



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

Date: Wednesday, November 29, 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 Services, Tatiana Dafoe - City Clerk, Neil Anderson - Director of Emergency Services/Fire Chief, Victoria Trotter - Recording Secretary, Johnny Bowes - Manager of Environmental Services, Sadaf Ghalib - Climate Change Program Manager

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

Delegations have been listed under the relevant report on the agenda.

4. Report of the City Clerk

4.1 Encroachment Application for 56 Albert Street (ITS23-034)

5 - 10

Following presentation of the report by staff, Jeff Elliott, agent on behalf of the applicant has requested to address Sub-committee. Jeff Elliott will be asking Sub-committee to approve the requested encroachments.

Motion by

Sub-committee Decision: THAT Jeff Elliott, agent on behalf of the applicant, be heard regarding the request for an encroachment at 56 Albert Street, Stratford.

Motion by

Staff Recommendation: THAT direction be given on whether the new canopy and door is permitted to encroach onto the Albert Street road allowance;

THAT the existing steps, eaves, and façade at 56 Albert Street be permitted to encroach onto the Albert Street road allowance;

THAT, subject to direction given, the total encroachment area be calculated by staff;

THAT, subject to the direction given, the annual fee adjusted yearly by the CPI be calculated by staff and added to the property tax bill for 56 Albert Street;

AND THAT the City Clerk be directed to prepare and list a by-law authorizing the approved encroachments at 56 Albert Street on a future Regular Council agenda.

5. Report of the Director of Emergency Services/Fire Chief

5.1 2023 Medical Tiered Response Memorandum of Understanding (ITS23-031)

11 - 13

Motion by

Staff Recommendation: THAT the entering into of a Memorandum of

Understanding with Perth County Paramedic Services for Medical Tiered Response, be authorized;

AND THAT the Director of Emergency Services/Fire Chief be authorized to sign the Memorandum of Understanding, on behalf of the City.

6. Report of the Manager of Environmental Services

6.1 Renewable Natural Gas Project Update (ITS23-033)

14 - 17

Motion by

Staff Recommendation: THAT the co-digestion (formerly RNG) initiative be deferred to 2029 or upon renewal of the 2029-2033 Corporate Energy Conservation and Demand Management Plan.

7. Report of the Climate Change Program Manager

7.1 Annual Corporate Greenhouse Gas Emissions – 2022 (ITS23-032)

18 - 27

Motion by

Staff Recommendation: THAT the report titled, "Annual Corporate Greenhouse Gas Emissions – 2022" (ITS23-032), be received for information.

8. Department Update

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

A copy of the update will be posted to the City's website on the "Engineering Division" page.

9. Advisory Committee/Outside Board Minutes

28 - 54

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

- Accessibility Advisory Committee minutes of September 5, 2023 and October 3, 2023
- Energy and Environment Advisory Committee minutes of September 7, 2023 and October 5, 2023

10. Next Sub-committee Meeting

All Sub-committee meetings for the month of December have been cancelled. Meetings will resume in January 2024.

11. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

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

Sub-committee meeting adjourn.



MANAGEMENT REPORT

Date: November 29, 2023
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, City Clerk
Report Number: ITS23-034
Attachments: Sketch of Encroachment

Title: Encroachment Application for 56 Albert Street

Objective: To consider a request to enter into an Encroachment Agreement with the owner of 56 Albert Street. The purpose of the Encroachment Agreement is to permit the following existing structures to encroach onto the Albert Street road allowance:

- steps
- eaves
- façade

The applicant has also requested the following new structures be permitted to encroach onto the Albert Street road allowance:

- installation of a new overhanging canopy on the front façade above the new entry door; and
- new proposed out swinging entry door.

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: In June, 2023, an encroachment application was received from Longwood Keep Ltd. requesting the following structures be permitted to encroach onto the Albert Street road allowance:

- existing steps;
- existing eaves;
- existing façade;
- installation of a new overhanging canopy on the front façade above the new entry door; and a
- new proposed out swinging entry door.

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:

- No concerns with this application.

Building Services:

- The developer prefers if the door swings out onto the municipal road allowance, as it enables them to maintain an occupant load greater than 60 persons. The developer could do what many other buildings in the downtown core do and have the alcove built into the building and have the door swing outwards not onto City property to maintain the occupant load greater than 60 persons. This option would need to be explored by the designer to determine if it can be completed onsite.
- If the door swings inwards, the occupant load would be restricted to 60 or less persons, a restriction on occupant load is not desired by the developer.
- Heritage Stratford has supported the door swinging outwards onto City property with the approval of a Heritage Alteration Permit. It is unknown whether the alcove option was discussed with or considered by Heritage Stratford.
- If the door were to swing outwards onto City property, some sort of physical barrier would be recommended to ensure pedestrian safety.
- The encroachment is required to be completed prior to the approval of the building permit application currently with their office (PRM-2023-0094) for the new entrance to the building. Approval of the encroachment is required to be provided to the Building Division.
- Application denotes an existing encroachment, which some elements of the application may be, but staff note that the proposed canopy, and new entry door that is proposed to swing over municipal property should be considered new. Attached is the floor plan submitted with the building permit application showing the entry door swinging over City Property.

Engineering Division:

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

The Encroachment Policy states that additions to existing buildings or other structures that would encroach or do encroach onto municipal property or road allowances will not be permitted. Staff do not recommend permitting the requested new encroachments, being the canopy and outward swinging door, to encroach onto municipal property.

If Council wishes to permit the new structures to encroach onto municipal property a condition requiring some sort of physical barrier is recommended to be included near the door to ensure pedestrian safety.

Financial Implications:

Financial impact to current year operating budget:

If the proposed canopy and new door are approved along with the existing eaves, steps and façade, the total annual encroachment fee would be \$578.69. If approval is granted to permit existing encroachments only then the annual fee would be \$564.15.

The annual fee will be adjusted yearly by the CPI and 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 the annual fee 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 direction be given on whether the new canopy and door is permitted to encroach onto the Albert Street road allowance;

THAT the existing steps, eaves, and façade at 56 Albert Street be permitted to encroach onto the Albert Street road allowance;

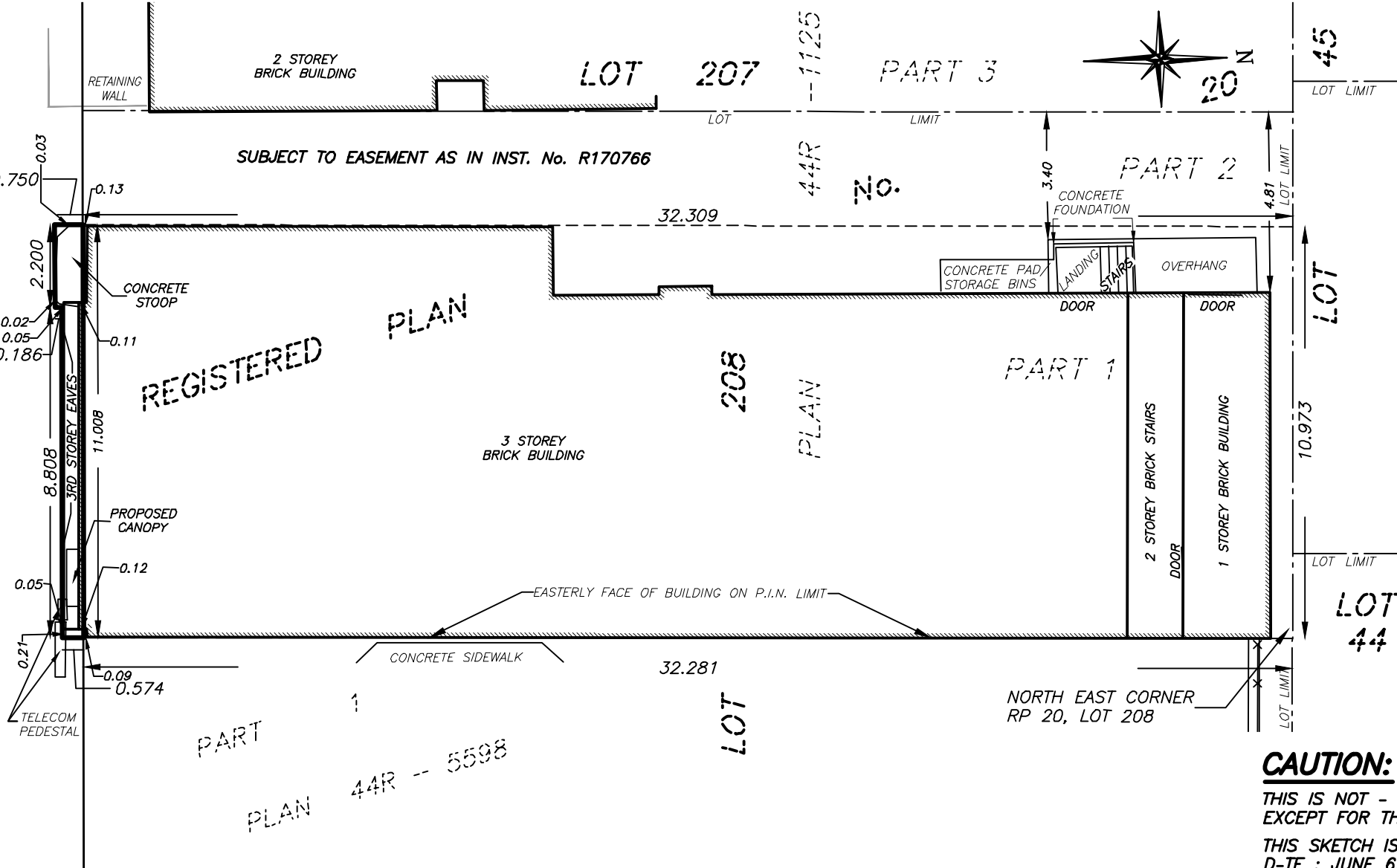
THAT, subject to direction given, the total encroachment area be calculated by staff;

THAT, subject to the direction given, the annual fee adjusted yearly by the CPI be calculated by staff and added to the property tax bill for 56 Albert Street;

AND THAT the City Clerk be directed to prepare and list a by-law authorizing the approved encroachments at 56 Albert Street on a future Regular Council agenda.

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

ALBERT STREET
(20.117 WIDE BY REGISTERED PLAN No. 20)



SKETCH SHOWING DETAIL
OF P-RT OF
LOT 208
REG'D PLAN No. 20
IN THE
CITY OF STRATFORD
COUNTY OF PERTH
SCALE 1:150
0 3 6 9 METRES
MTE OLS LTD.
ONTARIO LAND SURVEYORS

LEGEND:

- DENOTES PL-NTED MONUMENT
- DENOTES FOUND MONUMENT
- SIB DENOTES ST- D-RD IRON B-R
- IBØ DENOTES ROUND IRON B-R
- CC DENOTES CUT CROSS
- OU DENOTES ORIGIN UNKNOWN
- WIT DENOTES WITNESS
- MTE DENOTES MTE OLS LTD.
- 1245 DENOTES DON-LD W.J. McNEIL LIMITED, O.L.S.'s
- RP DENOTES REGISTERED PL-

METRIC:

DIST-NCES SHOWN ON THIS PL- -RE IN METRES -ND
C-N BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

CAUTION:

THIS IS NOT - PL-N OF SURVEY -ND SH-LL NOT BE USED
EXCEPT FOR THE PURPOSES INDIC-TED IN THE TITLE BLOCK.

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D-TE : JUNE 6, 2023 © COPYRIGHT 2023, MTE OLS LTD.



MTE ONTARIO LAND SURVEYORS LTD.
365 HOME STREET
STR-TFORD, ONT-RIO, N5- 2-5
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Cad File: P:\P\51698\300\51698-300-SK2.DWG

COGO : 51698-300-UTMGROUND.ASC

Drawn By : C. J-NSSSEN

Checked By : D. RE-UME

File No : 51698-300-SK2 (S)



MANAGEMENT REPORT

Date: October 20, 2023
To: Infrastructure, Transportation, and Safety Sub-committee
From: Neil Anderson, Director of Emergency Services/Fire Chief
Report Number: ITS23-031
Attachments: None

Title: 2023 Medical Tiered Response Memorandum of Understanding

Objective: To seek City Council approval to enter into a new Memorandum of Understanding ("MOU") for Medical Tiered Response with the Perth County Paramedic Services.

Background: In 2021, Perth County Paramedic Services ("PCPS") reported that the local fire departments and PCPS would work together to review Medical Tiered Response in Perth County, St. Marys, and Stratford. Tiered Response is a coordinated mechanism between emergency services that provides guidance for which organization attends medical calls and under which circumstances.

The Stratford Fire Department provides medical response services under both a Continue and Regulate By-law 63-2004 and a Medical Tiered Response Agreement with Perth County Paramedic Services, from 2006, which this new agreement will supersede.

City Council approves fire departments to conduct medical intervention through a regulating bylaw. The Ministry of Health maintains the guidelines for Tiered Response Agreements, 1997 guidelines, outlining how medical response will be conducted by Council approved fire departments, under the oversight of local Paramedic agencies.

The new MOU is to be reviewed each term of Council going forward, by "all agencies", and is to become effective December 4, 2023.

Analysis: This Medical Tiered Response MOU reaffirms protocols such as recommendations for Fire Services to respond to confirmed, non-life threatening calls, without lights and sirens, exceptions to tiered response, steps to be taken if an ambulance is delayed in Stratford, data sharing for better performance analysis, cost-saving and standardization through joint purchasing of medical supplies, PCPS support

to Fire Services in rehabilitation functions during a fire call, and a commitment to discuss joint training, as required.

An individual copy of the MOU will be signed between the PCPS and the various Fire Departments of Perth County, with their particular responsibilities in providing emergency services in accordance with their respective regulations. Key elements include:

- Mutual support between Fire Services and PCPS.
- Defined Emergency Response and Problem Nature Codes.
- Exceptions to tiered response, primarily in long-term care facilities with sufficiently trained staff.
- PCPS's response to fire and assistance with rehabilitation.
- Procedures for handling delays in accessing and treating patients.
- Procedures for handling CODE 3 (non-life threatening) Ambulance delays in Stratford.
- Protocols when assistance is requested by Paramedics.
- Data sharing, with all personal health information identifiers removed before sharing.
- Provision of limited medical supplies at PCPS's expense and cost-savings through joint-purchasing of other medical supplies.
- Encouragement of joint training and development.

The MOU can be amended as required and must be renewed once per term of Council. It is set to be reviewed at that time, with a stipulation that any party may withdraw from the MOU with 60 days' written notice.

There are no changes to service levels for the Stratford Fire Department in this new Tiered Response MOU. This is a new MOU replacing the previous MOU, with the existing 60-day withdrawal notice, by either party, in place. There is no change in service delivery for the Stratford Fire Department.

Financial impact to current year operating budget:

There is no financial impact to the City's current year operating budget.

Financial impact on future year operating budget:

There may be minor impacts to future expenses with medical supply purchases under a shared model, once fully established. These expenses are anticipated as minor and are captured during the annual budget process.

Link to asset management plan and strategy:

Not applicable

Legal considerations:

The previous MOU was reviewed by counsel and because there are no changes to service delivery, this was not revisited.

Insurance considerations:

Not applicable.

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.

Staff Recommendation: THAT the entering into of a Memorandum of Understanding with Perth County Paramedic Services for Medical Tiered Response, be authorized;

AND THAT the Director of Emergency Services/Fire Chief be authorized to sign the Memorandum of Understanding, on behalf of the City.

Prepared by: Neil Anderson, Director of Emergency Services/Fire Chief

Recommended by: Joan Thomson, Chief Administrative Officer

Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: November 29, 2023
To: Infrastructure, Transportation and Safety Sub-committee
From: Johnny Bowes, Manager of Environmental Services
Report Number: ITS23-033
Attachments: None

Title: Renewable Natural Gas Project Update

Objective: To update Council on the status of the Renewable Natural Gas (RNG) initiatives and to seek Council approval to defer the Renewable Natural Gas project until the City has achieved significant city-wide greenhouse gas emission reductions.

Background: In 2016, Staff were approached by the City's wastewater pollution control plant (WPCP) operator Ontario Clean Water Agency (OWCA) to discuss energy recovery options at the WPCP facility. Over the next couple of years, Staff facilitated the development of a Renewable Natural Gas (RNG) project, refined preliminary designs, acquired partial funding, solicited public engagement, and made adjustments to the plans based on Council direction. Due to the pandemic and contractual end date of a key funding source (Ontario Centre of Excellence), in late 2021 Council directed that the City withdraw from the RNG Project in its original format and requested that Staff investigate possible alternative co-digestion initiatives.

Through 2022, Staff conducted research and reached out to other municipalities and entities pursuing similar initiatives to determine what alternative co-digestion options would be feasible for Stratford. Staff investigation supports similar, but smaller initiatives than those initially discussed, that would come with significantly less impact to residents, less costs and less overall risk to the municipality. As part of the 2023 budget deliberations, Staff included consultant support required to pursue these options in the operating budget. During Council discussion, a motion was made to defer the request to 2024 budget deliberations.

Analysis: Since the 2023 budget deliberations motion to defer the \$150,000 feasibility assessment of a biogas facility, significant progress has been made toward measuring and monitoring corporate emissions through the development of the Corporate Energy and Emissions Plan 2023. A similar long-term strategy is currently being developed at a community-wide scale, designed as a comprehensive roadmap to guide emissions

reduction efforts across key sectors and create a more energy efficient, resilient community and bolster the economy through the promotion of clean energy.

Recognizing that an RNG facility comprises unique characteristics with varied scopes of carbon emissions (direct and indirect), the process to identify, measure, monitor, and report on resultant GHG emissions will not be straightforward. It is anticipated that such a facility, when established, would be a part of both corporate and community emissions monitoring, thus would have the ability to drive our collective emissions reduction trajectory.

As part of recommendations resulting from the Corporate Energy and Emissions (Reductions) Plan (CEEP), and the Community Climate Action Plan (CCAP), it is apparent that, should Stratford be successful at significantly reducing its corporate and community emissions, the City will be able to attain near-zero emissions (or a reduction of approximately 80-100% emissions), but not net-zero (100% emission reduction).

Part of the initial support to proceed with the RNG project was the potential to acquire carbon offset credits from the creation of renewable fuel derived from organic matter. These credits could then be used to offset the consumption of traditional fossil fuels in recognition that some asset classes may be challenging, if not impossible to decarbonize. This approach is supported by the Federal government¹, but currently does not come with any financial incentives or support, nor is there an associated carbon credit system in Ontario. Given this, along with the City's goal to get to net-zero being several years down the road, there is no immediate demand to expand services and acquire these carbon credit offsets. It is recommended that such an approach be utilized at a time when the City has realized deep GHG emission reductions (closer to 80%) and has a recognized need to address the gap to attain net-zero.

Holistically, using biogas still creates greenhouse gases including methane, carbon dioxide, and small quantities of other gases produced by anaerobic digestion of organic matter. Rather than being released into the atmosphere, there is considerable opportunity to re-direct the biogas toward other community needs, for example, as a substitute or complement to natural gas in home heating, where electrification is not an option. Pursuing other and innovative technologies including carbon sequestration and carbon capture will also be useful instruments to support city-wide emission reduction from near-zero to net-zero. Many technologies are still nascent and just starting to be developed, however, are expected to be progress significantly in upcoming years.

Currently, the City has a mechanism in place to divert organic materials from its landfill through the Green Bin Program. Launched in 2020, this service is accessible by all residents and businesses throughout Stratford. Upon collection, organic waste is

¹ Canada's GHG Offset Credit System enables proponents of offset projects to generate federal offset credits if they register and implement projects meeting requirements in the Canadian Greenhouse Gas Offset Credit System Regulations and an applicable federal GHG offset protocol.

processed by StormFisher Environmental Resource Facility in Drumbo and utilized by their Biogas facility in London. Since 2020, approximately 3,000 metric tonnes of organic waste have been collected and sent for processing, which would mean that this quantity of organic waste was diverted from landfill resulting in substantial GHG reductions (cumulative avoided GHG emissions) of 461 tCO₂e city-wide. The Green Bin Program is currently being expanded to include institutional, commercial, and industrial buildings. As a part of this initiative, ongoing public education will help enhance waste reduction and management practices city-wide.

Staff still think that the biogas project has merit, however, recommend pausing this endeavour until the gap in the City's ability to be considered net-zero is better realized. The City can pursue further carbon offsets as a mechanism to close the remaining gap from near-zero to net-zero. Staff recommend that revisiting the concept in 2029 or upon renewal of the 2029-2033 Corporate Energy Conservation and Demand Management Plan. At that time there will be additional data, climate action progress, and likely developing technologies to consider and explore further.

Financial Implications:

Financial impact to current year operating budget:

There is no impact associated with the current year operating budget.

Financial impact on future year operating budget:

The scale of the project and depending on whether Council decides to proceed immediately, postpone, or cancel the project, will dictate the impact on future operating budgets. If Council does wish to proceed with co-digestion initiatives in 2024, Staff recommend allocating \$150,000 in the 2024 budget for a consultant-led feasibility assessment.

Link to asset management plan and strategy:

There is no impact anticipated at this time with the associated with the decisions made regarding this report.

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:

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 co-digestion (formerly RNG) initiative be deferred to 2029 or upon renewal of the 2029-2033 Corporate Energy Conservation and Demand Management Plan.

Prepared by:

Taylor Crinklaw, Director of Infrastructure Services
Sadaf Ghalib, Climate Change Program Manager
Johnny Bowes, Manager of Environmental Services

Recommended by:

Taylor Crinklaw, Director of Infrastructure Services
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: November 29, 2023
To: Infrastructure, Transportation and Safety Sub-committee
From: Sadaf Ghalib, Climate Change Program Manager
Report Number: ITS23-032
Attachments: None

Title: Annual Corporate Greenhouse Gas Emissions – 2022

Objective: To report annually on the City of Stratford's Corporate Greenhouse Gas (GHG) emission inventory and progress toward meeting corporate GHG emission reduction targets for the year-ending December 31, 2022.

Background:

City-wide GHG Emission Reduction Targets

On February 10, 2020, Council declared a climate emergency and further introduced City-wide GHG emission reduction targets, applicable to both the City's internal (corporate) operations and the overarching community. These targets are aligned with the Paris Agreement¹ and follow the recommendation set out by the Intergovernmental Panel on Climate Change (IPCC) for collaboratively achieving the GHG emission reductions required to limit global warming to 1.5 degree Celsius².

- 30% (below 2017 emission baseline levels) by 2030
- 60% (below 2017 emission baseline levels) by 2040
- Near to Net-zero by 2050

To support the climate emergency declaration, the City has established a strategic framework through the Corporate Energy and Emissions Plan 2023, that provides recommendations to embed a Climate Lens throughout corporate operations and serves as a roadmap toward its goal of moving the City's operations toward a zero-carbon

¹ Canada signed and ratified the Paris Agreement on October 6, 2016, and committed to reduce GHG emissions by 30% below 2005 levels by 2030. It was also recognized that a collaborative approach between federal, provincial and territorial (FPT) governments is important to reduce GHG emissions and to enable sustainable economic growth.

² Intergovernmental Panel on Climate Change, 6th Assessment Report (2021):
<https://www.ipcc.ch/assessment-report/ar6>

future by 2050. Through a range of near- and longer-term initiatives and actions, the City is committed to deliver on the targets set forth by the climate emergency declaration and to showcase its leadership.

City Steps to Accelerate Emission Reductions

Following the initial establishment of the Climate Emergency targets, Council also supported creation of a new Climate Action Division within the Infrastructure Services Department. To advance this collaborative work, a specialist position was created to provide technical expertise, interdepartmental support, thought leadership for Corporate climate action initiatives, and to ensure that the City is on track to meet its targets.

On October 23, 2023, City Council endorsed the Corporate Energy and Emissions Plan (CEEP) 2023. This document provides guidance on how the City can accelerate efforts toward decarbonization and operationalize actions to support energy efficiency and achieve the required emission reduction targets to align with provincial and federal objectives. The CEEP also aids informed financial decision-making and serves as a roadmap to achieve the 2030 milestone and beyond; by outlining 31 actions for corporate facilities, fleet, waste, infrastructure, policy updates, and the development of specific tools to pursue decarbonization efforts and support overall energy and emissions management.

The City is actively working toward implementing the identified strategies outlined in the CEEP. Staff have initiated energy, cost and emissions monitoring and are documenting the City's progress in achieving its climate goals.

Analysis:

Ontario Regulation 25/23 Requirements

The provincial requirement Ontario Regulation 25/23 (previously O. Reg. 507/18) requires Ontario's Broader Public Sector, including municipalities, to proactively track and monitor their energy usage, as well as develop/update energy conservation and demand management plans every 5 years. All municipalities are required to publicly report their emissions annually in July for the prior calendar year.

Under this regulation, the City of Stratford has been reporting energy usage to the province and has undertaken a range of measures to enhance energy conservation and efficiency efforts. The current plan for 2019-2024 is underway and is expected to be updated for the next 5-year cycle in early 2024. Efforts led by the City within its facilities since 2011 have resulted in a consistent emissions trend annually, with a slight deviation in the emissions trajectory observed through 2020 to 2022. The influencing factors of these emissions reductions can be attributed to:

- Ongoing lighting upgrades in major facilities to LED lighting;
- Fleet GPS tracking to monitor and evaluate vehicle performance;
- Upgrades of gas-powered equipment (ice resurfacer, ice edger) to electric powered units;

- Updated emission factors³ for gasoline and diesel, and consumption intensity values for electricity.

O. Reg. 25/23 considers overall facility energy consumption which encompasses the entirety of Scope 2 emissions and selected Scope 1 emissions⁴.

Recognizing the urgency to address repercussions of climate change and to accelerate decarbonization throughout operations, CEEP was created to go above and beyond basic provincial requirements, to consider a holistic approach toward energy efficiency, target a wider umbrella of emissions (Scope 1, Scope 2, and Scope 3 where applicable), whilst supporting financial sustainability. The Plan also addresses gaps in the reporting structure and aims to streamline energy management and emissions reporting in accordance with the GHG Protocol⁵. For example, select City facilities were accounted for and reported to the province under O. Reg. 25/23; energy usage and emissions generated from other major city assets including fleet, wastewater, water infrastructure and municipal solid waste were not considered, thus resulting in an inaccurate overview of energy usage and emissions.

As a guiding document to achieve energy reductions, cost savings and GHG emission reductions, the CEEP also provides roadmaps to measure and monitor progress within key asset classes that are directly influenced by the City.

2022 Corporate GHG Emissions

The 2022 corporate GHG emissions were measured for the period January 1, 2022 to December 31, 2022. In 2022, total corporate GHG emissions were 4,153.69 tCO₂e, approximately 18.78% below the baseline year of 2017 (5,114.41 tCO₂e). This is 17.5% lower than what would have been expected in the business as usual (BAU) scenario (with consistent annual emission generation and no substantial corrective action taken to manage these emissions), without the Climate Emergency Declaration, and without development and implementation of CEEP. This brings the City on track to achieve the required GHG emission reduction target of 30% by 2030. Figure 1 illustrates that Council's declaration of a Climate Emergency in early 2020, followed by allocating additional capital resources and dedicated staff for corporate climate action, has been successful in initiating a range of climate mitigation and adaptation initiatives.

³ Canada's National Inventory Report 1990-2021: Greenhouse Gas Sources and Sinks in Canada, Part 2, Table A6.1-1, "CO₂ Emission Factors for Marketable Natural Gas"

⁴ Scope 1 emissions are direct greenhouse (GHG) emissions that occur from sources that are controlled or owned by an organization. These include emissions associated with fuel combustion in boilers, furnaces, and vehicles.

Scope 2 emissions are indirect GHG emissions associated with the purchase of electricity, steam, heat, or cooling. Although Scope 2 emissions physically occur at the facility where they are generated, they are accounted for in an organization's GHG inventory as they are a result of the organization's overall energy use.

⁵ The GHG Protocol provides a standard framework and tools for measuring and managing GHG emissions from private and public sector operations.

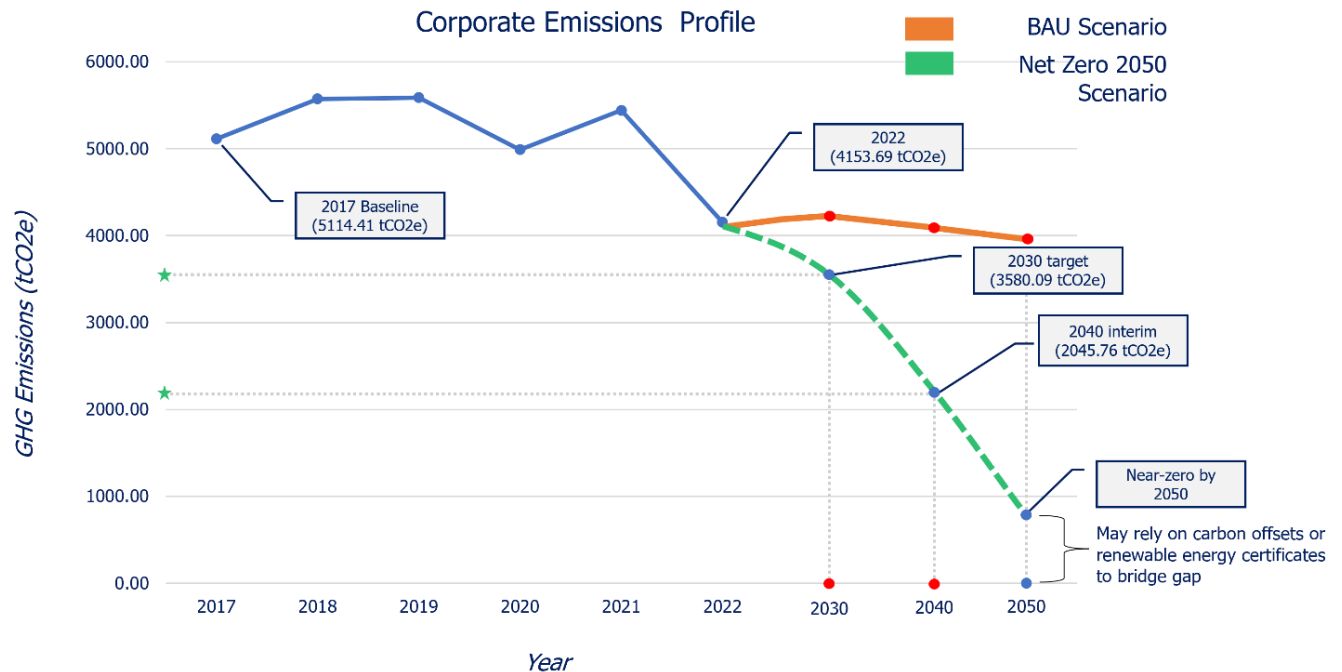


Figure 1 – Projected corporate emissions trajectory- Business as Usual Scenario and alignment with CEEP implementation scenario with Net Zero targets.

Note – A 'near-zero' emission scenario would translate to approximately 80 – 100% reduction in emissions from baseline. This is a conservative approach recognizing that some sectors (e.g., industry and/or heavy-duty equipment) will be challenging to decarbonize and may need to rely on carbon offsets, renewable energy certificates or future technology.

From the emissions trajectory (Figure 1), it is observed that the decommissioning of and subsequent sale of the Kiwanis Centre property has been a major contributor to reduced emissions after 2018. Ongoing initiatives since 2021, such as fleet upgrades to hybrid vehicles, indoor and outdoor lighting upgrades in facilities to LEDs have also contributed to overall reductions. However, it must be noted that any new builds commissioned by the City, such as the Grand Trunk Development, that have not been accounted within the emissions measurement so far, would result in an addition of these emissions when developed. To stay on track to meet the City's corporate GHG objectives whilst enhancing corporate assets, it will be prudent to create low-carbon or preferably net-zero, energy efficient buildings as recommended in the CEEP.

Annual variations in seasonal temperatures can also influence GHG emission outcomes from year to year by causing fluctuations in energy consumption to accommodate thermal comfort. Such variations cannot be predicted at this time. In the period 2020 – 2021, added implications of COVID-19 have made it challenging to determine the extent to which corporate emissions have been impacted.

Table 1 Corporate GHG Emissions profile for all asset classes 2017 – 2022

| Year | Total Corporate GHG Emissions (tCO ₂) | Change in GHG Emissions (tCO ₂) | Relative to 2017 Baseline |
|------|---|---|---------------------------|
| 2017 | 5,114.41 | Baseline | Not Applicable |
| 2018 | 5,574.04 | +8.99 | Increase |
| 2019 | 5,589.20 | +9.28 | Increase |
| 2020 | 4,988.71 | -2.46 | Decrease |
| 2021 | 5,442.35 | +6.41 | Increase |
| 2022 | 4,153.69 | -18.78 | Decrease |

Future annual data will feed the results of annual reporting. At this time, it is difficult to estimate any consistent changes in the corporate emissions trajectory which is influenced by a variety of factors including: data availability and measurement, fuel emission intensity factor (the quantity of emissions contained in a single unit of fuel), weather fluctuations, and unprecedented severe weather events.

Climate Action Overview for 2022

In 2022, the City initiated several corporate projects and policy updates with the application of a Climate Lens:

- Continued to implement the City's 2019-2024 Corporate Energy Conservation and Demand Management Plan (required under O. Reg 25/23), which has been posted on the City's Climate Change webpage and is available for public viewing at City Hall and City Hall Annex, upon request;
- Developed the Corporate Energy and Emissions Plan (CEEP) 2023 as a guiding document to achieve energy savings, cost savings and emission reductions throughout corporate operations;
- Initiated implementation of the Buildings Roadmap and Green Fleet Roadmap as recommended in CEEP 2023;
- Initiated update of current policies and plans, e.g., Procurement Policy, Transportation Master Plan;
- Intended to support informed decision making during the budget process, staff developed a 'climate lens assessment and calculator tool' to indicate the environmental impact of City projects (e.g., asset replacement, fleet replacements and other new procurement) and, in most cases, quantify related emissions;
- Ongoing street light upgrades to LEDs;

- Ongoing facility lighting upgrades to LEDs;
- Ongoing procurement of low-carbon fleet vehicles (to replace those at the end of service life), e.g., hybrid models.

Historical Emissions (2011 onward)

Substantial reductions in City-wide emissions were observed from 2011 to 2017 (2,578.91 tCO₂e), led by a myriad of drivers such as the following:

- Gradual shift of electric power generation, transmission, and distribution industry in the province from coal-fired generation toward other sources such as nuclear energy that are less carbon intensive in terms of GHG emissions;
- The above variation also resulted in considerable change in the provincial electricity emission intensity factor. While the electricity consumption intensity reduced from 250 gCO₂eq/kWh in 2011 – 2012 to 20 gCO₂eq/kWh in 2020 – 2021, the natural gas consumption intensity increased from 1,871 g/m³ in 2011 – 2012 to 1,921 g/m³ in 2020 – 2021;
- The removal of the City-owned Kiwanis Centre facility from corporate building stock resulted in an immediate decrease of GHG emissions. Annual electricity savings of 73,200 kWh and natural gas savings of 21,884.41 m³ were realised, which contributed toward an estimated overall emission reduction of 43.53 tCO₂e from the corporate inventory.

2022 Corporate Emissions by Sector

In order to meet or exceed the 2030 milestone for 30% emission reduction (1,535 tCO₂e) and pave the way to achieve the 2040 milestone for 60% emission reduction (3,068.64 tCO₂e), an aggressive approach needs to be implemented and continued on an ongoing basis.

The energy consumption and resultant GHG emissions for the City's key asset classes (buildings, fleet, solid waste, outdoor lighting, and water and wastewater) for 2017 (Climate Emergency baseline year), and 2022 (current year) are summarized in Table 2. Table 2 Summary of Emissions by Asset Class in Baseline Year (2017) versus Current Year (2022)

| Asset Class | Energy Type(s) in Use | 2017 GHG Emissions (tCO ₂ e) | 2022 GHG Emissions (tCO ₂ e) | 2017 – 2022 Overall Emission Reductions (%) |
|-------------|-----------------------|---|---|---|
| Buildings | Electricity | 2,251.82 | 2,038.06 | -9.49 |
| | Natural Gas | | | |
| Fleet | Natural Gas Diesel | 1,902.25 | 1,500.23 | -21.13 |

| Asset Class | Energy Type(s) in Use | 2017 GHG Emissions (tCO ₂ e) | 2022 GHG Emissions (tCO ₂ e) | 2017 – 2022 Overall Emission Reductions (%) |
|--------------------|----------------------------|---|---|---|
| Outdoor Lighting | Electricity | 719.75 | 380.20 | -47.20 |
| Solid Waste | - | 145.50 | 130.01 | -10.34 |
| Water & Wastewater | Electricity Natural Gas | 57.18 | 55.00 | -3.81 |
| Municipal Airport | Electricity Natural Gas | 38.40 | 50.40 | +24 |

In summary, compared to the 2017 baseline year, the City's total GHG emissions for 2022 decreased by approximately 18% (or 960.72 tonnes of CO₂e).

Building Asset Class:

GHG emissions generated by the City's buildings and facilities have decreased by an overall 9.05% between 2017 and 2022. Together, natural gas and electricity consumption reductions accounted for an emission reduction of 213 tCO₂e.

In the same time frame, electricity consumption was noted to be invariable, resulting in consistent measure of GHG emissions generated for both baseline year 2017 (196 tCO₂e) and current year 2022 (198.45 tCO₂e). The key driver for this consistency is largely due to the update in carbon intensity of electricity in 2017 (20 gCO₂ eq/kWh) and future years leading up to 2022 (30 gCO₂ eq/kWh), as identified through the Province's updated methodology, and consistent with Canada's submission to United Nations Framework Convention on Climate Change (UNFCCC) National Inventory Report 1990 – 2021 (2023)⁶. The carbon intensity of natural gas (1,921 gCO₂/m³) remained unchanged from 2017 to 2022.

Some of the decreased electricity consumption can also be attributed to the ongoing energy conservation and efficiency measures being implemented. For example, LED lighting upgrade completed at the Rotary Complex and Burnside Agriplex resulted in both energy savings and emission reductions. Similar ongoing upgrades at the William Allman and Dufferin Arenas are anticipated to contribute toward energy efficiency efforts.

⁶ National Inventory Report 1990-2021: Greenhouse Gas Sources and Sinks in Canada, Part 3, Table A13-2 to Table A13-14, 2021 values.

Fleet Asset Class:

GHG emissions generated by the corporate fleet have decreased by over 21% between 2017 and 2022. Natural gas and diesel usage in fleet and equipment account for the entirety of these emissions.

As a note, there was insignificant change in the emissions coefficient (that translates to carbon intensity) of both natural gas (2.31 kg per liter) and diesel (2.68 kg per liter), which remained consistent between 2017 and 2022.

To advance this transition, the City is gradually phasing out the use of fossil fuel powered vehicles wherever feasible, with other low-carbon options as they become available. Stemming from the recommendations of the CEEP to bolster the commitment toward decarbonization, all future procurement is planned to be hybrid vehicles, and electric vehicles (EVs) when and where feasible.

Committed Initiatives and Future Considerations

The City continues to consider and undertake projects that reduce fossil fuel consumption and to identify energy efficiency measures in both the buildings and fleet sectors. This report follows the Council adoption of CEEP 2023, wherein a detailed outline of recommended actions and strategies that are proposed to be led by the City over the next 10 years is available for reference.

The following section identifies energy efficiency and emission reduction initiatives underway and planned within next 5 years:

1. Buildings Asset Class

- Review of all City buildings listed in the CEEP Buildings Roadmap to identify deficiencies and retrofit opportunities for improved building performance, including energy and cost savings;
- Implementation of energy efficiency and electrification opportunities identified in existing ASHRAE Level 1⁷ energy study;
- Commitment to an ASHRAE Level 1 and Level 2 energy study on remaining City buildings and consideration in future annual budget deliberations;
- Ongoing efforts to incorporate energy efficiency in planned upgrades for social housing;
- Articulate an approach to advance new buildings and developments as net-zero standard compliant, such as the Grand Trunk Development.

⁷ ASHRAE Level 1 audit is a basic evaluation of a building through a walk-through assessment, review of utility bills and other applicable operating data, and interviews with operating staff. This basic evaluation is designed to identify glaring energy problems. With the detail of this audit, low-cost upgrades are proposed, energy efficiency projects can be prioritized, and it is determined if a more detailed audit is necessary.

2. Fleet Asset Class

- Ongoing installation of electric vehicle (EV) chargers at public parking lots;
- Ongoing procurement of low-carbon vehicles to deliver services, such as hybrid vehicles, plug-in hybrids and EVs;
- Plan to ensure that charging infrastructure are equipped to enhance in correlation with deployment of an all-electric corporate fleet;
- Review electric capacity of City facility parking spaces for EV infrastructure deployment in the near-term and develop a future – proofing strategy to upgrade a majority of parking stalls to be ‘EV-ready’ (a parking stall that has an adjacent energized outlet or an electrical junction box/receptacle) where an EV supply equipment, (EVSE – i.e., an EV charger) can be installed in the future;
- Align with Community Climate Action Plan (CCAP) recommendations and consider creating shared models for use.

3. Corporate Initiatives

Policy tools are challenging to quantify in relation to direct GHG emission reductions, but they are necessary to ensure that the City, and the overarching community take action on climate change in a holistic manner. Being at the forefront of climate action, municipalities are well-positioned to create policy tools and instruments to drive change within the community.

If the City continues in a state of ‘business as usual’, it is likely the City will not achieve its aggressive climate action objectives. It is important for climate goals to be at the forefront of all decision-making as it relates to investments in infrastructure.

The following policies are being updated and developed with consideration given to the application of a strategic climate lens.

- Update the City’s Procurement Policy to include Sustainability Guidelines.
- Official Plan Review update to integrate a climate lens, and plan for a resilient, adaptive community.
- Develop the Community Climate Action Plan as a guiding document for the community to embrace low-carbon living and contribute to collective emission reduction goals.

Through the development of CEEP 2023, a pathway to achieve the City’s climate emergency targets has been identified, and actions are being embedded into existing budgets to ensure maximum success.

Financial Implications:

Not applicable: There are no financial implications to be reported as a result of this informational report.

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:

Equity and Local Economy

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

Sustainable Water

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

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, "Annual Corporate Greenhouse Gas Emissions – 2022" (ITS23-032), be received for information.

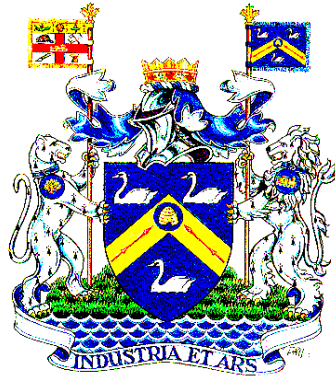
Prepared by:

Sadaf Ghalib, Climate Change Program Manager

Recommended by:

Taylor Crinklaw, Director of Infrastructure Services

Joan Thomson, Chief Administrative Officer



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, September 5, 2023, at 11:30 a.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Roger Koert – Chair Presiding, Peter Zein, Jamie Pritchard, Geoff Krauter, Councillor Bonnie Henderson, Diane Sims

Staff Present: Tatiana Dafoe – Clerk, Gabby Rodriguez – Accessibility, Diversity & Inclusion Coordinator, Nathan Bottema – Project Engineer, Casey Riehl – Recording Secretary

Regrets: Andy Mark, Heather Contois

1. Call to Order

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

Land Acknowledgment

Moment of Silent Reflection

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes – June 6, 2023

Motion by Councillor Henderson

Seconded by Jamie Pritchard

THAT the minutes from the Accessibility Advisory Committee meeting dated June 6, 2023, be adopted as printed. Carried

4. Discussion on ATAC's Recommendation to the AAC Regarding Missing Sidewalk Links

The Active Transportation Advisory Committee has provided the following list to the AAC as recommendations for missing sidewalk links to be completed:

- Willow Street from Burritt Street to Gordon Street;
- Burritt Street from Willow Street to Ontario Street;
- Oak Street from Wingfield Avenue to Lorne Avenue;
- Forman Avenue, east side, from Huron Street to Hibernia Avenue;
- Forman Avenue, east side, from Huron Street to Norman Street;
- Worsley Avenue, north side, from Birmingham Street to the existing sidewalk.

The AAC Committee discussed the list from ATAC and agree that these are important areas that require attention. Nathan Bottema, Project Engineer, noted that all of the links on the list are currently included on their missing link map. He added the following links will be completed in 2023:

- McCarthy Road West, from Deacon Street towards the west to approximately Greenwood Drive. A pedestrian crossover may also be investigated for this area.
- McCarthy Road East, from Mornington Street to new condominium development on north side
- O'Loane Avenue, from Brown Street to Thomas Street

Nathan Bottema will evaluate ATAC's list of recommended sidewalk links when reviewing the 2024 sidewalk budget.

Motion by Diane Sims

Seconded by Geoff Krauter

THAT the Accessibility Advisory Committee supports the following recommended missing sidewalk links provided by the Active Transportation Advisory Committee to be considered for the 2024 budget:

- **Willow Street from Burritt Street to Gordon Street;**
- **Burritt Street from Willow Street to Ontario Street;**
- **Oak Street from Wingfield Avenue to Lorne Avenue;**
- **Forman Avenue, east side, from Huron Street to Hibernia Avenue;**
- **Forman Avenue, east side, from Huron Street to Norman Street;**
- **Worsley Avenue, north side, from Birmingham Street to the existing sidewalk.**

Carried

5. Infrastructure & Development Services Update – Nathan Bottema, Project Engineer

Nathan Bottema, Project Engineer, provided the following update to IDS capital projects:

- Continuing with the 2022 project on Huron Street reconstruction and top surfacing at the same time as the top surfacing of John Street.
- Albert Street – Phase I – Excavation company is working through the reconstruction and project is on schedule.
- 2023 asphalt resurfacing project on Ontario Street, from Queen Street to Waterloo Street is now complete and crews have started phase I of ripping out the base asphalt and paving the base on John Street, from West Gore Street to Queensland Road. This phase is estimated to be completed by mid-October.
- Ontario Street watermain replacements is now complete and resurfacing is also completed.
- Dunn's Bridge rehabilitation project is approximately half completed. Lorne Avenue will be closed until the end of October or early November to complete the project.
- Erie Street watermain lining construction has started with lane diversions currently in place.
- Investigating sidewalk link on McCarthy Road West, from Deacon Street towards the west to approximately Greenwood Drive.
- Investigating sidewalk link on McCarthy Road East, from Mornington Street to new condominium development on north side
- Investigating sidewalk link on O'Loane Avenue, from Brown Street to Thomas Street.
- Pedestrian crossing improvements have been identified at (3) locations and tenders have closed. The areas identified are Downie Street at Bruce Street, Romeo Street at McCarthy Road East and Lorne Avenue at St. Vincent Street South. A pedestrian crossing on McCarthy Road near McCarthy Place Residence is not being considered this year. Staff is looking at sidewalk design in this area. Roger Koert raised the issue previously discussed regarding curb cuts at McCarthy Place adjacent to the bus stop and shelter. The Project Engineer stated that the City does not make it a

practice to install mid-block crossings without lights. This particular area is especially difficult, as McCarthy Road curves in that section.

Peter Zein discussed the existing sidewalks on McCarthy Road requiring improvements, as they are very rough.

Motion by Peter Zein

Seconded by Geoff Krauter

THAT the Accessibility Advisory Committee requests the improvement of the sidewalks or the installation of a multi-use path along the south side of McCarthy Road from Romeo Street to the Rotary Complex. Carried

Roger Koert discussed the park area across from the Bandshell on Veteran's Drive. There is a curb cut and a tactile plate to access the grass, however the grass area around the curb cut is steep leading onto the hill. He inquired if it would be possible to design a landing area off of the curb cut, to allow for people to safely access the park area. He suggested a sidewalk-type platform view area, approximately 6 ft. wide and extending 12-15 ft. out either side of the curb cut.

The Project Engineer noted that in the Transportation Master Plan, it has been recommended that Veteran's Drive be closed to vehicular traffic from Cobourg Street to Waterloo Street. This would open up access to the park and improve recreational and active transportation opportunities. Significant changes may be coming and there may be opportunities to better suit accessibility needs. Roger Koert asked that staff consider improving access now, as the planned closing of the road is a longer-term plan that may take longer to complete. The Project Engineer advised he would create a design and obtain a quote for the landing platform for the Committee's review at an upcoming AAC meeting.

Motion by Diane Sims

Seconded by Jamie Pritchard

THAT the Accessibility Advisory Committee requests the design of a new accessible access and viewing area at the parkland adjacent to the Bandshell on Veteran's Drive be reviewed and a drawing and quote be provided for AAC members to review. Carried

If there are funds available in the AAC budget, members can consider the purchase of a Mobi-mat for future events.

6. Site Plan Review Sub-Committee Feedback Reports – Nathan Bottema, Project Engineer

Tatiana Dafoe, Clerk, reported that the AAC Site Plan Review Sub-committee reviewed a site plan for an administrative-use building. Comments were provided by the AAC and the Chief Building Official and lead developer are currently reviewing them. The Clerk will provide AAC members with an update once she has received the feedback.

The Clerk reported that staff has been working with the Building and Planning Department to determine the process going forward to coordinate site plan review meetings and what assistance from staff will be provided. They will also be developing the use of a site plan review check list that the County is currently using to provide feedback in a consistent manner. The Clerk will contact the AAC Chair and then the Site Plan Review Sub-committee to discuss the process to make sure it is working for members moving forward. Roger Koert inquired if playground review checklists are still active and will be included in the process. Staff will review the checklist and include it in the discussion to inquire if the checklist is still working and see if there are any additional updates required.

Roger Koert explained that as a result of the StopGap program re-launching, it has been noted that some downtown businesses are not eligible for ramps due to the grade or height of their front entrances. He suggested a possible collaboration between landlords, business owners and the City, if the sidewalk were wide enough, installing permanent landings and a ramp with railings could possibly be installed. The Project Engineer advised staff would investigate encroachment policies that apply and report back to the AAC.

7. Report from Accessibility, Diversity & Inclusion Coordinator – Gabby Rodriguez

Gabby Rodriguez, Accessibility, Diversity, and Inclusion Coordinator reported that she has completed the work on the Facilities Accessibility Design Manual (FADM) to make it accessible to be posted on the City of Stratford website. She will continue to work on the power point presentation that can be shared with the local Stratford & Area Builder's Association. The presentation can also be posted through the City's social media to bring awareness to the manual.

The multi-year accessibility plan public engagement is now closed online. The Accessibility, Diversity, and Inclusion Coordinator will share the feedback with AAC members for their information and comments.

Geoff Krauter inquired if the working group that was assisting with the FADM review would still be involved. The Accessibility, Diversity, and Inclusion Coordinator advised she will circulate the information to the group for review as they work through the process.

8. Report from Council on Accessibility Issues – Councillor Henderson

Councillor Henderson reported that she continues to bring the importance of accessibility to the attention of developers as they bring proposals to Council.

Diane Sims inquired about the status of the tax deferral program for housing. Tatiana Dafoe, Clerk, reported that the tax deferral program has been referred to the 2024 budget for discussion. She will provide a status update to the AAC as she receives information.

9. Business Arising from Previous Minutes

9.1 Next Steps on Launch of FADM – Geoff Krauter, Peter Zein, Gabby Rodriguez

As discussed above in item 7.

9.2 Update on the Stratford Police Station – Diane Sims

Diane Sims reported that she recently met with Mayor Ritsma and Stratford Police Services Chief Greg Skinner to discuss upcoming plans for the police station to be made accessible by 2024. Funds have been earmarked for the renovations and will be discussed during the 2024 budget deliberations.

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

Roger Koert shared the media release from last year, as well as other information from previous years with Heather Contois. She will be leading this project this year, along with Andy Mark and Gabby Rodriguez.

10. New Business

10.1 Stratford Community Grant Program – Accessibility Improvements – Roger Koert

Roger Koert discussed the community grant program and the possibility of earmarking those funds for accessibility improvements to businesses in Stratford. The Clerk requested Mr. Koert provide a proposal that can be shared with the Director of Corporate Services. The community grants program is mandated in a policy and any changes will need to be discussed with the Director first and

whether changes need to be made to the policy or if it fits within the community grants program or a different program. The Clerk will provide Mr. Koert with a copy of the current policy.

10.2 2024 AAC Annual Budget Request & Committee Report – Roger Koert

Roger Koert reviewed the current budget expenditures with committee members and discussed funds for projects and events that they would like to include in the 2024 budget request for the AAC.

Motion by Diane Sims

Seconded by Geoff Krauter

THAT the Accessibility Advisory Committee requests a 2024 budgetary figure of \$3,320.00 from the City of Stratford as follows:

- **Materials (miscellaneous costs for supplies for tradeshow, events, advertising, multi-media expenses, etc.): \$920.00**
- **Meeting Costs – Transportation: \$400.00**
- **AAC Projects - Community improvements (benches or seating areas in identified locations), educational campaigns, National Accessibility Week event: \$2,000.00.**

Carried

10.3 Reminder of Members Terms Ending (November 30, 2023)

Staff reminded members whose terms will be ending on November 30, 2023. Applications are available on the City of Stratford website. Staff will inform members who are required to re-apply what the deadline is once available.

11. Date of Next Meeting:

The next meeting of the AAC will be held on Tuesday, October 3, 2023, at 11:30 a.m. in the Mansbridge Room, Stratford Rotary Complex, 353 McCarthy Road, Stratford.

12. Adjournment

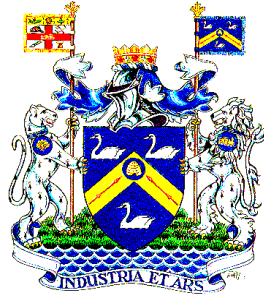
Motion by Bonnie Henderson

Seconded by Diane Sims

THAT the September 5, 2023, Accessibility Advisory Committee meeting adjourn. Carried

Start Time: 11:32 A.M.

End Time: 1:08 P.M.



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, October 3, 2023, at 11:30 a.m., in the Mansbridge Room at the Stratford Rotary Complex.

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

Staff Present: Tatiana Dafoe – Clerk, Gabby Rodriguez – Accessibility, Diversity & Inclusion Coordinator, Nathan Bottema – Project Engineer, Tim Wolfe – Director of Community Services, Casey Riehl – Recording Secretary

Also Present: Connor Luczka - Media

Regrets: Councillor Bonnie Henderson

1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 11:30 a.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes – September 5, 2023

Motion by Diane Sims

Seconded by Andy Mark

THAT the minutes from the Accessibility Advisory Committee meeting dated September 5, 2023, be adopted as printed. Carried

4. Request for an Accessibility Assessment/Audit at Stratford Municipal Golf Course – Tim Wolfe, Director of Community Services

Tim Wolfe, Director of Community Services, shared with the AAC the request from the Stratford Municipal Golf Course Board of Directors to complete an accessibility assessment or audit at the Stratford Municipal Golf Course. There has not been one completed in the past and Board members would like to have an audit to plan and budget for future accessibility requirements. Roger Koert, Chair, reported that the AAC has done audits in the past at Stratford sports facilities and created a checklist for the assessments. Gabby Rodriguez, Accessibility, Diversity & Inclusion Coordinator will lead this assessment project with the help of Peter Zein, Andy Mark and Councillor Henderson. She will coordinate a meeting with members and staff to do a site visit. Mr. Koert will forward the checklist used in the past to the Accessibility, Diversity & Inclusion Coordinator for reference.

Geoff Krauter now present at the meeting at 11:37 a.m.

Tim Wolfe, Director of Community Services also provided the following updates:

- Accessible washrooms at National Stadium are included in the 2024 capital budget.
- Staff is investigating paving the driveway in front of the Lion's Pool and adding accessible parking spots.
- The Manager of Cemetery, Parks & Forestry is moving forward to obtain quotes to pave the path through the Arboretum Park which could possibly take place this fall.
- A porous pave path has been installed behind Gallery Stratford as part of a pilot project. Jamie Pritchard noted the path is great, however there are a few areas along it that are difficult to navigate. The Director advised he would have staff review and even it out.

Tim Wolfe, Director of Community Services, left the meeting at 11:41 a.m.

5. Infrastructure Services Update – Nathan Bottema, Project Engineer

Nathan Bottema, Project Engineer, provided the following update:

- Completing deficiencies on the Huron Street reconstruction next week with paving starting the following week. This project should be completed by the end of October.
- Albert Street reconstruction has been split into two phases as follows:

Accessibility Advisory Committee
October 3, 2023

- Phase I will complete 75-80% of the reconstruction, including curbs, paving and sidewalks,
- remaining reconstruction to be completed in Phase II in the spring of 2024.
- Crews have now paved John Street and line painting will be completed this week.
- Dunn's Bridge rehabilitation project is continuing. Lorne Avenue will now be closed until approximately the end of November to complete the project.
- Erie Street watermain re-lining construction has now been completed. Crews are backfilling the trenches and will begin restoring the asphalt surface in the next few weeks.
- Tenders are out for completion of a sidewalk link on McCarthy Road West, from Deacon Street towards the west to approximately Greenwood Drive.
- Tenders are out for completion of a sidewalk link on McCarthy Road East, from Mornington Street to the new condominium development on the north side.
- Tenders are out for completion of a sidewalk link on O'Loane Avenue, from Brown Street to Thomas Street. These three links may or may not be completed by the contractor in 2023, depending on the weather.
- The pedestrian crossover projects have been awarded to J.R. Contractors. The cement footings for the poles have been installed at the three (3) locations on Downie Street at Bruce Street, Romeo Street at McCarthy Road East and Lorne Avenue at St. Vincent Street South. The poles and line painting will be completed by mid-November.
- A crossing on McCarthy Road, near the retirement residence, is a priority area that has been identified for 2024.

The Project Engineer advised that in the park area across from the Bandshell on Lakeside Drive, staff are proposing a 1.8m X 30m landing/sidewalk, with the existing curb cut in the middle. They do not plan on installing additional curb cuts mid-block, as it gives a false sense of a safe crossing. The sidewalk would be installed along the road approximately 30 meters, which is the longest stretch without removing any trees. If the landing/sidewalk was any wider than 1.8 meters, it would need to go to the Parks Board for their approval. If the AAC would like to have a larger area of asphalt, staff would be required to design plans and have them approved. Staff are willing to pursue either option.

AAC members advised they would like to move forward with one of the options, as waiting for the proposed closing of Veteran's Drive from Waterloo Street to Cobourg outlined in the Transportation Master Plan, may still be a few years out. The project Engineer noted that if Veteran's Drive becomes an active transportation corridor, curb cuts at various park access points will not be an issue. Roger Koert, Chair, stated that unfortunately access vs. experience plays a large role in how people can enjoy the park and events. Mr. Bottema advised he would submit the layout with the additional curb cuts onto Veteran's Drive for staff approval. He will create two design plans; one with a 1.8m sidewalk with the existing curb cut in the middle, the second one with the same concept, but a wider asphalt multi-use path and curb cuts at the extents of the path. The Chair noted that if the additional curb cuts are approved, they could possibly be done using this year's budget and the path could be completed in 2024. The AAC has used approximately \$25,000.00 of their \$50,000.00 curb cut/sidewalk improvement budget with Engineering for 2023.

A request was made for a map detailing missing sidewalk links to be circulated to members of the AAC for review. Peter Zein advised he previously submitted a review to Engineering and the Parks Division regarding sidewalks. The Project Engineer advised he would look back on the report/review.

Diane Sims inquired if staff had any feedback regarding permanent ramps at downtown businesses. Nathan Bottema, Project Engineer, reported that the Chief Building Official outlined four steps that would likely be involved if permanent ramps were to be considered:

1. A building permit would be required from the owner/applicant and include architectural drawings.
2. The building permit application would require a site plan, noting compliance with the Zoning By-law.
3. They would be subject to encroachment agreements.
4. Heritage permits would be required if construction is within the Heritage Conservation District.

Diane Sims also inquired if there is a plan to install a sidewalk along the south side of Lorne Avenue heading to the Army & Navy. The Project Engineer reported that the area has been flagged as a missing link and identified for a future multi-use trail. Roger Koert suggested adding the area to the missing sidewalk map when members review it.

6. Update from Site Plan Review Sub-Committee - Nathan Bottema, Project Engineer

No new updates.

7. Report from Accessibility, Diversity & Inclusion Coordinator – Gabby Rodriguez

Gabby Rodriguez, Accessibility, Diversity and Inclusion Coordinator reported that Peter Zein helped review the initial slides that Ms. Rodriguez prepared for the FADM presentation. They will be meeting again to finalize the presentation and will share it with the AAC once complete. She has contacted the Perth-Huron Builders Association to schedule a time for the presentation and is awaiting a response. Once plans are finalized, she will inform the AAC on the date and time. Ms. Rodriguez would like to aim for a soft launch this year with the Perth-Huron Builders Association and hold a larger event during the 2024 Accessibility Week.

8. Business Arising from Previous Minutes

8.1 Annual Accessibility Award – Heather Contois

Heather Contois reported that the media release will be updated and submitted to the Clerk for review and to coordinate publishing with the Corporate Communications Specialist. Roger Koert stated that anyone can submit a nomination form and forms are available online or at the Clerk's Office. The AAC can review the nominations and do site visits in late November. Roger Koert suggested coordinating with the mobility bus again this year for the site visits and opening it up to any AAC members who can make it. The AAC will request to present the award at the December 11, 2023 Council meeting.

8.2 Stratford Community Grant Program – Roger Koert

Roger Koert reported that upon further review, the Stratford Community Grant Program may not be the right fit for a program to assist businesses in making their buildings accessible. Perhaps in the future there would be an opportunity for the AAC to develop an incentive program for private businesses.

8.3 Update on 2023 Playground Equipment Installation – Tatiana Dafoe, Clerk

Tatiana Dafoe, Clerk, reported that the playground equipment tender was awarded to Henderson Inc., and they will begin installing the structures in October.

Accessibility Advisory Committee
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8.4 Update on Accessible Parking at Gallery Stratford – Tatiana Dafoe, Clerk

Four new accessible parking spots have now been installed at Gallery Stratford. Two at the rear of the building, which is where an accessible entrance is located and two are in the main parking lot adjacent to the building.

9. New Business

9.1 Stratford Lakeside Active Adults Association – Open House

Peter Zein reported that the AAC participated in the recent SLAAA open house. He suggested that the AAC consider purchasing some promotional material to use at events and trade shows. Roger Koert suggested that as part of the AAC's 2024 budget, the AAC could use some funds to develop items such as postcards that outline information about the AAC. There are some funds remaining in this year's budget. Jamie Pritchard will research some possible options and report back to the Committee.

10. Date of Next Meeting:

The next meeting of the AAC will be held on Tuesday, November 7, 2023, at 11:30 a.m. in the Mansbridge Room, Stratford Rotary Complex, 353 McCarthy Road, Stratford.

11. Adjournment

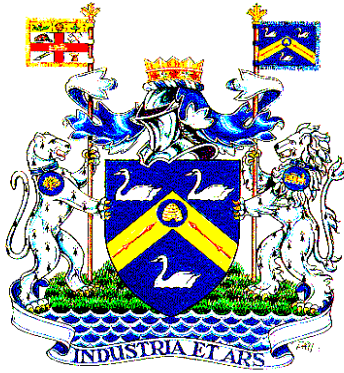
Motion by Andy Mark

Seconded by Diane Sims

THAT the October 3, 2023, Accessibility Advisory Committee meeting adjourn. Carried

Start Time: 11:30 A.M.

End Time: 12:40 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on September 7, 2023 at 4:00 p.m., in the Tim Taylor Lounge at the Stratford Rotary Complex.

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

Staff Present: Sadaf Ghalib – Climate Change Programs Manager, Emily Skelding – Supervisor of Waste Operations, Casey Riehl – Recording Secretary

1. Call to Order

Ian Morton, Chair, called the meeting to order at 4:00 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of Previous Minutes – June 1, 2023

Motion by Geoff Krauter

Seconded by Ken Clarke

THAT the minutes from the Energy & Environment Advisory Committee meeting dated June 1, 2023, be adopted as printed. Carried

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

Ecological:

Craig Merkley provided the following report from the Ecological Working Group:

- Anita Jacobsen has been leading the project with the assistance from volunteers and City of Stratford summer students, weeding the north shore of the Avon River at the crib walls. The work has made a big difference in the shoreline and made room for the native plants to continue to grow. They will leave the weeding now for this year and continue in the spring.
- Native grass plantings along the TJ Dolan boulevard (between the railroad tracks and Centre Street) have been completed. Approximately 200 big blue stem and little blue stem blue plugs were planted and are growing well. They would like to investigate the cost of adding signage to this area in 2024.
- E&E received funding to knock out the phragmites in the Old Grove area in August. They also worked on eradicating the knotweed in June/July. They are considering working on the buckthorn this fall, as it will be easier to see once the leaves fall. The invasive species work will need to continue in 2024 to keep on top of the spread throughout the dense area. They continue to support the creation of a master plan to control invasive species. The working group had previously submitted a recommendation for staff to consider a master plan for invasive plant management and were asked for further details. Councillor Burbach reviewed the specific details she will submit to staff regarding the original request. Councillor Burbach will share the document with members via e-mail.
- Turtles have been released back into the river. There were over 100 turtles released. A resident of John Street has suggested that turtle crossing signs could be installed, as they have previously witnessed many turtles being run over. Mr. Merkley will investigate options for this request.
- Members are continuing to work on previous issues in TJ Dolan, such as side trail spread, invasive periwinkle and teepees being erected by using fallen wood which aids in decomposition and soil heath. He has been notified that there may be a rare American Chestnut tree in TJ Dolan. The Chestnut Council of Ontario is investigating if it is a pure American Chestnut.

I.C.I. Waste Reduction:

Sharon Collingwood provided the following update from the I.C.I Waste Reduction Working Group:

- The working group visited the Stratford Landfill site for a tour with Emily Skelding, Supervisor of Waste Operations, to learn more about their composting program. The group was very impressed with their processes.
- The working group is continuing to review the plastics pact, as it is a work in progress.

Carbon Reduction

Sharon Collingwood provided the following update from the Carbon Reduction Working Group:

- E&E members received an updated copy of the carbon reduction working group's proposal for motions for actions to reduce greenhouse gas emissions. This is a document that previous E&E members have worked to put together in 2021. The working group would like to know if E&E members would like to continue working on this document moving forward. Vanni Azzano suggested that this document may be replaced by recent work, such as the community feedback on the Community Emissions Action Plan and the work the Climate Change Programs Manager has been preparing. Sadaf Ghalib, Climate Change Programs Manager, reported that she has reviewed the document regarding the proposal of motions, as she has followed a similar approach, most of the actions and strategies in the previous document are now included in the Climate Action Plan based on community feedback and feasibility for Stratford as a community. They will be developed in the form of a proposed plan and will be presented to Council in early 2024.
- The working group would like further guidance with regard to strategy and the prioritization of the Climate Plan moving forward with recommendations and setting goals to provide valuable input and support to the Climate Change Programs Manager.

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

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

- The second round of the public engagement process for the Community Emissions Action Plan has now concluded. They identified a list of strategies and actions, as outlined on the "What we Heard" page, available on the Engage Stratford website. Staff sent e-mails to various citizen groups, businesses, industry and the public, as well as through various social media channels in order to gather a range of feedback that would form the next phase of development. Staff will perform a technical analysis of City wide energy and emissions, as well as creating an accurate baseline for the purpose of tracking and reporting yearly. They have recently started this data collection exercise for the baseline model for emissions. It is expected that the first iteration of modelling will be complete by the end of October 2023. After which, staff can use all the feedback that was collected and develop a draft plan for Council's consideration in early 2024. The Manager also anticipates actionable strategies will be incorporated within the draft plan. Once the draft plan is complete, it will be open for an additional round of public consultation, including the E&E Committee as an important stakeholder. This public feedback may be online or it may be an in-person engagement.
- Staff has developed a fulsome strategy for the Corporate Energy & Emissions Plan to advance efforts towards corporate generated emissions. The report is expected to be presented to the Infrastructure, Transportation, and Safety Subcommittee later in September. Based on this timeline, staff expects the management report and the plan to be brought to Council in October 2023. Several implementation strategies that are recommended in the plan are already underway, such as integrating a climate lens into decision making for City-led projects, as well as plans. Most recently, the Transportation Master Plan was reviewed through this lens, and it is expected this same process will occur for the Official Plan Review. The plan has been developed by staff as a guiding document to ensure that the City is on track in reaching its collective climate action objectives. The Manager anticipates there to be public monitoring, as well as annual reporting of corporate emissions starting from 2022. As staff is still creating the reporting process, she expects there will be changes as they streamline and refine outputs. She expects to have a process in place by the end of the year.

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- Energy reporting to the province under Ontario Regulation 25/23 is now complete. This is a regulatory requirement for all public sector organizations, including municipalities, to report on all energy usage including buildings, facilities and operations and have management plans in place. This requirement has now been completed for 2019-2024. A copy of the plan is available on the City's climate change web page for viewing.

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

Felicity Sutcliffe provided the following update:

- ATAC has been encouraging members and the public to visit the Engage Stratford website to participate in the Transportation Master Plan review and provide feedback by September 17, 2023.
- ATAC prepared a proposal to have red light cameras installed at problem intersections. The proposal was approved by the Finance and Labour Relations Committee and will move on to 2024 budget deliberations.

7. Business Arising from Previous Minutes

None noted.

8. New Business

8.1 Update on Plastics Pact – Sharon Collingwood

Update provided as part of Item 4. I.C.I. Waste Reduction Working Group report.

8.2 One Planet Living Implementation – Sharon Collingwood

Sharon Collingwood shared ideas with members on how the One Planet Living approach could be more successful in Stratford, with some changes to its implementation by staff.

The Community Hub Campaign Planning Study of May 23, 2023 offers an example for the successful application of OPL principles. This report describes the initial stages of the Community Hub Fundraising project and agrees that the project aligns with the first three principles of OPL:

- (1) health and happiness,
- (2) equity and local economy, and
- (3) culture and community.

Had the report considered principles 4-10 as well, there might have been an opportunity for some creative thinking and be mindful about the environment. Principles such as sustainable water and food, travel and transport, materials and products, zero waste and zero carbon energy. Encouraging staff to prepare reports and apply all ten principles the way the One Planet organization meant them to be used would be beneficial.

Councillor Burbach and Councillor McCabe noted that staff has been asked to use all principles that are applicable to the projects and feels that staff are using all the principles as a lens. Emily Skelding, Supervisor of Waste Operations, explained that as an example, if she were drafting a report for a contract renewal, she would look at all the principles available and use the ones that are relevant to a contract renewal. They use them as a way of supporting the report and in some instances many of the principles do not apply. Sadaf Ghalib, Climate Change Programs Manager, added that if there is a building project being brought to Council for consideration, buildings may not necessarily apply to all ten principles. It would be more relevant for energy, water, waste, etc. Not all projects will have all ten principles embedded and that would depend on the project. Staff reviews all 10 principles for each management report and deletes what is not applicable to the report and strategic priorities.

Members noted the importance to trust staff and their decisions. It is a lot of work for staff to review the ten principles and apply them to each project, when it is likely that only a few may be applicable. Councillor Burbach stated that she appreciates that staff only includes in their report the principles that are applicable, as it is a tremendous amount of paperwork to read and review.

Motion by Sharon Collingwood

Seconded by Geoff Krauter

THAT the Energy & Environment Advisory Committee recommends to Stratford Council that staff demonstrate consideration of all ten principles in the One Planet Living document when submitting reports and presentations.

Defeated

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8.3 2024 E&E Budget Request – Ian Morton

Motion by Vanni Azzano

Seconded by Councillor Larry McCabe

THAT the Energy & Environment Advisory Committee requests a 2024 budgetary figure of \$17,500.00 from the City of Stratford as follows:

- **Native Grass Plantings: \$2,500.00**
- **Community Projects & Initiatives – TJ Dolan, Boardwalks (materials, construction, placement): \$5,000.00**
- **Shoreline & Naturalization Projects – plantings, invasive species removal, consultant, maintenance, etc.: \$10,000.00**

Carried

Councillor Burbach left the meeting at 5:34 p.m.

8.4 Reminder of Upcoming Membership Terms Ending on November 30, 2023

Staff reminded members whose terms will be ending on November 30, 2023 that they will be required to re-apply. Staff will inform members of the deadline to re-apply once it has been determined.

Sharon Collingwood stated that the E&E Committee currently has one citizen position vacant and would like to request staff fill that position with someone who has been placed on the name bank of people who initially did not get appointed to committees. There is currently a student who is interested in filling the youth representative position. Staff has been contacted and directed them to the website to submit an application.

Motion by Sharon Collingwood

Seconded by Ken Clarke

THAT the Energy & Environment Advisory Committee recommends Stratford Council fill the mid-term vacant position on the E&E Committee from the existing name bank list. Carried

Felicity Sutcliffe left the meeting at 5:50 p.m.

8.5 Update on the Official Plan Review – Sadaf Ghalib, Climate Change Programs Manager

Sadaf Ghalib, Climate Change Programs Manager, reported that there is a statutory public meeting scheduled during a special meeting of City Council for

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late October regarding the Official Plan Review. At the meeting it would be an opportunity for both Council and the public to consider preliminary information from the City's Planning staff, but primarily from the third party planning consultant that Council has retained to complete the review. Notice for this public meeting will be issued shortly. All members of the public, stakeholders and interested parties are welcome and encouraged to participate in this meeting. She has let the Interim Manager of Planning know that the E&E Committee is interested in participating in the review process.

9. Upcoming Events

- Stratford End Fossil Fuels March – March 17, 2023
- 2024 Pride Events

10. Date of Next Meeting

The next meeting of the E&E Committee will be held on Thursday, October 5, 2023, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

11. Adjournment

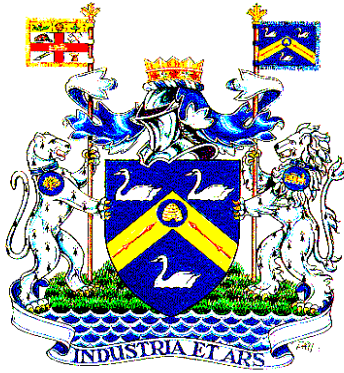
Motion by Ken Clarke

Seconded by Geoff Krauter

THAT the September 7, 2023, Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:00 P.M.

Meeting End Time: 5:58 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on October 5, 2023 at 4:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Ian Morton – Chair Presiding, Sharon Collingwood, Craig Merkley, Ken Clarke, Anita Jacobsen, Felicity Sutcliffe, Geoff Krauter, Councillor Jo-Dee Burbach

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

Regrets: Councillor Larry McCabe, Vanni Azzano

1. Call to Order

Ian Morton, Chair, called the meeting to order at 4:02 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of Previous Minutes – September 7, 2023

Motion by Geoff Krauter

Seconded by Councillor Burbach

THAT the minutes from the Energy & Environment Advisory Committee meeting dated September 7, 2023, be adopted as amended. Carried

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

Ecological:

Craig Merkley provided the following report from the Ecological Working Group:

- The working group re-iterated the need for a master plan that can be used as an umbrella for issues such as invasive species, the ecological health of the TJ Dolan area, etc. They will make arrangements to meet with the Manager of Parks, Forestry and Cemetery to discuss how to move the creation of a master plan forward and possible funding options. Geoff Krauter suggested an "Ecological Master Plan" to encompass all issues. The working group has been working on collecting examples of master plans from other municipalities.
- They have identified the need for signage on some of the projects that have been completed recently, such as the native grass plantings. They are also investigating a sandwich board sign that the group can take with them to use while they are working on projects or doing a planting so that citizens know what they are doing and who they are. Sharon Collingwood suggested a QR code could be added with further information and links.
- He has been keeping track of volunteer hours this year and so far there have been 140 total volunteer hours.
- The increased pressure on the TJ Dolan Area due to human activity has greatly impacted the area. They have suggested a "Friends of" group could possibly be formed to assist with the work and become a community champion. Felicity Sutcliffe suggested "Friends of Our Natural Areas", to assist with educating citizens.
- Councillor Burbach reported that she received a thank you today for the great work that E&E did planting the native grasses and their efforts are appreciated.

Carbon Reduction:

Sharon Collingwood provided the following update from the Carbon Reduction Working Group:

- The September 17, 2023 fossil fuels march was a success and she estimates that there were approximately 100 people participating.

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- They are continuing to work on suggestions of local vendors and inspectors to help assist citizens find businesses that can help them navigate environmental changes, such as upgrading to heat pumps.
- Councillor Burbach suggested researching Stratford's current by-laws and identifying any barriers regarding geothermal heating, heat pumps, etc. Sadaf Ghalib, Climate Change Programs Manager, clarified that there are parameters regarding geothermal installations within the City of Stratford, as the depth of them could possibly affect aquifers. There is not a specific by-law regarding heat pumps and geothermal, however there are by-laws regarding how deep you can dig. Members will research parameters and various options on geothermal.
- She will share a link to a podcast on the "Pocket" neighbourhood in Toronto. The entire neighbourhood has been retrofitted.

I.C.I. Waste Reduction:

Sharon Collingwood provided the following update from the I.C.I. Waste Reduction Working Group:

- It was questioned whether the Plastics Pact went to Committee in 2022. Staff advised they will review and provide an update. She suggested that with legislation coming, the working group could prepare and have their research ready for when the time comes. She will reach out to the Office of the Minister of the Environment and the Retail Council of Canada to assist with their research.

5. Climate Change Program Manager's Update – Sadaf Ghalib

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

- The Corporate Energy & Emissions Plan (CEEP) will be listed for consideration at the October 10, 2023 Infrastructure, Transportation and Safety Sub-committee meeting. It will be listed on the agenda for public viewing, and because it is a corporate focused plan, it does not have a public comment component associated with it. The final plan will be brought to Council for consideration and will be a great opportunity for the City to take a lead on climate action and carbon reduction. CEEP has been recognized by the Federation of Canadian Municipalities Partner for Climate Protection Program. The plan has achieved three milestones that pertain to corporate generated emissions:

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1. Creating a baseline emissions inventory;
2. Setting emissions reduction targets;
3. Developing a local climate action plan;

Moving forward, staff will be working on the remaining milestones:

4. Implementing the plan once it has been approved by Council;
 5. Monitoring and recording results.
- Staff has received approval from Council to proceed with the procurement of (14) hybrid vehicles and (1) electric van. The electric van is anticipated to be in use in November. Staff is also working on a charger to be installed for the van. All power tools and equipment, where feasible, will be battery operated. For example, a chainsaw, blower and hole saw that are all battery powered, have recently been purchased for City staff use.
 - The development of the Community Climate Action Plan is underway and items have been identified using the baseline and the emissions profile. Staff are working on these deficiencies. It is anticipated that a comprehensive measurement of emissions will bring up the baseline. She will provide a progress update in the future. The public will be able to provide additional feedback once the next draft is complete, she anticipates during the first quarter of 2024. She will provide a presentation to E&E for members to provide feedback.
 - The City has recently provided notice to agencies and other stakeholders of the City's Official Plan review. There is a public meeting on October 30, 2023 and is being held in pursuant to Subsection 26.3 of the Planning Act to formally initiate the process of reviewing and updating the Official Plan. The meeting will be held in-person at Stratford City Hall in the Council Chamber at 6:00 p.m. Further information may be obtained by contacting the Building and Planning Services Department.
 - Staff have been following up on the Plastics Pact and it is still in the process to be delegated. She will bring it to the Committee's attention as soon as there is an update.

Ian Morton stated he feels that E&E could lend their support to the Corporate Energy & Emissions Plan at the October 11th meeting and will inquire about being a delegate. Sharon Collingwood offered to help plan for the meeting and Felicity Sutcliffe volunteered to attend the meeting.

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

Felicity Sutcliffe provided the following update:

- A guest speaker from Cycle Stratford attended their meeting to report on their priorities for 2024. Priorities included completing an update on the report card to be able to track progress, signage along the Festival route and getting started on the quick-start projects.
- ATAC set their budget for 2024 and looking ahead at additional and upgraded signage for trails.
- There is a move to lower speed limits on some streets in Stratford. Britannia Street now has 40 km/hour signs and City staff are adding bollards along the centre of streets to discourage speeding.
- ATAC's recommendations for sidewalk priorities were accepted for budget consideration in 2024.

7. Business Arising from Previous Minutes

None noted.

8. New Business

8.1 New Green Dog Waste Bags – Anita Jacobsen

Anita Jacobsen inquired about the new dog waste bags and receptacles that are now in Stratford. Councillor Burbach stated that the RNG facility that the waste is being sent to is a different location than the rest of the green bin program. The facility that accepts the dog waste, accepts both the waste and the bags to be processed.

8.2 Climate Action Incentive Payments – Councillor Burbach

At the October 10, 2023 Infrastructure, Transportation and Safety Committee meeting, Councillor Burbach intends to put forth a motion regarding Climate Action Incentive Payments and suggests that the Federal Government earmark 10% of the funding collected to go towards municipal climate action incentives. The Climate Change Programs Manager will assist Councillor Burbach with some additional facts from other Provinces that could be emulated here in Ontario,

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such as the successful model used in British Columbia. Municipalities will need to have a plan and strategy in place to receive funding.

9. Upcoming Events

- 2024 Pride Events

10. Date of Next Meeting

The next meeting of the E&E Committee will be held on Thursday, November 2, 2023, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

11. Adjournment

Motion by Ken Clarke

Seconded by Sharon Collingwood

THAT the October 5, 2023, Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:02 P.M.

Meeting End Time: 5:21 P.M.