



## **The Corporation of the City of Stratford Infrastructure, Transportation and Safety Sub-committee MINUTES**

Date: 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

Sub-committee Regrets: 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

### **1. Call to Order**

The Chair called 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

No disclosures of pecuniary interest were made by a Member at the November 29, 2023 Infrastructure, Transportation and Safety Sub-committee meeting.

**3. Delegations**

None

**4. Report of the City Clerk**

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

**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.

**Sub-committee Discussion:** The City Clerk provided an overview of the report. Highlights included:

- the purpose being to permit the existing structures; steps, eaves and façade, to encroach onto the Albert Street road allowance;
- applicant having requested the following new structures:
  - overhanging canopy on the front façade above the new entry door
  - proposed out swinging entry door; and
- the application having been circulated to staff and comments noted in the report.

Motion by Councillor Hunter

**Sub-committee Recommendation:** THAT the new canopy and door be permitted to encroach onto the Albert Street road allowance provided the canopy does not extend past the 3rd floor eaves and a barrier is added to address safety concerns related to the door swing that is satisfactory to the Chief Building Official or designate;

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

THAT the total encroachment area be 5.2 m<sup>2</sup>;

THAT the annual fee of \$578.69, adjusted yearly by the CPI, be 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.

Carried

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

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

**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.

**Sub-committee Discussion:** The Director of Emergency Services/Fire Chief provided the following highlights from the report:

- the new Memorandum of Understanding (MOU) having been created due to procedural and language changes;
- there being no changes to service or response;
- the MOU reaffirming protocols such as non-life threatening calls and data sharing; and

- updated protocols such as Emergency Medical Services being excused from a scene by Fire Services.

Motion by Councillor Beatty

**Sub-committee 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.**

**Carried**

## **6. Report of the Manager of Environmental Services**

### **6.1 Renewable Natural Gas Project Update (ITS23-033)**

**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.

**Sub-committee Discussion:** The Manager of Environmental Services provided the following highlights from the report:

- the City's Wastewater Pollution Control Plant (WPCP) being operated by the Ontario Clean Water Agency (OCWA) under contract, with the City owning and funding the facility;
- in 2016 staff having been approached by OCWA to look at energy recovery options at the WPCP;
- the Renewable Natural Gas (RNG) project having been developed, primary designs begin refined, partial funding being acquired, solicited public engagement and made adjustments to the plan based on Council direction;
- late 2021 Council directed that the City withdraw from the RNG project;
- staff then having conducted research and reached out to other municipalities to determine what alternative co-digestion options would be feasible;

- in 2023 a consultant to look at options was proposed for inclusion in the draft 2023 budget and was deferred to 2024 budget deliberations;
- climate objectives having now been developed for the City; and
- with additional information related to climate objectives it being recommended by staff 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.

The Climate Change Program Manager provided the following information:

- there having been significant changes in the past few years, including a climate emergency declaration and embedding a climate lens into projects;
- the Corporate Energy and Emissions Plan (CEEP) having been adopted and the Community Climate Action Plan (CCAP) being developed;
- as of 2023 staff having started emissions analysis, along with measuring and monitoring overall emissions;
- the focus now being to reduce emissions and the City being on track to achieve approximately 70-80% of its set goals;
- the RNG project potentially assisting the City with achieving near-zero or net-zero emissions but pursuit of this project being too soon; and
- the province not having a carbon offset program in place, however, a federal program is in place.

The Director of Infrastructure Services provided the following information:

- the focus being on the reduction of greenhouse gases for facilities and fleet prior to looking at options to achieve near zero or net zero target; and
- if the project is delayed as recommended then staff may have a better understanding of the scope and scale.

Sub-committee questioned if staff are monitoring federal and provincial funding supports for the project. The Director of Infrastructure Services

stated the Director of Corporate Services receives weekly updates on funding opportunities should anything become available. They noted if Council wishes to pursue this project staff could review how it may fit into existing funding streams.

It was questioned whether the plan for another facility could be used instead of obtaining a consultant to draft a co-digestion initiative for the City. The Director of Infrastructure Services noted each plant is uniquely different and therefore next steps would be to engage a consultant to design a plant based on Stratford's specific needs. The Manager of Environmental Services noted it needs to be determined what upgrades and fixes may need to be implemented such as new structures or weigh stations.

A member questioned when the digestors will need to be replaced. The Manager of Environmental Services the current timeline is to replace by 2029 which aligns with the staff recommendation.

Motion by Councillor Hunter

**Sub-committee 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.**

**Carried**

## **7. Report of the Climate Change Program Manager**

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

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

**Sub-committee Discussion:** The Climate Change Program Manager provided the following highlights from the report:

- this being an annual report on the Greenhouse Gas (GHG) Emission inventory and progress towards meeting corporate reductions targets;
- the report being applicable to corporate assets only such as facilities and transportation;

- the City having reported facility based energy usage under a regulatory requirement however the inventory presented encompasses a broader range of assets, along with cost implications over a longer term;
- annual reporting being in line with the Corporate Energy and Emissions Plan (CEEP);
- the base line year of 2017 being more than 5,114 tonnes;
- there having been a reduction for 2022 to 4,154 tonnes, which is 18.7% lower than the baseline;
- should actions identified in the CEEP continue to be implemented then the City will be on track to meet its goal of 30% reduction by 2030 while aiming for cost recovery;
- facilities and transportation accounting for the majority of corporate emissions, and there being a need to focus on these two sectors to meet targets as they have the most impactful changes; and
- a major contributor to reductions is the decommissioning of one City-owned building and that this will not be a consistent approach to reduction.

Sub-committee questioned if the 24% increase in emissions at the airport includes aircrafts or just facilities. The Climate Change Program Manager stated the emissions are solely from the buildings' utility usage, aircraft emissions and fuel are not accounted for.

Motion by Councillor Nijjar

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

**Carried**

## **8. Department Update**

**Sub-committee Discussion:** The Director of Infrastructure provided an update on department activities and ongoing projects. Highlights of the update included:

- the update being available on the City's website;

- the vast majority of 2023 capital projects having been completed with the exception of the Albert Street Reconstruction project;
- the remainder of the Albert Street Reconstruction being completed as weather permits;
- the Upper Thames River Conservation Authority considering installation of a permanent generator at the R Thomas Orr Dam which will require Parks Board approval prior to proceeding;
- hot asphalt applications having switched to cold mix repairs as cold weather sets in;
- Public Works servicing special events and prepping for the Santa Parade of Lights on December 3;
- the first winter storm having occurred which resulted in equipment malfunctions, assistance from contractors being obtained, and 25 staff and 20 pieces of equipment running for more than 24 hours during the event; and
- the Green Recognition Program slated to continue in 2024.

#### **9. Advisory Committee/Outside Board Minutes**

The following Advisory Committee/Outside Board minutes were 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 were cancelled. Meetings will resume in January 2024.

#### **11. Adjournment**

Motion by Councillor Hunter

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

**Carried**



Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:58 P.M.