



The Corporation of the City of Stratford
Planning and Heritage Sub-committee
Open Session
AGENDA

Date: Thursday, April 25, 2024
Time: 4:30 P.M.
Location: Council Chamber, City Hall
Sub-committee Present: Councillor Sebben - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Biehn, Councillor McCabe, Councillor Wordofa
Staff Present: Tatiana Dafoe - City Clerk, Kelsey Hammond - Chief Building Official, Miranda Franken - Council Clerk Secretary

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

3.1 Request for Delegation by Janice Lindsay

Janice Lindsay will be speaking to Sub-committee to request:

1. that the fee of \$4,835.00 to apply for a zone change application at 187 Wellington Street be waived; and that
2. consideration be given to removing the principle residence requirement for short term rental accommodations.

Motion by

THAT Janice Lindsay be heard.

4. Department Update

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

5. Advisory Committee/Outside Board Minutes

3 - 20

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

- Heritage Stratford Advisory Committee Minutes of September, 12, 2023
- Heritage Stratford Advisory Committee Minutes of November 14, 2023
- Heritage Stratford Advisory Committee Minutes of December 12, 2023
- Heritage Stratford Advisory Committee Minutes of February 13, 2024
- Heritage Stratford Advisory Committee Minutes of March 12, 2024

6. Next Sub-committee Meeting

The next Planning and Heritage Sub-committee meeting is May 30, 2024, at 4:30 p.m. in the Council Chamber, City Hall.

7. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

Sub-committee Decision: THAT the Planning and Heritage Sub-committee meeting adjourn.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, September 12, 2023 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary.

Committee Members Present: Brian Johnson –Chair Presiding, Barb Cottle, Laura Dent, Councillor Larry McCabe, Andy Bicanic, Jacob Vankooten

Staff Present: Alex Burnett – Planner, Adam Betteridge – Director of Building & Planning, Casey Riehl – Recording Secretary

Regrets: Jack West, Jeff Atchison

1. Call to Order

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

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Jacob Vankooten

Seconded by Councillor McCabe

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated June 13, 2023, be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 Update on 265 St. David Street Permit – Alex Burnett

Alex Burnett, Planner, reported that on March 28, 2022, Council adopted a recommendation that the heritage alteration application for 265 St. David Street to permit replacement of the upper story doors with windows be denied, as it is contrary to the recommendations of the Stratford Heritage Permit Review Committee and the record of designation for 265 St. David Street. Staff were directed to work with the property owner on the removal of the windows that were installed and on the replacement of the wooden doors that match the original doors in terms of colour, shape, pattern and material in a timely manner. In September 2022, it was determined by Planning staff that while the doors installed currently are not what Heritage Stratford had originally recommended, they did meet the recommendation from Council. Based on this discussion, the application is deemed closed.

4.2 James Anderson & Blue Plaque Awards Update – Brian Johnson/ Barb Cottle

The Awards Sub-committee is continuing to review the submissions received for both awards. The plan is still to hold presentation events for both awards before the end of 2023.

4.3 Shakespearean Garden – Heritage Designation –J. Atchison/L. Dent

Brian Johnson shared an update from Jeff Atchison regarding the work on the Shakespearean Garden designation. Jeff Atchison has met with Reg White to discuss the possible designation and they are still very interested in moving ahead with a designation. The garden is owned by the City and would need to be discussed with Parks & Forestry staff and Council on what the designation would cover. He will inquire about a meeting between Heritage Stratford members and staff to do a site visit and discuss the specifics of what is owned by the City and what is owned by the County. Laura Dent added that the garden is within the Heritage Conservation District, which is a Part V designation, but it can also have a Part IV designation as well. This would identify attributes that are more specific to the garden.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register – Alex Burnett

Alex Burnett, Planner, reported that the owners of the 36 properties identified in the first phase have been sent letters on behalf of the City to gauge their interest in becoming designated properties. The deadline

provided in the letter for a response is September 22, 2023. Staff will clarify how long the non-designated properties can remain on the register before they must be either designated or removed from the list and not added back on the register or designated for five years.

Laura Dent raised a concern about non-residential or commercial properties that are not registered or designated and that should be identified. It was questioned whether Heritage Stratford members have enough time to designate identified residential properties and commercial properties within the two-year deadline. Members agreed that concentrating on the current residential list would be the plan moving forward. So far staff has received interest back from four properties, with three submitting the required documentation to move on to the next step. Two property owners have phoned and asked to have their property removed from the list. Staff will issue a second follow-up letter to the property owners, excluding the two who already expressed they are not interested, to clarify details on deadlines and dates.

Adam Betteridge, Director of Building and Planning will contact the City Clerk to discuss the process of updating the by-laws to accompany the designation recommendations. Planning staff will work on preparing the recommendations for the November HS meeting. Members of the Designation Sub-committee will inquire with Marg Rowell at the University of Waterloo Heritage Research Centre to see what her availability is to complete additional research on the properties.

Motion by Councillor McCabe

Seconded by Barb Cottle

THAT the Heritage Stratford Advisory Committee supports Planning Staff sending a follow-up letter to (34) properties included on the Phase I of the Non-Designated Properties List to outline the details and significant dates of the designation process. Carried

6. Development Services Report – Alex Burnett

Alex Burnett, Planner, submitted the September 2023 Development Services Report for the Committee's information and was available for questions.

7. New Business

7.1 2024 Heritage Stratford Budget Request – Brian Johnson

Motion by Andy Bicanic

Seconded by Councillor McCabe

Heritage Stratford Advisory Committee
September 12, 2023

THAT the Heritage Stratford Advisory Committee requests a 2024 budgetary figure of \$7,725.00 from the City of Stratford as follows:

- **Heritage Research/Service Contracts (to provide research/writing for property designations, at-risk buildings, properties of interest list, other specific research reports, photography): \$5,000.00**
- **Awards, Plaques, Event/Conference Expenses: \$2,500.00**
- **Memberships: \$225.00**

Carried

7.2 Reminder of Members Terms Expiring November 30, 2023

Staff reminded members whose terms will be ending on November 30, 2023 that they will be required to re-apply to sit on the committee. The positions will be re-advertised and staff will inform them of the deadline to send their applications in to the Clerk.

7.3 Renewal of National Trust for Canada Annual Membership

Motion by Barb Cottle

Seconded by Andy Bicanic

THAT the Heritage Stratford Advisory Committee spends \$158.00 to renew their annual membership with the National Trust for Canada.
Carried

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, October 10, 2023, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

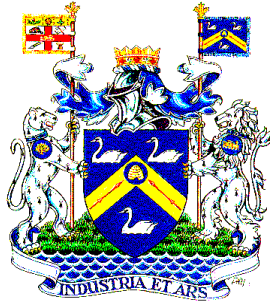
Motion by Jacob Vankooten

Seconded by Councillor McCabe

THAT the September 12, 2023 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 8:18 P.M.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, November 14, 2023 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary.

Committee Members Present: Brian Johnson – Chair Presiding, Barb Cottle, Jack West, Andy Bicanic, Jacob Vankooten, Jeff Atchison

Staff Present: Alex Burnett – Planner, Casey Riehl – Recording Secretary

Regrets: Laura Dent, Councillor Larry McCabe

1. Call to Order

Brian Johnson, Chair, called the meeting to order at 7:00 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Jacob Vankooten

Seconded by Jeff Atchison

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated September 12, 2023, be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 James Anderson/Blue Plaques Update –B. Johnson/B. Cottle

Barb Cottle advised she would obtain a quote and inquire about ordering the two Blue Plaques for this year's recipients prior to year-end.

4.2 Shakespearean Garden Heritage Designation Update – Jeff Atchison

Jeff Atchison reported that a meeting will be set up with all parties concerned to work on plans to move forward on designating the garden.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register – Alex Burnett

Barb Cottle reported that Marg Rowell, from the Heritage Research Centre at the University of Waterloo, is currently working on updated descriptions of the architectural aspects of the houses, she will not be working on research into the history of the houses. The Stratford-Perth Archives has provided all the information they had on the properties. Ms. Cottle will share the information and provide an update at the next meeting.

6. Building & Planning Report (October/November 2023) – Alex Burnett

Alex Burnett, Planner, reviewed the October and November 2023 Development Services Reports for the Committee's information and was available for questions.

7. New Business

7.1 Street Name Review – Alex Burnett

Alex Burnett, Planner, advised members that Heritage Stratford has been asked to review and comment on two new street name suggestions.

Heritage Stratford Advisory Committee
November 14, 2023

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, December 12, 2023, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

Motion by Andy Bicanic

Seconded by Jacob Vankooten

THAT the November 14, 2023 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 7:23 P.M.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, December 12, 2023 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary.

Committee Members Present: Brian Johnson – Chair Presiding, Barb Cottle, Jack West, Jacob Vankooten, Jeff Atchison, Laura Dent, Councillor Larry McCabe

Staff Present: Alex Burnett – Planner, Casey Riehl – Recording Secretary

Regrets: Andy Bicanic

1. Call to Order

Brian Johnson, Chair, called the meeting to order at 7:00 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Jacob Vankooten

Seconded by Jeff Atchison

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated November 14, 2023, be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 James Anderson/Blue Plaques Update –B. Johnson/B. Cottle

Barb Cottle reported that she has heard back from both nominees of the 2023 blue plaques and they are excited to be receiving plaques for their properties.

Motion by Barb Cottle

Seconded by Jacob Vankooten

THAT the Heritage Stratford Advisory Committee spends up to a maximum of \$1,800.00 to purchase the two Blue Plaques for the 2023 recipients;

AND THAT the Heritage Stratford Advisory Committee spends up to a maximum of \$350.00 to frame the 2023 James Anderson Award. Carried.

4.2 Shakespearean Garden Heritage Designation Update – Jeff Atchison

Jeff Atchison reported that he met with Quin Malott, Cemetery, Parks & Forestry Manager and representative from the Friends of the Shakespearean Gardens. Staff does not have any issues with the designation and a list of items within the park will be identified in the designation description. A proposal will go to the Parks Board for their approval and then proceed to Council. Members are hoping that the designation can take place prior to the 88th Anniversary of the gardens in June.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register – Alex Burnett

Alex Burnett reported that Margaret Rowell completed the revised architectural descriptions for the three properties that submitted applications to be added to the non-designated list. Barb Cottle will share the revised descriptions with the Committee members for their review and feedback. Once reviewed, Alex Burnett will begin working on the reports to go to Council for their approval.

Heritage Stratford Advisory Committee
December 12, 2023

Motion by Barb Cottle

Seconded by Councillor McCabe

THAT the Heritage Stratford Advisory Committee spends \$125.00 from their 2023 Budget to pay Margaret Rowell for her research services on three properties proposed for the Non-Designated Properties Register. Carried

6. Building & Planning Report (December 2023) – Alex Burnett

Alex Burnett stated that there were no items to report for the month of December.

Brian Johnson reported that he was sent a proposed new street name to review. Arthur Boon Street or Boon Street has been proposed. Mr. Johnson submitted feedback to the Planning Department that Arthur Boon Street was quite similar to the already named Arthur Street and that Boon Street would be the preference.

7. New Business

None noted.

8. Date of Next Meeting

Motion by Councillor McCabe

Seconded by Laura Dent

THAT the Heritage Stratford Advisory Committee cancels their January 9, 2024 Committee meeting. Carried.

The next meeting of Heritage Stratford will be held on Tuesday, February 13, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

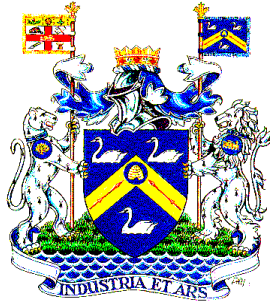
Motion by Jacob Vankooten

Seconded by Jeff Atchison

THAT the December 12, 2023 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 7:21 P.M.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, February 13, 2024 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary.

Committee Members Present: Brian Johnson – Chair Presiding, Barb Cottle, Jacob Vankooten, Jeff Atchison, Laura Dent, Councillor Larry McCabe

Staff Present: Alex Burnett – Planner, Casey Riehl – Recording Secretary

Regrets: Andy Bicanic, Jack West

1. Call to Order

Brian Johnson, Chair, called the meeting to order at 7:08 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Jacob Vankooten

Seconded by Jeff Atchison

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated December 12, 2023, be adopted as printed.

Carried

4. Business Arising from Previous Minutes

4.1 James Anderson/Blue Plaques Update –B. Johnson/B. Cottle

Barb Cottle reported that the videos for both the blue plaque recipients have been completed. Staff will inquire if the videos can be shared at an upcoming Council meeting and if a member of Heritage Stratford would be required to attend. The hope is that both plaques can be presented to the recipients this spring.

Barb Cottle stated that the James Anderson plaque has been sent to the framer and will be completed shortly and an event date can be set.

4.2 Shakespearean Garden Heritage Designation Update

Alex Burnett, Planner, reported that he was scheduled to speak at this month's Parks Board meeting, however the meeting was cancelled, and he is scheduled to address the Board next month. Once he receives approval from the Parks Board, he can work on drafting a report and by-law to proceed to Council for final approval.

The goal is to have the designation request proceed to Council by May to line up with the 88th Anniversary of the garden in May.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register – Alex Burnett, Planner

The Planner reported that the background information for 120 St. Vincent Street and 87 Nile Street has been completed. There is another property that the owners have expressed interest in possibly designating in the future. At this point, the designation process for the properties on St. Vincent Street and Nile Street can proceed with a staff report for Council.

Laura Dent noted that to be considered for a heritage designation, a property must meet a minimum of two of the nine criteria listed in the evaluation. Both of these properties meet four of the criteria. The Heritage Committee should feel confident that both properties exceed the designation criteria. The Committee members can work on identifying more details regarding the heritage attributes for the by-law.

Heritage Stratford Advisory Committee
February 13, 2024

Motion by Councillor McCabe

Seconded by Jake Vankooten

THAT the Heritage Stratford Advisory Committee supports the evaluations completed for 120 St. Vincent Street and 87 Nile Street;

AND THAT both properties meet the designation criteria to move forward with a heritage designation.

Carried

6. Building & Planning Report (February 2024) – Alex Burnett, Planner

Alex Burnett, Planner, provided the following update:

- a Heritage Alteration Permit was issued for 63 Avon Street;
- the property at 55 Elizabeth Street being under review for a Heritage Alteration Permit, and
- the applicant for 203 Waterloo Street South being in the process of redesigning the proposed building and the Heritage Alteration Permit Application being recirculated to the Heritage Alteration Permit Review Sub-Committee to re-review.

Brian Johnson noted that the Heritage Alteration Permit Review Sub-Committee received e-mails today from the Building and Planning Department regarding 265 St. David Street rental units and a new garage with living space. The second e-mail was for the property at 74 Church Street regarding an apartment and addition.

Mr. Johnson requested designation information for properties, preferably the by-law, be included when Building and Planning sends through applications for review.

7. New Business

7.1 Conservation of Heritage Masonry Case Studies & Workshop (Guelph, ON)

Alex Burnett, Planner, circulated information regarding an upcoming seminar being held April 16-17, 2024 regarding heritage masonry. Members will discuss at the March Heritage Stratford meeting and determine if any members are interested in attending.

Heritage Stratford Advisory Committee
February 13, 2024

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, March 12, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

Motion by Barb Cottle

Seconded by Councillor McCabe

THAT the February 13, 2024 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:08 P.M.

End Time: 7:36 P.M.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, March 12, 2024 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Brian Johnson – Chair Presiding, Barb Cottle, Jacob Vankooten, Jeff Atchison, Andy Bicanic, Jack West

Staff Present: Alex Burnett – Planner, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Regrets: Councillor Larry McCabe, Laura Dent

1. Call to Order

Brian Johnson, Chair, called the meeting to order at 7:04 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes – February 13, 2024

Motion by Andy Bicanic

Seconded by Jeff Atchison

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated February 13, 2024, be adopted as printed.

Carried

4. Business Arising from Previous Minutes

4.1 James Anderson/Blue Plaques Update

Barb Cottle reported that she now has the James Anderson Award. The Heritage Committee and the recipient will need to decide on a date and a location to hold the presentation event.

Ms. Cottle has the two videos for the 2023 Blue Plaque Award recipients completed. She will forward links to both of them for staff to send to Council members for their information. Both blue plaques were previously purchased and are at the engravers. Heritage Stratford and the recipients can arrange dates and locations for both presentations as well.

4.2 Shakespearean Garden Heritage Designation Update

Alex Burnett, Planner, reported that he presented the designation request to the Parks Board at their March meeting. The Parks Board is supportive of the designation and have given staff approval to proceed. Mr. Burnett has the list of criteria and the specific areas/items in the garden that will be requested to be designated. The Manager of Parks, Forestry and Cemetery, Parks Board and Friends of the Shakespearean Garden worked together to compile the list.

Motion by Jeff Atchison

Seconded by Barb Cottle

THAT the Heritage Stratford Advisory Committee supports Building and Planning staff completing the required designation reports for the Stratford Shakespearean Garden.

Carried

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register

Alex Burnett, Planner, advised the reports for the two properties that completed the request to be added to the list have been started. Once the draft reports are completed they will be shared with Heritage Stratford members for review and feedback. There has been some interest from two additional properties – one on Cambria Street and the other on Water Street. Barb Cottle volunteered to contact the Stratford Archives to start the research process for these properties.

6. Building & Planning Report (March 2024)

The Building & Planning report for March 2024 was previously provided to members. The Planner reviewed the report with members and was available to answer questions.

7. New Business

7.1 Bike Racks – Active Transportation Advisory Committee/BIA

Vicky Trotter, Council Committee Coordinator, explained that the Active Transportation Advisory Committee is working with the Downtown Stratford BIA, who have beautification funds, to install additional bike racks. The concept will be to install 4-5 art pieces throughout the downtown area that double as bike racks.

Barb Cottle inquired about leaving some streetscapes free of too many bike racks and items not easily removed for instances such as recent filming taking place in the downtown area. The Council Committee Coordinator stated that if Heritage Stratford has specific areas that they feel should not have bike racks installed, they would take that into consideration when choosing locations.

The Council Committee Coordinator will bring specific samples of the bike rack designs, as well as proposed locations, to an upcoming HS meeting for feedback.

7.2 Community Heritage Ontario Annual Membership Renewal

Motion by Andy Bicanic

Seconded by Jacob Vankooten

THAT the Heritage Stratford Advisory Committee spends \$75.00 from their 2024 budget to renew their annual membership with Community Heritage Ontario.

Carried

7.3 Conservation of Heritage Masonry Workshop – April 16-17, 2024 (Guelph)

Members will discuss this item further at the April meeting and decide if a HS member will attend.

Heritage Stratford Advisory Committee
March 12, 2024

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, April 9, 2024, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

Motion by Jacob Vankooten

Seconded by Andy Bicanic

THAT the March 12, 2024 Heritage Stratford Advisory Committee meeting adjourn.

Carried

Start Time: 7:04 P.M.

End Time: 7:32 P.M.