



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

**Date:** Wednesday, June 28, 2023  
**Time:** 4:30 P.M.  
**Location:** Council Chamber, City Hall  
**Sub-committee Present:** Councillor Burbach - Chair Presiding, Councillor Nijjar - Vice Chair, Councillor Beatty, Councillor Hunter, Councillor McCabe  
**Staff Present:** Taylor Crinklaw - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Jodi Akins - Council Clerk Secretary, Chris Bantock - Deputy Clerk

To watch the Sub-committee meeting live, please click the following link:

<https://video.isilive.ca/stratford/live.html>

A video recording of the meeting will also be available through a link on the City's website

<https://calendar.stratford.ca/meetings> following the meeting.

Pages

**1. Call to Order**

The Chair to call the Meeting to Order.

Land Acknowledgment

Moment of Silent Reflection

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

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

the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

**3. Delegations**

None scheduled.

**4. Report of the Director of Infrastructure and Development Services**

**4.1 Stratford Landfill Public Input Invited June 2023 (ITS23-018)**

5 - 7

Motion by

**Staff Recommendation: THAT Council consider any comments received;**

**AND THAT the report on the Stratford Landfill Public Input June 2023, be received for information.**

**5. Report of the Deputy Clerk**

**5.1 Long Term Overnight Permit Parking Request (ITS23-020)**

8 - 11

Motion by

**Staff Recommendation: THAT the request for long term overnight permit parking in the Erie and Cooper parking lots be filed.**

**5.2 Enforcement of EV Charging Parking Space (ITS23-021)**

12 - 15

Motion by

**Staff Recommendation: THAT the Traffic and Parking By-law 159-2008, as amended, be further amended to add the following offences:**

**Section 9(3) - No person shall park a vehicle or any part of a vehicle in an electric vehicle parking space where such vehicle is:**

- 1. not an electric vehicle;**
- 2. not connected to an electric vehicle charging station or actively charging.**

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

- 1. \$100 voluntary payment within 7 days and \$120 set fine for parking in an electric vehicle parking space when the vehicle is not an electric vehicle; and,**
- 2. \$60 voluntary payment within 7 days and \$80 set fine for**

parking an electric vehicle in an electric vehicle parking space when not connected to an electric vehicle charging station or not actively charging.

## 6. Report of the City Clerk

### 6.1 Encroachment Application for 30 Queensland Road (ITS23-019)

16 - 20

Motion by

**Staff Recommendation:** THAT the encroachment application for 30 Queensland Road to permit the installation of a hard concrete surface to encroach onto the Queensland Road allowance for a total encroachment area of 154.45 sq. ft, be approved;

THAT the annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 30 Queensland Road;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 30 Queensland Road for consideration at a future Regular Council meeting.

## 7. Department Update

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

## 8. Advisory Committee/Outside Board Minutes

21 - 37

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

- Active Transportation Advisory Committee minutes of April 26, 2023
- Accessibility Advisory Committee minutes of May 2, 2023
- Energy and Environment Committee minutes of May 4, 2023

## 9. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is July 26, 2023 at 4:30 p.m. in the Council Chamber, City Hall.

## 10. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

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




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## MANAGEMENT REPORT

**Date:** June 28, 2023  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Taylor Crinklaw, Director of Infrastructure and Development Services  
**Report #:** ITS23-018  
**Attachments:** Email Correspondence

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**Title:** Stratford Landfill Public Input Invited June 2023

**Objective:** To consider comments received regarding the operation of the Landfill site.

**Background:** As a requirement of Environmental Compliance Approval Number A150101 for the Stratford Landfill Site, the public must be invited to make comments, either verbal or written, about the operation of the Landfill Site on a semi-annual basis.

**Analysis:** Notice was placed in the Beacon Herald Town Crier and Marketplace from **May 14 through June 8, 2023**, inclusive, inviting citizens to provide comments on the operation of the landfill site or request to appear as a delegation at the Infrastructure, Transportation and Safety Sub-committee meeting on June 28, 2023.

Three (3) responses were received, two (2) by telephone and one (1) via email.

The first response asked why there is currently no compost available. There is currently no compost material available to the public as Staff are preparing the compost pile. Material will be made available to the public in Spring 2024 following the required testing.

The second response asked if something could be done about the traffic backup that occurs on Romeo Street for landfill drop offs. The feedback also suggested that there be an alternate way to drop off yard waste at the landfill in spring and fall.

There was also a request for more household hazardous waste days or household hazardous waste drop off options to be located at the landfill. It was also suggested that household hazardous waste days could have specific days for Stratford resident drop-off and Stratford area residents drop off. The City has made several adjustments to promote traffic flow through the landfill. One example which has reduced the queue on Romeo, is the move away from cash transactions, which took more time and handling than card payments. The City also promotes residents to use curbside

collection for yard waste to reduce the amount of resident drop-off at the landfill. All drop-offs at the landfill will continue to check-in at the scale house to ensure proper disposal or recycling of items. The household hazardous waste days will resume as event days at the Rotary complex for 2023, however, the City is always reflecting on ways to enhance and improve the program for residents.

The staff note that the email received suggested that the grass on the berm surrounding the landfill be cut. The landfill berms are not cut to allow the area to naturalize.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

As a result of the public engagement there are no implications at this time.

#### **Financial impact on future year operating budget:**

Any change in service levels at the Stratford Landfill site would have a financial impact to be determined by staff and brought to a future meeting for consideration.

### **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:**

#### **Culture and Community**

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

#### **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 Council consider any comments received;**

**AND THAT the report on the Stratford Landfill Public Input June 2023, be received for information.**

#### **Prepared by:**

Taylor Crinklaw, Director of Infrastructure and  
Development Services

#### **Recommended by:**

Joan Thomson, Chief Administrative Officer

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Landfill Site  
**Date:** Friday, June 2, 2023 9:06:37 AM

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**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good Day;

With regards to the landfill site feed back.

Stratford has such beautiful scenery and gardens, plus wining beautification awards.

The concern I have is the curb appeal.

Why can't the grass be kept cut on the berm surrounding the site

I have seen many county and municipal landfills. They keep the surrounding area around the landfill looking so nice.

The city has the equipment. I am not saying it has to look like the golf course but come on.

Residents and commercial property's are to keep their grass cut, so why not the city property?

Thank you

Scott



## MANAGEMENT REPORT

**Date:** June 28, 2023  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Chris Bantock, Deputy Clerk  
**Report #:** ITS23-020  
**Attachments:** None

**Title:** Long Term Overnight Permit Parking Request

**Objective:** To receive direction from Council regarding a request for long term overnight permit parking in the downtown core.

**Background:** The City Clerk's Office is in receipt of a request to allow overnight permit parking in the Erie Lot. As a secondary option, the requestor has asked for consideration to extend the Cooper Lot permit beyond the 72-hour maximum that is currently permitted. For both options, the requestor is seeking to have a maximum parking time of two to three weeks for potential permit holders. These extended permit parking options are being sought by the requestor due to prospective tenants that they foresee being interested in renting apartment units near the Erie Street parking lot.

Staff have prepared this report for Council's consideration as the City's Traffic and Parking By-law 159-2008 cannot accommodate the request under current permitting conditions.

**Analysis:** Under the City's Traffic and Parking By-law the following permit options are currently available to members of the public:

Location	Type of Permit	Permit Cost	Number of Permits Available	Specifications
York Lot	Monthly	\$113.75 per month	10	Downtown residents only  Overnight parking permitted



<b>Location</b>	<b>Type of Permit</b>	<b>Permit Cost</b>	<b>Number of Permits Available</b>	<b>Specifications</b>
Cooper Lot (upper portion)	Semi-annual	Free	30	Downtown residents only  72-hour maximum
Erie Lot	Monthly	\$113.75 / month	24	No overnight parking

With the requestor seeking overnight parking, staff first advised of the York Lot and Cooper lot permit options. The requestor in response advised that the York Lot is too far from their apartment units on Wellington Street and that the 72-hour maximum parking time in the Cooper lot is not long enough since prospective tenants may not be available to move their vehicle that frequently.

With the Erie lot being the preferred location due to proximity, the requestor would first like this considered to allow for permit holders to park overnight for a maximum of two to three weeks at a time. In looking back at the history of permit parking in this lot, staff were unable to locate any information to suggest that overnight parking has ever been approved here. With the exception of the Cooper, Downie, and York Lots, the City's Traffic and Parking By-law does not permit overnight parking between 2 and 6 a.m. In considering the addition of overnight parking in the Erie Lot, staff would have concerns with the ability to complete scheduled maintenance such as lot sweeping and line painting, emergency maintenance, and being able to effectively remove snow and ice during winter months.

The second option for the requestor is to seek an extension to the maximum parking time for permits in the Cooper Lot. Council previously approved this permit in 2021 to provide for increased parking flexibility to downtown residents. Since incorporation, staff have received positive feedback on the availability of the permit but have not seen a significant uptake in use. As of the writing of this report, seven of the thirty available permits are accounted for.

Options:

For Council's consideration, staff do not recommend permitting overnight parking in the Erie Lot for the reasons identified above. As a result, Council may wish to consider the following:

1. That the request be filed; or
2. That the Cooper Lot permit specifications be amended.

Based on feedback since incorporation, staff feel that 72-hour free permit parking is sufficient for downtown residents. However, adjustments could be made to this permit program at Council's discretion. Such adjustments could include extending the maximum permitted hours and/or adding a fee for longer permitted parking.

#### Financial Considerations:

If a decision of Council were to add fees for extended maximum parking in the Cooper Lot, a minor increase in parking revenue would be realized. All currently available parking permits across downtown parking lots are \$113.75 (including HST). Based on current permit holders in the Cooper Lot and prospective permit holders if the maximum parking time were extended, additional revenue could be expected around \$1,706.25.

Depending on the impact to maintenance activities should maximum permit parking be extended, the Parking division may be required to increase the interfunctional transfer amount made to Infrastructure and Development Services. This would reduce the amount of parking revenue that could be transferred to the parking reserve for capital projects.

#### Enforcement and Risk:

From an enforcement perspective, the longer the permit is extended the more difficult it is to enforce. Parking Enforcement Officers currently time vehicles in the Cooper Lot, for 24 hours if non-permit holders and 72 hours if permit holders. Extending this further would make it more difficult to track and ensure that the set maximum was being adhered to. Further, during summer months when the City experiences more tourist activity, the Cooper parking lot is very often at full capacity under current parking conditions. Creating longer maximum parking times in this lot would further restrict every day parking availability.

From a maintenance perspective, the same concerns arise in the Cooper Lot as were outlined earlier in this report for the Erie Lot. While the Cooper Lot provides a larger space to maneuver in, having vehicle owners be potentially unavailable for up to three weeks at a time would make it difficult to complete maintenance or construction activities, whether scheduled or emergency, because they may not be available to move the vehicle even if contacted.

From a risk perspective, the build up of snow and ice around long-term parked vehicles presents a hazard to both drivers and individuals walking by. Public Works staff in the past have attempted to salt and sand by hand in between vehicles in the Cooper Lot but this is both time consuming and less effective. In speaking with Public Works staff regarding this request, they would not be supportive of extending maximum parking times beyond 72 hours due to the noted maintenance and risk concerns. The City's insurer has also advised that reduced maintenance effectiveness during winter months would also likely lead to increased liability issues for the City.

Should adjustments be made to the Cooper Lot permit in light of the above, the City's Traffic and Parking By-law does provide both Stratford Police and Parking Enforcement Officers the authority to tow parked vehicles that are interfering with snow removal, winter maintenance activities, and construction or maintenance being undertaken in a municipal parking lot.

Of the options identified in this report, it is the recommendation of staff that the request be filed.

**Financial Implications:**

There are no impacts to current or future year operating costs based on the staff recommendation provided.

**Insurance considerations:**

The City's insurer has advised that any impact to the maintenance activities normally undertaken in parking lots could result in additional incidents, specifically with respect to slips and falls in winter months.

**Alignment with Strategic Priorities:**

**Not applicable:** This report has been prepared for consideration following receipt of a request from a resident.

**Alignment with One Planet Principles:**

**Not applicable:** This report has been prepared for consideration following receipt of a request from a resident.

**Staff Recommendation: THAT the request for long term overnight permit parking in the Erie and Cooper parking lots be filed.**

**Prepared by:**

Chris Bantock, Deputy Clerk

**Recommended by:**

Karmen Krueger, CPA, CA, Director of Corporate Services

Kim McElroy, Director of Social Services/Acting CAO



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## MANAGEMENT REPORT

**Date:** June 28, 2023  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Chris Bantock, Deputy Clerk  
**Report #:** ITS23-021  
**Attachments:** None

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**Title:** Enforcement of EV Charging Parking Spaces

**Objective:** To amend the Traffic and Parking By-law 159-2008, as amended, to include definitions and offence wording with respect to the enforcement of designated parking for electric vehicle charging stations.

**Background:** In August of 2022, following approval from Council, the City entered into a contribution agreement with Natural Resources Canada to receive funding of \$160,000 towards expansion of electric vehicle (EV) charging stations in the downtown core. Prior to the announcement of this project, the City owned and operated two publicly available EV charging stations: one on Market Place and one in Upper Queens Park. Given that an additional 22 electric vehicle parking spaces will be incorporated into the downtown by January, 2025, staff feel it is necessary at this time to properly identify electric vehicle parking parameters in the Traffic and Parking By-law.

**Analysis:** Up until now without EV specific offences in the Traffic and Parking By-law, Parking Enforcement Officers have issued tickets for the offence of No Parking when a non-electric vehicle was parked in an electric vehicle parking space. This is further reflected by signage placed at each of these locations with a no parking sign which advises "parking only while charging".

When reviewing how best to incorporate electric vehicle parking into the Traffic and Parking By-law, staff were mindful of two issues:

- How can electric vehicle parking spaces be protected from use by non-electric vehicles; and
- How can fair use and access of electric vehicle parking spaces be ensured when required by electric vehicles.

To set the stage for establishing new offences, the following definitions related to electric vehicle parking are proposed for addition to Section 1 of the Traffic and Parking By-law:

**"Electric vehicle"** means any vehicle that is partially or entirely propelled by electricity and plugs in to recharge.

**"Electric vehicle charging station"** means any facility or equipment on municipal property that is used to charge a battery or other energy storage device of an electric vehicle.

**"Electric vehicle parking space"** means a parking space, the use of which is for charging a battery or other storage device of an electric vehicle.

To ensure proper use of City owned electric vehicle charging stations that are designated for public use, staff further propose amending Section 9 of the Traffic and Parking By-law to provide for the following new offences:

Section 9(3) - No person shall park a vehicle or any part of a vehicle in an electric vehicle parking space where such vehicle is:

- a) not an electric vehicle;
- b) not connected to an electric vehicle charging station or actively charging.

With respect to a set fine amount for the above offences, staff recommend the following:

- early fine (voluntary payment within 7 days) of \$100 and set fine of \$120 for parking in an electric vehicle parking space when the vehicle is not an electric vehicle.
- early fine (voluntary payment within 7 days) of \$60 and set fine of \$80 for parking an electric vehicle in an electric vehicle parking space when not connected to an electric vehicle charging station or not actively charging.

In proposing the above set fine amounts, staff considered amounts imposed by other municipalities with similar offences including Collingwood, West Perth, Dufferin County, Ottawa, Brampton, and Oakville. Looking internally, consideration was also given to the fine amounts of \$60 and \$80 recently approved by Council for both overnight parking and interference with snow removal and/or winter maintenance activities.

In establishing offences for the use of electric vehicle charging stations and their respective parking spaces, staff recognize that the biggest potential concern with ensuring station availability will be interference by non-electric vehicles or vehicles not

actively being charged. Understanding the City's targets established for reducing greenhouse gas emissions and dedication in proactively responding to climate change, staff have proposed a more significant fine to strongly discourage parking in electric vehicle parking spaces by non-electric vehicles.

Staff also note that while payment to use a City owned electric vehicle charging station has not been implemented at this time, payment of normal parking rates by an electric vehicle while charging must still be made where required. All vehicles are also required to abide by the maximum parking times set in each lot. As more stations are installed and data becomes available to analyze usage trends, further amendments may be proposed and brought forward with respect to enforcement and use of EV charging stations.

#### Communications:

Should Council approve the proposed amendments to the Traffic and Parking By-law, including the recommended set fine amounts, staff will undertake an education campaign around the new offences, what it means to be actively charging, and common courtesies when using City owned EV charging stations.

#### **Financial Implications:**

##### **Financial impact to current year operating budget:**

The introduction of two additional parking offences and set fines will create additional revenue. However, with only one current EV charging station installed in an area where parking is enforced, staff are not able to accurately identify the amount of revenue that could be realized if these set fines are approved.

##### **Financial impact on future year operating budget:**

As more EV charging stations are installed there is the likelihood that more revenue will be realized from parking fines. However, parking fine revenue is also dependent on levels of by-law compliance.

As a part of the City's EV charging station expansion project, a business case does exist for the implementation of fees for charging at a station. While the City has not charged users in the past for charging at one of the current Level 2 stations, staff will be considering costs in the future for use of the proposed Level 3 station as the electricity consumption per charge will be significantly higher.

#### **Alignment with Strategic Priorities:**

##### **Mobility, Accessibility and Design Excellence**

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

## **Developing our Resources**

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

## **Alignment with One Planet Principles:**

### **Travel and Transport**

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

**Staff Recommendation: THAT the Traffic and Parking By-law 159-2008, as amended, be further amended to add the following offences:**

**Section 9(3) - No person shall park a vehicle or any part of a vehicle in an electric vehicle parking space where such vehicle is:**

- a) not an electric vehicle;**
- b) not connected to an electric vehicle charging station or actively charging.**

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

- 1. \$100 voluntary payment within 7 days and \$120 set fine for parking in an electric vehicle parking space when the vehicle is not an electric vehicle; and,**
- 2. \$60 voluntary payment within 7 days and \$80 set fine for parking an electric vehicle in an electric vehicle parking space when not connected to an electric vehicle charging station or not actively charging.**

**Prepared by:**

Chris Bantock, Deputy Clerk

**Recommended by:**

Karmen Krueger, CPA, CA, Director of Corporate Services

Kim McElroy, Director of Social Services/Acting CAO



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## MANAGEMENT REPORT

**Date:** June 28, 2023  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Tatiana Dafoe, City Clerk  
**Report #:** ITS23-019  
**Attachments:** Survey of 30 Queensland Road

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**Title:** Encroachment Application for 30 Queensland Road

**Objective:** To consider a request to enter into an Encroachment Agreement with the owner of 30 Queensland Road. The purpose of the Encroachment Agreement is to permit the installation of hard (concrete) surfacing to the barrier free entrance to the building to encroach onto the Queensland Road allowance.

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

The City adopted an Encroachment Policy P.3.2 (the Policy) which states:

“It is the policy of the City of Stratford that there shall be no unauthorized encroachments onto road allowances or municipal property, including park property. A property owner shall seek prior permission from the City to encroach onto a road allowance or municipal property and subject to Council approval, enter into an encroachment agreement with the City and pay the required fees.

Where an encroachment exists without City approval, the owner shall be required to remove the encroachment at their own expense or seek permission from the City for the encroachment to remain.

No new encroachments onto park property will be permitted.”

The Policy further states:

“7. When Encroachments will not be granted



It is the policy of the City of Stratford that approval for the following will not be granted:

- new encroachments onto park property;
- additions to existing buildings or other structures that would encroach or do encroach onto municipal property or road allowances;
- the encroachment poses a danger to the public;
- when construction has commenced prior to the issuance of a required permit from the City.”

**Analysis:** The 30 Queensland property is the site of a significant development and was required to complete a Site Plan. As part of the internal review of the submitted Site Plan application it was identified that the developer had included the installation of hard (concrete) surfacing which would connect to the walkway leading to the barrier free entrance to the building. If approved, the hard concrete surfacing would encroach onto the Queensland Road allowance. On August 17, 2022, the following comments were provided by the Site Plan Review Committee:

**“Entries and Amenity Area Enlargements – L1.2 – rev. 3**

3.20. Typically, the City does not permit hard surfaces to be placed on City right of way. The extension of hard surfacing at the entrance will require the development to enter into an encroachment agreement with the City.”

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

**Planning Services**

Planning Services advised that they have no concerns with this application and are supportive of the request.

**Building Services**

Building Services advised they have no concerns regarding the application.

**Engineering Division**

The Engineering Division advised they do not have any comments or concerns with this encroachment application.

## **Financial Implications:**

### **Financial impact to current year operating budget:**

If the encroachment agreement is approved as recommended, the annual fee of \$50.00, adjusted yearly by the CPI, would be added to the property tax bill for this property for the encroachment agreement. The annual fee is based on the size of the encroachment and is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property.

### **Financial impact on future year operating budget:**

If approved as recommended, the annual fee of \$50.00, adjusted yearly by the CPI, would be added to the property tax bill annually until the agreement is terminated or the encroachment is removed.

## **Alignment with Strategic Priorities:**

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

## **Alignment with One Planet Principles:**

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

**Staff Recommendation: THAT the encroachment application for 30 Queensland Road to permit the installation of a hard concrete surface to encroach onto the Queensland Road allowance for a total encroachment area of 154.45 sq. ft, be approved;**

**THAT the annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 30 Queensland Road;**

**AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 30 Queensland Road for consideration at a future Regular Council meeting.**

**Prepared by:**

**Recommended by:**

Tatiana Dafoe, City Clerk

Karmen Krueger, CPA, CA, Director of Corporate Services

Kim McElroy, Director of Social Services/Acting CAO

LORNE AVENUE  
(ORIGINAL ROAD ALLOWANCE BETWEEN CONCESSION 2 AND 3)  
P.I.N. 53148-0002 (LT)

91.441

NS8°29'30"W  
(P2 MEAS)

NS8°29'30"W  
(P2 MEAS)

NS8°29'30"W  
(P2 MEAS)

NS8°29'30"W  
(P2 MEAS)

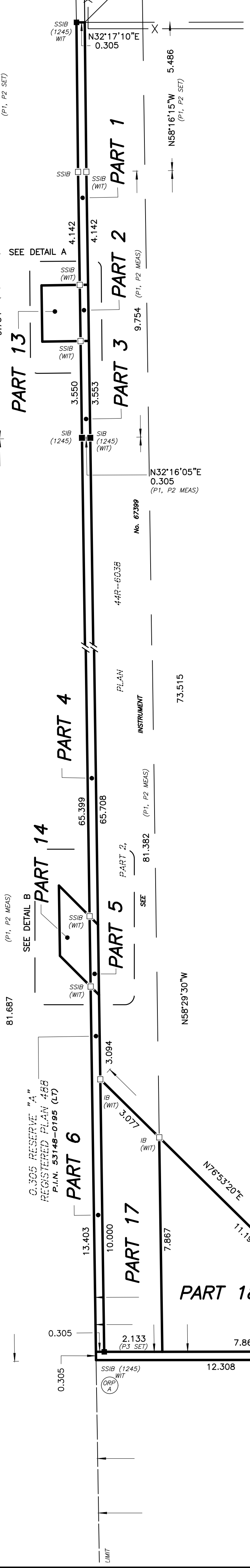
NS8°29'30"W  
(P2 MEAS)

NS8°29'30"W  
(P2 MEAS)

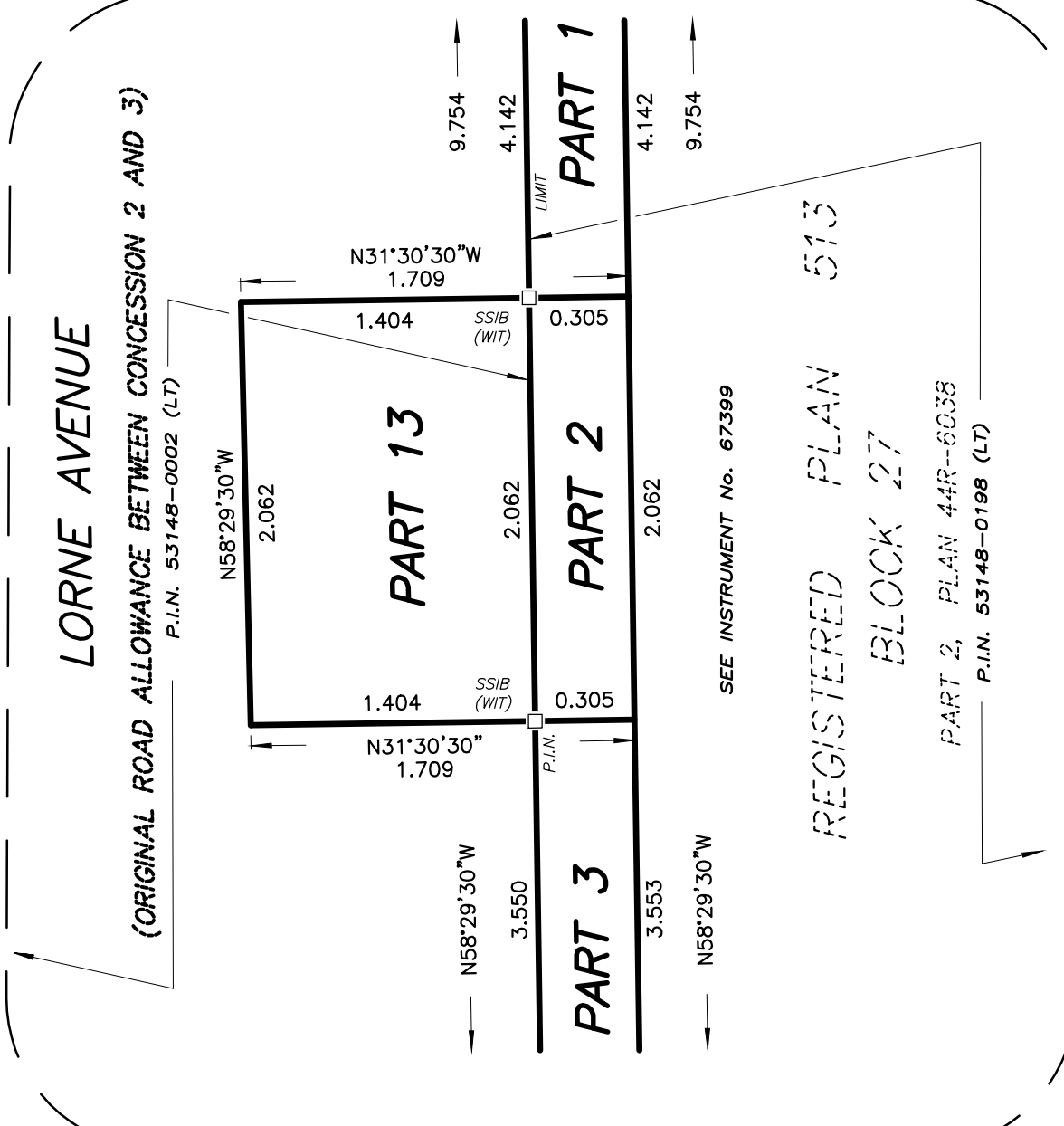
NS8°29'30"W  
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NS8°29'30"W  
(P2 MEAS)

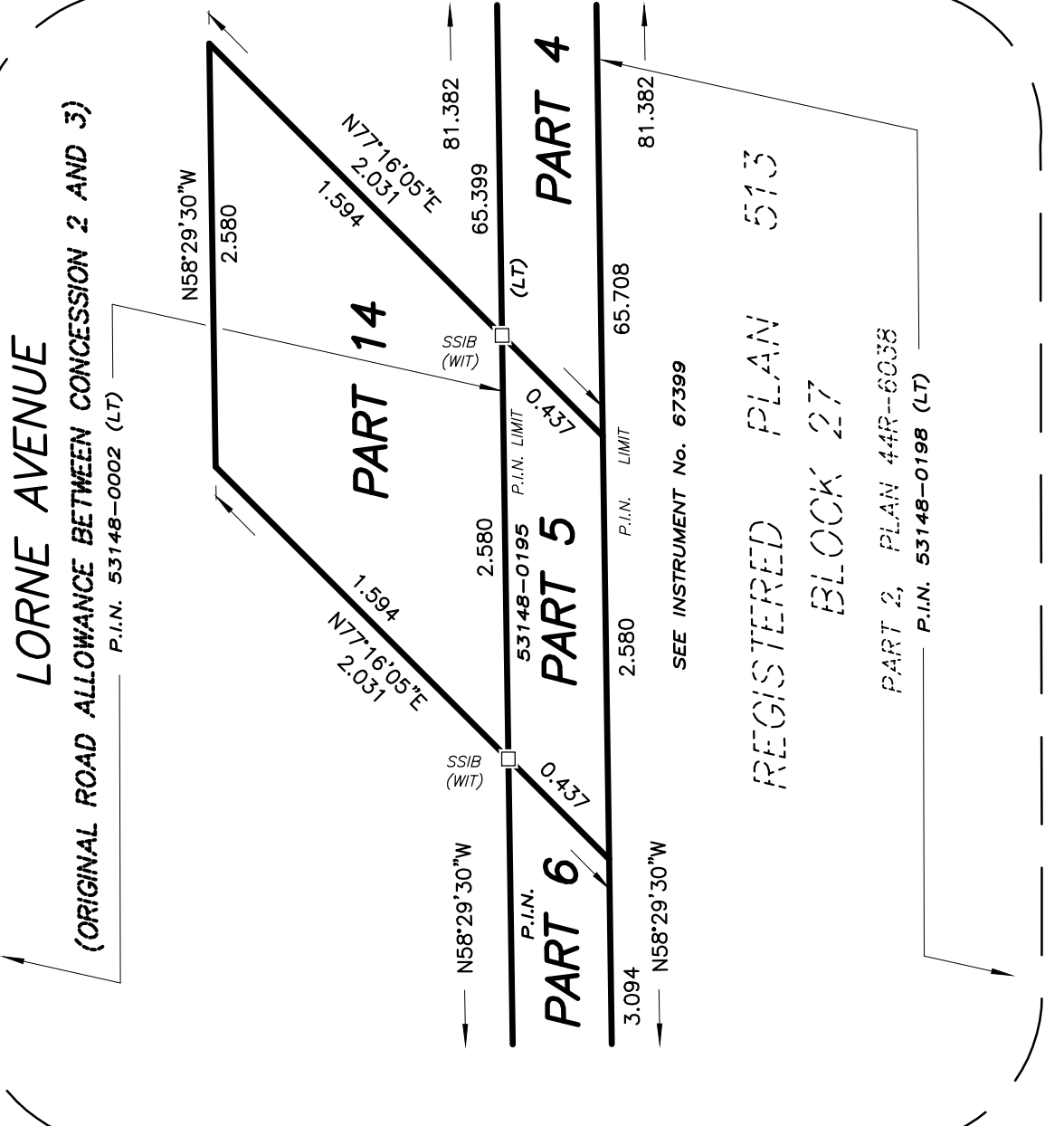
NS8°29'30"W  
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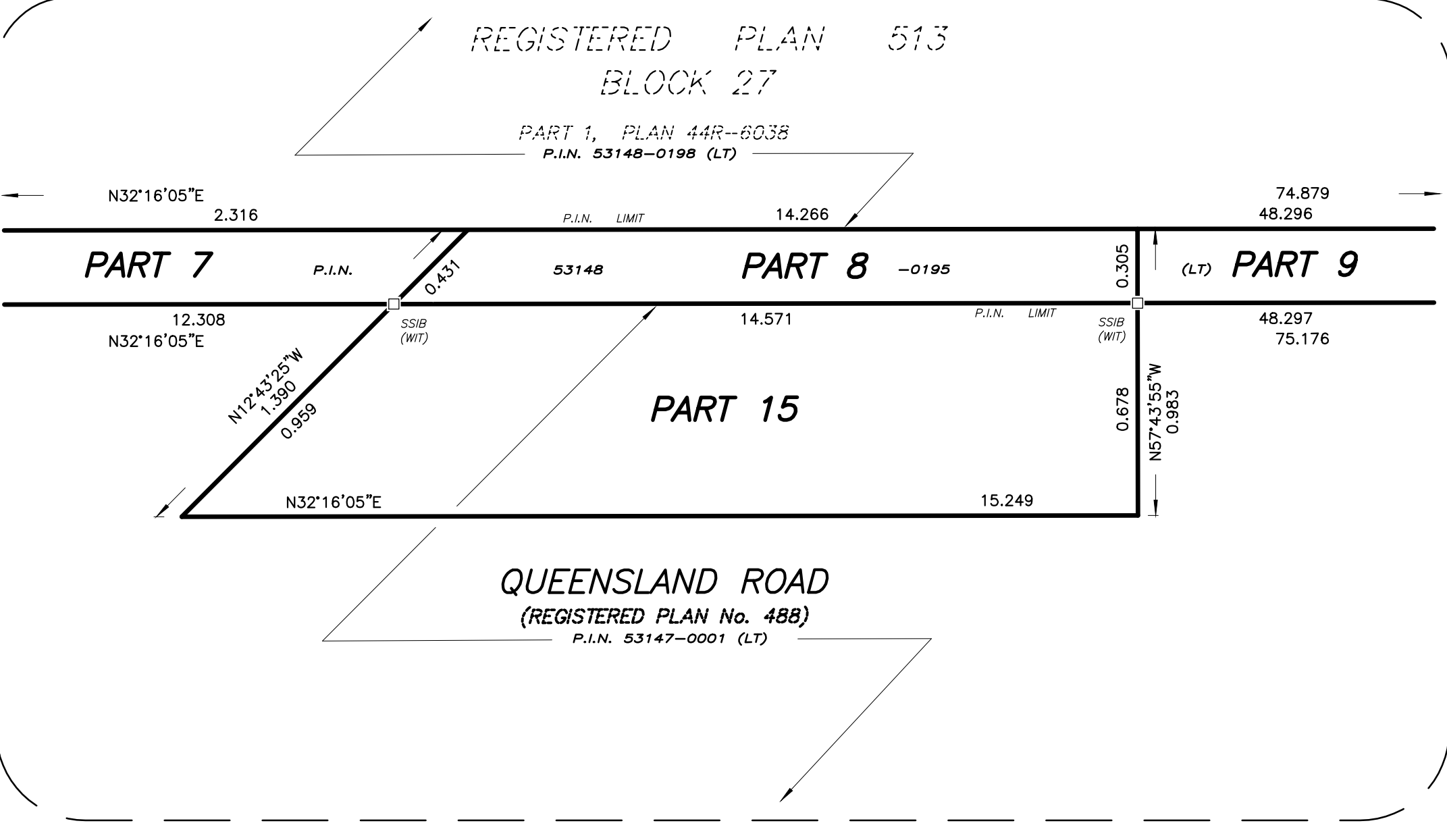
DETAIL A  
NOT TO SCALE



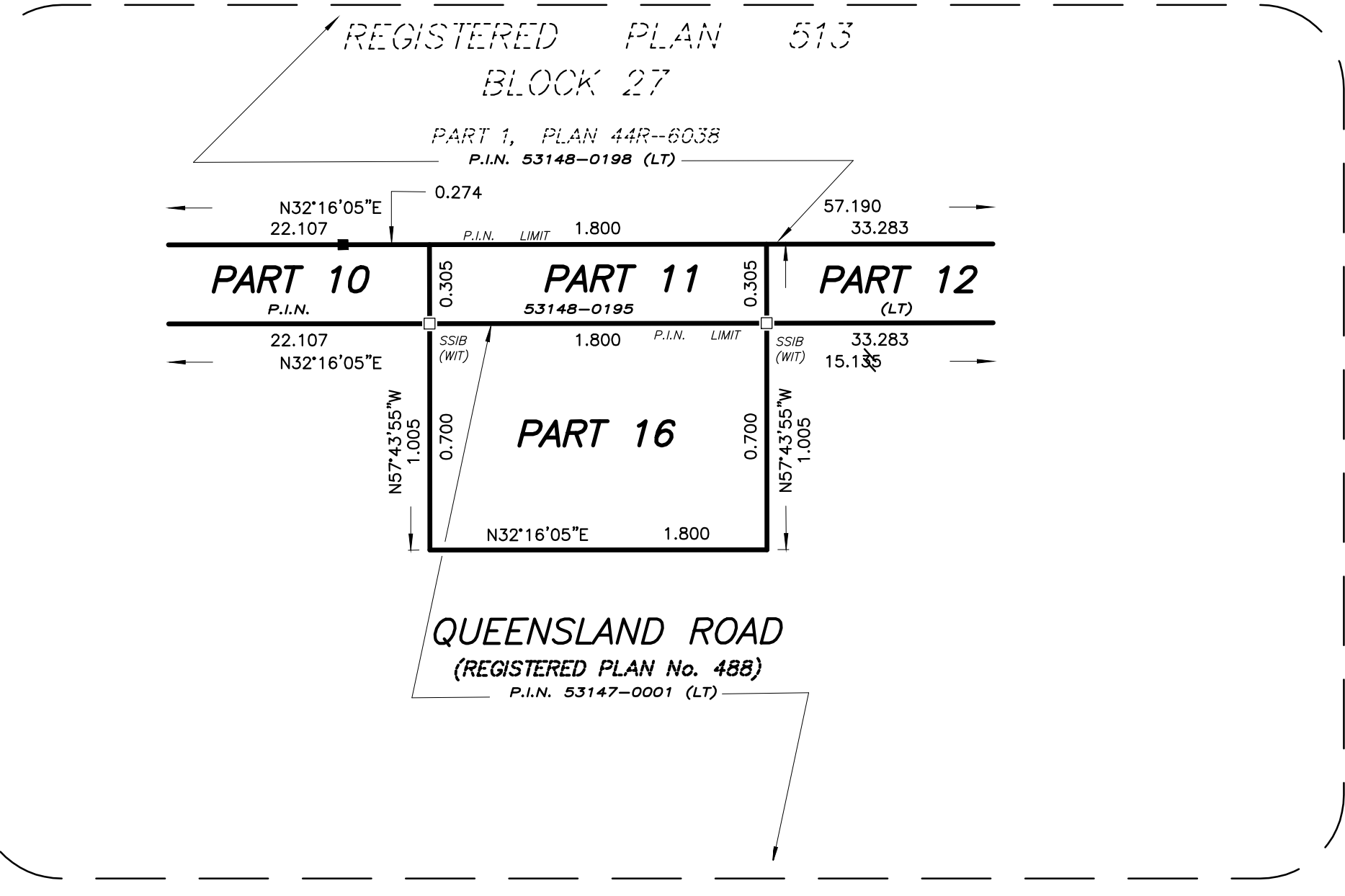
DETAIL B  
NOT TO SCALE



DETAIL C  
NOT TO SCALE



DETAIL D  
NOT TO SCALE



LEGEND

- DENOTES PLANTED MONUMENT
- DENOTES FOUND MONUMENT
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- IB# DENOTES ROUND IRON BAR
- OU DENOTES ORIGIN UNKNOWN
- NTS DENOTES NOT TO SCALE
- WIT DENOTES WITNESS
- M. MEAS DENOTES MEASURED
- CALC DENOTES CALCULATED
- ORP DENOTES OBSERVED REFERENCE POINT
- P.I.N. (LT) DENOTES PROPERTY IDENTIFICATION NUMBER
- (R) DENOTES LAND TITLES
- REGISTRY DENOTES MTE OLS LTD.
- REGISTRY DENOTES DONALD W.J. McNEIL LIMITED
- REGISTRY DENOTES ARCHIBALD, GRAY & McKAY LTD.
- REGISTRY DENOTES MCNEIL SURVEY PLAN FILE NUMBER 99-6468 DATED JUNE 30, 1999
- REGISTRY DENOTES REGISTERED PLAN No. 513
- REGISTRY DENOTES REGISTERED PLAN No. 488

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT	PLAN 44R- RECEIVED AND DEPOSITED
DATE	DATE
TREVOR D.A. McNEIL, O.L.S.	REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF PERTH (No. 44)

PART SCHEDULE			
PART	BLOCK	PLAN	P.I.N.
1	PART OF 27	513	PT OF 53148-0198 (LT)
2			PT OF 53148-0198 (LT)
3			PT OF 53148-0198 (LT)
4	PART OF 0.305 RESERVE "A"	513	PT OF 53148-0195 (LT)
5			PT OF 53148-0195 (LT)
6			PT OF 53148-0195 (LT)
7	PART OF 0.305 RESERVE "C"	488	PT OF 53148-0195 (LT)
8			PT OF 53148-0195 (LT)
9			PT OF 53148-0195 (LT)
10	PART OF LORNE AVENUE	513	PT OF 53148-0199 (LT)
11			PT OF 53148-0199 (LT)
12			PT OF 53148-0199 (LT)
13	PART OF QUEENSLAND ROAD	513	PT OF 53148-0002 (LT)
14			PT OF 53148-0002 (LT)
15			PT OF 53147-0001 (LT)
16	PART OF QUEENSLAND ROAD	513	PT OF 53147-0001 (LT)
17			PT OF 53148-0198 (LT)
18			PT OF 53148-0198 (LT)

PARTS 4, 5, 6, 7, 8 AND 9 COMPRISE ALL OF P.I.N. 53148-0195 (LT)  
PARTS 10, 11 AND 12 COMPRISE ALL OF P.I.N. 53148-0199 (LT)  
PARTS 13 AND 14 COMPRISE PART OF P.I.N. 53148-0002 (LT)  
PARTS 15 AND 16 COMPRISE PART OF P.I.N. 51147-0001 (LT)  
PARTS 1, 2, 3, 17 AND 18 COMPRISE PART OF P.I.N. 53148-0198 (LT)

PLAN OF SURVEY  
PART OF  
BLOCK 27  
REGISTERED PLAN No. 513  
OF  
0.305 RESERVE "A" AND 0.305 RESERVE "C"  
REGISTERED PLAN 488  
PART OF  
LORNE AVENUE  
PART OF  
QUEENSLAND ROAD  
IN THE  
CITY OF STRATFORD  
COUNTY OF PERTH  
SCALE 1:100  
MTE OLS LTD.  
ONTARIO LAND SURVEYORS

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

NOTES:  
BEARINGS ARE UTM GRID, DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS v7) EPOCH 2010.00.  
DISTANCES ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999547930.

ALL COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS v7) EPOCH 2010.00.		
COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10		
POINT ID	NORTHING	EASTING
ORP A	4800941.467	499366.875
ORP B	4801097.284	499465.224

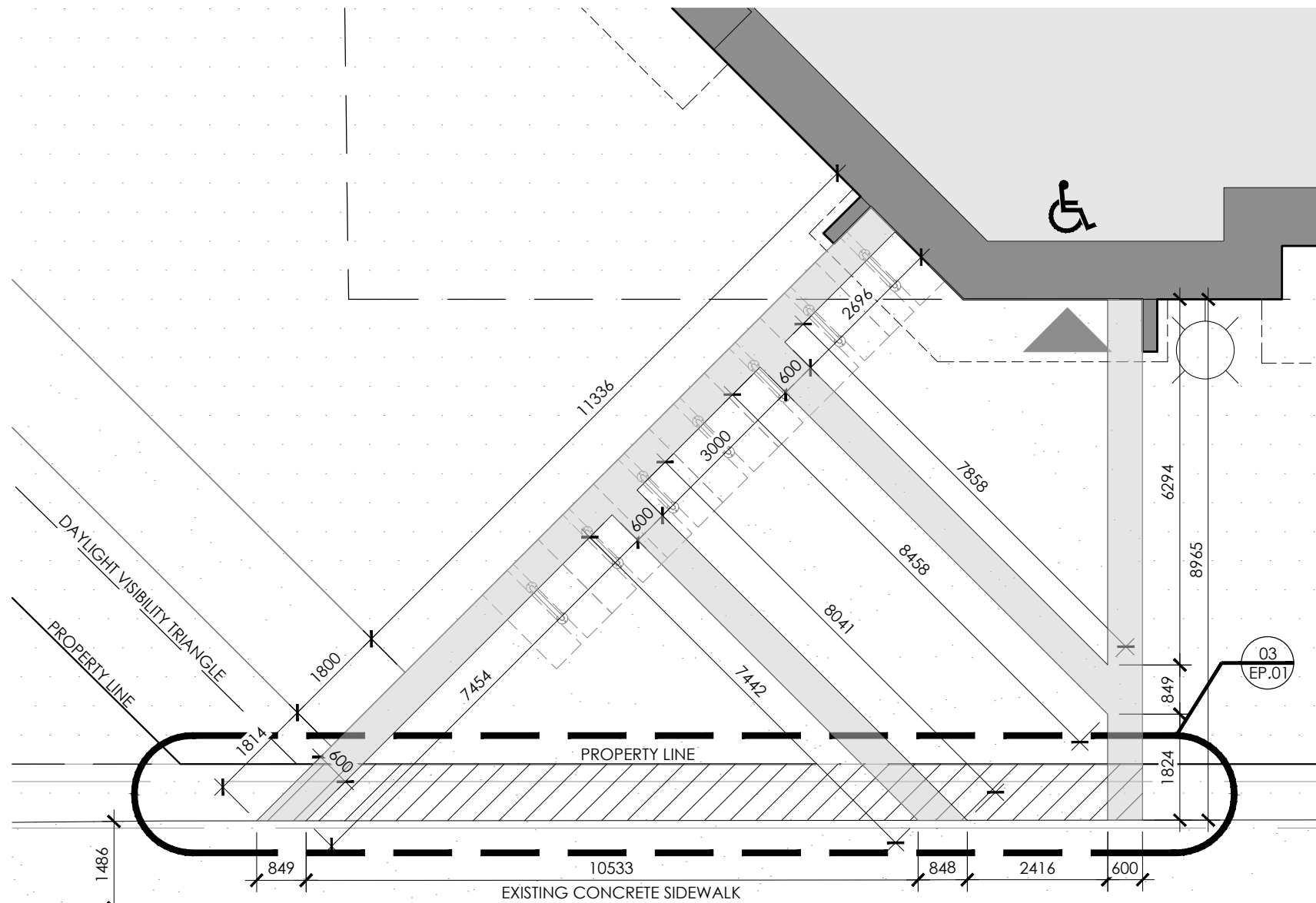
FOR BEARING COMPARISON, A ROTATION OF 0°01'05" HAS BEEN APPLIED TO MCNEIL SURVEY PLAN FILE NUMBER 99-6468 DATED JUNE 30, 1999 (P1), REGISTERED PLAN 513 (P2), AND REGISTERED PLAN 488 (P3) TO CONVERT TO GRID BEARINGS

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
2. THE SURVEY WAS COMPLETED ON THE DAY OF ,2022

TREVOR D.A. McNEIL  
ONTARIO LAND SURVEYOR  
THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER:  
V-33363



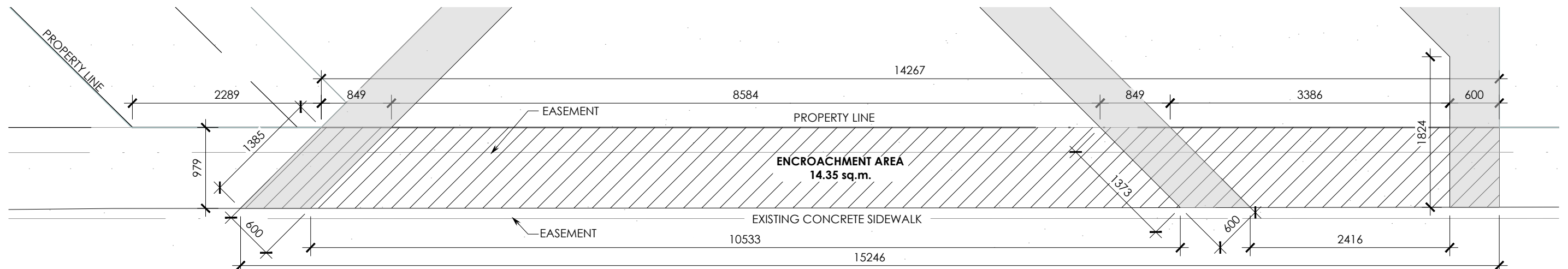


01 SITE PLAN ENLARGEMENT

Q U E E N S L A N D R D .

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1:100





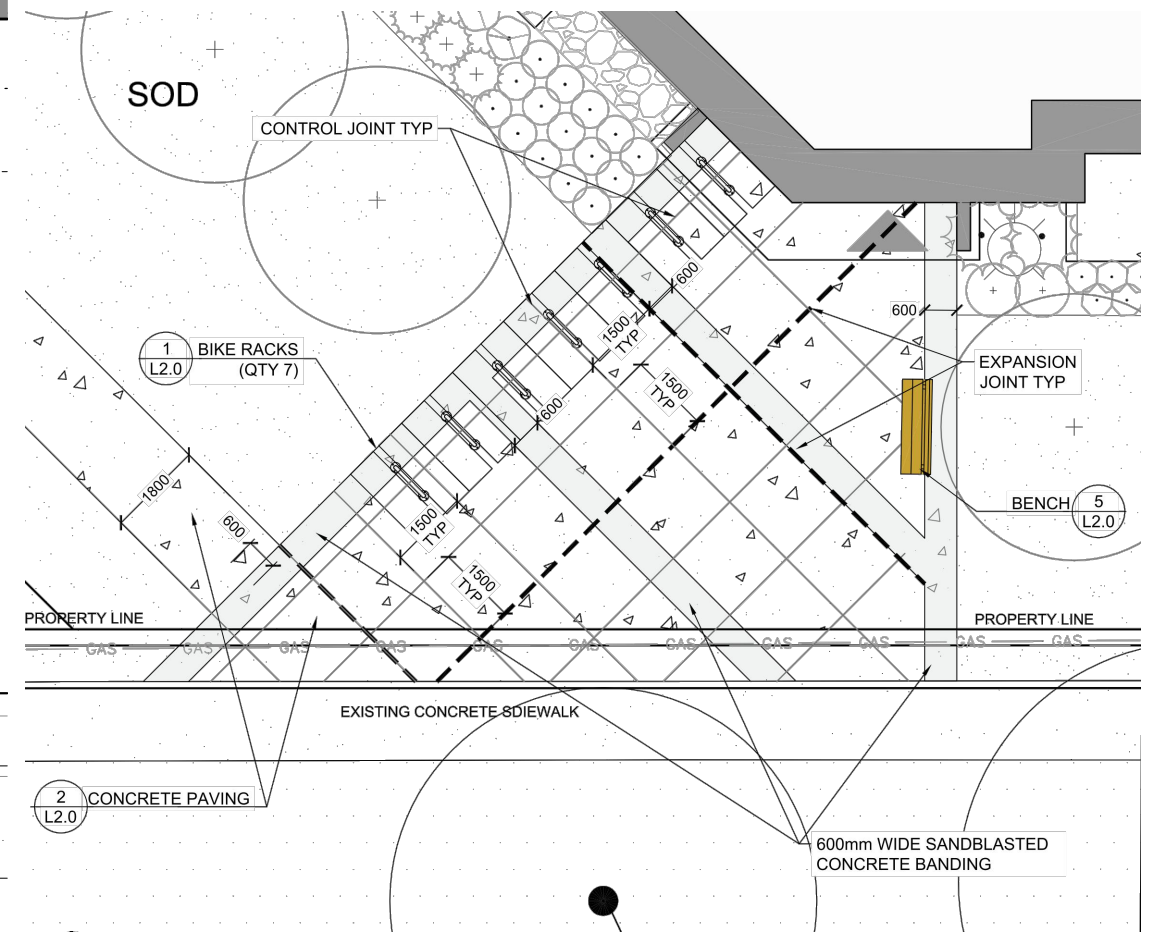
03  
EP.01

15246

1:50 :

### LEGEND

-  CONCRETE WITHIN RIGHT-OF-WAY NEEDED FOR ENCROACHMENT (14.35 sq.m.)  
 PROPOSED 600mm WIDE SANDBLASTED CONCRETE BANDING



02 FRONT ENTRANCE DETAIL FROM LANDSCAPE PLAN L1.2  
EP.01

NTS



## Active Transportation Advisory Committee

### MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, April 26, 2023 at 7:00 p.m.

**Committee Members:** David Daglish – Chair presiding, Councillor Burbach, John Lewis, Felicity Sutcliffe – Energy & Environment Advisory Committee Representative, Pat Ranney – Cycle Stratford Representative

**Staff:** Vicky Trotter – Recording Secretary, Nick Sheldon – Project Manager

**Also Present:** Adrienne Adas – HPPH, Inspector Jason Clarke – Stratford Police Services

**Regrets:** Tatiana Dafoe – Clerk, Councillor Nijjar, Ian Morton

#### 1. Call to Order

The Chair called the meeting to order at 7:00 p.m.

#### 2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

#### 3. Adoption of Previous Minutes

Motion by Councillor Burbach

Seconded by John Lewis

**THAT the minutes from the Active Transportation Advisory Committee meeting dated March 22, 2023, be adopted as printed. Carried**

#### 4. Business Arising from Previous Minutes

##### 4.1 Bike Month Event Update

Adrienne Adas from Huron Perth Public Health (HPPH) noted the special event application has been submitted to the City for approval. She confirmed the event

is scheduled from 9:00 a.m. to 12:00 p.m. on June 3, 2023 in Upper Queens Park.

Members discussed bike month details and highlights of the discussion included:

- volunteers are required at each barricade location to move barricades for emergency personnel if required;
- six volunteers are required to rotate manning the barricades;
- David Daglish will pick-up and drop-off the bike valet;
- two volunteers are required for the bike valet;
- City's hydration station will not be provided as there is a bottle fill station in Upper Queens Park;
- ads promoting bike month and the kick off event have been provided to Mike Beitz, Corporate Communications Specialist, for transit buses and social media;
- Constable Darren Fischer will attend the event on behalf of Stratford Police Services;
- Park Patrol training has been completed and three Park Patrol personnel will attend on behalf of Stratford Police Services;
- a booth for 519 Bike Registration through Stratford Police Services has been confirmed;
- Ross' Bike Works and Totally Spoked have offered to provide prizes for the event;
- HPPH has ordered reflective arm bands for participants;
- Adrienne Adas and Inspector Clarke will confirm inventory of bike lights at HPPH and Stratford Police Services;
- Cycle Stratford will set up a booth with information;
- HPPH has maps, share the road pamphlets, and fit your helmet pamphlets for participants;
- Pat Ranney will confirm with Cycle Stratford if they are able to lead an adult ride at 9:30 a.m.;

- participants will be encouraged to wear their superhero outfits for the 10:00 a.m. Superhero Ride;
- Pat Ranney will look into a volunteer for a helmet fitting booth;
- refreshments will not be made available to participants;
- small prizes will be provided to all children and draws will take place for larger prizes;
- David Daglish, Pat Ranney and Adrienne Adas confirmed they will be at the event and will form a sub-committee to coordinate the event;
- Mr. Daglish will contact Rotary Stratford for additional volunteers;
- Felicity Sutcliffe will arrange a volunteer to pick up juice and/or coffee for the volunteers as a thank you; and
- Nick Sheldon advised of lane reductions on Ontario Street at the date of the event.

## **4.2 Missing Sidewalk Links**

Nick Sheldon, Project Manager, provided a map of absent sidewalks created in 2015 indicating which sidewalks have been installed and which are scheduled for installation in 2023. The ten priority locations determined by Council in 2015 have been completed or are currently being completed.

John Lewis noted the most southerly section of Railway Ave does not have any sidewalks. Mr. Sheldon stated Railway Ave is being considered as a Local Improvement Project.

It was noted and discussed that the ATAC had previously created a list of priorities for review and recommendation to Council through the Accessibility Advisory Committee.

Councillor Burbach noted St. Vincent Street, Forman Avenue and Worsley Street as areas of concern.

Mr. Lewis questioned why a sidewalk was removed when Strachan Street was reconstructed. Mr. Sheldon advised the City has a policy in place that states only one sidewalk is to be installed on a street when reconstruction takes place or a new street is constructed.

A discussion took place regarding various sidewalks and missing links. Mr. Sheldon noted that sidewalk updates are completed based on recommendations from groups such as ATAC or bundled with an infrastructure project.

Mr. Sheldon confirmed the City budgets \$200,000.00 annually for both missing sidewalks on collector or arterial roads and the Bike and Pedestrian Master Plan implementation. Additionally, the Accessibility Advisory Committee (AAC) has a \$50,000.00 budget for sidewalk improvements. Mr. Sheldon recommended ATAC choose their top five small missing links that will be reasonably priced for AAC to review.

Members agreed to review the map prior to the next meeting and the item will be relisted for discussion. Mr. Sheldon will forward cost estimate to assist with the decision of priority locations.

## **5. New Business**

### **5.1 Agenda Items**

The Chair reminded members that a deadline is provided to members for agenda items and that the deadlines need to be adhered to to ensure we are providing the public proper notice of items on the agenda. The Recording Secretary confirmed that the deadline is included in the email each month.

### **5.2 Bike Racks**

John Lewis questioned if the budget for the Bike and Pedestrian Master Plan includes bike racks. Nick Sheldon, Project Manager, confirmed the budget is for linear infrastructure and does not include bike racks.

The Chair noted the previous HPPH representative has a list of missing bike rack locations and believes there was potential funding. Adrienne Adas will speak with the previous representative.

Mr. Lewis questioned where the funds for the current post and ring bike racks in the downtown came from. Councillor Burbach stated ATAC paid for the bike corrals that were installed at the library and on York Street. The Chair noted the 2023 ATAC budget does not include funds for bike racks specifically.

### **5.3 Community Emissions**

Felicity Sutcliffe reminded members the Community Emissions survey was circulated for those wishing to participate and provided paper copies.



## 6. Date of Next Meeting

The next meeting of the Active Transportation Advisory Committee will be held on Wednesday, May 24, 2023, at 7:00 p.m., in the Mansbridge Room, Stratford Rotary Complex, 353 McCarthy Road.

## 7. Adjournment

**Motion by** Councillor Burbach

**Seconded by** Pat Ranney

**THAT the April 26, 2023 ATAC meeting adjourn. Carried**

Start Time: 7:00 P.M.

End Time: 8:21 P.M.

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## Accessibility Advisory Committee (AAC)

### MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, May 2, 2023 at 11:30 a.m., at the Stratford Rotary Complex – Mansbridge Room, 353 McCarthy Road W.

**Committee Members Present:** Roger Koert – Chair Presiding, Andy Mark, Peter Zein, Jamie Pritchard, Geoff Krauter, Heather Contois, Diane Sims

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

**Regrets:** Councillor Bonnie Henderson, Gabby Rodriguez – Accessibility, Diversity & Inclusion Coordinator

#### 1. Call to Order

Roger Koert. Chair presiding, called the AAC meeting to order at 11:32 a.m.

#### 2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

#### 3. Adoption of the Previous Minutes – April 4, 2023

**Motion by** Andy Mark

**Seconded by** Jamie Pritchard

**THAT the minutes from the Accessibility Advisory Committee meeting dated April 4, 2023, be adopted as printed. Carried**

#### 4. Infrastructure & Development Services Update – Dan Sykes

Dan Sykes, Development Coordinator, provided the following update:

##### 2022 City Projects Carried Over

1. Huron Street Reconstruction – Huron Street Bridge to John Street
  - Project is estimated to be completed in 5-6 weeks.

Accessibility Advisory Committee Meeting Minutes  
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2. Argyle and Mackenzie Street – minor turf restoration and topcoat
  - will be completed in the spring of 2023.

### **2023 City Projects**

1. Albert Street Reconstruction (Phase 1) – Waterloo Street to Front Street
  - Full road reconstruction, sanitary, storm and watermain replacement (total length = 520 m).
  - Enbridge is slightly behind schedule and this project is estimated to be completed late fall or early winter.
2. Ontario Street Watermain Replacement – Queen Street to Parkview Drive
  - Currently installing temporary water for the project.
3. Portia Boulevard - Watermain replacement and road resurfacing (total length = 250 m)
  - Birnham Construction (contractor) to begin in the Spring.
  - There will be a directionally drilled watermain (total length = 60 m).
4. Waldies Lane Reconstruction – Wellington Street to Dead End
  - Full road reconstruction, sanitary, storm and watermain replacement (total length = 100 m).
  - Project is currently in the design stage.
5. Annual Asphalt Resurfacing – various locations
  - Ontario Street – Waterloo Street to Parkview Drive (total length = 1,050 m).
  - This project will be completed after the watermain replacement.

Nathan Bottema is now present at the meeting at 11:34 a.m.

6. Dunn's Bridge Project
  - Estimated start time is June 2023 and the project will take approximately 5-6 months.
7. Missing sidewalk sections to be completed in 2023:
  - Martin Street (East side) – Delamere Avenue to William Street;
  - John Street South (East side) – Centre Street to Cambria Street;
  - Cambria Street (South side) – John Street South to St. Vincent Street South;
  - Walnut Street (South side) – Railway Avenue to Dufferin Street;
  - McCarthy Road West – Greenwood Drive to Greenwood Drive; and
  - St. Vincent South – West Gore Street to Cambria Street.

The McCarthy Road bus stop (across from McCarthy Place) has been noted on the Transportation Master Plan as a preferred location. A study will need to be conducted by the consultant to review the curved lineage of the road and where the best location

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would be for the crossing and bus stop. The design and the project may be completed in 2023.

Staff are reviewing the Albert Street and Waterloo Street crossings to update the audible signals during the reconstruction project. They are also investigating other locations in the downtown core. There is currently \$40,000.00 included in the 2023 budget for Engineering to update crossing signals to be AODA compliant.

Diane Sims is now present at the meeting at 11:37 a.m.

Roger Koert inquired if the recommendation regarding the pathway through the Arboretum Park that the AAC passed at their March 7, 2023 meeting had gone to Council. Staff will follow up on the status of the motion.

Diane Sims inquired when the Downie Street railway crossing will be repaired. Mr. Sykes reported that CN should have the work completed early this summer. Exeter Railway will be doing the repairs for the crossing on St. Vincent Street in late August.

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

Dan Sykes, Development Coordinator reported that the only plan he has received to date has been for 863 Erie Street, which was for adding another building to the site. It is a standard build and they will be adding additional accessible parking spots.

Mr. Sykes reported that staff are working towards a clearer process for reviewing site plans with the AAC. The City Clerk clarified that with upcoming staff changes, it will be decided who will be coordinating the review process and who will be involved.

AAC members thanked Dan Sykes for all his hard work helping the Committee complete projects over the years and wished him well in his retirement.

Dan Sykes, Development Coordinator and Nathan Bottema, Project Engineer left the meeting at 11:50 a.m.

## **6. Transit**

None noted.

## **7. Parking**

None noted.

## **8. Report from Council on Accessibility Issues – Councillor Henderson**

None noted.

## **9. Business Arising from Previous Minutes**

- 9.1 Next Steps on Launch of FADM – Summary of Key Areas of the Manual – Geoff Krauter, Peter Zein, Gabby Rodriguez

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Geoff Krauter reported that the working group met to discuss next steps. Gabby Rodriguez, Accessibility, Diversity & Inclusion Coordinator, has been working on making the FADM accessible, therefore meeting the standards to be posted on the City's website. The plan is for the working group to review the five main accessible design standards and create a summary to share with Developers. In doing so, it is their hope to show the positive impact following the standards has for people with accessible needs who may purchase the properties.

Diane Sims inquired if the goal is to get the FADM posted on the website. The Clerk clarified that yes, in order to have it posted on the website it is required to meet WCAG 2.0 Standards. The Accessibility Coordinator has converted it and is recreating it in a new document to meet the standards.

Roger Koert noted that the FADM is complete, however it is not posted on the website. A copy can be requested through the Clerk's Office or the Development Services Department. Copies have been distributed to Stratford and Area Builder's Association.

For the 2023 AccessAbility Week, the Clerk will work with the City's Corporate Communications Lead to release some social media posts regarding the FADM and also re-launch information that was shared during last year's AccessAbility Week.

Peter Zein is now present at the meeting at 12:10 p.m.

- 9.2 AAC Presentation to Council (May 23, 2023) – Roger Koert, Peter Zein, Geoff Krauter, Andy Mark, Diane Sims

The AAC discussed the purpose of the presentation to be given to Council. The working group has the presentation ready for the May 23, 2023 Council meeting and will do a final review after this meeting.

- 9.3 National AccessAbility Week (May 28 – June 3, 2023) – Update on StopGap Project – Roger Koert

Roger Koert reported that the volunteers have all the ramps completed and are just assembling them. All the ramps, including some of the old ones, will all be painted before they are distributed to the businesses. Each business that receives a ramp will also receive an information package outlining the program, including a copy of the by-law, insurance requirements, and a sign to display.

Jamie Pritchard suggested taking some photos of the project to promote the initiative on various social media outlets.

- 9.4 Accessibility of City Facilities – Roger Koert

Roger Koert discussed the SERC site and the track that needs an accessible surface. In addition to the SERC site, the AAC would like to champion various

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accessible projects to be added to the City's budget for 2024 or additional years specified. In doing so, these projects can be considered during budget discussions. Departments can then add the project into their work plan and budget so that it becomes one of the items that they action.

Peter Zein suggested the Rotary parking lot improvements could be considered once again as a project. Members discussed the necessity of accessible improvements at the Stratford Police Station versus the possibility of building a new facility. The Clerk also noted that there are funds in the budget to perform a feasibility study of the current station. She will confirm details and a timeline for the study. Andy Mark suggested the accessibility improvements to the FADM could be added as a project, should there be funds necessary to complete it.

Motion by Andy Mark

Seconded by Diane Sims

**THAT the Accessibility Advisory Committee recommends the following projects be referred to the 2024 budget deliberations for consideration by Council:**

- **renovate the existing police station to include a barrier free entrance so all citizens can access this City facility;**
- **update the SERC track with an all-weather synthetic surface typical of modern track and field venues, including general accessibility improvements to facilities and exterior pathways;**
- **retain a consultant to convert the Facilities Accessibility Design Manual into an accessible document that is compliant with the WCAG 2.0 standards so it can be posted on the city's website, subject to review by the Accessibility, Diversity & Inclusion Coordinator;**
- **improve the Rotary Complex parking lot for pedestrians; and**
- **development and implementation of a tax deferral program for accessible housing.**

**Carried**

## **10. New Business**

### **10.1 Accessibility Training – Tatiana Dafoe, Clerk**

Tatiana Dafoe, Clerk, discussed upcoming accessibility training that all Advisory Committee members will be required to participate in. The training will be online with various options to be completed by a specified deadline. Ms. Dafoe also inquired if the Chair would provide a quote on why accessibility training is so important, which she would share with other committees. She noted that if anyone has any concerns with completing the training or needs assistance, please contact herself or anyone in the Clerk's Office and they will work with people individually to make sure that they are able to complete the training.

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**11. Date of Next Meeting:**

The next meeting of the AAC will be held on Tuesday, June 6, 2023, at 11:30 a.m. at the Stratford Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

**12. Adjournment**

Motion by Diane Sims

Seconded by Geoff Krauter

**THAT the May 2, 2023, Accessibility Advisory Committee meeting adjourn.  
Carried**

Start Time: 11:32 A.M.

End Time: 1:12 P.M.



## Energy & Environment Advisory Committee

### MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on May 4, 2023 at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road, Stratford.

**Committee Members Present:** Sharon Collingwood – Vice-Chair Presiding, Craig Merkley, Ken Clarke, Councillor Larry McCabe, Vanni Azzano, Anita Jacobsen, Felicity Sutcliffe, Geoff Krauter, Councillor Jo-Dee Burbach

**Staff Present:** Sadaf Ghalib – Climate Change Programs Manager, Casey Riehl – Recording Secretary

**Also Present:** Jane Mitchell

**Regrets:** Ian Morton, Emily Skelding – Waste Reduction Coordinator

#### 1. Call to Order

Sharon Collingwood, Vice-Chair, called the meeting to order at 4:05 p.m.

Land Acknowledgment

Moment of Silent Reflection

#### 2. Declaration of Pecuniary Interest

None declared.

#### 3. Adoption of Previous Minutes – April 6, 2023

Motion by Ken Clarke

Seconded by Councillor Burbach

**THAT the minutes from the Energy & Environment Advisory Committee meeting dated April 6, 2023, be adopted as presented. Carried**

#### 4. Working Group Updates: Ecological, Carbon Reduction and I.C.I. Waste Reduction

##### I.C.I. Waste Reduction

Sharon Collingwood provided the following updates on projects the I.C.I Waste Reduction working group is focusing on:



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- Sharon Collingwood thanked Felicity Sutcliffe and Sadaf Ghalib for all their work on the Green Recognition Program and the Earth Day and Council presentations to all the recipients.
- The E&E Committee previously passed a motion requesting Council consider joining the Canada Plastic Act and a review of the by-laws currently in place. The working group would like to re-visit these requests to keep it moving forward. Councillor Burbach stated that there is not currently a plastics reduction by-law in place for Stratford, therefore researching other by-laws that municipalities have in place would be beneficial. She suggested that Emily Skelding, Waste Reduction Coordinator, could give the Committee some advice on the best plan to move forward on this. Sadaf Ghalib, Climate Change Program Manager, stated that there are Provincial and Federal regulations that will commence in May 2024 that would put the onus on the producers. Councillors Burbach and McCabe noted that changing by-laws at this stage may be redundant if Provincial and Federal changes will be made to address plastic reduction in 2024.
- The working group has had two opportunities to have a table to distribute information at the Home Show and the Earth Day Street Party Event. The working group would like to do one more event in the Fall.
- They would like to inquire if the Finance Department would consider including information from E&E in the property tax mailings they send out to property owners. Emily Skelding, Waste Reduction Coordinator, will inquire if there are restrictions to having information included.
- The working group is still researching food waste apps. They intend to contact the Local to inquire about food waste initiatives. St. Paul's Church would be another good contact for information on food waste as they do many food events. Councillor McCabe will contact local restaurants to inquire about practices and using the larger green bins.

### Ecological

Craig Merkley provided the following updates on projects the Ecological working group is focusing on:

- The working group set up a table at the Earth Day Street Party Event showing the native grass planting projects, information on the issue of side trails from bikes in the TJ Dolan area and information on phragmites and the work being done on eradicating invasive species. Anita Jacobsen noted that many of the invasive species, such as phragmites, are brought in on dirty equipment that has been used on other sites.
- They were part of an organized weed-pull in partnership with ReLeaf Stratford and the UTRCA along the crib walls and river shoreline. They are considering

doing a similar event in TJ Dolan for garlic mustard later in May. Felicity Sutcliffe added that it was a great opportunity to work alongside the Community Services summer students and teach them about the weeds and invasive species.

- The native grass plugs that E&E purchased will be arriving this month for planting.
- Researching planting a native oak tree demonstration site with the ability to host birds, insects, and bees.
- Sharon Collingwood noted the beaver has re-appeared in the river and is close to a monitoring station. Vanni Azzano stated that it will be addressed by the Ministry.

### Carbon Reduction

Sharon Collingwood provided the following updates on projects the Carbon Reduction working group is focusing on:

- E&E previously passed a motion requesting Council undertake a formal review of the secondary plans and make recommendations on revisions based on a climate lens. Councillor Burbach stated that the Planners in the Development Services Division would review the secondary plans, however they are currently extremely short-staffed to undertake this project. She suggested that the working group could review the secondary plans and provide feedback on certain ones. These suggestions could also be submitted on Engage Stratford as individual citizens as part of the public engagement portion of the Official Plan review.
- There have been previous discussions on retrofit programs and possibly holding a passive house webinar. There is a one-hour introductory webinar available. Councillor Burbach suggested that the information on the webinar would be a great recommendation to make to SABA for their members. Councillor McCabe suggested that it might also be of interest to local realtors. Sharon Collingwood will inquire on the cost of the introductory webinar.
- Now that the Official Plan review has begun, Sharon Collingwood suggested that E&E could possibly meet with who has been contracted to do the review to provide input. Councillor Burbach noted that E&E representative would likely be part of a focus group or stakeholder meeting during the process. Councillor Burbach will inquire with staff.

## **5. Climate Change Programs Manager's Update – Sadaf Ghalib**

Sadaf Ghalib, Climate Change Programs Manager, provided the following updates:

- Ms. Ghalib reported that this years' Green Recognition Program was a success. All recipients were presented certificates at the Earth Day Street Party or the

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May 4, 2023

April 24, 2023, Council meeting. She is anticipating even more interest in the program next year and would like to see an increase in the time period that people can submit their applications.

- The Earth Day tree planting event was cancelled on April 22, 2023, due to inclement weather. Grade 9 students from SDSS planted over 100 trees on April 27, 2023 in TJ Dolan. She thanked Vanni Azzano for all his help with this event.
- The Earth Day Street Party was great in terms of getting feedback from the public with in-person sessions that will be incorporated into the staff report along with the online public engagement developing the Community Emissions Action Plan.

## **6. Update from Active Transportation Advisory Committee (ATAC) – Felicity Sutcliffe**

Felicity Sutcliffe provided the following update:

- ATAC is organizing a kickoff event for Bike Month on Saturday, June 3, 2023, from 9-12 p.m. The event is being held at Upper Queen's Park. The Park Patrol will be there to talk about bike safety, Cycle Stratford is doing a family ride and providing gift bags. Please let Felicity Sutcliffe know if you are available to volunteer, which will most likely be manning barricades at street closures.
- Staff attended their meeting to discuss absent sidewalks in the City. They provided maps of the absent sidewalks and explained how staff decides the priority areas and what budget funds are available. Some of the high priority areas that have been identified were areas near the intermediate and secondary schools, the area around the hospital, as well as Oak Street and Willow Street. Sharon Collingwood inquired about sidewalks being removed on certain streets. Councillor Burbach explained that if a residential road that has two smaller sidewalks is being redone, they will redo the new road with one wider accessible sidewalk.

## **7. Business Arising from Previous Minutes**

7.1 Earth Day Activities Update – Sadaf Ghalib, Climate Change Programs Manager  
As noted above.

7.2 Community Emissions Action Plan – Online Public Engagement – Sadaf Ghalib, Climate Change Programs Manager

Sadaf Ghalib, Climate Change Programs Manager, reminded E&E Committee members that the online public engagement for the Community Emissions Action Plan is now available and will be open until May 12, 2023. She has reached out to many organizations to ensure that many people participate. She has also sent out some kitchen table kits to some individuals and students to

complete to gain additional feedback. She encouraged E&E members to also participate. Once the survey closes, staff will review all the information and proceed with the development of the plan. She will also be able to report on how many participants there were once the survey closes.

- 7.3 Purchase of Large Green Bins for ICI Sector – Emily Skelding  
Deferred to next meeting.

## **8. New Business**

### **8.1 Accessibility Training**

Staff informed Committee members that City of Stratford volunteers, including members of advisory committees, are required to complete training related to accessibility in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. To meet this requirement, the Clerk will be circulating training materials to review and then you will be asked to complete a form stating you completed the training.

The Clerk will be circulating materials in different formats such as reading a brochure or watching a video so that all volunteers can complete the training. This training is mandatory and there will be strict deadlines for completion.

Members were advised to contact the Clerk with any questions or if they required assistance.

### **8.2 Climate Momentum Presentation to Council**

Sharon Collingwood reported that the Climate Momentum Group is planning an upcoming presentation to Council. She inquired if E&E should review the information and provide input. Members noted that they are directly proposing many recommendations to Council and that E&E would not necessarily be part of this process.

## **9. Upcoming Events**

- SDSS Annual Plant Sale – Saturday, May 13, 2023
- ATAC Bike Event (Upper Queen's Park) – June 3, 2023

## **10. Date of Next Meeting**

The next meeting of the E&E Committee will be held on Thursday, June 1, 2023, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

Energy & Environment Advisory Committee  
May 4, 2023

**11. Adjournment**

Motion by Ken Clarke

Seconded by Councillor McCabe

**THAT the May 4, 2023, Energy & Environment Advisory Committee meeting adjourn. Carried**

Meeting Start Time: 4:03 P.M.

Meeting End Time: 5:18 P.M.