



The Corporation of the City of Stratford
Infrastructure, Transportation and Safety Committee
Open Session
AGENDA

Date: Monday, April 8, 2024

Time: 7:10 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Burbach - Chair Presiding, Councillor Nijjar - Vice Chair, Mayor Ritsma, Councillor Beatty, Councillor Biehn, Councillor Briscoe, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Sebben, Councillor Wordofa

Staff Present: Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Taylor Crinklaw - Director of Infrastructure Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Karmen Krueger - Director of Corporate Services, Kim McElroy - Director of Social Services, Tim Wolfe - Director of Community Services, Audrey Pascual - Deputy Clerk

To watch the 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.

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. Sub-committee Minutes

5 - 11

Sub-committee minutes are attached for background regarding the discussion held at the March 27, 2024, Sub-committee meeting.

4. Delegations

None scheduled.

5. Report of the Project Manager

5.1 Moderwell Street Local Improvement Project – Open House and Recommendations (ITS24-006)

12 - 17

This item is also listed for consideration on the April 8, 2024, Regular Council reconvene agenda.

Staff Recommendation: THAT Council receive the description of the proposed design for the Moderwell Street Reconstruction for information;

THAT staff be authorized to proceed under the provisions of Section 6 of the Municipal Act, 2001, O. Reg. 586/06 to initiate the local improvement process, for installation of curb and gutter and road work as part of the Moderwell Street Reconstruction Project, including giving notice of intention to the public and owners of the lots liable to be specially charged;

THAT property owners of Local Improvement Charges be offered a repayment option at a rate of Bank of Canada Prime Rate plus 1.5% for up to a 5-year period, due at the time of finalized construction costs;

THAT should a sufficient number of petitions against the proposed local improvement be received in accordance with the Municipal Act, 2001, O. Reg. 586/06, City staff be authorized to apply to the Ontario Land Tribunal under Section 8 for approval to undertake the proposed work as a local improvement;

AND THAT a by-law for the reconstruction of Moderwell Street under O. Reg. 586/06, as amended, be prepared for Council's consideration, subject to Ontario Land Tribunal approval.

Motion by

Sub-committee Recommendation: THAT Council receive the description of the proposed design for the Moderwell Street Reconstruction for information;

THAT staff be authorized to proceed under the provisions of Section 6 of the Municipal Act, 2001, O. Reg. 586/06 to initiate the local improvement process, for installation of curb and gutter and road work as part of the Moderwell Street Reconstruction Project, including giving notice of intention to the public and owners of the lots liable to be specially charged;

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THAT should a sufficient number of petitions against the proposed local improvement be received in accordance with the Municipal Act, 2001, O. Reg. 586/06, City staff be authorized to apply to the Ontario Land Tribunal under Section 8 for approval to undertake the proposed work as a local improvement;

AND THAT a by-law for the reconstruction of Moderwell Street under O. Reg. 586/06, as amended, be prepared for Council's consideration, subject to Ontario Land Tribunal approval.

6. Report of the Manager of Environmental Services

6.1 2023 Annual Water Summary Report to Council (ITS24-005)

18 - 32

Staff Recommendation: THAT the 2023 Water Summary Report (COU24-030) be received for information to adhere to the compliance standards set out in Ontario Regulation 170/03.

Motion by

Sub-committee Recommendation: THAT the 2023 Water Summary Report (COU24-030) be received for information to adhere to the compliance standards set out in Ontario Regulation 170/03.

7. For the Information of Committee

7.1 Department Update

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

7.2 Advisory Committee/Outside Board Minutes

33 - 41

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

- Energy and Environment Committee Minutes of January 18,

2024

- Accessibility Advisory Committee Minutes of February 6, 2024

8. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

Committee Decision: THAT the Infrastructure, Transportation and Safety Committee meeting adjourn.



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

Date: March 27, 2024
 Time: 4:30 P.M.
 Location: Council Chamber, City Hall

Sub-committee Present: Councillor Burbach - Chair Presiding, Councillor Nijjar - Vice Chair, Councillor Hunter, Councillor McCabe

Regrets: Councillor Beatty

Staff Present: Taylor Crinklaw - Director of Infrastructure Services, Tatiana Dafoe - City Clerk, Johnny Bowes - Manager of Environmental Services, Nick Sheldon – Project Manager, Miranda Franken - Council Clerk Secretary

1. Call to Order

The Chair called the Meeting to Order.

Councillor Beatty provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

The Chair read the City of Stratford Respectful Workplace Policy statement.

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 March 27, 2024, Infrastructure, Transportation and Safety Sub-committee meeting.

3. Delegations

None scheduled.

4. Report of the Project Manager

4.1 Moderwell Street Local Improvement Project – Open House and Recommendations (ITS24-006)

Staff Recommendation: THAT Council receive the description of the proposed design for the Moderwell Street Reconstruction for information;

THAT staff be authorized to proceed under the provisions of Section 6 of the Municipal Act, 2001, O. Reg. 586/06 to initiate the local improvement process, for installation of curb and gutter and road work as part of the Moderwell Street Reconstruction Project, including giving notice of intention to the public and owners of the lots liable to be specially charged;

THAT property owners of Local Improvement Charges be offered a repayment option at a rate of Bank of Canada Prime Rate plus 1.5% for up to a 5-year period, due at the time of finalized construction costs;

THAT should a sufficient number of petitions against the proposed local improvement be received in accordance with the Municipal Act, 2001, O. Reg. 586/06, City staff be authorized to apply to the Ontario Land Tribunal under Section 8 for approval to undertake the proposed work as a local improvement;

AND THAT a by-law for the reconstruction of Moderwell Street under O. Reg. 586/06, as amended, be prepared for Council's consideration, subject to Ontario Land Tribunal approval.

Sub-committee Discussion: The Project Manager provided the following highlights from the Report:

- the 2024 budget including the reconstruction of Moderwell Street from St. Vincent Street South to Monteith Avenue;

A vibrant city, leading the way in community-driven excellence.

- 1.2 million dollars having been allotted for this project;
- staff having prepared a detailed design proposing conversion of the road from an urban to rural cross section;
- the proposal being to construct a road 8.5 m wide complete with granular sub-base, curb and gutter and hot mix asphalt;
- the project including minor storm and sanitary modifications and installation of 160m of watermain;
- other minor details including improving intersection turning movements at Monteith Avenue and Moderwell Street, and layby parking at St. Joseph's School to allow drop offs at the school while being offset from the road to avoid truck traffic;
- following Council's Policies L.3.1 and L.3.2 and past practices, staff recommending the initiation of a local improvement for the omitted road infrastructure on Moderwell Street as outlined in the report;
- on February 9, 2024 the Notice of Public Open House package, including invitation to February 20, 2024 Public Open House, being circulated to all property owners affected by the project;
- on February 20 a Public Open House having been held in the City Hall Auditorium with 3 engineering staff members present to answer questions;
- representatives of 5 of the 22 property owners having been present;
- general feedback received being positive and reflecting the need for the roadwork;
- one negative comment having been received regarding the cost for the specific resident;
- staff having explained the history of local improvements and justification for the project and the process to become a delegation at Council meetings for residents wishing to speak to the report; and

- staff seeking direction to move this project forward.

It was noted there was an error in the staff recommendation and that the 5-year period should read 10-year period.

Motion by Councillor McCabe

Sub-committee Recommendation: THAT Council receive the description of the proposed design for the Moderwell Street Reconstruction for information;

THAT staff be authorized to proceed under the provisions of Section 6 of the Municipal Act, 2001, O. Reg. 586/06 to initiate the local improvement process, for installation of curb and gutter and road work as part of the Moderwell Street Reconstruction Project, including giving notice of intention to the public and owners of the lots liable to be specially charged;

THAT property owners of Local Improvement Charges be offered a repayment option at a rate of Bank of Canada Prime Rate plus 1.5% for up to a 10-year period, due at the time of finalized construction costs;

THAT should a sufficient number of petitions against the proposed local improvement be received in accordance with the Municipal Act, 2001, O. Reg. 586/06, City staff be authorized to apply to the Ontario Land Tribunal under Section 8 for approval to undertake the proposed work as a local improvement;

AND THAT a by-law for the reconstruction of Moderwell Street under O. Reg. 586/06, as amended, be prepared for Council's consideration, subject to Ontario Land Tribunal approval.

Carried

5. Report of the Manager of Environmental Services

5.1 2023 Annual Water Summary Report to Council (ITS24-005)

Staff Recommendation: THAT the 2023 Water Summary Report (COU24-030) be received for information to adhere to the compliance standards set out in Ontario Regulation 170/03.

Sub-committee Discussion: The Manager of Environmental Services provided an overview of the report. Highlights included:

A vibrant city, leading the way in community-driven excellence.

- the report being presented as per Ontario Regulation 170/03, to maintain transparency between the owner and the operating authority for understanding of the systems performance compared to the previous year;
- several items in the report having been covered in the March 2024 Infrastructure and Top Management Report;
- being that the report outlines nine (9) adverse drinking water quality incidents in 2023 and this number being high, the Manager provided clarification as follows:
 - municipalities having ground water aquifers as source water are naturally higher in sodium and fluoride;
 - the Ministry requires a formal report of high levels every 57 months and this reporting fell in 2023; and
- discussions being held with the Director of Infrastructure Services on consolidating the various reports into one.

A question and answer period took place between Sub-committee members and staff. Highlights of the discussions included:

- a Total Coliform being an indicator in sampling prior to significant issues;
- indicators could be a result of mishandling of sample bottles or lab process itself;
- if indicators are present, a resample is taken at the same point, as well as one sample from the upstream hydrant and one sample from downstream hydrant; and
- samples are taken from the drinking water distribution system, between the point of water treatment and distribution when the water is flowing through the City.

Motion by Councillor Hunter

Sub-committee Recommendation: THAT the 2023 Water Summary Report (COU24-030) be received for information to adhere to the compliance standards set out in Ontario Regulation 170/03.

Carried

6. Department Update

Sub-committee Discussion: The Manager of Environmental Services provided the following highlights on water:

- World Water Day 2024 held on March 22 saw the highest attendance rate since tours began in 2015;
- staff considering holding tours on a Saturday during Public Works Week at the end of May;
- staff are working with a video production company to create a 2 minute animated accessible informational video that will explain discolouration in water to address the most common question received; and
- the video being a pilot project.

The Director of Infrastructure Services provided the following information:

- staff being in the planning stages to get construction projects underway;
- the budget package having included 161 East Gore Street which is a vacant lot as a potential location for an affordable housing project through joint partnerships;
- the Albert Street Reconstruction project having resumed with some watermain going out soon;
- phase 2 of the Albert Street Reconstruction project extending to King Street being in the design phase with an open house being anticipated in late April;
- remaining 2023 sidewalk projects proceeding once the ground thaws;
- storm flushing activity ongoing;
- warm weather allowing for more fulsome pothole repair with operations day and night;
- first 2024 Household Hazardous Waste (HHW) date scheduled for April 27, 2024 at the Stratford landfill;
- 6 additional HHW dates at the landfill, will be presented once confirmed;

- there being no impact on the budget for these changes;
- Green Recognition Program having received several applications and being under review; and
- key projects being brought to Council for support in conjunction with Earth Day.

7. Advisory Committee/Outside Board Minutes

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

- Energy and Environment Committee Minutes of January 18, 2024
- Accessibility Advisory Committee Minutes of February 6, 2024

8. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is April 24, 2024, at 4:30 p.m. in the Council Chamber, City Hall.

9. 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: 4:50 P.M.



MANAGEMENT REPORT

Date: March 27, 2024
To: Infrastructure, Transportation and Safety Sub-committee
From: Nick Sheldon, Project Manager
Report Number: ITS24-006
Attachments: None

Title: Moderwell Street Local Improvement Project – Open House and Recommendations

Objective: To present the feedback received from the Open House, and to obtain Council approval to initiate the Moderwell Street Reconstruction Project as a Local Improvement under the *Municipal Act, 2001*.

Background: Moderwell Street from St. Vincent Street South to Monteith Avenue was selected for reconstruction in the summer of 2024. This project would partially upgrade existing underground infrastructure and reconstruct the roadway.

The 300m section of road abuts twenty-two properties that are a combination of residential (20 properties), industrial (Stackpole International) and institutional (St. Joseph's Catholic School) uses.

Moderwell Street is an underdeveloped cross section with a sidewalk, a tar and chip surfaced road varying in width from 4.3 to 5.5 metres, gravel shoulders and ditches. The existing road infrastructure does not meet current standards and the condition has significantly deteriorated. As a result of the inadequate road condition, the street is subject to extensive recurring remedial work. Street drainage has become ineffective over time and contributes to the increased frequency of roadside ponding, which in turn increases the rate of deterioration and failure of the road. The road has been assessed as having a pavement quality rating of very poor (PQI=23.8).

Staff frequently receive comments and complaints regarding road condition from Moderwell Street residents and guardians of students who attend St. Joseph's Catholic School.

The proposed road works include the construction of an 8.5m wide road with asphalt pavement, granular road substructure, curb, and gutter.

A review of traffic and turning movements on Moderwell Street identified that the existing geometry at the intersection of Moderwell Street and Monteith Avenue does not accommodate truck turning movements. This intersection is proposed to be reconfigured to improve turning movements, driver sightlines, and increase pedestrian safety with a reduced pedestrian crossing distance.

The existing storm sewer was constructed in 1989 and is of adequate condition. Minor modification to the storm system is proposed to accommodate converting the road from rural to an urban cross section.

The watermain on Moderwell Street was constructed in 1989 connecting to Monteith Avenue and dead ending 160m east of St. Vincent Street South. Following industry best practices and recommendations from the 2018 Water Infrastructure Needs study, the watermain is proposed to be extended and connected to the existing watermain on St. Vincent Street. This extension will improve water age and fire protection by enhancing continuity in the water network.

The Local Improvement process, as outlined in the *Municipal Act, 2001*, and supported by Council Policies L.3.1 Local Improvements and L.3.2 Municipal Standards for Local Improvement Roads for Reconstruction, is used to recover the cost of capital improvements required to add missing services necessary to reconstruct the road to current municipal standards. Typically, this would include upgrading a road with curb and gutter, or sidewalks, or storm sewers, for example. Local Improvements offer benefits to a particular area or property, with the cost of those benefits distributed between the municipality and the property owners who directly benefit from the improvement. Property owners may be required to pay a portion of the cost through special assessments or levies, which are added to their property tax bills over a specified period or paid as a lump sum.

The City of Stratford has completed numerous local improvement projects to construct infrastructure omitted from the original street. The most recent examples include Frederick Street Reconstruction, Burritt Street Reconstruction, Pleasant Drive Reconstruction and Dawson Street Sidewalk.

In accordance with Policies L.3.1, L.3.2 and past practice, staff are proposing initiating a Local Improvement for the omitted road infrastructure on Moderwell Street specifically, asphalt, granular road base, subdrainage, curb and gutter.

Analysis: On February 9, 2024, a notice of Open House containing project information and an estimated local improvement charge per metre of frontage was delivered to all property owners on Moderwell Street. Property owners with business or residential tenants were instructed to share the invitation with their tenants. The notice and project information were posted on the City of Stratford Website and Engage Stratford.

The Open House was held on Tuesday, February 20, 2024, in the City Hall Auditorium from 4:00p.m. to 6:00p.m. Property owners and property owner representatives from

five of the twenty-two properties on the street attended the Open House and resident questionnaires were received from 5 of 22 properties. The Manager of Engineering, Project Manager and Design Technician, were available throughout the meeting to respond to questions raised by the property owners and representatives. The property owners unable to attend the Open House were requested to review project information posted on Engage Stratford or to contact Engineering staff to review project plans and to provide comment.

The purpose of the Open House was to present the proposed improvements on Moderwell Street and explain the Local Improvement process to impacted property owners.

The following design objectives were discussed by the Engineering Division in the Open House:

- The existing 150mm watermain would be extended to St. Vincent Street.
- The existing tar and chip road with gravel shoulders, substandard base, and with surface treatment (typical rural tar and chip), would be replaced with an 8.5m road with asphalt, structurally appropriate granular base, curb and gutter.
- A parking layby would be provided along the north side of the street along the school property to provide a safe drop-off location opposite the truck entrances to Stackpole.
- The Moderwell/Monteith intersection would be reconfigured to better accommodate existing truck traffic and to provide a shorter, safer, pedestrian crossing.

The following local improvement aspects of the project were discussed by the Engineering Division at the Open House as follows:

- Local Improvement is supported by the Municipal Act for the recovery of capital infrastructure costs from the nearby benefitting properties.
- The City has a longstanding record of Local Improvement projects, most recently:
 - Pleasant Drive Reconstruction (2019).
 - Dawson Street Sidewalk (2018);
 - Matilda Street Reconstruction (2015); and
 - Mornington Street Sidewalk (2015).
- The Engineering Division is only proposing charges for:
 - Road work including curb and gutter.
 - The remaining reconstruction work would be covered by the City.
- A general outline was provided of the Local Improvement process:
 - Council to review and either accept, modify, or reject staff's proposal.
 - Council may initiate the plan to proceed with Local Improvement, at which property owners are given a chance to appeal the respective charges.
 - If sufficient appeals are received, then there is a need to submit the proposed by-law to the Ontario Land Tribunal ("OLT", and formerly titled

'Ontario Municipal Board' and then 'Local Planning Appeal Tribunal') for approval.

- Final costs provided once work is complete.
- Property owners are provided an opportunity to appeal costs at the Court of Revision thereafter.
- Finance division arranges for residents who choose financing options and annual payments.
- The method for how property owners may voice their concerns and object to the process was also provided.

Overall, the project received both positive and negative responses. Many property owners were in favour of upgrading the road infrastructure on Moderwell Street.

The disapproving comments and concerns were related to why all costs are not accounted for in property taxes. Staff provided background information on Local Improvement in the City of Stratford and the process for appearing as a delegate at the March 27, 2024, Infrastructure, Transportation and Safety Sub-committee meeting.

The main concerns focused on construction logistics; how access will be maintained daily during the project, construction scheduling, temporary parking conditions and waste collection. Engineering staff provided detailed explanations of how these logistical challenges will be managed. If Council directs staff to proceed with the Moderwell Street Reconstruction, additional information related to construction logistics will be distributed to residents.

The Council Policy L.3.1 Local Improvements, identifies that 40% of the cost of roadwork is charged to the abutting property owners and 60% to the City of Stratford. Corner lots in a residential zone are exempt for the first forty metres of lot flankage and assessed flankage exceeding forty metres, two properties on Moderwell Street are subject to this exemption.

A prior Development Servicing Agreement with Kubassek Holdings Ltd. resulted in the pre-payment of future Local Improvement charges for 10 of the 22 Moderwell Street properties. Having already paid their contribution, no further funds would require to be collected from these 10 properties.

The 2024 Capital Budget contains a total of \$1,200,000 for this project. Based on current estimates and Council policies, property owners' local improvement charges are estimated at \$392 per metre of assessable frontage. When including flankage exemptions and pre-payments as noted above, an estimated \$165,000 in local improvement charges will be collected from abutting property owners. These estimates are subject to change based on tendered prices.

Upon Council authorization to proceed with the project, a tender will be issued, and Staff would report to Council the anticipated financial impacts to both the City and residents at the time of the tender award. Payment for charges are not required until

construction costs are finalized, which typically occurs one year after substantial completion.

A subsequent report will be forthcoming from Corporate Services seeking to establish a standard approach and methodology in offering repayment options and rates. Until now, the interest rate and repayment terms were discretionary and unilaterally applied, resulting in lesser amounts being paid over 10 years, and interest rates charged without reflecting the City's costs of lending funds. In interim as a process becomes established, Staff are recommending proceeding with a repayment option for Local Improvement Charges at the Bank of Canada Prime Rate plus 1.5% for up to a 5-year period, due at the time of finalized construction costs.

Financial Implications:

Financial impact to current year operating budget:

This project has been included in the 2024 draft budget with estimated proportional costs as noted from the policy for the City and from Local Improvement charges. Therefore, there is no significant impact to the City because of proceeding currently.

Financial impact on future year operating budget:

Reconstruction of the linear assets will result in reduced maintenance costs in the years following construction. Deferring of this project will result in increased costs to maintain the current level of service and higher costs in future years to perform the work.

Link to asset management plan and strategy:

This project will result in a replacement of the current assets in the City's asset inventory.

The new assets would be added to the asset management plan, and the old assets removed. New asset replacements are planned for based on estimated useful life. The adjustment to the asset management plan will impact future capital planning forecasts and funding strategies will be updated accordingly.

Alignment with Strategic Priorities:

Developing our Resources

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

Alignment with One Planet Principles:

Equity and Local Economy

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

Staff Recommendation: THAT Council receive the description of the proposed design for the Moderwell Street Reconstruction for information;

THAT staff be authorized to proceed under the provisions of Section 6 of the Municipal Act, 2001, O. Reg. 586/06 to initiate the local improvement process, for installation of curb and gutter and road work as part of the Moderwell Street Reconstruction Project, including giving notice of intention to the public and owners of the lots liable to be specially charged;

THAT property owners of Local Improvement Charges be offered a repayment option at a rate of Bank of Canada Prime Rate plus 1.5% for up to a 5-year period, due at the time of finalized construction costs;

THAT should a sufficient number of petitions against the proposed local improvement be received in accordance with the Municipal Act, 2001, O. Reg. 586/06, City staff be authorized to apply to the Ontario Land Tribunal under Section 8 for approval to undertake the proposed work as a local improvement;

AND THAT a by-law for the reconstruction of Moderwell Street under O. Reg. 586/06, as amended, be prepared for Council's consideration, subject to Ontario Land Tribunal approval.

Prepared by:	Nick Sheldon, Project Manager
Recommended by:	Taylor Crinklaw, Director of Infrastructure Services
	Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: March 27, 2024
To: Infrastructure, Transportation and Safety Sub-committee
From: Johnny Bowes, Manager of Environmental Services
Report Number: ITS24-005
Attachments: Stratford Schedule 22 – Annual Summary Report 2023

Title: 2023 Annual Water Summary Report to Council

Objective: To present the 2023 Water Summary Report to members of Council as per Ontario Regulation 170/03.

Background: The owner of a drinking water system shall ensure that, as per Ontario Regulation 170 (O. Reg. 170/03), a Water Summary Report is prepared no later than March 31 of the following year and presented to members of Municipal Council.

The Annual Water Quality Report regulatory requirement is to have the report available to the public by February 28 of each year. This report can be found on the City of Stratford website.

Analysis: This 2023 Water Summary Report serves as a comprehensive review of the performance of the drinking water system as it relates to regulations and criteria that fall under the municipal drinking water licensing program. It has been prepared in accordance with O. Reg. 170/03.

There were nine (9) Adverse Drinking Water Quality Incident (AWQI) reported during this reporting period. Eight (8) of the AWQI's were part of the City's mandated sodium and fluoride sampling that is required every 57 months. Groundwater sources in Stratford contain naturally occurring sodium and fluoride. Municipalities that have elevated levels of naturally occurring sodium and fluoride must take and report samples every 57 months and the most recent sampling requirement fell during this reporting period. Annual notices of the elevated levels are provided to property owners on their water bills as well as notifications on the Perth Huron Public Health website.

The other (1) AWQI was the result of Total Coliform (TC) presence in a water distribution sample that was reported to the Ministry of Environment, Conservation and Parks (MECP). In accordance with the standard protocol, a resample was take at the

original sample point as well as one sample point upstream and downstream of the area. The resamples all passed and the AWQI was closed.

The City's current water taking practices are not having any negative effects on other wells or the environment. This analysis is based on a geotechnical third-party review of the City's annual monitoring well data.

The drinking water system received a 20 out of 654 non-compliance risk rating and as such, received 96.94% for the Final Inspection Rating from the MECP. The Ministry identified mainly administrative concerns, all of which were promptly addressed through corrective actions. The non-administrative items require retrofitting of existing water infrastructure at two of the wells. This work has also been completed and updates were sent to the MECP throughout the process.

Once received and approved by Council, the Summary Report will be posted on the City of Stratford website and will be available, in hard copy form, at the City Annex, Infrastructure and Development Services, 82 Erie Street, 3rd Floor.

The yearly operating and capital budgets have been developed to ensure that the necessary resources are available to meet the requirements of the Acts and Regulations.

Potentially, costs could be incurred by the City of Stratford if we did not meet the requirement to submit this report as the MECP would be required to retain experts at the City's expense to investigate the municipal drinking water system and raw water supply in order to allow us to continue to supply drinking water.

Financial Implications:

Financial impact to current year operating budget:

There are no identified impacts to the current or future year operating budgets as a result of this report.

Alignment with Strategic Priorities:

Developing our Resources

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

Alignment with One Planet Principles:

Sustainable Water

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

Staff Recommendation: THAT the 2023 Water Summary Report (COU24-030) be received for information to adhere to the compliance standards set out in Ontario Regulation 170/03.

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



**Infrastructure and Development
Services Department
82 Erie Street, 3rd Floor
Stratford ON N5A 2M4
(519) 271-0250 Ext. 222
www.stratford.ca**

March 1st, 2024

Dear Water Consumer,

The Water Division is pleased to provide the 2023 Annual Summary Report for the City of Stratford Drinking Water System.

The attached report is in accordance with Schedule 22 of O. Reg 170/03, under the Safe Drinking Water Act.

As identified under Section 12 of O. Reg. 170/03, it is required that the Annual Report as per Section 11 of O. Reg. 170/03 and the Summary Report be made available for inspection by any member of the public during normal business hours, without charge. This report can be viewed at Infrastructure and Developmental Services, City Annex, 82 Erie Street, 3rd Floor, Stratford.

The report can also be found on the City of Stratford website at:
<https://www.stratford.ca/en/live-here/waterannualreports.aspx>

This report will also be provided to members of council by March 31, 2024.

For any questions or additional information regarding the report, please contact me at (519) 271-0250 ext. 222.

Yours truly,

A handwritten signature in blue ink, appearing to read 'J. Bowes', followed by a long horizontal line.

Johnny Bowes
Manager of Environmental Services



2023

Annual Summary Report

City of Stratford Drinking Water System

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Quality Management System Policy

The City of Stratford as the owner and operator of the treatment and distribution drinking water system is committed to developing a high level of trust, commitment, and accountability by consistently delivering high quality and safe drinking water to the consumers.

The City of Stratford, Water Division is committed to:

- Providing safe and reliable drinking water services to our consumers, by managing potential risks, promoting resource stewardship and source water protection,
- Complying with applicable legislation, regulations, guidelines, and standards as related to the provision of safe drinking water.
- Maintaining and continually improving the effectiveness of the Quality Management System; and
- Establish and maintain a Quality Management System that is consistent with the Quality Management System Policy.

The City of Stratford Quality Management System Summary

The City of Stratford Quality Management System (QMS) is legislated under the Drinking Water Quality Management Standard (DWQMS) through the Safe Drinking Water Act. To maintain operating authority accreditation, the Ministry of the Environment, Conservation and Parks (MECP) mandate tasks that must be completed annually. These activities include:

- Conducting an internal audit of the Quality Management System.
- Conducting a Management Review meeting.
- Participating in an external audit conducting by a third-party Accreditation Body.
- Updating the Quality Management System Operational Plan.
- Updating Council of the status of the Quality Management System.

The QMS Operational Plan was reviewed and updated in 2022 with focus on implementing significant updates to the City's existing Operational Plan, reflecting sector best practices for the City's improved conformity to the latest version of the MECP's Drinking Water Quality Management Standard. It was endorsed by the new council on May 23, 2023.

Internal audits were completed with support from Water operational staff and Acclaims Environmental. No non-conformities were identified as a result of the internal audit. The audit report did note three areas for opportunities for improvement which are all being addressed by staff.

The City of Stratford must receive accreditation annually to operate the drinking water system. Through a qualified third-party auditor, the City must demonstrate that its QMS meets the requirements of the DWQMS (Drinking Water Quality Management Standard). SAI Global conducted an external surveillance audit on April 28th, 2023, by Janet McKenzie. There were no non-conformances and three OFI's identified.

Staff are required to conduct an annual Management Review meeting to evaluate the effectiveness of the QMS. Deficiencies and opportunities for improvement are identified and action items are developed to ensure follow-up. The City of Stratford held their management review meeting on December 18th, 2023. All requirements were met in 2023.

1.0 System Overview

This annual summary for the City of Stratford Drinking Water System was published in accordance with Schedule 22 of Ontario's Drinking Water Systems Regulation for the reporting period of January 1, 2023 to December 31, 2023. The City of Stratford Drinking Water System (waterworks number 220000530) is categorized as a Large Municipal Residential Drinking Water System.

This report was prepared by the City of Stratford on behalf of the Corporation of the City of Stratford and must be supplied to the municipal council by March 31, 2023.

2.0 Compliance with Regulations

The City of Stratford Drinking Water System is operated and maintained to ensure that safe drinking water supplied to the consumers and serviced by the system satisfy requirements within the Safe Drinking Water Act, the regulations, the Municipal Drinking Water License (074-101) and Drinking Water Works Permit (074-201).

The Ministry of the Environment, Conservation and Parks (MECP) conducted the routine annual inspection on June 5th, 2023. The inspecting officer, Neville Rising, identified three non-compliances with the regulatory requirements. Two of them were administrative in nature and were corrected immediately. The third involved modifications to our well supply infrastructure that was completed in February 2024. Updates were sent to Mr. Rising during this process to show our progress on the corrective actions.

There were nine Adverse Drinking Water Quality Incidents (AWQI) reported during this reporting period. Eight occurred from our mandated sodium and fluoride sampling that is detailed in the following paragraph. It should be noted that typically, all sodium/fluoride incidents are recorded on one AWQI for each parameter. However, in 2023, all sodium exceedances were on one AWQI, but all seven fluoride exceedances were reported individually.

Water quality exceedances for Fluoride and Sodium were observed in samples taken in 2023. The Fluoride and Sodium levels continue to be an issue in the system due to them occurring naturally. Annual notification is provided to property owners on their water bill as well as notification on the Huron Perth Public Health website of the Fluoride levels.

Fluoride & Sodium exceedances are reportable every 57 months. Next reportable exceedances will be in 2027 and 2028.

- Next reporting requirement for Fluoride, for all treated entry locations, is March 8, 2028.

- Next reporting requirement for Sodium, for all treated entry locations, is December 8, 2027.

The other AWQI occurred with a distribution sample taken on August 9, 2023, at 777 Romeo St. S. One Total Coliform was identified during sampling with a result of 1 cfu/100mL. This was reported to SACC and the MECP as required. Resamples were taken at the source and the upstream and downstream hydrants on August 12th, 2023. All resamples passed.

3.0 Corrective Actions

The routine MECP Inspections have an Inspection Rating Record, which evaluates the system to provide information for the owner/operator on areas that need to be improved. The particular areas that were evaluated for the City of Stratford Drinking Water System were: Treatment Process, Operations Manuals, Water Quality Monitoring, Reporting and Corrective Actions and Other Inspection Findings. This system received 20 out of 654 non-compliance risk ratings and as such received 96.94% for the Final Inspection Rating.

4.0 Summary of Quantity of Water Supplied

Production Wells and Treated Flows

Within the City of Stratford Drinking Water System is a total of 11 confined artesian wells. Of the 11 wells in the system, five are considered remote facilities that are located throughout the City. The distribution system has over 180 kilometers of cast iron, ductile, steel and PVC water main, varying in size from 100mm to 400mm. Additionally, The City of Stratford's water system is 100% metered, with more than 12,537 service connections.

There are also two water towers within the distribution system that provide both storage and pressure stability. The City's topography is moderately level which allows for a single pressure zone throughout the distribution system.

Attached as Appendix A is a summary the flow rates for 2023, which include; Municipal Drinking Water License Schedule C rated capacity, total and average daily flows, and raw water peak flows.

Monitoring Wells

As per section 4.2 (4) of the Permit to Take Water, all data collected under the monitoring well program shall be analyzed, interpreted, and summarized in an annual report by a qualified person. The 2023 final report was prepared by ARL Groundwater Resources Ltd. on February 29th, 2024. Reports can be viewed at 82 Erie Street, 3rd Floor Engineering.

General comments include:

- Total pumpage from all wells was approximately 8% lower in 2023 compared with 2022.
- The Romeo Street well field accounted for approximately 42% of the total well production in 2023, followed by Lorne Avenue (20%), O'Loane (15%), Dunn (11%), Chestnut St. (7%) and Mornington St. (4%), respectively.
- The hydrographs of water level measurements recorded at the City multilevel monitoring wells in 2023 are generally consistent with measurements recorded in recent years. There is some evidence that water levels were lower during 2020-2023, compared to 2018-2019.
- There is no evidence available to indicate that water taking by the City in 2023 had an adverse effect on other private wells or the natural environment.

Recommendations:

- That water level monitoring at the multilevel monitoring wells continue with some changes in methodology including a shift to more automated monitoring using dataloggers and transducers.
- That a more comprehensive review and interpretation of the monitoring data be performed in 2024, to better determine the relationship between pumping at individual supply wells, and water level response at both the multilevel monitoring wells and the individual supply wells themselves.
- That a review of the monitoring and reporting requirements in the PTTW for the City supply wells should be considered in 2024. The objective of the review would be to update and improve on the effectiveness of the monitoring and reporting program required under the PTTW.

Appendix "A" – Flow Data

Chestnut Street Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 2500 L/min)	Treated Water (MDWL Limit = 3600 m ³ /day)	Monthly Average (m ³ /day)
January	1600	699	219
February	1606	1774	919
March	1618	1060	818
April	1620	978	859
May	1622	1781	1047
June	1598	1726	891
July	1608	1781	1136
August	1600	1801	1193
September	1600	1746	1071
October	1615	1759	956
November	1623	1008	714
December	1629	1679	515
Average	-	-	862
Maximum	1629	1801	-

Mornington Street Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 3410 L/min)	Treated Water (MDWL Limit = 4910 m ³ /day)	Monthly Average (m ³ /day)
January	2277	585	375
February	2277	962	478
March	2277	1815	646
April	2286	1469	577
May	2286	765	526
June	2260	1550	518
July	2278	1656	604
August	2266	597	333
September	2265	939	374
October	2269	635	380
November	2272	687	467
December	2364	698	345
Average	-	-	469
Maximum	2364	1815	-

Appendix "A" – Flow Data

Lorne Avenue Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 1370 L/min)	Treated Water (MDWL Limit = 1973 m ³ /day)	Monthly Average (m ³ /day)
January	1101	739	377
February	1081	281	101
March	1091	305	112
April	1109	308	101
May	1085	209	114
June	1119	1435	465
July	1090	948	229
August	1466	873	173
September	1086	142	23
October	0	0	0
November	0	0	0
December	7630	443	443
Average	-	-	178
Maximum	7630	1435	-

*December 1, 2023 – Flushing to Waste, extended our PTTW L/min due to no back pressure during flushing.

Dunn Road Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 5000 L/min)	Treated Water (MDWL Limit = 7200 m ³ /day)	Monthly Average (m ³ /day)
January	2419	1375	1068
February	2445	2699	1350
March	2453	1671	1120
April	2453	1502	1191
May	2949	2672	1500
June	6603	2740	1773
July	2375	2566	1588
August	2376	2603	1550
September	2427	1623	1259
October	2456	2565	1053
November	2459	1338	997
December	2443	2596	1065
Average	-	-	1293
Maximum	6606	2740	-

*June 19, 2023 – Flushing to waste, extended our PTTW L/min due to no back pressure during flushing.

Appendix "A" – Flow Data

O'Loane Avenue Well and Pumphouse

Month	Raw Peak Flow Rate (Max = 3406 L/min)	Treated Water (MDWL Limit = 4905 m ³ /day)	Monthly Average (m ³ /day)
January	2981	2039	1649
February	2986	2053	1349
March	2984	2063	1640
April	4124	2135	1734
May	3007	2945	1814
June	2972	3414	2123
July	2999	2438	1164
August	2992	2435	1761
September	2340	2512	2108
October	3102	2629	1734
November	3113	2668	1542
December	3094	1999	1472
Average	-	-	1674
Maximum	4124	3414	-

*April 14, 2023 – Flushing to Waste, extended our PTTW L/min due to no back pressure during flushing.

Romeo Street Pumping Station

Month	Raw Peak Flow Rate (see individual flow rates FW 1, 2, 3, 4, 6, 7)	Treated Water (MDWL Limit = 17012 m ³ /day)	Monthly Average (m ³ /day)
January	-	5670	5354
February	-	6100	5104
March	-	5330	4772
April	-	5540	5029
May	-	7360	6170
June	-	9324	6445
July	-	6370	5258
August	-	5730	5259
September	-	5720	5307
October	-	5950	5446
November	-	5780	5508
December	-	5220	4683
Average	-	-	5361
Maximum	-	9324	-

Appendix "A" – Flow Data

Romeo Street Pumping Station Raw Peak Flows

Field Wells 1, 2, 3, 4, 6, 7 (PTTW allowable water taking is per individual field well)

Month	FW1 (L/min)	FW2 (L/min)	FW3 (L/min)	FW4 (L/min)	FW6 (L/min)	FW7 (L/min)
January	1094	1085	1001	1082	2819	2559
February	1097	1085	1005	1072	2899	2565
March	1098	1090	1008	1070	2953	2571
April	1097	1093	983	1066	0	2590
May	1093	1102	973	1101	2968	2558
June	1093	1095	937	1069	2848	2563
July	1101	1093	928	1065	2993	2558
August	1099	1089	922	1069	61715	2567
September	1099	1098	915	1059	62951	2559
October	1096	1102	900	1127	3003	2546
November	1091	1102	896	1072	2976	2543
December	1096	1099	903	1067	3047	2584
Average	-	-	-	-	-	-
Maximum	1101	1102	1008	1127	3047	2590
Max Limit	1136	1136	1136	1136	3858	3410

*August 23, 2023 – False readings on FW #6 flows, due to the installation of a new mag meter at the well.

*September 15, 2023 – False readings on FW #6 flows, related to software issues between the mag meter and PLC.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on January 18, 2024 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, Vanni Azzano, Councillor Larry McCabe

Staff Present: Casey Riehl – Recording Secretary

Regrets: Sadaf Ghalib – Manager of Climate Change Programs, Councillor Jo-Dee Burbach

Also Present: Members of the Public

1. Call to Order

Ian Morton, Chair, called the meeting to order at 4:05 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of Previous Minutes – December 7, 2023

Motion by Anita Jacobsen

Seconded by Councillor McCabe

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

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

Ecological:

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

- the invoice for the Invasive Species Management Plan not being paid in full as the three phases have not been completed;
- phase I having been completed prior to the new year and the Manager of Parks, Forestry and Cemetery requesting the Invasive Species Centre to re-issue a new invoice to reflect only the payment for Phase I which will be funded from the 2023 E&E budget;
- the Invasive Species Management Plan identifying components that can be acted upon and an idea being to create an information flyer for landowners who are adjacent to the T.J. Dolan area with regard to side trails, invasive species, trash accumulating, etc.; and
- invasive species pulls in the spring being planned.

I.C.I. Waste Reduction:

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

- the working group having added a new member who works in plastic recycling, who brings a great deal of knowledge and ideas to the group;
- there being plans to move forward on updating the City's green events guidelines;
- the previous checklists having been removed from the City's website, as they did not meet the accessibility requirements and are now out of date;
- the working group creating an updated checklist that can be posted on the website and provided with event applications;
- municipalities being contacted to see what they are including on their checklists and information being added about Stratford's green bin program information;
- the Corporate Communications Specialist having been contacted to discuss adding the checklist to the website and working together on this project; and

Energy & Environment Advisory Committee
January 18, 2024

- it being suggested that a link be placed on the website to “Green Issues” in a visible location on the home page that will take visitors to anything posted relating to this topic.

Carbon Reduction:

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

- they are continuing to contribute material for an information package for people who are looking for information on heat pump installations; and
- they have had two recent presentations: one on the new SDSS Eco Club Community Garden and another presentation on a residential heat pump installation.

5. Update from the Climate Change Program Manager – Sadaf Ghalib

The Climate Change Program Manager provided a written update that was shared with E&E. Highlights of the update included:

- the call for applications being open for the 2024 Green Recognition Program until March 15, 2024;
- the E&E Committee being requested to help amplify the message across their networks and the community;
- the City leading communications through a news release, posters, social media, radio, and the Town Crier;
- a selection committee being formed from the E&E Committee to review applications and conduct interviews/site visits if applicable between March 18 – April 12, 2024;
- there being an opportunity to volunteer with Vic West Manufacturing for a cleanup activity at either Avon River or TJ Dolan Natural Area during April 2024; and
- members being able to provide feedback on the City’s Strategic Priorities until January 23, 2024).

Councillor McCabe noted that consideration could be given to an “events category” as part of the selection process. An increased number of organizations are striving to go green when putting on events and this might be encouraging for future event organizers. Ian Morton suggested that events could possibly fall under the new tourism category that has been created this year.

Energy & Environment Advisory Committee
January 18, 2024

Ian Morton suggested E&E members reach out as soon as possible to the Climate Change Programs Manager if they are available to assist with the Green Recognition Selection Committee or the cleanup activities. Sharon Collingwood noted that reviewing the submissions for the Green Recognition program is time consuming and could possibly be streamlined with detailed applications.

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

Felicity Sutcliffe advised the ATAC is continuing to work on various signage throughout Stratford in 2024.

7. Business Arising from Previous Minutes

None noted.

8. New Business

None noted.

9. Upcoming Events

- Tree Power Event – April 13, 2024
- Earth Day – April 22, 2024
- 2024 Pride Events

10. Date of Next Meeting

The next meeting of the E&E Committee will be held on Thursday, February 15, 2024, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

11. Adjournment

Motion by Ken Clarke

Seconded by Vanni Azzano

THAT the January 18, 2024, Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:05 P.M.

Meeting End Time: 5:03 P.M.



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, February 6, 2024, at 11:30 a.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Roger Koert – Chair Presiding, Andy Mark, Geoff Krauter, Councillor Bonnie Henderson, Diane Sims

Staff Present: Oonagh Vaucrosson – Accessibility, Diversity & Inclusion Coordinator, Nathan Bottema – Project Engineer, Casey Riehl – Recording Secretary

Regrets: Heather Contois, Jamie Pritchard

1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 11:33 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

Approval of the January 23, 2024 meeting minutes deferred to the March Meeting.

4. Infrastructure Services Update – Nathan Bottema, Project Engineer

Nathan Bottema, Project Engineer provided the following update:

Accessibility Advisory Committee
February 6, 2024

- a cost breakdown to drop the curbs for the two on-street accessible parking spots on Ontario Street and Albert Street will be forwarded and the AAC can decide if they want these projects to proceed as part of the 2024 Engineering budget.
- Staff are working with the Manager of Parks, Forestry and Cemetery to put together information to present to the Board of Park Management regarding a plan for the pathway on the park land across from the Bandshell on Veteran's Drive.
- The Mobi-mats have been purchased with the 2023 Engineering accessibility budget and are stored at Public Works for use at City events. He will contact Community Services to inform them that they are available for use and to include them on the events application. He will also ask the Corporate Communications Specialist to do a post to inform the community what Mobi-mats are and that the mats are available for use.
- a map will be provided of the missing sidewalks at the March meeting. Roger Koert suggested that the AAC could evaluate the budget and possibly use the remaining funds to complete some of the missing links.
- projects scheduled for 2024 pending budget approval include:
 - a) installation of a multi-use trail on Oakdale Avenue from O'Loane to Forman;
 - b) improving some of the downtown intersections to improve pedestrian moveability;
 - c) bridge improvements including replacing a culvert on Perth Line 36 (Quinlan Road) at the most westerly crossing of the Court Drain which will require a closure on Quinlan Road to complete the work;
 - d) completing a resurfacing project for Erie Street from the downtown core to approximately the railroad tracks (at Moderwell Street) with the second year of connecting link funding;
 - e) discussing and seeking approval from the MTO to widen Erie Street to allow them to include bike lanes;
 - f) completion of the second phase of the Albert Street reconstruction project (remaining 25%) plus another two blocks;
 - g) completion of a reconstruction project on Moderwell Street (from St. Vincent Street to Monteith Avenue); and

- h) completing various pedestrian crossovers, sidewalk infills and other various improvements as budget and time allows.

5. Site Plan Review Sub-Committee Update – Oonagh Vaucrosson - Accessibility, Diversity & Inclusion Coordinator

The Accessibility, Diversity & Inclusion Coordinator updated the AAC that the Review Sub-Committee reviewed a plan for 80 Lorne Avenue. The new building is a large building and will have adequate parking, including accessible parking, wide entrances to the building and a large accessible washroom.

6. Business Arising from Previous Minutes

6.1 Launch of the FADM with Perth-Huron Builders Association – Geoff Krauter/Oonagh Vaucrosson

Geoff Krauter will e-mail representatives at the PHBA and report back at the March AAC meeting.

6.2 Developing an AAC Incentive Program – Roger Koert

Roger Koert has sent information to the Clerk for clarification on the parameters of the AAC organizing an incentive program for local businesses to complete accessible improvements. He will report back to the AAC once he has more information.

6.3 2024 National AccessAbility Week Plans

Roger Koert noted that at the last meeting members discussed ideas for National AccessAbility Week such as a launch of the updated FADM, the possible incentive program, how to increase accessibility awareness for Council with assistive devices and linking up with the Access Now map. The Accessibility, Diversity & Inclusion Coordinator suggested holding an education forum with speakers discussing accessibility. She also noted the new Accessibility Coordinator at the Stratford Festival has introduced some interesting new initiatives at the Festival and would be a great source of information. Diane Sims suggested Council members could visit local businesses with varying degrees of accessibility to see what it is like. Members like the idea of setting up in Market Square with their banner and postcards to spread awareness. Councillor Henderson shared information regarding Red Shirt Day.

7. New Business

7.1 Accessibility Audit Process – Roger Koert

Roger Koert inquired about the checklist that was created for auditing buildings for accessibility. Members noted that it is included in the FADM, which is also posted online. The Accessibility, Diversity & Inclusion Coordinator stated that the Manager of Community Facilities has been doing reviews of City facilities and using the checklist.

Mr. Koert suggested making the checklist more readily available and visible so that local businesses can access it to do a self-assessment of their business. The Accessibility, Diversity & Inclusion Coordinator will work with the Corporate Communications Specialist to post information on the City's website and social media. The Project Engineer noted that there should be instructions in place so as not to have businesses complete the City's accessibility checklist and advertise that they are now accessible, that these are strictly guidelines. Roger Koert suggested that in addition to site plan reviews, the AAC could possibly review accessibility checklists and provide further feedback to businesses.

The Accessibility, Diversity & Inclusion Coordinator plans to continue the accessibility audits of City facilities this year with the Manager of Community Facilities to ensure that all buildings have been completed.

7.2 Onboarding of New AAC Members – Roger Koert

Members discussed what additional information could be provided to new AAC members when they begin their term with the AAC. Currently, all Advisory Committee members receive the Terms of Reference, meeting dates/times/location and copies of previous minutes for their information. Members suggested that new AAC members could also receive a copy of the FADM, link for the AAC information on the City's website, information on what the AODA is and videos or sections that are pertinent to the Committee and the absent sidewalk map.

7.3 Steering Committee Update – Oonagh Vaucrosson - Accessibility, Diversity & Inclusion Coordinator

The Accessibility, Diversity & Inclusion Coordinator updated the AAC that the City's Steering Committee's top priority is working towards achieving web accessibility.

She also raised the issue of remuneration of all AAC members for discussion at the Steering Committee. She has discussed this with the Clerk and has all the steps that Huron County used to bring this legislation into place and she will be moving forward with a proposal for the AAC. She noted that many municipalities are already remunerating their committee members.

7.4 Accessibility Apps and Websites

Councillor Henderson noted that on the City's website, there are some apps listed that state Stratford is participating, however Stratford is not always on the app when you actually try it, such as the GoHere Washroom app. She will forward the information to the Accessibility, Diversity & Inclusion Coordinator to review. Councillor Henderson will also send her the Perth County washroom app and age-friendly community information.

7.5 Tax Deferral Program Update

Councillor Henderson explained the background of the tax deferral program that the AAC has previously proposed. Diane Sims inquired if the AAC could receive a status update on where this project stands.

Motion by Diane Sims

Seconded by Geoff Krauter

THAT the Accessibility Advisory Committee requests a status update from staff on the Accessibility Tax Deferral Program. Carried

8. Date of Next Meeting:

The next meeting of the AAC will be held on Tuesday, March 5, 2024, at 11:30 a.m. in the Mansbridge Room, Stratford Rotary Complex, 353 McCarthy Road, Stratford.

9. Adjournment

Motion by Andy Mark

Seconded by Diane Sims

THAT the February 6, 2024, Accessibility Advisory Committee meeting adjourn. Carried

Start Time: 11:33 A.M.

End Time: 12:35 P.M.