteer basis for a business or a not-for-profit professional business, industry, trade or labour organization, or a consultant or voluntary lobbyist who arranged meetings between a Member and any other person for the purpose of lobbying;
- m. "local board" means a local board as defined in section 223.1 of the *Municipal Act, 2001*;
- n. "Members" or "Member" include the Mayor and Members of the City of Stratford's Council and members of all local boards and/or Committees as defined in this Code of Conduct and the *Municipal Act, 2001*;

CODE OF CONDUCT - CITY OF STRATFORD

- o. "Official Municipal Communications" means the communication of any decisions, discussions and/or information relating to official City business, any statutory public notifications, any response(s) to comments received from the public relating to any City decisions and/or discussions, information relating to the development, approval, amendment or termination of a policy, program directive or guideline and any other information relating to City matters;
- p. "parent" shall be the same meaning as set out in the *Municipal Conflict of Interest Act*, as amended or replaced from time to time;
- q. "private advantage" for the purposes of this Code, does not include a matter that:
 - is of general application or considered to be an interest in common generally with the electors within the jurisdiction of an area; or
 - concerns the remuneration or benefits of members of Council.
- r. "Social Media" means any form of electronic communication, including but not limited to twitter, snapchat, facebook, instagram, youtube, a Member's private email account(s) when used for official City business, through which users create online communities to share information, ideas, personal messages and other content (such as videos);
- s. "spouse" shall be the same meaning as set out in the *Municipal Conflict of Interest Act*, as amended or replaced from time to time;

GIFTS AND BENEFITS

- 3. No Member shall accept a fee, advance, membership, gift or personal benefit that is connected directly or indirectly with the performance of the Member's duties, unless permitted by one of the exceptions listed below.

CODE OF CONDUCT - CITY OF STRATFORD

4. For these purposes, a fee or advance paid to, or a gift or benefit provided with the Member's knowledge to a Member's Spouse, Child or Parent or to a Member's employee that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.
5. Notwithstanding sections 3 and 4 above, a Member who is serving in the Member's capacity as an ex officio member of a board, including but not limited to the Stratford Shakespearean Festival Theatre, may accept tickets to an event provided that such tickets are also offered to other board members at the same value or lower value.
6. The following are recognized as exceptions to sections 3 and 4 and not considered a gift or benefit:
 - a. compensation authorized by by-law;
 - b. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - c. a political contribution otherwise reported by law, in the case of Members running for office;
 - d. services provided without compensation by persons volunteering their time;
 - e. a suitable memento of a function honouring the Member;
 - f. food, lodging, transportation and entertainment provided by provincial, regional and local governments, by the Federal Government or by a foreign country, or by a conference, seminar or event organization where the Member is either speaking or attending in an official capacity and where arrangements were first made through the Mayor's or CAO's offices;
 - g. food and beverages consumed at banquets, receptions or similar events, if:
 - attendance serves a legitimate municipal business purpose;
 - the person extending the invitation or a representative of the organization is in attendance; and
 - the value is reasonable and attendance is infrequent.

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- h. communication to the offices of a Member including subscriptions to newspapers and periodicals.
7. If the value of the gift or benefit is in excess of \$100, or if the total value received from any one source during the course of a calendar year exceeds \$100, the Member shall within thirty (30) days of receipt of the gift or benefit or reaching the annual limit, file a disclosure statement attached as Appendix A to this Code of Conduct, with the Chief Administrative Officer of the City and the City's Integrity Commissioner;

The disclosure statement must indicate the following information:

- a. the nature of the gift or benefit;
- b. the source and date of receipt;
- c. the circumstances under which it was given or received;
- d. its estimated value;
- e. what the recipient intends to do with the gift; and,
- f. whether any gift will at any point be left with the City.

Any disclosure statements will become a matter of public record. Members shall use the Declaration of Gifts and Benefits form attached to this Code as Appendix A.]

8. Where the Integrity Commissioner finds that receipt of the gift was inappropriate, the Integrity Commissioner shall direct the Member to return the gift and/or reimburse the donor for the value of any gift or benefit already used, or, to forfeit the gift and/or remit the value of any gift or benefit already used to the City. The Member upon returning the gift or remitting the value of the gift shall provide an explanation as to why the gift and benefits cannot be accepted.

CODE OF CONDUCT - CITY OF STRATFORD**IMPROPER USE OF INFLUENCE**

9. No Member shall use the influence of their office for any purpose other than the exercise of their official duties.
10. Examples of prohibited conduct include but are not limited to the use of one's status as a Member to improperly influence the decision of another person to the Private Advantage of oneself or one's Parents, Child or Spouse, employee, friends or associates, business or otherwise:
 - a. attempts to secure preferential treatment beyond activities in which Members normally engage on behalf of their constituents as part of their official duties;
 - b. the holding out of the prospect or promise of future advantage through a Member's supposed influence within Council in return for present actions or inaction;
 - c. attempts to influence an administrative or council decision or the decision-making process involving or affecting any person or organization in which a Member or Members have any interest.

IMPROPER USE OF RESOURCES AND PROPERTY

11. No Member shall use any corporate resources, materials, equipment, facilities or services of Employees for personal gain or for any private purpose.
12. Members of Council are required to conduct themselves in accordance with the *Municipal Elections Act, 1996* as amended or replaced from time to time, the City's Use of Resources Policy, and any and all other applicable City policies and/or by-laws.
13. No Member shall use municipal property and Employee time for any election-related activity. This prohibition applies to both the promotion and opposition to the candidacy of a person for any elected office or position. Election-related activity applies to a Member's personal campaign for office, and any other campaigns for municipal, provincial and federal office, referendums and/or questions on the ballot.

CODE OF CONDUCT - CITY OF STRATFORD**BUSINESS RELATIONS**

14. No Member shall act as a lobbyist before Council, its committees, or an agency, board or commission of the City except in compliance with the terms of the *Municipal Conflict of Interest Act*. A Member shall not refer to a third party, partnership or corporation in exchange for payment or other personal benefit,
15. No Member shall act as a paid agent before Council, its committees or an agency, board or commission of the City except in compliance with the terms of the *Municipal Conflict of Interest Act*.
16. No Member shall allow the prospect of their current or future employment by a person or entity to detrimentally affect the performance of their duties for the City.
17. No Member shall engage in outside work or business activity that:
 - a) conflicts with their duties as a Member;
 - b) uses or relies upon their knowledge of confidential plans, projects or information about the City;
 - c) will or is likely to influence or affect the Member in carrying out their duties as a Member.

CONFIDENTIALITY

18. No Member shall disclose, release or publish by any means to any person or to the public any Confidential Information acquired by virtue of their office, in any form, except when required or authorized by Council or otherwise required by law to do so. No Member shall use Confidential Information for personal or private gain or benefit, or for the personal or private gain or benefit of any other person or body.
19. No Member shall release information except as required by the *Municipal Freedom of Information and Protection of Privacy Act* or otherwise required by law.
20. No Member shall release information that is subject to solicitor-client privilege unless expressly authorized by Council, Committee or Local Board resolution (if so empowered) or otherwise required by law to do so.

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CONDUCT WHILE REPRESENTING THE CITY

21. Members shall make every effort to participate diligently in the activities of the agencies, boards, commissions and committees to which they are appointed.
22. Members shall ensure their behaviour towards other Members, Employees, Representatives and the Public:
- Is courteous, professional, respectful, fair and impartial
 - Avoids ridicule, sarcasm, derogatory comments or other behavioural designed to embarrass bully, harass, bully or threaten
 - Avoids inappropriate use of social media.
23. In all respects, a Member shall:
- a) make every effort to act with good faith and care;
 - b) conduct themselves with integrity, courtesy and respectability at all meetings of Council or any Committee and in accordance with the City of Stratford's Procedural By-law or other applicable procedural rules and policies;
 - c) seek to advance the public interest with honesty;
 - d) seek to serve their constituents in a conscientious and diligent manner;
 - e) respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, race, creed, religion, ability and spirituality;
 - f) refrain from making statements known to be false or with the intent to mislead Council or the Public;
 - g) recognize that they are representatives of the City of Stratford and that they owe a duty of loyalty to the residents of the City of Stratford at all times;
 - h) accurately communicate the decisions of Council and respect Council's decision-making process even if they disagree with Council's ultimate determinations and rulings; and
 - i) refrain from making disparaging comments about another Member or Employee or unfounded accusations about the motives of another Member of Employee.
24. A Member shall not publicly criticize an Employee or Employees, Should a Member have any issue with respect to any Employee, such issue shall be referred to the CAO who will direct the matter to the particular Employee's appropriate Supervisor.

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25. A Member shall respect the role of City Staff in the administration and operation of the municipal business and governmental affairs of the City of Stratford and acknowledge and appreciate that City Staff:
- a) provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member must not falsely or maliciously injure the reputation of City Staff whether professional or ethical or otherwise;
 - b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten or influence any Employee from carrying out that person's duties, including any duty to disclose improper activity; and
 - c) carry out their duties based on political neutrality and without undue influence from any individual Member and therefore, a Member must not invite or pressure any employee to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

CONDUCT AT MEETINGS

21-26. Members shall conduct themselves with decorum and civility in accordance with the provisions of the City's Procedural By-law, show courtesy and respect to delegations, fellow Members and Employees, and not distract from the business of the City during presentations and when other Members have the floor.

CONDUCT RESPECTING EMPLOYEES

22-27. Only Council as a whole has the authority to approve budgets, policies, committee processes and other matters. Members are not permitted to individually direct the actions of Employees, save and except as authorized by Council.

23-28. Any and all Members shall be respectful of the fact that Employees carry out directions of Council and administer the policies of the City and are required to do so without any undue influence from any individual Member or group of Members.

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~~24.29.~~ No Member(s) shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practices of Employees, and all Members shall have respect for the professional capacities of the Employees of the City of Stratford.

~~25.30.~~ No Member shall compel an Employee to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. No Member shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any Employee with the intent of interfering with that person's duties, including the duty to disclose improper activity.

COMPLIANCE WITH CITY'S POLICIES AND BY-LAWS

~~26.31.~~ This Code operates in conjunction with, and as a supplement to, any policies of the City that may from time to time apply to Members.

~~27.32.~~ Members are required to observe the terms of all City By-laws, policies and procedures detailed in such policies or otherwise established by Council.

~~28.33.~~ Section **28** of this Code does not prevent a Member from requesting that Council grant an exemption from a policy, other than this Code. If such exemption is not granted by Council the Member shall comply with the policy in question.

COMMUNICATIONS AND USE OF SOCIAL MEDIA

~~29.34.~~ Members acknowledge and agree that all Official Municipal Communications relating to decisions made by Council will be communicated by Employees in compliance with the City's corporate communications strategy and/or by the Mayor or designate.

~~30.35.~~ Members acknowledge that the City has a Social Media Policy that establishes basic principles and procedures for the use and management of Social Media on behalf of the City. Use of Social Media by Members shall be in accordance with this Code of Conduct and the City's Social Media Policy.

HARASSMENT

~~31.36.~~ All Members have a duty to treat the public, one another and Employees in an appropriate manner without abuse, bullying or intimidation. All Members shall ensure that their work environment is free from discrimination and personal and/or

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~~sexual harassment.~~ A Member shall treat all members of the Public, one another and Employees with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.

~~32.37.~~ The Ontario Human Rights Code applies, as does the City's policies addressing a workplace free from harassment and discrimination. A Member shall comply with the City's Workplace Harassment and Violence Policy.

~~33.38.~~ Members shall abide by the provisions of the Human Rights Code as may be amended and replaced from time to time and shall treat every person, including other Members, Employees, individuals providing services on a contract for service and the public, with dignity, understanding and respect.

~~34.39.~~ Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability. A Member shall not use indecent, abusive or insulting words, phrases or expressions toward any member of the public, another Member or Employee. A Member shall not make comments or conduct themselves in any manner that is discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.

~~35.40.~~ Harassment means engaging in any course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

~~36.41.~~ Without limiting the generality of the foregoing, Members shall not:

- a. make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonably to be known to be offensive to the person(s) to whom the conduct or gestures are directed or are about;
- b. display materials or transmit communications that are inappropriate, offensive, insulting or derogatory;
- c. make threats or engage in any abusive activity or course of conduct towards others;

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- d. vandalize the personal property of others;
- e. commit any kind of assault including any unwanted physical conduct.

37-42. Harassment that occurs in the course of, or is related to, the performance of any duties for, or on behalf of, the City of Stratford is subject to this Code of Conduct. In the event an Employee or member of the public brings forward a harassment complaint against a Member, the complaint procedure under the City's human rights policy shall govern.

REPRISALS AND OBSTRUCTION

43. ~~Members shall respect the integrity of this Code. Any reprisal or threat of reprisal against a complainant or anyone providing relevant information to the Integrity Commissioner is prohibited. It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner in the carrying out of their responsibilities, such as for example providing inaccurate or misleading information to the Integrity Commissioner, refusing to answer inquiries or by the destruction or concealment of any documents.~~ A Member shall respect the process for complaints made under this Code of Conduct or through any process for complaints adopted by the City of Stratford. A Member shall not act in reprisal or threaten reprisal against a person who makes a complaint or provides information to the Integrity Commissioner during an investigation. A Member shall interact courteously and respectfully with the Integrity Commissioner and with any person acting under the direction of the Integrity Commissioner.

44. A Member shall cooperate with requests for information during any investigations or inquiries under the Code of Conduct. A Member shall not destroy or damage documents or erase electronic communications or refuse to respond to the Integrity Commissioner where a complaint has been filed under the Code of Conduct or any process for complaints adopted by the City of Stratford.

COMPLIANCE WITH THE CODE OF CONDUCT

38-45. Members found to have breached the Code of Conduct may be subject to disciplinary actions, including but not limited to, the return of a gift or benefit, removal from a local board or committee, censure, reprimand or, where applicable,

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suspension of remuneration paid for their services as a Member for a period of up to ninety (90) days.

39.46. The Council shall appoint an Integrity Commissioner to investigate any alleged breaches of this Code of Conduct.

40.47. Any individual, organization, Employee and Member of Council, who has/have reasonable grounds to believe that a Member has breached a provision of this Code of Conduct, may proceed with a complaint.

41.48. Complaints must be submitted within a period of six (6) weeks of the matter becoming known to the individual and no more than nine (9) months (270 days) after the alleged violation. No action will be taken on any complaints received after the deadlines.

42.49. A complaint does not have to pursue the informal complaint process set out below prior to proceeding with a formal complaint.

COMPLAINT PROCEDURE

43.50. The complaint procedure shall not apply retroactively to any alleged contraventions of this Code prior to the date on which the Code of Conduct was formally approved by Council.

Informal Complaints

44.51. Any organization, Employee, Member or member of the public who has identified and/or witnessed any behaviour or activity by a Member that is or appears to be in contravention of this Code of Conduct may engage in the following informal process:

- a. advise the Member that their behaviour or activity is unacceptable and appears to contravene the Code of Conduct;
- b. encourage the Member to stop the prohibited behaviour or activity;
- c. if applicable, confirm to the Member your satisfaction or dissatisfaction with the Member's response to the concern identified;

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- d. keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information, including any steps taken to resolve the matter;
- e. if the complainant is not satisfied with the response received through the informal process, an individual may proceed with a formal complaint through the procedure set out below.

Formal Complaints

45-52. Any Employee, Member or member of the public who has identified or witnessed behaviour or activity by a Member that appears to be in contravention of this Code may have their concerns addressed through the formal complaint process set out below:

- a. all formal complaints must be made in writing, setting out the reasonable and probable grounds for the allegation that a Member has contravened the Code of Conduct on the Complaint Form / Affidavit attached as Appendix B to this Code of Conduct;
- b. all formal complaints must be filed with the Integrity Commissioner to determine if the matter is a complaint with respect to non-compliance with the Code of Conduct and not covered by any other applicable legislation or City policies;
- c. any witnesses in support of the allegation must be identified on the Complaint form;
- d. the formal complaint shall include the name of the Member alleged to have breached the Code of Conduct, the section of the Code of Conduct that was allegedly contravened, the date, time and location of the alleged contravention;
- e. the Integrity Commissioner may request additional information from the complainant.

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INTEGRITY COMMISSIONER

[46.53.](#) Pursuant to section 223.3 of the *Municipal Act, 2001*, the City of Stratford shall appoint an Integrity Commissioner who reports to Council and who is responsible for performing the following duties in an independent and consistent manner:

- a. assessing and investigating formal written complaints respecting alleged contraventions of this Code of Conduct;
- b. assessing and investigating formal written complaints respecting alleged contraventions of the *Municipal Conflict of Interest Act*;
- c. determining whether a Member has violated a protocol, by-law or policy governing their behaviour with the final decision-making authority resting with Council as to whether or not to impose the recommendation(s) of the Integrity Commissioner; and
- d. providing Council, through the City Clerk, with reports resulting from the investigations of the Integrity Commissioner and any other reports prepared above the informal and formal complaint procedure.

COMPLAINT CLASSIFICATION / REFERRAL

[47.54.](#) If, after reviewing the complaint, the Integrity Commissioner determines that it does not appear to be a complaint with respect to non-compliance with this Code or the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall direct the City Clerk to advise the complainant in writing that if the complaint is an allegation of:

- a. a criminal nature under the Criminal Code, the complainant must pursue such allegation with the appropriate authorities;
- b. non-compliance with the *Municipal Conflict of Interest Act*, the complainant should obtain independent legal advice;
- c. non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the matter will be referred to the City Clerk or the Office of the Information and Privacy Commissioner for review; or

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- d. non-compliance with a more specific City policy with a separate complaint procedure, the matter will be processed under that procedure.

INVESTIGATION PROCEDURE

48.55. If a complaint has been filed and classified as being within the jurisdiction of the Integrity Commissioner, the Integrity Commissioner shall investigate and may attempt to resolve the complaint;

49.56. Except where otherwise required by the *Public Authorities Act*, the Integrity Commissioner shall:

- a. serve the complaint and supporting material upon the Member whose conduct is in question and advise that the Member may file a written response to the allegation with the Integrity Commissioner within ten (10) days of the date of service upon the Member;
- b. on receipt of the Member's response, serve the complainant with a copy of the Member's written response and advise that the complainant provide a written reply within ten (10) days;
- c. interview any individuals or examine any documents relevant to the complaint.

50.57. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious, or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation and/or shall terminate the investigation if it becomes apparent in the course of an investigation.

INVESTIGATION REPORT

51.58. The Integrity Commissioner shall:

- a. report the general findings of their investigation to the complainant and the Member no later than sixty (60) days after receiving a formal complaint;
- b. allow the Member at least ten (10) days to respond in writing to the Integrity Commissioner on their findings and any recommended correction actions or sanctions;

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- c. indicate when the Integrity Commissioner anticipates submitting their final report to Council;
- d. file their report with the City Clerk.

52.59. The report on the general findings under section 53 shall include:

- a. the nature of the complaint;
- b. if the complaint was filed after the expiry of the limitation period set out in this Code, the Integrity Commissioner's findings regarding the limitation period, which findings shall be made in accordance with the civil standard on a balance of probabilities;
- c. the evidence gathered from the complaint and from the inquiry;
- d. the Integrity Commissioner's findings of fact regarding the complaint, which findings shall be made in accordance with the civil standard on a balance of probabilities;
- e. the Integrity Commissioner's decision, based on the findings of fact, that the Member contravened or did not contravene the Code of Conduct, Municipal Conflict of Interest Act or other procedures, rules or policies governing a member of Council's ethical behaviour;

53.60. Where the complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council outlining their findings and/or recommended corrective action(s).

54.61. If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or the *Municipal Conflict of Interest Act* or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report and recommend the appropriate penalty, if any, to be imposed.

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PENALTIES / RECOMMENDATIONS OF INTEGRITY COMMISSIONER

55-62. Subsection 223.4 of the *Municipal Act, 2001* authorizes Council to impose either of two penalties on Members following a report by the Integrity Commissioner that, in their opinion, there has been a violation of the Code of Conduct.

- a. a reprimand; or
- b. suspension of the remuneration paid to the Member in respect of their services as a member of Council, Committee or Board, as the case may be, for a period of up to ninety (90) days.

56-63. Although not expressly authorized by the *Municipal Act, 2001*, the Integrity Commissioner may also recommend, among other things, that Council take one or more of the following actions remedial measures:

- a. remove the Member from a committee or local board;
- b. remove the Member as Chair of a committee or local board;
- c. request the Member to repay or reimburse monies received;
- d. request the Member to return the property or reimburse its value to the provider of the gift or benefit;
- e. request the Member to provide a formal apology to Council, the complainant or both written or verbal ;apology;
- f. where the Integrity Commissioner decides that the Member has contravened the Code of Conduct or any other procedures, rules or policies governing the Member's behaviour, the Member shall be advised of the penalty under section 57, if any, to be imposed, and be provided with a copy of a letter of reprimand, if imposed, or a copy of the notice of suspension of remuneration, if imposed.

57-64. In addition to the penalties described above, Council reserves the right to take any other action authorized by law.

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58-65. Any recommended corrective action shall be designed to ensure that the inappropriate behaviour or activity does not continue.

59-66. Subsection 9 of the *Municipal Conflict of Interest Act* authorizes a judge to impose penalties when a judge finds that the member or former member contravened section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

COUNCIL'S CONSIDERATION OF INTEGRITY COMMISSIONER'S FINDINGS

60-67. Where the Integrity Commissioner has filed an investigation report in respect of an inquiry with the City Clerk under section 53, the City Clerk shall place the report on the next available Committee of the Whole In-camera Agenda subject to the provisions of section 239(2) of the *Municipal Act*.

61-68. The City Clerk shall, after Council consideration prescribed in section 61 above, submit the findings and recommendations of the Integrity Commissioner to Council for consideration on the next available Council Agenda that is open to the public.

62-69. The Integrity Commissioner's findings and recommendations shall remain confidential until the matter has received complete and final disposition by the Integrity Commissioner and the Integrity Commissioner's report has been submitted to the Members of Council by the City Clerk.

CONFIDENTIALITY OF COMPLAINT DOCUMENTS

63-70. The Integrity Commissioner and every person acting under their instructions shall preserve the confidentiality of all documents, material or other information, whether belonging to the City or not, that have come into their possession or to their knowledge during the course of their duties as required by the *Municipal Act, 2001*.

64-71. In the Integrity Commissioner report to the Council on an investigation into an alleged breach of this Code of Conduct, the report shall only disclose such information that in the Integrity Commissioner's opinion is required for the purposes of the report.

65-72. If the Integrity Commissioner shall issue an annual and/or interim report to Council on the activities of the Integrity Commissioner and shall summarize the advice given but shall not disclose any confidential information that could identify a person concerned.

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COMPLAINT AND LEGAL CONFIDENTIALITY

[66-73](#). The Integrity Commissioner and any person acting under their authority shall preserve the confidentiality of all documents, material or other information, whether belonging to the City or not, that come into their possession or knowledge during the course of duties or the investigation as required by the *Municipal Act*.

[67-74](#). In accordance with the provisions of the *Municipal Act, 2001*, the confidentiality of this complaints process prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.

[68-75](#). The Integrity Commissioner is entitled to have access to such information belonging to or used by the City, including but not limited to legal advice that has been given to Council or Employees, as the Integrity Commissioner deems necessary to conduct an inquiry.

[69-76](#). A disclosure to the Integrity Commissioner of legal advice:

- a. shall be deemed not to constitute a waiver of solicitor-client privilege;
- b. shall be used for the purpose of conducting an inquiry and not for any other purpose; and
- c. the contents or substance of such legal advice shall not be disclosed in any public report prepared by the Integrity Commissioner or any person acting under the instructions of the Commissioner, including their delegate.

INTERIM, ANNUAL AND OTHER REPORTS

Interim Reports

[70-77](#). The Integrity Commissioner may make interim reports to Council when necessary, and as required or requested to address any instances of delay, interference, obstruction or retaliation encountered during an investigation, or as otherwise deemed necessary by the Integrity Commissioner.

Annual Reports

[71-78](#). The Integrity Commissioner shall report annually to Council on:

- a. complaints not within the jurisdiction of the Integrity Commissioner;

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- b. complaints within the jurisdiction of the Integrity Commissioner; and
- c. complaints deemed to be frivolous, vexatious, and not made in good faith, where there are no or insufficient grounds

but shall not disclose any information that could identify a person or individual.

If no complaints are received within a calendar year, the Clerk shall report to Council accordingly and no annual report shall be made by the Integrity Commissioner.

VACANCY – INTEGRITY COMMISSIONER

72.79. Should the Office of the Integrity Commissioner become vacant, the Code of Conduct shall remain in full force and effect and all Members shall abide by the provisions set out therein. When the Office of the Integrity Commissioner is vacant, all formal complaints shall be held in abeyance until such time as an Integrity Commissioner has been appointed, or an interim measure enacted to enable the complaint to be addressed within a reasonable amount of time including but not limited to having a temporary Integrity Commissioner.

REPRISALS AND OBSTRUCTION

73.80. Members shall respect and maintain the integrity of the Code of Conduct and any investigations conducted under the provisions of the Code of Conduct. Any reprisal or threat of reprisal against a complainant or anyone else for providing relevant information to the Integrity Commissioner is prohibited. It is a violation of the Code of Conduct to obstruct the Integrity Commissioner in the carrying out of their responsibilities including but not limited to the destruction of documents or the erasing of electronic communications.

INTERPRETATION

74.81. Members seeking clarification of any part of this Code of Conduct may seek clarification and/or consult with the City Clerk or the Integrity Commissioner.

AUTHORIZATION

75.82. The City Clerk is authorized to make any changes and revisions to the forms attached as Appendices to this Code of Conduct as deemed necessary and appropriate by the City Clerk.

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This is Appendix A to the Code of Conduct

Declaration of Gifts and Benefits by Members of Council

in the performance of their duties if the value exceeds \$100,

or

if the total value received from any one source during a calendar year exceeds \$100.

Information to be completed by Member of Council or Local Board

Name of Member of Council	
Nature of Gift or Benefit	
Date Received	
Estimated Value	
Name of Person or Group that offered the Gift or Benefit	
Intended use of Gift by Recipient	
Will Gift be left with the City?	
Additional Information	

Please attach any and all pertinent information to this form including correspondence from donor, etc.

Signature of Member of Council or Local Board: _____ Date: _____

Once completed and signed, this Declaration is a public document.

CODE OF CONDUCT - CITY OF STRATFORDThis is Appendix B to the Code of Conduct
Complaint Form and Affidavit**Council Code of Conduct or *Municipal Conflict of Interest Act***

I, [full name]

of the _____ of _____ in the Province of Ontario
[City, town etc.] [municipality of residence]

MAKE OATH OR AFFIRM AND SAY as follows:

1. I have personal knowledge of the facts as set out in this Affidavit, because

[insert reasons, such as I work for I attended the meeting at which etc.]

2. I have reasonable and probable grounds to believe that a member of Stratford City Council or a member of a Committee or a Local Board [insert name of person] has contravened section(s) of the Council Code of Conduct or the *Municipal Conflict of Interest Act*. The particulars of which are as follows:

[Set out in the space provided below, the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please use the attached Schedule A form and check the appropriate box below. If you wish to include exhibits to support this complaint, refer to the exhibits as Exhibit "A", Exhibit "B" etc and attach them to this Affidavit.]

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Schedule A

[Additional Information]

To the Affidavit required under section 6.2 of By-law -2018.

If more than one (1) page is required, please photocopy this blank page and mark each additional page as 2 of 2, or 2 of 3 at the top right corner.

This is Schedule A referred to in the Affidavit of
[full name]

Sworn or Affirmed before me on this _____ day of
_____, 20____

A Commissioner for taking Affidavits, etc.



MANAGEMENT REPORT

Date: October 11, 2022
To: Mayor and City Councillors
From: Joan Thomson
Report #: COU22-084
Attachments: None

Title: Cooper Block Community Hub Update for October 2022

Objective: To provide Council with an update regarding the redevelopment strategy approved in the 2018 Grand Trunk Community Hub Master Plan.

Background: The Grand Trunk Community Hub Master Plan was approved in 2018 to set the stage for the redevelopment strategy for the Cooper Block. This report is an update to the previous reports to Council in 2021 (COU21-078; COU21-128) regarding the Community Hub project.

Analysis: As directed by Council, staff have completed the following actions in 2022:

I) Removal of Deteriorated Roof and Stabilization/Preservation of Building Roof Structure

On December 13, 2021, Council awarded a tender to Gateman-Milloy Inc. to complete the following tasks:

1. Complete Removal of Leaking Roof Over Historic Steel Trusses
 - Removal and Storage of Historic Skylights
 - Removal and Storage of Original Wooden Roof Planks
 - Removal and Disposal of all Asbestos Containing Felt/Tar Roofing
2. Cleaning/Repair/Priming of Historic Steel Trusses in Community Hub Area
3. Bracing and Stabilization of All Salvageable Trusses (unknown future use)

These actions were intended to:

- Eliminate Environmental Liability of Asbestos Roofing Over Trusses
- Eliminate Safety Concerns from Leaking/Falling Roof

- Preserve Skylights and Wooden Planks for Future Assessment
- Completely Repair and Restore Steel Trusses in Community Hub
- Brace and Stabilize all Other Salvageable Trusses

Removal and restoration efforts began in February 2022 and are now nearing completion. Work has proceeded largely as planned. Following removal of the roof decking and skylight frames, the condition of the steel structure and historic steel trusses was determined to be far better than anticipated. Steel components have no significant corrosion and only one repair was required for a bent support. Following detailed inspection, the steel trusses required no restoration other than cleaning of old paint and application of new primer to preserve the steel.

It was also determined that the skylights were simply a steel “U” channel with a wooden insert to support the original glass. There is no actual skylight frame to preserve. After consultation with Heritage Stratford and the local Architectural Conservancy of Ontario branch, it was concluded that the steel channels have little to no historic value and cannot be repurposed as skylights. Approximately 30 of the “U” channels have been retained on site in a covered portion of building to maintain a record of this portion of the structure.

Most of the wooden roof decking was rotted. However, sound material was found in certain areas and approximately 10 pallets of these roof planks have been retained on site in a covered portion of the building. Bracing and stabilization was completed as planned.

Overall, the liability associated with the asbestos roof covering has been eliminated, and the City has gained considerable knowledge on the condition of the structure. It is now possible for future designers to properly assess the structure and address redevelopment challenges. At this time, it is anticipated that the work of the tender will be completed for slightly less than the Council approved tender amount.

II) Site Servicing Planning and Design

City staff completed a comprehensive topographic survey of the entire parcel excluding the existing University of Waterloo building area. Combined with the various existing legal surveys and easement finalized during the expropriation process, the City now has the needed background information to complete servicing and internal roadway designs. Previous roadway construction projects adjacent to the site allow for suitable connections to the storm and sanitary sewer. Staff have now developed a preliminary internal roadway and servicing concept and expect to finalize designs early in 2023, subject to budget approval.

III) Certificate of Property Use

The City anticipates the issuance by the Ministry of the Environment, Conservation and Parks, of the Certificate of Property Use for the historic portion of the Cooper Site

identified for the site of the Community Hub, in the next few weeks. Once issued in final form by the Ministry, this will represent the conclusion of the four-year process to assess risks and redevelopment constraints. This document is currently on the Environmental Registry and the comment period has now closed. The City will be reviewing the CPU and considering next steps as it relates to the portion of the building identified for the Community Hub.

IV) Community Hub Fund-Raising Campaign

A separate report is listed for the October 11 Council meeting to consider the selection of a firm for Phase I of the community hub fund-raising campaign (campaign feasibility study).

Once the firm is retained for Phase I, the City intends to work in partnership with the YMCA to advance work on the architectural and engineering design work for the Community Hub building. Having a working design will be important for the Phase II (campaign plan) and Phase III (campaign execution) aspects of the community fund-raising campaign.

V) Next Steps

Staff are in the process of updating tentative workplan for the site. Adjustments are anticipated to the workplan, subject to direction from Council and the corresponding approvals to be sought during the 2023 budget deliberations.

Financial Implications:

Financial impact to current year operating budget:

A budget of just over \$5 million has been allocated for the beginning of the redevelopment activities. After ongoing structural rehabilitation work is complete, just over \$ 3 million will remain. There is no impact on the current year operating budget related to the work approved for the building as noted in this report.

Financial impact on future year operating budget:

Council approval will be required for future activities. At this time:

- Servicing work for 2024 has been included in our 2023 budget forecast.
- \$250,000 has been proposed in the 2023 capital budget for a Record of Site Condition for the second half of building

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.

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.

Equity and Local Economy

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

Culture and Community

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

Land and Nature

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

Travel and Transport

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

Material and Products

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

Zero Waste

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

Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT the report titled, "Cooper Block Community Hub Update for October 2022" (COU22-084), be received;

AND THAT Council provide further direction as necessary.

Prepared by: Joan Thomson, Chief Administrative Officer
Recommended by: Joan Thomson, Chief Administrative Officer



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

BEING a By-law to authorize the awarding of the Community Hub Fundraising Phase I project request for proposal [RFP-2022-38] and the undertaking of the work by Ketchum Canada Inc.

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 proposal [RFP-2022-38] of Ketchum Canada Inc. for the Community Hub Fundraising Phase I project 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 proposal [RFP-2022-38] for the Community Hub Fundraising Phase I project is \$32,600.00, excluding HST.
3. That Ketchum Canada Inc. is authorized to undertake the said work for the Community Hub Fundraising Phase I project, pursuant to the proposal and as directed by the Chief Administrative Officer, or delegate, of The Corporation of the City of Stratford.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 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 awarding of the Stratford Municipal Airport Study request for proposal [RFP-2022-25] and the entering into of a contract with HM Aero Inc.

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 proposal [RFP-2022-25] of HM Aero Inc. for consulting services for the Stratford Municipal Airport Study 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 proposal [RFP-2022-25] is \$41,194.15, including HST.
3. That HM Aero Inc. is authorized to undertake consulting services for the Stratford Municipal Airport Study, pursuant to the said proposal and as directed by the Fire Chief, or delegate, of The Corporation of the City of Stratford.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 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 Stratford Farm Equipment New Hamburg Ltd. for the supply and delivery of one Compact Loader and Attachments [T-2022-21].

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-2022-21] of Stratford Farm Equipment New Hamburg Ltd. for the supply and delivery of one Compact Loader and Attachments be accepted.
2. The accepted amount of the tender [T-2022-21] for one Compact Loader and Attachments is \$139,325.00, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 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 awarding of the Industrial Subdivision Development [RFP-2022-23] request for proposal, the entering into of a contract, and the undertaking of the work by MTE Consultants Inc.

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:

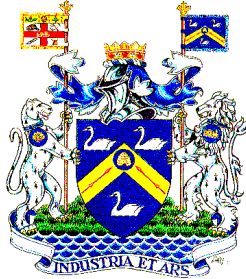
1. That the proposal [RFP-2022-23] of MTE Consultants Inc. for consulting services for Industrial Subdivision Development be accepted and the Chief Administrative Officer, or respective delegate, be and the same is hereby authorized to execute the contract for the said work and to affix the corporate seal thereto.
2. The accepted amount of the proposal [RFP-2022-23] is \$280,808.39, including HST.
3. That MTE Consultants Inc. is authorized to undertake consulting services for Industrial Subdivision Development, pursuant to the said proposal and as directed by the Director of Infrastructure and Development Services, or delegate, of The Corporation of the City of Stratford.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 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 establish fees and charges to be collected by The Corporation of the City of Stratford and to repeal By-law 172-2021 as amended.

WHEREAS the *Municipal Act, 2001, S.O. 2001*, provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

AND WHEREAS section 391 of the *Municipal Act* provides that without limiting sections 9, 10 and 11 of the *Municipal Act*, those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

AND WHEREAS section 398 of the *Municipal Act* provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS the *Planning Act, R.S.O. 1990, c. P.13, s.69(1)* as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect to planning matters;

AND WHEREAS pursuant to the *Building Code Act, 1992, S.O. 1992 c.7.1(c)* as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amount thereof;

AND WHEREAS Council of The Corporation of the City of Stratford deems it expedient to consolidate and update the fees and charges to be collected by municipal departments, local boards and authorized agents of The Corporation of the City of Stratford;

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

1. That the fees and charges as set out in the Schedules attached to this By-law of The Corporation of the City of Stratford are hereby established in respect of:
 - a) the services or activities provided or done by or on behalf of the municipality as may be set forth in the Schedules;
 - b) the costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality or any local board as may be set forth in the Schedules;
 - c) the use of the property of the municipality, including property under the control of the municipality as may be set forth in the Schedules; or,
 - d) the other activities as may be set forth in the Schedules.

2. Each Schedule to this By-law forms part of this By-law:
 - Schedule "A" Corporate-Wide Fees and Charges
 - Schedule "B" Building and Planning Fees and Charges
 - Schedule "C" Community Services Department Fees and Charges
 - Schedule "D" Corporate Services Department Fees and Charges
 - Schedule "E" Engineering and Public Works Fees and Charges
 - Schedule "F" Fire Department Fees and Charges
 - Schedule "G" Social Services Department Fees and Charges

3. Except where a contrary intention appears in the Schedules or in any other City By-law relating thereto, the fees and charges described in the attached Schedules shall be paid by the person or persons who have requested, received or obtained a service, activity or use of property identified in any of the Schedules.

4. The fees and charges described in the attached Schedules will be subject to Harmonized Sales Tax (HST), where applicable and shall be paid in addition to any fees and charges.

5. Except where a contrary intention appears in the attached Schedules or in any other City By-law relating thereto, or in the contract under which the service, activity or use of property is provided, all fees and charges shall be paid in full at the earlier of the following times:
 - a) At the time that the service, activity or use of property for which a fee or charge is payable, is received or obtained;
 - b) At the time that the service, activity or use of property for which a fee or charge is payable is requested, including sales of tickets and bookings for future activities, events and uses of property.

6. That the fees and charges shall be adjusted annually on January 1, by the Consumer Price Index (CPI), where indicated in the Schedules to this By-law. The CPI calculation is based on a 12-month average of the total CPI as calculated by the Bank of Canada from November 1st to October 31st.
7. That in those instances where the Consumer Price Index is less than zero (0), fees and charges shall not be adjusted by the CPI change for that year.
8. Despite Paragraphs 6 and 7, fees and charges may be adjusted, as approved by Council, to recover at a minimum, respective service, administration and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
9. Where any portion of a fee or charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the unpaid balance of such Fee or Charge shall bear simple interest from such due date until the first day of the month in which payment is made at the rate of 1.25% (15% per annum) thereafter until such fee or charge is paid in full.
10. Where any portion of a Fee or Charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the Treasurer may add the unpaid balance of such Fee or Charge, together with accrued interest, to the tax roll for the following properties:
 - a) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; and
 - b) In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
11. No request by any person, or their agent, for any information, service, activity or use of City property or facilities described in the Schedules attached to this By-law shall be acknowledged, processed or provided by the city departments unless and until the person or their agent, requesting the information, service, activity or use of City property or facility has paid or arranged to pay the fee or charge, where applicable, in the amount as set out in the Schedules to this By-law.

SCHEDULES

12. Where the Schedules to this By-law reference other By-laws in relation to Fees and Charges imposed hereunder, the terms and provision of such other By-laws shall apply to the Fees and Charges imposed hereunder, provided that, where there is a discrepancy in the stated amount of any such Fee or Charge between such other By-laws and this By-law, the Fees and Charges set forth in the Schedules of this By-law shall govern and any inconsistent By-laws shall be amended accordingly.

SEVERABILITY

13. Each Fee and Charge enacted pursuant to this By-law shall be treated as a separate enactment and shall not necessarily be affected by any determination of ultra vires or other invalidity or any other Fee and Charge enacted pursuant to this By-law.

EFFECTIVE DATE

14. This by-law shall come into force and take effect upon the final passage thereof.

APPLICATION

15. Sections 9 and 10 apply to Fees and Charges which have been enacted pursuant to Part XII of the *Municipal Act, 2001*. Where Fees and Charges in this By-law have been enacted upon an authority other than Part XII of the *Municipal Act, 2001*, sections 9 and 10 shall only apply to such Fees and Charges if and to the extent permitted by such other authority.

INTERPRETATION

16. In this By-law, unless the context otherwise requires words importing the singular number shall include the plural.
17. If a Court declares any section or part of a section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

REPEAL

18. That By-law 172-2021, and all amendments thereto, are hereby repealed upon this By-law coming into force and effect.
19. The repeal of By-law 172-2021 as amended shall not have the effect of invalidating any debt which came into existence as a result of the said By-law, and any amounts owing to the Municipality under the said By-law shall remain due and owing to the Municipality and with all the remedies for collection of same, as if the said By-law 167-2020 as amended had never been repealed.
20. All other By-laws which reference user fees and charges that are outlined in the Schedules attached to this By-law are hereby amended to refer to the respective schedule stated in this By-law.

TITLE

21. This By-law may be referred to as the "Fees and Charges By-law".

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe

THIS IS SCHEDULE "A" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

CORPORATE-WIDE FEES AND CHARGES
(all departments)

All Fees are subject to HST where applicable

Miscellaneous

Item	Fee
Any cheque not cleared by the City's bank [NSF]	\$40.00

Area Openings and Encroachment Fees

Item	Fee
Application Fee for Area Openings or Encroachment	\$567.92
<p>The size of the encroachment is used in the calculation of the annual fee. This fee is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property. This calculation will be determined by the City on an annual basis. Once calculated, this annual fee is added to the tax bill of the property owner.</p> <p>The minimum annual fee, regardless of the area, is \$50.00 plus the annual CPI increase. An annual fee will not be charged for encroachments in institutional zones.</p>	Minimum Fee - \$50.00 plus annual CPI increase
Application Fee for Release of an encroachment agreement	\$404.95
Fee to Register and to Release Liens on property [includes but is not limited to loans by the City and heritage loan to heritage property owners]	\$425.00 to register a lien on title or to release a lien on title

General Information Requests

Item	Fee
Search time	\$7.50 for each 15 minutes
Research time	\$7.50 for each 15 minutes
Record preparation	\$7.50 for each 15 minutes
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

Personal Information Requests (Own Information)

Item	Fee
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

THIS IS SCHEDULE "B" TO BY-LAW XXX-2022

of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

PLANNING FEES AND CHARGES

All Fees are subject to HST where applicable.

Planning Application Fees and Charges

In addition to the application fees listed below in sections A) to G), where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City's actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

A) Application

Item	Fee
i) Applications for an Amendment to the Zoning By-law	\$4,715.00
ii) Applications for an Amendment to the Official Plan	\$5,730.00
iii) Concurrent Applications for an Amendment to the Official Plan and Zoning By-law	\$6,325.00
iv) Applications for an Amendment to the Official Plan and/or Zoning By-law requiring recirculation	\$1,190.00
v) Applications to the Committee of Adjustment for minor variance from By-laws passed pursuant to the <i>Planning Act</i>	\$1,300.00
a) If an applicant requires a recirculation	\$715.00
vi) Applications to the Committee of Adjustment for consent of one lot/easement (severance)	\$1,455.00
a) Each additional lot/easement (severance)	\$215.00
b) If an application requires a recirculation	\$760.00
vii) Applications to the Committee of Adjustment for a change to conditions of approval	\$540.00
viii) Concurrent Applications to the Committee of Adjustment for consent and minor variance	\$1,730.00
ix) Applications for the passing of a Part-lot Control exemption by-law	\$1,520.00
a) For each additional new part created	\$110.00
x) Applications for the removal of a Holding Provision	\$2,010.00
xi) Applications to extend a Temporary Use	\$1,455.00
xii) Application for Pre-Application Consultation	\$0.00

B) Site Plan Application

Item	Fee
i) Applications for site plan approval	\$3,465.00
a) An additional fee will be added if building or addition is equal to or greater than 3,716 m ² or 40,000 sq.ft., or greater than 50 units.	\$1,085.00
ii) Applications for an amendment to a site plan agreement	\$2,325.00
iii) Applications for a minor amendment to a site plan agreement (Section 8.3.3)	\$430.00
iv) Applications for site plan approval for infill developments	\$1,835.00
v) Letter of conformity relating to site plan agreement compliance	\$97.00

C) General

Item	Fee
i) Letters of conformity (other than By-law 92-75) – with survey	\$97.00
ii) Letters of conformity – without survey	\$80.00
iii) Letters of conformity without survey – 2 business day response time	\$150.00
iv) Letters of conformity with survey – 2 business day response time	\$160.00
v) Full size registered plans, plans of condominium, city street maps	\$25.00
vi) Custom Plots	\$50.00
vii) Change of Municipal Address	\$160.00

D) Plan of Subdivision, Vacant Land Condominium and Common Element Plans of Condominium

Item	Fee
i) Up to 50 development lots/blocks/units*	\$7,790.00
a) An additional fee will be added if greater than 50 units is proposed*	\$1,080.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,190.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$430.00
iv) Registration of final plan	\$665.00
v) Extension of Draft Approval	
a) Recirculation required	\$1,190.00
b) No recirculation required	\$430.00

*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.

E) Standard, Amalgamated, Phased and Leasehold Condominium

Item	Fee
i) Up to 50 units	\$4,440.00
a) An additional fee will be added if greater than 50 units proposed*	\$1,080.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,190.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$430.00
iv) Registration of final plan	\$645.00
v) Condominium Exemption	\$1,320.00

*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.

F) Miscellaneous

Item	Fee
i) Deeming Application	\$1,080.00
ii) Driveway Widening Review	\$107.00

G) Secondary Suite Registration

Item	Fee
Registration of a new Secondary Suite	\$255.00
Renewal of previously registered Secondary Suite	\$155.00

*These rates shall automatically increase and be rounded to the nearest dollar on the first day of January in each year by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) published by Statistics Canada during the 12-month period ending on October in the year immediately preceding the rate increase date.

THIS IS SCHEDULE "C" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

COMMUNITY SERVICES DEPARTMENT FEES AND CHARGES

SPECIAL EVENTS

Item	Fee (includes tax)
Non-Refundable late fee, expedited service	\$150.00/application
Road-Closures that extend beyond approved times	\$50.00/hour to a maximum of \$500.00

RECREATION FACILITIES

Item	Fee (includes tax)
Rental dues where total rental fee is <\$100	100% of fee, non-refundable
Rental deposit where total rental fee is >\$100	25% of fee, non-refundable
Discount to Community Organizations	Maximum of 30%
Discount for underutilized hall and meeting space	Maximum of 50%

Arenas

Summer Ice Rates (April 1 to September 30)

Item	Fee (includes tax)
Standard Rental	\$204.00/hour
Minor Sports	\$204.00/hour
Slice of Ice, Single Admission	\$19.50/hour

Winter Ice Rates (October 1 to March 31)

Item	Fee (includes tax)
Prime Time	\$240.00/hour
Non Prime Time	\$204.00/hour
Minor Sports (October 1 to April 30)	\$204.00/hour
Slice of Ice, Single Admission	\$19.50/hour

Arena Floor – No Ice Rentals

Item	Fee (includes tax)
Sports and Short Period Rentals	\$133.34/hour
Private Full Day Rental (maximum 12 hours)	\$1,706.30/day

Halls and Meeting Space

Weekdays: Monday at 7:00am to Friday at 4:00pm

Single Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$31.64/hour
Beyond 8 hours	\$253.12/day

Double Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$38.42/hour
Beyond 8 hours	\$307.36/day

Banquet Halls

Item	Fee (includes tax)
Up to 8 hours	\$72.32/hour
Beyond 8 hours	\$578.56/day

Event Halls

Item	Fee (includes tax)
Single Hall	\$875.75/day
Entire Hall (four single halls)	\$3,084.90/day

Evenings/Weekends: Friday after 4:00pm to Sunday at Midnight

Single Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$47.46/hour
Beyond 8 hours	\$379.68/day

Double Meeting Room

Item	Fee (includes tax)
Up to 8 hours	\$58.76/hour
Beyond 8 hours	\$470.08/day

Banquet Halls

Item	Fee (includes tax)
Up to 8 hours	\$83.62/hour
Beyond 8 hours	\$668.96/day

Event Halls

Item	Fee (includes tax)
Single Hall	\$1,141.30/day
Entire Hall (four single halls)	\$3,751.60/day

Amenities

Kitchen

Item	Fee (includes tax)
Agriplex	\$118.65/day
Rotary Complex Community Halls	\$175.15/day

Audio Visual

Item	Fee (includes tax)
Wireless microphone	\$67.80/day
Wired microphone	\$29.38/day
Portable TV/VCR/DVD player	\$20.34/day

Electrical Connections

Item	Fee (includes tax)
110V 15 AMP connection	\$23.73/day
110V 30 AMP connection (with panel)	\$40.68/day
220V connection	\$163.85/day

Data Connections

Item	Fee (includes tax)
Wired internet (per single connected unit)	\$61.60/day

Installations

Item	Fee (includes tax)
Stage, 4 section starter (16' x 8')	No charge
Stage, additional sections (max 24 sections)	\$20.34/day
Insulated floor to cover ice surface	\$2,299.55/day
Judges Platform, 4 section starter (16' x 8')	\$813.60/day
Judges Platform, additional sections (4' x 8')	\$84.75/day

Bar Charges

Item	Fee (includes tax)
Draft fee	\$85.88/day
Ice	\$47.46/day

Multi-Use Sports Fields

Stratford Agriplex - Indoor

Item	Fee (includes tax)
Single court	\$45.20/hour
All 4 courts for sport tournament use	\$988.75/day

Fields - Outdoor

Item	Fee (includes tax)
Single Field/Diamond, 2 hours (maximum 2 hours)	\$70.06/use
Single Field/Diamond, ½ day (maximum 4 hours)	\$129.95/half day
Single Field/Diamond, full day (8 hours or more)	\$259.90/day
Minor Sport Use	\$14.69/participant

Beach Volleyball – Outdoor (May 1 – October 31)

Item	Fee (includes tax)
Single court	\$16.95/hour
All 4 courts (8 hours or more)	\$542.40/day

Market Square

Daily Rental Fees

Item	Fee (includes tax)
All of Market Square	\$452.00/day
All of Market Square (Community Organization)	\$56.50/day
Adjacent Parking Area	\$226.00/day
Adjacent Parking Area (Community Organization)	No fee

Amenities

Item	Fee (includes tax)
Hydro	\$16.95/location/day
Water	\$16.95/location/day
Int. Washrooms – Weekdays, 4:30 – 11:30pm	\$21.47/hour
Int. Washrooms – Weekdays, before 8:30am	\$142.38/hour
Int. Washrooms – Weekdays, after 11:30pm	\$142.38/hour
Int. Washrooms – Weekends 9am – 11:30pm	\$47.46/hour
Int. Washrooms – Weekends before 9am	\$142.38/hour
Int. Washrooms – Weekends after 11:30pm	\$142.38/hour
Int. Washrooms – Holidays, 8:30am – 11:30pm	\$142.38/hour
Removal of Bollards	Quote request required

TRANSIT

Standard Transit

Single Ride, Cash

Item	Fee (tax not applicable)
Child (under 5 years)	No charge
Student and Affordable	\$2.50/single
Adult	\$3.00/single
Senior	\$2.75/single

Single Ride, Tickets

Item	Fee (tax not applicable)
Student and Affordable	\$2.25/single
Adult	\$2.75/single
Senior	\$2.50/single

Single Day Pass

Item	Fee (tax not applicable)
Single Rider	\$7.00/day
Family (1 adult plus up to 4 riders)	\$15.00/day

30 Day Pass

Item	Fee (tax not applicable)
Student and Affordable	\$60.00/pass
Adult	\$70.00/pass
Senior	\$60.00/pass

Charters

Item	Fee (tax included)
Charter (minimum charge of \$50.00)	\$96.05/hour

Parallel Transit

In Town, One-Way Trip

Item	Fee (tax not applicable)
Adult	\$3.00/single
Senior	\$2.75/single

In Town, Other

Item	Fee (tax not applicable)
10 Ride Card	\$30.00/card

Passes

Item	Fee (tax not applicable)
Single Day Pass	\$7.00/day
Adult, 30 Day	\$70.00/pass
Senior/Affordable, 30 Day	\$60.00/pass

Out of Town, One-Way Trip

Item	Fee (tax not applicable)
Ride	\$3.00/single plus \$1.47/km

Charters

Item	Fee (tax included)
Charter, In Town	\$35.76/hour + single ride fee
Charter Wait Time	\$35.76/hour

RECREATION PROGRAMS

Skating

Single Admission

Item	Fee (includes tax)
Child (under 5 years)	No charge
General Admission (5 years +)	\$4.00/single
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$14.00/family

Season Pass

Item	Fee (includes tax)
Child (under 5 years)	No charge
Child (5 – 14 years)	\$66.00 (tax not applicable)
Youth (15 – 18 years)	\$68.00/pass
Adult (19 – 54 years)	\$84.00/pass
Senior (55 years +)	\$72.00/pass
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$224.00/pass

Sponsored Skate

Item	Fee (includes tax)
Sponsored Skate	\$548.05/hour

Aquatics

Single Swim

Item	Fee (includes tax)
Child (under 2 years)	No charge
General Admission (2 years +)	\$4.00/swim
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$15.00/swim

Season Pass

Item	Fee (includes tax)
Child (under 2 years)	No charge
Child (2 – 14 years)	\$92.00/season (tax not applicable)
Youth (15 - 18 years)	\$105.00/season
Adults (19 – 54 years)	\$150.00/season
Seniors/Special Population (55 years +)	\$112.00/season
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$288.00/season

Swim Lessons

Item	Fee (tax not applicable)
½ hour (2week session)	\$86.00/session
¾ hour (2-week session)	\$96.00/session
1 hour (2-week session)	\$102.00/session
Swim Team	\$165.00/session

Private Swim Rentals

Item	Fee (includes tax)
1 - 30 Swimmers	\$226.00/hour
31 - 125 Swimmers	\$259.90/hour

Sponsored Swims

Item	Fee (includes tax)
Sponsored Swim	\$197.75/hour
Sponsored Free Swim	\$627.15/hour

Day Camps

Item	Fee (tax not applicable)
5-day Week	\$155.00
4-day Week	\$125.00
Single Day	\$35.00

ADVERTISING

Digital Advertising – Indoor Displays

8-inch Advertisement

Item	Fee (includes tax)
1 Month	\$144.64/term
3 Months	\$412.45/term
6 Months	\$819.25/term
9 Months	\$1,226.05/term
12 Months	\$1,638.50/term

18-inch Advertisement

Item	Fee (includes tax)
1 Month	\$288.15/term
3 Months	\$819.25/term
6 Months	\$1,644.15/term
9 Months	\$2,463.40/term
12 Months	\$3,277.00/term

26-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Digital Advertising – Transit Displays

24-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Rink Board Sign Advertising

Item	Fee (includes tax)
For Glass (one time change)	\$327.70/glass
For Year	\$740.15/year

CEMETERY

Lots

Item	Dimensions	Land	Perpetual Care	HST	Total
Single Grave	1m x 3m	\$999.31	\$646.80	\$213.99	\$1,860.10
2 Grave Plot	2m x 3m	\$1,998.61	\$1,293.60	\$ 427.99	\$ 3,720.20
3 Grave Plot	3m x 3m	\$ 2,997.92	\$1,940.00	\$ 641.93	\$ 5,579.85
6 Grave Plot	3m x 3m	\$ 5,995.84	\$3,880.80	\$ 1,283.96	\$ 11,160.60
Child Plot Upright	3ft x 7ft	\$277.20	\$184.80	\$60.06	\$522.06
Infant Plot Flat Marker	2ft x 4ft	\$207.90	\$138.60	\$45.05	\$391.55
Stillborn Plot Flat Marker	2ft x 48in	\$207.90	\$138.60	\$45.05	\$391.55
Cremation Plot Flat Marker	2ft x 2ft	\$ 371.17	\$240.24	\$ 79.48	\$ 690.89
Cremation Plot Flat Marker	4ft x 4ft	\$ 742.34	\$480.48	\$ 158.97	\$ 1,381.79

Niches

Item	Dimensions	Land	Perpetual Care	HST	Total
Columbarium Wall	144 cubic inch	\$ 2,131.63	\$365.22	\$ 324.59	\$ 2,821.44
Bronze Scrolls	n/a	\$ 850.00	n/a	\$ 110.50	\$ 960.50
Level above bottom (per level)	n/a	\$50.00	n/a	\$6.50	\$56.50

Avondale Garden Mausoleum

Item	Level	Cost	Maintenance	HST	Total
Section #1	E	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
Premium	D	\$7,733.88	\$1,933.47	\$1,256.76	\$10,924.11
	C	\$9,882.18	\$2,470.55	\$1,605.85	\$13,958.58
	B	\$8,808.03	\$2,202.00	\$1,431.30	\$12,441.33
	A	\$6,015.24	\$1,503.81	\$977.48	\$8,496.53
Section #2	E	\$5,157.08	\$1,288.98	\$837.99	\$7,284.05
Interior Courtyard	D	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
	C	\$8,593.20	\$2,148.30	\$1,396.40	\$12,137.90
	B	\$7,519.05	\$1,879.76	\$1,221.85	\$10,620.66
	A	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Section #3	E	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Exterior Courtyard	D	\$5,585.58	\$1,396.40	\$907.66	\$7,889.66
	C	\$7,304.22	\$1,826.06	\$1,186.94	\$10,317.22
	B	\$6,293.07	\$1,556.94	\$1,020.50	\$8,870.51
	A	\$4,296.60	\$1,074.15	\$698.20	\$6,068.95

Scattering Garden

Item	Dimensions	Service	Perpetual Care	HST	Total
Sale of scattering services	n/a	\$400.00	\$30.00	\$55.90	\$485.90
Single Memorial Plaque	1in x 6in	\$270.00	\$0.00	\$35.10	\$305.10
Double Memorial Plaque	2.25in x 6in	\$320.00	\$0.00	\$41.60	\$361.60
Double Plaque with text	3.5in x 6in	\$370.00	\$0.00	\$48.10	\$418.10
Replacement Certificate of Interment Rights	n/a	\$30.00	\$0.00	\$3.90	\$33.90

Interment Charges

Item	Base Rate	HST	Total
License Fee (if applicable)	\$10.00	\$0.00	\$10.00
Adult Regular Depth	\$912.45	\$118.62	\$1,031.07
Adult Double Depth	\$1,068.38	\$138.89	\$1,207.27
Child 3ft x 6ft opening	\$346.50	\$45.05	\$391.55
Child 2ft x 4ft opening	\$231.00	\$30.03	\$261.03
Stillborn 2ft x 20in opening	\$231.00	\$30.03	\$261.03
Mausoleum Entombment Opening	\$682.19	\$88.68	\$770.87
Cremation Remains (12ft x 12ft)	\$365.27	\$47.49	\$412.76
Cremation Remains (over 12ft x 12ft)	\$498.10	\$64.75	\$562.85
Cremation Remains in Columbarium Niche	\$332.06	\$43.17	\$375.23
Winter Storage	\$317.63	\$41.29	\$358.92

Disinterment Charges

Item	Base Rate	HST	Total
For burial in another cemetery	\$1,760.84	\$228.91	\$1,989.75
For burial in another plot in Avondale	\$2,817.32	\$366.25	\$3,183.57

Foundations

Item	Base Rate	HST	Total
Priced per cubic foot at minimum cost of \$242.00 plus taxes	\$27.91/cubic foot	applicable	Contingent on size
Inspection fee (not to exceed \$84.52)	\$78.80	\$9.72	\$84.52
Flat Marker Installation	\$55.00	\$7.15	\$62.15
Flat Marker Installation over 173 square inches	\$100.00	\$13.00	\$113.00
Up to 4 feet x 4 feet	\$200.00	\$26.00	\$226.00
Over 4 feet x 4 feet	\$400.00	\$52.00	\$452.00

Other

Item	Base Rate	HST	Total
Saturday Burials	\$362.67	\$47.15	\$409.82
Chapel Committal Service	\$99.30	\$12.91	\$112.21
Transfer of Certificates of Interment Rights	\$101.56	\$13.20	\$114.76
Entry of Funerals after hours (per 15 minutes)	\$40.40	\$5.25	\$45.65

THIS IS SCHEDULE "D" TO BY-LAW XXX-2022
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passed this 11th day of October, 2022.

CORPORATE SERVICES DEPARTMENT FEES AND CHARGES

Item	Fee
Commissioning of Document	\$25.00 per document
Marriage Licence	\$125.00 per licence
Civil Marriage Ceremony	\$300.00 plus HST = \$339.00
Civil Marriage Ceremony Cancellation Charge (if cancelled within one (1) week of ceremony date)	\$50.00 plus HST = \$56.50
Witness Fee for Civil Ceremony	\$25.00 per witness
Retail Business Holidays Act Exemption Application *fees are increased annually by the CPI	Single Application - \$547.2 Shopping Mall - \$656.64 Group of 3 or more stores on same property - \$656.64
Bicycle Licences	\$4.00 (17 years and under) \$6.00 (18 years and older)
Rental of municipal sidewalk/road allowance for outdoor café	\$2.70/square foot
Tax Certificate	\$60.00
Tax Certificate – Rush (less than 48 hours)	\$75.00
Duplicate Tax Bill	\$10.00
Statement of Tax Account	\$10.00
Additions of balances to Tax Roll	\$25.00
Tax Arrears Notice (at December 31)	\$10.00
Final Warning – Before Tax Sale Registration	\$20.00
Tax Sale Registration Administration Fee – Setup	\$100.00
Tax Sale Registration Administration Fee – When Registered	\$250.00
Registration of Death	\$20.00 if issued at Clerk's Office \$40.00 if issued at Stratford Fire Department

Municipal Information Form	\$45.00 for any AGCO Form – Municipal Information Form, Special Occasion Permit, Municipal Designation as a Significant Event
Rental rate for meter hoods in the core area – there shall be a limit of two hoods (4 spaces) in any section of a block of a parking area at any one time	\$6.75 per day per single meter plus HST \$13.50 per day per double meter plus HST \$50.00 deposit \$10.00 administration fee

Dog and Cat Licensing – if paid before March 1

Dog or Cat	Regular	Senior's discount
Altered	\$20.00	\$17.00
Unaltered	\$50.00	\$42.50
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – if paid after March 1

Dog or Cat	Regular	Senior's discount
Altered	\$30.00	\$25.50
Unaltered	\$60.00	\$51.00
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – other fees

Item	Fee
Replacement Tag	\$10.00
Kennel/Cattery License	\$550.00
Specialized Needs Dog	No fee

NOTE: New residents to Stratford may bring a current tag from another municipality and exchange it at no cost for a current City of Stratford tag (one time only)

Municipal Lottery Licensing Fees

Item	Fee
Raffles, where the total value of all prizes to be awarded does not exceed \$50,000.00	3% of the total value of all prizes to be awarded
Bazaar Lotteries	3% of prizes for a bingo and 3% of prizes for a raffle and \$10.00 per wheel of fortune per day
Break-open ticket lotteries where tickets are not sold in conjunction with another gaming event	3% of total prizes per box (unit)

Bingo Lotteries	\$100.00 per event
Catch the Ace lottery events	The payment of the lottery licence fee remains at 3% however the payment and timing of the fees may be spread out over the licence period.

Table A.2

Location	Rate	Effective Date
On-street Parking Rate	\$1.50 per hour	April 1, 2020
Off-street Parking Rate	\$1.25 per hour	April 1, 2020

Table B.1 – parking permits for municipal parking lots effective October 31, 2015

PARKING LOT	TIME PERIOD Up to a maximum of six months
York Street Parking Lot – 10 permits available, downtown residents only	\$100.66 + HST = \$113.75 per month
Erie Street Parking Lot – “Lower” sections B and C – 24 permits available	\$100.66 + HST = \$113.75 per month
Rear of Stratford Jail / Rear of Perth County Court House – 1 Huron Street – 4 permits available	\$100.66 + HST = \$113.75 per month

Auditorium Rental Rates

Booking Fee (at time of Booking) \$150.00 plus 10% of estimated Rental Fee (non-refundable)

RENTAL PERIOD	CITY HALL AUDITORIUM	SHAKESPEARE ROOM (3 rd Floor) (Booked only in conjunction with Auditorium)
Monday to Friday between 8:30 a.m. and 11:30 p.m., *Holidays excluded	\$30.75 per hour (minimum 1 hour)	\$51.25 flat fee per day
After 11:30 p.m. Monday to Friday	\$153.75 per hour (minimum 1 hour)	\$61.50 per hour (minimum 1 hour)
Set-up and Take Down by City Staff Monday to Friday	\$30.75 per hour (minimum 3 hour)	n/a
Saturday and Sunday between 9:00 am and 11:30 pm	\$61.50 per hour (minimum 3 hour)	\$61.50 flat fee

*Holidays between 8:30 am and 11:30 pm	\$153.75 per hour (minimum 3 hour)	\$61.50 flat fee
After 11:30 pm	\$153.75 per hour (minimum 1 hour)	\$61.50 per hour (minimum 1 hour)
Set-up and Take Down by City Staff Saturday and Sunday	\$61.50 per hour (minimum 1 hour)	n/a
Wireless Internet Connection Fee *only available during regular business hour rentals	\$61.50 per day	\$61.50 per day

All rates are also subject to an annual Consumer Price Index increase as provided for in this By-law.

Registered charitable organizations receive a 20% discount of the booking fee and rental rates.

THIS IS SCHEDULE "E" TO BY-LAW XXX-2022
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**INFRASTRUCTURE AND DEVELOPMENT SERVICES
FEES AND CHARGES**

Miscellaneous

Item	Fee
Land transfer inquiries	\$60.00 per land transfer inquiry
Street Permit: Hoarding on City Sidewalk Excavation on Road Allowance	\$65.00
Hydration Station Rental	\$25 per day

Administrative Fees

Item	Fee
New Sewer and/or Water Connections	\$180.00 plus actual cost of the project
Sewer and/or Water Repairs	\$80.00 plus actual cost of the project
Private Sidewalk and Curb: Driveway widenings or relocation Curb or sidewalk replacement Damage deposit and repair	\$80.00 plus actual cost of the project
Sidewalk or Curb Repair for Utility Companies	\$40.00 per location plus actual cost of the project
Miscellaneous Invoice: Damaged sign and traffic signals Street cleaning (mud, fuel, oil) Sewer flushing Garbage pickup Road Closures for MTO, etc.	7% with minimum of \$80.00 Plus actual cost of the activity, including but not limited to staff hourly rates, payroll burden, vehicle and equipment rates and markup.
Payroll Burden on invoices to the public	45%
Warehouse Fee on the invoices to the public for material taken from stock	15%
Temporary Access Across Municipal Property (Policy P.3.6) Fees and damage deposits subject to annual Consumer Price Index increase	\$50 per application, plus damage deposit of \$100 per metre of private property abutting city property

Item	Fee
As Built Drawings	\$25.00 per sheet

Water Rates

Consumption Charge	2023
First 3 cubic metres	\$2.81/m ³
All additional cubic metres	\$1.15/m ³
Minimum consumption charge	\$8.43

Monthly Flat Charge	2023
Under 1 inch meter	\$9.25
1 inch meter	\$14.25
1½ inch meter	\$18.00
2 inch meter	\$22.00
3 inch meter	\$29.75
4 inch meter	\$39.00
6 inch meter	\$66.00
8 inch meter	\$89.25

Sanitary Sewer

Sewage Service Rate	2023
First 3 cubic metres	\$4.39/m ³
All additional cubic metres	\$1.79/m ³
Minimum consumption charge	\$13.17
Fixed monthly charge	\$9.25

Development, Subdivision and Condominium Servicing Agreements

Item	Fee
a) Administrative fees for preparation of an agreement	\$2,240.00
b) Review fees for Engineering Submissions	
i) Variable fee per single detached or semi detached dwelling lot per submission	\$55.00
ii) Variable fee per block per submission (excluding road widening and reserve blocks)	\$110.00
c) Construction Inspection Fee (prior to registration of the agreement)	2% of total construction cost estimate
d) Subdivision Tree fee (prior to registration of the agreement) Number of required trees to be determined by Manager of Parks, Forestry & Cemetery	\$300 per tree

Waste Management

Waste Management Rates	2021
Bag Tag	\$3.75
Bag or Can at Landfill Site	\$4.80
Minimum scale rate	\$20.00
Tip Fee – concrete	\$5.00 per tonne
Tip Fee – regular – loose loads of waste	\$87.25 per tonne
Tip Fee – regular – more than five (5) bags or cans of waste	\$87.25 per tonne
Tip Fee – regular – loads of recyclables, brush or yard waste 200 kilograms or greater	\$87.25 per tonne
Tip Fee – large hauler – waste haulers bringing in excess of 10,000 tonnes of waste in a twelve-month period	\$80.00 per tonne
Tip Fee – Asbestos	\$175.00 per tonne
Scale down – car	\$20.00
Scale down – truck	\$25.00
Scale down – trailer	\$22.75
Scale down- Roll off	\$12.25/cubic yard
Scale down – Packer	\$17.50/cubic yard
Large Item Tag	\$13.85
Recycle Box	\$7.30
Backyard Composter	\$29.00
White Goods – Freon removal	\$44.00
White Goods – No Freon	\$25.00
Televisions & computer monitors	\$0.00
Commission Fee on sale of garbage bag tags	5%
Finished compost produced through the City's organic diversion program to Commercial Users and Landscapers	\$3.50/cubic metre

An administrative fee of \$25.00, excluding applicable taxes, shall be charged by the City to provide duplicate copies of tickets for tipping fees when requested to do so.

Tipping Fees for Eligible Brownfields Sites

Developers of contaminated properties who are eligible for tax increment-based grant financing under the City's brownfields program will:

- A) pay the tipping fees for the minimum projected quantities of contaminated soil to be removed as recommended in a Phase II Environmental Assessment prepared by a recognized environmental engineering firm, such report to be accepted by the City's Director of Infrastructure and Development Services; and

- B) enter into an agreement with the City to pay the tipping fees, over time, for any quantities of contaminated soil that are actually delivered in excess of the projected minimum amount by agreeing that the City shall deposit the amount of all tax increments, for which the developer would otherwise be entitled to relief by way of grant, to the tipping fee reserve until the balance of the amount owing is paid, with any portion of the tipping fees still owing to the City at the end of the tax increment-based grant financing period to be then immediately due and payable.

Further that the Director of Infrastructure and Development Services be authorized to make arrangements with developers who qualify under this policy to either accept contaminated soil at the Stratford landfill site or divert quantities to another landfill site.

Development, Subdivision and Condominium Servicing Agreements

Item	Fee
e) Administrative fees for preparation of an agreement	\$2,300.00
f) Review fees for Engineering Submissions:	
iii) Variable fee per single detached or semi-detached dwelling lot per submission	\$55.00
iv) Variable fee per block per submission (excluding road widening and reserve blocks)	\$110.00
g) Construction Inspection Fee (prior to registration of the agreement)	2% of total construction cost estimate
h) Subdivision Tree fee (prior to registration of the agreement). Note. The number of required trees to be determined by Manager of Parks, Forestry & Cemetery	\$300 per tree

Site Alteration

Item	Fee
Site Alteration Permit Fee	\$500.00
Site Alteration Permit Renewal Fee	\$500.00
Site Alteration Transfer of Permit Fee	\$250.00
Preparation of Site Alteration Agreement Fee (including registration fee)	All costs to be recouped from the Applicant

THIS IS SCHEDULE "F" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
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FIRE DEPARTMENT FEES AND CHARGES

SERVICE	FEE
Officer Incident Report	\$100
Fire Investigation Report	\$100
Property Records Search and Letter	\$100
Air Cylinder Refill, 30-45-60 minute capacity	\$10
Air Cylinder Refill, 300 cubic foot capacity	\$30
Nuisance/malicious responses (i.e. Open Burning By-law Violation)	Most current MTO rates (\$509.89) per fire vehicle responding.
Property Inspection and Letter (includes residential inspection for a Day Care)	Residential - \$150 for first unit plus \$25 for each additional unit per building. Commercial/Industrial - \$150 for first unit plus \$25 for each additional unit per building, plus \$25 for each 5,000 sq. ft. over 10,000 sq. ft.
Open Burn fire inspection and permit as in By-law 5-2006 as amended	\$100
Annual fire inspection fee for inns with 6 or more guest rooms as defined in the City of Stratford Comprehensive Zoning Bylaw 10-2022	\$150 plus \$25 per unit for each unit over one.
Alcohol and Gaming Commission Special Occasion Permit/Inspection	\$100
Liquor Licence Application and Inspection	\$150
Fire extinguisher training	\$130 per session, maximum 12 persons; \$10 per each additional person up to a maximum of 20. \$5 for personal certificate if requested. Trainee is required to supply their own extinguisher.

SERVICE	FEE
Fire Department Assistance beyond Normal Requirements or Circumstances (i.e. Fire Staff and Vehicle required for fire watch)	\$100 per firefighter per hour. Current MTO rate per fire vehicle (\$509.89).
Response to False Automatic Fire Alarm	Current MTO rate (\$509.89) for attending per fire vehicle.
Failure to notify of system maintenance	Current MTO rate (\$509.89) for attending per fire vehicle.
Nuisance/malicious false alarms	Current MTO rate (\$509.89) for attending per fire vehicle.
Review of propane facility Risk and Safety Management Plans: <ul style="list-style-type: none"> a) Initial R&SMP review process for a new, existing or expanding propane facility b) Subsequent annual review for existing propane facilities 	<ul style="list-style-type: none"> a) \$400 not including fees for third party or external review; b) \$200 not including fees for third party or external review.
Re-inspection for Fire Code Non-compliance and/or Deficiencies	\$150
Occupant Load Calculations	\$100
Tent Inspections	\$100
Storage Site Inspections	\$100

HST applied where applicable.

THIS IS SCHEDULE "G" TO BY-LAW XXX-2022
of The Corporation of the City of Stratford
passed this 11th day of October, 2022.

SOCIAL SERVICES DEPARTMENT FEES AND CHARGES

Anne Hathaway Daycare Centre

Toddler (18 months to 2.5 years)

Length of Time	Fee
Weekly	\$120.30
Daily	\$29.42

Preschool (2.5 to 4 years)

Length of Time	Fee
Weekly	\$104.79
Daily (includes JK and SK)	\$25.18

Nursery School (9:30am to 1:30pm)

Length of Time	Fee
Daily	\$18.34

Before and After School

Length of Time	Fee
Kindergarten	\$7.25 am or pm
Grade 1-6	\$6.63 am or pm

Britannia Street Housing

General Repairs

Item	Fee
Replacement of screens	\$45.00 – small window \$55.00 – large window \$60.00 – exterior door
Replacement of windows (damaged, broken or missing)	\$150.00 – less than 1000 square inches \$500.00 – more than 1000 square inches
Drywall Repair	\$100.00 2 sq. ft., and under (per wall) \$120.00 2 sq.ft. and over (per wall)
Door Repair	\$50.00 (per door)
Window Repair	\$45.00 (per window)
Replacement of interior doors (includes labour and hardware, as required)	\$140.00 – without frame \$200.00 – with frame

Item	Fee
Replacement of Main Building Door	\$5,000.00
Replacement of exterior doors (includes labour and hardware, as required)	\$900.00 – exterior door
Replace kitchen cupboard doors or hinges	\$90.00 per door \$50.00 per hinge pair
Replace kitchen countertop	\$60.00 per linear foot
Wallpaper/border removal (includes shelf/drawer liner)	\$100.00 per wall \$80.00 per border per wall
Additional coat of paint/stain blocking	At cost based on tender pricing
Removal of peel and stick tile	<100 sq ft - \$3.00 per square foot >100 sq ft - \$4.00 per square foot
Damage to flooring	\$10.00 per square foot
Missing handrails	\$100.00 per handrail
Parking for secondary vehicle	\$25.00 per month

Plumbing Repairs

Item	Fee
Install new toilet	\$300.00
Plugged toilet or drain	\$70.00 per occurrence
Kitchen taps	\$135.00 (installed)
Vanity sink and taps	\$135.00 (installed)

Electrical Repairs

Item	Fee
Missing light fixtures	\$50.00 – interior/exterior
Broken/Damaged/Painted Receptacles	\$15.00 – for the first three \$5.00/receptacle after first three
Missing (or tampered with) smoke detectors	\$150.00 each, plus possible fine by Fire Department (up to \$25,000.00)
Broken thermostat	\$75.00
No heat call with no issue	\$50.00
Missing/broken light shade	\$50.00

Locksmithing

Item	Fee
Replacement Fob	\$75.00
Repin lock	\$75.00
Replace Unit Door Lock	\$75.00 – replace lock
Replace door handle	\$75.00 – replace handle
Mailbox Key Replacement	\$75.00

Pest Control

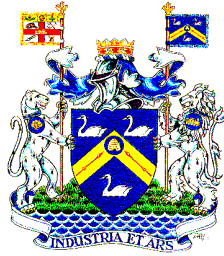
Item	Fee
Obligation to comply with treatment plan	Costs will be assessed on a case by case basis

Appliance Replacement

Item	Fee
Fridge replacement caused by damage	\$850.00-\$925.00 plus tax per appliance
Stove replacement caused by damage	\$565.00 plus tax per appliance

Additional Cleaning

Item	Fee
Fridge	\$75.00
Stove & Oven	\$75.00
Kitchen	\$75.00
Bathroom	\$75.00
Cleaning – Nicotine	Up to \$900.00
Waste Removal of remaining personal property and furniture	\$75.00 – minimum Actual Cost



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

BEING a By-law to authorize the execution of a Lease Agreement with The Stratford Shakespearean Festival of Canada for the lease of certain lands at 270 Water Street, more commonly known as The Discovery Centre, for a period of one (1) year to April 30, 2023, with the provision for a one-year extension.

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 The Corporation of the City of Stratford is the owner of the lands and premises municipally described as 270 Water Street, and commonly known as "The Discovery Centre";

AND WHEREAS The Corporation of the City of Stratford has agreed to lease the subject lands to The Stratford Shakespearean Festival of Canada ("Stratford Festival") for the purpose of operating the Discovery Centre for a period of one (1) year from May 1, 2022, to April 30, 2023;

AND WHEREAS subject to the terms of the agreement, there is a provision for the extension of the agreement by a further one-year term to April 30, 2024, at the request of the Stratford Festival;

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

1. That the Lease Agreement dated the 1st day of May, 2022, between The Corporation of the City of Stratford and The Stratford Shakespearean Festival of Canada for the lease of lands at 270 Water Street for a period of one (1) year to April 30, 2023, including the optional extension period to April 30, 2024, be entered into and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the said agreement on behalf of and for this Corporation and to affix the corporate seal thereto.

Read a FIRST, SECOND and THIRD time and
FINALLY PASSED this 11th day of October, 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 execution of a lease agreement with The Stratford Shakespearean Festival of Canada for a parking lot on municipal property for a one-year term to April 30, 2023, with the provision for a one-year extension.

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 The Corporation of the City of Stratford is the owner of the lands and premises legally described as Part of Lots 20, 21, 22, 23, 24 and 25 both inclusive and Part of Lot G, Plan 104;

WHEREAS by Agreement dated the 8th day of December 2014, the City agreed to lease to The Stratford Shakespearean Festival of Canada ("Stratford Festival") such lands for use as a parking lot;

AND WHEREAS by Agreement dated the 8th day of August 2018, Stratford Festival and the City agreed to renew the lease for a further term of three (3) years expiring on November 28, 2020;

AND WHEREAS by Agreement dated the 1st day of May, 2022, the City has agreed to lease to Stratford Festival the Parking Lands for a one-year term to April 30, 2023 under similar terms and conditions in the expired Agreement;

AND WHEREAS subject to the terms of the agreement, there is a provision for the extension of the agreement by a further one-year term to April 30, 2024, at the request of the Stratford Festival;

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

1. That the lease agreement dated the 1st day of May, 2022, between The Corporation of the City of Stratford and The Stratford Shakespearean Festival of Canada with respect to the use of municipal property described as Part of Lots 20, 21, 22, 23, 24 and 25 both inclusive and Part of Lot G, Plan 104 for Festival Theatre parking as set out in the said agreement, be entered into and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the said agreement on behalf of and for this Corporation and to affix the corporate seal thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 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 133-2018, as amended, to make changes to the Code of Conduct for Members of Council, Local Boards and Committees related to conduct and remedial measures.

WHEREAS section 223.2(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality shall establish codes of conduct for members of the council of the municipality and of its local boards;

AND WHEREAS amendments were made to the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, with respect to the requirement for Codes of Conduct, including content requirements to come into effect March 1, 2019;

AND WHEREAS the Council of The Corporation of the City of Stratford deemed it necessary to adopt a new Code of Conduct in accordance with the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, on August 13, 2018, by way of By-law 133-2018;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it necessary to amend By-law 133-2018 from time to time;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it necessary to further amend By-law 133-2018, as amended, to expand on existing prohibitions on harassing, derogatory comments, behaviours intended to embarrass, bully, threaten and inappropriate use of social media by members of Council, as well as proposed amendments for readability;

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

1. That the Code of Conduct attached to this By-law as "Schedule A" is hereby adopted substantially in the form as attached and replaces the previously amended Code of Conduct.
2. This By-law shall come into effect upon final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe

**This is Schedule "A" to By-law XXX-2022
Adopted this 11th day of October, 2022**

Amending By-law 133-2018, as amended,
of
The Corporation of the City of Stratford



Code of Conduct

For Members of Council, Local
Boards and Committees

Adopted this 13th day of August, 2018
by By-law 133-2018
Consolidated to October 11, 2022

CODE OF CONDUCT - CITY OF STRATFORD

PURPOSE

The Code of Conduct acts in conjunction with the following legislation and the applicable regulations governing the conduct of Members:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act, 1996*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Provincial Offences Act*
- Ontario Human Rights Code
- Criminal Code of Canada
- by-laws and policies of City Council as adopted and amended from time to time

This Code of Conduct shall apply to all Members of City Council, including representatives or members of local boards and committees, including but not limited to any citizens appointed by City Council to a board and/or committee as defined in the *Municipal Act, 2001*.

KEY PRINCIPLES

1. The key principles that underlie this Code of Conduct include:
 - a. Members shall serve and be seen to serve their constituents in a conscientious and diligent manner;
 - b. Members shall be committed to performing their functions with integrity and avoid any improper or inappropriate use of the influence of their office, and conflicts of interest or bias, both perceived and real;
 - c. It shall be the duty of the Members to abide by all applicable legislation, policies and procedures pertaining to their position as a Member;
 - d. Each Member in exercising their powers and in discharging their Official Duties shall, in accordance with the *Municipal Act, 2001* and *Municipal Conflict of Interest Act*:
 - i. Seek to advance the common good of the City of Stratford;
 - ii. Truly, faithfully and impartially exercise their office to the best of their knowledge and ability;

CODE OF CONDUCT - CITY OF STRATFORD

- iii. Exercise care, diligence and skill that a reasonably prudent person would exercise in similar circumstances;
- iv. Exercise their powers only for the purpose for which they were intended;
- v. Competently, exercise their office by educating themselves either formally or informally, in matters pertaining to their official duties; and,
- vi. At all times respect the Council decision-making process.

DEFINITIONS

2. For the purpose of this Code of Conduct the following terms have the meanings set out below:
 - a. "child" shall be the same meaning as set out in the *Municipal Conflict of Interest Act*, as amended or replaced from time to time;
 - b. "City of Stratford" shall mean The Corporation of the City of Stratford;
 - c. "Code of Conduct" or "Code" shall mean this City of Stratford's Code of Conduct;
 - d. "Committee" shall mean any quasi-judicial, administrative, or other similar committees or any other committee established by legislation, or exercising any power or authority under any general or special statute in respect of any of the affairs or purposes of the City that may be established by City Council from time to time;
 - e. "Complaint" shall mean an alleged contravention of the Code of Conduct;
 - f. "Confidential Information" includes but is not limited to:
 - any information in the possession of, or received in confidence by the City, that the City is prohibited from disclosing, or had decided to refuse to disclose under the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, or any other applicable law;

CODE OF CONDUCT - CITY OF STRATFORD

- information of a corporate, commercial, scientific or technical nature received in confidence from third parties; personal information that is subject to solicitor-client privilege; information that concerns any confidential matters pertaining to personnel labour relations, litigation, property acquisition, the security of the property of the City or a local board or committee; any other information lawfully determined by the Council or the local board to be confidential, or required to remain or be kept confidential by legislation or order;
 - a matter, the substance of a matter, and information pertaining to a matter, that has been debated or discussed at a meeting closed to the public, unless the matter is subsequently discussed in open Council or it is authorized to be released by Council, a local board, committee or otherwise by law;
 - Reports of consultants, draft documents and internal communications, that, if disclosed may result in prejudice to the reputation of the City, its officers and Employees, or its effective operation;
 - Information relating to litigation, negotiation or personnel matters;
 - Information, the publication of which may impact the rights of any person (for example, in the course of a complaint where the identity of a complaint is given in confidence).
- g. "day" shall mean a calendar day and when the time for doing anything under this Code of Conduct falls on a holiday, the time is extended to include the next day that the City is open for business. When there is a reference to two events, the time between two events is computed by excluding the day on which the first event occurs and including the day on which the second event occurs;
- h. "Employee" shall mean a person employed by the City, including those employed on personal service contracts, subcontractors and volunteers, but does not include members of council, committees or local boards;
- i. "gifts and benefits" means any cash or monetary equivalent, fee, object of value, service, travel and accommodation or entertainment;

CODE OF CONDUCT - CITY OF STRATFORD

- j. "holiday" means a Saturday or Sunday or other days that the City offices are closed, such as the statutory holidays of New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any special holiday proclaimed by the Governor General or the Lieutenant Governor in Council. Where New Year's Day, Canada Day or Remembrance Day fall on a Saturday or Sunday, the following Monday is a holiday. Where Christmas Day falls on a Saturday or Sunday, the following Monday and Tuesday are holidays, and where Christmas Day falls on a Friday, the following Monday is a holiday;
- k. "Integrity Commissioner" is the person appointed by City Council By-law in accordance with the provisions of the *Municipal Act, 2001* and who is responsible for performing in an independent manner the functions assigned by the City with respect to the application of the Code of Conduct to members of Council and local boards;
- l. "lobbyist" shall mean a person who communicates for payment with public office holders, a person who lobbies on a volunteer basis for a business or a not-for-profit professional business, industry, trade or labour organization, or a consultant or voluntary lobbyist who arranged meetings between a Member and any other person for the purpose of lobbying;
- m. "local board" means a local board as defined in section 223.1 of the *Municipal Act, 2001*;
- n. "Members" or "Member" include the Mayor and Members of the City of Stratford's Council and members of all local boards and/or Committees as defined in this Code of Conduct and the *Municipal Act, 2001*;
- o. "Official Municipal Communications" means the communication of any decisions, discussions and/or information relating to official City business, any statutory public notifications, any response(s) to comments received from the public relating to any City decisions and/or discussions, information relating to the development, approval, amendment or termination of a policy, program directive or guideline and any other information relating to City matters;

CODE OF CONDUCT - CITY OF STRATFORD

- p. "parent" shall be the same meaning as set out in the *Municipal Conflict of Interest Act*, as amended or replaced from time to time;
- q. "private advantage" for the purposes of this Code, does not include a matter that:
- is of general application or considered to be an interest in common generally with the electors within the jurisdiction of an area; or
 - concerns the remuneration or benefits of members of Council.
- r. "Social Media" means any form of electronic communication, including but not limited to twitter, snapchat, Facebook, Instagram, Youtube, a Member's private email account(s) when used for official City business, through which users create online communities to share information, ideas, personal messages and other content (such as videos);
- s. "spouse" shall be the same meaning as set out in the *Municipal Conflict of Interest Act*, as amended or replaced from time to time;

GIFTS AND BENEFITS

3. No Member shall accept a fee, advance, membership, gift or personal benefit that is connected directly or indirectly with the performance of the Member's duties, unless permitted by one of the exceptions listed below.
4. For these purposes, a fee or advance paid to, or a gift or benefit provided with the Member's knowledge to a Member's Spouse, Child or Parent or to a Member's employee that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.
5. Notwithstanding sections 3 and 4 above, a Member who is serving in the Member's capacity as an ex officio member of a board, including but not limited to the Stratford Shakespearean Festival Theatre, may accept tickets to an event provided that such tickets are also offered to other board members at the same value or lower value.
6. The following are recognized as exceptions to sections 3 and 4 and not considered a gift or benefit:
 - a. compensation authorized by by-law;

CODE OF CONDUCT - CITY OF STRATFORD

- b. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - c. a political contribution otherwise reported by law, in the case of Members running for office;
 - d. services provided without compensation by persons volunteering their time;
 - e. a suitable memento of a function honouring the Member;
 - f. food, lodging, transportation and entertainment provided by provincial, regional and local governments, by the Federal Government or by a foreign country, or by a conference, seminar or event organization where the Member is either speaking or attending in an official capacity and where arrangements were first made through the Mayor's or CAO's offices;
 - g. food and beverages consumed at banquets, receptions or similar events, if:
 - attendance serves a legitimate municipal business purpose;
 - the person extending the invitation or a representative of the organization is in attendance; and
 - the value is reasonable and attendance is infrequent.
 - h. communication to the offices of a Member including subscriptions to newspapers and periodicals.
7. If the value of the gift or benefit is in excess of \$100, or if the total value received from any one source during the course of a calendar year exceeds \$100, the Member shall within thirty (30) days of receipt of the gift or benefit or reaching the annual limit, file a disclosure statement attached as Appendix A to this Code of Conduct, with the Chief Administrative Officer of the City and the City's Integrity Commissioner;

The disclosure statement must indicate the following information:

- a. the nature of the gift or benefit;
- b. the source and date of receipt;
- c. the circumstances under which it was given or received;

CODE OF CONDUCT - CITY OF STRATFORD

- d. its estimated value;
- e. what the recipient intends to do with the gift; and,
- f. whether any gift will at any point be left with the City.

Any disclosure statements will become a matter of public record. Members shall use the Declaration of Gifts and Benefits form attached to this Code as Appendix A.]

- 8. Where the Integrity Commissioner finds that receipt of the gift was inappropriate, the Integrity Commissioner shall direct the Member to return the gift and/or reimburse the donor for the value of any gift or benefit already used, or, to forfeit the gift and/or remit the value of any gift or benefit already used to the City. The Member upon returning the gift or remitting the value of the gift shall provide an explanation as to why the gift and benefits cannot be accepted.

IMPROPER USE OF INFLUENCE

- 9. No Member shall use the influence of their office for any purpose other than the exercise of their official duties.
- 10. Examples of prohibited conduct include but are not limited to the use of one's status as a Member to improperly influence the decision of another person to the Private Advantage of oneself or one's Parents, Child or Spouse, employee, friends or associates, business or otherwise:
 - a. attempts to secure preferential treatment beyond activities in which Members normally engage on behalf of their constituents as part of their official duties;
 - b. the holding out of the prospect or promise of future advantage through a Member's supposed influence within Council in return for present actions or inaction;
 - c. attempts to influence an administrative or council decision or the decision-making process involving or affecting any person or organization in which a Member or Members have any interest.

IMPROPER USE OF RESOURCES AND PROPERTY

- 11. No Member shall use any corporate resources, materials, equipment, facilities or services of Employees for personal gain or for any private purpose.

CODE OF CONDUCT - CITY OF STRATFORD

12. Members of Council are required to conduct themselves in accordance with the *Municipal Elections Act, 1996* as amended or replaced from time to time, the City's Use of Resources Policy, and any and all other applicable City policies and/or by-laws.
13. No Member shall use municipal property and Employee time for any election-related activity. This prohibition applies to both the promotion and opposition to the candidacy of a person for any elected office or position. Election-related activity applies to a Member's personal campaign for office, and any other campaigns for municipal, provincial and federal office, referendums and/or questions on the ballot.

BUSINESS RELATIONS

14. No Member shall act as a lobbyist before Council, its committees, or an agency, board or commission of the City except in compliance with the terms of the *Municipal Conflict of Interest Act*. A Member shall not refer to a third party, partnership or corporation in exchange for payment or other personal benefit.
15. No Member shall act as a paid agent before Council, its committees or an agency, board or commission of the City except in compliance with the terms of the *Municipal Conflict of Interest Act*.
16. No Member shall allow the prospect of their current or future employment by a person or entity to detrimentally affect the performance of their duties for the City.
17. No Member shall engage in outside work or business activity that:
 - a) conflicts with their duties as a Member;
 - b) uses or relies upon their knowledge of confidential plans, projects or information about the City;
 - c) will or is likely to influence or affect the Member in carrying out their duties as a Member.

CONFIDENTIALITY

18. No Member shall disclose, release or publish by any means to any person or to the public any Confidential Information acquired by virtue of their office, in any form, except when required or authorized by Council or otherwise required by law to do

CODE OF CONDUCT - CITY OF STRATFORD

so. No Member shall use Confidential Information for personal or private gain or benefit, or for the personal or private gain or benefit of any other person or body.

19. No Member shall release information except as required by the *Municipal Freedom of Information and Protection of Privacy Act* or otherwise required by law.
20. No Member shall release information that is subject to solicitor-client privilege unless expressly authorized by Council, Committee or Local Board resolution (if so empowered) or otherwise required by law to do so.

CONDUCT WHILE REPRESENTING THE CITY

21. Members shall make every effort to participate diligently in the activities of the agencies, boards, commissions and committees to which they are appointed.
22. Members shall ensure their behaviour towards other Members, Employees, Representatives and the Public:
 - Is courteous, professional, respectful, fair and impartial
 - Avoids ridicule, sarcasm, derogatory comments or other behavioural designed to embarrass bully, harass, bully or threaten
 - Avoids inappropriate use of social media.
23. In all respects, a Member shall:
 - a) make every effort to act with good faith and care;
 - b) conduct themselves with integrity, courtesy and respectability at all meetings of Council or any Committee and in accordance with the City of Stratford's Procedural By-law or other applicable procedural rules and policies;
 - c) seek to advance the public interest with honesty;
 - d) seek to serve their constituents in a conscientious and diligent manner;
 - e) respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, race, creed, religion, ability and spirituality;

CODE OF CONDUCT - CITY OF STRATFORD

- f) refrain from making statements known to be false or with the intent to mislead Council or the Public;
 - g) recognize that they are representatives of the City of Stratford and that they owe a duty of loyalty to the residents of the City of Stratford at all times;
 - h) accurately communicate the decisions of Council and respect Council's decision-making process even if they disagree with Council's ultimate determinations and rulings; and
 - i) refrain from making disparaging comments about another Member or Employee or unfounded accusations about the motives of another Member of Employee.
24. A Member shall not publicly criticize an Employee or Employees. Should a Member have any issue with respect to any Employee, such issue shall be referred to the CAO who will direct the matter to the particular Employee's appropriate Supervisor.
25. A Member shall respect the role of City Staff in the administration and operation of the municipal business and governmental affairs of the City of Stratford and acknowledge and appreciate that City Staff:
- a) provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member must not falsely or maliciously injure the reputation of City Staff whether professional or ethical or otherwise;
 - b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten or influence any Employee from carrying out that person's duties, including any duty to disclose improper activity; and
 - c) carry out their duties based on political neutrality and without undue influence from any individual Member and therefore, a Member must not invite or pressure any employee to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

CODE OF CONDUCT - CITY OF STRATFORD**CONDUCT AT MEETINGS**

26. Members shall conduct themselves with decorum and civility in accordance with the provisions of the City's Procedural By-law, show courtesy and respect to delegations, fellow Members and Employees, and not distract from the business of the City during presentations and when other Members have the floor.

CONDUCT RESPECTING EMPLOYEES

27. Only Council as a whole has the authority to approve budgets, policies, committee processes and other matters. Members are not permitted to individually direct the actions of Employees, save and except as authorized by Council.
28. Any and all Members shall be respectful of the fact that Employees carry out directions of Council and administer the policies of the City and are required to do so without any undue influence from any individual Member or group of Members.

COMPLIANCE WITH CITY'S POLICIES AND BY-LAWS

29. This Code operates in conjunction with, and as a supplement to, any policies of the City that may from time to time apply to Members.
30. Members are required to observe the terms of all City By-laws, policies and procedures detailed in such policies or otherwise established by Council.
31. Section 30 of this Code does not prevent a Member from requesting that Council grant an exemption from a policy, other than this Code. If such exemption is not granted by Council the Member shall comply with the policy in question.

COMMUNICATIONS AND USE OF SOCIAL MEDIA

32. Members acknowledge and agree that all Official Municipal Communications relating to decisions made by Council will be communicated by Employees in compliance with the City's corporate communications strategy and/or by the Mayor or designate.
33. Members acknowledge that the City has a Social Media Policy that establishes basic principles and procedures for the use and management of Social Media on behalf of the City. Use of Social Media by Members shall be in accordance with this Code of Conduct and the City's Social Media Policy.

CODE OF CONDUCT - CITY OF STRATFORD**HARASSMENT**

34. A Member shall treat all members of the Public, one another and Employees with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.
35. A Member shall comply with the City's Workplace Harassment and Violence Policy.
36. Members shall abide by the provisions of the Human Rights Code as may be amended and replaced from time to time and shall treat every person, including other Members, Employees, individuals providing services on a contract for service and the public, with dignity, understanding and respect.
37. A Member shall not use indecent, abusive or insulting words, phrases or expressions toward any member of the public, another Member or Employee. A Member shall not make comments or conduct themselves in any manner that is discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.
38. Harassment means engaging in any course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.
39. Without limiting the generality of the foregoing, Members shall not:
 - a. make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonably to be known to be offensive to the person(s) to whom the conduct or gestures are directed or are about;
 - b. display materials or transmit communications that are inappropriate, offensive, insulting or derogatory;
 - c. make threats or engage in any abusive activity or course of conduct towards others;
 - d. vandalize the personal property of others;
 - e. commit any kind of assault including any unwanted physical conduct.
40. Harassment that occurs in the course of, or is related to, the performance of any duties for, or on behalf of, the City of Stratford is subject to this Code of Conduct.

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In the event an Employee or member of the public brings forward a harassment complaint against a Member, the complaint procedure under the City's human rights policy shall govern.

REPRISALS AND OBSTRUCTION

41. A Member shall respect the process for complaints made under this Code of Conduct or through any process for complaints adopted by the City of Stratford. A Member shall not act in reprisal or threaten reprisal against a person who makes a complaint or provides information to the Integrity Commissioner during an investigation. A Member shall interact courteously and respectfully with the Integrity Commissioner and with any person acting under the direction of the Integrity Commissioner.
42. A Member shall cooperate with requests for information during any investigations or inquiries under the Code of Conduct. A Member shall not destroy or damage documents or erase electronic communications or refuse to respond to the Integrity Commissioner where a complaint has been filed under the Code of Conduct or any process for complaints adopted by the City of Stratford.

COMPLIANCE WITH THE CODE OF CONDUCT

43. Members found to have breached the Code of Conduct may be subject to disciplinary actions, including but not limited to, the return of a gift or benefit, removal from a local board or committee, censure, reprimand or, where applicable, suspension of remuneration paid for their services as a Member for a period of up to ninety (90) days.
44. The Council shall appoint an Integrity Commissioner to investigate any alleged breaches of this Code of Conduct.
45. Any individual, organization, Employee and Member of Council, who has/have reasonable grounds to believe that a Member has breached a provision of this Code of Conduct, may proceed with a complaint.
46. Complaints must be submitted within a period of six (6) weeks of the matter becoming known to the individual and no more than nine (9) months (270 days) after the alleged violation. No action will be taken on any complaints received after the deadlines.

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47. A complaint does not have to pursue the informal complaint process set out below prior to proceeding with a formal complaint.

COMPLAINT PROCEDURE

48. The complaint procedure shall not apply retroactively to any alleged contraventions of this Code prior to the date on which the Code of Conduct was formally approved by Council.

Informal Complaints

49. Any organization, Employee, Member or member of the public who has identified and/or witnessed any behaviour or activity by a Member that is or appears to be in contravention of this Code of Conduct may engage in the following informal process:
- a. advise the Member that their behaviour or activity is unacceptable and appears to contravene the Code of Conduct;
 - b. encourage the Member to stop the prohibited behaviour or activity;
 - c. if applicable, confirm to the Member your satisfaction or dissatisfaction with the Member's response to the concern identified;
 - d. keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information, including any steps taken to resolve the matter;
 - e. if the complainant is not satisfied with the response received through the informal process, an individual may proceed with a formal complaint through the procedure set out below.

Formal Complaints

50. Any Employee, Member or member of the public who has identified or witnessed behaviour or activity by a Member that appears to be in contravention of this Code may have their concerns addressed through the formal complaint process set out below:
- a. all formal complaints must be made in writing, setting out the reasonable and probable grounds for the allegation that a Member has contravened

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the Code of Conduct on the Complaint Form / Affidavit attached as Appendix B to this Code of Conduct;

- b. all formal complaints must be filed with the Integrity Commissioner to determine if the matter is a complaint with respect to non-compliance with the Code of Conduct and not covered by any other applicable legislation or City policies;
- c. any witnesses in support of the allegation must be identified on the Complaint form;
- d. the formal complaint shall include the name of the Member alleged to have breached the Code of Conduct, the section of the Code of Conduct that was allegedly contravened, the date, time and location of the alleged contravention;
- e. the Integrity Commissioner may request additional information from the complainant.

INTEGRITY COMMISSIONER

51. Pursuant to section 223.3 of the *Municipal Act, 2001*, the City of Stratford shall appoint an Integrity Commissioner who reports to Council and who is responsible for performing the following duties in an independent and consistent manner:
- a. assessing and investigating formal written complaints respecting alleged contraventions of this Code of Conduct;
 - b. assessing and investigating formal written complaints respecting alleged contraventions of the *Municipal Conflict of Interest Act*;
 - c. determining whether a Member has violated a protocol, by-law or policy governing their behaviour with the final decision-making authority resting with Council as to whether or not to impose the recommendation(s) of the Integrity Commissioner; and
 - d. providing Council, through the City Clerk, with reports resulting from the investigations of the Integrity Commissioner and any other reports prepared above the informal and formal complaint procedure.

CODE OF CONDUCT - CITY OF STRATFORD**COMPLAINT CLASSIFICATION / REFERRAL**

52. If, after reviewing the complaint, the Integrity Commissioner determines that it does not appear to be a complaint with respect to non-compliance with this Code or the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall direct the City Clerk to advise the complainant in writing that if the complaint is an allegation of:
- a. a criminal nature under the Criminal Code, the complainant must pursue such allegation with the appropriate authorities;
 - b. non-compliance with the *Municipal Conflict of Interest Act*, the complainant should obtain independent legal advice;
 - c. non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the matter will be referred to the City Clerk or the Office of the Information and Privacy Commissioner for review; or
 - d. non-compliance with a more specific City policy with a separate complaint procedure, the matter will be processed under that procedure.

INVESTIGATION PROCEDURE

53. If a complaint has been filed and classified as being within the jurisdiction of the Integrity Commissioner, the Integrity Commissioner shall investigate and may attempt to resolve the complaint;
54. Except where otherwise required by the *Public Authorities Act*, the Integrity Commissioner shall:
- a. serve the complaint and supporting material upon the Member whose conduct is in question and advise that the Member may file a written response to the allegation with the Integrity Commissioner within ten (10) days of the date of service upon the Member;
 - b. on receipt of the Member's response, serve the complainant with a copy of the Member's written response and advise that the complainant provide a written reply within ten (10) days;
 - c. interview any individuals or examine any documents relevant to the complaint.

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55. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious, or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation and/or shall terminate the investigation if it becomes apparent in the course of an investigation.

INVESTIGATION REPORT

56. The Integrity Commissioner shall:
- a. report the general findings of their investigation to the complainant and the Member no later than sixty (60) days after receiving a formal complaint;
 - b. allow the Member at least ten (10) days to respond in writing to the Integrity Commissioner on their findings and any recommended correction actions or sanctions;
 - c. indicate when the Integrity Commissioner anticipates submitting their final report to Council;
 - d. file their report with the City Clerk.
57. The report on the general findings under section 53 shall include:
- a. the nature of the complaint;
 - b. if the complaint was filed after the expiry of the limitation period set out in this Code, the Integrity Commissioner's findings regarding the limitation period, which findings shall be made in accordance with the civil standard on a balance of probabilities;
 - c. the evidence gathered from the complaint and from the inquiry;
 - d. the Integrity Commissioner's findings of fact regarding the complaint, which findings shall be made in accordance with the civil standard on a balance of probabilities;
 - e. the Integrity Commissioner's decision, based on the findings of fact, that the Member contravened or did not contravene the Code of Conduct, Municipal Conflict of Interest Act or other procedures, rules or policies governing a member of Council's ethical behaviour;

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58. Where the complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council outlining their findings and/or recommended corrective action(s).
59. If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or the *Municipal Conflict of Interest Act* or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report and recommend the appropriate penalty, if any, to be imposed.

PENALTIES / RECOMMENDATIONS OF INTEGRITY COMMISSIONER

60. Subsection 223.4 of the *Municipal Act, 2001* authorizes Council to impose either of two penalties on Members following a report by the Integrity Commissioner that, in their opinion, there has been a violation of the Code of Conduct.
- a. a reprimand; or
 - b. suspension of the remuneration paid to the Member in respect of their services as a member of Council, Committee or Board, as the case may be, for a period of up to ninety (90) days.
61. Although not expressly authorized by the *Municipal Act, 2001*, the Integrity Commissioner may also recommend, among other things, that Council take one or more of the following remedial measures:
- a. remove the Member from a committee or local board;
 - b. remove the Member as Chair of a committee or local board;
 - c. request the Member to repay or reimburse monies received;
 - d. request the Member to return the property or reimburse its value to the provider of the gift or benefit;
 - e. request the Member to provide a written or verbal apology;
 - f. where the Integrity Commissioner decides that the Member has contravened the Code of Conduct or any other procedures, rules or policies governing the Member's behaviour, the Member shall be advised of the

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penalty under section 57, if any, to be imposed, and be provided with a copy of a letter of reprimand, if imposed, or a copy of the notice of suspension of remuneration, if imposed.

62. In addition to the penalties described above, Council reserves the right to take any other action authorized by law.
63. Any recommended corrective action shall be designed to ensure that the inappropriate behaviour or activity does not continue.
64. Subsection 9 of the *Municipal Conflict of Interest Act* authorizes a judge to impose penalties when a judge finds that the member or former member contravened section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

COUNCIL'S CONSIDERATION OF INTEGRITY COMMISSIONER'S FINDINGS

65. Where the Integrity Commissioner has filed an investigation report in respect of an inquiry with the City Clerk under section 53, the City Clerk shall place the report on the next available Committee of the Whole In-camera Agenda subject to the provisions of section 239(2) of the *Municipal Act*.
66. The City Clerk shall, after Council consideration prescribed in section 61 above, submit the findings and recommendations of the Integrity Commissioner to Council for consideration on the next available Council Agenda that is open to the public.
67. The Integrity Commissioner's findings and recommendations shall remain confidential until the matter has received complete and final disposition by the Integrity Commissioner and the Integrity Commissioner's report has been submitted to the Members of Council by the City Clerk.

CONFIDENTIALITY OF COMPLAINT DOCUMENTS

68. The Integrity Commissioner and every person acting under their instructions shall preserve the confidentiality of all documents, material or other information, whether belonging to the City or not, that have come into their possession or to their knowledge during the course of their duties as required by the *Municipal Act, 2001*.
69. In the Integrity Commissioner report to the Council on an investigation into an alleged breach of this Code of Conduct, the report shall only disclose such

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information that in the Integrity Commissioner's opinion is required for the purposes of the report.

70. If the Integrity Commissioner shall issue an annual and/or interim report to Council on the activities of the Integrity Commissioner and shall summarize the advice given but shall not disclose any confidential information that could identify a person concerned.

COMPLAINT AND LEGAL CONFIDENTIALITY

71. The Integrity Commissioner and any person acting under their authority shall preserve the confidentiality of all documents, material or other information, whether belonging to the City or not, that come into their possession or knowledge during the course of duties or the investigation as required by the *Municipal Act*.
72. In accordance with the provisions of the *Municipal Act, 2001*, the confidentiality of this complaints process prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.
73. The Integrity Commissioner is entitled to have access to such information belonging to or used by the City, including but not limited to legal advice that has been given to Council or Employees, as the Integrity Commissioner deems necessary to conduct an inquiry.
74. A disclosure to the Integrity Commissioner of legal advice:
 - a. shall be deemed not to constitute a waiver of solicitor-client privilege;
 - b. shall be used for the purpose of conducting an inquiry and not for any other purpose; and
 - c. the contents or substance of such legal advice shall not be disclosed in any public report prepared by the Integrity Commissioner or any person acting under the instructions of the Commissioner, including their delegate.

INTERIM, ANNUAL AND OTHER REPORTS

Interim Reports

75. The Integrity Commissioner may make interim reports to Council when necessary, and as required or requested to address any instances of delay, interference,

CODE OF CONDUCT - CITY OF STRATFORD

obstruction or retaliation encountered during an investigation, or as otherwise deemed necessary by the Integrity Commissioner.

Annual Reports

76. The Integrity Commissioner shall report annually to Council on:
- a. complaints not within the jurisdiction of the Integrity Commissioner;
 - b. complaints within the jurisdiction of the Integrity Commissioner; and
 - c. complaints deemed to be frivolous, vexatious, and not made in good faith, where there are no or insufficient grounds

but shall not disclose any information that could identify a person or individual.

If no complaints are received within a calendar year, the Clerk shall report to Council accordingly and no annual report shall be made by the Integrity Commissioner.

VACANCY – INTEGRITY COMMISSIONER

77. Should the Office of the Integrity Commissioner become vacant, the Code of Conduct shall remain in full force and effect and all Members shall abide by the provisions set out therein. When the Office of the Integrity Commissioner is vacant, all formal complaints shall be held in abeyance until such time as an Integrity Commissioner has been appointed, or an interim measure enacted to enable the complaint to be addressed within a reasonable amount of time, including but not limited, to having a temporary Integrity Commissioner.

REPRISALS AND OBSTRUCTION

78. Members shall respect and maintain the integrity of the Code of Conduct and any investigations conducted under the provisions of the Code of Conduct. Any reprisal or threat of reprisal against a complainant or anyone else for providing relevant information to the Integrity Commissioner is prohibited. It is a violation of the Code of Conduct to obstruct the Integrity Commissioner in the carrying out of their responsibilities including but not limited to the destruction of documents or the erasing of electronic communications.

CODE OF CONDUCT - CITY OF STRATFORD**INTERPRETATION**

79. Members seeking clarification of any part of this Code of Conduct may seek clarification and/or consult with the City Clerk or the Integrity Commissioner.

AUTHORIZATION

80. The City Clerk is authorized to make any changes and revisions to the forms attached as Appendices to this Code of Conduct as deemed necessary and appropriate by the City Clerk.

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This is Appendix A to the Code of Conduct

Declaration of Gifts and Benefits by Members of Council

in the performance of their duties if the value exceeds \$100,

or

if the total value received from any one source during a calendar year exceeds \$100.

Information to be completed by Member of Council or Local Board

Name of Member of Council	
Nature of Gift or Benefit	
Date Received	
Estimated Value	
Name of Person or Group that offered the Gift or Benefit	
Intended use of Gift by Recipient	
Will Gift be left with the City?	
Additional Information	

Please attach any and all pertinent information to this form including correspondence from donor, etc.

Signature of Member of Council or Local Board: _____ Date: _____

Once completed and signed, this Declaration is a public document.

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This is Appendix B to the Code of Conduct **Complaint Form and Affidavit**

Council Code of Conduct or *Municipal Conflict of Interest Act*

I, [full name]

of the _____ of _____ in the Province of Ontario
[City, town etc.] [municipality of residence]

MAKE OATH OR AFFIRM AND SAY as follows:

1. I have personal knowledge of the facts as set out in this Affidavit, because

[insert reasons, such as I work for I attended the meeting at which etc.]

2. I have reasonable and probable grounds to believe that a member of Stratford City Council or a member of a Committee or a Local Board [insert name of person] has contravened section(s) of the Council Code of Conduct or the *Municipal Conflict of Interest Act*. The particulars of which are as follows:

[Set out in the space provided below, the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please use the attached Schedule A form and check the appropriate box below. If you wish to include exhibits to support this complaint, refer to the exhibits as Exhibit "A", Exhibit "B" etc and attach them to this Affidavit.]

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Schedule A

[Additional Information]

To the Affidavit required under section 6.2 of By-law 133-2018.

If more than one (1) page is required, please photocopy this blank page and mark each additional page as 2 of 2, or 2 of 3 at the top right corner.

This is Schedule A referred to in the Affidavit of
[full name]
Sworn or Affirmed before me on this _____ day of
_____, 20____

A Commissioner for taking Affidavits, etc.



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

BEING a By-law to amend By-law 10-2022 as amended, with respect to the removal of holding provision application H02-22 by NW Stratford Developments (2016) to rezone the lands previously known as 400 & 500 McCarthy Road West and now municipally known as 520, 525, 600, 625, and 680 Orr Street to allow the full range of uses in the R4(2) zone.

WHEREAS authority is given to the Council of The Corporation of the City of Stratford by Section 36 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass holding provisions by-laws;

AND WHEREAS the said Council has provided Notice of Intent to Remove the Holding Provision to members of the public and applicable agencies in accordance with the *Planning Act*;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 10-2022, as amended, known as the Zoning By-law, be further amended;

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

1. That Schedule "A", Map 2 to By-law 10-2022 as amended, is hereby amended:

by removing the H17 Holding Provision from those lands zoned Residential Fourth Density R4(2)-16(H16)(H17) outlined in heavy solid lines on Schedule "A", attached hereto and forming part of this By-law, previously known as 400 & 500 McCarthy Road West and now municipally known as 520, 525, 600, 625, and 680 Orr Street.
2. This by-law shall come into effect upon Final Passage in accordance with the *Planning Act*.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 2022.

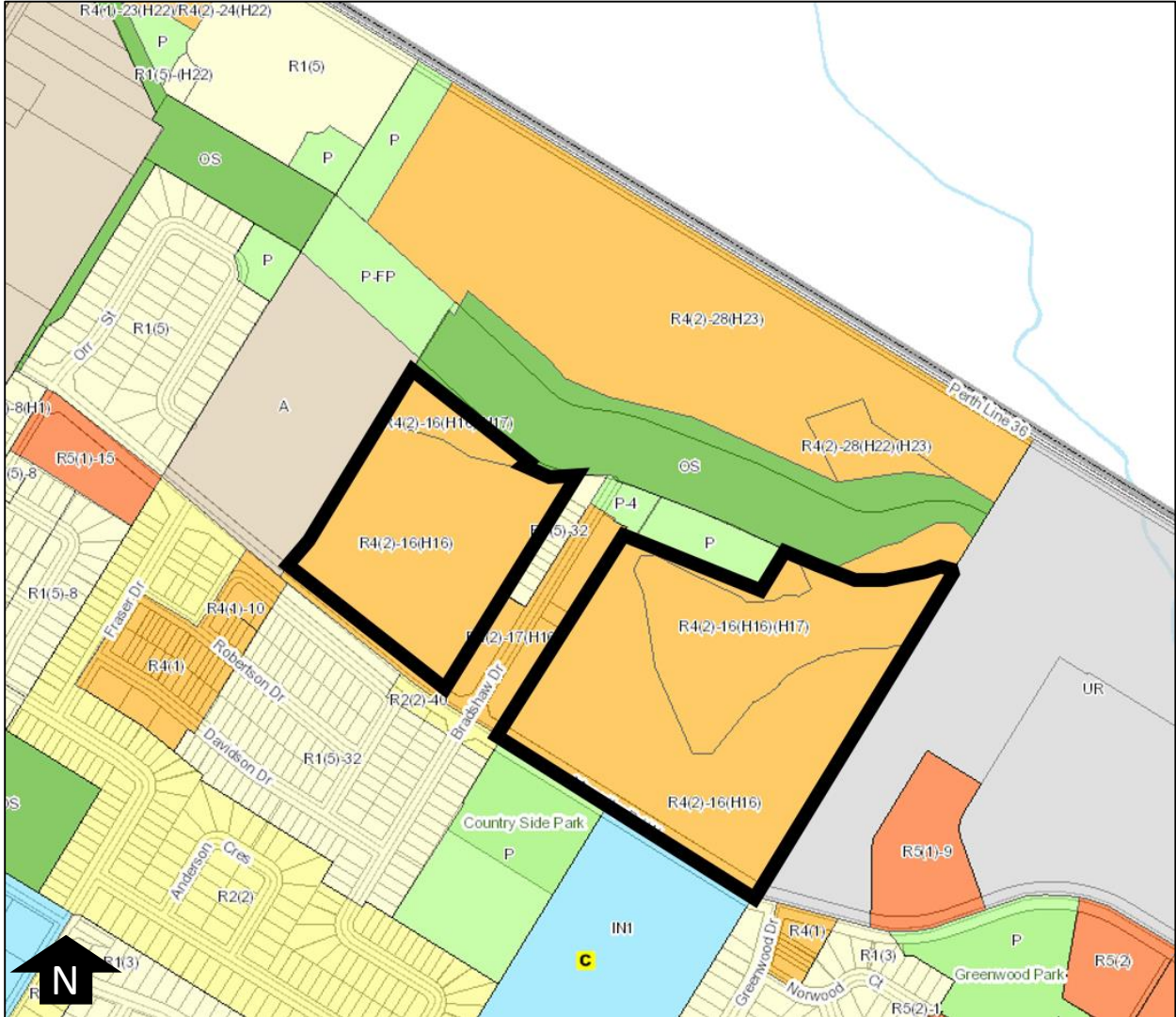
Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe

**This is Schedule "A" to By-law XXX-2022
Adopted this 11th day of October, 2022**

Amending By-law 10-2022, as amended,
of
The Corporation of the City of Stratford

**520, 525, 600, 625, and 680 Orr Street, previously known as 400 & 500
McCarthy Road West.**





STRATFORD CITY COUNCIL
CONSENT AGENDA

October 11, 2022

REFERENCE NO. CONSENT AGENDA ITEM

CA-2022-112 Municipal Information Form for Liquor Licence Application for an indoor and outdoor area at 30 Ontario Street (Bluebird Restaurant)

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 Health Unit, Fire Department, Building Division, Planning Division and Police Services have not expressed concerns with this application.

CA-2022-113 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:

- West Gore from Nelson Street to Dufferin Street on Thursday, September 29 and Monday, October 3, 2022 for Sewer Relining.
- West Gore from Mowat Street to Home Street for one day only, on Tuesday, October 4, 2022 for Sewer Relining.
- West Gore Street from Railway Ave to Strachan Street for one day only, on Wednesday, October 5, 2022 for Sewer Relining.
- John Street, from Norman Street to Hibernia Street for approximately 5 days, from October 3, until October 7, 2022.

This road closure is necessary to facilitate the construction of the Huron Street near the intersection of Huron Street & John Street.

Huron Street will remain open, the traffic lights will be de-signalized (bagged) and portable lights will be used to alternate traffic flow.

There will be no access to or from Huron Street from John Street. Local detours will direct traffic to St. Vincent Street.

- CA-2022-114 Notification that CA-2022-092 from the August 8, 2022, Consent Agenda is being amended to add additional street closures for the 5km Run/Walk as follows:
- Martin Street from Delamere Ave to William Street
 - William Street from James Street to Martin Street
 - Denison Street
 - Lakeside Drive from Waterloo Street to Lakeside Drive North
 - Lakeside Drive North
 - Queens Park Drive
 - Richard Monette Way
 - Parkview Drive from Water Street to Richard Monette Way
- CA-2022-115 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:
- William Street from Waterloo Street to Martin Street; Hillcrest Street from Delamere Ave to William Street; Denison Street; Lakeside Drive N from Martin Street to Lakeside Drive; Lakeside Drive from Lakeside Drive N to Waterloo Street; Veterans Drive from Waterloo Street to York Street on Sunday, December 4, 2022, from 3:00 p.m. to 7:00 p.m. for Santa's Parade of Lights.
- CA-2022-116 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.
- Following the September 26, 2022, Regular Council meeting in which further information was requested, staff consulted with the Planning division and applicant and can advise of the following:
- Planning reviewed the request and are satisfied the proposed request is in compliance with the Zoning by-law.
 - Parking is not required to be provided on the subject property. Attendees to the building are advised to park at municipal parking and employees are approved by the landowner to park at the adjacent privately owned lot.
 - Catering is prepared off-site and brought to the building.
 - Loading and unloading of food and hired vendor equipment is completed using a side door on St. Patrick Street or the garage door on Erie Street for larger equipment. Both locations have suitable

parking to accommodate loading and unloading off municipal roadways.

- Only a prep kitchen is supplied at this location. Cooking equipment such as stoves or friers are not on site. Only fully prepared food is served, all food is cooked off site and delivered ready for plating.



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

BEING a By-law to authorize the entering into and execution of a Marketing License Agreement, and any other necessary documentation, between Service Line Warranties of Canada, Inc. and The Corporation of the City of Stratford to offer Residential Property Owners the opportunity to purchase service lateral warranties and other warranty products or services.

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 Service Line Warranties of Canada, Inc. has entered into a Master Contract with Local Authority Services, a not-for-profit corporation under the laws of Canada and an affiliate of the Association of Municipalities of Ontario, to provide services to participating Ontario municipalities;

AND WHEREAS sewer and water line laterals between the mainlines and the connection on residential private property are to be maintained by the individual residential property owner;

AND WHEREAS Council of The Corporation of the City of Stratford desires to offer Residential Property Owners the opportunity, but not the obligation, to purchase service lateral warranties and other warranty products or services;

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

1. That the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute on behalf of The Corporation of the City of Stratford a Marketing License Agreement, and any other necessary documentation, with Service Line Warranties of Canada, Inc. to offer Residential Property Owners the opportunity to purchase service lateral warranties and other warranty products or services.
2. This By-law shall come into force and take effect upon final passage thereof.

Read a FIRST, SECOND and THIRD time and
FINALLY PASSED this 11th day of October, 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 license, regulate and govern the provision of short-term rentals through the City including inns, short-term rental accommodations, hostels, rooming houses and boarding houses and short-term rentals, in the City of Stratford.

WHEREAS section 10(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, (the "*Municipal Act, 2001*"), provides that a municipality may pass By-laws respecting: health safety and well-being of persons and property, including consumer protection and business licensing;

AND WHEREAS section 151(1) of the *Municipal Act, 2001* provides that, without limiting sections 9, 10 and 11 of the *Municipal Act, 2001*, a municipality may provide for a system of licenses with respect to a business and may:

- a. prohibit the carrying on or engaging in the business without a licence;
- b. refuse to grant a licence, or revoke or suspend a licence;
- c. impose conditions as a requirement of obtaining, continuing to hold, or renewing a licence;
- d. impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold, or renew a licence;
- e. impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence;
- f. license, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it.

AND WHEREAS Section 434.1(1) of the *Municipal Act, 2001* provides that a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a By-law of the municipality passed under the *Municipal Act, 2001*;

AND WHEREAS section 429(1) of the *Municipal Act, 2001*, provides that a municipality may establish a system of fines for offences under a By-law of the municipality passed under the *Municipal Act, 2001*;

AND WHEREAS the Council of The Corporation of the City of Stratford has deemed it necessary and expedient to regulate and License Short-Term Rentals;

AND WHEREAS, bed and breakfast establishments, as defined in the City's Zoning By-law are exempt from the provisions of this Accommodation Licensing By-law and will continue to be regulated and licensed under the City's Bed and Breakfast Establishments By-law 180-2004 as amended;

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

1.0 Short Title

- 1.1. This By-law may be referred to as the "Accommodation Licensing By-law."

2.0 Definitions

- 2.1 For the purposes of this By-law the following terms are defined as follows:
 - a. **"Administrative Penalty"** means an administrative penalty administered pursuant to the Administrative Penalty Process By-law;
 - b. **"Administrative Penalty Process By-Law"** means a by-law of The Corporation of the City of Stratford being "A By-Law to Establish a Process for Administrative Penalties;"
 - c. **"Agent"** means a Person authorized in writing by an Owner to act on the Owner's or group of Owner's behalf;
 - d. **"Appeals Committee"** means a Committee or Tribunal duly appointed by by-law to conduct hearings under this By-law;
 - e. **"Applicable Law"** means any statute, rule, requirement, demand, order, direction, guideline, ordinance, by-law, policy or regulation of the federal, provincial, municipal government, governmental authority or agency as may be applicable to the operation of the Short-Term Rental;
 - f. **"Applicant"** means the person applying for a licence or renewal of a licence under this by-law and "application" has corresponding meaning;
 - g. **"Applicant Information"** means fulsome details of a person applying for or the renewal of a licence under this by-law and such information shall include their full name, date of birth, municipal address, telephone number and email address;
 - h. **"Articles of Incorporation"** means documents relating to an incorporated business pursuant to the *Business Corporations Act*, R.S.O. 1990 c.B.16, or the *Corporation Act*, 1990, c.C.28;
 - i. **"Building"** means a structure occupying an area greater than ten (10) square metres consisting of a wall, roof, and floor or any of

them, or a structural system serving the function thereof, including plumbing, works, fixtures and services appurtenant thereto;

- j. **"City"** means The Corporation of the City of Stratford or the lands within the geographic limits of The Corporation of the City of Stratford as the context requires;
- k. **"Chief Building Official"** means the Chief Building Official for the City, or any Person designated by the Chief Building Official;
- l. **"Fire Safety Instructions"** means the diagram and instructions to be placed in the unit that is governed by this By-law clearly setting out the precautions to be undertaken during a fire emergency. Fire Safety instructions are to depict graphically the location of each bedroom, smoke alarm, carbon monoxide alarm, fire extinguisher, emergency lighting, exit/egress doors or windows;
- m. **"Inn"** or **"Inns"** for the purposes of this by-law means a building used for the purposes of supplying temporary living accommodation to the travelling and/or vacationing public and containing a maximum of 5 guest rooms and are not restricted to occupancy by a person as their principal residence and may include 1 accessory dwelling unit for the owner or operator of the Inn;
- n. **"Inn"** see the Comprehensive Zoning By-law.
- o. **"Licence"** means a licence issued under this By-law;
- p. **"Licensee"** means any Person, Responsible Person, agent, Owner or Operator applying for a Licence or Licences under the provisions of this By-law;
- q. **"Officer"** means a peace officer, Municipal Law Enforcement Officer, the Fire Chief or their designate, Chief Building Official or their designate, or other Person appointed by By-law to enforce the provisions of this By-law;
- r. **"Operator"** means any person (owner or tenant) who operates a Short-Term Rental;
- s. **"Owner"** means the registered owner of the lands or Premise or their authorized agent that is in lawful control of the lands or Premise;
- t. **"Person"** means an Individual, Owner, firm, proprietorship, partnership, association, syndicate, trust, corporation, department, bureau, agency, or other entity;
- u. **"Principal Residence"** means a Dwelling Unit owned or rented by an individual person, either alone or jointly with others, where the individual person is ordinarily a resident;
- v. **"Property"** means any land or Property where the Short-term Rental is located that is within the jurisdiction of the City;

- w. **“Provincial Offences Act”** means the *Provincial Offences Act*, R.S.O. 1990, c.P. 33, and all regulations thereto, as may be amended from time to time, or any successor thereof;
- x. **“Responsible Person”** means the Owner, Operator, or an agent assigned by the Owner or Licensee of the Short-term Rental dwelling to ensure that the Short-term Rental is operated in accordance with the provisions of this By-law, the Licences, and Applicable Law;
- y. **“Short-term Guest Room”** means for the purposes of this Accommodation Licensing By-law a room or group of rooms designed, occupied or intended to be occupied by one or more persons providing sleeping accommodations and may provide kitchen and sanitary facilities;
- z. **“Short-term Rental”** means a short-term rental accommodation, hostel, rooming house, boarding house as defined in the City’s Comprehensive Zoning By-law as may be amended and/or replaced from time to time and shall also include Inns, and any other Short-term Guest Rooms that provide accommodation for a period of no more 28 consecutive days, except bed and breakfast establishments as defined in the City’s Comprehensive Zoning By-law;
- aa. **“Short-Term Rental Accommodation”** see the Comprehensive Zoning By-law.
- bb. **“Zoning By-law”** means the City’s Zoning By-law 10-2022, as amended from time to time, or any successor thereof;

3.0 Short-term Rental Licence Required

- 3.1 No person shall carry on, or intend to carry on, any trade, business or occupation of a Short-term Rental for which a licence is required under this By-law unless that Person has first obtained a Licence as required under the terms and conditions of this By-law.
- 3.2 No person shall operate or permit to operate a Short-term Rental in a dwelling utilizing more rooms than is permitted by the City and as set out on the Licence issued by the City under the provisions of this By-law for the Short-term Rental establishment.
- 3.3 No Person shall rent, or communicate with anyone to rent, a Short-term Rental that Is not licensed pursuant to the provisions of this By-law.
- 3.4 No Person shall advertise, promote, broker, or offer for rent or lease any short-term Rental without a valid Licence under this By-law.
- 3.5 Short-term Rentals shall at all times be required to comply with all Applicable Laws.
- 3.6 A Short-term Rental may display signage in compliance with the City’s Sign By-law.

4.0 Application for a Short-term Rental Licence Not Required

- 4.1 A Short-term Rental licence is not required for a motel or hotel as defined in the Zoning By-law.
- 4.2 A Short-term Rental licence is not required for a bed and breakfast establishment provided such establishments as defined in the Zoning By-law have obtained a licence under the provisions of the City's By-law 180-2004 as amended.

5.0 Application for a Short-term Rental Licence

- 5.1 Any Person seeking to obtain a new Licence shall submit a complete application to the Officer on the forms or in the manner prescribed by the Officer.
- 5.2 Any Person seeking to obtain or renew a Licence shall apply to the City for the Accommodation Licence on an annual basis on or before April 30th.
- 5.3 No Application shall be accepted for a licence if the Applicants are under the age of 18 years.
- 5.4 Every Applicant for a Licence shall submit, to the satisfaction of the Officer, the following information:
 - a. Payment of the required licence fee, as set out in the City's Fees and Charges By-law, as amended from time to time;
 - b. The fully and correctly completed Short-term Rental application form;
 - c. The registered Owner and contact information;
 - d. The Owner, and if applicable, Agent (alternative) person and related contact information;
 - e. A floor plan of the Short-term Rental Property clearly indicating the location and number of Short-term Guest Rooms, the proposed total occupancy limit, and for each room Short-term Guest Room, accompanying photographs, its dimensions, a description of its proposed use and the proposed number of beds;
 - f. A Parking Management Plan that complies with the Zoning By-law;
 - g. A Fire Safety Protocol;
 - h. An Electrical System Safety Assessment from a Licensed Electrical Contractor dated within 12 months of the date of the application indicating the Property and that its proposed use complies with the Electrical Safety Code;
 - i. A Fire Safety Checklist as set out in Schedule "A" to this By-law and photographs confirming the location of smoke and carbon monoxide alarms;
 - j. An inspection approved by the City's Fire Chief or designate dated within the previous year stating that the property is in compliance

with the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and its regulations and shall include a statement of the maximum occupancy permitted;

- k. A certificate of insurance confirming that the Applicant has in place, at the time of the Application, general liability insurance of not less than Five Million Dollars (\$5,000,000) and confirmation that the Applicant's insurance policy contains coverage for damage from fire and does not prevent the Applicant from using the Property as a Short-term Rental, the Applicant's insurance is cancellable by the Applicant's insurer on not more than 60 calendar days' prior notice, and/or any other such coverage as may be recommended by the City's insurer for the period covered by the licence;
 - l. Identification of adequate measures for the storage and disposal of waste/recycling and organics in accordance with this By-law;
 - m. Confirmation of sufficient levels of lighting to facilitate the safe passage of occupants;
 - n. Identify and maintain a self-enclosed structure or container for the disposal of garbage and waste that is readily accessible to utilizing the Short-term Rental;
 - o. Any other information required under this By-law.
- 5.5 The Officer shall not accept any application for a Short-term Rental until all of the requirements relating to the Application, as set out in this By-law, have been met.
- 5.6 The Licensee shall be responsible for informing the City in writing of any changes to the approved information contained in the Licence Application or any deviation to the approved plans within seven (7) calendar days of such change or deviation. Nothing in this By-law allows a Licensee to rent any room other than those identified and approved on the floor plans submitted with the Application for a Licence unless prior approval in writing is obtained from the City.
- 5.7 The Application fee is non-refundable regardless of the ultimate disposition of the Licence Application.
- 5.8 The submission of an Application for a Licence, including the applicable fee(s) does not entitle the Applicant to carry on, or intend to carry on a Short-term Rental. The Applicant is only entitled to carry on the Short-term Rental once the Licence has been issued under the provisions of this By-law.

6.0 Application for Renewal of a Short-term Licence

- 6.1 Every application for the renewal of a licence under this By-law, shall be made in a form satisfactory to the Officer and shall include:
- a. The fully and correctly completed renewal application form, if applicable;

- b. The application renewal fee as set out in the City's Fees and Charges By-law, as amended from time to time;
 - c. In the event there are any changes to the floor plan, site plan, Parking Management Plan, or Fire Safety Protocol submitted with the original Application, the Applicant shall submit a revised floor plan, site plan, Parking Management Plan, and Fire Safety Protocol;
 - d. If any changes have been made to the power supply or electrical wiring of the Property, an Electrical System Safety Assessment from a Licensed Electrical Contractor dated within 12 months of the date of the renewal application confirming that the Property and its proposed use complies with the Electrical Safety Code;
 - e. Any other information required pursuant to this By-law.
- 6.2 A Short-term Rental Licence that is not renewed prior to the expiration date is no longer valid.
- 6.3 Subject to written approval from the Licencing Officer and a payment of a transfer processing fee as prescribed in the Fees and Charges By-law a licence issued under this By-law may be transferred to a new owner of the same property, for the same number of rooms and without any changes to the property, within the same year in which the licence is issued.
- 6.4 The Application for Renewal fee is non-refundable regardless of the ultimate disposition of the Licence Application.

7.0 Inspections

- 7.1 Upon receipt of a complete Application as set out in the By-law, and all accompanying documentation in addition to the required fees, the City shall schedule an inspection of the Short-term Rental property at a reasonable time.
- 7.2 Upon any change identified in the Renewal Application the City may conduct an inspection following the submission of the Renewal Application in addition to the required fees in its discretion acting reasonably.
- 7.3 A Licence issued under this By-law is valid for a period of one (1) year, unless revoked prior to the one (1) year period coming to an end.

8.0 Review of the Licence Application or Renewal Application

- 8.1 The Officer in their discretion may reject a Licence Application or a Renewal Application where any of the documents required by this By-law have either not been filed or a deemed to be incomplete.
- 8.2 As part of the City's review of the Application or Renewal Application (collectively the "Applications") the Applications may be circulated to those agencies deemed appropriate or necessary or relevant by the Officer.
- 8.3 A person is not eligible to hold a licence if the proposed use of the land,

building or structure is not permitted by the Zoning By-law that applies to the Property.

9.0 Issuance of Short-term Rental Licence

- 9.1 The City shall identify the Officer or Officers that are authorized to issue and renew Short-term Rental Licences in accordance with this By-law.
- 9.2 All Licences issued and renewed shall be signed by the Officer.
- 9.3 In the event a legal non-conforming Short-term Rental ceases to operate for a period of one year, a licence will no longer be issued for the legal non-conforming use.
- 9.4 The Licensee, upon issuance of a Licence and thereafter shall comply with all applicable provisions of this By-law.

10.0 Licence Conditions

- 10.1 The following conditions are attached to each Licence issued under this By-law:
 - a. The Short-term Rental must be lawfully constructed;
 - b. When the premise is occupied for the purposes of a Short-term Rental, a legible copy of the Licence shall be posted in a conspicuous location within one (1) metre of the interior of the Short-term Rental's primary residence;
 - c. A Licensee shall notify the Officer in writing within fifteen (15) calendar days of any change to any information provided to the City under the provisions of this By-law;
 - d. The Licensee shall ensure compliance with all Applicable Laws including but not limited to the: *Fire Protection and Prevention Act*; *Building Code Act*; *Electrical Safety Code*; *Health Protection and Promotion Act*; *Zoning By-law*; *Open Air Fire By-law*; *Property Standards By-law*; *Noise By-law*; *Sign By-law*;
 - e. At any time when the Property is occupied for the purposes of a Short-term Rental the Licensee shall ensure that no vehicle is stopped or parked on any part of the Short-term Rental Property save and except for a parking space as identified on the Parking Management Plan filed pursuant to the provisions of this By-law;
 - f. A copy of the floor plan contained within the Fire Safety Protocol shall be posted in a conspicuous location within one (1) metre of the interior of the Short-term Rental's primary entrance;
 - g. The Licensee shall allow, at any reasonable time and in accordance with Applicable Law, the City to inspect the Short-term Rental Property to ensure compliance with this By-law;

- h. The Licensee shall include the Licence number in any advertisement or promotion related to the renting out of the Property intended to be used as a Short-term Rental;
- i. The Licensee shall ensure that the Licensee or their Agent is available to attend the Short-term Rental Property at all times within a period of no greater than thirty (30) minutes from the time of contact by way of telephone or email in the event of an emergency or exigent circumstances;
- j. The Licensee shall provide to the City an updated certificate of insurance as required by this By-law prior to the expiry of the current certificate of insurance;
- k. Where a Licensee is dissatisfied with any condition imposed by the Officer, the Licensee may request a review of the condition by the Appeal Tribunal.

11.0 Refusal to Issue or Renew a Short-term Rental Licence

11.1 The Officer may refuse to issue or renew a Licence:

- a. If all inspections required pursuant to this By-law have either not been completed or have not passed;
- b. Where the conduct of the Applicant or Licensee including the conduct of any officer, director, employee or Agent of an Applicant or Licensee affords reasonable cause to believe that the Applicant or Licensee will not carry on or operate the Short-term Rental in accordance with all Applicable Laws;
- c. The Applicant or Licensee owes any fine or fee or property taxes to the City in respect of the Short-term Rental Property;
- d. The Short-term Rental is subject to an order, or orders made pursuant to the following including but not limited to: a City By-law; the *Building Code Act*; the *Fire Protection and Prevention Act*; the Medical Officer of Health; and any other Applicable Law;
- e. The Short-term Rental Property does not comply with the City's Zoning By-law;
- f. The Officer has received an objection to the issuance of the Licence by the Chief Building Official and/or the Fire Chief;
- g. A Licence pursuant to this By-law has been revoked or suspended within the last two (2) years;
- h. The Applicant or Licensee has prior convictions under this By-law, or any other By-law, or any Applicable Law within the last five (5) years;

- i. Where there is a Court Order, or any other federal or provincial order ceasing or hindering the activity of the Short-term Rental.

12.0 Revocation or Suspension of a Short-term Rental Licence

- 12.1 The Officer has the power and authority to revoke or suspend a Licence at any time where:
 - a. The Licensee meets the circumstances set out in section 10.0 above;
 - b. There are reasonable grounds to believe that an Application or any other document or information provided on behalf of the Licensee contains a false statement and/or false information;
 - c. The Licence was issued in error;
 - d. The Officer becomes aware of a fact or facts that, if known at the time of the Application, may have resulted in the Officer refusing to issue the Licence.
- 12.2 A License issued under this By-law shall remain in effect until a decision to revoke or suspend the Licence has been made by the Officer or, where any appeal has been filed, the Appeal Tribunal.

13.0 Changes in Information

- 13.1 Where, at any time, there is a change in, or relating to, any of the information or documents required to be filed with the City under this By-law, the Applicant or Licensee, as the case may be, shall report the change in writing to the Officer no later than fifteen (15) calendar days following the change.

14.0 Term of the Short-term Rental Licence

- 14.1 Every Licence shall be in effect from the date of issuance as shown on the Licence:
 - a. For a one-year period starting April 1 for a calendar year to which it applies, expiring on March 31st, of the following calendar year; or
 - b. Where the Application for a Licence is received after April 1 and prior to the 2nd Monday in December of any calendar year, for the remainder of such calendar year, expiring on March 31st of the following calendar year; or
 - c. Where the application for a Licence is received on or after the 2nd Monday in December but prior to March 31st in the following calendar year, for the whole of the following calendar year, expiring on March 31st of the following calendar year.

- 14.2 Every Licence shall be renewed no later than its date of expiry. Any License which is not renewed shall become null and void.
- 14.3 Every Licence shall immediately cease to be valid in the event the Short-term Rental ceases to operate.

15.0 Duplicate or Replacement Short-term Rental Licence

- 15.1 In the event that a Licence is issued in accordance with this By-law is lost or destroyed, the Officer upon written request by the Applicant or Licensee, and payment of a replacement fee as set out in the City's Fees and Charges By-law, shall issue a duplicate of the original Licence, upon which shall be stamped or marked "duplicate."
- 15.2 The issuance of a duplicate Licence in accordance with section 14.1 above shall not affect the expiry date of the Licence.

16.0 Alterations Prohibited

- 16.1 No person shall alter or deface a Licence in any way.
- 16.2 Every Licensee shall ensure that the Licence is not altered or defaced in any way.

17.0 Compliance with all Applicable Laws

- 17.1 The issuance of a Licence under the provisions of this By-law in no way and does not permit or condone the violation of any by-law, statute, order, or regulation in effect in the City, the Province of Ontario, or the Federal Government of Canada and it shall be the sole responsibility of the Licensee to ensure that such Applicable Laws is complied with at all times.

18.0 Appeals Procedure

- 18.1 Where the Officer refuses to issue or renew a Licence or where the Officer elects to suspend or revoke a Licence:
- a. The Officer shall send written notification advising the Applicant or Licensee of the refusal, suspension, or revocation of the Licence;
 - b. The written notification of the Officer shall be sent by registered mail or e-mail to the Applicant or Licensee at the address of the Applicant or Licensee provided on the Application, or where a change of information has been provided by the Applicant or Licensee regarding address, at the address reflecting that change in information;
 - c. The written notification by the Officer shall:
 - i. Set out the grounds for the refusal, suspension, or revocation;

- ii. Sign the written notification;
 - iii. Indicate the final date and time by which the Applicant or Licensee may appeal the decision of the Officer to suspend, revoke, refuse to issue or renew the Licence, and the method for doing so, as set out in this By-law; and,
 - iv. Indicate the hearing of appeals fee, as set out in the City's Fees and Charges By-law, as amended from time to time; and
- d. The Applicant or Licensee may appeal the decision of the Officer to suspend, revoke or refuse to issue or renew the Licence, by filing a written request with the City Clerk, which request must set out the grounds or basis for the request, and must be received in the Clerks Department no later than 4:00 pm on the fourteenth (14th) calendar day from the date on the notice is deemed received by the Applicant or Licensee. Such notice shall be deemed received five (5) business days after it has been mailed or on the following business day after it has been emailed;
- e. The Applicant or Licensee shall have no right to appeal the decision of the Officer to suspend, revoke, or refuse to issue or renew the Licence as a result of a Fire Code or Building Code violations. Such appeal of the Fire Code or Building Code violations are subject to the appeal rights as set out in the *Building Code Act* and/or the *Fire Protection and Promotion Act*.
- 18.2 If no written request for an appeal is received from the Applicant or Licensee prior to the deadline for filing such appeal:
- a. no extension of the time to request an appeal or hearing will be granted; and,
 - b. the decision of the Officer shall be final.
- 18.3 The fee payable by the Owner or Licensee for the hearing shall be set out in the City's Fees and Charges By-law, as amended.

19.0 Hearing of Appeals

- 19.1 Upon receipt of a written request for a hearing and the required fee for the hearing received from the Applicant or Licensee, in accordance with the terms and conditions of this By-law the Appeal Committee shall:
- a. fix a date and time for such matter to be heard by the Appeal Committee within a period of sixty (60) days of receipt of the appeal; and,
 - b. send by registered mail or hand delivery or email the notice of hearing which shall include the date, time, and location of the

hearing, at least fifteen (15) prior to the date and time fixed for such hearing, to the Applicant or Licensee, the Officer or any other Person who has requested such notification in writing from the Appeal Tribunal.

20.0 Hearing Procedure

- 20.1 The following procedure shall be followed for appeals relating to the refusing, suspending, or revoking of any Licence under this By-law:
- a. The Appeal Committee or its designate shall circulate copies of all reports from any Persons who may be involved in the matter, to the Applicant, Licensee or any other Person to whom notice of the hearing has been given;
 - b. the Applicant or Licensee, either personally or through an agent or legal counsel, shall be afforded an opportunity to present such material and evidence relevant to the issue before the Appeal Committee, and may ask any questions of any Person presenting evidence, relating to the evidence presented;
 - c. The Officer of the City either through its legal counsel or representative shall be afforded an opportunity to present such material and evidence relevant to the issue before the Appeal Committee, and may ask any questions of any Person presenting evidence, relating to the evidence presented;
 - d. The Appeal Committee may afford any other Person who has a direct interest in the matters under discussion, an opportunity to present material and evidence relevant to the issue before the Appeal Committee;
 - e. The provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990. c.S. 22, as amended, or any successor thereof, shall apply to all hearings, conducted by the Appeal Committee under this By-law; and,
 - f. Any Person presenting evidence relevant to the hearing must be present to answer questions in relation to that evidence.
- 20.2 In the event that the Applicant or Licensee who has been sent notice of the hearing does not appear at the scheduled time and place of the hearing, the Appeal Committee may proceed with the hearing in absence of the Applicant or Licensee and if so, the Applicant or Licensee shall not be entitled to any further proceeding or further notice of proceedings.
- 20.3 At the conclusion of a hearing, the Appeal Committee may give its decision orally or reserve its decision, but in any case the Appeal Committee or its designate shall provide its decision in writing and shall set out the reasons for the decision, within thirty (30) days of the hearing to the Applicant or Licensee and the Officer.

- 20.4 The Appeal Committee, in making its decision, may uphold or vary the decision of the Officer, or impose conditions, including special conditions as a requirement of continuing to hold a License.
- 20.5 The decision of the Appeal Committee issued under this By-law is final.

21.0 Enforcement

- 21.1 The provisions of this By-law may be enforced by an Officer, or other authorized or designated employee or agent of the City.
- 21.2 No Person shall obstruct or hinder or attempt to obstruct or hinder an Officer or other authorized employee or agent of the City in the exercise of a power or the performance of a duty under this By-law.
- 21.3 Subject to the provisions set out below, every Officer shall have the right to enter lands to conduct an inspection to determine whether the provisions of this By-law and any order(s) issued hereunder are being complied with in accordance with the provisions of Sections 435 and 436 of the *Municipal Act*.
- 21.4 Where an Officer has reasonable grounds to believe that an offence under this By-law has been committed by a Person, the Officer may require the name, address, and proof of identity of that Person.
- 21.5 Failure to provide proof of identification satisfactory to an Officer when requested to do so pursuant to the provisions of this By-law shall constitute obstruction of an Officer under this By-law.
- 21.6 No Person exercising a power of entry on behalf of the City shall enter or remain in any room or place actually being used as a Short-term Rental unless such power of entry is in compliance with Applicable Law.
- 21.7 Where the City has given prior notification of its intention to enter to the occupier of the land as required by Section 435 of the *Municipal Act, 2001* and the entry is authorized under sections 79, 80 or 446 of the *Municipal Act, 2001*.

22.0 Orders

- 22.1 In the event that the City's designate and/or an Officer determines that a Person has contravened any provision of this By-law, an Order may be made requiring the Person who contravened the By-law or who caused or permitted the contravention, to discontinue the contravening activity and take any reasonable steps to correct the contravention.
- 22.2 No person shall fail to comply with an Order issued pursuant to the provisions off this By-law.
- 22.3 An order issued pursuant to the provisions of this By-law shall set out:

- a. reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
 - b. the steps that must be taken to correct the contravention and the date by which there must be compliance with the order.
- 22.4 If a Person fails to do a matter or thing as directed or required by this By-law, including failing to comply with an order issued under this By-law, the City may do the matter or thing at the Person's sole costs and expense. The City may recover the costs of doing a matter or thing from the Person directed or required to do it by action or by adding the costs to the Person's tax roll and collecting them in the same manner as and like property taxes.

23.0 Offence and Penalty Provisions

- 23.1 Every Person who contravenes any provision of this By-law, including any Schedule hereto, is guilty of an offence;
- 23.2 Every Person, director or officer of a corporation who knowingly is involved in or aware of the contravention by the corporation of any provision of this By-law, including any Schedule hereto, is guilty of an offence.
- 23.3 Every offence under this By-law is designated as a continuing offence.
- 23.4 An Officer who finds that a Person has contravened a provision of this By-law may issue a penalty notice pursuant to the City's Administrative Penalty By-law. Administrative Penalty By-law applies to each administrative penalty issued pursuant to this By-law.
- 23.5 Notwithstanding section 22.2 above, every Person who contravenes any provision of this By-law is guilty of an offence as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, and all such offences are designated as continuing offences.
- 23.6 Every Operator, officer or director of a corporation who knowingly concurs in the contravention of any provision of this By-law or the failure to comply with an order issued under this By-law is guilty of an offence as provided in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33 and all such offences are designated as continuing offences.
- 23.7 Upon conviction, every Person, and every officer or director of a corporation that contravenes any provision of this By-law is liable, for each day or part of a day that the offence continues, to a fine not exceeding \$25,000 for a first offence and \$50,000 for any subsequent offence.
- 23.8 Where a corporation is convicted of an offence under this By-law the maximum penalty is \$50,000 for a first offence and \$100,000 for any subsequent offence.

- 23.9 As provided in section 431 of the *Municipal Act, 2001*, if a Person has been convicted of an offence under this By-law, the Ontario Court of Justice or any Court of competent jurisdiction may, in addition to any penalty imposed on the Person convicted, issue an order:
- a. prohibiting the continuation of the offence by the Person convicted; and
 - b. requiring the Person convicted to correct the contravention in the manner and within the period that the Court considers appropriate.
- 23.10 If a Person is required to pay an Administrative Penalty under the provisions of this By-law, the Person shall not be charged with an offence in respect of the same contravention.
- 23.11 In accordance with the provisions of the *Municipal Act, 2001*, the treasurer of the City may add unpaid fees, charges, and fines under this By-law to the tax roll and collect them in the same and a like manner as property taxes.
- 23.12 The terms used in this By-law shall have the same definition as set out in the City's Comprehensive Zoning By-law unless such term is specifically defined in this By-law.
- 23.13 Pursuant to section 447 of the *Municipal Act, 2001*, where an owner is convicted of knowingly carrying on or engaging in the business of operating a Short-term Rental in respect of any Property or any part of any Property without a License required by this By-law, or a person is convicted of any other contravention of this By-law and a court determines that the owner or occupant of the Property or part of the Property in respect of which the conviction was made knew or ought to have known of the conduct which formed the subject-matter of the conviction or of any pattern of similar conduct, the court may order that the Property or part of the Property be closed to any use for a period not exceeding two (2) years.

24.0 Conflict and Severability

- 24.1 If any portion of this By-law of the City is found to be in conflict with any other provision of any building, fire, safety or other By-law of the City or regulations, the provision which establishes the higher standard shall prevail.
- 24.2 If a court of competent jurisdiction declares any provision or any part of a provision of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law that each and every provision of this By-law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

25.0 Schedule

25.1 The Schedules attached hereto forms part of this By-law.

26.0 Effective Date

26.1 This By-law comes into effect on January 1, 2023.

Read a FIRST, SECOND and THIRD TIME and
FINALLY PASSED this 11th day of October, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe

**This is Schedule "A" to By-law XXX-2022
of
The Corporation of the City of Stratford**

Fire Department Checklists



Fire Department
CITY of STRATFORD
388 Erie Street
Stratford, ON N5A 2N4

519-271-3212
Fax: 519-271-9511
TTY: 519-271-5241
www.stratford.ca

Short-Term Rental: Inns

As the owner/operator of a Short-Term Rental, it is not only important that you consider the safety of your guests, but it is also your legal responsibility as required by the Ontario Fire Code, O. Reg 213/07, as amended. Whether you rent out a room, a suite, or an entire home, you are considered a landlord, and with that title comes a great deal of responsibility described within the Ontario Fire Code and Accommodation Licensing By-law XXX-2022. This checklist has been created to help owners understand their legal obligations when owning and operating a Short-Term Rental in compliance with the Stratford Fire Departments requirements.

Inn Checklist				
	2 Bedroom (4 Guest)	3 Bedroom (6 Guest)	4 Bedroom (8 Guest)	5 Bedroom (10 Guest)
Smoke/CO Detectors				
Fire Extinguishers				
Exit Plan				
Elevator Cert. (if applicable)				
Door Closures	N/A			
Furnace Room	N/A			
Emergency Lighting	N/A			
Compliance (Y/N)				

Name of Recipient:	Signature:	Date:
Inspector:	Signature:	Date:

Fire officials do not have the authority to grant you an extension of time to correct any violations. The violations must be corrected forthwith.

Make Every Week Fire Prevention Week



Fire Department
CITY of STRATFORD
388 Erie Street
Stratford, ON N5A 2N4

519-271-3212
Fax: 519-271-9511
TTY: 519-271-5241
www.stratford.ca

Short-Term Rental

As the owner/operator of a Short-Term Rental, it is not only important that you consider the safety of your guests, but it is also your legal responsibility as required by the Ontario Fire Code, O. Reg 213/07, as amended. Whether you rent out a room, a suite, or an entire home, you are considered a landlord, and with that title comes a great deal of responsibility described within the Ontario Fire Code and Accommodation Licensing By-law XXX-2022. This checklist has been created to help owners understand their legal obligations when owning and operating a Short-Term Rental in compliance with the Stratford Fire Departments requirements.

Short Term Rental			
	Compliance	Non-Compliance	Notes
Smoke/CO Detectors			
Fire Extinguishers			
Exit Plan			
Elevator Cert. (if applicable)			

Ontario Fire Code: SECTION 1.2 COMPLIANCE

Owner's responsibility

1.2.1.1. Unless otherwise specified, the **owner** is responsible for carrying out the provisions of this Code.

Name of Recipient:	Signature:	Date:
Inspector:	Signature:	Date:

Fire officials do not have the authority to grant you an extension of time to correct any violations. The violations must be corrected forthwith.

Make Every Week Fire Prevention Week



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

BEING a By-law to amend By-law 180-2004, to make certain amendments to the bed and breakfast licensing process.

WHEREAS section 10(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may pass By-laws respecting: health, safety and well-being of persons and property, including consumer protection and business licensing;

AND WHEREAS the Council of The Corporation of the City of Stratford adopted By-law 180-2004 to license, regulate and govern bed and breakfast establishments in the City of Stratford;

AND WHEREAS the Council of The Corporation of the City of Stratford, in accordance with its Notice Policy C.3.10, held a public meeting and gave notice of its intent to consider adopting an accommodation licensing by-law;

AND WHEREAS in considering the adoption of an accommodation licensing by-law, it was determined that amendments to Bed and Breakfast Establishment Licensing By-law 180-2004 are necessary;

AND WHEREAS the Council of The Corporation of the City of Stratford intends to amend By-law 180-2004 to make certain amendments to the bed and breakfast licensing process;

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

1. That By-law 180-2004 be amended by deleting the following clauses from the Preamble of By-law 180-2004:

"WHEREAS pursuant to the provisions of Part IV of the *Municipal Act, 2001, S.O. 2001 c.25* as amended, the Council of The Corporation of the City of Stratford may pass by-laws for licensing, regulating and governing businesses;

AND WHEREAS sections 390-400 of the Act enable municipalities to pass by-laws for imposing fees or charges for permits and services provided or done by them;

AND WHEREAS in accordance with section 150 (4)(a) and (b) of the Act, proper notice of a public meeting was given and a public meeting was held at which any persons who attended had an opportunity to make representation with respect to this by-law;

AND WHEREAS pursuant to section 150 of the Act, the Council of The Corporation of the City of Stratford is exercising its licensing powers under this section with respect to accessory guest rooms, bed and breakfast establishments and guest homes in the City of Stratford, including imposing conditions for the following reasons:

- a) for the purpose of the health and safety of the guests staying on the premises by ensuring that the building, health and fire code regulations are met, the

required essentials such as plumbing, water and on-site parking are adequately provided; and,

- b) for ensuring that the accessory guest room, bed and breakfast establishment and guest home does not create a nuisance to the adjoining property or neighbourhood or surrounding lands and that zoning regulations are met."

2. That By-law 180-2004 be amended by adding the following clauses to the Preamble of By-law 180-2004 in the appropriate order:

"WHEREAS section 10(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, (the "*Municipal Act, 2001*"), provides that a municipality may pass By-laws respecting: health safety and well-being of persons and property, including consumer protection and business licensing;

AND WHEREAS section 151(1) of the *Municipal Act, 2001* provides that, without limiting sections 9, 10 and 11 of the *Municipal Act, 2001*, a municipality may provide for a system of licenses with respect to a business and may:

- a) prohibit the carrying on or engaging in the business without a licence;
- b) refuse to grant a licence, or revoke or suspend a licence;
- c) impose conditions as a requirement of obtaining, continuing to hold, or renewing a licence;
- d) impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold, or renew a licence;
- e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence;
- f) license, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it."

AND WHEREAS Section 434.1(1) of the *Municipal Act, 2001* provides that a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a By-law of the municipality passed under the *Municipal Act, 2001*;

AND WHEREAS section 429(1) of the *Municipal Act, 2001*, provides that a municipality may establish a system of fines for offences under a By-law of the municipality passed under the *Municipal Act, 2001*;

AND WHEREAS the Council of The Corporation of the City of Stratford has deemed it necessary and expedient to regulate and license Bed and Breakfast Establishments and Accessory Guest Rooms;"

3. That By-law 180-2004 be amended by adding the following Definitions to By-law 180-2004:

"Administrative Penalty" means an administrative penalty administered pursuant to the Administrative Penalty Process By-law;

"Administrative Penalty Process By-law" means a by-law of The Corporation of the City of Stratford being "A By-law to Establish a Process for Administrative Penalties;"

"Agent" means a Person authorized in writing by an Owner to act on the Owner's or group of Owner's behalf;

"Appeals Committee" means a Committee or Tribunal duly appointed by by-law to conduct hearings under this By-law;

"Applicable Law" means any statute, rule, requirement, demand, order, direction, guideline, ordinance, by-law, policy or regulation of the federal, provincial, municipal government, governmental authority or agency as may be applicable to the operation of the Short-Term Rental;

"Applicant" means the person applying for a licence or renewal of a licence under this by-law and "application" has corresponding meaning;

"Officer" means a peace officer, Municipal Law Enforcement Officer, the Fire Chief or their designate, Chief Building Official or their designate, or other Person appointed by By-law to enforce the provisions of this By-law;

"Provincial Offences Act" means the *Provincial Offences Act*, R.S.O. 1990, c.P. 33, and all regulations thereto, as may be amended from time to time, or any successor thereof; "

4. That By-law 180-2004 be amended by deleting each occurrence of "Guest Home" and "or Guest Home" from By-law 180-2004.
5. That By-law 180-2004 be amended by deleting each occurrence of "his\her" from By-law 180-2004 and replacing with "their".
6. That Paragraph 2 of By-law 180-2004 be amended by adding "and as set out in the City's Comprehensive Zoning By-law as may be amended and updated from time to time.", at the end of the sentence.
7. That Paragraph 3 of By-law 180-2004 be amended by deleting "January" and replacing with "March".
8. That By-law 180-2004 be amended by deleting each occurrence of "Building and Planning Department" and replacing with "Municipal By-law Division".
9. That By-law 180-2004 be amended by deleting all references to "Director of Building and Planning or designate" and replacing with "Chief Building Official or designate".
10. That Paragraph 4 (b) ii) of By-law 180-2004 be amended by deleting "Two Million Dollars (\$2,000,000)" and replacing with "Five Million Dollars (\$5,000,000)".
11. That Paragraph 5 of By-law 180-2004 be deleted in its entirety and replaced with the following new Paragraph 5:

"Upon confirmation that the Accessory Guest Room or Bed and Breakfast establishment complies with all Applicable Laws including but not limited to the City of Stratford Zoning By-law, with the *Ontario Building Code*, with the *Ontario Fire Code*, with the *Ontario Health Protection and Promotion Act*, the Chief Building Official or designate shall issue a licence, which shall expire at midnight on March 31st of the following year. Licence applications for renewals of licences received after March 31st of the following year, shall be subject to an additional late filing fee as prescribed in Schedule 'A' herein."

12. That Paragraph 6 of By-law 180-2004 be amended by deleting "year" and replacing with "current term".

13. That Paragraph 8 of By-law 180-2004 be amended by deleting each occurrence of "Council/the Planning and Heritage Sub Committee" and replacing with "City Council".
14. That Paragraphs 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18 of By-law 180-2004 be deleted in their entirety and replaced with the following new paragraphs:

"Appeals Procedure

9. Where the Officer refuses to issue or renew a Licence or where the Officer elects to suspend or revoke a Licence:
 - a) The Officer shall send written notification advising the Applicant or Licensee of the refusal, suspension, or revocation of the Licence;
 - b) The written notification of the Officer shall be sent by registered mail or e-mail to the Applicant or Licensee at the address of the Applicant or Licensee provided on the Application, or where a change of information has been provided by the Applicant or Licensee regarding address, at the address reflecting that change in information;
 - c) The written notification by the Officer shall:
 - i. Set out the grounds for the refusal, suspension, or revocation;
 - ii. Sign the written notification;
 - iii. Indicate the final date and time by which the Applicant or Licensee may appeal the decision of the Officer to suspend, revoke, refuse to issue or renew the Licence, and the method for doing so, as set out in this By-law; and,
 - iv. Indicate the hearing of appeals fee, as set out in the City's Fees and Charges By-law, as amended from time to time; and
 - d) The Applicant or Licensee may appeal the decision of the Officer to suspend, revoke or refuse to issue or renew the Licence, by filing a written request with the City Clerk, which request must set out the grounds or basis for the request, and must be received in the Clerks Department no later than 4:00 pm on the fourteenth (14th) calendar day from the date on the notice is deemed received by the Applicant or Licensee. Such notice shall be deemed received five (5) business days after it has been mailed or on the following business day after it has been emailed;
 - e) The Applicant or Licensee shall have no right to appeal the decision of the Officer to suspend, revoke, or refuse to issue or renew the Licence as a result of a Fire Code or Building Code violations. Such appeal of the Fire Code or Building Code violations are subject to the appeal rights as set out in the *Building Code Act* and/or the *Fire Protection and Promotion Act*.
10. If no written request for an appeal is received from the Applicant or Licensee prior to the deadline for filing such appeal:
 - a) no extension of the time to request an appeal or hearing will be granted; and,
 - b) the decision of the Officer shall be final.
11. The fee payable by the Owner or Licensee for the hearing shall be set out in the City's Fees and Charges By-law, as amended.

Hearing of Appeals

12. Upon receipt of a written request for a hearing and the required fee for the hearing received from the Applicant or Licensee, in accordance with the terms and conditions of this By-law the Appeal Committee shall:
- a) fix a date and time for such matter to be heard by the Appeal Committee within a period of sixty (60) days of receipt of the appeal; and,
 - b) send by registered mail or hand delivery or email the notice of hearing which shall include the date, time, and location of the hearing, at least fifteen (15) prior to the date and time fixed for such hearing, to the Applicant or Licensee, the Officer or any other Person who has requested such notification in writing from the Appeal Tribunal.

Hearing Procedure

13. The following procedure shall be followed for appeals relating to the refusing, suspending, or revoking of any Licence under this By-law:
- a) The Appeal Committee or its designate shall circulate copies of all reports from any Persons who may be involved in the matter, to the Applicant, Licensee or any other Person to whom notice of the hearing has been given;
 - b) the Applicant or Licensee, either personally or through an agent or legal counsel, shall be afforded an opportunity to present such material and evidence relevant to the issue before the Appeal Committee, and may ask any questions of any Person presenting evidence, relating to the evidence presented;
 - c) The Officer of the City either through its legal counsel or representative shall be afforded an opportunity to present such material and evidence relevant to the issue before the Appeal Committee, and may ask any questions of any Person presenting evidence, relating to the evidence presented;
 - d) The Appeal Committee may afford any other Person who has a direct interest in the matters under discussion, an opportunity to present material and evidence relevant to the issue before the Appeal Committee;
 - e) The provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990. c.S. 22, as amended, or any successor thereof, shall apply to all hearings, conducted by the Appeal Committee under this By-law; and,
 - f) Any Person presenting evidence relevant to the hearing must be present to answer questions in relation to that evidence.
14. In the event that the Applicant or Licensee who has been sent notice of the hearing does not appear at the scheduled time and place of the hearing, the Appeal Committee may proceed with the hearing in absence of the Applicant or Licensee and if so, the Applicant or Licensee shall not be entitled to any further proceeding or further notice of proceedings.
15. At the conclusion of a hearing, the Appeal Committee may give its decision orally or reserve its decision, but in any case the Appeal Committee or its designate shall provide its decision in writing and shall set out the reasons for the decision, within thirty (30) days of the hearing to the Applicant or Licensee and the Officer.

16. The Appeal Committee, in making its decision, may uphold or vary the decision of the Officer, or impose conditions, including special conditions as a requirement of continuing to hold a License.
17. The decision of the Appeal Committee issued under this By-law is final.

Enforcement

18. The provisions of this By-law may be enforced by an Officer, or other authorized or designated employee or agent of the City.
19. No Person shall obstruct or hinder or attempt to obstruct or hinder an Officer or other authorized employee or agent of the City in the exercise of a power or the performance of a duty under this By-law.
20. Subject to the provisions set out below, every Officer shall have the right to enter lands to conduct an inspection to determine whether the provisions of this By-law and any order(s) issued hereunder are being complied with in accordance with the provisions of Sections 435 and 436 of the *Municipal Act*.
21. Where an Officer has reasonable grounds to believe that an offence under this By-law has been committed by a Person, the Officer may require the name, address, and proof of identity of that Person.
22. Failure to provide proof of identification satisfactory to an Officer when requested to do so pursuant to the provisions of this By-law shall constitute obstruction of an Officer under this By-law.
23. No Person exercising a power of entry on behalf of the City shall enter or remain in any room or place actually being used as a Short-term Rental unless such power of entry is in compliance with Applicable Law.
24. Where the City has given prior notification of its intention to enter to the occupier of the land as required by Section 435 of the *Municipal Act, 2001* and the entry is authorized under sections 79, 80 or 446 of the *Municipal Act, 2001*.

Orders

25. In the event that the City's designate and/or an Officer determines that a Person has contravened any provision of this By-law, an Order may be made requiring the Person who contravened the By-law or who caused or permitted the contravention, to discontinue the contravening activity and take any reasonable steps to correct the contravention.
26. No person shall fail to comply with an Order issued pursuant to the provisions of this By-law.
27. An order issued pursuant to the provisions of this By-law shall set out:
 - a) reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
 - b) the steps that must be taken to correct the contravention and the date by which there must be compliance with the order.
28. If a Person fails to do a matter or thing as directed or required by this By-law, including failing to comply with an order issued under this By-law, the City may do the matter or thing at the Person's sole costs and expense. The City may recover the costs of doing a matter or thing from the Person directed or required to do it by action or by adding the costs to the Person's tax roll and collecting them in the same manner as and like property taxes.

Offence and Penalty Provisions

29. Every Person who contravenes any provision of this By-law, including any Schedule hereto, is guilty of an offence;

30. Every Person, director or officer of a corporation who knowingly is involved in or aware of the contravention by the corporation of any provision of this By-law, including any Schedule hereto, is guilty of an offence.
31. Every offence under this By-law is designated as a continuing offence.
32. An Officer who finds that a Person has contravened a provision of this By-law may issue a penalty notice pursuant to the City's Administrative Penalty By-law. Administrative Penalty By-law applies to each administrative penalty issued pursuant to this By-law.
33. Notwithstanding section 26 above, every Person who contravenes any provision of this By-law is guilty of an offence as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, and all such offences are designated as continuing offences.
34. Every Operator, officer or director of a corporation who knowingly concurs in the contravention of any provision of this By-law or the failure to comply with an order issued under this By-law is guilty of an offence as provided in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33 and all such offences are designated as continuing offences.
35. Upon conviction, every Person, and every officer or director of a corporation that contravenes any provision of this By-law is liable, for each day or part of a day that the offence continues, to a fine not exceeding \$25,000 for a first offence and \$50,000 for any subsequent offence.
36. Where a corporation is convicted of an offence under this By-law the maximum penalty is \$50,000 for a first offence and \$100,000 for any subsequent offence.
37. As provided in section 431 of the *Municipal Act, 2001*, if a Person has been convicted of an offence under this By-law, the Ontario Court of Justice or any Court of competent jurisdiction may, in addition to any penalty imposed on the Person convicted, issue an order:
 - a) prohibiting the continuation of the offence by the Person convicted; and
 - b) requiring the Person convicted to correct the contravention in the manner and within the period that the Court considers appropriate.
38. If a Person is required to pay an Administrative Penalty under the provisions of this By-law, the Person shall not be charged with an offence in respect of the same contravention.
39. In accordance with the provisions of the *Municipal Act, 2001*, the treasurer of the City may add unpaid fees, charges, and fines under this By-law to the tax roll and collect them in the same and a like manner as property taxes.
40. The terms used in this By-law shall have the same definition as set out in the City's Comprehensive Zoning By-law unless such term is specifically defined in this By-law.
41. Pursuant to section 447 of the *Municipal Act, 2001*, where an owner is convicted of knowingly carrying on or engaging in the business of operating a Short-term Rental in respect of any Property or any part of any Property without a License required by this By-law, or a person is convicted of any other contravention of this By-law and a court determines that the owner or occupant of the Property or part of the Property in respect of which the conviction was made knew or ought to have known of the conduct which formed the subject-matter of the conviction or of any pattern of similar conduct, the court may order that the Property or part of the Property be closed to any use for a period not exceeding two (2) years.

Conflict and Severability

42. If any portion of this By-law of the City is found to be in conflict with any other provision of any building, fire, safety or other By-law of the City or regulations, the provision which establishes the higher standard shall prevail.

43. If a court of competent jurisdiction declares any provision or any part of a provision of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law that each and every provision of this By-law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

Schedule

44. The Schedules attached hereto forms part of this By-law.

Effective Date

45. This By-law comes into effect on January 1, 2023.”

15. That the Clerk is authorized to incorporate the amendments contained in this By-law substantially in the form as contained herein to By-law 180-2004 to effect the intent of the amendments in this By-law.

16. That Schedule “A” of By-law 180-2004 be amended by deleting Schedule “A” and replacing with Schedule “A” attached hereto and forming part of this By-law.

17. All other provisions of By-law 180-2004, as amended, shall remain in force and effect.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of October, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe

**This is Schedule "A" to By-law XXX-2022
of
The Corporation of the City of Stratford**

Fees with CPI Adjustments

Item	Annual Licence Fees *
Licence Fee	Minimum of \$152.00 per licence, and the following applicable amount: \$91.00 per additional room
Late Filing Fee	\$51.00 per application
Transfer processing Fee	\$25.00 per application
Expiry Date	Annual licence expires at midnight on March 31 of the following year

HST is not applicable to these annual licence fees.

*These rates shall automatically increase and be rounded to the nearest dollar on the first day of March each year by the percentage increase in the CPI. CPI means the twelve-month average of Total Consumer price Index as published by Statistics Canada in November, using the most current October to October rates.



**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 October 11, 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 October 11, 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 11th day of October, 2022.

Mayor – Daniel B. Mathieson

Clerk – Tatiana Dafoe